



Recruitive ATS Features & Functions

Main ATS System

Solution

The Recruitive Applicant Tracking Software (ATS) system is a comprehensive, end-to-end recruitment solution for a wide range of business across many key industry sectors.

Our highly effective, rapid to deploy solution includes all of the following features as standard. We also offer the choice to add various options and additions to tailor your requirements to your current recruitment process.

Users

As standard, the system includes two Administrative User Licences including a Controller however, additional user licences are available.

Application Forms

There are five application forms as standard, including a First Stage one. Other Application Forms, can cover Shortlisting Question Forms and Hire Forms and others.

- **First Stage Application Forms** - Include Personal Details such as First Name, Surname, Email Address, Upload CV/Cover Letter, any legislative information, and any job specific information such as Industry Sector.
- **Other Application Forms** - There are a maximum of five additional application forms included as standard and each application forms will incorporate a maximum of 10 questions per form.

Progress Options

The Progress Options are pre-set and are as listed below, although the options & Categories included for candidate management are fully customisable.

Progress Categories List:

New Application
Consider
Shortlist
Interview
Under Offer
Hired
Rejected

Progress Options List:

New Application
Consider
Shortlist
Face to Face interview
Telephone Interview
Job Offer Issued
Job Offer Accepted
Hire
Reject
Incomplete Application
Application withdrawn by candidate

Candidate Actions

The Candidate Actions are pre-set and are as listed below, although the options & Categories included for candidate management are fully customisable.

Candidate Actions List

Tags	Send to UCheck/Trust ID / Depending on provider using
Create task	Shortlisting Form (Tele/Video Interview)
SMS Candidate	Shortlisting Form (Application)
EmailCandidate	Request Diversity Information
Forwarded CV's	Forward CV to Employer
Re-formatted CV	Edit Candidate Details
Copy Candidate	Email Employer User
Calculate Journey	Email Login Details

Communication

You can communicate with candidates manually or automatically via email and SMS.

Email and SMS Templates

Multiple email and SMS communication templates are available and stored within the system

Candidate Tagging & Application Sources

You can create unlimited candidate tags and application sources. This function allows you to add a tag(s) to a candidate and to them search on the selected tags.

Interview Management

You can arrange, request, and manage interviews via email with all applicants and the interviews can be added to your diary and integrated with Microsoft Outlook and Gmail Diaries. Candidates may reject or approve the interview invitations. You can choose to conduct interviews in person, via phone, via video chat. There is also a conflict management function, which allows candidates to book alternative interview slots.

Video Interviews

Video interviewing is managed via Microsoft Teams or Zoom.

GDPR Compliance

The ATS manages the GDPR renewals for your candidates automatically, depending on your company's GDPR policies. As standard, however, we request candidates to update their details every 12 months.

Candidate Folders

You can create unlimited folders, so you can filter and group candidates via your own, organised folder and sub-folder structure.

Communication Audit Trails

All email and SMS communication, whether automated or manual is recorded and viewable at the date and time it was added and by which user made the communication.

Your Own Talent Pool (Purple Squirrel)

Prior to posting a new vacancy, at a cost of time and money, why not first search your own Talent Pool? The ATS includes a fully searchable Talent Pool where all candidates that have applied to jobs, have been previously unsuccessful for other jobs, have been manually uploaded via the Drag and Drop functionality, into the ATS. You can search through your Talent Pool via numerous criteria, rank them, tag them and add them to a job so you can process them for a job application.

Drag and Drop Functionality

If you have received applications or CVs by email, you can drag and drop them into the ATS so you can match a candidate to a job or so you can start to process a candidate against a job. You can also drag and drop a candidate CV into your Talent Pool.

CV Parsing

All CVs, whether they are via an application or via the Drag and Drop functionality are parsed, before being entered into the ATS. Contact details, Employment History and Educational information is all extracted into the ATS.

Gaps in Employment History

When a CV is parsed, our technology searches the employment history of a candidate's CV and looks for gaps in their employment. These gaps are then highlighted separately, and you can verify these gaps and record the reasons for the gaps and any other comments.

Applicant Journey

You can view the distance between a candidate's home address and the location of a job via an integration with Google Maps. This allows you to view how far away from a job that a candidate is located.

Job Posting

Branded Jobs Page

This will incorporate a secure and mobile compatible job search and job details page, fully branded to your corporate styling. All applications will be directed from the job details page onto your custom-built application forms. This jobs page will also include access into the Candidate Portal.

Google and Indeed XML Jobs Feeds

Included in the jobs page are XML feeds to Google For Jobs and Indeed Organic job listings.

Google Analytics and Google Search Console

We can connect your careers page to Google Analytics and Google Search Console if required.

