Changes to your Menu Tables in Recruit Studio

The purpose of this tutorial is to explain what changes have taken place in Recruit Studio in November 2010.

You may have seen that we have altered the way the Menu Tables are organised. First off, it's no longer called Menu Tables – this wasn't a very clear title so we have changed it to 'Database Setup' and you will still find it at the top of the Admin menu.

As I'm sure you're aware, Recruit Studio data is organised into sectors, sub sectors, disciplines, job titles and skills as well as other menus such as locations. Up till now job titles and skills have always been a part of sectors so under a sector you had a list of sub sectors, job titles and skills but we realised this was too restrictive. So we have detached job titles and skills from sectors and made them stand-alone.

If you go into Database Setup you will see that the tree on the left looks slightly different. You still have your list of sectors as normal but if you click on one you will see that only sub sectors remain inside it.

The job titles have been moved to their own section and the same goes for skills.

If you click on Job Titles you will see that a new box opens and your job titles are listed under groups. What we have actually done is detach job titles from sectors and put them into lists. Now as existing users, your list headings are inherited from your sectors to avoid confusion. But really the list titles are now just arbitrary headings – albeit they've come from your sectors, but you can just as easily have them grouped by discipline or rank or whatever you wish.

The reason we've made this change is because for lots of Recruit Studio users having job titles and skills under sectors didn't make a lot of sense. In some cases it made more sense to have them relate to disciplines for instance.

The sector a candidate works in might not reflect the actual job they do so having job titles and skills under a sector doesn't necessarily work. Take the case of a candidate who is an Accountant working for Shell for example. Shell is an oil company so it makes sense that the candidate's sector is recorded as Oil & Gas but his discipline is Accountancy. The candidate's key skills don't really fit Oil & Gas, they fit a list of Accountancy skills.

In the new regime, this is much easier to achieve.

So we decided that by having them stand-alone, each customer could decide how to organise them as you see fit.

The same goes for skills. Skills are now no longer formally a part of sectors instead they are a list of skills organised into groups of whatever grouping you wish to implement. Again, that could be disciplines, or alphabetical or whatever you decide.

If you were happy with job titles and skills grouped under sectors, then that's fine because during the change the group titles are your sector names.

The question is do you need to do anything? The answer is no, not if you were happy with job titles and skills grouped by sector. But if you weren't then now is your opportunity to reorder them into groups that better fit your business.

At the top of the box you will see buttons for new job titles (or skills if you're in that box) and new list titles. You can drag and drop job titles and skills into their new places, and there are buttons so you can copy and paste between groups.

The way that you select job titles and skills on records has also changed but the only difference is the selection box has changed to reflect the new groupings. If you want to manually add skills to a record, you no longer right click or use predictive text, you simply click on the key icon and choose from a list.

We hope that this change is a welcome improvement. If you need some help with this please let us know.