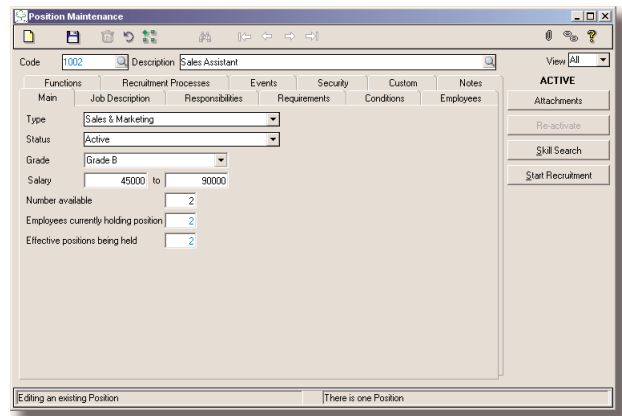


Successful organisations are a product of their people. It has long been understood that one's "human capital" is the most significant component of almost all organisations. Recruitment for Greentree manages the process of attracting, assessing and recruiting the best talent available, allowing you to maintain your competitive edge.



Key Benefits

HRM Suite

Recruitment for Greentree forms an integral component of the Human Resource Management suite within Greentree. Recruitment for Greentree is tightly integrated to other Greentree modules, meaning data need only be entered once and the integrity of that data is maintained across the entire system.

Multiple uses

Recruitment for Greentree is an effective solution for organisations that conduct their own internal recruitment processes, or for specialist recruitment agencies. The module provides the tools to manage each recruitment process, but, importantly, the integration to Greentree Financials also handles any billing requirements and manages costs you may have incurred as a result of the recruitment process.

Positions

The Recruitment for Greentree module is driven by the concept of a position. A position describes a specific role within your organisation, including the functions that role must perform, the job description, certifications and other requirements. A full history is retained by Greentree of all present and past people who have held a position. A position can define a role to be held by only one person at a time, or, by multiple people, where a number of identical positions are managed as a whole. One of the unique features of Greentree's recruitment is the ability to define and record job sharing, which has become a popular part of the employment landscape.

Applicants

Greentree maintains a complete database of applicants, which allows you to record all of the relevant details. Information such as CV, employment history, education and certifications can be recorded against an applicant, and all documents and resumes can be electronically attached to the applicant's record. You can also add custom fields to record information pertinent to your own specific requirements. A powerful search engine allows you to scan your database to locate relevant people when required.

An applicant can be an internal person, already employed by your organisation, or a person outside the business. All of the information previously collected in HRM relating to an existing employee is carried through to Recruitment for Greentree, such as certification, training, education etc. Of course, provision for the same information is provided for external candidates, and retained if the candidate is successful and the automatic 'Convert to Employee' functionality is utilised.

Recruitment Process

When a position is created or vacated, a recruitment process can be initiated. A recruitment process can either be a pre-defined procedure that governs how a position is to be filled, or a flexible process tailored to the unique position. An unlimited number of stages can be defined during a recruitment process, including stages such as advertising, first and second round interviews, short listing, medical examinations or reference checking etc.

The screenshot shows a software window titled "Recruitment Process Maintenance". The interface includes a header with navigation icons and a search bar. Below the header, there are tabs for "Main", "Stages", "Events", "Security", "Custom", and "Notes". The "Main" tab is active, displaying a form with the following fields: "Code" (1033), "Description" (Sales Position), "Type" (Permanent), "Status" (Active), "Position" (1002, Sales Assistant), "Number required" (1), "Number available" (2), "Employees currently holding position" (2), and "Effective positions being held" (2). On the right side, there is a vertical panel with the word "ACTIVE" in red, and buttons for "Attachments", "Re-open", "Mail Merge", and "Email". At the bottom of the window, there are two status indicators: "Editing an existing Recruitment Process" and "There is one Recruitment Process".

Recruitment stages are incredibly useful as they facilitate, control and enforce adherence to the business's recruitment procedures. At every stage, a full cross-referencing of each applicant is retained, providing both an in depth audit trail, as well as a powerful management tool. Information such as interview notes can be stored for each candidate, and electronic filing of documents provides a mechanism for keeping all records in one place throughout the recruitment process.

Applications can be recorded from your applicant database, as well as from your current and former employee database. When an applicant is successful, they can automatically be converted from your application database to become a current employee, without re-keying of data.

Automated mail merge and bulk email facilities, allow for full automation of communication, from acknowledgements of applications through to advice for both successful and unsuccessful applicants.

Interview Schedule

Each interview can be assigned to multiple people, both internal staff as well as external contacts in your database. The Recruitment for Greentree module provides a schedule for each interviewer, and provides an infrastructure to methodically record the outcome of each interview.

Attachments

Like all Greentree modules, users can attach any file to the Recruitment records. This functionality is particularly important in the Recruitment for Greentree module, as it allows users to attach all of the relevant documentation such as copies of resumes, certificates, licences and countless other important document types to the records in the central Greentree database.

Billing

When used by either an internal personnel department that on charges it's costs, or a recruitment agency, Greentree can manage the financial process, so that disbursements such as advertising can be on-charged, and fees for services billed, whether they be success based, fixed fee or actual time based.

Managing costs

With any recruitment process, there are always costs involved. They could include advertising, recruitment fees, medical examinations or internal labour costs. Greentree allows you to track all of these costs, to both document and manage your costs.

Related Modules

Human Resource Management for Greentree

Effective management of your organisation's personnel begins with maintaining accurate and detailed records of their attributes and capabilities. Only then can Management obtain a clear picture of the human resources at their disposal and in turn, the organisation's collective capacity. HRM provides the tools to create a human resource information system that forms the basis of your organisation's workforce planning and analysis.

Payroll for Greentree

One of the most important business functions for organisations of any size is running a prompt and accurate payroll. The flow on effects of payroll errors can have a crippling influence on stability at both the workforce and macro-organisational level. Using Payroll for Greentree will ensure that your business' payroll runs efficiently and reliably. Payroll for Greentree will also allow Management to gain a keen insight into payroll costs and trends.

*Recruitment for Greentree, HRM for Greentree and Payroll for Greentree are produced by Platsoft (Australasia) Limited. The brand Greentree is a trademark of Greentree International Limited and is used with permission.