OTMS RECRUITMENT

## Recruitment Management, Fully Transformed

RMS is here to reimagine every single recruitment step you do daily.

- **Build** larger pools of talents locally and globally.

- **Nominate** the right talents through automated measurable matrices.

- **Evaluate** talents, intervisew and test them through automated workflow.

- **Manage** talent acquisition perfectly and through reliable interfaces.

- **Collaborate** with the whole team with real-time sync.

What is RMS?

RMS is an integrated recruitment management and talent acquisition platform that helps recruiters and HR professionals automate every single task to hire the best talents.
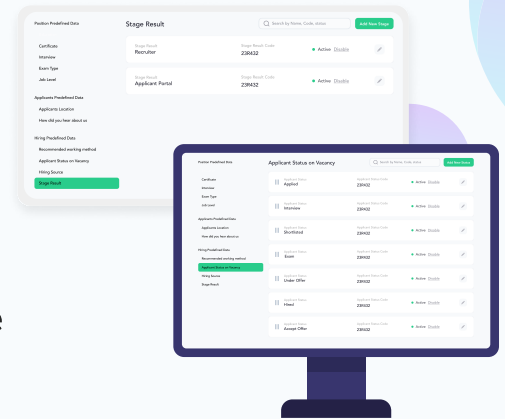
The platform helps in automating recruitment processes, making them faster, more satisfying and cost-effective, while defining access to talent pools and top professionals, all through one unified tool customized to the brand image and specific HR rules.

Through the powerful applicant tracking system, recruiters can capitalize on their published jobs throughout time, build strong applicant databases, control and access them more reliably than ever to harvest the benefit of its own talents pool for optimized process with recurrent applicants and recommendation of applicants to more convenient jobs that utilizes their best potentials.
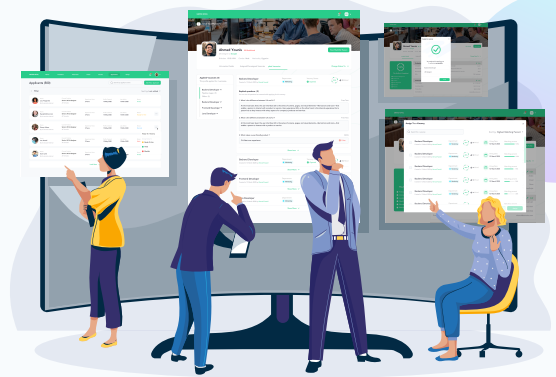
A Full-Fledged Applicant Tracking System (ATS)

At the core, RMS is an integrated applicant tracking system that automates applicant's interactions and data handling until their applications are optimized, filtered and delivered to your recruitment specialists.

This means no more long hours of filtering, repetitive work or useless data. The applicant tracking system takes your talent acquisition processes to a whole new level of efficiency, reliability and speed.
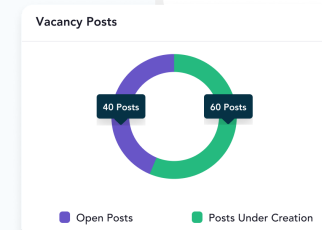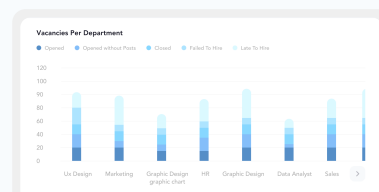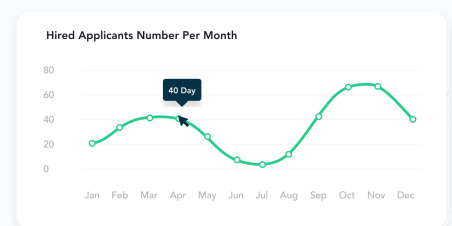
All-Round Benefits

Faster, more efficient operations

Every recruitment process, from talent search, job posting, candidate filtering, interviewing, testing, analyzing and selection becomes more seamless and faster than ever.

Enhanced reporting

RMS gives you access to advanced report and real time insights, helping you make decisions that can reduce costs, save time and make the recruitment process more consistent.

Larger talent pools and outreach

RMS will boost your outreach to talents locally and from around the globe, thanks to the ability to import and scrape data from job search and social media platforms.

Better and smarter talent management

RMS lets you manage talents much better than manually, with the ability to assign scores, labels, skills or and whitelisting.

