

# MATADOR® ezRecruit®



## Key Features & Functionalities

### SPECIFICATIONS

#### Network Operating System:

Windows Server 2003 Web Edition with SP2 or higher, Server License

#### .NET Framework:

.Net 3.5

#### Applications Framework:

MySQL 5.0.45 or higher; IIS 6.0 or higher; SMTP Service; DNS Service

#### End User Requirements:

Windows 2000 or higher, or Mac OS; IE 6.0 SP2, IE 7.0 or Firefox 2 or 3

## No Frills. Just Functionality.

The MATADOR® ezRecruit® System is a software solution that is designed to automate the entire recruitment process from advertising to short-listing to selection. It allows companies to focus on strategic recruitment initiatives by eliminating paper-based processes and increasing operational efficiency. Recruiters can tap on a growing resume database to identify suitable candidates for job openings, respond to candidates quickly, route resumes and track job applications effectively. Hiring managers can reduce spending on external advertising, have greater visibility over the recruitment workflow, and align recruitment with business objectives. Easy peasy.

**Job Posting Management** – Easily post jobs, track and manage job postings with clearly defined ownership, conduct job posting searches, execute monthly mass email campaigns to advertise job postings

**Candidate Management** – Instantly view the entire candidate database, conduct specific resume searches with the advanced search functionality, track candidate's application history

**Interview Management** – Track all interview activities on the shared calendar, manage interview schedules, generate interview e-invites to applicants using customizable templates, capture interview feedback

**Task / Event Management** – Keep track of new job applications, new candidates and interview activities of the day with dashboard view

**Career Portal Management** – Configure career portal logo, certifications, job sectors and specializations, manage sources and track their effectiveness

**Contact Management** – Easily manage corporate contacts, minimize duplications and inconsistencies

**File Attachments** – Centralize candidate information with the ability to attach resumes and photographs to candidates

**Reporting and Analysis** – Generate out-of-the-box management reports to analyze and monitor key recruitment statistics

**Automated Email Alerts** – Receive notifications of recommended candidates and scheduled interviews

**Web-Based Functionality** – Access the system from anywhere, at anytime, with any standard web browser

## Key Benefits

- Manage and track every step of the recruitment process
- Widen sourcing channels and improve quality and quantity of candidates
- Draw on a vast store of talent in the database to fill positions
- Achieve lower time-to-hire and cost-per-hire with streamlined recruitment process
- Improve service level to candidates and candidate experience for hiring managers
- Strengthen presence in the recruitment market and leverage the company brand
- Reduce external advertising costs

## UNPROCESSED CANDIDATES

You have unprocessed candidates in...

[HR Assistant \[AH-00066\] \(2\)](#)  
[Quality Control Manager, F&B Operations \[AW-00042\] \(1\)](#)

[Click here for more jobs...](#)

## INTERVIEW

### YESTERDAY

No Interviews

### TODAY

Interview Time : 04:00 PM - 05:00 PM  
 Job Title : Cost Control Engineer  
 Candidate : Max Liu  
 Interviewer : Aba Hong  
 Description : Determine Match Between Job And Candidate.

### TOMORROW

No Interviews

## SOURCE

There are 17 candidates registered in the database. The source of these candidates:

JobStreet Singapore Web-Site	- 7
Monster Singapore Web-Site	- 4
The Straits Times Newspaper	- 2
COMPANY WEBSITE	- 2
JobsDB Singapore Web-Site	- 2

Get a quick dashboard view of new job applications, scheduled interviews and candidate sources.

## ABOUT THE MATADOR® BUSINESS SUITE

The MATADOR® Business Suite comprises of the following applications:

- ezAssets© System to manage your IT and facility assets;
- ezHelpDesk© System to manage your helpdesk operations;
- ezHR© System to manage your human resources information;
- ezRecruit© System to manage your recruitment activities.

Built with the end-user in mind, the MATADOR Business Suite is easy to use and cost effective.

The fully web-based applications are configurable to your specific needs. They can be deployed as an out-of-the-box installation or Software as a Service (SaaS).

Leverage corporate brand and improve service level to candidates with a branded Career Portal.

Select All	Candidate	Expected Salary	Applied On	Yrs Exp	Notice Period	Location
<input type="checkbox"/>	Naywin Aye	SGD 2800	22-May-09	13	1 month	Singapore

Easily manage job applications with the ability to categorize candidates per job.