

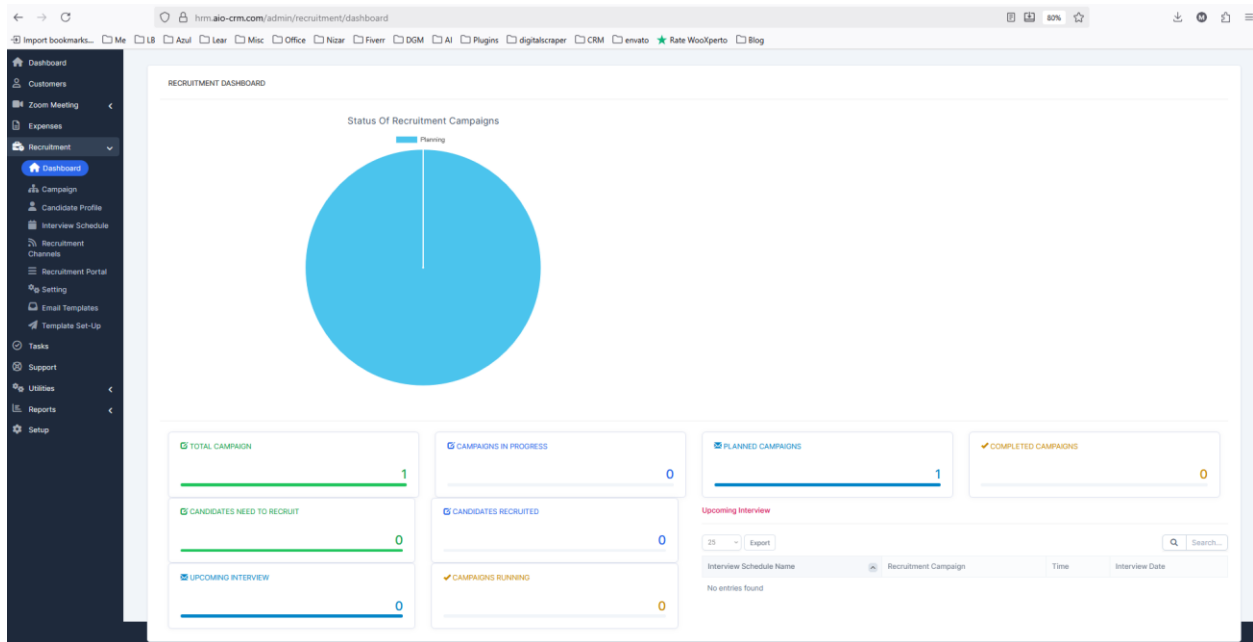
User guide for recruitment module:-

Overview

Using this module you can complete hiring process for your organization.

Dashboard:-

From dashboard you'll get an at a glance overview of recruitment process.



Campaign:-

Create a new recruitment campaign and manage all campaign from this part.

The screenshot shows the 'Recruitment Campaign' management interface. A red arrow points to the 'New Campaign' button. The interface includes filters for Department, Position, and Status. A table lists the current campaign.

Campaign Name	Position	Working (Type)	Department	Hiring (Quantity)	Status	Share
New Talent Harvesting Programme	Marketing	Full Time	Sales Department	2	Planning	N/A

Showing 1 to 1 of 1 entries

Create a campaign:-

Click on New Campaign Button >

The screenshot shows a web application interface for creating a recruitment campaign. In the background, there is a 'Recruitment Campaign' table with a 'New Campaign' button. The foreground features a modal form titled 'Create a campaign' with the following fields and options:

- Campaign Code** and **Campaign Name**: Text input fields.
- Recruitment Channel Form**: A dropdown menu currently set to 'None'.
- Position** and **Company**: Dropdown menus, both currently set to 'None'.
- Hiring (Quantity)**: A text input field.
- Working (Type)**: A dropdown menu currently set to 'None'.
- Department**: A dropdown menu currently set to 'None'.
- Workplace**: A text input field.
- Starting Salary (From)** and **Starting Salary (To)**: Text input fields with 'SGD' as a unit.
- ☒ **Display Salary (display Salary On The Recruitment Portal).**
- From Date** and **To Date**: Date selection fields.
- The reason for the recruitment**: A large text area.
- Job Description**: A rich text editor with a toolbar including options for File, Edit, View, Insert, Format, Tools, and Table. The font is set to 'Verdana' and size to '12pt'.

