Job Module Documentation

Documentation for the job module used on the AGRANA Websites

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Introduction

tl;dr

The Job module is a web-based software which handles the administration and publishing of jobs for the AGRANA websites. The administration takes place in TYPO3, a content management system which itself can be reached within your browser.

In short, the module is designed to handle the following requirements:

- Import jobs from SAP on a regular basis[1]
- Create new and edit existing jobs
- Control when and in which country and language a job appears
- Display different branding items like logo and photos based on certain criteria selected in a job record
- Allow to classify a job based on given (fixed) categories, hierarchy level, contract type or working time
- Optimize the view on mobile clients like tablets and smartphones

Scope of Documentation

This documentation is dedicated to editors and website administrators – in general people who are responsible for the maintenance of their AGRANA website. This guide enables users to get the "big picture" of the main principles of the job module and in particular covers the creation of new jobs, editing existing ones and how to control the publishing. A basic understanding of the CMS TYPO3 is desired but not necessarily required. Please refer to the glossary for some technical terms.

Websites which use the Job Module[2]

1. **International AGRANA Website**
   https://www.agrana.com/en/career/applynow/latest-job-offers/

2. **AGRANA Country-Websites**

   Belgium
   https://be.agrana.com/career/job-search/

   Bosnia
   https://ba.agrana.com/en/career/job-offers/

   Bulgaria
   https://bg.agrana.com/en/career/job-search/

   Germany
   https://de.agrana.com/karriere/jobsuche/

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[1] For Austria only as of July 2018
[2] As of July 2018

France
https://fr.agrana.com/en/career/job-search/

Poland
https://pl.agrana.com/en/career/job-search/

Russia
https://ru.agrana.com/en/career/job-search/

Slovakia
https://sk.agrana.com/en/career/job-search/

Czech Republic
https://cz.agrana.com/en/career/job-search/

Turkey
https://tr.agrana.com/en/career/job-search/

Ukraine
https://ua.agrana.com/en/career/job-search/

Hungary
https://hu.agrana.com/en/career/job-search/

China
https://cn.agrana.com/en/career/job-search/

South Korea
https://kr.agrana.com/en/career/job-search/

India
https://in.agrana.com/career/job-offers/

Egypt
https://eg.agrana.com/en/career/job-search/

South Africa
https://za.agrana.com/career/job-search/

Argentina
https://ar.agrana.com/en/career/job-search/

Brazil
https://br.agrana.com/en/career/job-search/

Mexico
https://mx.agrana.com/en/career/job-search/

USA
https://us.agrana.com/career/current-job-openings/

Australia
https://au.agrana.com/career/job-search/

3. **Other AGRANA Websites**

AGRANA Research
https://aric.agrana.com/karriere/jobsuche/

Administration in TYPO3

Login

Required
- User
- Password
- Browser: Internet Explorer 11 or newer (recommended), Chrome, Firefox

Login URL
- www.agrana.com/typo3
- *or* your country specific domain appended with "/typo3"

Type of backend users[3]

	Type 1 (Username prepended with "jobred-")	Type 2 (Username prepended with "hr")
Create/edit/publish jobs	√	√
Create/edit "fixed" records like categories, hierarchy level, contract type or working time	X	√
Edit pages, text and images	X	√
Edit articles of career blog	X	√

Adding new backend users
Please contact KATZGRABER Doris, doris.katzgraber@agrana.com of the HR department in Vienna.

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[3] As of July 2018

Get an overview

Note: the editing process is described with the help of user "Type 1" using *English as language in the backend*. Therefore, for better understanding, activate the English language in the user settings in TYPO3. The same editing principles applies for all types of users.

