

Recruitment Module

Bring the Best Talent on Board



✓ Challenges

✓ How Recruitment Platform Helps

✓ Recruitment Suite

✓ Key Features

✓ Process Outline

✓ Building Blocks

✓ Resume Parsing

✓ Recruitment Role

✓ Our Select Clientele

✓ Industries

✓ Roadmap

✓ Mobile App

✓ About Us





CHALLENGES

Key Recruitment Challenges Faced by Enterprises

- Catching the attention of qualified candidates

- Keeping a record of the interview process of candidates

- No process to track resource requisitions

- Lack of streamlined process for candidate selection

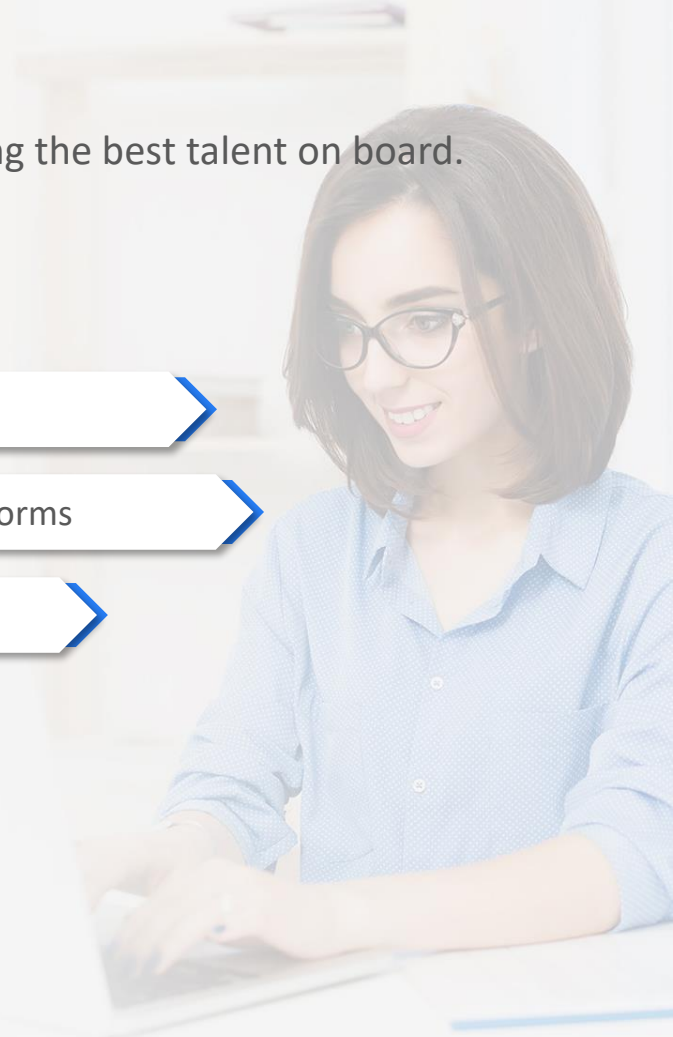
- Analysis of candidate data for insights

- Manual data entry of sourced candidate details

HOW RECRUITMENT PLATFORM HELPS

Enterprises today need an automated recruitment platform to bring the best talent on board.

- Compliance with data protection guidelines
- Automated tracking & monitoring of the recruitment process
- Customizable email builder, job description templates & application forms
- Continuous automated updates on the interview status
- Provision for candidate referrals
- Streamlined pre-onboarding process



DIGITAL HRMS RECRUITMENT SUITE



Recruitment

+



Conference Room
Booking

+



My Details

+



Employee
Management &
Pre-Onboarding

+



Reports &
Analytics

+



Admin
Configuration

Get the Flexibility to Choose More Modules & Build your Customized Platform for every HR function.



