



## Release Notes

Release APR2025, August 29<sup>th</sup>, 2025

Würk is a continually improving and evolving application. As part of our commitment to full transparency, we provide release notes that summarize the latest enhancements to Würk functionality and usability.

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## Release Notes

### HR: Talent

#### NEW Applicant Portal Refresh

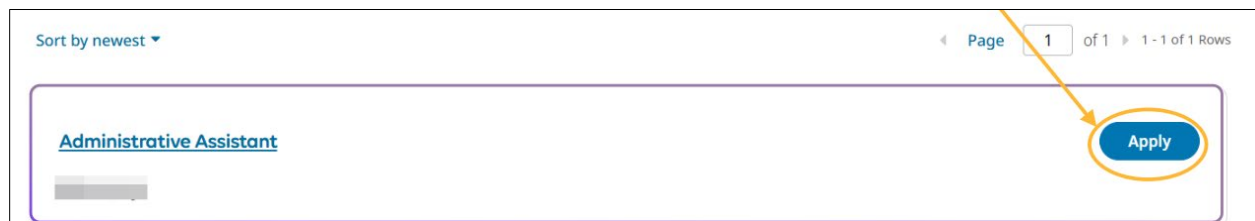
The Applicant Portal in Würk was enhanced to provide better user experience for your Applicants. Key enhancements include:

- Eliminated requirement for applicants to create an account with username/password before submitting their first application.
- Better resume parsing (autofill) to application fields.
- Streamlined instructions on application pages and in applicant notifications.
- Optimized user experience for mobile devices.
- Applicant Dashboard with centralized access to all key applicant tasks & activities.

#### Starting an Application

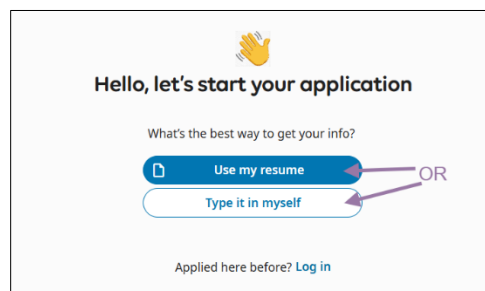
The Applicant Portal enhancements will not impact your Würk link where applicants can browse and locate job requisitions (link always accessible in Würk via *Settings > HR Setup > Applicant Tracking/Recruitment > Configuration* on the Instructions tab). It also will not impact the “Apply” button in each job requisition.

As in previous experience, Applicants will click the **Apply** button to begin their application.



#### Application: First Page

Applicants are prompted to begin filling out their information with two options: **Use my resume** or **Type it in myself**. Returning applicants will have a **Log in** link.

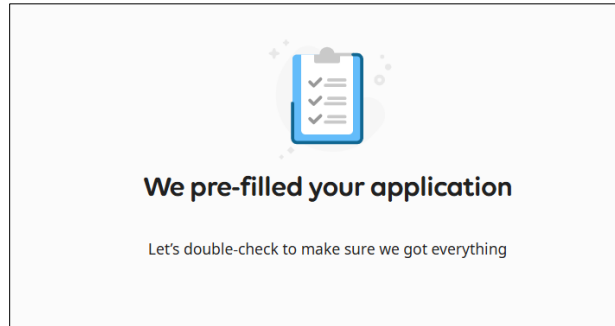




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### Use my Resume

If the applicant selected **Use my resume**, they'll upload their resume and receive a message to confirm that the application was pre-filled.



The applicant will click **Continue** and review the data parsed from their resume onto the application. Information can be updated or added after the initial application parsing.

### Type it in myself

Applicants who choose this option will proceed to a page with required fields (First Name, Last Name, and Email) and any optional fields they will need to manually type.

### Application: Updated UI

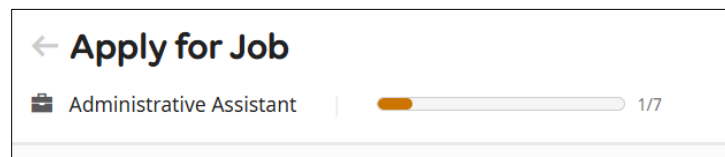
Applicants, both desktop and mobile, will notice a streamlined user interface with simplified page layout and clearer instructions.

### Updated Instructions

Instructions at the top of each application page are clearer and directly reference the new UI. If you'd like to edit these system-provided instructions, you may do so via *Settings > HR Setup > Applicant Tracking/Recruitment > Applicant Profile Setup*.

### Progress Bar

A progress bar will display at the top of the application pages. It will list the job title and how many pages have been completed towards the total number of pages.





