

# Proactive Recruitment & Talent Pooling Workshop

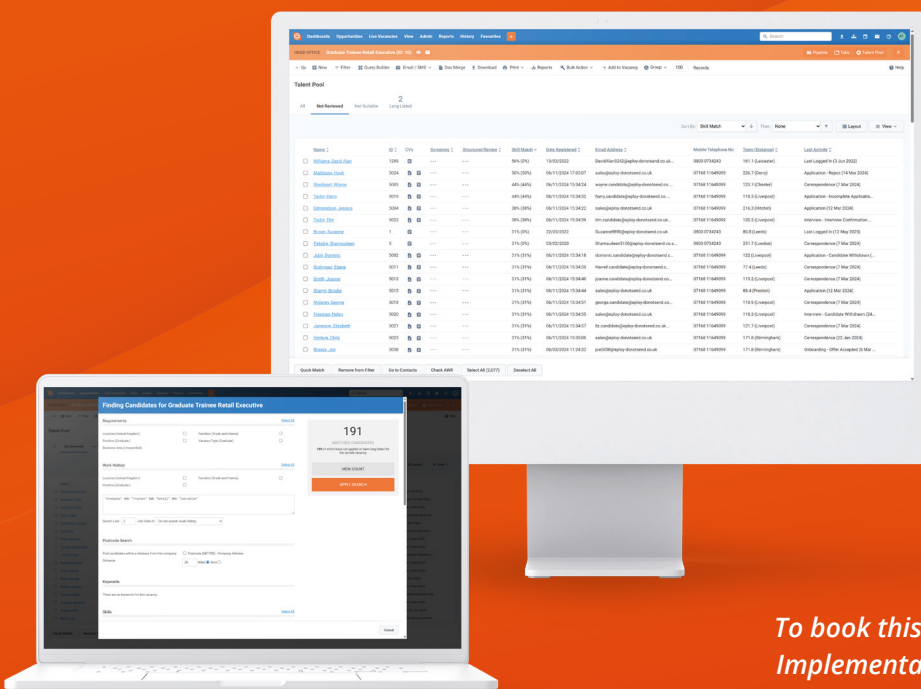
## Course Overview

Eploy is more than an Applicant Tracking System. After only a few weeks, your database will likely contain hundreds, if not thousands of Candidates, many of whom may well have the exact skillset and experience you're looking for.

So, why sit back and wait for them to see your Vacancies, when you can proactively search your database, find the right Candidates for the role and reach out to them directly, inviting them to apply?

Throughout this course, we'll introduce you to the many features and tools already available within your Eploy system which allows you to do exactly that, with plenty of opportunities for you and your team to get stuck in, use the tools and start proactively recruiting straight away!

Delivered between 10am and 4pm, this is a hands-on and interactive training course, ideally conducted on-site, either at your offices or our Kidderminster HQ.



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



### Save Time with Skills

Use Skills to reduce the time taken to review Applications



### Find Candidates Fast

Quickly locate suitable Candidates within your database using the Quick Match and Query Builder



### Utilise Widgets

Create Dashboard Widgets to group Candidates by Preference



### Silver Medallist Identification

Enhance your recruitment processes to identify Silver Medallists

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

## Agenda

### TRAINING DAY

#### Morning

Adding and amending Skills

Quick Match & Query Builder

Email & SMS Templates

#### Afternoon

Groups

Dashboard Widgets

Custom Fields and Forms

We begin the day by talking about Skills. These are keywords which can be automatically identified and tracked within Eploy to help you quickly locate Candidates and Applications which match the skillset of your Vacancies. Next, we look at our two main search tools - the Quick Match and Query Builder. Combining these tools allows you to quickly match Candidates with your Vacancies, and then further refine the list based on non-Vacancy categories, such as past-Application performance. The morning ends with a recap of how to add custom email and SMS templates into your system which can be used to contact your Candidates, when performing Proactive Recruitment.

After lunch we move into the traditional Talent Pooling aspect of the session, looking at how you can use Groups and Dashboard Widgets to create bespoke Talent Pools. We'll also revisit the Query Builder to show you how to refine a large pool of talent down to a very specific group. We finish the day by looking at how to capture additional information about your Candidates, specifically for Talent Pooling purposes, through the use of Custom Fields and Forms.

**TIP** - to get the most out of this course, we'd recommend that you spend a bit of time beforehand to identify some Vacancies you'd like to target and to pull together a list of some Talent Pools you'd like to create.