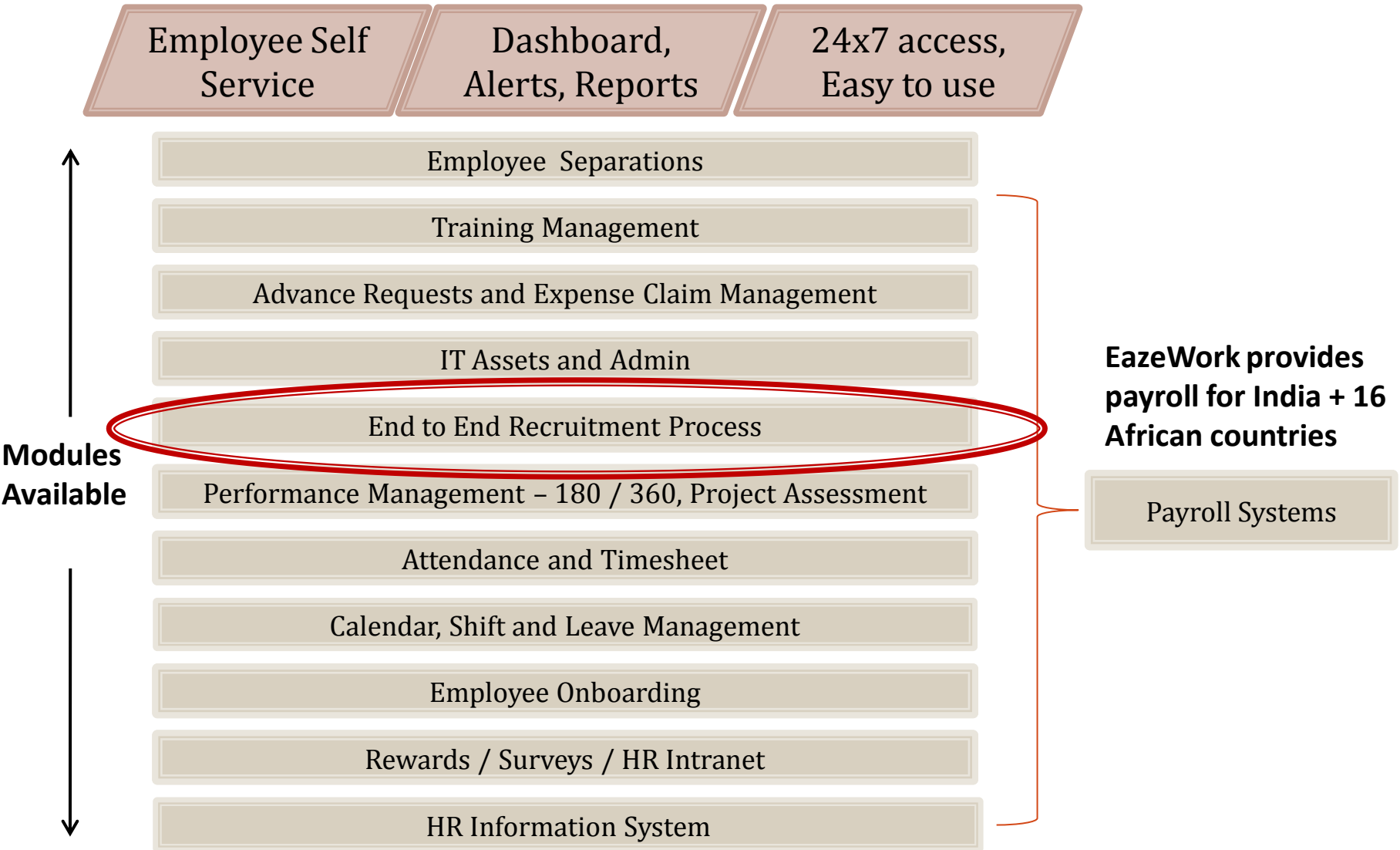


Recruitment Management

August 2014



EazeHR – Comprehensive HR application



Recruitment Management Features

Recruitment application allows companies and stakeholders of the company to collaborate and participate in the hiring process