External Job Board Integrations

Built into the ATS is our job posting software which allows you to post jobs seamlessly to external job boards from one job posting form. You decide which job boards you can post to.

Social Media Integrations

We integrate with Facebook pages, LinkedIn pages and LinkedIn Jobs and Twitter.

Job Templates

Multiple job templates and job descriptions stored in the system.

Candidate Portal

Secure Candidate Portal

If you are utilising our careers website, branded jobs pages or have our onboarding functionality, your ATS will include a secure candidate portal, where candidates can access & interact with your business. Some of the features included in the portal are as follows:

Message Centre

This function allows your candidate to review all emails & SMS communication that has been created via the ATS.

Embedded Videos

You can embed videos within the portal so candidates can view videos that promote your business and entice the right candidate to apply. Training material can also be included.

Search Jobs

Candidates can continue to search for jobs after logging on to the portal.

Job Alerts

Candidates can choose to receive job alerts, based on their selected job search preferences.

Onboarding Area

When a candidate is shortlisted and selected for onboarding, they can view and interact with all onboarding documents and forms as required to complete the process.

Onboarding

Electronic Signatures

We integrate with SignNow as our standard e-signature supplier; however, you can choose to integrate with either DocuSign and Adobe Sign directly.

Employment Contracts, Offer Letters and New Starter Forms

As standard, you are allowed the following forms and documents as part of an onboarding pack:

- Two Employment Contracts
- Two Offer Letters
- Unlimited Viewable Microsoft Word or Adobe PDF documents.
- Five additional electronic forms, which includes a New Starter Form, a Candidate Facing Form, Additional Benefits Form, a Legislation Form plus one more form. The forms are all customisable, once created.

Welcome Videos/Training Videos

You can embed a video into the onboarding packs.

Reference Checking

You are allowed to create and communicate with one individual character & one individual employee referee from a candidate's employment history or for a character reference. There is one form per reference, which is set up by Recrutive.

Candidate Export

There is one standard candidate data export to Payroll or HR and this is non-editable. The data export is via CSV and you have the ability to download all accompanying PDF or Word documents.

Onboarding Checklist

There is a standard Onboarding Checklist and that is set by Recrutive.

Hiring Manager Portal

Hiring Manager Portal

The Hiring Manager Portal is set up and organised based upon your company infrastructure. As standard the Hiring Manager Portal includes the following entities:

- Five of your Region Offices or Office Locations
- Five Branches
- Twenty-five Hiring Managers Portal licences (an upgrade with additional Employers, Branches and Users is available)
- Raise Requisition Form is a Recrutive standard.
- Job Templates
- Raise Hire Form is a Recrutive standard.
- Two authorised signatories for job offer approval is also available.

Security and Compliance

- Cyber Essentials.
- Data Encryption at Rest.
- Secure Tier 3 2N UK data centres.
- Disaster and data recovery procedures in place.
- Encrypted 30-day secure rolling data back-up.
- SSL Certificates.
- Secure candidate CV parsing.
- Security and Compliance
- Gaps in candidate's employment are highlighted and recorded.
- All actions and communication are recorded, and date stamped against each user.
- Full audit trails throughout the system.
- Two Factor Authentication.
- Secure access control and user management.
- Additional security checks, ID checks and DBS checks are undertaken via one of trusted partners.

Preferences

The following options are standard if you wish to include them.

Microsoft Outlook and Gmail Email & Calendar Integration

This feature integrates with your own email client and integrates with your calendar.

Preferred Supplier List Recruitment Agency Integration

This function allows you to send the details of a vacancy to your approved recruitment agency supplier list. They will receive the details of a job and will be able to upload CVs against the job to make an application on behalf of their candidate. The source of the candidate is tracked.

OTP/SSO

One-Time Password (OTP) and Single Sign On (SSO) functionality add an additional level of security when your users are accessing the ATS.

Video Interviewing for Hiring Managers

This function allows your Hiring Managers to use video chat to conduct their own interviews via the Hiring Manager Portal.

Available upgrades

All the following are available to tailor your system subject to a separate proposal.

- Full Careers Website including a Blogs, News etc.
- Shortlister Recorded Video Interviewing System
- Additional Users – Groups can be 5, 10 or above.
- Additional Super Administrative Users
- Additional Hiring Manager Users
- Additional Branches, Organisations, Employers
- Additional Customised Application Forms
- SMS Credits
- Data Imports - all imports could be chargeable depending on data structure.
- All third-party Integrations (Psychometric Testing, DBS Checks, Medical Questionnaires, etc)
- Third party website integrations (direct posting via an API or via XML Feeds)
- Learning Management System - LMS