

# MODULE FACTSHEET

## RECRUITMENT

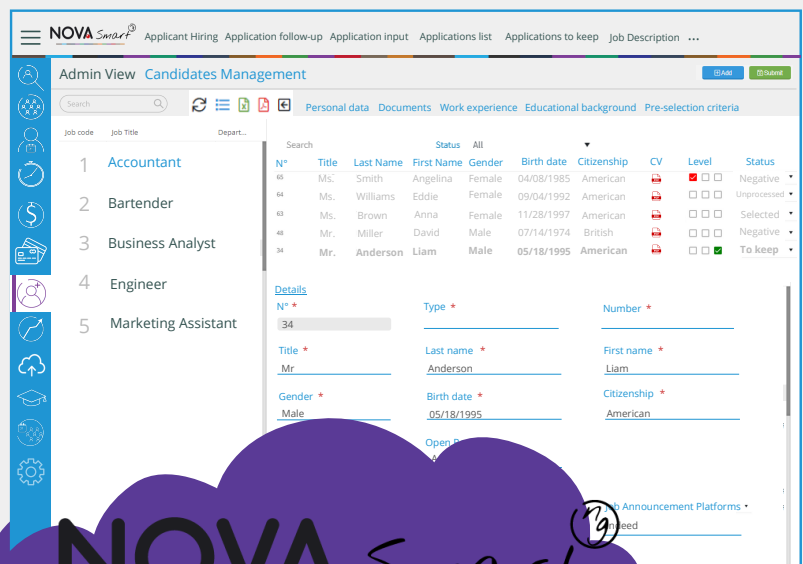


### SEARCH, HIRE & ONBOARD NEW TALENT

By automating your recruitment process from A to Z, you enhance transparency & employee experience.

With **powerful tools**, you can publish jobs onto multiple channels, collect candidate information, manage invitations and responses, evaluate candidates during interviews and select your future talent.

The NOVA Smart tool will allow you to **finalize the recruitment process** and **onboard the new employee** in a few clicks.



### START WITH A GOOD IMPRESSION

Find the brightest talent before your competitors! Automate the recruitment process right from the start & target your employees on any channel of your choice.

#### Create & Publish Positions

- Create job descriptions within the software
- Integrate any job board of your choice, e.g., LinkedIn, Totaljobs, Indeed.
- Archive job descriptions & develop a job library to access in the future
- Publish various jobs on different channels with one click.
- Publish your jobs directly from the software



## SIMPLIFY RECRUITMENT

Collect the information from candidates on the NOVA Smart module. Build a centralized database of applications for the position & improve the overall process.

### Track

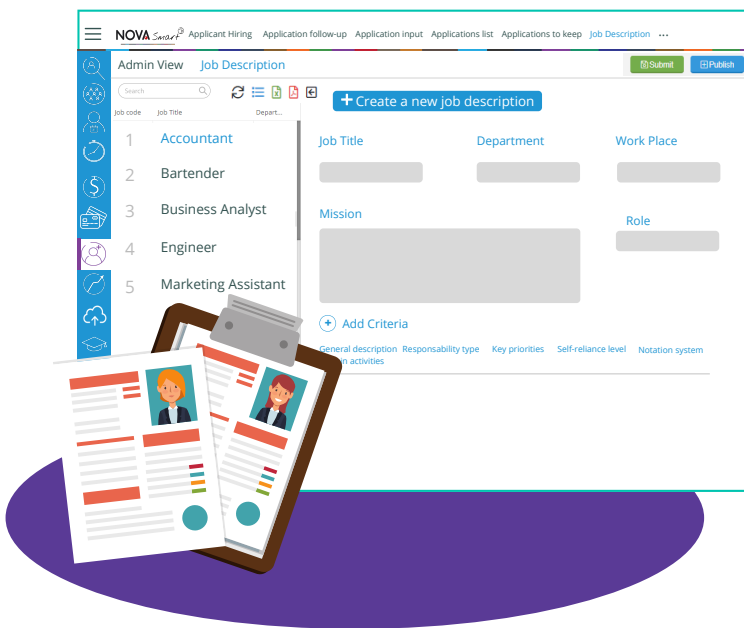
- Collect all data in one dashboard for better visibility
- Upload external files, such as CVs or references
- Overview over recruitment status

### Collaborate

- Receive insights in available budget
- Integrate validation processes for specific positions
- Roles & permission settings allow for easy sharing of data within hiring team

## MORE THAN HIRING TOP TALENT

Our Solution can manage the basic recruitment steps but also offers many additional features that support you in the reduction of manual tasks & enhances transparency.



- Automatic rejection emails can be sent to applicants
- Library of email templates for different email types
- Schedule interviews with your top talent & share it with your hiring team
- Evaluate the candidate throughout the whole recruitment process
- Manage the onboarding process and issue contracts or receive references.
- Transfer personal data from the recruitment module to other modules.

**Secure.Compliant.Customized.**

### HRMS Your Way!

- ✔ Only choose the modules you need
- ✔ Customize & parametrize the solution to your individual requirements
- ✔ Centralize your HR processes within one data base
- ✔ Eliminate manual processes & switch to efficient digital streamlined HR & Payroll.

**NOVATIVE**  
Global Payroll & HR Services

📍 Novative SA  
Rue de la Morâche 9  
1260 Nyon 1  
Switzerland, VD

✉ sales@novative.com

