

A blurred background image of a person wearing a white lab coat, likely a healthcare professional, standing in a clinical or laboratory setting. The image is out of focus, emphasizing the text in the foreground.

vitæ Staffing Solutions

A people business



Successful businesses are built on solid processes that ensure the people within those organisations deliver a consistent and professional service. The staffing industry relies on the relationships between people; and simplifying communication between them is the key to successful business development.

Vitæ, SRM's flagship software solution for Recruitment and Corporate HR provides the building blocks that enable the user to streamline business processes and make the working environment a simple and pleasant one. This promotes the exchange of information leading to an accurate understanding of requirements, faster information delivery and quicker responses, resulting in improved business success and customer retention. Whether a small single office or worldwide global enterprise, Vitæ removes the complexity of sharing data between companies and departments and delivers information in a predefined and consistent corporate style. For example, a single mouse-click 'candidate submittal' may combine a selection of attachments, CV, terms of business, coversheet and letter and send them to a recipient list associated with the vacancy. Simultaneously it may also send an email to keep the candidate informed.

Secure the ideal candidate

The huge Internet-based repository of active candidates available to any recruitment agency or employer has changed the way businesses operate.

Recruiters are scrambling to identify and win web-based candidates, frequently reading hundreds of CVs to locate a single suitable person. Often, by the time the candidate has been identified and contacted they are likely to have found many other opportunities.

Vitæ automates interaction with the Internet and reduces the administrative overhead and associated costs. Selected vacancy adverts and candidate summaries are automatically posted to predefined job boards and corporate websites. Candidates applying via the web are processed by Vitæ, matched against current vacancies and passed to the appropriate consultants for validation. Automatic alerts can inform consultants of exceptional candidates when specific criteria are met. Vitæ can even respond to the candidate outside office hours with a personalised message, effectively securing the candidates interest and substantially increasing the chances of placing the candidate.





Working with our clients

Vitæ is delivered with a selection of predefined activity workflow templates, document templates, user screens, reports and data entry wizards enabling a quick startup. However, we understand our clients' unique needs and will work closely to implement specific templates, reports or modifications to the user screens.

Flexibility & workflow management

Vitæ makes it simple to produce activity workflow templates that drive the business processes and document delivery – from simple ad-hoc communication to the final stages of offer negotiation and billing. Internal system administrators are able to instantly modify or create document and workflow templates eliminating the need for external consultancy services. This benefits the user with reduced costs and instant feature modifications.

Unlimited user definable fields provide the flexibility to customise Vitæ and collect any user specific information. This is particularly useful for targeted marketing, supplier categorisation and candidate classification, etc.



Microsoft standards of usability

Enhanced productivity is achieved with a user friendly and intuitive Microsoft Outlook style workspace. Users are able to use the system in single window or multiple document interface modes and save preferences, favourites, searches, shortcuts and user defined toolbars.

Vitæ adheres to Microsoft's official guidelines for user interface and utilises Windows system security for user permissions and authorisation eliminating the need for additional user administration. Keyboard shortcuts, function key mappings and environment settings also follow Microsoft guidelines promoting user efficiency and speed. Display settings are inherited from the operating system such as 'high contrast' for the visually impaired ensuring that individual user preferences are maintained without additional administration.

Multi-office and remote capability

Vitæ is future proof, reliable and scalable and can be used over LAN, WAN, Internet or other preferred communication method. Data can be shared across many offices in real-time or with occasional server replication over low cost, dial up communications.

Those needing to communicate with Vitæ from remote locations such as home or client offices can connect directly to a Vitæ server over the Internet or dial up service.

Managed replication, used by Vitæ has the added advantage of fault tolerance and minimises down time in the event of system failure. An affected office can simply



redirect its consultants' workstations to a working server in another branch, immediately bringing the business back online. On reconnection the offending server automatically synchronises with the rest of the Enterprise.

V.web – Internet solution for Vitæ

V.web is a powerful solution for web-enabled recruitment. A professional website based on a database-driven model is fully tailored to meet corporate style demands. Automatic management and upload of vacancy and candidate data and additional WYSIWYG tools allow simple content management, ensure that the site is always up to date. V.web provides tools for visitor tracking, online collaboration, discussion forums, search engine optimisation and news delivery. Please contact us for detailed V.web literature.

Agency Management

HR departments and Recruiters who provide agency management services need to manage relationships and data exchange with other third party Recruiters. The Agency Management module within Vitæ provides tools to track candidates that belong to other Agencies and manage candidate ownership and billing. Vitæ manages the processes for handling duplicate CV submittals, document distribution, feedback, reporting and on-line collaboration.



Overview

Vitæ provides an intuitive, powerful and scalable solution for staffing management. Built on powerful Microsoft SQL Server and MTS/COM+, Vitæ automates staffing processes in single office or multi-branch environments and can be tailored to suit your precise workflow and data collection requirements. Consultants can work remotely, connecting directly to the server and both clients and candidates enjoy a fully interactive service via the web.

