



"The market is evolving towards comprehensive IT management solutions that leverage a single repository and interface. Companies with the vision to provide comprehensive solutions raise the bar over single functional point solutions."

--- Darrent Ng
Consultant



HanRecruit is a web based human resource **recruitment** tool that streamlines the entire recruitment process and provides unique support of tracking mechanism. This module enables you to create and manage the career section on your website. It creates a fully customizable job listings page, displaying available positions with detailed job description.

Submission of application is easy by **filling up an on-line application form** with attachment of a resume. Applications are received from your website and seamlessly integrated into your applicant database. From thereon, you can create or manage your applicant database.

Furthermore, you can track the whole recruitment process cycle, whether the position has been filled or is still vacant in addition to the current status of each applicant.

Major Benefits

1. Automates hiring management process

HanRecruit guides you through its automated hiring management process from posting of new job opening to the final hiring decision. Automated correspondence generator is also available for acknowledgement of applications received. This module alone saves you unnecessary costs and time while eliminating errors incurred in the hiring process.

2. Integrates Applicant's Module

HanRecruit seamlessly integrates applications submitted via your website. Once an applicant submits an on-line application form, the information is now available for further management and selection tracking including their application history.

3. Incorporates Tracking Mechanism

HanRecruit helps to track the whole recruitment process cycle for better management and control. You can identify and indicate whether the position has been filled or is still vacant in addition to updating of an applicant's status.

4. Effective and Efficient

HanRecruit is proven to be effective and efficient. With the system made for non-technical HR personnel, it is user friendly and needs very little system support. An affordable cost structure also means small to medium businesses enjoy the system's value added functionality.



Major Features

1. Job Posting

HanRecruit lets you create new or update a position with detailed job title, job descriptions, candidate requirements, application deadline, remarks and status of position.

- Reference number of position for purposes of auto generated tracking functionality whenever a new position is added.
- Automated date of posting.
- Add new position and remove them accordingly.
- Input location, city/area, state and country of the position posted.
- Add job description
- Add remarks where applicable.
- Indicate status of position either as active or in-active.

2. On-line Application Submission

HanRecruit includes the front-end system of the application form for on-line submission from your website.

Application form includes:

- Position Applied
- Reference Code
- Expected Salary
- Personal Particulars (name, date of birth, contact information)
- Education Background
- Professional Qualification
- Working Experience
- Skills

3. Job, Employer and Candidate Monitoring

HanRecruit does not only save data on each job, but also display a list of candidates, employers and their status at any stage in the recruitment process.

Job Monitoring:

- Number of positions posted with heading display.
- Reference number of position.
- Remarks of position.
- Track status of position (vacant or vacancy filled).
- Date position was created.
- Number of responses from candidates for each position.
- Editing feature for amendment.
- Deleting feature for permanent deletion.



BENEFITS

- Simplified implementation of out-of-box service management processes
- Unlimited User Access and Control
- No additional cost for User Licenses
- 100% browser based system with no installation on staff's computers.
- Actively track new candidates and employers sign-up
- Up-to-date report generation
- Secure management with role-and-scope based security
- Easily export any candidate or employer's data to Excel format for reference.



Employer Monitoring:

- Advance filtering for employers based on positions, status, age, salary, experience.
- Export Reports to Excel for later used.
- Communication with employers via application to updates them status of there application.
- Compose and send newsletter to multiple or selective employers at once.
- Number of employers with names displayed.
- Employer's profile is displayed.
- Remarks of employer.
- Date employer submitted application.
- Editing feature for amendment.
- Deleting feature for permanent deletion.

"HanRecruit has enabled us to avoid all the headaches and further help us speed up the candidate and job search results. As business become bigger and complex, we are able to better manage and control just with a few clicks away!"

--- Eric McLaughlin

Candidate Monitoring:

- Most Advances filtering for candidates based on positions, status, age, salary, experience.
- Export Reports to Excel for later used.
- Candidates login system where they can check the current status of there application.
- Communication with candidates via application to updates them status of there application.
- Compose and send newsletter to multiple or selective candidates at once.
- Number of candidates with names displayed.
- Candidate's profile (resume) is displayed.
- Reference number of position applied.
- Remarks of candidate.
- Track status of candidates (processing, call for interview, interviewed, rejected, selected, hired or Add to Favorite).
- Date candidate submitted application.
- Editing feature for amendment.
- Deleting feature for permanent deletion.

If you are interested to know more, please contact us for

FREE DEMO

Fax us: 03-2145 2690

or E-mail:

sales@hanventure.com

4. Up-to-date Report Generation

HanRecruit can generate up-to-date reports for relevant government department submission monthly. For example of the standard ready reports are:

- 1) Daftar Pemohon-Pemohon untuk Pekerjaan (B5)
- 2) Pendaftaran Jadwal 3
- 3) Pendaftaran Jadwal 4