



**Hire Quick. Hire Smart.**

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**The smart, automated recruitment solution.**

# Zoho Recruit

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- ☐ Simple. Guided. Foolproof.
- ☐ Talent hunt — one click away.
- ☐ No more lost resumes.
- ☐ Integrations that matter.
- ☐ Minimal time, maximum work.
- ☐ Data driven decisions.
- ☐ Easy assessments tools.
- ☐ Business process Blueprint.

# Presentation Overview

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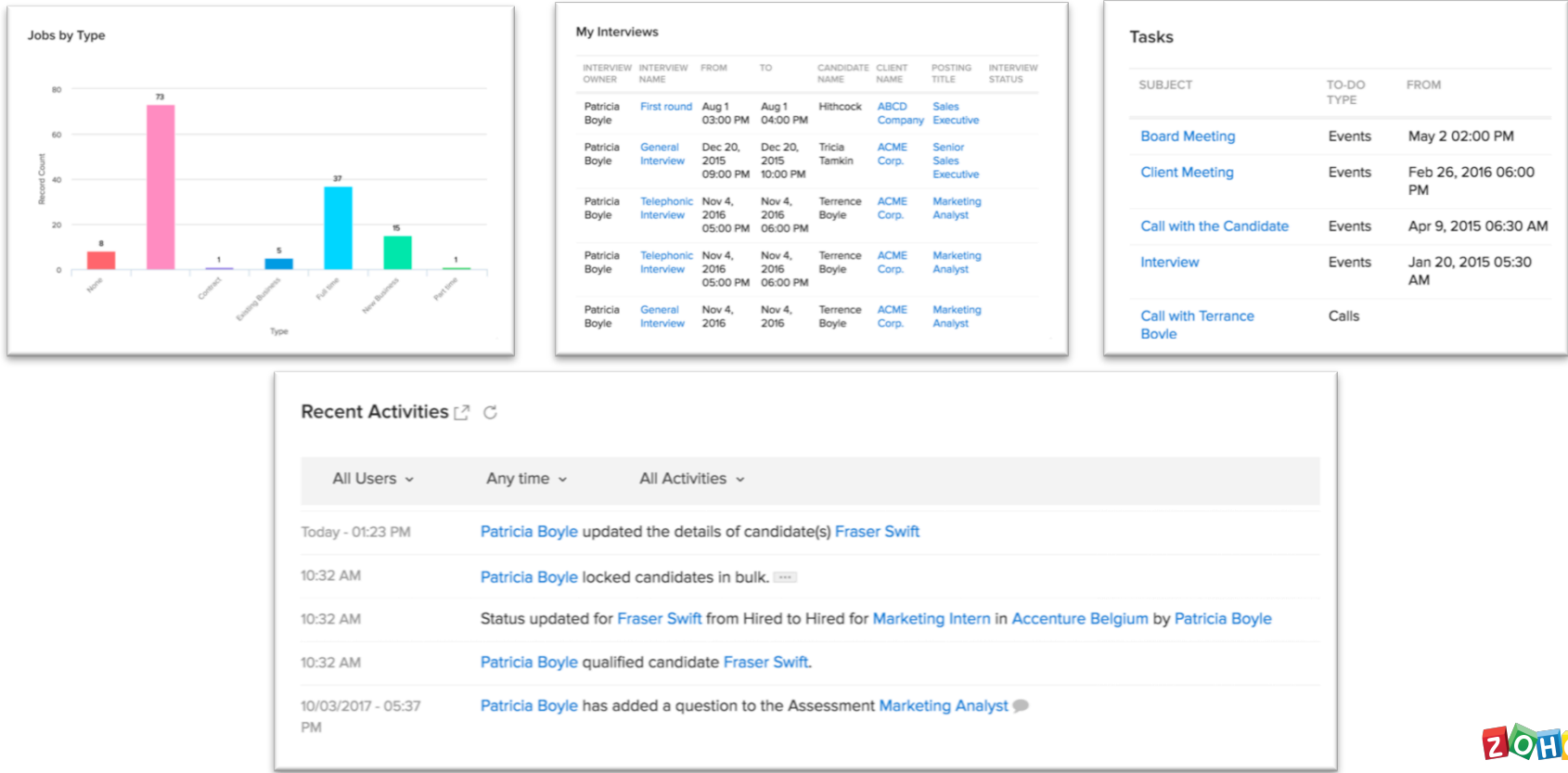
- ☐ Zoho Recruit
- ☐ Solutions Offered
- ☐ Zoho Recruit Features Tour
- ☐ Zoho Recruit Mobile Application
- ☐ Pricing Plans and Subscriptions
- ☐ Zoho Recruit Customer Base

# Overview

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- A complete **Recruiting software** that streamlines your hiring process.
- **Source** talent faster, **track** resumes quicker and manage interviews better.
- **Customize** your workday and automate daily mundane tasks to save time.
- Get **Reports and Analytics** at your fingertips and to make hiring strategies.

# A Dashboard with everything you need in one place



# Zoho Recruit Solutions

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Zoho Recruit for  
Staffing Agency

Zoho Recruit for  
Corporate Hiring

Zoho Workerly for  
Temp Staffing

# Getting started with Zoho Recruit

Get your team on board

Swiftly move data  
on Zoho Recruit



## Migrate from another ATS

No more worries over data loss. Migrate data easily to Zoho Recruit from any other ATS account.



## Add Users

Get your team on-board and kick-start the recruitment process! Add users based on your subscription plan.



## Personalize your ATS

Your account, your way! Customize Zoho Recruit to suit your needs with a simple drag and drop.

Add your  
company's tinge



## Career Website

Give better visibility to the job openings. Create a careers site, post jobs and recruit the right candidates.



## Workflow Automation

Automate your business processes with workflow rules.



## Integrate Your Inbox

View emails from customers and respond to them from Recruit.

