

Talentpool Basic

Product Feature List

Simple Products to Streamline
Complex Business Processes**Sourcing:**

- Source all the vital information for candidates automatically
- Import single resumes directly from disk
- Import single resumes from desktop, Outlook and Talentpool Inbox

Resume Parser

- Save time spent in importing candidates with auto-extraction
- Parse resumes in formats such as doc, docx, pdf, html, text and rtf.
- Extract candidate skills intelligently. Don't go just by candidate's description of skills
- Parse resumes imported from hard disk
- Check duplicates during the parsing process itself

Smart Search

- Get the best profiles sorted by the system against a given position
- Access last viewed candidates and new candidates in a single click
- Access candidates rejected or considered for a position in the past
- View search results ranked by relevance, experience or import date
- Recalculate experience automatically for accurate search

Candidate Relationship Management

- Track all past interactions through candidate interaction history
- Attach important documents like certificates to candidate profile
- Set up candidate specific reminders for follow ups
- Gain visibility by segregating candidates into funnel stages

Interview Management

- Set reminders for candidates, interviewers and your self
- View appointments for scheduled interviews
- Send automatic meeting requests via outlook
- Select interviewers from a panel while scheduling interviews
- Enable multiple interviewers submit their feedback
- Restrict decision making ability of certain interviewers



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Dashboard

- View a snapshot of live positions and their status
- View an auto generated list of all your on-going and pending tasks

Feedback Form Designer

- Design feedback forms as per your current practice

Prebuilt Reports

- View Status, Analysis, Operations or Activity report for your process
- Analyze reports summary or in details with the drill down function
- View reports in excel, html or pdf format

Workflow Configuration

- Stick to your time tested process with a configurable workflow
- Assign tasks to users by steps or positions.
- Set up different selection processes for positions of different levels
- Reassign tasks of one user to a different user at any point of time
- Set selection steps as optional or mandatory to qualify
- View the user and the next action required to process a candidate

Role Based Access

- Configure roles to provide the right level of access
- Restrict permissions by screen, function or data
- Limit access to confidential data such as salary or feedback
- Access to database is based on Org chart role and permission rights
- Set up report levels to share only the required information

Duplicate Detection

- Eliminate duplicate resumes using various parameters for detection
- Detect duplicates by exact or approx match of candidate details
- Prevent repeated viewing of information for the same candidates

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