Fill campaign related information in this form.

This screenshot shows the same 'Create a campaign' form, but with additional fields filled out. The 'Job Description' field contains the letter 'p'. The 'Manager' and 'Follower' dropdowns are also set to 'None'. The 'Approval Authority' dropdown is also set to 'None'. A red checkmark points to the 'Save' button at the bottom right of the form.

Additional fields visible in this view:

- Department**: A dropdown menu currently set to 'None'.
- workplace**: A text input field.
- Starting Salary (From)** and **Starting Salary (To)**: Text input fields with 'SGD' as a unit.
- ☒ **Display Salary (display Salary On The Recruitment Portal).**
- From Date** and **To Date**: Date selection fields.
- The reason for the recruitment**: A large text area.
- Job Description**: A rich text editor with a toolbar including options for File, Edit, View, Insert, Format, Tools, and Table. The font is set to 'Verdana' and size to '12pt'.
- Manager** and **Follower**: Dropdown menus, both currently set to 'None'.
- Approval Authority**: A dropdown menu currently set to 'None'.

Save campaign by clicking Save button.

Approval Authority will be notified by email. Once it approved by the approval authority then the campaign will be published (Status Processing).

The screenshot displays the 'Recruitment Campaign' management interface. On the left, a list of campaigns is shown with columns for Campaign Name, Position, Working (Type), Hiring (Quantity), Status, and Share. The 'New Talent Harvesting Programme' is highlighted, and its status is 'Processing'. On the right, the 'General Info' section for this campaign is shown, with a 'Processing' status dropdown menu circled in red. The campaign details include:

- Campaign Code: AXE
- Campaign Name: New Talent Harvesting Programme
- Department: Sales Department
- Working (Type): Full Time
- Starting Salary: \$3,000.00 - \$4,000.00
- Recruitment Channel Form: Standard Recruitment Form
- The reason for the recruitment: AIO Interactive Pte Ltd
- Company Name: AIO Interactive Pte Ltd
- Form url: <https://hrm.aio-crm.com/recruitment/forms/wt/62/330bc0ed58a796f1175d2c54d87722>
- Position: Marketing
- Hiring (Quantity): 2
- Workplace: KALLANG
- Recruitment Period: 2025-06-04 - 2025-06-21
- Status: Processing
- Added From: System Admin
- Followers: 1
- Manager: 2
- Job Description:

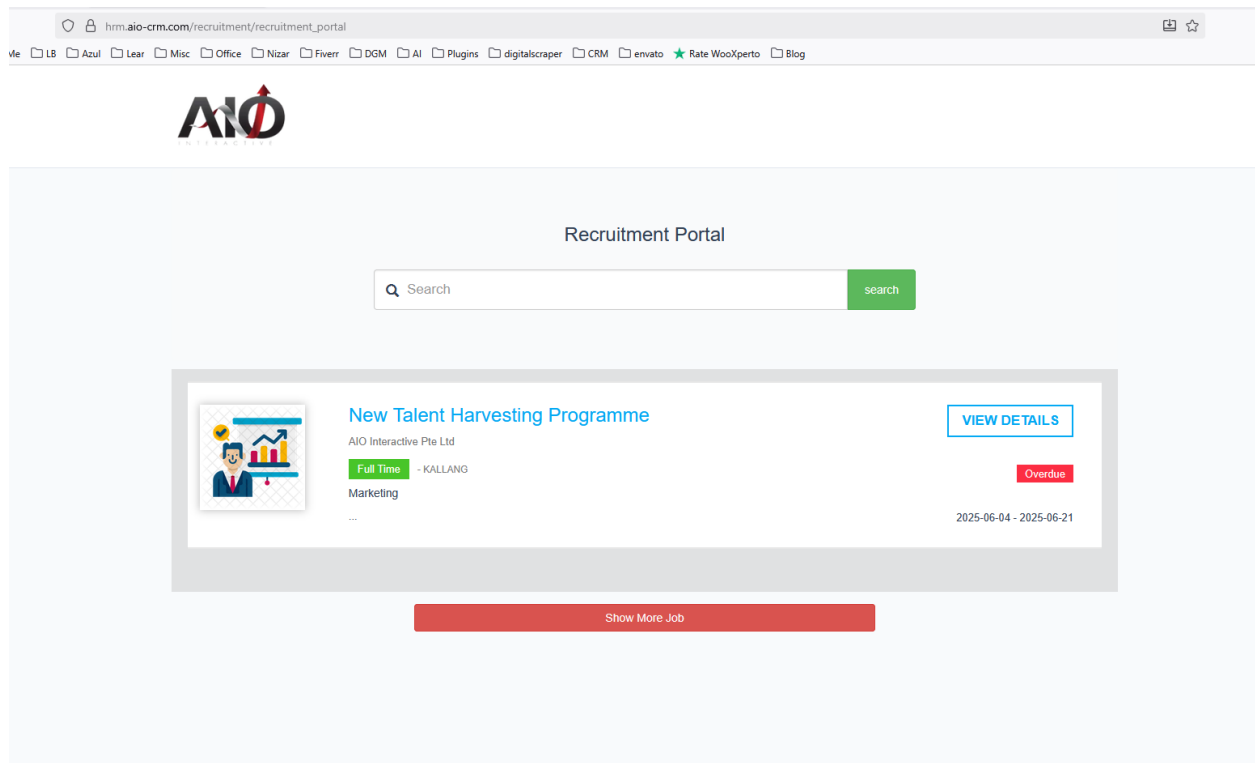
From here campaign status can update to processing (Approved)

