

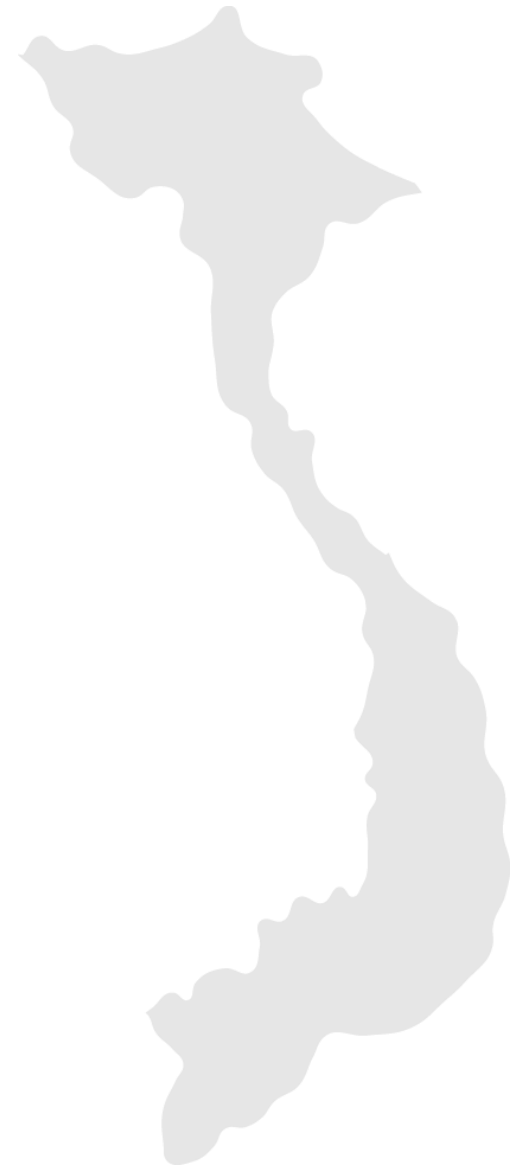
**} Improving Lives
} Through Better Careers {**

INTRODUCTION TO SiVA

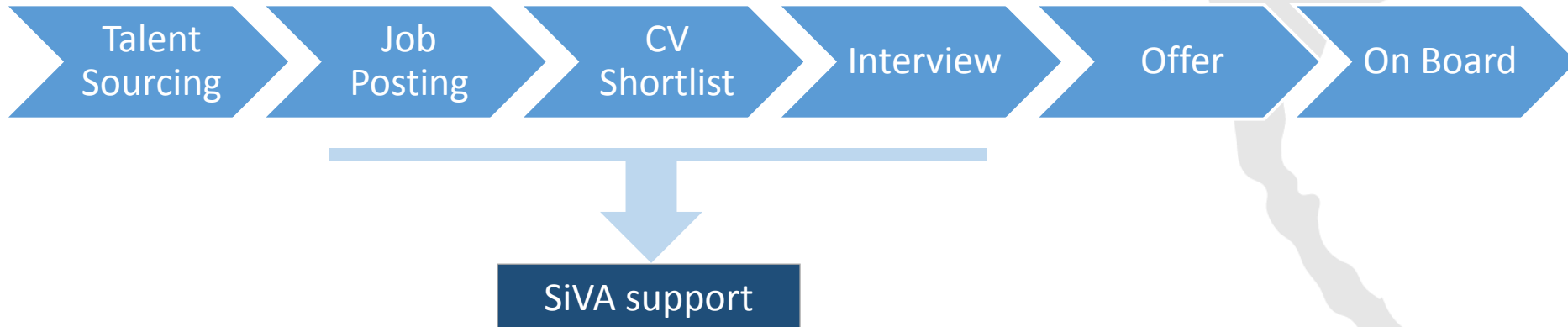
May 2015
Corp Care Viet Nam

SiVA Overview

- What is SiVA
- The role of SiVA in recruitment process
- The main function tabs of SiVA



WHAT IS SiVA?



