



BEAT YOUR COMPETITORS AT EVERY STEP

As a recruitment company your goals are simple: you want to fill more jobs faster than your competitors, and you want to provide the best candidates possible. To meet these objectives CVPlus Visual recruitment software offers you the ability to import a large volume of CVs into the system, and continually expand your pool of talented applicants without wasting time and money on manual data entry.

Our software instantly generates shortlists of qualified candidates to match your open jobs. You can track and manage every step of the recruitment process from a single screen. CVPlus Visual also provides all the tools necessary to manage and market your business successfully, attract clients, maintain profitable business relationships and promote growth.

5 fold increase in the size of your applicant talent pool



Increase the ratio of candidates interviewed to candidates placed by an average 33%
Reduce the cost of hire to your clients as much as 40% making you the most attractive recruiter in your sector

USER-CENTRED DESIGN

Swiftpro's user-centred design philosophy has created a software application that places the consultant rather than the technology at the heart of the recruitment process. CVPlus Visual's innovative "split-screen" or "panel view" user interface enables recruiters to easily select the amount of related information displayed on a single screen. Your consultants will find they are able to perform multiple tasks much more rapidly and efficiently without having to continually open and close windows within the application.

AUTOMATED CV PROCESSING

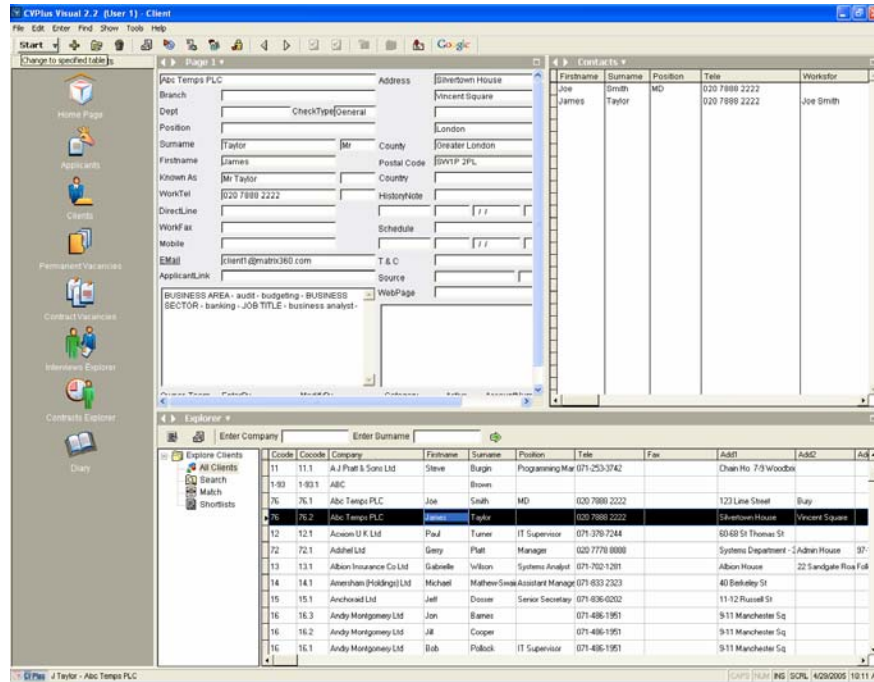
It's a fact that as much as 40% of the average recruitment consultants time is spent entering CVs/resumes manually into a company's contact management or recruitment software database. This represents an enormous drain on a company's valuable time and human resources. CVPlus Visual transforms imported CVs into fully skilled new applicant records automatically, extracts all key candidate information, such as name, address, employment history, skills and qualifications.

The original CV is attached to the applicant's record and each time you import a new CV for that applicant, it is also stored in the original CV folder. Later, you can view all the original CVs historically in the CV Scan File. Using the original CV as a template you can create modified versions, such as company branded CVs without the applicants contact details, ideal for sending to clients. Automated CV processing is fast, removes the risk of human error and duplication of data, ensuring the accuracy and reliability of all your candidate records.



CLIENT CONTACT MANAGEMENT

Critical to the continuing success of your business is ensuring that client records are always up to date and easily accessible. Equally important is how this client information is organized. After all, you might have several key clients from one company. Larger client companies will probably have numerous departments, divisions, or regional offices. That's why CVPlus Visual reflects each company's organizational structure.



