

# Perform Zone Version 15.0 Release notes

## The main changes are

- Implemented User Defined fields module.  
This allows you to request your own fields to be added into Jobs & Candidates.  
These fields are also able to be searched on.  
The price per field is \$215.
- Screen tidy ups
- New fields in jobs, candidates, employers and contacts.
- Linking with Google search and maps

## The details...

**We've un-bolded your selected text in all your drop downs.**

Why? We just think it looks nicer.

### Location fields, mapping and tidying up

Australian users can type in part of a Suburb and Perform Zone will display a list of suburbs that match.

Suburb

- Richmond Vale, NSW (2323)
- Richmond Hill, NSW (2480)
- Richmond, NSW (2753)
- Richmond Lowlands, NSW (2753)
- North Richmond, NSW (2754)
- Richmond Raaf, NSW (2755)

Selecting a suburb will complete the district, postcode, region, country and state fields. We have mapped over 15,000 Australian suburbs by hand (pewh!)

### Location linked with Google Maps

Street Address



Click the little blue icon and Google Maps will open up in a new tab showing you the location. You'll need to upgrade to the latest version of google maps to see this (it's free).

### Short form for Australian States

State  
NSW

I.e. New South Wales is now NSW

This means long State names can be seen fully (not clipped as before). It just looks nicer.

Also means that your teasers in job alerts and Career Centre's are cleaner.

Check boxes

Include if not set

We changed our green label text for check boxes to black (was green and bold). We think it's easier on the eye when scrolling down

### Search jobs by;

#### District,

For Aussie users only, we use the same districts list that SEEK uses.

These districts are auto-mapped when you enter a job - no extra data entry

#### Location

Australasia

Australia

Victoria

Select...

Select...

Melbourne

Bayside & South Eastern Suburbs

CBD & Inner Suburbs

Eastern Suburbs

#### Work days,

Mon  Tue  Wed  Thu

Fri  Sat  Sun

This is handy when a candidate rings in asking for temp work.

#### "Must start" by date,

Must Start

Any

Handy when candidates say "What have you got starting in 3 weeks?" or "I need to give 4 weeks' notice" or "I need a job starting tomorrow".

Your own user-defined fields.

▼ Custom

Available Interview Time

Yep, for \$210 we can create your own user-defined job field, and as part of that you can search on it in your new Custom field's folder job search.

## Screening Applications

Skills in Docs tab updated when you update your Summary page.

Summary	Skills	Docs	Comments	Referees	Interviews	Placement
Added: 27/2/2014 16:6						
Administration		2.0	Data input			
Health industry knowledge & experience		0.0	Completion Certificate 4 in Allied Health (Nutrition)			

We used to only show the candidates initial responses, now they show your edits as well.

## Job details

We've tidied up the fields by aligning all the fields closer to left hand margin.

details Com  
Employer  
\* Pro Wellne

This makes it easier for small screens to use and looks better (we think).

Renamed the “online” check box to “From home”

From Home

These field's for jobs or courses that can be done by working remotely (from home). It is defaulted to unchecked for all new jobs.

Jobs works day (new field)

Mon  Tue  Wed  Thu  Fri  Sat  Sun

It allows you to record the workdays for your job. Defaulted to Monday to Friday.

### Must start by (new field)

Must Start by

Allows you to record the latest start date for you job.

### Renamed “attach” button and removed field label



To match left hand alignment

### User defined fields spot

A screenshot of a user interface showing a blue-bordered box. Inside the box, there is an orange "Attach Document" button at the top left. Below it, the text "Available Interview Time" is displayed in blue, followed by a long, empty orange-bordered input field.

Scroll to the Global changes section in these notes to see more on this.

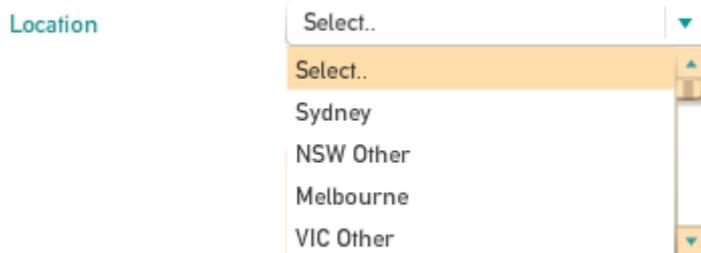
### “Process” button renamed to “Applications”



It just made more sense, as we use “Applications” in the pop up in jobs list.

## My Site tab

### Location drop down moved here

A screenshot of a "Location" label in blue text next to a dropdown menu. The menu is open, showing a list of options: "Select..", "Sydney", "NSW Other", "Melbourne", and "VIC Other". The "Select.." option is highlighted in orange. The menu has a scroll bar on the right side.

The location field is only used in My Site functions, such as posting jobs to your website, creating your jobs landing page and sending alerts.

### Mycareer – it’s free at the moment.

We do post to it from Perform Zone. Contact them and get an account set up. They generate around 1/5th of applicants compared to SEEK. Nothing new here from us, just a nice FYI.

