Buzz - Job Offers

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Buzz Job Offers allows your service reps to push a job offer from Beyond for the employee to accept or decline within the Buzz app.

Note This functionality requires both Beyond and Buzz. If you already have Buzz or are interested in Buzz, talk to your account manager today to enable this feature.

This article covers:

- 1. Setting up Job Offers
- 2. Offering a Job
- 3. Next Steps

Setup

If you have both Beyond and Buzz Job Offers, then you're almost there! The first time you are ready to use this feature, you will need to make sure your staffing specialists and employees are setup for this feature.

Beyond Permissions

Any service rep that will be sending out job offers will need the security group permission 'Enable Job Order Distribution'.

- 1. Navigate to System Settings > Security Groups > Permission
- 2. Select the security group you want to add this permission to
- 3. Check the box next to 'Enable Job Order Distribution'

Permis	Permission Security Group						
Name Staffing	J Specialist	Hierarchy Level System	~				
Descriptio Standa	on rd Staffing specialist						
Properti Q	ies (31) Filter		13 Selected				
	Can view, edit assignment commission allocations Allows a user to view, create, edit, and delete commission allocations on assignmen	15					
	Enable Job Order Distribution Allows a user to utilize Job Order Distribution which is used to send notifications to r	employees in Buzz about a job offer.					
	Enable UserSnap Enables UserSnap on the WebATS client.						
	Unmask Employee SSN Unmasks Employee Government Personal Identifiers such as SSN, SIN, and NIN						

To learn more about security groups, check out Beyond - Managing Service Reps & Security Groups.

Buzz Access

The employees who will be accepting or declining the job offers will need to have access to Buzz. Check out Buzz - Inviting Employees to Buzz for more information on how to invite your employees to use the Buzz App.

Additional Configurations

There are additional configs, or settings, that are found in WebCenter related to Job Offers.

To locate these WebCenter Configurations:

- 1. Log into WebCenter as an administrator
- 2. Navigate to the Config Tab
- 3. Select the Customer Category

Buzz: Hide Job Offer Location

This configuration allows you to show or hide job offer location in general.

Buzz: Hid If set to to displayed offer in B	le Job Offer Location Default: false rue, there will be no map on the details page for a job uzz.	Hide Rules (1) ▼
Rule:	S Select a filter ▼ is Select a value ▼ Use: ○ True ○ False	Add Rule
Edit	When Customer is 123 Tools (4295011838) Default - 1 Use True	×

- When this is set to **True**, no map will be displayed in the details of a job offer.
- When this is set to **False**, the map will show in the details.

 ← New Job Offer Great Cashier Opportunit Starting 4/6/2020 	±ty!
35 Lexington	Lor
EAGAN, MN	
SHIFT	
Morning 8:00 AM - 4:30 PM	0.00 per hour
Sun Mon Tue Wed Thu	✓ Fri Sat

Buzz: Job Offer Location Approximate Distance

This configuration can help mask the exact location of the worksite for a job offer. The employee will only see an estimated area of where the job is located until they accept the job offer.

Buzz: Job Offer Location Approximate Distance Determines how large the radius will be for masking the location of a job offer in Buzz. If set to 0, the exact location will be used. Measured in meters.	Default: 1000	Hide Rules (1) ▼
Rules When: Select a filter • is Select a	a value ▼ Use: Enter a number	Add Rule
Edit When Customer is Buy N Large (429 Use 1500	95013744) <mark>Default - 1</mark>	×

If you set this config to 0, it will use the exact location of the job site.

Any other number will be the number of meters for the radius of the job site. By default this is typically 1,000 meters giving the employee a good idea of the general area but not the specific site when they are looking at the offer. You may want to update this for specific customers when their worksite is a larger facility.

Note If you selected True under Hide Job Offer Location - no map will be displayed so the setting here does not matter.

Buzz: Hide Job Offer City & State

This configuration determines whether a job offer includes the city and state information in the job offer details.

Buzz: Hide Job Offer City & State If set to true, the city and state information will not be displayed on the details page for a job offer in Buzz.	Default: false	Hide Rules (0) ▼
Rules When: Select a filter ▼ is	▼ Use: ○ True ○ False	Add Rule

- When this is set to True, city and state information will not be displayed
- When this is set to **False**, city and state information will be included in the job offer details.

How to Make a Job Offer

Now that your users are ready to make and accept job offers, the following steps walk through how this functionality works.

