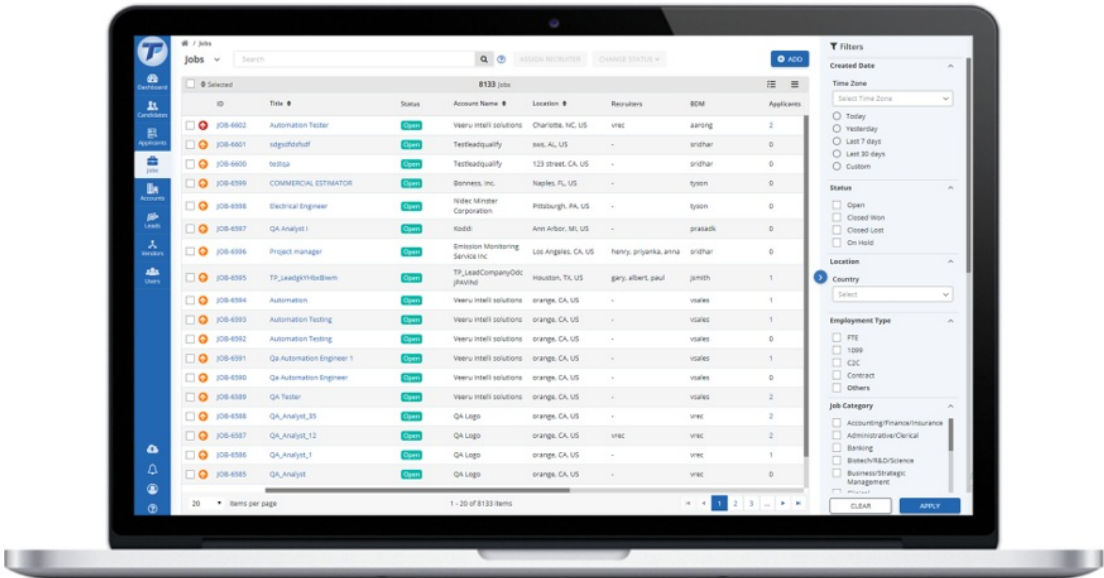


# Oleeo RECRUIT Applicant Tracking System Instruction Manual

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## OLEEO RECRUIT APPLICANT TRACKING SYSTEM





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## RECRUIT Applicant Tracking System

Remove complex, manual processes through Oleo's comprehensive workflow automation. Data driven insights and guidance are embedded throughout, from screening recommendations, to creating vacancies and great reporting and real-time dashboards all supporting hiring managers and recruiters alike free to focus on what they do best.

### Oleo Recruit: Core Product

	CAPABILITY	DESCRIPTION
 TAILOR & AUTOMATE	Dynamic Workflows	Configure and automate multiple dynamic workflows across the source, select, and hire lifecycle
	Automation and Bulk Processing	Take advantage of automation and bulk processing capabilities throughout Oleo
 SOURCE	Branded Job Search Portals	Have branded job search portals for internal, external, and agency hiring
	Opportunity Creation & Approval	Provide recruiters with a tailored opportunity creation form, and automate the approval workflow
	Candidate Bank	Have branded job search portals for internal, external, and agency hiring Provide recruiters with a tailored opportunity creation form, and automate the approval workflow
	Opportunities Search Engine	Allow candidates to search opportunities based on specific criteria such as industry, function, and location
	Application Forms	Leverage dynamic application forms tailored to meet your needs
	Social Apply	Allow candidates to complete application forms with their social media profiles
	Employee Referrals	Provide an Employee Referral Portal, allowing employees to monitor their referrals, and for HR to track progress for compliance and potential payments
	Resume/CV Parsing	Automatically parse data from resumes/CVs
	Candidate Management	Create flags and add priorities to candidates, and leverage multiple evaluation forms to capture screening notes, rejection reasons, interview notes, etc.
	Anonymous Screening	Optionally, remove names and other candidate information from resumes/CVs.

