oktoCareer

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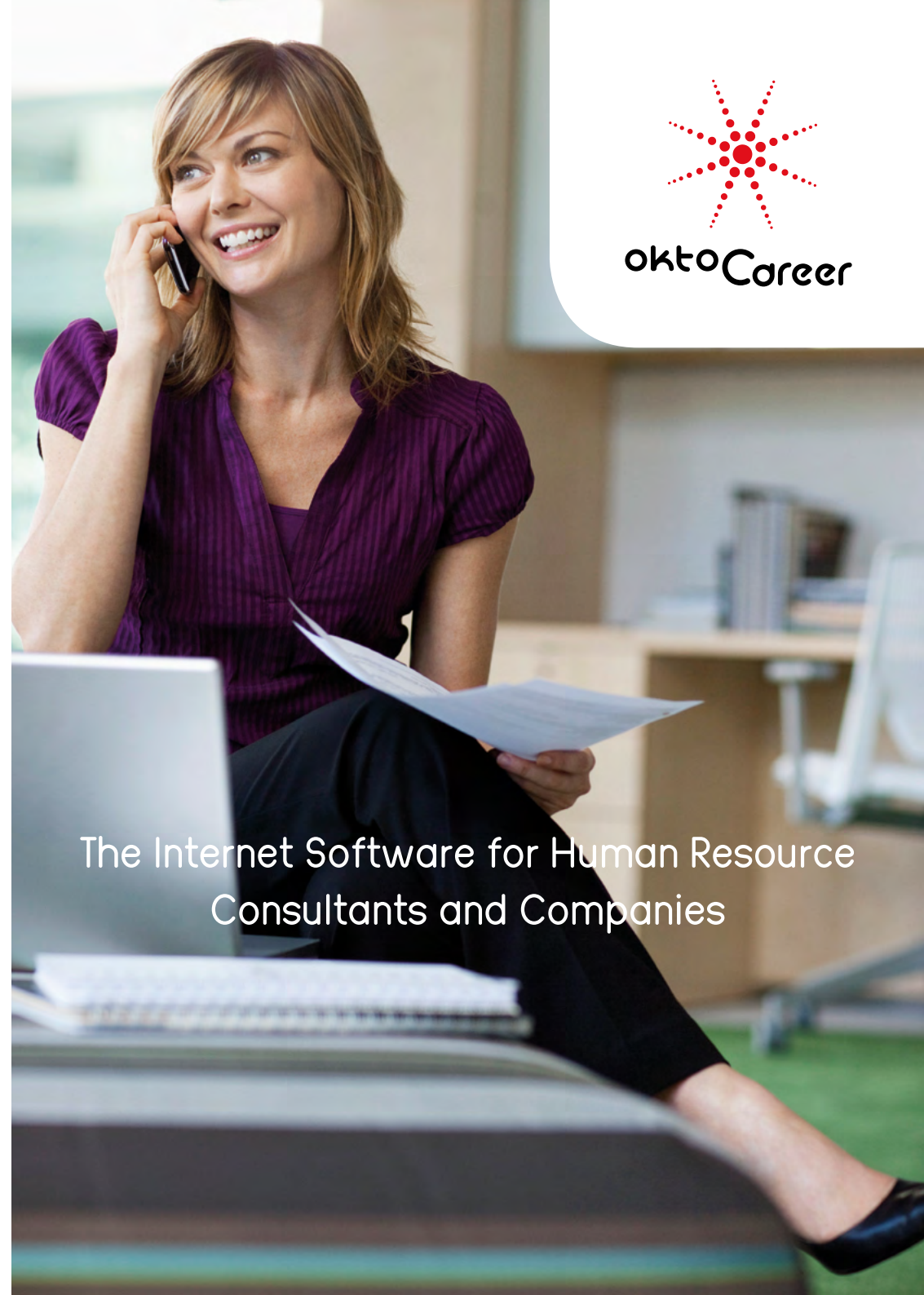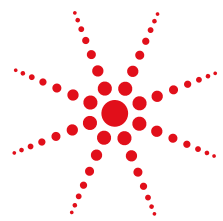www.oktocareer.com

