Easy E-Recruitment

Go SmartHR
*Managing the **heart** of your **business***

Say goodbye to recruitment headaches and hello to a streamlined, automated hiring process with great results.

This module is your go-to for managing everything recruitment-related with ease, all while keeping spotless records and staying compliant with company policies and legal requirements. Recruit smarter, not harder!

With GoSmartHR You are in controll

GoSmartHR aims to help you make informed decisions based on data.

Customisable

GoSmartHR gives you the power to present future candidates with a brand image you can be proud of. It also offers fully customisable questionnaires, allowing you to ask the questions that matter most.

AI tools

Utilize GoSmarHRs AI tools to help you create positions as well as filter though CVs to recommend the best candidates in seconds.

Full access

With GoSmartHR, you can seamlessly manage every phase of the job acquisition process, with full access to all candidate information presented in a clear and easy-to-understand format.

Getting the word out

GoSmartHR offers various ways to promote vacant positions

- **Posting to Job Boards:** Automate postings to various job boards to reach a wide audience and attract diverse candidates.

- **Posting to Social Media Sites:** Create links on social media to the job boards, ensuring broad visibility despite posting restrictions.

- **Recruitment Agencies:** Allow agencies access to the candidate registration form to upload candidates on their behalf.

- **Company Website:** Vacancies are posted directly to your website through GoSmartHR.

The e-Recruitment Process

Managing Candidates

- GoSmartHR captures all necessary documentation including CVs and IDs.
- Easily keep in contact with candidates ensuring they stay updated.
- Track progress, manage applicant pipelines, and identify bottlenecks.
- The system supports audit trails and scheduled reports.

Candidate Registration and tracking

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Candidates can register online through any browser to submit their CVs, with data stored in the GoSmartHR SQL database. The system checks for duplicate ID numbers and email addresses to maintain unique profiles. Send status updates and request additional information from shortlisted candidates. All Candidate applications can be viewed online.

Pre-Screening Qualifying Questionnaires

2

GoSmartHR offers a content-valid and customisable questionnaire for online testing, screening, and shortlisting of candidates. It ensures that evaluations are tailored to the organisation's specific needs and that only the most suitable candidates are shortlisted. Qualification questions allow GoSmartHR to request document attachments as proof; applicants without the required documents cannot continue with their applications.

Interview Management

3

GoSmartHR allows for the online capture of interview questions and results, featuring candidate ratings that rank each applicant by preference to ensure the most suitable candidates are selected for the position. Unsuccessful candidates are promptly notified via email, keeping them informed about the outcome of their applications.

Selection and Offer Management

4

GoSmartHR enables recruitment teams to select candidates and generate customisable offer letters using predefined templates for each job offer. The system tracks the status of job offers. In cases of offer rejections or when a preferred candidate withdraws, HR can select the next ranked candidate from the shortlist and repeat the process.

Onboarding

5

Once the final candidate is selected, GoSmartHR automatically triggers onboarding tasks and sends notifications to relevant departments, such as security, payroll, and IT, when the candidate's status changes to that of a new employee.

Key Components

Job Roles

Define job roles using detailed descriptions and competencies, enhanced by AI to create profiles that highlight the relevant skills needed for each hire.

Vacancy Requisition

Create and manage job vacancies, posting them to job boards or sending them directly to agencies.

Candidate Sourcing

Allows candidates to view vacancies, register, manage profiles, and apply for positions.

Applicant Tracking

Use a recruiting dashboard to monitor and manage the recruitment process, from application to hiring.

Evaluation and Screening

Screen candidates using customised questionnaires and perform detailed evaluations. It is also enriched with (AI) to search and analyse the candidates CVs for a particular set of skills.

Appointment and Onboarding

Facilitate the smooth transition from candidate to employee with automated appointment and onboarding processes.

Data Analytics

Utilise extensive reporting and analytics to gain insights into the recruitment process and make data-driven decisions.

Let us show you how. Book your demo today!

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