recruitive

Exigo Lite

End to End Applicant Tracking Features and Functionality 1.1

About Recruitive

Recruitive has been synonymous with Recruitment Software since 2004. We are a market-leading supplier of innovative End to End Recruitment Solutions. We have experience in the design of careers websites, recruitment agency websites and job boards since 2001.

We provide HR Professionals, Recruiters and Hiring teams with innovative, cloud-based technology aimed at streamlining the recruitment process, making it quicker and easier to recruit, whilst significantly reducing the time to hire and associated costs. As early pioneers of multi-job posting technology, our expertise extended into candidate management, CV parsing and scoring, and search capabilities right through to candidate onboarding.

In April 2019 the business was acquired and Recruitive became a wholly-owned subsidiary of SaaS Holdings Limited. We support continued investment into ongoing Research and Development in order to remain ahead of the technology curve. Our end-to-end solutions also incorporate the front - end candidate attraction capabilities of careers websites, built and designed by our in-house design specialists.

This enables us to not only deliver award-winning back-end candidate management solutions for clients but also provide beautifully designed front-end career and campaign websites to attract the best candidate talent. As a result, we are one of the few providers in the market that can deliver a complete end-to-end solution.

Based in Cannock, Staffordshire, we employ 33 of the friendliest and most competent staff. We remain an incredibly innovative business, always looking for better ways to enhance the recruitment software landscape.

We are a market-leading company.

Companies we work with

Exigo Overview

Exigo is a software application that enables the electronic handling of recruitment requirements. An ATS can be implemented or accessed online for small, medium or large businesses, depending on the needs of the company.

Our ATS system has been developed and evolved over many years, from the direct experience of employers and recruiters around the world. It covers everything your recruitment team could require from candidate sourcing, talent pooling, shortlisting, vacancy management, video interviewing, onboarding & reporting – a complete end-to-end recruitment solution!

We can uniquely design the solution for you that utilises our specialist modules and only includes exactly what you need. What's more, if you desire a particular service we will work with you to build the technology you need.

Included as standard is a huge range of features and functions intended to streamline your whole recruitment process. The core features and functions are as follows:

Client Branding: Your solution will be fully designed in line with your corporate branding and hosted on your own unique domain. Additional areas used by internal staff – recruiters, hiring managers and senior leaders will also be fully branded in line with your organisation's marketing guidelines.

Multi-Job Posting: Within the system, users will be able to post to multiple job boards, social media and the careers website in just one click. Your dedicated Account Manager can add the job boards that you currently use, register you with free-to-post job boards or purchase job credits on your behalf, at a discounted rate.

Task Management: You can create and manage multiple reminders per user, or you can create tasks for yourself or on behalf of your colleagues. Multiple tasks can be specified and completed on specific dates and times.

Email and SMS Text Communication: Individual and personalised group messages can be sent to candidates from within the system. Users can create as many email and SMS text templates as they need.

Candidate Management:

- Manage candidates from multiple sources in one place
- Easily 'Tag' candidate skills for future talent mining
- Attach documents to individual candidate records
- Interview Scheduling (Individual and group). Invite individuals or groups of candidates to different types of interview
- Add notes to individual candidates
- Create new candidate records by dragging and dropping CV's into the system. The system will then take the information from the CV and automatically create a candidate record
- Highlight the best candidates as 'Hot.
- Create unique application forms with scored questions and answers
- View and manage candidate application forms in a percentage achieved out of the total marks available
- Rejected candidates are marked with a red icon
- Easily reject candidates by dragging and dropping the records out of your shortlist
- Link tasks to candidates
- Move a candidate to another job
- Instant search by a candidate's name
- Drag and drop candidates into your own created folders
- Forward candidate, CV's to managers and/or branches
- Email the managers and/or branches about the candidate
- View the candidate's application and progress history

