Altamira

ALTAMIRA
RECRUITING

ALTAMIRA RECRUITING **FUNCTIONS**

Altamira Recruiting is a cloud software that allows you to manage the entire process of research and selection of personnel in a digital environment.

IMPROVE YOUR **EMPLOYER BRANDING**

For companies that choose Altamira Recruiting, we develop a «Work with us» section on the corporate website, a must have for employer branding!

A Career Site allows you not only to publish vacancies and receive unsolicited applications, but also to communicate valuable information to candidates, such as benefits, corporate culture, peer testimonials, career paths and so on.

We offer different degrees of customization of the Career Site, from simply inserting the company logo to the complete reproduction of the look & feel of the corporate website.

PREPARE AND PUBLISH **VACANCIES**

The vacancies that appear on the Career Site are written directly on the platform, using the integrated text editor, or else copied and pasted from a word processing application such as Microsoft Word.

Anyone looking for instant high visibility for their open positions can make use of our multiposting mechanism.

Simply select all the job boards in this section to publish a job vacancy not only on the corporate Career Site, but also on these other sites, which will provide very considerable traffic.

ORGANIZE **APPLICATIONS**

All the CVs received make up the candidate database, classified by the company's vacancies and research projects.

All the information submitted by the applicant, including that extrapolated during the interview, is stored in his/her personal file. The CV attachment, whatever its format, is immediately visible in the preview inside the file, without the need to lose precious seconds downloading and opening it.

Identifying the right profile for an open position is easy, thanks to Altamira's powerful, semantic search engine, available in fast or advanced mode.

UNDERTAKE AN ORDERLY **SELECTION PROCESS**

The selection process is managed within the platform by Altamira's powerful workflow, visible to the left of each vacancy.

The company's search and selection process is recreated in a series of steps, making it easy for a recruiter to move forward or backward depending on the outcome of candidate screening, interviews etc.

The various stages of the selection path also act as holding points for the CVs that have reached that step, keeping the work precise and orderly.

EMAILS, INTERVIEWS AND **VIDEO INTERVIEWS**

Altamira Recruiting allows you to communicate with applicants and to organize various activities, such as interviews, directly from the platform.

You can also involve external users in the process, for example by sending a manager a list of profiles to assess.

In this case, the manager receives an email with a link to click and can undertake his assessments without having to log on. His work is included in the workflow and tracked in the activity history.
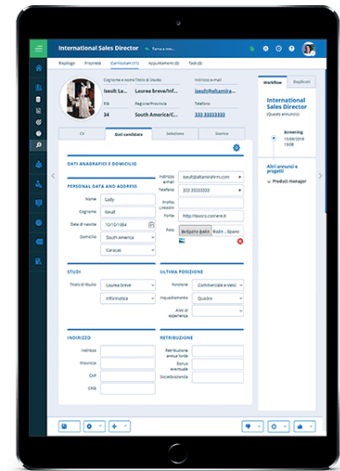
By integrating with video interview software, you can create on-demand video interview campaigns and view the results in Altamira Recruiting's back office.

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ORGANIZE SELECTION PROCESSES
BY PROJECT

Using selection projects organizes and speeds up the screening of candidates, splitting the database into «folders».

Visible only to the selectors, a given selection process is not limited to the applications received for a particular vacant position, but can include CVs from several vacancies and also from the database.

On the one hand, therefore, you start a selection process even before publishing a vacancy, by drawing on the CV database. On the other, the project remains active without expiring, generating a pool of candidates ready to be selected for a position which is frequently vacant.
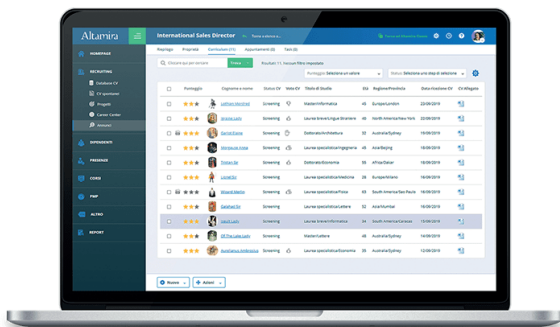
AUTOMATICALLY ASSESS **THE CVS**

The automatic CV assessment system allows you to arrive in a few seconds at a ranked list of the profiles that best meet the basic parameters for the open position.

Enter the main requirements – for example, age, level of education, years of experience, any particular qualification, etc. – and assign a «weight» to each of them, then activate the evaluation.

Each CV receives a score from 0 to 3 stars, depending on how closely they meet the criteria. Ranking the curricula based on this score immediately identifies the candidates on whom to focus.
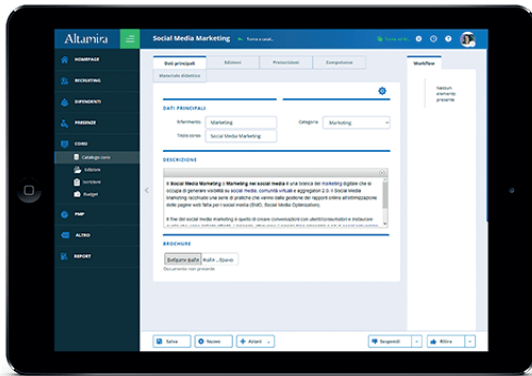
GROUP THE DATA
INTO REPORTS

Altamira Recruiting's reporting engine enables you to organize all the data managed by the platform in charts, tables and various kinds of report.

Upon set-up, you will already find several reports of the kind in daily use by the HR offices of many companies.