All the clients from a given company can be viewed in the Contacts panel. Here you will find the main contact details for each client: company, name, position, telephone number, branch, and department. You can view the contacts by company or a branch. CVPlus Visual also allows you to define the hierarchy within the company so that you can establish an overview of who works for whom, for example.



CVPlus also allows to quickly update contacts when someone moves to a different branch within the same company or even to a branch within a different company. You don't have to delete and then create a new contact – simply move that contact to the required branch or department.

Using the same technology as that used to process multiple CVs, the advanced Client Exchange Intraday allows your systems manager to import any number of client contacts automatically. This is an extremely valuable tool for expanding your marketing and sales activity.

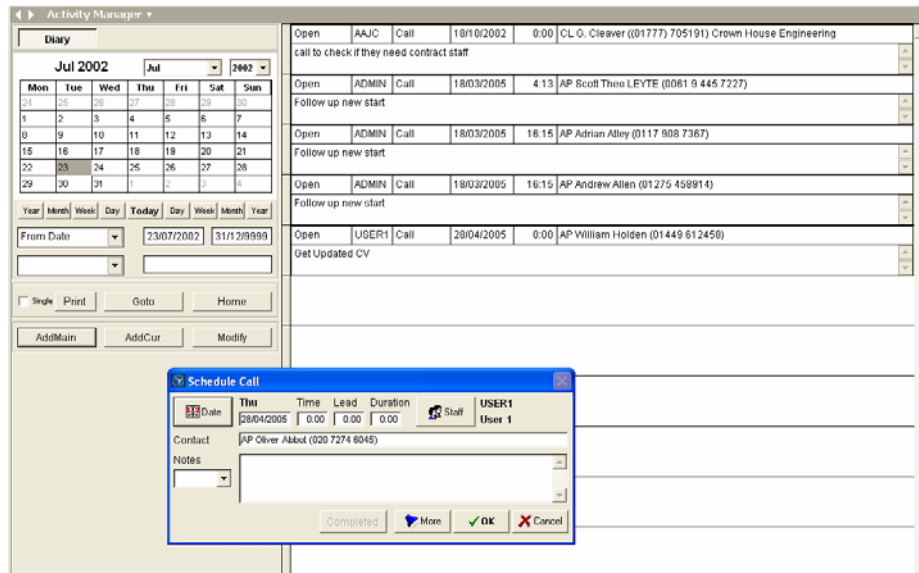


DIRECT MARKETING

CVPlus Visual allows you to send personally addressed direct marketing material. First, you open the required module, say Clients. Complete the search form: you might want to target all IT clients and business prospects within a 50 mile radius of Manchester, for example.

Once you have run your search and have your results, select your preferred media: email, letter, fax or SMS text message. Then choose from the available list of document templates, or have your systems manager create a new one for you. Press to send. You will get a final option to review, cancel and amend. Otherwise, your direct marketing is on its way. The whole process takes no longer than the time it took you to read this paragraph.

APPOINTMENTS DIARY



You can plan your workdays, schedule sales activity, share internal tasks and arrange interviews using CVPlus Visual's diary feature. The diary alerts keep you on track with friendly reminders of important events. Every call made and task completed is logged as a time and date stamped History Note automatically in the corresponding records.

