

eApply

Make it easy for applicants to view and apply for vacancies online.

This highly versatile web front end works in conjunction with TeamSpirit's Recruitment module which is used to set-up new vacancies; application form layout and home page text are all specified.

eApply

eApply enables applicants to start filling out a form then save it if necessary, giving them the flexibility to finish their application later.

After initial registration, applicants can apply for new vacancies. Their personal details will be automatically entered once the system identifies them through their login. Both the applicant and the person responsible for the vacancy will receive a confirmation email upon receipt of the application.

Benefits

- Can be accessed from your own corporate website or company intranet
- Ability to set-up vacancies in the TeamSpirit Recruitment system ahead of schedule and not display in eApply until the application opens
- Personal details from the login will be pre-populated at the application stage avoiding duplicate data entry
- Current and past application details are automatically updated when an applicant amends their personal details using the 'My Account' function
- The applicant can complete the application in stages, but only submits once complete
- eApply automatically updates and closes applications once the application closing date has passed
- Removes the need to sift through hand written applications
- Removes the need for HR or Recruitment Departments to manually key application details

Features

- Links to the TeamSpirit Recruitment module
- Displays job vacancies direct from the recruitment database
- Add document and email links to the vacancy
- User definable application form layout
- User definable field names and ability to decide which fields are mandatory
- Ability to change styling of the eApply module and add your own company logo to application forms within set design parameters
- Can be launched from the company website or intranet
- Ability to display a detailed specification of the vacancy
- Link the appropriate application form to each vacancy
- Although vacancies can be viewed before registration, registration is required to apply for a vacancy
- Submission of an application will not be allowed until all mandatory fields are completed
- System vetting of applicant information using data validation techniques
- Applicants can amend their personal information at a later date using the 'My Account' function
- Applicants' details are added directly to the TeamSpirit Recruitment database
- Ability for applicants to view current and previous applications and their status
- Email notification of received application
- Vacancies only available for a user defined time period
- Ability for an applicant to upload relevant documents e.g. CV

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