

Trac - Recruitment Management

Intuitive software, connects you and your applicants to strengthen your workforce

Understanding and reacting to your organisation's staffing needs is crucial. Our applicant tracking system is a fast and cost-effective way to recruit.

Why choose Civica Trac?

Developed from client feedback for over 25 years, our software transforms the delivery of the recruitment process, whilst improving the candidate experience.

Get the best applicants into posts quicker and more efficiently than ever. With connected data and process automation, you can manage the entire process through; authorisation, advertising, shortlisting, interviews, offer letters and contracts, employment checks, on boarding, arranging start dates and induction, talent and redeployment pools.

Enhance your performance and service level reporting by using our pre-built reports for Time to hire, Equal Opportunities and Pipeline, create custom reports via the data download and save your reports for future use.

Create a custom job board embedded on your own website and automate postings to a variety of sites including; Job.nhs.uk, Find a job, Facebook, Indeed and LinkedIn.

Integrate with other systems to provide fast, efficient and streamlined data updates and management information.

Trac provides an end-to-end recruitment applicant tracking process that provides streamlining at every stage. It provides automation wherever possible and is always intuitive with regards to the next steps in the process and communicating to those responsible.

Authorisation – an online authorisation module with flexible workflows gives managers, authorisers and recruitment staff full visibility of vacancy request progress.

Advertising – powerful advertising functionality that enables an employer to display their vacancies on multiple websites, using the capability of embedded and group boards. Use automated "Jobs-by-Email" alerts and custom application forms of your choice.

Shortlisting – effective functionality designed to make shortlisting as quick and as consistent as possible.

Interviews – Online interview set-up including a Microsoft Teams integration, assessment centres and multiple rounds of interview.

Employment Checks – complete Reference, Qualification, Professional registration, Right to work and Identity checks alongside our integrated eDBS application and update service checking system. The system also integrates with Civica Occupational Health software for Occupational Health checks and TrustID for ID Validation technology.

Outcome - Once a recruitment episode has been completed all the details relating to a specific applicant can be downloaded to form part of the new staff member's permanent employment record.

Welcome to Civica

Civica is proud to be the UK's largest software company focused on the public sector, which we have served as a trusted partner for over 30 years.

Our products and services are used by 2.5 million professionals across national, regional and local government, health and care, housing, education and democracy. They deliver improved outcomes for 90 million citizens.

Our deep sector and technology expertise helps our customers to meet unprecedented challenges as they sustain and enhance public services. Through greater digitisation and automation, a growing use of cloud solutions and smart use of data, we help address rising citizen expectations for innovative and efficient public services around the world.

We have a strong commitment to delivering social value and sustainability, which includes supporting our customers' Net Zero ambitions, creating software with sustainability built in and reducing our own impact on the planet.

Trac features and benefits

Features

- Cloud and SaaS enabled
- Dedicated inbox for applicants including vacancy communications
- Employer branded candidate account area including application status trackers
- Issues offer letters and contracts. Online candidate acceptance
- Customised workflows
- System reminders to encourage applicants and managers to complete tasks
- Role based access permits teams to view and control individual workloads
- Recruitment managers can move unsuccessful but high calibre candidates into Talent pools
- Applicant data stored and viewed in one central location
- Enhanced KPI reporting with a data download option enabling bespoke reports
- Collaborative working with multiple employers
- Integrates with TrustID for online ID Verification
- Integrates with Microsoft Teams enabling remote interviewing
- Onboarding module enabling pre-populated datasets for new starters
- Integrates with Civica Occupational Health software for work health assessment checks.
- TrustID integration automates Identity and Right to Work checks

Benefits

- Paperless end-to-end online recruitment solution
- Enhanced candidate experience reduces time to hire
- Audit trails ensuring recruitment compliance
- Efficient and cost effective
- Anywhere access
- Promotes equality, diversity and inclusion
- Standardised or bespoke reporting
- Interoperability (ESR and the eDBS)
- Civica Occupational Health software integration avoids double keying for OH teams
- Online customer user groups, forums, helpdesk, training environments and user guides
- Support cloud and CIC always available
- Roadmaps outlining future functionality.



Certification Number 663
ISO 9001
ISO 14001
ISO 27001
ISO 22301
ISO 45001
ISO 27701