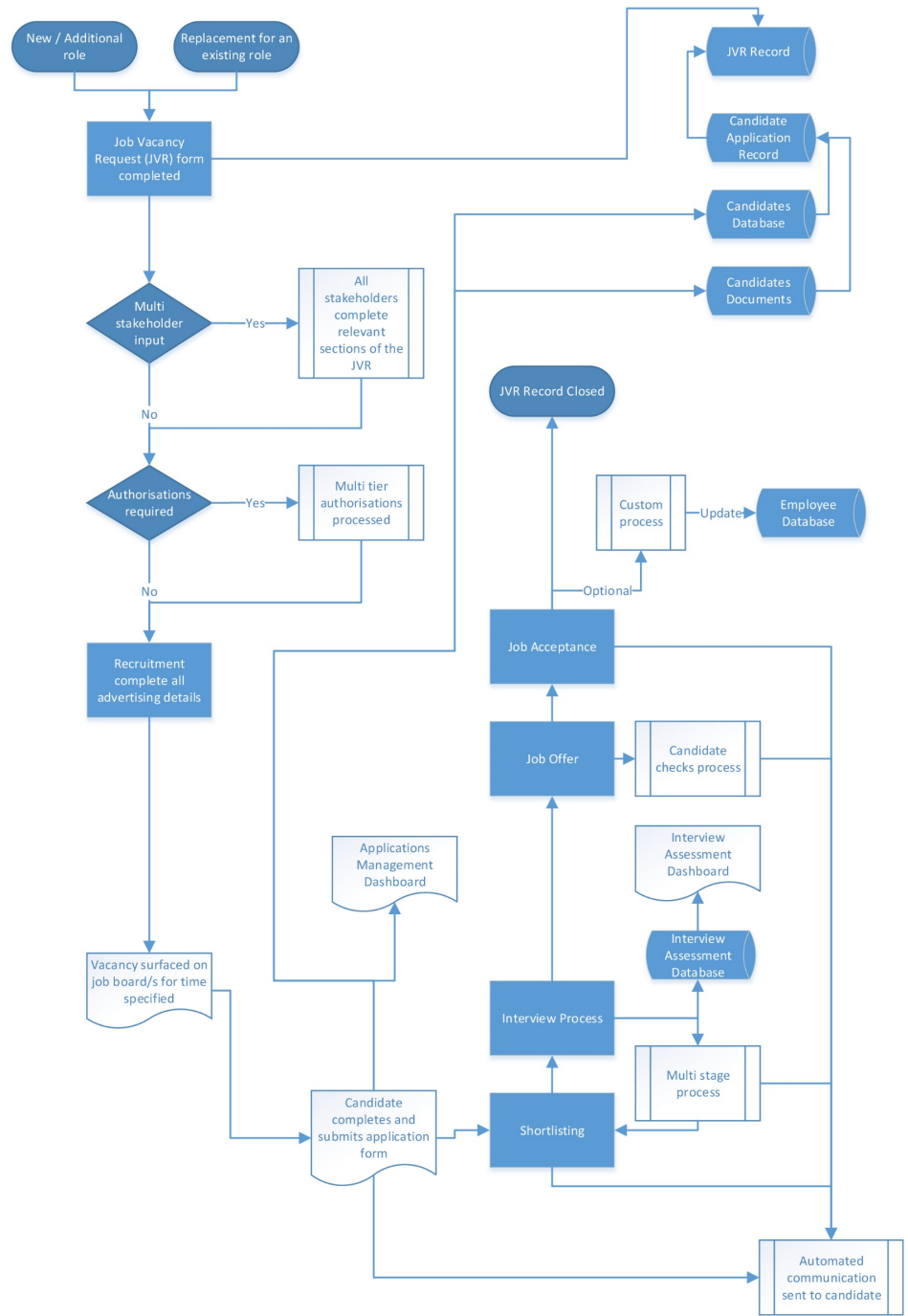# ApplicantPoint 365

ApplicantPoint 365 is designed to integrate your Recruitment with your HR Management and Learning Systems to provide and end-to-end attraction, development and retention suite – all operating in a single, familiar platform that is Office 365 and SharePoint. No duplication of data, ApplicantPoint auto-creates your employee records and invokes the onboarding process for successful candidates.

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Job Vacancy Request Form

Set on a contextual basis, designated individuals will be given access to a Job Vacancy Request Form and the information surfaced on these Forms can be customised to meet the specific requirements of the business. The information request and input can also be structured: allowing a stepped process, which includes the ability to allocate which individuals need to provide information, at what stage and also dictates the authorisation status of the Form.

Information on the Forms can include the ability to link to a pre-defined Job Description and Person Specification templates, request business case information, in addition to standard employment terms and conditions. The request for information input can be multi-level to request details on the business case if it is a new/additional role, or information on the replacement of an individual.

Multi-tier Authorisation Process

The authorisation process is multi-tier and allows for requests to review the vacancy Form at the required levels, including a range of features to authorise the request, including pass-back and approval/rejection criteria around the role. This is an electronic process that builds a job vacancy record, which, if approved, forms a core reference point for all the applications to be linked back to so that they can be cross referenced and analysed. Every request form can be classified by role, location, line manager, region, company, group, department etc. and can subsequently follow different authorisation routes.

Once approved, the Job Vacancy Record forms the basis to extend the process, and all information from this point is linked backed to this Record – i.e. information from the Record is surfaced on the jobs board/s and applications are linked to provide analysis by vacancy record.

Ultimately, the Job Vacancy Request Module provides a structured and auditable process for requesting and approving new vacancy requirements across an organisation.

