

SERVICE DOCUMENTATION

HIRING AUTOMATION



Hiring Automation

The screenshot displays the MeVitae hiring automation interface. On the left, a job description is visible, including a header, a detailed description of the role, and a job description section. The right side of the interface features a list of screening questions, each with a dropdown menu for 'Essential', 'Questions', or 'Discuss'. The questions are numbered and include checkboxes for 'Yes' and 'No'. At the bottom, there are buttons for 'Save', 'AI Regenerate', 'Add', and 'Add Notes'.

HEADER

At MeVitae we manage, develop and finance a portfolio of high quality properties. We are a FTSE100 company structured as a Real Estate Investment Trust. Places People Prefer is at the heart of what we do, we create outstanding places that make a positive difference to people's everyday lives. We are proud of the scale of our portfolio: Nearly 100,000 people live or work in our properties. They are visited around 350 million times each year and over 1,000 different organisations have chosen of our properties as their home. We have £18.8bn assets under management of which we own £12.8bn; our portfolio includes UK retail, Central London offices and prime residential. We have a small head office of around 250 people and outsource many aspects of our business; the size of our team encourages increased responsibility and entrepreneurialism.

JOB DESCRIPTION

Updated – Job Title: Junior Business Applications Developer
Department: Technology

Location: Marble Arch, London

Reporting to: Business Applications Technical Manager

Type of contract: Permanent

PLACES, PEOPLE, PREFER

Our purpose is to create and manage outstanding places which deliver positive outcomes for all our stakeholders on a long term, sustainable basis.

Experience in a similar Team Assistant or PA role at a FTSE 250 company

Essential ▾ Questions Discuss

Questions

Has the candidate been responsible for project or team planning?

4 Do they describe coordinating work across departments or stakeholders?

3 Have they contributed to defining goals, timelines, or deliverables?

3 Did they participate in regular planning or sprint meetings?

Strong proficiency with MS Word and Outlook; working knowledge of PowerPoint, Excel, and Adobe Acrobat Pro

Essential ▾ Questions Discuss

Have they managed administrative workflows or schedules for multiple stakeholders?

Essential ▾ Questions Discuss

Save AI Regenerate Add Add Notes

MeVitae delivers ethical, end-to-end hiring automation that integrates seamlessly with 20+ HR systems or used as a standalone to unify and optimise the entire talent acquisition lifecycle. Automated screening, document processing, and video-interview workflows streamline manual tasks, speed up decision-making, and ensure fair, consistent evaluation. Combined with configurable rules and real-time monitoring, MeVitae enhances operational efficiency while strengthening equity and accountability in hiring.

20+ **ATS platforms**



ORACLE



icims



JOBVITE

greenhouse

bambooHR®



JazzHR

Solution at a Glance



| AUTOMATED KEY REQUIREMENTS

Analyse your job description to extract, structure, and generate clear, editable requirements. Ensuring consistency across roles and providing a strong foundation for objective, skills-based evaluation.



| ANONYMISED SCREENING

MeVitae's screening removes unnecessary personally identifiable information to minimise both human and algorithmic bias. By focusing only on relevant skills, experience, and evidence, hiring teams can make fairer, more inclusive decisions.



| AI CANDIDATE SCREENING

Identify top talent with MeVitae's candidate evaluation against your key requirements using configurable, skills-based scoring. Ensure a consistent, fair, and evidence-driven assessment while reducing manual efforts.

Solution at a Glance



| RESUME HIGHLIGHTING

MeVitae eliminates the typical AI black box process. MeVitae highlights evidence within a candidate application for each requirement. Helping hiring teams quickly assess fit and justify decisions with confidence.



| INTERVIEW & SCHEDULING

Automated interview coordination with real-time calendar syncing that offers candidate self-booking, and flexible rescheduling.



| CANDIDATE ASSESSMENT & FEEDBACK

Identify missing requirements and generate targeted AI-driven interview questions to explore candidate fit, while providing personalised, editable feedback for unsuccessful applicants based on unmet criteria.

“MeVitaе not only provided us with the necessary tools but also offered exceptional support through our Customer Success Manager (CSM) and their support team.”

REBEKAH W. 51-200 EMPLOYEE SIZE. NOT-FOR-PROFIT.



Metrics:

MeVitaе Hiring Automation accelerates recruitment, strengthens fairness, and enhances decision-making by unifying a suite of tools into a streamlined, ethical-AI workflow..

