RECRUITMENT & HR HOSTING

OMNIFORM

DIGITAL PLATFORMS

Omniform Software

Company Manager
Defines the HR document groups
Defines the required documents per position
HR Manager
Sends out a vacancy add, internally or externally usings the company defined link
Filters applicants profiles according to the uploaded documents and engages with candidates
Assists applicant in signing pre-filled contract and other employment documents
System
Applicants upload required information onto the system
List of applicants appear on unlinked company profile
Ensures employee is compliant by comparing employee documents to company requirement
Provides pre-filled contracts - SOP's and KPI's relating to position

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Recruitment

We are turning recruitment on it's head

*Define the position's document requirements
*send out a web link to advertisers
*have employees upload their documents en information

- with all the requirements uploaded to our system it becomes as easy as filter out the most qualified candidates and linking them to an active site.

Employees are guided step by step through our easy registration process.

1 - Once they click on the link it will require them to create a profile.
2 - Once a profile exists the will land on home page
3 - From the home page they will be able to update all relevant employee information
4 - Once this is done they are requested to upload the required documents for the position

* ID copies

* Drivers licenses

*Curriculum Vitae etc.

The employer can now easily source these documents when deciding on a new employee and better yet, the documents are preloaded so there is no massive administrative backlog to deal with when running a recruitment drive

Save costly and time consuming Add campaigns by creating and sustaining pools of viable candidates to be accessed immediately

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HR Hosting

""For every minute spent organizing, an hour is earned
- Anonymous

Documentation forms the framework whereby all interaction with employees is guided, from pay rate to protective wear, everything is defined and agreed upon at some point between the employer and the employee, set on paper and signed off by both parties.

- Contracts define rights and responsibilities
- Code of Conducts correct workplace behaviour
- SOP's and KPI's correct productivity
- ID copies are required for injury on duties etc.

To better manage documentation Omniform sets up a document compliance structure on a Job level detailing every document the employee would require to be fully compliant.

Once the employee is linked to a job specification. checks are in place to ensure all documents are signed off, either digitally or manually.

- Expiry dates are adhered to.
- Changes are recorded.

Every employee has a cloud-based profile where every document is continuously and easily accessible with individual access setups allowing for the right person to have access to the right documents.

Not only is the capturing and management of employee documentation a full time senior position, it is also is the the primary defense for an employer during arbitration

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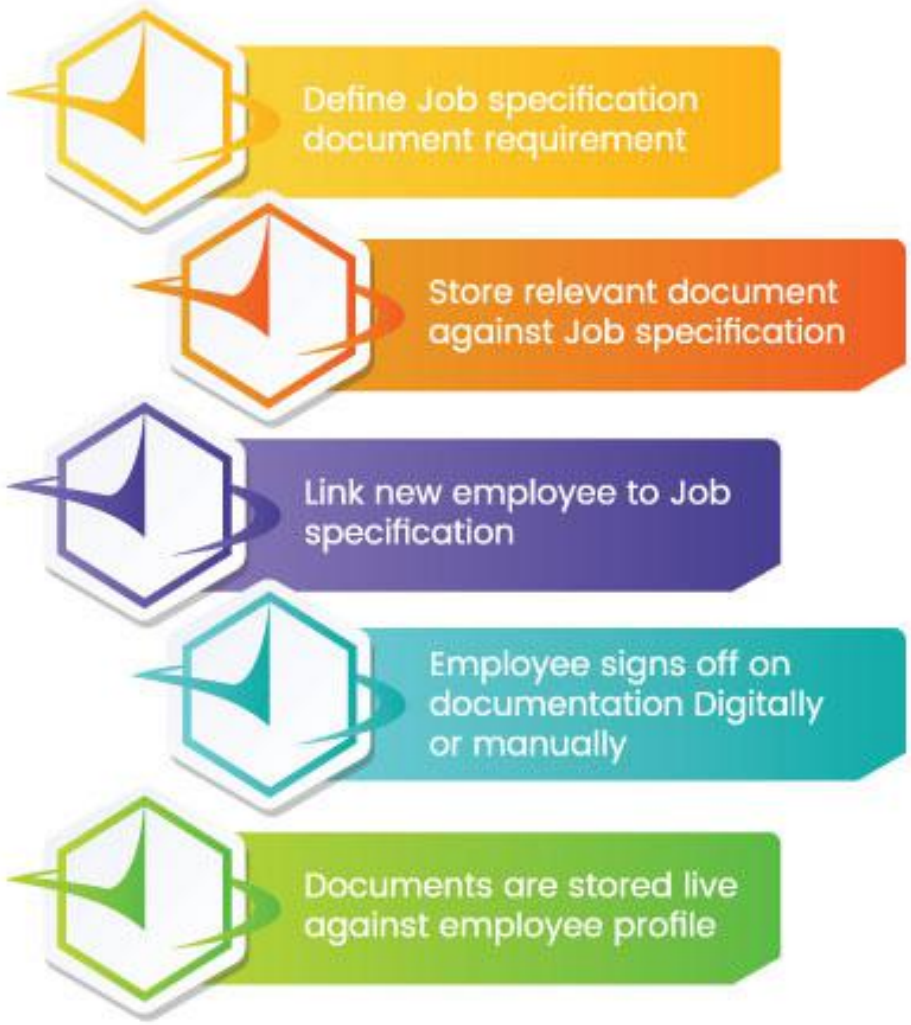

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