abacus e-media

Recruit

Recruit – Helping you recruit more effectively

Key features

↘ Streamline and improve the recruitment process, reducing print and advertising costs, and reducing the time and cost involved in candidate communication

↘ Better web sites and candidate interaction aligned with candidate registration and redeployment and talent bank modules leads to reduced time to hire and improved candidate quality

↘ Available as a hosted service but optimised to be delivered as a service, with significant savings in support and hosting, in the "Cloud"

↘ Facilitates partnership initiatives, with flexible but secure architecture to facilitate shared services, and commercial incentives to partners

⬂ Recruit effectively

Recruit is a web-based collaborative solution that allows HR professionals and operational managers to streamline the recruitment process and exploit the Internet to cost-effectively fill vacancies. It is used by a number of the UK's largest employers to manage their entire recruitment process.

"By using Recruit, we have made considerable savings in direct costs and achieved a significant e-Government priority outcome. We have also widened our pool of applicants, and the number of applications that we are receiving online has exceeded expectations."
James Luckraft, Personnel Manager, Derbyshire County Council

Recruit will deliver tangible business benefit, helping you find the right candidate cost-effectively and on time. Abacus e-Media is the leading web application developer behind some of the most successful online job portals in the UK. We work closely with our clients to help them integrate the Recruit system into their business processes and develop a successful online recruitment presence.

Recruit is available as a shared Cloud based service (SAAS), or as a self-hosted system, but the former approach offers significant cost savings and a number of other benefits. It was one of the first products to run on the Government's G-Cloud environment.

Recruit overview

Recruit's devolved workflow provides all of the tools to allow staff within your organisation to manage the recruitment process, from defining the initial requirement through to appointing an applicant. This process is as follows:

Requisitioning and authorising the job requirement and creating job descriptions, person specifications and job ads for the web and the press, within a flexible but controlled workflow environment, and with both flexibility and control. Staff functionality can be limited by role, department and advertised job type. Job details, person specifications, etc, may be stored in a job library and re-used (saving time and improving consistency).

The customised client web site – providing searching, support for attachments, online application and interview slot booking. Applicants can also register details and subscribe to job alerts via email or SMS.

Recruit provides user-friendly web-based forms to shortlist and communicate with applicants efficiently. Support for automated or manual multi-stage scoring and killer questions will streamline the short listing process. Applicants are kept up-to date through the use of automated email/mail merge and features such as the online interview booking diary.

Tools to manage the request for and receipt of references, CRB checks, medical questionnaires, etc. reduce the time needed to process successful candidates.

Recruit can generate offer letters and even employment contracts.

The key to accountability is accurate reporting at all stages of the process. Recruit provides flexible dynamic reporting to provide government stats, operational analysis and real-time statistics, helping you manage the process and a new module allows you to define measurable key performance indicators, on which the system will report.

In addition miscellaneous associated applications are included such as Talent Bank functionality, making speculative and past applications a resource for future recruiting, and a new Redeployment module to ensure that at risk staff are considered for new opportunities.

To streamline the processing of jobs and applicants Recruit can be configured to integrate with any HR system that supports standard methods of data exchanges. It has existing interfaces to support the importing of job details and the exporting of applicant details, and also supports integration with job boards like JobsGoPublic (JGP) and Broadbean.

How will Recruit help you?

Recruit is designed to help your organisation rationalise its recruitment processes, and so reduce the time and cost of hiring. It is web-based, allowing you to devolve processes throughout the organisation and retain control. Recruit will help you reduce the operational costs associated with traditional recruitment methods and maximise the value of the Internet as a channel to attract candidates through your own website or through online job boards. The quality of our site will minimise the requirement for spending on other advertising mediums.

Reduce time to hire

- Management of the advertising process makes it quicker and simpler for managers to advertise their vacancies.

- Managers can access a library of job descriptions, person specs and job adverts (or create them from scratch).

- Job adverts can be posted automatically online or in print. Configurable workflow and authorisation ensures that the right checks and balances are made throughout the recruitment process.

- Tools to help managers assess and sort applications make it quicker to assess all applications and shortlist the best applicants.

- A configurable approval process supports different workflow for different jobs.

- Integrated candidate communication options help you improve the candidate experience.

- Comprehensive reporting lets you measure performance and analyse the results in order to support process improvement.

