

OpenText™ People Center Recruiting and Hiring Module

Find the best candidates faster and cut hiring costs

It is challenging to find the right talent for your business. You want hiring managers and recruiters laser-focused on identifying the best candidates and engaging with them, not on tracking tasks or completing administrative processes.

Efficient Recruiting and Applicant Trackings

The optional People Center Recruiting and Hiring Module available with OpenText People Center makes recruiting much more efficient and simplifies record keeping for compliance purposes. It provides a comprehensive system for tracking applicants and managing the hiring process with smarter automation at every step.

Efficient Job Creation and Requisition Approval

Hiring managers and recruiters work together to create jobs and manage requisition approvals if needed. Leverage a library of job templates that your team creates to save time on individual requisitions. Identify required skills from a comprehensive skills library, maintained in the system or integrated from your talent management system.

Simple Applicant Experience

Job candidates want their job applications to be quick and easy. With the People Center Recruiting and Hiring Module, they can quickly register or use their LinkedIn profiles to save time. Applying for a job can be as simple as filling in a few fields.

Secure Access to Centralized Candidate Information

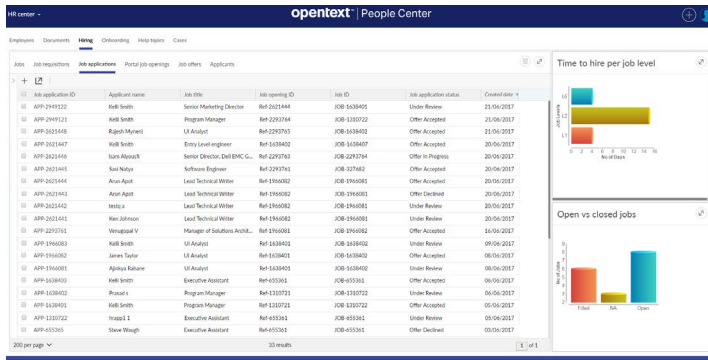
Hiring managers, recruiters, and HR managers see the right applicant information in one place. Robust role access capabilities enable you to implement the right policies to meet the regulatory requirements in different countries. Information can be maintained and archived as per your corporate policies and compliance requirements.

BENEFITS

- *Provide candidates a simple, seamless experience throughout the hiring process*
- *Centralize candidate data and gain compliance with consistent access and practices across the employee base*
- *Control costs through efficient applicant tracking and an optional requisition process*
- *Gain visibility into talent acquisition activities and metrics*
- *Tailor processes to your business needs with easy customization*

PRODUCT SUMMARY

- *Personalized dashboards for candidates, hiring managers, and HR partners, with guided access to tasks and in-context help and documents*
- *Electronic signatures to eliminate paper-based processes wherever possible*
- *Optimized for mobile access*
- *Job requisition and offer approval processes*
- *Best-practice task management with the ability to add ad hoc tasks as needed*
- *KPIs and metrics to monitor recruiting processes*
- *Easy to configure and customize to your business with limited need for IT support*
- *Cloud application*



Reporting and Metrics

People Center Recruiting and Hiring includes reports that provide visibility into applicant pools, skills in demand, and hiring times.

Cloud deployment

People Center Recruiting and Hiring is available through the OpenText Cloud, trusted by more than 64,000 customers to run business-critical processes and offering a global, scalable, and secure infrastructure with data centers in North America, Europe, and Asia. The OpenText Cloud supports flexible cloud models for public, private, or hybrid deployments.

Streamline the Hiring Process

From first contact to accepted offer, People Center Recruiting and Hiring provides best-practice guidance and cuts wait times for both applicants and hiring managers. Each application goes through a pre-defined process with a common set of tasks. In addition, hiring managers or recruiters can create ad hoc tasks as needed, assigning them to individuals and setting deadlines. Once an offer is generated, applicants can accept the job via the applicant dashboard, set their start date, and communicate any other pertinent information to the hiring team. Their acceptance then triggers the onboarding process, which can be managed by the OpenText People Center Employee Onboarding Module.

Mobile support keeps applications progressing faster.

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