Manage your  
work email

List jobs on a  
custom careers  
page

Customize your hiring workflow

# Zoho Recruit - Features Tour

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Source

Track

Hire

Repeat



**Candidate Sourcing at its best.**

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## **Publish** to premium job boards

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- ☐ 45+ premium job boards and job aggregators
- ☐ Seek, Broadbean, Monster, Naukri, Career Builder, Dice, among several others.
- ☐ Multiple job postings at one click.
- ☐ One toggle to post your jobs to your favorite job boards

## Your job openings only on the **best Job Boards**



# Your job openings only on the best Job Boards

The screenshot shows a web application interface for managing job board integrations. The top navigation bar includes links for Home, Job Openings, Candidates, Clients, Contacts, Interviews, To-Dos, Reports, Dashboards, Campaigns, Emails, and a menu icon. The left sidebar contains a 'Setup' section with various categories: General, Users and Control, Customization, Resume Management, Career Website Integration, Job Boards Integration, Source Boosters, Job Boards List, Automation, Extensions & APIs, and Data Administration. The main content area is titled 'Job Boards' and displays a list of integrations. Each row includes a logo, a toggle switch, a description, and a 'Details' link. The integrations listed are Adzuna, ApplymyJOBS, Bayt, BroadBean, CareerBuilder, CareerJet, CareerOne, CVLibrary, Dice USA, and Dice UK. CareerJet has a price tag of \$70. At the bottom, there is a 'Transition Guide' link and a chat icon.

Job Board	Status	Description	Details
adzuna	<input checked="" type="checkbox"/>	Adzuna aims to provide a smarter solution for recruiters across the globe by analysing powerful data about the job market and presenting recruiters the power to understand the industry.	
applymyJOBS	<input checked="" type="checkbox"/>	ApplymyJOBS helps Recruiters post required positions and receive resumes automatically from job seekers who are looking for jobs based on required skill set.	
bayt	<input type="checkbox"/>	Bayt is the #1 Job site in the Middle East and North Africa, offering a complete range of end-to-end employment solutions and career planning tools.	
BroadBean	<input type="checkbox"/>	BroadBean Post Jobs to your preferred channels and track the source. It sounds simple, because it is with Broadbean.	
CAREER BUILDER	<input checked="" type="checkbox"/>	CareerBuilder the largest online job site in the U.S., but more than just a job board. It helps match the right talent with the right opportunity.	<a href="#">Details</a>
careerJET	<input checked="" type="checkbox"/>	CareerJet Scanning over 58000 websites everyday, operating in over 90 countries and 28 different languages, CareerJet is a necessity for every recruiter.	
careerone	<input type="checkbox"/>	CareerOne operates specially for Australia to widen the horizon of advertising and attracting the right candidate for a job.	
CVLibrary	<input checked="" type="checkbox"/>	CVLibrary is the UK's leading independent job site. Candidates are able to apply directly to over 145,000 live vacancies from across the UK, covering over 70 different sectors.	<a href="#">Details</a>
Dice USA	<input checked="" type="checkbox"/>	Dice operates in and for the USA and Canada, fetching jobs for countless job-seekers. Roll with the best. Roll the Dice.	<a href="#">Details</a>
Dice UK	<input type="checkbox"/>	Dice UK (formerly The IT Job Board) operates in and for the UK and Germany, fetching jobs for countless job-seekers. Roll with the best.	

## Powerful Source Boosters

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- ☐ Access to job board's databases in just seconds
- ☐ Integrated with Indeed, Monster, Career Builder, Resume Library and Next
- ☐ Effectively reduces time-to-fill

# The 4-step guide to use any source booster

1

Home Job Openings Candidates Clients Contacts Interviews To-Dos Reports Dashboards Campaigns Emails ...

Setup

General

Users and Control

Customization

Resume Management

Career Website Integration

Job Boards Integration

Source Boosters

Job Boards List

Automation

Extensions & APIs

Data Administration

About Source Booster

Source Boosters specialize in retrieving candidates directly from a job board database into Zoho Recruit in a click of a button. Save the time of publishing a job advert on a job board and waiting for a candidate to apply for it. Zoho Recruit is not an official representative of these Job Boards and these integrations are just for the satisfaction of the users.

Source Booster List

Please enable the source booster(s) to find the right hire.

Source Boosters

indeed

monster

CAREER

☒

☐

☐

Indeed is the world's #1 job site welcoming over 180 million unique visitors each month. With more than 16 million jobs to explore in every industry and location, Indeed is the easiest way for people to find all the most relevant jobs online.

Monster is one of the most visited employment websites in the United States and one of the largest in the world.

CareerBuilder the largest online job site in the U.S., but more than just a job board. It helps match the right talent with the right opportunity.

2

+ Import -- Source Boosters -- ... ↕

Import from Indeed

Import from Monster CONFIGURE

Import from CareerBuilder CONFIGURE

3

What Where

Job Title, Skills City, State

Find Resumes Advanced Resume Search

4

indeed resume

We've found result(s) for: Java Developer, New York

SORT BY: RELEVANCE | DATE

DISTANCE

within 25 kilometers

EDUCATION

Select

YEARS OF WORK EXPERIENCE

☐ Less than 1 year

☐ 1-2 years

☐ 3-5 years

☐ 6-10 years

☐ More than 10 years

Santosh Java AWS Developer - New York, NY, NY

Java AWS Developer

US Cellular

5 years

save resume - Updated : October 9, 2017

Nareen V -

Java Developer

Morgan Stanley

8 years

University of South Florida, Master's

save resume - Updated : October 30, 2017

Pranavi B - New York, NY

Java Developer

PEPSICO

9 years

JNT University, Bachelor's of Engineering

save resume - Updated : October 31, 2017

ZOHO

## Brand your Company's Careers page

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- ☐ List all your job openings for candidates to apply
- ☐ Customize the page to be in sync with your brand.
- ☐ Candidate Log in to enable candidates to apply for multiple jobs.
- ☐ Embed it onto your official company website.

