Staff Recruitment

simpleportals

Create and manage candidates with advanced HR recruitment processes using an interactive, user-friendly SharePoint site.

Recruitment is the beginning of any company and only becomes more important. Save time and headaches with this simple and elegant recruitment solution. At each stage the appropriate person is alerted through customizable e-mails and at any time you can see the status and progress of a candidate. At the end of the process when the candidate is either approved or rejected e-mails are sent notifying the candidate. With this solution it'll be the end of worry and stress in the recruitment process.

☑ **5 STAGE PROCESS**

☑ **AUTOMATE ALERTS & RESPONSES**

☑ **INFO AT A GLANCE**

☑ 5 STAGE PROCESS

Easily Jump Start the Process

The process can be started either the by forwarding candidates CV's via email or by adding an item to the recruitment list.

Defined Stages for Recruitment

The process contains five stages:

1) **HR Recruiter (has four sub-stages using a wizard mode form)**

2) **Technical Interview**

3) **HR Interview**

4) **Division Approval**

5) **HR Final Approval**

☑ AUTOMATE ALERTS & RESPONSES

Automated E-mails

Receive e-mail notifications at any stage of the process. Be in the know about what is happening with each candidate, what needs to happen and what has already happened.

Automatic Responses

Our Staff Recruitment solution automatically sends rejection letters and job offers as a PDF file once certain criteria are fulfilled. Validation rules are built-in to ensure forms are completed accurately.

☑ INFORMATION AT A GLANCE

Clear Charts and Graphs

Beautifully modern and informational charts and graphs give you vital statistics and useful numbers to give you a clear picture of recruitment efficiency and trends.

Status Color Coding

The current stage of the process can be tracked by color-coded items on the recruitment list.

Staff Recruitment

Simplify the Recruitment Process

Recruitment can often be a tedious task of having to go through so many people for approval, but it is a necessary process so we decided to build a simple recruitment solution that could help anybody. Alerts help keep people informed on what they have to do to keep the process moving and there's even a requisition process that helps jump start the recruitment process by letting people request a new position. This solution is geared towards being customizable so that it fits your company.

System Requirements

Server: Microsoft SharePoint 2013, SharePoint 2010

Client: All web browsers with latest editions.

ılı simpleportals

Microsoft Partner
Gold Portals and Collaboration

SimplePortals

Contact: +1 (802) 277-3355

info@simpleportals.com

www.SimpleSharepoint.com

SharePoint & O365 Services

- **Consulting**
- **Development**
- **Migration**
- **Training**
- **Support**
- **Branding**

Office 365

SharePoint 2013

Other SharePoint Apps

HR Onboarding

HR Recruitment

Performance Reviewer

Employee Training

Scan this QR Code

to visit our website!