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Job Vacancy Request Process

›› Centralised process to manage vacancy requests through to live vacancy advertising

›› Vacancy request can be made from designated groups of people within the organisation

›› Vacancy requests enable justification of the vacancy to be supplied along with budget costs for advertising and fulfilment

›› Customisable forms to meet any specific requirements the organisation has for filling a vacancy

›› Contextual stakeholder dashboards allows for a stepped process of escalation to get the forms authorised by the correct people

›› The forms have an ability to surface information such as links to external pages with specification templates or job description, employment terms and condition and business case information

›› A multi-tier authorisation process allowing for reviews of a vacancy requests from various stakeholders, each stakeholder being able to authorise information relevant to their authority

›› Centralised definition of criteria (I.e. education requirements) for the vacancy to allow automated filtering, sorting and decision making of applicants

›› When job vacancy request is approved all applications for the vacancy are linked back to it for analysis

›› Each form can be classified and customised with the ability to link to any definable group within the organisation for example Region, Group, Department etc.

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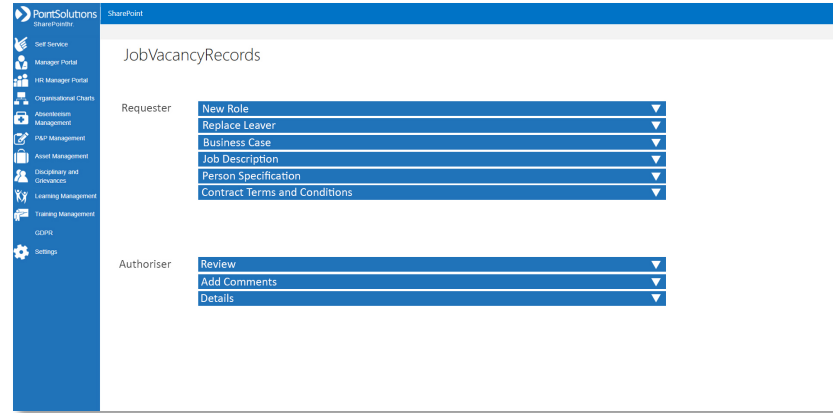
Applicant Dashboard

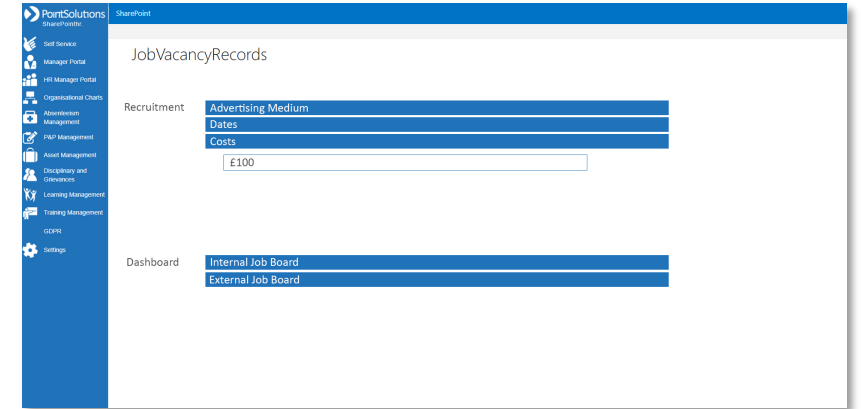Job Vacancy Management

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Job Vacancy Request Forms are customisable to business requirements.

The Form expands to surface relevant information to stakeholders.

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Jobs Board

Upon the approval of the Job Vacancy Request, the Form can be extended to record additional advertising information such as:

› Salary

› Profile criteria

› Shortlisting criteria

› Timelines

Recruitment administrators can set parameters for advertising, such as the start and end dates the job vacancy will be surfaced between, and what information about the role will be shown. This will then display the form on the Jobs Board. The Board will have the ability to display internally and externally, i.e. internally via the Intranet and externally via your web site. Different criteria can be applied to different Boards, such as which vacancies are displayed and the different periods.

The format of the Jobs Board allows the user to dictate what information is surfaced from the vacancy record i.e. description, profile, salary, skillset, location etc. In conjunction with the rest of the system, the Jobs Board can be designed to take in to account the organisation's branding guidelines.

In addition to providing specific job information that is pulled from a Vacancy Record, the system provides a link to the relevant Application Form, which is designed to capture data from the Applicant in a consistent and structured manner in order to update the Internal Candidate Database.

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- Job vacancy request creates a record which, when authorised, is surfaced automatically on the jobs vacancy board

- Parameters can be set to dictate when, where and how long the job vacancy is surfaced for

- Information promoted about vacancies can be setup in line with the organisational requirements – these can differ on internal and external job boards.

- The format of the jobs boards allows for customisation in line with the company branding guidelines

- An external jobs board surfaces live information of vacancies from the ApplicantPoint 365 system

- External jobs boards can be accessed without login whilst the board talks safely and securely to the ApplicantPoint 365 system

- Jobs boards can allow the viewer to filter vacancies by information such as job title, location, employment type etc.

- Jobs boards link directly through to the application form for the vacancy providing a quick and easy journey for applicants

- Ability to integrate into company website

- All vacancies promoted to job boards are live so if a job is closed early, this reflects immediately on the jobs board

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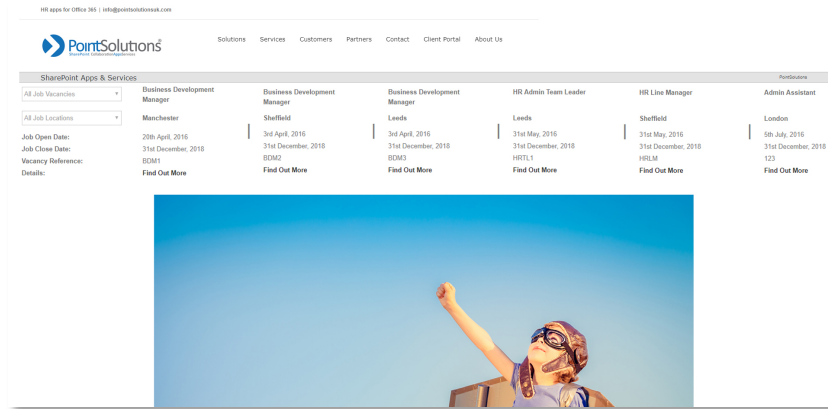
Applicant Dashboard

