



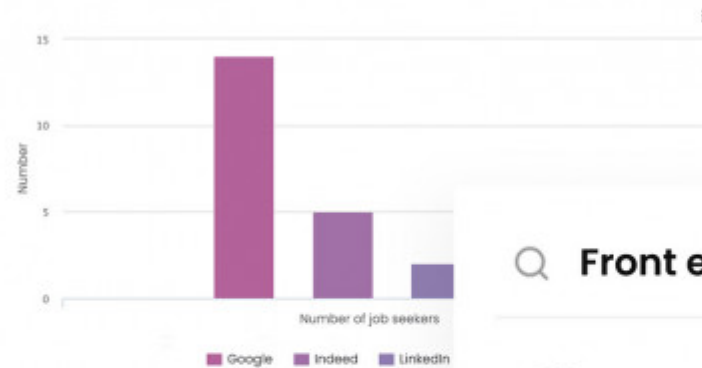
HR Tech  
Factory

FOR TEMPORARY STAFFING ORGANIZATIONS

# Ngage Temp Front Office

The Front Office module of Ngage Temp includes innovative ATS and CRM designed for temporary staffing organizations.


## applicant traffic sources




# 50%

Recruiting time  
reduction


Search: Front end developer



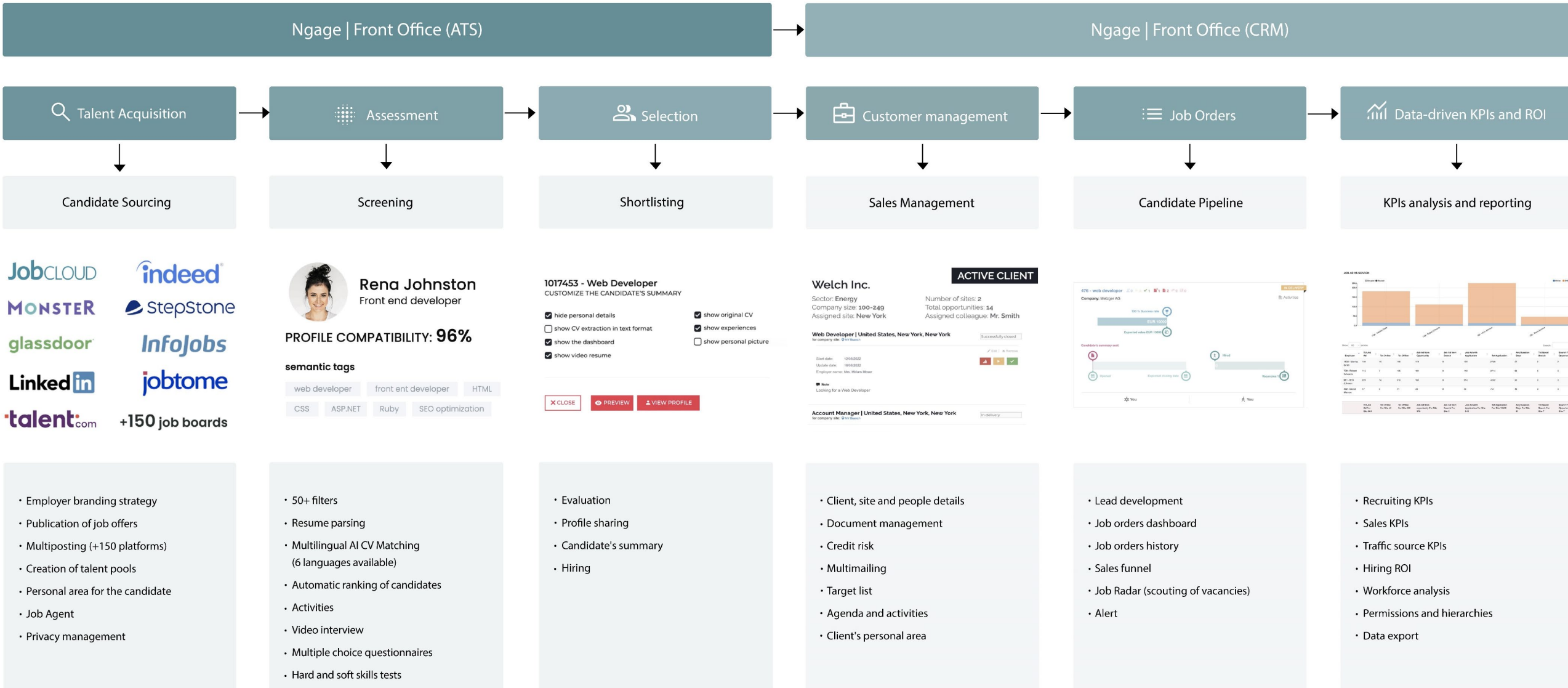
**Natalie Schmid**  
Front end developer  
**100% COMPATIBILITY**