Streamlined accelerated onboarding

Save time wasted on the onboarding process with automatic employee profile creation, prerequisite collection and improving onboarding workflow and experience.

Optimize recruitment expenses

With such a conclusive platform, you won't have to hire much more recruiters in your team nor outsource. Your team will be able to optimize their efforts based on automated processes while becoming more productive.

Synchronized recruitment team

Roles are tailored per organization specifics with procedures assigned to each role. Ability of a team to collaborate on the same system while getting notifications with updates and points of interactions.

Impressive applicant experience

Applicants can enjoy a seamless experience with your business, making an excellent first impression, that helps in attracting experts and reflects better recruiter positioning.

Boosted transparency

Your whole HR department becomes more transparent and easily monitored by executives and managers involved in organization development and internal stakeholders continuously asking for recruits.

Digital transformation embracement

RMS lets your business embrace digital transformation, and helps your business export all data to use it to scale your digital solutions to other departments.
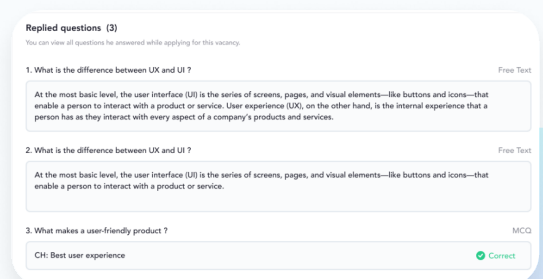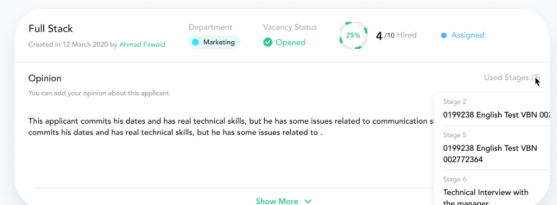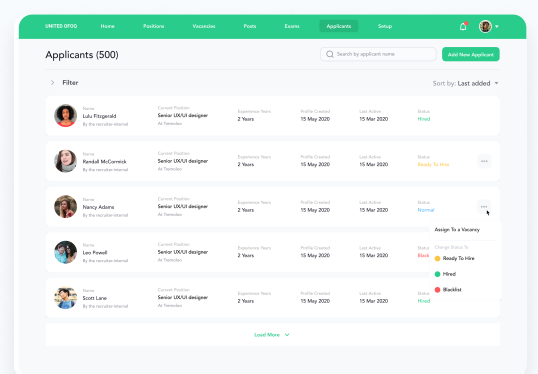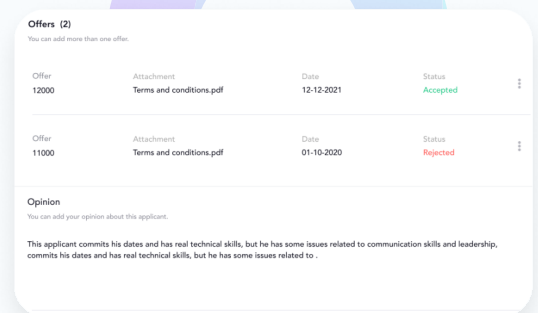
OTMS Recruitment Step By Step

1. Identifying Hiring Needs

Hiring the right talent that fits your company culture can be very challenging. Constant changes in the workforce market add complexity to talent acquisition and onboarding new qualified employees to your team. RMS provides you with a hassle-free recruitment experience.
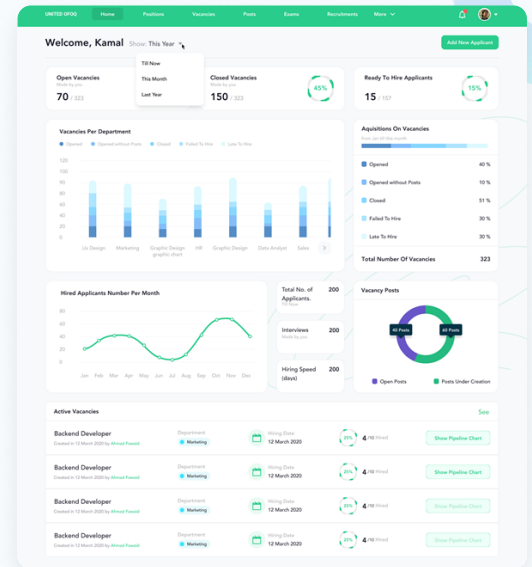
2. Preparing Position Details

To find the right candidate, a job post must be crafted precisely and include:

- The knowledge, skills and experience needed
- The duties and responsibilities of the job
- A comprehensive job description
- Comapny's values.
- Compensation and perks

This will facilitate **filtering** your potential employees and provide candidates with a **checklist** to compare themselves to before applying.

