



# Human Resources Recruitment in Microsoft Dynamics AX<sup>®</sup> 2012

Microsoft Dynamics AX 2012 provides a flexible recruitment solution for mid-market organizations. The ability to centrally manage your applicants and source new candidates through a variety of internal and external sites is critical to finding qualified candidates. Microsoft Dynamics AX 2012 Human Capital Management (HCM) provides flexible sourcing and correspondence capabilities as an applicant proceeds through the hiring process.

## RECRUITMENT MANAGEMENT

The Microsoft Dynamics AX 2012 HCM solution offers applicant tracking and recruitment features for mid-market organizations. Microsoft Dynamics AX 2012 software provides key functionality for attracting talent and managing applicants throughout the recruitment process.

### ■ Job posting – online services for Microsoft Dynamics ERP (Recruitment Services)

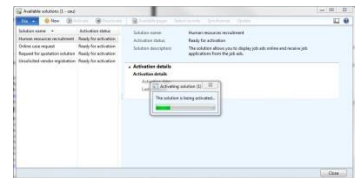
- Provides an external job posting board that internal and external job seekers can access.
- Provides a job posting service that is fully integrated with Recruitment in Microsoft Dynamics AX 2012.
- Publish open job details to the recruitment sites solution.
- Receive applicant and resume data from the recruitment sites solution. Data is transferred into the application basket where screening can start. Upon approval, the applicant proceeds to the next step in the process.
- Includes customizable job ad and job list pages.
- Navigate between job list and job ad pages.
- Enable Recruitment Services by company.

### ■ Job posting – Microsoft Dynamics AX Enterprise Portal

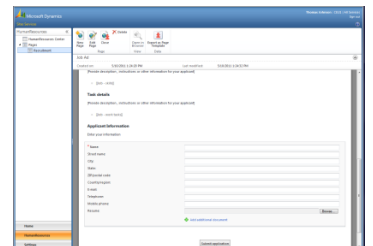
- Publish details about open jobs to Enterprise Portal.
- Receive applicant and resume data from Enterprise Portal. Data is transferred into the application basket where screening can start. Upon approval, the applicant proceeds to the next step in the process.
- Provides an internal posting site for employees in Microsoft Dynamics AX 2012.
- Provides an intuitive user interface in Enterprise Portal.

### ■ Applicants

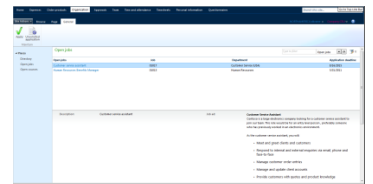
- Larger applicant pool created by a shared set of applicants across all companies.
- Create skill mapping and profiling for applicants, employees, contractors, and contacts across the enterprise.
- Shared data related to applicants includes a full set of competencies and integration with the global address book.
- Additional data is tracked with each applicant, such as previous employee, future consideration, and references.



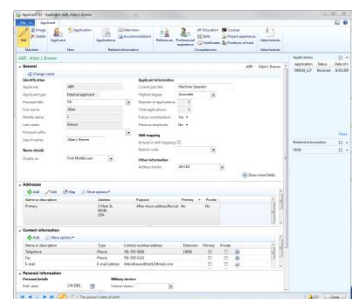
*Activate sites solution*



*Apply online*



*Enterprise Portal*



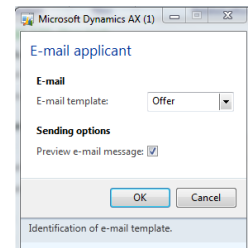
*Applicants*

## ■ Correspondence

- An additional correspondence action is available for communication with an applicant during the hiring process.
- New template for offer correspondence action.
- Additional bookmarks are available for use with Microsoft Outlook and Microsoft Word for all templates and correspondence actions.
- Preview e-mail messages prior to sending and exclude applicants from the selected list.

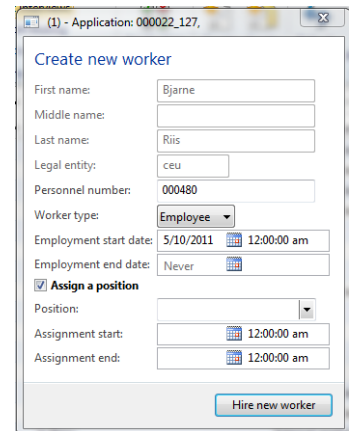
## ■ Hiring process

- Hire for open positions in one step.
- No reentry of data upon hire.
- During the hiring process, assign the open position that meets the eligibility criteria of the recruitment project.
- Employment and position assignment information is date effective to accommodate shorter and seasonal employment timelines.



The screenshot shows a dialog box titled "E-mail applicant" from Microsoft Dynamics AX. It has two main sections: "E-mail" and "Sending options". In the "E-mail" section, the "E-mail template" is set to "Offer". In the "Sending options" section, the "Preview e-mail message" checkbox is checked. At the bottom, there are "OK" and "Cancel" buttons. A small note at the very bottom reads "Identification of e-mail template."

## Correspondence



The screenshot shows a form titled "Create new worker" for application 000022\_127. It contains several input fields: "First name" (Bjarne), "Middle name" (empty), "Last name" (Riis), "Legal entity" (ceu), "Personnel number" (000480), "Worker type" (Employee), "Employment start date" (5/10/2011, 12:00:00 am), "Employment end date" (Never), "Position" (empty), "Assignment start" (12:00:00 am), and "Assignment end" (12:00:00 am). There is a checked checkbox for "Assign a position". A "Hire new worker" button is located at the bottom right.

## Hire

## SUMMARY

Microsoft Dynamics AX 2012 gives organizations the capability to easily recruit for open jobs from both external and internal sources. Organizations have the flexibility to define and customize job posting pages and determine when and where they are displayed, allowing organizations to attract the highest quality applicants.

HR tracks an applicant's critical attributes, and these are shared across the enterprise, giving recruiters a larger base for finding the most qualified candidates. Communication with applicants has been made easier with new correspondence actions in addition to new and updated templates. Templates are available for both e-mail and Microsoft Word with new bookmarks to make better use of the Human resources module. Microsoft Dynamics AX 2012 HCM provides powerful tools for organizations that are looking to optimize recruiting efforts and attract the best talent.

Microsoft Dynamics is a line of integrated, adaptable business management solutions that enables you and your people to make business decisions with greater confidence. Microsoft Dynamics works like and with familiar Microsoft software, automating and streamlining financial, customer relationship and supply chain processes in a way that helps you drive business success.

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