Survey



Self Service



Asset Mapping



Training



Timeport



Policy



Violations &
Occurrence



Performance
Assessment



Resource
Allocation



Separation



Travel



Leave &
Attendance



Expense &
Reimbursements



Task
Management



Confirmation
Assessment



Advances



User Manual



Mobile App



Payroll

KEY FEATURES

**Job Posting-
External & Internal**



**Resume
Parsing**



**Streamlined Pre-
Onboarding through
Candidate Log in**



**Interview Scheduling
with third party
meeting platform**



**Resume
Bank**



**Multi Entities &
Multi Locations in
one Application**



**General Data
Protection
Regulation (GDPR)
Compliant**



**On-Cloud (Azure),
On-Premise &
Mobile (Android &
IOS)**



**Multi Level Graphical
Dashboards**



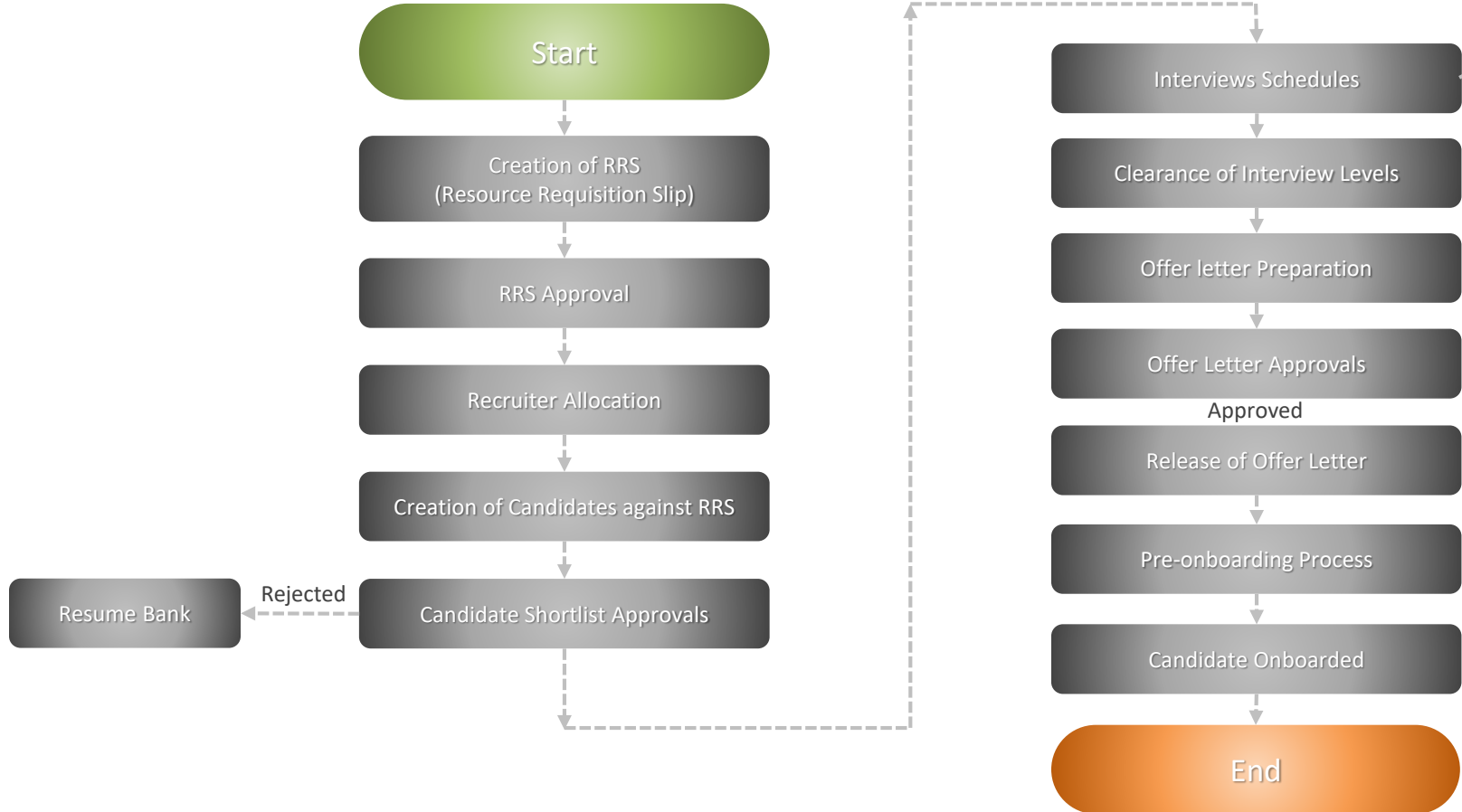
**Dynamic Workflows
& Role-Based
Access**