4. Talent Search

Motivating the right candidate to apply is the most critical aspect of the recruitment process. Job posts could be announced, be advertised internally and externally on popular social networking platforms and popular job boards.

5. Screening Process

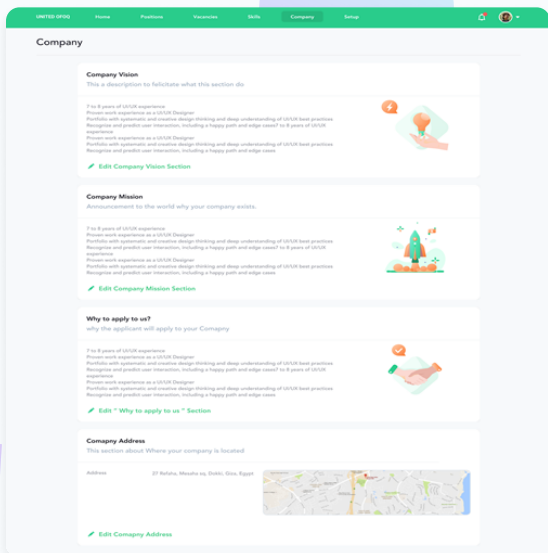**Screening** and **shortlisting** applicants efficiently and accurately are some of the challenging aspects of the recruitment process.

Pre-selection through **automated online assessments** makes the process of talent acquisition easier and **facilitates the filtration of applicants**.
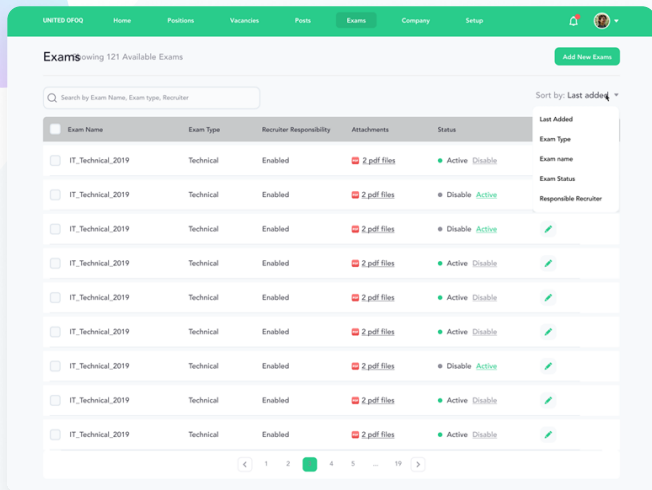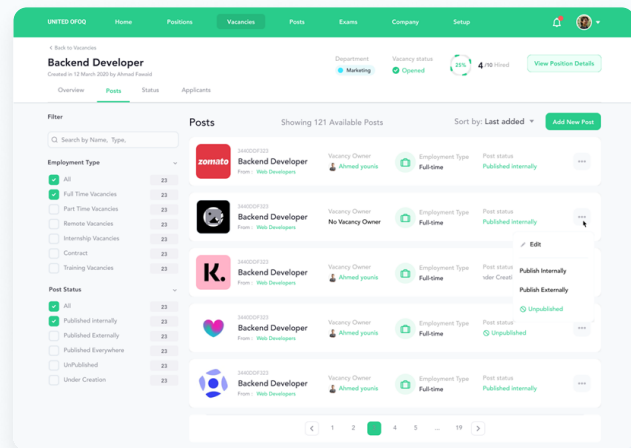
6. Shortlisting and Filtration

