



_experience the commitment



Njoyn: e-Recruiting and Applicant Tracking Solution

The best results come from the best people

Manage the entire recruitment process efficiently

Recruiting the right employees is vital to any modern organization. However, this activity requires a powerful automated management tool that can meet the growing expectations of recruiters and potential candidates.

Njoyn is a Web-based recruitment and applicant tracking solution that streamlines and automates a three-step recruitment-and-hiring process: Hiring Management, Resume Management and Process Management, all three steps being administered seamlessly through one integrated application.

- **Hiring management** includes generating requisitions and using tools to post positions on the Internet.
- **Resume management** includes electronic document storage, candidate database search capabilities and tracking tools to quickly identify the best candidates.
- **Process management** includes managing the workflow and messaging associated with moving a candidate through the recruitment process. This reduces the time to hire, lightens the administrative workload, and improves the ability to attract the most talented candidates.

Among other things, Njoyn allows to:

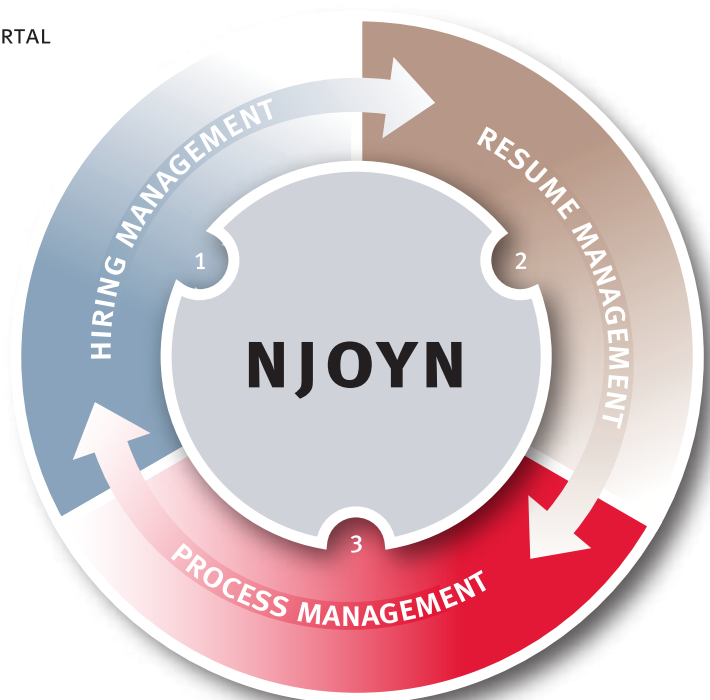
- Post job openings quickly;
- Link available positions to public career sites;
- Allow candidates to apply for positions online;
- Promptly find the right candidates using advanced search features;
- Schedule meetings with candidates;
- Notify candidates immediately upon selection;
- Improve the overall efficiency of your recruitment process.

FEATURES

- ACCURATE AND COST-EFFECTIVE WEB-BASED RECRUITMENT PORTAL
- AUTOMATED POSTINGS ON THIRD PARTY CAREER WEB SITES
- ADAPTABLE TO CUSTOMER BRANDING
- CANDIDATE AND RESUME FILTERING
- INSTANT MESSAGING CAPABILITIES
- PREDEFINED JOB AND EMAIL TEMPLATES
- POWERFUL REPORTING

BENEFITS

- FACILITATE APPLICANT TRACKING PROCESSING
- FLEXIBLE AND EASY TO USE
- QUICKLY PINPOINT THE RIGHT TALENT
- IMPROVE QUALIFICATION OF CANDIDATES
- SPEED-UP RECRUITING ACTIVITIES
- IMPROVE HIRING MANAGEMENT EFFICIENCY
- ACCESSIBLE FROM ANYWHERE ANYTIME
- ENHANCE CANDIDATE EXPERIENCE
- FLEXIBLE PRICING MODEL



Key Features

Resume Parsing

The resume parsing tool allows for quick, detailed profile creation simply by uploading a resume. The tool accepts a wide variety of document formats such as *Microsoft Word*, Rich Text and *Adobe Acrobat* (PDF) files. The parser tool scans each document and then populates the profile form with data found within the document.

