

GET THE RIGHT HIRE!

Manage your new hire right from the start; Make them feel at ease



Introduction:

To know the pulse of the employment and to recruit your employees based on this is indeed a difficult task. For this we should know about the ongoing hiring trends in the industry and also the recruitment strategies for specific specializations. The first decision to be made when a vacancy arises in an organization is whether an external candidate has to be recruited or an internal promotion would be enough. The other options to meet the increasing work volume are outsourcing new candidates and part time employee addition to the existing workforce. Only when the organization needs a long time labour additional recruitment has to be done.

Functionality of Applicant tracking system/Recruitment management

Internal Promotions: When a vacancy arises and it is above entry level it is not mandatory that a new employee has to be recruited from outside. Existing employees within the organization can be promoted and this will work as a motivation tool and reward for excellent performance. This increases the opportunities for career growth within the organization. The promoted person might leave a gap in his present team but that being at the lower level and requiring less technical skills might be easier to fill in. Internal vacancies are communicated with the other employees through bulletin boards or automated email alerts or intranet. The employees who are eligible for a particular vacancy within the company will only be able to apply for those jobs.

External Recruitments: The external recruitments can be through online job portals or external recruiting agencies.

- **External recruiting agencies:** Depending on the job criteria provided by the organization the external agencies would create a talent pool and then select the right individual after an entire process of selections and interviews. This saves time as the preliminary interviews are over and only the resumes of the qualified candidates are send back to the organization for further review. But the private agencies may charge on the higher end. The external agencies are given separate login id and passwords to login and input the data of the prospective candidates and their interview feedbacks. This would help the authorities in the organization to have an idea about the talent of the candidate.
- **Online job recruitment sites:** Initially the jobs were posted through advertisements in the local newspapers. Now most of the organizations depend on the job sites like Naukri, Monster and Careerbuilder. Online processes help to screen applications and administer some selection tests, thereby significantly reducing the HR time required to generate a pool of qualified candidates. This is cost effective and creates huge response from the job seekers side as it is easy for them to apply for a huge number of vacancies. Exenta HRMS is connected to the job portal on the website and also to external online job portals. Depending on the vacancies and the

candidates all the get listed in the resume bank depending on the job profile and specific key words set up making the task all the more easier.

Employee referrals: Candidates referred by existing employees can be hired and some organizations offer a bonus to the employees for successful referrals. This is also automated in the HRMS solution and the existing employee can refer top candidates who fulfil the demands of the particular vacancy and redeem bonus for the same.

Pre-employment background verification and reference check: After the interview and the selection process are completed the employee is asked to submit his or her credentials for verification. The credibility of the documents submitted has to thoroughly validated and only after the verification is over will the candidate be issued an offer letter and confirmation mail sent to know the date of join. The reference check is done with the permission of the perspective client and this also helps to get accurate information about the prospective client. This can be done in-house or externally too.

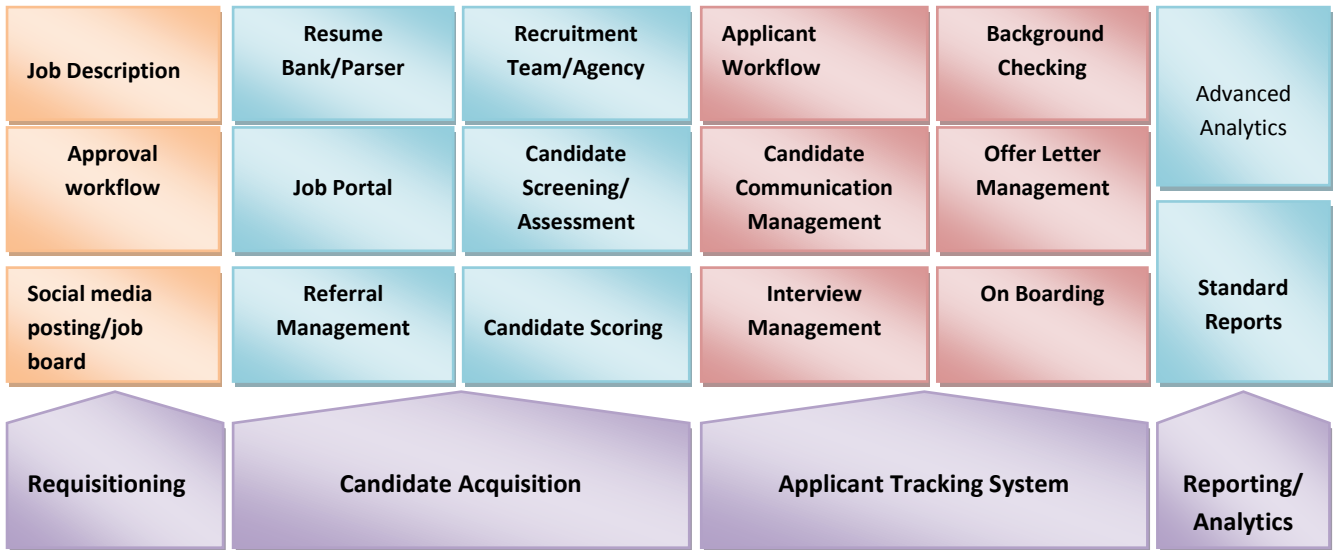
Social Media recruitment: Potential candidates can also be recruited through social media like LinkedIn, Facebook and Twitter. The HRMS is integrated to social media and this helps you to start recruiting using the social Medias available.

