

email -based workflow

Email is arguably the most powerful business communications tool today. For sharing information, getting responses and approvals, and providing timely updates, e-mail is the easiest and fastest way to communicate. By integrating e-mails with workflow, and allowing users to work in e-mail rather than forcing them to log into a system, Trovix ensures a high adoption rate and enables a collaborative recruiting approach.

Trovix offers a variety of ways to trigger alerts, notifications, and updates via email. Many Trovix-generated emails allow recipients to respond via email, without logging in to the Trovix system and responses are captured in the candidate/requisition history. Every critical function and process is connected to the simple, ubiquitous task of email. There are many good reasons for email-based workflow, but most of all, it makes the recruiting and hiring process extremely user-friendly.

Key Email Workflow Features:

Routing a Job for Approval: Depending on your company procedures, you may need to route new requisitions for approval. Requisition approvals can be managed via email, with configurable routing rules built into the process. As each recipient approves or requests modification, the requestor will receive an email updating each activity.

Watch Lists and Candidate Notification: Trovix users can register for email notification to track progress, without having to log into the system or depend on others for notification. Recruiters and hiring managers can receive instant, automatic notifications when the highest-scoring candidates enter the system, a candidate is moved into workflow for a job, when they are rated, forwarded, or when a note is added to their record.

Schedule Interviews with Outlook: Scheduling candidate interviews and tracking responders' availability within Trovix Recruit is easy. Interview schedules can be automatically created in Trovix. Interviewers receive schedule requests via Outlook, or any other email platform, and their schedule responses are captured in Trovix. After the interview, interviewers automatically receive a feedback request that will store their feedback in the candidate record. Users who set up interviews can receive follow up reminders upon interview completion.

The screenshot shows the Trovix Recruit interface for scheduling an interview. The user is logged in as Sandra Kim. The page title is 'Sr. Java Programmer candidates list'. The candidate being interviewed is '87 James Brody'. The job title is 'Sr. Java Programmer'. The subject is 'Interview: James Brody / Sr. Java Programmer'. The interviewers are 'Tim Dolan, Jim Adams'. The date is '12/18/2008'. The start time is '10:00 AM' and the end time is '11:00 AM'. There are checkboxes for 'Attach Resume', 'Schedule Interview via Outlook', 'Send Feedback request after this interview', and 'Send me a follow-up reminder after this interview'. The page also includes a 'Note' field and buttons for 'Confirm Interview', 'Cancel Interview', and 'Back'.

Trovix Recruit makes recruiting workflow simple and efficient by connecting it with email.