Filtration of the candidates through the **recruitment funnel** to proceed with the interview process can be very time-consuming to ensure the right candidates are selected. Automating this step helps to streamline the recruitment process.
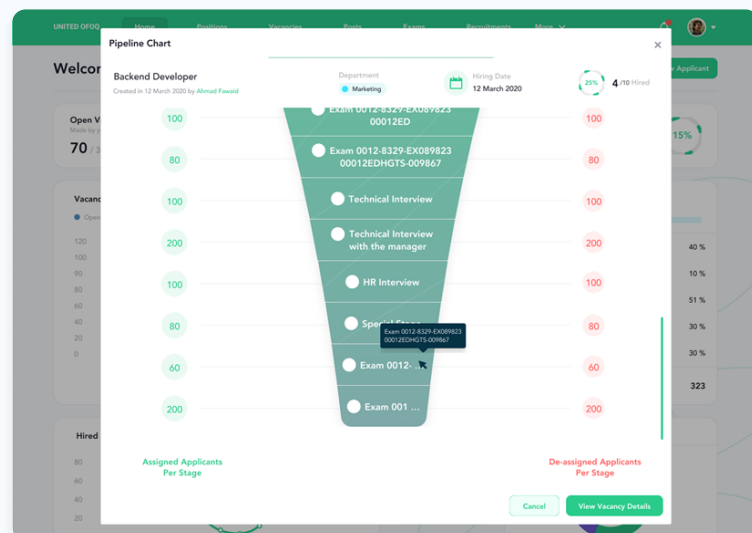
7. Interviewing

The **shortlisted candidates** will now move through the interview process; several interviews may be **scheduled** for every candidate.

Automation plays a massive role in **scheduling, notifying** and **reminding all parties** (recruiters, managers and applicants) and ensuring a smooth talent acquisition process.
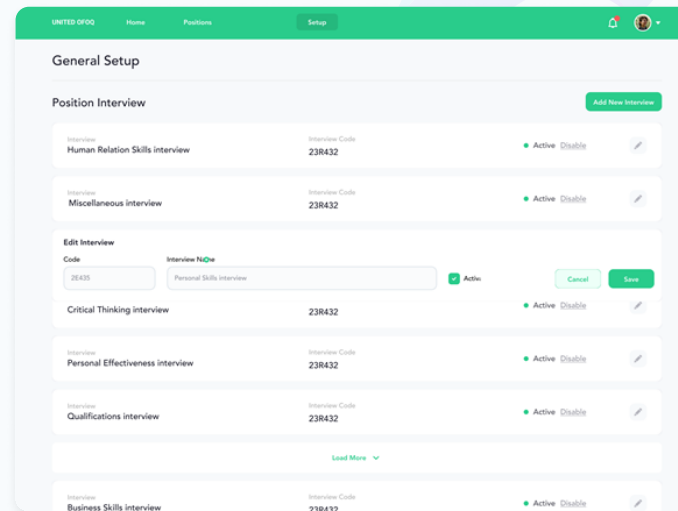
8. Why Automation?

Fast growing companies requires multiple hires to keep up with the demands of the business. Automation is the key for **hiring for multiple positions** with their unique needs and requirements at the same time.

Save your time and effort and start seeing accurate results and impact with **automating your recruitment, identifying hiring needs**, and **issuing offer letters**. Ensure you always have a bird's eye view of the whole process.
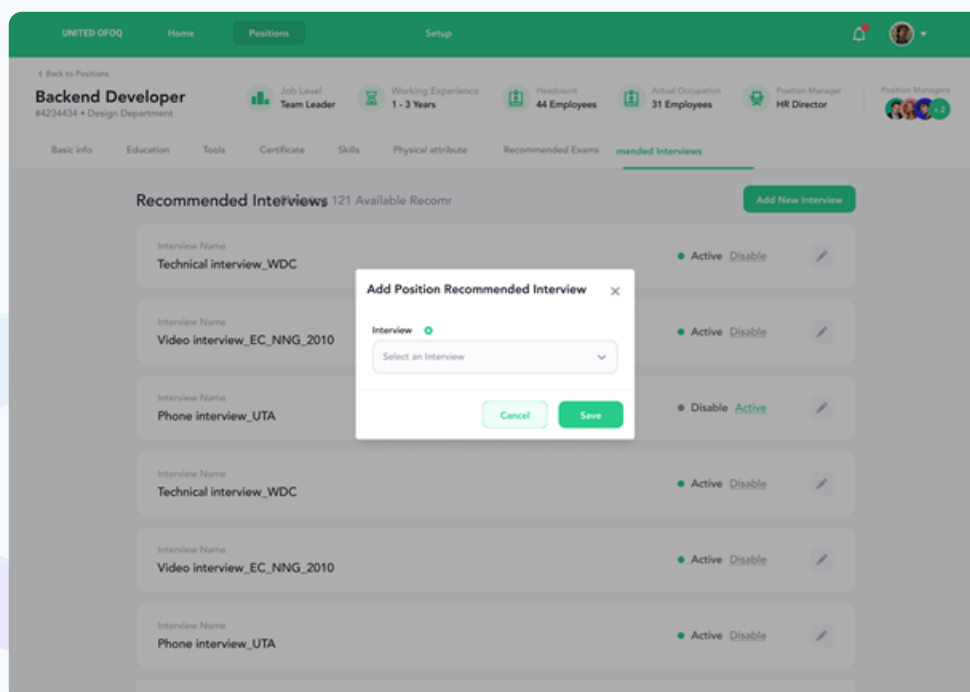
9. Impeccable Applicant Experience