1. Klick on "List" located in the left bar
2. Klick on the grey folder named "jobs" in the page tree area
3. Any jobs that are already created are listed
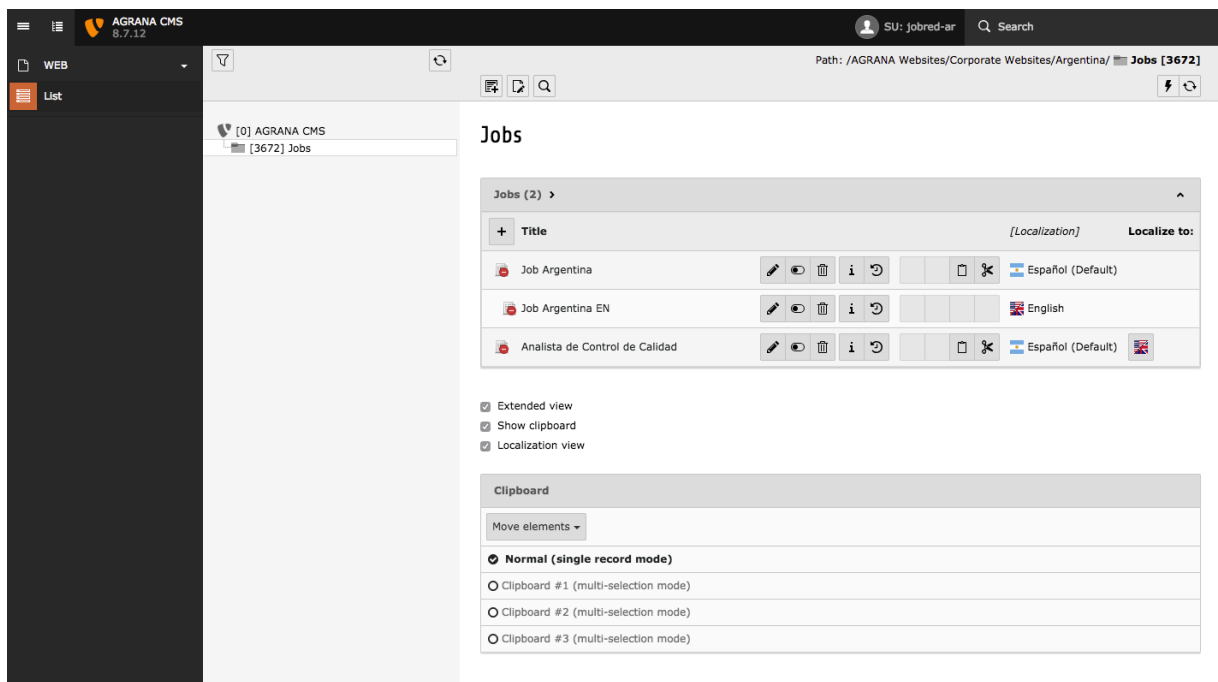
Example with user jobred-ar for the Argentinian website

Meaning of the elements in list view
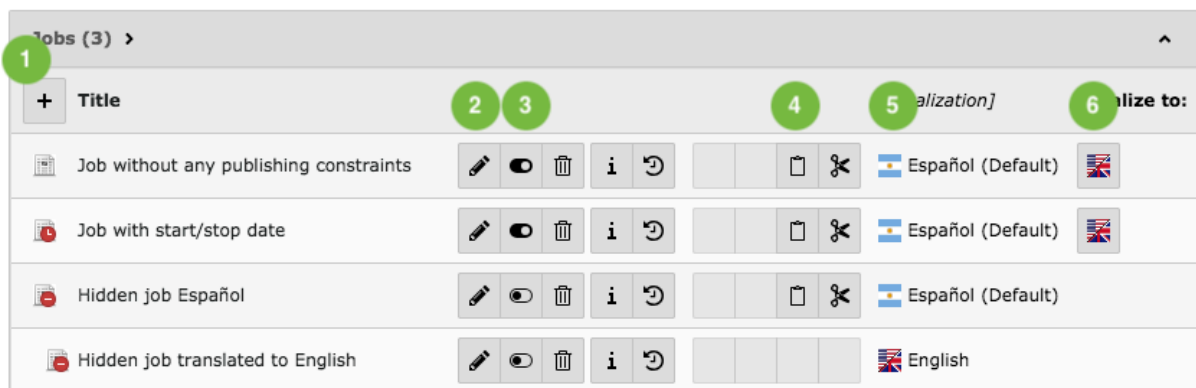
The icon of a particular job record displays the publishing status

