

# HireDesk Staffing Product Overview

✓ = Included  
 \$ = Additional Cost

	HireDesk Staffing Standard Edition	HireDesk Staffing Professional Edition
<b>Talent Portal</b>		
Project a professional image to the market with a website that attracts and interacts with candidates.		
• Hosted Talent Portals (Career Website)	1	10
• Multiple Integration Methods to Website	✓	✓
• Fully Customizable Design & Content	✓	✓
• Real Time Job Listings, Search & Featured Jobs	✓	✓
• Returning Candidate Login / Profile Management	✓	✓
• Position Matching – Job Agent	✓	✓
• Auto Resume Extraction	✓	✓
• Custom General Resume Submission Process	✓	✓
• Custom Job Application Processes	1	Unlimited
<b>Talent Profile</b>		
Create a candidate record that track detailed information about each and every candidate.		
• Auto Resume Extraction	✓	✓
• Printing	✓	✓
• Notes, Activities and Email History Tracking	✓	✓
• Status Tracking	✓	✓
• Global Edit	✓	✓
• Saved Candidate Lists	✓	✓
• Candidate Reference Management	✓	✓
• Custom Tabs, Fields, Layouts & Lists	✓	✓
• Document Storage	✓	✓
• Multiple (2) Resumes Storage (Original & HTML format)	✓	✓
• Flagging/Locking by Team Members	✓	✓
• Workflow Specific Fields	-	✓
• New Applicant Processing	✓	✓
• Talent Processing Groups	✓	✓
<b>Talent Pool (continued on next page)</b>		
Expand and manage your candidate pool cost-effectively and efficiently.		
• Combined View of All Contacts	✓	✓
• Multiple Relationship Management (i.e. Candidate, Client, Reference, etc)	✓	✓
• Hosted Talent Portals (Career Website)	1	10
• Position Matching – Job Agent	✓	✓
• Job Board Posting Integration	✓ \$	✓ \$
• Source Tracking (Talent Portal, Email, Data Entry and Web Based Job Board Referral)	✓	✓
• Fully Integrated Web-based Email	✓	✓

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<b>Talent Pool (continued from previous page)</b>		
Expand and manage your candidate pool cost-effectively and efficiently.		
• Customizable Email Profiles/Aliases, Signature, Auto Forwarding and Auto Responders	✓	✓
• Save Emails to Contact Communication History	✓	✓
• General Email Resume Submission	✓	✓
• Job Specific Email Resume Submission	✓	✓
• Spam Filtering	✓	✓
• Bulk Email	✓	✓
• E-mail Templates & Merge Fields	✓	✓
• Attach local files, documents from records and assessment results	✓	✓
• Automated Workflow Email Communications	✓	✓
• Appointment Scheduling / Calendar	✓	✓
• Task List & Follow-up Reminders	✓	✓
• Activity Forwarding to Outlook	✓	✓
• Shared/Group Calendar Management	✓	✓
• High-Volume Interview Scheduling	-	✓
<b>Talent Search</b>		
Search your candidate pool to quickly find the ideal candidates.		
• Quick Record Lookup	✓	✓
• Quick Search	✓	✓
• Customizable Intermediate Search	✓	✓
• Advanced Search	✓	✓
• Candidate Resume Conceptual Search	✓	✓
• Saved Searches	✓	✓
<b>Client Management</b>		
Build long-term, profitable relationships with clients.		
• Multi-Tier Organizational Structure	✓	✓
• Printing	✓	✓
• Notes, Activities and Email History Tracking	✓	✓
• Status Tracking	✓	✓
• Custom Tabs, Fields, Layouts & Lists	✓	✓
• Document Storage	✓	✓
• Flagging/Locking by Team Member	✓	✓
• Workflow Specific Fields	-	✓
<b>Job/Requisition Management (continued on next page)</b>		
Stay on top of every detail for each job assignment, client and candidate.		
• Printing	✓	✓
• Notes, Activities and Email History Tracking	✓	✓
• Status Tracking/Enforcement Rules	✓	✓
• Talent Profile Sendout	✓	✓
• Custom Tabs, Fields, Layouts & Lists	✓	✓
• Workflow Specific Job Fields	✓	✓
• Document Storage	✓	✓
• Flagging/Locking by Team Member	✓	✓
• Job Templates	✓	✓