After approving there will enables all available social share options.

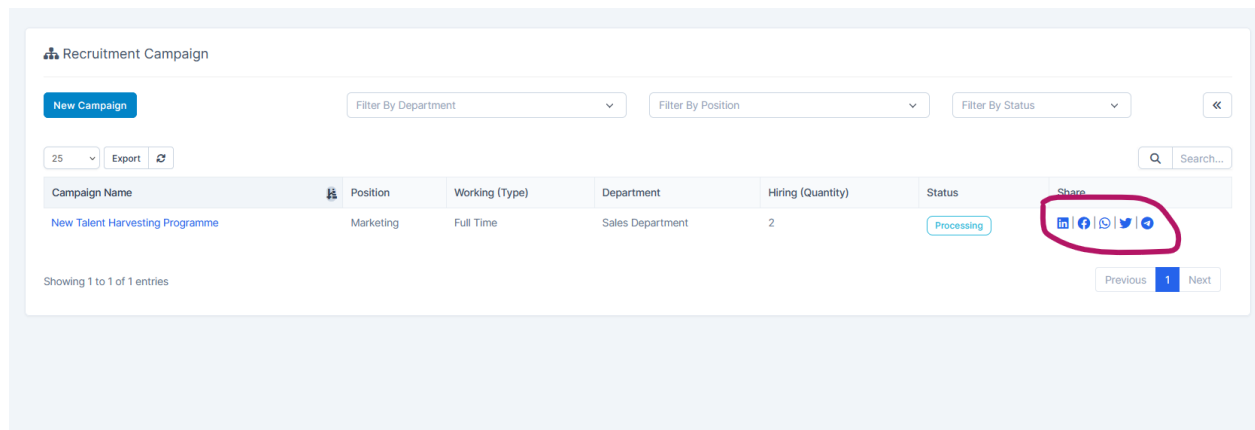
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- Status: Processing
- Added From: System Admin
- Followers: 1
- Manager: 2
- Job Description:

Once a campaign published then it'll show in recruitment portal public interphase.



When someone will share any job recruitment circular from share options- It'll redirect to respective platform to share the circular.





New Talent Harvesting Programme

Duration: 2025-06-04 - 2025-06-21

Monthly Salary: \$3,000.00 - \$4,000.00

Job Position: **Marketing**

AIO Interactive Pte Ltd

13 Lorong 8 Toa Payoh, Bradell Tech, #03-03, Singapore 319261



Share ▾ Go Back

- WhatsApp
- Telegram
- Facebook
- Twitter
- LinkedIn

Job Detail

Location	KALLANG
Company	AIO Interactive Pte Ltd
Hiring (Quantity)	2
Seniority	---
Literacy	---
Apply Before	2025-06-21


ment Campaign x (18) Feed | LinkedIn x New Talent Harvesting Programme x Recruitment Form x (anonymous) - AIO_HRM_Zoom_M: x retail.passcreator.com - Plesk C: x AIO-HRM-Recruitment-Campaign: x

www.linkedin.com/feed/?shareActive=true&shareUrl=https%3A%2F%2Ffirm.aio-crm.com%2Frecruitment%2Frecruitment_portal%2Fjob_detail%2F62

vkmarks... Me U8 Azul Lear Misc Office Nizar Fiverr Plugins digitalscrapr CRM envato Rate WooXperto Blog

Md. Mahmudul Hasan ▾
Post to Anyone

What do you want to talk about?