**Data Encryption
using 256-bit SSL
encryption software**

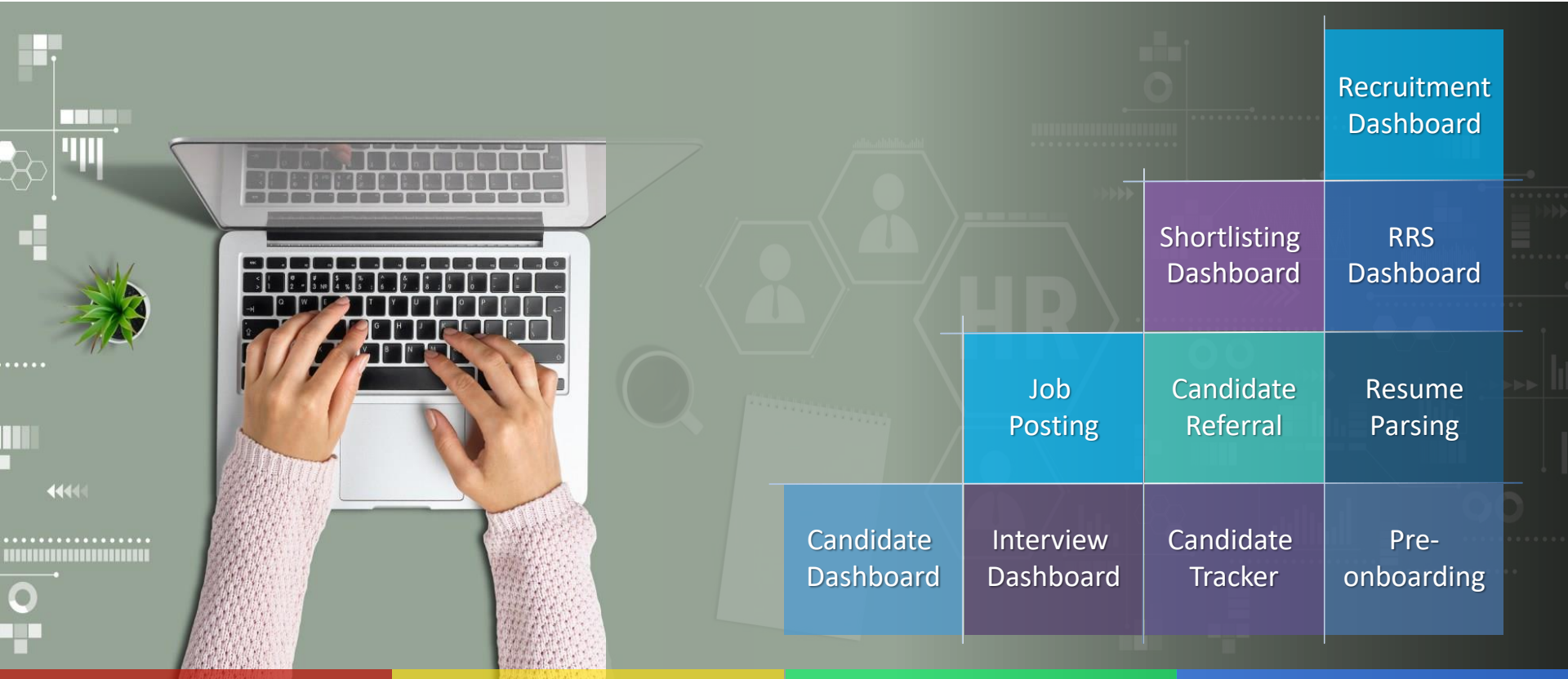


RECRUITMENT PROCESS OUTLINE



BUILDING BLOCKS OF RECRUITMENT

The Recruitment Module consists of several components for end to end hiring that are accessible to different users based on the access granted for each role, such as Employee, Hiring Manager, Recruiter, Admin and HR

