

2020.12 Release Notes

December 10, 2020



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Release Overview

BirdDogHR is excited to announce the 2020.12 release for our customers. To aid with communicating updates on multiple modules, all enhancements and updates for the entire BirdDogHR Talent Management System are contained in this document. If you are interested in extending your license to include additional modules, please reach out to your BirdDogHR Account Manager for more information.

This release provides new features, enhancements to existing functionality, as well as resolutions to known issues intended to improve the usability, scalability, and performance of the BirdDogHR Talent Management System. This document will describe the software updates and provide details to help you get started with these enhancements.

Enhancements

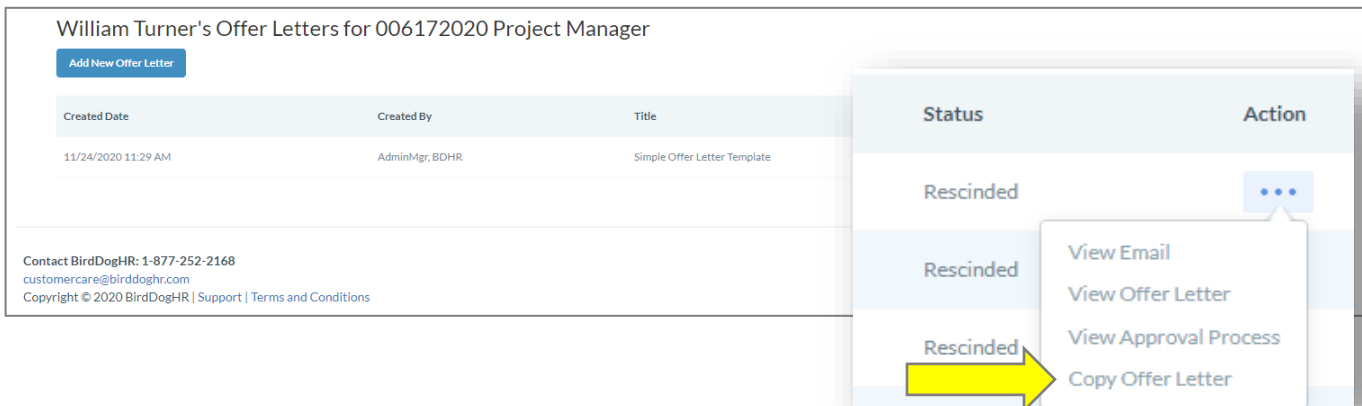
Applicant Tracking System Module

This release includes the following enhancement to the Applicant Tracking module:

Copy Offer Letter

Offer letters that have been rejected for approval, rescinded, or rejected by the candidate can now be copied allowing for a quick change to be made to the original offer letter before resending. *For example, if a candidate wants to negotiate the salary listed in their offer letter, the creator can now copy the original offer letter, make the change, and resend the offer for candidate approval without creating a new offer letter.*

After the offer has been rejected or rescinded, a new action of **Copy Offer Letter** is available on the candidate's offer letter list page.

