

Uploading an Employee Handbook

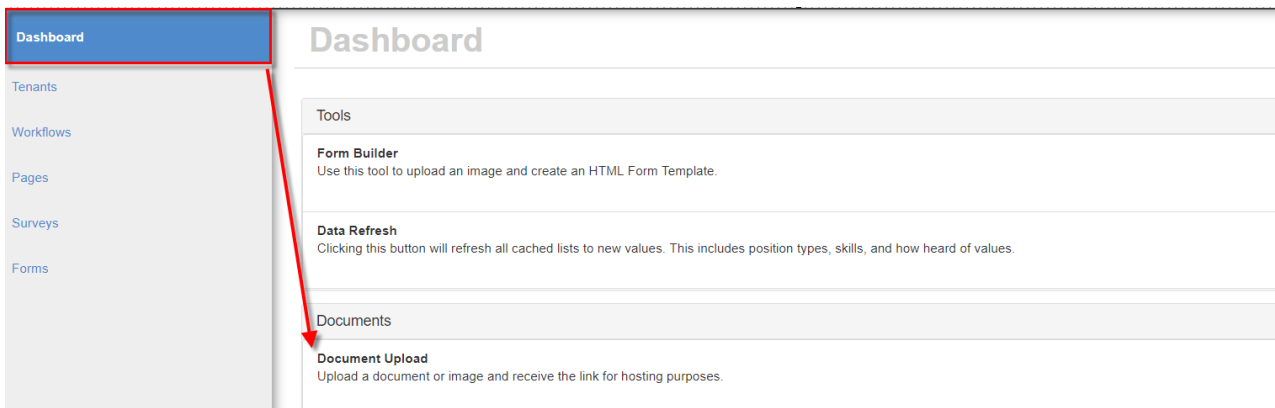
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In staffing, it is inevitable that applicants and existing employees may need to read a multi-page employee handbook, dress code policy booklet, etc., and verify they have not only read this handbook but answer a few questions regarding the material they've read.

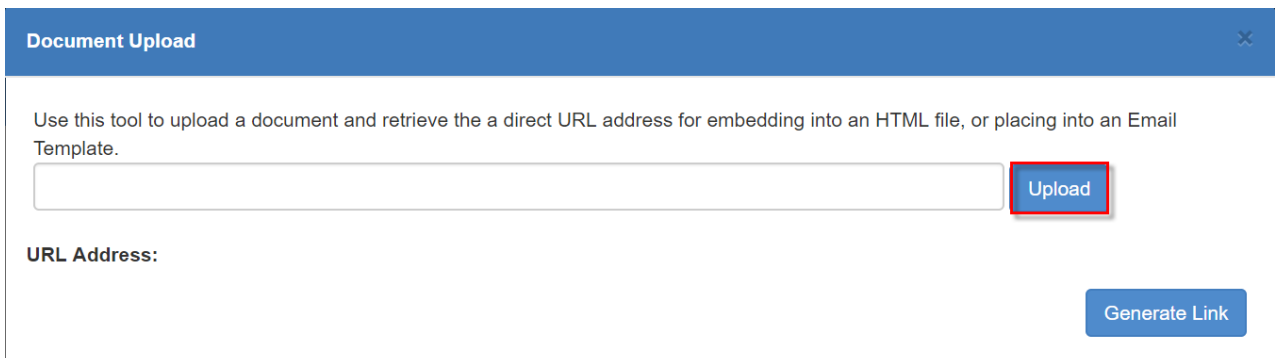
With the HRCenter Document Upload tool, you may set this up by creating an interactive link quickly and easily by following a few simple steps.

Uploading Documentation

Once signed in to HRCenter administration, navigate to the dashboard. From the dashboard, select 'Document Upload':