The Internet Software for Human Resource Consultants and Companies

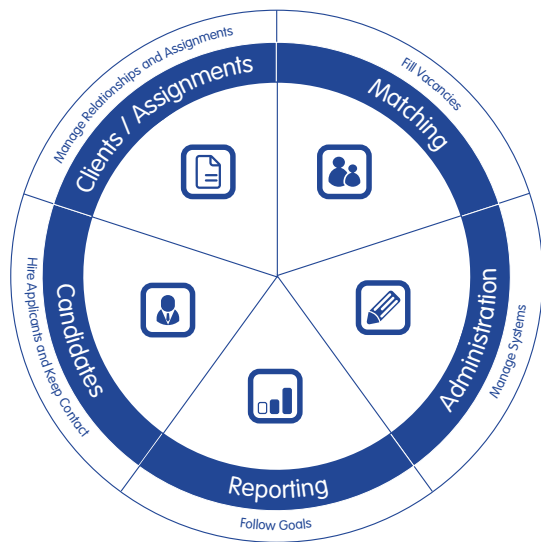# CUTTING EDGE TECHNOLOGY: OKTOCAREER PROVIDES YOUR COMPETITIVE ADVANTAGE

While personnel departments are focusing their core competencies on HR development, coaching and change management, the demand for specialists and generalists of all segments rises in the global labor market.
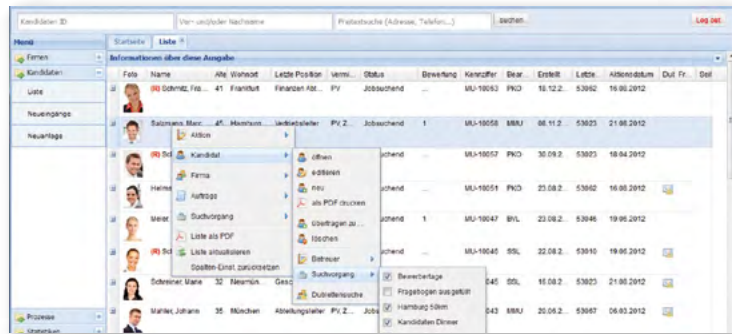
How can you give your clients the best support in the recruitment of specialized and motivated staff? A powerful system like OktoCareer is the base of contact management to clients and candidates.

„With OktoCareer I am in control"

OKTOCAREER FULLY SUPPORTS YOUR PROCESSES FOR RECRUITING AND HR CONSULTING:

CANDIDATE MODULE

To find the right candidates, to evaluate them correctly, to place them with clients and to follow them in their career path is the objective of quality HR consultants. The candidates module supports all activities from the job ad to the placement.

Convinces through features like:

- Online application system
- Connection of candidates and assignments
- Display of data and skills with photo
- Capturing the career path
- Capturing candidates' activities
- Connection of social online networks like XING
- File for CVs, recommendation letters, photos, etc.
- Central talent pool
- E-mail system
- Creation of personalized serial mails
- Follow-up list with Outlook export
- Creation of candidate profiles for clients
- Reserving candidates
- Birthday list
- Candidate online questionnaire

Talent Management

Create a list of potential candidates for current and future vacancies. Secure your talents today for tomorrow's assignments and establish yourself as a long term career coach of your candidates.

Quality in Candidate Approach – and Selection

The interaction with the applicant is done with the system and includes comments, classifications, contact history, follow-ups and documentation. All relevant activities and information are displayed where you need them.