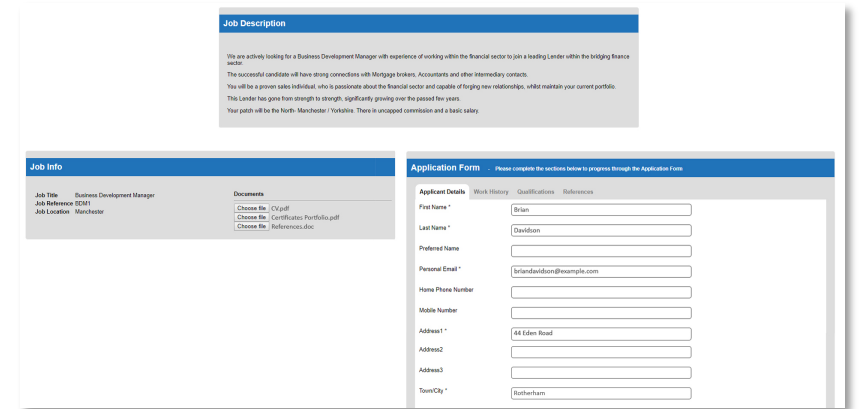Job Vacancy Management

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Job Vacancies can be surfaced on internal Jobs Boards...

... And expand to display further information, job description and application form.

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Application Submission

The Application Forms linked to the Vacancy guide the Candidate through the application process step by step with a simple user interface.

Supporting documents can be uploaded and attached to the Application Form, such as:

❯ CV's

❯ Certificates

❯ Any other supporting or requested documents.

The Application Form can be contextual with different fields, questions and required information relevant to the type of vacancy/role and company, region etc. where the vacancy exists.

When the Application Form has been submitted, it will automatically update the Candidate Database within the system. An application schema map cross-references information from the Application Form to specific fields within the database. This allows specification of which information from the Application Form updates the database and which information is just for review/reference purposes and left within the Application Form. When the Application Form is submitted, in addition to the database being updated, a full copy of the Application Form is attached to the Candidate Record.

The application process allows for auto-profiling, which classifies, ranks and prioritises completed Application Forms based on criteria set against the vacancy record.

The Application Submission Process also has the ability to trigger automated communications: initially sending a confirmation email upon completion of an Application Form and thereafter, based on an organisation's specific process, communications are at each status stage – i.e. shortlisted, invited for interview, unsuccessful. The communications link to email templates that provide context and personalisation.

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- Customisable, electrical application forms

- Candidates can attach relevant documents to the application i.e. CV, certificates to the application forms

- Application forms can be contextual and this is dictated by the organisations specific requirements meaning they capture the most valuable information in the application process

- Application forms can be enhanced to be set-up by region and relevant vacancy

- The system automatically, and securely, stores submitted applications in the candidate database upon the submission

- System can cross reference applications with the job vacancy record and rank them based on the specifications set by the organisation

- Confirmation can be provided to the applicant upon submission of their application form via email utilising workflow processes

- Data is validated before the application is submitted ensuring that applications are accurate and not missing information

- Application forms are structured into sections for easy understanding with validation ensuring that until a section is complete the candidate cannot complete the next section

- Application forms have a clean, clear and intuitive layout which can be branded to match that of the organisation

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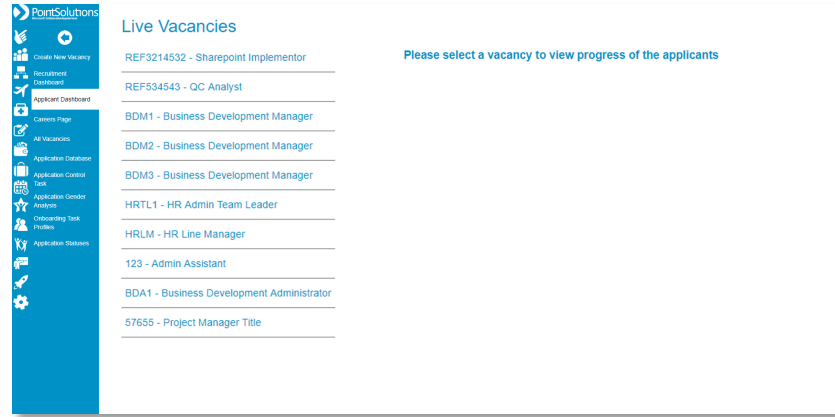
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Application Submission

Application management is organised through the Applicant Dashboard.

View Applications by selecting a live vacancy.

Applicants at every stage of the Application Process are surfaced on the Dashboard.

An Applicant's documents are visible via the Dashboard by selecting the Applicant.

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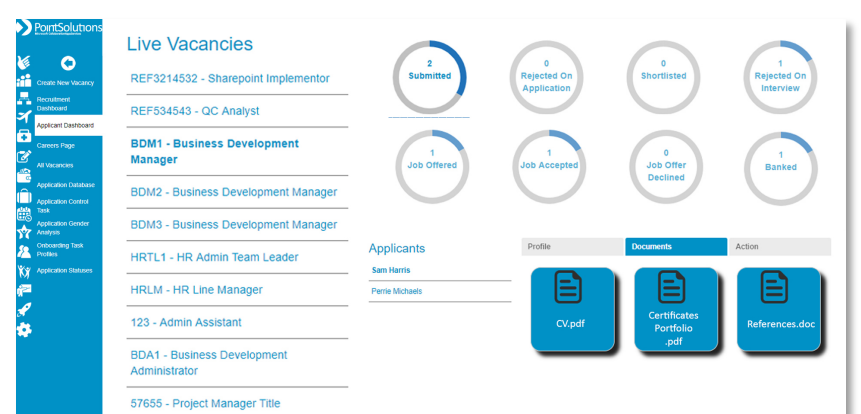
Applicant Dashboard

Dashboard Management
The internal Application Management Dashboard provides recruitment administrators and managers with a visual representation of all the current live vacancies status – i.e. how many applications have been submitted and the number of applications progressed through the different process stages (i.e. rejected on application, shortlisted, invited for interview etc.).