Applicant Tracking System

- Keep all applicant related information centrally
- Bulk upload details from excel
- Create tags and update candidate status
- Screened by system based checks which prevent duplicate applications and blacklisting of fraudulent cases

Manage Roles

- Assign roles like Recruiter, Hiring Manager, Interviewer, HR Manager to company personnel
- Alerts through emails for scheduled interviews
- Capture all details through online candidate assessment form

Create and Track Job Openings

- Job openings are approved by HR before being released
- Target profile, CTC, Location, Minimum qualification are all captured
- Performance of recruitment team is measured on key indicators
- Application can be easily integrated with the online job portals, openings page on website or any other data source

Roles in the Application

Application is designed for a work flow across multiple roles but these can be mapped to a single user also.

There are four roles in the application -

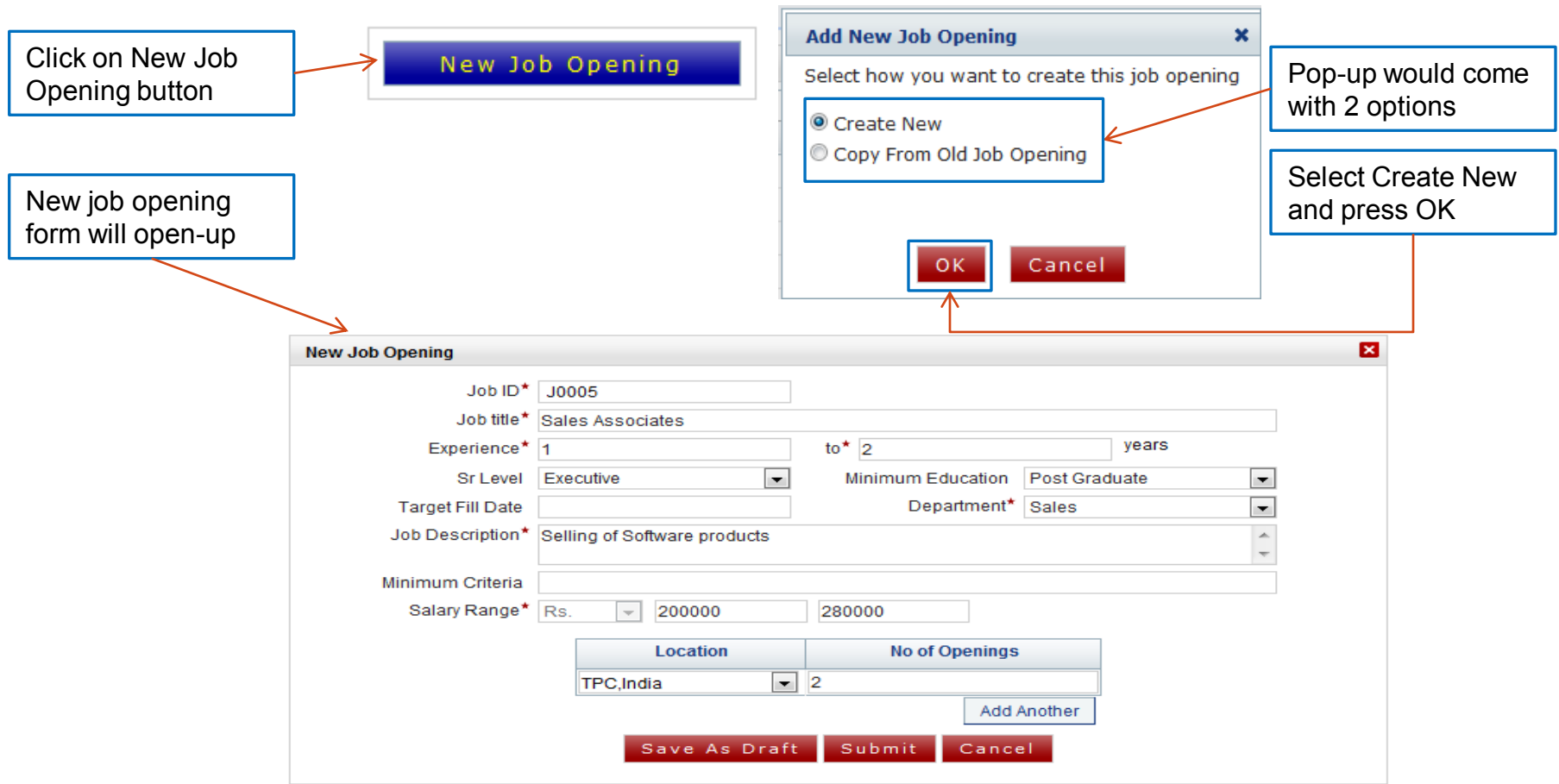
1. Hiring Manager : this person creates a job opening and finally approves the hiring
2. Reviewer : first level review of the candidate resume
3. Interviewer : person who does the final interview
4. Recruiter : The key role which manages the end to end process. Communicates with the candidates and updates status in the system

