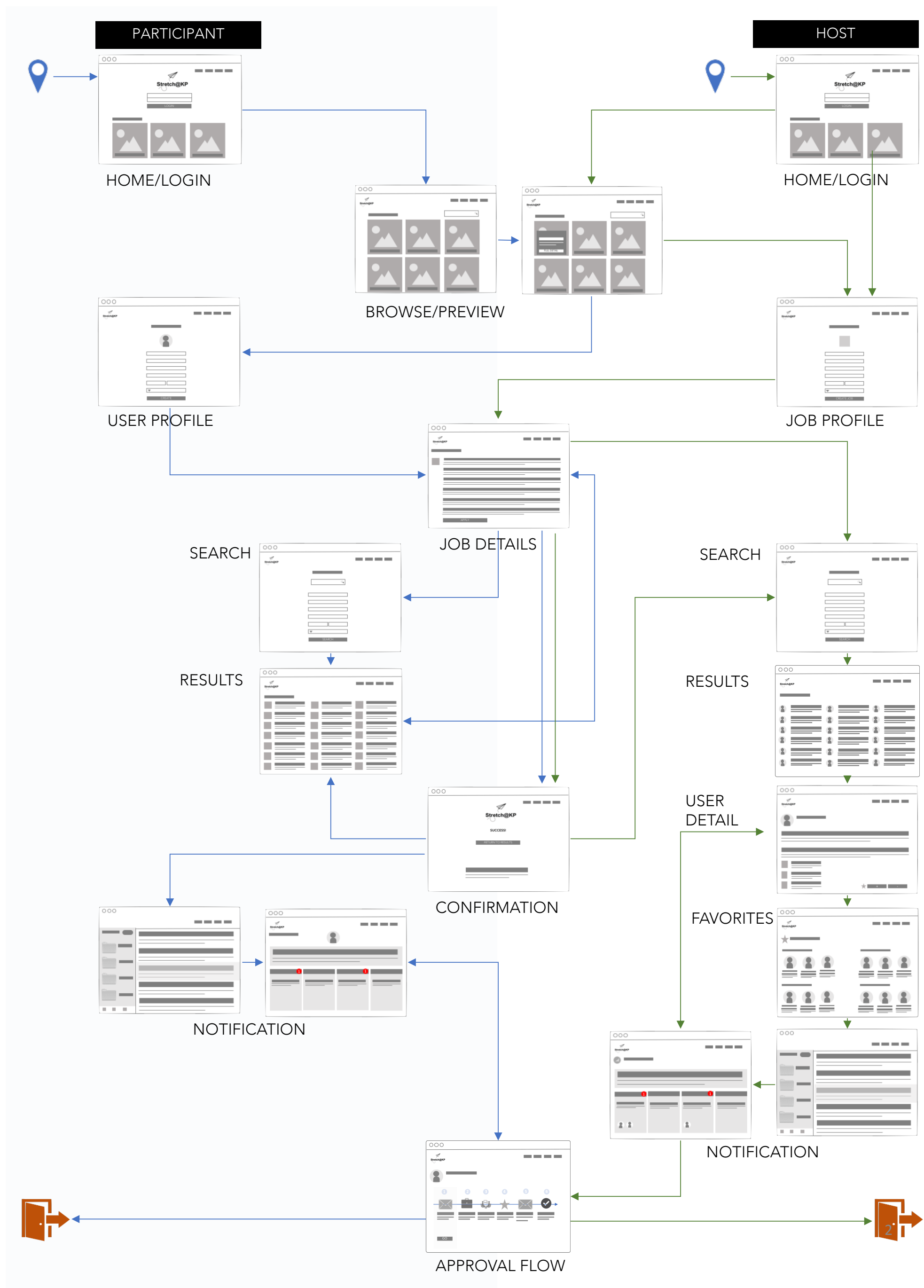


STRETCH@

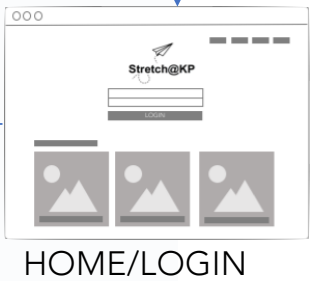
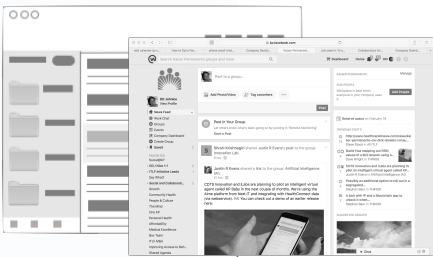
Technology Platform Prioritized Tasks & Flows



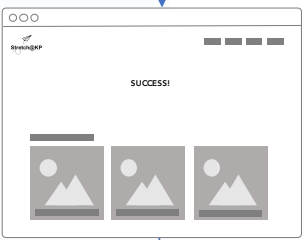
FIND JOB

POST JOB

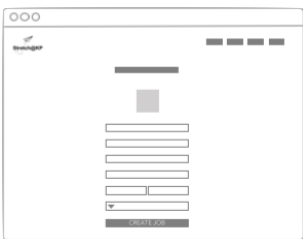
INVITE ALL



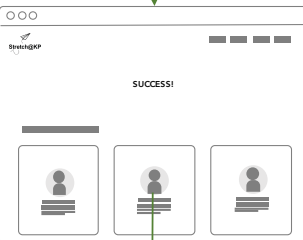
CONFIRM



CREATE JOB



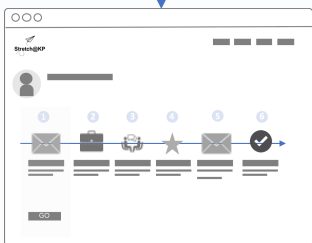
CONFIRM



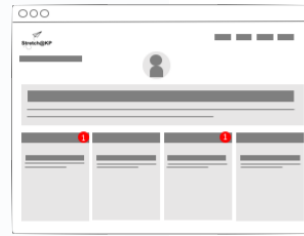
PROFILE
DETAIL



APPROVAL
FLOW



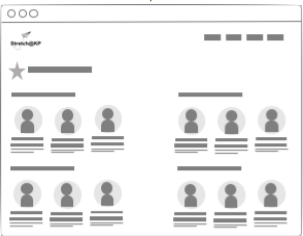
DASHBOARD



CONTACT



BUILD
TEAM





DD Johnice
Director, Digital Strategy

Availability:
Start: 2/13/17 End: 3/6/17
Hours/week: 4 hours/week

About

Email: dd.johnice@

Phone: 510-326-2755

Department: DIG STRAT & OP

Organization: Digital Corporate Services

Manager:

Type: Full-time/Regular

Street Address:

City: Oakland

State: CA

Zip: 94612

Skills

Strategy, Marketing, Research

Interests

Design, Innovation

Work History

2013-2017

Director, Digital Strategy



Oakland, CA

Led an awesome team doing awesome work in an awesome organization within an awesome company.

2010-2013

Creative Director, Strategy



San Francisco, CA

Led an awesome team doing awesome work in an awesome organization within an awesome company.

Your profile can be seen
viewed and searched.