1) Create a new job record
2) Edit an existing job record

3) By clicking this icon, the job record disappears immediately from the all job listings. A red sign indicates that publishing status (Example "Hidden job Español").
4) Copies the record; a clipboard icon appears at the top of the table for inserting the new record afterwards
5) Indicates the language; Note: "Default" means the local language, which differs from country to country
6) By clicking the English flag, the English version of the record will be created and opened in the same step; the English translation can now be entered

Create a new Job in TYPO3

1. Click the "Plus-icon"
2. Enter all information which is required (indicated by the red exclamation marks)
3. Select location and company; items in this list are limited to the actual companies existing in each country (if you like to change these, please contact support)
4. Check "International job" to get the job listed in all AGRANA job listings (recommended)
5. Select an appropriate category
6. Note: Never change the field "language" directly – follow a better way of translation described below
7. If required, set publication details in the tab "Access" to set the start and stop date of the record
8. Klick "Save and view" at the top of the page – the record will be opened on the detail page of the job module of your country
9. Klick "Back" on the detail page to view the listing

Translate a Job

1. Go to list view
2. Click the English flag (See above "Meaning of the elements in list view", point 6)
3. The English version of the record will be created and opened in the same step
4. The English translation can now be edited and entered
5. Note: below every field the original translation is displayed
6. Klick "Save and view" at the top of the page – the record will be opened on the detail page of the job module of your country in the English version
7. Klick "Back" on the detail page to view the listing
8. Go back to the backend and close the record (cross icon at the top) – note how the translated record is indented and grouped together with the original record

Language Handling

This part is a bit technical and is most of the time not necessary to understand for regular users. However, it helps editors to understand in depth how jobs are published throughout the AGRANA websites and for the sake of documentation is recorded for future reference.

Based on certain criteria, a job record behaves differently in the frontend:

- Is the job record translated to English?
- Is the "International job"-checkbox ticked?
- What is the local language of the job and which language has the website on which it is displayed?

Please refer to the Excelfile *jobdb-language-handling.xlsx* for a rather complete overview – you will need it for the examples below.
Note: the Excel does not show all countries/domains, but only covers all necessary combinations and meaningful cases that are likely to occur.

Howto: read the Excel linewise from left to right, differentiation between cases and country is important. Here are some examples for a better understanding (in square brackets the column-numbers):

1. **Domain .com [A] + Case 1 [B]**
   A job record created in the local language of this website, which is German [C], and with no translation to English [D] and with the checkbox for International *not* ticked [E], will be visible on the .com Website (=self) in German [F] and English [G], *both* in German language. In other countries, the job will not be displayed because international was not ticked [H][I][J][K][L].
2. **Domain .com [A] + Case 2 [B]**
   A job record created in the local language of this website, which is German [C], and with a translation to English [D] and with the checkbox for International *not* ticked [E], will be visible on the .com Website (=self) in German [F] and English [G], in the German version the German language is displayed and in the English version the English translation. In other countries, the job will not be displayed because international was not ticked [H][I][J][K][L].
3. **Domain .com [A] + Case 3 [B]**
   A job record created in the local language of this website, which is German [C], and with a translation to English [D] and with the checkbox for International ticked [E], will be visible on the .com Website (=self) in German [F] and English [G], in the German version the German language is displayed and in the English version the English translation. In other countries, the job will be displayed depending of their local language [H][I][J][K][L].
4. **Domain .us [A] + Case 1 [B]**
   A job record created in the local language of this website, which is English [C] and with the checkbox for International *not* ticked [E], will be visible on the .us Website (=self) in English [F] only – a translation is not needed. In other countries, the job will not be displayed because international was not ticked [H][I][J][K][L].

Recipients of Job Applications

Please refer to the Excelfile *jobdb-recipients.xlsx* for a complete overview[4].

