

# Atollon Recruitment

- Applicants
  - Applicants Database
  - Applicants Search
- Recruitment Process
  - Selection Procedures
  - Vacancies

# Applicants

# 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**

Criteria: Age, Candidate created, Education, Employer Industry, Employment history, Full text, Full text CV, Gender, Job field, Language, Location, Marital status, Max. salary, Permit, Selection procedure, Skills, Vacancy name.

Results table:

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

**Export...**

R...	Name	V...
<input checked="" type="radio"/>	Bauer, Thomas	1
<input checked="" type="radio"/>	Brown, John	1
<input checked="" type="radio"/>	Chloe, Annett	1
<input checked="" type="radio"/>	Chris, Barrie	1
<input checked="" type="radio"/>	Craig, Charles	1
<input checked="" type="radio"/>	Danny, John	1
<input checked="" type="radio"/>	Greger, Johnatan	1
<input checked="" type="radio"/>	Hellfinger, Nicolas	1
<input checked="" type="radio"/>	Llewellyn, Robert	1
<input checked="" type="radio"/>	Lovett, Norman	1

**Search applicant result (10)**

**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, ---, ---

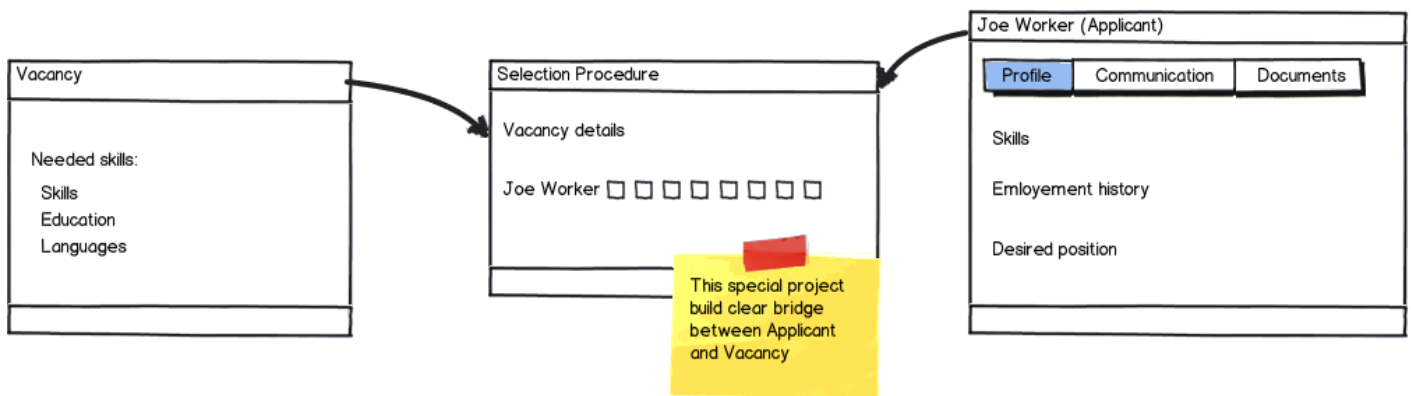
# Recruitment Process

# Selection Procedures

*Special project which system creates automatically when you consider applicant for open vacancy.*

*The functionality enables to track status of individual applicants for particular vacancies. You can check where candidate was presented and what was the result of his/her application. You can also add comments why he/she was rejected.*

*You can use this as well as search criterion.*



# Vacancies

## Manage your recruitment process

1. **Create new Position / Vacancy, specify requirements**
2. *Search for suitable applicants or publish position on website*
3. *Watch applicants going through selection procedure*
4. *Place best talent*
5. *Invoice for placement*

*Communicate with applicants, HR manager from vacancy and store your data in clear structure*

## About Vacancies

Vacancies are special projects that are used to track client's requirements for open position to be filled by appropriate applicant. Vacancies usually hold information about Applicant requirements. Once Applicants are considered for the Vacancy, they are visible in the list of considered Applicants incl. their detailed status.

When new Vacancy is created, new project in Finder for Client is established.

## Vacancies Overview

## Open Vacancies Application





## Vacancies Application

The screenshot shows the 'Vacancies' application window. On the left, there's a sidebar with a 'New Vacancy' button (1), a list of filters like 'My vacancies', 'New in last 7 days', and 'New in last 30 days' (3), a 'Status' section with options like 'Initial', 'In Progress', 'Closed', 'Won', and 'Lost' (4), and a 'Users' filter (5). The main area is a table with columns: 'R...', 'Vacancy name', 'Client', 'Created', 'Created by', and 'Modified' (6). The table lists various vacancies, with 'Office Manager' at Oprah Winfrey Show highlighted in blue and 'IT specialista' at Seznam.cz, a.s. highlighted in yellow. At the top right, there's a search bar 'Search by name' (2), an 'Export...' button (7), and a 'Filter...' button.