User Experience Researcher
Product Strategy

Job Duration:
Start: 2/13/17 End: 3/6/17
Hours/week: 4 hours/week

About

Job Description:

Lead an awesome team doing awesome work in an awesome organization. Lead an awesome team doing awesome work in an awesome organization. Lead an awesome team doing awesome work in an awesome organization.

of Positions: 2

Organization: Product Management

Street: [Redacted]

City: Oakland

State: CA

Zip: 94612

Required Skills

Strategy, Research, Design

About the Manager

First Name: Jillian

Last Name: Guitreaux

Title: VP, Product Management

Email: jillian.x.guitreaux@[Redacted]

Phone: 510-882-1110

Street: [Redacted]

City: Oakland

State: CA

Zip: 94612

POST NOW

SAVE

MATCHING

Stretch@

DD Johnice

Director, Digital Strategy

Availability:

Start: 2/13/17

End: 3/6/17

Hours/week: 4 hours/week

About

Email: dd.johnice@

Phone: 510-326-2755

Department: DIG STRAT & OP

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ON

AVAILABILITY

LOCATION

SKILLS

Stretch@

User Experience Researcher

Product Strategy

Job Duration:

Start: 2/13/17

End: 3/6/17

Hours/week: 4 hours/week

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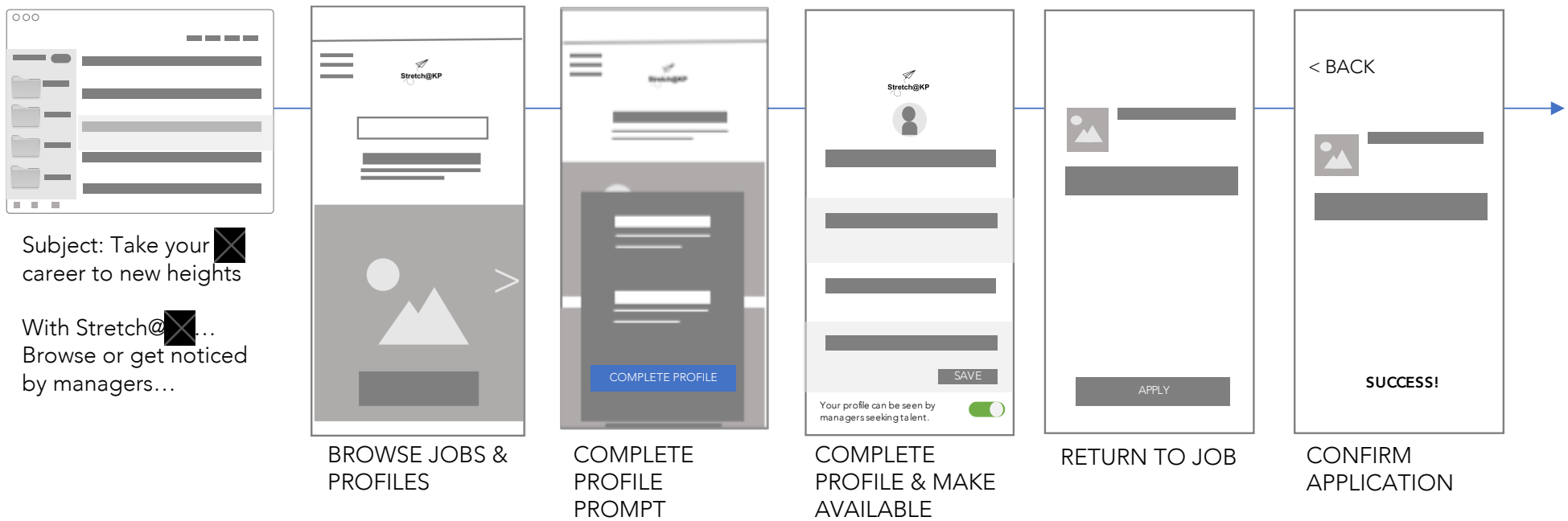
Zip: 94612

POST NOW

SAVE

6

JOIN THE PLATFORM



FLOW: BROWSE JOBS > SELECT JOB > REVIEW JOB DETAILS > SELECT APPLY > PROMPT TO COMPLETE PROFILE > RETURN TO SELECTED JOB > SELECT APPLY > CONFIRMATION OF APPLICATION > RETURN TO BROWSING JOBS

Discovery:

Users will discover Stretch@ via email and/or Workplace. Once there, users can browse profiles and jobs, and complete their profiles.

Access:

1. All full-time and part-time regular employees can access the app via URL and/or app store. No approvals required for access.
2. Pre-launch will be invite-only.
3. Users can access the app on managed devices. Access on unmanaged devices TBD.

Identity:

Users will use Active Directory credentials to sign in to app via SSO. Approval is automated.

Tutorial/Help:

Mobile app: Upon launch, users can scroll down to see “how it works” content (image/video and text)

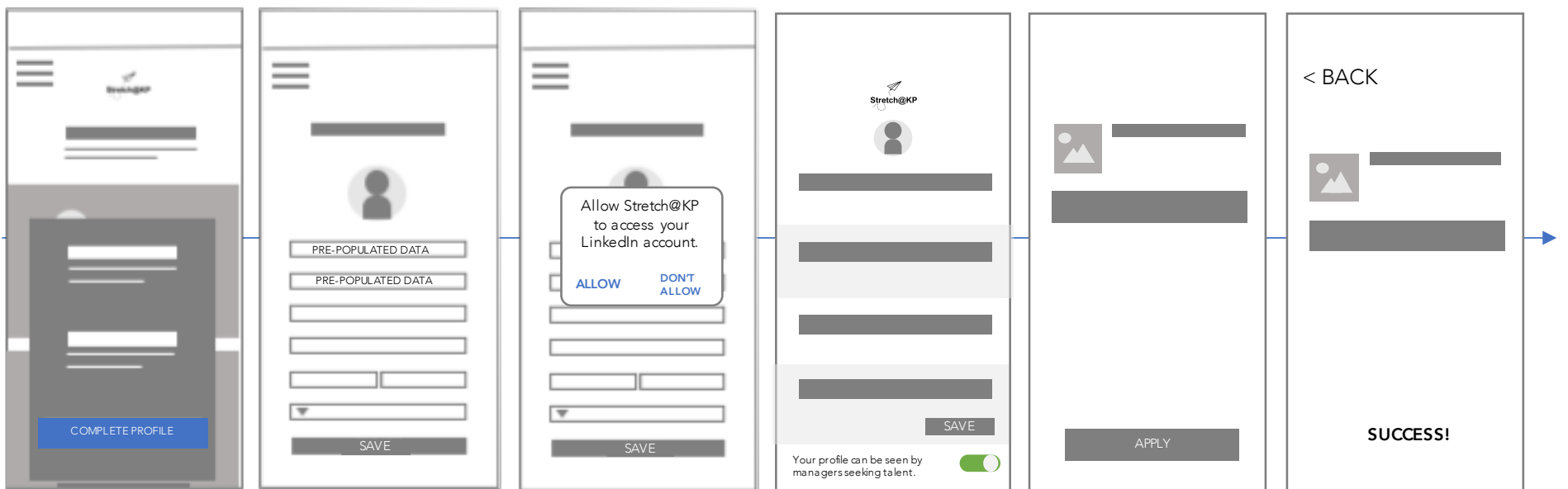
Sign Up and Log In:

1. Users will be asked to self-identify as a host or participant on the home screen (at launch and as part of “how it works” content)?
2. Prior to sign up and log in, participants can access all content and features except “Apply to join project”.
3. Participants will be prompted to sign up or log in when they are ready to apply to join a project.
4. Hosts will be prompted to sign up or log in when they are ready to create a project profile.

Profile:

1. Upon their first visit to the app—and if logged out—users will be prompted to complete their profiles when they attempt to apply for a job/project or post a job/project.

COMPLETE STRETCH@X PROFILE – Profile for all EEs



FLOW: REVIEW PREPOPULATED PROFILE > PROMPT TO LINK TO LINKEDIN OR MANUALLY ADD WORK HISTORY > ADD SKILLS, INTERESTS, AVAILABILITY > SAVE > MAKE AVAILABLE > RETURN TO SELECTED JOB < APPLY OR RETURN TO BROWSING

Users will be prompted to review and save changes to their profiles upon their first visit to the app.