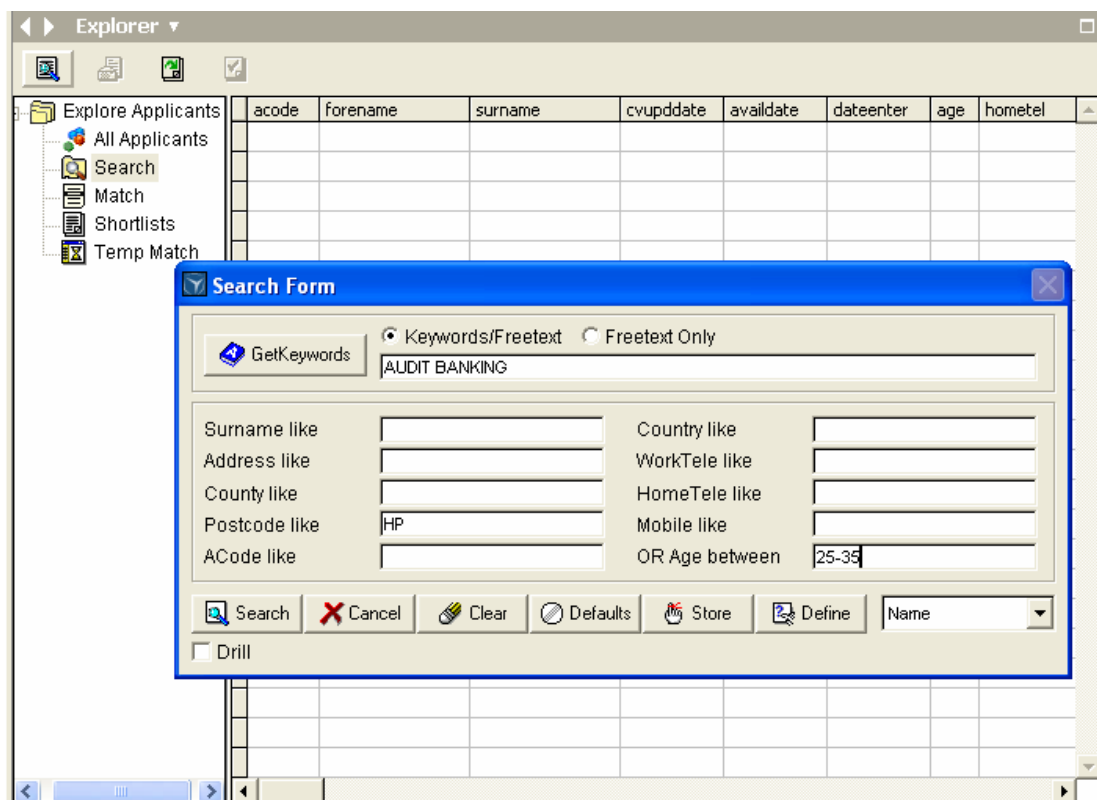
ADD JOBS

You can add a new permanent, contract or temporary job to CVPlus Visual directly from your client's record or by using the appropriate vacancy module. Occasionally you might find yourself entering the same or similar job information for a client repeatedly. Swiftpro considers this a needless waste of a busy consultant's time. CVPlus Visual recruitment software allows you to add similar job records instantly. Simply find the job you want to copy. Press the AddSame button. The software creates a new job record, copying the job details across, which can be quickly modified. CVPlus Visual can also import job files and create new vacancy records automatically. These job files can be imported from your client's own database, Internet job boards or other software packages, saving a tremendous amount of time otherwise spent on manual input.



SEARCH & MATCH APPLICANTS

Once a new job is live on the system CVPlus Visual offers you powerful, flexible search and match capabilities to ensure you find the most suitable candidates quickly and efficiently. CVPlus Visual allows you to search by any combination of keywords, free text, post codes, or random data fields from a single form. If time is of the essence, you can open an active job or client record and simply press the "Match" button. The software will produce an applicant list automatically.



Whatever your recruitment sector, medical, motor trade or engineering, you probably use the same search criteria repeatedly. Even so, many inferior recruitment software packages leave you with no other option than having to complete a new form every time you search. CVPlus Visual is different. Our software allows you to create and save search forms for repeated use. You can further refine your search results using the "Drill" function.

Having run your search, CVPlus Visual allows you to save the results as a shortlist of applicants. Saving applicant shortlists allows to work through them at your own pace, which is especially useful when you are pressed for time and juggling a number of tasks.

Of course, should it take you some time to work through an applicant shortlist there is always the possibility that someone better qualified or more suitable has been registered by a colleague. Rather than let this new applicant slip through your fingers, simply press the "Refresh" button, and CVPlus Visual will automatically update your applicant list against your original search criteria. You can also run applicant searches from within your shortlist.



SELECT APPLICANTS & SEND CVS

As you progress through your shortlist of applicants it is easy to change the status of each applicant record, so you can decide who to reject and which CVs to send to your client. CVPlus Visual allows you to retain up to 9 variations of applicant CVs as well as the original. This way you can send company branded CVs without the applicant's contact details. The CVs can then be sent with the appropriate cover letter by e-mail, fax or post from within the application at the touch of a button.

Extremely useful for responding to urgent job assignments, Quick CV Dispatch is a powerful wizard that allows you to select a client, job and then send a single applicant's CV instantly.



