CANDIDATE MANAGEMENT

The power of memory
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CROWN
RECORDS MANAGEMENT

CANDIDATE MANAGEMENT
Take control of your hiring processes

Manage your recruitment cycle effectively and transparently.

This all-in-one tool allows you to easily submit job requests, accept applications, and conveniently store candidate information in your master HR system, or the Crown digital personnel file.

Not only will this save you time and resources, but thanks to automatic deletion functions and user-based permissions, you are also equipped to meet statutory requirements for protecting personal data. Candidate Management offers you professional support in optimising your hiring processes. These are just some of the many benefits.

- **Automated hiring process**
  Efficient processes from submitting a job request to onboarding.

- **Useful checklists and templates**
  Checklists and configurable reminder functions ensure you have all of your data at a glance.

- **Compliance with data protection legislation**
  Stay aligned with GDPR — ensure that data is erased automatically and assign permissions for specific users

- **Ranking system**
  Compare candidate profiles and skill sets and store information in a centralised system

- **Easily transfer candidate data**
  Convenient data import/export and integration with existing systems

AUTOMATED PROCESSES

REQUEST A JOB

If your company needs to hire someone, you can submit a job request in one click and include future supervisors in the decision-making process. Once approved, you can also create the corresponding job description in HR Recruiting.

The application brings together information from across multiple departments involved in the hiring process.

HR RECRUITING ACCEPT APPLICATIONS

ACCEPT APPLICATIONS

Crown Digital Candidate Management accepts and processes all application formats, regardless of if they are submitted electronically via online job portals, e-mail, or by conventional mail. While the software can identify duplicate applications, it can also group candidates into different talent pools for potential future roles. A recruiting board visualises the candidate process to give you an overview at all times

STREAMLINE THE SELECTION PROCESS

A range of tools guide you through the hiring process enabling you to quickly screen CV's in one central location, the configurable dashboard lets you easily view and track candidates, or you can use the integrated ranking system to sort applicants based on their relevance to the required skill.

- **Create dashboards**
  Custom dashboards let you display and access data from multiple sources all on one screen.
- **Set reminders**
  Calendar and reminder functions help you keep an eye on all important events over the course of the recruitment process.
- **Rank candidates**
  Rank candidates based on their skills, matching the requirements profile of the job vacancy.

ORGANISE CANDIDATE DATA

The automatically generated digital candidate file ensures that all data collected during the hiring process is stored in one central location, giving you fast, hassle-free access to candidate information. You are also able to assign user rights, enabling you to meet data protection and privacy laws. What's more, Crown Digital Candidate Managment provides a convenient option to transfer candidate data to a digital personnel file. Crown Digital Management meets the statutory requirements for protecting personal data. User-based permissions and integrated data encryption ensure that unathorised persons are unable to view confidential and sensitive personal data. Crown Digital Candidate Management also includes options for retention and deletion, which may be required by legislation or for GDPR compliance.

CREATE WORKFLOWS

The built-in workflow designer enables you to automate processes to ensure that the right information gets to the right person at the right time.

- **Manage your talent pool.**
  Maintain talent pools to segment candidates into groups according to their specific skill sets.

- **Foster collaboration**
  Submit a request to include future supervisors in the decision-making process as soon as a job request is submitted.

- **Use templates and checklists**
  Take advantage of time-saving templates and useful checklists, which you can configure and tailor to your needs.

- **Access from anywhere, at any time**
  Manage your hiring processes on-the-go with Crown for Mobile Devices or web browsers.

- **Automated hiring process**
  Efficient processes: from submitting a job request to onboarding.

- **Useful checklists and templates**
  Checklists and configurable reminder functions ensure you have all data at a glance.

- **Compliance with data protection legislation**
  Stay aligned with GDPR — ensure that data is erased automatically and assign permissions for specific users

- **Ranking system**
  Compare candidate profiles and skill sets and store information in a centralised system

- **Easily transfer candidate data**
  Convenient data import/export and integration with existing systems

- **Ensure compliance with data protection requirements GDPR made easy with Crown**
  The European General Data Protection Regulation (GDPR), which came into force on May 25, 2018, governs how data is collected, processed, and stored. Companies are required to take technical and organisational measures to protect personal data. Crown ensures that you implement GDPR in a secure and transparent way: the standard software versions already include compliance functionalities.

KEY FEATURES

CREATE DASHBOARDS

Custom dashboards let you display and access data from multiple sources all on one screen.

SET REMINDERS

Calendar and reminder functions help you keep an eye on all important events over the course of the recruitment process.

RANK CANDIDATES

Rank candidates based on their skills, matching the requirements profile of the job vacancy.

MANAGE YOUR TALENT POOL

Maintain talent pools to segment candidates into groups according to their specific skill sets.

ACCESS FROM ANYWHERE, AT ANY TIME

Manage your hiring processes on-the-go with Crown for Mobile Devices or web browsers.

USE TEMPLATES AND CHECKLISTS

Take advantage of time-saving templates and useful checklists, which you can configure and tailor to your needs.

CREATE WORKFLOWS

The built-in workflow designer enables you to automate processes to ensure that the right information gets to the right person at the right time.

FOSTER COLLABORATION

Submit a request to include future supervisors in the decision-making process as soon as a job request is submitted.

THE BENEFITS

Streamlined, transparent hiring process

- Submit job requests in a single click
- Set up workflows and approval processes
- Group and rank candidates on the dashboard
- Make faster decisions based on rankings
- Easily transfer candidate data to the digital personnel file

Meet data protection requirements

- Protect personal data with user-based permissions
- Comply with deletion and retention periods
- Safeguard against unauthorised access with data encryption
- Store documents in one central location regardless of format
- Meet GDPR requirements and ensure transparency

Valuable tools

- Dashboards visualise tailored information
- Checklists and templates streamline processes
- Integrated calendar and reminder functions
- Analytics quickly analyse data
- Mobility enables the hiring process anytime, anywhere

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A complete range of services to help you and your business

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