Creating an **exceptional applicant experience** is a key factor in talent acquisition. Having an accessible career page and easy, simple application instruction have a positive impact on candidates.
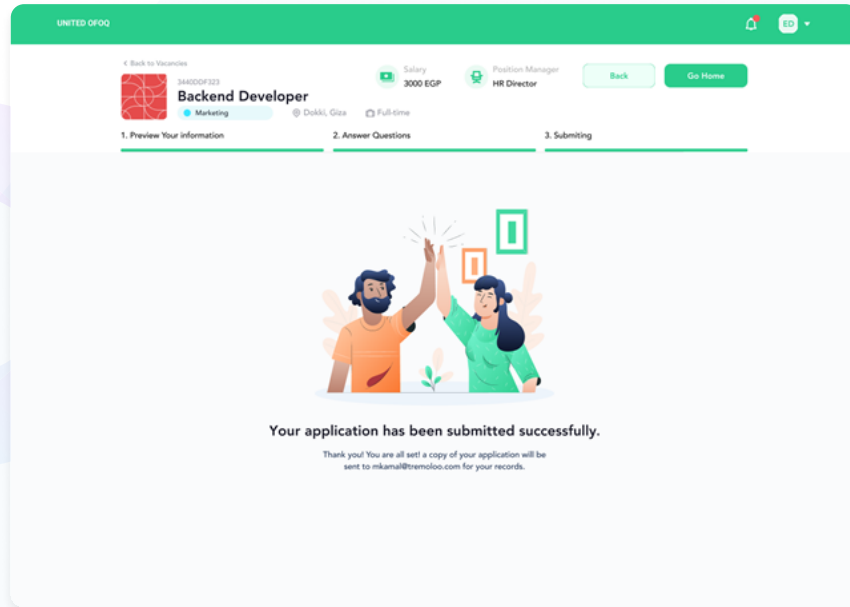
10. Better OD Experience

Having a customizable Organization System helps the team provide a tailored applicant journey for every position. The OD team will be able to plan the business's hiring requirements precisely and add detailed information to ensure accurate matchmaking.
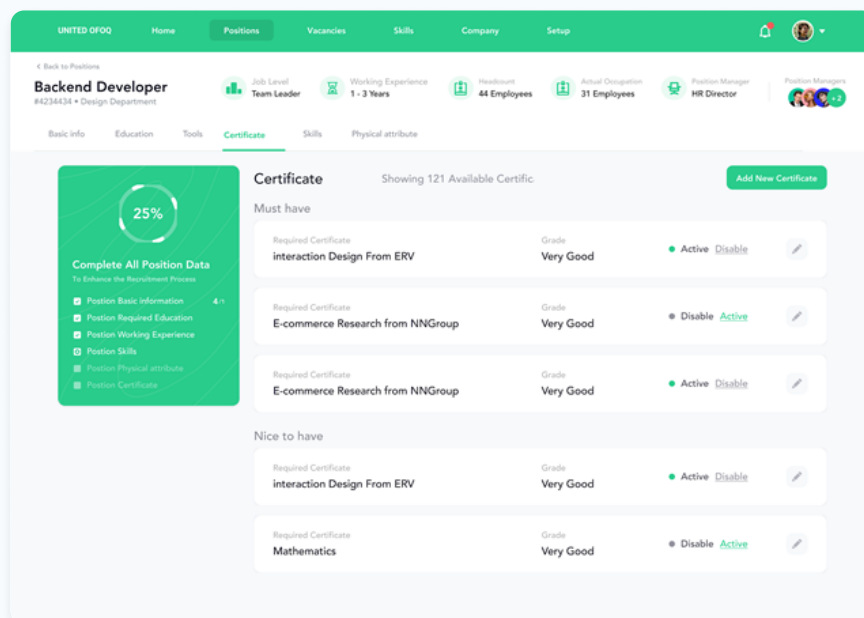
A Detailed Look On OTMS Recruitment Features

