Konetic Recruit Data Sheet

Introduction

The Konetic e-recruitment system is designed to be affordable, flexible and scalable to allow organizations to streamline their recruitment, making applicant attraction and management simple and effective and enhancing their brand by giving their candidates a positive experience. This web based solution streamlines the recruitment process from job requisition and posting, through candidate online applications and interview scheduling to job offers and acceptance.

Modular in design and delivered entirely over the web, Konetic Recruit is highly flexible; by selecting from the suite of entry level and add-on modules and configuring those as needed, we work with you to deliver a solution to your precise requirements.

Konetic Recruit Partner Edition is delivered in four modules each designed with the target user community in mind.

Candidate Module – linked to your organization's web site, this module enables candidates to search for vacancies, view vacancy details and apply online. By creating their own user id and password, candidates create their own secure portal where they can track the progress of their application - from submission all the way through to job offer - and keep copies of all communications to and from the hiring team.

Hiring Manager Module – designed to be extremely simple for occasional use by hiring managers, it enables them to request new vacancies and get them authorized. Hiring managers can view candidate applications, shortlist candidates, provide feedback at the interview stage and to request job offers be made.

Recruiter Module – this module enables the HR recruitment team to manage candidate applications through the hiring process. The process is workflow driven and makes communicating with candidates, quick, easy and consistent with extensive use of editable templates and prompts. Using this module, recruiters can create and publish vacancy advertisements to multiple publishing targets including an organization's web site, intranet site and agency portal as well as to job boards and media publishing agencies.

Agency Module – by invitation of the recruitment team, agencies are granted secure access to their own agency portal where they are able to view open vacancies, submit suitable candidates and monitor the progress of their candidates through the hiring process. The recruitment team is able to restrict the vacancies the agencies can see to those relevant to the agency in question.

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Candidate Module

The Candidate Module delivers a portal through which candidates interact with the Konetic system. The entry level module allows candidates to search for vacancies and view vacancy details, create a secure login, maintain their personal details and apply online for one or more vacancies. They can track the progress of their application and see copies of all communications sent to them as well as any replies they have sent.

This module enables recruiters to add role specific questions to the application form, to manage the posting of vacancies to multiple targets and to control the timeframe within which candidates can submit applications. It provides full application form validation to ensure that the submitted applications are accurate and complete.

Add-on modules further enrich the function of this module for both candidates and recruiters. Candidates can register their interest and receive notification when suitable vacancies become available and communicate with the recruitment team even before they have submitted an application. Recruiters can take advantage of intelligent applications to highlight areas of a candidate's application that require closer scrutiny, allowing more efficiency at the sifting stage, and optionally use online testing to rank and shortlist candidates.

Entry level features

- Candidate portal with secure login
- Search vacancies listing
- Download full job description
- Apply online
- Apply for multiple vacancies
- Save and complete application sections
- Application form validation
- Role specific, custom question sets
- Candidate communications centre
- Application submission acknowledgement
- Interview date and time confirmation
- Application progress tracker

Add-on modules

Vacancy Monitor

- Register of interest by candidates
- System alerts when suitable vacancy is published
- Recruiter override function

Candidate FAQ

- Link to frequently asked questions
- Candidate request for assistance

Intelligent Application Forms

- Conditional questions
- Conditionally mandatory questions
- Decision tree routing
- Dead stop questions
- Question related help text
- Sifting flags for recruiters
- Automatically marked questions
- Application ranking

Online Testing

- Interface to skills, abilities, aptitude and psychometric testing
- Invitations, time limit and extension options
- Automatic population of results into application record
- Candidate ranking
- Recruiter notification of overdue tests

Internal Candidate Manager

- Publication of vacancies to company intranet
- Recording of applicant as internal candidate
- Refer a friend function and labeling

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Recruiter Module

The Recruiter Module is at the heart of Konetic Recruit and delivers a portal through which the HR recruitment team can not only manage vacancies and applications, but also view data which is critical to effective decision making throughout the recruitment process in a way which is intuitive and easy to sort and filter.

The entry level module provides all the functions the recruitment team needs to receive, review and progress applications throughout the hiring process, with a quick, simple and consistent mechanism for communicating with candidates via email. Bulk action functions allow recruiters to handle large volumes of applications quickly and effectively. The entry level module also allows recruiters to create, manage and publish vacancy adverts to the candidate portal. When add on modules are implemented, they can also publish their vacancies internally to the intranet, externally to agencies, to job boards and media publishing agencies.

Further add on modules also has allow recruiters the option to communicate via SMS or letter and to create talent pools which can be searched to identify suitable candidates to invite to apply when a vacancy becomes available.