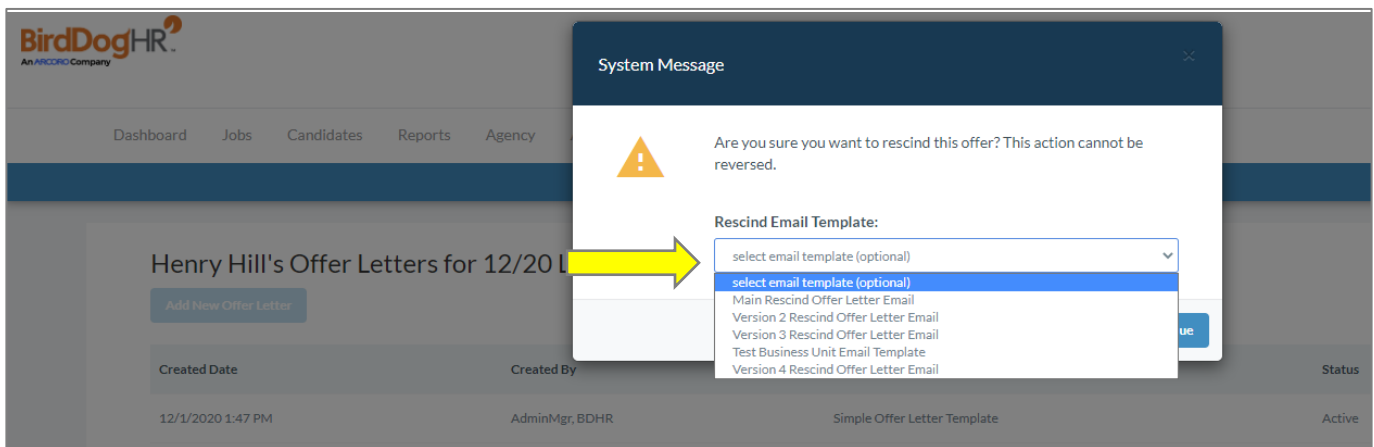


When copying an offer letter, the original offer letter information will automatically populate into the offer letter setup wizard, allowing the offer letter creator to make the edit within the appropriate step and resend the offer letter for approval or directly to the candidate.

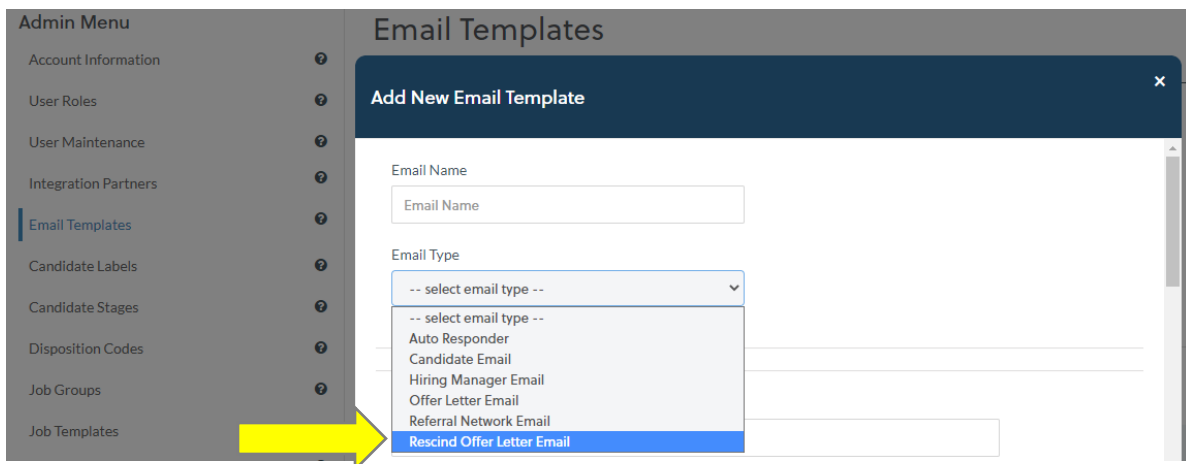
Rescind Offer Letter Email Template

A new email template is now available for selection when an offer to a candidate is rescinded. This allows the offer letter creator to send an explanation as to why an offer letter is withdrawn. *A great example of when to use this new email template type is if a candidate fails to pass a background or drug screen and the offer is contingent on them passing.*

When the offer letter creator rescinds the offer, the user can now select the email template they want to send to the candidate. Sending an email notification to the candidate is optional.



Note that a user with permissions to administer email templates must configure the Rescind Offer Letter email template. To make the template available for selection by the offer letter creator, select Administration>Email Templates>Add Template. Multiple email templates can be created using the **Rescind Offer Letter Email Type**.

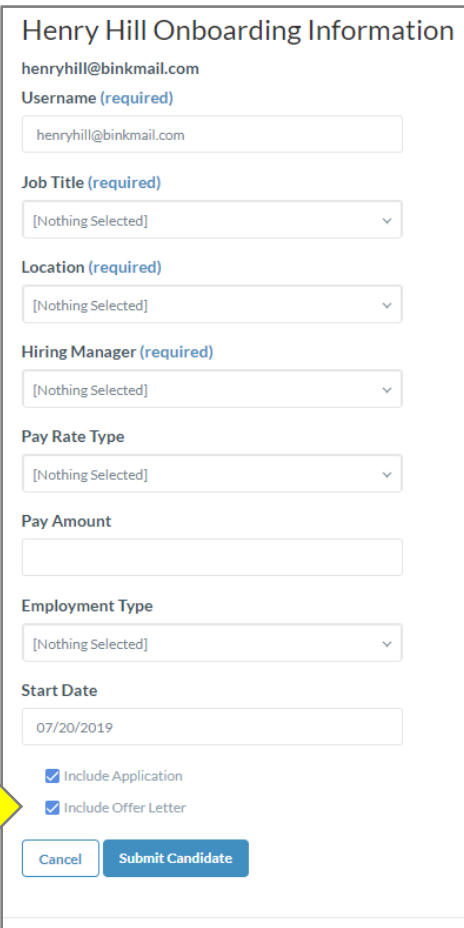


Onboarding Module

This release includes the following enhancement to the Onboarding module:

