

Understanding contract and offer letters in Hireserve ATS

19th October 2018

Introductions



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Head of Services

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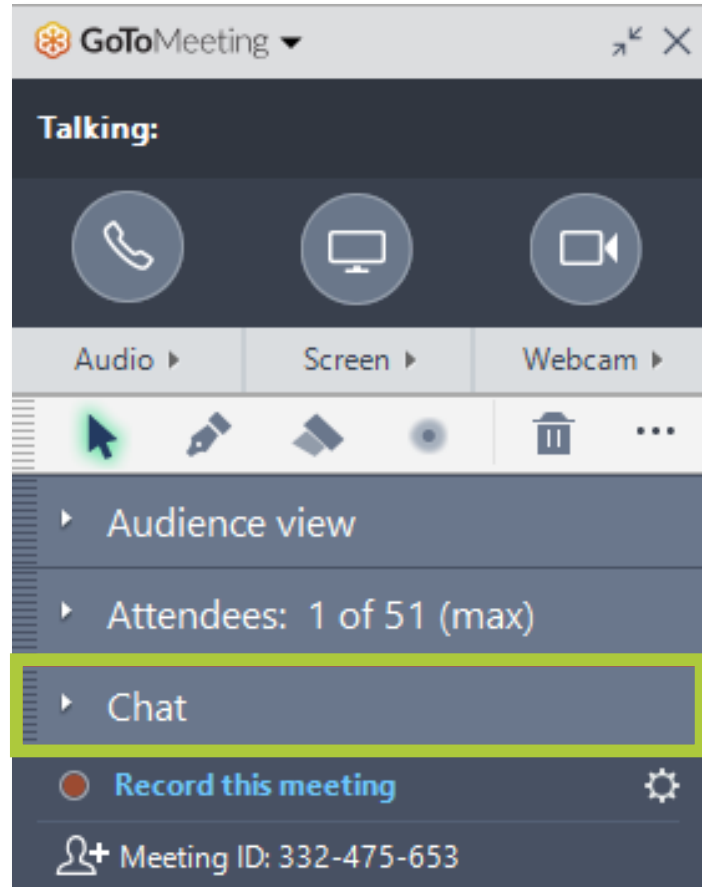
Helen Fendley
Communications Executive

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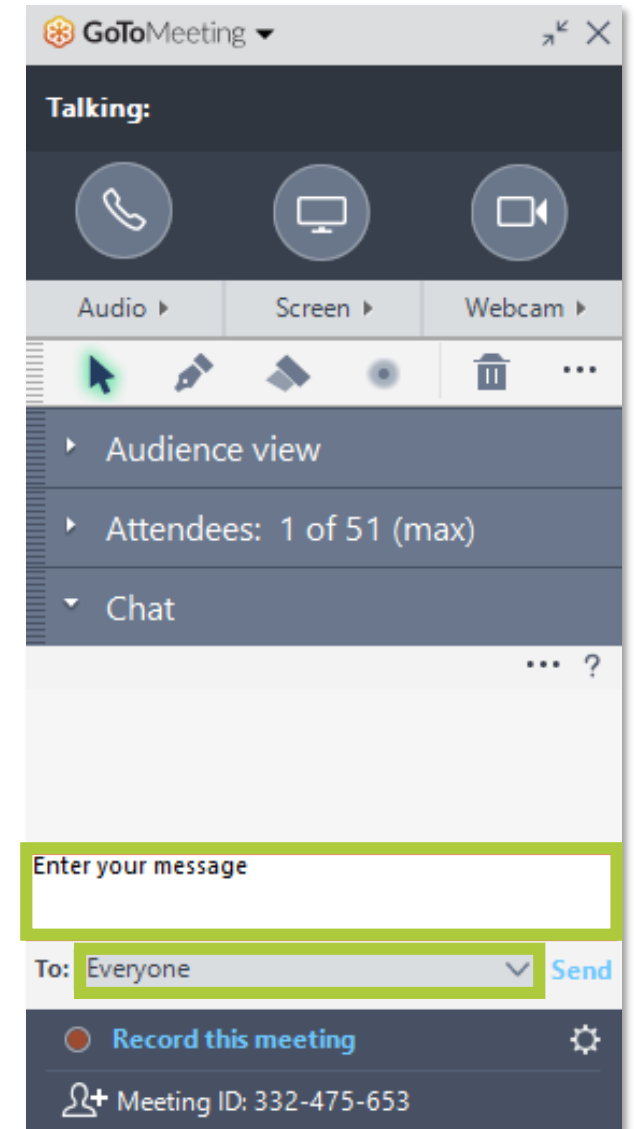
Please connect with us, and follow Hireserve on LinkedIn:
<https://www.linkedin.com/company/hireserve-limited>

