

The windream Applicant Management

How can an applicator be put into the file?

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>

No legal
advice
Context o

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://arbeitsgeber.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



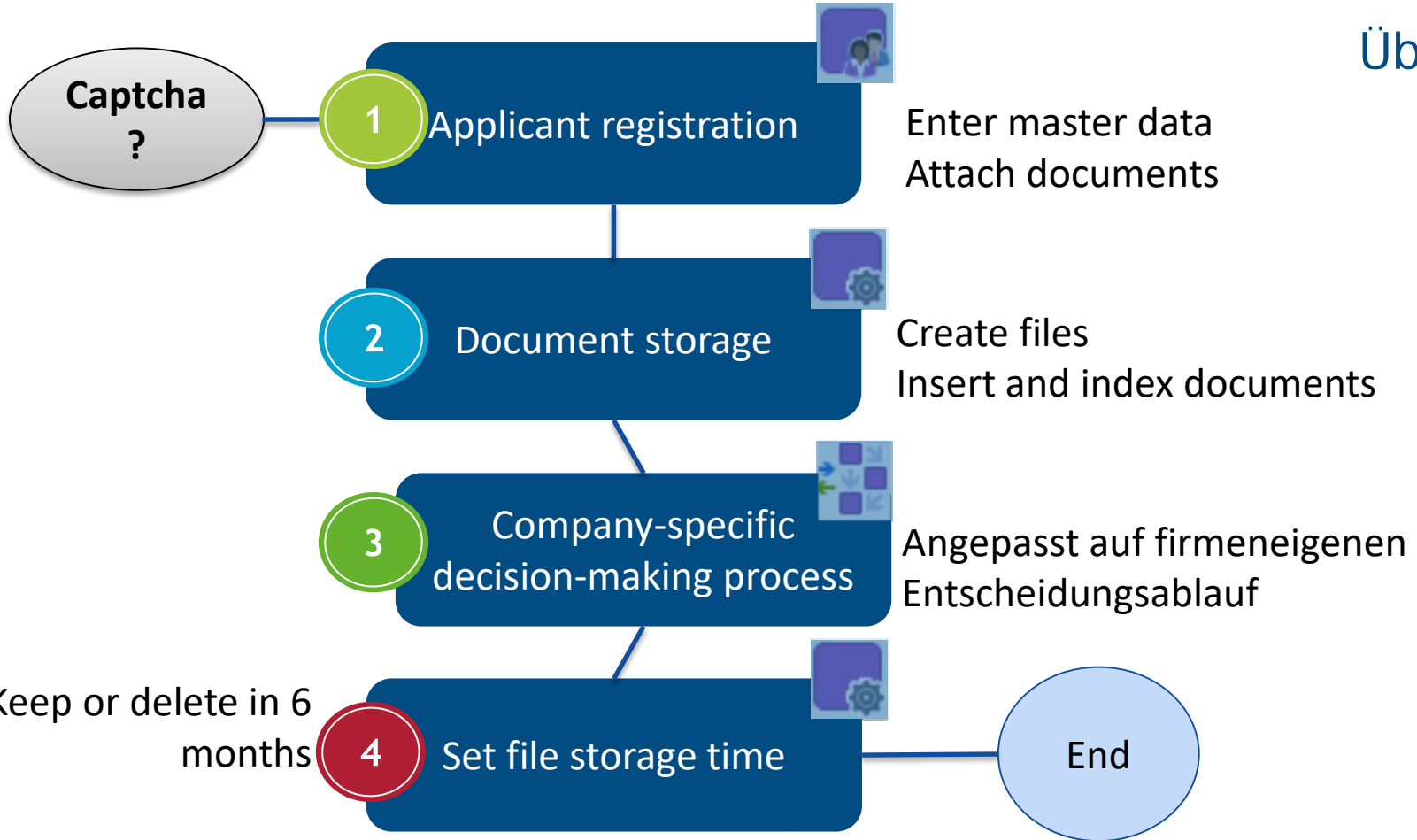
File solution

- applicant file
- Can be included in a personnel file



Document type

- 6 months deletion period



Applicant registration

Bewerbererfassung

Bewerber Daten

Vakanz:

Quelle:

Name: Vorname:

Strasse:

PLZ:

Ort:

Telefon:

e-Mail:

Geburtsdag: Bewerber ID:

Gehaltsvorstellung:

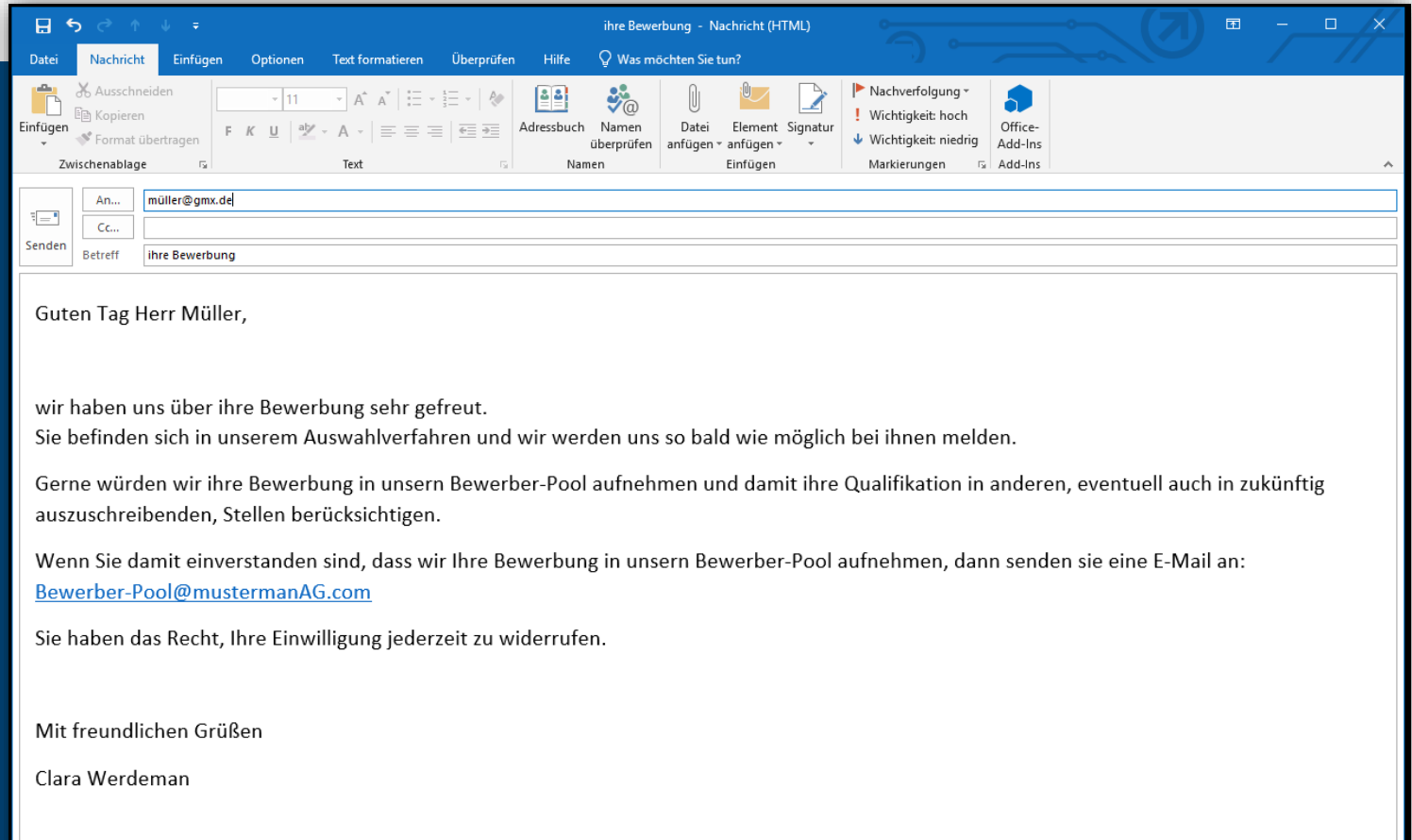
Abschluss:

Der Bewerber hat der aufbewahrung zugestimmt.

Bemerkung

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

Applicant registration



The screenshot shows an Outlook email client window titled "ihre Bewerbung - Nachricht (HTML)". The ribbon includes "Datei", "Nachricht", "Einfügen", "Optionen", "Text formatieren", "Überprüfen", and "Hilfe". The "Nachricht" tab is active, showing options like "Ausschneiden", "Kopieren", "Format übertragen", "Zwischenablage", "Text", "Adressbuch", "Namen überprüfen", "Datei anfügen", "Element anfügen", "Signatur", "Nachverfolgung", "Wichtigkeit: hoch", "Wichtigkeit: niedrig", "Markierungen", and "Office-Add-Ins".

