

RECRUITMENT MANAGEMENT DATA SHEET

FEATURES

Manage Jobs

Requisition creation and approval is done at ease here. Set up and maintain all job vacancies with complete job descriptions both internally and externally. All the jobs can be maintained by keeping a record of the number of vacancies to be filled, qualification/experience required, remuneration and location.

Resume Bank / Resume parser

Receive and store all the applicants resumes based on the positions applied for. The resumes in the resume bank are easily retrieved from the database for faster processing.

Recruitment Team

Create and manage the recruitment team and assign interviews to them. Once the interviews are assigned automated emails will be triggered and sent to the authoritative interviewer and candidate. Confirm the status of the interviewer and reschedule interviews if necessary.

Recruitment Agency

Creates and maintains records of recruitment agencies. Agencies will be provided with separate username and passwords to access the information and schedule interviews. Only the most qualified people will be passed on to the organization after one or two levels of interview by the agency. Automated invoices are sent to the agencies after the candidate joins the organization.

Job portal

Once the job requisition is accepted it is also posted to the internal job portal where the candidates can post their resumes which are fed into the resume bank under different categories. All the details regarding the number of vacancies, date of expiry and opening of job, candidate details including resume and the status of the hiring process can be viewed here.

Applicant tracking

Access all the applicant details through the current and historical records in the resume bank. Effective screening of applicants on the criteria set up for automatically selecting and rejecting the applicants

Candidate Evaluation

Interviews are held by the recruitment teams or agencies at different levels to get the best talent out of the internal and external pool of candidates. The candidates are evaluated based on the performance and based on the evaluation they are selected into the organization.

Pre Employment Verification

Conducts verification and reference checks for the selected candidates to ensure that the documents submitted are true and the experience is validated.

Offer Letter Management

The selected candidates are sent offer letter with the date of joining and the gross salary payable. The accepted, rejected or extended offer letters are maintained here for further reference. Automated pre-designed templates can be designed for the offer letter.

Build CTC components

Depending on the gross salary the CTC components are calculated automatically based on the organizational norms and policies. A fixed formula will be set up which helps you calculate the CTC components with ease.

Social Media Integration

The hiring module or the entire HRMS can be socially integrated with Facebook and LinkedIn which helps to boost the applicant traffic for the job posted. It also helps to do referral checks through the social media.

Referral Management

The employees can refer potential candidates to the existing vacancies and will be paid a referral bonus based on the company's policies upon successful appointment of the candidate. This helps to ensure that the candidates are more reliable and talented.

Automated Notification and Alerts

The entire recruitment module is integrated with automated email notifications. Automatic generation of interview invitations, offer and rejection letters are done and the correspondence letters are also stored online.

Workflow and Reports

The workflow is fully automated and only the person who is assigned a particular task will be authorized to review it. A balance between transparency and privacy is maintained in this manner. Automated HR metrics and reports are also obtained.

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