

the smart system for recruiting,  
retaining and developing talent.

**how to hire a guy  
in 10 days.**



# Today,

As employment cycles get shorter and the talent marketplace is globalizing, the implementation of an automated and optimized online recruitment system is becoming a must-have for most organizations.

aQayo offers all the functionalities needed by recruiters and hiring managers to work more closely together, with faster recruitment cycles and better results.

aQayo has a candidate and a requisition management system, automated reports on recruitment and various advanced features that will give you an edge in recruiting the best. You can automate the entire recruitment process from the sourcing of the candidates to the onboarding of employees.

So you want to hire a guy in 10 days? Follow our characters as they show how aQayo can speed up the process and help teamwork at every step like no other solution.



manager

recruiter

hr assistant

candidate

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For a free trial and a detailed video demo, visit us at [aQayo.com](http://aQayo.com)

# Who's who?

## Marc

### the hiring manager

is head of marketing for ACME, and he needs to find someone to take the marketing executive position. Marc wants help as soon as possible but he is not very familiar with ACME's recruitment process yet...

## John

### the candidate

is a brilliant marketing professional and is looking for a new job after finishing his last project. He would like to work for a company which is professional, organized, reactive, and understanding to his needs.

## Jenny

### the recruiter

is the HR Manager for ACME and she is in charge of recruitment for the company. She has recently chosen aQayo to get more speed and better teamwork in the recruitment process.

## Tony

### the hr assistant

works for ACME in Jenny's department. He books interviews, calls and emails candidates and tries to keep track of all requisitions and interviews. With aQayo, his job is about to get a lot easier!

**With aQayo, creating a requisition will take you less than a minute!**

**manager**

Creates a requisition for a marketing executive.

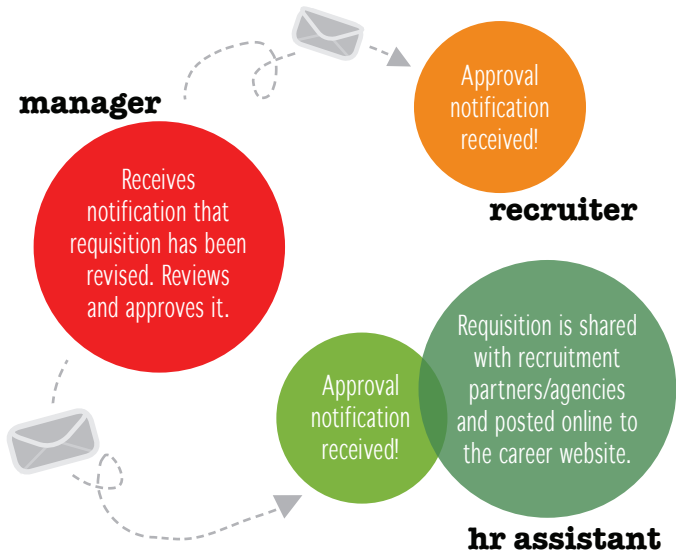
**recruiter**

Edits requisition in line with corporate standards, and modifies job description accordingly.

**candidate**

Sends his details to various recruitment websites.

**ten.**



# nine.

aQayo sends a notification to all concerned members at each step of the recruiting process.

# eight.

**you've  
got mail!**

Receives notification about a new job opening from recruitment websites.

**candidate**

Goes to ACME's career website. Submits his cover letter and CV on it.

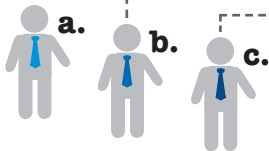
**you've  
got mail!**

Receives a 'thank you' note for his application.

**recruiter**

**you've  
got mail!**

Receives a notification about candidates who have applied.



**aQayo's career webpage  
is seamlessly integrated  
into your company's  
website.**

**Using aQayo, you can create unlimited HTML email templates to personalize it any way you want.**

**recruiter**

Quickly reviews then shortlists preferred candidates based on CV and cover letter.

**hr assistant**

Books a first screening interview by using template email directly from aQayo.

**candidate**

Receives an invitation with possible dates for first interview and responds.

**seven.**

When you schedule an interview, aQayo sends a reminder to the interviewer's calendar.

hr assistant

**you've got mail!**

Receives replies from the shortlisted candidates with preferred interview dates.

**you've got mail!**

Receives automated confirmation of interview time and date.

candidate recruiter

hr assistant

Schedules those interviews in aQayo.

- James Chen, 10 30am
- Petrina Sarinas, 2 30pm

monday.

