



## RECRUITMENT //

**Aurion Recruitment makes it easy to find the right person for the job and saves time by automating selection activities. Flexible checklists step you through the process while bulk update facilities let you quickly and easily process large numbers of applicants. You can assess and compare applicants using online questionnaires and communicate with them by email or letter. Aurion tracks costs and maintains key statistics on recruitment activities.**

Aurion Recruitment includes an online application portal for candidates to apply for your advertised roles directly into Aurion - Web Recruitment. Easy to use tools let you quickly assess and find the right applicants, especially when dealing with large numbers of applicants in response to recruitment campaigns.

Jobseekers can register their interest in working for your organisation with automated alerts sent to them when there is a suitable vacancy. Moving the advertising and processing of applications to the Web enables you to better service prospective employees through the entire recruitment process - from application to onboarding and beyond. It also saves time and reduces administrative costs.

When you shortlist a jobseeker they become an applicant in Recruitment. Similarly, if you select an external applicant, Aurion transfers all of the candidate detail collected during the recruitment process to a new starter record in Jobs and People, in preparation for onboarding and payroll.

### BENEFITS //

#### Find the right people quickly

Aurion takes the effort out of finding the right people. When a vacancy is notified, recruitment templates let you quickly create a process checklist with milestones and expected completion dates for each task. Job descriptions and other documents are available online. Aurion automatically adds details for internal applicants and checks if external applicants have previously applied. There is no data entry when used with Web Recruitment.

#### Applicant evaluation made easy

Checklists make it easy to process large numbers of applicants and keep them informed of the status of their application by email or letter.

A visual display shows the progress of each applicant at a glance and Aurion tracks the number of applicants that reach each milestone. You can easily identify recruitment bottlenecks and where activity is behind schedule.

You create an online questionnaire to assess and compare and link to the Skill Bank, so that you have a development plan in place as soon as your new starter arrives. When used with Web Recruitment, applicants complete the questionnaire for you.

#### Advertise and shortlist online

Web Recruitment makes it quick and easy to advertise vacancies on your website. There is no paperwork or delays waiting for documents to arrive by mail, saving time and reducing costs.

Communication with applicants by email is fast and effective and lets you keep in touch with candidates of interest. Jobseekers can register



their interest in working for your business meaning you may not need to advertise when there is a vacancy. You can also alert jobseekers when there is a suitable vacancy.

### Simplified Onboarding

On selection of a successful candidate, you can transfer their details through to a new starter record in Jobs and People. when used with Payroll Onboarding, your successful candidate can complete their payroll details online ahead of their first day.

### KEY FEATURES //

- + Manage recruitment campaigns, multiple and single vacancies:
  - + Report on vacant jobs or positions
  - + Maintain selection criteria, job descriptions and other documentation
- + Define templates for each type of recruitment:
  - + Specify events such as shortlist, interview and job offer
  - + Create a checklist and define usual expected completion time for milestones
- + Create questionnaires to assess and compare applicants and link to Skill Bank
- + Manage a vacancy:
  - + Administer applicants and selection panels
  - + Send emails or letters to applicants
  - + Record interview locations and room bookings
- + Generate web pages and post to your web site
  - + Apply your corporate branding
  - + Generate web pages to advertise vacancy and submit application
  - + Create screening questionnaires from templates or custom build
  - + Online access to position descriptions, duty descriptions and advertisement templates
- + Apply online
  - + Complete cover letter and application form online or download and submit later
  - + Online screening questionnaire
  - + Attach resume and application letter
- + Job seeker registration
  - + Create vacancy pools for unsolicited applications from job seekers
  - + Accept unsolicited expressions of interest from employees
  - + Email job seekers and employees of suitable vacancies
  - + Bulk move or copy people from one pool to another or to a specific vacancy
  - + Advertised vacancies internally
  - + Available to employees via Self Service
  - + Email employees when suitable internal vacancies are posted
  - + Assess internal applicants before advertising externally on corporate web site
- + Schedule applicant interviews and availability of interview panel – Monitor target and actual dates for each milestone
  - + Maintain applicant history and interview performance
- + Build a talent pool and earmark applicants for similar vacancies
- + Maintain key recruitment statistics and monitor time taken to fill vacancies
- + Report on costs at each stage of recruitment
- + Transfer details of successful applicant to schedule of new hires and onboarding.

### CONTACT US TODAY //

Interested? For more information  
email [sales@aurion.com.au](mailto:sales@aurion.com.au)  
or call **1300 287 466**

With a 30 year heritage in payroll and HRIS software solutions, Aurion is the trusted partner of hundreds of organisations and government agencies. Put simply, Aurion designs and deploys the best people and payroll software that makes work life easy.