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Recruitment

Central repository of information

By utilizing specialized HR functionality within a Time and Attendance System you can seamlessly integrate your recruitment and interview processes with your existing HR data.

Store all information relating to vacancies and associated applicants in the same format as your HR data enabling you to easily convert successful applicants to new starts.

In addition you can utilize stored data on the company structure to automatically generate vacancies based on known leaving dates. Incorporate existing employees into the recruitment process allowing you to advertise internally.

Improved communication and planning

In-built letter and email writing functionality enables you to quickly generate mass communications such as applicant acknowledgements with a bank of pre-designed templates.

All communication relating to the recruitment process, including offer letters, can be managed through the system and stored against the applicant.

Schedule key events in the selection process with the Diary feature. Check internal diaries for availability and schedule interviews directly into suitable slots.

Effectively analyze costs

Record costs of recruitment agencies and advertisements for each vacancy, job type and/or department. Cross reference successful applicants against their initial source to determine effectiveness of different mediums enabling you to better plan for future vacancies.