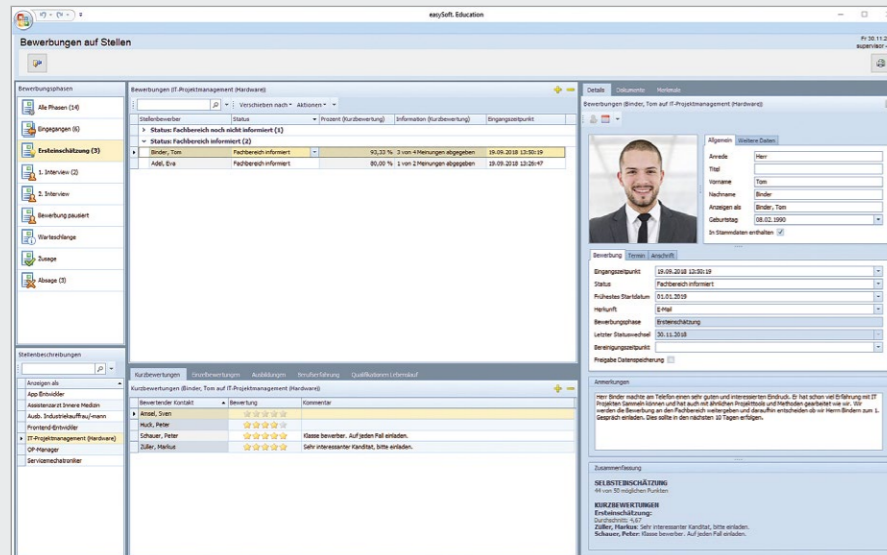# easySoft®

Customized E-Recruitment –
Impress your Applicants

① CUSTOMIZATION
> Our solutions are adapted to your processes, not vice versa. Define different phases and enter forms and guidelines. Time savings included.

Define new positions, enter all job specifications and requirements and post internal and external job advertisements according to your own personal requirements. Staggered internal and external publication is made just as easy as candidate assessment.
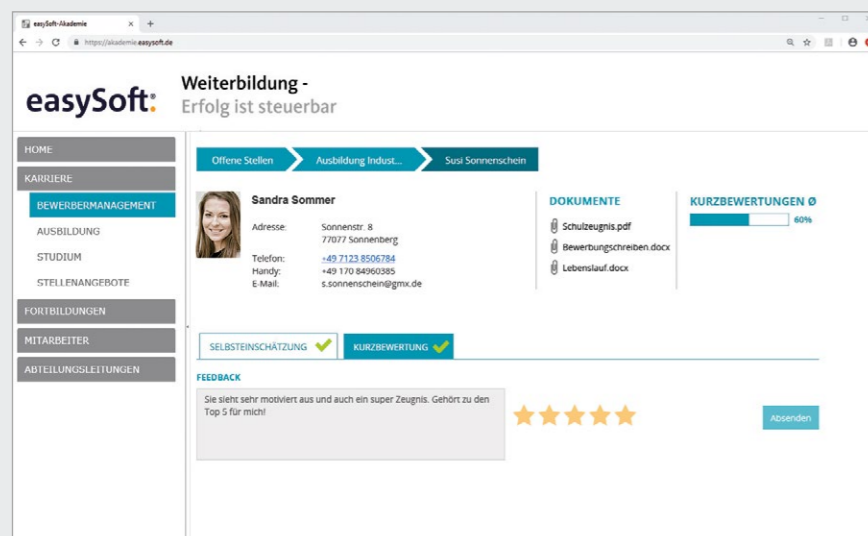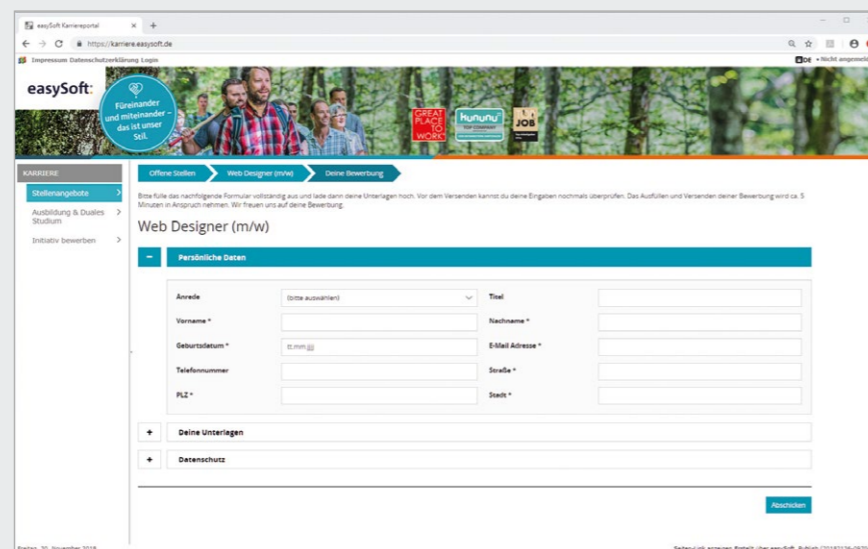
The customized online form guides applicants through the recruitment process with ease. In order to simplify candidate selection, you can also include an applicant self-evaluation in the recruitment process. This allows you to rank the applications as soon as you receive them according to your criteria.