- Recruit is cost-effective and can be purchased on a monthly ASP or capital cost basis

↘ Recruit effectively

Reduce time to hire

- The job specification library and collaborative workflow cut time to advertisement sign-off. Vacancies are immediately and automatically displayed on your organisation's website and external job boards, saving time and cost. Online applications provide better interaction with applicants and save re-keying of candidate information.

- You can attach your job packs and other documents to the advertisement or to emails, making significant savings on printing and postage costs.

- Killer questions and automated scoring significantly reduce the short listing workload and time to hire. Candidate management tools such as the interview diary and form letter generator help you to manage candidates efficiently through to appointment.

- The email alert and talent bank functionalities allow you to make the most of those applicants that have shown an interest in working for you.

Recruit clients

Recruit was designed specifically for the needs of public sector clients, our clients are located across the country, from Devon in the South West to Rotherham in the North East.
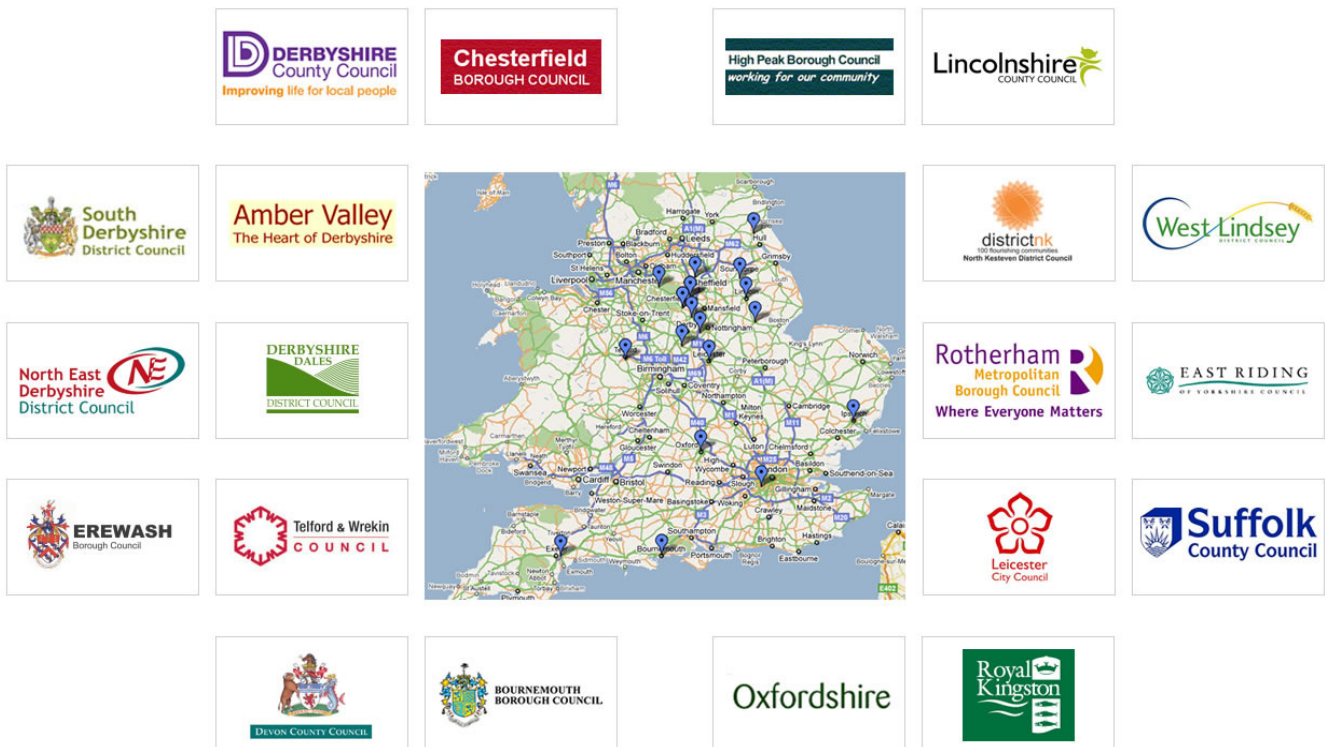
Easy to use

The new user interface uses the latest browser technologies, such as AJAX, to vastly improve usability and minimise page-refresh, offering a simplified, optimised workflow.

