@eploy ACADEMY

STANDARD USER TRAINING (1 DAY)

By the end of this course, you will be able to:

Course Overview

This course is ideally suited to organisations who have been using Eploy for some time and would like to update their skills, or those who have recently had additional functionality added to their system and want to embed it into their daily routine.

Delivered in 1 day, this 6 hour course provides a high-level overview of the Eploy system, focussing on the essential knowledge and skills required to complete your daily recruitment tasks, whilst also providing some useful hints and tips to ensure you're using your Eploy system in the most efficient way possible.

This is a hands-on and interactive training course, ideally delivered on-site, either at your offices or at our Kidderminster HQ.
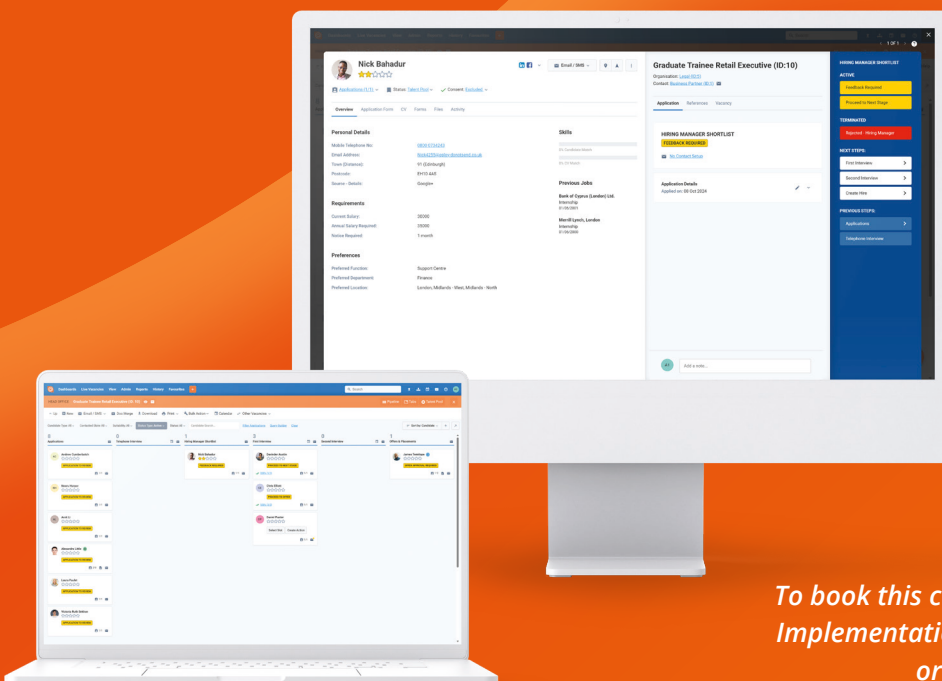
Learn & Familiarise

Describe the capabilities of the Eploy core system, Candidate, Hiring Manager and Vendor Portals

Facilitate Workflow Movement

Move Candidates through your Recruitment Workflows

To book this course, please speak to your Eploy Implementation Manager or Account Manager, or get in touch at info@eploy.co.uk.

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Agenda

TRAINING DAY

Morning

Raising and approving Vacancies

Checking and publishing Vacancies

Candidate Registration and Application

Afternoon

Reviewing Applications

Scheduling, managing & conducting Interviews

Offers and Onboarding

We begin with a quick refresh of the main system components and menu structure. The remainder of the morning is spent looking at adding Vacancies into the system, getting them approved and published, finishing off with the Candidate Registration and Application experience.

After lunch, we work through the steps involved in reviewing Applications and providing feedback, before moving on to look at how you manage and conduct Interviews within Eploy. The final part of the day is spent looking at creating and approving offers, finishing with your Onboarding process.