**Matthias Hueber**  
Front end developer  
**96% COMPATIBILITY**



**Tobias Brandt**  
Web developer  
**95% COMPATIBILITY**



## ATS

## CRM

### Talent Acquisition

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### Selection

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### Customer management

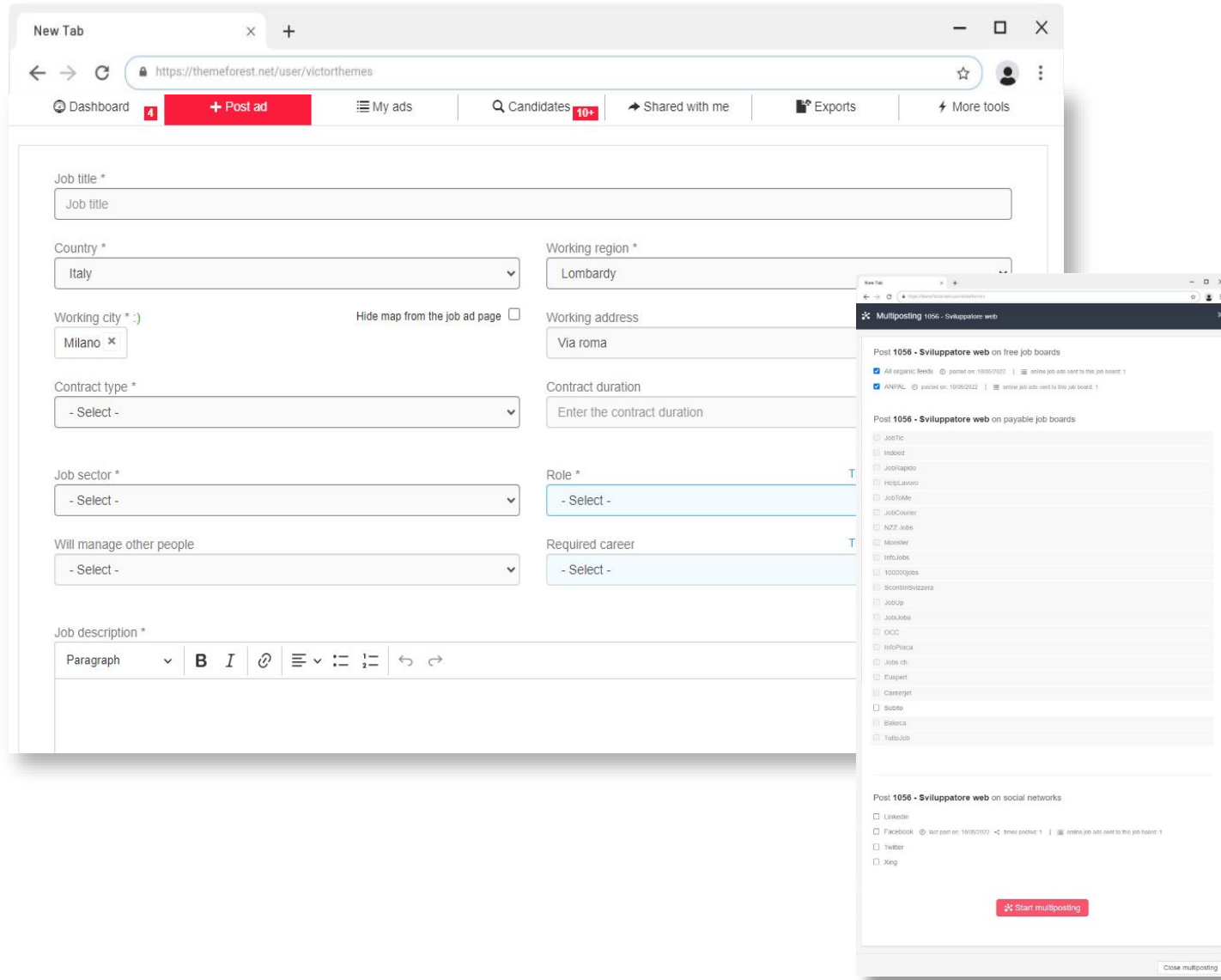
Management of all customer information within a single platform.

### Job Orders

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### Data-driven KPIs and ROI

Monitoring of activities carried out by recruiters, clients and candidates..



The image shows a web browser window displaying a job posting form and a separate window showing the multiposting confirmation.

**Job Posting Form:**

- Job title \***: Text input field.
- Country \***: Dropdown menu (Italy).
- Working region \***: Dropdown menu (Lombardy).
- Working city \***: Text input field (Milano).
- Hide map from the job ad page**: Checkbox.
- Working address**: Text input field (Via roma).
- Contract type \***: Dropdown menu (- Select -).
- Contract duration**: Text input field (Enter the contract duration).
- Job sector \***: Dropdown menu (- Select -).
- Role \***: Dropdown menu (- Select -).
- Will manage other people**: Dropdown menu (- Select -).
- Required career**: Dropdown menu (- Select -).
- Job description \***: Rich text editor with Paragraph, Bold, Italic, Link, and alignment options.

**Multiposting Confirmation Window:**

Post 1056 - Sviluppatore web on free job boards

- ☒ All organic feeds
- ☒ ANPAP

Post 1056 - Sviluppatore web on payable job boards

- ☐ Jobatic
- ☐ Indeed
- ☐ Jobrapido
- ☐ HelpLavoro
- ☐ JobTale
- ☐ JobCounter
- ☐ NZ7 Jobs
- ☐ Monster
- ☐ InfoJobs
- ☐ 10000jobs
- ☐ Scout24
- ☐ JobUp
- ☐ JobItalia
- ☐ OCC
- ☐ InfoPiaci
- ☐ Jobs.ch
- ☐ Europert
- ☐ Careerjet
- ☐ Suoito
- ☐ Bekerca
- ☐ TuttoJob

Post 1056 - Sviluppatore web on social networks

- ☐ LinkedIn
- ☐ Facebook
- ☐ Twitter
- ☐ Xing

**Start multiposting** (button)

## Publishing a job offer

After you have filled in a very simple form, your job advertisement is automatically published on your company website.

## Multiposting

With an integrated multiposting system, job offers can be posted on social and other recruiting platforms with just one click. The software is integrated with over 150 free and paid job boards and social media.



