ZOHO Recruit

Corporate HR
Beginner

About

This course is designed to help you tailor your hiring process with all the basic customizations of Zoho Recruit you need to know as a corporate HR.

Who is 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 as a beginner.

One Day : 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.