

Recruitment Requirements (optional module)

No.	Recruitment	Essential (E) Desirable (D) Nice to have (N)	Compliant ? Yes or No	A description of how you would meet the requirement
	General			
1.	An applicant tracking system that provides end to end recruiting automation and allows us to manage openings, candidates and clients.	E		
2.	The ability to keep candidates and recruiters notified of any changes or updates. The ability to contact all or specific candidates regarding openings.	E		
3.	The ability to create/update/remove steps within the hiring process together with the ability to view the status of each step, e.g. if the step was 'application' the status would be shortlisted, unsuccessful etc.	E		
4.	Short and informative user tutorials available for candidates and recruiters regarding process and software. In addition the ability to update/change these.	D		
5.	Workflow/Pipeline			

6.	An easy to use application for the recruiter with the ability to easily filter and configure the workflow/pipeline, e.g. candidate list/openings/closing dates	E		
7.	Candidate experience – the ability to apply for openings via mobiles, tablets and desktops together with the ability to track the progress of their application.	E		
8.	The ability for recruiters to identify partially completed applications and contact the candidate to prompt submission.	D		
9.	The ability for candidates to register their interest for future openings whilst capturing skills and competencies for future job matching.	E		
	Advertising & Applications			
10.	The ability to upload vacancy information from our HR system to create future openings.	D		
11.	The ability to create electronic approval processes for openings prior to advertising, e.g. approval to Senior Manager/Finance Officer	D		
12.	A job web page for advertising openings for all our clients, this	E		

	would be a responsive site and entitled 'Devon Jobs'.			
13.	The ability to create and link additional micro sites and webpages to the above jobs page to support clients or specific recruitment campaigns and brand as required.	E		
14.	Web page optimisation - the search for Devon Jobs needs to be within the top three results.	E		
15.	Social recruiting – the ability to upload openings onto social media sites in bulk. In addition, the ability to search for candidates via social media (such as Facebook, Twitter, LinkedIn) and attract passive candidates	E D		
16.	The ability to run targeted recruitment campaigns via different methods e.g. social media.	D		
17.	The ability to hold all existing job descriptions and other relevant forms/documents within a library to be accessed during the recruitment process.	D		
18.	Ability for applicants to upload documents e.g. CV, word applications	E		

19.	CV and application parsing	D		
20.	Talent pool & Job matching functionality	D		
21.	The ability to change the application process to meet the needs of our clients who may have a different recruitment process.	E		
22.	Ability to handle high volume, specialist recruitment campaigns	E		
23.	Ability to edit and update adverts once live.			
24.	Ability to post and manage advertising on various portals and job boards	D		
25.	Applicant portal to communicate directly with the recruiting manager and HR etc. <ul style="list-style-type: none"> • Directed to right individual / area • Intelligence self service 	E		
26.	Managers able to access job applications as they are received for their openings.	E		
27.	Ability for applicants and managers to set up and get alerts.	E		
28.	Ability for the candidate to track their application and the status of it, e.g. shortlisted/unsuccessful/added to talent pool etc.	E		
	Interviews/Selection			

29.	Ability to hold and manage interview tools	D		
30.	Ability to schedule interviews and assessment days	E		
31.	Ability to pre-screen and assess applications/shortlist and scoring	E		
32.	Ability for the candidate to select suitable interview date and time	E		
33.	The ability to sync with recruiters Microsoft calendar to book interview dates and times.	D		
	Onboarding/Checks			
34.	Ability to generate employment contracts and template letters and send these electronically and securely to candidate at any point during the recruitment process. In addition the ability to create free format templates and send to candidate and recruiter.	E		
35.	Ability to create a pre employment checklist relevant to the job opening and then track the status of each check, e.g. <ul style="list-style-type: none"> • Professional Registration • References • DBS • Medical etc 	E		

36.	The ability to filter, report and prioritise the workflow/pipeline and identify candidates with outstanding pre employment checks.	E		
	General/System/Reporting			
37.	Ability to search on full text on all information fields	E		
38.	Customisable Dashboards: <ul style="list-style-type: none"> • Applicant • Manager • HR (professional user) 	E		
39.	Allows complete tracking and workflow of Opening/Advert Request - Advert – Application – Outcome – Offer- Appointment – Checks – Employment (HR and Payroll)	E		
40.	Complete Self Service for Manager, Applicant and HR Team	E		
41.	Workflow automation	E		
42.	KPI setting and reporting	E		
43.	Invoicing and integration with current finance software	E		
44.	Ability to hold letter and email templates for the recruitment process	E		
45.	Ability to integrate with Microsoft products, e.g. Outlook to send emails			

46.	Comprehensive Reporting and Analytics from Advert stage allowing “what-if” scenarios	E		
47.	Ability to capture diversity on all applicants and report and monitor	E		
48.	Mobile Friendly across various platforms, e.g. iOS, Windows etc.	E		
49.	Employee Referral functionality to offer and manage incentives e.g. Refer a Friend	N		
50.	Ability to integrate with HPRM (document management system) and extract candidate data and associated information to personnel files.	E		
51.	Predictive intelligence based on historic analytics across all reporting areas.	N		
52.	The ability to capture report and analyse the effectiveness of sourcing and hiring activities including advertising.	E		
53.	Promote Employer brand	E		
54.	The ability to amend the standard processes and workflows within the system e.g. changing the standard recruitment process.	E		
55.	Ability to restrict access and have profiles for different	E		

	users/usergroups.			
56.	Ability to hold candidate information that has been source via external providers e.g. Overseas candidates	E		
57.	Ability to meet recruitment legislation	E		
58.	Dedicated Account Management with live, email and text customer support	E		
59.	Ability to be used with mobiles to send texts	D		
	Additional Temp Bank Management			
60.	Ability to manage in house Temporary Worker Service <ul style="list-style-type: none"> • Manage business placement requests • Manage Temporary Workers records, compliance and Payroll • Track and monitor candidate availability 	D		
61.	Ability to integrate with our existing software, e.g. Eptis (neutral vendor supplier), Payroll.	D		
62.	Ability to integrate with our internal finance system for Recharging Invoicing – Internal and External	E		

63.	Ability to be used by external clients	E		
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