Include Offer Letter into Electronic Filing Cabinet

The candidate's accepted offer letter from Applicant Tracking can now be pushed into the Electronic Filing Cabinet within the Onboarding module. When pushing a candidate to Onboarding from Applicant Tracking, a new **Include Offer Letter** option is now available on the post-hire screen. If no offer letter is available for the job candidate, Include Offer Letter will be disabled and "No offer letter data available" text will display.



Henry Hill Onboarding Information

henryhill@binkmail.com
Username (required)

henryhill@binkmail.com

Job Title (required)
[Nothing Selected]

Location (required)
[Nothing Selected]

Hiring Manager (required)
[Nothing Selected]

Pay Rate Type
[Nothing Selected]

Pay Amount

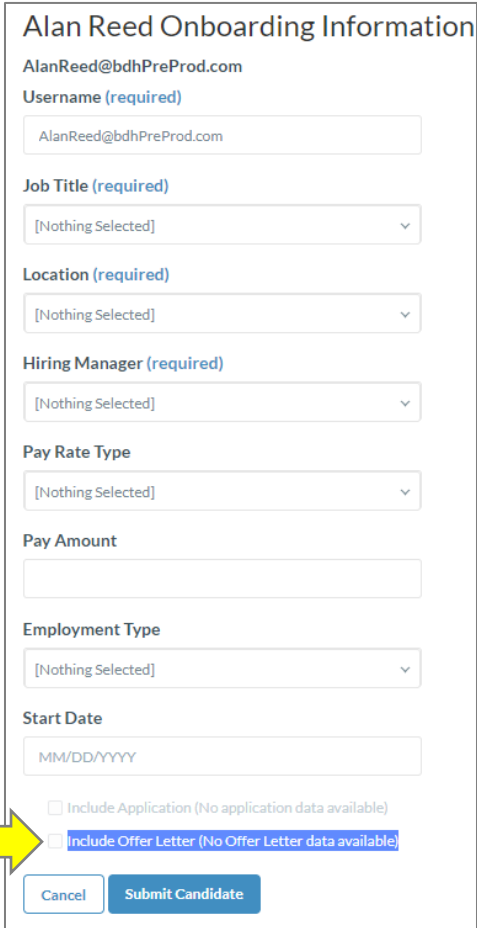
Employment Type
[Nothing Selected]

Start Date
07/20/2019

Include Application
 Include Offer Letter

Cancel Submit Candidate

A yellow arrow points to the "Include Offer Letter" checkbox.



Alan Reed Onboarding Information

AlanReed@bdhPreProd.com
Username (required)

AlanReed@bdhPreProd.com

Job Title (required)
[Nothing Selected]

Location (required)
[Nothing Selected]

Hiring Manager (required)
[Nothing Selected]

Pay Rate Type
[Nothing Selected]

Pay Amount

Employment Type
[Nothing Selected]

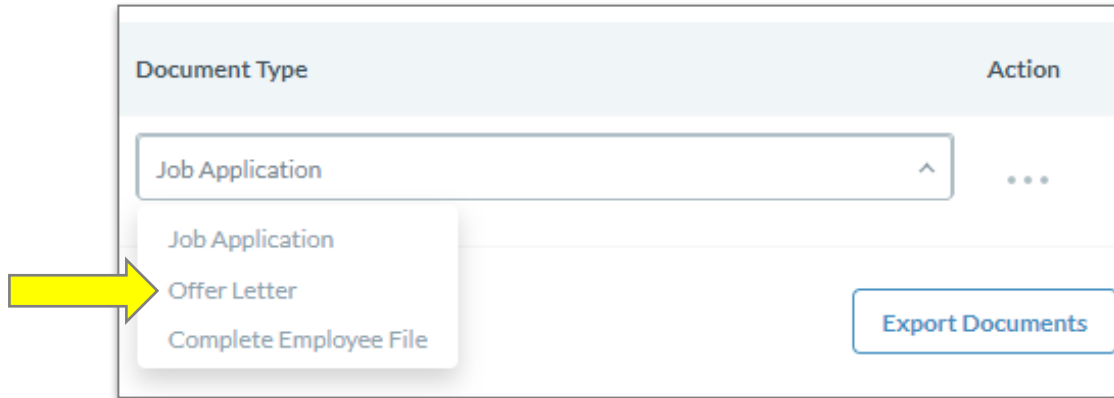
Start Date
MM/DD/YYYY

Include Application (No application data available)
 Include Offer Letter (No Offer Letter data available)

