

Peopleclick RMS™

Streamline your hiring process with a recruitment management system that fits your business

Peopleclick RMS is a web-based, enterprise-wide recruitment management system for salaried and hourly hiring that streamlines the work of recruiters and hiring managers by simplifying, automating and tracking your entire hiring process. From candidate identification and pre-screening through qualification, selection and results measurement, Peopleclick RMS helps you reduce time-to-hire while increasing hiring quality.

Job Requisition & Approvals Management

Peopleclick RMS manages the entire job requisition process and integrates it with your organization's sourcing, selection and hiring practices. RMS centralizes information associated with the requisition into an electronic folder that represents the beginning of the hiring process.

Representative Functionality for Job Requisitions & Approvals Management

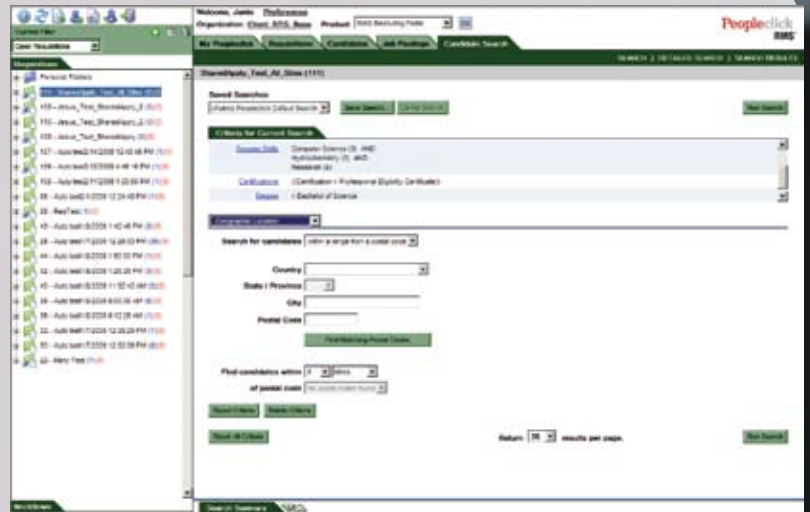
- Create requisitions from scratch or use a template
- Clone an existing requisition
- Use saved and ad hoc filters to flexibly categorize, sort and view requisitions
- Create unlimited notes and upload unlimited attachments to a requisition
- Change requisition status to open, closed, pending, on-hold, or cancelled
- Tie requisition status to automatic actions like removing job posts, notifying team members and initiating on-boarding
- View all candidates that have applied to a particular requisition and see their status in the hiring process
- Capture requisition costs, allowing recruitment campaign expenditures to be tracked through a central location
- Manually assign the list of approvers to a requisition or automate the approval list based on predetermined business rules (unlimited approvers permitted)
- Base approvals on organizational structure, type of position, or other criteria you define
- Analyze and track requisition information including AA compliance goals, approvals, modifications, posting status, sources and the full history of associated candidates

Peopleclick®

Search

There are considerable savings in filling a position with an internal candidate, employee referral or previous applicant. Peopleclick RMS supports superior conceptual search capabilities that allow RMS users to quickly and easily locate candidates that meet specific job criteria.

Users can simultaneously search structured and unstructured data, such as education data and questionnaire answers, resumes, candidate and interviewer notes, and attachments. They can also search in multiple candidate languages, perform geographic proximity searches of metropolitan regions and retain search results until the next query.



The AutoRecruiter is a search agent that can be instructed to search for resumes that match pending and open requisitions. On a regularly scheduled basis, the AutoRecruiter will study each new resume and notify the recruiter of candidates that meet the search criteria. This is an excellent way to identify passive candidates, especially when interested candidates are managed in a talent pipeline.

