

Recruiting Process

- Recruiter
- Hiring Manager
- Applicant
- Approver

A new requisition is created.

Requisition goes through approval hierarchy. Approvers are able to Accept/Deny reqs directly from an HTML email.

If Req disapproved, it is immediately closed.

Open reqs automatically appear on your corporate website.

If approved, req status is changed to **Open**.

Open reqs are posted to HotJobs or Monster. Potential applicants are encouraged to apply at your corporate website.

Applicants apply via your website. Each new applicant appears in the Inbox of the recruiter attached to the requisition he/she applied for.

Applicant resumes are routed (via email) from each recruiter's Inbox to interested hiring managers.

Applicant data is checked/maintained by recruiters (References, Education, Military History, Employment Preferences, etc.)

Recruiters keep in touch with candidates via email "Correspondence" templates.

Hiring Managers indicate the next action to take on an applicant via an HTML email. The status of that applicant is updated accordingly and the recruiter of the requisition involved is notified of the hiring manager's response.

If the hiring manager doesn't like the applicant, the recruiter deletes that applicant from his/her Inbox and continues routing new resumes.

If the hiring manager likes the applicant, the recruiter schedules an interview. An email notification automatically goes to each interviewer and (if desired), the applicant.

The Interviewers (Hiring Managers) enter their notes from the interview into Cyber Recruiter and simultaneously email those notes (if desired) to the recruiter.

The Recruiter or Hiring Manager initiates the offer approval process. The offer goes through an approval hierarchy similar to the requisition approval process.

If the applicant accepts the offer, his/her record is transferred to your HRIS system.

All applicants who weren't hired can be sent a "Position Filled" email