

RECRUITMENT MANAGER

EXCEL TEMPLATE V2

SIMPLE

www.indzara.com

EFFECTIVE

PURPOSE

A simple & effective
solution to manage
recruiting

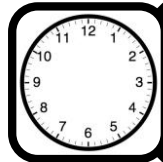
FEATURES

- **Simple Framework**
 - Just Jobs & Applications
 - Easy to enter information
- **Automated Dashboard**
 - Relevant Metrics
 - Easy to drill/filter
 - Job Report
 - Print/Export to PDF
- **Customize to your needs**
 - Define Recruiting Stages
 - Application Source
 - Decline Reasons
- **Effective Data Management**
 - Accessible Job / Appl lists
 - Filter on fields as needed
 - Easy to retrieve information

BENEFITS



STREAMLINED PROCESS



SAVE TIME



AUTOMATED DASHBOARD



SAVE MONEY VS COSTLY SOFTWARE



ALL WITHIN FAMILIAR EXCEL

SCREENSHOTS

DASHBOARD

FILTERS

DASHBOARD

JOB STATUS

CANCELLED COMPLETED OPEN

JOB COMPLETED YEAR MTH

2016 2 2016 3 2016 4 2016 5
2016 6 2016 7

JOB LOCATION

Chennai Moscow Paris
Seattle Sydney Tokyo

RECRUITER

Dan Watson Mark Young Steve Waugh

DEPARTMENT

Design Engineering HR
IT

JOB LEVEL **JOB TYPE**

A B C Full-Time Part-Time

15 HIRED **4.0** APPS PER HIRE **31** DAYS TO HIRE **1740** COST PER HIRE **19** OPEN POSITIONS **120** DAYS IN MKT

Press Ctrl + Alt + F5 to refresh

RECRUITMENT FUNNEL

| | |
|------------------|------|
| APPLICATION | 100% |
| PHONE SCREEN | 74% |
| MGR INTERVIEW | 55% |
| ONSITE INTERVIEW | 47% |
| OFFER | 45% |
| HIRE | 39% |

MONTHLY METRICS (Past 12 mths)

| MONTH | HIRED | DAYS TO HIRE |
|----------|-------|--------------|
| Jul-2016 | 0 | |
| Jun-2016 | 1 | 30 |
| May-2016 | 5 | 31 |
| Apr-2016 | 2 | 30 |
| Mar-2016 | 3 | 40 |
| Feb-2016 | 4 | 26 |

PIPELINE EFFICIENCY OF HIRING

Days taken for each stage in Recruitment Process

APPLICATION SOURCES

| | # HIRED | % OF HIRED | CONV RATE |
|----------|---------|------------|-----------|
| WEBSITE | 7 | 47% | 70% |
| INDEED | 6 | 40% | 55% |
| LINKEDIN | 1 | 7% | 14% |
| AGENCY | 1 | 7% | 10% |

DECLINE REASONS

| | # OF APPS | % OF APPS |
|------------|-----------|-----------|
| TECHNICAL | 8 | 35% |
| SALARY | 5 | 22% |
| OTHER | 4 | 17% |
| CULTURE | 3 | 13% |
| EXPERIENCE | 3 | 13% |

ACTIVE PIPELINE 22 Pending App(s)

| | | | | |
|-------------|--------------|---------------|------------------|-------|
| 6 | 7 | 8 | 1 | 0 |
| APPLICATION | PHONE SCREEN | MGR INTERVIEW | ONSITE INTERVIEW | OFFER |