Dashboard and Monitoring

Unified dashboard to visualize status

RMS gives recruiters one easy-to-use applicant tracking system (ATS) dashboard with all of the needed insights to monitor the recruitment and talent acquisition processes for most effective process management.
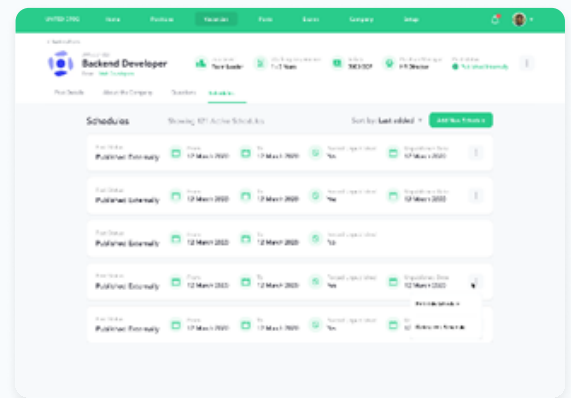
Applicant monitoring and control

RMS enables recruiters to track and control the status of any applicant to any job. You can instantly view shortlisted candidates' statuses (accepted, rejected...etc), change it directly or even detach the applicant from the job.

Organization/Company Applicants Pool

Updates the database with your applicants with their history with our recruitment, previous applications...etc. You can filter, score, recommend or blacklist any candidate on the database for future reference and future jobs.

Top management insights

Advanced statistical reports and insights to recruitment cycle and efficiency aspects for organization development team, directors and top management.

Advanced Search

Powerful search filters

With **RMS** powerful applicant tracking system (ATS), recruiters can search and filter candidates based on your selected criteria including experience details, education, skills, years of experience and more.

Applicant history filters

Search and filter criteria extend further to applicant history as interview scores, recorded recommendations and even custom questions asked in interviews.

This means, the finest details like owning a driving license or not, can be used to filter any group of candidates for any job at any instance.

Detailed applicant search

Find your matching candidates from your applicant's pool by searching with the finest details as car license type, previous industry, specific companies experience and more
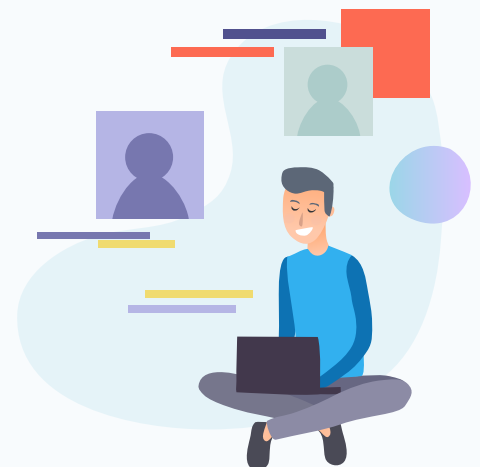
Smarter data management

The platform manages data smartly, letting you avoid problems like duplicate data, and helping you avoid losing any stored information.

Boolean search

Take search to an even more advanced level with search operators like AND, OR and NOT to reach more specific results and filters.

Smart Scoring and Assessment

Automated matching

The platform is capable of matching candidates and recorded applicants to vacancies automatically, giving your HR department new opportunities with every job post.

Smarter scoring

RMS's matching engine automatically creates initial scores for candidates based on their skills and the job requirements, cutting down much time wasted in repetitive processes.

Test creation tool

Create tests internally including MCQs and free text questions with predefined answers for automated marking and results. Tests can have passwords and expiring URLs.

Streamlined Recruitment

Adding job documentation

Using the feature that allows recruiters to add full documentation for each position, workflows can become more standardized, even for new recruiters, making transitions much easier and workflows more flexible than ever.
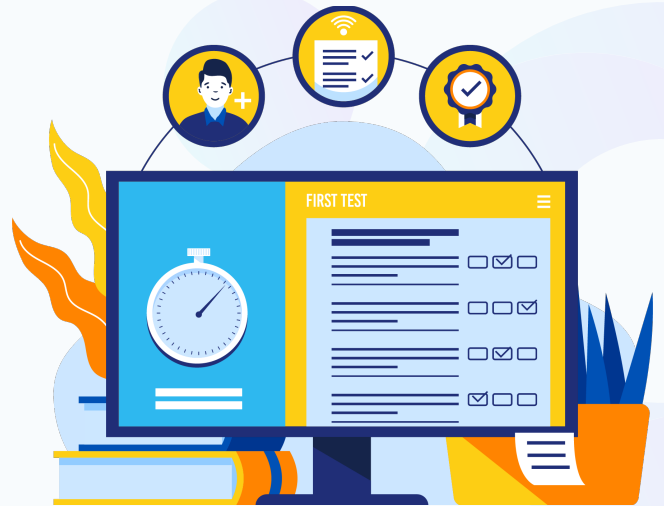
Screening question templates