Transparent Information

A high hit rate in the selection of candidates can be realized with differentiated candidate profiles. Next to the simple collection of personal data from online-, e-mail and mail-applications, the candidate profile can be extended with the help of online questionnaires by skills, experience, expectations, etc.
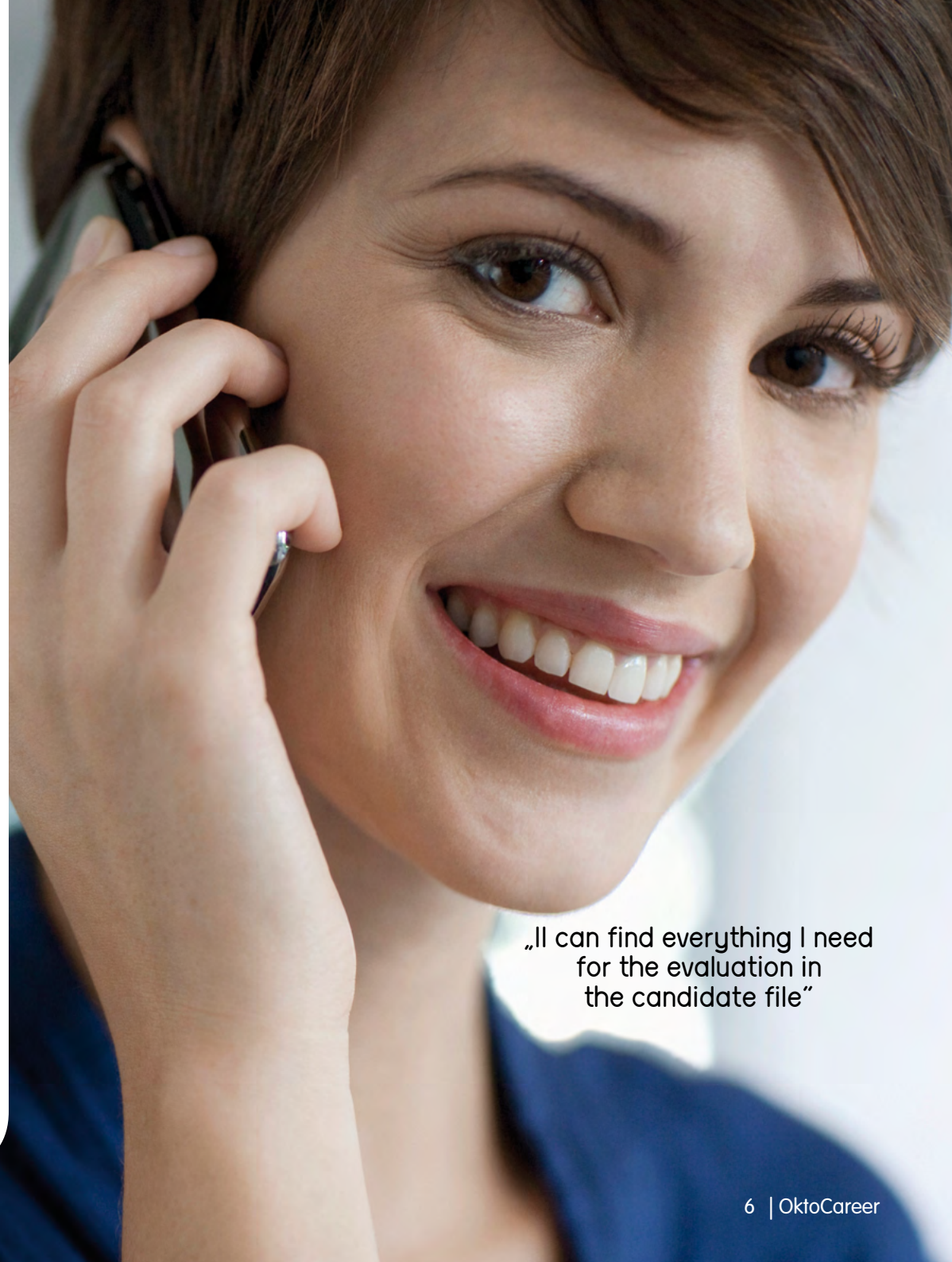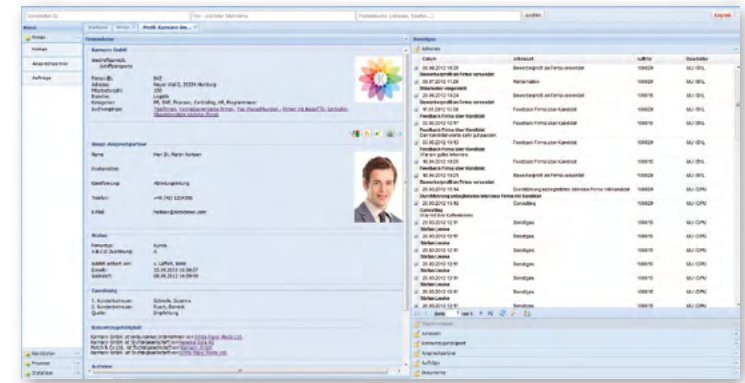
„Il can find everything I need for the evaluation in the candidate file"

CLIENT / ASSIGNMENTS MODULE

With the module "clients / assignments" you can contact clients and business partners and store all related activities. Further, you can enter and track assignments as well as the publication of your job ads on online job markets and on the company website.

Client Specific Processes are Optimized by:

- Capturing of clients / prospects / partners with addresses, contact persons and further company information

- Capturing of assignments

- Filter and search function

- Creation of acquisition lists

- Connection of assignments and candidates

- Capturing of customer activities

- Interfaces to job markets and to the company website

- Storage of contracts

- Sending personalized serial mails

- Follow-up system with Outlook export

- E-mail system

Customers and Assignment Overview

OktoCareer lets you handle several clients at the same time. In a matter of seconds, you get an overview of your clients and assignments. Communication is done by e-mail straight from the application without integration of other programs. With the help of e-mail templates, you are done with a few clicks.

Winning Assignments

Classify your clients by groups and assign priorities. Follow-ups remind you to contact your client. Keep track without efforts.

Keep Everything in Mind

Manage your tasks and communication directly with OktoCareer. Your correspondence is organized with the help of recipients lists, templates and a serial e-mail function.