Offer letter Management: Once the hiring process in complete and you have decided to appoint the candidate then the offer letter can be send to him or her. Automated offer letters can be send to the candidates and depending on the CTC set for the particular candidate based on their grade the basic salary will be calculated along with other components like insurance and special allowances, automatically. This can be customized depending on the organizational norms and policies. The offer letter generated can be send to the candidate and upon their acceptance the candidate becomes a new employee and thus on boarded into the organization. If the candidate does not agree with the offer provided then the letter can be rejected and the HR will be notified through email.

Automated Workflow, Analytics and Reports: Automated workflow can be set up initially depending on who are the authorities and decision makers in the organization. Analytics and Reports helps you to find out which positions in your organization are getting more traffic with regard to the number of applicants and if the organization follows Equal Employment Opportunity to all. Hiring projections will provide an idea about what is actually beneficial for the organization than just filling up the gaps in the team or department.

Interview Management and Recruitment Team: Multiple levels of recruiters can be set up depending on the organizational hierarchy and the interview can be managed. Interviewer comments from each level of interviews will be recorded for future reference. Interviews can be rescheduled depending on the interviewers and candidates availability.

Conclusion



Exenta’s recruiting software platform provides organizations the tools they need to attract, screen, and hire top talent globally, increasing the quality of hire while decreasing time and cost per hire. Exenta’s job requirement gathering and approval process can be managed by the workflows. Approved jobs can be directly posted to the career page portal which is a part of Exenta in your website and also to Social Medias. Exenta has the option of adding recruiters and recruitment agencies. Recruitment agencies get a login and would be able to post resumes for the particular jobs and also would be able to track the status of the resumes posted and issue automated invoices. Every job can be assigned to multiple recruiters; these recruiters can be coordinating points and can coordinate the entire interview. Every job has its own settings; you can define the criteria for short listing candidates, define who would be short listing for the particular job, who would make the hiring decision and also the round of interviews and the interviewers.

Evaluation forms can be setup by the interviewers themselves and the recruiter can consolidate and push for the final approval defined by the workflow. The resumes can be viewed in parsed format or can be downloaded to have a better look. The option of getting better information or initial documents from the candidate helps in pre-employment verification before the hiring decision is made. This feature is an add-on for the organisation and it us up to them to decide what their hiring strategy is and if they want to use this feature or not. Offer letters can be managed and the CTC components build depending on the new hires experience and expectations.

The resume bank is storage for all resumes. Resumes are parsed and maintained for easy review in the future. Each resume is identified with a unique identification number and the history of the resume is also maintained. The organisation can setup the resume expiry period and initiate the automatic resume update program where the owner of the resume would be send an automatic email and a template to update online.

Analytics and reports, reassigning jobs to another recruiter and very flexible to use recruitment management makes Exenta’s recruitment management system a very flexible and exciting to use software.

About EXENTA HRMS:

EXENTA HRMS is a one stop solution for all your HRMS needs that combine ease of use, dynamic customizations, affordable pricing and flexible implementations. It comprises of hiring, onboarding, payroll, attendance, training, benefits and the entire gamut's of the HR application designed specifically for the small and mid-sized organizations. The powerful workforce analytics and automated reports will keep you ahead of your competitors in every project you undertake. The comprehensive functionality offered at this unbeatable pricing also provides you options to handpick and create a tailored HRMS solution suiting all your organizational needs.

To learn more visit www.exentahrms.com



EXENTA HRMS

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