

COMMUNICATIONS MODULE

The Communications Module is a powerful candidate relationship management tool for Trovix Recruit™. It delivers a fast way to maintain personalized communications with active candidates and provides information to others in your organization. The Communications Module includes forms management and provides an effective way to identify and reach passive candidates, a critical concern for recruiters and hiring managers today. Most importantly, it keeps the hiring process moving quickly.

The Communications Module is a tool that automates and improves the normal communications that occur during the recruiting and hiring process. It uses mail merge features to create personalized e-mails for active and passive candidates. Forms management is used to generate offer letters, authorization forms, and on-boarding documents. Combined with the search and applicant tracking tools in Trovix Recruit, the Communications Module reduces recruiting time while ensuring candidates and others in your organization are included and informed in the hiring process.

Speed of Communications

Saving time is critical in the ongoing war for talent. It's important that people involved in the recruiting process have ample information. With a few simple clicks, dozens or hundreds of e-mails can be generated. E-mails can be created on the fly, by using pre-built templates, or personalized using information pulled from candidate records.

Offer Letters and Custom Forms

Company forms, offer letters, on-boarding documents, and rejection letters can be stored in Trovix Recruit and personalized with the Communication Module's mail merge functionality. Each form or letter can be automatically populated from data stored in the requisition or candidate record. Your company can have a central repository for all of your standard letters, forms and other communications saving you time and money.

Passive Candidate Sourcing

The Trovix Recruit search tool can help you identify the best candidates for a given position, even if they didn't apply for that job. Sometimes, the best candidates may have entered the database months or years earlier. With Trovix Recruit's Communications Module, employers can reach out to these passive candidates, inquiring about their current status, asking them to consider certain positions, or requesting an updated resume. Dozens or hundreds of candidates can be contacted in just a few clicks, and each candidate gets an email specific to them. Maintaining relationships with your applicant pool is key to getting the most out of your candidate database.



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Broad Applicability

The flexible Communications Module manages all types of communications, from schedule requests and background check authorizations to offer letters and on-boarding forms. Hiring managers and recruiters have the ability to import forms, letters and other written communications to use in the recruiting process. These documents can include company letterhead and formatted text with tables. Any form or letter within Communications Module can be further edited or tailored to meet specific needs or criteria. Below are examples of the types of forms, merge fields and selection criteria that the Communications Module supports. For more information on Trovix Recruit, the Communications Module, and to transform your recruiting process, please call us.

Sample Letters and Forms

- Offer letters
- Disposition notices
- On-boarding forms
- Background check authorizations
- Introduction letters
- Thank you letters
- Interview schedule requests
- EEO data requests

Sample Personalized Fields

- First name
- Job title
- Job location
- Recruiter email address
- Offer expiration date
- Start date
- Hiring manager's name
- Job description

Sample Candidate Criteria

- Source of resume
- Resume submission date
- Degree of match for a particular job
- Former employer
- School or degree
- Status in a particular job
- Specific skill
- Job tenure

About Trovix Recruit

Trovix Recruit combines Trovix's proprietary intelligent and personalized search technology with a full-featured applicant tracking system to help companies recruit the best candidates available, hire them faster, and reduce their cost-per-hire. It understands the meaning of information contained within the context of skills, education and experiences on a resume, and uses intelligent algorithms to match candidates to jobs. Trovix Recruit was awarded "Top HR Product of Year" by *Human Resource Executive* Magazine.

About Trovix, Inc.

We are a leading provider of intelligent search technology. We were founded in 2002 with the goal of solving one of the hardest problems in computerized search: how to evaluate documents and make decisions on information the same way a person would. Our customers include successful and growing ventures such as Palm, Stanford University, Linksys, Juniper Networks, VMware and Hallmark. We are headquartered in Silicon Valley and backed by top-tier venture capital firms including 3i, Granite Ventures and USVP.

"Trovix has improved our time-to-fill, reduced our recruiting cost and given us invaluable visibility into our recruiting process."

Teresa Toller, Director of Global Staffing and Development
PALM, INC.

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