 <b>SELECT</b>	Text/WhatsApp Messaging	Enable recruiters to communicate 1:1 or 1:many with candidates via text from within the Oleo application, tailoring and tracking all interactions.
	Automated Interview Management	Automate the scheduling of single, multiple, and panel interviews, designing workflows that are unique to each job type
	Virtual Interviews	Create onsite or virtual interviews, automatically adding virtual meeting links.
	Interview Self-Scheduling	Allow candidates to self-schedule, reschedule, and cancel interviews from any device
	High Volume Interview Days	Manage interviews for super days/assessment centers or other high volume interview events
	Candidate Profiles	Auto-create candidate profile summaries for hiring teams
	Mobile Interview	Automate the collection of interview feedback
	Interview Team Central	Simplify schedules, agendas, appointment management, confirmations and more with one central spot built for interview teams
 <b>HIRE</b>	Automated Reference & Background Checks	Leverage tailored reference and background check workflows
	Offer Management	Manage complex offers and offer approval workflows
	Automated Pre-boarding Workflows	Complete pre-employment forms and automate preloading communications
	Electronic Signatures	Send, sign, and succeed with secure, auditable electronic offers, contracts, and signatures
 <b>USERS &amp; SECURITY</b>	User Profiles	Create a range of user profiles to manage all your recruitment and administration activities
	Privacy & Security	Oleo is accredited to ISO 27001:2013 and independently audited every six months by BSI
	Dashboards	Configure and access personal dashboards, containing a variety of widgets, including graphs, table lists, and quick links
 <b>DASHBOARD REPORTING</b>	Reporting	Create and schedule reports
 <b>INTELLIGENT JOB POSTING</b>		Target your ideal candidates and spend smarter with programmatic job ad campaigns
 <b>INCLUSIVE WRITING</b>		Reduce gender-bias in job postings, attracting more gender-diverse applicants

	INTELLIGENT SELECTION	Leverage artificial intelligence and your data to auto-score candidates and automate the next steps, pinpointing top candidates and improving quality of hire, while accelerating recruiting processes
	AUTOMATED BEHAVIOUR SCORING	Leverage the power of AI to score candidate free text responses for behavioral or competency questions
	TALENT REDISCOVERY	AI-powered technology surfaces engaged talent pool candidates who match your role's skills profile to support faster hiring and reduce advertising costs
	ASSESSMENTS	Deliver tests and assessments with Oleo's proprietary assessment engine
	INTERN MANAGEMENT	Manage internship and apprenticeship programs, setting objectives, tracking student performance, and gathering feedback

## Oleo's Key Focus Areas

### Intuitive Configurable Recruitment Software

Engage users & transform recruitment end-to-end

Easy-to-use and self-configured to your way of working, Oleo streamlines tasks across your entire recruitment process, supporting recruiters and hiring managers to be their best end-to-end.

### Inclusive Recruitment

Consistently hire great talent in an inclusive way

Write inclusive job adverts to attract diverse applicants, keep them engaged with the right personalized content, counter unconscious bias with blind screening and data-driven selection recommendations and pinpoint opportunities for improvement through diversity dashboards.

### Best of Breed Platform & Ecosystem

#### Enhancing the full talent acquisition funnel

Best of breed platform and ecosystem supporting every aspect of the recruitment funnel

### Data-Driven Insights & Automation

#### Embedded insights and automation supporting your ways of working

Cut time-consuming, routine manual processes through comprehensive workflow automation. Support recruiters to be their best with real-time dashboards to guide day-to-day actions. Counter bias with data driven recommendations and embed expert guidance to educate and offer best practices.

### Outstanding Candidate Experience

#### Deliver a personalized experience from day one

Through dedicated careers sites, talent banks, CRM tools and powerful automation, you can deliver consistent, high-quality personalized communications to keep candidates engaged at every stage of the process; supporting your employer brand at all stages.

Oleo is an award-winning end-to-end talent acquisition platform that fits your ways of working. Oleo supports recruiters to be the best they can be, through data-driven insights and automation; enabling, fast, efficient, engaging and inclusive recruiting.

Oleo is the chosen data-driven enterprise hiring platform of global brands, as well as leading government agencies, police forces and health services. Oleo supports employers in over 145 countries, processing millions of candidates each year.



[www.oleeo.com](http://www.oleeo.com)

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## Documents / Resources



[Oleeo RECRUIT Applicant Tracking System](#) [pdf] Instruction Manual  
RECRUIT, RECRUIT Applicant Tracking System, Applicant Tracking System, Tracking System

## References

- [📄 Talent Acquisition Recruitment Platform | Oleeo](#)

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