

# RECRUITMENT DIRECTOR



# THE PROFESSIONAL, FLEXIBLE AND FULLY CUSTOMISABLE ENTERPRISE-LEVEL RECRUITMENT MANAGEMENT SYSTEM

## INTRODUCING RECRUITMENT DIRECTOR

Recruitment Director, the client-server recruitment system from Vizual Business Tools, is designed for organisations that demand the highest standards in recruitment administration and management. Empowering the user to manage high volumes of recruitment information effectively and efficiently, the flexibility offered by the system's design tools enables users to configure the system to exactly meet their needs.

## INTEGRATES WITH PERSONNEL DIRECTOR

Recruitment Director can be used as a stand-alone management information system, or can be implemented alongside Personnel Director (the enterprise-level client-server personnel solution from Vizual) to provide an integrated recruitment and personnel system. Recruitment Director enables users to record details of an unlimited number of candidates and vacancies; the details of successful candidates are seamlessly transferred to Personnel Director. Integration of the systems gives the user control of recruitment and personnel administration, from start to finish.

## RECRUITMENT DETAILS MANAGEMENT

The system enables users to record details of vacancies (including an archive of old vacancies) and details of all candidates who have applied for a position. During the processing of applications, the system manages details of interviews, reference requests and job offers. In addition, the system can record details of recruitment campaigns and marketing activities. This enables the user to manage and analyse the costs and effectiveness of all marketing activities.

## KEY FEATURES

A feature-rich product, Recruitment Director allows user to customise the system, manage and control recruitment administration. It is very easy to use and offer powerful functionality and an intuitive interface.

- Comprehensive database
- Powerful Screen and Report Designer
- Customisable report and letter templates
- Generation of e-mail and mail merge templates
- Attribute-profile search and key-word search facilities
- Quick and practical Applicant Matching
- Easy to use import and export utility
- Automation of key processes
- User-level security
- Wizard-driven processes
- Centralised Action List for all recruitment tasks

## WHAT ARE THE BENEFITS?

### Save time

- Rapid deployment/implementation time
- Quick and easy access to details by having all recruitment information in one database
- Automated alarm for key recruitment activities (such as organising interviews)
- Seamless transfer of successful candidate details to Personnel Director (without re-keying)
- Automated mail merge and email generation to candidates
- Quick applicant matching (search candidate information for suitable applicants)

### Safeguard professionalism

- Respond to candidates and management queries quickly and accurately
- System ensures all applications progress to a concluding stage
- Professional analysis of recruitment sources and spending of marketing budgets
- Manage a comprehensive 'action list' and never miss key dates
- Secure and reliable database technology ensures systems are always available



### Save money

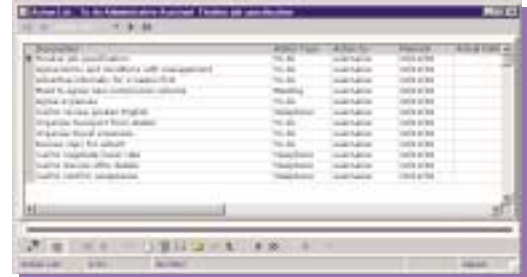
- Low maintenance cost
- Enables HR staff to track and assess costs associated with recruitment campaigns
- Users can configure screens without the need of an IT specialist
- Archive of candidate details enables users to re-match old candidates to new vacancies

### Improve Efficiency

- Generate professional management and analysis reports quickly and easily
- Monitor progress of candidates and vacancies
- Prevents duplication of effort
- Keeps you organised and in control
- System can be configured to match your business needs

## FULLY CUSTOMISABLE SYSTEM

With the powerful screen design tool included in Recruitment Director, users can manage the database and modify the system to match their own requirements. This is done by adding or modifying screens and data-fields. User-defined screens are fully integrated with the system database, the letter-generation, reporting and security tools provided.



## EASY TO USE REPORTING TOOLS

Recruitment Director system includes a wide variety of pre-defined recruitment specific report templates. Reports can be viewed on-screen, printed; copies can be sent via e-mail or published on a web-server. Users can modify the standard report templates if required, but further to this, they can also create new report templates using the design tool.