Recruitment Setup

<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px;">Hiring Manager ▾</div> <div style="background-color: #e0e0e0; padding: 2px; border: 1px solid #ccc;">Hiring Manager</div> <div style="padding: 2px;">Interviewer</div> <div style="padding: 2px;">Reviewer</div> <div style="padding: 2px;">Screener</div> </div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 50%;">Employee Name</th> <th style="width: 50%;">Employee Code</th> </tr> </thead> <tbody> <tr> <td>Alax</td> <td>000003</td> </tr> <tr> <td style="text-align: center;">-Select- ▾</td> <td style="text-align: center;">-Select- ▾</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Add Another"/> </div>	Employee Name	Employee Code	Alax	000003	-Select- ▾	-Select- ▾
Employee Name	Employee Code						
Alax	000003						
-Select- ▾	-Select- ▾						

Creating a Job Opening


Job Opening is created based on the requirement – it captures details like location, profile and various other parameters



Managing Candidates

Candidate are created and mapped to a job opening by the Recruiter on Candidates page. This data can be updated automatically from a portal also.

New Candidate



Personal Details

Name* Mr

Sex* Male

Email*

Date Of Birth

PAN Number

Current Status

Phone

Passport No

Source

Professional Details

Current Job Title

Work Ex (Yrs)*

Current Salary

Skill Set

Current Employer

Highest Qualification

Expected Salary

Communication Address

Address 1

Country

City

Pin / Zip Code

Address 2

State

Other State

Upload Photo

