

CHRONOS SYSTEMS SOLUTIONS



Candidate Tracking



BUSINESS OBJECTIVES

Chronos Systems' Candidate Tracking system provides an easy to use, web-based solution for managing the entire hiring process. The system includes vacancy management, application management and tracking of the candidate selection process.

As an additional new module an agency management supports big organizations to work together with agencies and headhunter companies.

Due to the flexible architecture of the product the system can be customized to fulfill special requirements.

This product is especially useful for the following organizations:

HR departments - medium size companies
Big multinational companies working with external agencies
Recruitment and Executive Search Agencies

The system is capable to handle multiple HR organizations, recruitment agencies or countries at

the same time, therefore regional or multinational companies can also use it.

MODULES

The system implements the following modules:

- Vacancy management
- Web based application
- Candidate tracking
- Agency management
- Administration

KEY FEATURES

Vacancy Management

This module provides full functionalities of the vacancy management process. Two types of vacancies can be defined: internal and external. External vacancies are posted to the corporate carrier or to the agency's web site automatically; visitor of the site can apply to these vacancies (See. Web based application module). Corporate internal vacancies are not published.

The vacancy has the following most important attributes:

- Reference number, position title
- Vacancy creation date
- Start date of publication
- Expiration date of vacancy
- Job description
- Skills Required
- Internal/external vacancy,
- Country, city, discipline, sector

Each user is identified by a unique login name and password pair in the system.

Web based application

External vacancies are posted to the carrier web-site, where visitors are able to register and search these vacancies.

The vacancies can be searched by different criteria:

- Sector
- Discipline
- Position name
- Country
- Full text search is also implemented

After the registration process a candidate profile is created. Candidate can upload their CVs to the profile. Once the profile is



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uploaded the candidate can apply one or more vacancies, it is not necessary to enter the CV for each application. Candidate can update the profile and modify the CV or add new details if it is required.

The application has the following most important attributes:

- Personal details: name, birth date, address, email address, telephone
- Preferences: location, salary
- Educational details (Institute, faculty, from, to, degree)
- Professional experiences (Employer, from, to, position, responsibilities)
- Language skills
- Other skills

After submitting the application, it will be accessible in the candidate tracking module.

If the application comes in via mail or email an HR responsible can record the details and the application is handled the same way as it would come in via the website.

Candidate tracking

Applications posted on the website appear in the candidate tracking module. The main objective of this module is to support the candidate selection process.

The system is tracking the status of each application. The following actions are defined in the process:

- Application received
- Reject before interview
- Hold before interview
- Invited for interview
- Forward application to another position

- Reject after interview
- Forward for next interview

Outcome of the final interview
Job accepted

Thank you note for interview but not taking the job offer

Once the candidate submits the application on the websites the status of it becomes "Application received". HR responsible can initiate the above actions on the application. E.g. if the application is inappropriate it can be rejected immediately ("Reject before interview"). Or if the application is valuable the candidate will be invited for an interview.

It is also possible to attach additional notes to the application (e.g. interview notes).

The candidates applied for a certain vacancy can be listed. Ranking of candidates for a selected vacancy is also a useful function of the system.

HR responsible can set reminder dates and notes, based on that the system will send notifications automatically.

The history of a certain candidate or application can be reviewed. All details, which are registered in the system, are visible in the history.

Agency management

Big organizations are often using external agencies for search and selection part of the hiring process.

The system makes possible to communicate with agencies via a web based interface. Agencies and further details can be defined as a first step.

The entire negotiation process (send RFP, receive proposal) is implemented.

Different types of vacancies (retained, contingency) can be posted to the agencies; agencies can send candidates' CV back to the originator HR department.

Statistical Data

Evaluation of agency performance is an important feature of this module. The number of ordered vacancies, offered and accepted candidates can be evaluated in addition to offer rate, acceptance rate and an overall success rate.

Administration

Letter templates can be defined. In case of certain actions an email notification can be sent out (e.g. rejection email before or after interview, invitation for interview)

TECHNOLOGY, PLATFORM

The system architecture is built according to the **Microsoft DNA** standard; the web server should be Internet Information Server 4.0 (**IIS 4.0**) or Internet Information Services 5.0 (**IIS 5.0**).

The underlying database system could be **Oracle 8i** or **SQL-Server 7.0/SQL Server 2000**.

The security of the data is ensured through the SSL (Secure Socket Layer) protocol.