With screening question templates, recruitment processes are more efficient and standardized. Recruiters will never use their question resources and your recruitment will be fairer than ever.

Attachment capabilities

RMS lets recruiters attach test results with their answers to the system, making them accessible later with no lost files or hassle to retrieve test scores.

Internal video interview

Interview candidates directly within the platform with Zoom or Microsoft Teams working with full features and with automatic meeting recording.

Instant sharing

Share posting more efficiently on various platforms with one click. Platforms include Facebook, LinkedIn and even job platforms like Indeed.

AI face and video analysis

AI recognizes applicant faces automatically and delivers behaviour and psychology analysis based on their saved videos.

Data Collection

Multi-source profile collection

The platform allows recruiters to automate the collection of profiles from platforms including LinkedIn and Wuzzuf, giving them enhanced talent acquisition capabilities and richer talent diversity. This is enhanced even better by updating data automatically.

Bulk resume import

Boost your CV repository with CV inventory from different resources of your business. Upload resumes in bulk numbers without limitations at once, with applicant profile creation automation just with the CV upload.

LinkedIn import

Import top talents from LinkedIn and analyse their data inside the platform.

Automated Scheduling

Full-fledged scheduling features

Recruiters can schedule interviews or tests without leaving the platform and in a few seconds, with confirmations and reminders being sent to the applicant email automatically.

Calendar integration

Sync Gmail or Outlook/Office 365 calendar in real time and manage tasks and interviews more easily and efficiently.

Automated scheduling information

RMS lets recruiters automate information sharing related to interviews, including location, address and contact details that are automatically shared with the applicant.

On-boarding Automation

Automated offer and onboarding workflow

RMS automated the job offer and onboarding workflow, by offering pre-made offer templates with just applicant-specific data to be changed, and automating the applicant offer approval process.

Upon accepting the offer, the applicant data is converted to employee data, leaving only additional information needed to get the employee onboarded successfully.

Inclusive Integrations

Full integration with multiple platforms

RMS integrates with various HR personnel and payroll management systems including Oracle and SAP solutions, to keep your business system interconnected, using our standard APIs.

Ready integrations with United Ofoq software

RMS comes with one-click integration with United Ofoq's HR software and other HR personnel and payroll management platforms.

Applicant Experience

Fast and convenient for applicants

Applicants have outstanding features and full clarity, facilitating their experience with the platform, including the ability to browse vacancies without signing up (you lose less applicants).

Applicants can easily sign up and sign in very easily using email, Facebook, Gmail or LinkedIn. Applicant CVs can also be filled automatically whether fully or partially by just uploading their CVs, with the ability to edit the profile freely later. The introductory video on the applicant's profile lets them share their stories freely and effectively.

# Employee experience

Employee-specific features

Employees inside your business have distinct job application features with RMS that keep them more engaged, including the ability to check vacancies by their company, receive notifications for relevant jobs and apply easily.

Take A Tour In OTMS Recruitment

• Applicants

✔ Applicants will be able to fill out their information and add their experience seamlessly.

✔ They will be asked to upload a CV, Resume or even a portfolio if the position requires one.

✔ They will answer all the pre-qualifying questions You have already been added to test your knowledge.
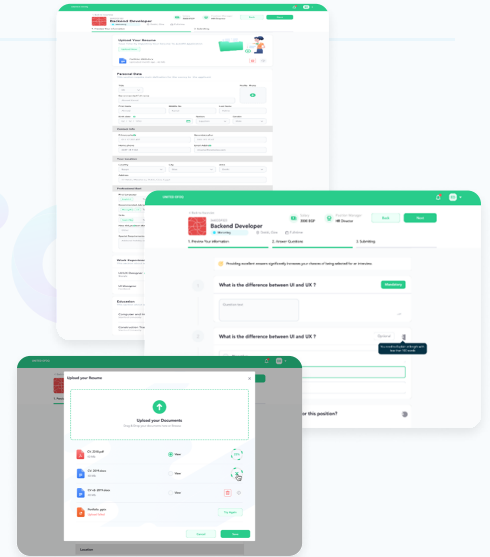
• Recruiter

✔ Review and track all your interviews in a single dashboard

✔ Keep track, review and update your posts' status easily.

