

TriSys

Technical Recruitment Industry System

Technical
Recruitment Industry
Systems

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What is TriSys?

The Technical Recruitment Industry System is a client and candidate contact management application which is tightly coupled with the administration of documents, particularly C.V.s containing a high degree of technical information, candidate details and current industry skills. Additional functions allow fast text retrieval and indexing of documents and requirement tracking through from conception to contract.

What are the key features of TriSys?

TriSys is targeted at the Information Technology recruitment industry to help consultants keep track of all client contacts, companies, requirements and contracts as well as identifying suitable candidates using search criteria such as industry skills, availability etc.

All client companies and contacts, together with candidates can be registered on the database. The user can then record all communications (telephone calls, faxes, meetings etc..) between themselves and the client. The system is able to alert the user when it is time to make further contact.

A fast text search engine is incorporated using an innovative algorithm allowing the specification of both mandatory and discretionary search patterns which can be used on all types of word processing document formats. The candidates skills can be retrieved from the CV and indexed in the database for fast access.

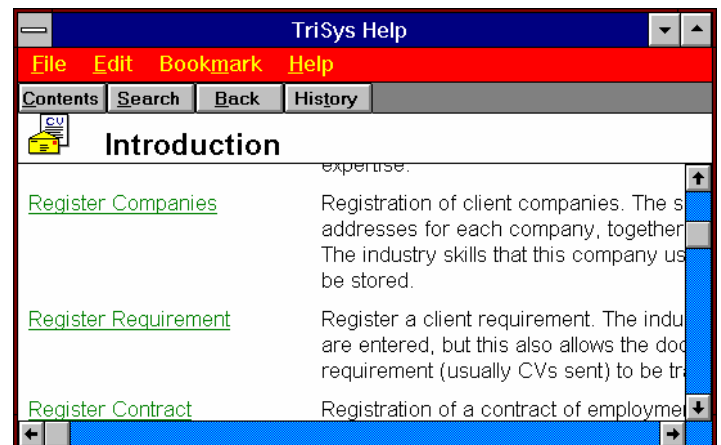
Christian	Surname	Company	Street
Morris	Zepcinski	Gec Plessey Telecommunications Ltd	Telecoms Products Edge Lane
Mike	Zester	Thames Water Utilities Ltd	Nugent House, Vastern Road
Yevgeny	Zinovec	British Rail Telecommunications	The Podium, 1 Evershot Street
Joshua	Zinrad	Fujitsu Fulcrum Telecommunications Ltd	149 Fordrough Lane
Susan	Zurteb	Airtours	Holcombe Road

How does it work?

TriSys is a Microsoft™ Windows™ application that runs on industry standard personal computers (PC's) and all local area networks (LAN's). It employs an easy-to-use graphical user interface incorporating buttons, pull down menus, drag and drop and interactive on-line help all of which can be accessed using an electronic mouse.

The system uses it's own multi-user database to allow the sharing of data throughout an organisation.

Each user has concurrent access to the database which implements full record locking and integrity control.



Client Contact Management

All clients can be registered on the system and referenced to a client company. This provides a structured mechanism for locating all employees of particular companies and cross-referencing to requirements and contracts.

A contact can have many contact numbers, so when registering a client contact the user can store the work switchboard number, work fax number, direct line, direct fax number, mobile number, home number and home fax number.

