## HR

## The sales enablement solution for your business channel

Achieve better & predictable results, by adding structured content to online meetings.

Whether you're performing job interviews, exchanging application documents, or signing the employment contract: Idiligo streamlines your HR activities. It guides you through the entire process, ensuring that it is compliant with all regulatory requirements.

## THE BENEFITS

- Focused, consistent & objective job interviews thanks to a predefined online meeting process
- ✓ If needed, flexibility is given through the choice feature
- Online presentation of documents, videos or photos (e.g. company image video or job description)
- Collect candidate data and fill in forms (e.g. personnel questionnaire )
- Upload and download of documents (e.g. CV, job reference, ID card, employment contract)
- ✓ Time savings through immediate online contract signing
- Download a summary of the online meeting with the candidate as a PDF for your records



HR

## HOW TO CREATE YOUR INDIVIDUAL ONLINE MEETING

1 Think about your online meeting

Think about how your job interviews usually work. What is important and what can be left out? Which new topics should be added? Then consider how you would like to conduct your online meetings with your candidates in the future. Where is a rigid process required, and where are choices for the further course of the online meeting necessary?

2 Choose, which meeting features you need



Present



Share screen



Fill in forms



Autogenerate



Present video & photos



Create reports



Upload document



Download document



Sign document



Html & embed iframes



Make choices



Autogenerate & send email

3 Bring the features in the right order: the online meeting script





Form
Fill in date, time & basic candidate data



**Choice** Select image video or job description



Present & discuss job description



Form Complete personnel questionnaire



Sign Get the employment contract signed immediately online



Email
Send the contract
to the candidate
via email

