



HireDesk Staffing Product Guide

To help you find the right front office staffing software solution for your company, this table outlines the main features and capabilities for our staffing software edition. Our award-winning system provides you with the tools you need to automate your entire process, including resume tracking processes and candidate relationship management to detailed management and reporting functionality. Find the right solution to match your organizations size and recruiting requirements.

✓ = Included (service, configuration and training) \$ = Additional Cost

APPLICANT TRACKING SYSTEM:	
HireDesk Staffing Edition	
MARKET	STAFFING FIRMS
Support	Online, Web, Email, Phone
Candidate Relationship Management	
Auto Resume Extraction	X
Printing	X
Notes, Activities and Email History Tracking	X
Status Tracking	X
Global Edit	X
Saved Candidate Lists	X
Candidate Reference Management	X
Custom Tabs, Fields, Layouts & Lists	X
Document Storage	X
Multiple (2) Resumes Storage (Original & HTML format)	X
Flagging/Locking by Team Members	X
Workflow Specific Fields	X



Advanced Candidate Management	
New Applicant Processing	X
Talent Processing Groups	X
Contact Management	
Combined View of All Contacts	X
Multiple Relationship Management (i.e. Candidate, Client, Reference, etc)	X
Client/Hiring Manager Relationship Management	
Multi-Tier Organizational Structure	X
Printing	X
Notes, Activities and Email History Tracking	X
Status Tracking	X
Custom Tabs, Fields, Layouts & Lists	X
Document Storage	X
Flagging/Locking by Team Member	X
Workflow Specific Fields	X
Job/Requisition Management	
Printing	X
Notes, Activities and Email History Tracking	X
Status Tracking/Enforcement Rules	X
Talent Profile Sendout	X
Custom Tabs, Fields, Layouts & Lists	X
Workflow Specific Job Fields	X
Document Storage	X
Flagging/Locking by Team Member	X
Job Templates	X
Email-Based Job Requisition Approvals	X
Email-Based Offer Approval Process	X



Candidate Screening and Selection	
Candidate Application History	X
Workflow Tracking and Enforcement	X
Customizable Workflows	Unlimited
Talent Qualification Interview	X
Job Specific Applicant Tracking Workflow(s)	X
Prescreening Questions	X
Competency Interview Guides	X
Post Hire Feedback	X
Integrated 3 rd Party Assessments	X \$
Individual Assessment Reports and Group Reports (PDFs)	X
Candidate Generation	
Hosted Talent Portals (Career Website)	10
Position Matching – Job Agent	X
Job Board Posting Integration	X \$
Source Tracking (Talent Portal, Email, Data Entry and Web Based Job Board Referral)	X
Search	
Quick Record Lookup	X
Quick Search	X
Customizable Intermediate Search	X
Advanced Search	X
Candidate Resume Conceptual Search	X
Saved Searches	X
Legal Compliance	
Custom Data Collection Disclaimer	X
Disposition Tracking	X
EEO Demographic Data Collection & Reporting	Optional



Integrated Email	
Fully Integrated Web Based Email	X
Customizable Email Profiles/Aliases, Signature, Auto Forwarding and Auto Responders	X
Save Emails to Contact Communication History	X
General Email Resume Submission	X
Job Specific Email Resume Submission	X
Spam Filtering	X
Bulk Email	X
E-mail Templates & Merge Fields	X
Attach local files, documents from records and assessment results	X
Automated Workflow Email Communications	X
Task & Event Management	
Appointment Scheduling / Calendar	X
Task List & Follow-up Reminders	X
Activity Forwarding to Outlook	X
Shared/Group Calendar Management	X
High-Volume Interview Scheduling	X
Talent Portal	
Hosted Talent Portals (Career Website)	10
Multiple Integration Methods to Web Site	X
Fully Customizable Design & Content	X
Real Time Job Listings, Search & Featured Jobs	X
Returning Candidate Login / Profile Management	X
Position Matching – Job Agent	X
Auto Resume Extraction	X
Custom General Resume Submission Process	X
Custom Job Application Processes	Unlimited



Measurement / Metrics / Reporting	
Standard Reports	X
Printing & Export to Excel, Word, PDF, CSV	X
Custom Ad-Hoc Reporting	X
System Administration / User Management	
Real Time Web Based System Administration	X
User Access Level Permissions	X
Login Tracking and Reporting	X
Integration	
Candidate Import & Export	X
Client Import	X
Talent Portal Web Site Integration	X
Outlook Email Save Plug-in	X
Web Services Integration	X

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 (if you're not sure what your bandwidth is click here).

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