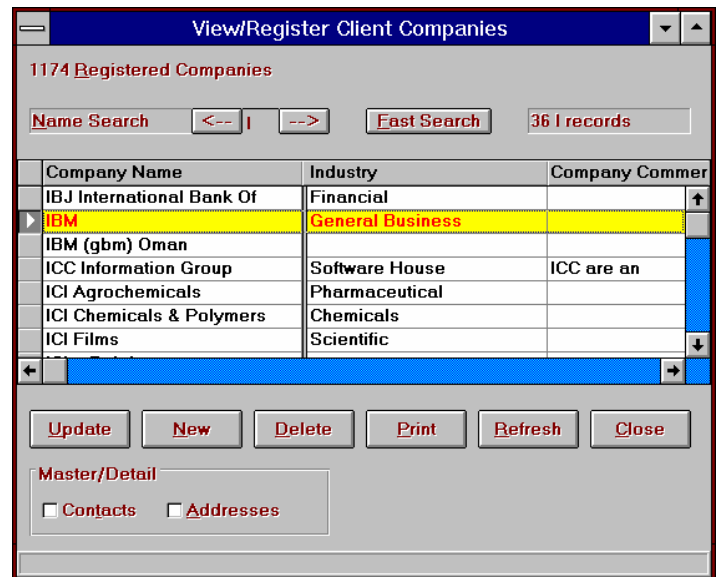
The user can store free text information relating to the contact so that anyone in their organisation can learn about a client prior to making a telephone call or writing a letter.

Client Company Management

All client companies can be registered on the system and multiple addresses can be assigned.

Each company can reference a set of industry skills which it usually has requirements for. This is useful information to hold because a recruitment consultant can pro-actively market a well qualified candidate by searching geographically for companies who require specific skills.

This dialogue can be set up via a simple key click to show the master detail relationship between the master company and it's detail addresses and contacts.



Communications

All communications (i.e. telephone calls, faxes, e-mail, meetings etc..) between contacts and candidates can be registered on the system.

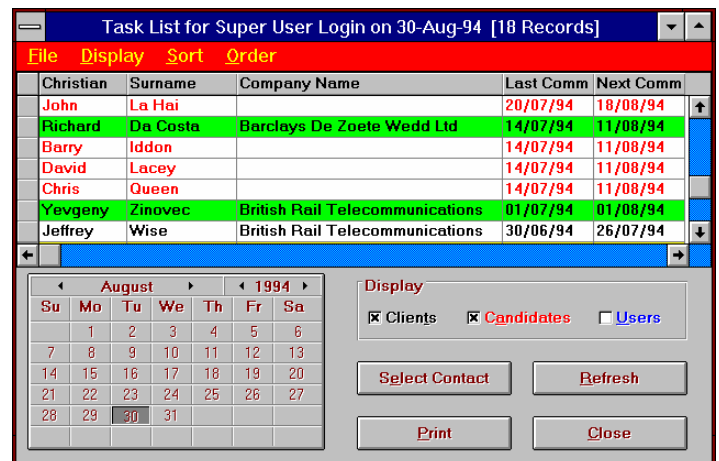
The communication can involve many contacts and many users, and can be referenced to a set of documents or a number of requirements.

A feature of this dialogue is the next communication date. When this date approaches or has passed, TriSys will automatically alert the user.

Task Management

By maintaining a comprehensive history of clients contacts and candidate communications, TriSys can alert the user to those tasks to be performed today, or indeed any date specified.

The tasks are a list of contacts and candidates together with the date of last and next communication. By specifying any date on the calendar, the user can determine which people they must contact on that particular day. TriSys knows that if the date of next communication has passed, then the contact will still need to be contacted in future.



Candidate Registration

All candidates C.V.s can be registered and relevant information regarding the candidate stored and updated. It is possible to register multiple updates to a C.V., including a reference to the most current C.V. held.

By selecting a button, the industry skills can be extracted from the CV file and indexed against the candidate in the database. This allows for efficient skills matching when a suitable requirement is identified.