### Customize Theme

☐ Green ☒ Red

☐ Blue ☐ Grey

Body Bg Color ☐

Body Bg Image

☐

☐

☐  ☐

☐  ☐

## zOHO Recruit

### Job Opening List

Job Opening ID	Posting Title	Location	Skill Set	Experience
1	Senior Architect	Washingotn DC	Java, Struts	10+ Years
2	Web Designer	California	Photoshop	4 - 7 Years
3	Automation Engineer	Las Vegas	Selenium	3 - 5 Years
4	UX ENGINEER	Canada	Ajax, JQuery	4 - 6 Years



[Careers](#)[Register](#)

## Job Opportunities

Job Type	Posting Title	Date Opened	City	
Full time	Sales Manager	02/18/2018	Sydney Olympic Park	<input type="button" value="Apply Now"/>
Full time	Java Developer	03/15/2018	Saidapet	<input type="button" value="Apply Now"/>
Full time	Web Design	12/05/2017	Eskilstuna	<input type="button" value="Apply Now"/>
Full time	Sales Manager	06/27/2017	Mumbai	<input type="button" value="Apply Now"/>
Full time	Technical Consultant	05/02/2016	Athens	<input type="button" value="Apply Now"/>
Full time	Java Developer	07/04/2016	London	<input type="button" value="Apply Now"/>
Full time	Sales Executive	10/30/2016	Sydney	<input type="button" value="Apply Now"/>
Full time	Designer	07/12/2016	San Francisco	<input type="button" value="Apply Now"/>
Full time	Technical Support	12/28/2015	New York	<input type="button" value="Apply Now"/>

## Design **Assessments** for different hiring stages

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- ☐ Create pre-screening questionnaires and share them with candidates
- ☐ Use existing set of default questions or create your own templates
- ☐ Qualify questions to get candidate ratings
- ☐ Categorize assessments into - General screening, Pre-screening, behavioural screening and background screening.

## Customize and create pre-screening Assessments

Assessments

		Assessment Name	No of Questions	Category	Assessment Owner	Modify Time
	<input type="checkbox"/>	Java Development	11	Technology	Reene D'souza	Oct 20 01:22 PM
	<input type="checkbox"/>	Marketing Associate	17	IT Services	Andy Fellweather	Nov 25 01:25 AM

# A sample **questionnaire** for hiring a Java Developer

Home

Job Openings

Candidates

Clients

Contacts

Interviews

To-Dos

Reports

Dashboards

Campaigns

Emails

Assessments

...

Java Developer

...

<

>

Info

Timeline

RELATED LIST

Notes

Description

Questionnaire for Java Developer

No of Questions

20

Questions

+ New

+ Add Existing Questions

Rearrange

Preview

\* Do you have 2+ years experience developing enterprise web applications using JEE?

[Qualifier]

☐ Yes

☐ No

\* Do you have experience working with any of the web server like Tomcat, JBoss etc ?

[Qualifier]

☐ Yes

☐ No

\* Do you have experience working with Eclipse, Netbeans or any other IDE?

[Qualifier]

☐ Yes

☐ No

\* Are you willing to relocate?

[Qualifier]

☐ Yes

☐ No

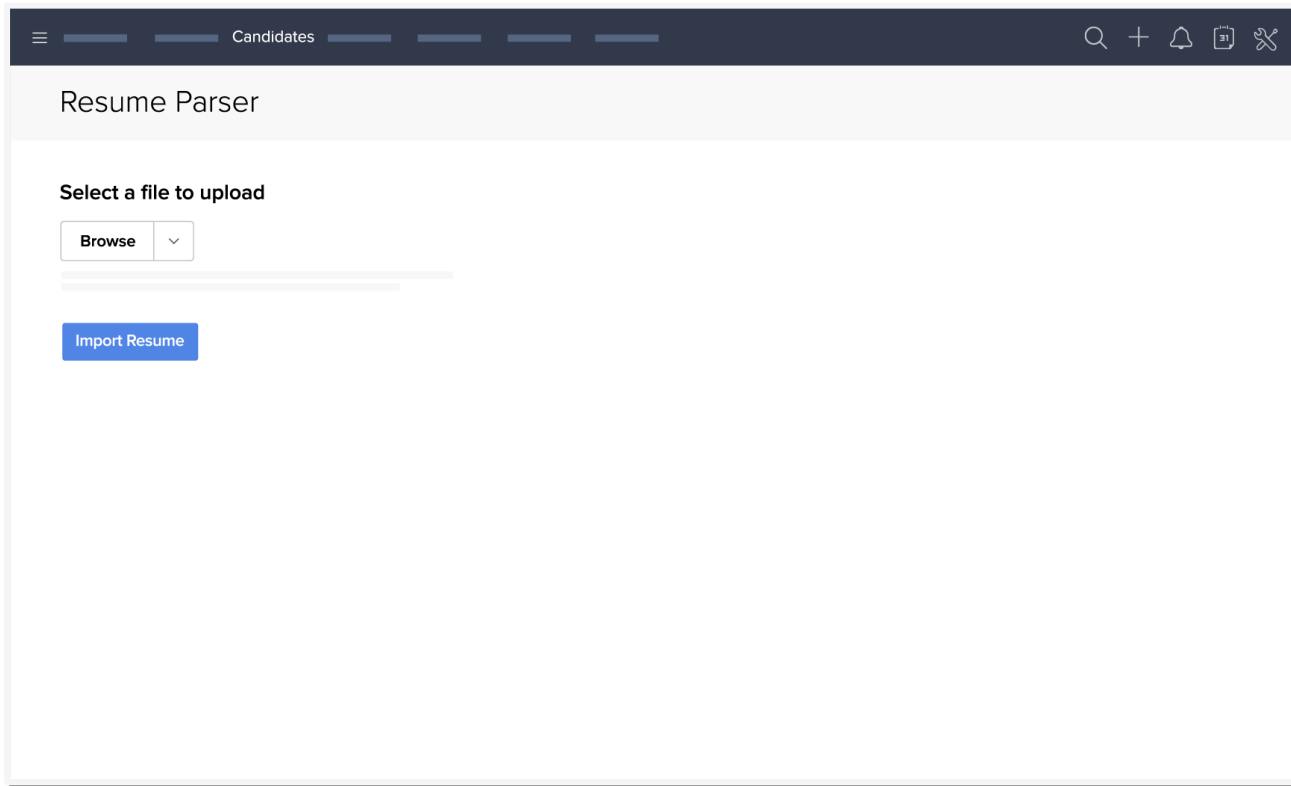
What is your highest level of education?

Why are you looking for a new job?

## Efficient Resume Parsing with Zoho Recruit

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## Parse **multiple candidate resumes** in a click



Home Job Openings **Candidates** Interviews Clients Contacts Reports Dashboards Forecasts ToDo's Zoho Project ...

