

simple
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Web-based Recruiting Software

iRecruit



For more information contact:
HRMG Solutions, Inc.
Phone: 610-941-2119

iRecruit is a SaaS (Software as a Service) cloud-based hosted solution that is completely web native, making it easy to automate your internal hiring (onboarding) process. Combining the ease of use with sophistication and flexibility, you can manage your applicants quicker and more efficiently.

Unlike other web-based recruiting solutions, iRecruit's set-up and implementation is quick and easy, getting you up and running within a few days. As a hosted solution, there is no need for a local desktop or server installation, making iRecruit both straightforward as well as cost effective.

Benefits of iRecruit

iRecruit works in conjunction with your company website giving you an easy-to-manage career center with complete administrative control. Its simple, with one URL connection you're ready to start receiving and tracking applicants online!

Dynamic Standard

Tuesday, January 4, 2011

Help · Log Out

Applicant Management - Applicant Summary

Applicant Summary

Application ID: IR060153

Applicant Status: Hired
Disposition: Hired
Effective: 2011-01-04

DataManager Status: Downloaded

Application Date: 2010-11-03 13:11 EST

Requisition/Job ID: SALES - SALES
Sales Manager
Req Owner: Linzi Strong
View Application

Resume: Download Resume

Cover Letter: Download Cover Letter

Schedule: Open Calendar

Applicant Contact

Name: Mike Green

Address: 52 Washington Street
New Haven, CT 06013

Home Phone: (860) 678-4401

Business Phone: (203) 565-5656

Email: lstrong@cmshris.com

Applicant Process

Please Select Process Applicant

Update Applicant Status

New Status: Hired Disposition: Hired

Effective: 01/04/2011

Comments: Mike was hired and starts on 1/11/2011

Select a Code
Applicant, no interview
Does Not Meet Requirements
Hired
Interviewed, no offer
Interviewed, offer extended, but rejected
Interviewed, offered extended, and hired

The iRecruit Applicant Management Center provides you with easy access to your applicants and the ability to download resumes and cover letters, print or forward applications, track or update status, create reports, make notes, assign requisitions or correspond with applicants.

Set up multiple iRecruit Users for your Company Your iRecruit account Administrator can set up additional users with each user having specific rights as an Administrator, Recruiter or Hiring Manager within your account.

Fully-Customizable iRecruit Application Form Create custom forms for each position. Make any question required. Ask up to 40 custom questions by section of the application form: Personal Information, Availability for Work, Background, Work History, References and Licenses.

Applicant Resumes & Cover Letters can be accepted from your applicants and you can perform keyword searches to find the best candidates. Forward the applicant resumes and cover letters to your Recruiter or Hiring Manager from the applicant summary page.

Applicant Correspondence Communicate with your applicants to let them know the status of an application, or send out New Employee Orientation packages via email to your new hires.

Compliance tracking & Affirmative Action easily track skills information, education, work history and affirmative action questions.

For more information about iRecruit, including pricing and demonstrations, please contact HRMG Solutions, Inc. at 610-941-2119. We invite you to visit our website for additional information and webinar schedules at www.iRecruit-Software.com.

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Since iRecruit uses **256-bit SSL security**, the transfer of all your information remains private and secure. iRecruit does not require you to open any internal firewalls or server ports.

iRecruit is cross-browser compatible. End-users and Applicants can use any of the major web browsers; including Internet Explorer, FireFox, Safari, Opera and Chrome and more.

iRecruit's Data Manager provides integration with award winning Human Resource systems such as Sage Abra HRMS, ADP, Sage AccPac, MS Excel and more.

Manage multiple account users with role based security: Roles include Administrator, Recruiter, Hiring Manager, or Custom role with specific access.

Supports International Applicants

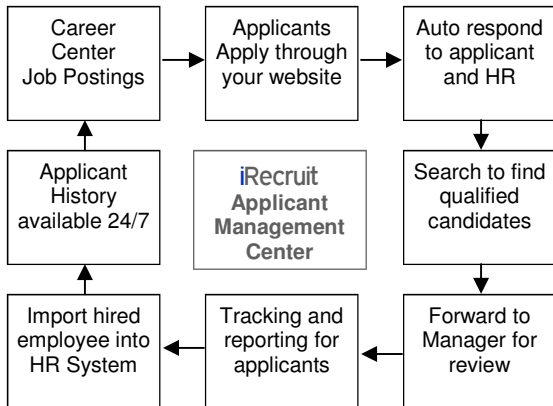
Work Opportunity Tax Credit Integration

Link to major career sites: Monster.com, Hotjobs.com, Craigslist.org, CareerBuilder.com and more!