Browse/Update Candidate Details

Christian Name/Initials: Fred Surname: Bloggs

Date of Birth: 01-Apr-62 Limited Company Name: Bloggs & Co Computer Software

CV File Reference: f:\trisyss\cv\b\bloggs.doc Find Open

CV Details: History Skills Scan Skills From CV

Availability: Will Consider Permanent Work Current Assignment Details

Print Ok Cancel

Contract/Current Assignment

Client: Crunchy Crisps Permanent

Start Date: 12-Dec-93 Contract with us

End Date: 12-Aug-94 Hourly Rate: £ 30.00

Notice Period (Weeks): 04 Overtime Rate: £ 35.00

Annual Salary: £

Save Cancel

Current Assignment

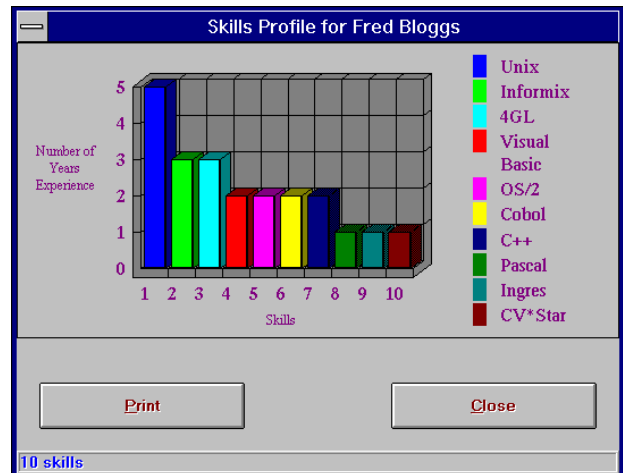
If the current assignment information for each candidate is stored the system will search for candidates available on a specified date or it will use the notice period field to calculate whether a candidate will be available by a specified date.

Candidate Skills Profile

When TriSys has searched through a portfolio of C.V.s and extracted the relevant industry skills, a candidate skills profile histogram can be displayed and printed.

This skills profile has proved to be extremely helpful in identifying a candidates range and depth of experience.

The user can set the profile to be a histogram or pie-chart or their 3-D variants.



Automatic CV Searching

There is no need to re-key the candidate's current skills and experience from the C.V. as TriSys stores the document on the file server and will automatically read through the entire document to extract the industry skills specified by the user. It builds up a skills profile of the candidate which is used to search for specified requirements.

The screenshot shows the 'Database Candidate Search Criteria' dialog box. It features two lists: 'Industry Skill List' on the left and 'Candidate Skill List' on the right. The 'Industry Skill List' includes skills like SAFEGUARD, SALES, ORDER PROCESSING, SCIENTIFIC, SCO UNIX, scobol, sdm, SECURITIES, SHIPPING, SNAX, SOFTWARE ENGINEER (highlighted), and SOLARIS. The 'Candidate Skill List' shows 'C++ [1]' and 'Unix [2]' (highlighted). Below the lists are buttons for 'Add', 'Modify', and 'Remove'. There are also fields for 'Available On/Before' (30-Jul-94), 'Notice Period (Weeks)', and 'Consider Permanent'. A section for 'Importance' has radio buttons for 'Mandatory' and 'Discretionary'. A 'Print Results Order By' section has checkboxes for 'Surname', 'Notice Period', and 'Availability'. At the bottom are 'Begin Search' and 'Close' buttons.

Fast Text Search Engine

To perform ad-hoc pattern matching, specify any text strings or combinations, together with the file system directories to be searched. TriSys will search each file and display files which match the selection criteria.

The screenshot shows the 'Search Criteria [c:\trisis\search.cvs]' dialog box. It has a 'Search Text' field containing 'Unix' and a 'Number of Occurrences' spinner set to 2. There are radio buttons for 'Optionality' with 'Mandatory' selected. An 'Add to Search List' button is present. Below, there are two sections: 'Mandatory Search Criteria' containing 'C++ [1]' and 'Unix [2]', and 'Discretionary Search Criteria' containing 'SQL [1]'. A 'Remove from Search List' button is at the bottom. At the very bottom are 'Save', 'Save As', 'Address', and 'Cancel' buttons.