## Candidate's personal area

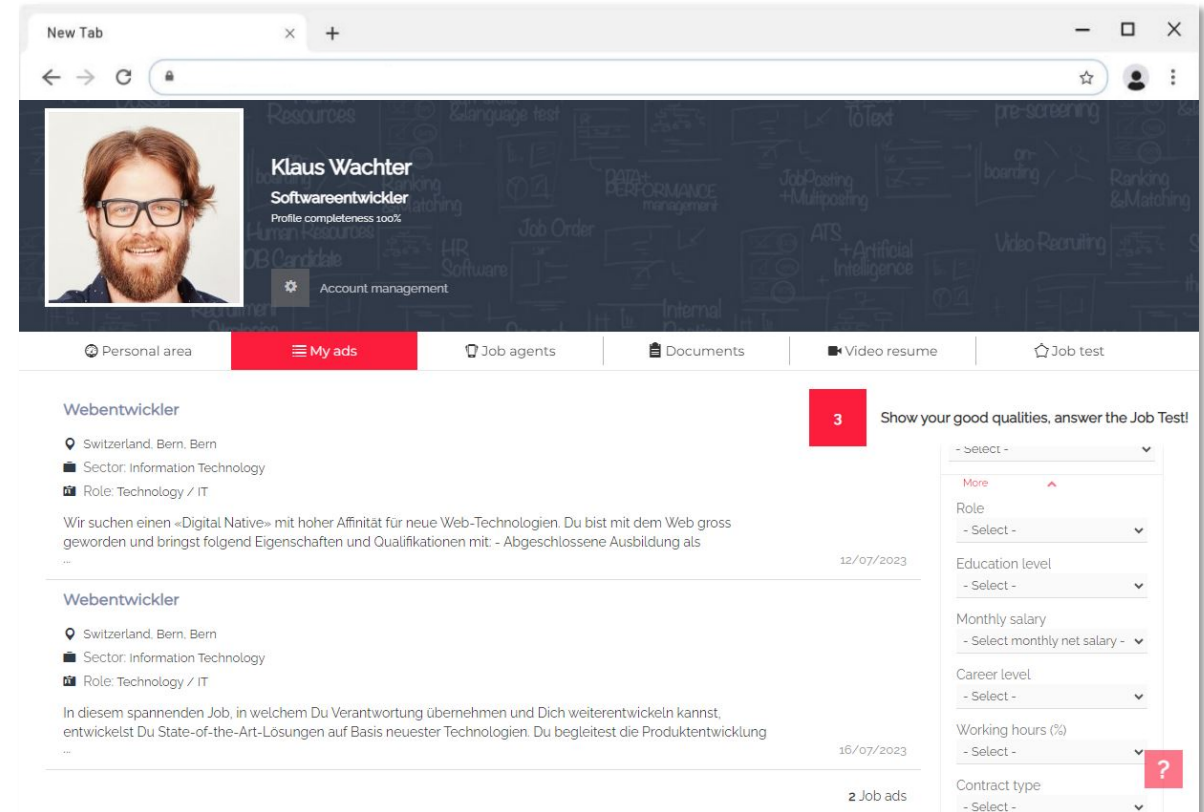
Within his/her personal area, the candidate can:

- edit his/her profile data (CV, cover letter, etc.)
- read notifications
- view jobs to which he/she has applied
- upload documents that he/she wishes to make visible in the profile
- take an aptitude test (Job Test)
- record a video CV (optional module)
- exercise his/her right to be forgotten and to data portability

## Job Agent

*Optional module*

Tool enabling the candidate to receive an automatic weekly e-mail containing job advertisements that are suitable to his/her profile or that might interest him/her.



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## Semantic compatibility

The semantic search engine highlights professional skills found within the text of the CV and matching the job offered, even if CV and offer are written in two different languages.

