Solution Guide

HUMAN RESOURCES .05

Recruiting Event Management

Find it online: smartsheet.com/hr-solutions/recruiting-event-management

✓ smartsheet

Coordinate **Anything**

About Recruiting Event Management

There is a lot of work that goes into planning, managing and the eventual success of recruiting events. Typically there are 100s of candidates to interact with, an equal number of resumes to manage, interviewers to be prepared, potential offers to be coordinated - there can literally be 100s of activities that need to get done successfully for a great recruiting event. This guide is built to help you use Smartsheet to deliver on your recruiting goals using events.

Execute flawlessly against recruiting priorities
Deliver multiple events and activities, on time and on budget. Manage to your recruiting goals like number of hires, budget and candidate experience.

Maximize ROI on every recruiting event
Get the most out of every interaction with candidates by ensuring interviewers are knowledgeable about each candidate and great candidates end up joining.

Deliver a great interview experience
Ensure that candidates have a positive experience while interviewing. Keep hiring managers informed and engaged as they participate in the process.

Who should use this guide

Whether you are looking to build an event plan for the year and then execute it or you just want to deliver a great experience to interviewers and candidates at an upcoming recruiting event, you are in the right place. Common roles / titles who can benefit from this solution include:

HR Assistant	HR Coordinator
HR Generalist	HR Consultant
Recruiter	HR Business Partner
Executive Recruiter	HR Associate
Benefits Manager	Recruiting Coordinator
HR Manager	Diversity Manager
Technical Recruiter	

Purpose

This guide walks you through the steps you need to plan your events, make sure your managers are well-equipped for each event, and get the right candidates screened, interviewed and hired. We have a wealth of specific how-to resources in our Help Center, so the focus of this guide is:

1 An overview of the solution

2 A tour of the individual sheets

3 How to get going

4 Helpful resources and cheat sheets

Components

1 PLAN

Annual Event Plan

Recruiting Calendar

Monitor key milestones, drive ownership and track budget and dependencies.

2 PREPARE

Hiring Manager Engagement

Interview Scheduler

Coordinate the many activities and tasks that need to happen before event day.

3 EXECUTE

Candidate Tracker

Never miss a beat on the day of the event. The Candidate Tracker keeps every detail in one place.

Recruiting Event Management Solution Guide

Annual Event Plan

It's easy to get into the cycle of doing ad-hoc recruiting events because you don't feel you have the bandwidth or buy-in to plan ahead. However, more time might actually be wasted with this approach as ad-hoc events can cause team members to scramble at the last minute, and potentially create a bad experience for the candidates. Smartsheet's Annual Event Plan template provides a framework to get buy-off on your events, obtain the necessary resources, identify stakeholders and work with them throughout the year for flawless execution of your recruiting events.

A Send update requests to get team members to update plan details.

B Attach event related documents like venue plans or quotes from the event planning agency.

C Share the plan with executives and stakeholders while controlling access permissions.

D Turn on the 'Highlight Changes' feature to see what changed since you last viewed the plan.

E Automatically rollup information like budget and headcount numbers, using formulas.

**A** Set up reminders for tasks that need to be completed before an event.

B Share the sheet with your HR team to ensure everyone has access to the event calendar for the year.

C Flag events that need special attention.

D Publish the Recruiting Calendar to an internal website, keeping your entire department in the loop.