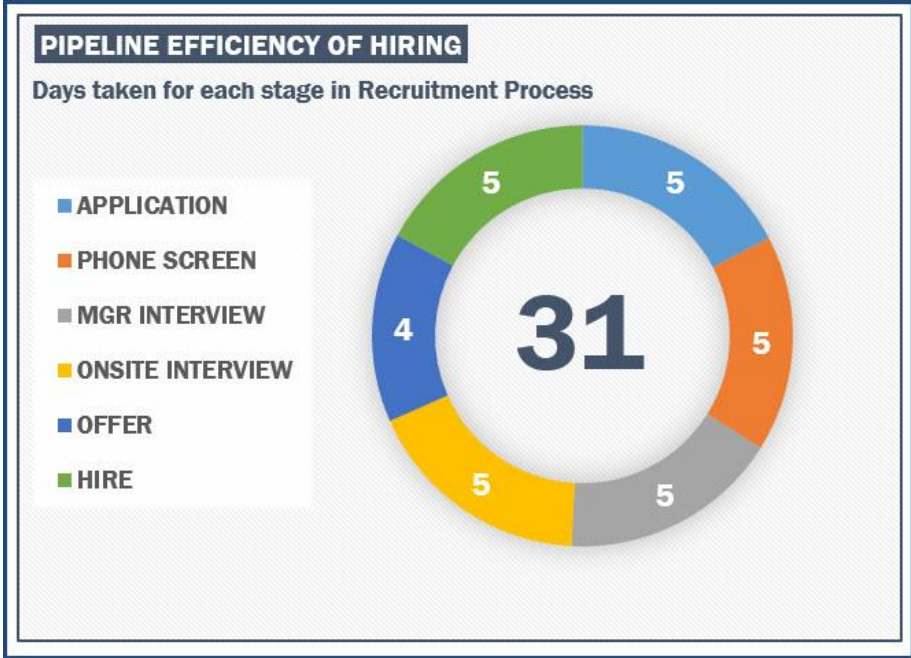
COMMENTS

OUTSIDE TOP 8 0 0% OUTSIDE TOP 8 0 0%

COST

TOTAL COST 26100

SUMMARY METRICS / FUNNEL / PIPELINE EFFICIENCY



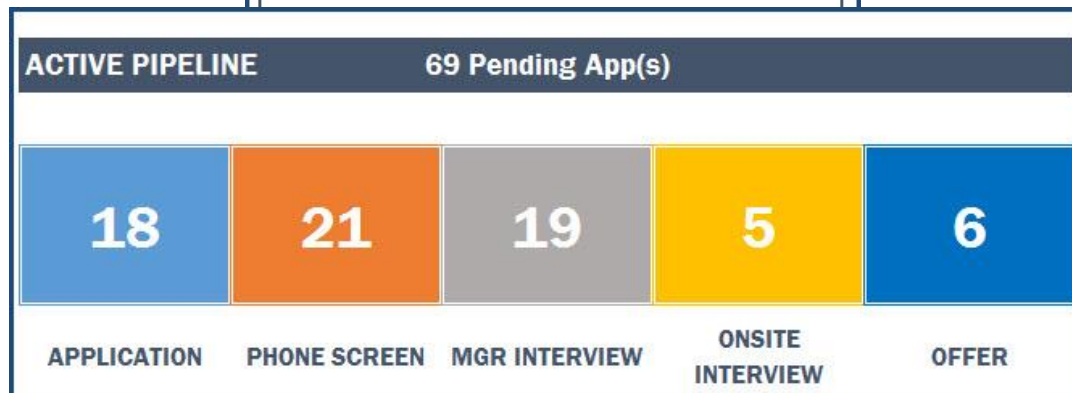
MONTHLY METRICS/ SOURCES / REASONS / PIPELINE

| MONTHLY METRICS (Past 12 mths) | | | |
|--------------------------------|-------|--------------|--|
| MONTH | HIRED | DAYS TO HIRE | |
| Jul-2016 | 6 | 36 | |
| Jun-2016 | 8 | 26 | |
| May-2016 | 18 | 32 | |
| Apr-2016 | 4 | 28 | |
| Mar-2016 | 7 | 35 | |
| Feb-2016 | 12 | 29 | |

| APPLICATION SOURCES | | | |
|---------------------|---------|------------|-----------|
| | # HIRED | % OF HIRED | CONV RATE |
| WEBSITE | 18 | 33% | 51% |
| INDEED | 18 | 33% | 47% |
| AGENCY | 11 | 20% | 37% |
| LINKEDIN | 8 | 15% | 29% |

| DECLINE REASONS | | |
|-----------------|-----------|-----------|
| | # OF APPS | % OF APPS |
| SALARY | 21 | 28% |
| TECHNICAL | 17 | 22% |
| EXPERIENCE | 14 | 18% |
| OTHER | 12 | 16% |
| CULTURE | 11 | 14% |
| OUTSIDE TOP 8 | 0 | 0% |