Requirements

When a requirement is recorded it is automatically assigned a unique reference. This can be manually updated by the user, but must remain unique. A list of industry skills can be associated with a requirement and can aid in the selection of a suitable candidate. A number of documents can be referenced which could be job descriptions etc. However the user can also reference all candidates put forward for the requirement and record the date that the CV was sent to the client.

The screenshot shows the 'Browse/Update Client Requirement' dialog box. It features a 'Requirement Reference' field with '00158'. There are radio buttons for 'Type' (Contract selected, Permanent) and 'State' (Live selected, Filled, Dead). Below are fields for 'Company' (British Rail Telecommunications, Travel), 'Contact & Location' (Duncan Knight, The Podium, 1 Evershot Street, Lon), and 'User' (Super User Login [Root]). There are also fields for 'Date Initiated' (31-Jul-94), 'Hours Per Week' (37.5), 'Latest Start Date' (26-Aug-94), 'Assignment Length' (3 months), 'Rate' (£35 - £40 per week), 'Salary', and 'Job Title' (Union negotiator). A 'Required Skills' field is empty. A 'Comments' field contains the text: 'The requirement is for someone to speak nicely to Jimmy Knapp and resolve the current dispute.' There are 'Documents' and 'Print' buttons. At the bottom are 'Print', 'Save', and 'Close' buttons.

Contracts

When a requirement has been filled and contracts agreed and signed, the details can be recorded on the database. This is referenced to the client and contact and can be referenced to a candidate. Each contract recorded is automatically assigned a unique reference number.

The screenshot shows the 'Browse/Update Client Contract' dialog box. It features a 'Contract Reference' field with '00005'. There are buttons for 'Company', 'Contact & Location', 'User', and 'Candidate'. The 'Company' field contains 'Open University', 'Contact & Location' contains 'David Christmas, Walton Hall, Milton Keynes 0908', 'User' contains 'Super User Login [Root] 081 898 9956', and 'Candidate' contains 'Joe Bloggs, - 22 Acacia Avenue, London'. There are fields for 'Start Date' (15-May-94), 'End Date' (14-Aug-94), 'Hours Per Week' (35), 'Standard Rate' (£27.00), 'Overtime Rate' (-), 'Salary' (-), 'Purchase Order' (OU.001), 'Date Signed' (13-May-94), and 'Fee/Margin' (20%). There are radio buttons for 'Type' (Contract selected, Permanent). There are 'Document Ref' buttons for 'Find' and 'View'. A 'Description' field contains 'Joe|was ideal for the job.'. At the bottom are 'Print', 'Save', and 'Close' buttons.

Client Communications					
	Read	Selected	Total	%	Page
	3250	287	3250	100	2 of 16
31	01/02/94	Geoff Bridgeman	Thomas Cook Group Ltd	Tel C	
32	01/02/94	Steve Brooks	Logica	Tel C	
33	01/02/94	Richard Brown	Fisher Rosemount	Tel C	
34	21/02/94	Bill Brown	ACT Financial Systems Ltd	Tel C	
35	26/01/94	Ian Buchanan	Credit Suisse First Boston Ltd	Tel C	
Page: 2					

View & Print WYSIWYG Reports

TriSys has an in built report viewer which prints What-You-See-Is-What-You-Get high quality reports which can be viewed on screen and printed to any device available to your PC. The on-screen report can be scrolled both horizontally and vertically, re-sized, minimised, and a special page preview button allows you to view the whole page as it will be printed on your printer.

The user can view on-screen or print directly to the printer.

