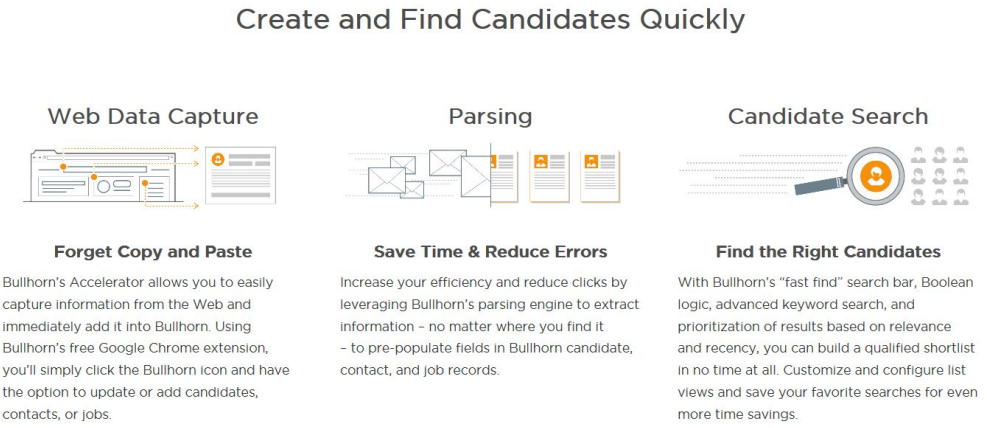
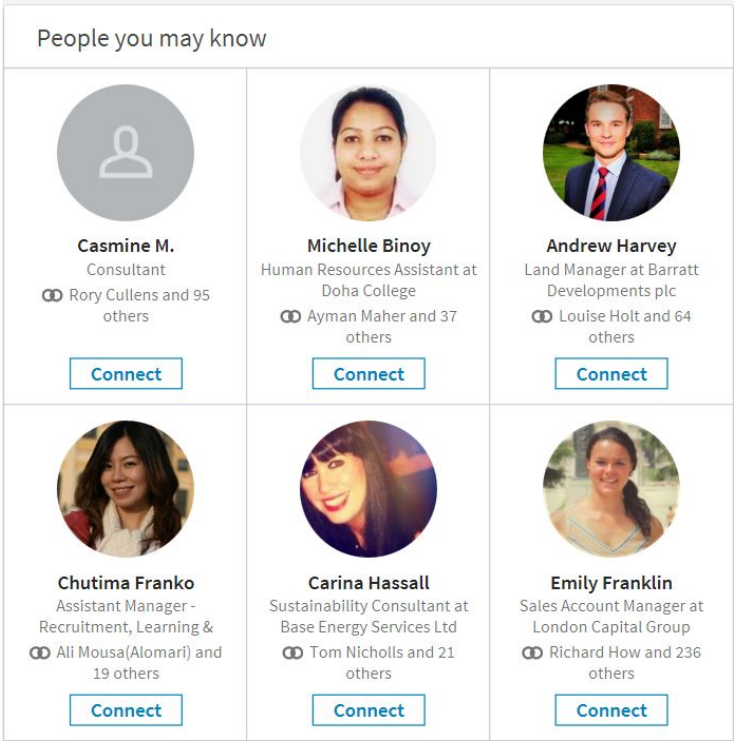
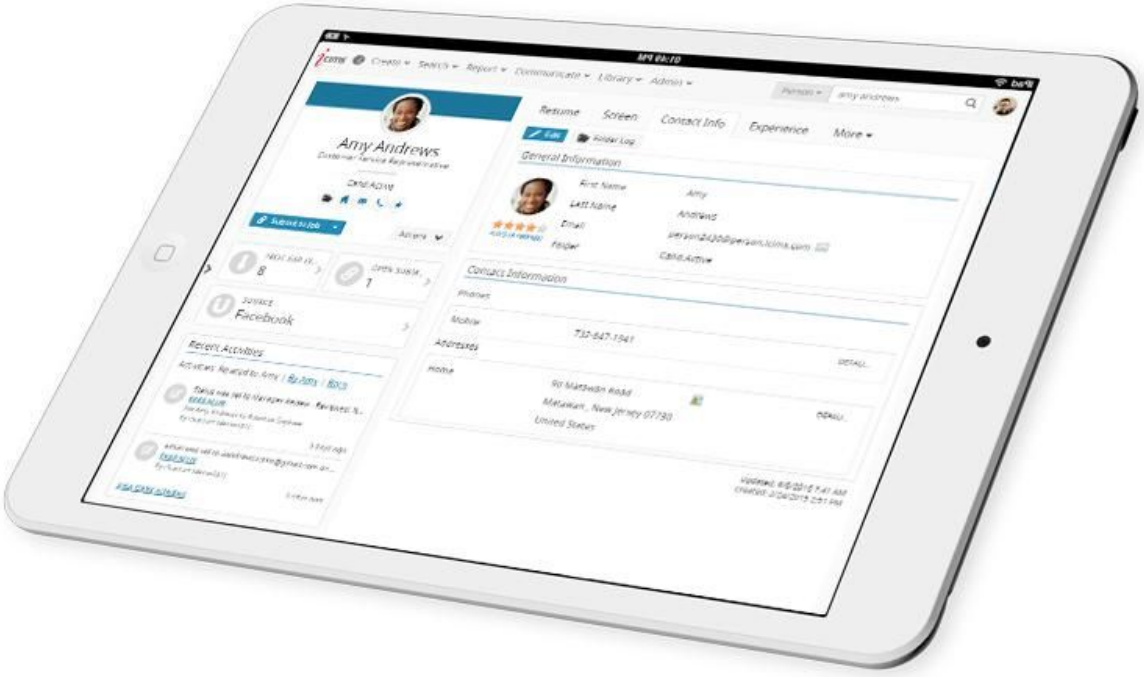
EMPLOYER PORTAL

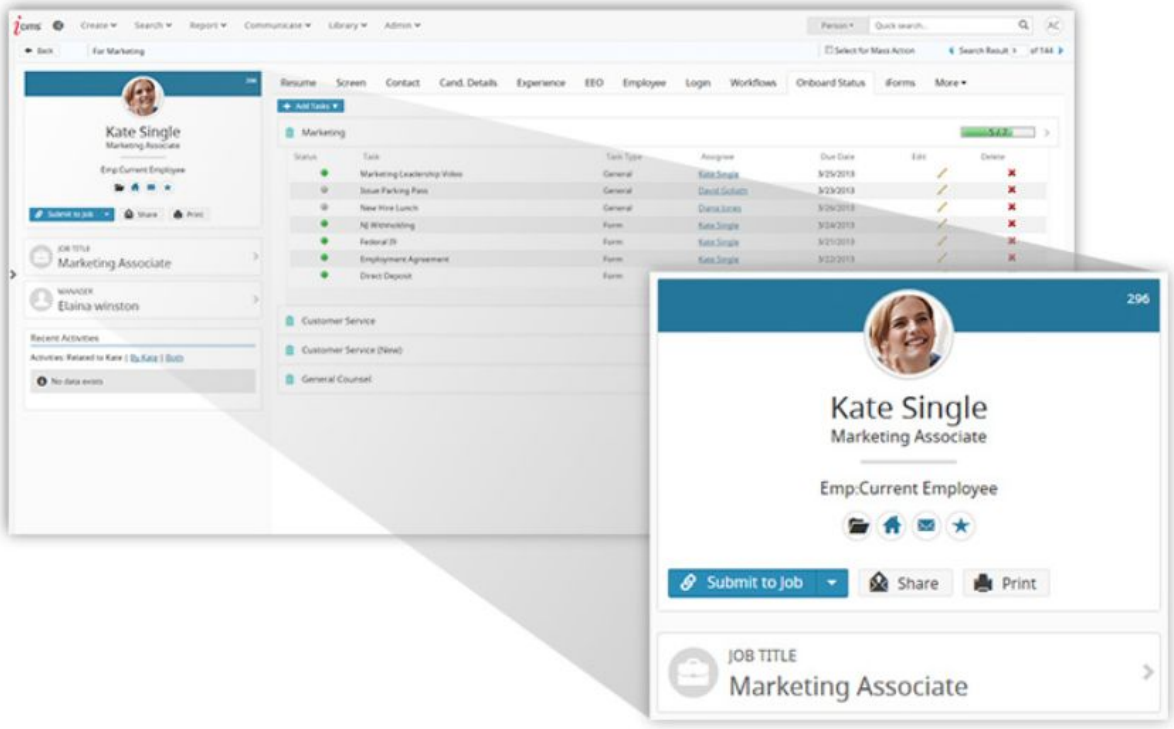
1. **Register – fill in details, register and get validated by Graduate Surveyors. Graduate Surveyors to receive notification via GS dashboard (turn around 24 hours). Sign in process (social media, username and password etc) – automatic emails confirmation of registration and lost password etc.**

2. **Source – Publish your jobs to your companies' dashboard using the portal (everything is drop down menu or equivalent) we need to limit 'customise' fields. This is to avoid confusion and mistakes from 'human error' etc. Candidates can apply directly to the job post via the candidate portal.**
    a. Simple Interaction (few clicks to find the 'perfect candidate(s)'
    b. Quickly find thousands of candidates in 'seconds'
    c. Only get access to candidates who are validated and scored (hierarchical).