Profile:

1. Required biographic info:

Photo (optional)

First Name

Middle Initial

Last Name

Title

Department

Organization

Employee Type (FT/PT/Contract)

Start Date

Manager

Email

Phone

Location Street Address City

State

Zip

State

Most Recent Performance Rating (Meets/Excellent/Exceptional) – NOT DISPLAYED

Previous Work History (past 5 years, at and external):

Start Date

End Date

Position Title

Company

Description

Skills & Interests:

Primary Skill

Primary Interest


Availability:

Availability (hrs/wk)

Availability Start	Availability End
2023-01-01	2023-12-31

2. All fields are required and will be pre-populated.
3. Biographical information will be pre-populated via Active Directory (AD) API.
4. Previous work history and photo can be populated via LinkedIn API. Participants will be prompted to link their LinkedIn account to their Stretch@KP account for the purposes of populating the profile (optional).
5. Participants who elect not to link their LinkedIn account can choose to populate the Previous Work History manually.
6. Performance ratings will be populated via the MyHR API.
7. Participants will be asked to complete fields not populated via AD or LinkedIn APIs (skills, interests, availability, availability start/end).
8. Participants can select one primary skill area from presented choices.
9. Participants can select up to 2 specialties within a skill area from the presented choices.
10. Users can select up to 2 interests.
11. Options presented for primary skill areas and primary interests are the same.
12. Limit users to a set of defined options [See slide 6]
13. Users may edit all Work History, Skills, Interests, and Availability fields. Users will be advised to submit other changes via MyHR.
14. Users will be asked to click "SAVE" once they are finished editing their profile.

Available for Consideration:

1. A profile will be created for all active  employees by default.
2. All profiles are set to "Not Available" by default. "Not Available" profiles will not appear in searches and not be discoverable by other users.
3. Participants can flip profiles to "Available" when they are ready to be considered for opportunities. "Available" profiles will appear in searches and be discoverable.
4. Users must have earned at least a "Meets" on their most recent performance evaluation to be "Available". Users who are rated lower will not be given the option to set their profiles to "Available". Their switch will be greyed.

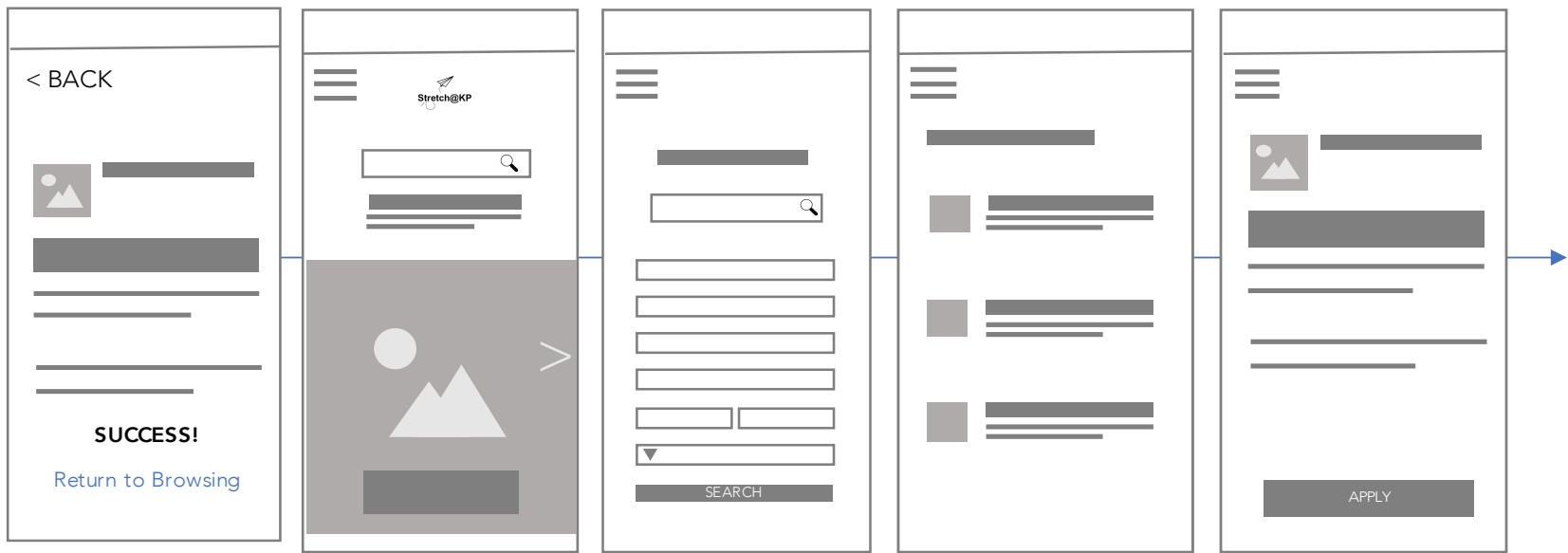
Profile Maintenance:

1. Profiles will be automatically updated twice/year to coincide with the close of performance review cycles.
2. If users' updated performance ratings are lower than "Meets" their profiles will be returned to "Not Available" status. In "Not Available" status, users can still browse and search but cannot apply for jobs or post jobs.
3. Users can update editable profile information at any time.

Interests & Skills Options:

- 1. Administrative
- 2. Change Management
- 3. Coaching
- 4. Collaboration
- 5. Communications
- 6. Community Benefit
- 7. Compliance
- 8. Consulting
- 9. Data Analysis
- 10. Design
- 11. Digital Enablement
- 12. Event Planning
- 13. Facilitation
- 14. Finance
- 15. Financial Services
- 16. Government Relations
- 17. Human Centered Design
- 18. Human Resources
- 19. Information Technology
- 20. Innovation
- 21. Insurance
- 22. Leadership
- 23. Learning & Development
- 24. Legal
- 25. Marketing
- 26. Operations/ Process Improvement
- 27. Photography/ Video Production
- 28. Planning
- 29. Problem-Solving
- 30. Project Management
- 31. Quality & Care Delivery
- 32. Real Estate
- 33. Research
- 34. Software Development
- 35. Strategy

APPLY FOR JOB – Signed in user with profile



FLOW: PROFILE COMPLETE > APPLY OR RETURN TO BROWSING > IF APPLY, RECEIVE SUCCESS CONFIRMATION > RETURN TO BROWSE (DISPLAY "MORE LIKE THIS") > IF SEARCH, SEARCH PAGE WITH FILTERS > RESULTS > SELECT JOB > APPLY

Once users have a profile, they can browse, search, and apply for jobs.

Browsing:

- 1. Users can browse jobs from the home screen upon visiting the app. No login required.
- 2. Users can scroll or swipe until they see a job that interests them.
- 3. To open the job posting and view the job details, users click "Job Details".
- 4. If users are not interested in applying for a job after viewing the details, they can return to browsing.

Search:

- 1. If users want to see jobs relevant to their specific interests and skills, they can search using the search box at the top of the screen.
- 2. Users must enter keyword(s) or select filter(s) to perform a search.
- 3. Search Filters:
 - A. Skills & Interest (drop down menu includes same options as provided to users when building profiles)
 - B. Location
 - C. Availability (Start Date, End Date)
- 4. Users can select up to 2 Skills and Interests and up to 3 locations.
- 5. Once users have selected their filters, they must click "Submit" to begin search.

Results:

- 1. Results are organized alphabetically by Skills & Interests, then alphabetically by job title.
- 2. Users can sort by skill/interest, date posted, and by location.
- 3. Only "open/recruiting" jobs appear in search results.