Candidate Search: You can search through all the candidates stored within your talent pool, using specific information and Boolean Keywords to search within a candidate's record. You can search candidates using different search parameters, including:

- Boolean Operators
- Jobs that they have applied for
- Progress Options
- Candidate Status
- Location including Radial Search
- GDPR Options
- Specifically created Tags

Emails: Automated and manually created emails can be generated throughout various stages of the recruitment process. As standard, the system will include the following email functionality:

Automated Application Emails: Protect and enhance your "brand" with every applicant receiving personalised acknowledgment

Manual Candidate Upload: Automated GDPR email notifications sent to candidates

Email Template Creation: Create your own rejection and registration email templates

Shared Email Templates: Share email templates across your organisation

Application Scoring Emails: Send details of application scoring by email

GDPR Email Confirmation: Users are alerted as soon as a candidate has accepted your Privacy Statement

Interview Confirmation: Generate automated interview email confirmation and reminders for both candidates and hiring managers

Email Historic: All historic email communication is stored and retained within the system

Assign/create groups for emails: Allowing you to search by the group assigned to email templates

Jobs: Writing job descriptions, posting jobs and tracking jobs are all very time-consuming aspects of the recruitment process. Our technology helps you take a job from initial requisition and approval, through to posting and tracking in an effective and timely manner. As standard, the Recruitive system includes the following features and functions:

Job Specifications: Add your own job specifications from templates

Bespoke Application Forms: Create your own application forms to include candidate scoring & rejection options

Add Notes: You can add your own notes to each job

Documents: Create your own internal documents for each job

Multi Job Posting: Post job vacancies to multiple locations, including third-party job boards, social media and your own dedicated careers website

Application Form Management and Templates: Create your own bespoke application forms or select from pre-determined job templates

Application Screening Questions and Library: Create your own screening questions and/or select from a pre-determined library

Search Jobs by:

- Keyword Search by Job Title or Reference Number
- Job Status
- Users
- Job type
- Industry sector
- County, Region and location
- Date range
- HR/Line Managers/Branch

Reports Included as Standard:

Being able to report on your recruitment process is essential to any HR department or recruitment team. As standard, Recruitive include a number of powerful reports:

Candidate Application Source: You can report on exactly where your candidates are sourced from

Candidate Application by Progress Option: Report on what stage of the recruitment process your candidates are currently at

Candidate Application by Location: Report on where your candidates are geographically located

Candidate Application Count by Date Range: Report on the dates that applications are received

Average Responses: The average response per job

Active Jobs by User: How many jobs are managed by specific users

Average Time to Hire by Progress Option: The length of time it takes to hire candidates

Average Response by Manager/Company/Branch by Date Range: You can monitor the average responses by numerous criteria

Candidate by Progress: A general candidate database report

User Activity: A report on general user activity

Administration Functions:

As well as highly advanced recruitment functionality, the administrative settings also allow you to manage the entire platform quickly, without the need for technical knowledge. Some of the standard features are as follows:

Saved Searches: Details of previously saved searches

Vacancy Closed landing page: If a job is closed in your system but still advertised externally you can manage the page a candidate will get if they try to apply for this job

Database Lists: This is where you can manage details for Job Status, Interview types and locations, Progress Options (email templates can be assigned to progress options), Tags, Candidate Source, SMTP and Users

Email Management: where you can set up and manage all email settings and scoring email parameters. You can create and assign groups to your email templates making them easier to search. Store email signatures linked to users and assign different emails to Interview types.

Shared SMS templates and Quota management
Set up automatic reference email reminders to be sent so many days after the initial request and how many times this is sent

GDPR Management and Set-Up:

- A GDPR Privacy Policy is accessible on all personal details, Application forms and GDPR emails you have full control over the contents of all emails, landing pages and your privacy statement. You can email reminders to candidates and view all GDPR activity.
- GDPR Activity Report
- Data Retention - candidates are automatically deleted after 12 months of registration, although you can specify a different timescale if required. Our standard timescales are 12 months upon acceptance, and we provide candidates with 90 days' notice to respond. During the 90-day period, the candidates' status is set to 'Pending.'