„With the client file I can always provide competent information"

ONLY A FEW CLICKS TO THE ONLINE JOB AD

1. Step
Editing of the data that is taken from the assignment

2. Step
Selection of the desired template for the online publication and verification in the layout view

3. Step
Selection of the job markets on which the add will be published

Easy Job Ads
Print ads were yesterday. Vacancy profiles are entered, approved by the client and the contents is used for the online job ad. Just select the right template and publish your ad with a few clicks on your homepage and on internet job markets.

The cost of the publication is indicated for each job market. The success of an assignment can easily be tracked with the administration module.

„With OktoCareer I am getting applications with a matter of a click"

"The reporting function gives me an overview of our productivity, even when I'm traveling"

REPORTING MODULE
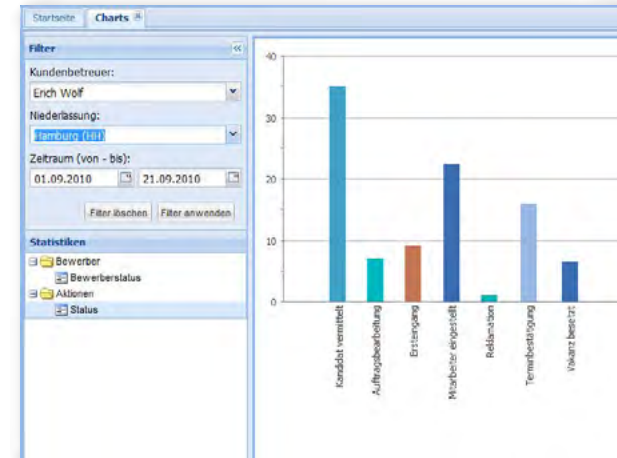
Empowering Knowledge

In the system statistics you find bundled information.

Improve Business

Reporting helps to show inefficiencies but also identifies successful business and thus supports your decisions.

Create Transparency:

- Reports and statistics to identify success and failure (acquisition, assignments, job ads)
- Statistics about active and inactive job ads on different job markets with click-rates
- Identification of activities like interviews and assignment durations
- Validation of the data quality of the pool.
- Reports for offices, consultants and assignments
- Selectable time periods
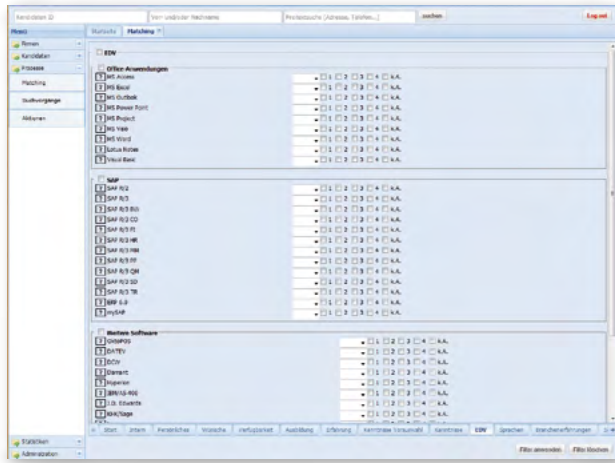
MATCHING MODULE

To identify candidates and their skills quickly and reliably is the idea behind the matching module. Identify from the endless combination of skills the perfect fit for the vacancy within seconds.

Finding the Needle in a Haystack:

- Candidate search in the database by keywords or structured search

- Storing of the search results for further processing

- Grouping and commenting of the search results

- Sending of personalized serial e-mails from the search results

Finding Knowledge in Less Time
The selection process of suitable candidates can take plenty of time. With intelligent keywords, you can find candidate profiles by single criteria and structured search. The storage of matching results allows the later narrowing of results by clustering candidates and further research. Stored result lists can be passed on to colleagues.

Finding more Knowledge
The integration of external social networks and people search engines like XING accelerates the answer to the main question which candidate fits the clients vacancy best.

Enabling Teamwork
If client- and candidate- consultants work in one team, the internal communication is easy as never before. From matching to long lists and short lists, the process is continuously supported and can be traced by all project members across offices.

„The matching module lets me find candidates within seconds"

ADMINISTRATION MODULE

With the administration module, system access is organized for each user. User rights for different modules can be assigned on an individual basis.
Various settings and templates can be managed by authorized users. The administrator can manage the candidate questionnaire, the connected job markets and can delete data.

Security and Efficiency

- Questionnaire administration: Creation and editing of group and single criteria in the questionnaire, administration of help texts
- Administration of user rights and settings
- Logging of user log-ins and transactions
- Limitation to certain locations by IPs
- Administration of internal and external job markets
- Creation and editing of templates for e-mails and for document management
- Control of activities
- Data backup for the administrator

„Since I am using OktoCareer I don't have to worry about data security "

WEBBASED EXPERT SOLUTION

OktoCareer combines modern technology with current trends of business applications.