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[4] As of July 2018

Further processing of Job Applications

The following applies only for applications which are *not* processed via SAP:

- Processing of data is aligned with the data policy of the AGRANA websites
- Data of sent applications is stored on the webserver for 28 days
- The Data itself is composed of database entries and uploaded files
- After 28 days, data is deleted without further notice

Adding a Job Module to a new Website

Organizational prerequisites:

- Check whether applications should be processed via SAP or by a dedicated person in the organization
- If a person (or more than one person) is responsible for further processing, make sure a specific mail address is created by the IT department
- It is recommended to use a specific mail address for the purpose of collecting applications, e.g. hr-argentina@agrana.com
- Do not use a personal mail addresses, they are subject to change and therefore costly to maintain

Contact support for helping adding the job module.

Administration of Jobs imported from SAP

How does it work?

In contrast to the creation of records in TYPO3, job records are initially created by the editors in SAP and then exported via XML from SAP on regularly basis. Every 30 minutes a task on the server checks the export for new job records or changes of existing ones. If a change occurs the task creates the new job in TYPO3 automatically:

- Jobs are imported only for the international website[5]
- Job records are created inside the international website on the folder ID 243
- Every job gets an unique ID during import, which is displayed in the field "XML-Import: objid" inside the job record
- A job which had been imported from SAP can be identified by this ID – manually created jobs don't have it
- Every job has a link to it's landing page in SAP (Field "Application URL")

Note: Do not edit job records in TYPO3 which had been imported from SAP. Changes will be overridden next time the import runs – changes are lost.

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[5] As of July 2018

Language Handling

All records behave the same like manually created ones – please refer to the according section above.

Note: Imported job records do not need to be translated manually.

Documentation of Field Mapping

The following section serves as technical documentation for future reference. If changes in the data structure on SAP occur, accordingly the structure needs to be adapted in the job module as well.

COMPANY

Unternehmens-ID	Name des Unternehmens
1	Holding (AB)
2	Fruit
3	Starch
4	Sugar
5	ARIC (AGRANA Research&Innovation Center)
6	Austria Juice

BRANCH (Niederlassung)

Unternehmens-ID 1:

Name der Niederlassung	Niederlassungs-ID
Wien	41
Tulln	42

Unternehmens-ID 2:

Name der Niederlassung	Niederlassungs-ID
Gleisdorf	28
Wien	30

Unternehmens-ID 3:

Name der Niederlassung	Niederlassungs-ID
Gmünd	31
Aschach	32
Pischelsdorf	33
Wien	34

Unternehmens-ID 4:

Name der Niederlassung	Niederlassungs-ID
Leopoldsdorf	35
Tulln	36

Unternehmens-ID 5:

Name der Niederlassung	Niederlassungs-ID
Tulln	37

Unternehmens-ID 6:

Name der Niederlassung	Niederlassungs-ID
Wien	38
Gleisdorf	39
Kröllendorf	40

HIERARCHY_LEVEL

Hierarchiestufen

Stufe	Bezeichnung
1	Lehrling
2	Student
3	Praktikant
4	Einstiegslevel
5	Junior (1-3 Jahre Berufserfahrung)
7	Young Professional (mind. 3 Jahre Berufserfahrung)
8	Professional (mind. 5 Jahre Berufserfahrung)
9	Spezialist
10	Management
11	Top Management

Hierarchy Levels

Level	Name
1	Apprentice
2	Student
3	Internship
4	Beginner
5	Junior (1-3 Years of Working Experience)
7	Young Professional (Min. 3 Years of Working Experience)
8	Professional (Min. 5 Year of Working Experience)
9	Senior (Min. 10 Years of Working Experience)
10	Specialist
11	Management

FUNCTIONAL_AREA

Ber.	Bezeichnung	Job Category
1	Finanz, Controlling, Revision	Finance and Controlling
2	Personal	Human Ressources, Organisation, Administration
3	Administration & Assistenz	Human Ressources, Organisation, Administration
4	IT	IT
5	Recht	Human Ressources, Organisation, Administration
6	Management	Management
7	Marketing	Marketing & Sales, PR
8	Verkauf	Marketing & Sales, PR
9	Produktion	Production & Engineering
10	Technik	Production & Engineering
11	Forschung & Entwicklung	R&D, Lab, Quality
12	Qualität & Lebensmittelsicherheit	R&D, Lab, Quality
13	Einkauf	Raw Material, Purchase, Logistics, Materials Planning
14	Logistik	Raw Material, Purchase, Logistics, Materials Planning
15	Lehrstellen	Apprenticeship Positions
16	Praktika/ Diplomanden	Apprenticeship Positions
17	Öffentlichkeitsarbeit/ Kommunikation	Marketing & Sales, PR
18	Anders	Others
19	Landwirtschaft	Raw Material, Purchase, Logistics, Materials Planning
20	Rohstoff	Raw Material, Purchase, Logistics, Materials Planning