How to ask questions

1. In your GoToMeeting Panel, expand the Chat section



2. Enter your question
3. To: Helen Fendley
4. Click Send



Agenda

- Features and benefits
- Live demo
- Your Terminology Guide
- Upcoming events

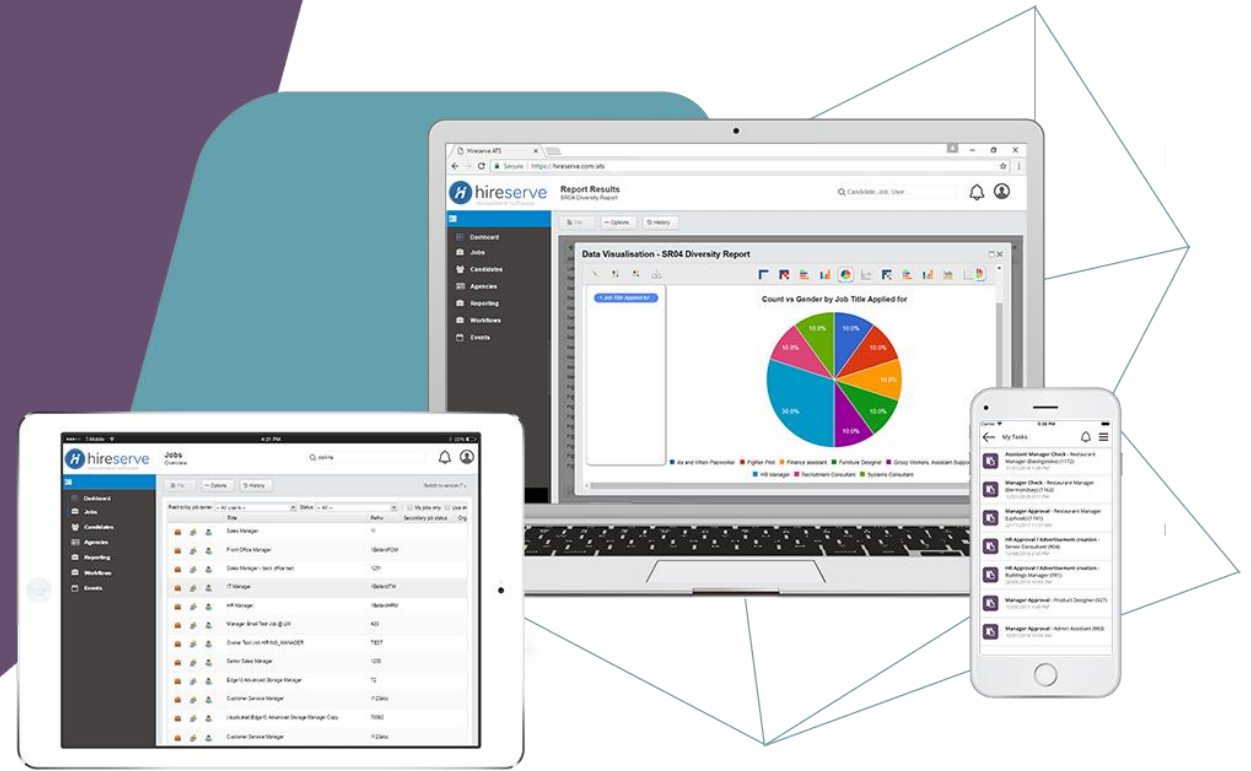
Features

- Store in an online library of offer letter and contract templates
- Automatic merging of information into the selected template, e.g. Job details, candidate details and offer details
- Online offer approval workflows
- Templated offer letter and contract document correspondence
- Online offer acceptance and collection of New Starter information