You can also create, independently or with the support of our customer service, other reports, customized to client needs.

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WHY CHOOSE **OUR SOFTWARE**

READY TO USE AND **CUSTOMIZABLE**

Altamira HRM is configured according to the latest HR best practices and it comes ready to support your business.

At the same time, the customization system allows you to replicate your already established processes on the platform, adapting it to your needs.
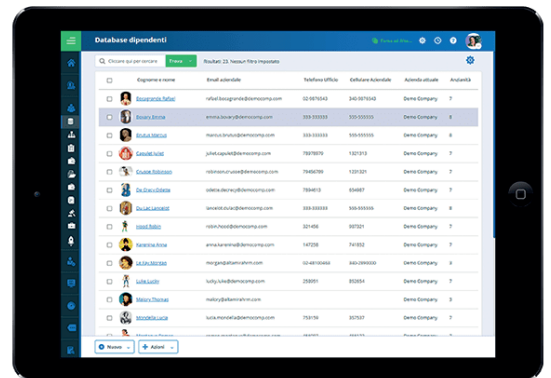
After the initial configuration carried out by our team, you can continue to make changes in full autonomy, thus protecting your investment.

EASY **TO USE**

The user experience lies at the heart of our development process: that's why using Altamira HRM is easy from the very first minutes.

Access is by a simple browser - an environment familiar to everyone - using personal credentials (username and password).

The clear and user-friendly interface is designed to be quickly mastered, even by those who only occasionally use the platform.
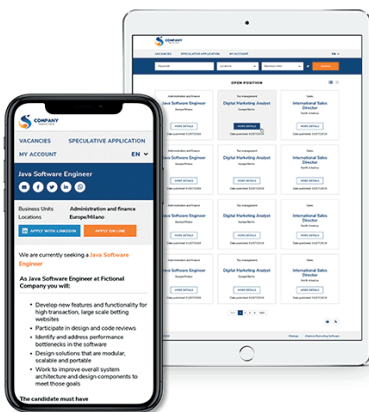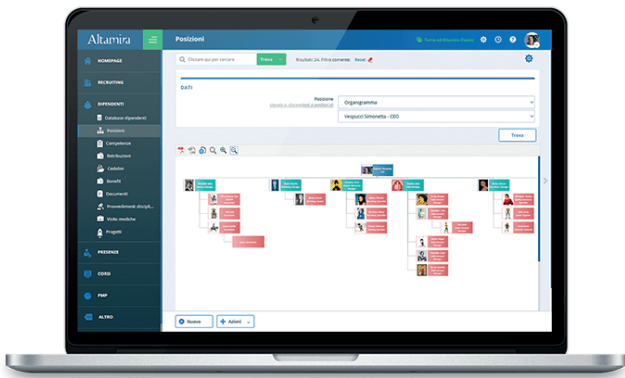
ACCESSIBLE **FROM ANYWHERE**

All products in the Altamira HRM suite are provided via Cloud and available in self-service mode.

This means that you can access them from anywhere and using any device with a browser!

The responsive design of our platform makes for easy use and excellent browsing experience with any smartphone or tablet.

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EASILY **INTEGRATED**

Altamira HRM integrates easily with other business software, such as payroll systems, attendance tracking, CRM etc.

Through the API or a simple file exchange, you can import and export data in commonly-used formats and take advantage of the powerful reporting features available.
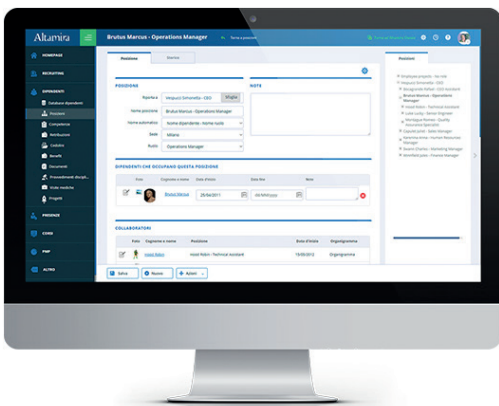
Any changes which arise in HR and IT strategy will be managed in a simple and painless way!

SECURE AND COMPLIANT

The security of our platform is guaranteed by our advanced technologies and proven procedures.

Even more, our services are hosted on Microsoft Azure and Amazon Web Services, the 2 most advanced and reliable cloud computing services in the world.

Choosing Altamira also means solving the problem of managing privacy for job candidates and employees, thanks to a special dashboard dedicated to the GDPR.

CONVENIENT

The Altamira HRM suite does not require the purchase of any licence, nor does it involve complicated installation, maintenance and upgrades or call for IT unit intervention.

Prices are based on company size and requirements: you only pay for what you actually need, through a monthly or annual fee.

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ABOUT **US**

Altamira Srl is an Italian software company which produces recruiting and human resources software.

Founded in 1999 and based in Milan, it was among the first to deliver its products as SaaS (Cloud-based).

All team members (marketing staff, consultants, programmers, and technical assistance) are highly qualified and have training and experience in human resources management processes.

OUR **PRODUCTS**

Altamira offers a suite of software for human resources management consisting of:

- Altamira Recruiting to manage the entire candidate selection process.
- Altamira Employees for managing employee data and documents.
- Altamira Learning to handle corporate training.
- Altamira Performance to digitize the performance evaluation process.
- Altamira Leave Management to request and approve absences and leave.
- Altamira Attendance to track clock-in and clock-out times, extra hours and more.

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The full HR Altamira software suite meets the needs of both small and large businesses, as well as those of complex multinational groups.