 **New Talent Harvesting Programme - Recruitment Portal**
hrm.aio-crm.com

😊

🕒 **Post**

Jobs exist.

Try the highest returning paid social platform

Recruitment portal url here.

The screenshot shows the 'Recruitment Campaign' management page. On the left is a dark sidebar with a menu including Dashboard, Customers, Zoom Meeting, Expenses, Recruitment (selected), Campaign (selected), Candidate Profile, Interview Schedule, Recruitment Channels, Recruitment Portal, Setting, Email Templates, Template Set-Up, Tasks, Support, Utilities, and Reports. The main content area has a search bar at the top. Below it, there's a 'New Campaign' button and two filter dropdowns: 'Filter By Department' and 'Filter By Position'. A table displays one entry: 'New Talent Harvesting Programme' with Position 'Marketing', Working (Type) 'Full Time', Department 'Sales Department', and Hiring (Quantity) '2'. Below the table, it says 'Showing 1 to 1 of 1 entries'. A red arrow points to the 'Recruitment Portal' menu item in the sidebar.

Campaign Name	Position	Working (Type)	Department	Hiring (Quantity)
New Talent Harvesting Programme	Marketing	Full Time	Sales Department	2

Candidate Profile:-

Here all applicants data will be stored.

The screenshot shows the 'Candidate Profile' management page. The sidebar is similar to the previous one, but 'Candidate Profile' is selected. The main content area has a search bar and buttons for 'New Candidate', 'Send Email', and 'Switch to Kanban'. Below these are dropdowns for 'Change Status To', 'Recruitment Campaign', 'Gender', and 'Skills'. A table displays one entry: 'WEB_1' with Candidate Name 'asd asd', Status 'Application', Email 'AXE - New Talent Harvesting Programme', and Zoom Meet link. Below the table, it says 'Showing 1 to 1 of 1 entries'. Navigation buttons 'Previous', '1', and 'Next' are at the bottom right.

Candidate Code	Candidate Name	On-Boarding Process	Status	Email	Campaign	Zoom Meet
WEB_1	asd asd		Application	AXE - New Talent Harvesting Programme		

You can add new candidate here. Can send email notification.

Also from the public application form applicantent can apply by submitting the recuritment form.

← → ↻ hrm.aio-crm.com/recruitment/forms/wtl/62/330bc0ed58a79bf11755d2c54dd87722

Import bookmarks... Me LB Azul Lear Misc Office Nizar Fiverr DGM AI Plugins digitalscraper CRM envato ★ Rate WooXperto Blog

Recruitment Form

First name

Last name

Gender

Email Address

Phone

Seniority

No seniority yet

Document Upload

Browse... No file selected.

Skill

☒ I agree to the [Terms & Conditions](#)

Apply

Can see all applicants in Kanban board.

Dashboard

Customers

Zoom Meeting

Expenses

Recruitment

Dashboard

Campaign

Candidate Profile

Interview Schedule

Recruitment Channels

Recruitment Portal

Setting

Email Templates

Template Set-Up

Tasks

Support

Utilities

Reports

Setup

Search...

Candidate Profile

New Candidate Send Email Switch to List

Application	Potential	Interview	Passed Interview	Send Offer
<p>WEB_1_asd asd</p> <p>AXE - New Talent Harvesting Programme</p> <p>Load More</p>	No Candidate Found	No Candidate Found	No Candidate Found	No Candidate Found

12:06 PM 9/16/2023

It'll help to understand the status of applicants.