R...	Vacancy name	Client	Created	Created by	Modified
	Sports Editor	Associated Press	07/23/2010	joe	09/29/2011
	PR Manager	Oprah Winfrey Show	07/23/2010	joe	05/24/2011
	Vacancy	Atollon Consulting	09/23/2010	joe	09/23/2010
	Office manager	Atollon Consulting	09/23/2010	joe	09/23/2010
	Vacancy	qaywsx	10/26/2010	joe	10/26/2010
	Office Manager	Oprah Winfrey Show	01/04/2011	joe	09/27/2011
	Vacancy	Atollon Consulting	02/24/2011	joe	02/24/2011
	Skladník 50x	Associated Press	02/28/2011	joe	02/28/2011
	HR Manager	Associated Press	03/08/2011	joe	03/08/2011
	Driver	Favourite Client	03/17/2011	joe	03/17/2011
	IT specialista (Arménsš...	naše nová firma	03/23/2011	joe	03/23/2011
	vedoucí provozu	Oprah Winfrey Show	03/25/2011	joe	03/25/2011
	marketing specialist	Seznam.cz, a.s.	03/28/2011	joe	03/28/2011
	Assistant	Associated Press	03/30/2011	joe	03/30/2011
	Vacancy	Associated Press	04/13/2011	joe	04/13/2011
	Uklízeč/ka	Seznam.cz, a.s.	05/04/2011	joe	05/04/2011
	IT specialista	Seznam.cz, a.s.	05/12/2011	joe	05/12/2011
	Logistic	Associated Press	09/02/2011	joe	09/02/2011
	Plavčík	Favourite Client	09/20/2011	joe	09/20/2011

1. New Vacancy wizard to create the project
2. Search Vacancy by it's Name
3. Quick views on Vacancy projects
4. Filter for Vacancy status (the list is customizable in Context Settings > Projects > Vacancy > States - companies are used to add new states based on Vacancy priority - Hot, High Priority, Low Priority, etc.)
5. Users filter for responsible consultant's projects
6. Clicking on **Created** field table header you can sort Vacancies by newest to latest
7. Filter / export options (if the Export button is not visible it means it has been disabled for the user)

## New Vacancy

Atollon provides you with simple wizard on creating Vacancy project. Click the New Vacancy button in Vacancies Application to create new Vacancy. After you create the Vacancy project, you may specify Applicant requirements, adjust Web promotion of the Vacancy & start searching Applicants from the database. You may add Applicants to Vacancy. In such case, new project Selection Procedure is created that (in detail) describes status of Applicant and the Vacancy.

## Select client & client's responsible person

Creating: Vacancy (Contact information)

### Contact information

☐ Existing Contact   
☒ New Contact

Prefix **John** \* **Smith** Middle name Suffix

Phone  is primary: ☐ Address type: **Correspondence**  
Mobile  is primary: ☐ Street:   
E-mail  is primary: ☒ Zip:   
Birth date:  City:   
Marital status: **Married** Region:   
Gender: **Male** Country:   
Language: **English** Keywords:   
Salutation:   
Comment:

### Company information

☐ Existing Company  Company Folder \* **(New) Client**  
☒ New Company

**Corporate.co**

Web  Address type:   
Primary Industry: **Financial Services** Street:   
Comment:  Zip:   
City:   
Region:   
Country:

### Employment info

Position: **HR Manager** Employment comment:

**Back** **Next**

Instead of creating new contact & company, you may select existing contact & existing company (client).

## New client: adjust client details

The screenshot shows a software window titled "Creating: Vacancy (Folder information)". The window has a title bar with standard macOS window controls (red, yellow, green buttons) on the left. The main content area is divided into two sections. The top section, titled "Folder details", contains a "Folder name:" label with a red asterisk, followed by a text input field containing "Corporate.co". Below this is a "Description:" label followed by a large, empty text area. The bottom section, titled "Client Form", contains an "Importance:" label with a dropdown menu set to "High". Below this is a "Comments:" label followed by a large, empty text area. At the bottom of the "Client Form" section is a list titled "Enquired Services:" with a scrollable list of checkboxes. The checked items are "Recruitment", "Executive Search", and "Consulting". The unchecked items are "Temporary Help", "HR Outsourcing", "Training", "Cross Selling", "Outplacement", and "Other". At the bottom right of the window, there are two buttons: "Back" and "Next", which are highlighted with a yellow border.

Creating: Vacancy (Folder information)

### Folder details

Folder name: \* Corporate.co

Description:

#### Client Form

Importance: High

Comments:

Enquired Services:

- ☒ Recruitment
- ☐ Temporary Help
- ☐ HR Outsourcing
- ☒ Executive Search
- ☒ Consulting
- ☐ Training
- ☐ Cross Selling
- ☐ Outplacement
- ☐ Other

Back Next

This screen is displayed just once new client is created.

## New project: adjust project details

Creating: Vacancy (Project information)

### Project details

Project name: \* IT Manager

Reference Id:

Folder: \* (New) Client

Description:

Back Create

After you press **Create** button, the new project is created.

## Next steps

1. Adjust project details on 2nd tab: Vacancy details (expectations about the Applicant)
2. Search for applicants & add applicants to Vacancy
3. Track status of applicants & place the Applicant
4. Create & send invoice to Client

# Vacancy Requirements

After you open Vacancy project, on Vacancy Requirements tab (usually 2nd) you may adjust information about the Vacancy & it's expectations. Based on this information you may start searching for the best applicants.

Corporate.co > IT Manager

IT Manager

Vacancy

Status: Initial

Ref. id:

Requir...

Search candidates

Print

Web

▼ Vacancy detail

Salary:

Boarding date:

▼ Skills + X

Skills	Sub skills	Level	Years	Last year	Note
Computer skills and compet...	Ability to learn new software...	---			
Database management syst...	Oracle	---			
Database management syst...	PostgreSQL	---			
Managerial and organisatio...	Ability to coordinate	---			
Managerial and organisatio...	Capable of multitasking	---			

▼ Education + X

Level	Field	Sub field	Val	Note
Master's Degree or Equivalent	Information Systems Manage...	---		

▼ Languages + X

Language	Total level	Reading/Writing	Verbal	Note
English	Native language	Very well	Fluently	

▼ Locations + X

Country	Region	City	Zip
United Kingdom	---	---	---

Cancel

Apply

Save