

working  
with you  
on every level

Do you receive your applications in the post or via e-mail? Does your HR team spend hours manually entering data into your system? If so, then Web Recruitment could be for you. The last few years has seen a considerable increase in the use of the Internet as a recruiting tool. This growth has been driven by the numerous efficiencies and benefits that can be gained.



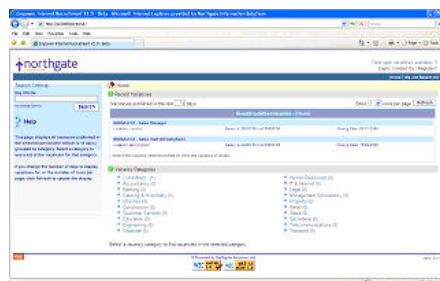
# Web Recruitment

## Benefits

- Reduced time to fill vacancies therefore lower cost per application
- A more efficient recruitment process saving time and money
- Allowing HR staff to focus on value-adding activity rather than administration
- An online application that contributes to a good first impression for potential employees
- Computerisation means that more applicants can be processed.
- Gaining occasional candidates for free
- Building a talent pool of candidates
- Applicants receive a much higher quality of service.

## How it works

Empower Web Recruitment is a module designed to publish vacancies to your website and then in turn receive candidate applications electronically, removing the burden of manual keying-in for the HR department.



Vacancies can be browsed either by category or selecting from a list by potential candidates. A candidate profile is created without the need for applying for a position enabling speculative applications. The web site will also allow

agencies to log in and upload candidates giving HR the ability to control the point of entry for all candidates they receive, freeing up administration time entering data normally received by email.

## Candidate profile

Visitors can register as a candidate, creating their own secure area allowing them to log back in at any time to track the progress of an application thus reducing the administration time handling such phone calls as 'did you receive my application'. Document storage is available which allows the candidate to store as many documents as required and attach them to the application form for a specific vacancy.

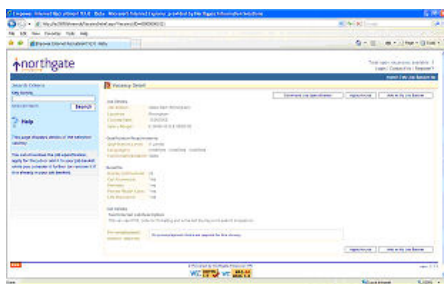
The "application form builder" allows you to configure as many application forms as required and apply them to individual vacancies, so when a candidate applies you get the relevant data you require for each vacancy, the application form can include;

- Killer questions
- Equal opportunities
- Professional Memberships
- Referees
- Employment history
- Supporting documents
- Additional information
- Education & qualifications
- Personal details

All data is stored against the candidate profile and once entered the candidate can apply for another position without re-keying any data.

## Agency profile

Agencies can be controlled from within Empower Recruitment allowing you to grant access, lock out accounts and assign vacancies to individual and groups of agencies. Allowing you to keep any preferred supplier rules but open up vacancies to other suppliers when required. Once logged in the agency can batch load candidates with minimal information and supporting documents. An agency can also track their candidates progress.



## 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](mailto:hrsolutions@northgatearinso.com)  
or visit [www.northgatearinso.com/uk](http://www.northgatearinso.com/uk).

## Application submission

Once the application form has been submitted, HR administration time is immediately saved with applicant screening process to ensure the live Recruitment database is kept free of dummy applications. The import routine creates the record within the core Empower Recruitment module. Once the candidate has been imported they are then part of the Recruitment database along with all other candidates that have come from different sources to be administered together.

## RSS and accessibility

Empower Web Recruitment is designed to be W3C AA compliant meaning that accessibility has been thought of from design, candidates using tools such as screen readers will have no problem following the descriptive text. Using RSS feeds candidates can be automatically updated when new vacancies are posted to your web site.