The windream Applicant Management

How can an applicator be put into the file?

windream
MANAGING DOCUMENTS

Agenda

1. Why is a applicants management important?
2. The windream Applicant Management
3. Live demonstration

Why is a applicants management important?

There are two advantages:

Compliance

DSGVO

- For a specific purpose
- Integrity and confidentiality

Performance

Applicant market

The competition on the market for specialists increases.

We must not only be good, but also quick to acquire the best specialists.

The windream Applicant Management

windream BPM improves collaboration

- ✓ Accelerates coordination with the specialist departments
- ✓ Accelerates the work process by being easy to find and providing an overview
- ✓ Sends e-mails
- ✓ Substitution rule
- ✓ Defined escalation…

Data protection relevant events

Personal data must be deleted as soon as their knowledge is no longer necessary for the fulfilment of the purpose of storage.

Events :

- The applicant is recruited
- The position is filled by another applicant
- rejection by one party

Exception:

written consent of the candidate for storage (right of revocation)

https://www.datenschutzbeauftragter-info.de

6 months storage

In order to be able to defend oneself against potential allegations of discrimination, the employer may retain the documents for a further 6 months after the expiry of the purpose.

Thus, it is not necessary to delete immediately if the original purpose is no longer given.

If the storage was agreed upon:

- storage

Otherwise

- Delete after 6 months

No legal advice
Context only

Integrity and confidentiality

Protection against unauthorized processing

Application documents may only be made accessible to persons who are involved in the application in the necessary manner.

- Personnel Department / Secretary's Office
- Superiors
- GL / AL / TL
- Workers' council