Further highlights include the action buttons that accelerate the process and facilitate communication. For example, you can invite all highlighted applicants to a job interview with an e-mail template and the simple click of a button. Making applicant data available online for selected departments also simplifies the process. The departments can assess the candidates and provide candid feedback accordingly.

> Job description with all job specifications and requirements
> Free design and publication
> Staggered internal and external publication
> Online application with résumé/CV upload (CV parsing) through Xing and LinkedIn integration or with a custom-designed form
> Self-evaluation according to the criteria you specify (optional)
> Shorter processing times and facilitated communication using the action buttons
> Online availability of applicant data for the selected department
> Communication with HTML e-mail templates

② CONVINCING
> Your applicants see a clear, concise and easy-to-use interface. Impress them at first glance.

③ DEPARTMENTAL ACCESS
> Authorized persons or departments can access the applicant data and provide feedback to HR. Amaze your recruiters.

01.2020

easySoft. GmbH – Software for education management and human resource development

Head Office
Konrad-Zuse-Weg 2
D-72555 Metzingen

Customer Center
Pforzheimer Straße 64
D-75015 Bretten

Telephone: +49 7252 5833-0
Fax: +49 7252 5833-199

www.easysoft.de
info@easysoft.de

Recruiting Management –
Find the Right Person for the Job with Ease

Multiposting on up to 200 job boards

1. Define processes and levels

> Define company-specific recruitment process
> Enter any number of phases with intermediate steps
> Create and assign communication and assessment forms
> Determine assessment criteria
> Create your own features

See screenshot ❶

2. Define job advertisement

> Define the job advertisement freely
> Determine recruiting teams/departments
> Link the contact person
> Provide an image to include in the advertisement header

3. Online recruiting

> Free design of the recruitment board – adaptable to your corporate design
> Simplified application option with data transfer from LinkedIn or Xing profiles, résumé/CV upload (CV parsing)

See screenshots ❷

4. Self-evaluation

> A self-evaluation can be attached to the job application form (optional)

This allows you to target information on experience and qualifications

5. Transfer applications

> Transfer applications to the system quickly and easily by e-mail with CV parsing – eliminate transfer errors
> Send the self-evaluation with mail merge feature (optional)

6. Candidate selection

> Access to all relevant information provided by the departments on the candidate
> Feedback to HR to initiate the next phase as a basic principle in the decision process
> Custom-designed assessment forms and interview guidelines

See screenshot ❸

7. Communication

> Mail merge templates for informing the department and multiple applicants, also where different positions are concerned (ex. invitation to job interviews, drawing up contracts, etc.)
> Fall-back function: for applicants without an e-mail address, letters will be automatically printed accordingly

8. Reports and Evaluations

> Comprehensive statistics, evaluations and reports facilitate the selection of top candidates
> Customized reports can be shown in the dashboard

| Definition | Data entry | Publication | Self-evaluation (optional) | Transfer | Selection process | Templates | Decision-making tools |