Selection:

- 1. To select a job, users must click on the job title to preview.
- 2. If users are not interested in the job, they can close preview and scroll down to the next job.
- 3. To view all job details, users must click "Detail".
- 4. If users are not interested in the job after viewing the details, users can "Return to results".

Apply:

- 1. To apply, signed in users must simply click "Apply".
- 2. Users who are not signed in, will be prompted to sign up or sign in.

POST A JOB – Any user can post



FLOW: SELECT POST JOB FROM MENU > COMPLETE FORM (WITH HELP FROM TOOL TIP SUGGESTIONS) > POST JOB OR SAVE FOR LATER > CONFIRM > IF POST NOW, JOB IMMEDIATELY AVAILABLE

Users can access the menu from any screen. To post a job users select “Post Job” from the menu.

Access and approvals:

- Any user can access post a job.
- Users can post jobs on behalf of others.
- Jobs posted by users who are Directors and below must be approved prior to posting. Jobs posted by users who are Executive Director and above can post without manager approval.
- Job level will be validated via MyHR
- Once approved by the manager, jobs will be automatically posted in “recruiting” status. No admin approval required.

Complete job profile:

- Users must complete a job profile and provide the following information:

About the Job

Job Title	Department	Organization
Job Description	Required Skills	Location Street Address
Location City	Location State	Location
Zip	Start Date	End Date
Required # Hours/Week	# of Positions	

About the Supervisor/Manager

First Name	Middle Initial	Last Name
Title	Department	Organization
Email	Phone	Location Street Address
City	State	Zip

- All fields are required.
- Users can enter information in the About the Manager fields or they can accept data populated via the manager’s profiles.

Post Job:

- Once all of the information is entered, users can post the job (make it available for other users to search and apply).
- If the user is the supervising manager—and s/he is an executive director and above—s/he will see Post Job Now or Save for Later.
- If user selects Post Job Now, s/he will see a confirmation (“Posting job will make it available for search and apply”—OK/Cancel). If s/he clicks Yes, the job will be posted. If s/he clicks “Cancel”, the confirmation will disappear and user can review and select again (Post Job Now or Save for Later).
- After clicking Yes, the job will be posted and the user will receive a confirmation of successful post.
- If user selects Save for Later, the job will be saved until the user returns to change the status.
- If the user is a director and below—s/he will see Request Approval or Save for Later. Post Job will be unavailable.
- If the user selects Request Approval, the job profile will be sent to the approving manager (ED or above in user’s organization, not necessarily the user’s supervisor).

Approvals:

- Approving Managers will receive an email alerting them that a job has been created and approval is required.
- Email to managers will include an intro to Stretch@ [redacted] a preview of the job information, and a link to approve.
- Clicking the approval link will take the manager to the job profile where s/he can choose “Post Job Now” or “Not Approved”.
- Not approved jobs will be to the user for 30 days to allow the user to update and re-submit for approval.
- Jobs that are not approved after 30 days will be archived, not deleted. The System or Community Admin can delete archived jobs at any time.

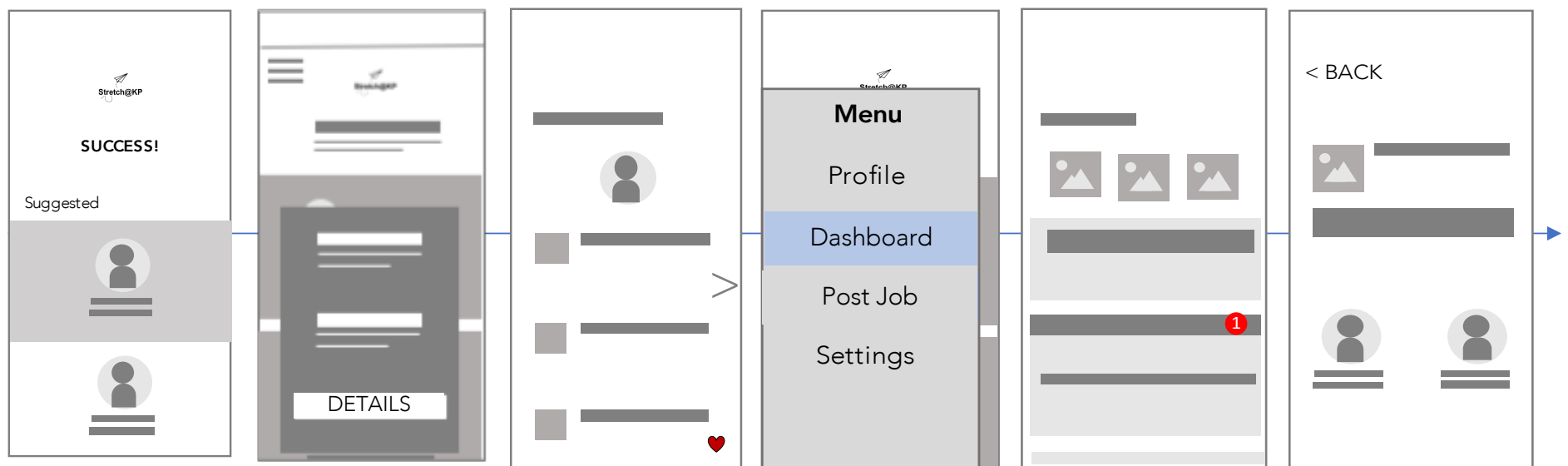
Notifications:

- Once manager has approved/not approved the job posting, the user (job poster) will be notified via email or app alert.
- If not approved, user can make suggested changes and re-submit for approval.

Expiration:

- Jobs expire at 8p on the date listed as Job End Date.
- When jobs expire, they are automatically moved to “Closed” status.
- In “Closed” status, the job can be viewed and searched but talent cannot apply.
- Closed jobs can be archived by the System or Community Admin.

FIND TALENT – Suggested Talent



FLOW: POST JOB > SUCCESS/CONFIRMATION + SUGGESTED TALENT PROFILES DISPLAYED > PREVIEW TALENT PROFILES > SELECT PROFILES > ADD/FAVORITE/SAVE PROFILES TO DASHBOARD

Talent will be surfaced in two ways—suggested and searched.

Access and approvals:

- Any user can search profiles. No approvals required.
- Only users who have posted a job or built a team will receive suggested talent.

Receive suggestions:

- Once users have clicked Post Job Now/Yes, they will receive a confirmation that the job is posted and profiles of available candidates will be displayed.
- Users will be shown up to 5 candidate profiles. Profile suggestions will be based on skills and interests (highest weight) + Availability Start/End Dates + Location (lowest weight)
- Users can click profiles images to view details.