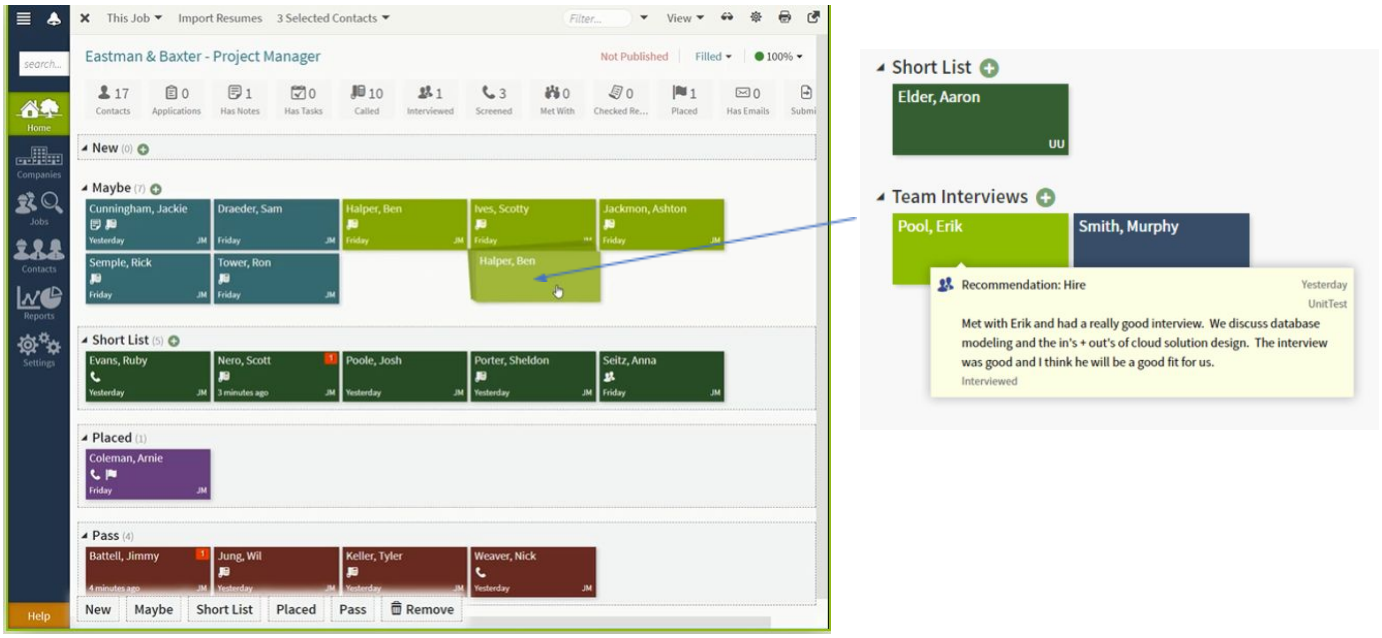


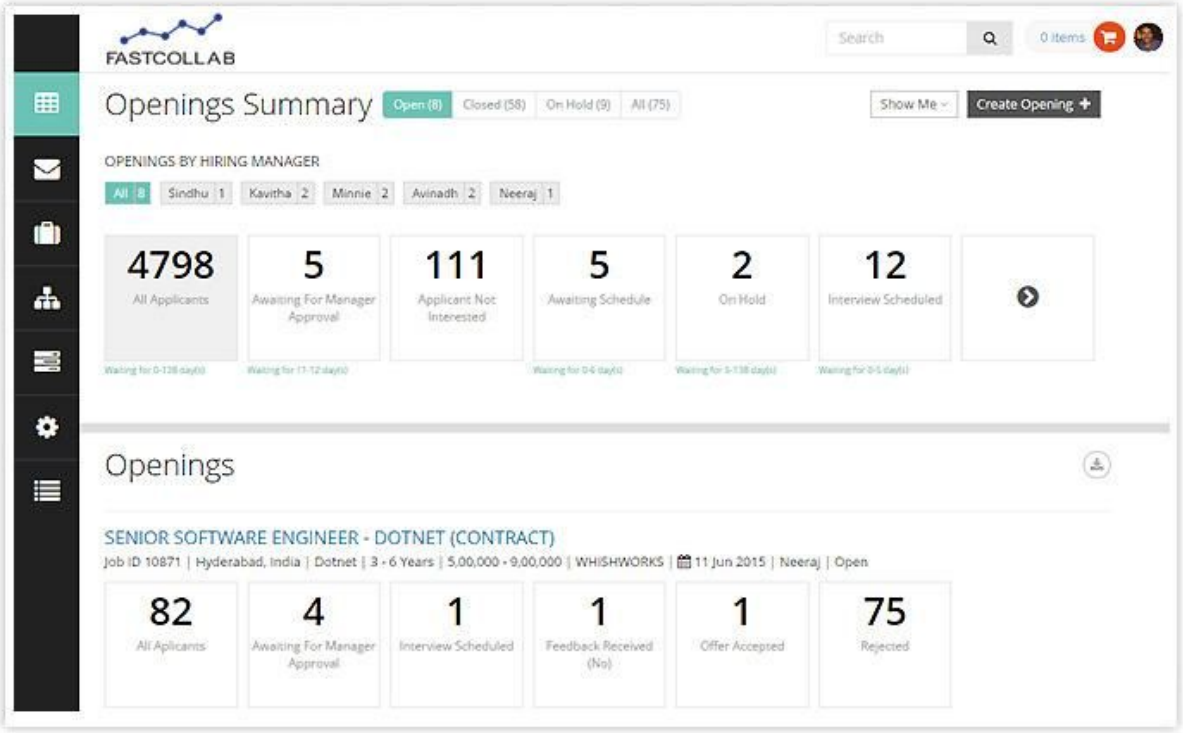


3. Track - **Easy to navigate, functional and innovative.**
    a. Let's you customize activity based on whats important for your business.
    b. Faster, more productive, end – end, lifecycle recruiting
    c. All information on one tracker "User journey" – use of colours. (see above)

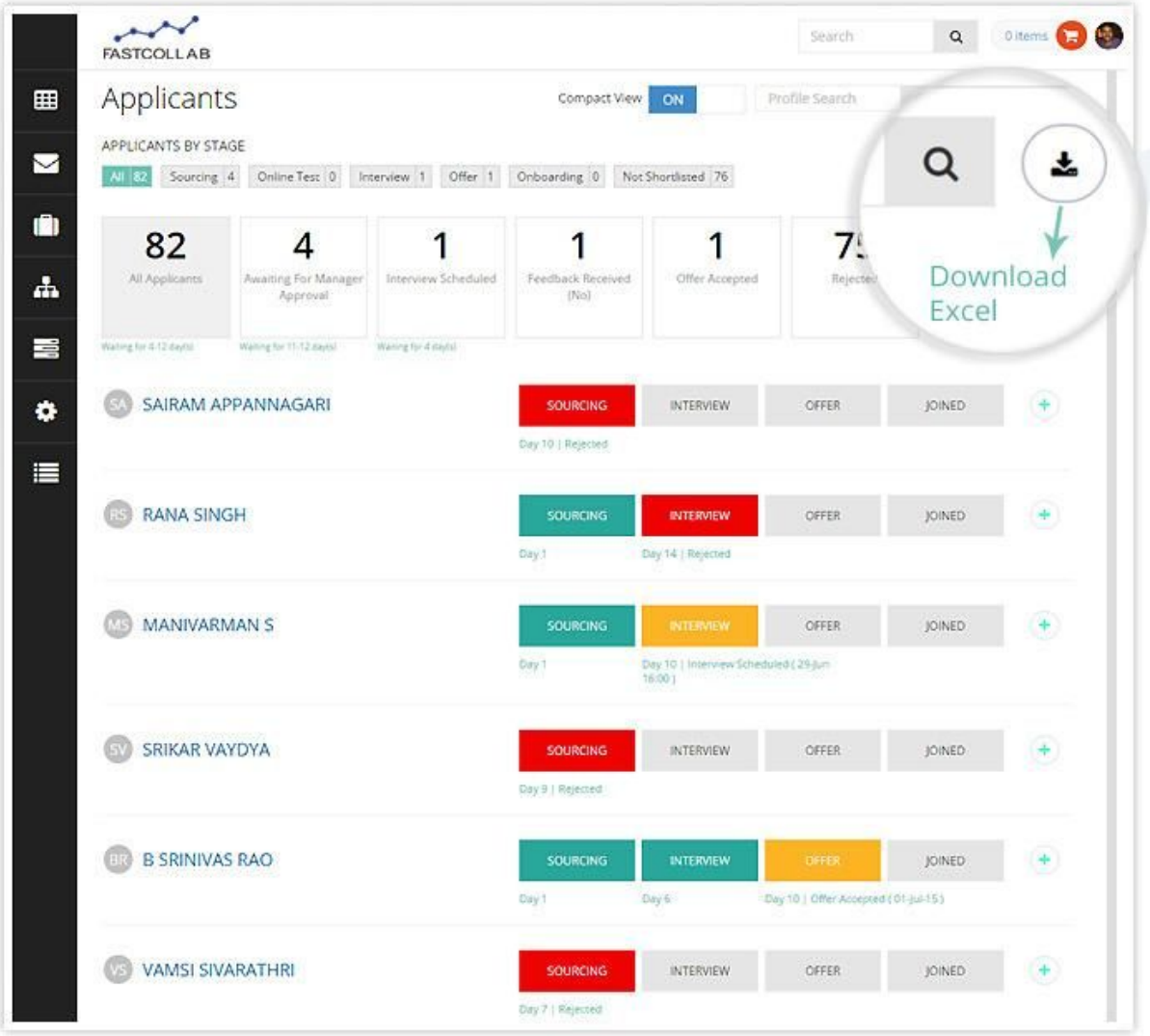
d. Simplicity is key!