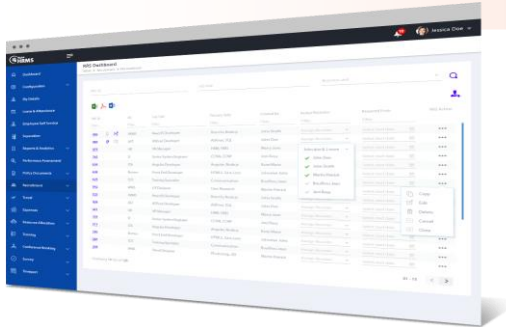


RECRUITMENT DASHBOARD

- Cumulative view of key recruitment insights
- Sections with info regarding RRS Dashboard, Recruiting Source, Recruitment Team, Job Posting, Recruitment Funnel and RRS Status
- Shortcuts to the Candidate Dashboard, RRS Dashboard, Recruitment Dashboard and Shortlisting Dashboard
- List View and Chart View for recruitment information



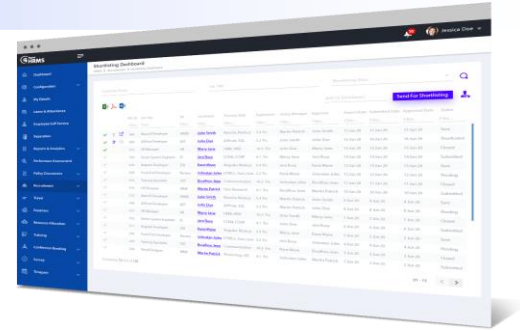
RRS DASHBOARD



- Creation of RRS by Business Unit (BU) heads for open positions in their team or department
 - Management of requisitions through the RRS grid
 - Special features like auto-population of data and cloning
 - Unique ID for every RRS
 - RRS details include required designation, opening date and closing date
- List of all open RRS visible on the grid for easy identification of internal vacancies

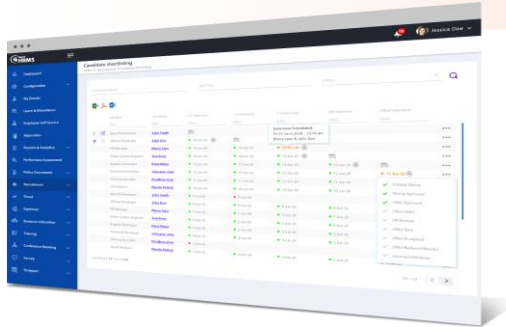
SHORTLISTING DASHBOARD

- Extraction of relevant candidate profiles for a RRS from online job portals
- All candidate details populated in the Add Candidate page
- Resumes parsed by the system. Basic details about the candidate auto-populated in the grid
- Candidate profile sent for shortlisting to Hiring Manager or Shortlisting Approver



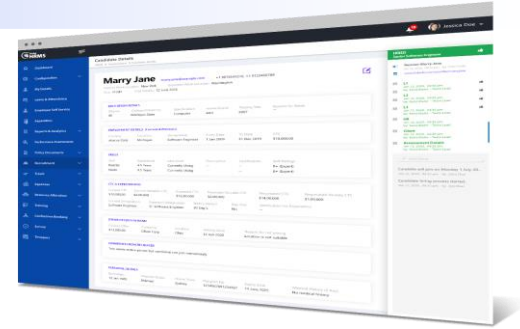
INTERVIEW DASHBOARD

- Display of all scheduled interviews
- Display of interviews already conducted
- Display of information about pending feedback
- Display of current status of candidates and the stage of recruitment process reached by candidate
- Initiation of hiring process

