

# SDMS V HRPersonnel for Windows: e-Recruit.Net: On Line Job Applications

Apply On Line : Reduce Cost : Customisable : Integration



**Part of the SDMS V e-HRP.Net Web Tools Range**

**Provides On Line Recruitment for Use with SDMS V HRPersonnel for Windows and SDMS V Recruitment and Selection for Windows "Back Office"**

**Reduce the Cost and Time of Recruiting New Staff**

**Simple to Use and Easy to Implement**

**Integrate into your Current Website to Allow Browser Access for all Job Applicants**

**Post New Vacancies on your Website Directly from SDMS V HRPersonnel for Windows "Back Office"**

**Potential Applicants can View and Search for the Most Suitable Job On Line**

**My Job Application Provides Full Application Form Completion for All Candidates on the Web**

**The On Line Application Form Includes Personal Details, Work Experience, Educational History, Qualifications, Skills, Training and References**

**Also Included in On Line Applications are Professional Membership, Hobbies and Interests, professional, Industrial and Commercial Experience Summary, Supporting Statement and Criminal Convictions**

**Applicants can Upload Supporting Documents: Testimonials, Certificates etc.**

**Administration Module Allows Forms to be Customised and Tailored by User**

**Data Entered in On Line Applications is Checked and Validated and Automatically Entered in SDMS V HRPersonnel for Windows "Back Office"**

**Available for all Major Web Browsers**

**Supported by On Line Training, Consultancy and Telephone Support Line**



# SDMS V HRPersonnel for Windows: e-Recruit.Net: On Line Job Applications

## HRPersonnel with e-HRP.Net Web Access

SDMS V HRPersonnel for Windows is rich in functionality and comprehensive in scope, allowing Companies to manage all aspects of People Development effectively and at minimum cost. While addressing day to day record keeping, key administration tasks and procedures it also provides a system for ensuring compliance with today's employment frameworks.

This is now extended with e-HRP.Net Employee Self Serve Web Tools to help you save time and money. The range of HRP Self Serve Web Tools provide employee self serve for viewing and updating employee Contact Details, Skills and Qualifications, viewing and applying for Training Courses, logging their own CPD and Training Needs as well as completing Absence Forms when returning to work and submitting a Holiday Leave Request.

## e-Recruit.Net: On Line Job Applications

Whether you are using SDMS V Recruitment and Selection as part our HRPersonnel system or as a standalone product employee recruitment and processing Job Applications are simplified with e-Recruit.Net: On Line Job Applications Web Tool.

The Recruitment and Selection Module of HRPersonnel provides a fully integrated module for authorising vacancies and planning recruitment campaigns, logging initial enquires and job applications, as well as scheduling interviews and conducting applicant assessments

e.Recruit.Net On Line Job Applications Web Tool allows job vacancies entered in the HRPersonnel "back office" to be posted immediately to your own website with the ability for potential applicants to search for the most suitable job available and to complete their applications online. The time and cost of processing job applications is therefore massively reduced as job data entered in the Windows product is immediately available on your recruitment web pages and data entered by job applicants is dynamically updated in the SDMS V HRPersonnel or SDMS V Recruitment and Selection.

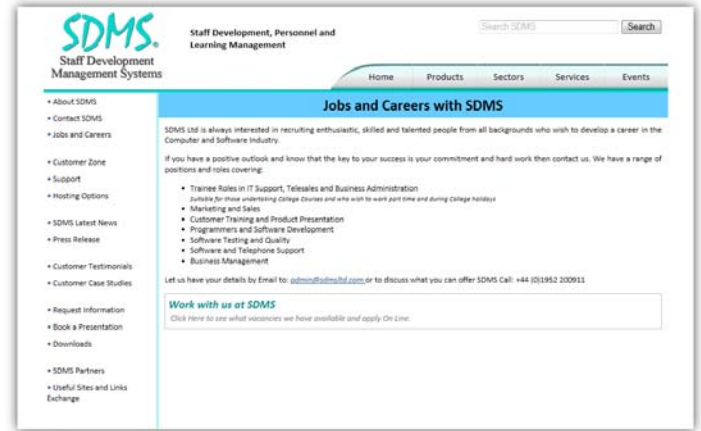
## Simple to Use: Easy to Implement

Each HRPersonnel Web Tool has been designed with simplicity and ease of use in mind. HRPersonnel Web Tools are easy to install and are supplied with all you need to install and make available via you own staff intranet or information portal - a simple hyperlink from your existing web site takes you to the online Job Applications Web Tool seamlessly.