4. Manage- and visualise candidate pipelines through an interactive journey

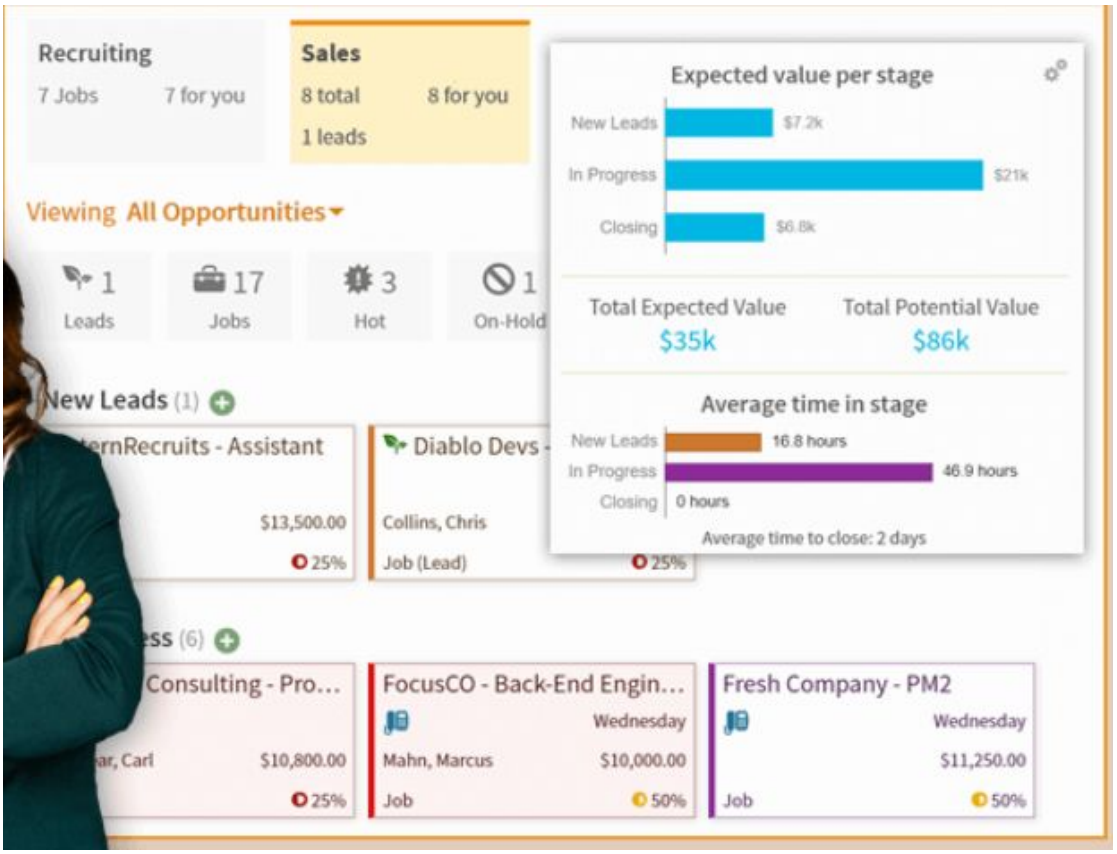




http://www.fastcollab.com/Recruitment/Applicant-Tracking-System/Analytics

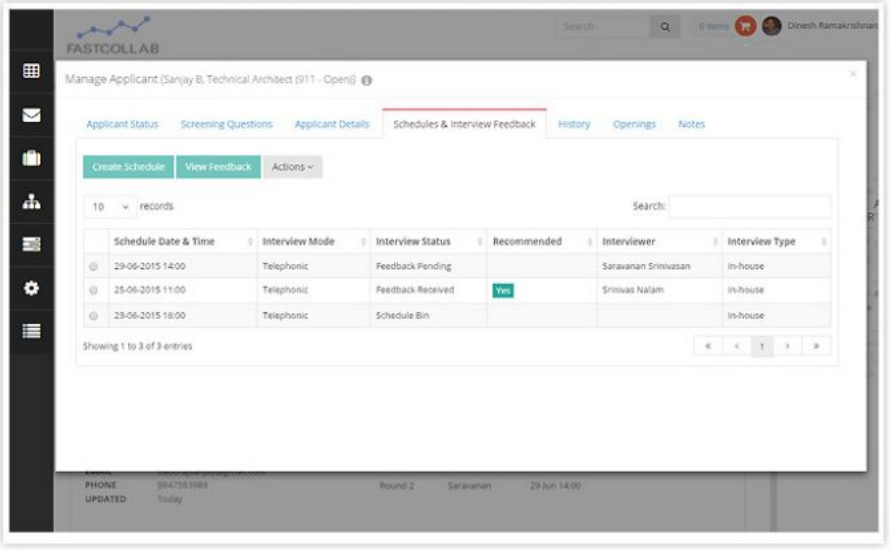


a. Easy to use, functional and quality platform which is dynamic and sophisticated for both employer, candidate and Graduate Surveyors (admin)
b. Easily source, shortlist and track the progress of candidates.
c. Manage large number of candidates through one platform
d. Record interactions, manage tasks, send emails directly, video interview from your pipeline screen.
    i. Shortlist/filter/pin the most interesting candidates
    ii. Schedule Interview or future activities/integration with skype/other
    iii. Award
    iv. Pass
    v. Hold
e. Check stats via a dashboard for your entire pipeline. Daily, weekly, quarterly etc.
    i. Easily print candidates profile in resume format from GS platform
    ii. Generate custom reports



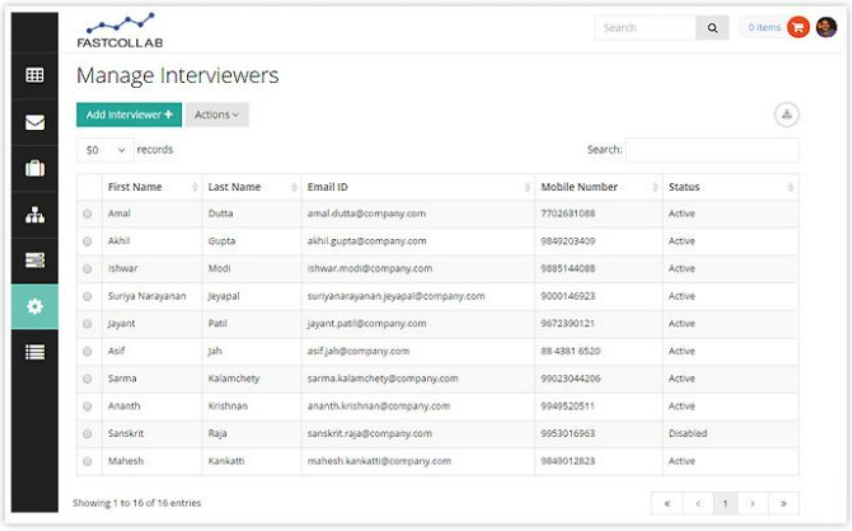
Take Schedules Online

System will automatically take schedules from applicants and interviewers without the need for you to do it manually.