Matching Algorithm

The matching algorithm is used by Njoyn to provide recruiters with a score for each applicant to a job. This score, calculated by cross referencing the requirements of the job posting with the qualifications of the candidate, provides a quick reference on the "suitability" of the candidate for the particular job they have applied for.

Custom Integration with HR Applications

The Njoyn solution can export details of a successful candidate hire to your external HR system through an on-boarding module that can be customized for your organization.

Instant Messaging

The online user module shows who is currently logged into the system and allows for the sending of instant messages for quick communication amongst recruiters.

Vendor Management

The vendor management tool allows for interaction between the client and vendor and allows vendors to submit candidates through the Njoyn system. The vendor survey tool then allows the rating of these vendors.

Custom e-mail Templates

All email templates in the Njoyn system are fully customizable. Additionally, users can create multiple templates for the same action, such as the declining of a candidate and the association of other templates like decline reasons.

Broadcasting and Multi-posting

Job openings are posted to the corporate web site, intranet site, selected job boards, job board aggregators and staffing service providers with a single mouse click. Postings can be automatically scheduled for broadcast or removal.

Key Vendor Management Metrics

Analyse a vendor's performance with key reports such as time to hire, cost to hire and productivity per vendor.

Workflow



Njoyn will help your organization find **qualified candidates** that will shape the future of your company.

Recruiters

Job Broadcasting

Broadcast job openings quickly to multiple boards and sites. Take full advantage of one of the best recruitment channels - the corporate web site and intranet site.

Job Templates

Njoyn can turn any job posting into a stored template for future use, saving time and effort when entering multiple or similar positions.

Njoyn Wizard-driven Templates

Njoyn's wizard-driven templates simplify data entry by systematically guiding the user through the input process.

Candidate Filtering

Avoid "potential candidate" overload and quickly pinpoint the best candidates with Njoyn's automatic candidate filtering and ranking features. The application matches all candidates against multiple job criteria.

Archives

Njoyn records transactions during the recruitment process and archives detailed information on candidates, jobs, contacts and departments.

Efficiency Metrics

Njoyn allows the generating of real-time reports or users can instantly call up complete activity records. The reports track hiring time, hiring costs, resource productivity, assignment costs, etc.

Candidates

Ongoing communication

- Notify candidates as soon as they qualify.
- Keep candidates and recruiters informed of developments in the hiring process as they occur.
- Generate e-mail messages at critical stages in the process.
- Decide if all incoming candidates receive an automatic e-mail response.
- Create assessments for each job in the on-line application process and attach the results to the candidates' applications.
- Benefit from Njoyn's "Resume Parsing" to speed-up creation of candidate profiles from resumes sent by e-mail by automatically extracting skills and contact information.

Single Profile Creation

Njoyn uses Single Profile Creation which avoids duplicate candidate entry, ensures database integrity and allows candidates to spend more time applying for multiple positions and less to reenter profile information.

Job Notification Agent

The Job Notification Agent is a tool that allows candidates to set requests that will find any future jobs that match the candidate's search criteria.

Easy Job Search Tools

The External Career Page has a search filter which allows the candidate to find job opportunities using various search criteria. The filter allows the candidate to search by region, category or specific keyword.

