



WizRecruit

Recruitment Management System

Wiztec Ltd. *The future of software today.*

introduction

WizRecruit is a robust application, which has comprehensive functionality. The application is easy to navigate and use.

Wiztec applications are designed with the end user in mind. All applications are user friendly and data is easily accessed and manipulated.

All Wiztec applications are versatile and can be adapted to accommodate staffing levels from 10 to 10,000 employees.

features

- WizRecruit houses four recruitment sections:-
 - Applicant database (tracks candidates progress)
 - Jobs database (tracks job vacancies)
 - Campaign database (tracks recruitment drives)
 - Source database (tracks where you receive candidate CVs from and may be used to determine the quality of applicants received from different sources)
- Candidate CV's may be added to the applicant database via WizOCR (scan in hardcopy CV's); Microsoft Outlook (emailed CV's); transfer CV's from Microsoft Word or manually key in applicant data.
- It is possible to fully track a candidate's performance. A full recruitment progress history for each applicant
- Over 50 letters are installed as standard. These letters may be modified and/or additional letters may be created easily. Mail Merge facility that is linked to recruitment events (e.g. calling for an interview, rejection letters, etc).



- Each applicant is linked to a job or jobs. At any time you are able to see who has applied for what job and what the status of the applicant and the job is

Personal	Application	Additional	Comments
Application Details			
Jobs Applied For			
Job Title	Status	Job Number	
General Operator	Called for Interview 2	1027	
Category	Manufacturing		
Campaign Code	1005		
Campaign Name	July Campaign		
Source Code	1003		
Source Name	Irish Examiner		
Date Received	29/06/2002 10:45:00		

- Automatic diary reminders provide users with timely data on interview dates, job closing deadlines and many more.
- WizRecruit also allows you to attach/scan important letters and/or documentation relating to a candidate or job.
- User defined fields

Searching Features

- **Duplicate Applicant Search:** Archive databases retain unsuccessful applicants. The Duplicate Search facility allows you to determine if an applicant has applied for a position previously with your organisation.
- **Applicant Search:** Search for skills, previous positions, key word search from CV's and many more



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Reporting Feature

- WizRecruit provides over 100 reports as standard.
- An unlimited number of user-defined reports may be easily created on an ad-hoc basis.

application options

- WizRecruit may be integrated with WizHR and the Wiztec Business Suite.
- Applicants who join the organisation can be transferred directly to WizHR (eliminating re-keying applicant data in the HR system)

implementation/ training

Wiztec personnel will install and configure the application for immediate use, provide documentation and advice on how to fully utilise the functionality of the system.

We offer training in our Cork and Dublin offices and training at customer sites.

technology

- 32 bit application
- Client/Server application
- Server: SQL, Windows NT, Windows 2000 Server supported
- Client: Windows 98, Windows NT Workstation, Windows 2000 and Windows XP supported
- Multiple users supported
- Terminal services supported
- Compatible with MS Outlook, MS Word, MS Excel and Internet Explorer

support

Wiztec offer:

- Telephone (help desk) and Internet (web site) support
- Free software upgrades
- On-site call outs

contact information

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