



# Your Recruitment & Onboarding Simplified

Recruit Plus is a comprehensive recruitment and onboarding platform that streamlines hiring processes. By automating candidate management from application submission to onboarding, Recruit Plus enhances efficiency and fosters collaboration among HR teams, recruiters, and hiring managers.

## Why Choose **Recruit Plus**?

### **Improved Efficiency**

Automates recruitment, interview scheduling, and onboarding tasks.  
Saves time and reduces manual work.

### **Enhanced Collaboration**

Seamless communication between recruiters, managers, and candidates.  
Automated notifications keep everyone updated.

### **Accurate Candidate Information**

AI-driven CV processing extracts key details.  
Reduces data entry errors for precise candidate records.

### **Structured Onboarding Process**

Smooth onboarding with timely reminders and document tracking.

### **Compliance and Record-Keeping**

Maintains a comprehensive audit trail for candidate journeys.



## Key Features **at a Glance**

### **User Access**

Secure logins for admins, recruiters, and managers.

### **Admin Dashboard**

Manage and view vacancies effortlessly.

### **AI-Enhanced CV Processing**

Extracts skills and contact details automatically.

### **Automated Communication**

Keeps everyone informed at every step.

### **Structured Interview Scheduling**

Simplifies coordination with candidates.

### **Milestone Tracking**

Automated check-ins for candidate progress.

# Features That Set **Recruit Plus** Apart

## 1. User Access

- **Secure Login**  
Easy access with Login ID and Password.
- **Admin Page**  
Manage vacancies with an organised grid view.

## 2. Admin Dashboard

- **Recruiter Dashboard**  
View and assign candidates with ease.
- **Candidate Information**  
Submit details via an interactive form.
- **AI Integration**  
Extracts skills, emails, and contact details from CVs automatically.

## 3. Manager Review & Scheduling

- **Review Process**  
Managers can shortlist or reject candidates with detailed feedback.
- **Interview Scheduling**  
Managers propose two-time slots; candidates select their preferred option via the platform.

## 4. Post-interview and Offer Management

- **Decision Making**  
Managers finalise candidates and provide feedback if necessary.
- **Offer Letter**  
Admin generates detailed offer letters with all essential information.

## 5. Automated Communication & Notifications

- **IT Department Alerts**  
Emails sent 10 days before a new hire's start date.
- **Pre-Joining Communication**  
Candidates receive onboarding details 5 days before joining.
- **One-Day Reminder**  
Notifications to managers, recruiters, and IT ensure readiness.
- **Milestone Alerts**  
Recruiters are notified 6 months and 1 year after the candidate's joining.



## Experience **Recruit Plus**

Optimize your recruitment and onboarding processes with automation, efficiency, and enhanced collaboration. Schedule a demo today and discover how Recruit Plus can transform your hiring experience.

**For more information,  
visit our website or contact us directly.**

✉ [info@topialifesciences.com](mailto:info@topialifesciences.com)

🌐 [www.recruitplus.uk](http://www.recruitplus.uk)