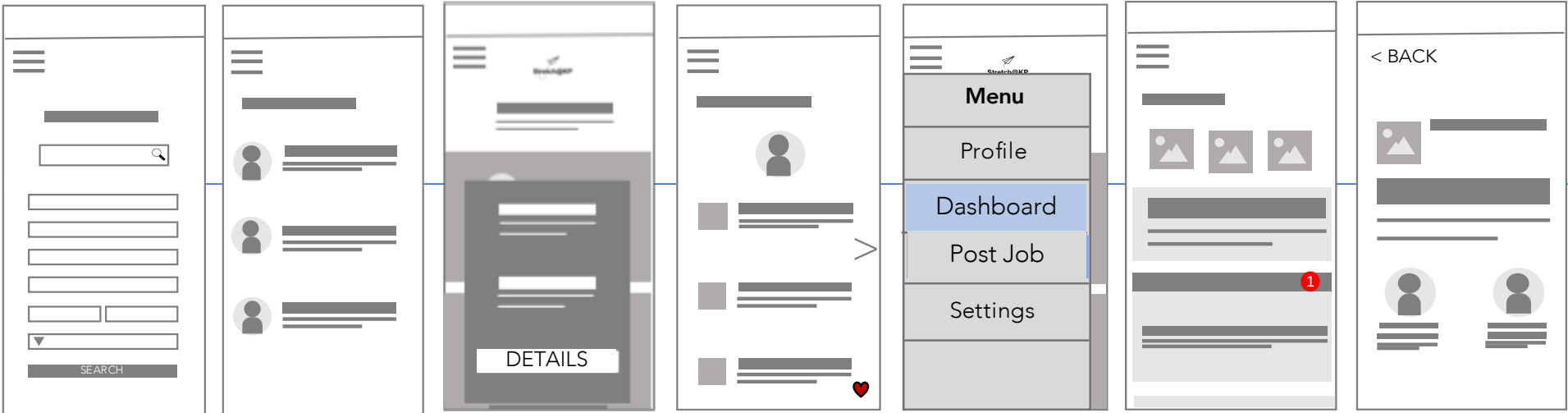
View Talent Profiles:

- User (job poster) can preview profile details and then click to view details.
- If user clicks "Details", s/he can view the full user (talent) profile.

Select Talent:

- If the user (job poster) is interested in the talent, s/he can click the "pin" icon.
- Once the user clicks the pin icon, s/he can choose to add the profile to a job profile in "recruiting" status or, if users have no jobs posted/no jobs in "recruiting" status, they can add the profile to their "all-stars" team roster.
- Profiles will be saved to the user's (job poster) dashboard where they can be accessed via the menu.

FIND TALENT – Search Talent



FLOW: ENTER SEARCH TERMS AND/OR SELECT FILTERS > SUBMIT SEARCH > RESULTS DISPLAYED > PREVIEW PROFILES > VIEW PROFILE DETAILS > SELECT PROFILES > SAVE PROFILES TO DASHBOARD

Talent will be surfaced in two ways—suggested and searched.

Access and approvals:

- Any user can search profiles. No approvals required.

Conducting Searches:

- Users can enter keyword(s) only or keyword(s) and select filter(s) to find talent. One or the other is required to perform a search.
- Search Filters:
 - Skills & Interest (drop down menu includes same options as provided to users when building profiles)
 - Location
 - Availability (Start Date, End Date)
- Users can select up to 2 Skills and Interests and up to 3 locations (to accommodate managers with teams in multiple locations or who are open to “remote”).
- Once users have entered their keywords and/or selected their filters, they must click “Submit” to begin search.

Results:

- Results are organized alphabetically by Skills & Interests.
- Users can sort by location.
- Only “available” talent profiles appear in search results.

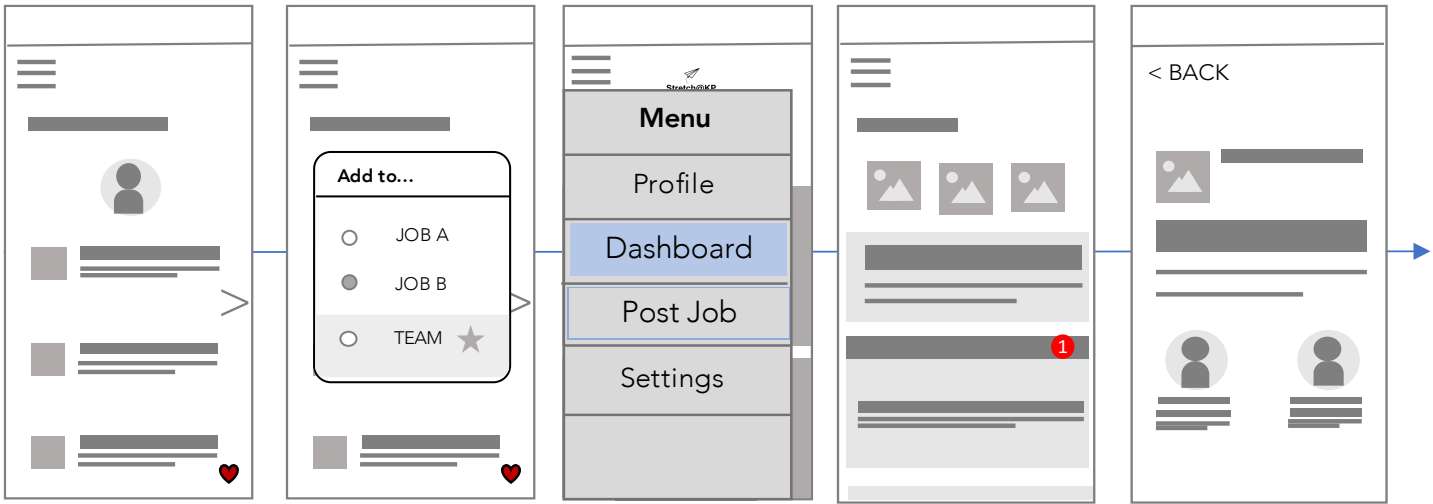
View Talent Profiles:

- To select a talent profile, users must click the photo/icon to preview.
- If users are not interested, they can close preview and scroll down to the next profile.
- To view all profile details, users must click “Detail”.
- If users are not interested in the profile after viewing the details, users can “Return to results”.

Select Talent:

- If the user (job poster) is interested in the talent, s/he can click the “pin” icon.
- Once the user clicks the pin icon, s/he can choose to add the profile to a job profile in “recruiting” status or, if users have no jobs posted/no jobs in “recruiting” status, they can add the profile to their “all-stars” team roster.
- Profiles will be saved to the user’s (job poster) dashboard where they can be accessed via the menu.

SELECT TALENT – For Posted Job



FLOW: VIEW PROFILE DETAILS > SELECT PROFILES > SAVE PROFILES TO DASHBOARD > GO TO DASHBOARD TO VIEW ALL SAVED PROFILES FOR THE JOB(S)

Users who’ve posted a job can view profiles and add/pin those profiles to the job for later review and consideration. From the dashboard they can see those they’ve added and those of users who’ve “applied”.

Select Talent:

- 1. If the user (job poster) is interested in the talent, s/he can click the “pin” icon.
- 2. Once the user clicks the pin icon, s/he can choose to add the profile to a job profile in “recruiting” status or, if users have no jobs posted/no jobs in “recruiting” status, they can add the profile to their “all-stars” team roster.
- 3. Profiles will be saved to the user’s (job poster) dashboard where they can be accessed via the menu.

View Interested/Selected Talent:

- 1. To view all selected/interested talent profiles for a “recruiting” job, users can go to their dashboards.
- 2. Users can click to open profiles and view details, including contact information.

FIND JOB OPPORTUNITIES - Search



FLOW: ENTER SEARCH TERMS AND/OR SELECT FILTERS > SUBMIT SEARCH > RESULTS DISPLAYED

Jobs can be searched and browsed by all users.

Access and approvals:

- Any user can search opportunities. No approvals required.

Conduct Search:

- If users want to see jobs relevant to their specific interests and skills, they can search using the search box at the top of the screen.
- Users must enter keyword(s) or select filter(s) to perform a search.
- Search Filters:
 - Skills & Interest (drop down menu includes same options as provided to users when building profiles)
 - Location
 - Availability (Start Date, End Date)
- Users can select up to 2 Skills and Interests and up to 3 locations.
- Once users have selected their filters, they must click "Submit" to begin search.

Results:

- Results are organized alphabetically by Skills & Interests, then alphabetically by job title.
- Users can sort by skill/interest, date posted, and by location.
- Only "open/recruiting" jobs appear in search results.

