


Manage.  
Recruit.  
Market.  
**Faster.**

A woman with blonde hair, wearing a purple blazer, is shown in profile, looking thoughtfully to the right. She is holding a pen in her right hand, suggesting she is in a professional or administrative setting. The background is a warm, yellowish-brown wall, and a desk lamp is visible on the right side of the frame.

I need a software  
solution to manage  
the entire recruitment  
process.

# Introducing 3Hats.

## The most innovative all-in-one recruitment management and marketing software available.

Designed by recruiters to be practical and simple, 3Hats handles the entire recruitment process.

Easily manage client acquisition and customer relationships. Upload advertisements to leading job boards and your own website. Keep your finger on the pulse with advanced database search options as well as practical applicant marketing, tracking and placement. Stay in control of your business by creating comprehensive data reports.

Based on a completely online environment with a powerful and robust backend solution, 3Hats allows the modern day recruiter to handle more roles confidently and fill more placements faster.

## A platform to maximise business performance

- Automatic candidate screening
- Applicant tracking system
- Inbuilt resume parsing
- Automated data entry
- Recruiter work in progress board
- Directly post jobs and job alerts
- Candidate database
- Create customised reports
- Customer relationship management
- Online live and phone support
- Ongoing training
- Integrates seamlessly with your website
- Outlook email integration
- PC and Mac compatible



# Manage. Recruit. Market. All-in-one recruitment software.

## Careers Centre

Jobseekers can manage their job alert subscriptions, apply for vacancies, and register into your database, complete psychometric questionnaires and a whole lot more.

- Integrates with your existing website.
- Automatic candidate acknowledgement.
- Polling/surveying facility for applicants.
- Candidates can upload their latest resume by themselves.
- Option for referee details being captured.
- Subscription management for newsletters and job alerts.
- Automatic reminder alerts for candidates to return to your site to complete questionnaires.
- Customised screening questions for each role.

## Candidate Screening

Minimise your time taken on phone screening unsuitable candidates. Capture relevant data that is not in the candidate's resume. Rapidly create professional coversheets. In built tools to assist you in determining if the candidate matches your client's culture.

- Create an essential and desirable skills form for each role that lets the applicant tailor a response for your client.
- Automatically capture the candidate's resume, contact details, and all candidate qualifying information.
- Set auto rejects to reject candidates based on whether they are too far from your employer's location, hold the wrong visa, communication skills and security clearance.
- Phone screening template customised for each role to speed up data entry by recruiters.
- Quick reference to job details.
- Two free online psychometric reports (DISC Behavioural Profile and Motivators) that every candidate has the option to complete.

## Work in Progress Dashboard

Work on the most important project first. Quickly see the status of each role. Spot where each candidate is in the recruitment process. Create your own customised WIP board. Know which employer is due for a courtesy call.

- Sort your jobs list by leads, active jobs, priority and many more options.
- Be alerted the second a candidate applies for a role or registers with your company – even if they did not apply.
- Customise the data you wish to see in your WIP board.
- Automatically sort your prospects and customers by priority to contact.



## Candidate Database

Beat your clients to the passive job seeker. Rapidly and accurately search through candidate resumes, uploaded data and recruiter ratings.

- Rank your search result based on closeness of match.
- Full key word searching of resumes.
- Search based on communication skills, years experience with skills, location, visa, behavioural profile, security clearance, job preference and a whole lot more.
- Quick find searches for most common fields.
- Easy comparison of candidates located from your searches.
- Assign your search candidates to your role for a researcher to phone screen.
- Candidate referees are loaded into the employer database becoming prospect contacts.
- Optimised calling list sorted by employer priority.
- “Float” candidate profiles by email to targeted employers list.

## Advert Management

Beat your competitors to the active jobseekers. Enter your advert job details once. Rapidly post your jobs to multiple external and internal jobs boards. Automatically send out job alerts.

- Directly post your job advertisements to leading job boards such as SEEK, My Career, Career One, Linkme, JobJobsJobs, JobX and more.
- Increase your advertisement response by 25–30% by using 3Hats Intelligent Uploader, without any additional costs.
- Send your job to your own website automatically.
- Send job alerts to your subscribed candidates.
- Mine your database for candidates with the technical skills you need and blast them with a tailored job notification.
- Intelligently alerts you to suitable candidates that have applied for a different role than yours.
- Display summary of advert status (duration on line, active, expired or error).
- Reports on the value of each advertiser based on the number and quality of candidates delivered.
- Track the success of candidate acquisition campaigns.

## Reporting Tools

Create reports on the fly for every key statistic in your business. Know what is going on with your team’s production – even if you are not in the office. Save money on suppliers that are not delivering.

- Graphical reports of the team and each recruiter’s production.
- Ad-hoc customised reports.
- View candidate acquisition campaign success.
- View the progress of client acquisition programs.
- Integrate your job alert and client subscriptions.
- Know how many candidates are applying each day, week, month and more.
- Ability to download raw data and export to excel.

# Handle more roles, make more placements... faster.

## Walk-up Usability

Yes, ease of use and professionalism of our system amazes candidates and employers. It gives them the confidence that you are a professional organisation. It also makes you, the manager, look better in front of your team.

- Easy roll outs and face to face training to win the confidence of your team.
- Online live and phone support during AEDST business hours.
- Ongoing training. Choose between face to face, phone, or place your new staff member through our online video training course or hard copy workbooks.
- Webinars. Update your team on new features and ways to improve their desk by better utilisation of technology.

## Time is Money

Save on admin costs and time by automating data entry.

- Self configurable data entry and export.
- Automate the creation of professional coversheets that include your company's branding, interview notes and psychometric reports ready to email to your client.
- Security levels for user access to functions such as database cleansing, export and import.
- All relevant candidate data can be uploaded by the candidate through the careers centre.
- Semi-automate "Float" profiles to market your candidates via email to your clients.
- Templates for standard email replies.
- Bulk email rejection letters and updates for candidates.
- Create and email newsletters to clients and jobseekers.
- Let candidates manage their own subscriptions to job alerts.





Contact us for a demonstration today  
and try 3hats on for size.

Phone 1300 045 422  
[www.threehats.com.au](http://www.threehats.com.au)



### **A dedicated team of recruitment professionals**

Based in Melbourne, Victoria our team consists of developers, testers, customer service and support staff. We have over 20 years experience creating and supporting software.

3Hats is the only Australian recruitment software provider to use a Flash/Flex platform providing rapid data transfer in a user friendly format online, and are the only provider to supply an intelligent uploader facility increasing your advertisement response by 25–30%.

Continually investing in the growth, stability and reliability of our product we aim to deliver uptime over 99.98% and have an enviable record of client retention, customer service and proven solutions.

3Hats is committed to continual product improvement, our clients are a vital key to that success. Our aim is to give you the competitive edge in the recruitment market place.

For the perfect fit,  
try 3Hats.

**3HATS**  
RECRUITMENT SOFTWARE

Phone 1300 045 422  
Email [enquiries@threehats.com.au](mailto:enquiries@threehats.com.au)  
[www.threehats.com.au](http://www.threehats.com.au)