Functional Areas

Fun...	Name
1	Finance, Controlling, Revision
2	Human Resources
3	Administration & Assistance
4	IT
5	Law
6	Management
7	Marketing
8	Sales
9	Production
10	Engineering
11	Research & Development
12	Quality & Food Safety
13	Raw Material & Purchasing
14	Logistics
15	Apprenticeship
16	Internship
17	Communication & PR
18	Others
19	Agriculture
20	Raw material

CONTRACT_TYPE

Arbeitsvertragsarten

Art	Bezeichnung
1	Unbefristet
2	Befristet
3	Kampagne
4	Lehrling
5	Praktikant
6	Freier Dienstvertrag
7	Geringfügig Beschäftigt
8	Karenzvertretung

Work Contract Types

Type	Name
1	Unlimited
2	Limited
3	Campaign
4	Apprentice
5	Internship
6	Freelance Service Contract
7	Marginally occupied
8	Substitute for maternity leave

Guideline for Editors

The following recommendations should serve as best practice guide to ensure a professional and error free

Use of translations

- Jobs should be posted in the respective local language and whenever possible, translated to English.
- "Expectability" for users: figure out how translation works, and then, whenever possible, stick to the selected case (see "language handling" above).

Textstyle

- Concise, informative, to the point
- Avoid grammatically complicated sentences

Formatting

- Use bullet points in the description whenever possible – it is easier to read for the target audience
- Don't use links, with the exception of links to social media profiles

Additional information

- If actively maintained, mention your social media profile on LinkedIn or Xing
- Write in which language applications are expected
- Texts must follow country specific legal requirements (salary, photos, gender,..)

FAQ

Where do I get a login for TYPO3?
Please contact KATZGRABER Doris, doris.katzgraber@agrana.com of HR department in Vienna.

I created a job, but it's not displayed on the corresponding webpage
- Make sure all required fields are filled with text
- Take a look at the start/stop fields, are they activated? If yes, check if job gets displayed if data from the fields are removed
- Make sure to check the corresponding language on the website
- Clear cache in TYPO3
- Clear cache of your browser
- Create a "testjob" with very little data and test if it gets displayed

I translated a job, but there are missing fields in the translated version
Some fields are not displayed in the translated version to make editing easier and faster. Some data only needs to be entered once (in the local version) and is used in the translated version automatically.

I'd like to change/add existing items in the location-dropdown
Please contact support.

Clear Cache in TYPO3
If the requested data comes from cache but is outdated, clear the cache in TYPO3 by clicking the small, green flash at the top of the backend.

Clear Cache in Browser
When visiting a webpage your browser checks if a copy of the files on the page is in its cache already, that can lead to a "wrong" display of your page. Try to refresh your browser cache (https://www.refreshyourcache.com/en/home/)

How does "related jobs" work?
Based on the category in a job record and the selected country in the frontend, jobs of the same category and country are displayed.

Something just don't work, where can I ask for support?
Please contact KATZGRABER Doris, doris.katzgraber@agrana.com of HR department in Vienna.

Glossary

Frontend
Refers to the website itself, the pages which are public and displayed to the visiting user.

Backend
Refers to the administration interface provided by TYPO3.

Cache
Stores data so future requests for that data can be served faster to the user

Webpage
A webpage refers to a single page, whereas a website is a collection of webpages.

Website
A website refers to a collection of webpages.

Homepage
Refers to the entry- or startpage of any website. It's an old-fashioned term which is often mistakenly used for the whole website.

Appendix

- Overview of the recipients of applications: *jobdb-recipients.xlsx*
- Overview of the handling of translations: *jobdb-language-handling.xlsx*