Upon selection of a specific vacancy and status (i.e. shortlisted), the list of relevant Candidates will be displayed, with the option to select a specific Candidate to view all their details. This includes supporting information associated with the Application (i.e. application form, CV, certifications etc.). The information also includes the ability to progress the Candidates through the different application stages, and trigger the associated process and communications, such as invite for interview and request references.

Audit Log
An audit log of all communications with the Candidate is created to ensure each step is recorded.

Security
Access to the Application, the specific job vacancies and associated applications is controlled via a security matrix, providing the ability to regionalise the management and recruitment (i.e. regional recruitment managers only able to view their own vacancies; line manager only sees vacancies relevant to their needs etc.).

Vacancies are surfaced on the Dashboard based on the criteria against the vacancy record (i.e. live dates and the vacancy status).

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Applicant Dashboard

❯ Intuitive and user friendly dashboard for managing active vacancies

❯ Overview of all applications for any vacancy that is being displayed on the applicant dashboard

❯ Breakdown of where specific applications are within the process with each vacancy

❯ Ability to display individual applications showing all the information and allows for attached supporting documents to be viewed (i.e. CV, certifications etc.)

❯ Easily progress candidates through the different stages of the recruitment process

❯ Facilitates the use of a security matrix to ensure only relevant users can view relevant vacancies and associated applications.

❯ Vacancies are only surfaced on the dashboard based on their criteria (i.e. lives dates and vacancy statuses)

❯ Anatomisation of candidate can occur (i.e. represent candidate by application number rather than name for additional sensitivity and reduction in ability to discriminate)

❯ Configurable dashboard to enable companies to have their process stages replicated if there are additional stages to the recruitment process than the standard offered by the system 'out-of-the-box'

❯ Ability to communicate to candidates based on their updates through the process from one central area

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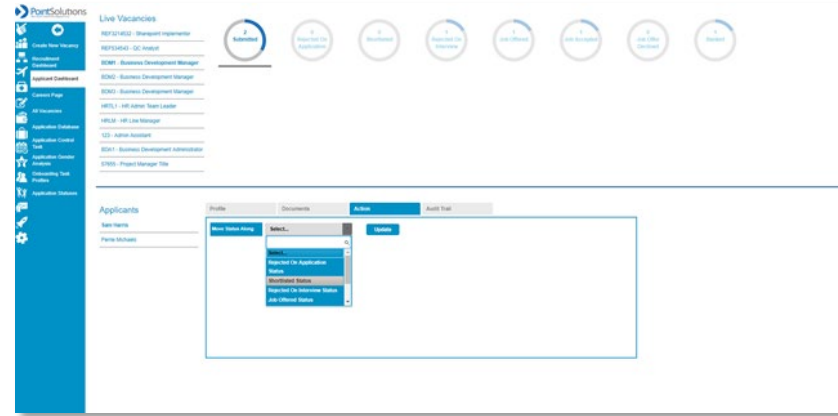
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There are a number of features included with ApplicantPoint 365 to help streamline the processing of Applications. These include:

> Automated communication templates
> Interview set up and management
> Reference processing
> Candidate checks
> Audit log of process and communications

In respect to automated communication templates, email templates can be created that are designed to trigger at certain stages throughout the application process (i.e. acknowledgement of receipt of application, rejected on application, invitation to interview, rejection post interview, job offer etc.). The templates can include personalised messaging and are triggered when the status against an application is changed.

ApplicantPoint 365 has the ability to set up Interview Records containing all the required information to support the process (i.e. location, direction, dates and times). Every Applicant invited to the Interview is set against the Interview Record for reference. This one-to-many (one Candidate Record to many Interview Records) facilitates multiple Interview options and each Interview Record can be associated with a specific email template. As part of the process of completing the application, if references are requested, at a specific point in time automated requests can be sent out and the functionality allows the logging of references requests and receipts.

Candidate checks include the ability to specify the specific criteria and ensures that this has been completed for the selected Candidates (i.e. visas, medical records, documentation provision, biometric test completion etc.). All communications and any specified key information updates are recorded within an audit log.

The process concludes with a Job Offer Process and the creation of an Employee Record within the chosen HRMS (i.e. PeoplePoint 365) for the successful candidate.

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- ApplicantPoint 365 has the ability to send automated communication based on email templates with an option to edit the detail before sending to the candidate

- The system allows the user to set triggers against the email templates so that communications with the candidate are made at the correct points

- Interview records can be created to track all information from the interview (i.e. what candidates were invited, location, dates and times etc...)

- As part of the interview record a one to many relationship is created in the database facilitating multiple interview options

- Reference requests can be automated so that at certain stages of the process requests are sent out and when received can be uploaded against the candidates record

- ApplicantPoint 365 allows for a specific criteria to be set for the system to check against the candidate record that ensures it has been completed for the relevant candidates

- All communications with the candidate and changes to their record are recorded in an audit log.

- The process can conclude with a job offer and the creation of a new employee record within a HR management system upon acceptance

- Job offer letters and contracts can be auto-generated from Microsoft Word templates, infilling the details entered by the candidate

- The vacancy management can push employees into a bank of candidates for consideration of future positions if they are unsuccessful for the current vacancy

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ApplicantPoint 365 ensures a full audit trail of all correspondence is logged.

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Online Application Forms
ApplicantPoint 365 includes the ability to create an online Application Form. Via the use of a data mapping matrix, the Application Form updates the candidate database within the system. This provides an efficient, structured and consistent way to capture Candidate information, which allows automated processes and analysis to be performed (i.e. consistent data capture policies for emails addresses, addresses, references, skills, work history etc.).

Auto-profiling
A further output in capturing Applicant Data in a consistent manner is that is allows auto-profiling to match applicant data against predefined criteria, for example the minimum number of qualifications they have, minimum years of experience, required skills and competencies.

Ultimately, this function provides the option for automated ranking of the Applications, prioritising and shortlisting – a task which is traditionally admin heavy.