## CENTRALISED 'ACTION' LIST

Recruitment Director incorporates a centralised 'action list' designed to manage details of any actions associated with recruitment activities, and to ensure users never miss key dates. Actions are allocated to individual users and given an 'action-by' date. Actions can be associated with any record, in any screen enabling the user to categorise actions as required.

## EFFECTIVE APPLICANTS' MATCHING AND SEARCHING SERVICE

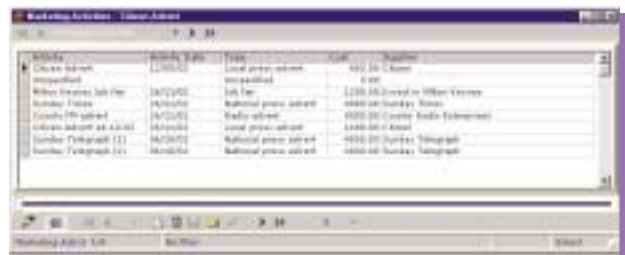
User can search the database for candidate attributes that match the vacancy profile defined. In addition, users can define one-off searches based on the candidate attributes, or search attached documents (for example CVs) for keywords. It saves you time and provides you with easy candidate options.

## AUTOMATION OF ADMINISTRATIVE TASKS

Using Recruitment Director you can consider a candidate for more than one vacancy. Automated alerts are triggered as the application progresses through the various recruitment stages. Not only does this help you to maintain high standards of recruitment, but it also saves time in processing applications. The system ensures that all correspondence history and changes are retained.

## READY TO USE AND CUSTOMISE LETTER TEMPLATES

Recruitment Director contains a wide range of ready-to-merge recruitment letters created using MS Word. These include acknowledgement letters, interview invitations, regret letters, reference letters, job offers, etc. Users can modify these standard letters or add their own standard letters as required. Letters can be sent to candidates quickly and easily by mail or email thus saving you time and money.



## LINKS TO ONLINE HR ADVICE

Recruitment Director provides user with links to OneClickHR.com web site for recruitment-related information. OneClickHR.com is among the top on-line portals providing advice and consultation on HR and recruitment issues. This includes up-to-date HR policies, forms and letters that can be downloaded, ready to use.

### CONTACT US

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## System Requirements

### Server

Recruitment Director Microsoft SQL Server 2000. A copy of SQL Server 2000 (known as MSDE 2000) is included with the system.

### Operating systems:

- Microsoft Windows 98 (SE)
- Microsoft Windows NT Workstation version 4.0 (with Service Pack 6 or later)
- Microsoft Windows 2000 Professional and
- Microsoft Windows XP Professional

### Server:

- Intel Pentium 2 (or compatible) 300 MHz (or higher) processor, and
- 256Mb of RAM

MS SQL Server installations require up to 200MB of hard disk space and for planning purposes, we recommend that users allocate 100Mb per system for databases.

## Client computer requirements

### Operating systems:

- Microsoft Windows 98 (SE)
- Microsoft Windows 2000 Professional
- Microsoft Windows XP Professional

## Running across computer networks

### LAN access

User can run the RS Template in a single computer, or across a local area network (running at a minimum speed of 100MHz). For access to a server via a LAN, TCP/IP protocol is recommended.

### Remote Access

It is recommended that Microsoft Windows Terminal Services (or similar technology) is used. Only the highest specification Wide Area Networks will provide sufficient power to connect users directly to the server (i.e. without using Terminal Services).

## About OneClickHR plc

OneClickHR plc is the leading HR solution provider in the UK with more than 23,000 users in 23 countries. The company offers both 'boxed' HR software and online HR solutions. Vizual Business Tools is a range of competitively priced, user-friendly HR software and the market leader in UK and Netherlands. OneClickHR.com is among UK's first one-stop virtual HR department enabling companies to manage their HR administration effectively online. Vizual Human Resources (Vizual HR) Ltd is an integrated HR outsourcing service, which offers a wide range of services that are tailored-made to meet the diverse needs of every business.

## Contact Details:

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