

Atollon Recruitment

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

Applicants

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 Veror		02/08/2010	root
Michalčíková		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 Zuzar		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.

The screenshot displays the 'Search applicants' application window. On the left, a list of search criteria is shown with checkboxes for inclusion. The 'Employer Industry' criterion is selected, with a filter value of 'T602'. Below this, a table lists search results for 'John Brown'. To the right, a detailed profile for John Brown is visible, including contact information, employment history, and skills.

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

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

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, ---, ---

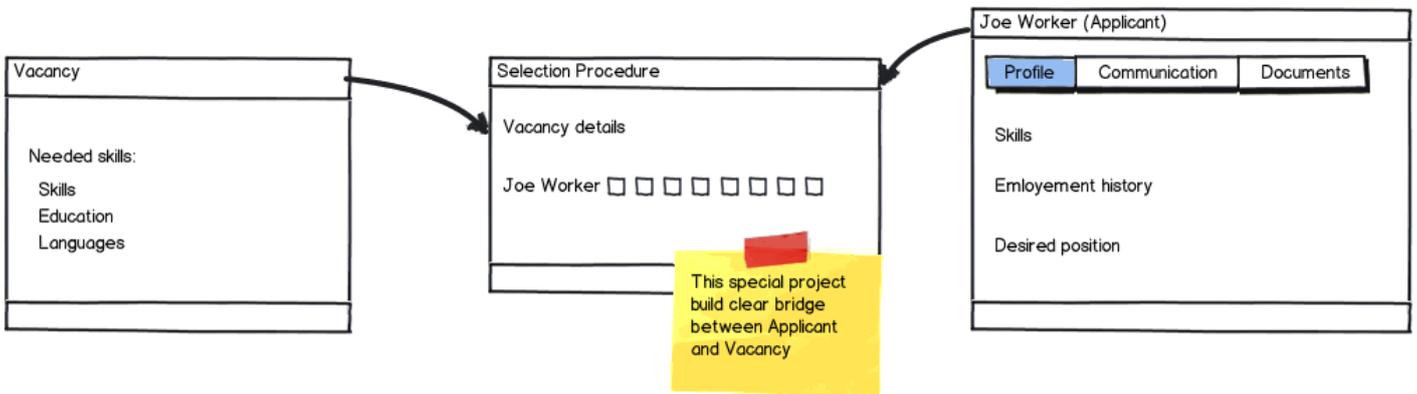
Recruitment Process

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 interface. It features a top navigation bar with a 'New Vacancy' button (1), a search bar (2), and 'Export...' and 'Filter...' buttons (7). On the left, there are filters for 'My vacancies' (3), 'Status' (4), and 'Users' (5). The main area is a table with columns: 'R...', 'Vacancy name', 'Client', 'Created', 'Created by', and 'Modified' (6). The table contains various vacancy entries, with one row highlighted in blue and another in yellow.

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 (Arméns...	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

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: [empty]

Folder: * (New) Client

Description:

[empty text area]

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:

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