## Add Candidate

Import from document

Extract Resumes

New Candidate

Paste the Resume

[Import from spreadsheet](#)

Import from Indeed <sup>New</sup>

### Import from spreadsheet

[Click here](#) To Browse file(s) to import

☒ Import My Candidates

☐ Import My Organization Candidates

Supports only XLS, XLSX and CSV formats. Supports a maximum file size of 50 MB

☐ Enable Manual Candidate approval

#### Duplicate Records:

☐ Skip

☒ Overwrite

☐ Clone 

[Advanced Options](#)

Next

Cancel

## Parse resumes as they land in your inbox

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- ☐ Be it Zoho, Gmail or Outlook, parse resume attachments onto Zoho Recruit.
- ☐ Configure this for applications received from job boards as well.



## Resume Inbox

Parse emails and attachments from your inbox and add candidates automatically.

[Help](#)

[Reports](#)

### Notes

- Only 50,000 emails will be parsed per month.
- To view the emails which have failed to parse, click "Reports".
- By default, the candidate will be assigned to the recruiter who sent the email.
- To associate the candidate to a job opening, give the job opening ID or title in the subject of the email. [Learn More](#)  
( Subject format should be as: "JOBID:ZR\_2\_JOB, JOBTITLE:Web Designer, SOURCE:Indeed" )

## Email Accounts

You can either use the default Resume Inbox or add and use your custom email accounts to parse mails.

[My Email Accounts](#)

[My Colleagues Email Accounts](#)

[+Add New](#)

EMAIL	PROCESS EMAIL	PARSE FOLDER	
OkrsOv@resumes1.zohorecruit.com (Default)	Both	-	<a href="#">Edit</a>
patriciab@zillum.com	Email Body	Notifications	<a href="#">Edit</a>   <a href="#">Remove</a>   <a href="#">Disable</a>
patriciaboylwelcome@gmail.com	Both	Sent	<a href="#">Edit</a>   <a href="#">Remove</a>   <a href="#">Disable</a>

## Duplicate Check

Overwrite or skip when duplicate candidates are found. Duplicate candidates will be checked based on their email id.

- ☐ Overwrite the existing candidate with new details
- ☒ Do not overwrite the existing candidate details.

# Google Chrome Plug - Resume Extractor

The screenshot shows a web browser window displaying a resume for John Smith. The resume includes contact information, a summary overview, education details, and a list of technical skills. A dialog box is open on the right side of the browser window, titled "Basic Info". The dialog box contains fields for "Given name", "Last name", "Mobile Number", "Contact address", "Email ID", and "Contact number". Below these fields is a "Source" dropdown menu set to "Browser Extension". At the bottom of the dialog box, there is a "Select Job to Associate" dropdown menu with "System Engineer" selected. The dialog box also has "Import" and "Cancel" buttons.

Basic Info

Given name  
John

Last name  
Smith

Mobile Number  
(404) 2197621

Contact address  
120 E 87th Street, Tallahassee, Florida

Email ID  
esmith06@hotmail.com

Contact number  
(404) 2197621

Source  
Browser Extension

Select Job to Associate  
System Engineer

Import Cancel

Capture any resume from the web and parse it into your recruit database

## Uniform resumes with Formatted Resumes

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- ☐ **Brand and Customize** resumes you send out to clients
- ☐ Retain those candidate details you want clients to see

## Andy Roseling

4802 Walnut Drive, Larimore, North Dakota, 58251  
Phone: 701-399-2301  
Email: andy@zillum.com

---

### Objective

### Work Experience

### Education

Setup

### Formatted / Branded Resume

Save formatted resume as

☒ doc
 ☐ docx
 ☐ pdf

---

Insert Logo

(File size Max 2MB)

---

Contact details to be removed from the Original Resume

☐ Candidate Name  
☐ Email  
☐ Address  
☐ Phone number

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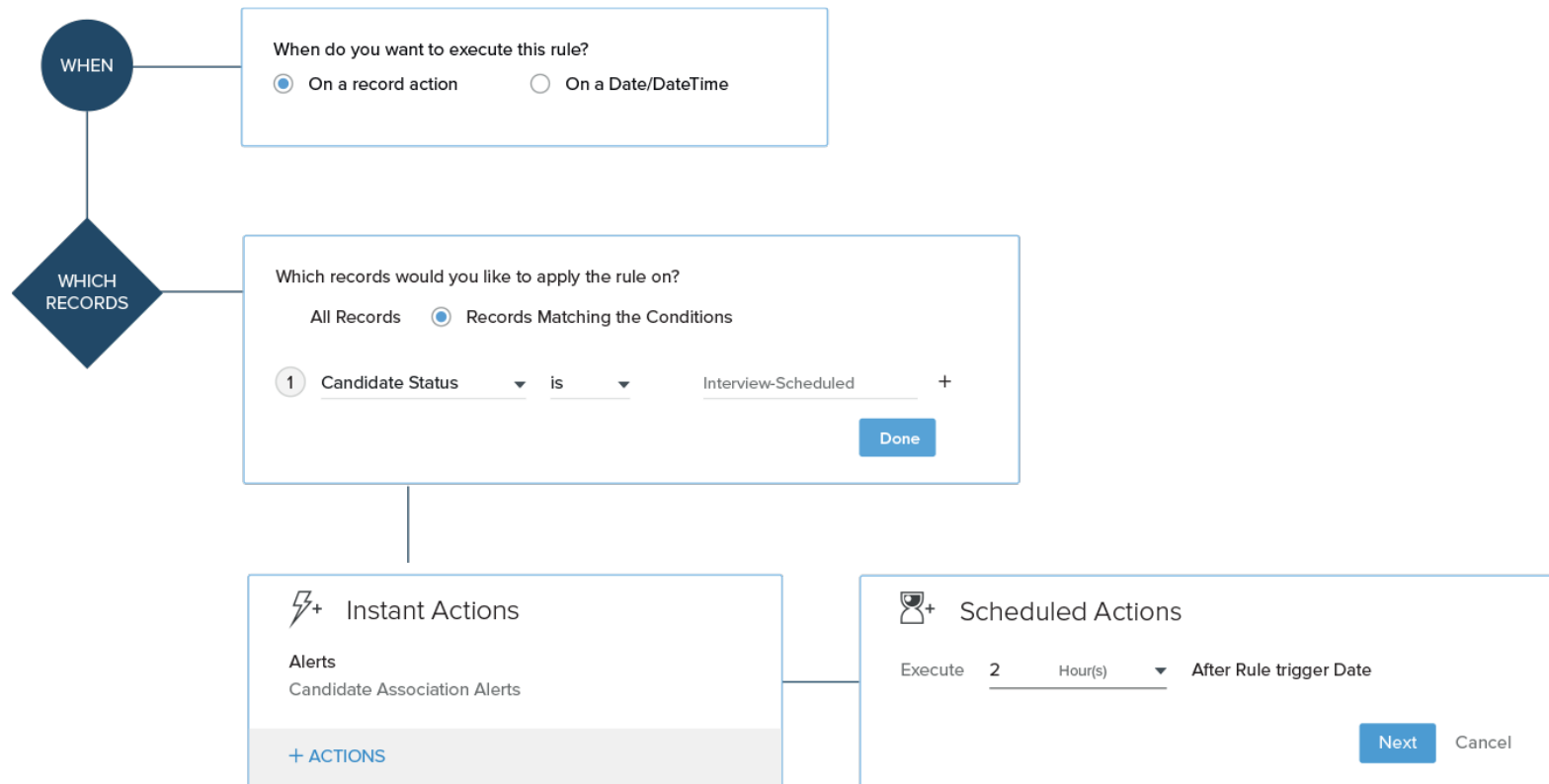
Select a resume format

