What is a recruitment database?

A recruitment database is a searchable repository of your jobs, contacts, applications, candidates, notes, and communications for easy access and reuse.

A recruitment database grows with time with the use of an easy to use online recruitment database software.

Here are the essential features needed to build and manage the recruitment database.

Accessible Everywhere

Accessibility should be highest priority when considering a recruitment database. It would be best to look for a cloud recruitment database system accessible from anywhere in this day and age.

Responsiveness

Responsiveness is a design concept that makes online software usable from any device.

If you signup for a modern online recruitment database system, it is most likely accessible from your mobile devices.

Job Requisition Management

You should be able to post and manage your jobs easily from one place. Job requisition is the first step in building a database.

Once you post a job, you will receive applications from various sources like job boards, websites, or social media.

Job Distribution

Even though traditional recruitment database systems did not have the feature to post and distribute jobs, most modern systems have this feature built-in.

Using the job distribution feature, you can distribute your jobs to numerous job boards, your career page, and social media channels. This will result in you receiving multiple applications for your positions.

Screener Questionnaires

Even though screener questionnaires were not part of legacy recruitment database systems, it is an integral part of a modern recruitment database software.

With the help of screener questionnaires, you can build a better recruitment database by reviewing the responses to your job and company-related questions.

Screener questions also help you to quickly reject a candidate if they do not meet your job specifications.

Tagging & Filtering

To build a usable recruitment database, you should organize your recruitment data by tagging them appropriately to be readily accessible later.

Tagging is a great way to associate a context with your recruitment data for filtering quickly later.

You should also be able to quickly filter the tagged data so that your data is more useful.