My Job Cart

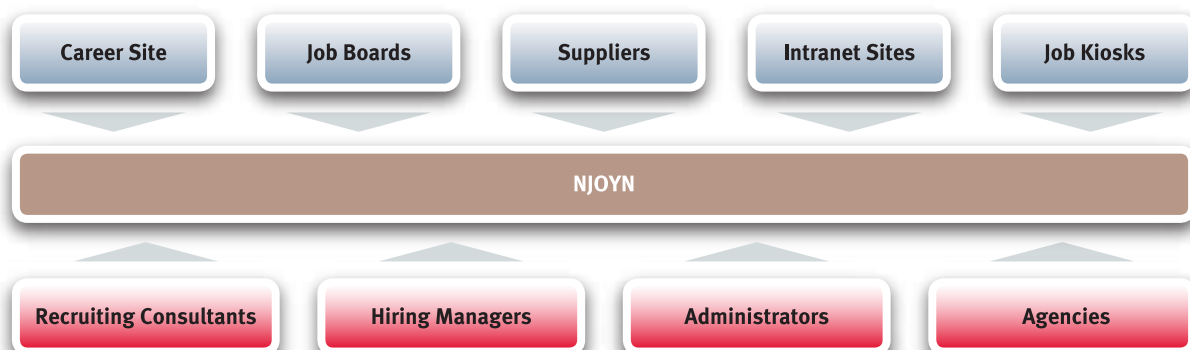
The My Job Cart function allows applicants to remain informed on the status of their job applications. This feature can be customized to allow applicants to track their progress as they move through the recruitment workflow.

Candidate Support

The Njoyn solution is supported via telephone and email communication. Helpdesk staff are available to Njoyn users and candidates applying to job postings. Bilingual Help Desk staff are available Monday to Friday, 8:00am to 8:00pm EST.

Careers Page

Take full advantage of one of the best recruitment sources: the corporate web site. Njoyn runs the career pages of your company's website matching the look and feel to deliver a seamless experience to job applicants. Njoyn dynamically updates job listings, provides candidate application forms to the Njoyn database and allows candidates to maintain their own secure profile.



Administration

Audit Trail

Njoyn records every transaction in the hiring process and archives detailed information on candidates, jobs, contacts and company departments. All files are extensively cross-referenced to maximize the use and value of information.

Role-based Security

Role-based security allows the HR department to specify what type of access a user has within the system. A role contains a series of permissions to different sections of Njoyn in order to facilitate adding new users to the system. By having preset permission roles, it only takes a few clicks to have a specific set of Njoyn permissions transferred to a new Njoyn user by simply making the user a member of the role.

Recruiter Statistics

Njoyn records all user activity. Recruiter statistics can be easily accessed by simply selecting a recruiter from the statistics module. Advanced reporting can also provide more detailed recruiter information.

Content Modification

Njoyn content can be modified to suit each organization's recruitment needs. Administrators have the ability to control content such as message templates, skills lists and question repositories.

Customized Assessments

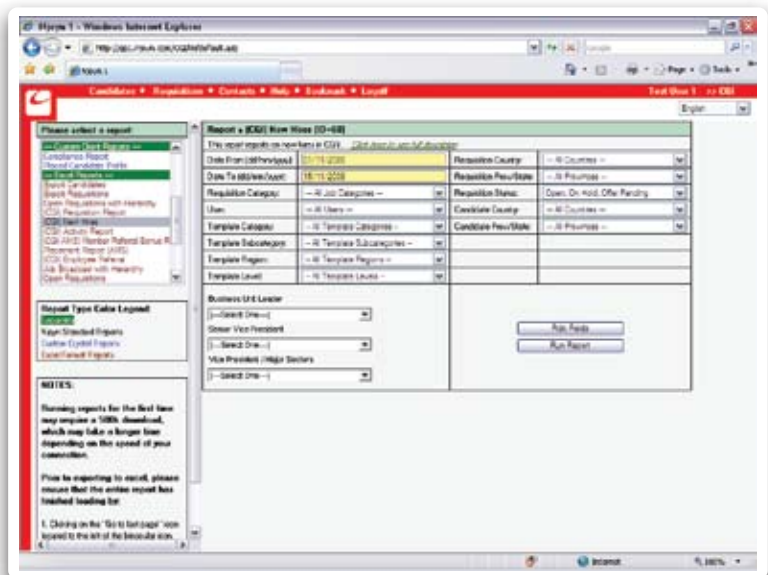
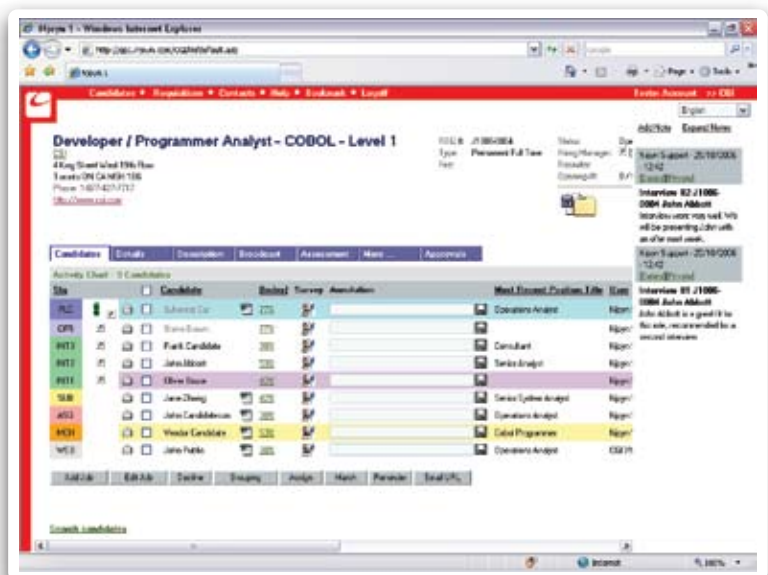
Njoyn helps to create assessments for each job that form part of the on-line application process. Results are appended to the candidate profile.