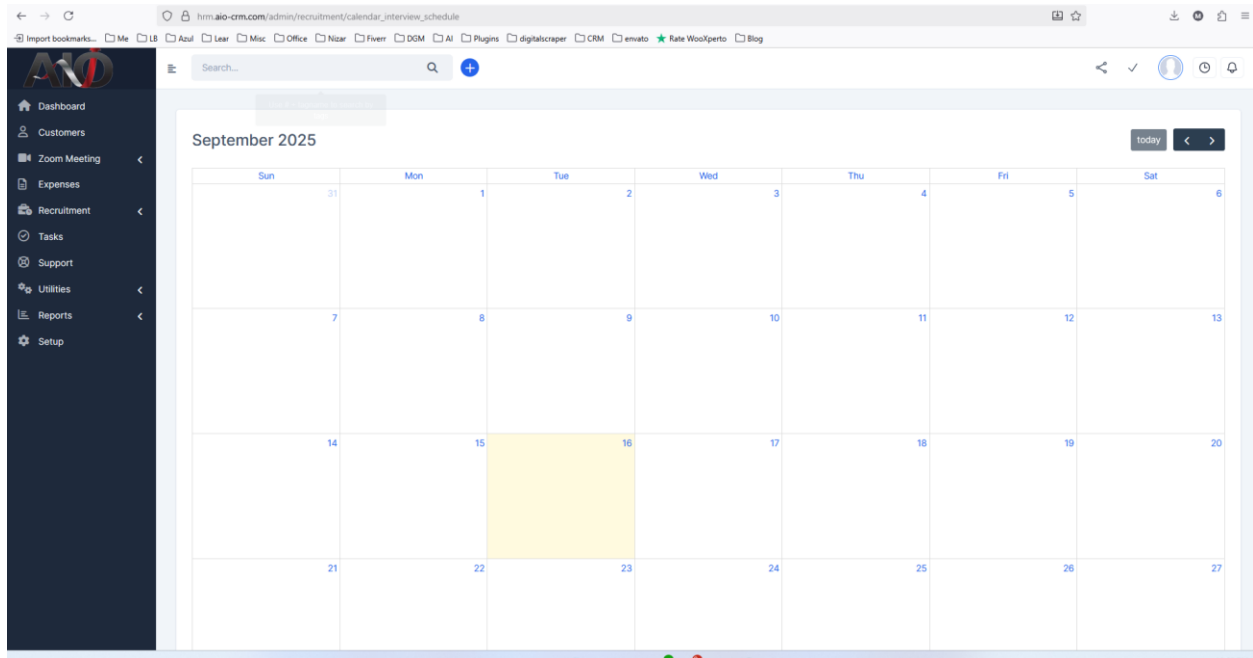
Can setup Zoom meeting.

Interview Schedule:-

The screenshot shows the 'Interview Schedule' page in the hrm.aio-crm.com admin panel. The left sidebar contains navigation links for Dashboard, Customers, Zoom Meeting, Expenses, Recruitment (with a dropdown), Recruitment Channels, Recruitment Portal, Setting, Email Templates, Template Set-Up, Tasks, Support, Utilities, Reports, and Setup. The main content area has a 'New Interview Schedule' button and a 'Calendar View' toggle. Below these is a table with columns: Interview Schedule Name, Time, Interview Date, Recruitment Campaign, Candidate, Interviewer, Added Date, and Added From. A single entry is visible: 'Job Interview' at '14:00:00 - 16:00:00' on '2023-11-30', added by 'Admin' on '2023-11-24'. The page indicates 'Showing 1 to 1 of 1 entries' and includes search and pagination controls.

Organize Interview schedules for applicants here.

