

working
with you
on every level

Empower Recruitment is designed for Recruitment or HR managers with large-volume or continuous recruitment responsibilities. It collects, handles and makes available key data about candidates and vacancies, putting you in control. And it provides sophisticated analysis and decision-making tools, enabling you to recruit the best people, ahead of your competitors. If the Web Recruitment module is used in conjunction with Recruitment there are potentially considerable administration costs savings to be made.



www.northgatearinso.com/uk

Recruitment

So what does Empower Recruitment provide?

Empower Recruitment takes away the constant flow of time consuming repetitive tasks your team has to stay on top of.

Single point of data entry

Data is entered once and disseminated automatically throughout your HR function.

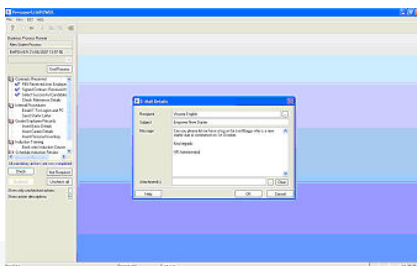
Data can be easily shared with other Empower HR solutions or with other third-party HR and payroll applications.

HR & Payroll Integration

Within the Empower suite of modules are highly configurable and powerful HR & Payroll modules. The single database means data is only entered once allowing all successful candidates to be passed to Personnel to become employees.

Business process automation

Our Business Process Wizard enables you to build the system around your specific HR processes so you don't have to change to fit in with the system, it changes to fit you, defining the processes accordingly. Together with the Business Process Runner it enables the design and build of time-saving best practice sequences, ensuring that everyone carries out the important basics in the same way.



Seamless desktop integration

Empower Recruitment is dynamically linked to your MS Office applications, for easy production of reports and documents. The volume of correspondence is dealt with easily:

- Batch letter - tags candidates for specific letters.
- Batch regret - ensures unsuccessful candidates are properly informed.
- Print letters - individual or batch printing for correspondence or reference requests, plus candidate records automatically updated.

In addition, with Empower Recruitment's in-built email compatibility, you can either mail or communicate electronically.

Online group diary and event scheduling

This acts as an automated reminder for regular or key actions, either using Empower Recruitment's own diary or Microsoft Outlook®. For instance, you can schedule the running of your monthly reports or automatically schedule tasks for managers, such as interviews.

Detailed security controls

Definable down to field level, Empower Recruitment gives you absolute control; allowing or restricting user access to specific areas.

Powerful reporting tools

Empower recruitment lets you mine the data you hold to produce a wealth of reports, helping you monitor your delegates today and make strategic decisions for tomorrow.

Access a library of standard reports that can be easily modified using our Reporting and Graph Wizards, plus the Export Wizard helps you move data to other applications.

Integrated solutions, Intranet capability

Empower Recruitment is a comprehensive solution for core recruitment administration, it can be used as a stand-alone system, or as part of an integrated application suite including Empower Personnel and Empower Training - sharing data, providing coordinated control and advanced functionality. To really exploit the strategic potential of Empower HR, our Intranet-based solution, 'Empower me' offers you a new dimension; e-business based collaborative working, that puts candidate information and decisions in the hands of line managers, and routine record-based management in the hands of the people themselves.

Empower Recruitment provides you with the ability to administer the process of recruitment in a prompt, accurate and effective manner. The Recruitment module provides:

- Applicant to vacancy competency matching processes
- Successful applicant transfer from Recruitment to HR removing the need to re-key data
- Full recording of recruitment Costing
- Self service integration - applying for vacancies, manager interaction with recruitment process
- Mail merge for standard letters and contracts
- Help at your fingertips using the on screen help
- On screen "at-a-glance" summaries of applicant and vacancy progress
- On-line diary and event scheduling
- Standard recruitment reports

Flexibility to tailor the application

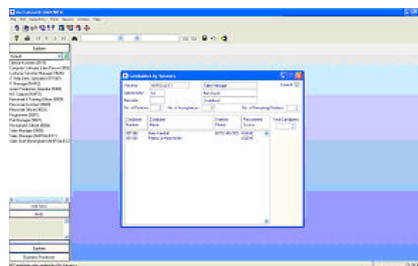
The flexibility of Empower Recruitment allows you to tailor many of its functions to match the requirements of your company. For example, the central concept of recruitment stages and actions enables you to closely control and monitor the progression of applicants within a vacancy.

Vacancy management and costs

Information is held on all vacancies, including job titles, multi-currency salaries, job descriptions and qualification and competency requirements. The associated vacancy costs feature tracks the true cost of filling the post, from recruitment sources such as agency fees, media spend to assessment centre costs.

Candidate information

Corresponding and arranging interviews with candidates are simplified as contact details, recruitment stages, qualifications and offers made are all recorded - and the system automatically detects repeat applications.



Bulk candidate entry

Batch data entry cuts the hassle of large candidate volumes – yet still lets you customise correspondence to every candidate

Reference handling

Records reference information generates batch or individual reference requests, tracks and classifies referees' responses.

Recruitment sources

Analyse the effectiveness of your recruitment sources - whether it's agencies, advertising media, referral or internal appointment to help you target the most fertile areas in the future.

Data analysis

Real competitive edge comes from devising strategies to find the best people before others do.

Empower Recruitment is packed with wizard-driven reporting capabilities, data analysis tools and added features to give you that edge.

Status reports on every field

Use the wealth of data in the system to extract snapshot status reports regarding current or all vacancies or all candidates and the status of vacancies.

Statistical reports

Produce snapshot or trend-based statistical reports for example showing the number of candidates applying for each vacancy, the number of interviews held in a given period.

Time-based reports

Create reports showing how long certain vacancies took to fill, deadlines for filling new vacancies, outstanding references, and so on.

Analysis of 'regret' reasons

Look at the principal reasons for rejecting candidates, by recruitment source or time, so you can review these criteria or filter certain characteristics at an early stage.

Equal opportunity analysis

Readily-available data on all aspects of statutory Equal Opportunity fields, as well as selectable non, statutory characteristics that help you both monitor and develop company policy.

For more information

With the skills, experience and market knowledge of NorthgateArinso behind you, you too can be well placed to translate the HR challenges your organisation is facing into powerful opportunities.

For an initial discussion about your requirements, call us on 0800 035 0545.
Email: hrsolutions@northgatearinso.com
or visit www.northgatearinso.com/uk.