

Recruitment Management



Manage your complete recruitment process with ease, from sourcing to selection.



Revolutionise recruitment

Reach candidates faster, reduce administration and streamline your complete selection process with powerful, integrated online recruitment software.

Sold and supported by Cezanne HR, In-recruiting is a specialist recruitment solution that combines fast, easy online job posting with sophisticated applicant tracking to provide a better and more-cost effective way to manage recruitment.

Create multiple vacancies

You'll have the freedom to set up as many job vacancies as you need, with descriptions, document attachments, publication and close dates, and choose between tailored application forms or simple CV upload.

You can include qualifying questions to help with screening, such as right to work or specific qualifications, and publish vacancies in different languages on different websites.

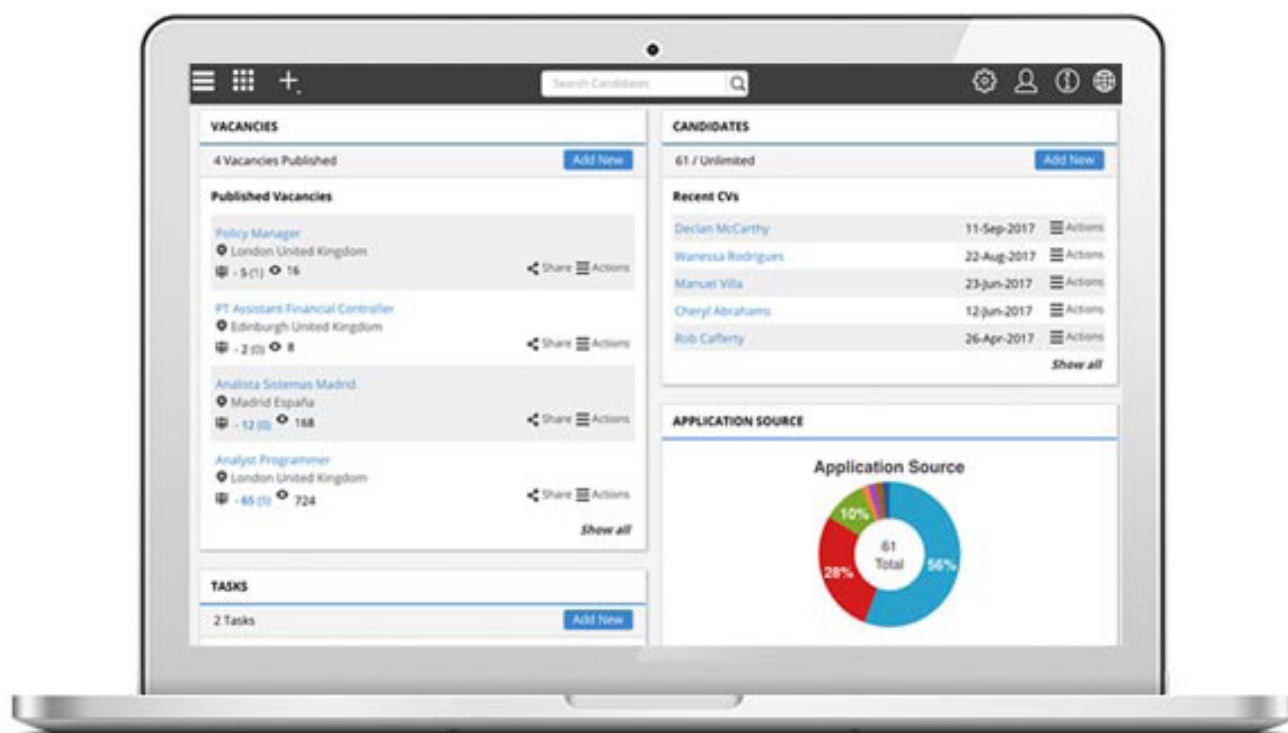
Publish online for free

Once you've created your vacancies, it takes just a click to post them to more than a dozen of the leading free job boards at no extra charge. Automatically adding vacancies to your company website is equally straightforward. You can either embed code in your existing careers site, or set up new pages using the feature in In-recruiting.

As vacancies reach their expiry date, they are automatically removed, so you won't need to worry about out-of-date listings.

Advertise on social media

In-recruiting also makes it simple to take advantage of social media. Vacancies can be published to your company Facebook page and, because In-recruiting creates a dedicated link for each vacancy, promoted via your LinkedIn page, Twitter feed, Google+ page or email. It's the easiest way to reach the widest possible audience without spending a penny more than needed!



Screen and shortlist candidates

As candidates apply online, their details are saved to your own, secure, searchable applicant database. You can qualify candidates using scoring against the questions you set, and filter applicants using multiple search criteria, so you can build shortlists faster.

Searches can be saved for future use, and alerts triggered when new applicants meet your selection criteria. It's an invaluable feature when competition for talent means you need to move fast.

