



# Talent Management



# HR for All

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OrangeHRM provides a world-class HRIS experience and offers everything you and your team needs to be that HR hero you know that you are.

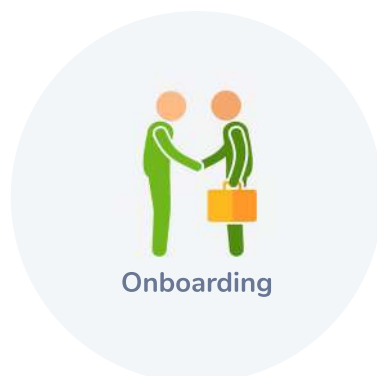
Whether you are trying to track PTO or hold performance reviews, you get all of the tools you need to shine. Thousands of businesses around the world are benefitting from OrangeHRM as their HR Management software.

## Talent

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If the culture of a business is considered the Queen's royal jewels, then the recruiting team is the guards defending them. They are the ones having to not only provide a great experience with a candidate but also do all of the screening, writing the job descriptions, working with managers on the qualifications, and the list goes on.

They need to be armed with one of the best Applicant Tracking Systems and also be able to create a world class automated onboarding experience for these new hires.

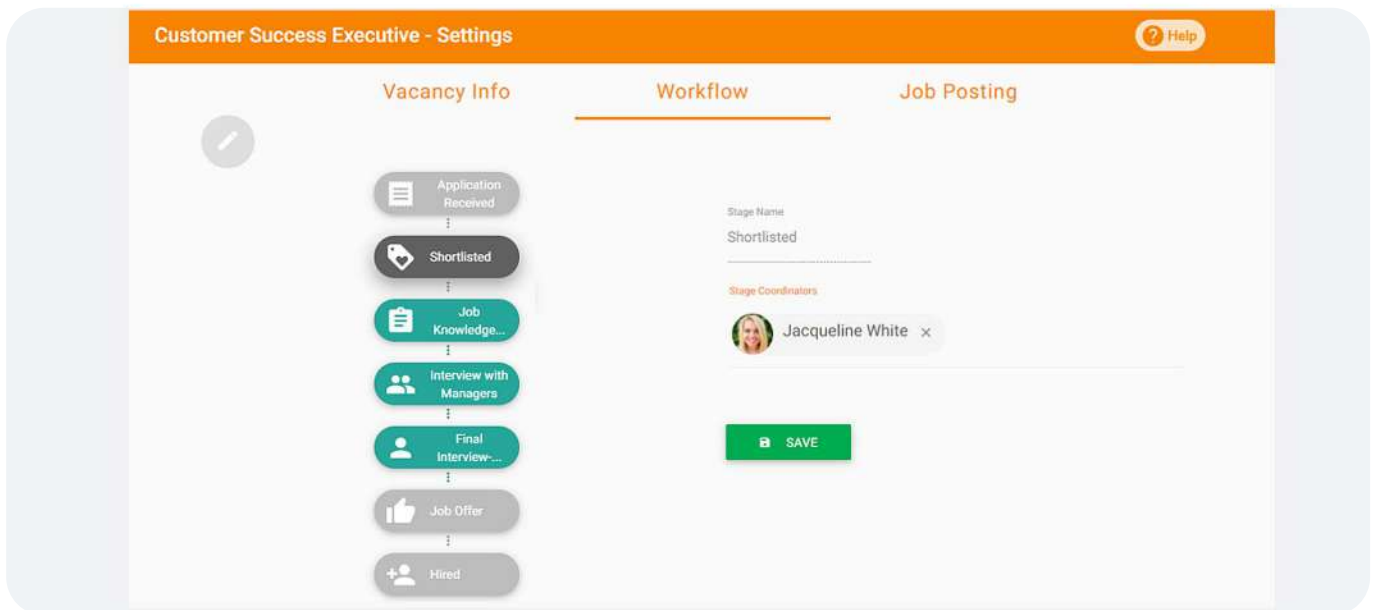


# Recruitment (ATS)

Hire the right fit with all of the tools.

