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## **Resume tracker**

### **Introduction:**

This web based application provides 360 degree control over the management of recruiting process. Every small/medium/big organization have ongoing process of recruiting the candidates for the desired positions, sometime this process is handled within company itself or it is being outsourced to recruiting agencies, this application is feasible in both conditions.

### **Application Features:**

This application take care of every aspect of the recruiting process,

- Import candidates resume/information from excel downloaded from different job portals
- Sort out candidates with different criteria like experience, technology etc...
- Send automatic mails to sorted candidates for the interview
- Schedule/reschedule the interviews
- Manage multiple rounds of interviews for the candidate
- Manage interviewers for different interview rounds
- Automatic email and sms alert to interviewers for the schedule of the interviews
- Manage interviewers comment and rating for the interviews
- Automatic relation between reference candidates with employee codes
- Role base security with multiple roles and users supported
- Manage personal and company level scheduler for the users
- Alerts for the schedule interviews, hold candidates, joining candidates etc...
- Selection process simulation like after selection soft copy of documents such as experience letter, resignation letter etc...
- Management of background check result for the candidates
- Simulation of resignation/exit process
- Manage feedback report for ex-employees, ex-employee documents like experience letters, pay slips etc...
- Easy to integrate with other applications as online test or HR management software etc...
- Different reports supported like hold candidates, selected candidates, candidate feedback report etc...

Features in detail

### **Candidate information management:**

Candidate information management

- Manage personal information of candidate like- Full Name/ Address/ Contact number/Email ID/Designation/Skills sets, etc who we align for the post round of interview or for walk in candidates
- Manage/gather candidate information from multiple sources like walk-in, job portals, employee referral etc...
- Candidate resume management
- Can upload soft copies of resumes in different formats

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### **Easy and advance search from the candidate database**

- Multiple and customizable criteria to find matching candidate for the current requirement
- Highly indexed database for zero performance penalty
- Candidates/resumes are searchable by simple criteria like first name, last name, designation, technology, experience etc...
- Customizable search criteria according to need.

### **Sort the candidates and schedule the interview**

- Once done with searching of the desired candidates schedule the interview
- Interview details will be automatically sent to email id of the candidate
- If discrepancies in interview details can reschedule/cancel the interview
- Set the Interviewer for the interview and interviewer will automatically receives interview details on email.

### **Manage interview result and remarks**

- Manage interviewers comment and rating for different round of candidate
- Depending upon the result schedule next round
- Send interview result detail to candidate and next round detail

### **Configurable master information according to organization need**

#### **Technology:**

- You can add /edit/delete 'Technology' as per your requirements.

#### **Designation:**

- You can add /edit/delete 'Designation' as per your requirements.

#### **User Details:**

- You can Add/Edit/delete User whenever required.

### **Manage personal and company scheduler**

- Manage company level schedules like different meetings, new openings other recruitment level events like calling candidates, assigning joining dates etc...
- Manage personal events in schedule like birthdays, appointments, Marriage anniversaries, Imp meetings, so altogether is a daily organizer for the user, which will keep you updates.

### **Manage documents**

- Manage different documents for newly joining employees and ex-employees
- Manage different feedback reports for newly joining employees and ex- employees
- Manage documents like different rounds technical question papers for interviewers etc...

### **Role based security and user management**

- Customizable role management
- Role based access to application
- Supports number of user in different role



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## **Reports**

- 20+ reports supported
- Customizable reports
- Easily exportable to excel and PDF
- Supports reports for list of candidates in different state like hold, selected
- New employee and ex employee feedback report etc...

Please Click Here to know more..

[http://www.mechsoftgroup.com/resume\\_tracker.html](http://www.mechsoftgroup.com/resume_tracker.html)