Number of Apps without Decline Reason: 1



JOB REPORT

Choose one job and stage to see candidate list.

CHOOSE JOB ID

11

CURRENT PIPELINE

| | | | | | |
|------------------------|---------------------|----------------------|-------------------------|-----------------------|-------------|
| JOB POSTED DATE | 09-Jun-2016 | POSITIONS | 2 | STATUS | OPEN |
| JOB TITLE | Chemical Engineer | HIRED | 1 | DAYS IN MARKET | 29 |
| APPLICATION | PHONE SCREEN | MGR INTERVIEW | ONSITE INTERVIEW | OFFER | HIRE |
| 0 | 1 | 2 | 0 | 1 | 1 |

Pending Applications: 3

CHOOSE STAGE

MGR INTERVIEW

| | CANDIDATE NAME | STATUS | COMMENTS |
|---|----------------|--------|---|
| 1 | Bruce Hamilton | | Solid Technical Skills. Less Experienced. Great Phone interview. |
| 2 | Ann Grant | | Very experienced but not directly in our industry. Might require more training initially. |
| 3 | | | |
| 4 | | | |

CUSTOMIZE TO SUIT YOUR NEEDS

Enter unique recruitment stages
Up to 6 (including hiring)

STAGES

APPLICATION
PHONE SCREEN
MGR INTERVIEW
ONSITE INTERVIEW
OFFER
HIRE

Enter list of application sources

APPLICATION SOURCES

LINKEDIN
WEBSITE
INDEED
AGENCY

Enter list of decline reasons

DECLINE REASONS

TECHNICAL
CULTURE
SALARY
EXPERIENCE
OTHER

JOBS DATA

| JOBS | | | | | | | | | | | | |
|---|----------------------------|--------------|----------------|-------------|-----------|-----------|----------------|-----------------|-----------|-----------|-------|--|
| Enter each job in the table below. Start Entering from row 5. | | | | | | | | | | | | |
| JOB ID | JOB TITLE | JOB LOCATION | HIRING MANAGER | DEPARTMENT | JOB TYPE | JOB LEVEL | RECRUITER NAME | JOB POSTED DATE | POSITIONS | STATUS | COST | |
| 1 | Geological Engineer | Tokyo | Raymond Willis | Engineering | Part-Time | A | Dan Watson | 17-Jan-2016 | 1 | COMPLETED | 5000 | |
| 2 | Programmer III | Chennai | Tammy Vasquez | IT | Full-Time | B | Mark Young | 22-May-2016 | 2 | COMPLETED | 10000 | |
| 3 | Chemical Engineer | Moscow | Shawn Young | Engineering | Part-Time | C | Steve Waugh | 04-Jan-2016 | 3 | OPEN | | |
| 4 | Quality Engineer | Seattle | Wayne Watson | IT | Part-Time | A | Dan Watson | 12-Apr-2016 | 5 | OPEN | | |
| 5 | Graphic Designer | Sydney | Ruth Moore | Design | Full-Time | B | Mark Young | 14-Jan-2016 | 5 | OPEN | | |
| 6 | Payment Adjustment Coordin | Tokyo | Daniel Mason | HR | Part-Time | C | Steve Waugh | 27-Mar-2016 | 5 | OPEN | | |
| 7 | Biostatistician II | Paris | Walter Spencer | Engineering | Part-Time | A | Dan Watson | 05-Feb-2016 | 1 | OPEN | | |
| 8 | Senior Financial Analyst | Tokyo | Raymond Willis | IT | Full-Time | B | Mark Young | 17-Apr-2016 | 2 | COMPLETED | 2000 | |
| 9 | Geological Engineer | Chennai | Tammy Vasquez | Engineering | Part-Time | C | Steve Waugh | 17-Jan-2016 | 3 | OPEN | | |
| 10 | Programmer III | Moscow | Shawn Young | IT | Part-Time | A | Dan Watson | 27-Jan-2016 | 1 | COMPLETED | 6500 | |
| 11 | Chemical Engineer | Seattle | Wayne Watson | Design | Full-Time | B | Mark Young | 09-Jun-2016 | 2 | OPEN | | |
| 12 | Quality Engineer | Sydney | Ruth Moore | HR | Part-Time | C | Steve Waugh | 19-Apr-2016 | 3 | OPEN | | |
| 13 | Graphic Designer | Tokyo | Daniel Mason | Engineering | Part-Time | A | Dan Watson | 10-Apr-2016 | 1 | COMPLETED | 8000 | |
| 14 | Payment Adjustment Coordin | Paris | Walter Spencer | IT | Full-Time | B | Mark Young | 18-Jan-2016 | 2 | OPEN | | |
| 15 | Biostatistician II | Tokyo | Raymond Willis | Engineering | Part-Time | C | Steve Waugh | 22-Feb-2016 | 3 | OPEN | | |
| 16 | Senior Financial Analyst | Chennai | Tammy Vasquez | IT | Part-Time | A | Dan Watson | 12-Jan-2016 | 1 | COMPLETED | 800 | |