- 1. Create/Review the Order
- 2. Make the Job Offer

Step 1: Create/Review the Order

Before you can offer or assign an employee to a job, you must first create the order in Beyond or Enterprise. For more information on how to create an order, check out Beyond - How to Create an Order.

The following fields will be show to the employee when being offered a job in Buzz:

• (Public) Job Title: If you do not enter a public job title under the Job Board Options card, the regular job title will be shown to the employee.

OB ORDER OID ED S Soda	Shop, Customer Service Re	ер. (4295035815)	7 Details				
 Job Information 							
SUN	MON	TUE	WED	THU	FRI	SAT	
Job Title	Customer S	Service Rep.	Job Ord	er Type	Temp		
Positions Required	3		Position	ns Filled	1		
Start Date	irt Date 8/7/2019		Estimated End Date				
Shift	Morning		Job Order Duration		Indef	Indef	
Start Time	ne 8:00 AM		End Time		4:30 PM		
Job Description			Dress C	ode			
Safety Notes			Shift No	tes			
^ Job Board Options							
Is Visible	Yes		Posting	Date	8/5/2019		
Public Job Title Ice Cream Speciali		Specialist	Job Des	cription	Love Ice Crear	n? Looking for a c	
					Ice Cream spe	cialists will work (

• (Public) Job Description: If nothing is entered on the Job description under job board, the information will be pulled from the regular job description box.

JOB ORDER Old Ed's Soda Shop, Customer Service Rep. (4295035815) / Details									
^ Job Information								0	
SUN	MON	ION TUE WI		Ð	THU		FRI	SAT	
Job Title	Custo	mer Service Rep.		Job Orde	er Type		Temp		
Positions Required	3			Position	s Filled		1		
Start Date	8/7/20)19		Estimate	ed End Date				
Shift	Shift Morning			Job Order Duration			Indef		
Start Time	8:00 A	М		End Time			4:30 PM		
Job Description	Prefei	s 1-3 years experie	nce,	Dress Code					
Safety Notes				Shift No	tes				
^ Job Board Options								0	
Is Visible	Yes			Posting	Date		8/5/2019		
Public Job Title	Ice Cr	eam Specialist		Job Desc	ription		Love Ice Cre	eam? Looking for a <i>c</i> c	
							Ice Cream s	pecialists will work o	
							Responsibil	ities Include:	

• Pay Rate: The regular pay rate under the financial details will be shown on the offer.

^ Financials			
Multiplier Code	None	Pay Periods	52
Bill Rate	24.00	Pay Rate	15.00
Unit Bill Rate	0.00	Unit Pay Rate	0.00
Overtime Factor	1.5000	Overtime Plan	PlanSTD
Overtime Bill Rate	36.00	Overtime Pay Rate	22.50

• Shift/Start & End Time: The job offer will display expected start and end time and shift (if applicable):

JOB ORDER Old Ed's Soda Shop, Customer Service Rep. (4295035815) / Details											
Old Ed's Soda Customer Service	Dld Ed's Soda Shop - Primary (4295035815) 										
VISIFILE	DETAILS	~	CANDIDATES	DOCUMEN	NTS	MESSAGES	CUSTOM DATA				
^ Job Inform	ation										2
SUN		MON	TU	E	WE	D	тни	FRI	SA	т	
Job Title			Customer Servic	e Rep.		Job Order Type	2	Тетр			
Positions Req	uired		3			Positions Filled	I	1			
Start Date			8/7/2019		_	Estimated End	Date				
Shift			Morning			Job Order Dura	ation	Indef			
Start Time			8:00 AM			End Time		4:30 PM			
Job Descriptio	n		Prefers 1-3 years	s experience	,	Dress Code					

- Days of the Week: The job offer will include expected days to report. This can be selected or set by the shift selected.
- Dress Code: Located on the Job Information card and will be shown to the employee so they know what dress

code is required

• Safety Notes: Located on the Job information card and will be shown to the employee so they know about any safety information

Step 2: Offer the Job

Once you have reviewed the order, you can offer a job to an employee 2 different ways:

- 1. From Search Results
- 2. From Candidate Worksheet

Offering Job From Search Results

1. Navigate to employee search



- 2. Search for the employee you want to offer the job (for more searching tips, check out Beyond Advanced Searching)
- 3. Tap the box next to the correct employee(s)

Search / Employ	/ee			
	BASIC			ADVANCED
Last	First	ld	SSN	Assigned
robin	Name			Either

