

HRCenter Information Page Options

Last Modified on 02/25/2021 3:37 pm CST

What is an Information Page?

In HRCenter applicants/employees use applications called "workflows". Every "workflow" in HRCenter is made up of "steps" and those steps are made up of "pages". An easy way to illustrate this is to think of workflows as a book and the steps are the chapters. That means that pages are the individual sections (ex. Work History, Education, Resume) an applicant will fill out during each step.

Information pages are the most common type of page utilized in HRCenter. They include different sets of information for an applicant to fill out such as pre-screening, contact info, or education.

This article reviews the different information pages available and basic configuration options for each. For more information on how to create a page see [How to Create Information Pages](#).

List of Information Pages Available:

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Note You may have additional page options based on your integrations. Check out the integrations section for more information.

Additional Qualifications

This page is for documenting military and additional course/program related work they have done:

HR CENTER

Additional Qualifications ▾

#1 List any completed courses/programs that relate to the position for which you have applied

#2 Describe any military training and/or experience

Basic Configuration Options Available

Edit Page

Information Page Requirements

Choose which type of information, and configure exactly pieces of data to collect. You can hide fields, or make them required.

Page	Field	Hide	Required
Additional Qualifications	Military Experience	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
	Certifications Description	<input type="checkbox"/> No	<input type="checkbox"/> No

Page 2

For each question:

- Hide = do not show the question on the page
- Required = forces user to enter something on this question in order to submit their application

Availability

This page allows applicants to fill out when they are available:

The screenshot shows a web interface for 'HR CENTER' with a navigation menu icon in the top right. Below the header is a dark grey bar with the text 'Availability' and a dropdown arrow. The main content area contains four numbered questions, each with two radio button options:

- #1 Full-Time**
 - Yes
 - No
- #2 Overtime**
 - Yes
 - No
- #3 Part-Time**
 - Yes
 - No
- #4 Summers Only**
 - Yes
 - No

At the bottom of the form, there are three buttons: 'Previous' (white with grey border), 'Page 6 of 8' (black text), and 'Save and Continue' (green with white text).

Note The information on this page flows in the Work Interests page on the employee record.

Configuration Options Available

Information Page Requirements

Choose which type of information, and configure exactly pieces of data to collect. You can hide fields, or make them required.

Page	Field	Hide	Required
Availability	Full Time	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
	Overtime	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
	Part time	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
	Summers	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
	Weekends	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
	1st Shift	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
	2nd Shift	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes

Page 2

For each question:

- Hide = do not show the question on the page
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Basic Information

This page is for gathering some basic information for an employee including contact information and address:

Basic Information ▾

Identity

First Name

Jeremy

Middle

Last Name

Jacobson

Suffix

Maiden Name

Nick Name

Social Security #

458712554

Contact Information

Email*

Primary Phone

(456) 789-1235

Address

Note The identity information & address will be found on the employee's details page. The contact information can be found on the Visifile.

Configuration Options Available

Information Page Requirements

Choose which type of information, and configure exactly pieces of data to collect. You can hide fields, or make them required.

Page

Basic Information ▼

Field

First Name

Last Name

Middle Name or Initial

Suffix

Maiden Name

Nick Name

SSN

Page

2

Hide

No

No

Yes

Yes

Yes

Yes

Yes

Required

Yes

Yes

Yes

Yes

Yes

Yes

Yes

◀ ▶

For each question:

- Hide = do not show the question on the page
- Required = forces user to enter something on this question in order to submit their application

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Contact Information

This page allows applicants to fill out multiple contact method options.

Contact Information ▾

Cell Phone (Voice and Text) ▾

Primary Phone Number*

Required information missing or invalid

Cell Phone Carrier* ▾

Required information missing or invalid

Receive texts about jobs?* ▾

Required information missing or invalid

Secondary Phone Number

Emergency Contact

Mom

Emergency Contact Phone

(213) 456-7890

Note Contact information appears on the employee's Visifile.

