



 Microsoft  SharePoint  Office 365

RECRUITING

GET THE RIGHT PEOPLE ON BOARD

WWW.LANTERIA.COM

INFO@LANTERIA.COM

+1 (866) 568-2002

MODULE OVERVIEW

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

- 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 Interviews module interface. At the top, a blue navigation bar contains menu items: Core HR, Time & Attendance, Compensation, Recruiting, Performance, Learning, Reports, and Settings. Below the navigation bar, the 'LANTERIA Interviews' section is visible. On the left, there is a list of 'Upcoming Interviews' with a 'Schedule Interview' button. The list includes candidates such as James DAVIS (Web Developer), Salma Bullard (Sales Rep I), Daniel YOUNG (SharePoint Developer), Jordan ANDERSON (Line Worker), Nicholas Cager (Sales Rep I), Salma Bullard (Sales Rep I), Jessica KING (Web Developer), and Ernst Matthews. Each entry includes a name, job title, date, time, and location, along with an 'Interview Form' button. On the right, there is an 'Interview Calendar' showing a calendar for April 2021. The calendar has a blue dot indicating an interview for James Davis on Tuesday, April 20th.

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.

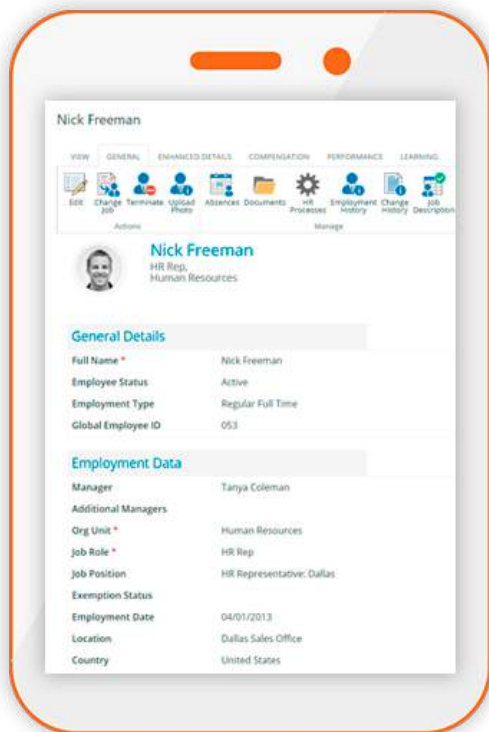
EMPLOYEE

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.

OUR CUSTOMERS



- ✓ Customers in 40+ countries around the globe
- ✓ Exclusive focus on HR management and Microsoft technologies
- ✓ Professional implementation and support teams
- ✓ Microsoft Certified Partner
- ✓ 50+ partners worldwide
- ✓ Founded in 2006

