

# **talisman** Front Office

Web enabled, integrated solution for Recruitment



## **A different angle needed?**

We all know that consultants are an independent lot, work slightly differently from each other, are demanding and don't take kindly to being managed. It's the competitive edge that makes them effective. So it's important to give them the freedom and tools to do their job effectively, but have oversight of their activities, so that you can support them when necessary.

It would also be useful if colleagues could effectively cover for them when they're not there, so the client gets the best possible level of service.

Recruitment is a highly competitive market so documenting and responding to customer requirements quickly and effectively is key to winning their business, as is a competitive price. Better for less is what the customer wants.

You of course want to maximise your profit and grow your company.

### **• Consultant**

Activity summary  
Reminders  
Start bookings  
Review bookings  
Interviews  
Placements  
email

### **• Candidate**

Address  
Other key information  
Free text note fields  
12 user defined fields  
Work history  
Availability  
Shortlists  
Bookings  
Pay history  
Profile  
Diary  
Mailshot preference

### **• Contact**

Address  
Other key information  
Free text note fields  
Profile  
Diary  
Mailshot preference  
Vacancies  
Placements  
Interviews  
Documents

### **• Vacancies-Orders, Diaries-Documents, CV's-Power Search, Document Templates, email-SMS-fax-print**

## **Work as you want**

As a web application Talisman Front Office is very easy to use, after all it's just like using a web site, so everyone feels immediately at home. Of course you can click on any link to jump wherever you want to, and open as many windows as you like. Best of all though is you choose how to use it, not us.

## **See what you want**

You can also change what is shown on the screen, not just what columns are displayed but any of the text labels too. You can also change what is shown on the menu, the colour scheme and add your logo so it is easy to fit right in with your 'house' style.

## **Fit it to your business**

You also have complete control on how to configure the system to meet your particular needs, we can show you how if you want us to. That's because we think that you should have ownership, not us. Or if you prefer we can do it all for you, but it's your choice.

## **Find information easily**

Search using multiple criteria including name, address, profile, area, distance, have back/go back, free text retrieval, CV text fill the vacancy and...

## **Market effectively**

Use the document management system to SMS, email, fax or print standard letters, CV's or documents

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