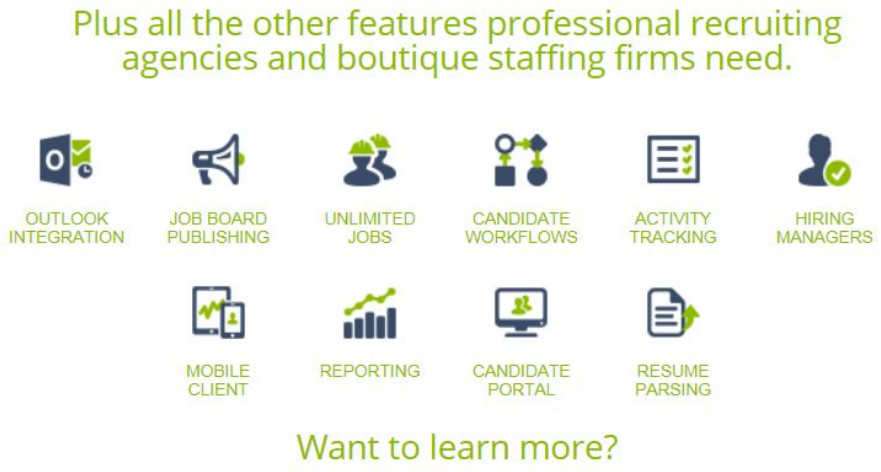
Manage interviewers seamlessly

Keep track of interviews allocated to your interviewers and feedback posted by them all at one place.



http://www.fastcollab.com/Recruitment/Applicant-Tracking-System/Manage-Interviewers

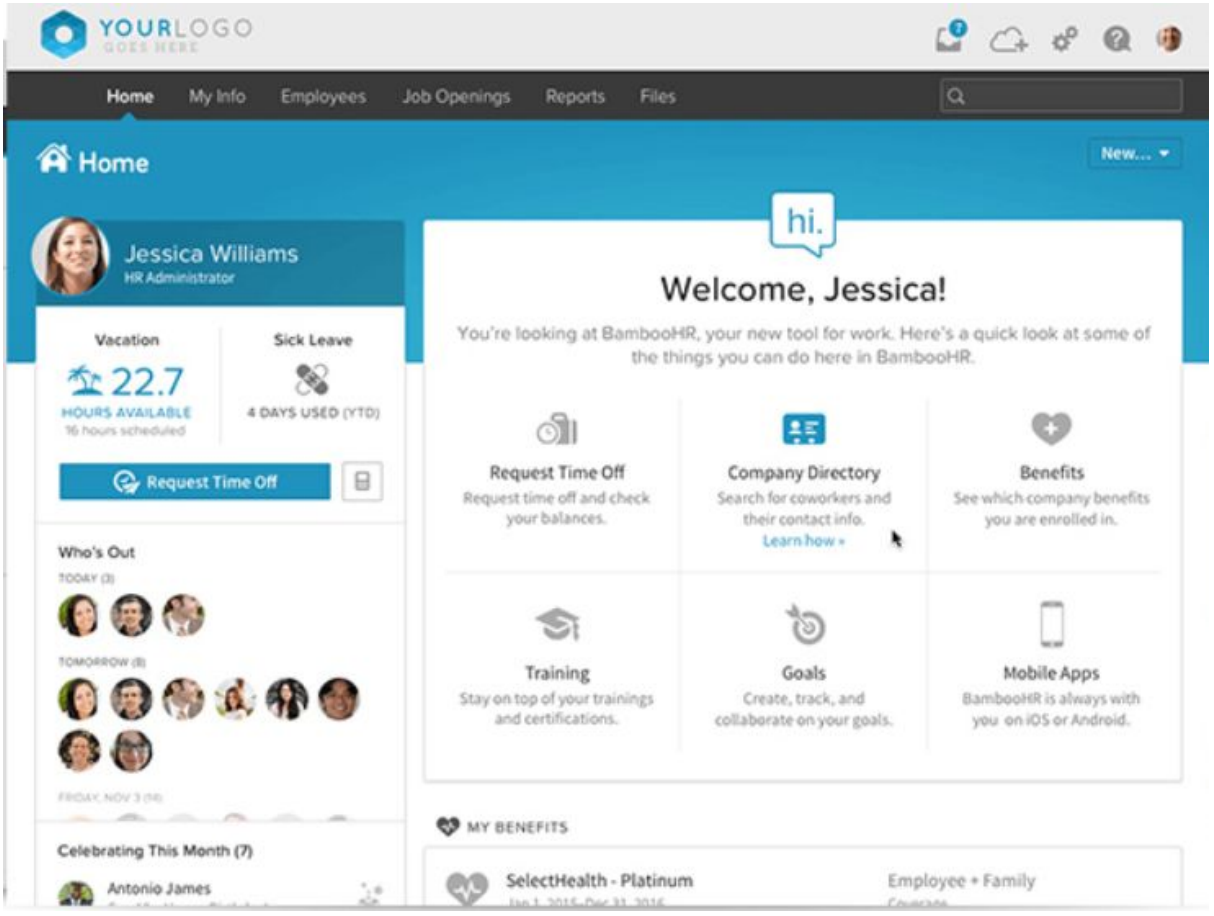
5. **Functionality - Easy and effective way for Graduate Surveyors to mediate the process online should needed by employer or candidate throughout the Lifecyle.**
    a. Calculate fees and easy to use payment process (this is yet to be identified)
    b. Automatic email and calendar integration through Office365, Gmail.
    c. Able to send private message to Candidate and employer (should they be shortlisted) – we may need to think about integration with existing tools like email etc to ensure the process is sync and not seen as complete standalone product.
    d. Drop down menus only to help create generic forms/templates.
    e. Easy to view online resume.
    f. Mobile integration – able to use it seamlessly



CANDIDATE PORTAL

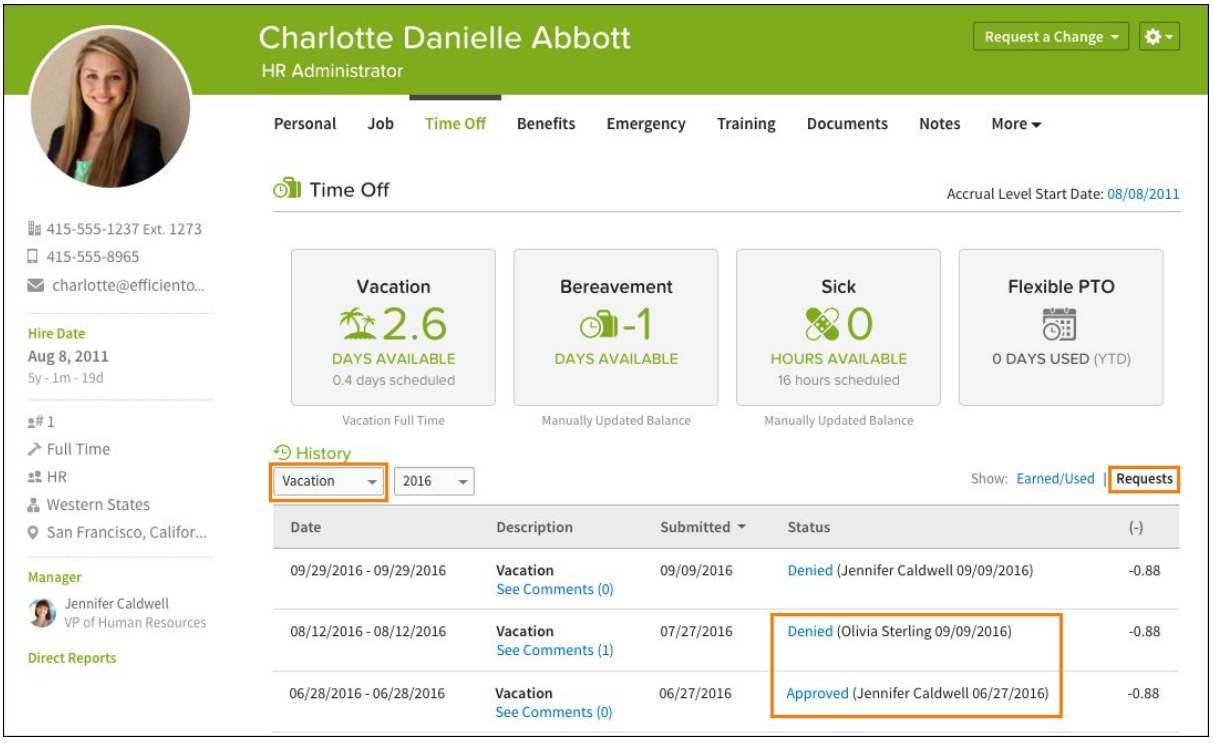
Ultimately, **candidate management** is about balancing patience with due diligence, and technology with an appreciation for talent

