Recruitment - A Complete Lifecycle Solution

The Jane Recruitment module assists in the effective planning, recruitment and deployment of human resources within your organisation, acknowledging budgets and establishment capacity when they are present. It tracks the recruitment procedures from job requisition and posting, through to candidate applications and interview scheduling, and finally on to job offers and acceptance.

It is a cost-effective, flexible and scalable system which allows HR teams of any size to streamline their recruitment processes.

Applicant tracking and management is simple and effective, enhancing your corporate image by the positive experience of each candidate. Applicant details can be accepted from a number of sources such as links to your existing web site, electronically completed PDF forms and interfaces with external web sites or agencies. Applications are then monitored and managed throughout the hiring process.

The system is workflow driven and with the assistance of the Workflow module and user-defined templates and procedures it makes communicating with candidates quick, easy and consistent. This user-defined progression of events, records the individual status of each applicant, advising them automatically at every stage of the recruitment process. The seamless integration to desktop tools enables you to create customized employment offers as well as send rejection letters to the remaining applicants. A vacancy-matching feature makes it easier for you to see how well an applicant fits the criteria of the vacant role. You can also use this feature to search current employee records, to optimize internal resources.

Equal opportunity reporting is built in, to ensure your recruitment process satisfies the legislative criteria.

In addition, the post, vacancy and candidate information are combined to allow recruiters to manage the interview process, ensuring the appropriate resources are available at the required stages of the recruitment. By additionally using the Authorised User HR Portal, hiring managers are not only able to request new vacancies for authorisation but they can view applications, contribute to the short listing of candidates, provide feedback at critical stages such as interviews and ultimately provide guidance on the offer and appointment.

The complementary Workflow module automates the approval process for the new position, empowering line managers to make the appropriate decisions when presented with the system generated alerts.

Simplified acceptance procedures automatically generate an employee record for the successful applicant, eliminating the re-entry of data. After a vacancy is filled, you can see how much the exercise has cost and analyse the time taken to complete the process, the quality of the applicants and the success of the resources employed.

The overall impact is a dramatic reduction in the time it takes to match the right candidate to the right job.

RECRUITMENT

Recruitment - Key Feature Summary

Comprehensive user-defined **Activity (Job) definition** templates to ease the burden of defining the initial vacancy as well as contributing to the creation of an extensive employee record when a candidate is appointed.

Flexible **Candidate capture** mechanisms from a number of electronic sources including electronically created (typed) **PDF forms** and **Web Site feeds.**

Extended **Equal Opportunities monitoring** facilities available for organisations based in Northern Ireland and Scotland.

Anonymous candidate details can be used in Equal Opportunities information gathering and analysis. Details can be recorded of Religious Belief, Political Allegiances etc without exposing the candidate's identity.

Authorised User access utilising the **HR Portal** to enable Recruiters and Line Managers to view and contribute to the Recruitment process.

Vacancy definition can record all key **progress dates** which the Workflow module can monitor to ensure the timeline restraints are observed.

Workflow module can be configured to trigger **alerts** and document production at any stage.

Cost Analysis provided to monitor the resources deployed during the recruitment process to enable effective management of recruitment budgets.

Automated Appointment process creates an extensive employee record utilising all details recorded throughout the Recruitment cycle.

Any **external documents** such as the originating PDF application and scanned images of CVs or Referee responses can also be re-assigned to the newly created employee record.

All recruitment documentation such as invitation to **interview letters** and **rejection letters** can be created utilising the Workflow integration to external software tools such as Word.

All appointment documentation including a fully formatted **employment contract** can be created utilising the Workflow integration to external software tools such as Word.