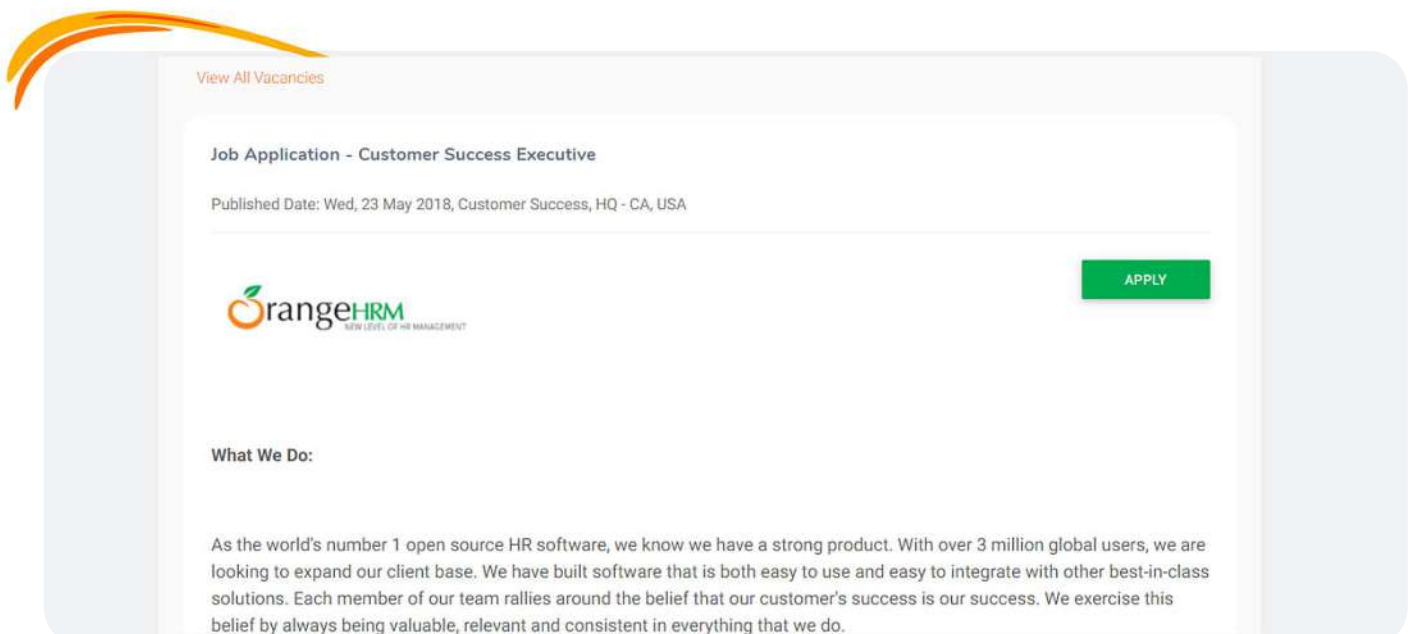
## Job Posting

Publish and manage every posting from thousands of job boards in one place. Build the right hiring experience with custom workflows and track the progress on each vacancy. Create new hiring templates for future hires and grade candidates responses and performance to see who the right fit is.



## Integrate System with Company Website

Recruiting is about removing snags within the application process. By allowing your job posting page to live on your website it will help your candidates learn more about what you do and who you are. Make it easy to apply.





# Customizable Application Forms & Questions

Once an applicant has applied, your team needs to be ready and organized to continue a world class application experience. Being able to create custom application forms and questions, your team can have templates ready to use so that the experience is consistent for all applicants.