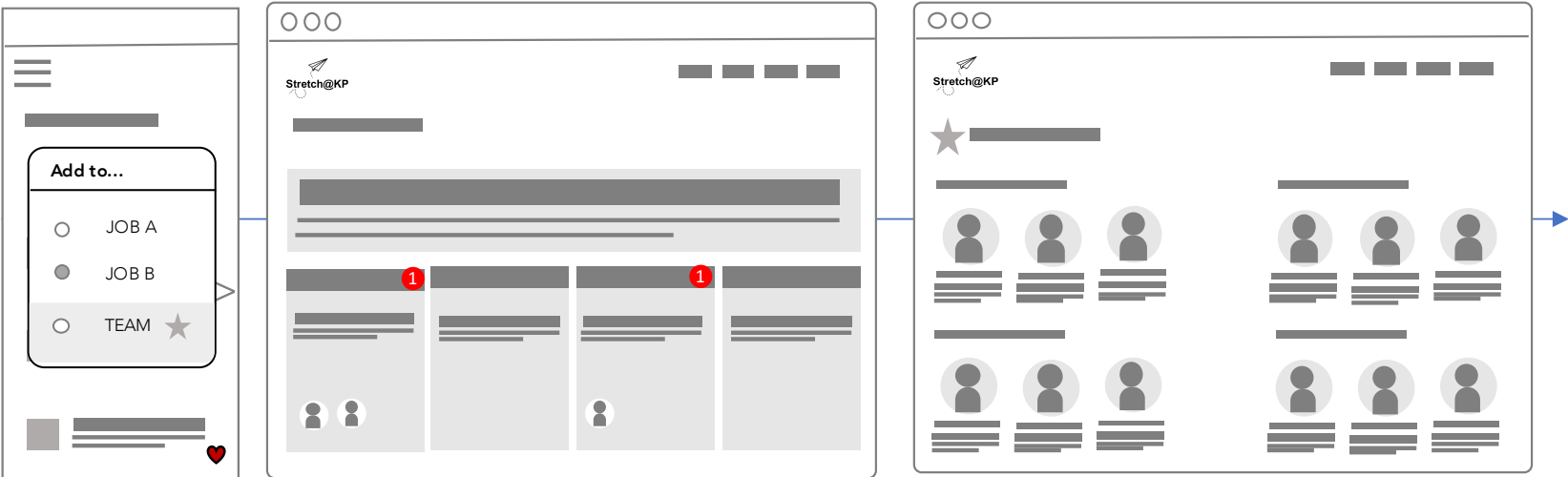
View Job:

- To view a job, users must click the icon to preview.
- If users are not interested, they can close preview and scroll down to the next job.
- To view all job details, users must click "Detail".
- If users are not interested in the job after viewing the details, users can select "Return to results".

Apply for Job:

- To apply, signed in users must simply click "Apply".
- Users who are not signed in, will be prompted to sign up or sign in.
- Once users are signed in, they can click "Apply". Clicking Apply will add the user to a list of interested candidates for a given job.
- The job poster/manager will be notified when a user applies for a job.
- The profiles of interested candidates will be linked to the job and be viewable from the job poster/manager's dashboard.

BUILD TEAM – No job posted



FLOW: VIEW TALENT PROFILES > FAVORITE/PIN PROFILES > ADD PROFILES TO DASHBOARD > MENU > DASHBOARD > VIEW TEAMA(S)

The “Build a Team” functionality allows users to “build a bench”. Users can add/pin profiles to a team.

Access and approvals:

- Any user can build a bench to plan ahead/build a pipeline.

Create a team:

- If a user attempts to add/pin/favorite a profile but has not created a team or have a job in recruiting status, s/he will be prompted to “create new team”.
- The user must type the name of the team into the prompt. Once the team name is typed, s/he can add the profile.
- Users can change the team name at any time by editing it in their dashboard.

Add talent to team:

- Users can click the pin/heart icon to add/favorite talent profiles.
- Users will be prompted to select where they’d like to pin/add the profile—to which team.
- Users can have multiple teams.
- Users can choose to which teams they add/pin profiles.

Access saved/pin/favorited profiles:

- To access the full list of profiles pinned to a team, users must go to their dashboard.
- Users must go to the menu and select dashboard
- From the dashboard, users can select the team they want to view to see all of the pinned/saved profiles by clicking the team icon/name.

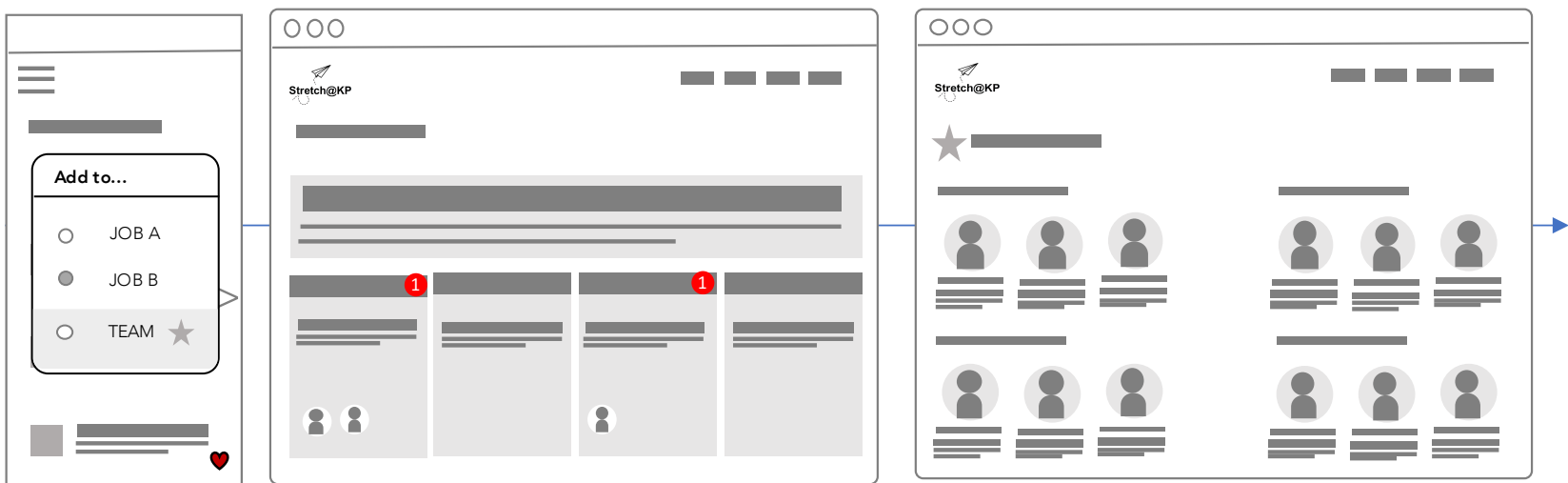
Organize team:

- Users can remove profiles from teams by clicking the X in the top right of the profile.
- Users can also move profiles between teams by dragging and dropping.

Contacting Candidates:

- Users (job posters) can contact interested users by clicking on communications icons in their profiles.

BUILD CANDIDATE POOL – For Recruiting Job



FLOW: VIEW TALENT PROFILES > FAVORITE/PIN > ADD PROFILES TO DASHBOARD UNDER THE RECRUITING JOB > MENU > DASHBOARD > VIEW CANDIDATES AND TEAM(S) IN DASHBOARD > UPDATE STATUS (E.G. INTERESTED, NOT INTERESTED) OF CANDIDATES

When users have a job posted in “recruiting” status, a “team” will automatically be created for that job. This team will be the job poster’s favored candidates. Interested users can “apply” for the job and those profiles will be added to the job. Both can be viewed in the job poster’s dashboard.