Configuration Options Available

Information Page Requirements

Choose which type of information, and configure exactly pieces of data to collect. You can hide fields, or make them required.

Page

Contact Information ▼

Field

Primary Phone

Primary Phone Type

Secondary Phone

Emergency Contact

Emergency Phone

Cell Carrier

Receive Texts

Hide

 No No No No No No No

Required

 Yes Yes No No No Yes No

Page

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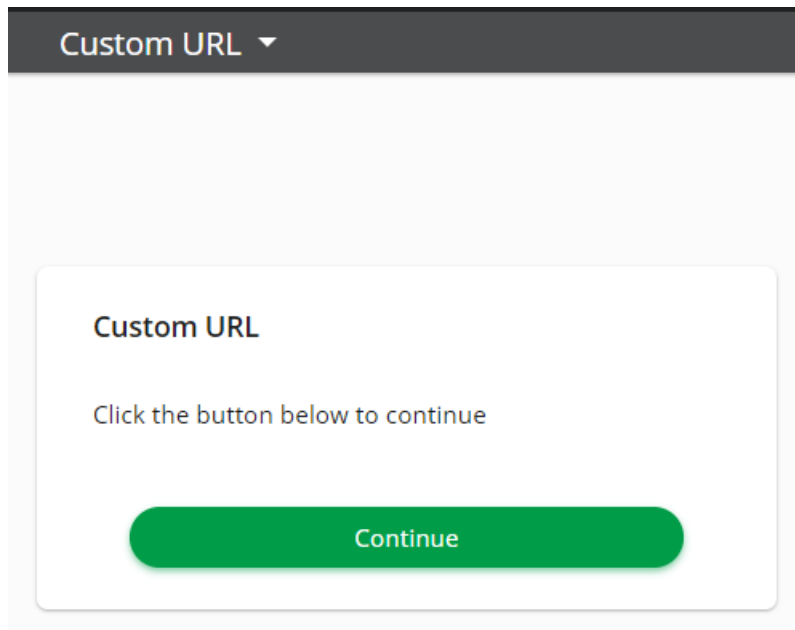
For each question:

- Hide = do not show the question on the page
- Required = forces user to enter something on this question in order to submit their application

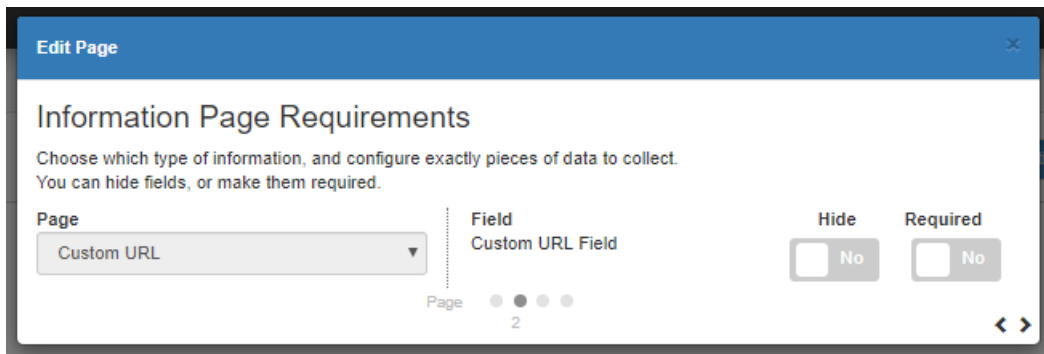
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Custom URL