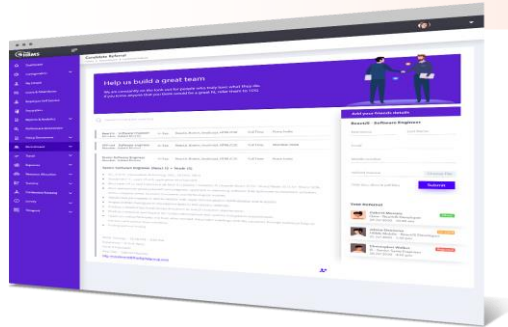


CANDIDATE DASHBOARD

- Details about shortlisted candidates entered
- Display of professional details like years of experience with different technology, detailed skill set, achievements, salaries and more
- Primarily for Hiring Managers to get a complete picture of the candidates being processed for their units
- Decision making made easy for Hiring Managers with a quick comparative analysis of the available candidates



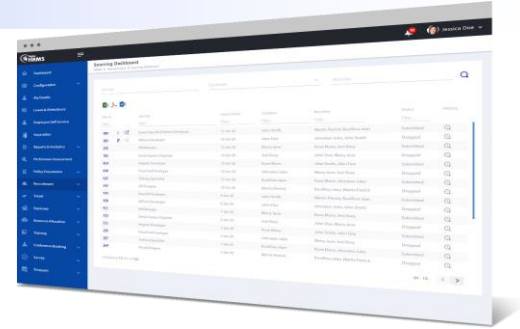
CANDIDATE REFERRAL



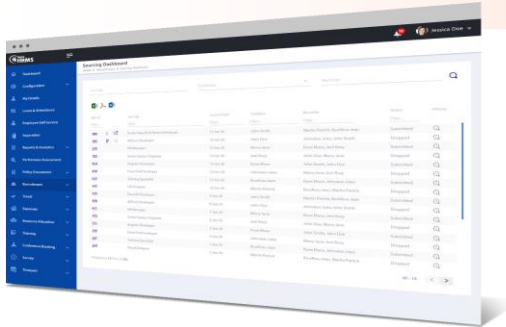
- Meant for internal job referrals only
- Employees to refer candidates for the open positions in the organisation
- Provision for employees to upload resume of the referral candidate along with basic details
- Resume shared directly with recruitment team on submission by candidate

JOB POSTINGS

- Display of open positions across various departments in the organisation
- Creation and upload of job postings on Digital HRMS platform by recruiter to whom RRS is assigned
- Creation and upload of job postings on the Careers page of the corporate website



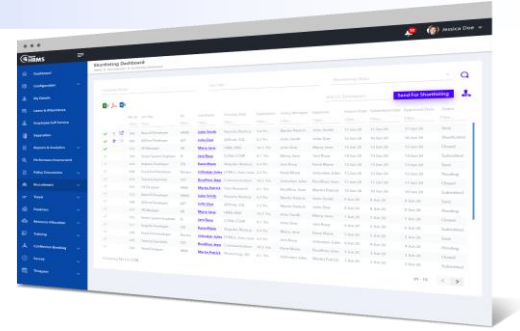
CANDIDATE TRACKER



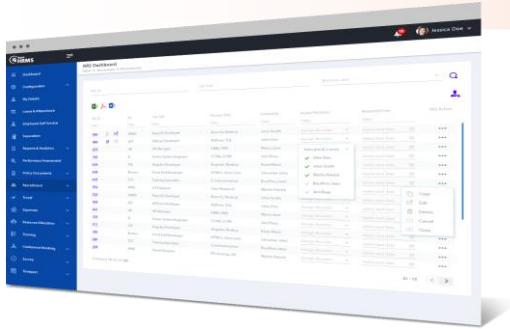
- Display of a list of candidates who have cleared all the rounds of interviews
 - Display of names of the candidates sent for hiring approval
 - Display of all the details of the candidates

RESUME BANK

- Online database of candidates resumes
- Resumes of candidates rejected at any stage of shortlisting or interview process are archived
- Provision for recruiters to tag resumes from Resume Bank to another RRS, if applicable
- Provision to search resumes based on different parameters