Access and approvals:

- Only users with a posted job in recruiting status can build a candidate pool and drop and drag candidate profiles to update their status in the recruiting process.

Create a team of favored profiles for a specific job:

- If a user attempts to add/pin/favorite a profile and has a job in recruiting status, s/he will be prompted to add the profile to the job.
- Users can access the favored/pinned profiles by visiting the menu and selecting dashboard.

Add talent to team:

- Users can click the pin/heart icon to add/favorite talent profiles.
- Users will be prompted to select where they’d like to pin/add the profile—to which team.
- Users can have multiple teams.
- Users can choose to which teams they add/pin profiles.

Access saved/pin/favored profiles:

- To access the full list of profiles pinned to a team, users must go to their dashboard. Teams created for a recruiting job will be linked to the job but kept separate from the interested candidates (those who “applied” for the job).
- From the dashboard, users can select the job by clicking the icon/name to view the associated “interested” profiles and those s/he added as favorites.

Organize team:

- Only profiles added by other users (applicants) can be moved between statuses—from interested to not interested.
- Users who are moved to “not interested” status will receive an automated message, e.g. Thank you for your interest but...
- Users can also move profiles between statuses by dragging and dropping.

Contacting Candidates:

- Users (job posters) will be prompted to contact all candidates that are moved to “interested” status.
- Users (job posters) can contact interested users by clicking on communications icons in their profiles.

INTERESTED



- Applied for job
- Automatically added to job in dashboard
- Status can be updated to “Interested”, “Not Interested”

VS.

FAVORITED



- Did not apply
- Can be added to a team
- Can only be moved to “Interested” if they apply

COMMUNICATIONS – Contacting Talent



FLOW: CLICK COMMUNICATIONS ICON > INTERVIEW/SCHEDULE INTERVIEW > UPDATE CANDIDATE STATUS

All users who apply will receive a communication. Job posters and talent can communicate without leaving the platform.

Access and approvals:

- All users can communicate without leaving the platform.
- Users can select their preferred method of communication: Email, voice call or chat.
- Users can select communication preferences from Settings.

Contact User:

1. To contact talent, users must click the communications icon.
2. If both users are online, users can chat.
3. If email, the user’s (job poster), the user can enter a message in the HTML form to send the email from the platform.
4. If voice, users will be contacted via VOIP at the number listed in their profile (possible Skype or Messenger integration).

Missed Contact

1. If users miss communications, they will be notified via app alerts and alerts in their dashboard.
2. From the dashboard, users can respond to job poster via their preferred method.

Other communications:

1. Jobs that match your skills/interests have been posted
2. Poster to Manager for approval
3. Platform to Poster – Your manager has approved job/job is posted.
4. Platform to Poster – Your job has not been approved. Please review and re-submit for approval.
5. Manager/poster to talent (email, chat, voice)
6. Manager/poster to selected candidates (email, chat, voice)
7. Manager/poster to not selected candidates
8. Platform to talent – you’ve been selected
9. Platform to talent – your profile has been viewed X times
10. Platform to talent – you’ve been added to all-star team X times (akin to your profile has been viewed X times)
11. Platform to talent – you’ve received a recommendation
12. Platform to manager/poster – your job has expired and is closed. Update or do nothing.
13. Platform to manager/poster who chose talent and completed job – your job has closed, please rate your experience and the talent.
14. Platform to talent – Your job has completed. Please rate your experience and your manager.
15. Platform to manager of selected talent who completed job – You’ve got talent! Jane Jones has completed a Stretch assignment. See job and/or recommendation.

OPEN QUESTIONS

Notifications – Job Posters

1. Will hosts be reminded to update start/end dates if job expires unfilled? If so, how and how often?
2. Will participants with relevant interests and skills be notified when a new project is posted? If so, how?

Notifications – Job Seekers

1. Will users be reminded to update availability? If so, how and how often?
2. Will users' managers be notified once a profile is completed or after they request to join a project?
3. How will managers be notified (email, app alert)?

Matching:

1. What weights will be assigned to match criteria, e.g. highest weight to skill, availability, location?
2. Will hosts be shown relevant existing profiles upon submission of their project profile?
3. Can users favorite existing profiles?
4. Will they be prompted to search, e.g. "Find more like this"?

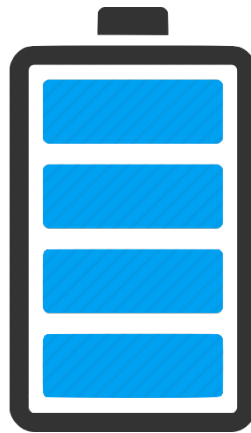
Approvals

1. What's the lowest level employee who can post job—with/without approval?
2. Can managers approve the request without logging into the app? Can they approve via email or app alert?

Communications

1. How can hosts and participants communicate? Chat, email, video?

STATUSES




Status is key to designing and managing the way an experience works and to tracking behavior.

User Profiles:

- Available – User has turned profile “ON”; talent available for match, seeking opportunities, searchable, discoverable
- Not Available - User has not turned profile “ON” or has turned profile “OFF”; talent not available for match, not seeking opportunities, not searchable/discoverable
- Users cannot be both available and not available.

Users Seeking Job:

- Applied/Interested – User has clicked “apply/interested” for a job that is recruiting.
- Must be available to apply. Can be available and applied.
- Matched - accepted position on Stretch@ platform. When job completed, return to Available.

Job Statuses:

- Recruiting – Job is posted and seeking candidates
- Closed – Job is no longer seeking candidates, may be interviewing but still not accepting new candidates. Users can flip to “Closed” at any time.

Applicant Statuses:

- Interested – Job poster/manager is interested in interviewing a user who has applied
- Not Interested – job poster/manager is not interested in interviewing a user has applied
- Interviewed – Job poster/manager has interviewed the candidate
- Selected – Job poster/manager has selected, want to “hire” candidate

DASHBOARDS

Dashboards allow users to manage and quickly view their activity on the platform—jobs they applied for, jobs they posted, contact received, profile views, etc.

Users with access to a dashboard:

- All users
- System Admin
- Community Admin

User Dashboard Info/Stats:

- Link to view/edit profile
- Favorited jobs
- # Profile views
- Missed contacts
- Ratings/recommendations for completed jobs
- Jobs they've posted
- Candidates who've applied
- Profiles they've pinned/favorited
- Teams they've built

Admin Dashboard Stats:

Usage

- Total # user profiles
- # users available but not matched
- # users who applied/expressed interest
- # users matched
- # average # days available without match (starts when flipped to available, restart when unavailable)

