APPLICANT TRACKING SYSTEM

Information Package

PROPOSAL:

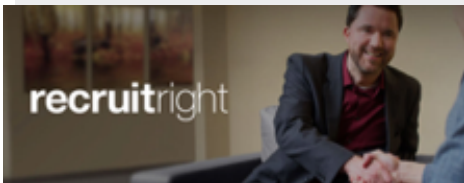**NAME:**

PHONE:

EMAIL:

REP NAME:

PHONE:

EMAIL:

EXPERIENCE AND QUALIFICATION

COMPANY STRUCTURE OVERVIEW

RECRUIT RIGHT

Recruit Right is an applicant tracking and workflow system that is developed, owned and operated by GHD. The Applicant Tracking System reduces the time to recruit by seamlessly managing recruiting needs from job posting and application submission to candidate pre-screening, review and reporting.

- Attract Top Talent - From job posting to job offer, provide candidates with the ultimate experience

- Get Qualified Candidates - Automatically screen applicants so you're only considering those suitable for the job

- Work as a Team - Invite hiring managers to review applications and evaluate candidates, all in one place

- Recruit Right in Less Time - Feel confident knowing you hired the right person for the job, painlessly

GHD

GHD is a leading professional services company with over 10,000 employees across 200 offices globally. GHD generates gross revenues of nearly $1.3 Billion USD annually. Our digital division specializes in advanced digital solutions and has worked with hundreds of organizations to earn over 135 international industry awards for our clients in the past 2 years. More about GHD is available **here**.

Additional advanced digital solutions from GHD Digital are outlined below:

APPOINTIO

Appointio is an easy-to-setup online booking platform that lets customers book appointments for in-person services to help you manage physical distancing and return to work restrictions.
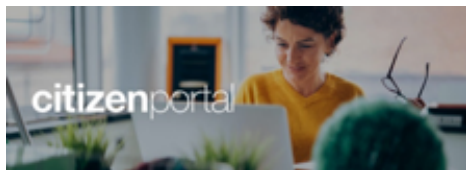
CITIZENPORTAL

Provides residents a channel to engage with dashboards of municipal information including property tax, bylaw complaints, community calendars and social media to real-time transit information, service disruptions, road closures, and emergency alerts.

BIDS&TENDERS

bids&tenders is an eProcurement and Contract Management platform that connects buyers and suppliers through an online marketplace.

SYSTEM FEATURES AND FUNCTIONALITIES

In order to build and retain a great team, you need to provide an employee experience that's second to none. And that all starts with recruitment. If your current process is focused more on the busy work and less on people, chances are ideal candidates are slipping right out of your inbox. Recruit Right facilitates the ultimate recruitment experience for everyone.

POST JOBS

Posting the same job to multiple websites is a pain. Recruit Right makes it easy to create and advertise job postings. Start by building a standard template that recruiters can customize to any position.

- Indicate position title, type and duration

- Specify experience, skills and education

- Define department, managers and recruiter

- Set open/close date

- Write and format the job description

- Provide document upload functionality (CV, cover letter, etc.)

When you're ready, publish to your Intranet, website and Indeed®—in one click. With the ability to leverage templates and copy common jobs, you'll save countless hours writing (and re-writing) job postings.
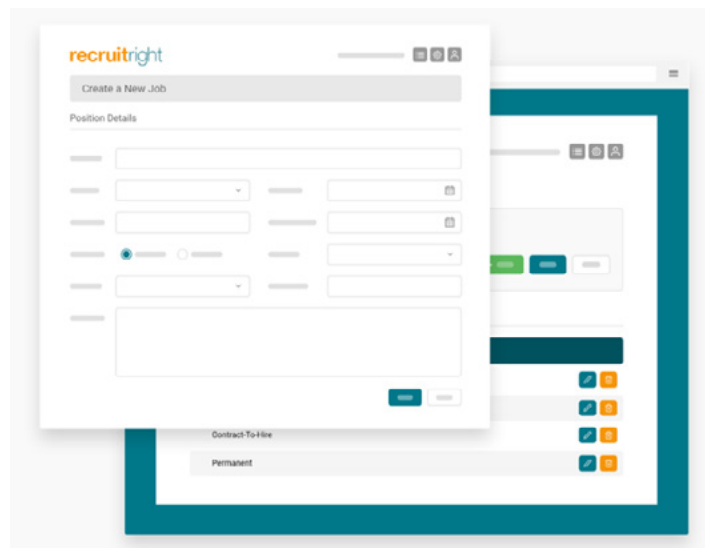

SCREEN APPLICANTS

Rifling through resumes to ensure each applicant has the necessary qualifications? Recruit Right does the screening for you. Include pre-screening questions related to education, experience, skill proficiency, certifications and more.

