

SmartRecruiting

The formula for consistently recruiting top producers

The future of your business rides on your ability to recruit top producers — both those who are already successful, and those who are going to be. To support their organization's recruiting goals, many companies are turning to software solutions to help ensure consistent best practices and to gain visibility into all recruiting activity.

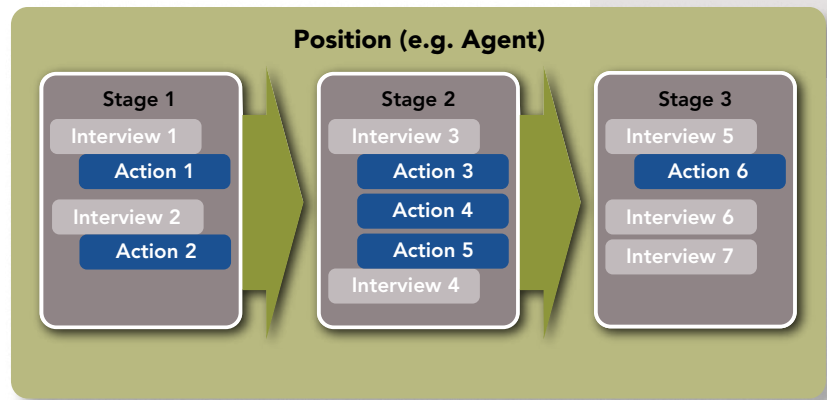


Recruit Top Talent

SmartRecruiting, available as an add-on module to SmartOffice®, provides an effective solution to support your recruiting processes, helping you attract new producers and set them off on the right foot.

SmartRecruiting helps you create a workflow of reusable building blocks that outline each step in your recruiting process. Once defined, your workflows can be distributed throughout your organization to establish enterprise-wide best practices. Regional offices can easily copy and modify the workflow to accommodate

their specific needs. A setup 'wizard' walks each user through the process of tailoring the workflows, reducing training time and helping you achieve fast results.



DATASHEET

- *Attract and close top producers*
- *Standardize and streamline your recruiting process*
- *Protect confidential recruit information*

SmartRecruiting provides these valuable features:

- > **Flexible Recruiting Workflows** allow your recruiters and interviewers to utilize workflow steps in any order, rather than requiring them to follow a rigid, linear process. With the ability to manipulate the standard flow, users can customize their approach according to the requirements of each candidate, and unique steps can be defined for each role, such as investment advisor, insurance agent, administrative assistant, etc.
- > **Automatic Activity Updates and Online Alerts** link common activities such as interview appointments with the appropriate step in the recruiting process. When an activity is marked complete, it is automatically updated throughout the system. Recruiters receive an online alert prompting them to add the activity outcome and move on to the next step in the workflow.
- > **Status Tracking** monitors the progress of each recruit, from potential candidate to hire. Each recruit is added to SmartOffice as a 'candidate,' and is automatically updated to 'active' when hired or contracted. The solution tracks and records the status of all recruits — regardless of their final employment status.
- > **Performance Reporting Capabilities** gives management online access to status reports, reducing the time and effort required by the recruiter to provide this critical information.
- > **Secure Tracking of Recruit Information** protects confidential information by allowing only authorized personnel to view detailed information. Unrestricted data, such as name and contact information, is available to all users and is integrated into the common calendar for easy scheduling of appointments and other recruiting activities.
- > **A Web-Based Solution**, SmartOffice provides all users with access to the information they need — regardless of whether it originates at the home office or at a regional office. The system helps your entire team — even those who are part of a virtual team — progress toward common goals.

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