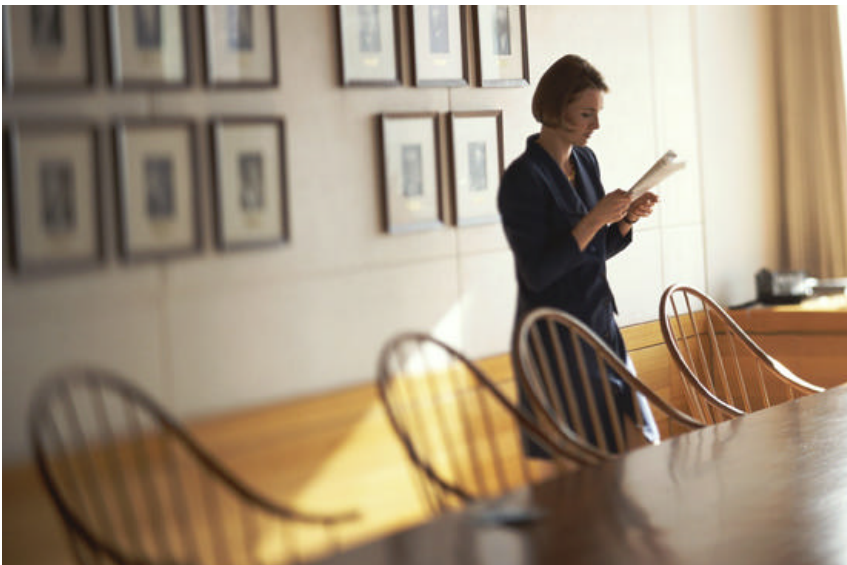

Vitæ in HR

Recruitment! A fresh view?

Why not share the advantages of the new breed of tools available to your recruitment agencies?

Over recent years we've seen increasing numbers of HR clients rightly demanding ever-higher standards of service from their recruitment agencies, but at lower cost. This margin-pressure has in turn led the agencies to the need for a new breed of smarter software tools to support more streamlined processes, and has led us to develop our Vitæ family in response to this need.



Additionally, strongly influenced perhaps by the *'instant information'* culture borne from the Internet, an increasing trend has emerged for important business-to-business relationships to be conducted in a much more transparent fashion with organisations seeking to deal very closely with key Suppliers, Clients and, where relevant, the Public. At Vitæ we have coined the phrase *'the Glass Pipeline'* to encompass this concept

Recent history provides a good example of both these trends.

The original knee-jerk *'clicks v*

bricks' debate which predicted the complete demise of recruitment agencies in the face of new competition from online job-boards, has proved unfounded and now settled to a more realistic median where the importance of the added-value services that professional agencies bring to the recruitment process has actually been emphasised by this increased access to the large volumes of 'raw' (often VERY raw) material available from the Jobsites. With Jobsites making the same candidates available to all, increased competition has brought prices down and improved levels of service and response to the Client. The Agencies then increasingly seek Preferred Supplier status and volume commitments to cement and secure these lower-margin relationships. Clients in their turn seek more transparent dealings as a means to both save costs and police Service Level Agreements to ensure continuity and standards with their major suppliers

Better service at lower cost? Surely a win/win situation for any HR Director!

Yes, but these changes also open up additional new opportunities! Transparency is a two-way street and the Organisation's own exposure through it's website means that increasingly, more candidates apply direct or, if applying through an agency, are far more likely to accept an interview based on their assessment of the organisation thru' its website.

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So given these changes, what adaptation of current recruitment processes might offer best advantage? Become your own agency and interact with Candidates and Jobsites directly? Outsource to agencies totally? Use only Preferred Supplier agencies operating under SLA's? What about Managing Vendors? What about Contractors and Temp? What about seasonal or student work? What about Interim Management or specialist Executive Search appointments? Not forgetting your own internal promotion and redeployment needs.



Reality for most diverse organisations seeking the best from their recruitment strategy, is that all these methods may have their part to play in a comprehensive enterprise solution. Such a mixed approach delivers the best of balance between meeting demands and minimising costs across the enterprise.

Winning the best Staff in a competitive market and getting them in place quickly brings enormous rewards to any organisation, especially where skills shortages exist.

Traditionally, the cost of achieving such quality with speed is also very high (advertising; agency fees; etc) and increasing legislation does nothing but add further administrative load.

At Vitæ we believe that use of the right modern tools offers the opportunity for most HR departments to not only deliver a better, faster service to their organisations (which bring it's own huge benefits) but also achieves massive and immediately demonstrable direct savings, with paybacks measured in weeks.

- ◆ Equip yourself to act as your own agency-get the best from direct applications and jobsite links
- ◆ Integrate closely with key supplying agencies
- ◆ Manage your relationships more effectively with perhaps hundreds of diverse agencies or branches
- ◆ Manage and automate many different recruiting processes and workflows
- ◆ Manage internal recruitments, redeployments and promotions
- ◆ Integrate closely with your own website to maximise it's return
- ◆ Ensure compliance with increasing legislation without costly effort

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Visibility – Zero cost recruiting

A good corporate website can generate a constant stream of candidate applications and CV's, even when no vacancy information is published to encourage this. When vacancies are published, how often are excess, often quality, applicants received then lost?

Given a minimal overhead for data capture, then 'Banking' such applicants as may be relevant to future needs can make impressive economic sense.