Recruiting Calendar

While your event plan will help you understand how activities line up for a particular event, it can be time consuming to build a view across multiple events to identify potential resource conflicts. Smartsheet's Recruiting Calendar gives you a snapshot of your team's activities, trainings, recruiting events, and holiday schedules so that you stay organized through the year.
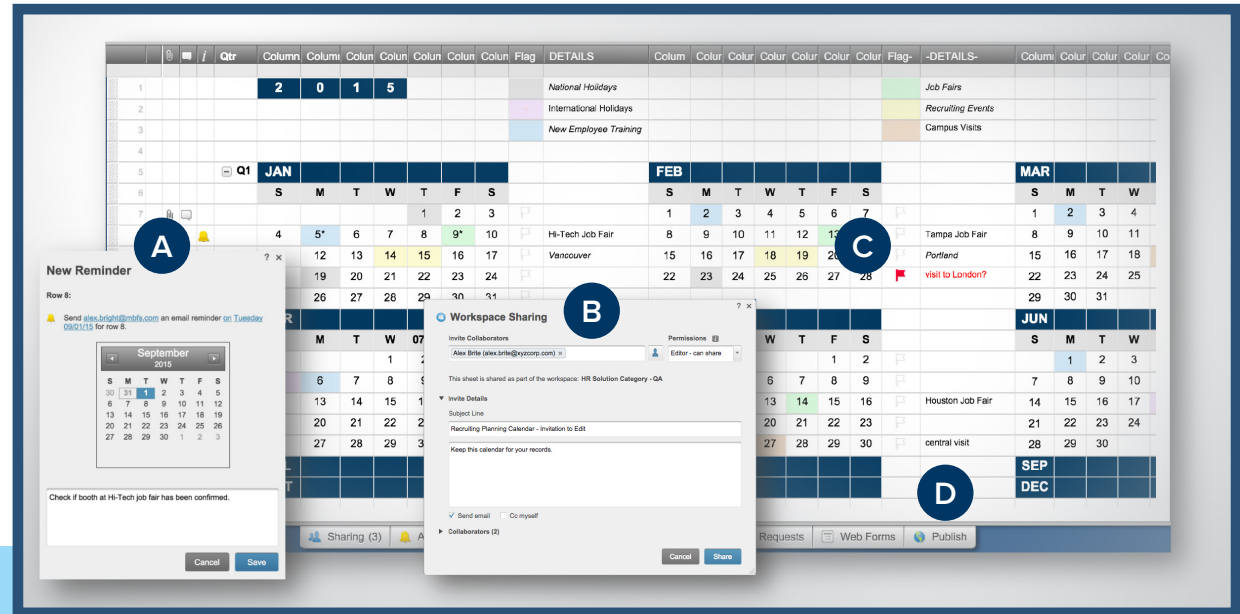
Hiring Manager Engagement

Hiring managers and interviewers are key elements of any recruiting activity, and getting their attention and feedback during the planning process is a critical factor of success. Given that it's usually hard to secure their time, having candidate resumes, background information, interview schedules and travel plans in one location helps eliminate any back and forth related to event logistics, and helps you ensure everyone is on the same page. Smartsheet's Hiring Manager Engagement template gives you the tools you need to engage with your managers and interviewers quickly and efficiently to make the best use of their limited time.

A   Use discussions to update stakeholders of key event details.

B   Use checkboxes to identify whether candidates have been screened.

C   Use symbols to visually signal the candidates who have confirmed.

D   Publish the event plan to an internal website, providing your team visibility into event details.

A Attach documents like interview questions and candidate resumes directly in the sheet.

B Lock rows to limit who can edit the interview schedule.

C Create cell links to the Recruiting Event Planner so that important details like travel schedules can be found in one location.

D Send individual rows to hiring managers to keep them informed of the interview schedule.

Interview Scheduler

Even if you can manage to get all of your interviewers scheduled for your upcoming event, change requests are bound to happen. Managing these requests can be difficult without a tool to help you make the changes while still considering the dependencies such as interviewer schedules, candidate schedules, interview rooms and breaks throughout the day. Smartsheet's Interview Scheduler allows you to see all candidate, interviewer and interview schedule information in one place, so you can quickly and easily make any necessary changes.

Candidate Tracker

Managing an interview loop can feel like juggling many balls - ensuring interviewers understand the job description and skills required for the role, documenting interview feedback, collaborating to land on a hiring decision and then executing all the steps to put together an offer and get the candidate to accept. Now think about doing all that for 100s of candidates which is what happens in a recruiting event. Smartsheet helps you track and manage all of your candidates in one location, enabling you to make quality hiring decisions while also delivering a great experience for candidates.

A   Discuss candidate status and feedback with interviewers, in real time, to maximize learnings from each interview.

B   Attach important documents like candidate resumes, job descriptions, and skills/ competencies requirements directly in the sheet.

C   Use conditional formatting to help the recruiting team quickly identify hiring decisions.

D   Capture detailed feedback from each interview round.

E   Check off when key milestones are completed.

Recruiting Event Management Solution Guide

Jump-Start Your Recruiting Event Management with Smartsheet

✓	**Read through the solution guide**	You've had an overview of the solution – now try Smartsheet for yourself.
○	**Sign up or log in to Smartsheet**	Sign up at **smartsheet.com/hr-solutions/recruiting-event-management** You can also use this with your existing account by logging in.
○	**Open the Getting Started Sheet**	Once you're in Smartsheet, click on the "Getting Started" sheet in the pane on the right. This sheet will orient you to everything you need to start working in Smartsheet.
○	**Customize the sheet**	The sample data and structure is only there to help you get going. You can type over things, insert or delete rows or columns, rename columns, change column types etc.
○	**Start working and sharing**	To open another sheet in the solution, simply return to the home tab, select the folder, and then the sheet. You can invite others to collaborate by clicking the sharing tab on the bottom of the sheet.

