



Manging Recruitment using People Inc.

Overview

People Inc. enables organisations to manage a wide range of HR information; this includes the details of vacancies and applicants. Users can then use the system to look after all their recruitment activities: register applications, move applicants through their selection process, offer jobs, and take up references. People Inc. can also be used to generate e-mail, letters, and recruitment reports, both during and on completion of the recruitment process.

People Inc. Vacancy Screen

The screenshot shows the 'People Inc. Windows Client' interface. The main window is titled 'Screen: Vacancies'. The interface includes a navigation bar with icons for Reports, Letters, Email, Wizards, Filters, Search, Overview, Action List, and Documents. The main content area is divided into several sections:

- People Inc.:** A tree view on the left lists various HR functions like Job History, Salary History, Benefit History, etc.
- [Marketing Manager Open]:** A header bar indicating the current user and status.
- Action List: 0 Documents:** A header bar showing the number of actions and documents.
- Vacancy Form:** A central form with fields for:
 - Vacant Job: Marketing Manager
 - Vacancy Reference: VAC18
 - Recruit Reason: New Post
 - Job Type: (empty)
 - Contract Type: Fixed Term
 - Contract Term: 2 Years
 - Company: The Orange Time Mach
 - Department: Marketing
 - Location: Edinburgh
 - Line Manager: (empty)
- Key Dates:** A section with dropdown menus for:
 - Date Raised: 03/03/2014
 - Date Advertised: 03/03/2014
 - Closing Date: 14/03/2014
 - Target Date: (empty)
 - Date Filled: (empty)
- Approval:** Fields for Director Approved, HR Approved, and three 'Approved By' fields.
- Status:** A dropdown menu set to 'Open'.

The bottom of the screen shows a status bar with 'Vacancies', '1: 11: 11', 'Open Vacancies', and '© P&A Software 2016'.

The following features are available to People Inc. users looking to manage recruitment using the system. The flexibility provided by the People Inc. system enables each organisation to customise the basic functionality so that it matches their detailed requirements. This includes the content of screens and reports defined within the system, and the styling content and layout of on-line vacancy information and application forms.

Features and Benefits

The People Inc. system provides:

1. A facility to record details of vacancies:
 - Job description/specification
 - Key dates (closing date, target date, etc.)
 - Authorisation to recruit information
 - Details of costs (for reporting and analysis)



2. An add-on used to publish details of vacancies online, providing:
 - Integration with company website (using existing website style)
 - Options to have multiple lists each with different content (by location, by job type)
 - Options for different application forms for each list
 - The generate online applications (completed by candidates, including CV)
 - An option for speculative applications
3. A feature to make details of current vacancies available to existing employees (via the ESS)
 - Helping to communicate career options and retain staff
 - Filtering of the vacancies listed for internal staff
 - Customisable application form
4. The means to manage details of the candidates who apply
 - Contact details, right to work details, photo
 - Monitor Equal Opportunities
 - Record key criteria/attributes (for example CRB Check)
 - Attach documents (for example CV)
5. A facility to generate correspondence based on standard documents
 - Letters of e-mail
 - Sent individually or in bulk (to a number of applicants)
 - System retain copies automatically
 - Option to send ad-hoc communication (not based on standard document)
6. The means to move applicants through the recruitment process
 - Update the current status for each applicant
 - Use custom stages (acknowledge, reject/regret, shortlist, interview, offer, accept)
 - Filter system to show only active applicants (or those at a particular recruitment stage)
 - Move applicants to a new stage in the process individually or in groups
7. Access for line-managers to help shortlist applicants (via ESS login)
 - Review applicant details and attachments (CV, etc.)
 - Review criteria/attributes
 - Flag as suitable/unsuitable
8. A facility to schedule Interviews
 - Generate invites
 - Produce schedules
 - Record results
9. Produce Offers and Contracts
 - Based on a number of standard documents
 - Copies retained within the system
10. Generate recruitment-based reports
 - Cost analysis
 - The effectiveness of sources of applicants (agency, advert, internal)
 - Recruitment volumes
 - Equal opportunities



