Profile Expiration

Profile Forms · https://learnpcr.pcrecruiter.net/site/docs/profile-forms/profile-expiration/

When a Profile form is emailed, the encoded link contains the following pieces of information:

- Which database and account the form belongs to.
- Which form in that database is being linked.
- Which record in the database the form belongs to.
- The date/time at which the Profile link was generated and emailed.
- Which PCRecruiter user sent the link.
- The Position (and Pipeline record) the link was sent for, if any.

By default, emailed profile links remain active for an Unlimited amount of time. This means that the URL can be re-opened and used again at any time as long as the recipient's record still exists in the database. In some cases, this can be advantageous, allowing the contact to keep their record up to date by simply opening and re-saving the link via the URL they were given. However, there may be times when you want to prevent submission of the form outside of a specific time window.

If the "Emailed profile link remains active for" dropdown is set to a specific number of days (up to 365), PCRecruiter will compare the date/time when it is clicked to the date/time when it was emailed. If the specified number of days has been exceeded and the form has not already been submitted, the recipient will see a message indicating that the link has expired. In this case, once the form has been submitted through an emailed link, any link sent before that submission will become inactive immediately, and a new one must be sent if you wish to allow editing.

These limits apply only to emailed links. A PCRecruiter user who opens the form from inside PCRecruiter can still view and edit it.

Checking the "Send notification if expired link is opened" box will cause the PCRecruiter user who sent the profile form to receive an emailed notification if a recipient attempts to open the form after it has expired. This may be helpful in determining whether a previously unresponsive candidate has become active again, or if someone attempted to submit a form that was overdue.