As a Candidate is progressed through the recruitment process it begins to build a much more comprehensive Candidate Record with the ultimate objective of creating an Employee Record in a HRMS, such as PeoplePoint 365, for the successful candidate.

The Candidate Database also facilitates the ability to tag unsuccessful Applicants with potential future role fit, creating a Talent Database.

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›› Allows for the user to create online application forms with the ability to update the candidate database

›› Application information can be matched against a predefined criteria for example, the minimum amount of qualifications they have, minimum years of experience etc

›› With the ability to match a criteria against the candidate data comes the ability to have the system automatically rank the candidate applications

›› The candidate record aims to mirror the HRMS employee records in order to make creating the record much easier

›› ApplicantPoint 365 has the ability to tag the sustainability of candidate applications for possible future reference

›› Allows for GDPR compliance with the use of retention policies against the candidate records

›› Conforms to defined security policies ensuring that data is only accessed by the relevant users

›› Can be integrated with, using Microsoft development standards, to enable agencies to push candidates directly into the database

›› Candidates are automatically tagged to the vacancy they apply for

›› Candidates can have supporting documents linked to their record (i.e. CV's, proof of qualifications etc...)

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ApplicantPoint 365 displays online Application Forms, which update the Candidate Database.

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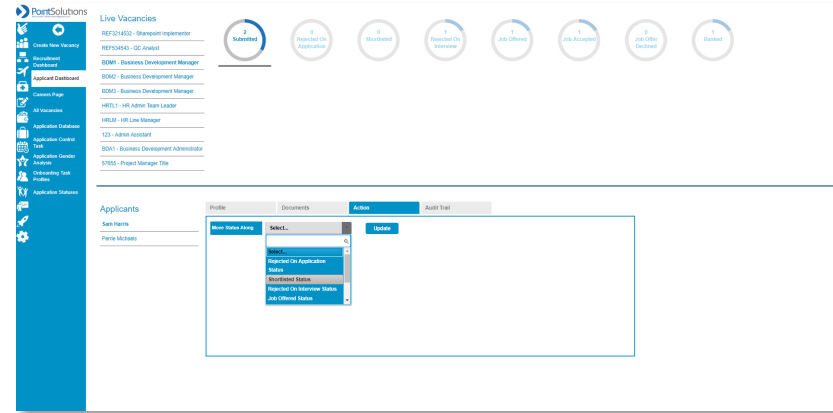Candidate Database

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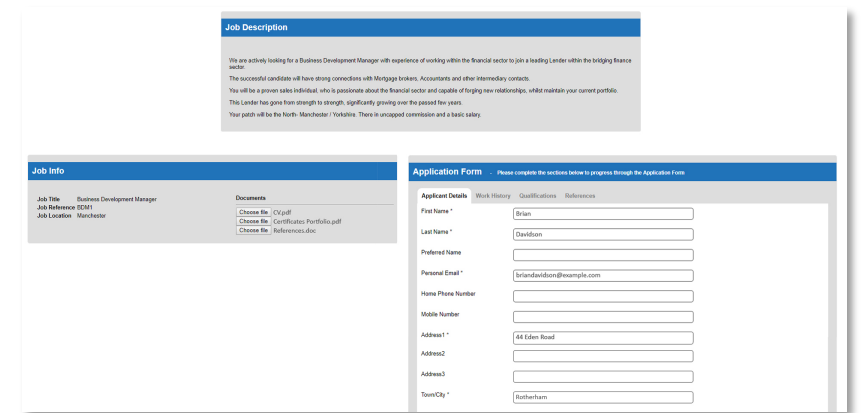
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Interview Set-up Module

ApplicantPoint 365 includes an interview set-up module, where interview templates can be created for Candidates to be invited and attached. This facilitates the ability to invite the same candidate to multiple interviews for the same vacancy. It also allows the interview information (i.e. location, directions, instructions etc.) to be entered once and distributed to all Candidates attending the interview. Automated interview invites are sent out when a Candidate's status is set to 'invite to interview' and the relevant interview template is selected. The process allows for dates and times to be selected at this time and this creates an interview schedule.

Interview Template Record

In addition to logging the interview location details, the in Interview Template Record allows for Interviewees to be listed and this sends out invites to the specified individuals. It also allows for the classification of which Interview Assessment Form is relevant for the interview: this could be a document or an electronic Form created using AsessmentPoint 365.

AssessmentPoint 365 is an electronic Forms module provided by PointSolutions and in the recruitment context can be utilised to create Interview Assessment Forms. The specific Form can be completed by all Interviewees or one per Candidate. Once the Form is submitted, it updates the central scoring matrix for assessment.

Unlimited Interviews

Dependent on the organisational process for undertaking interviews, the system allows for an unlimited number of interviews for each candidate/vacancy. If automated communications are required, then each interview will be linked to a status (i.e. 1st, 2nd, 3rd interview etc.) and this facilitates the relevant interview template to be associated and is available for analysis (i.e. how many candidates progressed to 1st, 2nd 3rd interviews).

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Interview Processing

- The interview process is accessed via the applicant dashboard for effective and efficient management of candidate stages

- Interviews can be managed by sessions, allowing multiple sessions to take place for a round of interviews if there is a large influx of candidates for a vacancy

- Interview sessions hold information such as date, location and interview panel members – all of which can be added into communications which invite people to interview

- Candidates are booked onto sessions creating an interview schedule

- Multiple rounds of interviews are able to be carried out through several process steps, or even several sessions

- Candidates can progress from interview to the next stages of the process from one centralised area

- Interview sessions can send communications to the candidate to invite them to the interview

- Interview actions and communications are logged in the audit log for the candidates application against a vacancy

- Interview records can have interview assessments form linked to them which enable the interview scoring features

- Automated processes can trigger reminders to candidates about their interview

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HR Manager Dashboard

Employee Search

All Assessments

Account Issues

Assessment Point Submissions Dashboard

Submissions Overview

Job Vacancy Ref: BDM1

Candidates	Interview Assessment Category	Score
Sam Harris	Experience	3
	Aptitude	4
	Qualifications	5
	Product Knowledge	2
	Overal Assessment	3.5
Brian Davidson		
Mark Walsh		
Luke Day		

The system creates a score for each Applicant for customisable assessment criteria, and produces an average overall score.

