



**Key**

## Features

## The Future of E-Recruitment



**Custom Branding**



**Candidate Management**



**Candidate Matching**



**Screening & Competency**



**Assessment & Scoring**



**Interview Scheduling**



**Reports & Analytics**

When it comes to recruitment and selection, organisations are facing major challenges such as fierce competition, rising cost, staff shortages and high turnover. With Digital Candidate Manager, organisations can meet these challenges via an advanced electronic recruitment system that spans the recruitment life-cycle.

No more paper, filing and retrieval of resumes from traditional metal cabinets, no more software to maintain. Digital Candidate Manager enables everyone to more effectively acquire, assess, and align candidates to the organisation. Manage candidates from a single unified system that you can access securely over the internet - anywhere, anytime.

### Product Summary

Digital Candidate Manager is an intuitive, web-based application for medium and large organisations who wish to have their own branded e-recruitment System. It provides the essential functionality that organisations need to automate the recruitment and selection process.

### Benefits

**With Digital Candidate Manager you can:**

- Launch your own branded career site and attract high-quality candidates.
- Post screening and competency questions to filter out the best candidates.
- Precisely and automatically match candidates to open job requisitions.
- Move candidates through the various stages of the recruitment process.
- Assess, score and rank candidates at each stage of the recruitment process.
- Manage interviews, offers and acceptance of candidates electronically.
- Gain deeper insight through dashboards, charts and reports.

**FREE 30 DAY TRIAL**  
digitalcandidatemanager.com  
(868) 645-0101 / 5669

# Why

## Digital Candidate Manager?

### On Demand:

Digital Candidate Manager is a hosted solution and is delivered on demand to medium and large organisations that need an advanced e-recruitment solution.

This offers the following advantages:

1. **No maintenance.**
2. **Cost effective.**
3. **Easier to access and use.**
4. **Secure.**

### No Maintenance:

Designed for the non-technical user, so there is no need to rely on your IT resources to deploy or support the product. The solution is deployed, hosted and maintained on our secure servers.

### It's Cost Effective:

All job requisitions can be placed online making it easier for candidates to apply, drastically reducing overhead costs of printing and advertising.

### Easier to access and use:

It is web-based and offers cross-platform, cross-browser support. Candidates can be automatically notified of opportunities via e-mail thus reducing the recruiting time.

### It's Secure:

Features include multiple levels of security and permission controls and support for Secure Socket Layer (SSL).



## Digital Candidate Manager Product Features

### For Candidates

- Register and create a personal e-profile.
- Create, view and edit their resume.
- Search and apply for open job requisitions.
- Subscribe for e-mail job alerts based on specific criteria.
- Book interview times & receive e-mails on the status of their application.
- View the status of their applications and view all previous applications.
- Manage their job application and keep their profile up to date.

### For Departments/Divisions

- Departments/Divisions can post job requisitions in the system for approval.
- Candidates can be automatically matched to jobs based on filters.
- Perform advanced candidate filtering based on predefined search metadata.
- Automatic e-mail notifications are sent when a candidate applies.
- Registered candidates can submit a question to the lead HR officer.
- Departments/Divisions can view job requisitions, applicants and their status.
- Departments/Divisions are restricted to viewing only their posted job requisitions.

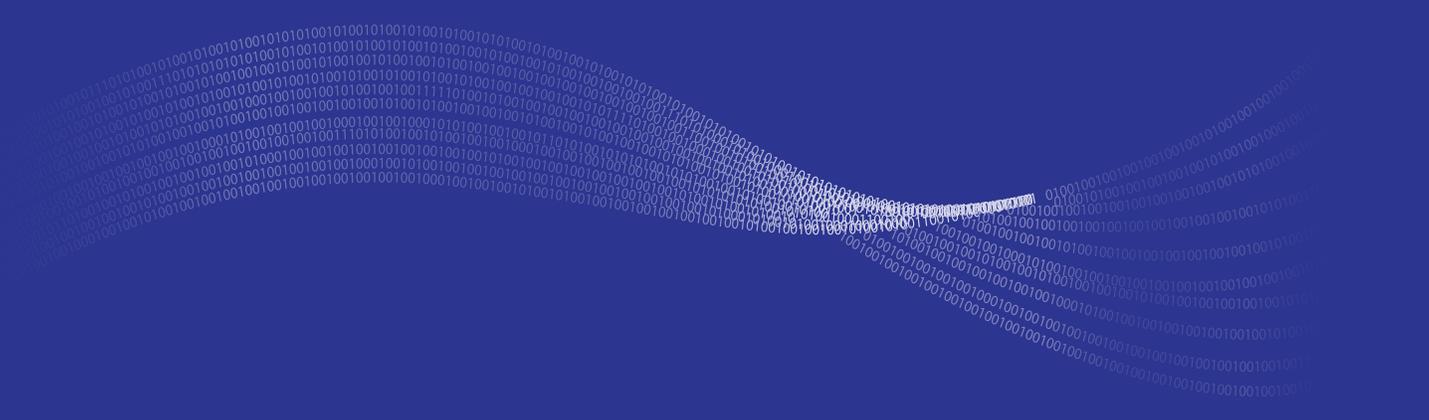
### HR Administration & Reports

- Submit and manage all job requisitions.
- Assign tasks to all job requisitions.
- Assign budget items to manage all cost related to a job requisition.
- Manage and assign screening and competency questions to a job requisition.
- Assign job requisitions to workflow stages (Pending, Approved, Closed, Open).
- Manage candidates and job applications.
- Assign workflow stages to applications (Sifting, Screening, Assessment, Interview, etc.).
- Assess, score and rank candidates at each stage of the recruitment process.
- Manage interviews, offers and acceptance of candidates electronically.
- Gain deeper insight through dashboards, charts and reports.
- View audit and e-mail logs for actions throughout the system.
- HR staff can be placed in groups with different levels of secure administrative access.
- Import existing candidates into the system using a predefined format.
- Manage and configure all system generated e-mails.

For information on how we can help you manage your recruitment process more efficiently, contact us at Tel: (868) 645-0101 or visit our website: <http://digitalcandidatemanager.com/>

# DIGITAL

CANDIDATE MANAGER  
E-RECRUITMENT SOFTWARE



## The Future of E-Recruitment