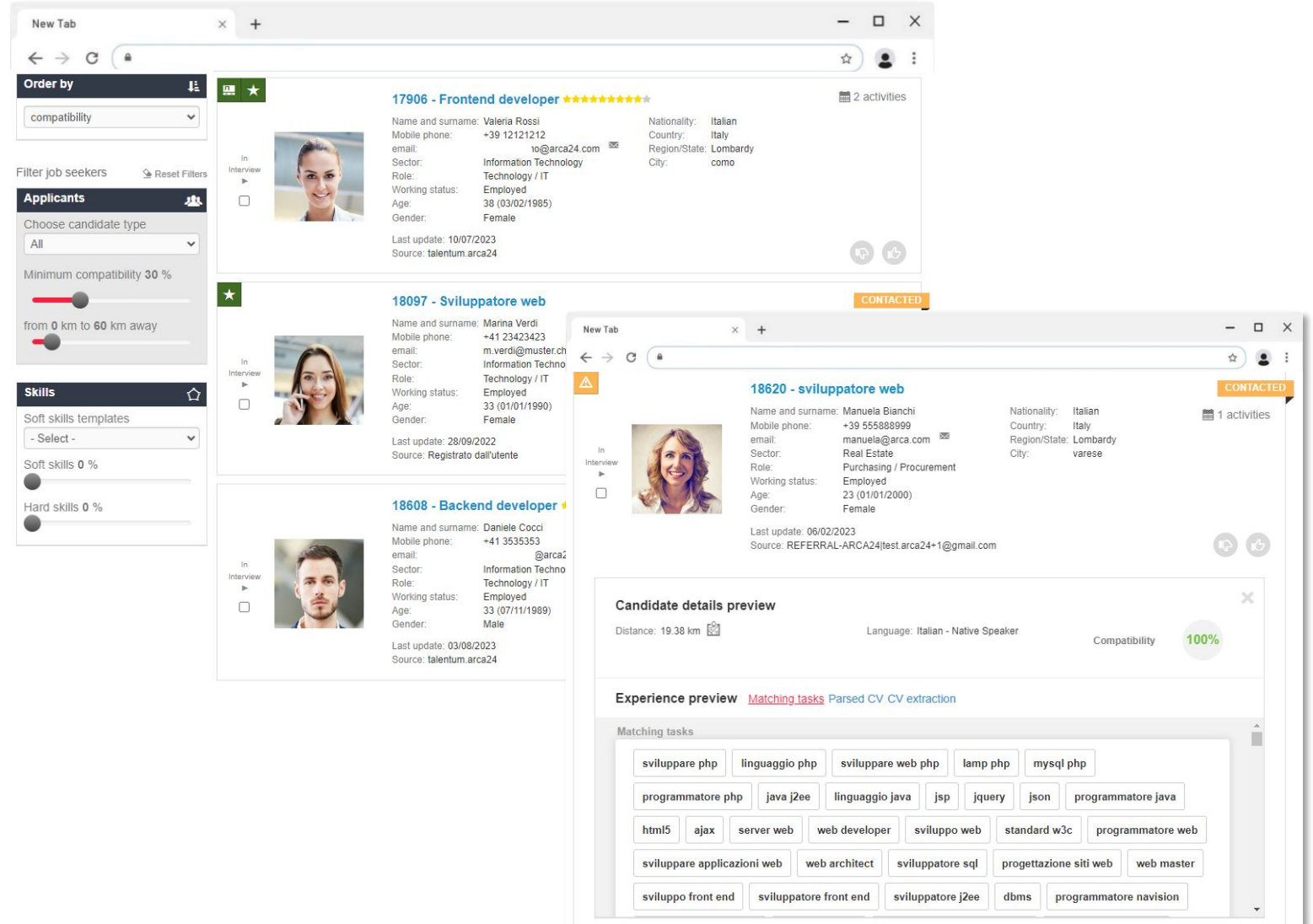
## Soft skills-based compatibility

The ATS includes a test to define candidates' psychological typologies, which was born from the collaboration with the Catholic University of Milan.

Soft skills compatibility is calculated based on the candidate's psychological typology and on that set in the job advertisement, in relation to the role and career level required

## Ranking of candidates

The system returns the candidate's overall percentage of compatibility with the job advertisement, which allows a ranking of candidates from most to least compatible.



The interface displays a list of candidates in a web browser window. The left sidebar contains filters for 'Order by' (set to 'compatibility'), 'Applicants' (with a 'Choose candidate type' dropdown set to 'All' and a 'Minimum compatibility 30 %' slider), and 'Skills' (with 'Soft skills templates' set to '- Select -' and 'Soft skills 0 %' and 'Hard skills 0 %' sliders).

The main area shows three candidate cards:

- 17906 - Frontend developer** (5 stars): Valeria Rossi, +39 12121212, 10@arca24.com, Information Technology / IT, Employed, 38 (03/02/1985), Female. Last update: 10/07/2023. Source: talentum.arca24.
- 18097 - Sviluppatore web** (1 star): Marina Verdi, +41 23423423, m.verdi@muster.ch, Information Technology / IT, Employed, 33 (01/01/1990), Female. Last update: 28/09/2022. Source: Registrato dall'utente.
- 18608 - Backend developer** (1 star): Daniele Cocci, +41 3535353, @arca2, Information Technology / IT, Employed, 33 (07/11/1989), Male. Last update: 03/08/2023. Source: talentum.arca24.

A detailed view of candidate **18620 - sviluppatore web** (1 star) is shown on the right. It includes contact information, a profile picture, and a 'CONTACTED' status. Below this, a 'Candidate details preview' window shows 'Distance: 19.38 km', 'Language: Italian - Native Speaker', and 'Compatibility: 100%'. The 'Experience preview' section shows a grid of skills: sviluppare php, linguaggio php, sviluppare web php, lamp php, mysql php, programmatore php, java j2ee, linguaggio java, jsp, jquery, json, programmatore java, html5, ajax, server web, web developer, sviluppo web, standard w3c, programmatore web, sviluppare applicazioni web, web architect, sviluppatore sql, progettazione siti web, web master, sviluppo front end, sviluppatore front end, sviluppatore j2ee, dbms, programmatore navision.

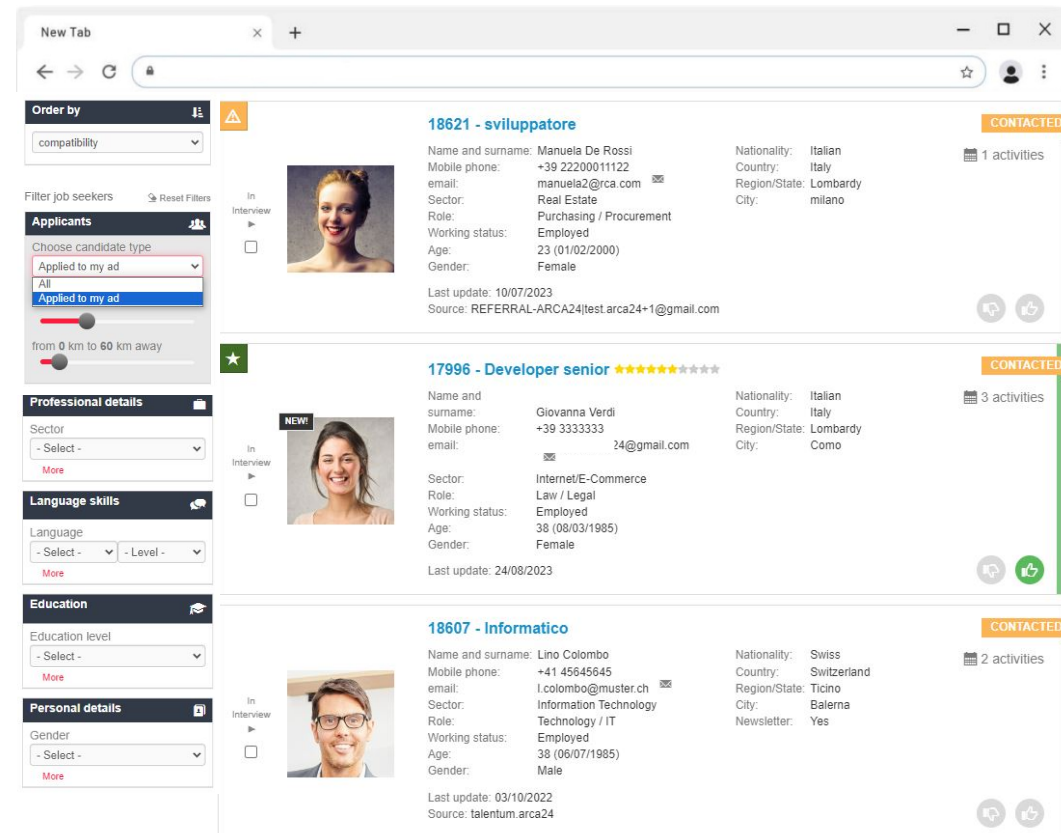


## Unique talent pool

Thanks to our AI CV Matching technology, the software sorts by competence both the candidates already in the database, i.e. passive candidates, and those who have applied directly to the job, i.e. active candidates.

