



 Microsoft  SharePoint  Office 365

RECRUITING

GET THE RIGHT PEOPLE ONBOARD

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MODULE OVERVIEW

Unify and automate the entire recruitment process to ensure you get the right people onboard.

- Easily create and post new job openings with approval workflows
- Collaborate with the applicants
- Schedule the interviews
- Generate and store the candidate offers, contracts, and more

The screenshot displays the Lanteria HR system interface. At the top, a navigation bar includes modules like CORE HR, TIME & ATTENDANCE, COMPENSATION, RECRUITING, PERFORMANCE, LEARNING, SUCCESSION, REPORTS, and SETTINGS. A search bar for 'Find Employee' and a user profile for 'Yvgenia German' are also visible. Below the navigation bar, the page title is 'Job Opening Details' for 'QA_Vacancy'. Three key metrics are shown: '3 Total Candidates' (Applied Today: 0, Applied this Week: 3), '1 Candidates Required' (Hired: 3, Left to Hire: 1), and '2 Interviews' (Interviews Today: 0, Interviews this Week: 0). Below these metrics, there are tabs for 'Add Candidate', 'Actions', and 'Candidates'. The main content area shows 'Job Opening' details: Status is 'Open', Requested By is 'And Shi', and there are fields for Start Date, Due Date, and Recruiters.

FEATURES



STREAMLINE RECRUITING AND ONBOARDING

- Collaborative applicant tracking between recruiters and managers
- Interview scheduling, forms and feedbacks
- Real-time statistic on job openings, candidates and interviews
- Flexible onboarding tasks via Applicant and Employee Self Services

COLLABORATE WITH YOUR APPLICANTS

- Online applications via company Career site
- Applicant Self Service
- Automated applicant letters and interview invitations

SIMPLY MANAGE JOB OPENINGS

- Time off requests and approvals via Self Service
- Role-based approvals of absences and timesheets
- Notifications and reminders integrated with Outlook

UTILIZE THE CANDIDATE DATABASE

- Custom candidate profiles
- Extensive search by candidate skills
- Matching to job requirements

USER ROLES IN LANTERIA HR

HR PRO

Complete automation of HR tasks and access to full analytical reporting.

MANAGER

Collaboration with teams and better management decisions supported by Manager Self Service.

EMPLOYEE

Employee engagement and access to personal data, records and documents with Employee Self Service.

CUSTOM ROLE

Custom user roles and permissions, such as: training managers, recruiting managers, local HR managers and other.

ANALYTICS AND REPORTS



Get the full analytical insights and make informed decisions. Use a library of out-of-the-box reports and dashboards available in the system or create your own custom reports using Lanteria Report Builder.

LANTERIA HR SYSTEM



Lanteria HR is a SharePoint based Human Resource Management (HRM) solution that facilitates and automates the entire Human Resource (HR) cycle in a company. The solution creates a central storage location for all HR information, while supporting HR processes and increasing the performance of each employee and organization as a whole.

Lanteria was founded in 2006 and, since that time, have successfully completed over 150 projects for local and international clients. The Lanteria team includes both experienced HR and IT professionals. This allows us to integrate our extensive HR experience with all the cutting-edge Microsoft technologies that you are already using.

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AWARDS

