



## Abra eRecruiter

Manage applicants and requisitions better than ever before. Sage 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 make it easy to meet your unique needs.

Abra eRecruiter automates applicant processing and routing with a customized career center on your company's Web site. In addition, 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 entire recruiting process. You'll fill open positions faster by maintaining a searchable applicant database and posting new requisitions immediately to your Web site, helping you to find qualified applicants faster. Recruiters can review applicants from one organized page and route applicants to hiring managers to set up interviews. Additionally, role-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 your expectations. 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 eRecruiter, please contact your local business partner, or **call us toll free at 800-424-9392**. You may also visit our Web site at [www.sageabra.com](http://www.sageabra.com).

## BENEFITS

### Public career center

Create an online career center on your corporate Web site that allows applicants to search and apply for open positions.

### Internal career center

Employees can search and apply for jobs on an internal career center, as well as refer applicants for open requisitions.

### Job board integration

Quickly upload open requisitions to Monster.com.

### Search capabilities

Search applicants based on multiple criteria such as degree, position desired, major and skills plus perform searches for relevant keywords or groups of keywords.

### Built-in workflow

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

### Requisition management

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

### Online applications and screening

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

**Available with Sage Abra Suite U.S. Edition v7.5 or higher and Sage Abra HRMS v8.1 or higher.**

◀ Sage Abra eRecruiter automates your entire applicant processing and routing procedure through your company's Web site making it faster and easier to find qualified applicants.

## FEATURES

<b>Public Career Center</b>	Applicants can easily view open positions, submit resumes, and fill out applications from the career center on your Web site, which are automatically routed to the appropriate recruiter for review.
<b>Internal Career Center</b>	Employees can access an internal career center to search and apply for open positions and refer applicants for open positions.
<b>Integration to Job Boards</b>	Widen your search for qualified candidates with a few clicks. Easily post jobs to your public career center, which completely integrates with Monster.com to give thousands of potential candidates access to your postings.
<b>Resume Search Capabilities</b>	Search the applicant database for a variety of criteria including degree, major, referral source, position desired and skills. Search resumes by keyword or groups of keywords and view the occurrence of the keywords within resumes.
<b>Easy Configuration</b>	Customize the page displays of Abra eRecruiter with configuration functionality. Users can easily add custom text, and add links to custom Web pages.
<b>Paperless Workflow and Resume Routing</b>	Requisitions can be routed for approval by e-mail; approved requisitions are posted to the public career center and applicants are routed to recruiters for review. Qualified applicants are then routed to hiring managers for review with the added security of SSN/SIN masking. 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.
<b>Requisition Management</b>	HR managers, managers and recruiters can easily create new job requisitions from scratch or using templates, and e-mail them to the designated approvers. Hiring managers enter all necessary approvers who can approve or reject the requisition by e-mail. Once final approval has been received, the requisition is posted to the public career center.
<b>Online Applications &amp; Screening</b>	Requisition-specific screening questions ensure more qualified candidates for your company by searching for applicants based on your specific criteria. Applicants can search open positions, submit resumes and fill out applications online through the public or internal career centers.
<b>E-mail Communications</b>	Facilitate e-mail communications between recruiters, hiring managers, and applicants when routing applicants and approving requisitions. Using eRecruiter templates, quickly create and send system-generated emails including acknowledgement, invitation, offer letter and rejection letters. Abra eRecruiter even integrates with MS Outlook for convenient interview scheduling.
<b>Employee Transfers/Promotions</b>	Transfers or promotions of existing employees are recognized in the Sage Abra HR system, and will automatically be available in Abra HR.
<b>Archived Profiles</b>	Archived applicants can log into the system using their e-mail address and are proactively re-activated. The applicant history will be updated to reflect the reactivation.



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