

Job vacancies cost companies millions in lost revenues and missed opportunities. But you can cut your cost per hire by maintaining an organized database of qualified applicants, tracking expenses, and streamlining hiring procedures with Abra Recruiting Solution. Plus with the powerful, web-enabled functionality, Abra Recruiting Solution provides flexibility to companies seeking to compete in today's tight labor market.

Streamline Your Search

Abra Recruiting Solution is a powerful hiring system designed to significantly shorten your candidate search and selection process.

- **Simplify Internet recruiting** by reading resumes directly through your email system, then placing them in a searchable database.
- **Automatically recognize and import resumes** in Microsoft® Word format, eliminating the need for manual conversion.
- **Efficiently organize candidate data** by converting information from resumes and placing it in an electronic folder. Create as many electronic folders as you need, such as "new applicants" or "referrals".
- **Conduct quick and accurate searches** for qualified candidates through the entire resume database.
- **Quickly display search results** with a list of all applicants who fit your search criteria. Review resumes with highlighted keywords, then print the resumes, print a report documenting your evaluation procedure, or begin another search.

- **Convert paper resumes to electronic files** for enhanced applicant search capabilities.

Match the Applicant to the Right Job

- **Speed up the hiring process** by emailing qualified candidate resumes to hiring managers directly. This step eliminates abundant paper files and provides quick access to the resume for printing or emailing.
- **Define key skills, education, and work experience** to search electronic files quickly; matching applicants to open requisitions before running a costly ad or paying a search agency fee.

Respond to Applicants Quickly

- **Personalize form letters** by merging database information, including names, addresses, and position, to send personalized mass letters quickly.
- **Print mailing labels automatically** for one or for multiple applicants in a variety of formats.

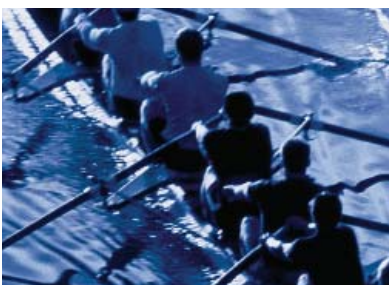
Comprehensive Reports Save Recruiting Dollars

Abra Recruiting Solution has more than 50 pre-formatted reports that allow you to track the entire hiring process.

You can even run reports and have them sent via email in Adobe PDF. Generate reports that show:

- **Interview Status:** interview schedule; routing status; activity analysis; and status history by requisition, source, or recruiter.
- **Requisitions:** open and closed requisitions; requisitions without activity; cost of hire by requisition, recruiter, or organization level.
- **Applicant Information:** by application date, current status, referral source, position desired, recruiter or rejection reason.
- **Affirmative Action:** EEO applicant summary and detail analysis; EEO analysis by position, status, referral, and rejection reason.

(over, please...)



best

**Visit: www.bestsoftware.com or
Call: 800.424.9392 or
Contact your local Business Partner**

Ensure Government Compliance

With Abra Recruiting Solution, you can accurately document compliance for required hiring guidelines, including EEO and ADA.

- **Ensure objectivity** with weighted qualification searches, assigning numeric values to skills required for specific jobs.
- **Generate all required reports and analysis** quickly and easily.

Maintain Maximum Security of Sensitive Data

- **Protect key information** with sophisticated multi-level security.
- **Create and assign** an unlimited number of user IDs and passwords.
- **Easily follow audit trails** to identify who made each change by date, time, and type of change.

Extend Your Ability to Communicate with Abra Alerts®

Increase productivity and save time with a system that automatically monitors Abra Recruiting Solution and proactively distributes information to your HR/Payroll Personnel, Managers and Employees via your existing email system.

- **Automatically respond** to applicants with thank you messages via email.
- **Systematically notify** supervisors of hiring and requisition actions taken.
- **Create your own** automatic processes for anything your organization wishes to standardize or monitor.

Get Maximum Value with Abra SupportPlusSM

Protect your investment and get the most value from your software with Abra SupportPlus. Best Software's team of technical specialists stand ready with knowledgeable support and service, plus much more!

With Abra SupportPlus you're entitled to product updates, discounts and value-added benefits, providing you the total software solution. Benefits include:

- Expert, toll-free telephone support
- 24-hour SupportPlus Online, including access to our knowledge base on the web
- Downloadable tax law updates and system enhancements
- Free subscription to our quarterly newsletter

ABRA Suite®

Abra Recruiting Solution is a fully integrated component of Abra Suite's Human Resource Management System (HRMS). Implemented as a whole, Abra Suite handles all of your human resource and payroll needs. With the full Abra Suite you get:

- Single point of data entry to streamline workflow
- Hassle-free benefits administration and government compliance
- Enhanced reporting capabilities
- Greater accuracy and responsiveness to employee needs
- All information managed in one comprehensive database

The **ABRA** Suite® family includes:

- Abra HR®
- Abra Payroll®
- Abra Train®
- Abra Recruiting Solution™
- Abra OrgChart™
- Abra Attendance®
- Abra Alerts®
- Abra Employee Self-Service™



Best Software, Inc.

800-424-9392 • www.bestsoftware.com

Systems requirements: Pentium processor; Windows 95, Windows 98, Windows NT 4.0 or Windows 2000; 16 MB RAM (32 MB for Windows NT); 100 MB disk space (varies by configuration); VGA or Super VGA; HP-compatible laser printer. Compatible with latest versions of Novell NetWare and Microsoft NT.

Abra Employee Self-Service, Abra OrgChart, and Abra Recruiting Solution are trademarks, and Abra Suite, Abra Payroll, Abra HR, Abra Attendance, Abra Alerts and Abra Train are registered trademarks of Best Software, Inc. Windows, Windows NT, Microsoft Word and Microsoft Excel are registered trademarks of Microsoft Corporation. © Best Software, Inc., 2002

AY200001-1
0602