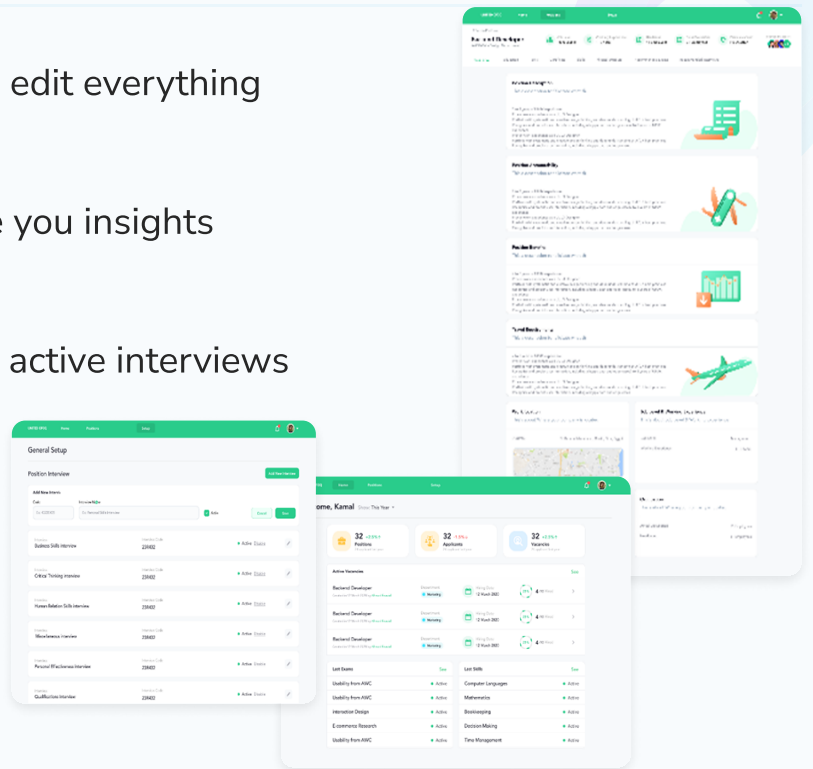✔ Schedule your posts all at once, and they will be published automatically on time.
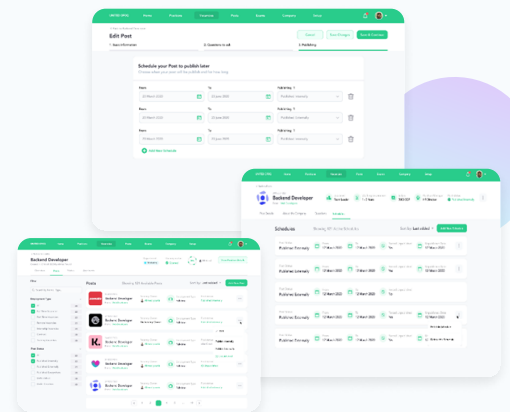
• OD

✔ The OD team will be able to add all your company's data in one step.

✔ They will be able to review and edit all the position details through a single dashboard.
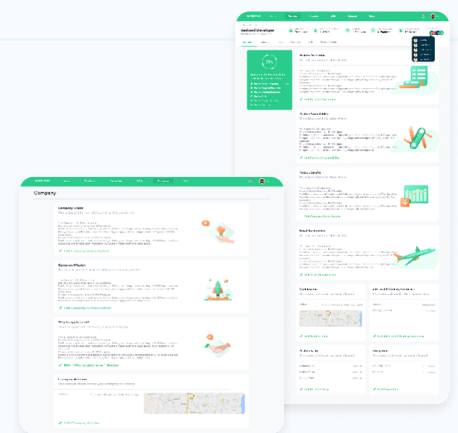
Manager

✔️ Hiring Managers will be able to edit everything easily on a single page.

✔️ One dynamic dashboard to give you insights about everything in one shot.

✔️ They can check the status of all active interviews with just one click.

Reimagine Every Single Recruitment Step You Do Daily.