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smart

your total hr solution...

Buildsmart HR Advanced

**Recruitment Management
Product Overview**

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1. The Challenge

To meet the challenges of a growing organisation, recruitment is becoming an even more important activity as it strives to find and hire the best suited candidates for advertised Positions.

The **Buildsmart Recruitment Management Module** is tailored to address these challenges but more importantly to provide you with specific standards and processes that will enable your company further in managing the recruitment activities. The **Buildsmart Human Resource Management Solution** is built to deliver productivity-building tools, to remove pressure and reduce the potential for error.

2. How Buildsmart HRM is able to deliver Value

The **Buildsmart HRM** Solution has been built on the philosophy of delivering maximum performance for your Human Resource function. We at Buildsmart have achieved this by:

- Addressing the processes and challenges found in the Human Resource functions;
- Assist in enabling you to adopt best practices;
- Earn a rapid return on your investment by using our Buildsmart HRM Solution;
- Integrating administrative and operational needs enabling your organisation to handle them efficiently and cost-effectively;
- Delivering a “Modular” solution giving you the flexibility to select the building blocks to match your business needs as you grow;
- The ability to implement the software rapidly;
- Delivering rich functionality simply; and
- Ultimately offering you a highly productive tool for your business, HR department and its users.

3. What is the Buildsmart HRM Recruitment Management Module?

The **Buildsmart Recruitment Management Module** addresses the needs and requirements of Recruitment, its management functions including administrative, transactional and strategic. You are able to recognise trends, improve visibility and generate meaningful decision making reports from our Recruitment Management Module.

The **Recruitment Management Module** enables the following functions to be managed, they include:

- Management of Recruitment Agencies and Media;
- Recruitment for Positions;
- Advertising and managing Positions that require recruitment;
- Matching Job Profiles vs. Candidate Profiles;
- Interview, Assessment and Result management;
- Applicant Tracking;

- Appointment management; and
- E-Recruitment.

4. Implementation Considerations

The **Recruitment Management Module** can be implemented as a standalone or integrated module within the Buildsmart HRM system. You are able to decide if the Recruitment Management Module should be used in isolation of the Training, Performance, Career and Succession Modules or take the approach of an integrated solution with these other modules.

The Module however fully integrates with the Buildsmart HRM database. This means that relevant data already in Buildsmart HRM is automatically available for use in the **Recruitment Management Module**. In addition, all the security controls in this module are established and managed through the Buildsmart HRM **System Administrator** function ensuring controlled access to information by all users.

Please Note:

The successful use of the Recruitment Management Module does rely extensively on information provided in the Position Management and Job Description Modules and thus are required to be implemented.

5. Integration Considerations

The **Recruitment Management Module** offers integration with certain functions available in the Job Description and Position Management Module in the following ways:

Job Description Module:

- The Job Description Module is used to define the detailed requirements of a Job to be done by an individual – the Job Profile. These same Job Profiles defined are then used to match potential candidates against allowing the HRM system to analyse and suggest the best fit candidates for the Position.

Position Management Module:

- By integrating with the Position Management Module, users are able to identify positions that require recruitment by data elements i.e. Position 'marked' as Vacant. This allows the user to include these Positions in the Recruitment Plan as a result.

6. Key Functions of the Recruitment Management Module

By using the **Key Processes** in Buildsmart HRM **Recruitment Management Module** we are able to empower you to deliver key services and functions enabling you to become agile and efficient providers in your Company, offering you the following capabilities:

General Recruitment Management Module Functions:

- Covers all aspects of Recruitment Management;
- Security is available to prevent unauthorised access and changes to recruitment requirements;
- Users can define system defaults and parameters;

- All screens are easy to read and easy to understand;
- User and Help guides are available online;
- Importing and exporting of Recruitment data (i.e. Recruitment Agencies, Media, Candidates, etc);
- Pre-defined and maintainable Pick Lists available for use in the Recruitment Management Module; and
- A List of standard reports to enable both management and HR with information required to make decisions.

Highlighted Recruitment Management Module Functions:

- Define Annual Recruitment Budgets;
- Define and maintain interview questionnaires for all Positions;
- Define and maintain Recruitment Agency details including rates;
- Define and maintain Media details including rates used to advertise positions;
- Define and manage positions that require recruitment;
- View Position and Job critical information enabling decision making;
- Define and maintain a Recruitment Plan;
- Cancel a position been recruited for;
- Complete Pre-Recruitment activities;
- Complete Candidate management activities;
- Manage the Recruitment Budget;
- Complete Post-Recruitment activities;
- Track the candidates application process within the Recruitment department; and
- E-Recruitment.

Highlighted Key Processes:

Recruitment Planning –

- Define Positions that require recruitment throughout the year using our Calendar function;
- Quickly view scheduled positions that are being recruited for;
- Search for a Position, Recruitment Agency, Media, that may have been scheduled;
- Cancel a Position being recruited for and manage the effects of this;
- Maintain Positions that require recruitment; and

- Complete Recruitment costing.

Pre-Recruitment Management –

- View the Recruitment Plan defined for the year;
- Confirm the scheduling of Positions that require recruitment with Agencies and Media;
- Track the communication process with each Agency and Media from 'notification' to 'confirmation'; and
- Complete Recruitment costing.

Candidate Management –

- Maintain applicant curriculum vitae details per position ;
- Match the candidates 'Profile' against the Job Profile and view results of best fit candidates;
- Create a Short list of candidates to interview;
- Define interview schedules for each candidate;
- Maintain Interview results; and
- Complete Recruitment costing.

