



Recruitment Management



Publish vacancies online, screen candidates, streamline communications and manage your complete recruitment process, from sourcing to selection, with ease

Manage recruitment the simpler way

In-recruiting is a cost-effective online recruitment solution that's designed to streamline your complete recruitment process. It combines applicant management with automatic online posting to your own website and a range of leading free job boards, so you'll not only cut down on admin, but find it simpler to attract more candidates too.

Create multiple vacancies

With *In-recruiting* for Cezanne HR, you can set up as many job vacancies as you need, each with their own descriptions, publication and close dates, document attachments and tailored application forms, if required.

You'll be able to include qualifying questions, such as right to work, to help with screening, and publish vacancies in different languages on different websites.

Publish vacancies for free

Once set up, *In-recruiting* automatically posts your vacancies to your website(s) and, optionally, to more than a dozen of the leading free job boards at no extra charge. As vacancies reach their expiry date, they are automatically removed from your website and the job boards, so you won't need to chase up out-of-date listings.

Advertise on social media

It's simple to take advantage of social media too. As well as allowing you to publish vacancies on your company Facebook page, *In-recruiting* automatically creates a dedicated link for each vacancy, which can be shared through your personal LinkedIn page, company Twitter feed, Google+ page, or via email. It's the easiest way to ensure you reach the widest possible audience without spending a penny more than you need to!

Screen and short list candidates

The full details of every candidate who applies online are automatically saved to your own, secure, searchable applicant database. You'll be able to qualify candidates using scoring against the questions you set, and screen applicants using multiple search criteria - even down to their journey to work - so you can build short lists faster.

Searches can be saved for future use, and automatic alerts triggered when new applications meet your selection criteria for a specific role; an invaluable feature when competition for talent means you need to move fast.

Confirm interviews and offers

Once you've identified the candidates you want to talk to, confirming interviews is straightforward. Just select the appropriate interview type, people involved, date and time, and trigger confirmation emails with all of the relevant information. Emails to unsuccessful applicants are just as easy to manage. A record is kept of what was sent and when, so you can check history at any time.

Build a candidate pool

Applicant information, including any documents they've uploaded, is automatically stored in your own database. You'll have the option to search your candidate pool to see if you've a match any time you have a new vacancy to fill.

Connect with candidates

Once an applicant has registered with you from their PC, Mac, tablet or mobile, they'll have their own fully functioning candidate portal. This lets them keep track of emails and interview invitations, update their own information and even share job descriptions with friends via email or social media.

Benefit from integration

As an HR administrator, you can go directly from Cezanne HR to *In-recruiting* without having to re-enter your login details. And, once a candidate has accepted a job offer, you won't need to re-key all of the information either. Simply click a button and key data is automatically transferred to your Cezanne HR *People* module to save you time.

Comprehensive and configurable

RECRUITMENT FEATURES

- » **Multiple vacancies:** create as many job openings as you want, each with their own description, attachments, pre-qualifying questions and application forms (if required)
- » **Configurable application process:** opt for a simple CV upload, or set up qualifying questions or application forms associated with specific vacancies
- » **Editable emails:** define your own personalised communication emails for every step of your selection process
- » **Online posting:** publish vacancies on your website, and free job boards. Share application-specific URLs across social media
- » **Select and score:** review, score and short list applicants based on your own criteria
- » **Email communications:** trigger emails to applicants as candidates progress through your selection process
- » **Feedback capture:** centrally record comments from reviewing managers
- » **Candidate pool:** automatically build a searchable database of potential employees
- » **Candidate portal:** allow candidates to update their details and stay in touch via personalised portals
- » **Dedicated dashboards and reports:** see applicants, sources and candidate status
- » **Document attachments:** upload and store supporting documents

GENERAL CAPABILITIES

- » **Built for the Cloud:** like Cezanne HR, *In-recruiting* has been built to take advantage of the latest web and mobile technologies
- » **UK & international:** post vacancies in multiple languages at no extra charge
- » **Integrations:** *In-recruiting* is integrated with Cezanne HR, and a host of free UK and international job boards, including Indeed, Glassdoor and Trovit
- » **Regular updates:** automatically benefit from the latest features as they are released
- » **Connect from anywhere:** use from your PC, Mac, tablet or smartphone
- » **Document attachments:** upload and securely store supporting documents
- » **Transparent pricing:** for Cezanne HR clients, *In-recruiting* is priced in the same way as the rest of the Cezanne HR suite. Check out the subscription fees on our website
- » **Fast to deploy and easy to manage:** our expert team can help you get up and running with the *In-recruiting* module in just a few days

Visit our website to find out more about how we support you.

About Cezanne HR

We've built something special at Cezanne HR; a powerful, configurable HR software solution that's simple to deploy, easy to manage and remarkably cost-effective, whatever the size of your business. As a team we've a long track record of delivering successful HR solutions to businesses worldwide. We've worked with companies of every size and across every business sector. That's why we decided from the very start to build an exceptionally robust and scalable SaaS platform for human resources management which, like our customer community, is growing all the time.

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