System Requirements

386 or higher processor
4Mb RAM
2Mb disk space
VGA or Super VGA monitor
MS-DOS 3.1 or later
Microsoft Windows 3.1 or later

Interface

Intuitive Graphical User Interface
Microsoft Windows 3.x
Mouse &/or keyboard driven
Easy to use
On-line hypertext help
Consistent look and feel
Standard dialogue boxes
Drag and Drop
Re-sizeable data grids so user can view as much data as is available
user configurable system parameters

Client Contact Registration

Contact Details (Christian, surname, company, company address, all work, mobile & fax numbers plus free text)

Candidate Registration

Candidate Details (Christian, surname, full address, home, work & mobile telephone numbers, sex, date of birth, limited company name)
C.V. File reference linked to any file on an accessible hard disk.
Contract details (start, end date, salary, standard rate, overtime rate, permanent or contract)
C.V. History (date received together with comments for each C.V)
Current Skills automatically linked to industry skill database
Automatic retrieval of candidates skills from CV.

Requirements

All requirements can be tracked through various stages.
Each requirement linked to client contact/company, industry skills, list of candidates CV's sent to client, documents associated with requirement.

Network

Support for all networks including:
Novell Netware
LAN Manager
Windows for Workgroups (peer-to-peer)
Windows NT
DEC Pathworks

Database

File server or client/server
Microsoft Access 2.0
Microsoft SQL Server
ODBC access to LAN database servers e.g. Paradox, FoxPro, dBase etc
ODBC access to corporate database servers e.g. Oracle, Ingres, Informix, Sybase etc
Full multi-user capability
Password control
Concurrent access
Configurable transaction control, including rollback
Database repair & compaction
Import/Export facilities

Client Company Registration

Company details (name, industry sector, turnover etc.. plus multiple company addresses and telephone numbers and free text)
Document can be attached to company for e.g. portfolio
Company Skills automatically linked to industry skill database

Search

Database search using registered industry skills
File search any document
File search using any text pattern
Mandatory and discretionary search patterns together with required number of occurrences of each pattern
Availability date and notice period criteria
Order results by various attributes
Specify multiple search directories
Specify multiple file types
Abort search at any time
Save file search results (e.g. Ingres.cvs, Oracle.cvs etc..)
Launch preferred word processor for matching file
Cross reference file search to registered CV
Batch file search facility to run overnight
Client/server option to perform file search on fast server

Contracts

All contracts between companies and candidates.
Store salary, hourly rate, start date, end date etc.
System automatically alerts when contract is about to terminate.

Communications

Record all communications between clients e.g. telephone calls, meetings, letters, faxes, e-mail etc
Each communication can involve one or many clients and users.
Set current and date of next communication
Free text and document reference
Reference related requirements
Search for all requirements using free text pattern search (i.e. all communications where the word "TriSys" was mentioned).

Industries

All industries and descriptions can be registered and linked to a company e.g. BT (Telecommunications industry).
Search for all companies in particular industry.

Reporting

WYSIWYG reporting of all database entities
Multiple fonts
Resizable windows
Scroll bars
View on screen
Report Preview
Print to high quality laser printer or fax-modem
Multiple pages
Cancel print option

Help

On line hypertext help
Industry standard format
Bug reporting mechanism to record system problems or requested enhancements. Can be faxed or e-mailed to support address.

Alert

System alerts user when next communication date has been reached or those clients who have not been contacted for a number of weeks (user specified).
Daily task list of clients to contact.
Can be set to any date so that consultant can make calls in advance.

Industry Skills

Import file containing over 100 industry related skills and descriptions.
Skills can be maintained and cross referenced to companies and candidates and also used in search criteria for selecting candidates.

Security

Full password control for all users
Super User has user account control
Restricted access
One simultaneous login per person
Individual Search file assignment
Super user has diagnostic privilege to analyse system performance and capacity
Super user has SQL access to database for ad-hoc queries and maintenance

Recommended

If your organisation has several C.V.s or documents to control, it is recommended that a suitable scanner and optical recognition software be purchased so that documents can be scanned in seconds in to the word processing format of your choice. By connecting a fax/modem to one of the networked PC's, fax software can now receive the fax and convert it into document form without having to print the document.
Using either method, the document can be adjusted using your preferred word processor and then processed using the standard TriSys indexing and searching features.