



Business Solution ELO HR Recruiting

Digital candidate management



Find the people you need fast

As a candidate, you never get a second chance to make a good impression. Well, the same goes for your business and how you handle the hiring process.

With the **ELO HR Recruiting** solution, you can manage your recruitment cycle effectively and transparently. The all-in-one tool allows you to easily submit job requests, accept applications, and conveniently store candidate information in your master HR system or the ELO digital personnel file. This will save you time and resources.

Thanks to automatic deletion functions and user-based permissions, you also meet the requirements for protecting personal data.

Business Solution **ELO HR Recruiting** offers you professional support in optimizing your recruitment processes. Try it for yourself:

- › **Automated hiring processes**
Efficient processes from submitting a job request to onboarding.
- › **Useful checklists and templates**
Checklists and configurable reminder functions ensure you have all data at a glance.
- › **Comply with data protection regulations**
Stay in line with GDPR — ensure that data is erased automatically and assign permissions for specific users.
- › **Sophisticated ranking system**
Compare candidate profiles and skill sets and store information in a centralized system.
- › **Conveniently transfer candidate data**
Easily import and export data and integrate it with existing systems.

Transparent and efficient HR processes

The search begins in the department that needs a new hire

If your company needs to hire someone, the tool enables you to submit a job request in one click as well as include future supervisors in the decision-making process. Once approved, you can also create the corresponding job description in **ELO HR Recruiting**. The application brings together information from across multiple departments involved in the hiring process.

Structured processes make for faster response times

ELO HR Recruiting accepts and processes all application formats, no matter whether they are submitted electronically via online job portals or e-mail, or by conventional mail. The software can identify duplicate applications.

It is also possible to group candidates into different talent pools for potential future roles. The recruiting board visualizes the candidate process, helping you maintain an overview.

There is a range of tools available to help you through the hiring process and quickly screen resumes: the configurable dashboard lets you easily view and track candidates, or you can use the integrated ranking system to sort applicants based on their relevance to the required skill set to see if they fit the job requirements, all in one place.

From candidate to new hire

The automatically generated digital candidate file ensures that all the data collected during the hiring process is stored in one central location, giving you fast access to candidate information without the usual hassle. You are also able to assign user rights, enabling you to meet data protection and privacy laws. What's more, **ELO HR Recruiting** provides a convenient option to transfer candidate data into a digital personnel file.

Data privacy is critical in the candidate management process

Digital candidate management from ELO meets the statutory requirements for the protection of personal data. A user-based permissions concept and integrated data encryption ensure that unauthorized persons are unable to view confidential and sensitive personal data.

ELO HR Recruiting also includes functions for setting retention and deletion periods that you are required to set under legislation, providing you with a GDPR compliant solution. This way, you can be sure that users in your HR department are on the right side of the law when it comes to handling highly sensitive candidate data.

Greater reach means a higher chance of success

To make sure you can find just the right job portal for every posting, the software solution from GOhiring is integrated into **ELO HR Recruiting**: Publish a job advertisement in your corporate design on over 450 job portals and recruitment channels with just a few clicks.

GOhiring suggests a channel that best matches your available position and the integrated analytics functions enable you to analyze these channels in real-time. You can also quickly configure existing contracts with job portals and agencies, allowing you to continue posting at your individual terms, meaning you no longer have to take the time to allocate items to cost centers.

Professional candidate management with ELO HR Recruiting

- > Manage positions, postings, and candidates
- > Manage documents centrally with candidate files
- > Build talent pools or your own candidate pools
- > Create different candidate journeys
- > Submit personnel requests with employee self-service
- > Recruiting board to ensure transparency
- > Automatically publish postings including deadlines
- > Receive applications from various channels: e-mail, job portal, mail

Key features



Rank candidates

Rank candidates based on their skills, matching the requirements profile of the job vacancy.



Set reminders

Calendar and reminder functions help you keep an eye on all important events over the course of the hiring process.



Use the mobile app

Manage your hiring processes on the go with the ELO client for mobile devices.



Create a talent pool

Build and maintain talent pools to organize candidates according to skill sets and experience.



Create workflows

The built-in workflow designer enables you to automate processes and make sure that information reaches all the stakeholders.



Use templates and checklists

Take advantage of time-saving templates and useful checklists, which you can configure and tailor to your needs.



Manage different types of contracts in a regulatory-compliant way

Custom dashboards let you display and access data from multiple sources all on one screen.




Make collaboration easier

Submit a request to include future supervisors in the decision-making process as soon as a job request is submitted.

Do you want to adopt even more digital processes in your HR department?
Take a look at our other solutions:

>  **ELO Contract**
Digital contract management
www.elo.com/en/contract

>  **ELO HR Personnel File**
Digital personnel file
www.elo.com/en/personnel-file



Benefits at a glance

Streamlined, transparent hiring process

- › Submit job requests in a single click
- › Set up workflows and approval processes
- › Group and rank candidates on the dashboard
- › Make faster decisions based on rankings
- › Easily transfer candidate data into the digital personnel file

Meet data protection requirements

- › User-based permissions for sensitive personal data
- › Provides for deletion and retention periods
- › Data encryption safeguards against unauthorized access
- › Stores documents in one centralized location, no matter the format
- › Meet GDPR requirements easily and transparently

Valuable tools

- › Customize information with the help of dashboards
- › Useful checklists and templates
- › Integrated calendar and reminder functions
- › Analyze data fast with **ELO Analytics**
- › Manage hiring processes on a mobile device

 **ELO HR Recruiting**

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AT THE  OF YOUR BUSINESS

Europe (Headquarters)
ELO Digital Office GmbH
www.elo.com/en/contact

North America
ELO Digital Office Corporation
www.elo.com/us/contact

Asia-Pacific
ELO Digital Office AU/NZ Pty Ltd
www.elo.com/au/contact

Asia
PT ELO Digital Office Indonesia
www.elo.com/id/contact

Africa
ELO Digital Office (Pty) Ltd.
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www.elo.com/en/recruiting