

# Cyber Recruiter<sup>®</sup>

## Simple, Web-based Recruiting for Deltek Vision

### CYBER RECRUITER FEATURES AND BENEFITS:

- Easily manage all steps of the recruiting process online
- Quickly and accurately search and organize resumes
- Facilitate timely communication between hiring managers, recruiters and applicants
- Integrate with your current Deltek Vision
- Customize your options to fit your needs
- Be up and running in weeks, not months

It can be challenging for businesses to find and hire the right people. And project-based organizations face additional challenges—with requirements to quickly staff newly-won contracts, often under very tight deadlines.

So how can you more easily identify and capture the talent you need, and make it available when your project begins? Make Cyber Recruiter part of your staffing solution.

Cyber Recruiter is a simple, web-based recruiting solution that integrates with Deltek Vision. With a searchable résumé database, Cyber Recruiter can be accessed over the internet or company intranet, with full password protection and zero customer installation. Newly hired applicant data can also be easily transferred to Deltek Vision without any additional keying of information. As a result, Cyber Recruiter is easy to implement and won't drain your organization's IT resources to use and maintain.

### AUTOMATE YOUR RECRUITING PROCESS

Cyber Recruiter is more than a database to track applicants and requisitions. It improves communication and has built in workflow, allowing you to completely automate your recruiting processes. The advantages begin with the online collection of résumés and the online creation of the requisition by the hiring manager. Instead of the recruiter having to

spend time keying in information, Deltek Cyber Recruiter allows for more self-service functionality by applicants, hiring managers and even the individuals that have to approve requisitions and offer letters, including:

- Allowing applicants to self-submit their information via company career page, where it can be stored in a searchable résumé database
- Tracking routings, interviews, references, referral source and more
- Tracking all information and changes related to a requisition (job description, cost, history and more)
- Uploading requisitions to job boards and company career webpage
- Maintaining a résumé database to easily exploit when a new position is opened
- Performing multiple search types for qualified applicants
- Reporting on many facets of the recruiting process
- Automating e-mail communications between hiring manager, human resources and applicants to improve communication
- Creating requisitions online and send approvers notification to evaluate
- Viewing online inbox of résumés routed by recruiters

## CYBER RECRUITER FEATURES AND BENEFITS

Cyber Recruiter will help you fill positions faster and more efficiently by automating your résumé collection, integrating your website's career page and allowing your hiring managers access to the recruiting software.

### MANAGE ALL STEPS OF THE RECRUITING PROCESS

Cyber Recruiter approaches recruiting from a process-oriented standpoint. Rather than simply creating a database to track information, Cyber Recruiter addresses all steps involved in the recruiting process, allowing you to:

- Create, maintain and report on requisitions
- Automatically upload requisition information to recruiting websites and your company website.
- Efficiently collate and analyze résumés
- Attach applicants to appropriate open requisitions and route to a recruiter's virtual inbox
- Seamlessly integrate an online application with your corporate website

### FIND THE RIGHT APPLICANTS QUICKLY AND EASILY

For any recruiter, the greatest challenge is sifting through hundreds or even thousands of résumés to determine which applicants are potential candidates for open requisitions. With Cyber Recruiter, you can quickly and accurately search and organize résumés:

- Perform full résumé text searching
- Save common searches for easy one-click access in the future
- Search batches of résumés by degree, major, position desired or skills defined in your skills tables
- Route résumés with one-click to pertinent hiring managers or other recruiters
- Choose to search for only recent applicants instead of every applicant in your database

2006-4: Software Engineer Status: Open Open Date: 3/31/2006

Posted: Both Auto-post?: Yes

Application Template: Default

Job Title: Software Engineer

Type: Information Technology Status: Open

General Manager: Curt Oldroyd Open Date: 3/31/2006

Recruiter: Demo

Reason Open: New Position Replacing:

Division: CORP Rain Status:

Group: CORP INFO SYS From Salary:

Department: To Salary:

Project Location: FT/PT: Full-Time

Client Site: Alexandria, VA Exempt?:

Fill Date: EEO Class:

Filled By: Firsov, Oleksandr (3/31/2006) Direct? Functional Title:

Save Changes

Figure 1: Requisition Information.

2006-4: Software Engineer Status: Open Open Date: 3/31/2006

Sort by: Score

Applicant	Assign Date	Status	Status Date	Route	Score
Adameš, Michael	8/18/2006	Web Applicant	8/18/2006	7	20 / 10
Jones, A	3/31/2006	Web Applicant	3/31/2006	13	15 / 1
Hall, Cindy	11/8/2006	Web Applicant	11/8/2006	8	20 / 1
Parish, Crain	11/5/2006	Web Applicant	11/5/2006	1	1 / 1
Mark, Sean	9/26/2006	Web Applicant	9/26/2006	1	1 / 1
Firsov, Oleksandr	3/31/2006	Hired	3/31/2006	3	1 / 1

Figure 2: Web Applicants Linked to Requisition.