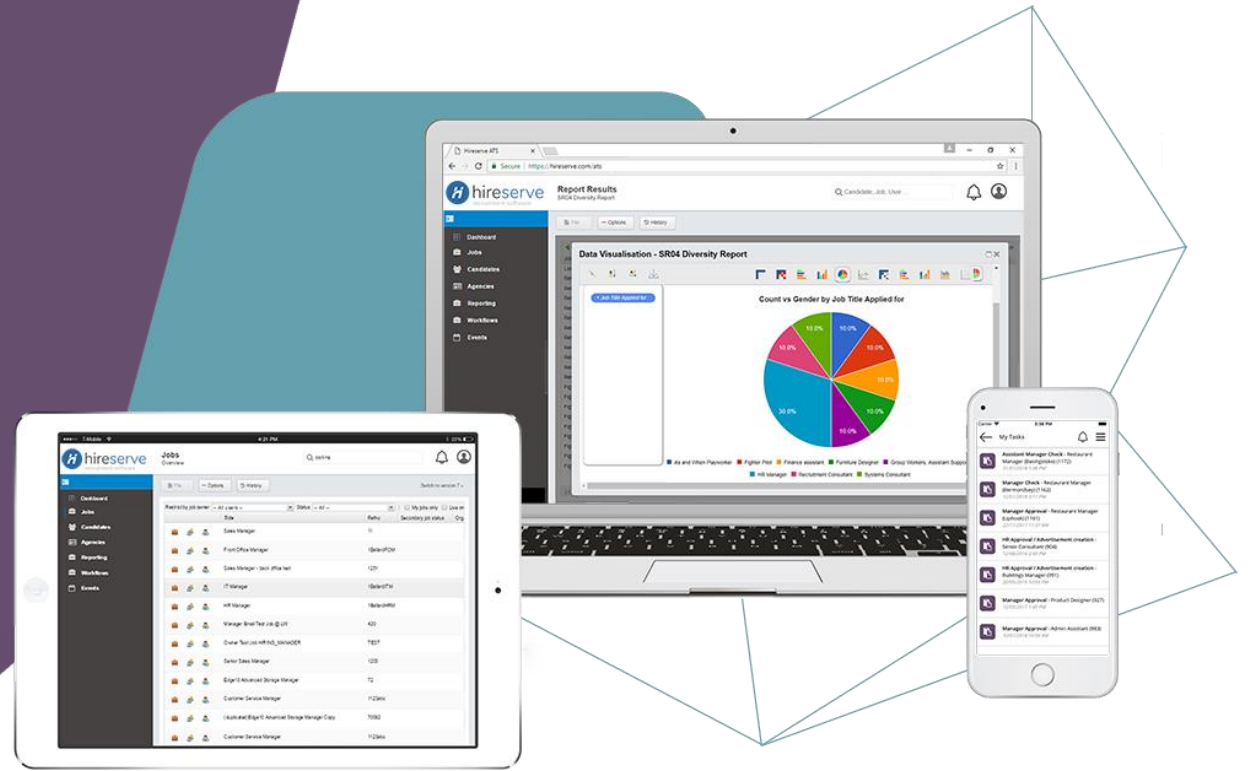
Benefits

- Offer letter and contract documents stored in one place, for centralised access to all users
- Streamlines creation of offer documents
- Saves administration time and reduces possibility for human error
- Audit log providing full visibility of offer approval activities
- Automated online storage of generated offer documents

Demonstration

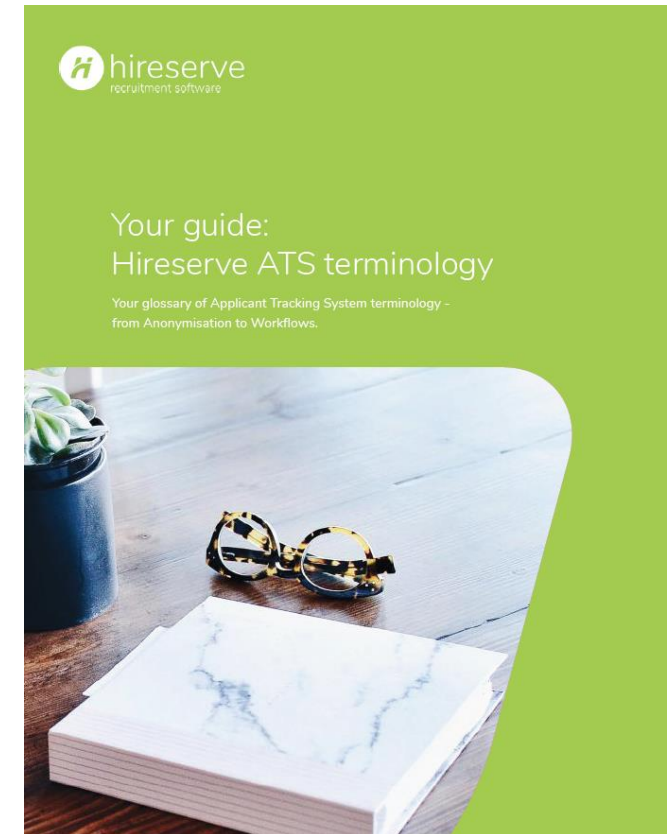


Any questions?



The Hireserve ATS terminology guide

- If any of the terms used in this webinar or others were unfamiliar to you, check out this brand new guide.
- Find it here:
hireserve.com/hireserve_hub/user-guides-and-release-notes/



Support Clinic

- Our next Support Clinic is on Wednesday 12th December
- Sign up here: hireserve.com/hireserve_hub/customer-events/



Hireserve User Group

- Save the date: 21st March 2019!
- You'll be receiving invites very shortly
- Check back to the Hireserve Hub for slides from last year's event: hireserve.com/hireserve_hub/customer-events/



Thank you!