

RECRUITMENT MANAGEMENT

Attracting the right candidates for a particular vacant position is a difficult task and screening them is even more arduous activity. KaiZenHR Enterprise makes it easy.

KaiZenHR Enterprise Recruitment Management functions enhance and automate all your recruiting tasks, from manager submitting job requisitions to HR department making employment offers and hiring applicants. This high automated process includes screening and short listing candidates based on their personal and employment profile against those of the vacant position.

The screenshot shows a window titled "Recruitment Requisition Records". It features a table at the top with columns: Approval Done, Approved, Completed, Completion Date, Req. No., Req. Date, Requested By, Company Code, and Division Code. Below the table are several tabs: Form view, Job Function, Person Specs, Justification, and Grid View. The "Form view" tab is active, displaying a form with the following fields:

- Req. No.: 0000000010900000001
- Entry Date: 08/01/2002
- Requested By: 0000000153 AHMAD AZHAR ABU BAKAR
- Req. Date: 08/01/2002
- Status: PENDING
- Approve/Reject Date: 01/01/3000
- Completion Date: 01/01/3000
- Remark: (empty)

Below these fields is a "Job Particulars" section with dropdown menus for:

- Job: COLCLK (COLLECTION CLERK)
- Grade: CLER (CLERICAL)
- Employment Type: CONT (CONTRACTUAL)
- Company: ABC (ABC Sdn Bhd)
- Division: N/A (NOT APPLICABLE)
- Branch: 055 (KUALA LUMPUR)
- Department: ACCT (ACCOUNTING DEPARTMENT)

At the bottom of the form, there are input fields for:

- Position Count: 1
- Date Required: 08/01/2002
- Days Needed: 15
- Salary From: 700.00
- Salary To: 900.00

Navigation buttons at the bottom include: First, Last, Prior, Next, Add, Modify, Delete, and Exit.

The screenshot shows a web browser window with the URL <http://localhost/kzhweb4000/secure/rct/rcreqnap>. The page title is "Recruitment Requisition Application". It features a navigation bar with tabs: Job Function, Person Specs, Qualification, Justification, and Budget Info. The "Person Specs" tab is active, displaying a form with the following fields:

- Position Count: 1
- Date Required: 01/06/2015
- Days Needed: 0 (For Temporary Position Only)
- Salary From: (empty)
- Salary To: (empty)

Below these fields is a list of job details with dropdown menus for:

- Job: ASM (AREA SALES MANAGER)
- Grade: A3
- Employment Type: P (PERMANENT)
- Company: DEMO (Demo (M) Bhd)
- Division: NA (NOT APPLICABLE)
- Branch: HQ (HEAD OFFICE KUALA LUMPUR)
- Department: CC (CONSUMER CARE)
- Section: NA (NOT AVAILABLE)
- Unit: NA (NOT APPLICABLE)
- Superior: 9999000093 (AMRAN BIN ISMAIL)

A "Remarks" field is located at the bottom of the form.

Some key features of the modules includes:

- Tracking of Requisition by Department Heads for vacancies. This information includes the number of vacant positions, the expected required period, the budget amount per position, etc.
- Tracking of all Candidate's information including but not limited to their Personal details.
- Providing Statistics on all Job Applicants in terms of Race, Sex, Position etc.
- All successful Applicants are transferred to the Employee Database and a Staff ID being assigned to it. Unsuccessful Applicants can be managed separately on a KIV File.
- Standard Letters (Appointment, Rejection, etc) can be generated from the System.
- Ability to assist in shortlisting exercise from all applications based on set of criteria eg. qualifications, experience, skills etc.
- Managing Recruitment for different type of employees ie. Temporary, Contractual, Permanent, etc.
- Tracking of all Recruitment Cost eg. advertisement, stationaries, etc.
- Analysing the Recruitment Cost per Position Intake as well as the efficiency of various recruitment mediums eg. newspaper, agency, internet etc.
- Integration with external recruitment database such as JobStreet.com for candidates information