☒

**Strategise and Automate processes to save time**

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## Automate workflows to streamline tasks

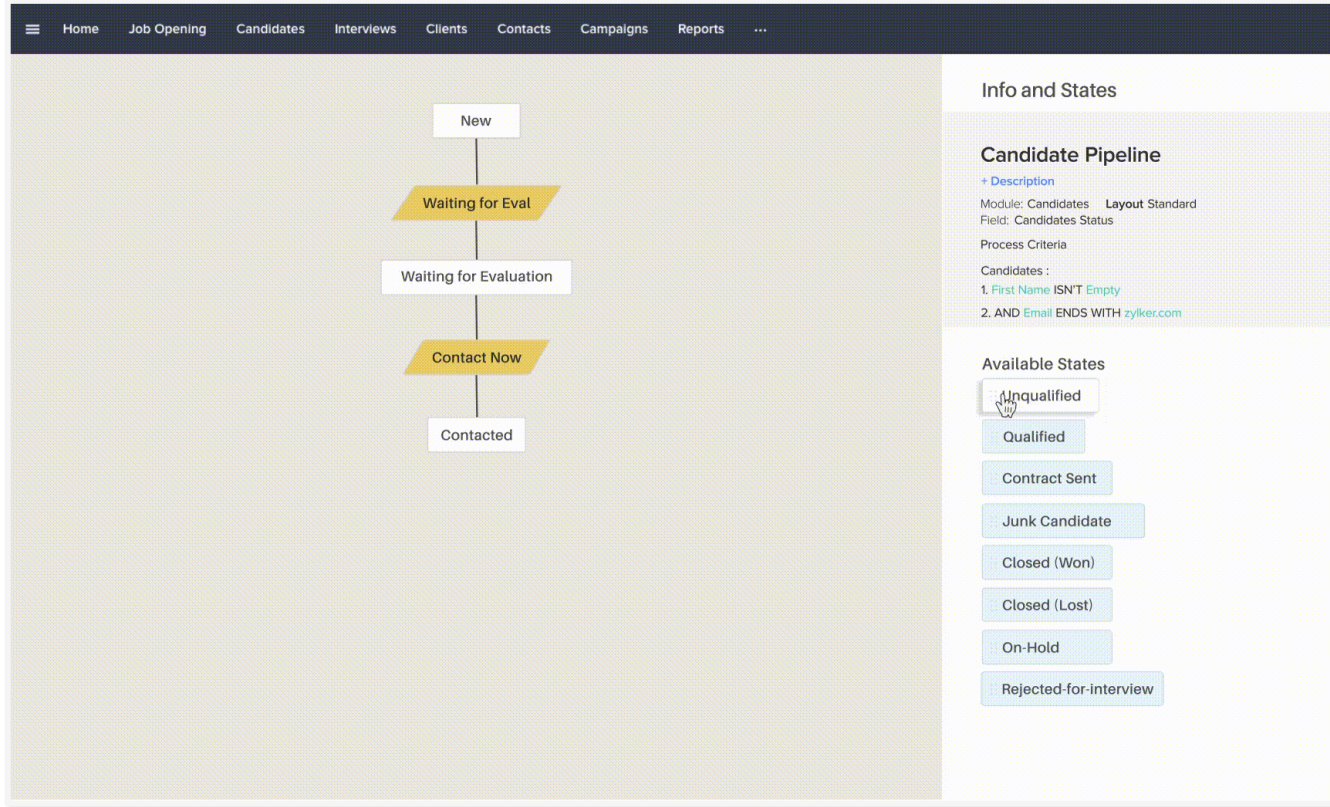


## Create and automate process flow with **Blueprint**

---

- ☐ Keep your team on the same page with Blueprint.
- ☐ Strategize your recruitment workflow to prompt users with actions
- ☐ Set transitions so that recruiting works exactly the way you want them to.