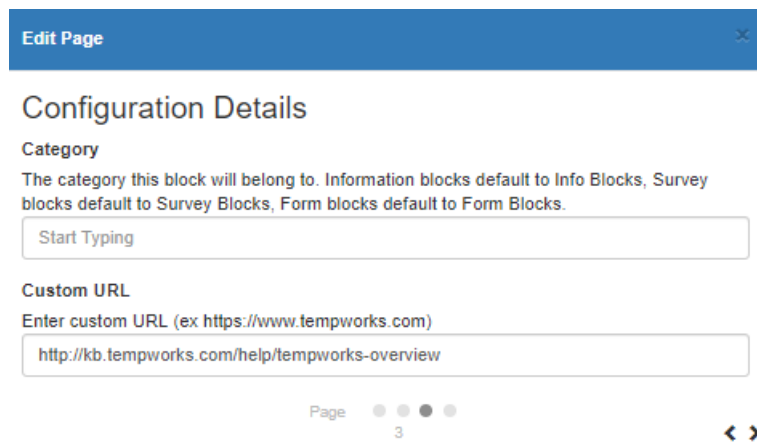
This page allows you to link an applicant to a custom web page. Once they click continue the new page will open in a separate tab. Once they return to the application, they will be able to continue.



Configuration Options Available



Then you will input custom URL after selecting next:



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Document Upload

This page allows your applicants to upload additional documents. Instructions are customizable.

Document Upload ▾

Please upload a picture of your drivers license

Drop files here, paste or [browse](#)

Please upload between 0 and 1 document(s)

Note The uploaded documents will appear on the employee record under documents.

Configuration Options Available

Configuration Details

Category

The category this block will belong to. Information blocks default to Info Blocks, Survey blocks default to Survey Blocks, Form blocks default to Form Blocks.

Doc Upload Instructions

Instructions for what type of document(s) to upload.

[add localization](#)

Document Type

Select a document type for this form.

Number of documents being uploaded

Postfill Procedure

If a procedure other than the standard postfill procedure should be used, please enter it here.

Note Document Upload Instructions are customizable. You will need to select the document type and number of documents that should be uploaded.

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EEO

This page allows your applicants to enter equal opportunity information.

State Government Policy prohibits discrimination based on race, sex, color, creed, national origin, age, or disability. The information requested in no way affects you as an applicant. This form will be retained in Human Resources. Its sole use is to ensure our recruitment efforts reach all segments of the population.

Gender*



Race*



Birth Date*

Disability: A disability is any impairment, which substantially limits one or more life activities. A disabled person is one who (i) actually has such an impairment; (ii) has a record of such an impairment, or (iii) is regarded as having such an impairment. You may identify yourself as a person with a disability at any time during your employment. Disclosure is voluntary.

Disabled*



Veteran Status*



Note EEO information is found on the employee's record under the details section. Depending on your security settings, you may not be able to see this section.

Configuration Options Available

Edit Page ✕

Information Page Requirements

Choose which type of information, and configure exactly pieces of data to collect. You can hide fields, or make them required.

Page	Field	Hide	Required
EEO	Wish to identify as disabled	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
	Veteran status	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
	Gender	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
	Race	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
	Birth Date	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes

Page 2 ◀ ▶

For each question:

- Hide = do not show the question on the page
- Required = forces user to enter something on this question in order to submit their application

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Education

This page allows your applicants to add any education history items including college degrees and high school diploma information.

Education ▾

#1

Name of Institution*

Degree Awarded

G.P.A.

Start Date*

End Date*

Graduated?*

High School*

Address

City

State

Zip

Institution Phone Number

Cancel Save Item

Note Education information appears on the employee record under Education in Enterprise or under Story in Beyond.

Configuration Options Available

Edit Page ✕

Information Page Requirements

Choose which type of information, and configure exactly pieces of data to collect. You can hide fields, or make them required.

Page: Education ▾

Field	Hide	Required
Dates Attended End	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Dates Attended Start	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Degree Awarded	<input type="checkbox"/> No	<input type="checkbox"/> No
GPA	<input type="checkbox"/> No	<input type="checkbox"/> No
Institution Attended	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Did you graduate?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Institution Address	<input type="checkbox"/> No	<input type="checkbox"/> No

Page: ● ● ● ● ●
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◀ ▶

For each question:

- Hide = do not show the question on the page
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Identification

This page has your applicants enter information on their identification (drivers licenses, passport, etc).