## Primary filters

The system provides more than 50 filters that allow screening, selecting the requirements on the job position and/or viewing candidates on whom activities/assessments have already been carried out.



The screenshot displays a web application interface for a talent pool. On the left, there is a sidebar with various filters: 'Order by' (set to 'compatibility'), 'Filter job seekers' (with a 'Reset Filters' link), 'Applicants' (with a 'Choose candidate type' dropdown set to 'Applied to my ad'), 'Professional details' (with a 'Sector' dropdown set to '- Select -'), 'Language skills' (with a 'Language' dropdown set to '- Select -' and a '- Level -' dropdown), 'Education' (with an 'Education level' dropdown set to '- Select -'), and 'Personal details' (with a 'Gender' dropdown set to '- Select -'). Each filter section has a 'More' link. The main area shows three candidate profiles, each with a profile picture, a star rating, and a 'CONTACTED' badge. The first candidate is '18621 - sviluppatore' (Manuela De Rossi), the second is '17996 - Developer senior' (Giovanna Verdi), and the third is '18607 - Informatico' (Lino Colombo). Each profile includes contact information, nationality, country, region/state, city, role, working status, age, gender, last update, and source.

Candidate ID	Name and surname	Mobile phone	Email	Nationality	Country	Region/State	City	Role	Working status	Age	Gender	Last update	Source
18621 - sviluppatore	Manuela De Rossi	+39 22200011122	manuela2@rca.com	Italian	Italy	Lombardy	milano	Real Estate	Purchasing / Procurement	23 (01/02/2000)	Female	10/07/2023	REFERRAL-ARCA24[test.arca24+1@gmail.com]
17996 - Developer senior	Giovanna Verdi	+39 3333333	?4@gmail.com	Italian	Italy	Lombardy	Como	Internet/E-Commerce	Law / Legal	38 (08/03/1985)	Female	24/08/2023	
18607 - Informatico	Lino Colombo	+41 45645645	l.colombo@muster.ch	Swiss	Switzerland	Ticino	Balerna	Information Technology	Technology / IT	38 (06/07/1985)	Male	03/10/2022	talentum.arca24



## Video recruiting

The software includes:

- Video CV
- Deferred video interview

*Optional modules*

- On-demand video
- Live video interview and chat

## Hard skills tests

The software includes:

- Customizable multiple-choice questionnaires

*Optional module*

- Adaptive tests for the assessment of language and vocational skills (test's difficulty adjusts to the performance of the candidate)