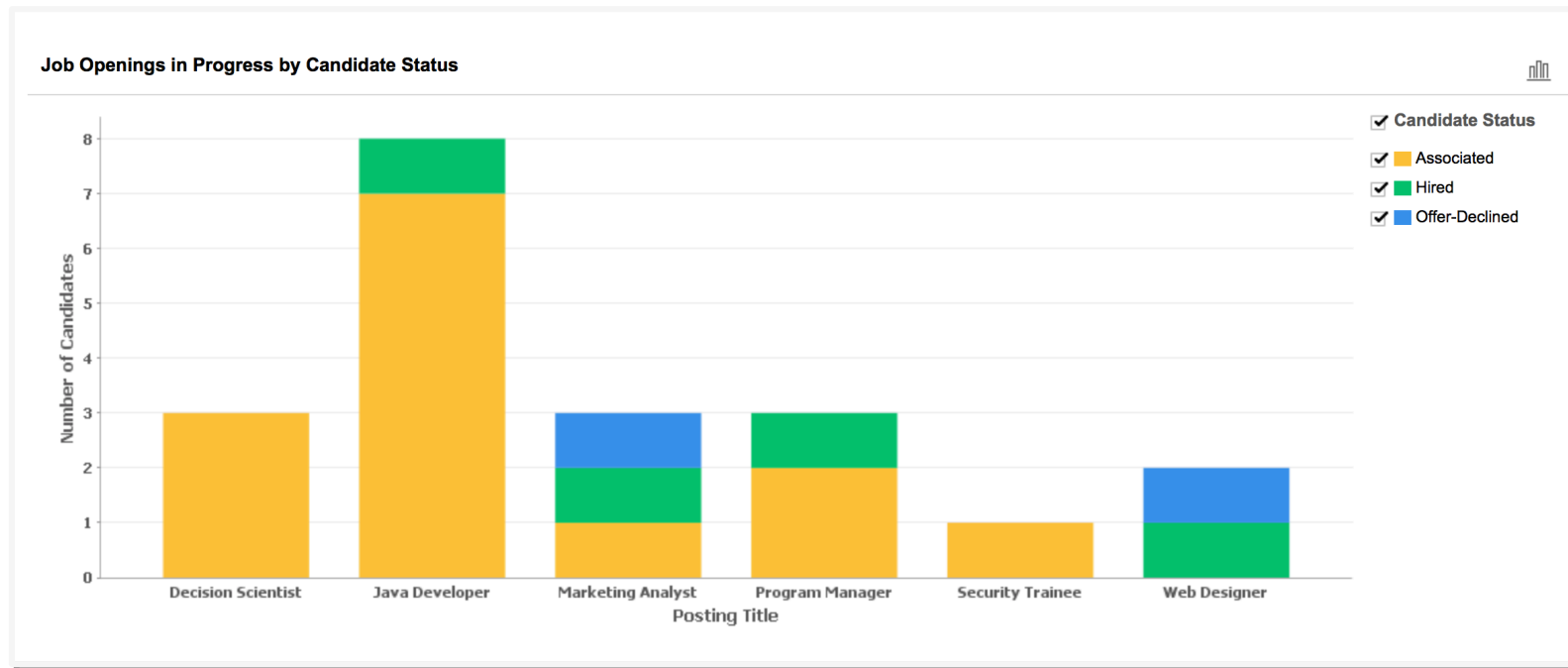
# A sample **Blueprint** process workflow





## Advanced Recruit Analytics

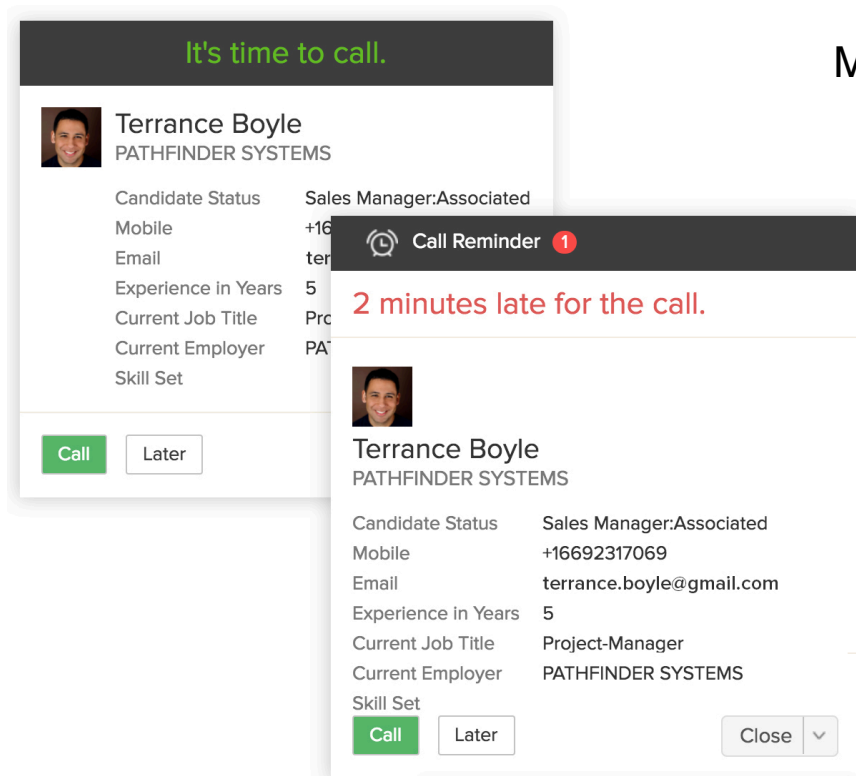
Get insights about candidates, interviews, job openings, employee performance and revenue



## Enable Efficient Candidate Engagement

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## Engage candidates better with Zoho Recruit



Manage inbound and outbound calls with  
**Zoho Phonebridge**

- ☐ Get call reminders
- ☐ Make notes
- ☐ Share interview feedback.
- ☐ Record conversations for reference

## Update them instantly by **Sending Text Messages**

### SMS Templates

Below is the list of SMS templates in various folders.

[+ New Template](#)[New Template Folder](#)

### Public SMS Templates

NAME	
<a href="#">Edit</a>   <a href="#">Delete</a>	Final Interview Round
<a href="#">Edit</a>   <a href="#">Delete</a>	Interview Notification
<a href="#">Edit</a>   <a href="#">Delete</a>	Interview Reminder

You can choose the candidate & client contact mobile fields, to which messages has to be sent. [Click here.](#)