**COMMUNICATE INSTANTLY WITH CANDIDATES AND MANAGERS**

Delayed communication can mean losing candidates to competitors. Cyber Recruiter facilitates quick, simple communication between all parties in very few clicks:

- Facilitate timely communication between recruiters and hiring managers, recruiters and applicants and hiring managers and applicants.
- Hiring managers can create and request approval of new requisitions, online. Applicants are able to submit their résumés via your corporate website, then recruiters are able to quickly sort, search and forward résumés to hiring managers for review.
- Hiring managers can review all potential candidates for a position from one organized page and immediately respond to recruiters with questions, interview requests, or even offer letter requests.
- Automated e-mail allows you to respond to applicants, recruiters or hiring managers during crucial points in the recruiting process.
- Constantly track the history of applicants and requisitions from start to finish. Monitor the progress of hiring managers in evaluating potential candidates.

**SEAMLESS INTEGRATION WITH DELTEK VISION LETS YOU EASILY TURN WINNING CANDIDATES INTO EMPLOYEES**

Using special functionality added to Cyber Recruiter for Deltek Vision customers, you can easily create an export file of successful candidates, with all of their demographic data. This file is custom-built for Deltek’s Basic Employee Preprocessor, so you can avoid duplicate entry of new employee data. Reporting on hiring activity is also easy with the Applicant Flow Log and other required reports built into Cyber Recruiter. All of your applicant data and requisition status is also accessible through an Impromptu Catalog, enabling you to create custom queries and write your own custom reports.

**CUSTOMIZE YOUR OPTIONS TO FIT YOUR NEEDS**

Each organization implements different policies and each recruiter has different habits and needs. Cyber Recruiter is designed from top to bottom with the notion of always remaining flexible, offering many options for customizing your work environment. You can also create your own custom web pages and imbed them directly into the main Cyber Recruiter menu. Add your own custom pages seamlessly to Cyber Recruiter menus.

**BE UP AND RUNNING IN WEEKS, NOT MONTHS**

Because it is customizable by you, Cyber Recruiter is easy to set up and start using right away. The implementation process includes installation, defining code tables and setting up user accounts. Then, you can develop your career website page or link an existing career web page to the Cyber Recruiter databases.

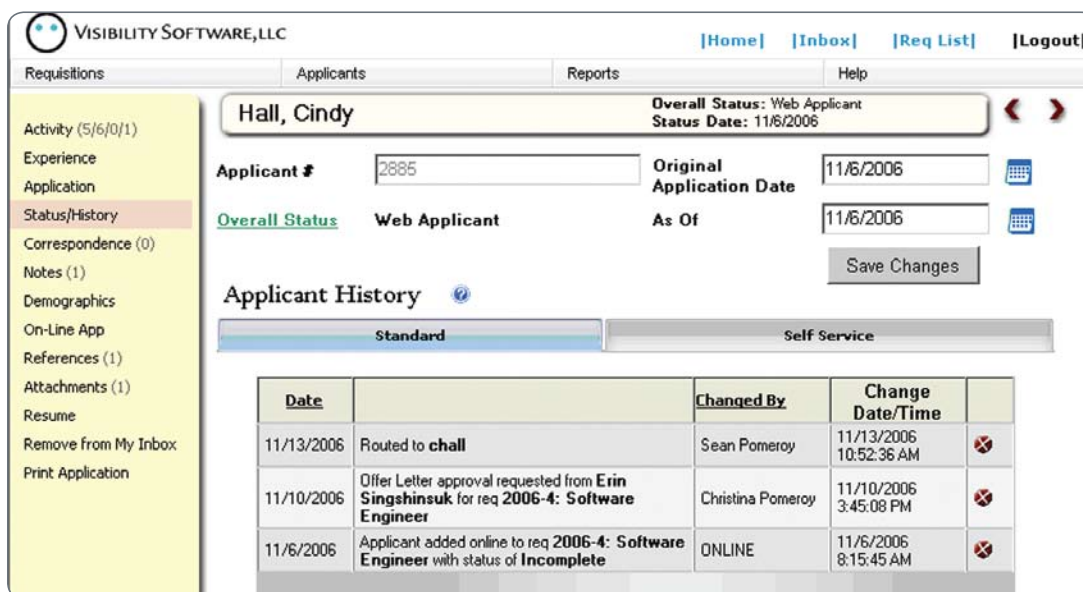


Figure 3: Applicant History generated by Cyber Recruiter.



Contact  
Deltek

[www.deltek.com](http://www.deltek.com)  
[info@deltek.com](mailto:info@deltek.com)  
800.456.2009

Deltek (NASDAQ: PROJ) is the leading provider of enterprise applications software designed specifically for project-focused businesses. For more than two decades, our software applications have enabled organizations to automate mission-critical business processes around the engagement, execution and delivery of projects. More than 12,000 customers worldwide rely on Deltek to measure business results, optimize performance, streamline operations and win new business.

## CYBER RECRUITER TECHNICAL REQUIREMENTS

Cyber Recruiter is a web-based SQL product—not an ASP system where your critical candidate data is on a distant server shared with other customers. Cyber Recruiter takes advantage of the proven technologies of Microsoft Windows 2000 or 2003 server and SQL server to provide an efficient, dependable recruiting experience.

Technical requirements include:

- NT 4.0 server with SP 4 or higher and Option pack with IIS 4.0 and Internet Service Manager installed or Windows 2000 or 2003 server with IIS 5.0 or higher.
- Customers must be running MS Internet Explorer 5.5 or higher and Microsoft SQL 2000 or higher.
- Drive Space: less than 20MB on the web server.
- The SQL server will depend purely on the amount of applicant volume expected. Recommend that customers generally start with a 100MB database.