## Job Vacancies On Line

Within the HRPersonnel Recruitment module possible job vacancies can be identified from leavers, ending contracts, forthcoming retirements or insufficient FTE coverage.

When vacancies are authorised these can be designated as job vacancies and full job details entered and posted immediately to the Vacancies section of your website.



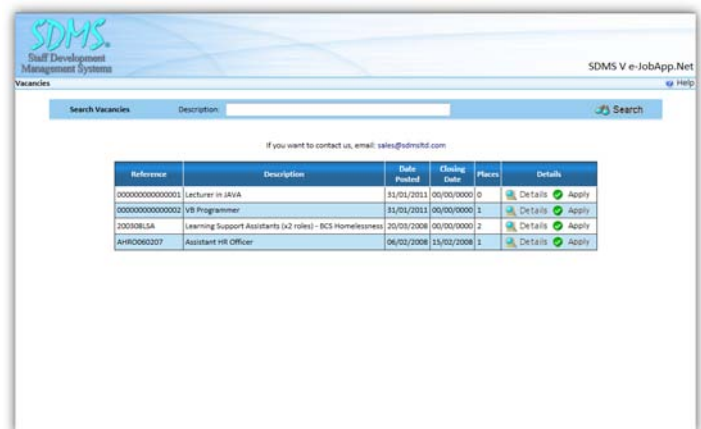
*Link from Website*

Information about the position is available on line, cutting out the need for requests for further information before applying. Potential candidates are provided with keyword search options enabling them to find suitable vacancies on your site.

## Completing On Line Job Applications

The e.Recruit.Net On Line Job Application can be customised by the organisation and includes full personal details, educational and job history, qualifications and personal submission. Tailor the form to your requirements and leave out sections which are not relevant.

On Line Applications can be reviewed and amended as required by the candidate up to the closing date for the submission of the On Line Application.



*Vacancies and Jobs Posted On Line*

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## Seamless, Dynamic, Interactive

On Line Job Applications are seamlessly and dynamically integrated between the Web function and the Windows function. When Applications are submitted via the web they dynamically appear in the Candidate database of the “back office” SDMS V HR Personnel for Windows software abolishing manual data entry reducing the cost of finding new staff.

## e-Recruit.Net: Menu and Personal Details

Access to each element of the On Line Application Form is by selecting the item from the menu. Stage one is to enter all standard personal and contact information together with equal opportunities information where this is required:

Form completion is checked and validated thus ensuring higher quality of completed applications. Specific guidance notes can be included in each screen where required.

## Employment and Educational History

Employment History can be provided with names of employer, dates, job title and reason for leaving with employment history in the “back office” continuity and gaps in employment can be easily identified. Similarly Schools and Colleges attended with dates are simple and easy to enter by applicants on line.

Establishment Name	Establishment Type	Start Date	End Date
Goldsmiths College University Of London	University	14/09/1998	31/05/2001
-Other- Newport Girls High School	Six Form College	09/01/1995	32/01/1998

## Qualifications

The applicants Qualifications can be entered by selecting from a drop down list of qualifications, date awarded (and expiry date if applicable) together with subject and grade:

Qualification	Date Awarded	Expiry Date	Subject	Grade
OTHE - First Aid at Work (VOCA)	06/08/2011		Other	Certificate
NVQD - Vocational Qualification - Level 1 (VOCA)	12/01/1987		Administration	Distinction
NVQD - Vocational Qualification - Level 2 (VOCA)	12/01/1987		Administration	Pass
SEC - GCSE (ACAD)	26/06/1985		Biology	B
SEC - GCSE (ACAD)	26/06/1985		Art & Design	C

Where the qualification is not in the drop down list the user can record this as other or request by email for it to be included. Text entry is minimised throughout e-Recruit to maximise the quality of data provided.

## Previous Training, Key Skills and Competencies

To gain the fullest picture of the applicant’s suitability a section is provided for them to enter any previous training they think is relevant to their application and also to record key skills and competencies (by selecting from a drop down list of skills):

Competency	Date Awarded	Expiry Date
Institute for Learning Membership Number	12/12/2011	
-Other- Advanced Excel Spreadsheets	05/12/2011	

## Membership of Professional Bodies

While not relevant to all posts and vacancies, whether someone belongs to an appropriate professional body is increasingly pertinent where this is a condition of continuing to work in this area. The name of the professional body, membership type, together with dates of membership and notes can be submitted.