Representative Functionality for Search

- Conduct a simple search or build more detailed sets of search criteria
- Quickly find candidates whose resumes, note titles, note bodies or attachments contain specific text
- Automatically search for candidates in all available languages
- Return an unlimited number of candidates in a single search
- View search results in brief or detailed views, with search terms highlighted in the results
- Refine search results with a drilldown field function, and then return to the original results without redoing the search
- Save search criteria for later use, or for use by the AutoRecruiter to automatically search for qualified candidates
- Perform a geographic proximity search based on range from a specific location or postal code
- Choose to show search results by ranking, which measures how closely each candidate matches your search criteria

Sourcing Management

If searching yields no immediate results, an organization can post job openings to internal and external career sites, referral sites, staffing agency sites and multiple internet job boards. Peopleclick RMS allows users to manage all postings from their desktop using one simple process, without the need for specialized web skills. RMS eliminates manual tracking of job site postings by managing job post expirations, renewals and removals. It also allows flexible scheduling, so a job can be posted internally for a period of time and then be automatically posted externally.

Compliance

Peopleclick RMS is the only recruitment automation system in the market today that lets you dynamically link your diversity objectives and affirmative action placement goals with your recruiting initiatives. Through embedded alerts, analysis and reports, you have immediate access to this key information from within your recruiting system. By integrating affirmative action placement goals and EEO data gathering, you can gain immediate feedback on how well you are fulfilling your diversity and reporting objectives, while showing progress toward your affirmative action initiatives and minimizing the risk of regulatory violation or litigation threat. Peopleclick also offers professional consulting services that can further reduce your exposure through quantitative analyses of your employment practices.

Representative Functionality for Compliance

- Integrate placement goals from your AAP with Peopleclick RMS
- Configure workflows to collect demographic information during the initial application or at any time in the hiring process
- Use 10 specially-designed standard reports to track EEO information
- Use ad hoc reports to accommodate additional compliance reporting needs
- Receive additional consulting from the Peopleclick Research Institute around your hiring practices
- Retain data on your recruiting efforts to assist with your defense in an AAP compliance review, OFCCP audit or discrimination lawsuit

Questionnaires

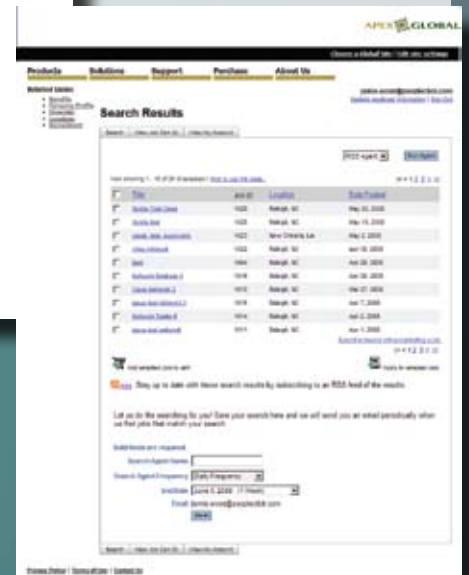
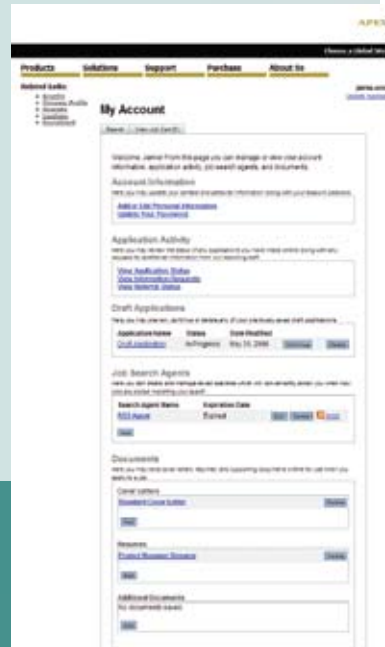
Carefully-crafted qualification questionnaires can help recruiters reduce the number of candidates under consideration to those that meet minimum requirements for the position. Using RMS, recruiters can associate questionnaires with a requisition or posting. Questionnaires can be sent to candidates at the time of initial application, or later in the process as a request for additional information. Based on the candidate's response to specific questions, routing rules can further screen candidates by sending their submission to a hiring manager, or to a "not selected" folder.