The personalised Dashboard allows each Admin user to include and highlight exactly what they want or need to see in the order it needs to be displayed in.

Colour coding makes it easier to highlight items, e.g. checks that need to be followed up.

Adding a job is a streamlined process which reduces training requirements for HR and managers that use the system. The ability to re-use previous job details, job descriptions and person specifications saves time and introduces consistency. Key information is always available. By using 'tabs' the need to scroll is minimised. Missing mandatory fields are highlighted and the position in the workflow can be easily seen in the left column.

Dates are always selected through a date picker and there is a spell-checker for web advert text.

Example Job Requisition, with attachments and workflow

Your personal dashboard, keeping you on top of your activities

Initiate the recruitment process

Recruit facilitates communication between all those involved in the recruitment process and provides tools and resources to make their jobs easier.

Overall control is implemented through the definable workflow which ensures that each step can be checked and signed off before moving on to the next one.

The Role Library provides users with access to pre-completed job details, job descriptions and person specifications to speed up the process and reduce re-keying. Other standard elements such as equality clauses, location details, provisional interview schedules and panel members can also be created and stored here. If a new role is required, it is simply created and added to the library.

Even the online application form can be stored here and, if necessary, be tailored to the specific job application.

Once all the necessary checks have been made, the ad can be assigned to the relevant media. In the case of online media, the information is published automatically on the specified date, while the system provides the ability to generate email-based orders for print advertising and other jobs sites.

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Approvals, add additional information

Job Template

Basic Job Details

DASHBOARD

IMPORT

HR System

Job Details
Job Description
Ad Details
Person Spec

DASHBOARD

Advertising Department

Personnel Department

Department Manager

Redeployees

Talent Pool

Media Export

Job

Live Job

Send out Job Packs
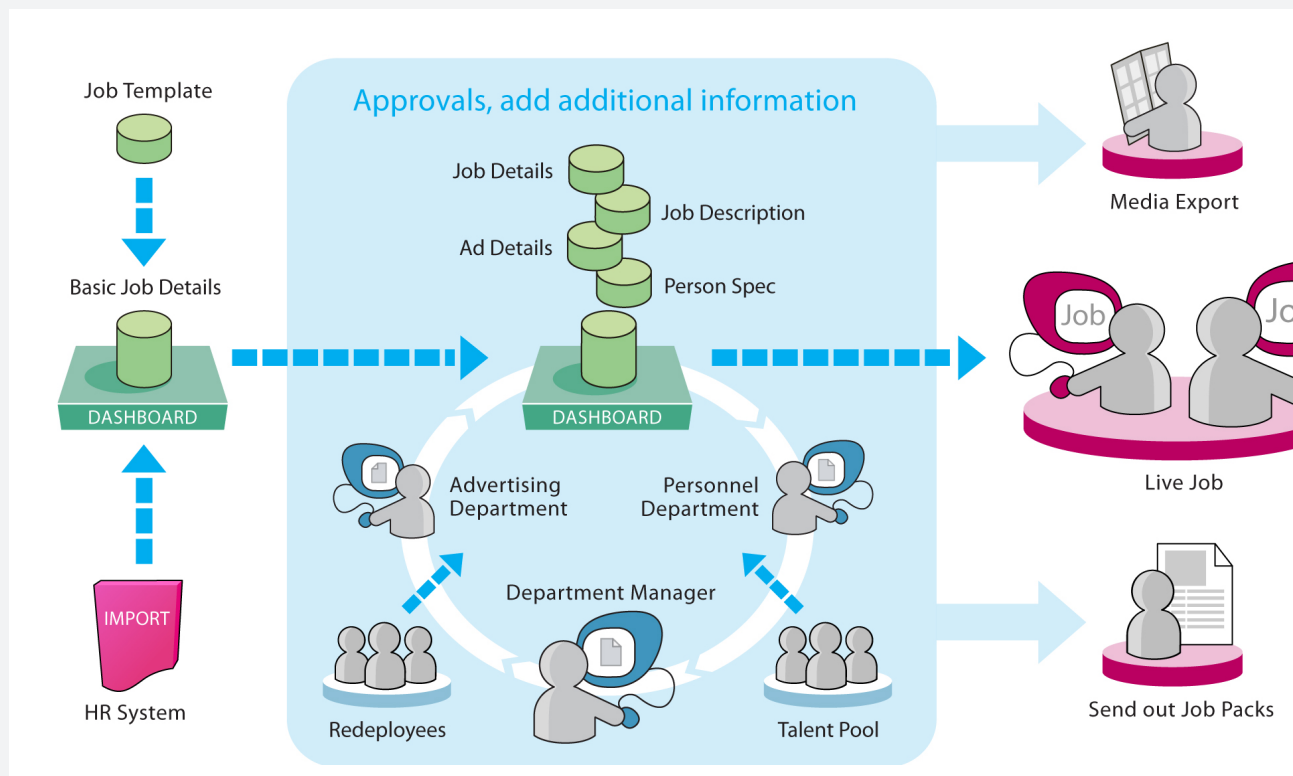
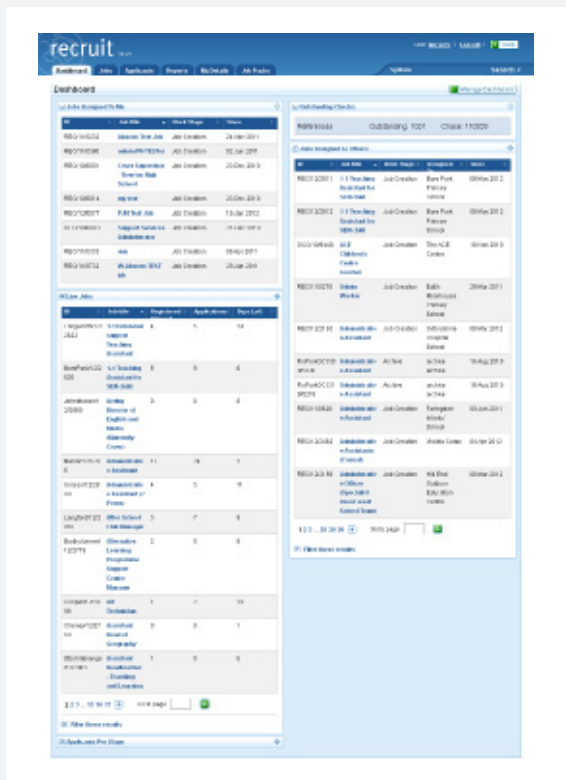Recruit's personalised "dashboard" is the key to ensuring that each member of staff involved in the process is clear on what they need to do. Communication between departments is proactive – when authorisation is required the item will appear in the authorising manager's dashboard, and a notification email will be generated.