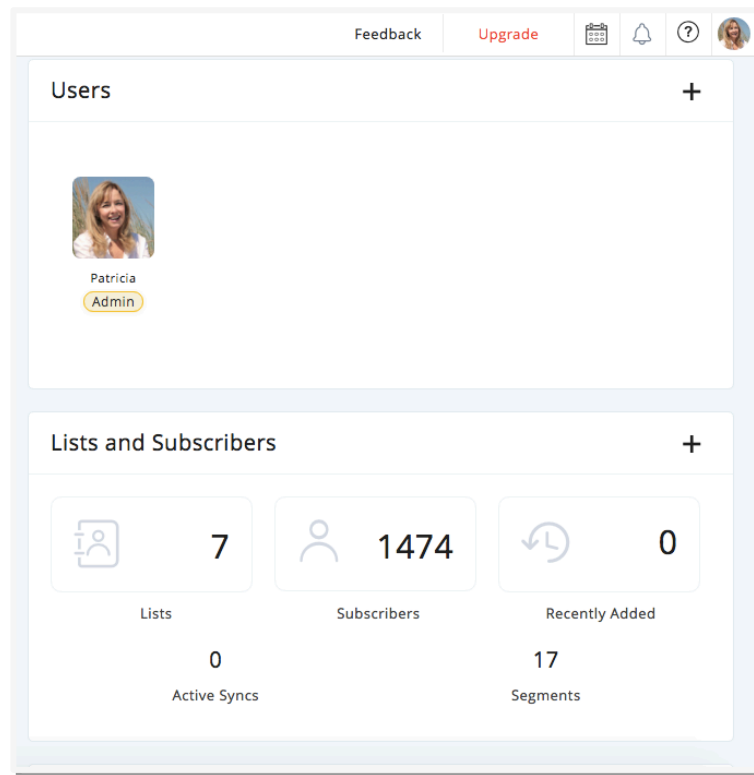
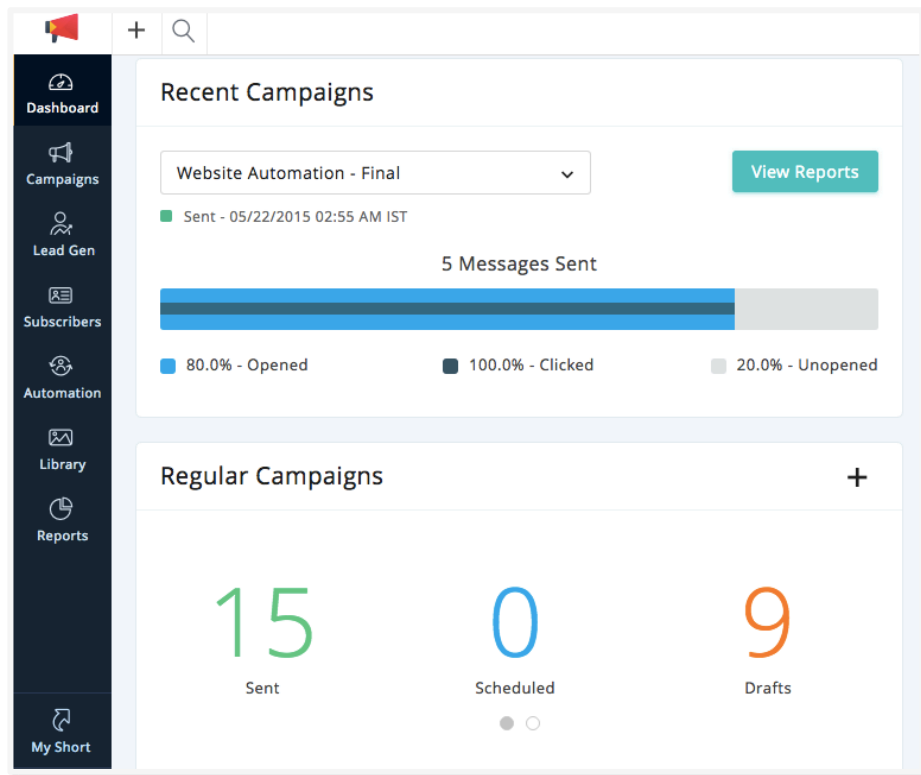
### Configured SMS Provider details



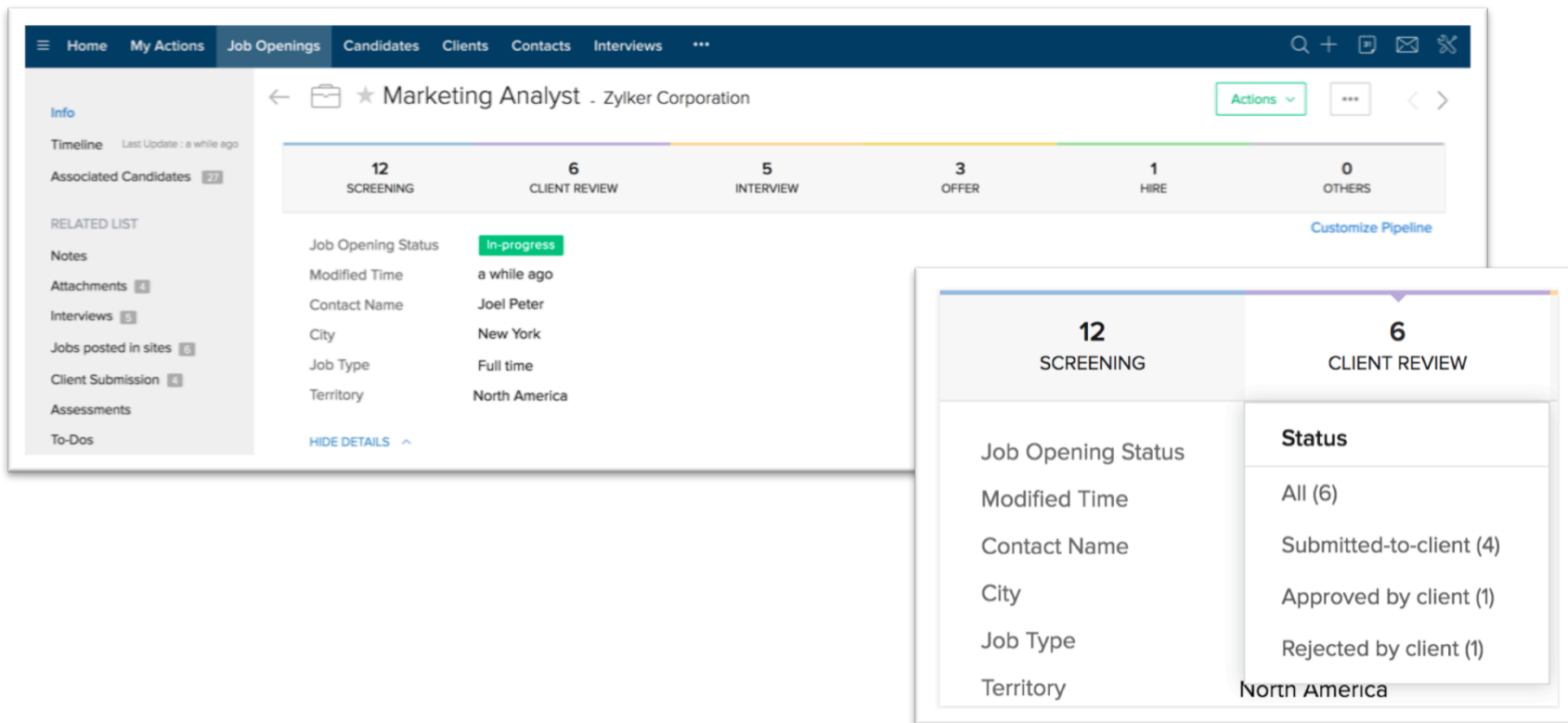
Available SMS Credits: 500

[Edit Configuration](#)[Remove Configuration](#)