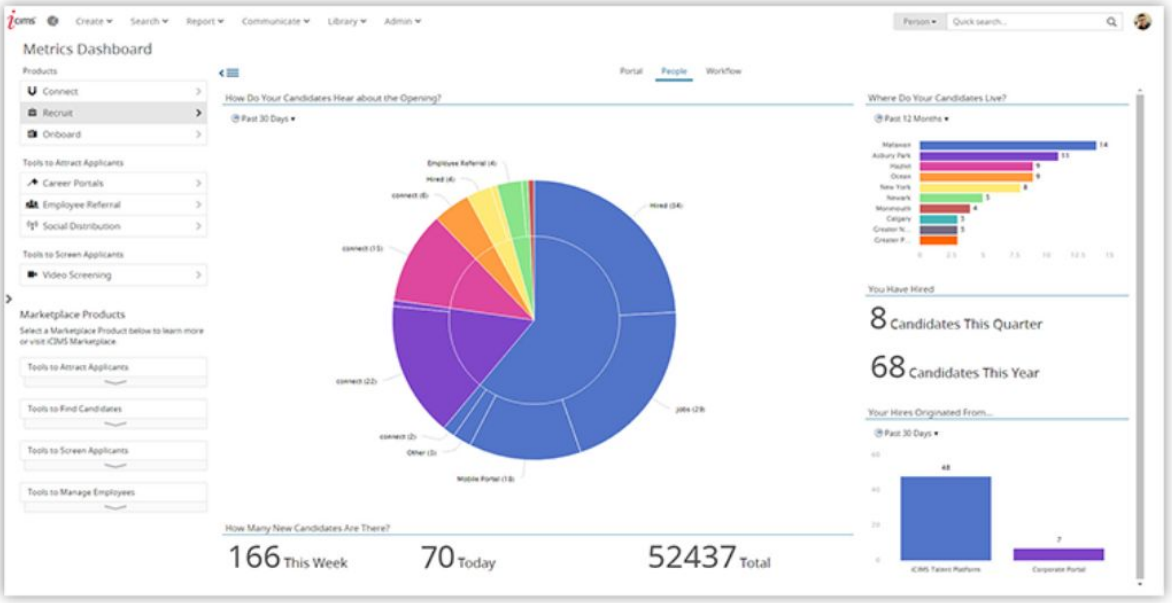
1. **Register – fill in details, register and get validated by Graduate Surveyors.**
    a. **Option -** Candidate puts in there visa details/passport details/etc which ensures they are eligible for international opportunities? Or if they are eligible then the employer can ask them at a later date and this can be uploaded after (integration with third party compliance systems?)
2. **Apply – Apply for opportunities within the global market**
    a. Type of role
    b. Type of employer
    c. Location
3. **Scoring – Candidates are ranked based on their ability and skill set. They can use different services on the Graduate Surveyors website to increase their score**

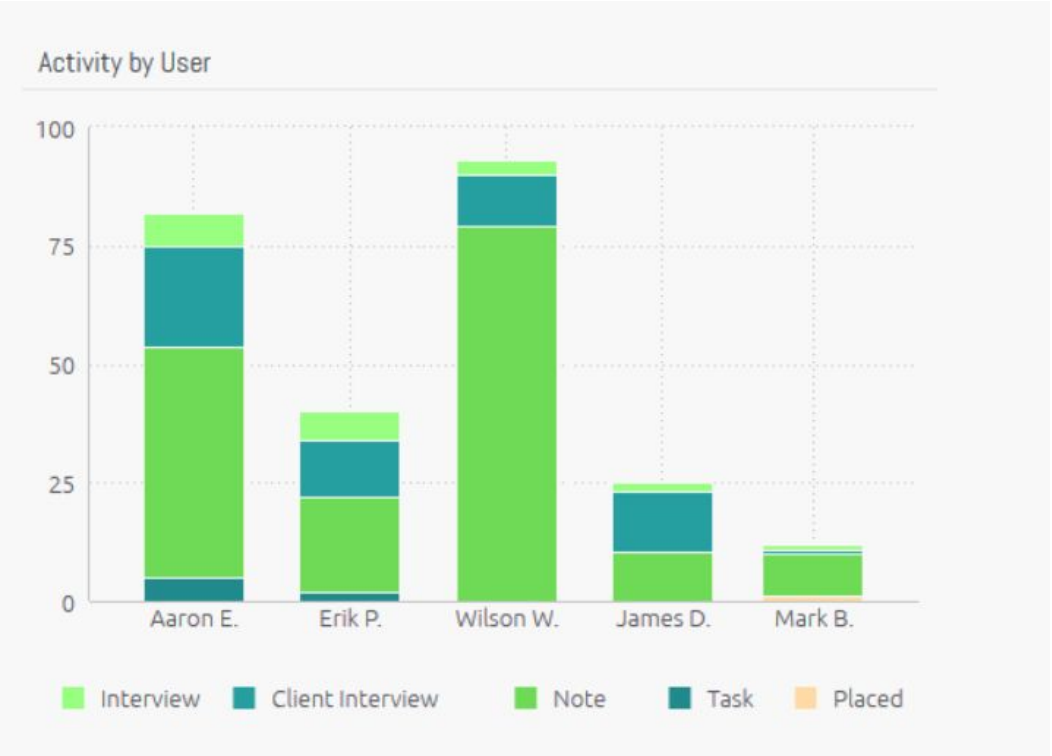


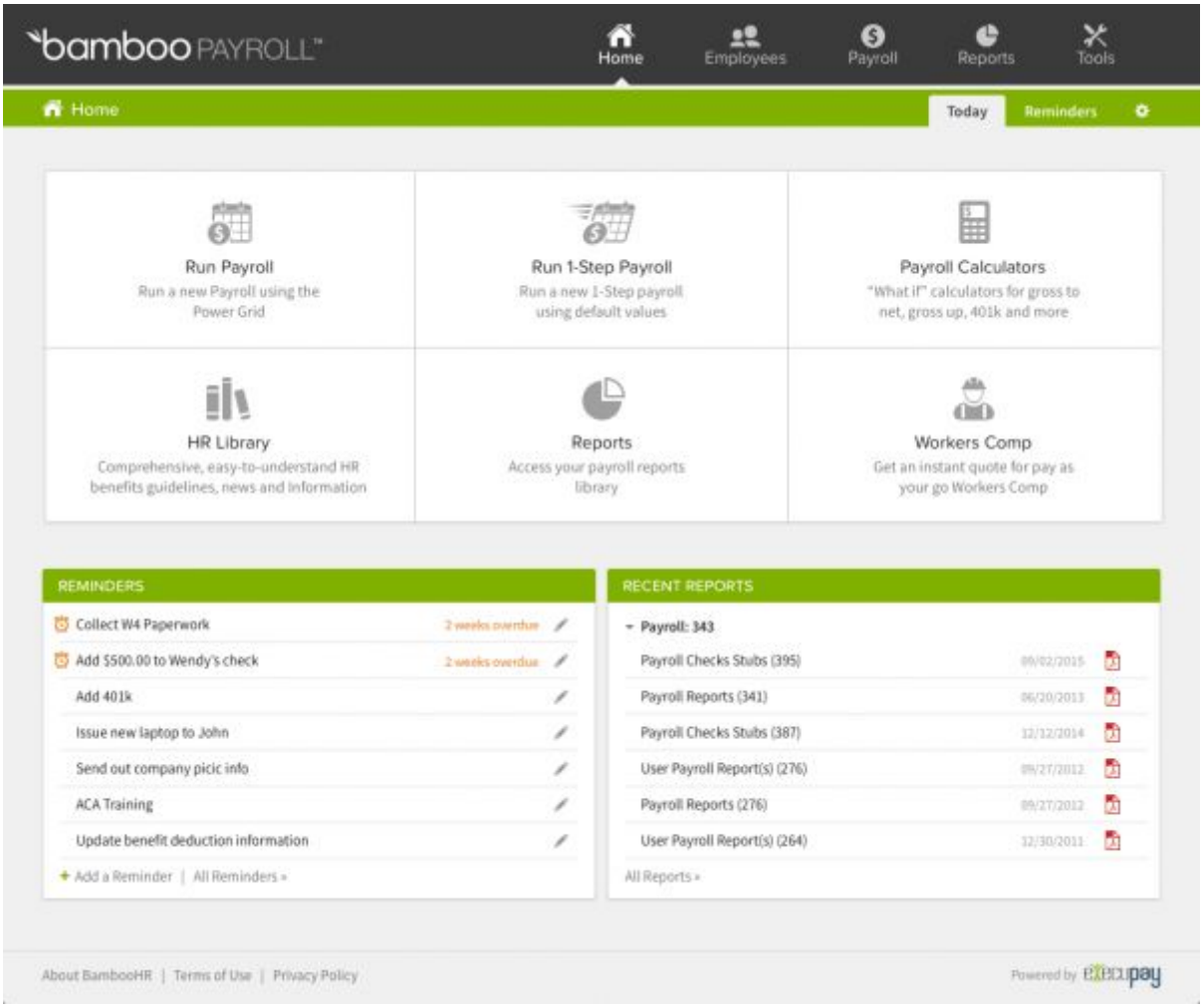
GRADUATE SURVEYORS ADMIN PORTAL

1. **Analyse and monitor/Mediate – Ability to go into any transaction and understand where either employer or candidate is within the process. Able to send messages to one another.**
2. **Reporting – Create reports to see trends/transactions/costs/where candidates are coming from/geography/Demographic/generating most activity/revenue etc.**