INTEGRATED MAIL CENTRE

CVPlus Visual allows you to send professional e-mail, letter, fax and SMS communications direct from your desktop. CVPlus Visual comes fully loaded with a wide range of standard document templates, such as standard letters, terms and conditions and fax cover sheets.

All the templates can be easily modified or you can add new templates to suit your specific business needs.

HISTORY NOTES

Every significant recruitment activity, such as sending an applicant CV to a client, generates a time and date stamped History Note within CVPlus Visual. History Notes provide a permanent record of all recruitment activities undertaken, hold copies of emails and documents sent, and are attached to the appropriate client, applicant and job record for tracking purposes.

APPLICANT CHECKS

Automatically triggered at key stages during the recruitment process, CVPlus Visual reminds you that you must complete various legal, professional and company due diligence checks, such as right to work visas, healthcare vaccinations, criminal clearance and professional registrations.

Consultants can select the type of checks required by clicking on the CheckType box in the applicant's record, and choosing from the list box. Copies of documents, such as passports, driving licenses and professional certificates can be attached to an applicant's file as checks are completed.



JOB TRACKING & PLACEMENT

The moment a CV is sent from CVPlus Visual you can track the applicant's progress, and arrange the next steps of the selection process, such as arrange an interview. You can also review the information for an applicant, client and job by date range, the applicant's status, or stage of the selection process in the Interviews Explorer.

Temporary and contract assignments are created and managed by CVPlus Visual in the Temp/Contract Explorer. Here you can add a job, assign an applicant, record timesheets, calculate payments, invoice charges, schedule activities, and monitor the status of a particular job or applicant, and do it all on a single screen.

Once the successful applicant has accepted a job offer, you can enter the start date and salary terms. That's it. All you need do now is collect your fee.

MANAGEMENT REPORTS

CVPlus Visual enables you to gain greater insight and control of your overall business operations using management reports. Company wide or consultant specific, our reports enable you to analyse work flow, assess performance, share feedback, and set new goals. CVPlus Visual allows you to produce regular reports based on your own business calendar, or use default settings to obtain snapshots of activity.



SECURE REMOTE ACCESS TO YOUR DATA

Ideal for telecommuters, single site and multiple branch businesses alike, CVPlus Visual takes advantage of the latest technologies to connect all of your company's remote locations to one secure central database, wherever they are in the world. This enhanced connectivity improves internal communications, enables colleagues to share tasks and provides access to a central pool of talented candidates.

KEY FEATURES

- Intuitive, user-centred design
- Automated CV processing
- Integrated e-mail, letter, fax & SMS
- 30+ customizable document templates
- Integrated contact management
- Demographic marketing capability
- In-depth candidate profiles
- Advanced applicant checks
- Customisable keyword directory
- Sophisticated multi-criteria search
- Save frequently used search forms
- Instant Match function
- Quick CV Dispatch
- Easy temp/contract scheduling
- Excellent, step-by-step job tracker
- History Notes
- Diary feature
- Management reports
- Scalable software
- Easily configured for changing needs
- Back office integration
- Rapid data conversion
- Integrated Internet search
- Multi-level security
- Reliable, stable code
- Quick, seamless installation
- Onsite, off-site and online training
- Multi-level technical support
- Full web integration
- Remote access

KEY BENEFITS

- Easy to learn, simple to use
- Reduces repetitive data entry
- Measurable ROI
- Builds applicant database exponentially
- Competitive pricing
- Improves business communications
- Improves accuracy of data and reduces duplication of effort
- Increases the professionalism of your external communications
- Numerous customizable features
- Streamlines workflow
- Increased productivity
- Eliminates administrative backlogs
- Improved time and task management
- Work completed with greater speed & accuracy
- Reduces paperwork
- Improved efficiency
- Optimizes the quality of placements
- Increases the speed of search for the right candidate
- Greater focus on core business activities
- Reduced operating costs
- Strengthens brand identity, raises brand awareness and supports marketing activities
- Supports your company's continued growth
- Reduced time to placement
- Provides business intelligence for management
- Avoids failures in performing critical business tasks
- Gain greater insight & control of business operations
- Reliable software, minimal maintenance & downtime
- Improves coordination and collaboration
- Allows the sharing of information
- Encourages and enforces the use of standardized business processes
- Improves client satisfaction levels
- Generates more repeat business
- Increased sales
- Information at your finger tips
- Reduced administrative overheads

FOR MORE INFORMATION

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