



Corporate HR

Advance

About

This course is designed to help you tailor your hiring process, allowing you to attract, evaluate, and onboard quality candidates who add to the diversity and productivity of your workforce. Gain insights from tips and use cases for implementing innovative recruiting strategies and maintaining your organization's recruitment flow efficiently in Zoho Recruit.

Who's it for?

This training is for recruiter administrators and recruiters responsible for the account setup, automation, and maintenance of their organization's recruitment flow in Zoho Recruit.



ADVANCE : 8 hrs

DAY 01: 4 hrs (including break)

General setup

This topic covers the options available to customize your account's basic information.

Personal settings	Personalize your account.
Company settings	Add the personal details of each employee.
Calendar settings	Integrate calendars and manage bookings.
Notifications	Set up custom notifications.



Users and control

This module demonstrates how to manage your licenses and permissions across your hiring team.

Adding users	Invite recruiters, hiring managers, and interviewers to access Zoho Recruit.
Profiles and roles	Define users' access levels and hierarchy.
Groups	Create user groups who can access a common set of data.
Data sharing settings	Customize how data is shared across your organization.



Resume management

The objective of this module is to show you the full range of options for importing resumes into Zoho Recruit.

Resume parser mapping	Standardize the resume parsing structure.
Importing resumes	Familiarize yourself with the different methods of importing resumes.
Resume inbox	Explore how to parse resumes from emails.



Career site customization

This topic covers the features you can use to attract applicants and create the right impression

Career site setup	Design your career pages with company branding.
Candidate application form	Customize the application form that candidates fill out.
Webforms	Configure permissions based on roles.



Job boards setup

This module discusses the different methods of acquiring candidates from external platforms.

Job boards	Integrate with premium job boards to source talent.
Source boosters	Enable direct sourcing methods.
Quick apply	Streamline the application process by connecting with job boards.



Basic modules

This topic covers the usage of Zoho Recruit's basic modules.

Departments module	Set up your departments or teams.
Job openings module	Understand job creation, publishing, and tracking.
Candidates module	Create your talent pool to select the best candidates.
Interviews module	Schedule, reschedule, and cancel interviews for the selection process.



Module customization

This topic covers the nuances of building organization-specific custom modules.

Fields	Configure fields for each basic module according to your business needs.
Layout rules	Apply conditional rules for displaying data in fields.
Links and buttons	Create custom actions and URL redirects.



Templates

This module discusses how to maintain pre-formatted content for streamlining the recruitment process.

Email templates	Create standardized emails for common hiring scenarios.
Offer templates	Import and customize your offer letters.
Job templates	Add job descriptions for various roles in your organization.

Workflow rules

This topic covers how to automate your process by staying in constant contact with candidates.

Triggers and actions	Configure triggers with corresponding actions, such as sending emails, reminders, and updates for different hiring stages.
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ADVANCE : 8 hrs

DAY 02: 4 hrs (including break)

Portal setup

This topic covers the options available to customize your account's basic information.

Subdomain mapping	Rebrand your portal URL.
Candidate portal	Customize the registration portal for candidates.
Vendor portal	Configure the form vendors use to submit profiles.



Assessments

The objective of this module is to show you different tools you can use to analyze and evaluate candidates' skillsets.

Candidate assessments	Design questionnaires based on roles or departments.
Recruiter assessments	Align the screening metrics for recruiters.
Interviewer assessments	Structure evaluation questionnaires for interviewers.

Hiring pipeline

This module goes over how you can manage your recruitment flow.

Stages	Build the stages of your hiring process.
Status	Incorporate application statuses into the stages you've defined.



Approval process

This topic goes over how to set up approval flows so you can base decisions on criteria and automate the follow-up actions.

Blueprint

This module helps you design and streamline your recruitment flow systematically, free of loopholes.

Email settings

This topic discusses how to set up your email for easy communication with external and internal users.

Email integration	Sync your inbox to view your emails in Zoho Recruit.
Email authentication	Enhance your email deliverability by whitelisting Zoho's servers.
Email relay	Configure your domain and server for routing emails.



Analytics

The objective of this module is to help you to build insightful analytics and make data-driven decisions.

Reports	Create tables and reports to track various metrics.
Dashboards	Extract graphical components from generated reports.

To-dos

This module discusses how to organize activities by creating tasks events and logging calls.

Data migration

This topic goes over how to prepare your files and system for data migration.

File formats	Structure the files before uploading them for migration.
Migration process	Map your files and execute the data migration.



Marketplace

This module shows you how to integrate with other software platforms.

Third-party applications	Explore the integrations available for Zoho Recruit.
Zoho	Connect with other Zoho applications.
Google and Microsoft	Integrate with these popular platforms to sync resumes, calendars, and contacts.