Post-Recruitment Management –

- Appoint the candidate identified;
- Evaluate the Agency and Media used to recruit for the specified position; and
- Complete Recruitment costing.

Applicant Tracking –

- Quickly identify where in the Recruitment process a candidate is; and
- View you entire candidate historical database i.e. all candidates that have ever applied for a position that you have recruited for.

E-Recruitment –

- Post vacant positions on your website or Intranet; and
- Allow candidates to apply for these positions over the web.

7. Screen Examples of the Recruitment Management Module

Diagram 1.1 – Creating and Maintaining: Agencies and Media

Diagram 1.2 – Recruitment Needs: Identify Positions for Recruitment

Diagram 1.3 – Planning: Plan Annual Recruitment Activities

- Position Management
- Job Description
- Training Management
- Recruitment Management
 - System Administration
 - Agency and Media Management
 - Manage Vacancies
 - **Recruitment Planning**
 - Pre-Recruitment Management
 - Candidate Management
 - Post-Recruitment Management
 - Applicant Tracking
 - E-Recruitment
 - Reports
- Performance Management
- Career & Succession
- Pick List Maintenance
- System Rules & Utilities
- Permissions
- Reports

RECRUITMENT PLANNING

Recruitment Planning

Selection Criteria

Year

Job Title

Agency Code / Name

Media Code / Name

Priority Level

Recruitment Status

Key Milestones

Position Number

Position Description

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9
10	10	10	10	10	10	10	10	10	10	10	10
11	11	11	11	11	11	11	11	11	11	11	11
12	12	12	12	12	12	12	12	12	12	12	12
13	13	13	13	13	13	13	13	13	13	13	13
14	14	14	14	14	14	14	14	14	14	14	14
15	15	15	15	15	15	15	15	15	15	15	15

Diagram 1.3 – Candidate Management

- Position Management
- Job Description
- Training Management
- Recruitment Management
 - System Administration
 - Agency and Media Management
 - Manage Vacancies
 - Recruitment Planning
 - Pre-Recruitment Management
 - **Candidate Management**
 - Post-Recruitment Management
 - Applicant Tracking
 - E-Recruitment
 - Reports
- Performance Management
- Career & Succession
- Pick List Maintenance
- System Rules & Utilities
- Permissions
- Reports

CANDIDATE MANAGEMENT

Maintain Candidate Details
Match Candidate to Job
Interview Schedule
Maintain Interview Results

Candidate Selection

Candidate Name

Candidate Name	Candidate Cel...	Candidate ...	Candidate ...	Candidate Race

Candidate Details

Candidate Personal Details

Candidate Name

Surname

Initials

Title

Gender

Date of Birth
dd month yyyy
Calendar

Age

Affirmative Yes No

ID Number

Master Buildsmart Template – Recruitment Overview.

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8. Recruitment Management Reports

The Buildsmart HRM **Recruitment Management Module** has a set of predefined reports to enable users with information. These standard reports are enabled by the user who can define the extraction criteria to be used offering further flexibility. There are a number of categories these reports fall into further assisting the user. The categories and reports are as follows:

General:

- Job applicant notification of applicant received report;
- Job applicant notification of offer report;
- Job applicant notification of unsuccessful application report;
- Recruitment Plan report;
- Interview Results report;
- Interview Schedule report;
- Interview Communication report;
- Candidate detail report;
- Appointment report

Profile Matching:

- Candidate Profile vs. Job Profile;

Financial and Budgeting:

- Time to hire and costs;
- Recruitment Cost vs. Actual;

Historical:

- Previous Applicants that have applied for Positions; and
- Previous Applicants curriculum vitae details.

9. Benefits of the Recruitment Management Module

Users of the Buildsmart HRM **Recruitment Management Module** successfully enable the organisation recruitment activities, offering users the ability to determine standards and transparency. It allows users to easily manage the entire recruitment process from administration to transactional to planning and finally reporting.

The Recruitment Management Module offers more **business value** by:

- Delivering more services with less money;
- Providing a proven solution that is able to deliver value at lower cost of ownership and scalability as you grow over time;
- Optimising the organisations recruitment processes, reducing costs and supporting any further growth;
- Accelerating the realisation of you software investment;
- Achieve strategic goals rapidly such as shared data and processes;
- Minimising Risk, such as enabling the visibility and control of responses to applications by candidates;
- Enhance the productivity of planning and recruitment for positions;
- Offering an easily achievable learning curve for the operational tasks and processes defined in the module; and
- Offers simple navigation and routine task execution with ease.

In determining your company's recruitment activities, the Recruitment Management Module enables you to **avoid**:

- None compliance i.e. not notifying candidates once applications have been made;
- Recruiting for positions that do not exist and are not required by your organisation;
- Trying to manage recruitment activities at the "last minute"; and
- Employing employees for Positions that don't match the Job requirements.

In determining your company's recruitment activities, the Recruitment Management Module will **enable** users to:

- Define and maintain control over all your recruitment needs and activities;
- Gain clear understanding and insight into your companies recruitment requirements;
- Clearly understand and track the needs and costs related to recruitment;
- Offer employees and the company defined, budgeted and 'planned for' positions that require recruiting; and
- The opportunity to establish standards, consistency and transparency in Recruitment Management.

END OF DOCUMENT

Buildsmart HR Advanced Recruitment Management Product Overview

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