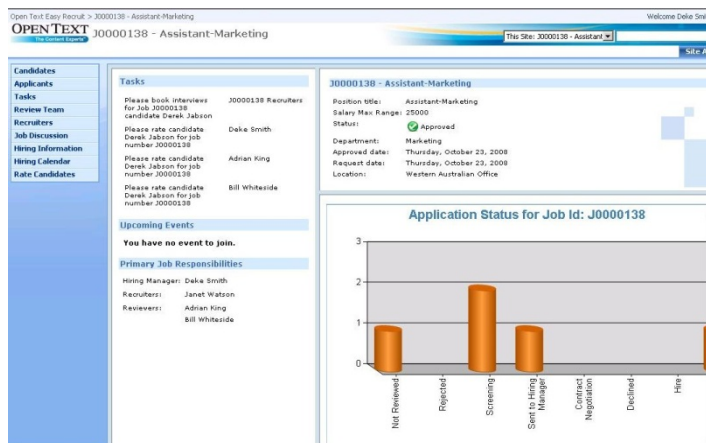


■ **Product Overview**

# Open Text Recruiting Management for Microsoft SharePoint

Bringing simplicity, efficiency and automation to the entire recruiting process.

To make the hiring process as simple as possible, Open Text Recruiting Management for Microsoft® SharePoint® (formerly Open Text Easy Recruit) was designed to bring recruiting information and processes together into the familiar Microsoft® Office SharePoint® Server 2007 and Microsoft Office Outlook environments. Complex hiring processes are streamlined and intuitive, minimizing the time required for hiring managers, recruiters, and reviewers involved in the recruiting process.



The Job Site view in Open Text Recruiting Management for Microsoft SharePoint conveniently displays all of the status and activities related to the recruiting process for this job.

## Recruiting made easy

Open Text Recruiting Management for Microsoft SharePoint helps today's organizations manage the many complexities of the corporate hiring process, using a collaborative, flexible case management approach. This innovative solution utilizes the familiar and user-friendly Microsoft SharePoint, Microsoft Office and Microsoft Outlook environments to facilitate all the tasks related to the recruitment process. This allows everyone in the recruiting hierarchy to participate in the process without the requirement to be trained on HR systems such as PeopleSoft.

## Simplify the approval process with automated workflows

Open Text Recruiting Management for Microsoft SharePoint simplifies the entire approval process with automated workflows, creation of tasks and email notifications. Upon completion of the web-based new hire request form, the designated workflow manages the entire approval process. Approvers are given tasks complete with all the background information related to the new hire candidate. Approvers and other stakeholders can work on their tasks and follow the process without ever having to leave their familiar Microsoft SharePoint, Microsoft Office and Microsoft Outlook environments. Automatic notifications are sent to Human Resources and other stakeholders as appropriate.

## Collaborate with review teams from a dedicated SharePoint workspace

As soon as a new position is approved, the automated Microsoft workflow creates a new SharePoint site for the position, inviting everyone involved in the hiring process to monitor progress and interact with the dynamic information associated with the job. When HR begins to receive and screen applicants, the hiring manager can choose a review team to participate in the process. Reviewers are automatically subscribed to the SharePoint site and notified by email. All information related to the job is available within the SharePoint site. Users work with everyone involved in the hiring process and take advantage of the collaborative features of Microsoft SharePoint.

## Benefits

### For Organizations

- Brings simplicity, efficiency and automation to the entire recruiting process.
- Significantly reduces time and effort involved throughout the hiring process.
- Increases user acceptance by leveraging familiar Microsoft SharePoint, Office and Outlook user interfaces.
- Minimizes training for staff.
- Compliance with corporate and legislative requirements.

### For Recruiters

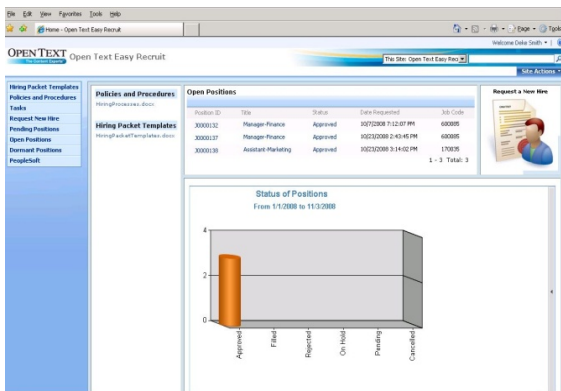
- Find and quickly assess resumes.
- Track progress of each applicant and candidate for a job.
- Shorten the time to hire qualified staff.
- Find qualified candidates for job vacancies by searching a central applicant pool repository.
- Reduce time spent in the recruiting process.

