

Online Web Recruitment App for "Aspire Manning Agency"

Introduction

This Recruitment app of Aspire *Manning Agency* is a solution that can recruit new employees to your HR system directly from your Website. You can create questionnaire for your candidates and take screening tests onsite with that form and generate reports. The form also supports fields for biographic details custom or pre-loaded and selectable.

Features

It's an Automated Online Recruitment Solution

Build questionnaire sets online with multiple methods of response. Results are automatically added to a candidate's profile.

No external engine or job vacancy website required

Publish your job posts directly on website. Create separate custom forms as required. Forego having to pay third parties for your vacancies.

Sort & organize submissions

Directly upload CVs, ID's Passports NBI, etc. Store all uploaded files nicely categorized by each job post. Print attached CV files. Use customizable biography forms to manually add candidates.

Workflow

Track the workflow from A-Z and change candidate status for each recruitment according to the hiring stage they are in. Assign to-dos to any employee.

Assign status & ratings

Systematically label & categorize each candidate with status and ratings. Statuses include shortlisted, hired, rejected.

Select from more statuses & schedule interviews

Assign interviewer, put on hold, check references, not a fit, decline offer, not qualified, overqualified, and archive.

Missing applicants requirements

Track and update applicant requirement status.

Activities with candidates

Create interview schedules, assign staffs, recruitment lead and interviewers to candidates. When a candidate completes a stage, system can move them to the next one and change their status.

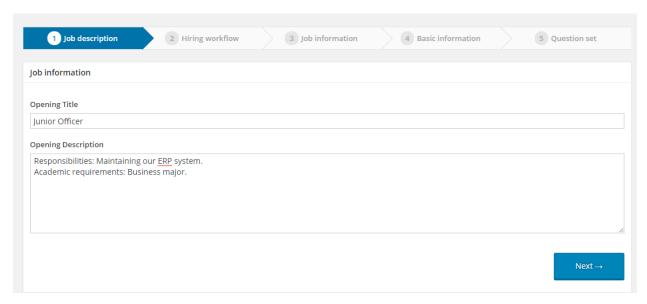
Reports

The comprehensive report system shows you all essential details about your job openings and candidates at a glance. Get a great view of everything you need of your in-progress and completed job posts. Choose to view individually and download as CSV.

Mockups & Manuals

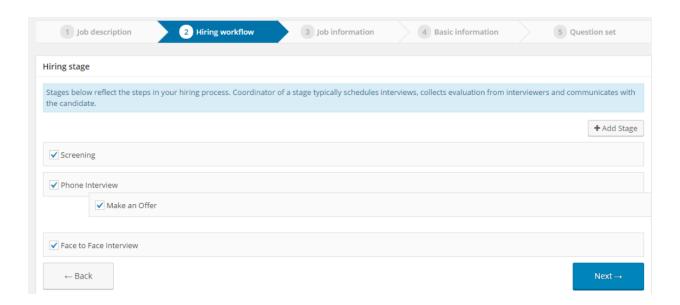
1. Enter Job Title and basic description.

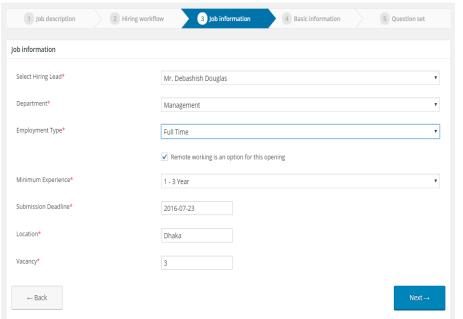
Enter anything that describes the Job.



2. Making a workflow

These steps tell you how you should proceed with this recruitment. It will come really handy when this recruitment is active. You can Drag and drop these steps or a new step of your choice.





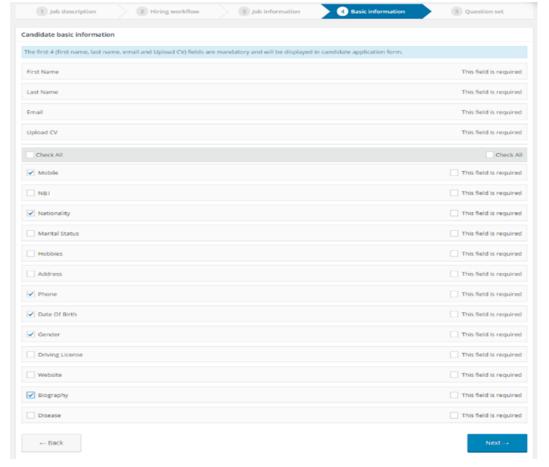
3. Adding details

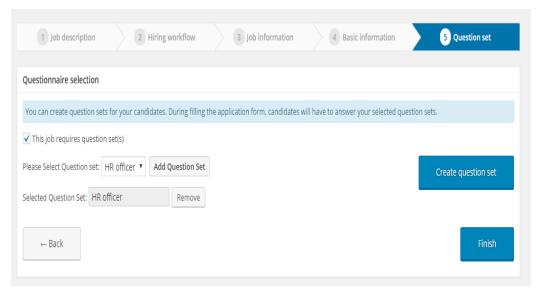
This is a very important step. Here,

you get to assign who will the recruit will be assigned to, so that he can proceed with the related updates.