Entry level features

- Secure Recruiter Portal with permissions based access
- Structured application workflow and prompted email communications
- Bulk communications and actions
- Notes management for applications and vacancies
- Detection of duplicate applications
- Application scoring and ranking
- Vacancy creation and advertising
- Vacancy authorization
- Vacancy workflow
- Full applicant and vacancy audit trail
- Activity history log
- Application and vacancy archiving
- Recruiter delegation
- Follow up and reminders
- Proxy applications
- Search function
- Manage, group and sort data functions
- Export to excel
- Basic reporting metrics
  - Time to hire
  - Equal opportunities profile
  - Hiring costs
  - Candidate attraction analysis
- Communication templates creation and management
- Vacancy templates creation and management

Add-on modules

Talent Manager

- Create and manage potential candidate pool.
- Bulk communications
- Search pool for suitable candidates
- Invite to apply option

References

- Request references from candidate nominated referees.
- Monitor and record reference returns

Job Boards

- Aggregated publishing to job boards.
- Applications labeled with job board used

Interfaces to other systems

- Export data to HR system for on-boarding
- Single sign-on interface

SMS Manager

- SMS template creation and management
- Ad-hoc SMS message facility
- Bulk communication option
- System to send automatic interview reminders
- SMS notification to candidate registered on vacancy monitor

Letter Manager

- Letter template creation and management
- Preview, pending and print and re-print functions

Advanced Reporting

- Create, modify and publish customized reports
- Candidate portal web statistics

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Agency Module

The Agency Module enables recruiters to quickly and easily notify any preferred recruitment agencies they may use that they would like them to search for a candidate. Recruiters are able to quickly filter the agency list and only send details of a vacancy to the agency or agencies they believe are most suited for the type of role being advertised.

By invitation only from the recruitment team, recruitment agencies are provided with a secure portal from which they are able to view vacancy details and submit candidate applications. As their candidates progress through the hiring process, agencies are able to monitor their progress whilst recruiters, via the recruiter portal, are able to send email communications (or other forms of communications such as SMS if enhanced recruiter features have been implemented).

From the recruiter portal, with this module in place, recruiters are able to maintain preferred agency lists and to monitor effectiveness of the agencies with which they work.

Features

- Secure agency portal by recruitment team invitation only
- View vacancies
- Submit candidates on line
- Monitor candidate progress through the hiring process.
- Recruiter maintenance of agency details
- Targeted agency publishing of vacancies to relevant agency portals.
- Detection of duplicate applications from competing agencies
- Applications submitted labelled as an agency application.
- Extensive and editable communication templates
- Prompted recruiter communications
- Interview confirmation
- Candidate ownership transfer

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Hiring Manager Module

The Hiring Manager Module delivers a portal which is extremely simple to use for occasional users. It enables hiring managers to request new vacancies and get them authorized. Once authorized responsibility moves to the users of the recruiter portal to complete and publish the vacancies on behalf of the hiring manager. The hiring managers are able to view applicant numbers, review candidate applications, shortlist candidates, give feedback at the interview stage and to request a job offer be made.

The optional application assessment module is designed for those organizations with a formal application evaluation process. Application are anonymised in the hiring manager portal with this module is in place to ensure that each candidate is treated equally and each application is formally marked by a team of assessors to enable candidates to be ranked according to score when the results are returned to the application record in the recruiter portal.

Entry level features

- Secure hiring manager portal
- View candidate application and CV
- Shortlist preference indication
- Interview and rejection preference indication
- Offer preferences indication
- Interview confirmations to managers with add to calendar option
- Vacancy application status breakdown
- Vacancy requisition and approval

Add-on modules

Application Assessment

- Formal assessment of applications by or more assessors
- Review before submit function
- Application ranking
- Optional anonymisation of application record
- Bulk progress and reject options

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About Konetic

We empower recruiters with complex and changing recruitment requirements. We are the e-recruitment technology behind leading HR solution providers, recruitment and talent management specialists.

Konetic is a well established technology company in the e-recruitment software market. As a team, we have a passion for delivering great customer service, alongside our mission to provide a best-in-class software-as-a-service e-recruitment solution, helping our partners to deliver recruitment and talent management solutions to their clients.

Where relationship is as important as technology

Konetic customers are those organizations who take recruitment seriously: where the importance of attracting, acquiring and retaining talent is apparent and retaining increasing employer brand equity is an imperative.

When all the pieces fit together

We believe we have a powerful recipe for success in terms of our approach to providing our partners with what they need to deliver the benefits of e-recruitment to their clients. We believe the experience and advice our partners provide to their clients on recruitment and associated strategies, processes and technologies complements our technology expertise.

Our partner base includes HR and Payroll application providers, Recruitment and Talent Management Technology providers, Recruitment Process Outsourcers, Recruitment Agencies, Job Boards & Job Board software providers, Consultants and Integrators in Human Capital Management plus Web Design and Development and Marketing Agencies.

We look to our partners to distribute or resell Konetic e-recruitment technology in the UK and Europe, or integrate our product into their product and/or resell our product as part of their portfolio. In return Konetic delivers a best of breed product, a very attractive remuneration structure with an emphasis on revenue share plus over the top customer and partner support.

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