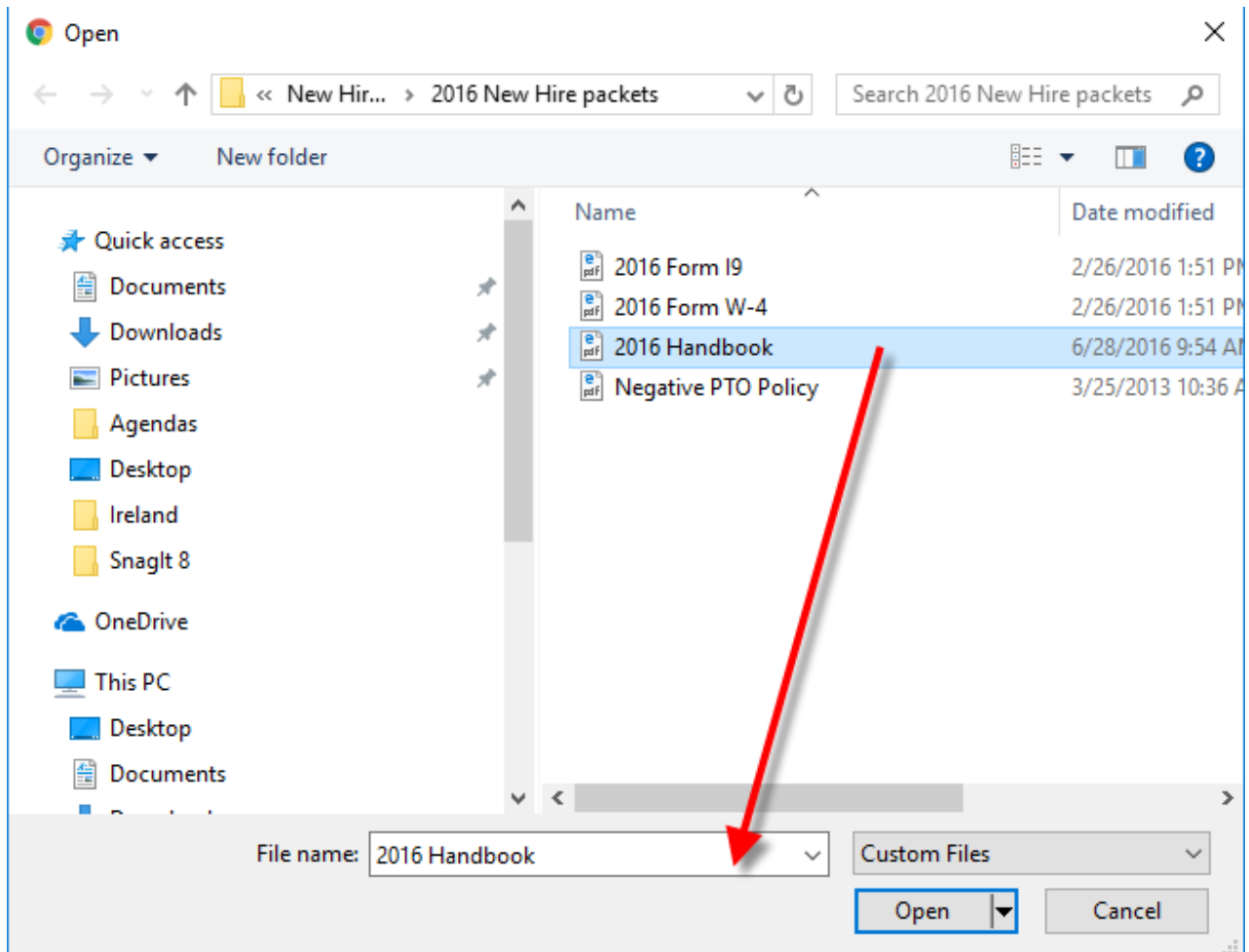
Within the Document Upload window, click the 'Upload' button to add your company documentation (a 30 page handbook for example):



This will open your file explorer within your computer. Navigate to your folder where your

documentation is stored and select the file. If you are not seeing your desired folder housed within your computer, please work with someone in your IT department:

Note The only supported file type is PDF for the document upload.



Generate the Link

Select the 'Generate Link' option to create an accessible link for applicants to interact with. Once the link is generated, simply copy this link by highlighting the text and either right-clicking to copy or holding 'ctl+c':

Document Upload ✕

Use this tool to upload a document and retrieve the a direct URL address for embedding into an HTML file, or placing into an Email Template.

2016 Handbook.pdf Upload

URL Address:

<https://applicantcenterstorage.blob.core.windows.net/public-documents/TWDemo/5731c27d-65b2-439b-af90-dc9a9f685a66-2016-Handbook.pdf> Generate Link

Once the link is copied, you will need to create a survey and apply the link within the survey for your applicants to gain access to said documentation.

Create a Survey

To create a new survey, navigate to the surveys section and select the '+' icon:

Dashboard

Tenants

Workflows

Pages

Surveys

Forms

Surveys

Active Inactive Search

85 Surveys

Exámen de Matemáticas

ABC Construction Survey

ABC Corp Questionnaire

Once you have selected the '+' icon a "New Survey" will immediately be listed among any existing surveys. Scroll until you locate the "New Survey". Proceed to enter in the following information and select 'Save' once finished:

Public Settings:

- Public Name- The name of the survey as you would like the applicant to see it.
- Description- Enter a description of what the documentation is for.

Private Settings:

- Internal Name- How you would like to refer to the survey internally.

- Scored Test- When selected, allows users to design questions that have defined correct answers.
 - If a test is scored, any applicant that completes the survey will have the percentage score listed and saved to the employee record.

Note If you no longer want a survey available to your temporary employees, select the 'Deactivate' option.

New Survey

Settings

Public Settings

Public Name
Employee Handbook

Description
2018 Employee Handbook and guidelines

Private Settings

Internal Name
Employee Handbook

Scored Test No

Add Group

Survey Groups

Deactivate Save

After initial setup of the survey is completed, select 'Add Group' to begin. A group is defined as a section of the survey. Each group houses specific instructions and questions specific to its group. Within this group is where the employee handbook link is going to be entered.

New Survey

Settings

Public Settings

Public Name
Employee Handbook

Description
2018 Employee Handbook and guidelines

Private Settings

Internal Name
Employee Handbook

Scored Test No

Add Group

Survey Groups

Deactivate Save

Enter the group name. Take the recently copied link and enter it in to HTML formatting within the Question field.

Note If you are not sure how to format HTML, please follow the instructions within [this article](#).

Survey Groups

Group Name
Employee Handbook

Add Question Add Instruction Delete Group

Group Name

Employee Handbook

Question

Please click <a href="https://applicantcenterstorage.blob.core.windows.net/public-doc

Answer Type:

Radio

DataID

Certifications Descriptio

Reject Incorrect Answer?

No

Required?

No

Add Answer

Note For more information on how to continue building a survey with questions and more please follow the instructions within the following [article](#).

Once the survey has been completed, click on 'Save'.

Create a Page

With the survey saved, the final step is creating a page based on the newly created survey. This allows the page to be added to applicant workflows, or to be assigned individually.

Note Steps on how to create a page are located within the following [article](#).

Related Articles