Other Recommended Steps

◯	**Delete sheets you don't need**	Deleting a sheet is easy! You can learn how to [here]().
◯	**Build your own sheet**	We know you have unique needs – that's why we built Smartsheet. Click the + tab at the top of the sheet so you can build your own solution from a blank sheet.
◯	**Use the "cheat sheets" in this guide**	To help you get the most out of Smartsheet, we've included cheat sheets for formulas and shortcuts at the end of this guide.

Have questions or want to learn more about Smartsheet?

Smartsheet Help Center - help.smartsheet.com

     Everything you need to help you get the most out of Smartsheet.

Smartsheet Community - community.smartsheet.com

     Ask questions, share best practices, and get help.

Submit your question - solutions@smartsheet.com

     Want personalized help? Our design and services teams have you covered!

Send us your feedback - help.smartsheet.com/customer/portal/emails/new

     Share your thoughts or suggestions about Smartsheet or our Solutions.

Plans and Pricing - smartsheet.com/pricing

     Enjoy your 30-day free trial.

Smartsheet Cheat Sheet
Keyboard Shortcuts

Basics

F2 / **Fn** + **F2**   Enters **edit mode** on selected cell

Ctrl + **S**   **Saves all** unsaved information

Ctrl + **Z**   **Undo** the previous action since last save

Ctrl + **Y**   **Redo** the previous action since last save

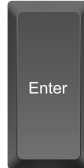**Ins**   **Inserts** a row above the selected row.

↓
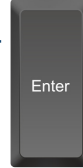
To insert multiple rows at once, press **Shift**
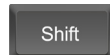
and select multiple row headers, then click **Ins** .

Formatting

Ctrl + **Enter**   **(or)**   **Alt** + **Enter**   Inserts a carriage return or line break in Text Number cells. In order to see the carriage returns in the sheet, apply wrap formatting to the cell by clicking the **Wrap** icon in the left toolbar.

Ctrl + **K**   **Indents** Primary Column only

Ctrl + **M**   **Outdents** Primary Column only

Ctrl + **I**   **Italic**   **Ctrl** + **D**   Fill down *(also available by dragging cell corner)*

Ctrl + **B**   **Bold**

Ctrl + **U**   **Underline**

NOTE: Mac users should use **Cmd** instead of **Ctrl** unless otherwise noted.

Formulas

| Ctrl | + | L | x 1 | Inserts **$** before column name (horizontal cell reference lock). |

x 2 Inserts **$** after column name (vertical cell reference lock).

x 3 Inserts **$**'s around column name (full cell reference lock).

Date Column Cells

t:	Inserts today's date.
+:	Enters date x days from today.
-:	Enters date x days before today.
mon / tue / wed /	etc... Inserts date of the current week's Monday, Tuesday, Wednesday, etc.
yes:	Inserts yesterday's date.
tom:	Inserts tomorrow's date.
next week:	Inserts date seven days from today.
last week:	Inserts date from seven days ago.
Dec 15 / Jan 3 /	etc: Inserts date of string entered.

Additional

Ctrl + **/** Displays the **Open a Sheet** form.

Ctrl + **G** Displays the **Go To Row** form. Type in the row number you'd like to scroll to then click OK.

Home Takes you to the first cell of the row you are currently on.

Ctrl + **Home** Takes you to the top left cell of your sheet.

End Takes you to the last cell of the row are are currently on.

Ctrl + **End** Takes you to the bottom right cell of your sheet.

Pg Up Moves you up in your sheet.

Pg Dn Moves you down in your sheet.

Space Displays or removes a checked box, star or flag in the selected cell. Learn more about checkbox, star and flag columns in our Column Types article.