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Interview Scoring Matrix

Utilising PointSolutions' AssessmentPoint 365 module interview, Assessments can be created based on the specific vacancy and/or relating to the role, which can be completed as part of an Interview.

Interview Scoring
The submission of an Interview Assessment Form updates the Central Database and outputs a score to aid the screening and decision-making process. Depending on the design of the Assessment Form, the total scored can be recorded for different criteria and/or as an overall score. If multiple Assessment Forms are submitted for the same Interview, and average score of all Assessment Forms can be produced.

The AssessmentPoint 365 Dashboard provides the ability to see the scoring of Candidates per job vacancy and can be sorted and ranked using different criteria. **This framework Interview Assessment Matrix** provides total flexibility for organisations to design and create as many Assessment Forms as required.

Different Forms can be allocated to different Interviews as part of the same vacancy to facilitate different assessment criteria.

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> The user can create interview assessments that are contextual to the relevant vacancy for interviewers to complete as part of an interview the user can create as many forms as they would like

> The interview assessment forms can be processed in different ways (i.e. 1 per interview or 1 per interviewer)

> The submission of these forms will automatically update the central database against the candidate record

> The system has the ability to output a score based on the assessment forms to the stakeholders helping streamline the screening and decision-making process.

> Dashboard show each applicant's interview score (or average score for multiple assessments per session)

> Interview scoring utilises PointSolutions' AssessmentPoint 365 framework

> Interview scoring can be linked into an existing process / form via integration if required, giving flexibility

> Accessible directly from the interview process for an effective and efficient experience for interview panel members

> Interview assessment scores can be linked to extra reporting using technologies such as Microsoft Excel or Power BI

> Reminder notifications (i.e. email prompts) can be implemented if an interview assessment is not completed within a given time period after the interview

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Information from the Candidate Record is customisable, before being transferred to the Employee Record.

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 GDPR

 Security

 Document Management

Job Acceptance Process

As Candidates are guided through the various stages of the recruitment process, this can conclude in the offer of the job, and the receipt of the subsequent job offer acceptance.

Ultimately this can trigger a number of processes, including but not limited to:

❯ Employee checks

❯ Reference requests

❯ Contract issuing

❯ Creation of a new Employee Record, if linked to HRMS such as PeoplePoint 365

To facilitate this process, the ApplicantPoint 365 Module provides a data map output to cross reference the data that is set against the Candidate Record with the equivalent fields in the PeoplePoint 365 HRMS Employee Record Database.

If PeoplePoint 365 is your chosen HRMS, the creation of a new Employee Record can trigger the onboarding process: assigning relevant tasks to stakeholders (i.e. employee, HR manager, Line Manager, Payroll and IT). These stakeholder task templates are configurable and can include whether actions are required, depending on what is relevant to your business, such as:

❯ Employee starter form

❯ Policy sign-up

❯ HR induction program allocations

❯ Line manager training program

❯ Payroll set-up

❯ IT system access and asset allocation

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Job Acceptance Process

- Job offer acceptance can trigger various business processes such as:
  - o Employee Checks
  - o Reference Requests
  - o Contract Issuing

- ApplicantPoint 365 can link to a HRMS and start the creation of a new employee record cross referencing relevant fields in the candidate database with the fields in the employee database

- Job acceptance can trigger onboarding processes in PeoplePoint365 providing stakeholders with tasks to complete for the newly appointed employee

- Onboarding tasks can lead to the applicant being provided with a log-in to the system so they can validate, update and add to their employee profile as well as start to complete various other tasks prior to their start date

- Job acceptance can communicate to the employee with confirmation of their acceptance, this can be tailored to state what the next steps are for the newly appointed employee to start their onboarding journey

- Payroll and other line of business applications can be integrated with to push information about the new employee into the systems providing synchronicity of employee data across applications

- Communications can be made to the relevant stakeholders to confirm the acceptance of the job by the new employee, keeping the business informed of all information

- Job acceptance can trigger the closing down of the vacancy and marking it as 'complete'

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Management Reporting

Management Reports from within the ApplicantPoint 365 system include:

› Current live job vacancy status

› Applicant demographic reports

› Number of applications per vacancy

› Cost of fulfilling a vacancy

› The ranking of applicants based on a set criteria

› Interview scoring analysis

The system stores all data within an organisation's SharePoint online or on-prem tenancy. This means that standard SharePoint reporting tools will provide the user with the ability to create and design custom reports, using SharePoint views, Excel, PowerBI and/or 3rd party reporting tools.

Applicant Dashboard
Applicant Dashboard provides a contextual and intuitive user interface, reporting on all of the current live vacancies and upon the selection of a specific vacancy. The dashboard will surface all the supporting information tagged against the Candidate Record. All elements of the process can also be reported on from the Job Vacancy Request Process, advertising and application period, through to the shortlisting and onboarding stages of the process.

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- Management reports provided to include relevant information such as, the current live job vacancy status, demographic reports, number of applications, cost of filling a vacancy etc...