- Collect certifications and other required documents

- Add multiple choice questions to each application

- Assign each question a weight for instant scoring

- Establish an archive of questions for popular positions

- Search the archive or add new questions to each job

When screening questions are integrated directly into the application process, answers will automatically separate each applicant into 'qualified' or 'unqualified'.
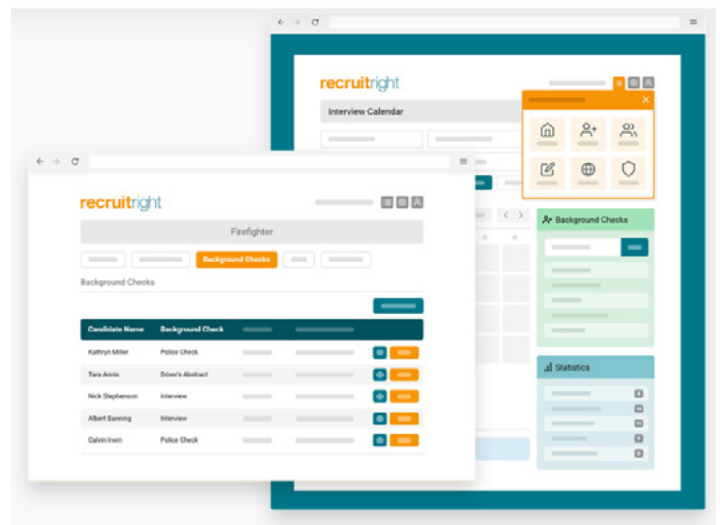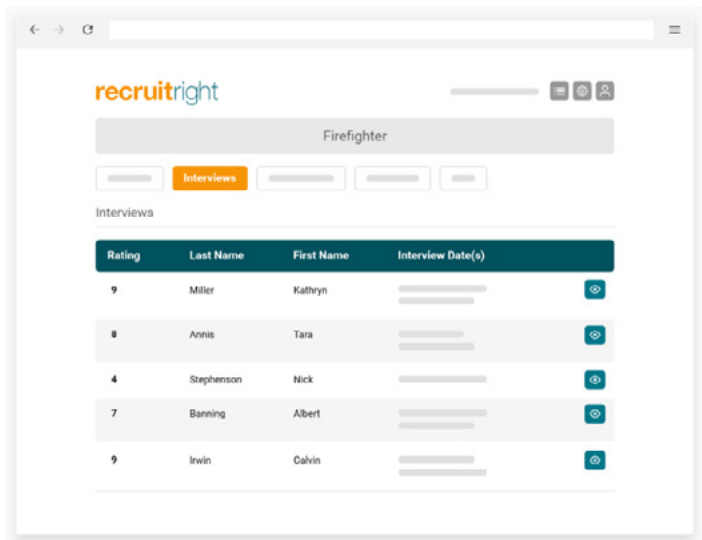
MANAGE CANDIDATES

If you're managing candidates with spreadsheets, zip files and emails, there's a better way. Easily collaborate with hiring managers—all in one central location.

- Establish a database of applicants for review

- Schedule planning meetings and record notes

- Upload interview documents

- Set and archive interview dates

- Update candidates on their status with email notifications

- Store candidates for future searches

With key recruitment tasks centralized, your team is always on the same page, dramatically reducing time to hire.

EVALUATE CANDIDATES

When it's time to start looking at qualified candidates, Recruit Right brings your hiring team together to work effectively.

- Review files including certifications, background checks, etc.

- Qualify/disqualify applicants or flag as "do not hire"

- Assign each candidate a score

- Shortlist ideal candidates

- Share rankings with the team

You'll even be able to set permission levels for each team member to control their level of access depending on the job and level of functionality required.

MAKE OFFERS

Top talent can afford to be choosy. That's why it's important for employers to make a great impression through each step of the process.

- Email 'Thank you' letters to all unsuccessful candidates

- Generate offer letters with key details including class/level, vacation, salary, start date, etc.