- **SiVA** is an end-to-end Recruitment Management System with advanced and powerful features for improving the efficiency of your recruitment process.
- **SiVA** is short of Staffing intelligent Virtual Agent

WHY IS SiVA?



Speed up the recruitment process



Capture full record of recruitment activities



Reduce manual tracking of paper works with online submission.



Reports on the cycle time of entire hiring process

HOW TO ACCESS SiVA?

Employers

- <https://siva-vn.jobstreet.com/>
- <http://www.jobstreet.vn/employers/>

ONLINE RECRUITING PLATFORM

Over **200,000 employers** and over **Ten million jobseekers** use JobStreet's SiVA and LiNA systems respectively

EMPLOYERS (SiVA)

POST

Create and post job ads online

RECEIVE

Receive and store resumes with SiVA, JobStreet's resume management system

REVIEW

View resumes and shortlist or reject candidates at a click with SiVA

SCREEN

Screen candidates by customized online assessment tests before a face-to-face interview

RECRUIT

Send mass acknowledgement, acceptance or rejection letters via email



JOBSEEKERS (LiNA)

REGISTER

Upload profiles and state individual career preferences after free registration

MATCH

JobStreet filters and matches compatible job postings LiNA, its job matching system

NOTIFY

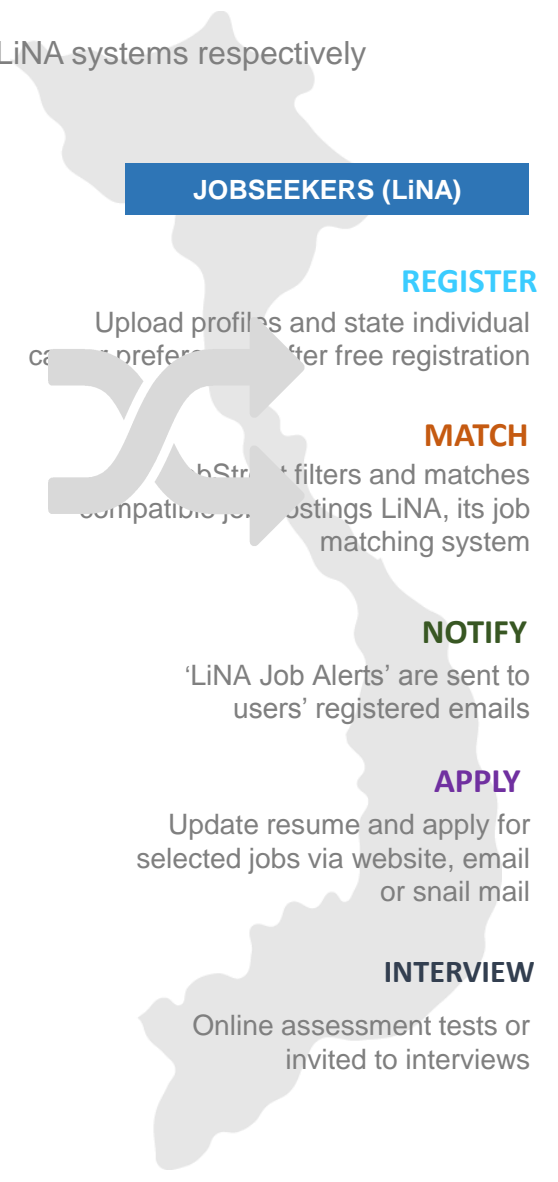
'LiNA Job Alerts' are sent to users' registered emails

APPLY

Update resume and apply for selected jobs via website, email or snail mail

INTERVIEW

Online assessment tests or invited to interviews



SiVA Sub-tab

- Highlight notification, upcoming interview schedule and unprocessed CVs

Home

- Where customers can manage all CVs for each positions

Application

- Where customers can manage their job ads

Advertisements

- Where customers can actively search suitable candidates

Resume Search

- Where customers can easily purchase credit as well as control their balance

Order

- Where customers can actively search ambitious fresh graduates or post job ads for their internship programs

