

RAMS Training

R10 RAMS Candidate Management

Objectives

This course is designed for the New User who is not proficient with using the RAMS system. The objective is to demonstrate and explain the functionality in the following key areas:

- Viewing applications and attachments
- Contacting applicants and third parties involved in the recruitment process
- Advancing candidates through the recruitment process

Learning Outcomes

At the end of this session participants will be able to:

- Identify all applicants for a position
- Manually add an applicant
- View/add attachments and notes to an applicant's record
- Contact an applicant through RAMS by email or post
- Print and/or forward an application to a third party
- Update an application to reflect its progress
- Search for applications against specific criteria
- Download application information to Excel
- Customise and save reports and allow access for other team members

Session Duration

Approximately 1 hour 30 minutes.

Session Delivery Methods

Online via WebEx / Telephone

Note: The WebEx session allows participants to view the trainer's computer screen. At no time does the trainer access your computer.

Learning Materials

Support materials will be emailed on completion of the course.

Training Specialist

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