Identification ▾

Type of Identification

Driver's License ▾

Identification Number*

Expiration Date*

State*

▾

License Class

Standard ▾

Configuration Options Available

Edit Page ✕

Information Page Requirements

Choose which type of information, and configure exactly pieces of data to collect. You can hide fields, or make them required.

Page
Identification ▼

Field	Hide	Required
ID Type	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
ID Number	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Expiration Date	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
State	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
License Class	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes

Page 2 ◀ ▶

For each question:

- Hide = do not show the question on the page
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Language

This page allows your applicants to denote any additional languages they speak or write.

Languages ▾

Do you speak any of the following languages?

#1 English

REQUIRED

Yes

No

#2 Spanish

REQUIRED

Yes

No

#3 French

Yes

No

#4 German

Yes

No

#5 Other

Do you write any of the following languages?

#6 English

REQUIRED

Note This information entered here is saved on the employee record under Work Experience.

Configuration Options Available

Information Page Requirements

Choose which type of information, and configure exactly pieces of data to collect. You can hide fields, or make them required.

Page	Field	Hide	Required
Languages	Speak English	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
	Speak Spanish	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
	Speak French	<input type="checkbox"/> No	<input type="checkbox"/> No
	Speak German	<input type="checkbox"/> No	<input type="checkbox"/> No
	Speak Other	<input type="checkbox"/> No	<input type="checkbox"/> No
	Write English	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
	Write Spanish	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes

Page 2

For each question:

- Hide = do not show the question on the page
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Pre-Screen

This page gives your applicants a set of pre-screening questions. Questions can be set to auto-reject applicants who answer incorrectly to specific questions such as if they are 18 or older, etc.

PreScreening ▾

#1

REQUIRED

Are you able to provide information that establishes your identity and eligibility to work in the US?

- Yes
- No

#2

REQUIRED

Are you willing to submit to a drug test according to our policy?

- Yes
- No

#3

REQUIRED

Are you willing to release your background information including your criminal record?

- Yes
- No

#4

REQUIRED

Have you been convicted of a Felony in any state within the past 7 years?

- Yes
- No

#5

REQUIRED

Have you been convicted of multiple misdemeanors (3 or more) within the last 5 years?

- Yes
- No

#6

REQUIRED

Are you at least 18 years of age or older?

- Yes
- No

Note Answers to these questions can stop the applicant from continuing or completing their application. The answers will always be saved on the application on the employee record under integrations > HRCenter in Enterprise or Onboarding in Beyond.

Configuration Options Available

Edit Page ✕

Information Page Requirements

Choose which type of information, and configure exactly pieces of data to collect. You can hide fields, or make them required.

Page: Pre-Screen ▼

Field	Hide	Required
Work Eligible	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Drug Test	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Background Check	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Felony	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Multiple Misdemeanor	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Applicant underage	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Essential Functions	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Page 2 ⏪ ⏩

For each question:

- Hide = do not show the question on the page
- Required = forces user to enter something on this question in order to submit their application

Under Configuration Details, you can set which questions reject the applicant:

Configuration Details

Age to be displayed in check for underage**Background Check Reject**

Reject users who are unwilling to take a background check.

Category

The category this block will belong to. Information blocks default to Info Blocks, Survey blocks default to Survey Blocks, Form blocks default to Form Blocks.

Drug Screen Reject

Reject users who are unwilling to take a drug screen

Essential Functions Reject

Reject users who answer that they are not able to perform essential functions

Felony Reject

Reject users who have been convicted of a felony in the past 7 years.

Multiple Misdemeanor Reject

Reject users who have been convicted of three or more misdemeanors in the last 5 years.

Postfill Procedure

If a procedure other than the standard postfill procedure should be used, please enter it here.

Reject an applicant who is under age**Work Eligibility Reject**

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References

This page allows your applicants to add references.

References ▾

#1

Reference Name*

Title

Company Name

Check if this reference was your manager

Relationship with Reference*

Daytime Phone*

Evening Phone

Reference Email*

Cancel Save Item

Note Reference information can be found on the employee record under the References tab in Beyond.

