



# 1 Features and Setup Options

The following tables detail the Recruitbank Features and Specification, and how each feature can be customised, configured and managed. This will happen either during the setup process or as required.

**Key:**

- Fixed = Feature Cannot Be Changed
- Configurable = Configuration Tools Provided
- Customised = Changed To Meet Business Requirement

## The Careers Portal (Candidate Site):

Features	Setup
<b>- Candidate Tools</b>	
Register and activation via e-mail (SMS notifications optional)	Fixed
Complete profile <ul style="list-style-type: none"> <li>- Personal details</li> <li>- Career preferences</li> <li>- Employment history</li> <li>- Education and skills</li> <li>- Additional information</li> <li>- Company information</li> <li>- Upload CV</li> <li>- View profile</li> <li>- Print profile</li> <li>- Delete profile</li> <li>- Manage applications (Check recruiter status, withdraw application)</li> <li>- Search jobs, view jobs, apply, view job attachments</li> <li>- View messages - Vacancy messages and news &amp; updates (Enterprise Version ONLY)</li> <li>- Edit Login Details</li> <li>- View: Terms and Conditions, What to expect, Contact Us, Legal, Privacy, About company, e-mail webmaster, helpful hints</li> </ul>	Customised
Check current status of application (Reduces enquiries to Recruiters)	Configurable
Cannot re-apply for a job	Fixed
Cannot be shortlisted for multiple jobs	Configurable
Add unlimited attachments to profile i.e. certificates, qualifications	Fixed
<b>- Application Tools</b>	
Online job search and apply (pre and post registration)	Customised
Online application form creates user profile	Customised
Option to use profile to apply for multiple vacancies	Customised
Option to review vacancy process status	Fixed
Option to withdraw application(s)	Fixed
Option to review, print, update or delete profile	Fixed
<b>- CV Database Tools</b>	
Candidates get sent job details to qualify their interest via e-mail	Configurable



Candidates get automatically added to the longlist if they indicate interest in the job	Fixed
Candidates qualify desire to stay in database from multiple communications	Fixed
<b>- Site Look and Feel</b>	
Candidate portal pages re-branded (logo, font, colour) in line with corporate brand guidelines	Customised
Candidate portal content including "What to Expect" is customised to meet your needs	Customised
Candidate portal privacy, terms and conditions, warnings, footers are customised	Customised
Refer a Friend tool	Configurable
<b>- Communication Features</b>	
Option to opt-in to receive auto-sent company information	Configurable
Automatic notifications of process status changes by recruiter	Configurable
Automatic acknowledgement of job applications	Configurable
Automatic acknowledgement of adding your profile to the database	Configurable
Automatic acknowledgement of profile deletions	Configurable
Automatic communications sent to qualify if candidates wish to remain in the CV database	Configurable

## The Recruiter and Administration Portal:

Features	Setup
<b>- System Administration</b>	
Create/Edit Users – multi level users	Fixed
Assign user access to all/some or one of the following: - Managing jobs - Reporting - System administration - Requisitions (Enterprise Version ONLY) - Line manager access to shortlists	Configurable
Assign teams (so people can view and manage each other's work)	Configurable
Reference data management	Configurable
Workflow communication management	Configurable
Keyword grouping to aid searches – Manage synonyms	Configurable
Auto-cleansing CV database (Enterprise Version ONLY)	Configurable
Search candidates	Customised
System e-mail management	Configurable
Retrieved candidate log-in details	Configurable
<b>- Line Managers</b>	
Create job requisitions and approval routing (Enterprise Version ONLY)	Configurable
Access vacancy shortlists and add notes to candidate records	Fixed
<b>- Recruiters</b>	
Receive requisition approval notification (Enterprise Version ONLY)	Configurable
Create job library/templates	Customised
Create vacancies from templates	Customised
Create vacancies from scratch	Customised