Campus

- Where Customer can extract report to manage their recruitment process

Report

- Where customers can manage their account information

Options

Advertisement Sub tabs

The screenshot shows the JobStreet.com interface. At the top, the logo 'JobStreet.com' is on the left, and 'SiVA - Online Recruitment System' and 'Mr. Quang | Help | Con' are on the right. A navigation bar contains tabs: Home, Applications, Advertisements (highlighted with a red box), Resume Search, Order, Campus, Reports, and Options (with a 'NEW' badge). Below this is a sub-menu bar with 'List Advertisements' (highlighted), 'Create Advertisement', 'Test Wizard', 'Company Profile' (with a 'NEW' badge and a red box), and 'Internship Posting'. Below the sub-menu are five grey boxes, each representing a sub-tab with its title and a list of features.

List Advertisement	Create Advertisements	Test Wizard	Company Profile	Internship Posting
<ul style="list-style-type: none">• Display all of the job ads• Manage all job ads• There are 5 criteria to view job ads: Posting Date, Position, Status, Posting End Date, Last Action by	<ul style="list-style-type: none">• Create job ads	<ul style="list-style-type: none">• Provide 30 template test in variety field• Employers can create DIY tests as their demand.	<ul style="list-style-type: none">• Update company information, pictures, benefit in 3 steps• Each account can create up to 5 company profile page (CPP)	<ul style="list-style-type: none">• Each internship job ads can last up to 6 months