Software without Installation – Connected and Mobile
OktoCareer is provided without downloads, local installation and local databases. All you need is an internet connection and the browser Mozilla Firefox, Chrome or Safari (Windows or Mac).

Always New with Regular Updates
OktoCareer is always up to date without any actions from your side.

Interaction of OktoCareer and your company job market
Your online job market can be connected seamlessly with OktoCareer.

Easy to Use
The graphic user interface is easy to use like a Windows application.

Saving Time by External Data Capturing
With the online questionnaire, candidates can enter their own skill profiles. You can edit the saved profiles if necessary.

Performance
The system reacts quickly, even with large data volumes.

Integrated Teamwork at

different Locations
Work worldwide mobile with any number of offices and users.

Security and Data Protection by Intelligent Access Control. Configure the access rights individually for maximum security. Limit the locations from which the system can be used by enabling only certain IPs.

Professional Hosting
Your data is stored in a high performance data center which complies with all professional data protection and data security requirements.

Backups
Your data is incrementally stored every day and a copy is saved in a redundant remote data center. As an administrator, you can download your historic data on your computer to have a local backup.

Small Investment and Low Running Cost
No installation of software, no local servers, no local data keeping, no VPNs (virtual private network), included updates.

„Since using OktoCareer we are a real team"

ADDITIOAL SERVICES AND ATTRACTIVE PRICE MODEL

We are at your disposal any time you need help.

Process and System Consulting
Prior to going live, we create a solid base. You inform us about your workflow and business objectives – we are giving advice and help to fix the structures in which you want to use the system.

Configuration and Implementation
The core of the system is the candidate questionnaire that we customize according to your specifications. We only need some information from you in order to provide the system customized to your needs. If you need additional features, please ask us.

Introduction and Training
We are training your administrator and users. Updates Included. New features are provided without additional cost.

Price Model
Transparent monthly license fee and low setup cost facilitate startup.

„The investment paid off"

ADVANTAGES

✔ Suited for small and large HR consultants and recruiters

✔ Suited for personnel departments

✔ Webbased

✔ Usable at multiple locations

✔ Promotion of teamwork

✔ Well designed workflows, developed with industry experts

✔ Always current data

✔ Easy use

✔ Flexible administration

✔ Low investment

✔ Updates included

✔ Scalable without limits

✔ Multi Language

SERVICE

✔ Configuration and implementation

✔ Introduction and training

✔ New features and updates

✔ Secure operation and reliable data protection

✔ Technical support by telephone and e-mail

„OktoCareer is my system"

FUNCTIONS

Client Module / Assignments

- Client and assignment database with addresses, contact persons and document file for contracts, job descriptions, etc.
- Company grouping by type, sector, potential (ABC), acquisition status, etc.
- Assignment grouping by type, office, consultant, assignment status, etc.
- Use of job descriptions for online job ads publication
- Creation of target customer lists by different criteria
- Assignment tracking
- Connection of related companies
- Documentation of contacts and activities
- Task management through follow-ups
- Connection of Google Maps, Xing, etc.
- Sending and receiving e-mails directly with the system
- Serial letters and newsletters
- Storage of documents
- Geographical matching
- Acquisition lists

Candidate Module

- Candidate database with photo, personal data, skill profiles, curriculums, internal comments, classifications, activity record and follow-ups
- Connection to Google Maps, Xing, etc.
- Availability of a candidate questionnaire by a web-link
- Integration of online, e-mail and paper applications
- Connection of candidates and assignments
- Generation of candidate profiles and confidential reports as PDF for the client
- Enclosures for incoming and outgoing e-mails
- Birthday lists
- Storage of documents

Matching Module

- Combined candidate search functions by keywords, status, criteria and groups in the questionnaire
- Full text search in applicants' documents
- Search templates for repeated searches with same criteria
- Storage of search results for follow-up
- Flexible grouping of search results (e.g. "top candidate", "reject") with individual comments
- Merging of search result lists
- Geographical matching

Statistics Module

- Individual reporting and statistics
- Overviews and reports for clients, assignments, candidates
- Performance reporting of connected job markets

Administration Module

- Administration Module
- Definition of internal responsibilities for clients, assignments, candidates
- Questionnaire administration
- Double entry search and merging of double data records
- Logging of all user log-ins
- User rights and entitled iPs for user
- Connection to job markets
- Follow-up administration for e-mails
- Backups
- System configuration