



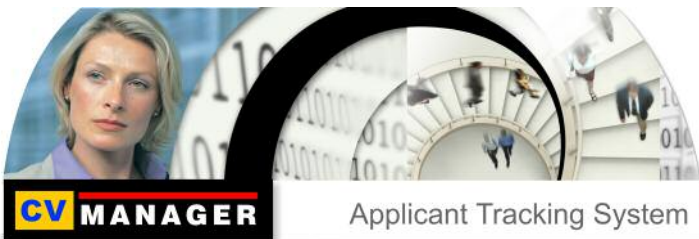
**CV** MANAGER

version 3.9


 [www.cvmanager.com](http://www.cvmanager.com)

APPLICANT TRACKING SYSTEM

ATTRACTION SELECTION MANAGEMENT



Affordable  
Flexible  
Powerful  
User Friendly

 [www.cvmanager.com](http://www.cvmanager.com)

CVManager is a full-featured integrated ATS that drives quality hires and increases effectiveness. CVManager is also an innovative marketing tool that helps create and build relationships with candidates. CVManager integrates seamlessly with your corporate Web site and Intranet portal.

## CVManager at a Glance

### Easy to access

- Allows 24/7 access to a qualified data base of candidates.
- Enables direct communication, selection, and evaluation.
- Optimizes your internal talent pool and offers a centralized job posting access for employees.
- Seamlessly integrates into your corporate Website and Internet portal.
- Affordable, with free annual upgrades.

### Easy to use

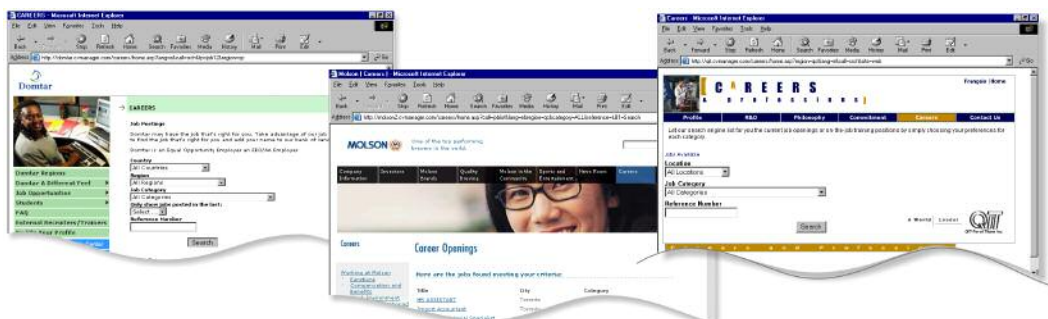
- Provides an easy-to-use application that requires minimum training and user support.
- Provides a flexible platform to streamline your organization's hiring process.
- Simplifies and automates staffing workflow from requisition to hire.
- Offers a global multilingual solution that integrates into your ERP.

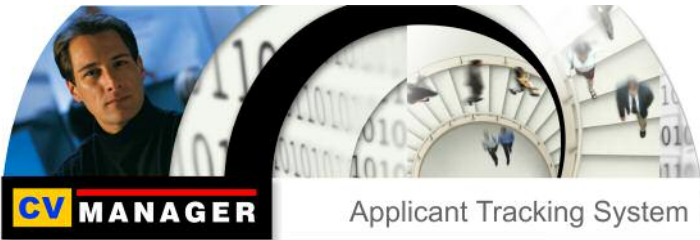
### Unique benefits

- Allows to create on-line recruitment campaigns and measures return on investment.
- Provides the Talent Seeker, the most powerful cross-search tool to date.
- Enables dynamic communication between the manager and the recruiter.
- Includes a management module for external recruiters.
- Enables self-serve management of fields, scrolling menus and the contents of the career section.
- Enables the user to follow up on information and produce reports on the status of candidates, hiring dates, recruitment costs, performance indicators, EAP (equal access program), and EEP (employment equity program), among other things.
- Offers an optimization program for maximum use.

