

# Abra Recruiting Solution™

# Feature Sheet

**Let Abra Recruiting Solution streamline your hiring process. Maintain an organized database of qualified applicants and track hiring expenses with Abra Recruiting Solution, a powerful system designed to significantly shorten your candidate search and selection process.**

## Streamline Your Search

- Simplify Internet recruiting by reading resumes directly through your email system, then placing them in a searchable database.
- Automatically recognize and import resumes in Microsoft® Word format, eliminating the need for manual conversion.
- Efficiently organize candidate data by converting information from resumes and placing it in an electronic folder. Create as many electronic folders as you need, such as “new applicants” or “referrals”.
- Conduct quick and accurate searches for qualified candidates through the entire resume database.
- Quickly display search results with a list of all applicants who fit your search criteria. Review resumes with highlighted keywords, then print the resumes, print a report documenting your evaluation procedure, or begin another search.
- Convert paper resumes to electronic files for enhanced applicant search capabilities.

## Match the Right Applicant to the Right Job

- Speed up the hiring process by emailing qualified candidate resumes directly to hiring managers. This step eliminates excessive paper files and provides quick access to the resume for printing or emailing.
- Define skills, education, and work experience to search electronic files, matching applicants to open requisitions before running a costly ad or paying a search agency fee.

## Respond Quickly to Applicants

- Personalize form letters by merging database information, including names, addresses and position, to efficiently send personalized mass letters.
- Print mailing labels automatically for one or for multiple applicants in a variety of formats.



## Powerful Reporting Tools Help with Compliance and Strategic Planning

Robust reporting tools in Abra Recruiting Solution feature standard, ad hoc query, and complex Crystal reporting options that provide quick and easy access to critical business information. You can even run reports and have them sent via email in Adobe PDF.

- Over 50 pre-formatted reports allow you to track the entire hiring process, including interview status, requisitions, and applicant information, for in-depth analysis of your recruitment efforts.
- Accurately document compliance for required hiring guidelines with standard reporting options.
- Answer ad hoc questions without having to create a complex report with the Abra Secure Query™ tool. Abra Secure Query guides you through the query process in easy-to-understand steps, so you don't have to be an IT expert to use it.

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- Integration with one of the most powerful reporting tools on the market - Crystal Reports® - provides over 120 additional, complex reports to help improve your company's analytic capabilities and drive better business decisions.

### Maintain Maximum Security of Sensitive Data

- Protect key information with sophisticated, multi-level security. Powerful security options allow you to control which groups have access to data at any level.
- Easily follow audit trails to identify who made each change by date, time, and type of change.
- Create and assign an unlimited number of user IDs and passwords.

### Communicate More Efficiently With Abra Alerts®

Increase productivity and save time with a system that automatically monitors Abra Recruiting Solution and proactively distributes information to managers and employees via your existing email system.

- Automatically respond to applicants with thank you messages via email.
- Systematically notify supervisors of hiring and requisition actions taken.
- Create your own automatic processes for anything your organization wishes to standardize or monitor.

### Get Maximum Value with Abra SupportPlus<sup>SM</sup>

Protect your investment and get the most value from your software with Abra SupportPlus. Best Software's team of technical specialists stand ready with knowledgeable support and service, plus much more!

With Abra SupportPlus, you're entitled to product updates and discounts, plus value-added benefits and privileges, providing you with a total software solution.

Benefits include:

- Expert, toll-free telephone support
- 24-hour, online Member's Lounge, including access to our knowledgebase on the web
- Downloadable tax law updates and system enhancements
- Free subscription to our quarterly newsletter

Abra Recruiting Solution is a fully integrated component of Abra Suite's Human Resource Management System (HRMS). Abra Suite® is the market leader in HR, payroll, benefits, and compliance solutions. The Abra® family of HRMS solutions provides a comprehensive and robust set of tools to streamline HR and payroll processes. Its line of payroll, recruiting, training, benefits administration and compliance solutions provides a single, seamlessly-integrated database and powerful reporting tools to help businesses increase productivity and tackle challenging HR issues.

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System requirements: Pentium processor, Windows 98, Windows NT 4.0, Windows 2000, or Windows XP Professional; 64 MB RAM; 500 MB disk space (varies by configuration); Super VGA; HP-Compatible laser printer. Compatible with latest versions of Novell NetWare and Microsoft.

#### The Abra Suite® family includes:

- Abra HR®
- Abra Payroll®
- Abra Alerts®
- Abra® OrgPlus™
- Abra Attendance®
- Abra Train®
- Abra LearningAction®
- Abra Employee Self-Service™
- Abra Recruiting Solution™

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