Configuration Options Available

Edit Page

Information Page Requirements

Choose which type of information, and configure exactly pieces of data to collect. You can hide fields, or make them required.

Page: References

Field Name	Hide	Required
Field Name	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Phone	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Email	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Relationship	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Evening Phone	<input type="checkbox"/> No	<input type="checkbox"/> No
Company Name	<input type="checkbox"/> No	<input type="checkbox"/> No
Title	<input type="checkbox"/> No	<input type="checkbox"/> No

Page 2

For each question:

- Hide = do not show the question on the page
- Required = forces user to enter something on this question in order to submit their application

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Residences

This page allows your applicants to upload additional documents.

Residences ▾

#1

Address*

Address (2)

City*

State* ▾

Zip*

Country
United States of America ▾

Cancel Save Item

Note Past residences populate on the employee record details page under Background Information in Enterprise or Beyond.

Configuration Options Available

Edit Page ✕

Information Page Requirements

Choose which type of information, and configure exactly pieces of data to collect. You can hide fields, or make them required.

Page

Residences ▼

Field	Hide	Required
Address	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Address 2	<input type="checkbox"/> No	<input type="checkbox"/> No
City	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Country	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
State	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Zip	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes

Page

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◀ ▶

For each question:

- Hide = do not show the question on the page
- Required = forces user to enter something on this question in order to submit their application

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Resume

This page allows your applicants to upload additional documents.

Resume ▼

Drop files here, paste or [browse](#)

doc or pdf files only, up to 1 MB

Note Resumes are parsed into the employee's record. In order to parse, the resume must be a text based Word doc or PDF file. The resume is saved on the documents section of the employee record. Parsed education and job history are saved on the employee's record under education and past jobs in Enterprise or under Story in Beyond.

Note If you have resume upload options on the registration page of HRCenter, then you will not need one within your application. Multiple resume uploads can lead to duplicate past job entries, etc.

Configuration Options Available

The screenshot shows a configuration window titled 'Edit Page' with a close button. Below the title is the section 'Information Page Requirements' with the instruction: 'Choose which type of information, and configure exactly pieces of data to collect. You can hide fields, or make them required.' The interface includes a 'Page' dropdown menu set to 'Resume', a 'Field' dropdown menu set to 'Parse Date', and two toggle buttons for 'Hide' and 'Required', both currently set to 'No'. A progress indicator shows 'Page 2' out of four, and navigation arrows are visible at the bottom right.

For each question:

- Hide = do not show the question on the page
- Required = forces user to enter something on this question in order to submit their application

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Skills

This page allows your applicants to upload additional documents. Applicants will first pick categories (interest code subcategories):

Interest Codes ▾

Please place a checkmark next to all areas where you have previous experience or expertise.

- Accounting
- ACCT
- Automation
- Automation-Hardware
- Certifications
- Computer Languages
- contact
- Customer Service
- Financial

The applicant will then be presented with interest codes related to the categories they selected.

Interest Codes ▾

To save your skills please place a check mark next to each skill that applies to you.

Filter Skills:

Computer Languages

- Programming C++

Years

Months

- Programming HTML

Years

Months

Note Skills translate to Interest Codes which can be found on the visifile of the employee's record in Enterprise or Beyond. Note that interest codes and subcategories must be set as "Web Public" in [Enterprise Administration](#) in order to be viewed here.

Configuration Options Available

Edit Page ✕

Configuration Details

Category
The category this block will belong to. Information blocks default to Info Blocks, Survey blocks default to Survey Blocks, Form blocks default to Form Blocks.

Minimum Required Skills
Enter the minimum number of Skills to be required

Postfill Procedure
If a procedure other than the standard postfill procedure should be used, please enter it here.

Skills Use Month/Year
Allows user to enter number of years/months of experience for each skill.

Page 3 ◀ ▶

You can set a minimum number of skills required and turn on/off the option to add number of years experience. If they uploaded their resume, the resume parser may have also grabbed interest codes based on key words/phrases in their resume.

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Transportation

This page allows your applicants to upload additional documents.

