

# Recruitment

## Easier access to human resources

Full recruitment process from requisition through the selection of candidates to enable the employee in the company structure. One place to manage all information about the candidates and recruitment projects in the company.

## Elevato Software system accelerates and streamlines implementation of recruitment projects at Carpenter Consulting

*„Elevato Software is a perfect tool that has helped us shorten the time spent on administration of the recruitment processes. Our projects are run more efficiently, and the consultants have more time for the substantive tasks related to the process preparation and analysis and selection of applications.”*

**Monika Ciesielska**

President of Carpenter Consulting Sp. z o.o. (Ltd.)



Carpenter Consulting is an expert company in the area of assessing the competences of senior and middle management and expert staff. The services offered include recruitment of senior and middle management and employees for specialist positions based on direct search, as well as individual and group Assessment and

Development Centre sessions, competence audit, 360 assessment, survey of employee opinion and outplacement. The company has extensive experience in personnel consulting projects for international corporations, including Deutsche Bank, Volvo, Danone, Zywiec Zdroj, Play, Continental, Orbis or Veolia Group.

## The Situation

Carpenter Consulting simultaneously implements 30-40 recruitment projects. The consultants study the market intensely in search of candidates meeting the profile indicated by the Customer and search the company database. This allows for creation of a list of people who potentially meet the requirements set forth in the profile. In addition, the list is supplemented by applications from candidates responding to the advertisements posted on the corporate website and other web portals. Then a carefully selected group of people is invited to a face-to-face meeting. It is also a challenge. Within a week even a few dozen meetings need to be planned. After completing the series of interviews, the best candidates are presented to the Customer, with a detailed description and justification. The process however does not end with the employment of the candidate ultimately selected. Carpenter Consulting provides a guarantee for their services, according to which if such newly hired employee leaves the Customer company within a fixed period, the recruitment will be resumed. Therefore, the full set of project-related information is stored.

In relation to the ongoing search for candidates, the company receives tens to even hundreds of CVs every week. Paper documents, various file formats, the need for creation and management of own spreadsheets, used at different stages of the recruitment process, the manual transcription of data into the candidates database, and even accessing the information collected on local computers - all those largely hampered and slowed down the work of consultants during project implementation. At the same time, the company executives were unable to gain rapid insight into the current projects. *"Assessment of the current situation and monitoring of the projects implementation require time and a certain effort. That's why we sought a system that would allow for a far-reaching automation of processes, would free consultants from the onerous duties, and simultaneously facilitate the management of the organization"* - says Monika Ciesielska, President of Carpenter Consulting Sp. z o. o. (Ltd).

See how the Elevato Software system will improve the efficiency of HR department in your company - [send a message](#) or call: **+48 602 127400** or **+48 517 861985**.



## The Solution

From April 2011 Carpenter Consulting uses the Elevato Software system that supports all the business processes related to recruitment. The software - available via a standard Web browser - allows one to create tailored forms for applications published online, into which the candidates input data themselves and to which the application documents can be attached. The system allows for building, managing, and searching of the candidates database, exporting the CVs received to PDF format and automatic notifications and responses to both candidates and consultants. Built-in tools facilitate the selection of candidates who meet the indicated requirements, and the meeting schedule permits efficient preparation of the agendas and avoidance of overlapping of meetings in the conference rooms. The mechanisms of automatic reporting provide data for the meetings with the candidates and on the status of recruitment projects. Furthermore Elevato Software has been integrated with Microsoft Outlook mailbox software so that the applications submitted via email are transferred directly to the system.

Currently, the Carpenter Consulting database contains information on more than 11 thousand candidates. *"All information and files are stored in the Elevato Software database, regardless of whether the candidates fill out the forms on the website, or send their CVs via email. All additional information relating to the ongoing recruitment is also added there – the appointments, statuses, notes. It gives us quick access to a complete set of information on the current projects from anywhere"* - says Monika Ciesielska.

The **module Recruitment**, used by Carpenter Consulting does not exhaust all the possibilities of the Elevato Software platform. It has been designed as a tool to support complex processes associated with managing human resources in companies (see the Box). *"The system is also equipped with an employee evaluation module used to conduct among others periodic evaluations and 360 assessments, a training module - supporting optimal selection of training courses in accordance with the objectives and needs of the company and the employees themselves, a module allowing for building and using in the HR processes of electronic staff records, as well as tools and document libraries supporting and accelerating execution of tasks associated with managing human resources"* - explains Krzysztof Ogniewski from the 44GROUP Sp. z o.o. (Ltd), company that develops Elevato Software.

## The Benefits

The system primarily facilitates the implementation of recruitment projects and provides daily control of the ongoing tasks. The platform is fast and available to all employees, not only from the office. By logging in via a web browser to the Elevato Software system, the user has access to a complete set of information needed to execute the task. Data update, or change of status is immediately visible to other employees of Carpenter Consulting. Users also praise the intuitive interface. Getting started with the system did not require any special training sessions. What is extremely important, the Elevato Software platform provides a high level of security. Not only access to the system, but also all data stored on the server is protected.

It is difficult to appraise exactly how much time was saved thanks to Elevato Software. Monika Ciesielska evaluates that the system allows each employee to recover even up to one day each month, which was previously lost for such tasks – among others – as data input. Productivity growth thus achieved means benefits for the company. *"With Elevato Software we also may search our candidate base much faster and more efficiently. We are assisted by the filters and keywords that are searched also in the content of individual documents, what accelerates the processes"*- adds Monika Ciesielska.

From the viewpoint of the company management, the system also facilitates the organization of work. A system of tasks organization permits the management of work of many consultants. It allows for indication of the tasks to be completed within a specified time. Reporting mechanisms provide current information about processes and upcoming deadlines.

## New HR dimension

Elevato Software system is an innovative platform for supporting management of HR processes. It allows companies to increase and develop employee potential, and also helps in making key decisions related to human resources and corporate strategy. It streamlines the HR processes of recruitment, employee evaluations and training. Special Edition of the Elevato Software – Recruitment for the HR Professionals provides additional functionalities intended for use of staff selection agencies - including Customer management, assigning of recruitment projects to a Customer and reports from client meetings.