

Standard User Training (2 Day)

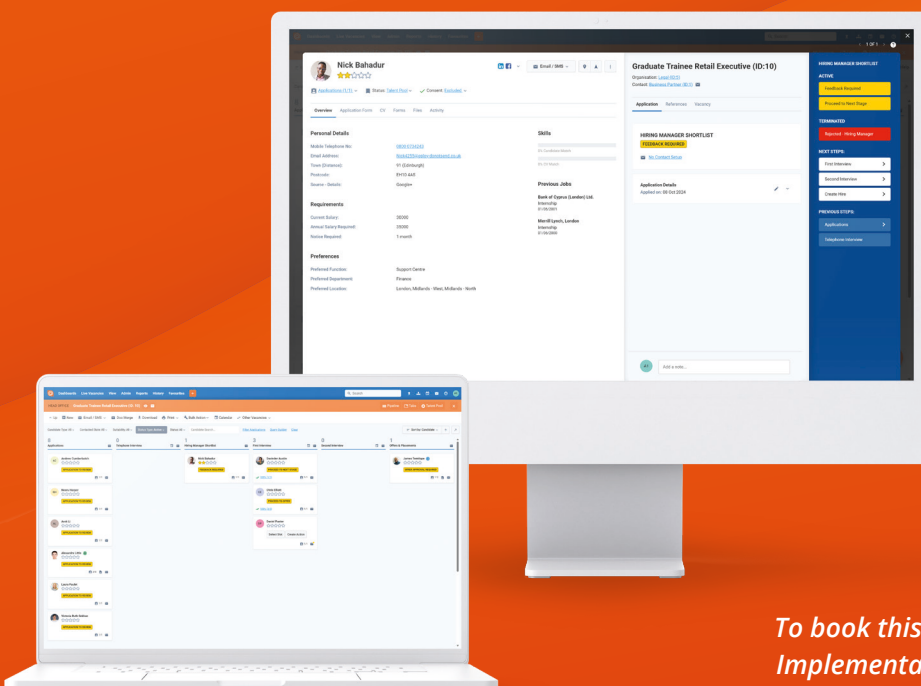
Course Overview

If you're in the process of rolling out Eploy to your business, have had changes within your team, or want a detailed refresher on how to use your Eploy system, this is the course for you!

Delivered over 2 consecutive days, we work through every step of your Recruitment process, taking the time to fully investigate and explain the screens and tools you'll see and use as you complete your daily recruitment tasks.

Not only will we teach you how to carry out your Recruitment process within the system, we'll also show you plenty of hints and tips to help you use the system in the most efficient way and highlight several tools readily available to you that will provide deeper insights into your candidate data, helping you to quickly identify those Candidates most suitable for your roles.

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



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



Learn & Familiarise

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



Manage Efficiently

Effectively manage your Organisations, Contacts, Users and Candidates



Find the Best-Suited Candidates

Using the Quick Match tool, leverage your candidate database & reduce Time to Hire



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.

Agenda

DAY 1

Morning

Eploy System Introduction

Managing Organisations, Contacts and Users

Vacancy Requisition and Authorisation

Afternoon

Candidate Registration and Application

Creating Candidates in the Core System

Quick Match and Vendor Portal Overview

DAY 2

Morning

Reviewing and managing Applications

Managing Candidates

Interview Scheduling and management

Afternoon

Offer creation and Authorisation

Onboarding

Recap and consolidation

The first day starts with an introduction to the system and its capabilities, then moves on to look at how Organisations, Contacts and Users are added to and managed within the system. After that, we start working through your process by raising Vacancies, getting them approved and published, before moving on to look at the Candidate registration and application experience. We finish off the day by introducing one of the many Talent Pooling tools available within Eploy to help you quickly identify Candidates already on your database who might be a suitable fit for the Vacancy.

The second day begins with a quick recap of the topics covered in day 1, before moving on to look in detail at how Applications are reviewed within the Core system and Hiring Manager Portal. Having identified the Candidates you want to invite to Interview, we'll work through the Interview scheduling process. Once the Interview has been conducted, we'll show you how to raise an Offer and authorise it, before returning to the Candidate experience and working through your Onboarding processes. To close out the training, we'll have a consolidation session, which is designed to recap key topics discussed throughout the two days and give participants the opportunity to put what they've learned into practice.