The screenshot shows a web interface for an application form. At the top, there is a navigation bar with a back arrow, the text "Customer Success Executive > Application Form", and a "Help" button. Below the navigation bar is a "SELECT RESUME\*" button. Underneath, it lists accepted file formats: ".docx, .doc, .odt, .pdf, .rtf, .txt up to 5MB". The main section is titled "CANDIDATE PERSONAL DETAILS" and contains several input fields: "First Name", "Middle Name", "Last Name", "Email", "Contact Number", "Linkedin", "Twitter", and "Facebook". Below these fields are sections for "Keywords" (with a prompt: "Enter comma separated words about your suitability for this position (eg: skills)") and "Notes".

## Interview Assistant Automation

The interview process is important but can be very time consuming for your team. Enable the Interview Assistant feature to help your team know which questions to ask over the other pooled questions. This increases time savings and removes any bias towards a candidate.

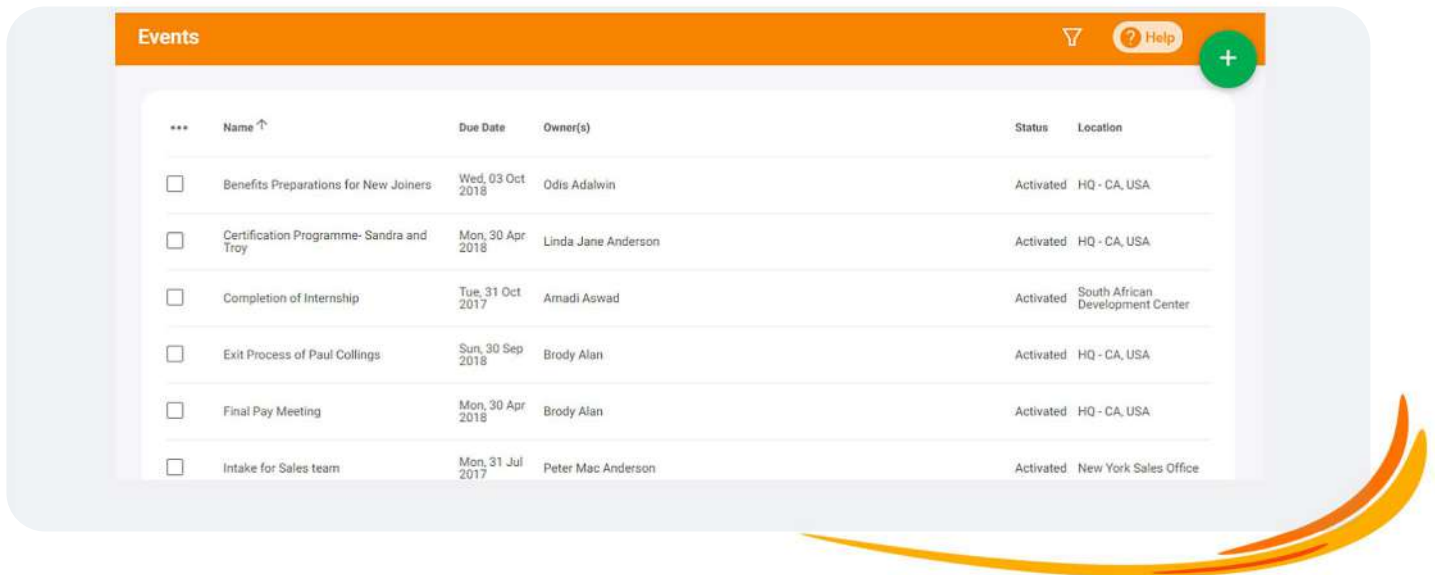
The screenshot shows an interview assistant interface for a candidate named Daniel Nolan. The top bar displays the candidate's name and a "Help" button. On the left side, there is a profile card for Daniel Nolan, including a placeholder profile picture, email address "daniel@orangehrm.com", and phone number "789857567". Below the profile card are tabs for "DETAILS", "RESUME", and "NOTES". The main area on the right contains a series of questions and options: "Do you have experience in working with Standard Query Language (SQL) databases?" with radio buttons for "Yes" and "No"; "If yes how many years of experience do you have?" with a "Please Select" dropdown menu; "Rate your skill level for Windows Server environments. 1-I don't know anything about WS 2-Average 3-Good 4-Excellent \*" with radio buttons for "1", "2\*", "3", and "4"; "Are you ok to work on shifts that span over night? \*" with radio buttons for "Yes\*" and "No"; and "Select the CRM applications listed that you have worked with. \*" with checkboxes for "Salesforce" and "SugarCRM".