### Effective support

- According to comments received from our users, "your support team's time of response is far better than that of the competition"

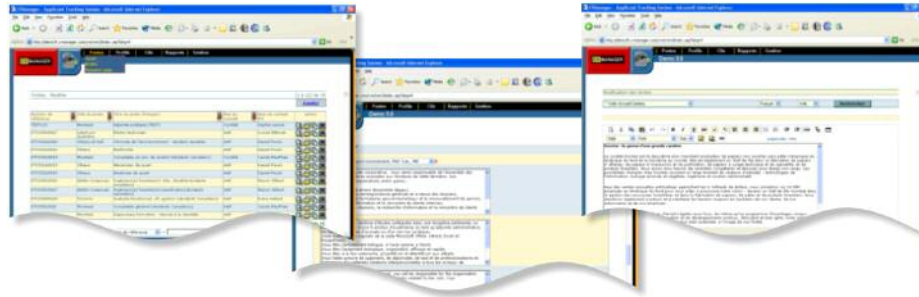




CVManager is a powerful Recruiting Solution that helps attract, select and manage your talent pool.

▶ [www.cvmanager.com](http://www.cvmanager.com)

## A flexible and integrated approach



### Attracts Talent

- Integrates seamlessly with your corporate Web site and Intranet portal.
- Posts jobs to more than 160 sites with **Rit@ Services** a complete job posting and media placement tool.
- Develops relationship marketing with extended correspondence capabilities.
- Encourages passive job seekers by giving them the possibility to register to a **Job Alert**.
- Optimizes every candidate contact by enabling them to e-mail a job posting to a friend.
- Creates efficient recruitment campaigns and tracks the return on investment (ROI) with the **Communicator**, a broadcaster to select or mass candidates.

### Makes it easy for candidates to

- Complete an online application specific for the position.
- Attach their resume file, Word, PDF or RTF and cover letters.
- View full job descriptions and company information.
- Search for job postings (by location, division, category...).
- Apply on line for multiple positions.
- Submit resume immediately for future consideration.
- Update resumes online (keep the database current).

## Reporting

### Makes Critical Decisions Based on Facts


- Generates reports such as
  - Status of Requisitions
  - Cycle Time
  - Recruiting Costs per Requisition
  - Performance Indicators
  - Other HR / Recruiting reports
  - Career site traffic
  - Export data to Excel spreadsheets or to HR-XML standard formats.
- Also enables data to be exported to Excel or HR-XML standard spreadsheets.

### Selects the Best

- Provides a unique **Talent Seeker** that permits a powerful combined search in resume files (Word, PDF & RTF), input form data and tracking notes.
- Provides automated candidate evaluation and ranking.
- Allows to create culture affinity questionnaires and performs ranking automatically.
- Allows to create unlimited number of pre-screening profiles.
- Sends an automated alert to recruiters when top candidates are detected.



Find Top Candidates Faster  
Easy to Use HR Software  
Powerful Functionalities  
Multilingual

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## CVManager adapts to your hiring process

### Increases Staffing Process Efficiency

- Automates workflow.
- Centralizes, standardizes and streamlines the staffing process.
- Enables hiring managers to initiate job requisitions using CVManager E-forms.
- Provides automated workflow for job requisition E-approval process.
- Tracks recruiting activity, costs, as well as time to hire.
- Tracks all aspects of the hiring process.
- Enables external recruiters to contribute to your recruiting process (usage is optional).

### Makes it easy for recruiters to

- Create internal and external Web-ready postings.
- Post, update and remove positions in real time.
- Record the history of a file with job posting status changes.
- Generate reference numbers automatically.
- Generate an automated response upon receipt of resume or application.
- Create and send standard response letters or emails to candidates.
- Record type and details of correspondence in history file of the candidate.
- Customize input forms to help identify the best suited candidates.
- Send candidate details to hiring managers for their approval.
- Access the talent pool 24/7 via the Web.

### Other Great Features

- Self-manage field features: modify field properties, add user-defined questions and create or modify your own pull down field values.
- Publish appointments and departures on your Intranet.
- Self-manage the content of your career section Web pages.
- Receive and process resumes in more than one language.
- CVManager delivers measurable value for our customers.
- Annual updates are free of charge; CVManager grows with our customer's needs and reflects innovative attraction, selection and management practices.



A Comprehensive Approach to  
Talent Acquisition