Just some of the key elements of Vitæ:

- Automatic data collection
- Aspirations
- Advanced automatic job matching
- Multiple requirement management
- Pro-active hot candidate alerting
- Progress tracking
- Document automation
- Cover sheets
- Speculative prospecting
- Qualification hierarchy
- Skills hierarchy
- Business alerts
- Web integration
- Business Intelligence reporting

Automatic data collection

Candidate details received by email or from the web are automatically read by Vitæ and processed. Vitæ will collect personal information, create a record and populate skills and career history. The record is then presented to a consultant or administrator for verification. This saves considerable administration and selectively enables immediate inclusion of the candidate into vacancy matching.

Aspirations

A candidate CV will only provide information about the candidate's actual skills and career history. After interview, Consultants may record the candidate's aspirations and desired skills. Vitæ uses this information during vacancy matching and indicates how accurately the vacancy suits the candidate's requirement – improving the odds of candidate placement.

Advanced automatic job matching

Whether you need to find a candidate for a specific vacancy or a vacancy for a specific candidate, Vitæ provides the most advanced job matching technology available. Automatic searching identifies matches by assessing a combination of aspirations, actual skills, qualifications, location and salary and presents the results in a simple graphical format. This enables consultants to quickly identify how well the candidate matches the vacancy and as importantly, how well the vacancy matches the candidates requirement. By not relying solely on inadequate skill word searching Vitæ returns accurate results and eliminates records that already exist in the short-list, do not fulfil minimum or compulsory requirements or have been marked as 'exclude'. This substantially improves the speed of candidate identification and short listing.

Multiple requirement management

Candidates may be considering a number of career choices. Vitæ has the unique ability to capture an unlimited number of requirements for a candidate and link requirement optimised CVs. The system automatically selects the correct CV when submitting the candidate to the client enabling full process automation, increasing the consultants performance, speed and accuracy.

Pro-active hot candidate alerting

Vitæ will monitor candidates and vacancies and automatically inform consultant(s) when an ideal match is detected. This pro-active approach ensures that ideal candidates are immediately identified and contacted, eliminating costly delays and the possibility of being overlooked and lost.

Progress tracking

Simple requirement and vacancy screens provide tracking and history information for the complete recruitment cycle. Activities can be initiated from these screens effectively progressing the candidate, following defined workflow with automation of repetitive tasks. Consultants and managers are able to quickly view the latest status of vacancies and candidates.

Document automation

Administrators are able to configure a document set and assign it to a Process Workflow Activity. The document set specifies a collection of document types for the Activity. For example, 'Send CV' Process Workflow Activity could combine a CV, cover sheet, cover letter, terms of business and personality profile report. The document package will be created and sent to the appropriate contacts on running the activity.

Cover sheets

The Vitæ user can produce corporate coversheet templates to provide consistent CV submittals to clients. Coversheets can contain information about the candidate, requirement, vacancy, company and consultant notes. Coversheets are created dynamically on running a 'send CV' type of activity.

Speculative prospecting

Vitæ retains information relating to the type of skill set individual employers, departments and managers generally require. Even if there is no live vacancy, Vitæ will optionally include these potential employers and allow speculative submittal of exceptional candidates.

Qualification hierarchy

Vitæ's advanced qualifications hierarchy provides a simple display of a complex multi-level structure. The system understands the relative association between subjects, qualifications, levels and grades. For example, it is possible to identify candidates that have a 2:2 BSc or higher. Vitæ would identify 2:2 degrees, 2:1 degrees, 1st class degrees, MSc and PhD qualified candidates.

Skills hierarchy

Advanced skills management with a simple graphical display enable the user to be as specific or general as required. System administrators can easily add or modify the skills structure and define any number of group levels. Users are able to record the competency and duration of the skill and set the importance of the skill with the option of marking it as 'mandatory'.

Business Alerts

Vitæ monitors the cost of all activities and will alert you if a vacancy becomes expensive to fill or a candidate is taking more effort than is economical. Being presented with such real time information allows consultants and managers to intervene where necessary and manage their business effectively.

Web integration

User definable templates automate the upload of selected vacancies to job boards. Vitæ also automatically exports selected vacancies and candidate summaries to a corporate website. This substantially reduces administration and ensures that vacancy advertising is consistently recorded and up to date.

Business Intelligence Reporting

SRM is a business partner with market leading business intelligence developer, Cognos. Full BI reporting and analysis is available within Vitæ, and Cognos can deliver business intelligence across combined multiple database systems, eg legacy accounts etc.

The open structure of Vitæ enables integration with any industry standard reporting tools and many Crystal reports are included as standard. These include - 'Offers and Starters', 'Vacancy analysis', 'Performance analysis', 'Placement statistics' and 'Consultant reports'. All reports can be output to a printer, pdf file or published in HTML. When combined with v.web, reports can be published to the web for clients to view online.





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