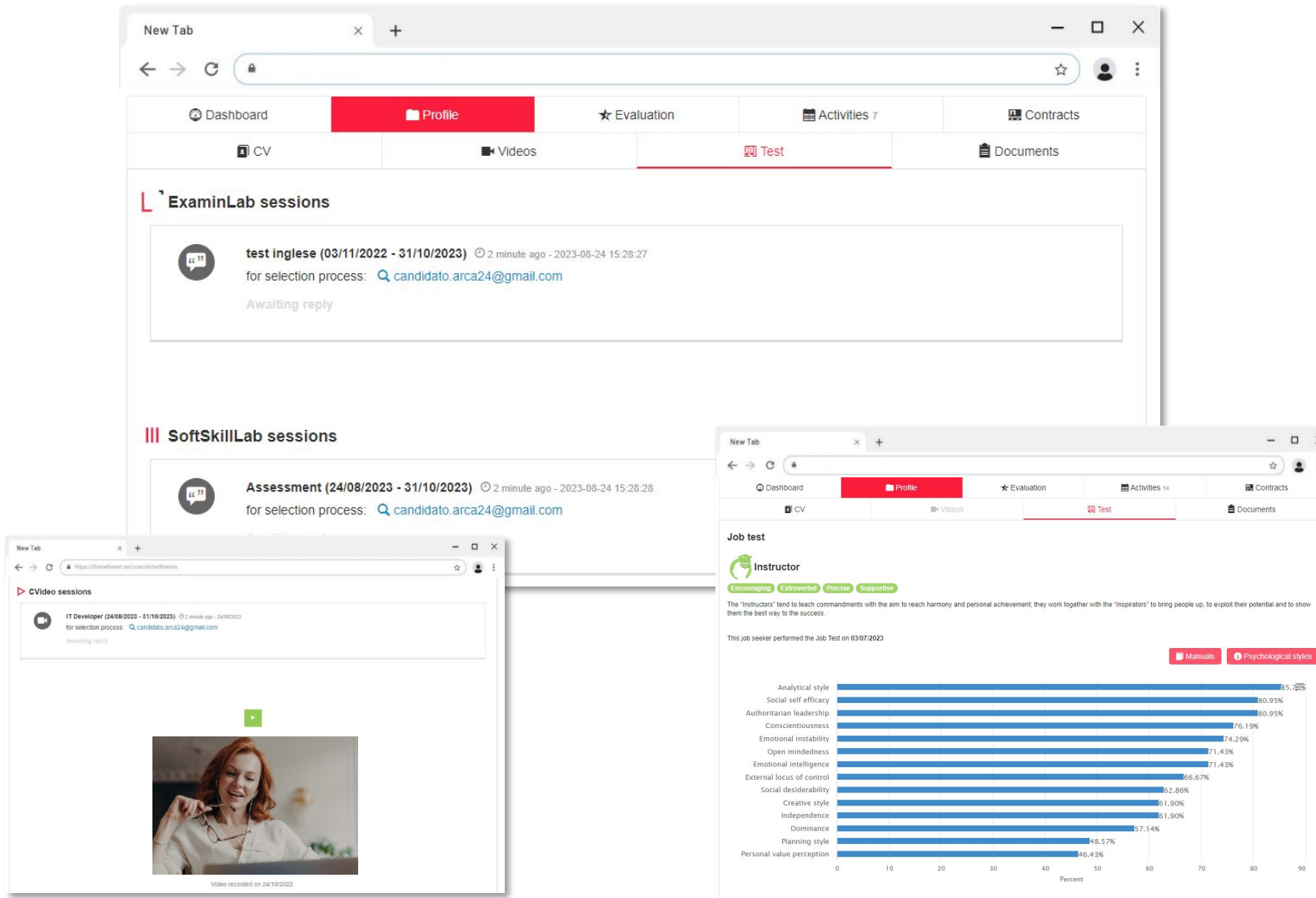
## Soft skills tests and questionnaires

The software includes:

- Job aptitude test (Job Test)

*Optional modules*

- Psychometric tests (soft skills, personality factors, cognitive skills and psychological typologies).

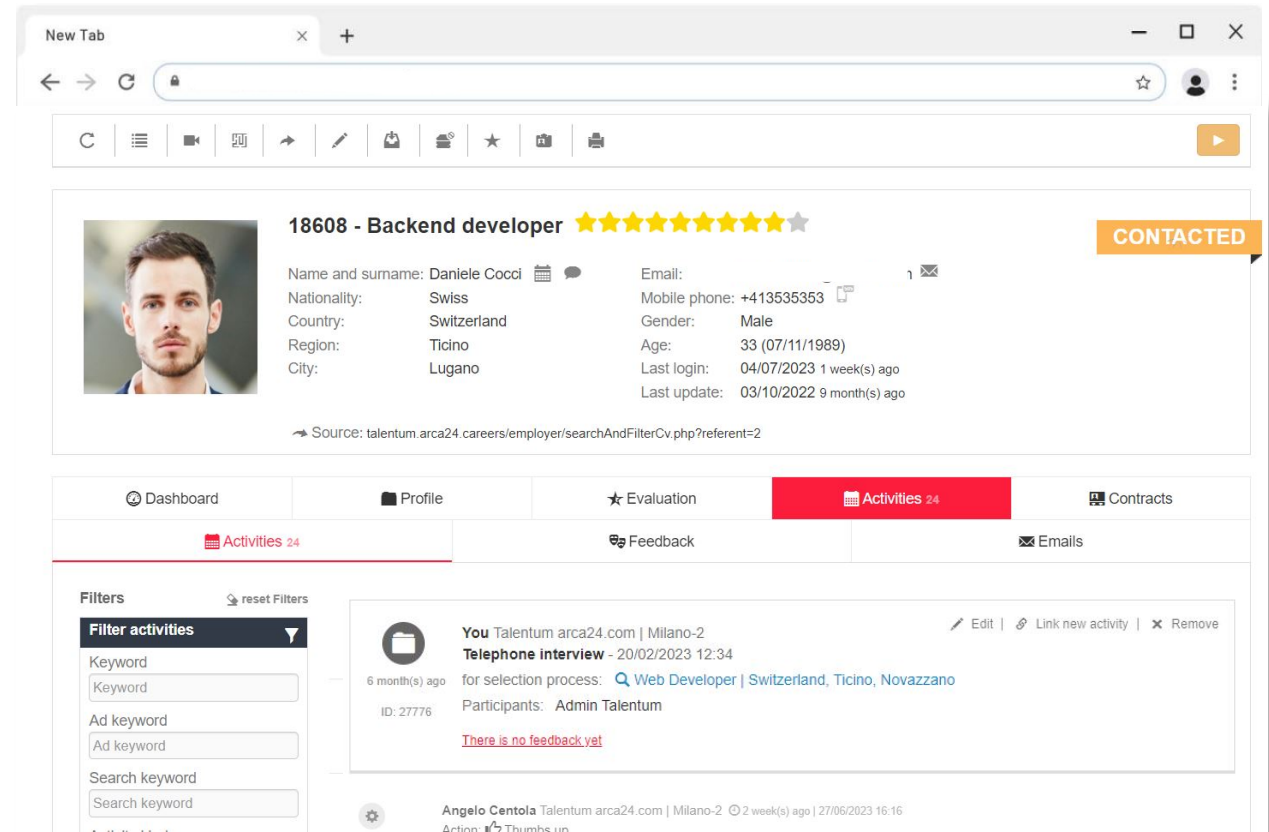


## Activity history

It is possible to record references, interviews, feedback and events concerning the candidate as well as the selection processes in which he/she is involved, generating a history of activities.

## Sending of e-mails, multi-emails or SMSs

The software allows the sending of e-mails and SMSs, both bulk and to the individual candidate. All communications are archived in the activity section.