- Custom reports can be built utilising standard Microsoft tools such as PowerBI and Microsoft Excel

- SharePoint document libraries provide a secure, centralised area within the system framework to store additional reports that are created

- All elements of the application process can be reported on to ensure that analysis, when carried out is as relevant and specific as possible

- Reporting is contextual based on the permissions of the employee / stakeholder viewing the report

- Reports are able to be analysed / filtered based on the organisational structure, such as region, country, group or department

- Additional management dashboards can be created in the system that are specific to an audience (i.e. stakeholder or department) to ensure that reports available are relevant to the viewer

- Information can be combined with the HRMS system (PeoplePoint365) to enable future planning that includes the planned recruitment of employees based on their placement in the organisation or job role (for example future headcount)

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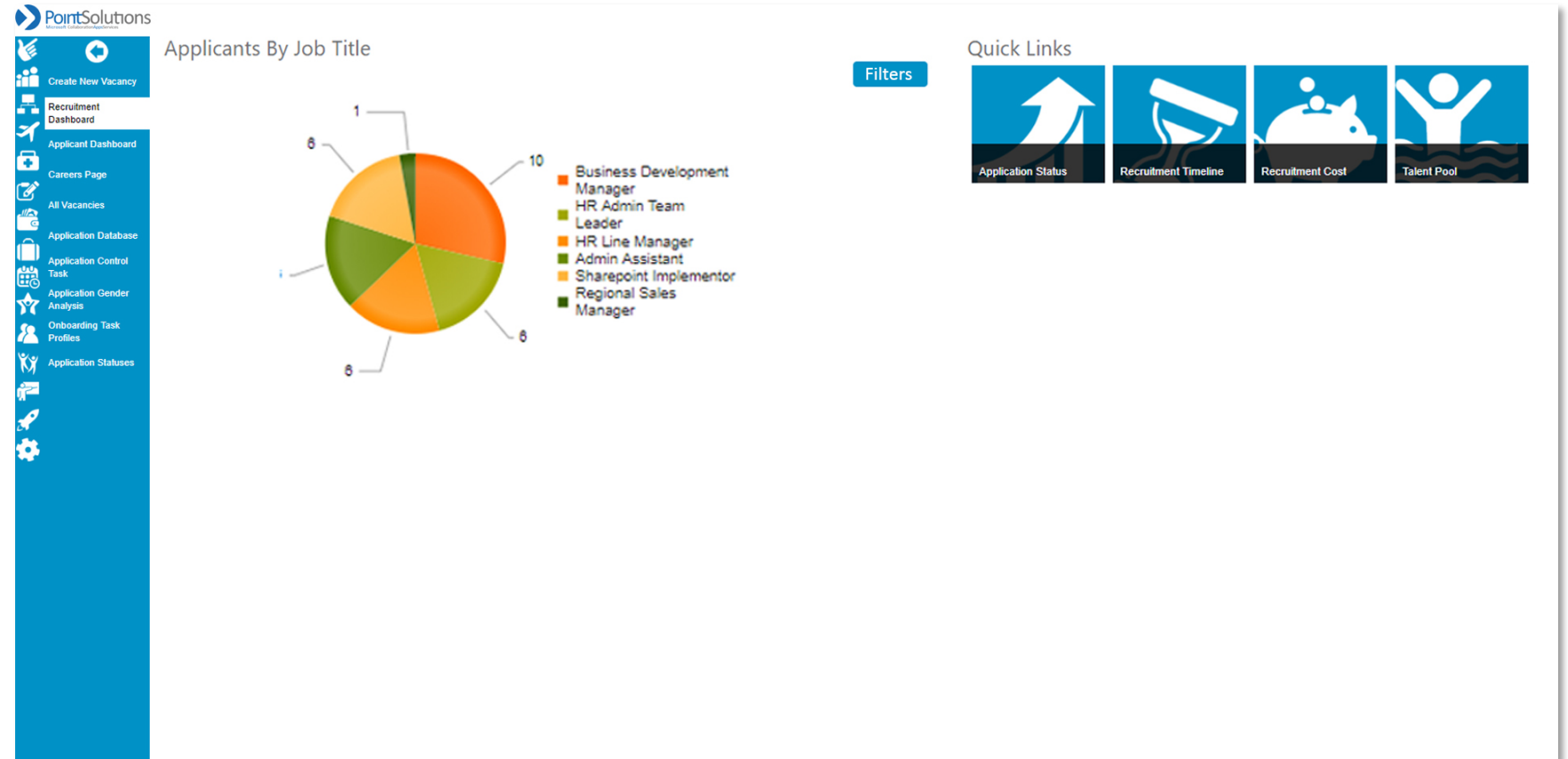Job Acceptance Process

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Management Reports surface statistics in user-friendly Dashboards.

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GDPR Compliance
All data that is relevant to an Applicant can be tagged against organisational retention policies in order to ensure the business complies with GDPR. For instance, CV's can be labelled and the relevant retention policy will dictate the deletion of the records within a set time period in conjunction with the organisational retention policy.

Microsoft's Security and Compliance Centre
Retention policies are set within the wider context of Office 365, managed by the Security and Compliance Centre. This ensures that each specific policy is consistent across all the applications, and therefore throughout the organisation. For instance, the same policy could be applied to CV's that are stored within PointSolutions' ApplicantPoint 365 product as can be applied in Microsoft Outlook (ensuring deletion of the CV in all locations).

The ability for ApplicantPoint 365 to adopt features such as Retention Policies is one of many examples showcasing the value of deploying your applicant tracking system within Office 365. As part of the PointSolutions application suite, GDPR dashboards are provided to surface a visual overview of the organisation's compliance status with GDPR.

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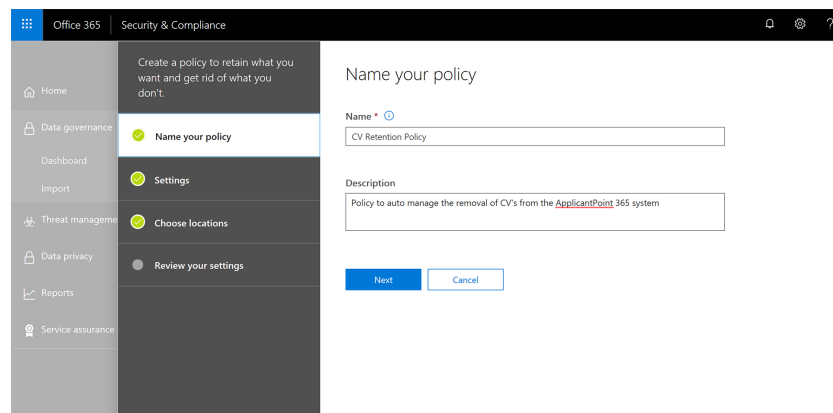Security

