

Recruiting & Hiring

Eliminate Talent Assessment and Sourcing Bottlenecks

SumTotal Recruiting & Hiring streamlines the entire hiring lifecycle from talent needs assessment, requisition creation, and sourcing to candidate selection and onboarding.

Only 16%

of companies view their recruiting & hiring process as highly automated, efficient & flexible

*Source: SumTotal, State of Global People Management survey, 2010

Recruiters and hiring managers face numerous challenges, including high volumes of candidates and resumes, an inefficient and time consuming hiring process, paper-based or manual requisitions and candidate assessments, and no overall global view of organizational hiring. The result is often slow time-to-hire and poor quality-of-hire, lack of visibility into the overall talent pipeline, and arduous regulatory compliance reporting.

SumTotal Recruiting & Hiring seamlessly connects all of the key processes within the hiring process:

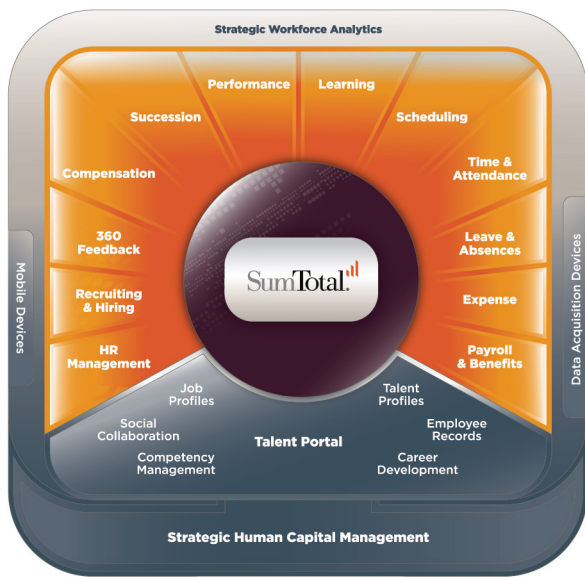
- 1. Talent Needs Assessment:** Assessing the talent requirements and managing job requisitions.
- 2. Sourcing Management:** Recruiting for an open position (both internally and externally).
- 3. Candidate Evaluation:** Evaluating candidates' skills and competencies and managing the interview process.
- 4. Offer & Onboarding Management:** Managing job offers and transitioning candidates to employment.

Within **SumTotal Recruiting & Hiring**, workflows and forms are fully configurable, enabling customers to model their own processes without having to resort to programming. Core capabilities include:

- Configurable requisition management capabilities that enable managers to easily create job requisitions based on job template, an existing position or requisition, or a completely new role.
- Candidate management that provides managers and recruiters with in-depth visibility into candidate applications, including resumes, skills, competencies, forms used, status changes, offers, interviews, and history.

Key Benefits

- Enable the entire hiring process, including workforce planning, talent needs assessments, recruiting and sourcing management, candidate evaluation, offer and onboarding management, and reporting/analysis
- Standardize hiring practices company-wide with detailed job templates, requisition approval workflows, and interview questions based on required competencies
- Reduce administrative costs through automated notification of position availability and candidate self-registration, resume creation, parsing, and assessment
- Improve decision making with predefined reports and analytics, including Affirmative Action & EEO reporting; activity, recruiter, and sourcing statistics; and requisition cost analysis
- Increase candidate quality with pre-screening questionnaires, knockin/knockout questions, online candidate assessments, reference tracking, and candidate rankings and gap analysis
- Create an unlimited number of uniquely branded internal- and external-focused career sites to attract a wide variety of candidates
- Interface seamlessly to third-party job boards through automated job distribution tools that populate new positions to multiple online job boards simultaneously
- Facilitate scheduling candidate meetings with hiring managers directly within popular tools such as Microsoft Outlook, wherein all updates and changes to meetings are applied to all parties automatically



- An external career site that enables recruiters to quickly produce one or more outside-the-firewall career sites for external candidates.
- Complete interview management, including seamless Microsoft Outlook integration to facilitate interview scheduling.
- A resume parsing capability that automatically populates a candidate's talent profile from resumes.

SumTotal also partners with, integrates to, and embeds several technologies to add value to the overall solution. Key partners include:

- **Accurate Background:** Background/credit checking
- **Datafrenzy:** Hiring job distribution to external job boards
- **Jobfox:** Universal resume/CV
- **Microsoft:** Outlook integration for interview scheduling
- **PayScale:** Compensation market salary data
- **Sovren Group:** Resume/CV parsing

Cross-Functional Benefits

Career Development: Competency-based career plans can be created for new hires based on the results of pre-hire assessments

Compensation Management: New hire compensation can be aligned to company pay policies and market salary data

HR Management (HRMS): New hire information, including resume/CV data, can be automatically populated into the employee system-of-record and talent profile

Learning Management: Courses for new hires, including compliance-related courses, can be automatically assigned to new hires

Performance Management: New hire goals can be created and aligned to organizational goals

Social Collaboration: On-boarding can be facilitated through network creation (e.g., introductions) and communities-of-interest; Job requisitions can be posted to external social networks

“With SumTotal talent platform, we now have a sophisticated hiring management model that streamlines our entire hiring process. Our employees will be better equipped to plan their career goals, thereby increasing employee satisfaction, and improving employee growth and retention.”

Dr. Urin Ferndale, HR Director, Edcon

About SumTotal // SumTotal Systems, Inc. is the global leader of strategic Human Capital Management (HCM) solutions that provide organizations with a new level of visibility to help make more informed business decisions and accelerate growth. Recognized by industry analysts as the most complete solution, SumTotal provides full employee lifecycle management, including a core system of record, from a single provider for improved business intelligence. The company offers customers of all sizes and industries the most flexibility and choice with multiple purchase, configuration, and deployment options. We have increased the performance of the world's largest organizations including Sony Electronics (NYSE: SNE), AstraZeneca (NYSE: AZN [ADR]; London: AZN), Amway (KUL:AMWAY), Seagate (NYSE: STX), Dell (NASDAQ:DELL), and Google (NASDAQ:GOOG).

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