



## Recruitment and Selection Module

The Recruitment and Selection Module of HRPersonnel helps you plan, manage and implement your employee recruitment campaigns. Campaigns can be managed corporately or by individual departments and in today's highly challenging market for the right people, recruitment campaigns can be carried through speedily and efficiently. Vacancies can be posted to your website when approved with on line enquiries and applications available. Whether you are in a large or small private concern, the time involved in recruiting new staff can be reduced.

## Functions and Features

All aspects of the recruitment and selection cycle are addressed:

- Vacancy Records
- Advertising and Agencies
- Initial Enquiry
- Job Applications
- Interview Panels
- Interview Schedules

- Recruitment Costing
- Candidate Assessment
- Short Listing
- Appointment Process
- Web based Job Enquiry
- Web Applications

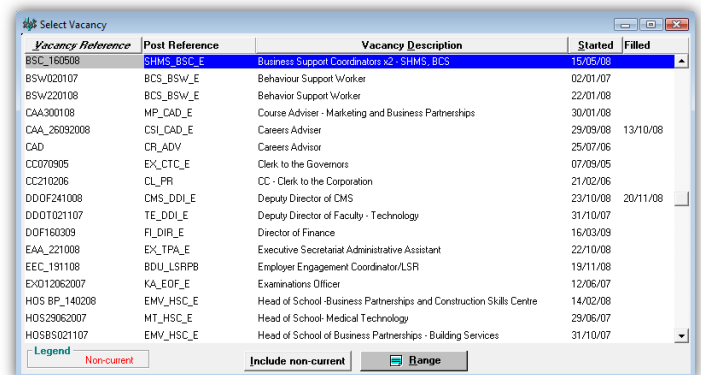
It is fully integrated into the Core System providing a single HR database with no double keying.

## Benefits - Reduce Cost - Reduce Time - Implement Policy

Enabling you to simplify and standardise your employee recruitment, this module will cut the costs of planning, scheduling and administering the appointment of new staff. It will enable you to report on and monitor all stages of new appointments across the business. It will ensure that you are fully compliant with the latest legislation and guidance on staff recruitment and appointment.

## Job Vacancies

Job Vacancies can be updated by selecting jobs and posts from the jobs module of HRP or the user can create wholly new jobs. Vacancies can also be identified by comparing the total approved against the current assigned FTE. Vacancies can be flagged as active, frozen and authorised and full details of the job held together with associated materials such as job descriptions, employment contracts etc. Vacancy references are assigned and closing date for applications.



Vacancy Reference	Post Reference	Vacancy Description	Started	Filled
BSC_160508	SHMS_BSC_E	Business Support Coordinators x2 - SHMS_BCS	15/05/08	
BSW020107	BCS_BSW_E	Behaviour Support Worker	02/01/07	
BSW220108	BCS_BSW_E	Behavior Support Worker	22/01/08	
CAA300108	MP_CAD_E	Course Adviser - Marketing and Business Partnerships	30/01/08	
CAA_26092008	CSI_CAD_E	Careers Adviser	29/09/08	13/10/08
CAD	CR_ADV	Careers Advisor	25/07/06	
CC070905	EX_CTC_E	Clerk to the Governors	07/09/05	
CC210206	CL_PRI	CC - Clerk to the Corporation	21/02/06	
DD0F241008	DMS_DDLE	Deputy Director of CMS	23/10/08	20/11/08
DD0F021107	TE_DDLE	Deputy Director of Faculty - Technology	31/10/07	
DDF160309	FL_DIR_E	Director of Finance	16/03/09	
EAA_221008	EX_TPA_E	Executive Secretarial Administrative Assistant	22/10/08	
EEC_191108	BDU_LSRPB	Employer Engagement Coordinator/LSR	19/11/08	
EXD12062007	KA_EOF_E	Examinations Officer	12/06/07	
HOS BP_140208	EMV_HSC_E	Head of School - Business Partnerships and Construction Skills Centre	14/02/08	
HOS29062007	MT_HSC_E	Head of School - Medical Technology	29/06/07	
HOSB5021107	EMV_HSC_E	Head of School of Business Partnerships - Building Services	31/10/07	

Vacancy Details – Summary of All Key Vacancy Data

Potential vacancies can be identified via succession planning by scanning employee retirement dates, temporary and fixed term post dates, planned maternity and other extended leave dates in the main HR database. Campaigns can be planned with text for job adverts, publications to be used with associated costs as well as details of agencies to be used and costs.

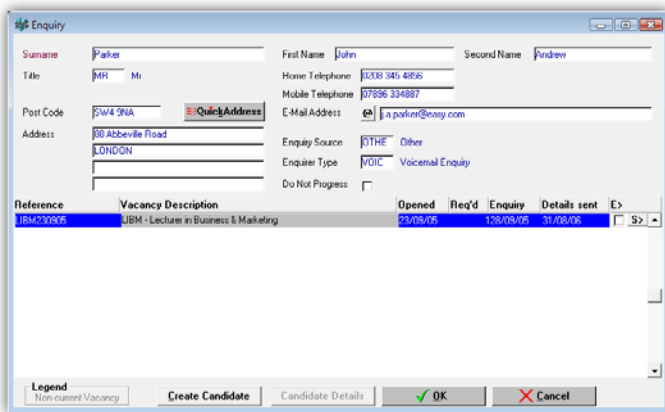
Enquires and applicants can be tracked to either or both. Dates and times of interviews can be planned together with assessment days. Stages for recruitment processes can be set: initial interview, assessment day, final interviews and appointment.