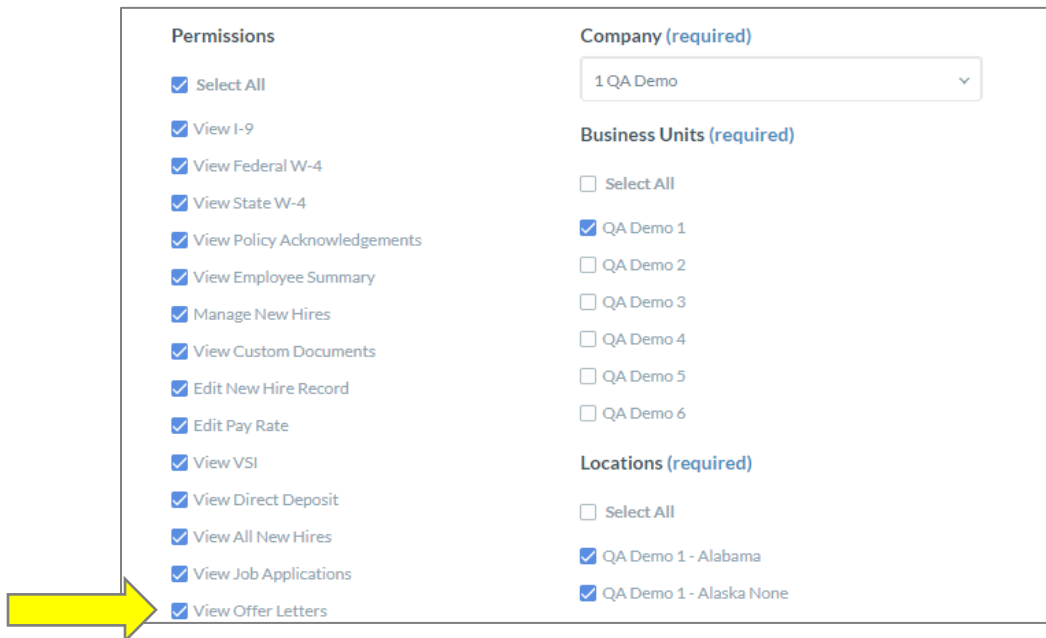
Cancel Submit Candidate

A yellow arrow points to the "Include Offer Letter" checkbox, which is disabled.

When "Include Offer Letter" is selected, the accepted offer letter will appear in the new hire's Electronic Filing Cabinet documents dropdown.



The Onboarding user must have the "View Offer Letters" permission to view the document in the dropdown. To assign this permission, select Administration>Users>Edit>Permissions>Select View Offer Letters.



Additional Enhancements

This release includes the following minor enhancements:

| Enhancement | Description |
|----------------------------|----------------------|
| Onboarding: Ohio IT 4 Form | 12/20 Version Update |

Supported Browsers

The BirdDogHR Talent Management System is designed to provide browser-neutral service delivery. It is recommended that you use modern browsers, as we make every attempt to support the latest versions of the following browsers.

| Browser | Version |
|--|---------|
| Microsoft Internet Explorer (not compatibility mode) | 11 |
| Microsoft Edge | Latest* |
| Mozilla Firefox | Latest* |
| Google Chrome | Latest* |
| Apple Safari | Latest* |

* Browser updates occur on a schedule outside of our release process and we cannot control issues as a result of a recent browser update. Our overall strategy is to maintain active browser support based on demand. Regardless of formal browser support, we will always troubleshoot and correct issues impacting users to the best of our ability within reasonable means.

Mobile Device Support

BirdDogHR views mobile device support as a critical capacity for our customers and we continue to add functionality to enhance the user experience on mobile devices. However, with many different devices and device specific software, it is impossible for BirdDogHR to test against every possible combination. With any questions or concerns, please feel free to contact our support team.

Technical Support

For technical assistance for any of our modules, contact support staff at:

Phone: 1-877-252-2168

Web: <http://support.birddoghr.com>

Email: customercare@birddoghr.com

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