https://arbeitgeber.careerbuilder.de/blog/datenschutz-im-recruiting

The windream Applicant Management

consists of 3 components

BPM Workflow

- Capture of master data
- decision-making process
- Retention Management

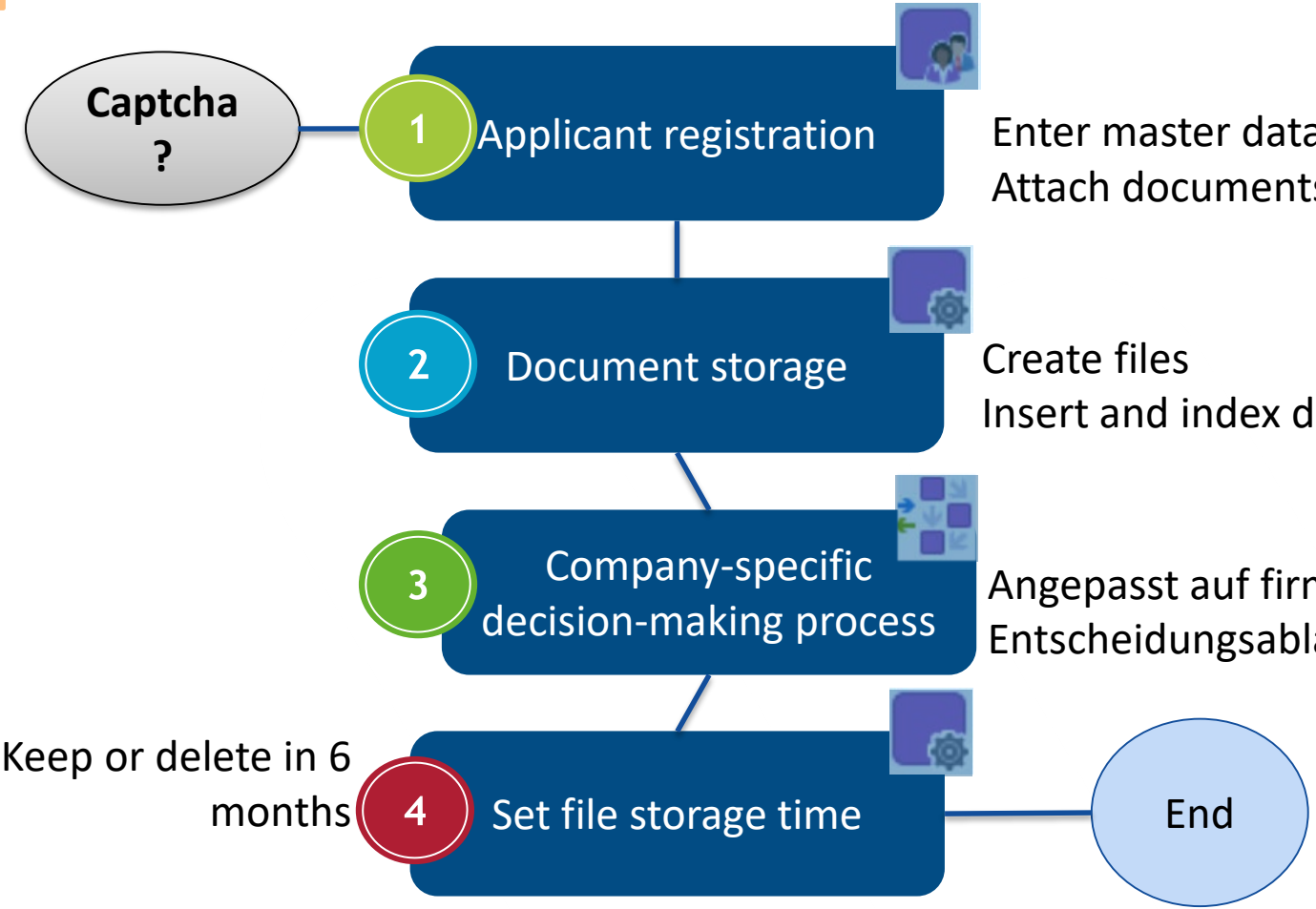
File solution

- applicant file
- Can be included in a personnel file

Document type

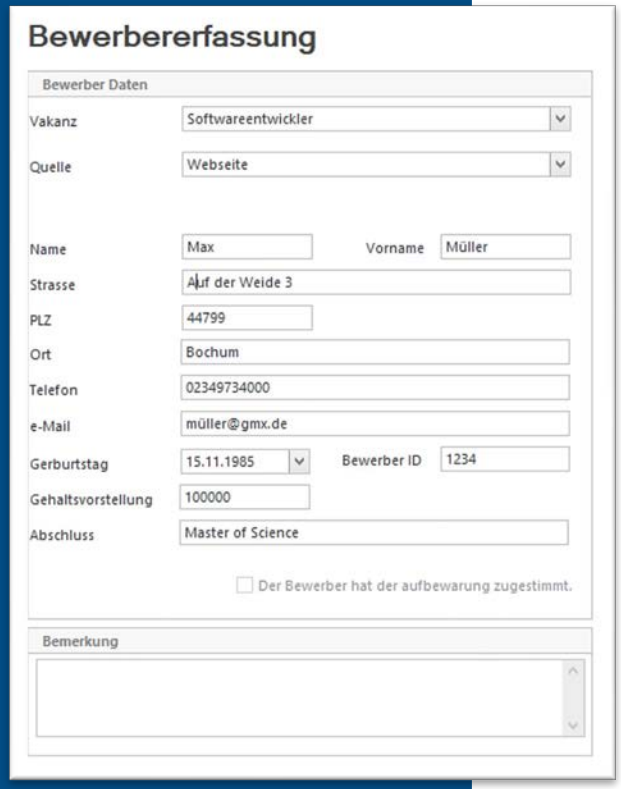
- 6 months deletion period

Überblick


Captcha
?
1
Applicant registration
Enter master data
Attach documents
2
Document storage
Create files
Insert and index documents
3
Company-specific
decision-making process
Angepasst auf firmeneigenen
Entscheidungsablauf
Keep or delete in 6
months
4
Set file storage time
End

