

## UniSA introduces E-recruitment on August 4<sup>th</sup>.



### What is it? How will it simplify my work?

These queries and others answered in this Frequently Asked Questions document.

<b>What is e-recruitment?</b>	<p>E-recruitment software covers a range of Web-based application tools used for the provision of human resources. These applications assist in the recruitment of suitable candidates for vacant positions. Some applications do this by semi-automating the entire recruitment and hiring process. E-recruitment applications (or software packages that are web-enabled) typically enable recruitment teams to create job postings, manage job application responses, schedule interviews and manage other recruitment tasks. This dramatically reduces the labour and money spent on physical recruitment.</p> <p>E-recruiting (or electronic recruiting) is the process of using internet based software to attract, screen and recruit suitable job candidates. E-recruiting reduces the cost of the recruitment process, reduces the time taken to identify appropriate candidates and helps organisations improve the quality and quantity of the applicant pool.</p> <p>Through an official tender process, UniSA has chosen NGA.net as its e-recruitment supplier.</p>
<b>How will e-recruitment be implemented at UniSA?</b>	<h3>E-recruitment goes live 4th August...</h3> <h4>Stage 1</h4> <ul style="list-style-type: none"><li>◦ E-recruitment will be used for all future vacancies.</li><li>◦ HR staff involved in the recruitment process have been trained to use the system. They will also have access to a test site for the first twelve months for practice.</li><li>◦ Senior staff will also have access as a Recruitment Requisition Approver. They will be notified via email that a job requisition is available to view and approve online. The requisition will flow through to each approver in the approval hierarchy that was selected by HR staff when the job requisition was created. This is a simple process and some step by step instructions have been distributed.</li><li>◦ Staff applying for internal vacancies will use the online application form. By using keywords, you can also set up email Job Alerts. Internal positions may be accessed through Careers at UniSA.</li></ul> <h4>Stage 2</h4> <p>The rollout date for Stage 2 will be determined by the progress of Stage 1, but is likely to be later in 2008. At this time, other devolved staff will be trained to use e-recruitment e.g.:</p> <ul style="list-style-type: none"><li>• School Executive Officers and line managers who create vacancies</li><li>• Panel members may have access to the relevant vacancy to view and comment on applications online</li></ul>

<p><b>How will users be supported?</b></p>	<p>The HR Services team have undergone extensive training to be your support team and will be available to answer all queries about e-recruitment.</p>
<p><b>Why is e-recruitment necessary?</b></p>	<p><b>Current war for talent</b></p> <p>The current global skills shortage and ageing population has been well documented and organisations will look to technology to play an increasing role in successful recruitment strategies. Online applicant tracking systems aid job posting, candidate screening and timely communication. As the ad response dwindles, the challenge will be to use the online system effectively as a talent pool.</p> <p><b>Increasing reach of the Internet - manage volume</b></p> <p>The use of the Internet yields far greater number of applications for every job vacancy promoted, simply due to the decreased cost, increased reach and ease of application created by the Internet job boards and online forms. It is no surprise then that the Internet has become the source of choice for job seekers.</p> <p><b>Talent warehousing</b></p> <p>Internet connectivity provides an unprecedented capability to build a database of candidates from which to search for future positions. UniSA will use the e-recruitment system as a Talent Relationship Management tool to encourage job seekers back to the site to view new positions as they become available and update their information. This ensures UniSA will search on recent relevant data and that over time the main source of candidates can come from our own database.</p> <p><b>Improves candidate care</b></p> <p>UniSA recognises the value of using its website to source candidates, and this system will assist in the timely management of the applications.</p> <p><b>Creates a central hub for all recruitment</b></p> <p>E-recruitment allows the establishment of one 'easy to access' portal where the job seeker and recruiter can be connected and communicate with each other with the benefit of automation, real time data and reduced advertising spend.</p> <p><b>Streamlined processes - reduce cost and time per hire</b></p> <p>Workflow based e-recruitment solutions provide the ability to significantly streamline HR and recruitment processes through automation of communication and engagement of relevant stakeholders at each step of the recruitment process. This has been proven to significantly reduce time and cost per hire.</p> <p>In addition, given this increasingly litigious society we work in, a complete record of the recruitment process is stored for each candidate providing vital information as to the selection process we undertake and the results.</p> <p>Your local HR professional can electronically package the applications for shortlisting and sending to panels via email.</p>

