



Your business in mind.

Sage Abra HRMS

■ Online Career Center

Create an online career center that can be customized to your corporate Web site's appearance and allows applicants to search and apply for open positions.

■ Job Board Integration

Quickly upload open requisitions to Monster.com and Hotjobs.com.

■ Search Capabilities

Search resumes based on multiple criteria, including degree, position desired, major, and skills, and perform full text searches of resumes.

■ Built-in Workflow

Workflow features include automatic resume routing, approvals, screening, interview routing, and applicant communications.

■ Requisition Management

Create new requisitions using templates or from scratch, automatically route them to approvers for review, and post to the Web.

■ Online Application & Screening

Allow applicants to fill out applications on the Web, and ask requisition-specific questions to filter out unqualified candidates.

■ Employee Self-Service

With Abra ESS, employees can search and apply for open positions, update their resumes and references, and refer applicants for open requisitions.



ABRA eRECRUITER



Manage applicants and requisitions better than ever before. Abra eRecruiter is designed with HR departments in mind, whether the recruiting function is performed by busy HR managers or dedicated recruiters. This 100% Web-based process-oriented system completely streamlines the recruitment process. Abra eRecruiter features comprehensive paperless workflows, role-driven functionality, and intuitive configuration that makes it easy to meet your unique needs. Abra eRecruiter automates resume collection and routing with a customized career center on your company Web site. In addition, resume import features, online applications, screening questions, integration to major job boards, and built-in workflow and e-mail communications allow recruiters, hiring managers, applicants, executives, and employees to manage the recruiting process.

With Abra eRecruiter, you'll fill open positions faster by maintaining a searchable resume database and posting new requisitions immediately to your company Web site, cutting down on the time it takes to locate qualified applicants. Recruiters can review resumes from one organized page and automatically route resumes to hiring managers, who can provide instant, electronic feedback on each applicant. Additionally, roles-based functionality provides everyone involved in the recruiting process with access to unique features based on their job function.

From developing innovative products to providing award-winning customer support, Sage Software is dedicated to surpassing expectations in all aspects of our business. Our software is supported by a nationwide network of Certified Business Partners who are your resource for implementation, training, service, and support. For more information about Sage Abra HRMS, please contact your Sage Software Business Partner, or call us toll free directly at **800-424-9392**. You may also visit our web site at **www.sagesoftwareinc.com**.

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Sage Abra eRecruiter

FEATURES:

Online Career Center

With Abra eRecruiter, an online career center can be customized to match your corporate Web site's look and feel. Applicants can easily view open positions, submit resumes, and fill out applications from the career center, which are automatically routed to the appropriate recruiter for review.

Integration to Job Boards

Now, you can widen your search for qualified candidates with a few clicks. In addition to easily posting jobs to your company Web site, Abra eRecruiter interfaces to Monster.com and Hotjobs.com to give thousands of potential candidates access to your postings.

Robust resume search capabilities

Search resumes or subsets of resumes for a variety of criteria, including degree, major, referral source, position desired, and skills. Perform resume text searches for multiple keywords or skills, save your own personal search criteria, route resumes to hiring managers immediately after searching, or sort results by relevance. You can even search for resumes based on date, such as those received within the last six months.

Easy configuration

Configure the layout and display of Abra eRecruiter with extensive Page Builder functionality. Users can easily modify field titles and views, and add links to custom Web pages on each of the menus.

Built-in workflow and resume routing

A variety of workflows built into the system ensure a paperless recruiting process. Requisitions are automatically routed for approval via e-mail; approved requisitions are posted to the corporate Web site; applicants are automatically routed to recruiters for review; qualified applicants are routed to hiring managers for review, and much more. Recruiters can monitor the progress of hiring managers in evaluating potential candidates, and each routing action is automatically updated in the database to provide an up-to-the-minute status and history of the requisition or applicant at any point in time.

These workflow features allow recruiters and hiring managers to designate anyone, including executives and other managers, as approvers in the recruiting process.

Requisition management and posting

Hiring managers and recruiters can easily create new job requisitions from scratch or using templates, and automatically e-mail them to the designated approvers. When creating the requisition, the hiring manager enters all necessary approvers, who can approve or reject the requisition via e-mail. Once final approval has been received, the requisition is automatically posted to the online career center

Online applications and screening

Abra eRecruiter makes it simple for applicants to search open positions based on queries such as job location or job type, submit resumes, and fill out applications online via the company career page. Additionally, requisition-specific screening questions ensure more qualified candidates by filtering applicants based on your specific criteria.

Automated E-mail Communications

Facilitate e-mail communications between recruiters, hiring managers, and applicants when routing applicants, searching resumes, and approving requisitions. Quickly send mass e-mails to applicants and generate offers to candidates. Abra eRecruiter even integrates with MS Outlook for convenient interview scheduling.

Employee self-service

Empower employees to search open positions posted on the career center, add themselves to the resume database, and easily update their resume or references. They can even refer new applicants to open requisitions.