

Compel - Recruitment Manager Familiarisation

This two-day course is recommended for new users of Compel Recruitment Manager.

PRECONDITIONS

No prior knowledge of Compel Recruitment Manager is required.

GOALS

Delegates should complete the course with:

- A broad knowledge of Compel Recruitment Manager
- A good understanding of the Compel toolbar
- The ability to manoeuvre around Compel Recruitment Manager
- The ability to enter data and produce standard reports
- The ability to produce letters and graphs
- The ability to set up and generate applicant letters

COURSE CONTENT

The Recruitment Manager Familiarisation course will cover:

- Compel for Windows navigation– how to move around the product
- Creation of new data and modification of existing data
- The importance of codes tables and their use in data entry
- Setting up vacancies
- Registering applicants
- Setting up interviews
- Skills matching
- Letter production and set up
- Use of the subset screen for group record selection
- Production of standard reports and listings

Please note that the training will be conducted on the latest version of the product. If any differences exist between this and previous versions, these will be highlighted by the trainer.

TO REGISTER...

To register for this course or if you would like more information about this and other courses, please contact the training centre



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Training Centre, Computers In Personnel Ltd. Abbey House, 28-30 Chapel Street, Marlow, Bucks, SL7 1DD
Tel +44(0) 1628 814010 Fax +44 (0) 870 366 2346
Email training@CIPHR.com www.ComputersInPersonnelhr.com