Candidate Portal

When job seekers visit your company career site and apply directly to a posted job, they have actually entered the Peopleclick RMS Candidate Portal (CP). The CP is designed to reflect your company brand and provide a positive candidate experience. Job seekers can create password-protected accounts that enable them to store resumes and contact information, and create search agents for automatic notification if a job is posted that matches their criteria. Candidates can easily apply to multiple job openings in a single session by adding the job openings to their “job cart”.

Representative Functionality for the Candidate Portal

- Candidates search for and apply to job openings in multiple languages individually or through the job cart
- Candidates save jobs in their job cart for immediate application or for later consideration
- Candidates attach, cut-and-paste or build their resume/CV into the CP when applying to a position or creating a candidate profile
- Candidates can choose to pre-populate their CP application using a resume stored in an external application, such as CareerBuilder
- Candidates store several resume/CVs online for repeated use
- Candidates view the status of their job applications at any time
- Candidates use RSS feeds and search agents to stay informed about new positions meeting their criteria
- Candidate profiles include original source information when a candidate is routed to the CP from a job board
- Candidates preview their entire completed job application, including questionnaire responses, prior to submission
- Candidate resumes and profiles are automatically routed to the appropriate recruiter for review
- Kiosks can be used to allow candidates to access CPs at career fairs, college recruiting events or walk-up locations
- Candidates e-mail job opportunities or refer your company to others using helpful email-a-friend tools



Hiring Process

Peopleclick RMS is based on a visible hiring process that defines and automates your organization's recruiting process. A series of electronic folders are used to filter a pool of candidates from identification through on-boarding. Recruiters simply move candidates from folder to folder as they find, qualify, interview and reject or hire candidates. Clearly outlining the hiring processes in this defined manner provides a convenient, intuitive and consistent method of tracking candidate and requisition status, which in turn drives valuable business reporting metrics and maximizes overall efficiencies.

RMS offers the unique capability of integrating multiple hiring process flows to manage recruiting best practices. For example, companies can create hiring processes for internal redeployment, top "near miss" candidates or prequalified candidates for recurring openings. These processes can have specialized activities, e-mail communications and approvals to effectively manage a discrete talent pool with particular characteristics.



Representative Functionality for the Hiring Process

- Define multiple hiring processes and allow different types of candidates to follow different paths for the same opening
- Use automated events and actions to move candidates through the hiring process
- Select individual or multiple resumes to print or forward via e-mail
- Move candidates through the hiring process with simple actions and graphical visibility
- Toggle your view to look across all steps in the process for each individual requisition, or look at each process step across all requisitions
- Automatically date- and time-stamp transactions to assist with logging, applicant tracking and subsequent process analysis

Referral Management

Current employees are a known and appreciated source of candidates. With RMS, it is easy to identify those candidates that are employee referrals and accelerate them in the hiring process. Many companies have programs that reward employees for successful referrals, and RMS supports tracking those candidates through hire and perhaps a probationary period before the referral bonus is paid. Recruiters always have clear visual indicators showing that the source of the candidate was a referral.

Role-Based Collaboration

Peopleclick RMS creates a community where all critical players including recruiters, hiring managers, staffing agencies, interviewers, executives, job seekers and candidates meet to collaborate throughout the recruiting and hiring process. RMS provides you with the control and flexibility to define application-level rights and privileges based on your hiring practices. This flexibility is extremely powerful and the end result is a dramatic improvement in the effectiveness and efficiency of the recruiting organization.