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### Application: Contact Info Page

If the Contact Info page was previously enabled in your instance of Würk, applicants can review and edit the required/optional contact information. If you'd like to make any updates to this page, you may do so via *Settings > HR Setup > Applicant Tracking/Recruitment > Applicant Profile Setup*.

The screenshot shows a form titled "Contact Information". Below the title is a instruction: "Please complete all required fields below. To open each section, click the pencil icon." There are two sections visible: "Test Test" with an email address "demoapplicant@enjoywurk.com" and a pencil icon to its right, and "Add Address" with a pencil icon to its right.

### Application: Resume & Cover Letter Page

If the Resume & Cover Letter page was previously enabled in your instance of Würk, applicants can review and/or add their Resume & Cover Letter. If an applicant previously uploaded their resume on the first page, they won't need to do it again on this page.

The applicant may also be required to complete additional fields or questions if those were previously enabled in your instance of Würk. If you'd like to make any updates to this page, you may do so via *Settings > HR Setup > Applicant Tracking/Recruitment > Applicant Profile Setup*.

The screenshot shows a form titled "Resume & Cover Letter". Below the title is a instruction: "Please provide your Resume and complete all required fields below." There are two main sections: "Upload Your Resume" with a "Choose" button, and "Cover Letter & Upload Documents" with a "Choose" button and a "Type or paste it myself" option. Below these is a "+ Add Another Document" link. At the bottom, there is a section titled "Additional Information" with a field for "Available Start Date".



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### Application: Work Experience Page

If the Work Experience page was previously enabled in your instance of Würk, applicants can review and edit the required/optional Work Experience information. If you'd like to make any updates to this page, you may do so via *Settings > HR Setup > Applicant Tracking/Recruitment > Applicant Profile Setup*.

A screenshot of the 'Work Experience' form. The title 'Work Experience' is at the top. Below it is a instruction: 'Please provide your current and past work experience and complete all required fields below.' At the bottom is a button labeled 'Add work' with a pencil icon to its right.

### Application: Education Page

If the Education page was previously enabled in your instance of Würk, applicants can review and edit the required/optional Education information. If you'd like to make any updates to this page, you may do so via *Settings > HR Setup > Applicant Tracking/Recruitment > Applicant Profile Setup*.

A screenshot of the 'Education' form. The title 'Education' is at the top. Below it is a instruction: 'Please provide information about your education and complete all required fields below.' There is a dropdown menu labeled 'Highest Education Completed'. At the bottom is a button labeled 'Add education' with a pencil icon to its right.

### Application: References Page

If the References page was previously enabled in your instance of Würk, applicants can review and edit the required/optional References information. If you'd like to make any updates to this page, you may do so via *Settings > HR Setup > Applicant Tracking/Recruitment > Applicant Profile Setup*.

A screenshot of the 'References' form. The title 'References' is at the top. Below it is a instruction: 'Please provide at least **one** reference.' There are two input fields. The first is labeled 'Reference #1' and has a pencil icon to its right. The second is labeled 'Reference #2' and also has a pencil icon to its right.



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### Application: EEO Information Page

If the Equal Opportunity Employment Information page was previously enabled in your instance of Würk, applicants can review and edit the required/optional EEO information. If you'd like to make any updates to this page, you may do so via *Settings > HR Setup > Applicant Tracking/Recruitment > Applicant Profile Setup*.

**Equal Employment Opportunity**

Please provide the information below.

**Equal Employment Opportunity (EEO) Information:** This company is dedicated to a policy of equal opportunity in employment without regard to race, religion, gender, sexual orientation, national origin,

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**EEO Information**

**Demographics**

Gender

Full time student?

### Application: Job Application Questionnaires

If you have attached a Job Application Questionnaire to a job, it will display just before the final summary page. If you'd like to make any updates to your Job Application Questionnaires, you may do so via *Settings > HR Setup > Form Questionnaires*.

**Job Related Questions**

◀ Page 1 of 1 ▶

**1. Are you authorized to work in the US? \***

Are you authorized to work in the US? \*

☐ No

☐ Yes

### Application: Final Summary Page

A final summary page will be displayed at the end of the application. The previously completed tabs will display as widgets on the Final Summary page, which the applicant can review. Each widget contains its own edit icon that the applicant can click to return to that tab to edit. Upon saving after an edit, the



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system will return the applicant to the summary page. The applicant will click the **Submit application** button after reviewing the summary. If you'd like to make any updates to this page, you may do so via *Settings > HR Setup > Applicant Tracking/Recruitment > Applicant Profile Setup*.