Tracking applications status per job

Publish vacancy – the web site

Publish jobs on your corporate website

Abacus has designed some of the most sophisticated sites around, for clients like Times Education, and we can develop your job site to meet your specific needs, The creation of a dynamic and effective jobs section within your organisation's website is key to maximising the value of the Internet as a channel to attract and process candidates. This in turn can reduce your spend on advertising and recruitment consultants.

Recruit provides a range of website functionality modules that will become an integral part of your website. A typical implementation will provide a search facility allowing users to find jobs that match

Key features

- Flexible requisitioning workflow
- Advert order placement
- Internal advertisement
- Extensive Redeployment management
- Media selection
- Role Library
- Job Details
- Job Description
- Person Specification
- Advertising details

Easy to use and helpful application forms

their interests. Additional interactive elements can also be provided, such as an optional email alert matching users' interest profiles.

Recruit will also support RSS and other job feeds such as JGP and Broadbean, widening your publishing reach.

Recruit supports registration so that users can access personalised information, such as partially completed forms, that they might be working on, finished forms and the interview diary.

The job advertisement

Online job advertisements can provide as much information about the post as required. A number of links from the summary allow the user to access detailed job descriptions and person specifications for the post as well as other generic information (such as Application Form Notes, Equal Opportunities and Company information).

The aim is to provide the applicant with a comprehensive resource in order to make the application process as smooth and as transparent as possible and reduce queries. Additionally, extensive cost savings can be achieved through reducing print and postage costs associated with offline advertising..

Email alert sign-up

Potential applicants can save job search profiles and sign up for an email to alert them when new vacancies matching their requirements are posted.

This makes the service more proactive and develops a potential candidate list as well as providing a reason for users to come back to the site. This concept can be extended to provide a regular email newsletter to extend the relationship with prospective candidates.