# Keep candidates in the know by **sending campaigns**



## Hiring Pipeline to track candidates interview statuses



# AI-Powered candidate matching with Semantic Search

## Refine Match

Keywords

Sales, Accountant, Engineer

Skills

Microsoft Office X English X

Work Experience

Location

Industry

Suggested skills

Team Management

Sales Targets

Problem Solving

Manager

Microsoft Word

Audit

Sales

Project Management

Microsoft PowerPoint

Teamwork

Budgets & Budgeting

Partner

Microsoft Excel

Must have

☒

Nice to have

☐

Tips

- Keywords - Giving specific keywords will search for candidates across resume database
- Skills - Mention the skills to effectively pull candidates for your jobs
- Location - Selecting the Zipcode will localize your candidate search

Cancel

Search

## Roll out **offer letters** to candidates

Generate Offer Letter

Help

Send offer letter to Candidate as a link. The Candidate may accept or decline the offer using this link.

Offer Template

Choose Offer Template

Offer of Employment

Basic Information

Posting Title

Senior Marketing Manager

×

Candidate Name

Amelia Burrows

Employment Information

Compensation Amount

\$ 120000

Per Year

Employment Type

Permanent

Expected Joining Date

07/31/2018

Other Information

Expiration Date ⓘ

08/04/2018

Cancel

Next



## Zoho Recruit Integration with Mail Chimp

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# Default Job Templates for your Job Openings

HomeJob OpeningsCandidatesInterviewsClientsContactsCampaignsReportsDashboards...

Create Job Opening - Choose a Job Template Save Save & Publish Cancel

Job Opening Information

Posting Title

Contact Name

Assigned Recruiter(s)

Target Date

Job Opening Status

Industry

Zip/Postal Code

Country

Salary

Choose a Job Template

Search

✓ Choose a Job Template

Public Job Templates

Associate Software Engineer, 4-5 years  
Zylker Corporation

Java Developer, 1-3 years  
Zylker Corporation

Nanny - Care Taker, 1-3 years  
My Company

Client Name

Account Manager

Date Opened

Job Type

City

State/Province

Work Experience

Frazer Swift

Full time

Zoho

## Integrations that matter

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### G-Suite

Google Mail

Google Calendar

Google Docs

Google Contacts

### Zoho

Zoho CRM

Zoho Mail

Zoho People

Zoho Writer

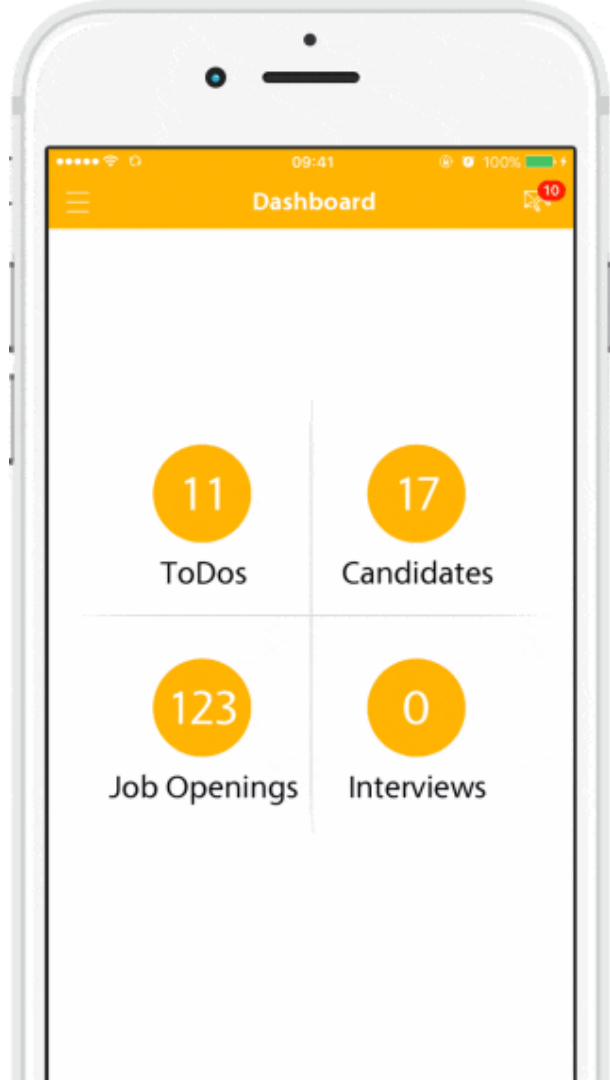
Zoho Reports

Zoho Cliq

### Zapier

Over 700+  
applications!





## Zoho Recruit **Mobile Application**

- ☐ Schedule interviews
- ☐ Get instant status updates
- ☐ Get instant email notifications
- ☐ Track To-Dos, appointments, calendars and more
- ☐ Update candidate status
- ☐ Manage candidate records
- ☐ Clients and applicants are just a call or text

# Zoho Recruit Pricing Plans

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Free

₹0/  
User/  
Month

Standard

₹1500/  
User/  
Month

Professional

₹3000/  
User/  
Month

Enterprise

₹4500/  
User/  
Month

## Our Customer base

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THE TIMES OF INDIA



Penn  
UNIVERSITY of PENNSYLVANIA

change.org

Uber



*L&T Construction*





[zoho.com/recruit](https://zoho.com/recruit)

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