4. Choosing fields

Pick up the fields you need for the form. The first 4 are already picked up for you and they are mandatory. You can click "This field is required" check boxes to make that field mandatory for the candidates.





5. Adding a questionnaire

Just select the questionnaire form from the dropdown menu or click on Create New Questionnaire.



6. Job list interface

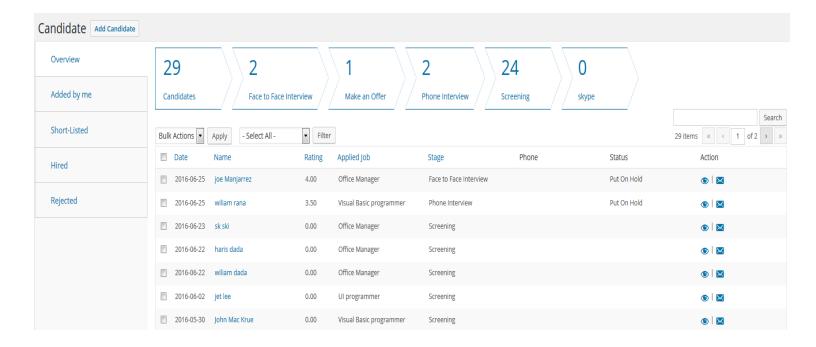
Here where is how a new job opening will show up on the applicant view.

jobs

| Job List | | | Show all ▼ |
|-------------------------|--------------------------|-----------|---------------------------------------|
| Office Manager HR | 1 - 3 Year Experience | Permanent | Deadline: Jun 30, 2019 5 days left |
| Python Developer | Fresher Experience | Parttime | Deadline: Jun 29, 2019 4 days left |
| Visual Basic programmer | 1 - 3 Year Experience | Permanent | Deadline: Jun 30, 2019 5 days left |

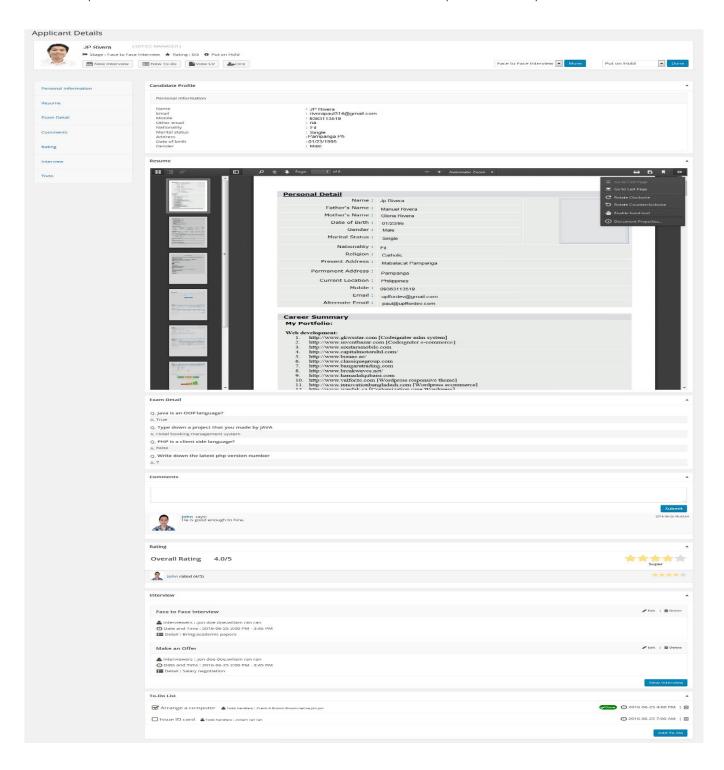
7. Candidates

Here you can see the entire current status of all ongoing recruitment, candidate stages and their progress.



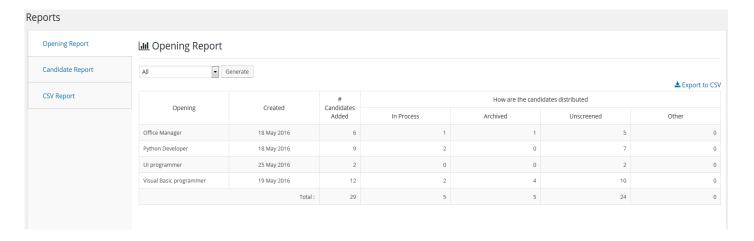
8. View specific candidate info

Here you can see the entire info about a candidate and all requirement they have submitted.



9. Opening report

Opening report gives you data about all the job openings you have made and those which are active. You can download the report as a CSV file. There is a drop-down menu to select an opening to change the focus of the report.



10. Candidate report

The candidate report gives you data about all the candidates running on your system. There is also a drop-down menu for this report to filter it according to openings. You can download the report as a CSV file.