Search returned 74 results							
1 sel	ected employee 🗸	Clear Selection					
	Employee Id	Last Name	First Name	Branch	Is Active		
	4295097670	Robin	Christopher	High Tech NW	~		
	4295037477	Robinson	Abbey	High Tech NE	\checkmark		

- 4. Select the actions menu at the top of the search results
- 5. Choose 'Make Job Offer'

Se	arch returned 74 results			
	1 selected employee 🗸 C	ear Selection		
	Make Candidate		ne	
	Make Job Offer	L.	pher	
	Assign			
6. Rev	Onboarding Assign a New Workflow Assign a pre-configured workflow starting step or additional pages. Assign Pages Ad Hoc Assign a manually-specified set of from existing workflows.	and optionally set t pages that are sep oblecce ct the start date	he parate Alloc and expiration date and tin	ne
(Offer Candidate Job - Enter Job O I Enter Job Offer Information	ffer Information		2 Assignment Restrictions
J	ob Order:			
	Old Ed's Soda Shop - Primar Customer Service Rep.: 0 of	y 3 positions filled		
(andidate:			
	Christopher Robin (4295097 111224444	(670)		
	Start Date Expiration 8/7/2019 X 8/7/201	19 ×	Expiration Time 12:00 AM	

7. Select Next

CANCEL NEXT >

- 8. Review any assignment restrictions
 - Note that hard stops will prevent you from submitting an offer:

Job Orde	er:			
	Old Ed's Soda Shop - Primary Customer Service Rep.: 0 of 3 positions filled			
🗖 Ap	pprove All Allowed Candidates			
Please app	pprove at least one candidate to continue.			
	Christopher Robin (4295097670) Approve Restrictions For This Employee			
As	ssignment Restrictions			
0	Cannot approve: Customer status (Hold for Credit Check) prevents assignment creation Old Ed's Soda Shop - Primary			
	Employee is missing ACA Hire Date Robin, Christopher			
	CANCEL	< PRE	VIOUS	SUBMIT
Soft stop	ps can be approved in order to submit			
Offer Ca	Candidate Job - Assignment Restrictions			
🥑 Er	Inter Job Offer Information	2 Assig	nment Res	trictions
Job Order	er:			
	Old Ed's Soda Shop - Primary Customer Service Rep.: 0 of 3 positions filled			
🗌 App	pprove All Allowed Candidates			
đ	Christopher Robin (4295097670)			
Ass	ssignment Restrictions			
e	Employee is missing ACA Hire Date Robin, Christopher			
	CANCEL < PR	EVIOUS	SUBMIT	1 OFFER
				~

Offering Job From Candidate Worksheet

If a candidate on your order is ready to be offered the position, you can offer them the job from the candidates worksheet. To learn more about adding candidates to an order, check out Beyond - The Candidates Tab.

- 1. Navigate to the Candidates tab of the order
- 2. Select the 3 dots icon next to the candidate you want to offer the job to
- 3. Choose Offer

0

AL Cookio Es	ctory - Drimary	2205001700	(499) 7 Candidates				<u>_</u>
Guacamole Ma	ker: 7 of 7 positions	filled					≡
VISIFILE	DETAILS V	CANDIDATES	DOCUMENTS	MESSAGE	ES CUST	OM DATA	
					+ ADI	D NEW CAN	DIDATI
Nathan Jac Candidate	c <mark>kson</mark> e August 8th 2019	New Brighton				1	:
Billy Madis ● Placed A	son Nugust 7th 2019 M	inneapolis				Ê	Assię
Sally Mae Placed A	ugust 7th 2019 M	inneapolis					Offe Edit
eview the in	formation befor	re selecting next					
Offer Candi	date Job - Enter C	andidate Informatio	n				
1 Enter C	andidate Information				2	Assignment Re	strictions
Add Candidat	es To Job Order:						
AJ C	Cookie Factory - Prim	ary					
Employee:		7 posicions mied					
Nat 123	han Jackson (42950) 456852	80507)					
						CANCEL	NEXT
eview any aj	pplicable assign	ment restrictions (Remember that h	nard stops w	ill not allow	you to mal	ke an
fer, for mor	e information cl	neck out Beyond - A	Assignment Rest	rictions)			
Offer Candio	date Job - Assignn	nent Restrictions					
🕑 Enter Ca	andidate Information				2	Assignment Re	strictions
Make lob Offer							
AJ C Gua	ookie Factory - Prim camole Maker: 7 of	ary 7 positions filled					
Approve	All Allowed Candida	tes					
Nation 123	han Jackson (429508 456852	30507) 🔽 Approve	e Restrictions For This	Employee			
Assignme E	ent Restrictions Employee is missing	documents that are re	quired on this order.				
	ny COOKIE Factory - P	rinidi y					
				CANCEL	< PREVIOUS	SUBMIT 1 C	

Next Steps

Once you have offered the employee the job, they will receive a push notification (as long as they have notifications enabled).

