

# RECRUITING MANAGEMENT

*Recruiting Management* offers advanced tools to assist recruiters and hiring managers with the entire hiring process, beginning with requisitions, sourcing, applicant tracking and management and interviewing to job offer.

## STREAMLINE THE RECRUITING PROCESS

Recruiters will have detailed information about each applicant, as well as information about where any applicant is within the process, at any point in time.

Recruiting transforms applicant resumes sent via email, or submitted via your web site, into applicant data. Applicant records are automatically populated with key fields, including name, address, skills and education.

## COMPANY BRANDING/PERCEPTION

As part of the process, applicants are sent a “resume received” email with additional instructions specific to your company and hiring procedures.

Recruiting lets you track detailed position and requisition data for all company openings. It supports both job and position control methodologies.

## QUICKLY FIND THE BEST CANDIDATES

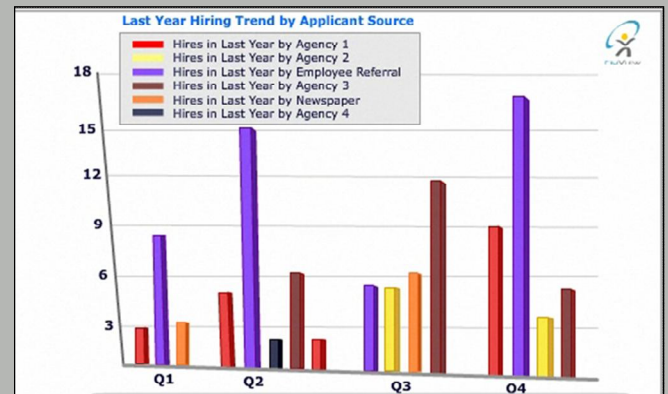
Detailed requisition budgeting provides excellent cost analysis on your recruiting effectiveness.

Recruiting will match applicants and positions based on required skills, identifying the best applicants and significantly reducing the time spent in the qualification process.

Recruiting generates all types of correspondence, including “resume received”, invitations for interviews, job offer letters and other communications.

## HIGHLIGHTS

- ✓ Post jobs to company website and/or job boards
- ✓ Apply screening questions (with CSS) to Requisitions.
- ✓ Search internal and external candidates
- ✓ Creates “Best Match” ranking of candidates
- ✓ Assists with scheduling interviews
- ✓ Offers the convenience of “one-click-hire”, so the information doesn’t need to be entered again
- ✓ Generates required EEO reports to help you stay in compliance and review your diversity programs



**Applicant Interviews**

Applicant: Boyer, Elizabeth Resume: [View]

General | Questions

Event Id: 1stint (First Interview)

Requisition#: 12411 (Software Developer)

Interview Date: 06/20/2009

Interview Start Time: 10:00:00 am

Interview End Time: 11:30:00 am

Interviewer: 498 (Atlas, Dennis)

Scheduler: 9582 (White, Tom)

Interview Results: 1st Round Interview Scheduled



# FUNCTIONAL AREAS COVERED

## RECRUITER

- Resume loading and parsing
- Auto populates key data fields
- Tracks prior employment and skills
- Applicant interview scheduling
- Auto generate notifications
- Track requisition status
- Desirability index and information index
- Optional Candidate Self-Service

## HR MANAGEMENT

- Create requisitions for jobs or positions
- Track requisition budgets
- Review applicant statuses by requisition
- Track skills required for each requisition
- Perform “best match” on requisitions
- Correspondence and interview tracking
- “One-click-hire”- no re-keying!
- Recruiting Metrics

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## ABOUT NUVIEW SYSTEMS

NuView Systems is a global provider of HR & Payroll software tools that enable business strategy through advanced HR technology, across the enterprise, on a worldwide basis. Designed for organizations with a strategic HR vision, which utilize our flexible technology to achieve that vision, NuView’s clients are leading organizations that have improved organizational effectiveness and earned global recognition for the strategic delivery of HR & Payroll services to their respective organizations.

NuView’s web native product suite has won numerous awards, including “Top Ten HR Products of the Year” by Human Resource Executive magazine, and a Human Resource Technology Excellence Award for Innovative & Creative Development of HR Technology Solutions – HRMS.



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## RECRUITING MANAGEMENT

HR & BENEFITS ADMINISTRATION  
SELF-SERVICE (ESS & MSS)  
CANDIDATE SELF-SERVICE  
COMPENSATION MANAGEMENT  
TRAINING ADMINISTRATION

PERFORMANCE MANAGEMENT  
SUCCESSION MANAGEMENT  
TIME ENTRY  
PAYROLL  
REPORTING

METRICS  
LEGAL LINE  
GLOBAL CAPABILITIES