11. Create employee records for successful applicants
 - No need to re-type information for those who accept a job offer
 - It is possible to record details of post recruitment activities such as taking up references
12. Talent Pool available when recruiting again
 - Details of candidates who are not offered a position can be reviewed
13. Produce reminders (Key dates, deadlines, follow up calls, etc.)
 - Automated action-list entries
 - Option to add action-list entries manually

Recording Recruitment Information

Recruitment information is managed within People Inc. using two screens: the Vacancy screen and the Applicants screen. There is no restriction on the number of vacancies that can be recorded within this screen. By default the system will list current vacancies, but details of old vacancies are usually retained within the system's database (for reference and reporting purposes).

The Vacancy screen provided with the system can be used to record comprehensive vacancy details. Where additional details are required, perhaps to satisfy an industry-specific requirement, the People Inc. Screen Design tool can be used to add text fields and pick-lists, date fields and check-boxes. For example, users might want to record particular details of recruitment costs (for reporting and analysis). The user can therefore build a vacancy record that completely meets their organisation's needs.

It is possible to associate any number of applicants with each vacancy. Applicant details can be added to the system manually (including file attachments such as the employee's CV, or the results of an assessment test). Applicants can also come from within the organisation (employees can express an interest in a vacancy via their ESS login). It is also possible to collect applications directly from the organisation's website using the optional People Inc. Web Recruitment add-on. When this is done, the candidate will complete an on-line application form and attach their own CV (and perhaps covering letter).

The standard configuration of the applicants screen enables users to record general information about each applicant. Once again, some organisations (and some vacancies) will require that very specific information is recorded against each applicant. This can be accommodated very easily using the People Inc. Screen Designer.

It is possible to add triggers to the recruitment screens to generate reminders for important dates (closing date, target date, etc.). These reminders are created within the user's Action List within the system.

Authorisation to Recruit

The Employee Self-Service module enables organisations to provide access to recruitment information for line-managers. This can provide a number of benefits, for example, it is possible to manage the authorisation process associated with recruitment in this way.

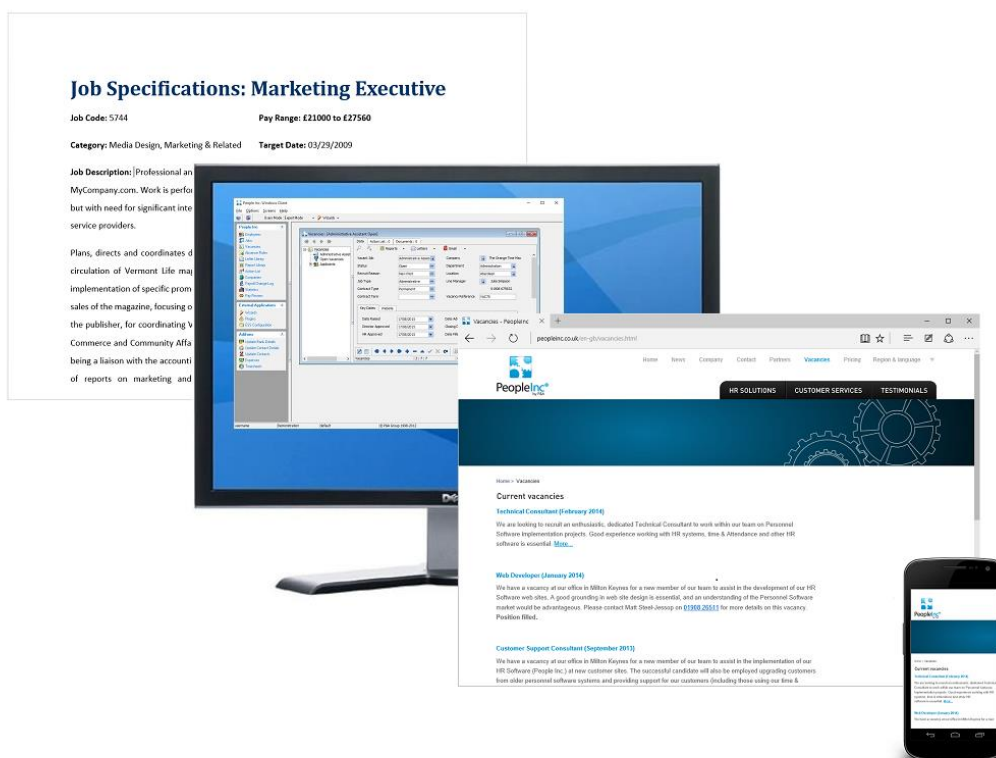
This is usually a custom requirement and it is not normally provided in the standard ESS system, however to implement such a system, the manager would be provided with access to an on-line form to raise a 'request to recruit'; HR would be notified when this request was raised and would then be able to complete further details. If authorisation is required from senior management this could also be added to this 'custom ESS workflow'.