## Recruitment Agencies and Adverts

Maintain a record of all agencies and publications used. Data held includes: name and address of recruitment agencies, contractual terms and rates, telephone numbers, fax and e-mail for all key contacts, successful recruitment sources, failed recruitment campaigns, costs and full Contact Manager information.

## Initial Enquiry

Whether by phone, email or the web initial enquiries essential contact details – such as name, address, telephone number or email can be entered in a quick entry screen and application forms and job information posted or emailed to the applicant automatically. Details for On Line web applications can also be sent.



Enquiry Screen

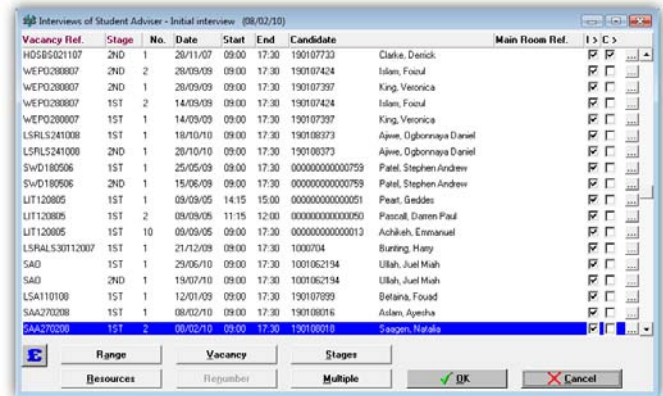
## Candidate Applications

All standard application form and candidate details can be gathered during the recruitment process including: candidate reference, name, address, post code, gender, ethnicity, disability and special needs, current employment and salary, notice required, educational history and qualifications, employment history, positions held, training and special achievements. Supporting statements can also be scanned and held. Candidates can be searched and matched to specific criteria such as skills and qualifications. Criminal records and safeguarding children checks can be recorded for applicants. Transfer successful applicants CV to HRP staff records.

## Interviews and Interview Panels

Interviews dates and panels can be set up - whether interviewing is the responsibility of a single person or a group of staff.

The interview panel management functions of the software help you keep track of key tasks including: assigning relevant staff to interview panels set out diary of interviews and panel meetings, schedule interview panel tasks, arrange interview schedules and candidate lists with links to reminders and alarms with functions of the software.



Vacancy Ref.	Stage	No.	Date	Start	End	Candidate	Main Room Ref.
HG585021107	2ND	1	28/11/07	09:00	17:30	190107733	Clarke, Derrick
WEPO280807	2ND	2	28/09/09	09:00	17:30	190107424	Idem, Fouad
WEPO280807	2ND	1	28/09/09	09:00	17:30	190107397	King, Veerica
WEPO280807	1ST	2	14/09/09	09:00	17:30	190107424	Idem, Fouad
WEPO280807	1ST	1	14/09/09	09:00	17:30	190107397	King, Veerica
LSRSL241008	1ST	1	18/10/10	09:00	17:30	190108973	Ajwe, Oghonnya Daniel
LSRSL241008	2ND	1	28/10/10	09:00	17:30	190108973	Ajwe, Oghonnya Daniel
SwD180506	1ST	1	25/05/09	09:00	17:30	000000000000759	Patel, Stephen Andrew
SwD180506	2ND	1	15/06/09	09:00	17:30	000000000000759	Patel, Stephen Andrew
LIT120805	1ST	1	09/09/05	14:15	15:00	000000000000051	Prest, Geddes
LIT120805	1ST	2	09/09/05	11:15	12:00	000000000000051	Achikah, Emmanuel
LIT120805	1ST	10	09/09/05	09:00	17:30	000000000000013	Burning, Harry
LSRSL30112007	1ST	1	21/12/09	09:00	17:30	10000704	Ullah, Juel Miah
SAG	1ST	1	29/06/10	09:00	17:30	1001062194	Ullah, Juel Miah
SAG	2ND	1	19/07/10	09:00	17:30	1001062194	Ullah, Juel Miah
LSA110108	1ST	1	12/01/09	09:00	17:30	190107899	Betana, Fouad
SA270208	1ST	1	08/02/10	09:00	17:30	190108916	Adnan, Ayesha
SA270209	1ST	2	08/02/10	09:00	17:30	190108916	Saegan, Natalie

Interview Schedule Screen

## Word Templates and Workflow

Acknowledgement letters, interview letters, application forms, vacancy adverts and many other standard letter writing and office tasks in recruitment and selection are provided with this module. It is integrated with a range of Office Suites, including MS Office™ for producing standard letters, mail merge and spreadsheets.

## Reporting and Data Analysis

As with all other Personnel Modules this module comes with easy to use, extensive and flexible Standard Reports. The comprehensive range of standard reports provided, gives detailed analysis of job vacancies, number of enquiries, number of applicants, interview schedules, criminal record checks and equal opportunities analysis. All Training reports can be customised with export to Excel™.

## e.HRP.Net Job Application Web Access

Interested applicants can view vacancies on the organisations website, make initial enquiries and complete full applications with the modules' integrated Web Tools simplifying employee recruitment administration and processing applications - reducing cost and time on HR administration.

## For Information and to Purchase:

Contact SDMS Ltd's Sales and Business Development Team on 01952-200911 or by email: [sales@sdmsltd.com](mailto:sales@sdmsltd.com) or alternatively visit the SDMS website: [www.sdmsltd.com](http://www.sdmsltd.com).