



Product Brochure

Sage HRMS Applicant Tracking & Onboarding

By iRecruit

Manage your recruiting and onboarding process online in a simple and easy way.

Attracting and hiring top level talent has never been easier or more efficient with Sage HRMS Applicant Tracking & Onboarding by iRecruit.

Sage HRMS Applicant Tracking & Onboarding by iRecruit helps you find, track, and onboard candidates within one easy-to-use system.

It is a powerful and flexible applicant tracking & onboarding software with simple set-up and quick implementation. As a Software as a Service (SaaS) hosted solution, no local installation is required, making it both straightforward as well as cost

Sage

Enable your recruiting team to find the best candidates quickly and painlessly.

Key Benefits



Custom career center

Maximize your employer branding with a customized applicant and new hire portal.



Job board integration

Push jobs out to reach qualified candidates through ZipRecruiter, Indeed, Monster and more.



Built-in reporting

Report on job requisitions, candidates, referral sources, hiring metrics and much more.



Metrics

Track performance with key recruiting metrics such as time to hire, costs, source of hire and EEO/AAP Reporting.



Onboarding forms

Online and secure I-9s, W-4s and State Tax Forms. Simply assign documents to your new hires which they can complete via your secure employee portal.



Applicant tracking

Track the status of each applicant. Communicate with applicants, managers and track all correspondence.



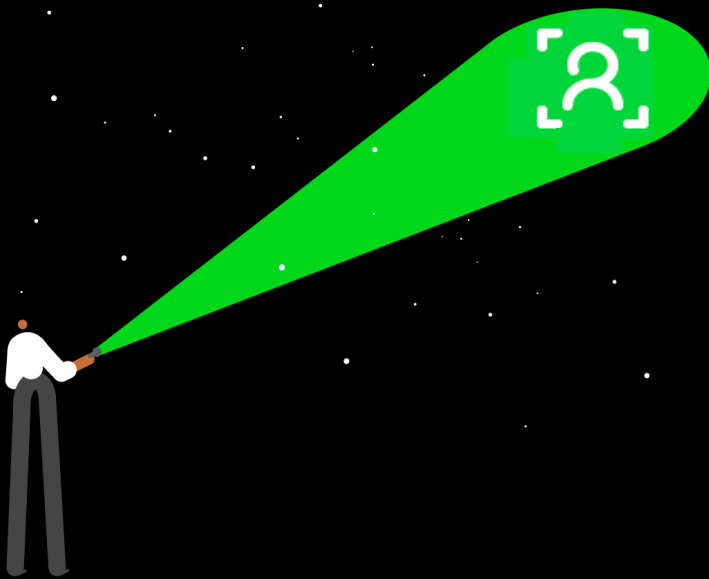
Integration

Easily transfer your new hires into Sage HRMS.



Social Media Integration

Build your talent network by integrating to LinkedIn, Facebook & Twitter.



Recruit, track & onboard

Features

Customizable Dashboard

Create your own customizable dashboard as you need. Select the modules/widgets you want to see when you log into your account. This includes new applicants, your jobs, your appointments, quick search and more.

Track candidates through your customized workflow

Because every hiring stage is important for you, with Sage HRMS Applicant Tracking & Onboarding by iRecruit you can track your candidates through your unique workflow stages and generate reports on your activity, from “New Applicant,” to “Hired” and every step in between.

Create & Post Jobs with or without Requisition Approval

Whether or not you require an approval workflow, there is no limit to how many jobs you can post. With a requisition approval workflow, when positions are created (or requested) you can assign as many approvers as required. Approval is done through email. Once your position is approved by all parties on the approval list, the position will go live on your Sage HRMS iRecruit Career Center.

Keyword Search & Application Ratings

The applicant search tool can be used to find applicants by date, position, status, keyword and more. You can also assign a value to questions on the employment application form and instantly qualify your top candidates.

Reporting & Compliance

Sage HRMS Applicant Tracking & Onboarding by iRecruit has built-in reports EEO, OFCCP & Affirmative Action. Custom reports can also be added by request.

The Hosted Career Center

Your Career Center can be simple, with just a logo, an introduction to your company, or can be customized to look like your website. Integrate to your website with a simple link, an iFrame, or custom design.

Job Board Integration

Free organic job posting to job aggregation sites like Indeed.com, ZipRecruiter.com and Monster.com. Additional fees apply for sponsoring jobs on Indeed and Monster.

Multiple Organization Set Up

Host separate career sites for Franchises, subsidiary companies or multiple different entities under one “umbrella” organization.

Engage Hiring Managers

Empower hiring managers and supervisors by providing access to their own account, so they can manage candidates, add interview notes, and more.

Create Candidate Communications

Build email templates for sending individual or batch email blasts out to candidates. Use this to set up appointments, or to inform candidates of their application status.

Unlimited Job Posting

You can create an unlimited number of job postings or have them active at any one time.

Appointment Scheduling & Calendar Integration

Schedule interviews and phone screens with applicants and hiring managers using the appointment calendar of Sage HRMS Applicant Tracking & Onboarding by iRecruit. The calendar also lets you share your appointments with Outlook, Gmail, iCal and Lotus Notes.

Free Monthly Training and Support

The training is completely free for all users. If you add new staff or recruiters or hiring managers need training, we offer a free monthly class.

Post Jobs to Social Media

Harness the power and reach of social media channels to attract passive candidates and build your talent network by integration to LinkedIn, Facebook & Twitter.

Customized Employment Applications

Keep it simple with just contact information, plus resume, or create custom employment applications to collect the information you need to make hiring decisions.

Custom Integration File for Payroll & HRMS

Sage HRMS Applicant Tracking & Onboarding by iRecruit makes it simple to transfer your new hire data into your payroll program with a custom export file. Standard integration is available to Sage HRMS.

Paperless Electronic Onboarding with iConnect

Re-imagine your onboarding process. Eliminate paper, manage everything online in our secure iConnect portal. It includes I9s, W4s, and State Tax Forms. Also, it has the ability to build and create secure web-based versions of any other form that you use as part of onboarding.



Available Plans

You can build your Applicant Tracking and Recruiting software with the features you need for a truly customized solution that meets your needs.

FUNCTIONALITIES	Express Edition	Professional Edition	Enterprise Edition
Custom Career Center & Unlimited Job Posting	✓	✓	✓
Free Organic Job Posting to Indeed, ZipRecruiter & Monster	✓	✓	✓
Social Media Integration to LinkedIn, Facebook & Twitter	✓	✓	✓
Role-based Secure access for Administrators, Recruiters, Hiring Managers	✓	✓	✓
Text Candidates	✓	✓	✓
Candidate Correspondence: Track & email applicants with custom email templates	✓	✓	✓
Free Monthly Training	✓	✓	✓
Reporting & Compliance - EEO, OFCCP & Affirmative Action	✓	✓	✓
Business Intelligent Dashboard and Charts	✓	✓	✓
Integrated Background Screening through Verified First	✓	✓	✓
Internal Forms Creation to build your best practices and Questionnaires	✗	✓	✓
Advanced Requisition Approval	✗	✓	✓
Internal and External Requisitions	✗	✓	✓
Electronic On-Boarding to Sage HRMS (Over 100 fields available)	✗	✓	✓
Secure Document Storage by Candidate, upload and save documents as part of any candidate record	✗	✗	✓
Multiple Organization Set Up	✗	✗	✓
Work Opportunity Tax Credit Integration	Available	Available	Available



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