# e-Recruitment Upgrade Project Plan.

## Introduction

Thank you for upgrading to the Subscribe-HR e-Recruitment Release. We are now ready to migrate your existing Portal and Data to the New system. To read about all the features you can expect when you migrate to the new portal, open and read the PDF on the link below.

**Release Document**

## Background

The e-Recruitment upgrade project requires configuration by the Client and Subscribe-HR side, that need to occur at the same time to complete the project. The below 5 steps describe this process.

### 1    Client Web Developer

Contact your web-developer to be on standby to switch your portal from the old portal to the new portal. If you have the resource available, you can setup an internal test website to check the look and feel of the new portal (Client).

You can find the address of your sites new portal in System Settings then click on the Recruitment Tab. It has the following format.

https://*companyname*.jobs.subscribe-hr.com/

### 2    Contact Subscribe-HR

Contact Subscribe-HR to determine the schedule for your upgrade and Agree on Deliverables. Subscribe-HR will initially enable the new system features. The key date to decide is the Portal Cut-Over as per step 5 below. When you have completed steps 3 and 4, email this date and time to the below address. info@subscribe-hr.com.au

### 3    Setup and Training Video

The training video has a target audience of all Recruitment System users to watch and can be seen on the link below. Provide this to your internal staff pre the cut-over of the portal. This video will be made available via a link in the same forum post where you obtained this document at a later date.

The setup video has a target audience of all Recruitment System Administrators, to watch for assistance in the setup of the system. This video will be made available via a link in the same forum post where you obtained this document at a later date.

## 4    Read the Documentation and Configure the System.

The help-desk forum post shows the below documents.

The Project Checklist  below is to be used to configure all items of interest.

[e-Recruitment Set-up Checklist Version Final 20 10 2014 Nigel Robinson.pdf](#)

Check and configure all Correspondence items, as per the two documents.

[Subscribe-HR e-Recruitment Standard and System Workflows and e-mails with Correspondence Templates 20 10 2014 Nigel Robinson.pdf](#)

[Standard Recruitment Process Workflows.xls](#)

## 5    Portal Cut-Over

At the same designated Cut-Over date and time.
   a) Switch the client web-site URL/iFrame. (Client Web Developer)
   b) Switch questions from Questionnaire to SHaRe.(Subscribe-HR)
   c) Update the Seek SAE Web Link. (Subscribe-HR).
   d) Activate the Recruitment Object workflows (Client or Subscribe-HR)