Transportation ▾

Do you have reliable transportation? *

Yes

No

Please select any of the following modes of transportation you use:

Bus *

Yes

No

My Car *

Yes

No

Other/Ride

Yes

No

Bike

Yes

No

Note Transportation information is saved on the employee record under Transportation in Enterprise.

Configuration Options Available

Edit Page
✕

Information Page Requirements

Choose which type of information, and configure exactly pieces of data to collect. You can hide fields, or make them required.

Page

Transportation
▾

Field	Hide	Required
Bus	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
My Car	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Other Ride	<input type="checkbox"/> No	<input type="checkbox"/> No
Bike	<input type="checkbox"/> No	<input type="checkbox"/> No
Reliable	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes

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2
⏪ ⏩

For each question:

- Hide = do not show the question on the page
- Required = forces user to enter something on this question in order to submit their application

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USPS Address Standardization

This page has your employee enter their address which is then checked against the USPS database.

USPS Standardization
▼

Address

State

Note This address is saved as their primary address on the employee's record under details in both Enterprise and Beyond.

Configuration Options Available

Edit Page
×

Information Page Requirements

Choose which type of information, and configure exactly pieces of data to collect. You can hide fields, or make them required.

<p>Page</p> <input style="width: 100%; padding: 5px;" type="text" value="USPS Address Standardization"/>	<p>Field</p> <p>Country</p>	<p>Hide</p> <input type="checkbox"/> No	<p>Required</p> <input checked="" type="checkbox"/> Yes
--	-----------------------------	---	---

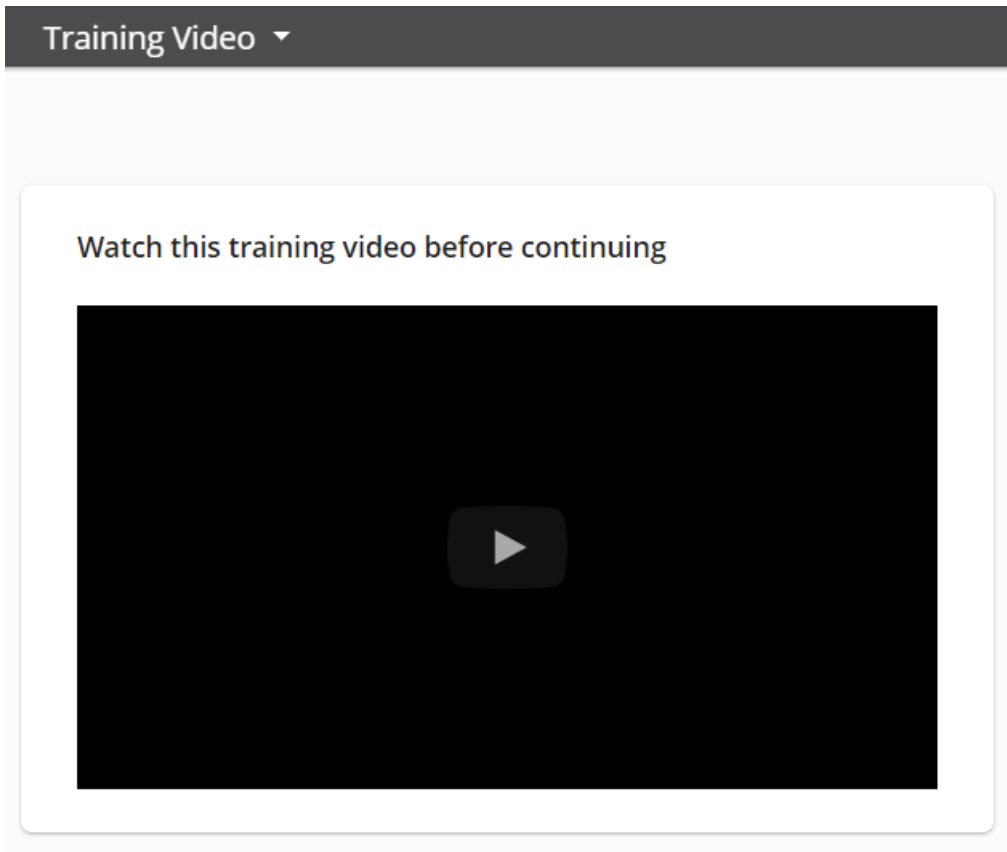
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◀ ▶

Note To standardize the address, address line 1, city, state, and zip are required fields. Utilize the basic information page if you want further customization.

