

# Applicants

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# Applicants Database

*Is store all contact information about applicant, incl. his/her profile and evaluation, storage of document in the form of a CV or connected files.*

*Atollon recognizes document content to enable full-text CV search.*

*All data about applicants are accessible from one location, without the need to search in several spreadsheets, databases, file system.etc.*


On left side you get overview about:

- applicants name
- last modification
- who done it

On right side you get access to all applicant data:

- contact details on top
- Profile with skills, experience, etc.
- Communication with applicant
- Documents

Name	2 ▲	Modified	Respons... 1 ▼
Jana Petrásko		01/15/2009	root
Jedlicka Maria		10/15/2010	root
Jonáš Jakub		01/30/2010	root
Kolář Petr		02/02/2010	root
Kolářová Jana		02/01/2010	root
Kulíšek Petr		02/02/2010	root
Langmajerová		02/17/2010	root
Machúnová Il		02/08/2010	root
Mádr Vilém		01/30/2010	root
Majer Petr		02/02/2010	root
Málková Jana		02/02/2010	root
Mašová Veron		02/08/2010	root
Michalčíková I		02/02/2010	root
Nádvorníková		01/30/2010	root
Nejedlá Pavlín		02/02/2010	root
Nejedlý Petr		08/25/2011	root
Němejc Pavel		02/02/2010	root
Novák Petr		11/06/2009	root
Okapa Václav		01/30/2010	root
Palková Zuzan		01/30/2010	root


**Ing. Petr Nejedlý**  
 Age: 28      Sex: Male  
 Birth date: 08/31/1982      Marital status: Single  
 Mobile: +420 723 122 122  
 E-mail: nejedlý@testatollon.com

Profile   User Form   Communication   Documents

▶ Employment History  
 TELEFONICA O2 CZECH REPUBLIC: Auditor (Finanční oddělení)  
 T-MOBILE Czech Republic: Consultant (Finanční oddělení)

▶ Applicant detail  
 Salary: 35000  
 Actual job: TELEFONICA O2 CZECH REPUBLIC, Finanční oddělení, Auditor (03/01/2006 - )

▶ Skills  
 Finanční pozice-účetní, Mzdová, ---, 2, 2002  
 Finanční pozice-ostatní, Controller, ---, 5, 2011

## Deleting Applicant

There are certain conditions, under which applicant can't be deleted. These are at least:

- There are documents stored on Applicant's **Selection Procedures** or at Applicant's profile (CVs, etc.)
- There are financial data, such as invoicing on the project, etc.

Other relations may be indicated by error message that the system tells you in the attempt to delete the Applicant folder.

Please note that you have to delete Applicant first from Applicants database (the same as the screenshot above) and after that you may also need to delete Applicant's contact from Contact DB.

# Applicants Search

Atollon Recruitment offers various ways how to search the most appropriate applicants for vacancy.

It is possible to search applicants using **AND/OR** criteria, comprising complete applicant profile (incl. content of attached documents).

Smart search engine recognizes many types of skills and experience. Putting history of your interactions in selection procedure into the applicant search, you can fully utilize your effort put into finding the best talent in previous projects.

Picture shows selected criteria for search with results on top.

**Search applicants**

New Group Copy Group Delete New Save As Load

Criteria	Incl. in ...	Name	Incl. no...	Filter value	Exp./Avg.	Relev...
Age	<input checked="" type="checkbox"/>	▼ New group	<input type="checkbox"/>			
Candidate created	<input checked="" type="checkbox"/>	Max. salary	<input type="checkbox"/>	50000		1
Education	<input checked="" type="checkbox"/>	Selection procedure	<input type="checkbox"/>	interviewed		1
Employer Industry	<input checked="" type="checkbox"/>	Full text CV	<input type="checkbox"/>	T602		1
Employment history	<input checked="" type="checkbox"/>	Skills	<input type="checkbox"/>	Office Manager - -		1
Full text						
Full text CV						
Gender						
Job field						
Language						
Location						
Marital status						
Max. salary						
Permit						
Selection procedure						
Skills						
Vacancy name						

**Search applicant result (10)**

Export...

R...	Name	V...
1	Bauer, Thomas	1
2	Brown, John	1
3	Chloe, Annett	1
4	Chris, Barrie	1
5	Craig, Charles	1
6	Danny, John	1
7	Greger, Johnatan	1
8	Helffinger, Nicolas	1
9	Llewellyn, Robert	1
10	Lovett, Norman	1

**John Brown**

Phone: 123123123 Sex: Male Bakery street 457  
E-mail: brown@london.en Marital status: Single 456 456, London  
England  
Great Britain

Profile User Form Communication Documents

► Employment History

100MEGA Distribution: Office Manager (Callcentrum)  
ABBOTT Laboratories: IT

► Applicant detail

Salary: 50000

Actual job: 100MEGA Distribution,  
Callcentrum, Office Manager (12/01/2011 -  
12/31/2011)

► Skills

Auditor, Auditor, ---  
Office Manager, ---, ---