



GDO HR Recruitment

grace: digital office

Powered by **ELO**
Digital Office

For more information on how Grace Digital Office can help you, call 1300 164 614 or information@grace.com.au

Employee Management with GDO HR Recruitment

GDO HR Recruitment allows you to manage your complete recruitment cycle within a single tool. Submit job requests, accept applications and store candidate information within your master HR system of the GDO HR Recruitment.

This central system will save you time and resources, while automatic deletion functions and user-based permissions ensure all statutory requirements are met.

Benefits:

- » Request a job with a single click and create corresponding job descriptions as needed
- » Various tools including a configurable dashboard to streamline the selection process
- » Screen resumes, view and track candidates and rank applicants against required skills
- » Process applications regardless of format or point of submission (email, online job portal, etc.)
- » Store candidate data in a central location and assign relevant user rights according to privacy laws
- » Set reminders to never miss a key date in the recruitment process again

A visual candidate ranking system allows you to compare potential hires against desired skills and assess their relevant experience quickly.

GDO HR Recruitment remains compliant with GDPR requirements while still offering convenient data import and export for integration with other systems.

- » Maintain talent pools by grouping candidates according to specific skills
- » Access GDO through mobile devices or web browsers as needed
- » Use pre-built templates and checklists to save time
- » Create and implement workflows relevant to your organisation
- » Automated deletion and retention rules ensure you meet all regulatory and statutory requirements
- » Data encryption and user-based permissions provide

Grace Digital Office

Powered by **ELO®**
Digital Office

Grace offers an integrated solution encompassing the digitisation of documents from any medium for on demand access from any location, at any time via our data centre

Your Grace Digital Office will give you one central hub for managing data and documents, providing intelligent solutions to support your daily business processes. Grace Digital Office is an open architecture suite of world-class technologies providing storage, scanning, process improvements and compliance for the digital transformation of businesses. processes.

Grace's partners are 'best-of-breed' technologies, including ELO® Digital Office, which is one of the world's most successful document and records management developers.

Together, we have integrated the ELO® product suite into our solution ensuring a seamless experience for our customers.

The strong Grace and ELO® partnership provides our customers with the benefit of world leading technologies with Australian expertise.

iSearch

iSearch features numerous functions to help you find the information you need even faster, such as a range of intelligent filters for narrowing down the possible matches.

And, as soon as you start to type a search term, iSearch automatically displays suggestions related to the search term you entered as well as synonyms.

The search function in our solution not only looks up the metadata or keywording information, but also searches the full text contents of the actual document. The software then presents you with the most relevant information at a glance, so you can focus on your core business.

Business Solutions

With the Grace Digital Office in place we will be laying the groundwork for your success. Grace Digital Office helps you build the foundation for growing your business thanks to fast search functions, however, can be further enhanced with multiple tools for collaboration, automation and workflow and a range of different clients and mobile apps.. Your Digital Solutions Specialist will be able to show you how any of the Business Solutions can be included in your Grace Digital Office.