Job list sort functionality	Customised
Reset candidate profile from search candidates tab	Fixed
Attach documents to job ads	Fixed
<b>- Experienced Hire and Graduate Recruitment</b>	
Different EH and GR workflows	Customised
Create job ads for EH and GR independently	Customised
Filter through different profiles according to EH and GR requirements	Customised
Different EH and GR reports	Customised
Filter between EH and GR in the database	Fixed
<b>- Candidate Attraction</b>	
Post vacancies on your corporate website careers portal	Customised
View internal vacancies via your intranet(s)	Fixed
Post vacancies on CareerJunction plus other major Job Boards	Customised
Search CV database (Bank)	Customised
Simple/Advanced search options	Customised
Search results score candidates (Enterprise Version ONLY)	Fixed
Email job details to bank candidates with request to qualify interest	Configurable
<b>- Applicant Management</b>	
Auto acknowledge applications	Configurable
Add screening questions to Job Ad, applicants will be filtered/screened either in or out based on specific Job spec requirements. Applicant answers to questions are stored against the applicant profile to be viewed at any time.	Configurable
Search applicants by vacancy	Customised
Search database or view all applicants for a specific job	Fixed
Save and reuse successful searches	Customised
Manage applicants against company specific recruitment workflow	Customised
Bulk personalised management of applicants via auto e-mail generation	Configurable
Mail merge – bulk word document generation for vacancies e.g. contracts (Enterprise Version ONLY)	Configurable
Bulk communication – bulk Email/SMS features to contact candidates (Enterprise Version ONLY)	Configurable
Record notes by recruitment status	Fixed
Record notes by candidate	Fixed
Record notes by vacancy	Fixed
Share notes with recruiters within the group	Fixed
View applicant history – Full log of events	Fixed
Bulk regret unsuitable applicants	Configurable
Regret & retain (CV remains stored in CV Bank)	Configurable
Regret & remove (CV removed and applicant barred from re-applying)	Configurable
Upload profiles from within admin (Add, edit, remove, attach CV) – For call centres and off-line candidate management includes status of completion, access and management of the entire candidate functionality from within admin	Configurable
Archive, save and retrieve all vacancy related information - Notes - Search results - Recruiter, dates and time all actions took place - Shortlist History Note: Archive completes the recruitment process, jobs can only be archived if in a completed state!	Customised
<b>- Recruiter Tools</b>	
Dashboard displaying number of applicants by vacancy	Fixed



Dashboard displaying number of applicants by recruitment status	Fixed
Recruiter applicant alerts	Fixed
Recruiter shortlist and close date alerts (Enterprise Version ONLY)	Fixed
Recruiter profile alerts (Enterprise Version ONLY)	Fixed
Upload candidate profile option	Customised
<b>- Management Information</b>  EE Data by Vacancy Cost per Applicant by Vacancy Cost per Hire by Vacancy Avg. Time to Hire by Vacancy Time to Hire by Vacancy Vacancies Open/Filled Vacancies by Workflow status CV Bank population CV Bank profile (EE Data and Age profile) CV Bank by employees Matrix Report - Applicants, screening questions and answers, profile hyperlinks per job ad Job Board report User Report  Any other reports will be generated or built on request.	Customised
<b>- Marketing Managers</b>	
Offer opt-in content to all applicants (Enterprise Version ONLY)	Configurable
Create mailing lists to opt in applicants (Enterprise Version ONLY)	Customised
<b>- User Help</b>	
Online Helpdesk function from behind the log-in	Fixed

## 2 Optional Extras

Recruitbank has the following additional optional extras, pricing on request:

Option	Description	Benefit
<b>Using SMS as a communication channel. Included except for SMS provider and bundles.</b>	All your recruitment workflow communications can have an SMS option.	Acts as a supporting communication channel to email.
<b>Managing Offline Applications.</b>	Converting faxed applications into text and importing the data into Recruitbank.	Allows you to capture those who do not have ready access to the Internet.
<b>Interfacing with background checkers</b>	When background checks are selected as a status, Recruitbank will seamlessly interface with your vendor and request certain checks are performed. The results will be returned to Recruitbank and stored within the candidate profile.	Reduces administration and possible duplication (same candidate being tested twice).



<b>Integration to major ERP/HRMS vendors (Oracle, SAP, PeopleSoft, IBM, etc.)</b>	This will allow you to import new hire information directly into your HR System.	Reduces administration.
---	--	-------------------------

Costs are dependent upon specific requirements.



### 3 Technology and Hardware Requirements

#### 1. Minimum Hardware Requirements (Server)

- Dual Core 2.8GHz or higher,
- 4GB Ram
- Separate Hard Disk for Backup Purposes (if applicable)

#### 2. Software Prerequisite (Server)

- Windows Server 2008
- IIS 6 or 7
- .Net Framework 4.0
- SQL Server 2008 R2 **Express**

#### 3. Minimum Hardware Requirements (PC Client)

- Intel Pentium 4, 2GHz
- 512Mb Ram
- USB Ports for Barcode Scanner, Webcam, Biometrics Scanner, one port per device (if applicable)

#### 4. Software Prerequisite (PC Client)

- Windows 2000 / XP Professional / Vista / Windows 7
- IE8 or higher