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Panel scoring

Online applications

Offline applications

Sifting & Assessments

Testing & interviews

Online references

Checks

Communication & booking

Contract creation

Applicant export
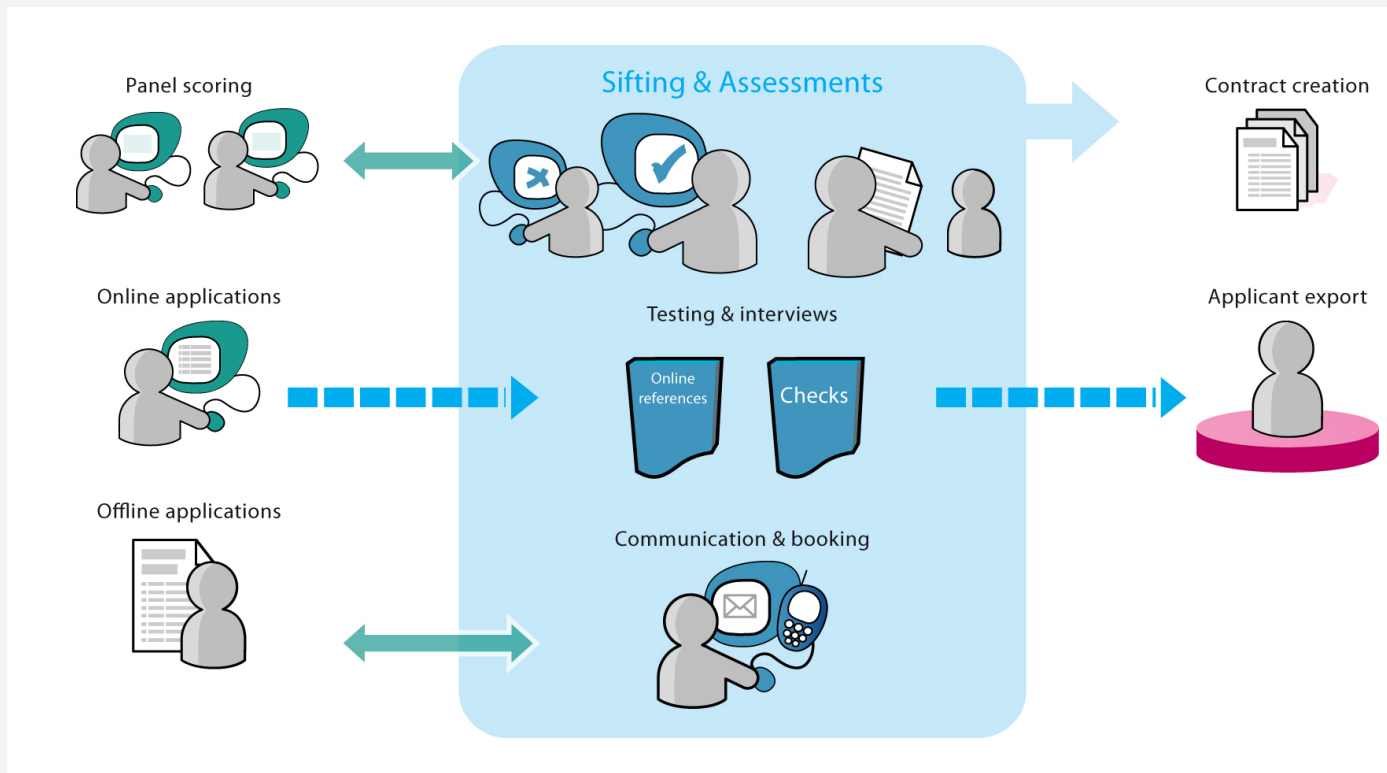
Shortlist

Recruit provides an efficient tool for management of the application process.

Workflow can be defined for each type of job, and each stage is recorded in the applicant history. This ensures that post-application processes are consistent and documented.

All applications will appear on the recruiting manager's dashboard. From here the applications can be moved through the agreed steps using a range of tools where necessary, for example automated scoring can be built into the application form, and further scoring can be applied based on the manager's assessment. These scores can be used to filter the applicant list and show the best candidates.

Note that the display of sensitive information, related to equal opportunities, can be suppressed on the screens of non-HR managers.

