

## Civica Recruit

### Automate vacancy management and improve applicant experience

An online portal to advertise jobs and manage applications that complements People Hub.

Civica People Hub streamlines the whole employee journey. It takes you from leaver, to vacancy, to application, selection and on-boarding. Civica Recruit builds on these core features by enhancing the way data and processes are managed when advertising vacancies.

#### Attract the talent you need

To support acquisition it is fully customisable to reflect your branding and culture. Use our easy content editor to describe what makes you special, add images and link to supporting content.

#### Get to know your applicants

Create unlimited application forms to capture the exact information you need, including mandatory and killer questions. To speed things up you can group jobs and create generic forms for roles you recruit for regularly.

#### Monitor campaign performance

Our dashboard keeps busy recruiters on track. It provides KPI insight, alerts for new applications and automated deadline tracking.

#### Deliver a great applicant experience

The portal makes it easy for prospective employees to find vacancies and apply. They can create detailed profiles including contact details, qualifications, training, experience and education. Applications are auto-populated - they only need to answer any additional questions.

#### Joined-up vacancy management

Civica Recruit uses post information already held in Civica People Hub to create vacancies. You can edit this to really draw candidates in. The system automatically removes any vacancies that are past their closing dates. But information is saved should that post ever need filling again.



[Watch our  
HR & Payroll film](#)

#### Why choose Civica Recruit?

- Maximise benefit from your investment in Civica People Hub
- Branded recruitment portal
- Streamline vacancy publishing
- Improve applicant experience
- Attract more applications
- Stay compliant with auto-deletion of personal data
- Mobile optimised.

Start the  
conversation  
now }