- Carrie Lee, 11am
- Eric Skalberg, 2 30pm
- Steve Sun, 4pm

tuesday.

- John Tamari, 10am
- Felicia Ma, 2pm

wednesday.

**six.**



# five.

## recruiter

Does round of interviews with various candidates.

Inputs notes and comments in customized fields in aQayo.

Shortlists preferred candidates.



**In aQayo's candidate page (or in any other page in the system), you can create as many fields as you want.**

## **manager**

Checks how the recruitment is going by logging into aQayo and checking comments, history log and status of requisition.

## **hr assistant**

Sends shortlisted candidates additional automated forms to complete.

## **candidate**

Receives various skills and behavioural test invites, plus information requests (diplomas, references, etc).

Completes online questionnaire for submission.



# four.

aQayo allows you to design and customize web forms for any purpose.

aQayo keeps a full history log of all activities, communications, and modifications of candidates and requisitions.

**hr assistant**



Calls or emails references to check past job performance of shortlisted candidates.

**recruiter**



Reviews tests and shortlists preferred candidates.

Send final review and recommendation to CEO/line manager for approval.

**three.**

Job Application

Name  
Surname  
Date of Application  
Birth Date  
Application Ref  
Education

**aQayo generates reports  
for precise monitoring  
of all recruitment  
activities.**

**manager**

Receives final recommendations from the recruiter including notes, ratings and scores from the tests and interviews.

Calls candidates to schedule a final round of interviews with both the recruiter and the manager.

**hr assistant**

**recruiter &  
manager**

Receives notification for the scheduled interviews in their calendar.

Receives a confirmation email with date and time of interviews. He is prepared and motivated for his last interview.

**candidate**

**two.**

Conducts final interview and gives the go-ahead.

**manager**

**hr assistant**

Downloads standard onboarding document to prepare hiring.

Presents contract and onboarding document to candidate.

**recruiter**

Agrees to work for company and signs contract.

**candidate**

Sends welcome package to newcomer.



**hr assistant**

**one.**

With aQayo, establish a standard recruitment process and present a clear corporate identity.

# aQayo's features include:

## 01. Careers

### Website Management

- Hosted careers website
- Customizable forms
- Multiple careers websites
- Multiple forms
- On-line application
- Job search for candidates
- Edit candidate application

## 02. Candidate Management

- Resume search & management
- Import tools
- Auto-response e-mails
- Mass e-mailing
- Contact logs/communication management
- Customizable workflow
- Custom fields, layouts & lists
- Historical activity trail
- Collaborative recruiting
- Interview management/schedule with Outlook
- Candidate ranking
- Approval process
- Offer letter management

## 03. Requisition Management

- Real-time Job posting
- Prescreening questions
- Mass update & delete
- Email based approval process
- Agency access
- Customizable workflow
- Custom fields, layouts & list
- Multiple careers site postings

## 04. Reporting & Analysis

- Standard reports
- Export to MS Excel or CSV
- Custom "Ad-Hoc" reporting

## 05. Marketing Services

- Newsletter
- Company image boost

## 06. Advanced Products Features

- Follow up reminders
- Shared/Group calendars
- Multi-user events, tasks, to-do lists
- Intelligent resume screening
- Knock-out questions with autoprocessing
- Different level of authorization for user
- HTML compatible email client

## 07. Add-on Options

- Sourcing services
- Ready-made templates
- Ready-made Web Forms for pre-selection/screening
- Multi-lingual interface options
- System supports employee appraisal
- Training on HR and recruitment best practices

### **Keep It Safe**

aQayo system is hosted on our highly secure web server for easier access.

### **Remember a Face**

Can show the candidates picture on the candidate list and in the profile.

### **Local Presence**

Comes in multiple languages and the team offers regional training and support.

### **Faster is Better**

Uses the newest and fastest web technology.

### **Complete Search**

Search, shortlist and classify based on your own fields and using keywords from notes, CVs, attachments (PDF & Doc), etc.

### **See Results**

Generates reports showing statistics on recruitment process to evaluate recruitment efficiency.

### **Don't Miss a Word**

Allows you to track all interactions with candidates. Emails to and from candidates are both in your email client and on aQayo.

### **Teamwork**

Assign tasks, requisitions, and work as a team to recruit faster and better.

### **Customize It**

aQayo is customizable in almost any possible way, something you can administer on your own or with our consultants' support.

# **why choose aQayo?**



For more information and a free trial of aQayo,  
please visit [aQayo.com](http://aQayo.com)

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