The screenshot shows a form titled "Applicant Profile Setup" with two main sections. The first section, "Contact Information", contains fields for Name (Test Applicant), First Name (Test), Last Name (Applicant), Personal Email (redacted), Address (Country: United States, Street: 1 5th Ave, Zip Code: 10125, City: New York, State: New York). The second section, "Resume & Cover Letter", contains a field for "Upload Your Resume" with a file named "Resume.doc" and a "Resume" button.

### Electronic Signature Enabled

If Applicant Electronic Signature was previously enabled in your instance of Würk, the applicant will see a **Sign & submit application** button instead of the **Submit application** button.

An **E-Signature & Acknowledgement** pop-up window will display where the applicant will electronically sign. The default method for Applicant Electronic Signature is **Name Entry** instead of password entry because first-time applicants will not yet have a password. After typing their name, they will select the **I Agree** button to e-sign and submit their application. If you'd like to make any updates to the E-Signature settings on this page, you may do so via *Settings > HR Setup > Applicant Tracking/Recruitment > Applicant Profile Setup*.

The screenshot shows a pop-up window titled "E-Signature & Acknowledgement". It contains a message: "Please type your full name to confirm: Test Test". Below this is a text input field labeled "Full Name \*". Below the input field is a paragraph of text: "I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release." At the bottom of the window are two buttons: "Cancel" and "I Agree".



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### After Application Submission

The system will provide confirmation on-screen that the application was successfully submitted. The applicant can then select the **Go to my portal** button, which will take them to their own dashboard where they can see their applications, perform tasks as needed, or search for other jobs.

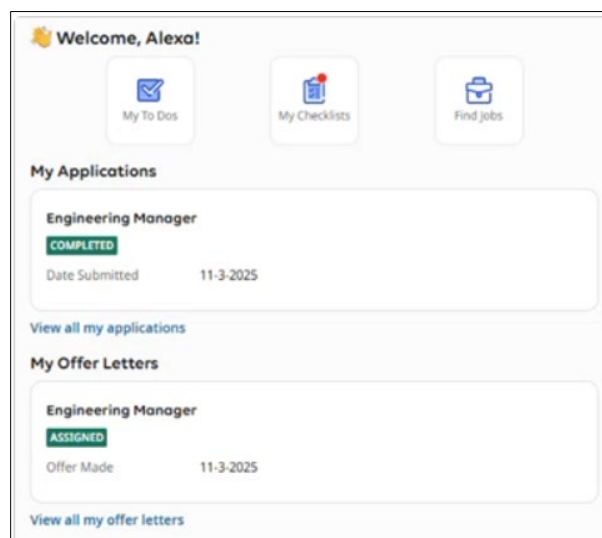


If system-generated notifications were previously enabled in your instance of Würk, first-time applicants will receive an email to the address provided on their application with instructions for establishing an account password. First-time and returning applicants will receive an email confirming successful application submission, which will also include instructions on establishing or resetting their account password. If you'd like to edit these system-provided instructions, you may do so via *Settings > Global Setup > Notifications*.

### Applicant Dashboard

The new applicant dashboard provides a centralized location for all critical items and tasks for the applicant. The dashboard will have buttons for My To Dos, My Checklists, and Find Jobs, as well as a widget for My Applications. Dashboard buttons with a red dot indicate an action is pending for the applicant.

The applicant dashboard is dynamic and will begin to show additional buttons and widgets if/when the applicant is assigned Forms, Offer Letters, etc.







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### Offer Letter Notifications

If previously enabled in your instance of Würk, the system-generated Offer Letter Assigned notification will show updated text which directs applicants to locate their assigned offer letter directly on their dashboard. This text replaces the previous instructions directing applicants through a menu path to access an offer letter. Password instructions were also added for applicants who may need help accessing their account. If you'd like to edit these system-provided instructions, you may do so via *Settings > Global Setup > Notifications*.

### Checklist Notifications

If previously enabled in your instance of Würk, the system-generated Checklist Assigned notification for applicants and/or the Hiring Stage Change Request notification for assigning a checklist will show updated text which directs applicants to locate their checklist directly on their dashboard. This text replaces the previous instructions directing applicants through a to-do bell path to access a checklist. Password instructions were also added for applicants who may need help accessing their account.

If you'd like to edit these system-provided instructions, you may do so via *Settings > Global Setup > Notifications* (for the Checklist Assigned notifications) or open a case with [support@enjoywurk.com](mailto:support@enjoywurk.com) (for the Hiring Stage Change Request notification).