Current Features
d.vinci easy Applicant Tracking System

General Features

- Permission concept
- Safety concept
- Firewall
- Access protection
- Own databases per customer
- Data encryption during transmissions
- Automatic backup
  - „Representability of complex corporate structure
    - Organizational units
    - Arbitrary amount of levels)"
- Mobile optimized surface
- Multilingual
- Automatic update with new versions (every 2 weeks)
- „Localization for different countries
 - International address format
 - Time zones"
  - Languages
   - German
   - English
   - Estonian*
   - Polish*
   - French*
   - Dutch*
   - Others upon request*
- Data import for applications / applicants
- Data import for attachments
- Data import for job openings
- Single sign-on (SAML 2.0)
- Change password

Applicant Tracking

- Dashboard
- Tasks list
- Applications list

- „Application contains
  - Detail
  - Attachments
  - Activities
  - History"
- PDF conversion and merging of attachments*
- Filter for application list and dashboard
- Export of applications lists to Excel
- Search
- Full text search in attachments with auto complete
- ABC-Rating
- Special indicators (Internal Applicant, Multiple Applicant, VIP, ...)
- Tags per applicant
- Workflow
- Reminders
- Change job opening
- Integration of departments
- •Differentiated permissions in applications, e.g. for works council
- Delete application
- Automatic special characters
- E-mail correspondence incl. attachments
- Written correspondences (letters in PDF-format from Word formatted templates)
- Delayed correspondence
- Individual attachments at status change
- Integrated Applicant Communication (Message Inbox)
- Transfer attachments from applicant e-mails
- Mailboxes for incoming e-mails
- Create applications in mailboxes
- Create applications in mailboxes via CV Parsing *
- Mass processing incl. Drag & Drop
- Arrange appointments
- Appointment overview for participants
- Appointment invitation using iCal calender entry
- Send info
- Insert and send comments
- Double application recognition and conflict resolution
- Unsolicited applications
- Deposit of automatic deletion periods (in accordance with the German Federal Data Protection Act)
- Application reduction when a conflict is recognized
- Automatic acknowledgment of receipt
- Application recommendation with feedback
- Short self-introductory video in the application form (through partner Cammio)
- Add attachments to application via email

- Cohesive overview for multiple applicants
- Record screening questions in workflow
- Rate screening questions and ranking for applications
- Field schema configuration of applicant lists
- Sort application attachments

Job Openings/ Job Publications

- Hiring Request by Line Management
- Multi-level approval process for hiring requests
- Overview and management of open job openings
- Filtration of job openings
- Create multiple applications forms and select per job opening
- Create initiative job openings
- Individual planning of job publication time frame
- Selectable pictures for job advertisement
- Selectable screening questions
- HTML-Editor for job opening texts
- Copy job opening
- Job opening history
- Automatic application matching through text comparison in job opening
- Logging access permissions
- Search enigne optimization for job advertisements
- Connection of 40 external job boards with booking via d.vinci easy
- Send job advertisement via email
- Interface for external links in job publication channels (REST-API)
- Protection of external links with Json Web Token authentification
- Attachments for Job Openings
- Auto-generated references
- Auto-generated internal names

Interfaces (APIs)

- Interface for creating and administrating job openings in upstream systems (REST-API)
- Interface for creating and administrating job publications in upstream systems (REST-API)
- Interface for creating and administrating applications and persons in upstream systems (REST-API)
- Interface for creating and administrating attachments of applications in upstream systems (REST-API)
- Interface for creating and administrating status changes in upstream systems (REST-API)
- Interface for creating and administrating job opening changes in upstream systems (REST-API)
- Interface for creating and administrating job locations in upstream systems (REST-API)
- Interface for creating and administrating user groups in upstream systems (REST-API)
- Interface for creating and administrating users in upstream systems (REST-API)

Administration

- User, user groups
- Correspondence templates (e-mails and letters)
- Letter templates (2 different layouts for any number of templates)
- E-mail templates with layout and footer
  - „Master data
  - Reasons for rejection
  - Work times
  - Modes of employment
  - Academic Degrees
  - Locations
  - Categories
  - Sources
  - Keywords
  - Companies
  - Contract periods
  - Target groups"
- Media files
- Screening questions and answers

Configuration

- Roles and Permissions
  - Organizational structure, organizational units, organizational levels
- Re-organize organizational structure
- Application process: status, stratus transitions, tasks
- Automated status changes
- Application forms (display and remove fields)
- E-mail sender for correspondences
- Job publication channels
- Own customer SMTP server
- Languages
- IP–access restrictions
- View license properties
- Form of address (formal/ informal) adjustable
- Daily e-mail notifications for new applications and tasks
- Permissions with all status changes
- Status-independent view permission for special characters

Career Portal / Intranet

- Portal deisgner
  - Texts
  - Pictures
  - Design
  - Language
  - Intranet access control
- Multiple portals with differing layouts and contents
- Vacancies
- Application forms
- Apply with XING profile
- Apply with LinkedIn profile
- CV parsing
- CV parsing with resume from Dropbox
  - Integration in the homepage via
  - Iframe
  - New Window
  - Interface to CMS or job boards (XML/ JSON)
  - JavaScript Widget
- Automatic tagging with special characters
- Tracking tools support (e.g. Google Analytics)
- Interface for creating applications

Job Portal with Filters (JavaScript Widget)

- Easy integration into websites independent of used CMS
  - „Filter for job openings
  - Keyword search
  - Categories
  - Locations
  - Target groups
  - Organizational units
- Search result list
- Tagging of new job openings
- Neutral responsive web design
- Completely configurable by customer
- Preconfigured adjusted profile *
  - Filter configuration according to target group
  - Layout in corporate design of client
  - Individual labeling and translations

Reporting

- • Charts with parameters
  - Application entries
  - Status changes
  - Application structure
  - Processing times
  - Screening questions
- • KPIs for processing times
  - Time to employment
  - Time to appointment
  - Processing time
  - Feedback time
- • Time spent in the overview per status
- • Export to Excel (raw data)
- • Sources
- • Reason for rejections

Service-Center: Customer Area with Information

- • User guides
- • Interface documentations
- • Release Notes
- • Maintenance schedules
- • Roadmap

- • *Option for d.vinci easy Enterprise with costs