Reporting

As a recruiting and applicant tracking solution aimed at improving efficiencies, Njoyn provides extensive and comprehensive reporting capabilities.

Some available reports:

- Candidate Source of Hire
- Candidate Time / Cost to Hire
- Job and Company Assignments
- Job Recruiter Assignments
- Placement Activity
- Placed Candidates
- Placement Candidate Source
- Recruiter / Hiring Manager Activity
- User Login Frequency
- User Notes



Why Njoyn?

Njoyn is an e-recruiting and applicant tracking solution based upon a Software-as-a-Service (SaaS) business model that solves the issue of efficiently managing the hiring process.

Njoyn implementation staff will assist in the development of External Career Website(s) that allow candidates to apply for positions that clients are seeking qualified candidates for. Candidates simply apply for positions on-line by submitting a skills profile. That skills profile will help to properly qualify candidates for any current or future positions that are available. Candidates can be given feedback on their progress during the hiring process and as a result are encouraged to re-visit clients' websites for feedback, helping to enhance the candidate experience. Feedback also helps to initiate and foster the relationships with potential future employees and, at the same time, minimizes the inquiry traffic to the HR & Recruiting departments.

Njoyn helps the recruiting team by allowing for the efficient posting of available positions, automated qualification of candidates and automated replies to candidates based upon their "job match" score index. Njoyn saves time filtering through high volumes of resumes. Njoyn provides valuable metrics about the hiring process such as time and cost of hire, candidate sources and success ratios, activity metrics and much more. These metrics are used to reduce costs associated with the hiring process. More importantly Njoyn will help organizations find qualified candidates that will become the future of their company.

Corporate Profile

Founded in 1976, CGI is a world-class leader in information technology (IT) and business process services. It provides its clients with leading-edge electronic application and solution development and implementation services.

To date, more than 22,000 companies rely on CGI for their human resource management, payroll processing, time and attendance management and recruitment management needs. Backed by a rich heritage, global delivery capabilities and a strong financial position, CGI has a solid track record of on-time, on-budget delivery and high-value repeat performance. Rooted in quality and management processes, our goal is to fully meet client objectives, serving as an accountable, flexible and objective partner. We approach every engagement with one objective in mind—to help clients win and grow.

Business solutions through information technology™



ISO 9001 certified

For more information :
Toll free : 1-866-646-6966
E-mail : cgi.njoyn@cgi.com

www.cgi.com

©November 2006 - CGI Payroll Services Centre Inc.