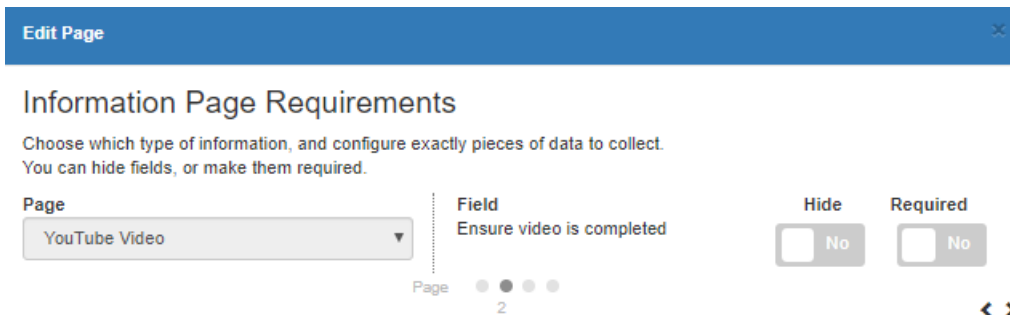
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Vimeo or YouTube Video

This page has your employees watch an embedded video from Vimeo or YouTube.



Configuration Options Available



You can require the video is completed before the employee can submit their application. Videos are often followed by a short quiz or survey. You can enter detailed instructions and the URL link on the next page:

Edit Page ✕

Configuration Details

Category
The category this block will belong to. Information blocks default to Info Blocks, Survey blocks default to Survey Blocks, Form blocks default to Form Blocks.

Postfill Procedure
If a procedure other than the standard postfill procedure should be used, please enter it here.

URL of YouTube Video
Add the url of your youtube video here.

[add localization](#)

YouTube Video Instructions
Add the instructions of your youtube video here.

[add localization](#)

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Work History

This page allows your applicants to upload additional documents.

Work History ▾

#1

Employer*

Supervisor Name

Supervisor Phone

Start Date

End Date

Position*

Pay Rate (Hourly)

Duties*

Reason for Leaving*

Address

State ▾

City

Note Work history items may be auto-populated if they uploaded a resume.

Note Work history items are saved on employee record under details > past jobs in Enterprise or under Story in Beyond.

Configuration Options Available

Edit Page

Information Page Requirements

Choose which type of information, and configure exactly pieces of data to collect. You can hide fields, or make them required.

Page: Work History

Field	Hide	Required
Duties	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Employer	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Okay To Contact	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Pay	<input type="checkbox"/> No	<input type="checkbox"/> No
Position	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Reason For Leaving	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Supervisor	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes

Page 2

For each question:

- Hide = do not show the question on the page
- Required = forces user to enter something on this question in order to submit their application

Once you hit next, you will be brought to the configuration details where there are additional options available:

Configuration Details

Category

The category this block will belong to. Information blocks default to Info Blocks, Survey blocks default to Survey Blocks, Form blocks default to Form Blocks.



Maximum Required

Enter in the maximum number of records that can be entered by the employee.

Minimum Required

Enter in the minimum number of records that must be entered by the employee.

Postfill Procedure

If a procedure other than the standard postfill procedure should be used, please enter it here.

Require Resume Validation

If true, require the applicant to review information that was parsed from their resume.



Work History instructions

Work History instructions

[add localization](#)

For Require Resume Validation, If set to true, applicants who submit a resume will be required to edit and review each work history item before continuing. If set to false, applicants will not be required to review work history items.

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Related Articles
