

simple
paperless

Web-based Recruiting Software

iRecruit

www.iRecruit-Software.com
800-517-9099 or 860-678-4401

iRecruit is a hosted solution that is completely web native, making it easy to automate your internal hiring (on-boarding) process. Combining the ease of use with sophistication and flexibility, you can manage your applicants quicker and more efficiently.

Unlike other web-based recruiting solutions, iRecruit's set-up and implementation is quick and easy, getting you up and running within a few days. As a hosted solution, there is no need for a local desktop or server installation, making iRecruit both straightforward as well as cost effective.

Benefits of iRecruit

iRecruit works in conjunction with your company website giving you an easy-to-manage career center with complete administrative control. Its simple, with one URL connection you're ready to start receiving and tracking applicants online!

The iRecruit Applicant Management Center provides you with easy access to your applicants and the ability to download resumes and cover letters, print or forward applications, track and update status, create reports, make notes, assign requisitions or correspond with applicants.

Set up multiple iRecruit Users for your Company
Your iRecruit account Administrator can set up additional users with each user having specific rights as an Administrator, Recruiter or Hiring Manager within your account.

The screenshot displays the iRecruit Applicant Management Center interface. The top navigation bar includes 'Home', 'Dashboard', 'Career Center', 'iRecruit News', and 'Email Support'. The main content area is titled 'Applicant Management - Applicant Summary' and shows details for application ID IR060121. The applicant's name is Kate Smith, and her status is 'Invite for an Interview'. The interface includes sections for 'Applicant Contact' (address, phone, email), 'Applicant Process' (with a 'Process Applicant' button), and 'Update Applicant Status' (with a dropdown menu and a comment field). A sidebar on the left contains various navigation options such as 'Applicant Management', 'Correspondence', 'Requisition Management', 'Application Forms', 'Reports', and 'Administration'.

The Fully-Customizable iRecruit Application Form Create custom forms for each position. Make any question required. Ask up to 40 custom questions by section of the application form: Personal Information, Availability for Work, Background, Work History, References and Licenses.

Applicant Resumes & Cover Letters can be accepted from your applicants and you can perform keyword searches to find the best candidates. Forward the applicant resumes and cover letters to your Recruiter or Hiring Manager from the applicant summary page.

Applicant Correspondence Communicate with your applicants to let them know the status of an application, or send out New Employee Orientation packages via email to your new hires.

Compliance tracking & Affirmative Action easily track skills information, education, work history and affirmative action questions.

For more information about iRecruit, including pricing and demonstrations, please contact CMS directly by phone at 800-517-9099, or by email sales@irecruit-software.com. We invite you to visit our web site for additional information and webinar schedules at www.iRecruit-Software.com.

