



## SAGE ABRA

## SAGE ABRA RECRUITING SOLUTION

### SIMPLIFIED RECRUITING

Read resumes directly through your e-mail system, and place them into a searchable database. Import resumes and convert paper resumes into electronic files for enhanced applicant searching.

### EFFECTIVE SEARCHING

Conduct quick and accurate searches for qualified candidates in your resume database and quickly display search results.

### REDUCE PAPER FILES

E-mail qualified candidate resumes directly to hiring managers eliminating excessive paper files and providing quick access to resumes for printing or emailing.

### SLASH COSTS

Define skills, education, and work experience to search electronic files, matching applicants to open requisitions before running costly ads or paying search agency fees.

### ENHANCED APPLICANT COMMUNICATION

Personalize form letters by merging database information including names, addresses and position to efficiently send personalized mass letters to applicants.

### POWERFUL REPORTING

Includes over 50 pre-formatted reports that allow you to track the entire hiring process.

### MAXIMUM SECURITY

Protect key information with sophisticated, multi-level security.

The screenshot shows the 'Abra Suite' application window with the 'Applicant Status' form open. The form displays the following information:

- Applicant:** Jane S. Adamson
- Status:** Offer Accepted 02/01/2006
- SSN:** 112-24-4555
- ID Number:** 26

The form is divided into two main sections: 'Status' and 'Assigned Requisitions'.

**Status Section:**

- General Status: Offer Accepted
- As Of: 02/01/2006
- Reason: None Specified
- Letter Name: OFFACC
- Date Sent: 02/01/2006
- Comment: Offer accepted

**Assigned Requisitions Section:**

- Offer Position: Payroll Administrator
- Salary: \$40000.00 Per Year
- Accepted On: 02/01/2006
- Starts On: 02/15/2006

**Misc. Info Section:**

- Other Phone: 727-555-1212
- Fax: (empty field)
- Other: (empty field)

At the bottom of the window, there are 'OK', 'Cancel', and 'Apply' buttons. The status bar at the very bottom shows the file path, record information (Record: 12/14, Record Unlocked), and the time (1:16:14 pm).

Streamline your hiring process, maintain an organized database of qualified applicants, and track hiring expenses better than ever before. Sage Abra Recruiting Solution is a powerful recruiting system designed to significantly shorten your candidate search and selection process. A fully integrated component of the Sage Abra HRMS, Abra Recruiting Solution gives you all the recruiting tools you need to organize applicant data and efficiently conduct quick and accurate searches for qualified candidates.

Find just the right candidate for open positions faster by converting information from resumes and placing them directly in electronic files. Conduct quick and accurate searches for qualified candidates through the entire resume database, and display search results with a list of all applicants who fit your search criteria. Save time by reading resumes directly through your e-mail system and placing them into the searchable database.

Abra Recruiting Solution also helps you speed up the hiring process by e-mailing qualified candidate resumes directly to your hiring managers. Better still, you can easily send applicants personalized form letters by merging your database information including names, addresses and position. Plus, with robust reporting tools which feature standard, ad hoc query, and complex Crystal reporting options, you have a robust recruiting solution that provides you with quick and easy access to critical business information.

From developing innovative products to providing award-winning customer support, Sage Software is dedicated to surpassing expectations in all aspects of our business. 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 Abra Recruiting Solution, please contact your local Sage Software Business Partner, call us toll free directly at 800-424-9392, or visit our Web site at [www.sageabra.com](http://www.sageabra.com).



# Sage Abra

## Recruiting Solution

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### FEATURES

#### Streamline your hiring process

Simplify your recruiting process through a powerful system designed to fill open positions within your organization with speed and efficiency. Abra Recruiting Solution lets you easily maintain an organized database of qualified applicants and track hiring expenses.

#### Match candidates to the right job

Accelerate the entire hiring process by e-mailing qualified candidate resumes directly to hiring managers. This step eliminates excessive paper files and provides quick access to resumes for printing or e-mailing. You can define skills, education, and work experience to search electronic files, matching applicants to open requisitions before having to run costly ads or paying search agency fees.

#### Better candidate data organization

Make your search for qualified candidates more efficient. With Abra Recruiting Solution, you can convert information from resumes and place it into electronic files for better organization. Create as many folders as you need, and conduct quick and accurate searches for qualified candidates through the entire database with a list of all applicants who fit your search criteria. Review resumes with highlighted keywords and print reports documenting your evaluation procedure, or begin another search. You can even convert paper resumes to electronic files for enhanced applicant search capabilities.

#### Be more responsive to applicants

Promote a better image of your organization by merging database information to send personalized letters to all applicants. You can also print mailing labels automatically for one or for multiple applicants in a variety of formats.

#### Improved compliance and strategic planning

Abra Recruiting Solution includes powerful reporting tools with standard, ad hoc query, and complex Crystal reporting options that provide quick and easy access to critical business information. You can run reports and have them sent using e-mail in Adobe PDF. The standard reporting options allow you to accurately document compliance for required hiring guidelines.

#### Peace of mind with robust security

Advanced, multi-level security options allow you to control which groups have access to data at any level. You can easily identify who made each change by date, time, and type of change by easily following audit trails. You also have the power to create and assign an unlimited number of user IDs and passwords.