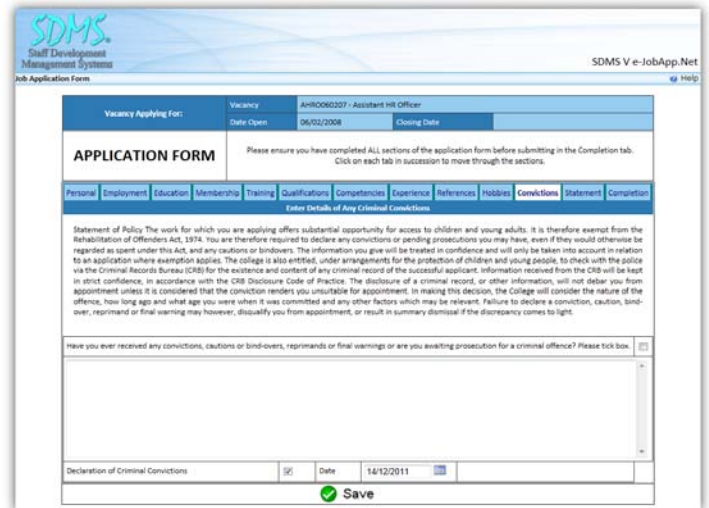
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## Experience Profile, Hobbies and Interests

The ability to include a summary experience profile is increasingly being used as part of the selection process. This section allows candidates to enter information on industrial commercial and professional experience which may not be reflected adequately by the more traditional elements of application forms. Work experience and type can be selected from drop down lists and the “level” of that experience flagged together with dates and for how long. A free text section is provided to allow candidates to provide information on hobbies, interests and pastimes.

## Application References

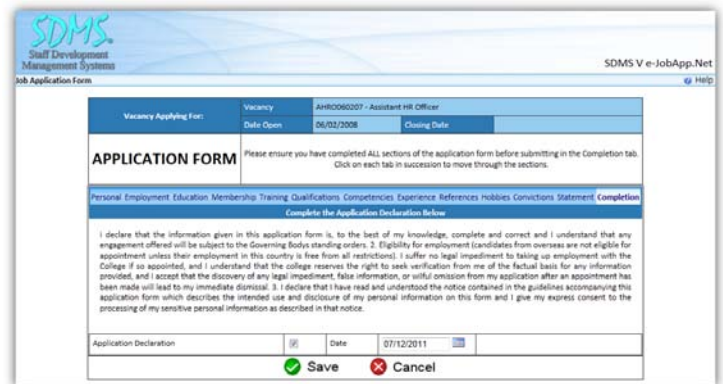
The names and contact details such as address, telephone, emails, type of reference can be entered. Whether they can be contacted straight away or at a later stage in the selection process can be flagged.



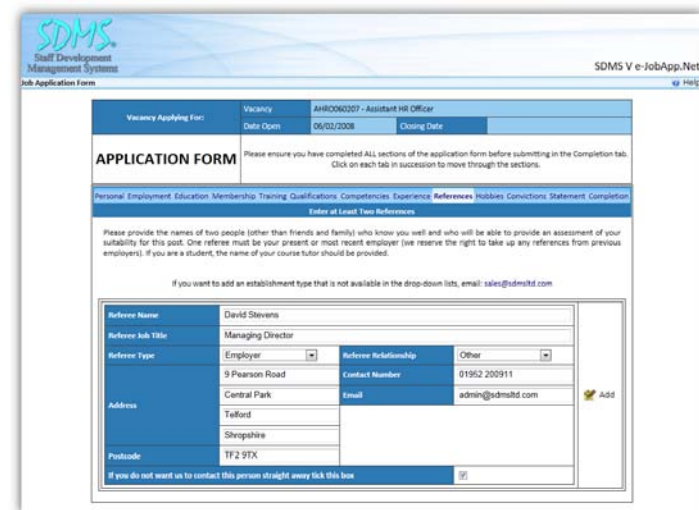
The safeguarding and policy statement can be amended and changed by the user's organisation.

## Application Form Completion

The final section of the application is a declaration of the completeness and accuracy of the information provided with date of completion:



It is only at this stage that the information provided on the application form is transferred to the HRPersonnel “back office”.



## Supporting Statement

A free text section is provided to allow candidates to set out a statement in support of their application addressing why they are applying for the position and why they should be selected. Applicants can also upload supporting documents directly to the “back office”.

## Criminal Convictions and Safeguarding and Protection of Children Statement

Where your organisation is subject to ensuring that CRB checks are conducted prior to or during the selection process, or if you have a general responsibility for safeguarding children or vulnerable adults, relevant information can be requested from applicants.

## 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).