

**INDAPOINT-APPLICANT TRACKING SYSTEM: ATS**



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### **Key features**

- No download
- Available Anywhere anytime
- No software to install
- Runs over internet
- Fully secured with 128 bit SSL
- Organizational aware

### **Overview:**

This is an ASP (Application service provider) application, which allows any agency/corporate/recruitment agency to run their own Applicant tracking system. The main advantage of this application is, it allows you to run same application for multiple clients

### ***Business Objects and entities within application (Glossary)***

**Client:** - Customers of recruitment agency

**Job Post:** New job requirement for any client

**Candidate:** - Person who applies for specific job or having resumes data with this application

**Assessment sheet:-** Online Form like paper based sheet on which interviewer can asses the candidate against predefined group of question and can provide rating.

**Interviewer:** Person who takes and interview of a candidate and rates/evaluates candidate against given job requirement

**Recruiter:** Person in charge of one or more job recruitment for specific client(s)

**Administrator:** super user of the system who controls entire application

**HR Manger:** High level user within clients' organization who approves each process

### **Example Case Study:**

**ABC Consultants** is a leading recruitment and BPO company. They provide recruitment service to many domestic and international customers. They are using this application to provide online services to their customer. **XYZ software** is leading software Consultancy Company and they are one of esteem customers for ABC Consultants.

They (ABC Consultants) have provided access to this application for all their clients like XYZ Software. All customers have their own credentials to use this application and roles based privilege system allows all customers to manage their own data on this application. It is not possible for any one customer to access data of other customers.

### **Work-Flow**

With above example, this application follows (in general) following process

1. If XYZ Software wants to hire new executive or new developer they post their requirement on this application.
2. Any staff member from XYZ software (using proper username and password) can post new job requirement on this application.
3. Once new job post is added, it goes for an approval of HR Manager of XYZ software (He receives notification email immediately about new Job posted)
4. Once HR Manager approves new Job (Requirement) request, owner of this product (ABC Consultants) starts working on new job requirement
5. ABC consultants assigns 'recruiter' to specific job from list of employees available
6. One or more than one recruiter can work on specific job or with specific client
7. Recruiters then matches resumes (Available in database of this application)
8. They use intelligent match provided which matches against different criteria like qualification, experience, technology etc
9. After Finding appropriate matching resume, they can assign (attach) specific resume/candidate to specific job post (Job Requirement)
10. After selecting candidate they can start communication with candidates like phone calls, emails, etc.
11. This application allows maintaining and logging all communication like phone calls etc and user can maintain the different statuses like communication going on, called candidates, waiting for reply.
12. It is possible for client (XYZ Software) to login in system anytime and can review status of specific job, they can see real-time report on what's going on specific job request, and it allows them to download report in PDF report.
13. This tool helps HR department of client for reporting to their management and also having MIS ready in meeting.

14. Once recruiter selects candidates, they can schedule interview, this system allows to schedule interview date, time place and also an interviewer
15. Once this is set, it automatically send an email to candidate, HR Manager, admin and interviewer with information on interview schedule
16. Once candidate confirms interview schedule (he or she just need to click a link in email to accept or reject interview schedule), system automatically send interview schedule confirmation email to interviewer
17. On interview date, interviewer can also login in this system and can rate/evaluate candidate online (using pre-created assessment sheets)
18. After interview is completed, interviewer changes the status of candidate to 'Interview completed'
19. Once all interviews are completed (or any time) HR Manager, recruiter or client can login in system and can create comparison chart for all interviews held.
20. This charts provides a PDF report with candidate evaluation/rating compared against all candidates
21. after further offline process, if any candidate is 'confirmed' , recruiter can change status to candidate to 'confirmed' or 'selected ' , system again send customized email (can be edited by recruiter) to candidate with required information.