The screenshot shows the iRecruit software interface. At the top, it says 'Dynamic Standard' and 'Tuesday, January 4, 2011'. There are 'Help' and 'Log Out' links. A sidebar on the left contains a navigation menu with categories like Home, Applicant Management, Correspondence, Requisition Management, Application Forms, Reports, and Administration. The main content area shows a report titled 'Applicants by Requisition' for 'SALES - SALES Sales Manager'. It includes filters for 'Available Reports', 'Report Date From' (03/01/2011), 'To' (03/25/2011), and 'Applicant Status' (Show All). A table lists applicants with columns for Application ID, Name, Email, Phone No., Status, and App. Date. The total number of applicants is 5.

Application ID	Name	Email	Phone No.	Status	App. Date
IR060174	Bailey, Josh	lstrong@cmshris.com	(860) 269-0959	Background Check Effective: 2011-03-08	2011-03-02 11:06:49
IR060179	Mack, Anna	lstrong@cmshris.com	(860) 678-4401	Invite for an Interview Effective: 2011-03-10	2011-03-10 13:08:45
IR060177	Overwood, Carrie	lstrong@cmshris.com	(800) 517-9099	Invite for an Interview Effective: 2011-03-21	2011-03-08 11:12:14
IR060180	Smith, Jennifer	lstrong@cmshris.com	(800) 517-9099	Not Selected Disposition: Interviewed, no offer Effective: 2011-03-17	2011-03-14 16:17:32
IR060178	Smith, Kate	lstrong@cmshris.com	(860) 269-0959	Invite for an Interview Effective: 2011-03-10	2011-03-10 11:08:54
Total: 5					

iRecruit Workflow



Contact Information

For pricing, questions and to schedule a demonstration of iRecruit

phone 1-610-941-2119
email sales@irecruit-software.com
web www.iRecruit-Software.com

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iRecruit Roles and Security



Administrators have full access to the entire iRecruit site and can make changes to the account, add or delete users, set up permissions and roles, navigation display and set up application forms. They also have access to applicants.



Recruiters have access to search for applicants by requisition, reporting, note creation, but cannot make any changes within the account. They can assign requisitions to hiring managers.



Hiring Managers have access to search for applicants by requisition, reporting, note creation, but cannot make any changes within the account. Hiring managers only see applicants and requisitions that are assigned to them.



Custom Administrators can create a custom role for users to restrict functions of the account. By choosing this option you can pick and choose what the user will have access to, for example, whether or not they can contact applicants, see Affirmative Action data, have access to specific reports, and no access to others.

Application Security Specifications

All data communication between the client and public users' personal computing device and the iRecruit web server application is done via encrypted data transfers. Once a transmission is decoded at either end it is displayed and used as plain text.

The following technology is used to ensure the security and reliability of the data.

1. Secure Sockets Layer (SSL) encrypts the segments of network connections at the Transport Layer end-to-end at 2048 bits.
2. Basic Access Authentication (RFC 1945, 2616, and 2617) is used to identify individual users to the system.
3. Password strength is set at a minimum of eight (8) characters and must include at least one upper case character and one number..

Network Security

1. Firewall - A hardened network environment protects the iRecruit server, application, and stored data. All internal application data transfers are controlled and communicated within this secured network environment. Access to this network is restricted to ports 80 and 443 from the public internet to the application. Maintenance access to the server is restricted to CMS personnel via port 22.

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Internal Security and Change Controls

The following operating and data handling procedures are in place to assure the confidentiality and security of the data.

