



Quick Guide to Vacancy Management

how does it work?

TalentTracker® eRecruiter provides comprehensive **Vacancy Management** functionality to ensure an efficient and accurate process for creating and maintaining vacancies.

The creation or changing of vacancies can be tied down to specific users. This can also be restricted by business unit or department to ensure users can only edit or create vacancies within their remit.

Once vacancies are created user friendly tools allow your recruiters to view a list of all vacancies, search for a particular vacancy and drill down to view all associated applicants for an individual job role.

tailored vacancy templates

We will work with your business to design vacancy templates to suit your business to allow your recruiters to quickly create new job roles. This ensures terminology and descriptions for job roles are used consistently throughout different business units. And once your recruiters start using the system you can continue to easily add additional templates as you go.

Any attribute can be allocated to your vacancies such as start date/end date, contract type, role type and location.

**Post a new vacancy in minutes directly
to your careers website**

post a vacancy in minutes

With the use of vacancy templates your recruiters can create new vacancies in minutes and even switch vacancies on and off to control applicant numbers and manage candidate generation.

All new or amended vacancies are automatically posted to the careers site in real time. We can also incorporate posting to third party job boards if required using a single platform.

Apply on behalf of an applicant

If a candidate is unable to apply online for a particular reason, your recruiters can take them through the same process over the phone in the back office of the system.

TalentTracker® eRecruiter

Switch vacancies on and off to control applicant numbers

a host of flexible features

- Tailored vacancy requisition template
- Drop down lists for rapid data entry
- Vacancy authorisation tool
- Ability to limit users to specific locations
- Ability to limit user permissions for vacancy creation
- Real time job posting to careers website
- Apply for a vacancy on behalf of an applicant
- Multiple criteria vacancy search
- Multiple criteria vacancy sort
- Ability to switch vacancies on and off
- Track and manage associated applicants
- Ability to post to external job boards
- Ability to add/change job roles easily
- Ability to add/change locations easily
- Ability to add/change drop down lists easily

"We are confident that **TalentTracker®** will control our recruitment process from start to appointment whilst allowing us to recruit the right people for ILVA quickly and effectively."

Pam Bradley, HR Director ILVA

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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