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Headline News

Sage Abra HRMS was positioned in the Leaders quadrant in Gartner, Inc.'s 2006 Magic Quadrant for U.S. Midmarket Human Resource Management Systems (HRMS). The Magic Quadrant is a graphical representation of a marketplace at and for a specific time period. It depicts Gartner's analysis of how certain vendors measure against criteria for that marketplace.



Sage Abra eRecruiter

The job search and recruiting process is increasingly moving away from newspaper classified ads to Internet job boards. As an employer, however, recruiting and hiring is still a time and labor-intensive process with lots of administrative overhead. Are you trying to manage the process in an Excel spreadsheet or a homegrown database program? Wouldn't it be great if there was a way to integrate this process directly into your HR system?

eRecruiter, a new module for Sage Abra HRMS, helps to simplify the recruitment process by automating many of the administrative tasks and allowing you to electronically manage and track the entire process from requisition to offer letter. Let's learn more about Sage Abra eRecruiter.

Web-Based Solution

eRecruiter is a new, Web-based module for Sage Abra. It allows you to track both applicants and requisitions throughout the hiring process. It provides you with the ability to perform keyword searches of employee and applicant databases, and resumé and applications data for information relevant to your open position.

With eRecruiter your recruiting process can be essentially paperless. Hiring managers and executives can view data over the Web. eRecruiter can track both the time and the cost to hire your

applicants. It helps to define the workflow of your recruiting process, including: approvals, screening, interview routing, and applicant communications.

Easy to install and configure, eRecruiter is customizable to your company's Web site. It's configurable to meet your company's unique processing needs with features such as custom screen layouts. The best part is that while eRecruiter can stand alone, it is fully integrated

to the Sage Abra HR and Sage Abra ESS solutions.

eRecruiter And Sage Abra Recruiting

You may be wondering what eRecruiter does that the Sage Abra Recruiting module doesn't do.

The main difference between eRecruiter and the Sage Abra Recruiting solution is that eRecruiter is a 100 percent Web-based solution. In addition, eRecruiter offers features geared toward online recruitment such as the integration to job boards and the ability to add a customized career page to

your Web site. eRecruiter allows for the automated posting of approved requisitions to your Web site, it provides for online approvals and workflow, and one step electronic routing of resumé. Finally, eRecruiter allows for full resumé text searching, automated email correspondence to applicants, and the ability to allow applicants to



Sage Abra eRecruiter helps streamline your recruitment process.

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fill out and submit their applications online.

Create Requisitions

Recruiters and hiring managers can create requisitions in Sage Abra eRecruiter. They can use the requisition feature to view and maintain information about an open job position such as: salary, status, EEO classification, recruiter, location, and supervisor. Once created, eRecruiter manages the approval process by notifying each reviewer of a pending requisition.

Requisition Management

You may have a number of individuals involved in the requisition approval process, such as hiring managers or executives. With eRecruiter, each of these individuals can create new job requisitions from scratch or by using templates and automatically email them to the designated approvers. Individuals receive notifications of requisitions awaiting their approval. They can then review the requisitions and either approve or disapprove online or via HTML emails.

Post Requisitions

How can you let potential applicants know about open job positions? Use eRecruiter to post open requisitions either to your own company's Web site or to various recruiting Web sites such as Monster.com.

Accept Resumés

As applicants apply, eRecruiter accepts those resumés and sends them directly to the email inbox of the recruiter working with that particular requisition. In addition, resumés received by email can be imported directly from your POP3 email account.

Search Resumés

With eRecruiter, you can search all resumés or subsets of resumés for various keywords or skills. Using the search you can find qualified applicants based on skill, school, previous employer, educational degree, requisition requirements, or by building your own search criteria. You define the keywords like "programming", "CPA", or "accounting" to narrow your candidate search. You can develop your own personal search criteria and save that search to use again. Route the resumés to the appropri-

ate parties immediately after searching, or sort your results by relevance to narrow your list down to the most qualified applicants.

Route Resumés

You can easily route the resumés to the appropriate hiring managers, executives, and other decision makers within your organization either by automatically emailing the recipient or by adding the candidate directly to the recipient's personal applicant Inbox. It's a fast, easy, paperless way to gather the resumés of qualified applicants and get them to those involved in the selection and hiring process.

Communication

Throughout the hiring process you need a method of communicating between recruiters, hiring managers, and applicants. eRecruiter facilitates email communication when routing or searching resumés, approving requisitions and offer letters, and it even integrates with Microsoft Outlook when you begin scheduling interviews. You can email applicants to let them know you've received their resumés. Email resumés or reports to anyone, at anytime. You also can send an email to applicants to let them know they were not selected.

Manage Offer Process

Once you've decided on the ideal candidate, it's time to make them an offer. But you'll need the buy-in of all those decision makers again.

It's easy to manage the offer letter approval process within eRecruiter. All offer letters can undergo the same approval process as requisitions, seeking approval from all necessary managers and executives.

The responses to a recent Sage Software survey of Sage Abra users showed just three percent of users currently use the cost-effective method of online recruitment. Now that eRecruiter for Sage Abra is here, perhaps it's time to move your recruitment process online.

Available Now

The eRecruiter module is available now for Sage Abra v8 and v8.1. Call us for complete details and pricing. ☆

Recruiting qualified applicants is a continuing concern for many businesses. As online recruiting continues to gain momentum, we take a brief look at trends and trivia in online recruiting.

Recruiting Budgets Move Online

Weddle's, an HR consulting and training firm, polled over 3,900 human resource personnel and recruiters in early 2005 and found that over half are spending a substantial portion of their recruiting budgets online.

Budget Savings

The average cost per hire from an Internet recruiting strategy was \$377 in comparison to the average cost per hire of \$3,295 from a major metropolitan newspaper according to a study by the Society for Human Resource Management (SHRM).

Effective Job Search

A SHRM survey found that 96 percent of job seekers use Internet job postings, and it appears to be working for them. Internet job postings ranked as the second most effective way to find a job after personal contact/networking.

Hiring Online

Another recent survey suggests that more than 60 percent of employers now hire more than one-quarter of their new employees from Internet job sites.

New Jobs Domain

A completely new ".jobs" Internet domain was approved in June 2005. Designed to help organizations develop Internet recruitment sites, the URL's are managed by Employ Media LLC. Employers can use the suffix to post company job openings. Job applicants simply type the name of the company followed by .jobs to be taken directly to available job openings.

Top Online Recruiting Sites

The top two sites in Internet job searching are CareerBuilder.com and Monster.com. Traffic to both sites is up more than 50 percent this year over last year. Monster.com claims nearly seven million visitors each year. ☆