



Frontier Software

eR²¹: Recruitment Administration and e-Recruit

Streamline your recruitment process and guarantee access to the best candidate, faster and at least cost

eR²¹ creates an e-Recruitment Internet environment for your organisation and performs many of the recruitment activities traditionally undertaken within the HR office. Frontier Software's internet-based recruitment system leads the way in functionality, with powerful, yet easy-to-use features, so that you can take advantage of the huge benefits of online recruitment.

With your own e-Recruitment solution you can:

- Create, publish and send offers, emails or any other correspondence via the internet
- Allow data capture to be initiated by candidate
- Maintain a complete application history
- Query all applications
- Schedule reports daily
- Streamline processing
- Improve service levels and workflows
- Save on time and recruitment costs and achieve a fast Return On Investment (ROI)
- Track your candidates at every stage – including interviews and medicals
- Transfer successful applicants to employee status with minimal data entry
- View candidates immediately in your HR system
- Screen applicants automatically
- Maximise the use of your website
- Track and manage vacancies
- Secure candidate and vacancy data
- Maintain vendor details selected by you to help with recruitment requests



Search for your vacancy and view the job description online.



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Select the right candidate first time with quick and easy access to applicant / vacancy databases – plus extensive options for graphical analysis

An integrated e-Recruit solution

Display job vacancies, accept and process candidate applications online and incorporate these procedures into your existing HR system. eR²¹ integrates seamlessly with the chris²¹ database to provide features such as mail-merge, report scheduling and group emailing – making your recruitment process a breeze.

Identify and log vacancies into categories, grades and classifications. eR²¹ can display this information instantly to reveal current and historical vacancies. Management reports detailing who, and how many applicants applied, plus all associated costs, complete the workflow process.

Candidates can search your organisation's eR²¹ database for job vacancies and enter their own personal data when applying. These details are integrated automatically into the chris²¹ recruitment module – so the entire recruitment process is recorded and tracked from start to finish.

For job candidates, it's as easy as surfing the net. Applicants can:

- Identify vacancies
- Notify availability for interview
- Enter reference details
- Update information captured previously
- Submit applications
- Enter skills and competency self-scoring
- Provide medical / health information

And when you appoint a candidate, their details are transferred directly into the chris²¹ HR module. A great saving in administrative time.

Comprehensive graphical analysis

Conduct powerful graphical analysis on data held within the eR²¹ database at the touch of a button using the chris²¹ range of graphical tools and other business reporting products. These will perform time-comparative analysis and employ drill-down techniques to identify strengths and weaknesses in the recruitment campaign.

Furthermore, with eR²¹, you will be able to determine exactly how much a recruitment campaign will cost and identify best-fit advertising campaigns.

eR²¹ can also be used in conjunction with other products, such as ExcelTM, to produce pie charts, bar charts and line graphs for further management analysis.

A simple approach to data entry means applicants are not confused.



Applicant management

Track both external candidates and existing employees with just a click of an icon. eR²¹ incorporates easy-to-use forms for entry of biographic data – from linguistic skills to previous work history. This data complements the various stages of recruitment and help you to make an informed candidate selection:

- **Base information (name & address etc.)**
- **Vacancy applied for**
- **Personal and working references**
- **Skills and competencies**
- **Education and qualifications**
- **Prior work history**
- **Health and medical events**
- **Photographs**
- **CVs**

Flexibility is paramount and any recruitment event relating to either the vacancy or applicant are controlled entirely by the user.

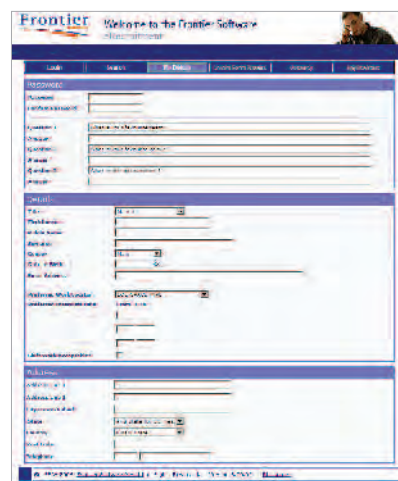
Auto selection

Automatically select candidates who best fit the vacancy in accordance with your business rules. This minimises the cost of recruitment by ensuring that you hire the right person appropriate for the vacancy – a vital feature in situations where a high volume of CVs and applicant information is received.

Extract data and display results on screen using the powerful eR²¹ query facility. It's easy to use and you can identify applicants to be processed for the next stage and fine-tune candidate selection at any time. eR²¹ creates a full summary of diary events that are maintained after every action.

Typically these actions could include:

- **Application acknowledgements**
- **Rejection letters sent**
- **References checked**
- **Interview times confirmed**
- **Applicants sent for medical**
- **Acceptance letters issued**
- **Emails sent to campaign managers**
- **Interview dates & times scheduled directly into Microsoft Outlook™**



Password control ensures security.

Interviews and appointments

Set and manage the interviewer's schedule, display dates and times and plan future activities with the schedule report / enquiry facility. The eR²¹ database maintains a complete history, regardless of whether the successful applicant is new to the company, or an existing employee.

Once a suitable applicant is appointed, their data can be transferred automatically from the recruitment module into the chris²¹ HR module – saving time and eliminating duplication of data.

Letter writing

Issue single letters, or in bulk, throughout all stages of the recruitment process. eR²¹ provides an interface to Microsoft Word™ – you just point, click and select the data you require.

Photographs may be scanned and attached directly into the eR²¹ applicant database. Original letters can also be scanned and retrieved using your chosen word processor.



Reporting / enquiries

Enquire and report on all information held within eR²¹.

chris²¹'s advanced and easy-to-use Report Designer allows you to analyse advertising campaigns, vacancy costing and skill / competency matching, as well as monitoring equal opportunities with minimal effort. Other features include:

- **Vacancy requisition and authorisation**
- **Budgeting and cost control**
- **Vacancy working shift patterns**
- **Schedule interviews**
- **Campaign management**
- **Applicant status**

What's more, eR²¹ ensures that recruitment campaign managers only have access to information according to their user privileges (as specified by head office or divisional management). The status of a vacancy can be viewed at any time, so managers can track progress and suitability of candidates based on:

- **Self-service scoring**
- **Skill matching**
- **Equal opportunities data**
- **Medical history**
- **Hobbies and interests**
- **Automatic selection**

You can choose what is displayed.

Vacancy management

Regardless of whether they are applying for a specific or unsolicited vacancy, applicants will require a detailed job description and this is available at any time. A campaign or business manager will always require business intelligence relating to the vacancy and by utilising specific forms or the Report Designer, answers are easily provided.

Financial information pertaining to costs and budgets can be maintained, enabling meaningful data analysis to be obtained easily and effectively.

Vacancy requisition

With eR²¹ you can create a vacancy requisition prior to publishing the vacancy. Simply enter details regarding this vacancy and it will be automatically passed to the appropriate person who is to approve the vacancy using the workflow rules. Information such as title, date to be approved, costs and reasons for the vacancy are just some of the data items. The flexibility of this module allows you to add additional data items at anytime.

Applications

e-Recruit will take information that has been entered within this web-based application and treat it as external to that of the organisation. Existing employees may also apply and their request can be made within HR21: Employee & Manager Self Service. At any time, an applicant will be able to identify exactly the status of their application.

User flexibility

Imagine changing our e-Recruit module to meet your business needs. With the supplied form designer you can add new fields, delete fields no longer required or change existing fields. Of course, our security facility is used to identify if you are allowed to perform what is called 'user customisation'.