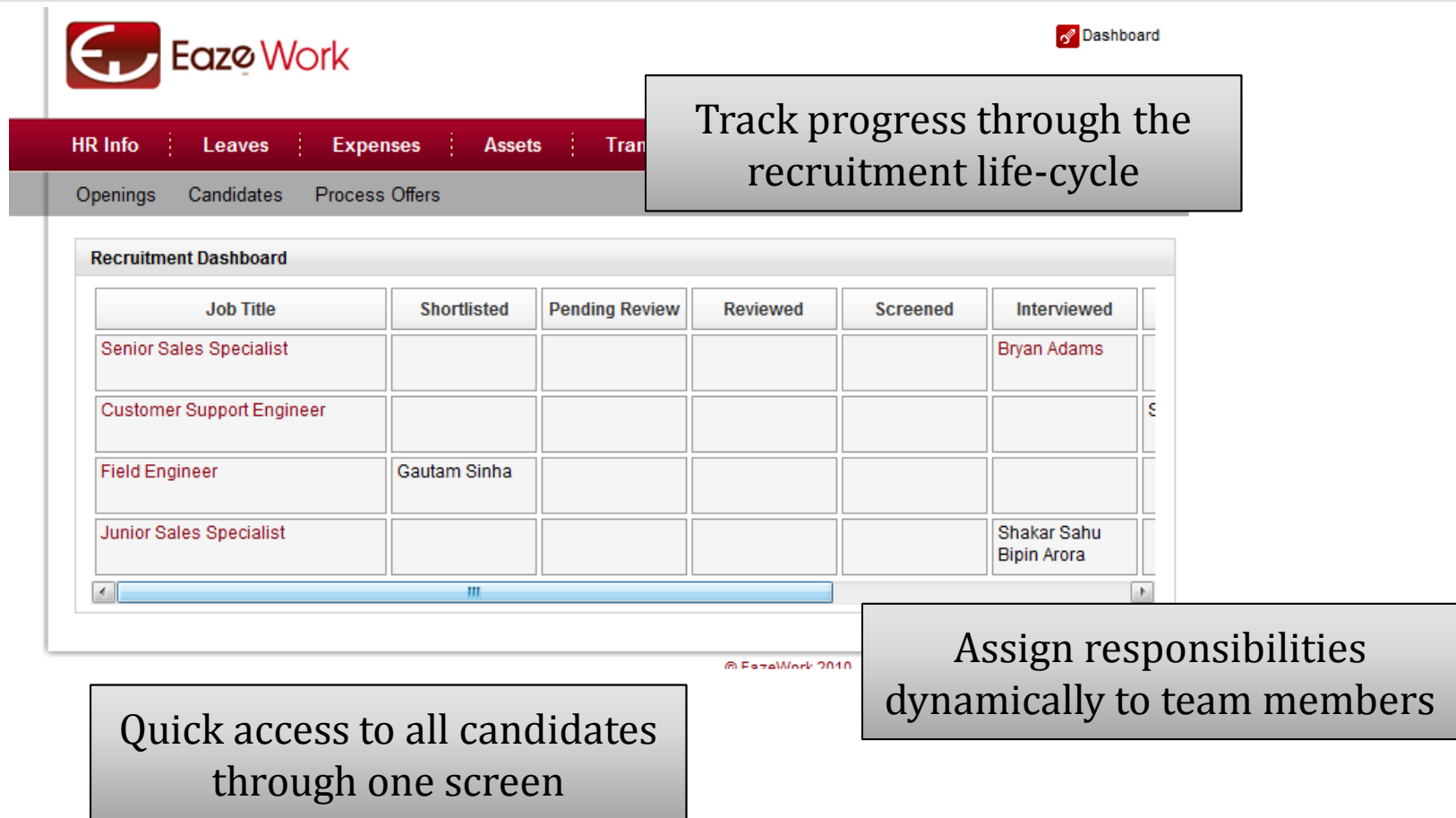
Upload CV

You can upload photo and CV from here

Recruiter can create a new candidate profile by providing these details fill all the required details and submit the form.

Recruitment Dashboard

Recruitment Dashboard is the central place where the status of candidates against all job openings can be seen. Users who have to perform any activity like screening, interview can access the candidate form by directly clicking on the hyperlink.



The screenshot shows the EazeWork Recruitment Dashboard. At the top, there is a navigation bar with links for HR Info, Leaves, Expenses, Assets, and Transactions. Below this, there are sub-links for Openings, Candidates, and Process Offers. The main content area is a table titled 'Recruitment Dashboard' with columns for Job Title, Shortlisted, Pending Review, Reviewed, Screened, and Interviewed. The table lists four job titles: Senior Sales Specialist, Customer Support Engineer, Field Engineer, and Junior Sales Specialist. The 'Interviewed' column for Senior Sales Specialist lists Bryan Adams, and for Junior Sales Specialist, it lists Shakar Sahu and Bipin Arora. The Field Engineer row lists Gautam Sinha in the Shortlisted column. A callout box points to the table with the text 'Track progress through the recruitment life-cycle'. Another callout box points to the 'Interviewed' column with the text 'Assign responsibilities dynamically to team members'. A third callout box points to the table with the text 'Quick access to all candidates through one screen'.