Representative Functionality for Role-Based Collaboration

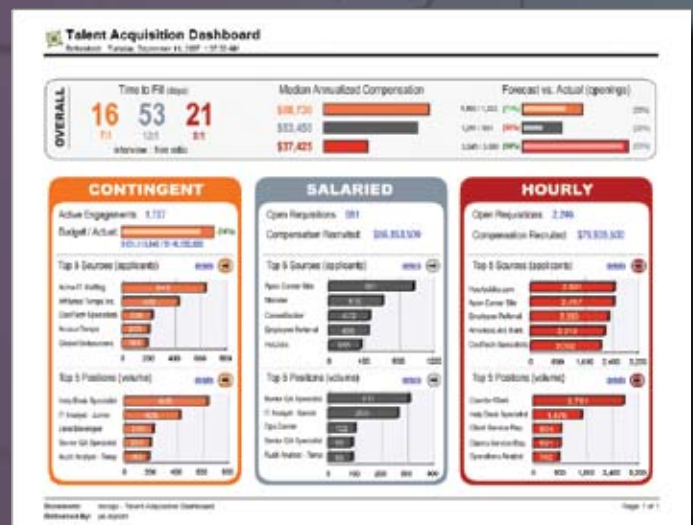
- Create unlimited roles so that only the most relevant tools and data are available to users based on their unique part in the hiring process
- Configure and manage your own roles through the System Administration Portal
- Use combinations of view/add/edit/delete permissions to define a role
- Use roles to control areas of RMS such as requisition creation and approval, candidate information, job postings, interviews, and searching
- Restrict EEO data to only those roles granted permission
- Create role groups to control access to by geographic region, department, or cost center

Reporting and Analytics

With RMS, an organization can report on key recruiting metrics, enabling the analysis and improvement of the hiring process. Peopleclick offers a library of standard report templates in addition to the ability to create ad hoc reports using BusinessObjects™.

Representative Functionality for Reporting and Analytics

- Report on all information in the application, including customer-defined fields
- Produce graphical summary reports
- Perform calculations and use numerous pre-defined formulas to streamline report creation
- Sort report columns in ascending or descending order
- Use drill-down capabilities and run cross-tab reports
- Modify standard templates to reduce the time needed to generate reports
- Use multi-level selection criteria to structure reports
- View reports in HTML and PDF format



Integration

Peopleclick RMS uses XML data exchange to support the regular, accurate and automated transfer of data between Peopleclick and your internal systems. Peopleclick offers custom and pre-designed XML templates to facilitate data exchange with third-party employment services. Data is secured with industry standard encryption methods, and a secure FTP site is continuously available.

Global Capabilities

Our clients have been using Peopleclick RMS internationally since our inception in 1997. The multi-byte capabilities of RMS support over 77 left-to-right reading languages. RMS is the only system that provides anonymization for compliance with data protection laws. We have extensive experience with international implementations that account for local needs. A variety of configurations allow flexibility when adhering to local customs and preferences.

Representative Functionality for Internationalization and Localization

- Post a single job opening in multiple languages
- Search for and apply to job openings in any multi-byte, left-to-right reading language
- Use a corporate site with postings in many languages and local sites with postings in the appropriate language for a particular region
- Enable candidates to see postings in different languages on a single site for countries where open positions must be presented in more than one language

The Peopleclick Difference

Peopleclick is passionate about our clients' success. We deliver talent acquisition solutions using a Software-as-a-Service model that is focused on our clients' ability to build their workforce into a competitive advantage. Our offering is built on a web-services based, multi-tenant architecture. You access your unique application configuration and data over a secure, high-speed connection using a familiar web interface. Multi-tenant architecture allows you to configure the application to support your business processes, while still sharing common elements and receiving regular upgrades. You can focus on strategic human capital management functions without worrying about managing a software application and its infrastructure.

Peopleclick is the leading global talent acquisition provider for salaried, high-volume and contingent workers. We deliver solutions that help companies find, attract and hire a diverse and productive workforce. Peopleclick empowers clients to radically simplify, improve and measure their talent acquisition lifecycle, while integrating affirmative action and diversity goals into their hiring processes.

**To find out more about putting Peopleclick RMS to work
at your organization, visit www.peopleclick.com.**

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