Marketplace Health

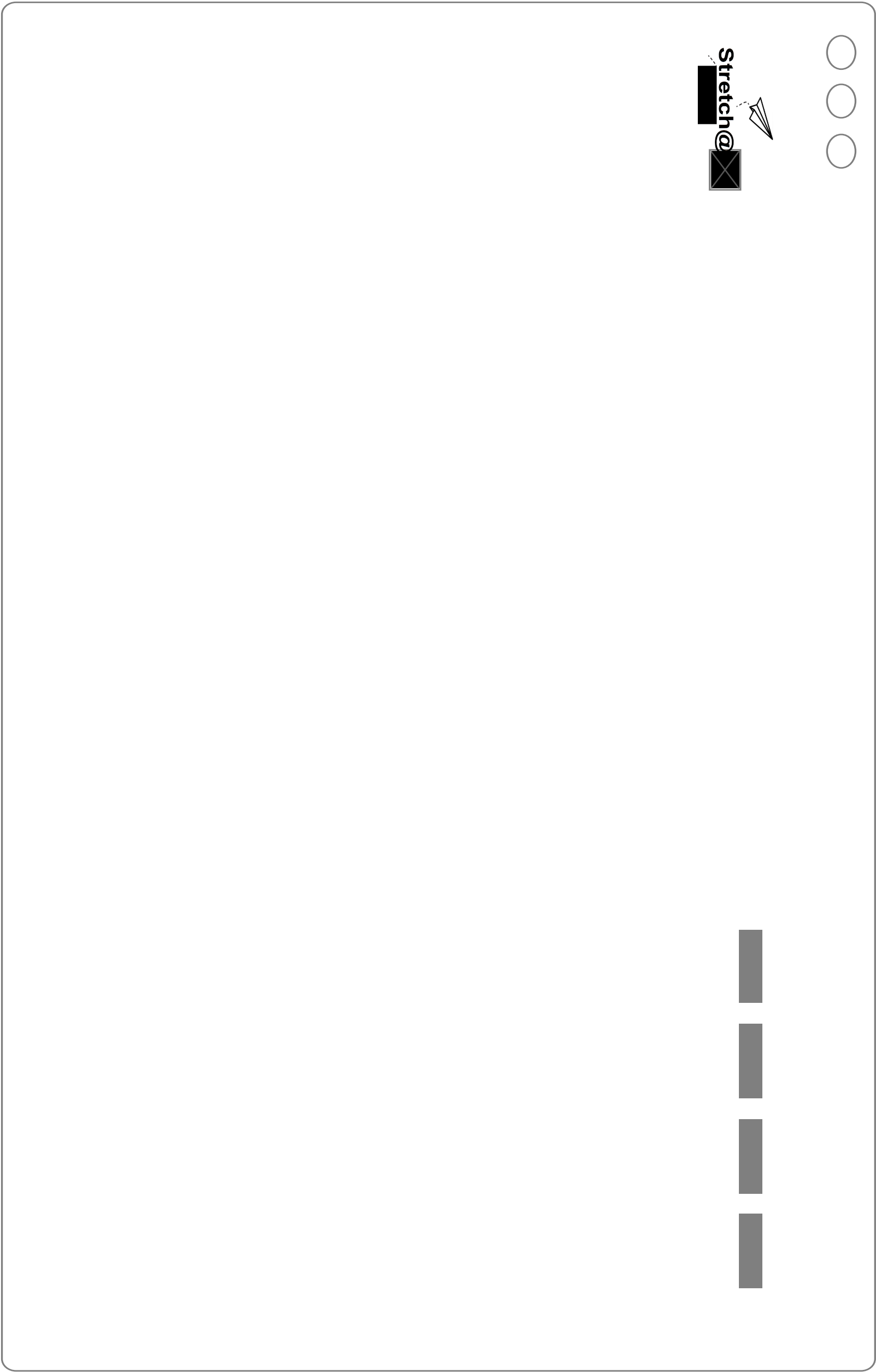
- Avg # candidates per job
- Can compare # users to jobs, e.g. X users per job
- Total # jobs in platform
- # jobs in recruiting
- Avg # days jobs recruiting without match (restarts if recruiting suspended/put in close)

Responsiveness:

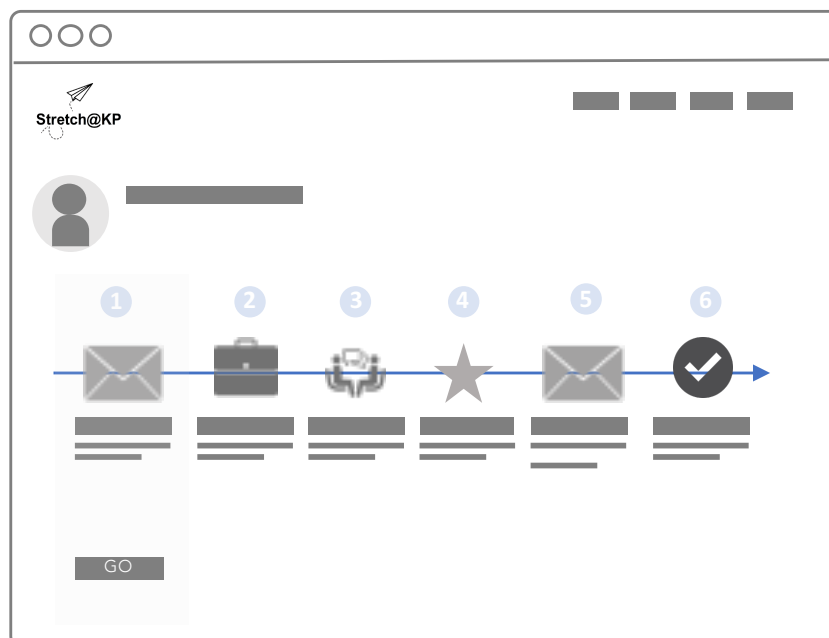
- Avg # days between apply and response (need to make it easy to respond, e.g. Let hosts click interested/not interested as soon as talent applies and craft pre-fab messages that are customizable (Dear X, Thank you for your interest in the Y opportunity. Your profile is impressive. However, there are candidates whose skills and experience more closely match our needs. Please do keep looking. Your stretch opportunity is out there!Sincerely, Z)
- # candidates applied and received response/total # applied
- # candidates applied and received response
- # candidates applied and not received response
- Managers who approved request - users click request manager approval
- Managers who complete rating - when job closes, send note to manager on both sides of equation (users managers and the job manager)

Satisfaction ratings

- Avg satisfaction ratings for users who have posted jobs
- Avg satisfaction rating for users who have been matched
- Avg satisfaction rating for available users who applied but have not been matched
- Avg manager satisfaction rating



APPROVALS WORKFLOW



Managers approval is required before their employees can accept a new position. Users can initiate manager approval flow at any time—when they turn on their profiles, apply for a job, or get matched.

Requesting Manager Approval to Post Job:

- Any user can access post a job.
- Users can post jobs on behalf of others.
- Jobs posted by users who are Directors and below must be approved prior to posting. Jobs posted by users who are Executive Director and above can post without manager approval.
- Job level will be validated via MyHR
- Once approved by the manager, jobs will be automatically posted in “recruiting” status. No admin approval required.

Approvals:

1. Approving Managers will receive an email alerting them that a job has been created and approval is required.
2. Email to managers will include an intro to Stretch@KP, a preview of the job information, and a link to approve.
3. Clicking the approval link will take the manager to the job profile where s/he can choose “Post Job Now” or “Not Approved”.
4. Not approved jobs will be to the user for 30 days to allow the user to update and re-submit for approval.
5. Jobs that are not approved after 30 days will be archived, not deleted. The System or Community Admin can delete archived jobs at any time.

Notifications:

1. Once manager has approved/not approved the job posting, the user (job poster) will be notified via email or app alert.
2. If not approved, user can make suggested changes and re-submit for approval.

Request Manager Approval to Participate:

1. Manager notification is not required before participating. Users can notify managers at any times.
2. Users can inform their managers that they are participating (turned on platform) by going to the dashboard to “Notify Manager”.
3. Managers will receive an editable pre-fab message with a link to “Approve” participation (ask for endorsement/recommendation?)

Request Manager Approval to Accept Job:

1. After user is interviewed, s/he can “Notify Manager”. If s/he does not notify the manager, the platform will automatically notify the manager once the hiring manager moves the user to selected.

SETTINGS



Users can control their experience.

What users can control

- Preferred communications method—email, voice, chat
- Turn profile ON/OFF
- Alerts/notifications—receive or not, via app alerts and/or emails

NOTES