

# Managing Recruitment & Interviewing



- **Improve the quality and consistency of your recruitment processes**
- **Ensure you comply with relevant employment legislation**
- **Save time on interview preparation while improving quality**
- **Reduce the costs of administering recruitment processes**

Getting the right staff on board is vital for any organisation. Our Managing Recruitment & Interviewing module can help to ensure that you identify and attract the best candidates for your vacancies while reducing administration costs and staying on the right side of all relevant employment legislation.

The module supports end-to-end management of recruitment processes from producing the Job Spec through to managing Job Offers.

## Key Features

- Flexible process management tools support a variety of assessment formats and multiple interview rounds.
- Comprehensive candidate database functionality enables you to build a valuable source of information on potential employees, including matching against your own client-defined recruitment criteria.
- Interview Templates can be defined for each job role, which can be based on a Job Profile or Competency Framework, ensuring a structured and consistent approach to interviewing across your organisation.
- Pre-formatted Interview Templates, including suggested questions, can be easily accessed and printed by interviewing managers, saving them preparation time and improving their effectiveness.
- Interviewing Managers will be automatically e-mailed candidate information, including CVs and any assessment materials.
- Managers are supported with comprehensive guidance on recruitment best practise and relevant diversity and equality legislation.
- Multiple users can share information and tasks during a recruitment process, improving collaboration and reducing costs.
- Interview notes, scores or assessment results can be easily captured, providing an auditable record of decisions in the event of a challenge by an unsuccessful candidate.
- Once decisions have been made users can easily print off Offer and Rejection letters for each candidate based on client -editable templates.
- The Recruitment process integrates seamlessly with the Managing Starters & Leavers module, reducing admin tasks and ensuring valuable information on new employees is not lost.



## Screenshot from the Recruitment & Interviewing Module

**Recruitment Process Summary**

Job Role: Key Account Manager  
 Process Owner: Norman Newton  
 Vacancy Ref. No.: B8234  
 Recruiting Manager: Norman Newton  
 Number of Vacancies: 2  
 Date Required By: 07 Mar 08  
 Total no. of candidates: 5  
 Number of Offers accepted: 1

Buttons: Add Candidates, Set Up Recruitment Stages, Close Process

Recruitment Stage 1 - Criteria-based Interview

Stage 1 Interviews: 4 Rejected candidates: 1 Through to next stage: 0 Offers made: 2

Candidate	Interviewer	Invite Letter	Interview Form	Output	View Results	Decision	Decision Letter
Chris Corley	Alan Picker			<a href="#">View/Edit</a>	<a href="#">View</a>	Make Offer	
Paul Jones	Norman Newton			<a href="#">View/Edit</a>	<a href="#">View</a>	Make Offer	
Ann Gibson	Norman Newton			<a href="#">View/Edit</a>	<a href="#">View</a>	Reject Candidate	
Pauline Black	Alan Picker			Enter	<a href="#">View</a>	Enter Decision	

Buttons: Hide Candidate List, Change Interviewers

Page Overview: From this screen you can access all elements of the Recruitment Process...

Related Document: First impressions, Legal pitfalls, Making a decision, Behavioural interview questions, Standard questions, Asylum and Immigration Act 1995, The Rehabilitation of Offenders Act 1974, Youmanage Recruitment Process Overview, Instructions for Interviewers, Age Discrimination

## About Youmanage®

Youmanage is a comprehensive and integrated approach to managing their employees. It can be tailored to reflect the branding, policies and processes of each client.

Devised to improve the efficiency and performance of managers and HR professionals, the Youmanage system incorporates a suite of modules which cover every aspect of people management – from job profile to exit interview. All modules are underpinned by a single employee database, enabling clients to take a more joined-up

A unique aspect of the service is the way it walks managers through step-by-step processes for common management tasks - from preparing for an interview, to handling a disciplinary situation in a way that complies with the law, to dealing with high absenteeism levels.

Managers are also presented with relevant guidance and information at each step of the way. The system incorporates training materials, a complete range of standard HR letters and forms, guidance notes, and other useful tools. It can be tailored to reflect the branding, policies and processes of each client.

The package is delivered online and allows managers to access comprehensive information about each of their employees from anywhere – with a few mouse clicks.

For more information about Youmanage HR's people management solutions visit [www.youmanageHR.com](http://www.youmanageHR.com).