Simplify communication

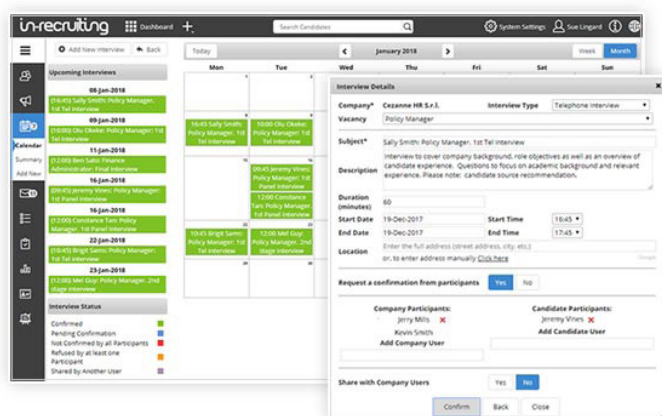
Once you've identified the candidates you want to talk to, confirming interviews is straightforward. Just select the appropriate interview type, people involved, date and time, and trigger confirmation emails with all of the relevant information. Job offers, or emails to unsuccessful applicants, are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

Build a candidate pool

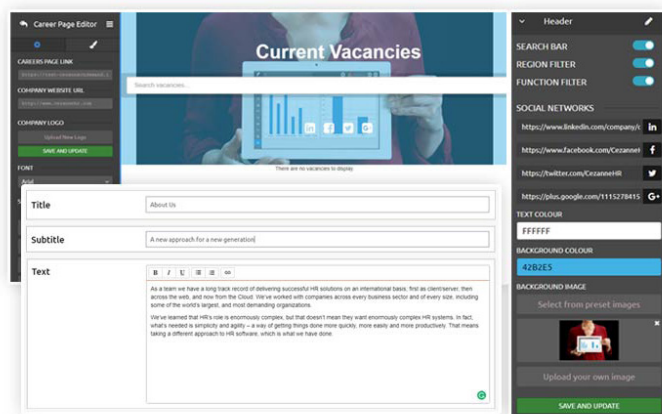
Applicant information, including any documents they've uploaded, is automatically stored in your own database. You'll have the option to search your candidate pool to see if you have a match any time you have a new vacancy to fill.

Enable GDPR compliance

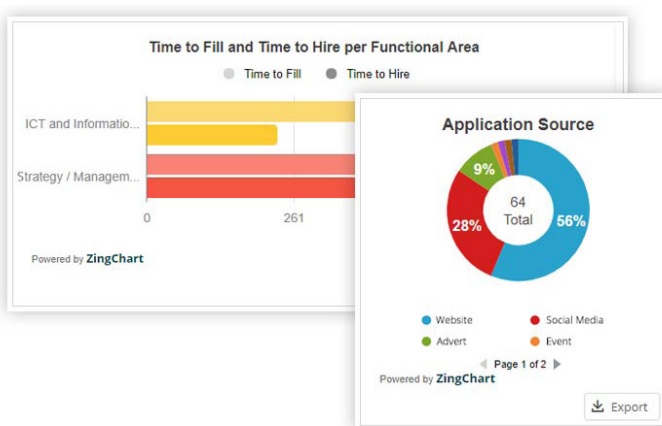
With In-recruiting, privacy statements are easy to keep up to date, and consent from candidates can be requested and tracked. Importantly, you'll be able to configure data retention policies to help ensure candidate data is deleted or anonymised in line with legislative requirements and your company policies.



Streamline communication and centralise applicant data.



Build new career pages or publish vacancies to your website.



See key metrics to help track and improve recruitment.

Features overview

- **Vacancy manager:** set up as many job openings as you want, each with their own description and attachments
- **Configurable application process:** opt for a simple CV upload and/or set up qualifying questions or application forms associated with specific vacancies
- **Privacy statements:** include privacy statements and consent boxes as part of the application process
- **Editable emails:** define your own personalised emails for every step of your selection process
- **Online posting:** publish vacancies on free job boards, and share application-specific URLs using social media
- **Career pages:** automatically post vacancies to existing career pages or set them up using In-recruiting's career page builder
- **Select and score:** use advanced search features to select, review, score and shortlist applicants based on your own criteria
- **Automated communication:** trigger emails to applicants as candidates progress through your selection process
- **Calendars:** easily keep track of booked events
- **Feedback capture:** centrally record comments from reviewing managers
- **Candidate pool:** build a searchable database of potential employees
- **Data retention:** set rules to help with your own GDPR compliance
- **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
- **Built for the Cloud:** like Cezanne HR, In-recruiting has been built to take advantage of the latest web and mobile technologies
- **UK & international:** powerful global features and multiple languages are included at no extra charge. Please see our website for available language translations
- **Comprehensive & configurable:** designed to cover the complete recruitment cycle, and be set up to fit around your requirements
- **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:** benefit from free, seamless delivery of the latest features so you never get left behind
- **Easy to use:** for HR administrators, reviewers and candidates
- **Connect from anywhere:** use from PC, Mac, tablet or smart phone
- **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](#)
- **Secure infrastructure:** GDPR compliant and hosted by world-leader AWS within the European Economic Area
- **Fast to deploy and easy to manage:** our expert team can help you get up and running in no time at all.

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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