1

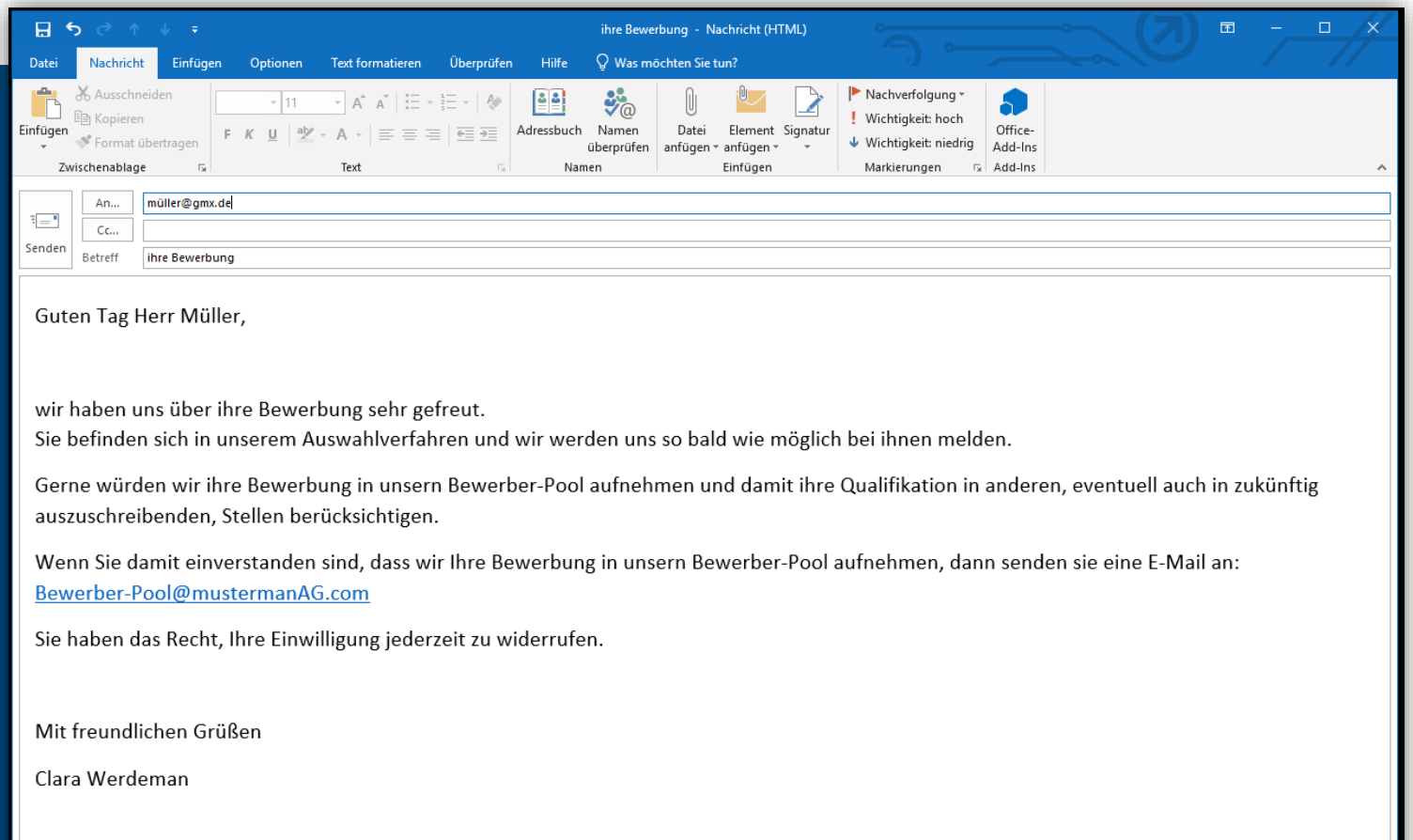
Applicant registration



- Enter master data
- Attach documents
- Send e-mail

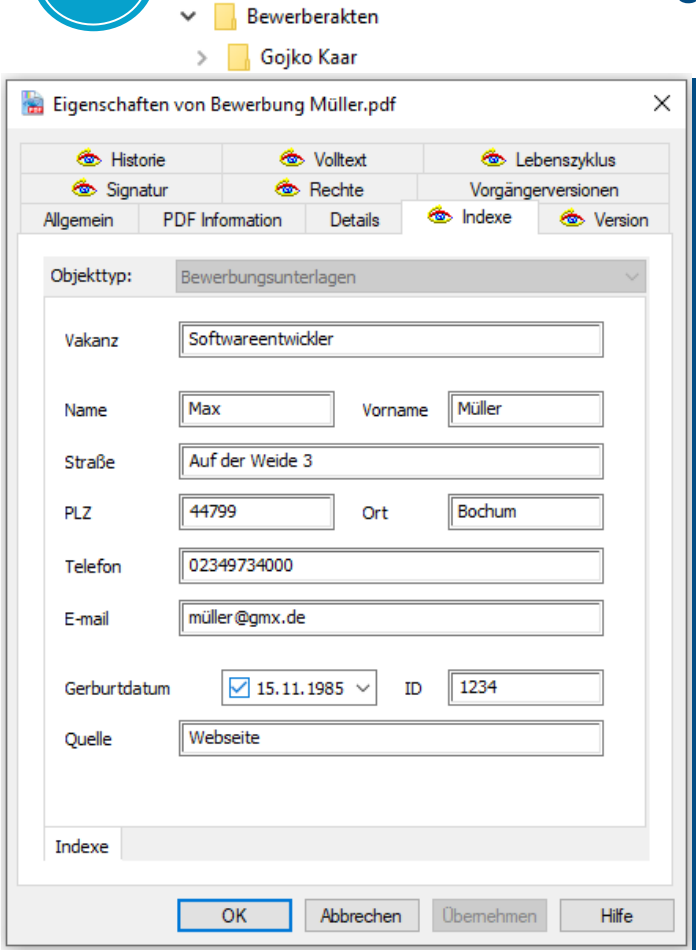
1

Applicant registration



2

Storing a Document

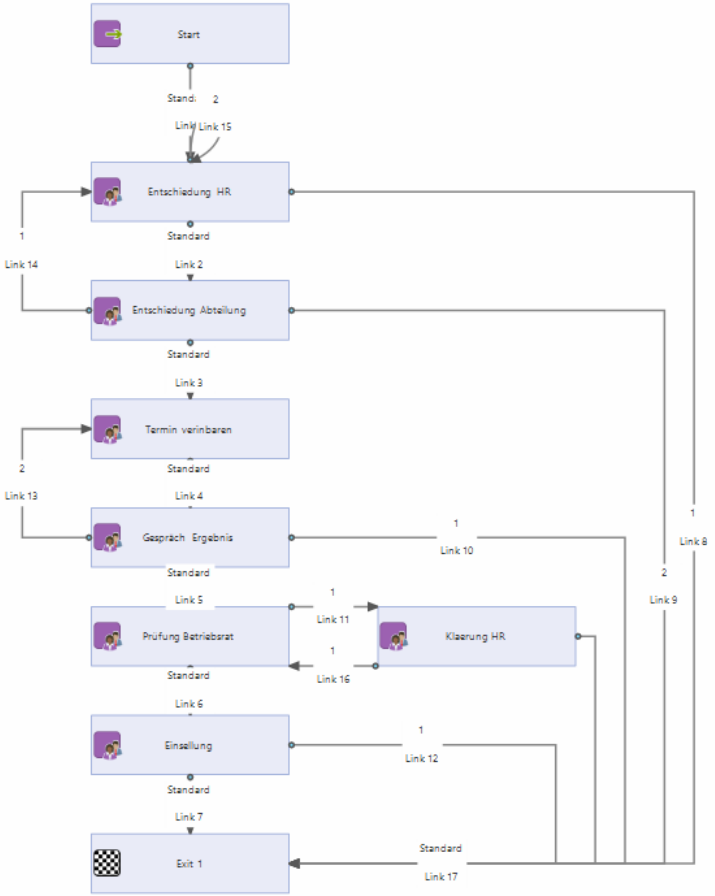


- ✓ Folder type :
  - Applicant file
- ✓ Document type :
  - Application documents
- ✓ Manual filing of documents and e-mails is possible at any time.
- ✓ Documents
  - rights are passed on from the applicant file
  - have the indexes of the personnel file