## Candidate Search

### District,

For Aussie users only, we use the same districts list that SEEK uses. These districts are auto-mapped when you enter a job - no extra data entry

#### ▼ Location

Australasia

Australia

Victoria

Select...

Select...

Melbourne

Bayside & South Eastern Suburbs

CBD & Inner Suburbs

Eastern Suburbs

Location not set check box

Include if not set

Checked by default. This allows your search to pick up candidates that have don't have data in their location field. We did that in the past but now you have a choice to turn on or off.

### Days available

Mon  Tue  Wed  Thu

Fri  Sat  Sun

Allows you to search on candidates that have registered as being available for only certain days. Very handy for part-timers or temps. Candidates are all defaulted to being available for Monday to Friday.

### Suburb

#### Suburb

Handy for those low paying jobs (where proximity is extremely important).  
**Your own user-defined fields.**

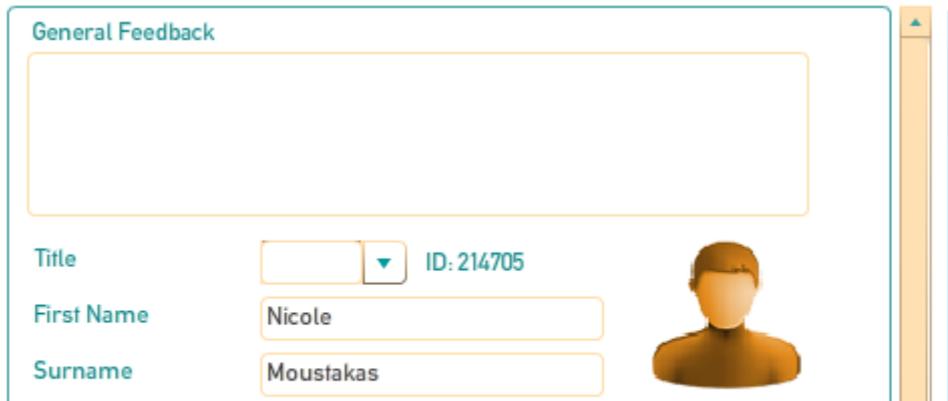
#### ▼ Custom

#### Available Interview Time

Yep, for \$210 we can create your own user-defined candidate's field, and as part of that you can search on it in your new Custom field folder in Candidate search

## Candidates Profile

### Tidy up



The screenshot shows a candidate profile form with a narrower column width. The form includes a "General Feedback" section with a large text area. Below this, there are fields for "Title" (with a dropdown arrow), "ID: 214705", "First Name" (filled with "Nicole"), and "Surname" (filled with "Moustakas"). A placeholder image of a person is shown to the right of the name fields.

We made the column width less, without shrinking any fields. We aligned the fields to the left and right hand margins.

### Days available (new field)

Days Available  Mon  Tue  Wed  Thu  Fri  
 Sat  Sun

### Banking details and Tax file number (New fields)

BSB   
Account Number   
Tax File Number

Handy for your payroll people.

### User defined fields spot



The screenshot shows a user-defined field dropdown menu. The label is "Open to Relocating?". The dropdown menu is open, showing "Select..." as the selected option.

Scroll to the Global changes section in these notes to see more on this.

## Placed

Include if not set

Suburb

### Include if not set

Your payroll person needs accurate workplace location data for workcover and payroll tax purposes. If you haven't put it in, this ensures that it does not get missed.

### Search by Suburb

Searches on the placed candidate's job suburb. Handy when looking through people you've placed in a contract in the past.

## Employers Search

### Renamed "Estimated annual revenue" & "Industry Code"

Turnover

Industry

Same data in drop downs, just looks neater.

### District (new field)

  
  
 Include if not set

Search on companies within a certain side of town. Sorry, Australia and NZ users only for the moment.

### Source (new field)

Source

Allows you to search on how many employers you located from different marketing strategies.

## Employer profile

### Website Icon change

Website

www.boeing.com



We just liked it better

### Google employer button

Boeing - Fishermens Bend



Ok, so we added this in via a patch a while back, but we never told you.

### Source (new field)

Source

Select...



Allows you to search on how many employers you located from different marketing strategies.

### Placement Percentage

Placement Percentage

0.00

This was in the Company profile tab, but we blew that tab away and put the data here.

## Contacts profile

We put pretty green boxes around related data so you don't get lost.

## Contacts search

### Include if not set

Include if not set

Includes contacts in your location search that don't have their location data saved yet.

## Templates

### Renamed Section folders

Section

Candidates



Candidates

Contacts

Internal

The previous labels were being clipped in drop downs as they were too long.

## Settings

### User Settings

Default Region	Select..
Default Country	Select..
Default State	Select..
Default Currency	Select..
Default Home Page	Jobs

Allowed to send Bulk Mail

Allowed to turn on Auto Send

### Default Country & State

► Location Australia, Location not set

You can default your Candidate, Employer and employer contact searches to show a specific region, country and even a state from your User Settings area. Candidates, Employers and their contacts that have not entered this date will still appear in your search (however "Location not set" that appear in search).

### Change your home page

Default Home Page

- Jobs
- Candidates
- Employers

You can change the first screen (your home page) you see when logging in.