Activity by User
100
75
50
25
0
Aaron E.
Erik P.
Wilson W.
James D.
Mark B.
Interview
Client Interview
Note
Task
Placed


bamboo PAYROLL
Home
Employees
Payroll
Reports
Tools
Home
Today
Reminders
Run Payroll
Run a new Payroll using the Power Grid
Run 1-Step Payroll
Run a new 1-Step payroll using default values
Payroll Calculators
"What if" calculators for gross to net, gross up, 401k and more
HR Library
Comprehensive, easy-to-understand HR benefits guidelines, news and information
Reports
Access your payroll reports library
Workers Comp
Get an instant quote for pay as your go Workers Comp
REMINDERS
Collect W4 Paperwork
2 weeks overdue
Add $500.00 to Wendy's check
2 weeks overdue
Add 401k
Issue new laptop to John
Send out company picic info
ACA Training
Update benefit deduction information
Add a Reminder | All Reminders »
RECENT REPORTS
Payroll: 343
Payroll Checks Stubs (395)
09/02/2015
Payroll Reports (341)
06/20/2013
Payroll Checks Stubs (387)
12/12/2014
User Payroll Report(s) (276)
09/27/2012
Payroll Reports (276)
09/27/2012
User Payroll Report(s) (264)
12/30/2011
All Reports »
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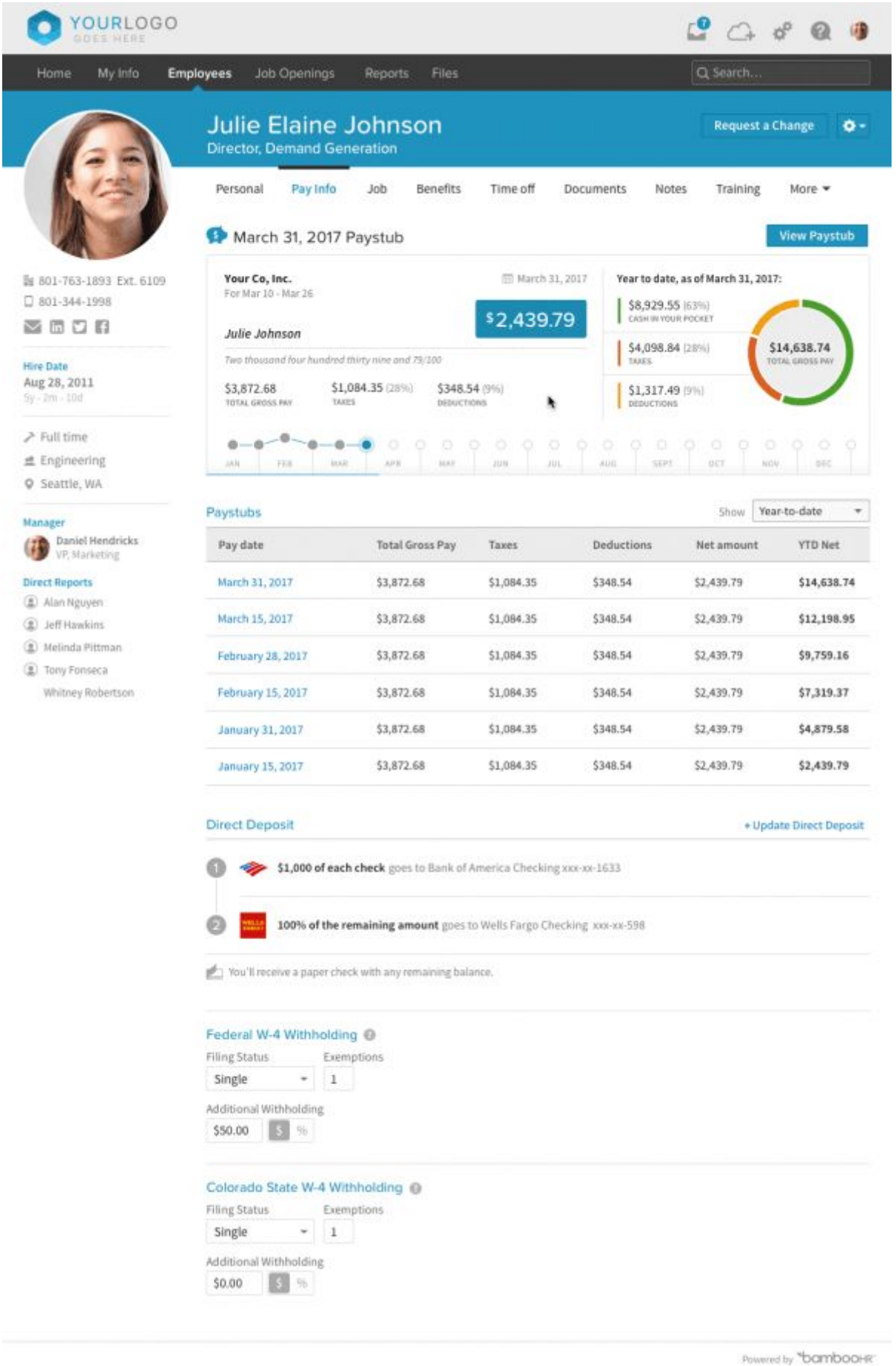
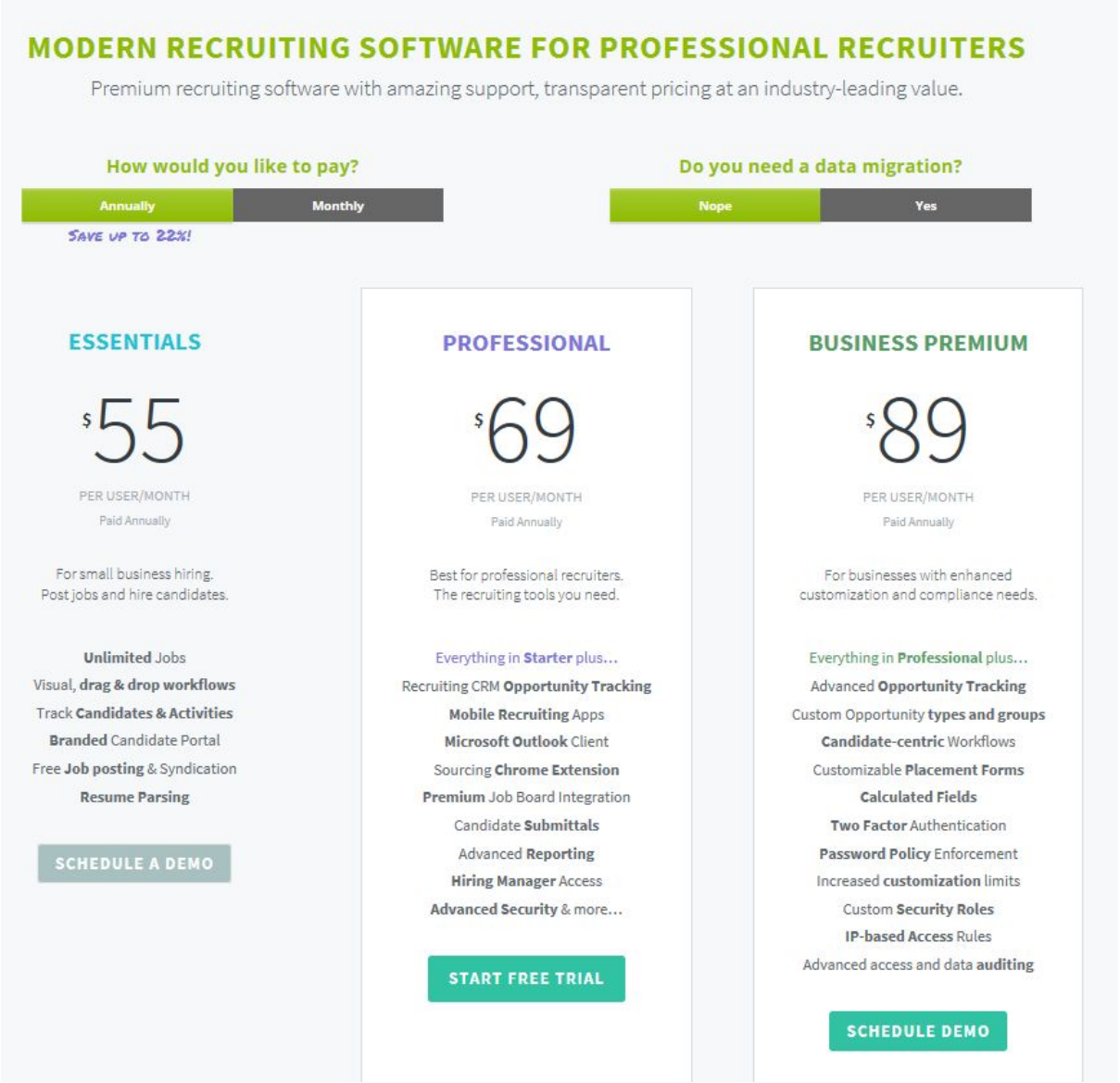
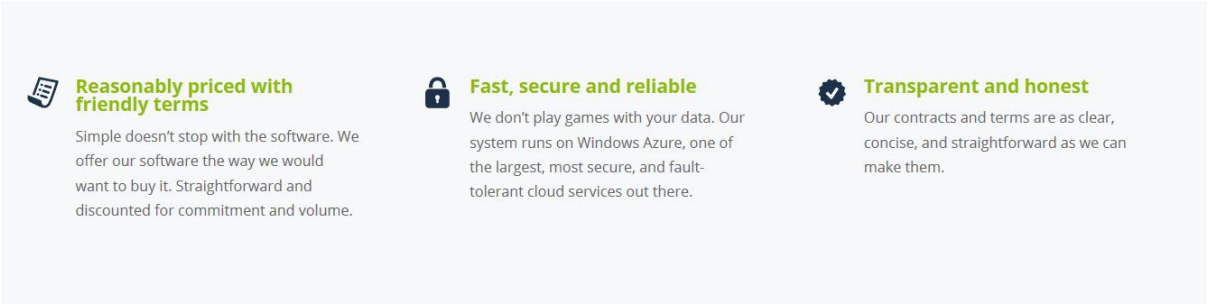