Document Management

GDPR

- Any data that is relevant to an applicant is tagged against a retention policy in order to ensure GDPR compliance

- ApplicantPoint 365 can manage the deletion of records automatically complying with internal policies

- Retention policies are set within the wider Office 365 platform, managed by the security and compliance centre ensuring policies are consistence and followed throughout the organisation

- The security and compliance centre will manage documents tagged to retention policies throughout all the Office 365 applications, not just PointSolutions' application suite

- As Part of PointSolutions' Application suite GDPR dashboards are provided showing a compliance status for the organisation

- LearningPoint365 can be engaged from ApplicantPoint365 for new starters so that new employees can be assigned learning that relates to the companies GDPR policies and processes

- The policies and procedures module within PeoplePoint365 can also be engaged to assign GDPR policies to a new employee which they can access, review and sign-up for

- GDPR participation for the employee can start before they begin with the organisation as they can be provided access to PeoplePoint365 prior to their start date providing this is a trigger that is managed in the ApplicantPoint365 job acceptance process

- Data is only accessible by the relevant stakeholders at all times in the ApplicantPoint365 processes, ensuring that data is kept sensitive at all times

- Application forms within ApplicantPoint365 can have a disclaimer and an explanation on how information will be used and processed with the recruitment process before submitting their application. This would be tailored and provided by the organisation in line with its GDPR policies
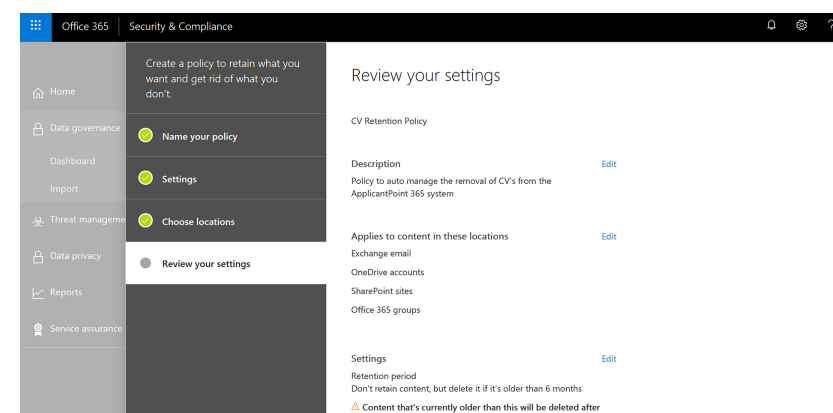
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GDPR Compliance is managed through Microsoft's Security and Compliance Centre.

The system supports fully customisable Policies.

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Permissions to Ensure Security
ApplicantPoint 365 is designed (set up as part of the implementation process) with options to apply permissions relating to the organisational structure. For instance, Employees who can trigger a job vacancy request process; who can view and access current live vacancy records; who can update the status and progress candidates through the application stages are restricted to those only with the appropriate permissions.

Applying permissions within an organisational structure will facilitate access to specific information at different levels. For example, management will have an overview of the overall recruitment status, whereas regional/departmental managers will only have the ability to view the recruitment statuses that are relevant to their area of remit.

Security Matrix
The security matrix extends throughout the process, including the interview and analysis stages. ApplicantPoint 365 has the ability to help define who can see a candidate's information and which specific elements of the information that they are allowed to view, this covers all candidate documents and information.

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- ApplicantPoint 365 can provide an ability to set permissions in conjunction with the organisational structure

- Permissions facilitate access to certain specific information at different employment / stakeholder levels

- The security matrix is consistent throughout the application process this includes all stages the candidate goes through

- All information and documentation is held centrally with security policies applied against each record

- Security policies drive the records that can be used to populate information seen on dashboards based on the context of the user

- Retention policies ensure that data is removed from the system at the relevant times, adding to the security and compliance benefits of the system

- Users log-in with their Office 365 credentials providing compliance with the policies used for logging in to the company network

- Office 365 security allows for multi-factor authentication providing extra security levels to the login process

- Version controls within the SharePoint back-end allow auditing and traceability of record creation and amendments to details in the system

- All data movement is encrypted through SSL to provide transportation from the system to the user's computer / device and back

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SharePoint Document Management
The recruitment process within ApplicantPoint 365 is supported by candidate document management within the SharePoint tenancy. All the documents that are captured by the system during the application process are tagged directly to the specific Candidate Record and filed within a SharePoint Document Library - from the application submission where a candidate has the ability to upload certain documents (i.e. CV, Certifications etc.), through to the documents that are supplied as a part of the shortlisting and screening process (i.e. medical information, reference documentation etc.).

Directly, as a result of documents being uploaded and stored within the SharePoint document library and tagged against candidate records and the relevant job vacancy, this will trigger the application of permission policies that have been outlined during the implementation of ApplicantPoint 365. This will ultimately ensure that the organisational security policies are consistent and robust. All the benefits of SharePoint document management are included such as:

❯ Version controls

❯ Access audit trails

❯ Labels and tags (which may invoke a wider organisational security and compliance policies such as GDPR retention)

❯ Document templates

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- Document management is handled by SharePoint document libraries providing standard governance that SharePoint is renowned for

- Candidate documents can be uploaded as part of the application form to support their application

- Documents supplied by the candidate as part of their application are virus scanned by the Office 365 / SharePoint Online infrastructure (in line with the guidelines and limitations set by Microsoft)

- Additional, supporting documents, can be uploaded securely against the candidate's application in the applicant dashboard

- All documents captured by the ApplicantPoint 365 system are all tagged to the relevant candidate record ensuring that the relevant security policies can be applied

- SharePoint document library ensures security policies are consistent throughout the organisation

- Documents are transferred from the candidates profile into the respective employee profile for successful candidate

- Documents within ApplicantPoint365 are tagged to enable retention policies to take affect at the required time based on the document

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