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<b>Job/Requisition Management (continued from previous page)</b>		
Stay on top of every detail for each job assignment, client and candidate.		
• Email-Based Job Requisition Approvals	-	✓
• Email-Based Offer Approval Process	-	✓
<b>Screening and Selection</b>		
Manage the screening and selection phase of the hiring process.		
• Candidate Application History	✓	✓
• Workflow Tracking and Enforcement	✓	✓
• Customizable Workflows	1	Unlimited
• Job Specific Applicant Tracking Workflow(s)	-	✓
• Prescreening Questions	-	✓
• Competency Interview Guides	-	✓
• Post Hire Feedback	-	✓
• Integrated 3 rd Party Assessments	-	✓ \$
• Individual Assessment Reports and Group Reports (PDFs)	-	✓
• Custom Data Collection Disclaimer	✓	✓
• Disposition Tracking	✓	✓
• EEO Demographic Data Collection & Reporting	\$	\$
<b>System Administration Manager</b>		
Save money by managing your recruiting solution in-house.		
• Real Time Web Based System Administration	✓	✓
• User Access Level Permissions	✓	✓
• Login Tracking and Reporting	✓	✓
• Candidate Import & Export	✓	✓
• Client Import	✓	✓
• Talent Portal Web Site Integration	✓	✓
• Outlook Email Save Plug-in	✓	✓
• Web Services Integration	-	✓
<b>Report and Measurement Management</b>		
Effectively measure the performance of your business.		
• Standard Reports	✓	✓
• Printing & Export to Excel, Word, PDF, CSV	✓	✓
• Custom Ad-Hoc Reporting	\$	✓
<b>Optional Features</b>		
<b>Ad-Hoc Reporting</b>		
Report on the metrics your business needs anytime, in any format, with ease.		
• Complete Access to most HireDesk Data for Reporting	\$	✓
• Multiple Chart Types, including Pie Charts & Line Graphs	\$	✓
• Multiple Table Formats, including Cross Tabs & Interactive Data Views	\$	✓
• Electronic "Drill Down" in reports to allow further data analysis	\$	✓
• Create Dashboards from Multiple Data Sources/Elements	\$	✓
• Customize Standard HireDesk Reports	\$	✓
• Access to reports anywhere, anytime	\$	✓
• Export to PDF, Word, Excel and CSV	\$	✓
• Printable Report Formats	\$	✓

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Optional Features	HireDesk Staffing Standard Edition	HireDesk Staffing Professional Edition
<b>Approval Routing</b>		
Ensure that everyone involved with a requisition or hire approve the choice and keep a centralized record of that decision.		
• Control over the Team that Approves Jobs, on the fly per job	\$	✓
• Capture comments and approval/rejection notes from approvers	\$	✓
• Control over “after the approval” job changes and related post-approval methods	\$	✓
• Automatic re-assignment of Job Statuses after Approval	\$	✓
• Security around Website Posting and Candidate Sourcing depending on approval	\$	✓
<b>Net Interview</b>		
Automate the screening/interviewing process by having candidates answer scored questions online and then reviewing their scores and qualifications at any time.		
• Unique job-based questions to help identify the best candidates	\$	✓
• Customizable scoring and weighting for each questions	\$	✓
• Multiple question types including single choice, text-based and yes/no	\$	✓
• Red Flag questions to automatically knock out candidates based on answers	\$	✓
• Can be given to candidate during online application process, by email, or by recruiter during phone screen	\$	✓
• Job-Level or System-Wide Level of Questions for storage and re-use	\$	✓
• Flexibility around when tool used in Recruiting Process	\$	✓
• Screening Templates with pre-selected questions	\$	✓
• Group Reports to allow recruiting team to compare all candidates and their scores	\$	✓
• Individual Reports to allow drilling into a candidate’s specific answers	\$	✓
<b>Multiple Workflows/Multiple Talent Portals</b>		
Ensure your software solution can reflect your multiple brands and processes regardless of how often they may change.		
• Matrix architecture for determine unique online application processes per workflow/Talent Portal	\$	✓
• Fully customizable design and content within each Talent Portal	\$	✓
• Candidate logons shared across Talent Portals	\$	✓
• Custom General Resume Submission Processes	\$	✓
• Flexibility to use Talent Portals both on Corporate Website, but also for purposes around Referral Programs and more	\$	✓
• Multiple integration methods to website	\$	✓
• Fully customizable recruiting processes within each workflow	\$	✓
• Customizable automatic emails within the workflows or Talent Portals	\$	✓
<b>Quality of Hire</b>		
Ensure you hire only the best candidates by having interview guides and rating tools that ensure you find the right competencies you need in candidates.		
• Custom Competencies Make-ups per Job Order	\$	✓
• Printable Competency Focused Interview Guides for Hiring Manager	\$	✓
• Industry Best Practices integrated into Interview Guides	\$	✓
• Hiring Manager Feedback Collection after Interview	\$	✓
• Reporting of Candidate’s alignment to competency requirements	\$	✓
• Feedback Collection on New Hires from Hiring Managers	\$	✓

**Minimum System Requirements**

In order to ensure a great experience with your HireDesk system, here are the system requirements:

- Pentium 4 or equivalent class processor or higher
- 512 MB RAM or higher
- 1GB or more of free hard drive space
- High-speed Internet access equivalent to Cable/DSL speeds or higher

**Required Software:**

- Microsoft Windows 2000, Windows XP or Windows Vista
- Microsoft Internet Explorer 6.0 or Internet Explorer 7.0 with latest updates
- Microsoft Office 2003 or Office 2007 if using the HireDesk Outlook Add-in

**Contact us for pricing details:**

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