The email header shows:

- An...: müller@gmx.de
- Cc...: (empty)
- Betreff: ihre Bewerbung

The email body contains the following text:

Guten Tag Herr Müller,

wir haben uns über ihre Bewerbung sehr gefreut.
Sie befinden sich in unserem Auswahlverfahren und wir werden uns so bald wie möglich bei ihnen melden.

Gerne würden wir ihre Bewerbung in unsern Bewerber-Pool aufnehmen und damit ihre Qualifikation in anderen, eventuell auch in zukünftig auszuschreibenden, Stellen berücksichtigen.

Wenn Sie damit einverstanden sind, dass wir Ihre Bewerbung in unsern Bewerber-Pool aufnehmen, dann senden sie eine E-Mail an:
Bewerber-Pool@mustermanAG.com

Sie haben das Recht, Ihre Einwilligung jederzeit zu widerrufen.

Mit freundlichen Grüßen

Clara Werdeman

Storing a Document

▼ Bewerberakten
> Gojko Kaar

Eigenschaften von Bewerbung Müller.pdf

Historie Volltext Lebenszyklus
Signatur Rechte Vorgängerversionen

Allgemein PDF Information Details Indexe Version

Objekttyp: Bewerbungsunterlagen

Vakanz: Softwareentwickler

Name: Max Vorname: Müller

Straße: Auf der Weide 3

PLZ: 44799 Ort: Bochum

Telefon: 02349734000

E-mail: müller@gmx.de

Geburtsdatum: 15. 11. 1985 ID: 1234

Quelle: Webseite

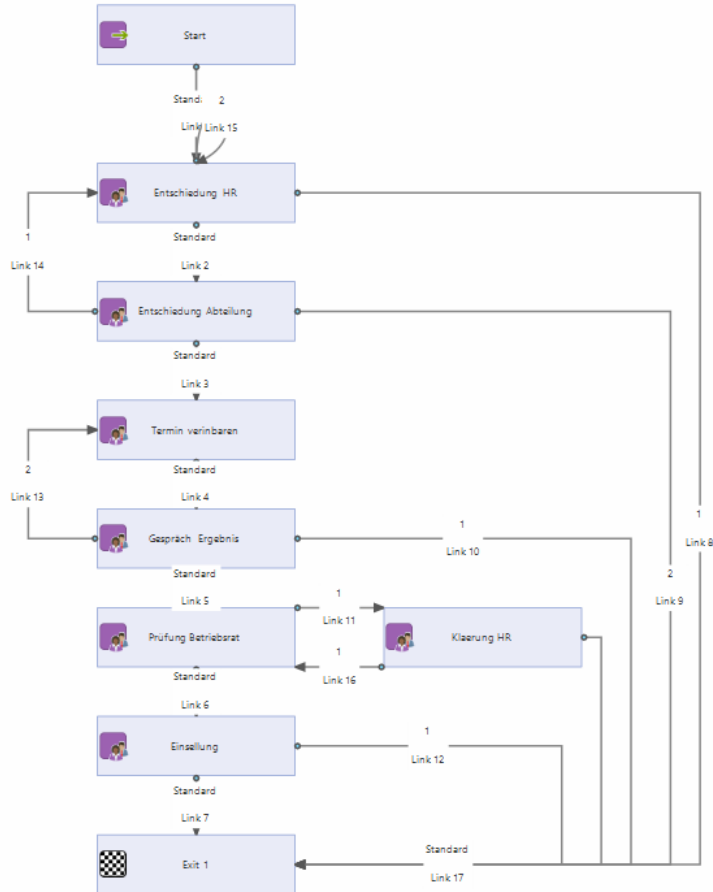
Indexe

OK Abbrechen Übernehmen Hilfe

- ✓ 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

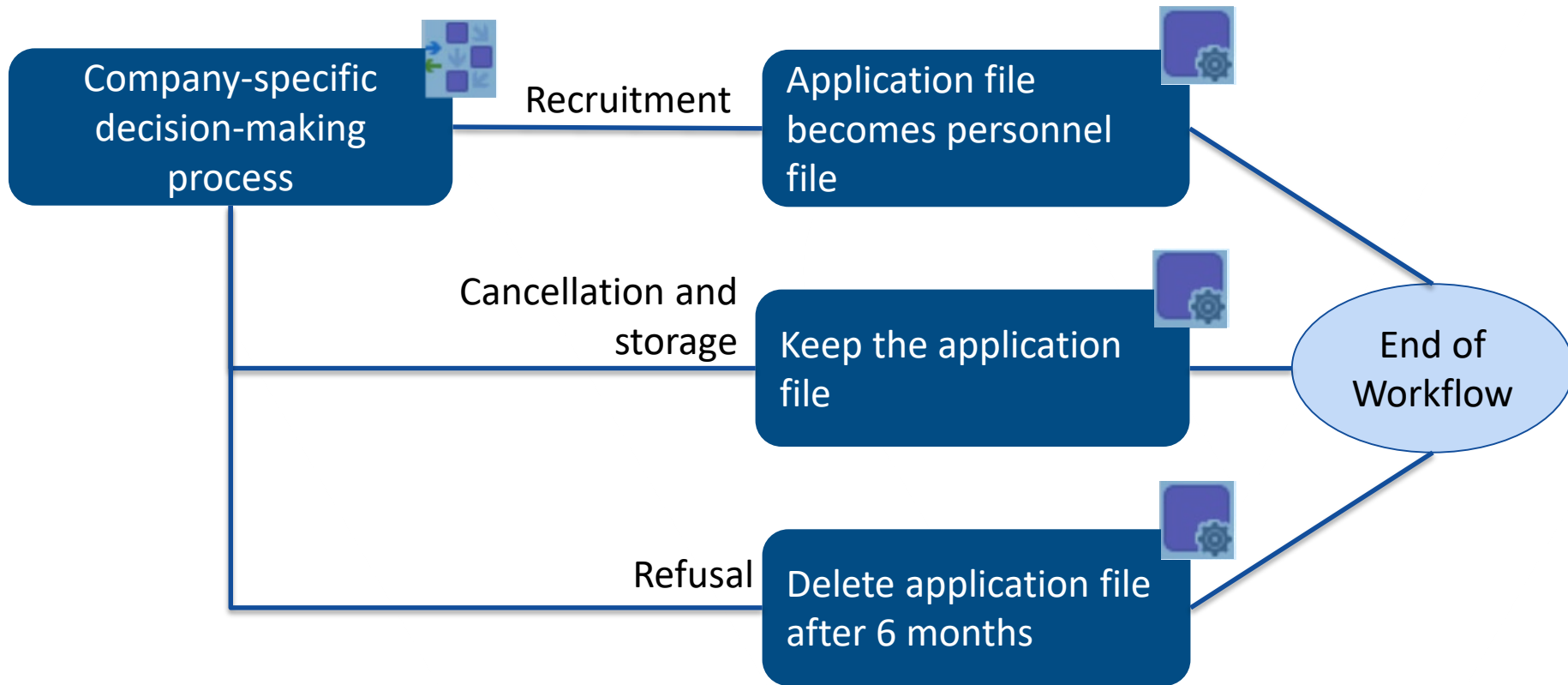
Company-specific decision-making process




