

# Instant Search

Locate resumes instantly with keywords within text, or your own applicant categories



## Recruitment Solution

### Fact sheet

Seratec solutions that think for themselves

#### Benefits

- Find job applicants fast
- Eliminate transposing
- Automate application evaluation
- Quickly add categories and notes to resumes
- Find previous resumes for specific job criteria
- Find any criteria within resumes
- Find previous resumes for the same person
- Multi-location or mobile
- Search the content of all logical file types

#### Results

- Saves time
- Increases efficiency
- Improves ability to fill job vacancies
- Provides market edge

### Why do you need instant search?

The Recruitment Industry has become so incredibly competitive, and your ability to deliver service fast and effectively has become increasingly difficult. Employers expect faster and faster results and demand higher and higher quality applicants. Competition is so steep that you will often be forced to compete with other recruiters to fill the position.

### Reduce manual transposing

With Central.IS, you no longer need to waste time transposing the qualifications and experience from within resumes to a database. You can search these items directly from the resume itself.

### Automated application evaluation

If you are faced with receiving large numbers of applications for a job, you know the agony and time waste of reading irrelevant applications. Central.IS eliminates the problem by reading all the cover letters and applications for you. Then you simply enter key criteria that you feel is mandatory or desirable, and Central.IS will present you a filtered list of the applications worth your reading.

### Categorise and annotate resumes

Central.IS provides the tools to add your own categories and file annotations to resumes within seconds, one at a time or on mass.

No more problems with deciding where to file resumes, as Central.IS finds them all.

### The best job applicants

Sometimes the best job applicant is already employed and doing the job for another company, and may be previously known to you, but not actively seeking a position right now. The answer is contained in the mountains of past resumes that you have collected, but how do you find the needle in the haystack? The solution is to use Central.IS, because it can instantly present you with a list of all current and past resumes with key qualifications, skills, phrases or other criteria.

### Identify your placements

You can instantly identify if they applicant was placed in their current job by your company.

### Market edge

An employer asks you to find a job applicant fast, to solve an urgent need for a specialised job role. Using Central.IS, even in the interview with the employer, you can instantly search company wide for all resumes on file, for a suitable applicant that is already known to you.



### Multi-office or mobile

If you operate multiple offices, resume searching can be across any one, multiple or all offices, and yet the results are always instant.

Imagine being at your customers premises, or in a car, or an airport lounge and still having the full secure access to use Central.IS to search and view your resumes in seconds.

### File types

Central.IS supports the complete content search of Microsoft Word, PDF files, Text files and HTML files, so there is no need to re-format html emails or documents sent to you. All other file formats are fully indexed by file name and can be categorised and annotated in the same way.

### Free demonstration

Call for a free no obligation demonstration.

Authorised Reseller

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