



JOB BOARD MIGRATION WORKSHEET

In order for us to help you set up your Job Boards, please fill out the following information and have it ready when we speak with you. We're excited to help you maximize your success during this transition!

#1. Fill Out Your Information for Your Default Theme

Theme Name: _____

Standard Display Logo (Max 400 W x 100 H Pixels) File Location: _____

Mobile Display Logo (Max 160 W x 40 H Pixels) File Location: _____

Website Link: _____

Color Scheme (Up to Four Colors): Please fill in with exact hex codes. If you don't know, we can work with your color scheme to select similar colors.

Base accent color: _____

Header bar color: _____

Background color: _____

Header Text color: _____

#2. Fill Out Your Information for Your Default Job Board

Job Board Title: _____

Job Board's URL Address (must be five characters): youraviontecompanycode.avionte.com/_____

Email "From" Address: _____

Exit Button Redirect Location: _____

Allow Job Board Users to Share Jobs on Social Media? _____

Job Board Theme Name: _____

#3. Fill Out Your Information for Talent Module Settings

Contact Method to Use for Phone Number: Cell Phone Work Phone Other
Contact Method to Use for Email Address: Email Work Email Other

Settings for Job Application Finish Page: Fill out header label text and body text below.

Header label text: _____

Body text: _____

Default Exit Button Redirect Location: _____

Email for Job Application Submittal: Fill out subject and body text below.

Subject: _____

Body text: _____

#4. Fill Out Information for Your Default Application Workflow

Application Workflow Name: _____

Welcome (Required): Please list which suppliers and branches you want turned ON:

Suppliers: _____

Branches: _____

Please circle ON or OFF for the following Workflow items:

Welcome: Prescreen: ON OFF (If ON, please make sure you have your list of questions ready)

Welcome: Account Create: ON OFF

Personal Info: ON OFF

Personal Info: Resume: ON OFF

Education: ON OFF

Professional Experience: ON OFF

Questionnaire: ON OFF (If ON, please make sure you have your list of questions ready)

Competencies: ON OFF

ADP WOTC (only available for those with ADP integration): ON OFF

EEO: ON OFF

Submit (Required): Please let us know what you want your acknowledgement text to be or feel free to use our default text.