### For Hiring Managers

- Equips hiring managers with a self-service system for all their hiring needs.
- Request new hires instantly.
- Dashboard view for convenience.
- Gain visibility of a job requisition status.
- Track an applicant's resume and make an offer with ease.
- Reduce time spent in the hiring process.

Hiring managers, recruiters and reviewers are often frustrated with the time consuming, complex nature of the recruiting process. Manual processes are inconsistent and hard to document or report on - even trying to teach the process can be challenging. Furthermore, there are many points within the recruiting process where information is lost or interim steps are not documented.

These challenges combined with an environment of increasing compliance requirements and the pressure to fill high talent jobs quickly and inexpensively, are resulting in organizations looking to solutions that bring simplicity, efficiency and automation to the entire recruiting process.



### Select the best applicants based on all available information & resources

By providing unified collaboration between hiring managers, HR recruiters and all other roles in the recruiting process, Open Text Recruiting Management for Microsoft SharePoint keeps everyone informed and on task. Now hiring managers and reviewers can quickly browse through the list of pre-screened applicants, review resumes, and select candidates for an interview. And since all applications for every job is stored in a long term archive for a defined period, recruiters can easily find qualified candidates that have expressed an interest in the company.

The main dashboard view in Open Text Recruiting Management for Microsoft SharePoint provides a snapshot of the status of all positions for the hiring manager, as well as other helpful related hiring tools, templates, forms and policies.

### Integrates with Microsoft Office Outlook and SharePoint

Users never have to change the way they work as Open Text Recruiting Management for Microsoft SharePoint is fully integrated with Microsoft SharePoint, Microsoft Outlook and Internet Explorer. And, with Open Text Enterprise Connect, the power of the SharePoint site can be fused with the strength of Microsoft Outlook. Through Open Text drag-and-drop functionality, the hiring manager is able to easily file email into the job site. This simple act causes the appropriate case metadata to be automatically attached to the filed content without any extra work for the hiring manager.

### Ensures full compliance with corporate and legislative regulations

The solution provides full auditability to ensure your organization is compliant with all corporate and legislative regulations. Privacy guidelines can be enforced by presenting each employee in the hiring process with only the data they require for their tasks. Reviewers can quickly and easily submit interview feedback in an online candidate survey. The graphical representation of responses allows the hiring manager to easily see the summary of all reviewers' feedback to standard questions, while maintaining a long-term record for audit purposes. Once the job offer is extended, the job site is archived with all information for long term audit and retention, and automatically places the non-hired candidates into the central applicant pool to be accessed for future recruiting. The PeopleSoft record is created with the employee information.

### Open Text Recruiting Management for Microsoft SharePoint Features

<b>Integration with Microsoft SharePoint &amp; Outlook</b>	Leverages Microsoft SharePoint, Microsoft Outlook and Windows Explorer as end-user interfaces.
<b>Integration with PeopleSoft</b>	Automatically imports all relevant HR data from PeopleSoft so you don't have to. Consistency of PeopleSoft usage is maintained through presentation and data exchange from SharePoint without users needing to access the PeopleSoft UI directly. PeopleSoft UI access is provided through web parts for the HR staff who need it.
<b>Full Auditing Capabilities &amp; Records Retention</b>	Built upon the strengths of long term retention and archival of Open Text Enterprise Library Services, the solution shares central records management practices and maintains compliance with corporate and legislative regulations.
<b>Dashboard View</b>	A hiring dashboard conveniently displays a snapshot view of useful templates, policies and procedures, open positions, new hire request forms and more.
<b>Automated Workflow/ Approval</b>	Leverages request forms, automated tasks & notifications to simplify the hiring process.



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### Technical Specifications

Open Text Recruiting Management for Microsoft SharePoint works with:

- Microsoft Office SharePoint Server 2007
- PeopleSoft 9.0 HCM
- PeopleTools 8.49 and 8.48
- Open Text CLM Services for Microsoft SharePoint V10.0
- Open Text Case Management Framework for Microsoft SharePoint V10.0
- Open Text Enterprise Connect V1.1
- Open Text Livelink V9.7.0 and 9.7.1

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