PRE-ONBOARDING



- Management of most formalities of joining before day one
- Designed for welcome of new hires and to put them at ease before they start working
- Precedes the process of employee onboarding

RESUME PARSING CAPABILITIES

Capture Personal Info



LinkedIn ID
Contact Numbers
Address
Marital Status
Date of Birth
Nationality
Email ID
PAN No
Passport
Name of Father/Mother
Education
Name
Organization
Languages
Certificates
Gender
Hobbies
Skills
Achievements

RESUME PARSING DOMAIN

Finance

Sales

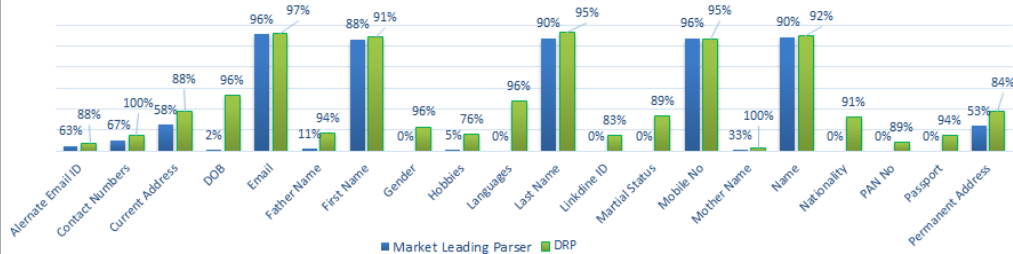
Legal

Software

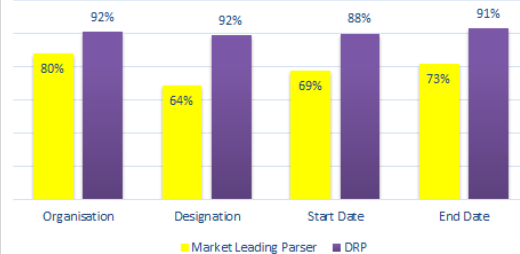
Medical

Engineering

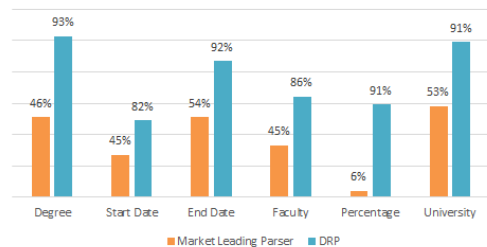
Personal Info



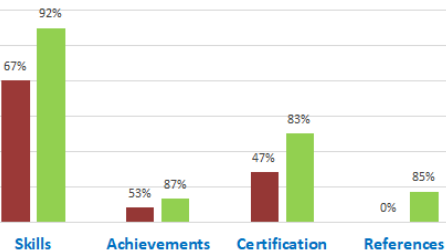
Organisation



Education



2000 Resume Average



ROLE BASED ACCESS

Recruitment module has multiple Logins/Roles – Employee, Approving Manager, Recruitment Head, Hiring Manager, Recruiter, HR & Admin.



ROLE BASED ACCESS

HR Manager



- RRS Dashboard
- Create RRS
- Candidate Referral
- View Job Posting
- Interview Dashboard
- Shortlisting Notification
- Hiring Approval

Recruitment Head



- RRS Dashboard
- Candidate Referral
- View Job posting
- Interview Dashboard
- Candidate Tracker
- Assessment Details

Approving Manager



- RRS Dashboard
- Create RRS
- Candidate Referral
- View Job Posting
- Interview Dashboard
- Shortlisting notification
- Hiring Approval
- RRS Approval

Recruiter



- RRS List
- Job Posting
- Resume Parsing
- Shortlisting Dashboard
- Interview Scheduling
- Assessment Details
- Initiate Hiring

Employee



- Candidate Referral
- View Job posting
- Interview Dashboard

Admin



- Access Right Management
- Workflow Management
- Question Builder
- Master setup of Recruitment management

