

Quick-Recruit



Resource Assistant

The Internet software solution for all your recruitment needs

The Resource Assistant is your essential 'Front-office' system within Quick-Recruit, the on-line Recruitment Enterprise Management Suite.

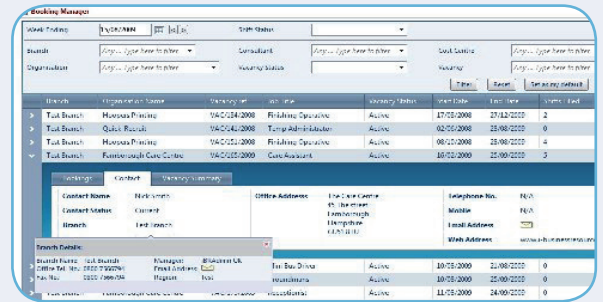
Easy to use and configurable for your Agency requirements, the Resource Assistant is a comprehensive Front-office system. Dealing with multi-sector recruitment requirements, as well as specific features for specialist markets such as Education and Care (and more), the Resource Assistant is flexible enough to deal with all of your business requirements. You can use the Resource Assistant standalone, or together with other Quick-Recruit modules, to provide a truly flexible, integrated, recruitment management solution.

In addition, i-BR host, manage and support your system on a Software as a Service (SaaS) basis. All you need is an Internet connection to access your business data wherever you or your Consultants are - we take care of everything else to run and maintain your recruitment software.

The Resource Assistant gives you the features you would expect from a technically advanced system; saving time, reducing your administration burden, and helping to increase sales. Quick-Recruit also provides comprehensive real-time reports, ideal for any Manager who wants to know what's really happening in their business, as it happens.

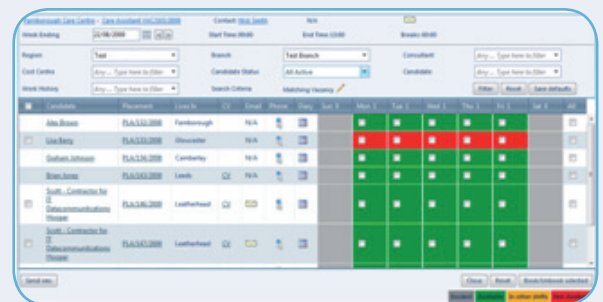
Resource Assistant key features:

- ✓ Fully hosted Internet based software
- ✓ Sales Prospecting, CRM, and Client management
- ✓ Candidate management - including management of CRB's, Work-permits, references, and other candidate requirements.
- ✓ Perm Recruitment Management
- ✓ Long-term temp/contract Vacancy management
- ✓ Day-to-day Booking Management console for fast-moving bookings
- ✓ Rates Management with automated rate change functions
- ✓ Integrated SMS Text messaging
- ✓ Mail-Merge Document Template management
- ✓ Integrated with an Agency Job-Board for your website
- ✓ Integrated Timesheet management, Payroll and Invoicing modules
- ✓ Personal reminders, diary tasks & activity recording



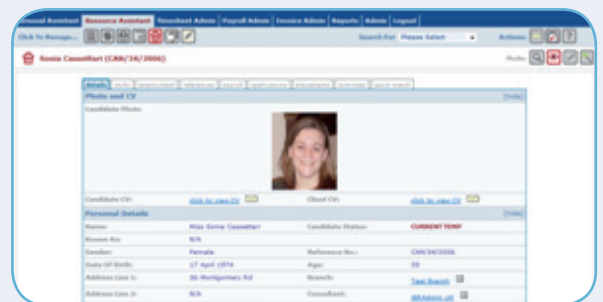
Internet Technology

The Resource Assistant is the Front-office module included with Quick-Recruit, the Recruitment Enterprise Management system built for the Internet. Developed with Microsoft.Net and AJAX / ASP.Net, Quick-Recruit utilises the most advanced Internet technologies available. All designed to help you adopt a Cloud Computing strategy to simplify your IT, reduce your running costs and future-proof your IT investment.



Integrated recruitment Solution

The Resource Assistant can be used stand-alone or in conjunction with other Quick-Recruit back-office modules. Full integration is also available with your company website, the result is a complete e-recruitment solution that will save you valuable time and money, and help improve your business.



Contact us today

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Resource Assistant Overview

The Quick-Recruit Front-Office module for all your recruitment needs

Features	Description
Process integration	Integrate your business processes between your Front Office, Back Office and your website
Centralised information	View and manage all your business information and history irrespective of where you or your staff are based. Extensive on-line analysis and reporting as standard.
Workflow & business rules	Keep up-to-date with important information and activities through automated work-flow. Improve process controls with built in business rules and warning messages
Business Configuration	Full configuration to you business lines, Region/Branch/Cost Centre structures. In addition, with multi-Company configuration this allows you to run more than one Agency in a company group using the same software.
Activities management	Schedule and keep track of all planned or completed activities including interviews, phone-calls, letters and emails. Includes automated reminders for key events.
Document Production	Create and Manage standard letter/email templates and send your correspondence through mail-merge functions saving time and money and enabling you to keep a permanent on-line record of all correspondence sent.
Back-Office savings	Seamless integration to all other modules from Timesheet to Invoice and Payroll modules for automated production of Payroll and Invoices - Saving up to 60% (or more) on your back-office administration.

Client Management

Manage leads & targets	Record all your sales/prospecting activities; track and manage leads and target key clients through to successful sales.
Vacancy management	Manage all Vacancy requirements from Perm, Long-Term Temp/Contract, to Day-to-Day Bookings. Quick, detailed searching and matching facilities are available including a Management Console for management of Day-to-day Bookings for fast moving shift scheduling.
Frequent filler templates	Removes the need for repetitive typing of duplicate requirements.
Advert management	Turn vacancy data into on-line or off-line advertisements and automatically advertise your jobs on your own website using the "i-Account" website module.
Rates Management	Hold details of terms and rates on-line. Automatically ensure placements are valid and provide analysis of terms agreed with different clients in different sectors by different staff. Includes automated rate change functions for Temp/Contract assignments.
Placement management	Negotiate from strength with extensive management information at your fingertips and record successful placements without re-keying data

Candidate Management

Candidate Web Access	Allows Candidates to register with you via your website and search for jobs. Other features include email alerts to Consultant & Candidate; online applications; storage for CV's, and online candidate accounts.
Registration & monitoring	Manage Candidate Registration process flows and ensure all required information is recorded. Full monitoring is available for CRB, Work-Permit and other requirements including reference checking.
Matching & Scheduling	Quick-Match will find you all suitable vacancies that match your candidate's requirements the moment Candidates are registered. Maintain Temp Availability with our unique 'Availability Manager' and instantly schedule into Bookings with the 'Booking Manager' for fast-moving Bookings management.
Applicant tracking	Track the source and status of applications from initial review, throughout the recruitment process to offer and successful placement / booking
CV Extraction	Intelligent CV Extraction service for creating Candidate records directly from CV's without typing data.
Integrated SMS Text Messaging	Send text messages to Candidates confirming interviews, and new job opportunities etc and automatically record histories of texts sent.