Greentree®
PRIMED FOR BUSINESS

LEAVE PLANNING
EMPLOYEE DEVELOPMENT
PAYROLL
HR MANAGEMENT
OCCUPATIONAL HEALTH & SAFETY
PAYROLL
RECRUITMENT

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OCCUPATIONAL HEALTH & SAFETY
LEAVE PLANNING
EMPLOYEE DEVELOPMENT
HR MANAGEMENT

KEY BENEFITS

- Integrated HRM suite
- Multiple uses
- Positions driven
- Maintain applicants database
- Flexible or consistent recruitment process
- Easy to manage interview schedule
- File attachments to a recruitment record
- Integrated billing system
- Easy tracking and management of costs

Successful organisations are a product of their people. It has long been understood that one's "human capital" is the most significant component of almost all organisations. The Greentree Recruitment module manages the process of attracting, assessing and recruiting the best talent available, allowing you to maintain your competitive edge.

HRM suite

Recruitment forms an integral component of the Human Resource Management suite within Greentree. Recruitment is tightly integrated to other Greentree modules, meaning data need only be entered once and the integrity of that data is maintained across the entire system.

Multiple uses

Greentree's Recruitment module is an effective solution for organisations that conduct their own internal recruitment processes or for specialist recruitment agencies. The module provides the tools to manage each recruitment process but importantly, the integration to Greentree Financials also handles any billing requirements and manages costs you may incur as a result of the recruitment process.

Positions

The Recruitment module is driven by the concept of a position. A position describes a specific role within your organisation including the functions that role must perform, the job description, certifications and other requirements. A full history is retained by Greentree of all present and past people who have held a position. A position can define a role to be held by only one person at a time or by multiple people where a number of identical positions are managed as a whole. One of the unique features of Greentree's recruitment is the ability to define and record job sharing, which has become a popular part of the employment landscape.

> "Greentree is becoming the back-bone for the group and we expect this to consolidate over time as we learn more about its capabilities and grow into its capacity."
>
> **Michael O'Connor.,** Chief Financial Officer, The Davey Group

Applicants

Greentree maintains a complete database of applicants which allows you to record all of the relevant details. Information such as CV, employment history, education and certifications can be recorded against an applicant and all documents and resumes can be electronically attached to the applicant's record. You can also add custom fields to record information pertinent to your own specific requirements. A powerful search engine allows you to scan your database to locate relevant people when required.

An applicant can be an internal person already employed by your organisation or a person outside the business. All of the information previously collected in HRM relating to an existing employee is carried through to Recruitment such as certification, training, education etc.

Of course the same information is provided for external candidates and retained if the candidate is successful and the automatic 'Convert to Employee' functionality is utilised.

Recruitment process

When a position is created or vacated, a recruitment process can be initiated. This can either be a predefined procedure that governs how a position is to be filled or a flexible process tailored to the unique position. An unlimited number of stages can be defined during a recruitment process including stages such as advertising, first and second round interviews, short listing, medical examinations or reference checking etc.

Recruitment stages are incredibly useful as they facilitate, control and enforce adherence to the business' recruit-ment procedures. At every stage, a full cross-referencing of each applicant is retained, providing both an in-depth audit trail as well as a powerful management tool. Information such as interview notes can be stored for each candidate and electronic filing of documents provides a mechanism for keeping all records in one place throughout the recruitment process.

Applications can be recorded from your applicant database, as well as from your current and former employee database. When an applicant is successful, they can automatically be converted from your application database to become a current employee without re-keying of data.

Automated mail merge and bulk email facilities allow for full automation of communication from acknowledgements of applications through to advice for both successful and unsuccessful applicants.

Interview schedule

Each interview can be assigned to multiple people - both internal staff as well as external contacts in your database. The Recruitment module provides a schedule for each interviewer, and provides an infrastructure to methodically record the outcome of each interview.

Attachments

Like all Greentree modules, users can attach any file to the Recruitment records. This functionality is particularly important in the Recruitment module as it allows users to attach all of the relevant documentation such as copies of resumes, certificates, licences and other important document types to the records in the central Greentree database.

Billing

When used by either an internal personnel department that on charges it's costs or a recruitment agency, Greentree can manage the financial process so that disbursements such as advertising can be on-charged and fees for services billed, whether they be success based, fixed fee or actual time based.

Managing costs

With any recruitment process, there are always costs involved. They could include advertising, recruitment fees, medical examinations or internal labour costs. Greentree allows you to track, document and manage all of these costs.

PREROGATIVE
Greentree ERP System Specialists

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