So initial short listing can be carried out using the scoring tool; emails or letters may be sent automatically to applicants, individually or in groups according to scores or selection, and mail merge tools allow efficient communication with all applicants by email or letter if necessary, and the checks tool helps staff track reference requests and other required documentation.

The interview diary function allows managers to set up interview slots and then make this information available within a password protected area on the site to allow the candidates to book an appointment.

If applicants call in for a progress report, they can be located easily through a flexible search screen. Equally this facility can be used to view details of, for example, a list of all candidates who are at the first interview stage.

A simple applicant status report can be included in the applicant homepage to keep applicants updated on where their application is within the process.

Key features

- Configurable short listing workflow

- Scoring and other short listing tools

- Applicant communication tool

- Applicant Search

- View full application details

- Import offline vacancies

- Export data to the payroll or personnel system

- Optional workflow steps for online assessment, such as psychometric testing

- Reporting and statistics

The post-application "dashboard" provides system users with all of the tools necessary to quickly assess all candidates, create a shortlist, organise interviews and, ultimately, to generate the offer and employment contract.

The dashboard can also give a top-level snapshot of work in progress, highlighting any bottlenecks and enabling intervention.

Applicant checks and offer

Abacus has developed a CRB checking management extension. It is available as part of the integrated system or as a stand-alone module, and further enhances the already comprehensive recruitment solution.

The CRB module allows the whole CRB approvals process to be tracked. The system can record all key dates in the check such as receipt of form from candidate, date of first check; date sent to CRB, date received from CRB and the outcome. It can also track the type of check (Working with

Children, Volunteer etc), level of disclosure and each counter signer. The system will also alert users when staff need to be re-checked.

In a similar way the system supports the storage and management of applicant references, and this can be varied by job type (so enforcing checks over all employers over the last 5 years where the job involves children, as an example.

Reporting and analysis

Feedback from the Recruit system can be used in many ways, including both specialist diversity and media monitoring and a standard report generator, and monitoring data effectively is key to ongoing process improvement. The new KPI report provides high level intelligence, and vital statistics by department and media reports can be used to measure the effectiveness of different approaches. The total number of ads and applications on the system is also available.
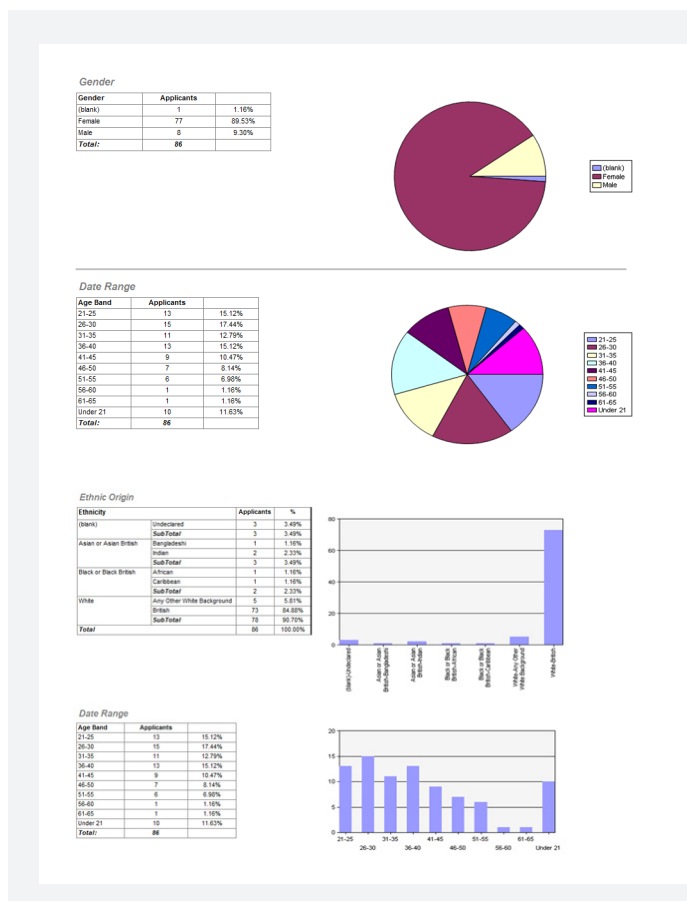
Some reports are available in graphical form

More detailed reporting is available through the report generation tool which covers two types of data:

Reports available by combination of criteria:

- Post title
- Post ID
- Date range
- Job Term
- Job Stage
- Job Type
- Appointment Type
- Allocated to
- Created by

Level of details can be changed:

- by Occupational Group
- by Department
- by Department and Business Unit

Breakdown of applications by:

- Source of application
- Ethnic origin
- Religion
- Disabilities

Recruit also provides as standard, interfaces to Crystal Reports and Business Objects where additional reporting may be required by a user.