=> Clean integration into the personnel file

3

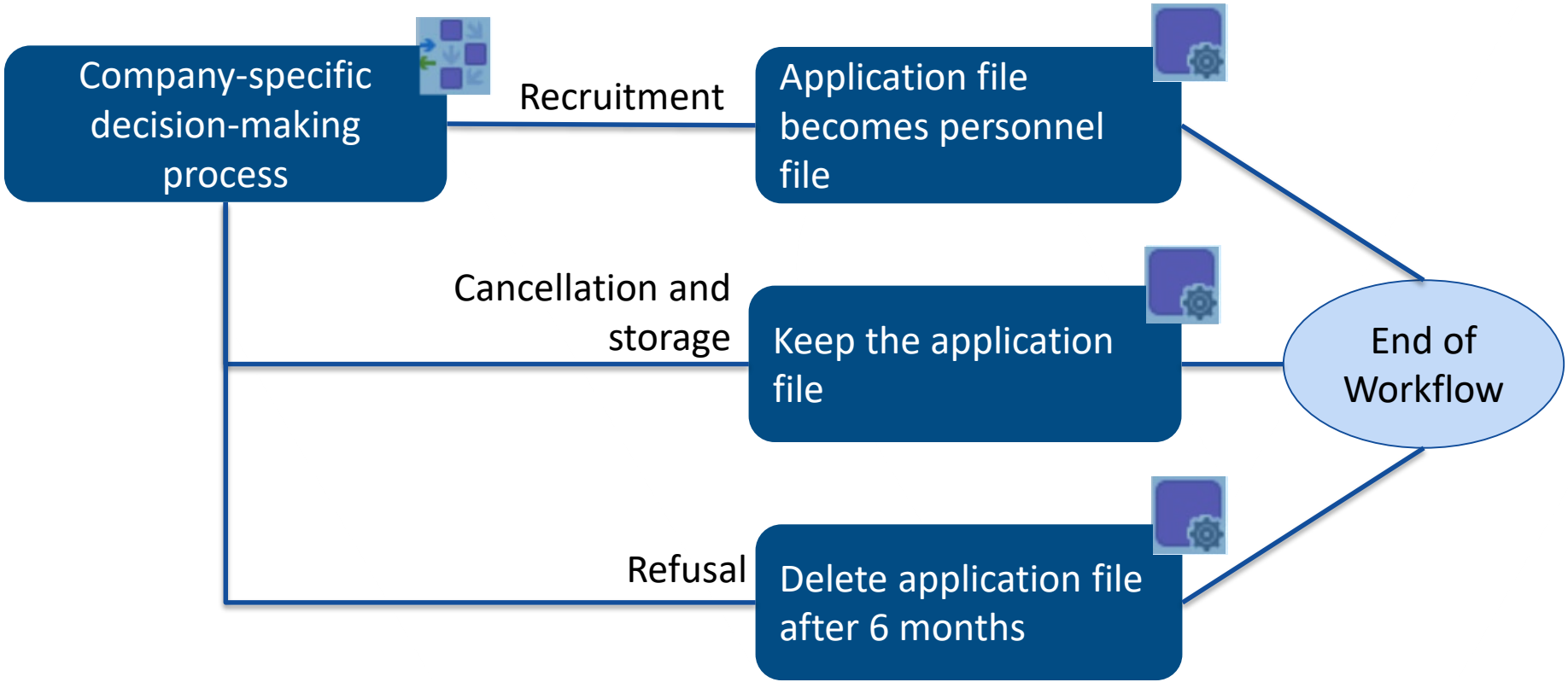
Company-specific decision-making process



- Standard Modules
- Adaptable to your circumstances
- BPM possibilities
- Appointment determination
- Notification
- Escalation
- Reconciliation
- ...