The Web Recruitment Add-on

Using the optional web Recruitment module, it is possible to publish the information held within the system as a list of current vacancies on a company website. Once this is set up, to add a vacancy to the website the user simply ticks a box on the vacancy screen (there is no need to interact with web designers or IT teams). Candidates can browse the vacancy details and apply for positions via a configurable on-line application form. When they do this, the information they enter (and a copy of their CV) are automatically added to the People Inc. system.

Web Recruitment



The web recruitment add-on provides organisations with flexibility on content, layout and styling. It is possible to have multiple lists displayed on a website (for example to split vacancies by location or by type of job), and it is also possible to have different lists displayed on different websites if needed. The content and layout of the application form can also be customised (and different versions used for different types of vacancy). The web-recruitment add-on can use any information from the People Inc. recruitment screens (including custom fields added by the user).

Moving Applicants through the Recruitment Process

The People Inc. applicant screen is normally configured to reflect an organisation's recruitment process (based on a number of recruitment steps). For most organisations, the 'apply-shortlist-interview-offer' steps form the backbone of this process. An applicant's current status will reflect where they are in this process (the step they have reached) and the user simply updates this status to move them through the process. It is also possible to move a group of applicants to the next step in the process (rather than do this one-by-one).

If required, line-managers can be given access to the details of applicants for vacancies within their area or department (via their ESS login). This would enable them to review the information recorded for each applicant (including any attachments such as their CV or covering letter), and it would provide



access to detailed recruitment information (such as the interview schedules). Access via the ESS could also enable line-managers to mark individual applicants as 'shortlisted', or enable them to add feedback based on notes that they have taken during interviews.

The system enables users to generate correspondence based on standard templates that they can add to the system (using MS Word). These might be simple acknowledgement notes, regret letters, interview invitations or job offers. The user can create as many types and examples as they need and these can be printed or sent as e-mail. Letters and e-mail can be produced individually or for groups of applicants, and the copies of the final documents are automatically attached the applicants' records.

The interview process can be managed from the system. This includes the scheduling of interviews, generating invitations, producing the interview schedules and recording interview notes/results. Note that where line-managers run interviews, it is possible for them to add notes to the system via their ESS accounts.

Once successful candidates are found, their details are used to create their basic employee record. The remaining applicants can make up a 'talent pool' and help to fill future vacancies.

Reporting

A comprehensive suite of report templates is available as standard within People Inc. These report templates help user to manage their recruitment effectively (interview schedules, shortlisted candidates, analysis of source of applicant) and provide management reporting (costs of recruitment, staff turnover reporting, equal opportunities reporting, effectiveness of recruitment source, etc.).

Additional report templates can be downloaded from the customer area of the People Inc. website and users can of course create additional custom reports as required. Recruitment reports can be made available to ESS users (line-managers) if needed. Reports can be printed, generated as MS Excel sheets, or produced in PDF format so that they can be sent by e-mail.

More information

Please contact us (01908 265111, enquiries@pasoftware.co.uk) if you would like to learn more about managing recruitment using People Inc.