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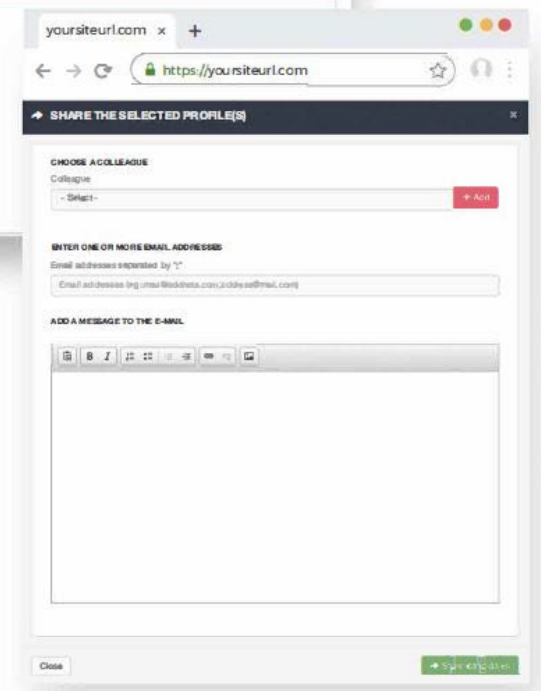
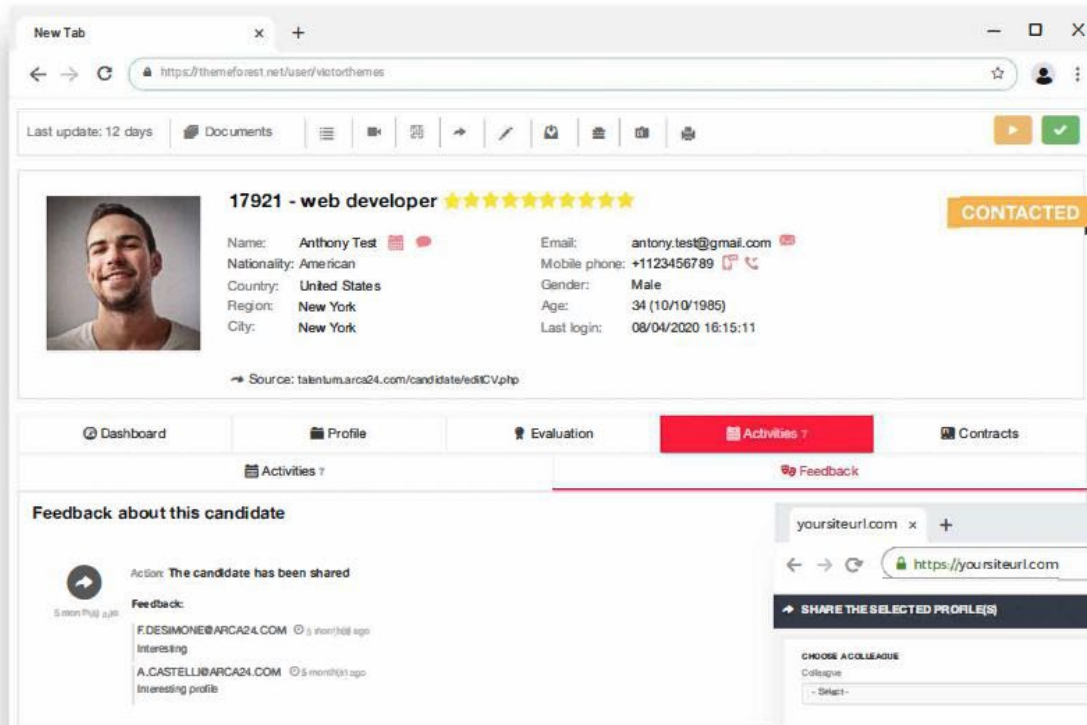
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## Assess candidates

It is possible to assess a candidate directly within his/her profile through a customizable form for various types of evaluation (textual, numerical, stars, yes/no options).

## Sharing candidates

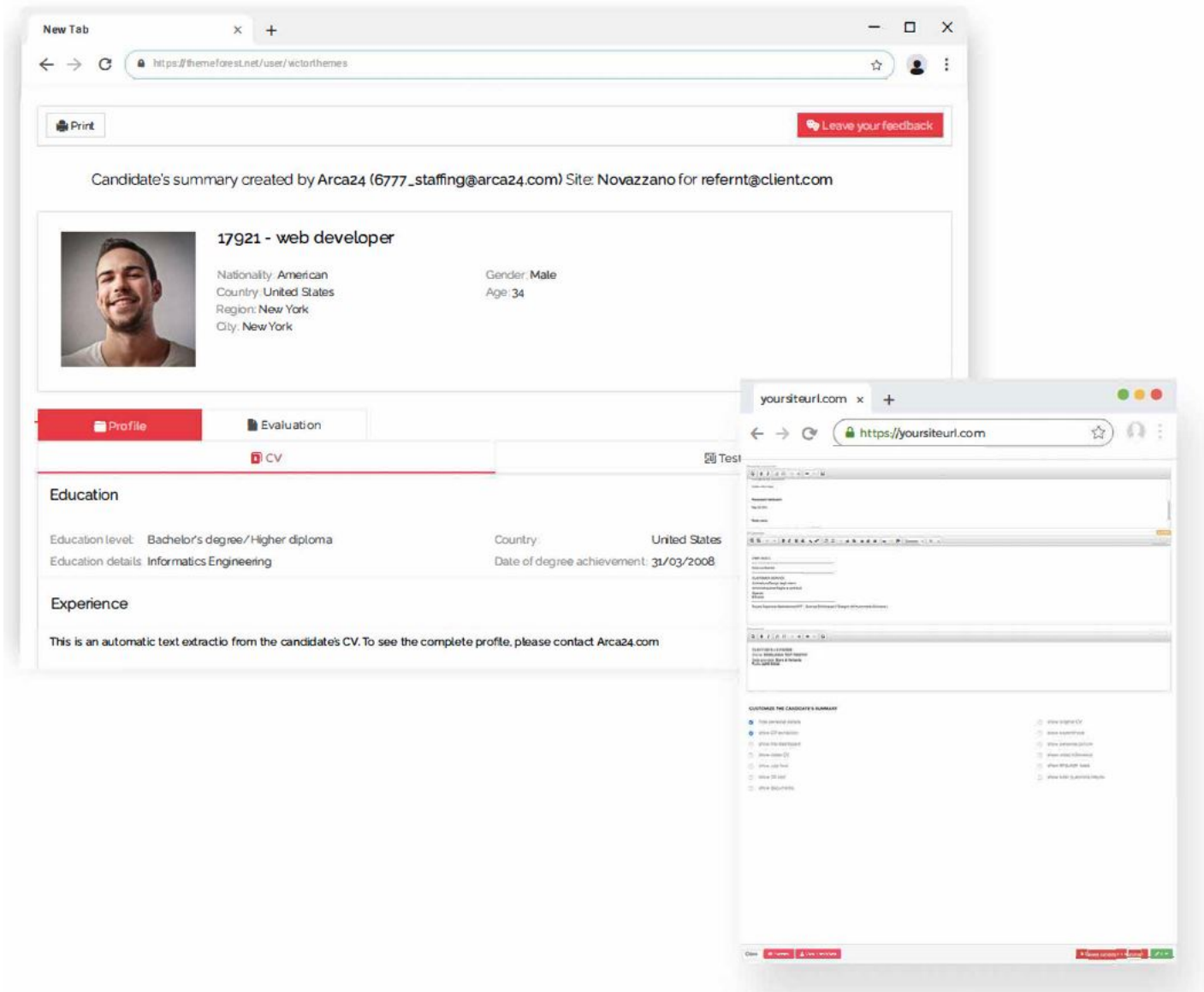
- It is possible to share candidates' profiles individually or in bulk.
- Sharing can be done to colleagues, whether they have access to the system or not.
- The recipient can enter his/her feedback, which will be saved in the candidate's profile.

