Recruitment Management and Applicant Tracking

njoyn

Recruitment Made Easy.

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Recruiting the right employees is vital to any organization. However, this requires a powerful recruitment management solution that can meet the changing expectations of hiring managers, recruiters and candidates.

Benefits:

- Facilitate applicant tracking process
- Flexible and easy to use
- Quickly identify the right candidate
- Speed-up recruiting activities
- Available anywhere anytime
- Enhance candidate experience
- Flexible pricing model

Manage the entire recruitment process efficiently

Njoyn™ is a cloud based solution. It solves the issue of efficiently managing the hiring process. It streamlines and automates a three-step recruitment-and-hiring process.

Hiring Management includes generating requisitions, initiating online approvals and posting positions. Career opportunities can be advertised on careers sites, job boards and social media sites.

Document Management includes electronic document storage, semantic search and match capabilities and tracking tools to quickly identify the best candidates.

Process Management includes managing the workflow associated with moving a candidate through the recruitment process. This reduces the time to hire, lightens the administrative workload and improves quality metrics for continuous improvement.

Among other things, Njoyn™ allows users to:

- › Post career opportunities quickly,
- › Communicate through social media,
- › Easily manage applicants via one step dashboard,
- › Schedule interviews via Outlook,
- › Send online offers to candidates,
- › Initiate online approval process.

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, text and Adobe® PDF files. The parser tool scans each document and then populates the profile form with data found within the document.

Semantic Search and Match

Better search results in a much more efficient way than with traditional searching methods. Semantic technologies deliver better results by understanding the searchers intent and meaning of the search terms. This feature can be used with traditional Boolean search engine.

Candidate Pipelining

The Pipeline feature allows users to easily pinpoint previously screened talent by grouping them into user defined categories.

Instant Messaging

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

Vendor Management

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

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 few simple clicks. Postings can be automatically scheduled for broadcast or removal.

Customized Job Hire Forms

These customized forms are designed to make the hire request process easy and efficient. Initiating the hire request and approval process in Njoyn eliminates duplicate data entry, errors, and tracks approval metrics,

Key Vendor Management Metrics

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

Custom Integration with HR Applications

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

Custom Email Templates

Email templates are fully customizable. Templates can be created to eliminate repetative actions.

System Characteristics

- ✓ Remote Access Capability
- ✓ Accessibility Compliant
- ✓ Custom Web Sites
- ✓ Job Templates
- ✓ Commvnications Log
- ✓ Custom Candidate Forms
- ✓ Custom Message Templates
- ✓ Bilingval Application
- ✓ Custom User Roles
- ✓ Industry Leading Security

Other Features

- Ad Hoc Reporting ✓
- Diversity/Equity Module ✓
- Mass Email Campaigns ✓
- Custom Skill Sets ✓
- At-a-glance User Directory ✓
- Company/Client Ownership ✓
- Custom Reporting ✓
- 24/7 Access ✓

Deliver a seamless experience to job applicants

Single Profile Creation

Single profile creation avoids duplicate candidate entry, ensures database integrity and allows candidates to quickly apply for multiple positions.

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.

Mobile Site

Applicants can view, apply or save jobs on their mobile devices.

Online Offer

Applicants can respond and accept offers electronically on their PC or mobile devices.

Job Notification Agent

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

My Job Cart

The My Job Cart function allows applicants to remain informed about their job applications.
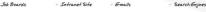
Social Media

Share jobs and career information on your favorite social media sites.

The Candidate Experience

Easily manage documents using Njoyn's advance document management features. Candidates can selected and associate documents to specific jobs.

Njoyn™ Applicant Sources

- ✓ Corporate Career Site
- ✓ Employment Agencies
- ✓ Career and Job Fairs
- ✓ Social Media
- ✓ Job Boards
- ✓ Intranet Site
- ✓ Emails
- ✓ Search Engines

Recruiter Features

Dashboard

Your dashboard is the centralized activity centre.
Access all your Jobs, Applicants and Approval processes from one location.

Advanced Searching

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

Document Management

Easily identify the right documents using our advanced document management feature.

Wizard-driven Templates

Wizard-driven templates simplify data entry by systematically guiding the user through the input process.

Email Profile Creator

Email resumes to a specified email address and Njoyn will create candidate profiles with an instant link back to the candidates profile.

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.

On-boarding

The On-boarding module allows easy transfer of data to sub-systems and initiation of on-boarding requests via an automated approval process.

Administrator Features

Technical Assistance Centre

The Njoyn™ solution is supported via telephone and email communication. Bilingual Technical Assistance Centre staff are available to Njoyn™ users and candidates, Monday to Friday, from 8 a.m. to 8 p.m. (EST).

Reporting

Njoyn™ provides extensive and comprehensive reporting capabilities.

Customized Assessments

Create customized assessments for each job whereby the results are appended to the candidate profile.

Role-based Security

Role-based security allows specifying what type of access a user has within the system. A role contains a series of permissions for different sections 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 permissions transferred to a new user.

Content Modification

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.

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.

Reporting

- Standard 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
- Diversity Equity
- Application Sources
- Google Analytics
- New Hire Dashboard
- Vacancy Dashboard

Take full advantage of one of **your** best recruitment sources...

your corporate web site.

We will assist you in the development of careerpages or external career websites that will match the look and feel of your company's website to deliver a seamless experience to job applicants.

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Thank you.

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Contact Us

A powerful and cost-effective automated recruiting management system is now a possibility.

Visit www.njoyn.com or call toll-free +1.877.427.7717 to find out how new technologies can increase the productivity of your recruiting activities and help you select the best candidates.