APPLICATIONS DATA

| | | | |
|----|---|-----------------------|---------------------------|
| 1 | APPLICATIONS | | |
| 2 | Enter each application in the table below. Start Entering from row 6. | | |
| 3 | Do not modify Row 5. | | |
| 4 | JOB ID | CANDIDATE NAME | APPLICATION SOURCE |
| 5 | | | |
| 6 | 36 | Alan Morales | Indeed |
| 7 | 47 | George Shaw | Website |
| 8 | 41 | Justin Reid | LinkedIn |
| 9 | 4 | Jack Stewart | Indeed |
| 10 | 25 | Craig Warren | LinkedIn |
| 11 | 2 | | |
| 12 | | | |

| APPLICATION DT | PHONE SCREEN DT | MGR INTERVIEW DT | ONSITE INTERVIEW DT | OFFER DT | HIRE DT |
|----------------|-----------------|------------------|---------------------|-------------|-------------|
| 6-Jun-2016 | 8-Jun-2016 | 9-Jun-2016 | 18-Jun-2016 | 19-Jun-2016 | 27-Jun-2016 |
| 14-Feb-2016 | 24-Feb-2016 | 5-Mar-2016 | 8-Mar-2016 | 17-Mar-2016 | |
| 25-Mar-2016 | 4-Apr-2016 | 8-Apr-2016 | 12-Apr-2016 | | |
| 17-Apr-2016 | 17-Apr-2016 | 27-Apr-2016 | 28-Apr-2016 | 6-May-2016 | |
| 2-May-2016 | 10-May-2016 | 14-May-2016 | 18-May-2016 | | |
| 29-Jan-2016 | 29-Jan-2016 | 3-Feb-2016 | 10-Feb-2016 | | |
| 19-Apr-2016 | 24-Apr-2016 | 26-A | | | |

| APPLICATION STATUS | DECLINE REASON | COMMENTS | CUSTOM COL 1 |
|--------------------|----------------|---|--------------|
| HIRED | | | |
| NOT HIRED | EXPERIENCE | Solid Technical Skills. Less Experienced. | |
| NOT HIRED | OTHER | | |
| HIRED | | | |
| NOT HIRED | EXPERIENCE | | |

REQUIREMENTS

- Microsoft Excel for Windows (2010 and above)
- Microsoft Excel for Mac (2016 and above)

MORE DETAILS

Product Page

Product Support Page

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