## **Demo**

Here is demo URL of HR application again,

### **Administration Module**

<http://www.appliview.com/admin/>

**Username:** chirag@indapoint.com

**Password:** indapoint

### **ATS Login**

<http://www.appliview.com/>

You can login using following details

**Username:** chirag@indapoint.com

**Password:** indapoint

After login it shows a calendar and following links at top

- Home
- Job Post
- Candidate
- Assessment Sheets
- Reports
- My Account
- Logout

## **1. Calendar**

a. Calendar here is basically a calendar for Job Interviews; reminders etc. For example if you are an interviewer and if you logged it to system you can see notes on this calendar with schedule.

## **2. Job post**

a. Team Leader or manager creates new job requirement (We do have full admin module to manage divisions, units, departments and employees and we can have different roles in system like, recruiter, HR Manager, department head etc), on employee screen we also ask to whom he 'reports to' so we can easily run approval process and workflow)

b. once new job is created, system send an email to his/her boss and his department head

c. If Department head approves new job requirement, it goes to HR Manager for approval, again it send an email to HR manager once department head approves it.

d. Once HR Manager approves it, he assigns 'Recruiter(s)' to job posting, Recruiters in this system are basically individuals who managers administrative activity (Like searching resumes, short listing candidates, communicating with candidates, setting interview schedules, etc)

e. Once Job is 'Live' you can compare Job requirement with candidate database in system

f. Candidates (Second link at top) is basically a resume database, this database can be maintained by adding resumes/candidate data manually, from company's online job posting (Job Portal) where potential candidate can apply for a job and we can collect data in our database and possibly we can read emails send by any job website (We yet need to figure out how, but I think that is possible)

g. Once any Job is live and if you select any job (For example, HR on demo) and click on resumes link from options available over the table, you would see a list of candidates available in database

### **3. Searching candidate and matching resumes**

- a. From this screen, if you click on search button (Logically it is 'match' button) it would try to match candidate database against job requirement
- b. it tries to match candidates database against following criteria , values in bracket shows what it tried to match (This can be customized as per the requirement)
  1. Business Area (HR )
  2. Experience
  3. Technology
  4. Programming Language
  5. Database (MySQL)
6. Operating System (Microsoft Windows)
7. Qualification (Masters)
- c. We have two options for this match here, strict and loose, strict would try to match all fields against Job requirement whereas loose would try to match any.
- d. We can click on number of records found and then we can assign any candidate to selected Job post
- e. Once we assign any candidate to any job, next process can start from here
- f. On top of this list under action, next to each candidate assigned for selected Job, it shows couple of options, like , this allows to schedule interview for selected candidate and selected Job
- g. Once we assigned Interviewer and set interview details, system automatically sends and email to Interviewer to approve/confirm interview schedule
- h. Once Interviewer confirms the schedule it sends email to candidate for approval and after approval from candidate for interview schedule , interview is set to 'live' status
- i. , this option here allows to keep tracking on different communication being done on selected job, like phone call, meeting etc and allows to keep tracking of 'status'

#### **4. Assessment sheets**

- a. This option allows to create different assessment sheets (Interviewer sheets) like we create survey, for each
- b. After Interview is confirmed, interviewer can conduct interview with printed assessment sheets for each Business area, like we can have one assessment sheet for marketing, one for Software, one for PHP etc
- c. This is same like what we do while creating survey, the only difference here is ,it allows to have magnitude (Value) of question so, interviewer can rank on each question like ranking against 10 points.

#### **5. Interviewer Interface**

- a. You can reviewer interviewer interface by new login (mihir@indapoint.com/indapoint)
- b. Interviewer interface allows interviewer to login and then they can add ranking of each candidate, they can use this system online while they are taking interview and can evaluate candidate.
- c. From this interface interviewer can also change status of interview, can approve the interview schedule and can communicate with recruiter (This application was designed by assuming geographically diverse presence of each individual)

#### **6. Reports**

- a. Reports are bit self-explanatory; however, client reports are bit different here

#### **7. Client reports**

There is also fully functional administrator interface as well, which basically allows managing Business divisions, units, team and employees

This application also allows managing employee referral, so employee can refer someone else for Job posting and we track and report referrals by an employees.



### ***Customization***

It is quite obvious that each organization would have their own business policy and rules and this application is open for any such customization. We provide all kind of customization in terms of features, business rules and look and feel for this application.

**Contact**