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



Set records retention time



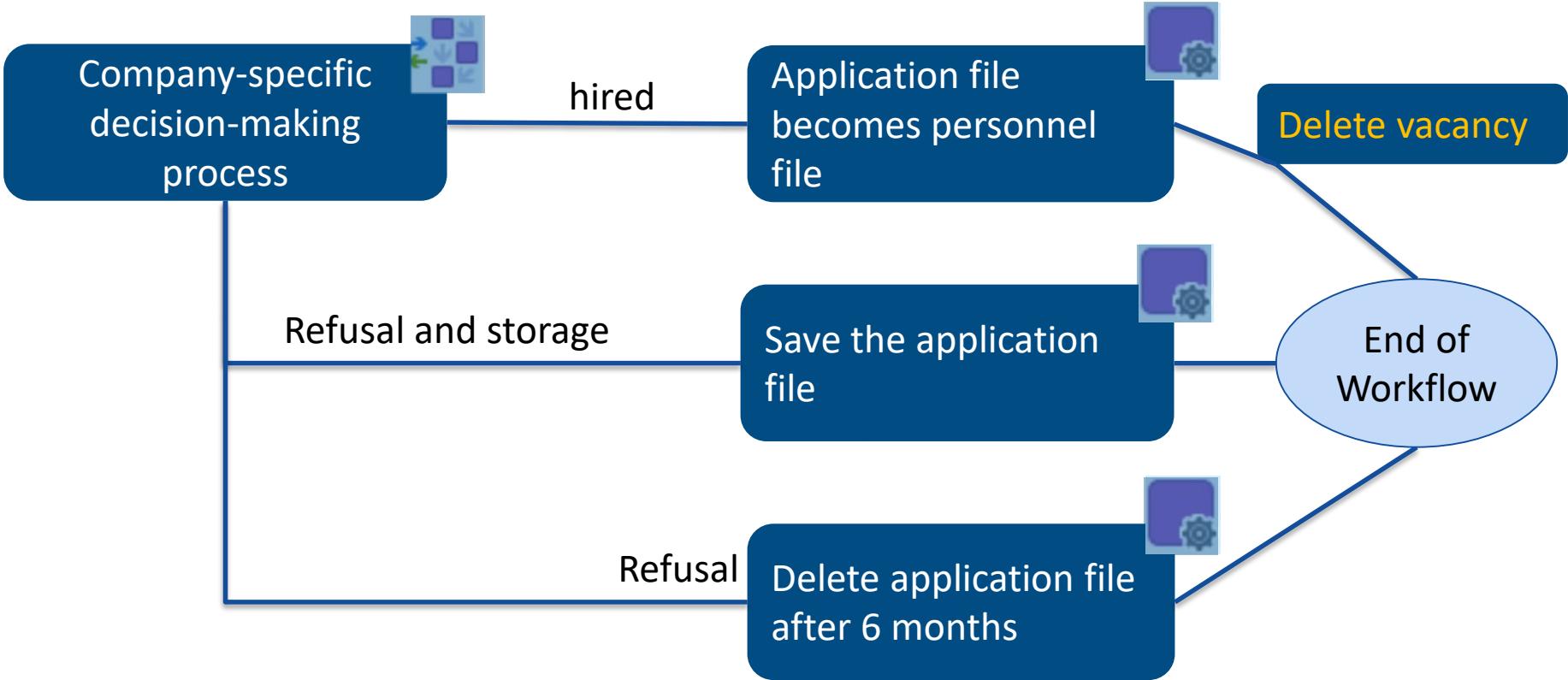
The applicant is hired



Application file
becomes personnel
file

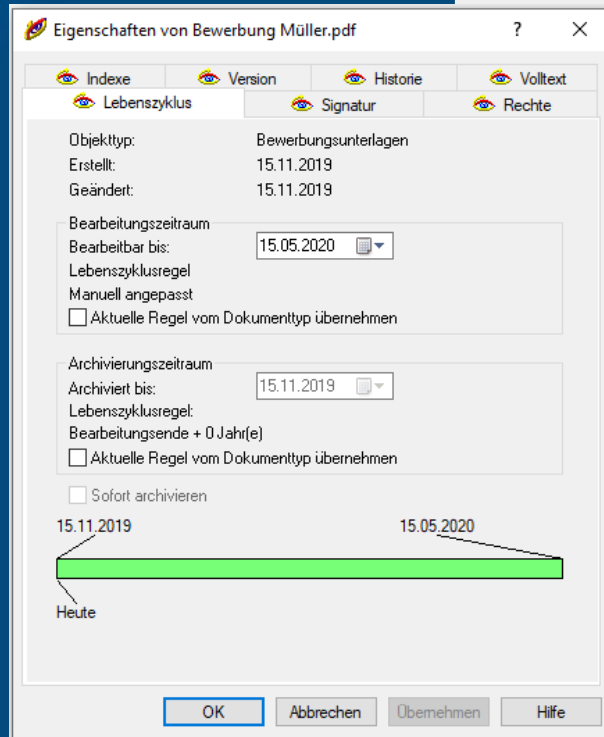
1. Create personnel ID and personnel file
2. Move documents to personnel file
3. Delete application folder
4. Start downstream workflow
5. Delete vacancy

Strict according to EU GDPR



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



Dankeschön

