

RECRUITING



Speed up recruitment and selection procedures

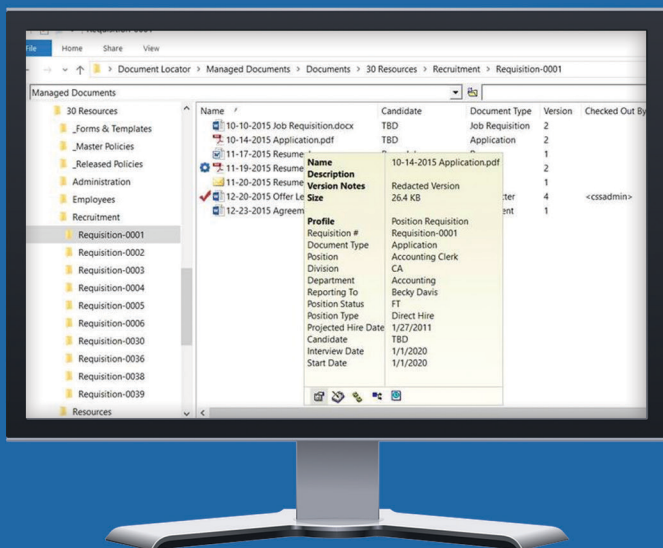
Centralize your management of applicant records and communications.

Improve the efficiency and accuracy of recruitment and selection with centralized management of applicant records and automated recruitment procedures.

In **Document Locator**, electronic and digitized paper applicant records are organized, secure, and searchable. Related email messages are also captured. Shared access allows multiple recruiters to support candidates efficiently. Everyone on the HR team has access to all the information they need to make faster, smarter hiring decisions.

Automated filing and workflow frees recruiters from paper-based, manual processes and allows them to focus more time finding the best candidates. Templates for offer letters and outgoing communications are managed as well, with review and approval procedures that maintain consistency.

Integration with HRIS and recruiting systems offers a seamless and organized approach to file management. Metadata, or facts about the files, can even be harmonized with other systems and used in reporting for improved consistency and compliance.



Applicant file management

Applicant records and email communications are organized and centrally stored so HR staff have immediate access to files when they need them.

Templates and notifications

Offer letters and communications are consistent and approved, while notifications speed up the applicant review process.

Streamlined recruiting

Spend less time organizing paperwork, and more time identifying the best candidates. Optional connections with HRIS and Recruiting systems makes file management affordable and easy.

See a Demo

www.DocumentLocator.com/HR