OUR SELECT CLIENTELE



OUR SELECT CLIENTELE



MULTIPLE INDUSTRIES. ONE HR SOLUTION



HEALTH CARE



IT / ITES



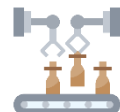
AUTOMOBILE



EDUCATION



REAL ESTATE



MANUFACTURING



RECRUITMENT
AGENCY



CONSULTANCY
FIRM



MEDIA &
PUBLISHING



FACILITY
MANAGEMENT



DEALERS &
DISTRIBUTORS



BANKING & FINANCIAL
SERVICES



HOSPITALITY



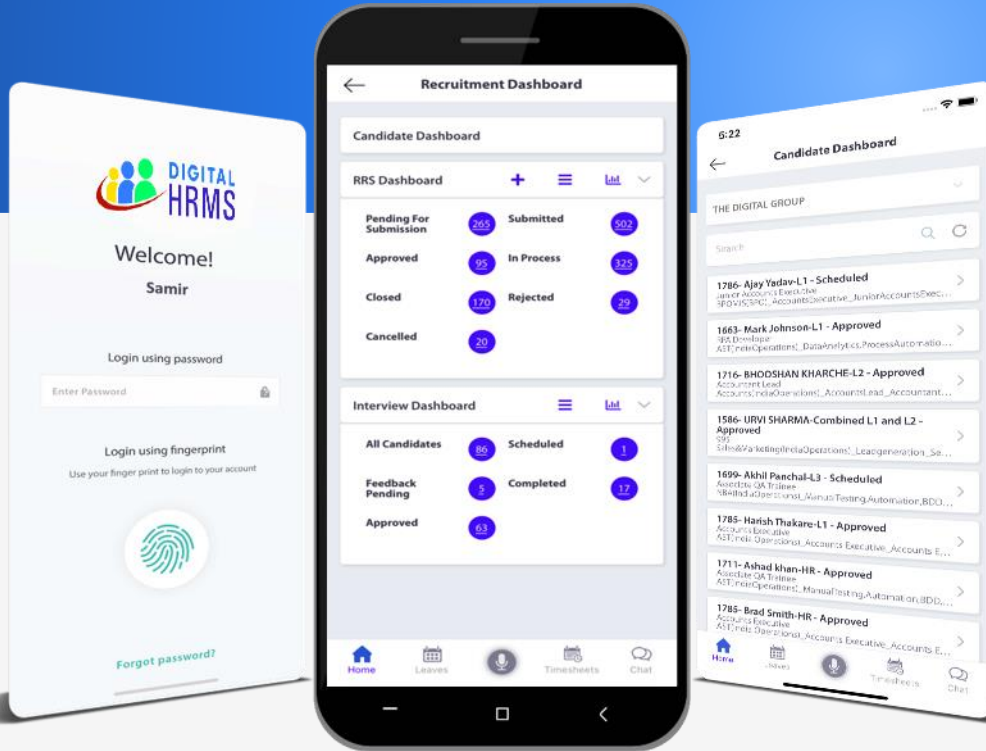
UTILITIES



PHARMA

And many more other industries to which we cater HRMS as a solution.

GO MOBILE WITH YOUR HR PROCESSES



Discover Digital HRMS App
on Google Play & App Store
with advanced features for mobile users.



Geo Fencing



Fingerprint Signature



Chat Bot



Timesheet Recorder



Voice Command



Face Recognition



ABOUT US

Digital HRMS is an one-stop solution for all HR needs. It is a modular customizable HR software platform, developed by T/DG, that empowers your workforce, simplifies your operations and drives your business goals. For more information, visit www.digitalhrms.com

The Digital Group (T/DG) is a MNC and leading provider of a broad range of Information Technology services having software products across domains like HR, enterprise search, automation testing, telehealth, and more. It was incorporated in 1999 and Head-Quartered at Princeton, US. T/DG is a CMMI 5 level company with 1000+ employees and has IT Service Projects & Products as major business. For more information, visit www.thedigitalgroup.com

Awards & Certifications



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