

## Product Feature List

### Simple Products to Streamline Complex Business Processes

#### Dashboard

- Get a bird's eye view of your recruitment progress
- Track your recruitment funnel by client, recruiter or position
- View an auto generated list of all your on-going and pending tasks
- View all your reminders for the day at a single glance

#### Client Dashboard

- View details of clients- open positions, contacts and invoices on a single screen
- Add multiple contacts and details for each client
- Support multiple departments, business units and locations
- Access client contact directory with a single click
- Group clients as per convenient tags
- Import your existing client database from excel sheets
- Track all past interactions with clients at a glance

#### Candidate Relationship Management

- Track all past interactions with a candidate at a glance
- Attach important documents to candidates profile
- Set up candidate specific reminders for follow ups

#### Positions Management

- View all position details on a single screen
- Prioritize positions as per urgency
- Define position status as open, closed or on hold
- View candidates in process for a specific position at a glance
- Use predefined position templates for quick position creation
- Filter positions as per client, recruiter, status and position name
- Auto generate position code as per your convention
- Set a process to define rights for position creation and position activation



## Talentscout Basic

### Simple Products to Streamline Complex Business Processes

#### Sourcing

##### 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
- Source resumes directly into your database from your website

##### Outlook Plug-ins

- Import resumes directly using Outlook plugins.
- Auto-parse through resumes attached to emails during import.
- Flag imported resumes with time-stamp of import date to track emails that you have already imported.

##### Import from the System

- Import directly from disk
- Import candidate data directly from Excel sheets or CSVs
- Create candidate profile without any resume

#### Smart Search

- Locate resumes based on keywords, custom fields and filters
- Provide role based permission to hide or view confidential fields
- Limit access to senior/exclusive profiles
- Get the best profiles sorted by the system against a given position
- Categorize candidates using tags defined at user/organization level
- 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

#### Duplicate Detection

- Eliminate duplicate resumes using various parameters for detection
- Detect duplicate resume using the exact or approximate match
- Prevent repeated viewing of information for the same candidates

#### Interview Management

- Set reminders for candidates, interviewers and your self
- View appointments for scheduled interviews
- Receive email interview reminders



## Talentscout Basic

### Simple Products to Streamline Complex Business Processes

#### Optional Features

---

##### **Advance Sourcing**

###### **Job Portals**

- Import resumes from job portals such as naukri/monster with browser plug-ins
- Get all the extra information captured by job portals at the time of candidate registration

###### **Browser Plug-ins**

- Import information from browsers using IE/Firefox plug-ins

##### **Custom Fields**

- Add custom fields to positions, users, candidates and contacts

##### **Workflow Configuration**

- Continue to use your time tested selection process
- Assign tasks to users by steps or positions.
- Set up different selection processes for positions of different clients
- Reassign tasks of one user to a different user when a recruiter leaves or goes on leave
- Set selection steps as optional or mandatory to qualify
- View the user and the next action required to process a candidate

##### **Reports**

- View Status, Analysis, Operations or Activity report for your process
- View report details or summary
- View details of users eligible for incentive and their values
- View reports in excel, html or pdf format
- Export data to excel sheets from each screen for your convenience

##### **Resume Formatter**

- Format resume before sending it to your clients
- Use your own resume template while sending a candidate's resume
- Hide fields such as name, email address or contact details

##### **Mass Mail**

- Edit mail templates for sending mass mail to target candidates
- Send mails to candidates directly from the system



## Talentscout Basic

### Simple Products to Streamline Complex Business Processes

#### Role Based Access

- Configure roles to provide the right level of access
- Restrict permissions by screen, function or data
- Provide role based access to hide or view candidate information
- Access to database is based on Org chart, role and permission rights
- Set up report levels to share only the required information

#### Requirement Approval

- Configure requisition workflow with unlimited approval steps
- Send automatic email notification to next approver

#### Customer Relationship Management

- Track your sales pipeline through the complete process
- View all your important prospect info on a single dashboard
- Manage workflow and approvals before a prospect becomes client

#### PR Module

- Define rules to decide target audience for sending out mailers
- Set PR campaigns for both candidates and clients
- Set up unlimited PR events such as Birthday wishes, season & festival greetings & Thank you mails
- View PR activity report to analyze the success of campaigns

#### Billing

- Generate invoices for closed positions
- Design billing templates to be used by the team
- Set up reminders to send invoices to clients on time
- Define own rules and billing steps
- Define complex billing formulas easily
- Generate and send invoice directly to clients

#### Incentives

- Simplify incentive structure by defining rules as per positions
- Define incentive rules as per selection stage, CTC and experience

#### LDAP Integration

- Avail single sign on with Windows domain credentials

### Nitman Software Pvt Ltd

Tel: (20) 6400 8587

Fax: (20) 4075 1199

Email: sales@nitman.co.in

Web: www.nitman.co.in