# Onboarding

Create the best onboarding experience.

## Onboard for Individuals or in Batches

Being able to be flexible is important in creating a welcoming environment for your new hire. You don't want them to be second guessing their decision of coming over to work for you. Whether it's a new hire group or individual you can create events that correlate with their start date making sure everything is ready on day one.



## Assign Event Owners for Easy Tracking and Accountability

Stop worrying about if Greg from IT set up the new hires laptops. With assigning event owners like IT, you can manage every onboarding event within the OrangeHRM. You can build multiple events and different tracks of events for different hires such as a new executive's onboarding will be different than someone starting in sales.



# Onboarding Task Manager

Since you can assign a manager over an onboarding event, that manager will get reminders about the due date and what they need to do. You can also notify department heads with reminders about the new hire starting.

Employee Tasks Information										
***	Task ↑	Owner	Event	Participant	Job Title	Participant Location	Status	Due Date	Priority	Owner Subunit
<input type="checkbox"/>	Allocate Assets	Peter Mac Anderson	Intake for Sales team	Nicky Silverstone	Sales Executive	New York Sales Office	Complete	Mon, 31 Jul 2017	High	Engineering
<input type="checkbox"/>	Allocate Assets	Linda Jane Anderson	New Hire - Production Team	Paul Collings	Researcher	HQ - CA, USA	Incomplete	Mon, 13 Nov 2017	Low	QA Team
<input type="checkbox"/>	Allocate Assets	Jordan Armerster Mathews	New Hire - HR Executive	Jordan Armerster Mathews	Trainee	HQ - CA, USA	Complete	Mon, 04 Dec 2017	Medium	---
<input type="checkbox"/>	Allocate Assets	Linda Jane Anderson	On-boarding (Digital marketing managers)	Grant madison	Digital Marketing Manager	HQ - CA, USA	Incomplete	Mon, 06 May 2019	Low	QA Team
<input type="checkbox"/>	Allocate Assets	Linda Jane Anderson	On-boarding (Digital marketing managers)	Lincoln Burrows	Digital Marketing Manager	HQ - CA, USA	Incomplete	Mon, 06 May 2019	Low	QA Team
<input type="checkbox"/>	Allocate Assets- New Hire Management Trainee	30 Software Engineer (Past Employee)	Onboarding Process of New Hire- Management Trainee	Okta Melbourne	Management Trainee	Canadian Regional HQ	Incomplete	Sat, 30 Jun 2018	Low	Technical Support Team
<input type="checkbox"/>	Arrange Fairwell Party for Andrew Daley	Katrina Keifer	Offboarding Process for Andrew Daley	Andrew Daley (Past Employee)	IT technical support officer	London Office	Incomplete	Fri, 31 Aug 2018	Low	Sales
			Intake for					Fri		

# Offboarding Automation

No need to panic when someone leaves your company. You can enable the offboarding tool and have pre-built events like restricting access to this user from important softwares or collecting the user's door badge. When an employee quits it can blindsides you but with offboarding automations, it doesn't have to blow up your day.

**Task Type Details**

<b>Name *</b>	<b>Notified Before</b>	<b>Notified Before</b>
Disable email accounts	3	Days ▼
<b>Default Owner(Blank for Participants)</b>	<b>Also Notify Email</b>	
Linda Jane Anderson	1000	linda.a@gmail.com
<b>Description</b>		
Disable email accounts Brody Alan (EMP ID 075).		
<b>CANCEL</b>		<b>SAVE</b>



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