NOTE Here is an example of what the push notification might look like depending on the brand of the device/tablet the employee is using.



 \bigcirc



^the last above is the app on signaling there is a notification*

NOTE Employees have the ability to turn off notifications from the Buzz app just like they could for any other app on their mobile device or tablet.

After receiving the offer, the employee will be able to review certain details regarding the job offer. They will then have the ability to accept or decline the job from the Buzz app by navigating to "More" and selecting "Job Offers":





12 hour Nurse

United States of America Primary Pay Rate: \$15 Started 2/27/2023



Directions	\checkmark
Shift	\sim
Description	\sim
Dress Code	\sim
Safety Notes	\checkmark

ACCEPT DECLINE

You can track their response via the candidate worksheet on the order:

- Buzz Offer Job has been offered to employee
- Buzz Accept Job has been accepted by the employee
- Buzz Decln Job has been declined by the employee
- Buzz Cancel Candidate has canceled the job through the Buzz app

JOB ORDER Old Ed's Soda Shop, Customer Service Rep. (4295035815) / Candidates								
Old Ed's Sod Customer Servio	a Shop - Pri ce Rep.: 0 of 3	i <mark>mary</mark> positio	(4295035815) ns filled			• 4	. =9	
VISIFILE	DETAILS	~	CANDIDATES	DOCUMENTS	MESSAGES	CUSTOM DATA		
						+ ADD NEW C	ANDIDA	TΕ
Christophe • BuzzOffer Christop	r Robin August 6th pher.robin@	2019 @xip.x	High Tech NW Exp om	pires: August 7th, 12:	00 AM C (4	456) 789-1250	0 0 0	

Situations to Consider

When an Employee Accepts a Job:

- 1. Candidate status updates to BuzzAccept
- 2. Message is logged on the order and employee records with the BuzzAccept action code
- 3. Assignment record is created for the employee with the Open status

When an Employee Rejects a Job:

- 1. Candidate status updates to BuzzDecln
- 2. Message is logged on the order and employee records with the BuzzDecln action code

When a Job Offer Expires:

- 1. If the employee does not accept or decline the job offer before the expiration date, the offer will expire
- 2. The Buzz app will show that the offer is expired and they will not be able to accept it.

When an Employee Cancels the Job:

- 1. If an employee accepted a job and then changed their mind, they will be able to cancel the job confirmation from the Buzz Job Offer section
- 2. The candidate status will be updated to BuzzCancel
- 3. Message is logged on the order and employee records with the BuzzCancel action code
- 4. The Assignment status is updated to Buzz Employee Canceled and end date is set to the date canceled or the start date

ASSIGNMENT Assignment (4302348132) (4302348132) / Details							
Christopher Robin (4302348132) Old Ed's Soda Shop · Customer Service Rep.							
VISIFILE DETAILS M	ESSAGES CUSTOM DATA						
^ Details			0				
Id	4302348132	Status	Buzz Employee Canceled >				
Employee	Christopher Robin (4295097670)	Customer	Old Ed's Soda Shop - Primary				
Alternate Assignment		Replaces Assignment					
Customer DNA	No	Employee DNA	No				
Job Order	Customer Service Rep.						

When an Order is Filled Before an Employee Accepts:

- 1. If an employee does not accept the order before the order is filled the job offer will not allow them to be placed.
- 2. If the order status changes back to unfilled, either by requiring more people or by having a different employee cancel/no show, then the employee will be able to accept the offer as long as it has not yet expired.

When an Employee Accidentally Declines or Cancels a Job Offer:

- 1. Employee's will be able to reset their job offer status and accept or decline the job offer unless it has expired or the order has been filled
- 2. Candidate status will return to BuzzOffer and message will be logged
- 3. Employee can now accept or decline. For more information check out Employee: Accepting & Declining Job Offers.

Notifications with Job Offers

By default, your employees will receive push notifications on their devices for the following events related to Job Offer:

- Job Offer Reopened: Sent to an employee when a job offer opens up again
- New Job Offer: Sent to an employee when a new job offer is sent

Notifications are managed by employees in the Buzz app by navigating to the

> settings > notifications

Related Articles