



Easy Recruit
RECRUITMENT SIMPLIFIED!

EASY RECRUIT is designed keeping in mind the complete and minute process of recruitment. All the individual procedures like client registering with the agency, maintaining the client data, identifying the right candidate, arranging interviews, managing follow-ups to name a few, lead to the complete recruitment process. All these procedures in addition to various conditional report generation are handled efficiently by the software. This is definitely going to reduce the time and redundancy involved in the manual process thus ensuring a phenomenal growth in the profitability and efficiency of your recruitment business.

EASY RECRUIT identifies the matching candidates, schedules interviews, in case of unforeseen conditions allows you to revert the interview schedules. It definitely simplifies the tedious recruitment process in addition allows you organize tasks efficiently. The inbuilt task manager and mail client allow you to reach the client when and as required without introducing any gap in the recruitment process.

Moreover, **EASY RECRUIT** allows you to backup and restore your data regularly.

To summarize, this integrated product gives more than expected and makes you feel the process of recruitment really EASY.

What more? Go get it...

EASY RECRUIT Recruitment Simplified!

Comfort Zone

A) Easy to install

EASY RECRUIT Personal Edition is very easy to install. The step-by-step procedure makes it possible for even a first timer to set up the software without any technical aid.

B) Customize the User Interface

EASY RECRUIT comes with an array of skins to choose from. You can customize your user interface to suit your likes. An appearance to suit your mood. What's stopping you?

Security

A) Password Protected

Only authenticated users can access EASY RECRUIT thus providing the much required security to your database of clients.

Task Administered

A) Easy uploading of new resumes

Say good bye to the long process of keying in candidate profiles. EASY RECRUIT allows you to import data of various formats into the database.

- MS Word documents of candidate resumes can be uploaded from local hard drive or network drive.
- Mail attachments of candidate resumes can be uploaded directly.

B) Easy updating of existing resumes

Existing Resumes can be updated. You have the latest resumes to refer from in your EASY RECRUIT.

C) Drag and drop data from uploaded resume to create candidate profile

Text data can be dragged and dropped from the candidate resume into the form, while creating the candidate profile. This ensures non conflicting data in EASY RECRUIT.

D) Track candidate recruitment process

EASY RECRUIT allows you to track and view complex details of a candidate like the various interviews attended, current status etc. All this is just one click away.

E) Maintain history of follow-ups with clients

You can maintain a complete record/history of client follow-ups in EASY RECRUIT. The follow-ups automatically get added to the task manager ensuring you do not skip or miss any..

F) Maintain contract details and attach important documents

EASY RECRUIT allows to maintain contract details with different clients/companies. Digital documents can be attached to contracts along with other contract records.

G) Build candidate and client contact book automatically

EASY RECRUIT automatically updates the contact book with the details of new clients and candidates enrolled.

H) Short List candidates based on requirement

Engulfed with simple and advanced search filters, EASY RECRUIT helps you to generate the matching candidate list. The search filter is constructed dynamically based on requirement. Only candidate whose status is 'available' are shortlisted.

Task Administered

I) Schedule candidate interviews

EASY RECRUIT allows you schedule interviews for candidates. As many as three interviews can be managed. In addition if any change is needed to the scheduling it can applied.

J) Email Client

EASY RECRUIT has an inbuilt email client enabling you reach the client from within the application. Selection of the recipients from address book further simplifies your work. You reach your client the moment you feel like.

K) Customized Invoicing

EASY RECRUIT allows you to customize the invoice client-wise. Taxes can be levied as per requirements.

L) Flexible Report Generation

The reports can be generated with or without headers. EASY RECRUIT allows you to customize the headers also.

M)Task Manager

Task manager of the EASY RECRUIT allows you to manage your important tasks and events more efficiently. Pop-up reminders and management tools help you be more organized in your work. Now, you do not need to remember a task. The task manager offers a simple calendar like interface. Allows you to add reminders and attach a priority to them.

N) Append Master data

EASY RECRUIT allows you to append master data for fields like qualification, subject, institution, city etc. This enables the user to select a value from the pre-created list while populating these fields. Data for these fields can also be imported from excel files.

O) Safety Plus with backup and restore

EASY RECRUIT allows you to back up your data based on requirement. This adds on to the data security. It provides you a facility to restore the data when required.

P) Easy switching between different tasks

Each task in EASY RECRUIT opens in a separate window. This enables fast switching between tasks.

EASY RECRUIT... A perfect assistance to your recruitment business!