	<p><b>Advanced Reporting</b></p> <p>With increasing pressure being brought to bear on HR practitioners to find and select high quality candidates faster and deliver measurable benefit to businesses it is imperative to provide high visibility of process efficiency and a lower cost base - particularly in a world where it is increasingly difficult to find those candidates!</p> <p>Advanced reporting includes the ability to measure against key metrics and performance indicators and much more all in real time via the web e.g.</p> <ul style="list-style-type: none"> <li>• Where candidates are coming from (which advertising media)</li> <li>• How many candidates are applying</li> <li>• Candidate data such as location, qualifications, skills</li> <li>• Time to evaluate candidates through selection process</li> <li>• Number of Vacancies by division or portfolio, school or business unit etc</li> <li>• Time to hire</li> <li>• Cost per hire</li> <li>• Resource allocation</li> </ul>
<p><b>How will e-recruitment support UniSA as a leading employer?</b></p>	<p>In the world of e-recruitment, a leading employer has:</p> <ul style="list-style-type: none"> <li>• A careers section to their corporate website</li> <li>• A list of current vacancies published in this section</li> <li>• An on-line application process linked to those vacancies</li> <li>• An integrated database which automates the acknowledgement of the application</li> <li>• An applicant tracking system which seamlessly communicates with a database</li> <li>• A high level of transparency around recruitment process for candidates</li> <li>• An ability to manage talent through a sophisticated talent management system</li> <li>• An ability to extract and report against key recruitment metrics</li> </ul> <p>UniSA is currently creating a new employment brand and an updated careers website to complement the e-recruitment tool.</p>
<p><b>What benefits does the e-recruitment tool provide to UniSA users?</b></p>	<ul style="list-style-type: none"> <li>• Create and Manage job requisitions</li> <li>• Search our own candidate database</li> <li>• Create manual and automatic candidate ranking</li> <li>• Invite candidates to schedule themselves in for interviews</li> <li>• Seamlessly manage candidates through the recruitment process using Status Management</li> <li>• Communicate with applicants or groups of applicants by one click</li> <li>• Automatically create an audit trail for every candidate that passes through the recruitment process</li> <li>• Provide and manage access to our database by third parties such as preferred recruitment consultants</li> <li>• Create fully customised reports for each job or program.</li> </ul>
<p><b>How can an e-recruitment tool improve interaction with candidates?</b></p>	<ul style="list-style-type: none"> <li>• Set-up Job Seeker registrations to allow job seekers to receive unique access to update/edit their application at any time</li> <li>• Ability to attach resumes directly to application forms</li> <li>• Allow Job Seekers to create a job profile where they will be emailed Job Alerts if jobs suit their profile</li> <li>• Automatically post personalised acknowledgement emails to Job Seekers</li> </ul>

**What key objectives will be achieved by using e-recruitment technology?**

- Reduce cost per hire and time to hire
- Create a central hub for recruitment and career information
- Reduce irrelevant applications through automated screening
- Improve candidate care with faster response, feedback and regular communication
- Building a Talent Pool
- Consistent workflows that ensure quality and guide stakeholders through assessment processes online
- Flexible, scalable and configurable systems that are capable of growth

Administrative functions are automated by the e-Recruitment system eliminating manual processing time when receiving, acknowledging and data entering applicants. In addition the system is able to filter and rank applicants, as per the specifications of each position, based on the information captured within the job specific application form. A reduction in the administrative workload indicates that the costs associated with this process will also decrease, whilst the consistency, quality and timeliness of response will increase through automated functions, minimising any error or omissions.

Our HR staff will be able to focus on the more productive elements of the recruitment function such as reviewing and assessing the top applications for each position, qualifying future talent pools and progressing applicants through the process utilising online interviewing, communication and other tools provided. We can accurately measure advertising response and other initiatives to define and standardise best practice, further increasing return on investment. The entire recruitment process is captured through the Applicant Tracking System via an audit trail allowing comprehensive and meaningful reports to be created.