- Upload executed documents and track acceptance dates

When you're ready to hire, leverage and customize offer templates to ensure a consistent and accurate format that complies with your regulations.
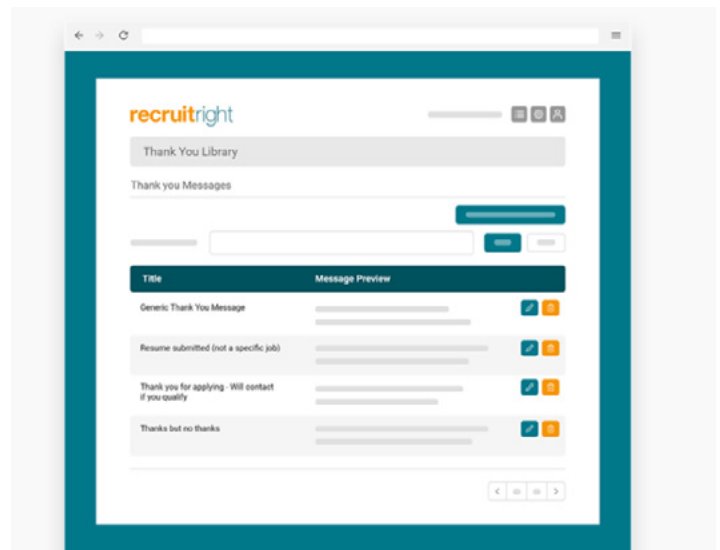
REPORTING

Having trouble locating the data you need to make informed hiring decisions? Generate reports based on a number of common search criteria.

- View applicant history

- Filter responses to screening questions

- Export jobs by hiring manager, office, posting date, etc.

- Access background checks and other credentials

Reports ensure everyone has access to the most up-to-date data, from how many people applied for a given job to who's involved in the hiring process.
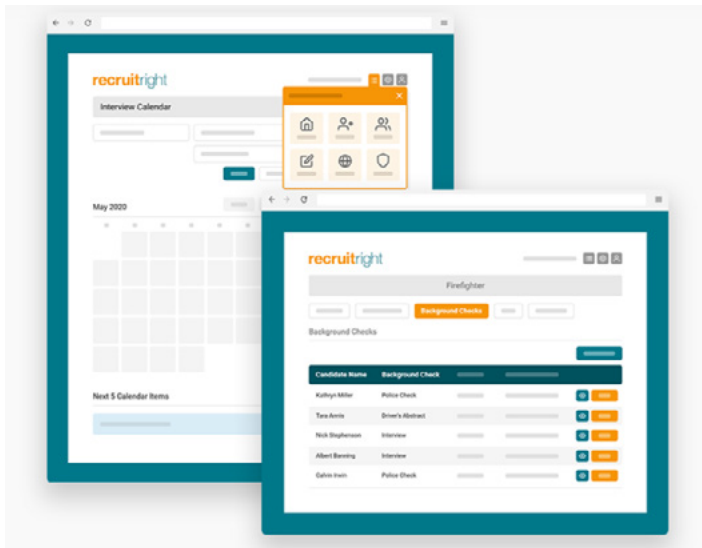
WE MAKE IT EASY TO SIMPLIFY RECRUITING

- Simple pricing means an unlimited number of users can access Recruit Right for one, affordable fee + annual renewal

- Onboarding and customization options ensure Recruit Right is working for you, right from the start

- Comprehensive support covers you for the first 90 days, with additional support available

- Compliance with Accessibility for Ontarians with Disabilities Act (AODA) and Web Content Accessibility Guidelines (WCAG) 2.0 Level AA

SERVICE LEVEL AGREEMENTS

Recruit Right shall provide the following server performance benchmarks:

- Servers shall average less than 8 seconds response time for 80% of requests as measured by server response time only, not network transmission time.

- Servers shall average 99.9% up time (excluding Network Availability of 100%). This would be exclusive of regularly scheduled maintenance events.

- Recruit Right shall post an approved message in the event of a system outage that lasts longer than 15 minutes.

Server Availability and Monitoring

- Servers shall be operational and monitored 24 hours per day, 7 days per week.

- Monitoring shall be done by executing a connection to the provided service.

- In the event a server fails to respond to the connection request over a sustained 5 minute period, a Recruit Right system administrator is automatically notified of a potential server outage.