45%

COST REDUCTION

Achieve significant savings by replacing manual processes with intelligent automation.

60%

TIME SAVED

Reduction in time spent on manual recruitment tasks across your process.

3x

FASTER HIRING

Shorten the hiring cycle through automated workflows.

25%

IMPROVED RETENTION

Increased employee retention through redeployment efforts and quality of hires.

Onboarding:

ONBOARDING & POST-SALES SUPPORT

Each client is introduced to a dedicated Customer Success Manager to guide implementation and ongoing success. Client requirements include all configurations available and best practices are captured to create a tailored implementation plan; covering HR system integration, user acceptance testing, and digital training sessions.

Once live, clients benefit from quarterly catch-ups and access to MeVitae's support team. Our 2025 performance consisted of Monday to Friday, 9am–5pm (UK time) support hours, 100% response and resolution SLAs achieved, and 99.74% system availability.

TECHNICAL SUPPORT:

Data backup and recovery:

Point-in-time recovery is enabled by default. All entities are securely stored for 7 days, allowing rapid restoration to any moment within the previous week.

MeVitae's maintenance & outage windows

MeVitae conducts quarterly maintenance exclusively over weekends (Saturday & Sunday). Advance notice is provided when any service impact is expected.

No outage windows are needed.

Hosting options and locations

Our services are hosted on public cloud services, or by a select number of sub-processors, also hosted in public cloud environments.

TECHNICAL REQUIREMENTS

To complete technical integration, the following access is required (full details provided during onboarding):

01

Admin-level ATS access

02

API service user for API operations

03

IT or implementation partner support for SSO and full technical setup [required for only some ATSs or editor access]

SERVICE PROVIDER	SUPPORTED LOCATION	PURPOSE
Microsoft Azure	UK, Netherlands, Ireland, Germany	Cloud service provider for data storage and processing.
Amazon Web Services	UK, Ireland, Germany	Cloud service provider for data storage and processing.
Google Cloud Platform	UK, Netherlands, Belgium, Germany	Cloud service provider for data storage and processing.
Redis	UK, Netherlands, Belgium, Germany	Cloud service provider for data storage and processing (hosted on Google Cloud Platform).
CloudConvert	Germany	Cloud service for converting documents (docx, odt, etc.) for redaction.
Cloudflare	Worldwide CDN	Cloud service for network protection.
SendGrid	US, EU	Cloud service for sending emails. Used to verify emails addresses and send notifications.

*More available on request

Offboarding:

SUPPORT

Should a client leave MeVitae, integrations are cleanly disconnected on the termination date. Users receive clear instructions for any actions required on their side. Data extractions can be requested at any time during or at the end of the contract, with flat-file downloads fully supported.

Security Overview:

SECURITY GOVERNANCE

Security is at the forefront of all we do. With board-level oversight and ISO/IEC 27001 and 9001 certifications, MeVitae follows a rigorous Information Security Policy supported by specialised controls, from cryptography to personal data protection. Standards are upheld through ongoing internal audits and monthly leadership reviews.

Operational Security

CHANGE & CONFIGURATION MANAGEMENT:

Every infrastructure or personal-data-related change follows recognised frameworks (CSA CCM, SSAE-16/ISAE 3402). Formal risk assessments, enforced controls, and CTO sign-off to ensure a tightly governed environment.

VULNERABILITY MANAGEMENT:

Automated Azure scanning, GCP Docker image analysis, quarterly internal penetration tests, and annual CREST-certified assessments keep threats in check. Risks are evaluated using OWASP guidance, with critical issues patched within 24 hours.

PROTECTIVE MONITORING:

A dedicated Security Incident Management Procedure enables rapid containment and guarantees customer notifications within one hour.

ISO/IEC 27001 and 9001

INCIDENT MANAGEMENT

Fully aligned to ISO/IEC 27001 and 9001, MeVitae provides round-the-clock incident reporting via phone or email, supported by real-time detection systems. Every incident is managed through a structured workflow, from containment to authority communication, with customers notified within an hour and receiving a full report within 48 hours.

SECURE DEVELOPMENT

MeVitae's development lifecycle is built on industry best practices and independently assessed against ISO/IEC 27001 and 9001, ensuring security is embedded into every stage of product creation.





For any questions, please contact:
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