Abacus e-Media Recruit to Pse interfaces

Abacus e-Media Recruit

Hierarchy
Daily batch processes
Users

Pse
HR & Payroll
Module

Online form completed by Manager

New starters

Job ID

Direct login
Jobs
Individual user triggered actions
Sucessful applicants

Yourself
Self Service
Module

System integration

Recruit can be integrated with any HR system to eliminate duplication of data when setting up jobs that have previously been approved in the HR system and to transfer back details of successful applicants. A graphical representation of the complex integration implemented between Recruit and the Northgate HR as implemented at Rotherham is shown below but more commonly Recruit would simply export candidate information to the HR system on appointment.

Recruit also has standard integrations with a number of job board technologies, such as JobsGoPublic, Madgex and Broadbean.
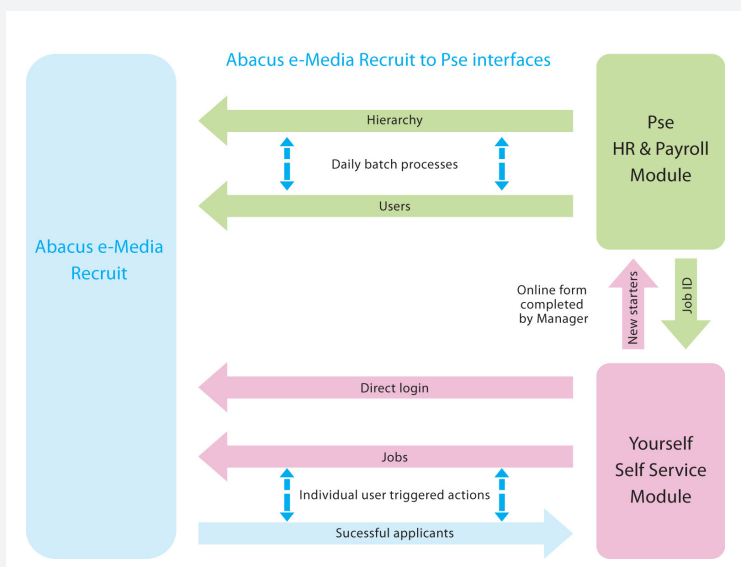
About Abacus e-Media

Abacus e-Media is a leading supplier of online services to both public sector and media clients, specialising in recruitment management and content management solutions for internet, intranet and extranet services. We offer consultancy, design, technical implementation and hosting, and have developed some of the UK's top-rated and award-winning web sites.

Recruit was developed by Abacus, and our technology underpins high volume sites like www.tes.co.uk (40 million page accesses per month at peak times) as well as 30 plus local authority job boards.

We can provide you with the experience and resources to make sure that you maximise the effectiveness of Recruit. Our team has a range of skills from award winning web designers to e-recruitment consultants. Most importantly, we ensure that your recruitment needs are fulfilled by the solution that we provide.