Application Sub tabs

Advertisement Positions

Manage CVs in each positions

Schedule Interview

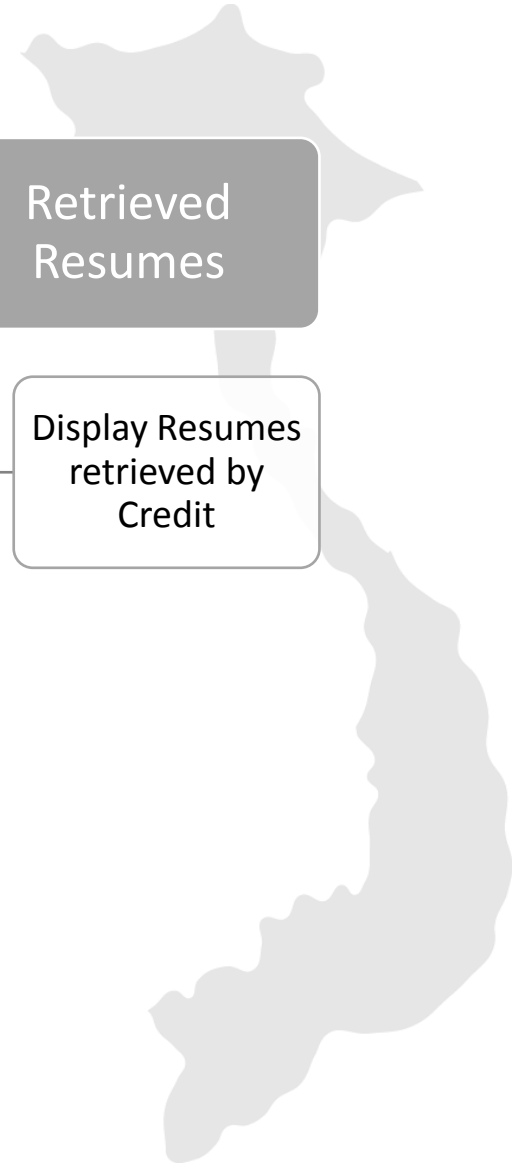
Close job

My Folder

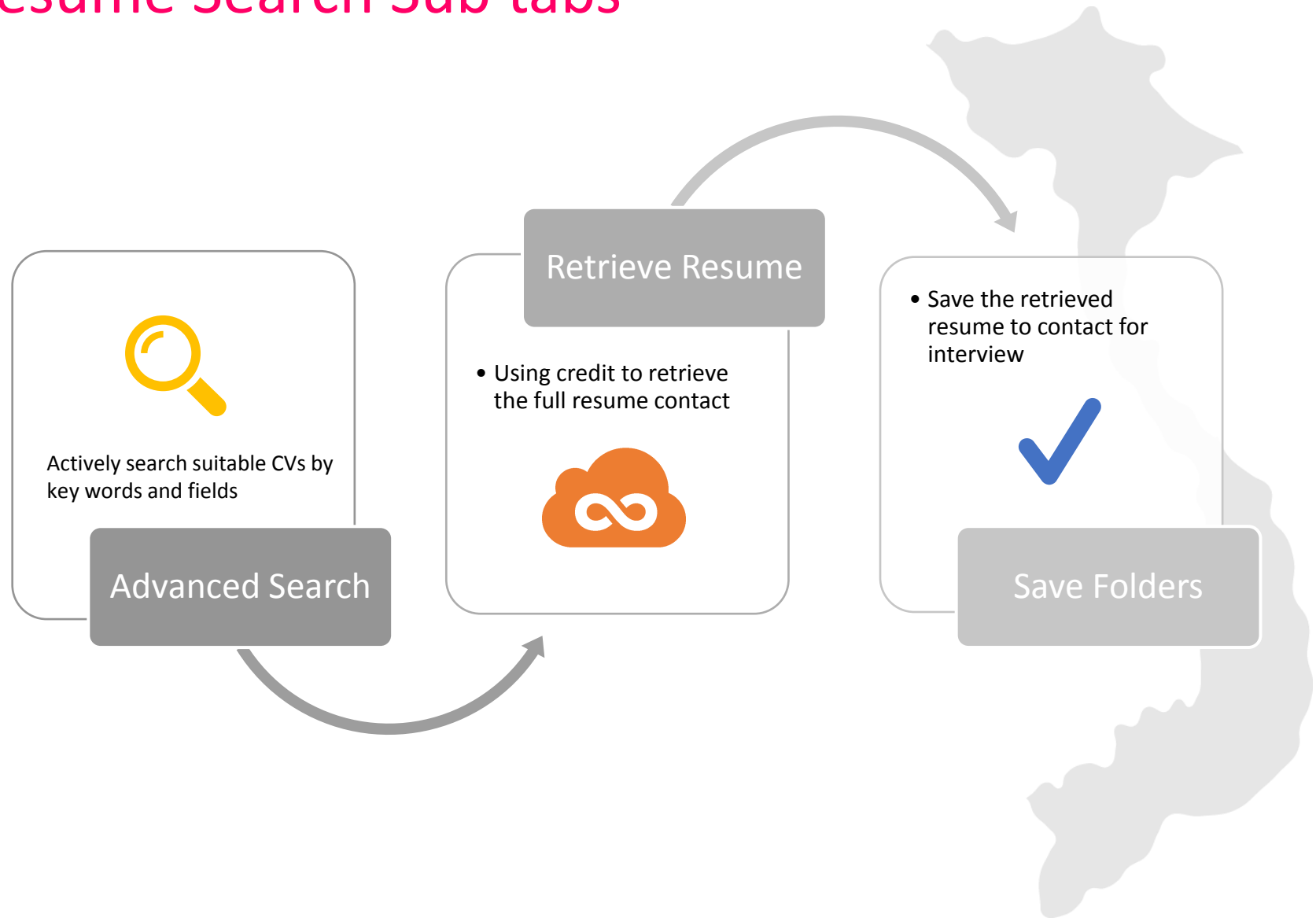
Store CVs for reference

Retrieved Resumes

Display Resumes retrieved by Credit



Resume Search Sub tabs



Options

- Change account info
- Reset password
- Create new users
- Replace users
- Other shortcut