1. All confidentiality policies and data handling procedures put in place by CMS are in full force when working with and handling iRecruit client data.
2. All users accessing the iRecruit system will have a unique identifier and complex password.
3. A list of application developers and system administrators having access to the system will be maintained.
4. Access to the iRecruit system for systems administration and development will be restricted via SSH.
5. Development of the application will be done in a separate system from production data which contains no client data and is available only to CMS personnel.
6. Any developed code will be fully tested for functionality and security before moving to the production server.
7. Security of the application will be checked to assure that the data integrity and user's can only view and manipulate data for their respective privileges.
8. Regular control meetings will establish the frequency, features, and timing of updates. Clients will be notified of scheduled changes in advance.
9. Communication of the date, time, and functionality change will be sent to all the users established within the iRecruit application via the email on record in the application.
10. Maintenance windows will be no longer than one (1) hour and no more than once a week.
11. Maintenance windows will be scheduled outside of normal business hours of EST (9 a.m.-5 p.m.).
12. Maintenance windows are to update code and upgrade equipment to prevent larger outages in service.
13. CMS may declare longer maintenance windows, but these are to be scheduled and communicated no less than 10 days before the work is performed.
14. CMS may declare an "emergency update" in the event of identifying a security risk to its systems and may take immediate action. In this event the customer will be notified of the reason and actions taken.

Business Continuance Policy and Procedures

The following procedures are in place to assure the successful recovery of service in the event of a failure of the hardware supporting the iRecruit Application. CMS will deploy the iRecruit application utilizing a Virtual Private Server (VPS).

1. CMS can utilize this technology to recover the entire system to other available hardware in the event of a hardware failure.
2. CMS can utilize this technology to seamlessly move the application server from one hardware system to another during hardware maintenance and upgrades minimizing downtime.
3. CMS will deploy the iRecruit application within a world-class datacenter.
4. CMS will leverage the physical and network security advantages as-well-as provide complete system redundancy and bandwidth options for internet access.
5. Network - Redundant Tier 1 OC-192 Backbone Connections
6. Power - UPS Battery Backup, and Diesel Generator Backup
7. Environment - HVAC cooling system with humidity control, VESDA system fire protection, and 24x7 physical security
8. CMS will monitor and control all the daily backups to its systems and will keep an off site copy securely available in the event of disaster to its primary datacenter.

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The following procedures are in place to successfully recover the iRecruit application and its related data. Data from this point can be recovered in the event of user error or data corruption to individual elements of data.

1. Backup – Backup of the data will be no less than once (1) in any 24 hour period. All customer files, the database and application files will be backed up.
2. Retention – The retention of backup data is two (2) weeks.

iRecruit Support

1. Upgrades to iRecruit as they are released. You'll always have the latest, most current version of iRecruit.
2. Toll Free Phone Support from CMS from 9:00am – 5:00pm EST phone 1-800-517-9099.
3. Support via email and WebEx from CMS from 9:00am – 5:00pm EST.
4. iRecruit PDF Manual for Administrators, Recruiters and Hiring Managers.

iRecruit Implementation and Training

1. Set up of your iRecruit Account includes: Setting up company info, logos, individual user(s), setting up email lists for user(s), setting up Organization levels, Setting up Applicant Process Flow.
2. Setting up iRecruit application form(s) to match as closely as possible any current application form(s) that you have
3. Setting up Requisitions and training.
4. Integration to Abra HRMS includes: Set up of the iRecruit Data Manager to integrate to your Abra HR, Set up the data manager for one or multiple PCs, testing the integration with test applicants to make sure everything works as expected.
5. 2 Hours of Administration Training for your initial iRecruit Users (plus PDF manual).
6. Training for any additional iRecruit User(s) (plus PDF manual).
7. Train the trainer as needed.

Advanced Implementation Services

Advanced set up and configurations are available at an added cost. Costs vary by service.

- Additional training for Hiring Managers as needed.
- Data Integration: Import any current applicant data from your current recruiting system into iRecruit.
- Cascading Style Sheets: Customize the look and feel of your iRecruit public Career Site to more closely match your company website using (CSS).
- Custom Application Form: Customizing the application form
- Custom Reports: If you have specialized reporting needs we can create custom reports to meet your requirements.
- Rebranding the iRecruit Dashboard to your company ID.
- Data Export and Integration to HR or Scheduling software other than Sage Abra HRMS.