YOURLOGO
GOES HERE
Home
My Info
Employees
Job Openings
Reports
Files
Search...
Julie Elaine Johnson
Director, Demand Generation
Request a Change
Personal
Pay Info
Job
Benefits
Time off
Documents
Notes
Training
More
March 31, 2017 Paystub
View Paystub
Your Co, Inc.
For Mar 10 - Mar 26
March 31, 2017
$2,439.79
Julie Johnson
Two thousand four hundred thirty nine and 79/100
$3,872.68
TOTAL GROSS PAY
$1,084.35 (28%)
TAXES
$348.54 (9%)
DEDUCTIONS
Year to date, as of March 31, 2017:
$8,929.55 (63%)
CASH IN YOUR POCKET
$4,098.84 (28%)
TAXES
$1,317.49 (9%)
DEDUCTIONS
$14,638.74
TOTAL GROSS PAY
JAN
FEB
MAR
APR
MAY
JUN
JUL
AUG
SEPT
OCT
NOV
DEC
801-763-1893 Ext. 6109
801-344-1998
Hire Date
Aug 28, 2011
5y - 2m - 10d
Full time
Engineering
Seattle, WA
Manager
Daniel Hendricks
VP, Marketing
Direct Reports
Alan Nguyen
Jeff Hawkins
Melinda Pittman
Tony Fonseca
Whitney Robertson
Paystubs
Show
Year-to-date
Pay date
Total Gross Pay
Taxes
Deductions
Net amount
YTD Net
March 31, 2017
$3,872.68
$1,084.35
$348.54
$2,439.79
$14,638.74
March 15, 2017
$3,872.68
$1,084.35
$348.54
$2,439.79
$12,198.95
February 28, 2017
$3,872.68
$1,084.35
$348.54
$2,439.79
$9,759.16
February 15, 2017
$3,872.68
$1,084.35
$348.54
$2,439.79
$7,319.37
January 31, 2017
$3,872.68
$1,084.35
$348.54
$2,439.79
$4,879.58
January 15, 2017
$3,872.68
$1,084.35
$348.54
$2,439.79
$2,439.79
Direct Deposit
+ Update Direct Deposit
1
$1,000 of each check goes to Bank of America Checking xxx-xx-1633
2
100% of the remaining amount goes to Wells Fargo Checking xxx-xx-598
You'll receive a paper check with any remaining balance.
Federal W-4 Withholding
Filing Status
Single
Exemptions
1
Additional Withholding
$50.00
$
%
Colorado State W-4 Withholding
Filing Status
Single
Exemptions
1
Additional Withholding
$0.00
$
%
Powered by bamboohr

FOR CONSIDERATION (TBC)





Features as per plan

	Essentials	Professional	Business Premium
Recruiting CRM + Applicant Tracking (ATS)	✓	✓	✓
Employment Search Workflow ⓘ			✓
Crelate Visualizations ⓘ	✓	✓	✓
Job Management ⓘ	✓	✓	✓
Task and activity tracking ⓘ	✓	✓	✓
Customizable recruiting workflow	✓	✓	✓
Full-text + Boolean Search ⓘ	✓	✓	✓
Resume Parsing	✓	✓	✓
Mobile Recruiting – iPhone, iPad + Android apps		✓	✓
Hiring Manager and Interviewer Access ⓘ		✓	✓
Candidate Submittals / Sendouts ⓘ		✓	✓
Recruiting Reports and Analytics	Basic	✓	✓
Number of open positions	Unlimited	Unlimited	Unlimited

Applicant Tracking
Manage large volumes of applicants with a full overview from Sourcing to Hiring.

Manage Hiring Team
Manage your Hiring team effortlessly. Add team members and assign job openings.

Manage Interviewers
Invite in-house Interviewers, manage efficiently and assign interviews online.

Interview Scheduling
Receive schedules from applicants online. No manual intervention, saves huge time.

Social Recruiting
Post job openings automatically on top Social Media platforms in just one click.

Online Assessments
Conduct online tests during drives. Set your own questions, passmark & duration.

Career Website
No time to update your Career Page? Embed our Career Widget in your website.

Analytics
Real-time analytics for insights into your recruiting efforts. Export reports.

Post Jobs on Social networks and track the applicants too

Post jobs on Facebook, LinkedIn and Twitter to ensure a broader reach for your job openings. Track the social media source for the resumes received.

Go Social! Attract top talent through social media recruiting

Use social media for recruitment and broadcast jobs across social media channels to significantly increase your reach in hiring top quality professionals.

Comprehensive Onboard Training

No matter what Crelate subscription you choose, we will provide you with personalized training that is recorded for you to reference in the future. In addition, every customer gets a one-on-one follow up consultation to ensure a successful solution implementation.

During your quick start training, you and our onboarding team will work together to set up basic workflows, activities, templates and settings.

Our Professional level subscriptions also include more robust training designed to further customize Crelate to your needs. We plan time to walk you through all aspects of the system and to have 1:1 Q&A sessions after you have had a chance to actually use the systems.

Quick Start Training includes

- A personalized training session that is recorded for your future use
- A 1:1 follow-up success review

Pro Start Training includes

- Two tailored training session that are recorded for your team's future use
- A 1:1 follow-up success review

Additional optional training services include

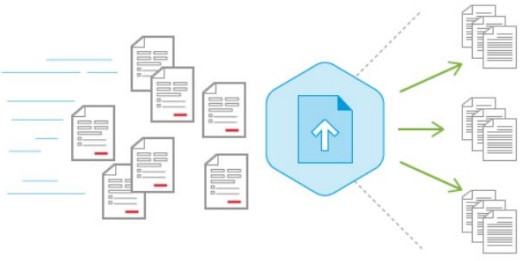
- On-site training
- Tailored training documentation
- Additional training sessions

Electronic New Hire Document Automation

When Speed Is Everything, Your Onboarding Process Shouldn't Slow You Down

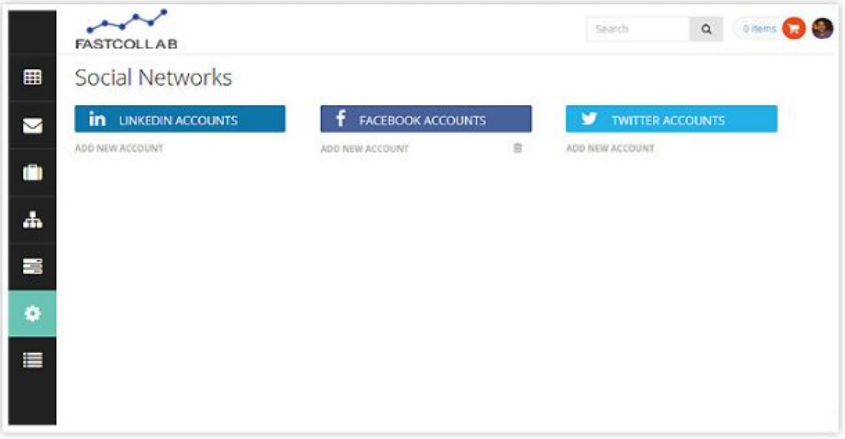
Bullhorn Onboarding software offers you control over your entire onboarding process through electronic document management and tracking.

The Bullhorn Onboarding tab within the Bullhorn ATS allows recruiters to send and track documents without interrupting their workflow. New documents are easy to upload and customize, and you can send them to your candidates early so that they can be ready to start as soon as they are placed. Create as many forms as your clients demand, automatically populate forms with placement and candidate data, and provide a secure login to a portal for electronic signatures and easy completion.



