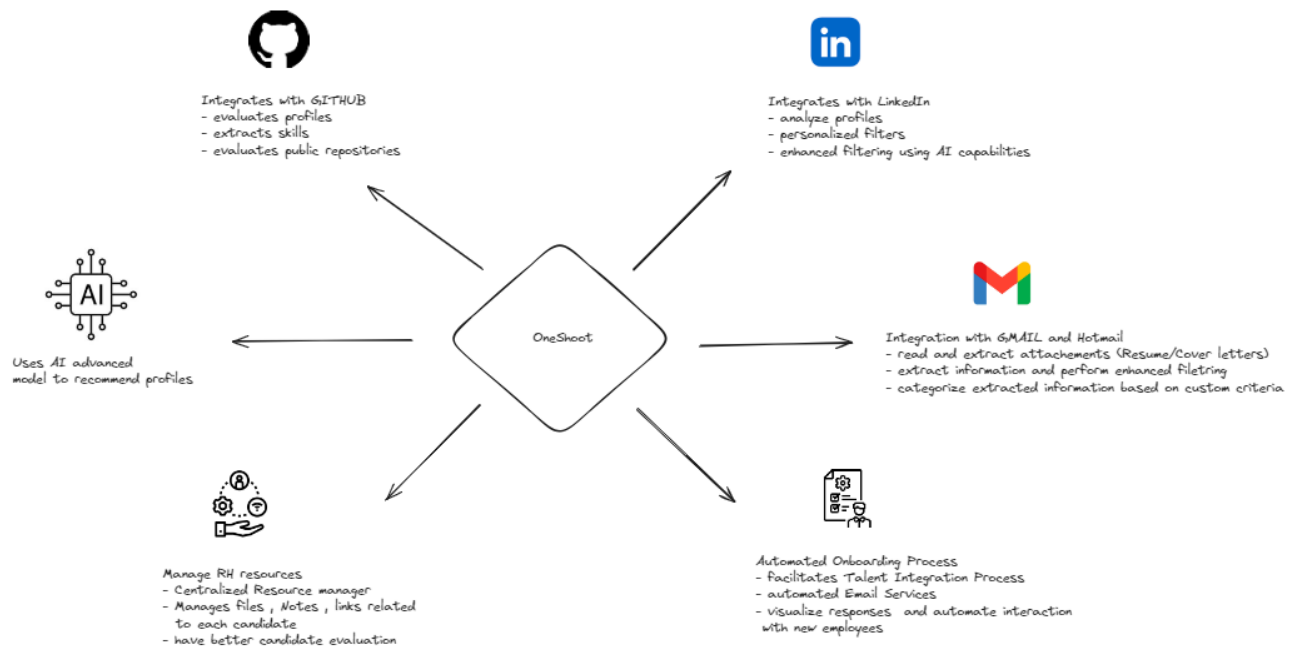


# OneShoot RH Platform

## User Guide



**Enhanced Technologies to Accelerate Your Recruitment Process**

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## 1. Introduction

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### 1.1 Overview

Welcome to OneShoot RH, a cutting-edge SaaS platform designed to streamline your recruitment and onboarding processes. With features like resume analysis and e-onboarding, our platform leverages the power of AI and NLP to enhance your hiring experience.

### 1.2 Freemium Model

OneShoot RH operates on a freemium model, allowing users to access basic features for free and offering premium features through subscription. This ensures flexibility and scalability for organizations of all sizes.

### 1.3 Requesting a Demo

To experience the full potential of OneShoot RH, start by filling out the demo request form on our website. Once submitted, you will receive a confirmation email with further instructions.

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## 2. Getting Started

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### 2.1 Confirmation Email

Upon successful demo request submission, you will receive a confirmation email containing details about accessing the platform. Follow the provided link to set up your account and explore the capabilities of OneShoot RH.

### 2.2 Accessing the Platform

Log in to your account using the credentials provided in the confirmation email. Upon logging in, you'll be greeted with a user-friendly dashboard, providing easy navigation to key features.

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## 3. Resume Analysis and e-Onboarding

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### 3.1 The Process Page

Navigate to the "Process" page to kickstart your recruitment journey. Here, you'll find an intuitive interface designed to facilitate resume analysis and candidate filtering.

### 3.2 Uploading Resumes

Users within the organization can upload resumes in PDF format directly on the "Process" page. This seamless process ensures that your candidate database is quickly populated.

### 3.3 Adding Selection and Filters

After uploading resumes, users can select specific candidates and apply filters based on salary, job title, experience, and degree. These filters can be customized to meet your organization's unique requirements.

### 3.4 Processing with NLP

For more advanced filtering, users can fill a textarea with the job description. Our platform employs NLP to extract relevant information, automating the process of identifying suitable candidates.

### 3.5 AI-Powered Recommendations

Initiate the processing and wait for the program to generate AI-powered recommendations. The platform returns a detailed table of recommended candidates, making it easy for your team to make informed decisions.

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## 4. E-Onboarding

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### 4.1 Overview

Transition seamlessly from recruitment to onboarding using our E-Onboarding module. This comprehensive feature set simplifies and automates the onboarding process, saving you time and resources.

### 4.2 Automated Emails

Send automated emails to selected candidates, providing them with essential information and next steps. Customize email templates to align with your organization's branding and communication style.

### 4.3 Automatic Scheduling

Streamline the interview process by automatically scheduling meetings with candidates. Our platform integrates with popular scheduling tools to ensure efficient and hassle-free coordination.

#### **4.4 Sending Tests**

Effortlessly send tests to candidates as part of the evaluation process. Monitor their responses within the platform to gauge their suitability for the role.

#### **4.5 E-Contract Management**

Simplify contract management with our e-contract feature. Digitally send, sign, and store contracts securely within the platform, reducing paperwork and enhancing efficiency.