

Recruitment Management



- Database of recruitment source (e.g. provider/agency) and recruitment methods (e.g. Advertisement, headhunting, etc).
- User definable types of recruitment expenses such as VENUE, LODGING, TRAVELLING, etc.
- Specification for required job position, for recruitment exercise, i.e., experiences required, special skills set, preferences, etc.
- Candidate databank with information captured pertaining to submission date, status of application, last updated date, recommendation type, personal details, contact information, qualifications, employment history, hobby & language capabilities, documentation attachment like resume, field of experiences / specialty and any other special skills set information.
- Online recruitment requisition entry by Head Of Department
- Recruitment exercise information for approved vacancy, for internal, external or both recruitment requirements, as well as the duration of the recruitment exercise.
- Full detailed expenses recording of recruitment exercise done. Users can also maintain a list of status or to do list for each recruitment exercise in the system.
- Mechanism to assist in doing shortlisting of candidates via mapping of qualifications & competencies requirements by the vacancy with those provided by the applicants.
- Status of all applicants i.e. Pending, shortlisted, rejected, KIV or offer for hire.
- Automatic transferring of Applicant's information into Staff Record upon successful employment.
- Integration with JobStreet.com website for job posting and successful candidate hiring.



The Philosophy of Continuous Improvement...