Job Reference Numbers: The system will auto generate automatic job reference numbers. My Account a full overview of your account profile.

Candidate Source Mapping to Merge Duplicated Sources: this allows you to streamline your database fields

Manage Contracts and Parameters: you can edit and add contract details and other parameters.

Onboarding:

Converting your applicants to employees quickly is another essential part of the recruitment process. Having the correct documentation is as important as being able to send it quickly and efficiently. We have several standard onboarding features and functions available within the Recruitive solution.

Standard On-boarding:

Onboarding Checklist: Manage your onboarding process with a simple checklist, there is a default onboarding checklist assigned and you can create as many other checklists as you need to. This will allow your team members to complete the default list or select a different checklist when required.

Reference Requests with Dashboard Alert: This feature allows you to request either an employee or character reference by email, with an online form for the referee to complete and send back into the system. You can set up automated email alerts for referees. There are some customisations that can be added such as more than 2 reference forms to choose from, or the ability to change the content of the reference form.

Contract Generation: This feature allows you to upload contract documents or offer letters, with mail merge fields added to them. The system will then allow you to auto-generate forms with the information already completed. You can send one document or a group of documents to a candidate.

Onboarding Portal: This is a standard independent onboarding area

Candidate Dashboard: This is where candidates can manage their own onboarding experience

Onboarding documentation: Store all relevant onboarding documentation, such as welcome packs, employee handbook and much more.

Application History: All application history is viewable and stored for the candidates' reference

Profile setting: Candidates can manage their login credentials and data.

Second Stage Application Forms:

Sometimes you may require additional and bespoke details from a candidate, to complete their application process. This area allows you to create your own bespoke, secondary application forms to include additional employment history or education information.

Pre-Populated Fields: When a secondary application form is created, you can create fields within the application form that are populated from a candidate's CV. Links to the secondary application forms can be added to any email for a candidate to complete quickly.

Add More Button: this feature allows the user to set up a set group of questions and information that they require from a candidate, such as employment history, education, and references. The candidate can select the 'Add More' option to add further information.

References: Any references completed in a second stage application will be linked to the Reference Request section.

Employer & Recruiter Database Additional Functions:

These functions provide additional contact management functionality to your system and allow you to link different records together.

Linking: The ability to link job details and candidate records to an internal database record. You can store contact details, management information and location details

Create one or multiple contacts under the same Branch/employer record

Internal Records: You can create and keep a database of internal records for your branches, Branch Managers and Hiring Managers. Log all relevant job vacancies, candidates, notes, documents, contact information and any other communication against a specific internal record.

The system can also be set up and configured to your own terminology.

Manage Sectors: Where you can manage all sectors within the database

Manage Status: Where different recruitment statuses are managed

Manage Additional Fields: Create and manage additional data fields

Bespoke Updates

Our end-to-end recruitment services are scalable to accommodate your own unique requirements and any plans for growth and evolution. Our software can be customised to meet the demands and processes of any sector. We have listed some of our additional bespoke features below, the following list is non-exhaustive:

- Additional Branch/Hiring Manager Communication Options
- Enhanced Events and Training Scheduling
- Additional Interview Scheduling Options
- Enhanced Application Form Updates
- Enhanced Communication Options
- Enhanced Job Template Options
- E-Sign and Docusign Integration
- Enhanced Onboarding Options
- Diversity & Equality Updates
- Hiring Manager Portal
- Recruitment Agency Portal

- DBS Checks
- Video Interviewing
- HMRS Integration
- Candidate Portal
- Psychometric Testing
- Right to Work Checks
- Mailchimp Integration
- Medical Questionnaires
- Google Maps Integration
- Numeracy & Literacy Tests

Want to know more?

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