Some of the UK's most successful recruitment sites have been developed by Abacus e-Media.
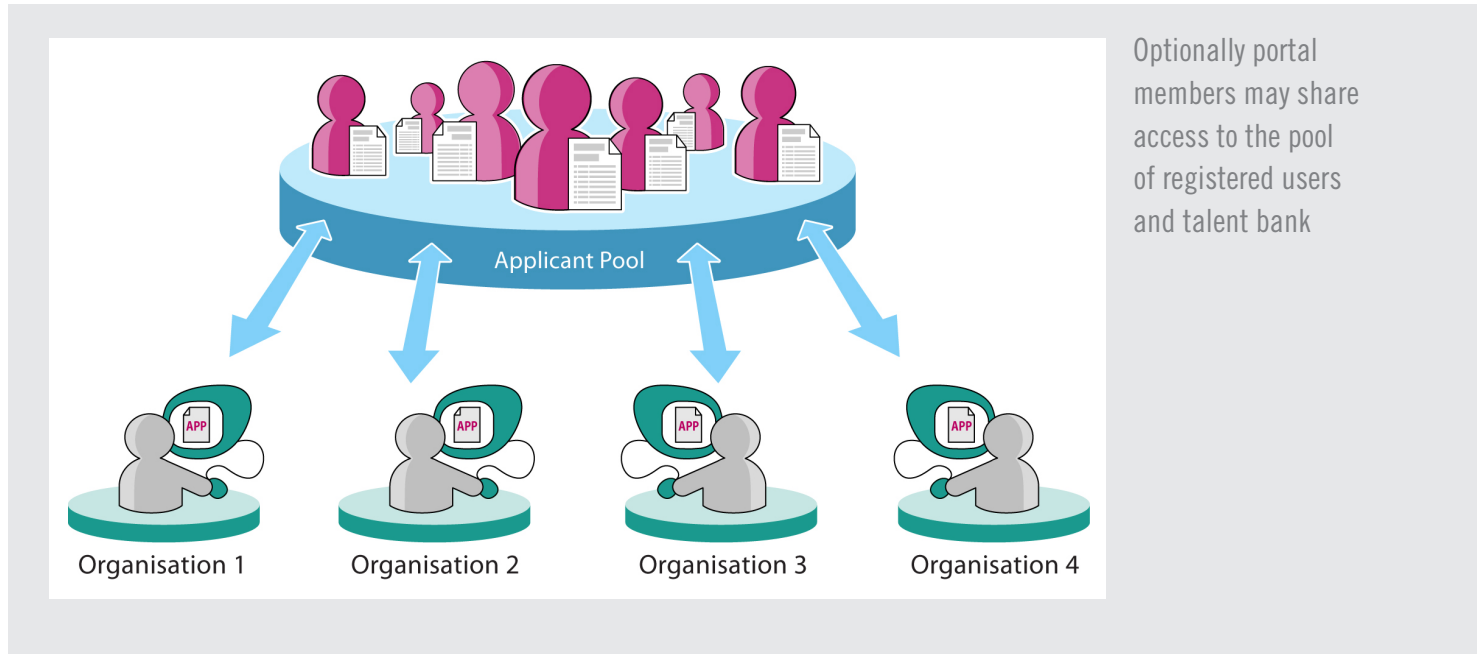
Our Recruit clients include:

- Bournemouth Borough Council
- Derbyshire County Council
- Devon County Council
- East Riding of Yorkshire Council
- Leicester City Council
- Lincolnshire County Council
- London Borough of Croydon
- London Borough of Lewisham
- Oxfordshire County Council
- Poole Borough Council
- Rotherham Metropolitan Borough Council
- Royal Borough Of Kingston upon Thames
- Suffolk County Council
- Telford & Wrekin Borough Council

The technical platform

Abacus e-Media chose the current standard Microsoft product environment, Microsoft.Net to guarantee a truly "open" and futureproof development platform.

Administration users can work with any up to date web browser, and Recruit sites are accessible and support all common browser types.

Recruit 5 is built on a new architecture that provides increased security and allows easy integration with HR systems (and other third party products). The framework has been taken from existing successful Abacus products in the media and publishing sector that support web sites with up to 40 million page impressions per month.

Recruit 5 is available as a hosted service (a 'cloud' application) and has been tested in this environment as part of the Government G-Cloud initiative. The service, now supporting a number of our clients, is hosted in full disaster recovery conformant primary and secondary data centres by our ISO27001 information security compliant hosting partner. This allows updates to be made more frequently and to minimise ongoing support costs, but it is also available for installation on an organisations own servers.

⬊ Recruit effectively

This Service environment is optimised for sharing services, allowing councils to easily, flexibly but securely create shared portals, providing cost savings and increasing traffic.

Applicant Pool

Organisation 1   Organisation 2   Organisation 3   Organisation 4

Optionally portal members may share access to the pool of registered users and talent bank

Discover the difference we make

At Abacus e-Media, we strive to deliver the best technical solution that meets our client's commercial requirements. Our software products and digital solutions are designed, developed and supported by experts in their fields. We engage in the full project lifecycle from inception to project delivery, and offer a range of client services that permit us to develop long and beneficial relationships with our clients.

More information

If you would like more information about Recruit v5 please contact us on:

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