4

Set records retention time



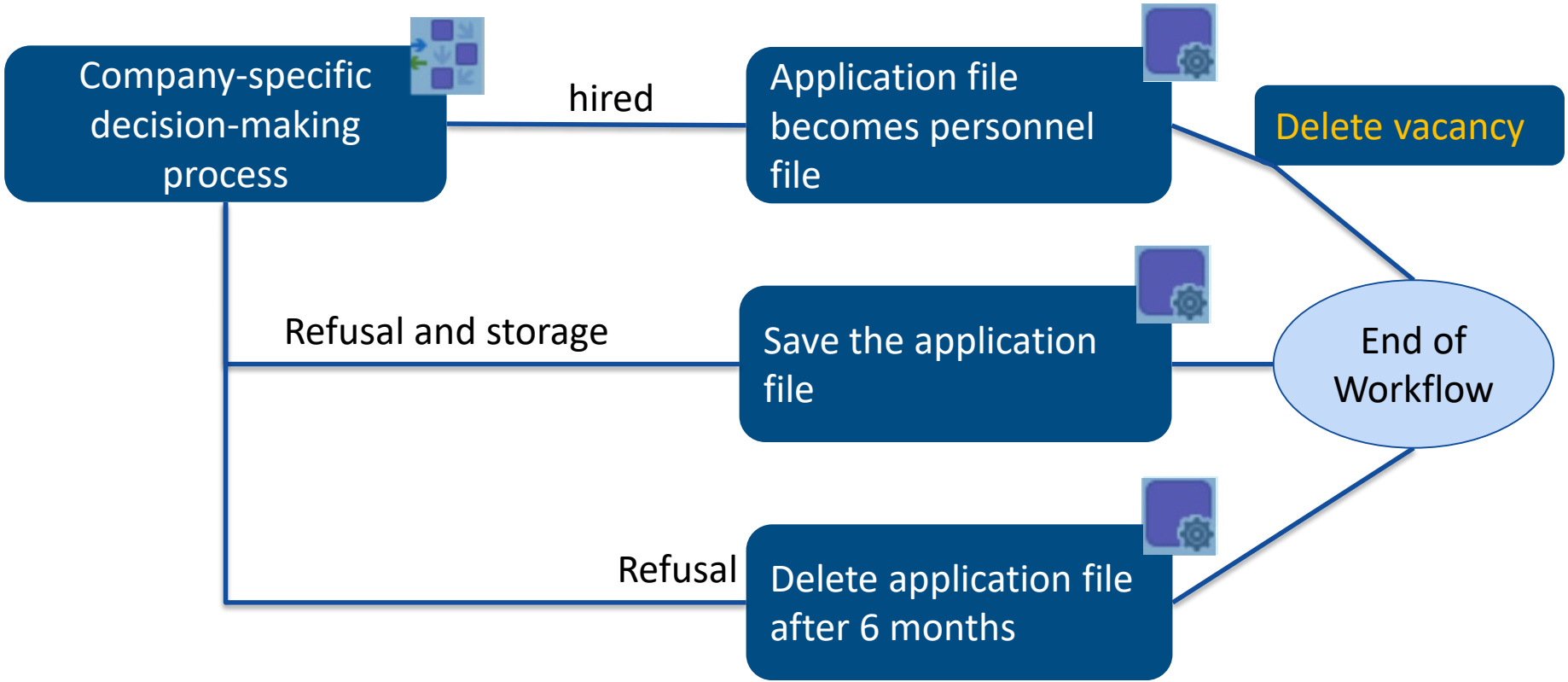
4

The applicant is hired

Application file becomes personnel file

1. Create personnel ID and personnel file
2. Move documents to personnel file
3. Delete application folder
4. Start downstream workflow
5. Delete vacancy

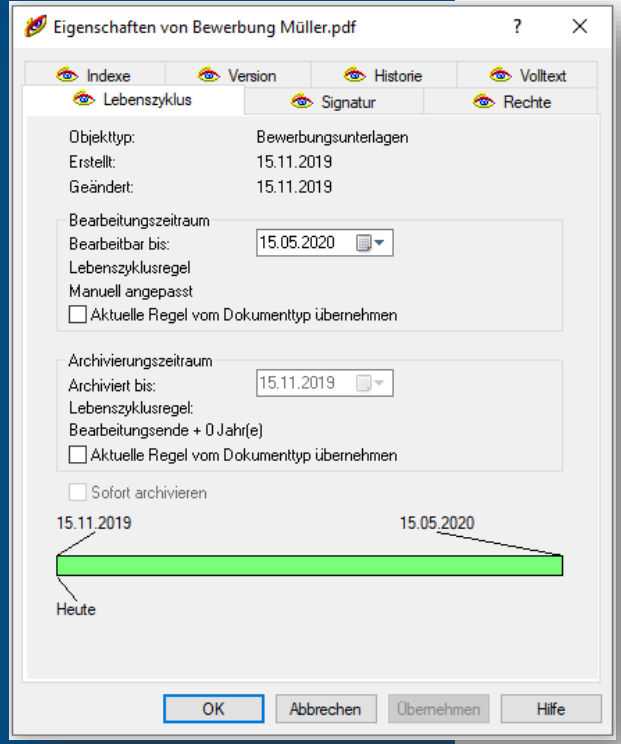
Strict according to EU GDPR



4

Set document retention time

Automated deletion after 6 months



If necessary, the processing period is set to 6 months.

The documents are then automatically deleted.

Your Advantages

Support in complying with the EU GDPR

Comfortable and Efficient Management of the applications

Faster application process and thus better professionals

Demo

Live

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MANAGING DOCUMENTS

Dankeschön