

Applicant Management

What is Applicant Management?

The Applicant Management module will allow you to review & manage your applicants through the full recruitment process.

How is it used in practice?

Day to day recruiters can keep track of their workload & complete all applicant related tasks in one place including:

- Progressing applicants through the recruitment process stages:
 - Short list
 - Interview
 - Testing
 - Offer etc
- Communication with applicants
- Sharing Applicants within the business
- Adding notes to applicants
- Adding Documents to applicants
- Creating shortlists



What are the benefits of using it?

Managing large volumes of applicants is a logistical and administrative nightmare. Keeping track of who has been shortlisted, and who has been contacted, is a challenge within itself. The applicant manager allows you to view and manage all applicants, which greatly reduces the time spent on unnecessary administration tasks.

What are the extras?

Using the solutions standard features to manage applicants will significantly improve recruiter's efficiency. Additional elements can include:

- Interview Manager
- Outlook Integration
- Psychometric testing integration
- References

