



## Quick Guide to Correspondence

### how does it work?

**TalentTracker® eRecruiter** provides comprehensive **Correspondence Management** to allow your business to automate correspondence at each stage of the recruitment process.

This feature works in conjunction with **Automated Workflow** to automatically trigger correspondence at relevant stages of the recruitment process e.g. invite to interview or regret. A time delay can even be set up for sensitive correspondence such as a regret letter.

A log of all correspondence is held on the applicant record as a historical trail and can be used to view or to re-send correspondence as necessary.

Users can also tie notes or external documents to the applicant record ensuring all relevant information is held in the applicant record.

Choose from letter or email driven correspondence or even a combination of both.

Email correspondence works in conjunction with Microsoft Outlook (or other suitable program) and letter correspondence works in conjunction with Microsoft Word (or other suitable program).

## Streamline your processes and reduce your recruitment costs

### reduce recruitment costs

Trigger correspondence at every stage of your recruitment process for all applicants including sending batch emails to multiple candidates, all personalised with their details.

All correspondence is automatically logged on the applicant record available to view or even re-send 24 7 using any computer in any location. This ensures you can quickly access and share a historical log of all interactions with your applicants in a secure environment.

All correspondence is designed to suit your individual business needs and can be tailored accordingly.

This feature lets your business drastically reduce the time and effort spent on manual paperwork tasks.

# TalentTracker® eRecruiter

Improve the efficiency of  
correspondence with applicants

## a host of flexible features

- Automate correspondence at each stage of the recruitment process
- Send batch emails to multiple candidates (personalised)
- Tailor correspondence and recruitment processes to meet your business needs
- Easily change recruitment processes without technical assistance
- Email or letter driven correspondence, or a combination of both
- Queue/time delay correspondence
- Mail merge support
- Automatic log of historical correspondence held on applicant record
- Ability to view or re-send correspondence
- Attach external documents to an applicant record e.g. interview notes
- Attach notes to an applicant record
- Works in conjunction with Automated Workflow to automate your recruitment processes from start to end

### TalentTracker® Client Result:

“20% reduction in recruitment  
administration time.”

## want to find out more?

If you'd like to discuss **TalentTracker®** in more detail give us a call now on **0870 850 5284** or email us at **enquiries@logicalinnovations.co.uk**. We will be on hand to help your business.



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