Job Title	Shortlisted	Pending Review	Reviewed	Screened	Interviewed
Senior Sales Specialist					Bryan Adams
Customer Support Engineer					
Field Engineer	Gautam Sinha				
Junior Sales Specialist					Shakar Sahu Bipin Arora

Interview Process

After candidate has been mapped to job opening their names appear in Shortlisted column automatically and hiring process starts. Hiring process for each candidate can be configured to go through all or some of these stages Review – Interview – Background Check – Offer – Joining.

Assessment of nitin for Sales Associates
Status : Screened

Recruiter Section

Select Review Screen Interview

Select Reviewer*

Select Screener*

Select Interviewer*

Assessment History

Stage	Comment	By
Screen	Approved - Screened	Mary 14 Sep 2011
Review	Approved - Reviewed and sent for further approval	Nate 17 Sep 2011

Candidate Details

Old History

Profile Review

The Recruiter can update his comments as a Reviewer or this activity can be done by another person who has the Reviewer role.

By clicking on the hyperlinked candidate name the Reviewer is able to go to the Candidate Assessment page



Assessment of Sachin Sinha for Developer Status : Shortlisted

Assessment History

Comments*

+ Candidate Details

+ Old History

Write your comment and click on approve

Updating Interview Details

Once the candidate is shortlisted the Interviewer will be able to setup an interview. Emails will go to the candidate for this.

By clicking on the hyperlinked candidate name the Interviewer is able to go to the Candidate Assessment page

Assessment of Sachin Sinha for Developer Status : Screened

Assessment History

Comments*

Expected Date of Joining Preferred Location

Stage	Comment	By
Screen	Approved - Screened	Mary 13 Sep 2011
Review	Approved - Reviewed and sent for further approval	Nate 15 Sep 2011

Candidate Details

Old History

Write your comment

Enter date of joining and select location

Interview can be rescheduled if needed.

Process Offer

When the candidate is approved an offer letter can be generated from the system. If needed this can be sent to the Hiring Manager for approval.

Assessment of Sachin Sinha for Developer Status : Interviewed

- Recruiter Section

Send for offer processing Yes No

Submit **Cancel**

+ Assessment History

+ Candidate Details

+ Old History

Select option through radio button and submit

Once the profile is submitted for offer processing the Hiring Manager can process or cancel the offer

Candidates Pending for Offer

Job ID	Candidate Name	Job Title
J0001	Nitin Rai	Web Designing

Process Offer | Cancel Offer

Process Offer For Nitin Rai for Web Designing

Hiring Manager: Location:

Sr Level: Designation:

Cost To Company:

Comments:

Submit **Cancel**

Click on process offer mouse-over command

Updating Joining Status

After the offer letter is sent the joining of candidate can be tracked. The appropriate status can be updated.

Job ID	Candidate Name	Job Title	CTC	Expected DOJ	Locations	
J0003	Sachin Sinha	Developer	450000.00	03/10/2011 12:	TPC, India	Review Offer

Hiring Manager cannot change any offer details he can only review the offer

Process Offer For Sachin Sinha for Developer

Hiring Manager: Location:

Sr Level: Designation:

Cost To Company: Date Of Joining:

Comments:

Recruiter Section

Offer accepted Yes No

Agreed date of joining:

Recruiter can update the expected date of joining and submit

Recruiter Section

Candidate joined Yes No

Actual date of joining: Actual Location:

Date and location of joining can be updated and submitted

Other Features

- As the candidate goes through the process the Recruiter maintains the status and push it to next stage and it is visible on Recruitment Dashboard
- Depending upon the interaction and the fit with job opening the status of candidates are maintained
- To check and eliminate duplicates, if a new candidate who is created is already in the database then there will be an alert and the candidate will not be submitted
- Multiple recruiter can be assigned to same job opening.
- Multiple reports are available for viewing, like Job opening status, candidate status, Joined list and Referred candidates