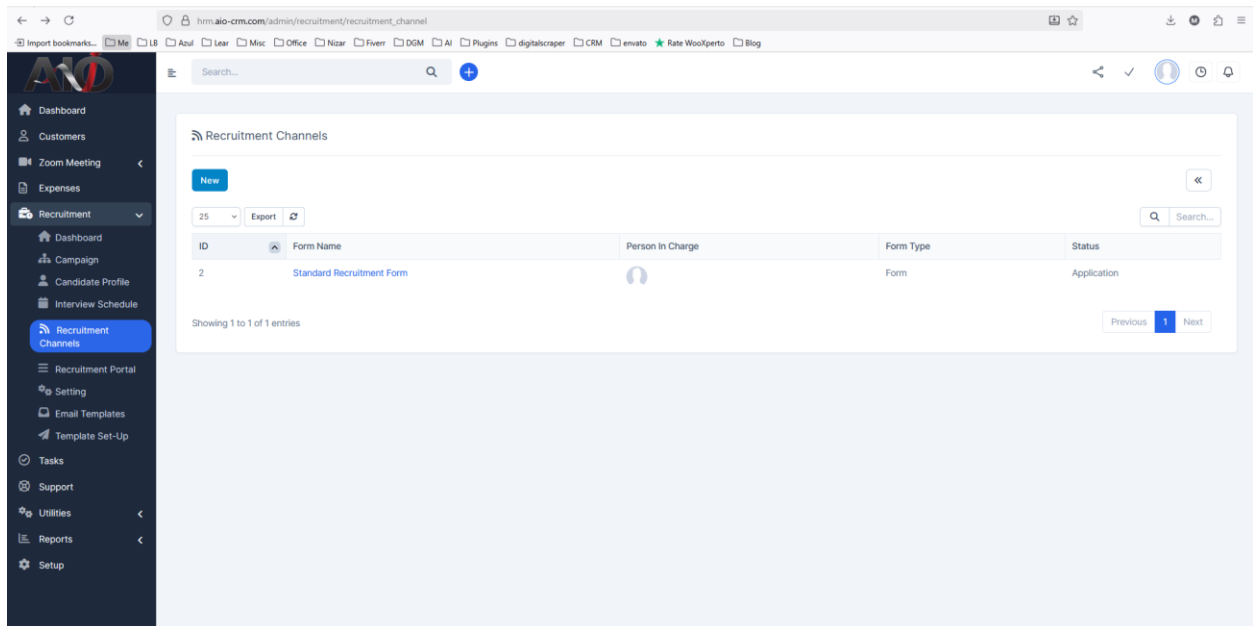
The 'New Interview Schedule' modal form is displayed over the main interface. It is divided into two sections: 'General Info' and 'Candidates'. The 'General Info' section includes fields for 'Recruitment Campaign' (a dropdown menu), 'Interview Schedule Name' (a text input), 'Position' (a dropdown menu), 'Interview Date' (a date picker), 'From (hour)' (a time input), 'To (hour)' (a time input), and 'Interviewer' (a dropdown menu). The 'Candidates' section includes a 'Candidate' dropdown menu, 'Email' and 'Phone Number' text input fields, and a green '+' button to add a new candidate. At the bottom right of the modal are 'Close' and 'Save' buttons.



Can see all schedules in calendar.

Recruitment Channels:-

Make different application form for different type of job.



Add Recruitment Channel

Form Information | **Form Builder**

* Form Name

* Form Type

* Language

* Submit button text

* Message to show after form is successfully submitted

* Status

* Responsible person

Notification settings

☒ Notify When New Candidates

☒ Specific Staff Members ☐ Staff members with roles ☐ Responsible person

Person in Charge

Save

Settings:-

Recruitment Settings

Job Position

New Job Position

25 | Export

ID	Job Position	Industry	Options
1	Marketing		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
2	Business Development Manager		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
3	Admin Manager		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
4	Operations Manager		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Showing 1 to 4 of 4 entries

Previous 1 Next

All relevant settings options available under Settings. It's all for Recruitment process.

himaio-crm.com/admin/recruitment/email_templates

Search...

Email Templates

New Template

25 Export

Search...

Template Title	Subject
Follower Template	[Follower] - New Recruitment Campaign Successfully Set Up
Manager Template	[Manager] - New Recruitment Campaign Successfully Set Up
Campaign Processing Template	Recruitment Campaign Update - Now in Progress
Planning Template	Recruitment Campaign Update - Planning in Progress
Candidate in Application Status	Application Received - Thank You for Applying!
Elect Status of Candidate	Congratulations! Your Application Has Been Successful
Letter Of Offer	Offer of Employment - We're Excited to Have You Onboard
Zoom meeting invitation	Zoom meeting invitation

Showing 1 to 2 of 2 entries

Previous Next













himaio-crm.com/admin/recruitment/cp_status_tmpl

Search...

Campaign status with email template

Campaign Status: Planning (campaign) Email Template: Follower Template

Clear Save

SL	Campaign Status	Email Template	Action
1	Processing (campaign)	Campaign Processing Template	 
2	Planning (campaign)	Planning Template	 
3	Application (applicant)	Candidate in Application Status	 
4	Elect (applicant)	Elect Status of Candidate	 
5	Manager (campaign)	Manager Template	 
6	Send Offer (applicant)	Letter Of Offer	 

Email templates and Template setup used to automate various email notification content.

That's all.