A more pro-active e-cruitment web strategy can also dramatically increase such input.

Candidates at your fingertips

As an intelligent database, matching, and workflow engine, our Vitæ system sits discretely on your network and can automatically collect and store incoming CV's. There is no need manual data entry and negligible administrative overhead.

Continuously monitoring your vacancies, Vitæ immediately alerts you to potentially suitable candidates that have been stored on the system. Such candidates have already expressed their desire to work for you, and may even have reached interview with you previously. Such candidates offer the opportunity to fill vacancies quickly and toll-free, with ideal candidates.

Controlling processes

Every company has unique processes for recruitment.

Vitæ's user-configurable workflows mirror and automate your processes, maintaining clear audit trails without time-consuming effort. Correspondence and even complex dynamic document packs can be created and sent automatically. Managers and HR Personnel have instant access to information. Validation processes can be controlled and monitored. KPI's can be continually evaluated.

Any format of data can be captured and stored including CV's, voice clips, photographs, video, etc.

Vitæ makes the entire recruitment process not only fast, simple and cost-efficient, but helps keep it that way.



for

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Managing Outsourced Recruitment

A mixed in/outsourced recruitment strategy brings with it the need to effectively manage varied relationships with perhaps hundreds of outsource agencies.

Perhaps your strategy includes Managing Vendor techniques. Whatever your chosen approach Vitæ's Agency Management systems, especially when combined with automation of your own workflows, greatly simplifies the management of such widespread and multi-level relationships, maintaining the complete audit trail so vital to such operations where agency/candidate ownership disputes can be a factor.

Either by web, or directly, work as closely as you want with your agencies. Share screens, user interfaces, data, reports, and common processes as needed.

Faster, more efficient recruitment

Whatever your recruitment methods, Vitæ ensures that the lowest cost options are investigated first. Taking only moments to check existing applicants, referred personnel or even internal resources. If the ideal person is not identified at this stage then Vitæ will send the vacancy details at the click of a button to your preferred supplier list, your selected Jobsites, your chosen advertising media, wherever appropriate.

Compliance

Working Time Directive; IR35; Safety at Work; Data Protection Act; Maternity and Paternity rights; employee rights for temporary workers; whatever our views about such legislation, increasing levels are a fact of life with compliance duties becoming ever-more onerous on the employer.

Vitæ monitors, enforces and manages your processes, ensuring the organisation follows best practice. With legislation driving such increasing levels of accountability, proper controls and audit trails have never been more important for when those unfortunate disputes do arise.

Reduced administration

Legislation has driven the levels of administration tasks associated with recruitment much higher.

Although the increased use of digital communications has eased some of this load, volumes are still much larger than in the past, and continue to increase.

Such direct costs are substantial and are obviously to be avoided or minimised where possible, something Vitæ's workflow systems address dramatically. Probably more important however is the time/cost of such admin. which can lose the best candidates to competitors or needlessly delay start dates.

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Some simple examples of some administration costs attacked by Vitæ are: -

- ♦ One-click automation of perhaps hundreds of sometimes complex and onerous workflow processes and tasks
- ♦ Elimination of much manual data entry, double keying; and record keeping
- ♦ automatic synchronisation of vacancies and candidate applications with the recruitment pages of your own website (Shopping Basket; Hot Jobs; etc)
- ♦ automating communication with candidates, recruiters and internal customers.
- ♦ One-touch reporting and analysis

This list is limited only by your own imagination and planning.

Solutions integration & Back Office

To get the most from any new system, it's vital that it can work closely with any existing applications or legacy systems on which the organisation has come to rely.

Vitæ's modern *n*-tier architecture and exposure of it's COM interfaces means that comprehensive levels of close integration with other applications can be achieved much more speedily, straightforwardly, and at a fraction of the traditional cost for such work.

So Intranet or Extranet, Skills testing; Psychometric and Personality profiling; Web-based time sheet approvals, questionnaires, application forms, and surveys; HR database; Back Office systems; whatever your need Vitæ can quickly become a closely-linked member of the team.

The special *Pay n'Bill* needs of Temporary recruitment are a case in point, posing as they do some problems for traditional finance systems. Temps trading as limited companies; or trading as part of an umbrella company; Self-billing; varied Time Sheet authorisation needs; association of time sheets and invoices; are just some examples.

Fully integrated back-office Pay n'Bill modules form a part of the Vitæ product family so are available as part of your Vitæ system if required or, through it's COM interfaces, Vitæ will happily integrate with any of your existing systems.

Deployment

Vitæ has been developed for the enterprise, is completely scalable, and it's low-bandwidth design can be deployed across the enterprise, globally if needed, and can sit on just about any locally available (even crude) infrastructure.

The Business Case

If we consider only: -

- ♦ Maximising benefits of direct recruitment, whether incidental or planned
- ♦ Managing manifold and diverse Agency Relationships effectively

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- ♦ Achieving massive savings in administration costs

and for the moment ignore the massive benefits of winning the best people faster, these simple considerations alone demonstrate an unassailable business case for the use of Vitæ professional recruitment tools within the corporate HR arena, normally offering paybacks measured in weeks and usually achievable at minimal disruption within the framework of your existing strategy and working with your existing systems.

For further information contact your Vitæ account manager or mailto: sales@srmvitae.com