Smartsheet Cheat Sheet
Formulas

Numeric Formulas

SUM(): Adds selected values, or a range of cells.
    Example: =SUM(Cost1: Cost5)
    Result: 1125.75

AVG(): Averages selected values, or a range of cells.
    Example: =AVG(Cost1: Cost5)
    Result: 225.15

MAX(): Returns the highest numeric value, or latest date.
    Example: =MAX(Cost1: Cost5)
    Result: 425.75

MIN(): Returns the lowest numeric value, or earliest date.
    Example: =MIN(Cost1: Cost5)
    Result: 100

INT(): Returns the integer portion of a given number.
    Example: =INT(Cost5)
    Result: 425

ROUND(): Rounds a given number to the desired # of digits.
    Syntax: ROUND(cell1, #_of_digits)
    Example: =ROUND(Cost5, 1)
    Result: 425.8

ABS(): Returns the absolute value of a given number.
    Example: =ABS(-85)
    Result: 85

COUNT(): Counts non-blank cells in a given range.
    Example: =COUNT([Task Name]:[Task Name])
    Result: 5

LEN(): Returns the number of characters (length) in a given cell.
    Example: =LEN([Task Name]5)
    Result: 6NOTE: Formatting/currency values aren't included.
        Dates have a length of 5.

Logic Formulas

IF(): Performs a logical test. One value is returned if the test is true, a different value is returned otherwise.

> Syntax: IF(logical_test, value_if_true, value_if_false)
> Example: =IF([Due Date]1 > [Due Date]2, "Date 1 is Larger", "Date 2 is Larger"
> Result: Date 2 is Larger

ISBLANK(): Used within an IF formula to test if a cell is blank.

> Example: =IF(ISBLANK([Task Name]1), "Cell is blank", "Cell isn't blank")
> Result: Cell isn't blank

ISTEXT(): used within an IF formula to test if a cell contains text (and not checkboxes, dates, numbers, etc).

> Example: =IF(ISTEXT([Due Date]1), "Cell is text", "Cell isn't text")
> Result: Cell isn't text

ISNUMBER(): Used within an IF formula to test if a cell contains a number (a value which is not text, date, or checkbox).

> Example: =IF(ISNUMBER([Task Name]1), "Cell is a number", "Cell isn't a number")
> Result: Cell isn't a number

ISDATE(): Used in an IF formula to test if a cell contains a date.

> Example: =IF(ISDATE([Due Date]1), "Cell is a date", "Cell isn't a date")
> Result: Cell is a date

ISBOOLEAN(): Used in an IF formula to test if a cell contains a boolean value (check box, priority, star or flag).

> Example: =IF(ISBOOLEAN(Done1), "Cell is a boolean", "Cell isn't a boolean")
> Result: Cell is a Boolean

Smartsheet Cheat Sheet
Formulas

Logic Formulas (cont.)

AND(): Used within an IF formula. Evaluates if a set of logical expressions are True or False. If any expression is False it will evaluate as False.

      Syntax: AND(boolean_expression1, boolean_expression2, boolean_expression3, ...)
      Example: =IF(AND(Done1, Done2, Done3), "All Tasks Complete", "Tasks Incomplete")
      Result: Tasks Incomplete

NOT(): Used within an IF formula. Performs a logical NOT on the supplied boolean expression (or cell reference).

      Syntax: NOT(Done1)
      Example: =IF(NOT(Done1), "Task A Not Complete", "Task A Complete")
      Result: Task A Complete

OR(): Used within an IF formula. Performs a logical OR on the supplied boolean expression or cells. Returns true if any are true; otherwise returns false.

      Syntax: OR([Due Date]1 > [Due Date]2, [Due Date]1 > [Due Date]3)
      Example: =IF(OR([Due Date]1 > [Due Date]2, [Due Date]1 > [Due Date]3), "Due Date 1 isn't the smallest", "Due Date 1 is the smallest")
      Result: Due Date 1 is the smallest

NESTED IF(): Performs multiple logical tests. Smartsheet reads the IF statements in the formula from left to right, displaying a value based on which one evaluates to true.

      Syntax: IF(logical_test, value_if_true, IF(second_logical_test, value_if_true, value_if_all_false))
      Example: =IF([Task Name]1 = "Task A", "This is Task A", IF([Task Name]1 = "Task B", "This is Task B", "Neither Task A nor Task B"))
      Result: This is Task A

Additional Formulas and Help

Formula Basics - smartsheet.com/formula-basics
How to create a formula and reference cells, columns, and ranges in your sheet

Text Formulas - smartsheet.com/text-formulas
Find, Replace, capitalizing text, etc

Date Formulas - smartsheet.com/formula-basics
TODAY() formula, calculating working days, creating dates, etc

Advanced Formulas - smartsheet.com/date-formulas
Weighted average, prorate, countif, countif s, sumif, sumif s

Using Hierarchy in Formulas - smartsheet.com/using-hierarchy-in-formulas
How to reference child rows

Formula Error Messages - smartsheet.com/formula-error-messages
What they mean, and how to troubleshoot

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