

## Product Feature List

### Simple Products to Streamline Complex Business Processes

#### Requisition Management

- Set up your own process for raising and approving requisitions
- Send automatic reminders for pending requisitions to approvers
- Create quick positions using "copy from" templates
- Create multiple positions by using importing positions from CSV file
- Use configurable auto codes to generate unique position codes
- Publish positions to vendors , employees , portals or website easily
- View a snapshot of live positions, their status and their priority

#### Job Posting:

##### Website Integration

- Post selected positions automatically to website
- Enable candidates to view current positions and apply

##### Employee Portal

- Post only selected positions to the employee portal for referrals
- Allow employees to refer friends even without relevant vacancies
- Allow employees track status of referral fees & referred candidates

##### Vendor Portal

- Publish selected positions to selected vendors
- Enable vendors to directly submit resumes against open positions
- Enable vendors to track the status of submitted candidate
- Prevent vendors from uploading duplicate resumes
- Define mandatory and optional candidate information for vendors
- Notify recruiter on attempt by vendor to upload duplicate resume

#### Sourcing:

- Source all the vital information for candidates automatically
- Select & configure fields to be imported, mandatory fields, etc
- Import one or more resumes directly from disk
- Import bulk data directly from Excel sheets or CSVs



## Talentpool Enterprise

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#### 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 emails, web browsers & hard disk.
- Check duplicates during the parsing process itself

#### Naukri/Monster Import

- Import one or more resumes from job portals with browser plug-ins
- Get the extra information captured by job portals at the time of candidate registration

#### Outlook/Browser Plug-ins

- Import one or more resumes using Outlook or browser plug-ins.
- Add comments automatically to mails imported with date/time
- Import email or attachment in doc, docx or pdf format

#### Smart Search

- Locate resumes based on keywords, custom fields and filters
- Provide role based permission to hide or view confidential fields
- Search for permission-based confidential resumes
- Get the best profiles sorted by the system against a given position
- Save your present searches for future reference
- Categorize candidates as private or public for data segregation
- 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
- Filter candidates by position, location, selection stage or name

#### 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

#### Mass Mail

- Edit mail templates to send mass mail to target candidates instantly
- Send mails to candidates directly from the system



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#### Interview Management

- Schedule interview for candidates
- 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
- Receive email interview reminders
- Send auto generated feedback requests after confirming candidate attendance
- Restrict decision making ability of certain interviewers

#### Dashboard

- View a snapshot of live positions and their status
- Exchange candidate specific messages using this messaging system
- Upload your company's logo in the application to customize view
- View an auto generated list of all your on-going and pending tasks

#### Feedback Form Designer

- Design feedback forms as per your current practice with similar rating structure and fields

#### Offer Letter Generator

- Create offer letter templates with fields such as CTC, incentives, etc
- Generate offer letter instantly as the system picks up all the fields in the template automatically

#### Custom Fields

- Add as many custom fields to positions, users, candidates and positions

#### Prebuilt Reports

- View Status, Analysis, Operations or Activity report for your process
- View report details or summary
- Analyze reports in details with the drill down function
- View reports in excel, html or pdf format
- Schedule reports to be generated and sent via email automatically



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**Simple Products to Streamline  
Complex Business Processes****Custom Report Designer**

- Design reports by selecting fields & data that you wish to track

**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

**Expense Tracking**

- Track expenses such as relocation, job portal subscription, ads, etc.
- Add unlimited configurable expense types and expenses
- Allocate expenses by time, source or position
- Generate expense report for a period, position or type

**LDAP Integration**

- Avail single sign on with LDAP integration

**SMS Integration**

- Send action based user reminders & alerts

**Duplicate Detection**

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

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