Promote jobs on multiple social networks in one click

Connect your company's and recruiters' social accounts to promote jobs across multiple social platforms in just one click. System automatically posts jobs on all connected accounts.



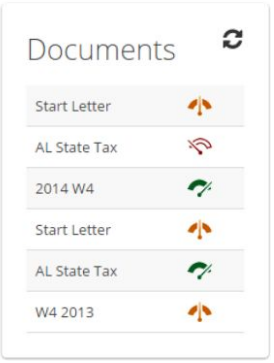
Onboarding Process Tracking

A Centralized Onboarding View

Bullhorn Onboarding software centralizes all of the steps in the onboarding process through a secure online portal. This allows anyone in your firm with access to see exactly where a new hire is in the onboarding process.

By tracking the progress of each placement's documents online, you can receive quick notifications about outstanding paperwork and easily send electronic reminders to candidates.

Ready to learn more about how Bullhorn Onboarding software can reduce your time to start while improving your relationships?



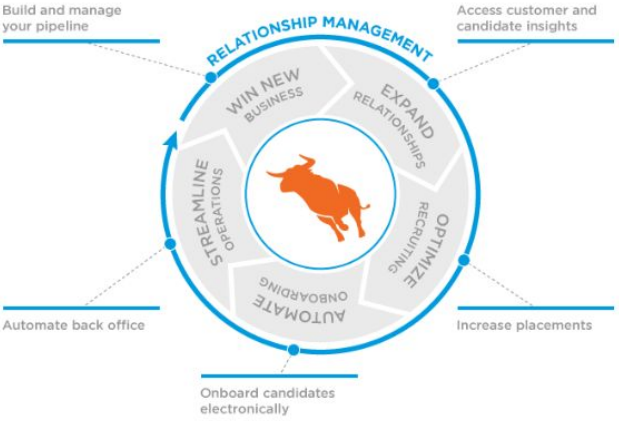
With Bullhorn's SSAE 16 Type II security audits, you and your candidates can be confident that sensitive personal data is handled properly

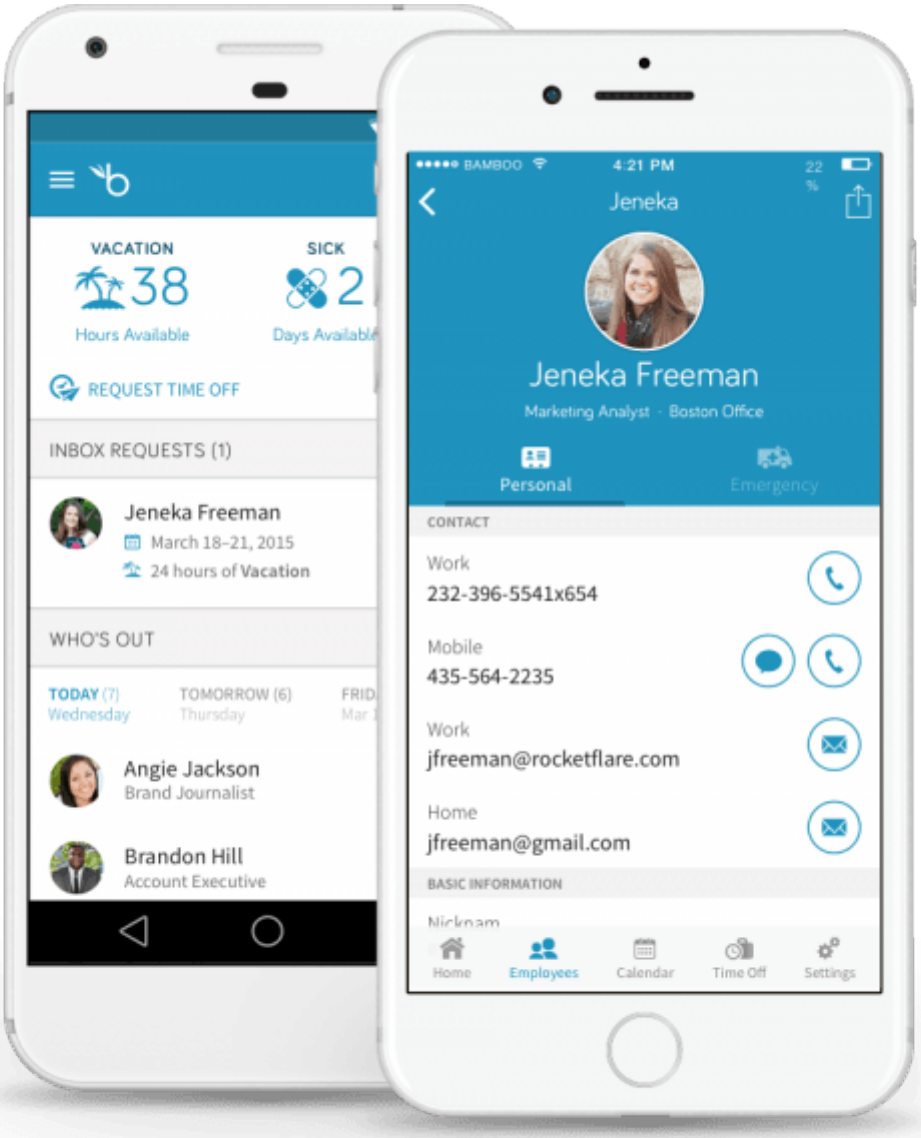
A Great Experience for Your Candidates

Recruiting is a competitive field, and you want to retain the best candidates. With Bullhorn Onboarding, you can ensure that your contractors enjoy the best candidate experience possible.

Bullhorn Onboarding software provides you with a customized online portal where your candidates can electronically sign and submit new hire paperwork, eliminating the need for them to print, scan, fax, or make a last-minute trip to your office.

Candidates receive electronic reminders if forms are incomplete, ensuring that their paperwork is entered on time.


Build and manage your pipeline
Access customer and candidate insights
RELATIONSHIP MANAGEMENT
WIN NEW BUSINESS
EXPAND RELATIONSHIPS
OPTIMIZE RECRUITING
AUTOMATE ONBOARDING
STREAMLINE OPERATIONS
Automate back office
Increase placements
Onboard candidates electronically


VACATION
38
Hours Available
SICK
2
REQUEST TIME OFF
INBOX REQUESTS (1)
Jeneka Freeman
March 18–21, 2015
24 hours of Vacation
WHO'S OUT
TODAY (7)
Wednesday
TOMORROW (6)
Thursday
Angie Jackson
Brand Journalist
Brandon Hill
Account Executive
BAMBOO
4:21 PM
Jeneka
Jeneka Freeman
Marketing Analyst · Boston Office
Personal
Emergency
CONTACT
Work
232-396-5541x654
Mobile
435-564-2235
Work
jfreeman@rocketflare.com
Home
jfreeman@gmail.com
BASIC INFORMATION
Home
Employees
Calendar
Time Off
Settings

Questions?

1. Where is all the data saved (cloud?), do I need to get employer/candidate to sign up to privacy statement/loss of data/NDA?
    a. Can I sell or share peoples data?

    All data should be stored in a sextupily redundant storage configuration up on Microsoft Windows Azure or equivalent. In addition, all data should be backed up in full every night and stored at an equally redundant offsite location or similar. Finally, the entire environment should be mirrored in a separate data center in the event of a prolonged Microsoft data center outage."

2. Can I create the platform to have an API inc case the client wants to lease the back end for his own use?
3. Do I need any insurances or policies in place before launching?
4. Do I require approval from clients/candidates/logos used from employers/brands/other?
5. What happens if the website is hacked?
6. We need to stop candidate and employer from leaving the site and ensuring the transaction is completed on Graduate Surveyors platform
7. I suggest that MSBC arrange live demos with each ERM provider to better understand the current and future capabilities within the market.
8. The platform should be able to scale up and open for future Bolt-ons or future expansion
9. Do you recommend AWS servers/cloud?
10. What type of bolt ons do I need? Payment, Document verification, visualisations etc
11. The website should be responsive and fast from all devices and locations
12. What happens if the website crashes is the data backed up?
13. Do I need to Integrate with job boards? Social Media (this seems to be important) etc?
14. Importing and exporting information from GS data base can I do this. if so, via excel or other?

The must have

Phase 1 - Front page: (purpose register peoples interest, tell them about our business, value and benefits)

1) Use existing website and retrofit design (any examples previous designs)
    a) find your perfect surveyor
        i) candidate or employer register your interest - get an email with a welcome
            (1) links to our social pages
            (2) notifications
            (3) updates
        ii) there name is added to a database back end - name, email, etc

2) Create a short corporate video or explanation journey on what we do and who we are
3) Maybe we can start offering some of the services highlighted in the initial website - payment gateway/standard shop/ - this way we can register their interest
4) Upload a few of my articles
5) Add testimonials
6) add people we've worked with (employers
7) add featured on

8) add nagivation tab and social media pages
9) has to be mobile friendly

Phase 2 - prototype

login portal and registration