## Candidate's summary

The candidate's profile can be sent to the client directly from the candidate's sheet. Using the profile configurator, it is possible to decide what should be visible to the client: photos, videos, tests, professional and personal assessments and CV (with personal data visible or hidden).

The client receives an email containing one or more links, which are activated by an automatic connection, enabling him/her to access the profiles they have received.

Direct comments on the profile sent can be added to the file.



## Hiring candidates

By clicking on the hiring button, the label will change to "hired".

In the "Contracts" section in the candidate tab, you can view and manage a range of contract information.

The image displays two screenshots of the ARCA24 HR Tech Factory interface, illustrating the hiring process.

**Top Screenshot: Candidate Profile (Michele Zarri)**

- Header:** "18601 - project & service manager" with a 5-star rating and a green "INTERVIEWED" label.
- Profile:** Name and surname: Michele Zarri, Nationality: Italian, Country: Italy, Region: Lombardy, City: Milano. Email: cv8@arca.com, Mobile phone: +398888888, Gender: Male, Age: 38 (30/06/1985), Last login: 25/07/2023 1 month(s) ago.
- Source:** Registrato dall'utente.
- Navigation:** Dashboard (selected), Profile.
- SEMANTIC READING TAGS:** technical services management, head of technical department, administration manager.
- WORK EXPERIENCE TIMELINE:** not always perfectly extractable.

**Bottom Screenshot: Candidate Profile (Federica Rosa)**

- Header:** "6454 - Back end developer" with a 5-star rating and a green "HIRED" label.
- Profile:** Name and surname: Federica Rosa, Nationality: Italian, Country: Italy, Region: Lombardy, City: Parabiago. Email: +1@gmail.com, Mobile phone: +39111111111, Gender: Female, Visa status: EU citizen, Age: 35 (16/01/1988), Newsletter: Yes, Last login: 31/01/2023 6 month(s) ago, Last update: 07/07/2023 1 month(s) ago.
- Navigation:** Dashboard, Profile, Evaluation, Activities 43, Contracts 1 (selected).
- Contract Details:**
  - Site:** Talentum arca24.com | Milano
  - Owner:** Dr. ARCA24 EMP 2 Software Demo
  - ID:** 00000558
  - Dates:** 19/08/2022 (Active)
  - Role:** commesso
  - Searching:** web developer | Italy, Lombardy, milano
  - store:** Negozio
  - Site:** Italy, Lombardy - Milano, 20124, Via Don Luigi Minzoni, 15
  - Personnel planning:** 339 - commesso (19/08/2022)

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The image displays two overlapping screenshots of a CRM application interface. The top screenshot shows the 'COMPANY DETAILS' form, and the bottom screenshot shows the 'COMPANY SITES' form.

**COMPANY DETAILS Form:**

- Business name \***: Text input field.
- Country VAT code**: Dropdown menu (Select -).
- VAT code regional office**: Text input field (VAT Code Regional Office).
- VAT code**: Text input field (client with no vat code checkbox).
- Tax code**: Text input field.
- Company size**: Dropdown menu (Select -).
- Client type \***: Dropdown menu (Suspect).
- Company sector \***: Dropdown menu (Select -).
- Client's revenue**: Two dropdown menus (Select -).
- Tipo fatturazione**: Dropdown menu (Select -).
- Invoice code**: Text input field.
- Enable alerts**: Checkbox.
- Payment conditions**: Dropdown menu (Select -).
- Split payment**: Checkbox.
- PEC**: Text input field.

**COMPANY SITES Form:**

- Site name**: Text input field.
- Country \***: Dropdown menu (Italy).
- City \***: Text input field.
- Site status \***: Dropdown menu (First registration).
- Region \***: Dropdown menu (Select -).
- Address**: Text input field.
- Postal code**: Text input field.
- Phone**: Text input field (+39 Phone).
- Fax**: Text input field (+39 Phone).
- Payment conditions**: Dropdown menu (Select -).
- Cost center type**: Dropdown menu (Select -).
- Description**: Text input field (Cost center description).

At the bottom of the 'COMPANY SITES' form, there is a red button labeled 'Create new client'.

## Management of client's master data, sites and contact people

The CRM tool makes it possible to manage all information relating to clients, which are categorized as "active" clients, "prospects" and "suspects", from a single application, keeping all data relating to the company, its size, its sites and the contact people for each of them.

## Client's profile

In the client's profile, you can define a status label ("client", "suspect", "prospect", "ex-client") and choose a date range in which to display opportunities (job orders) and the pipeline of projects (monthly and incremental reports).

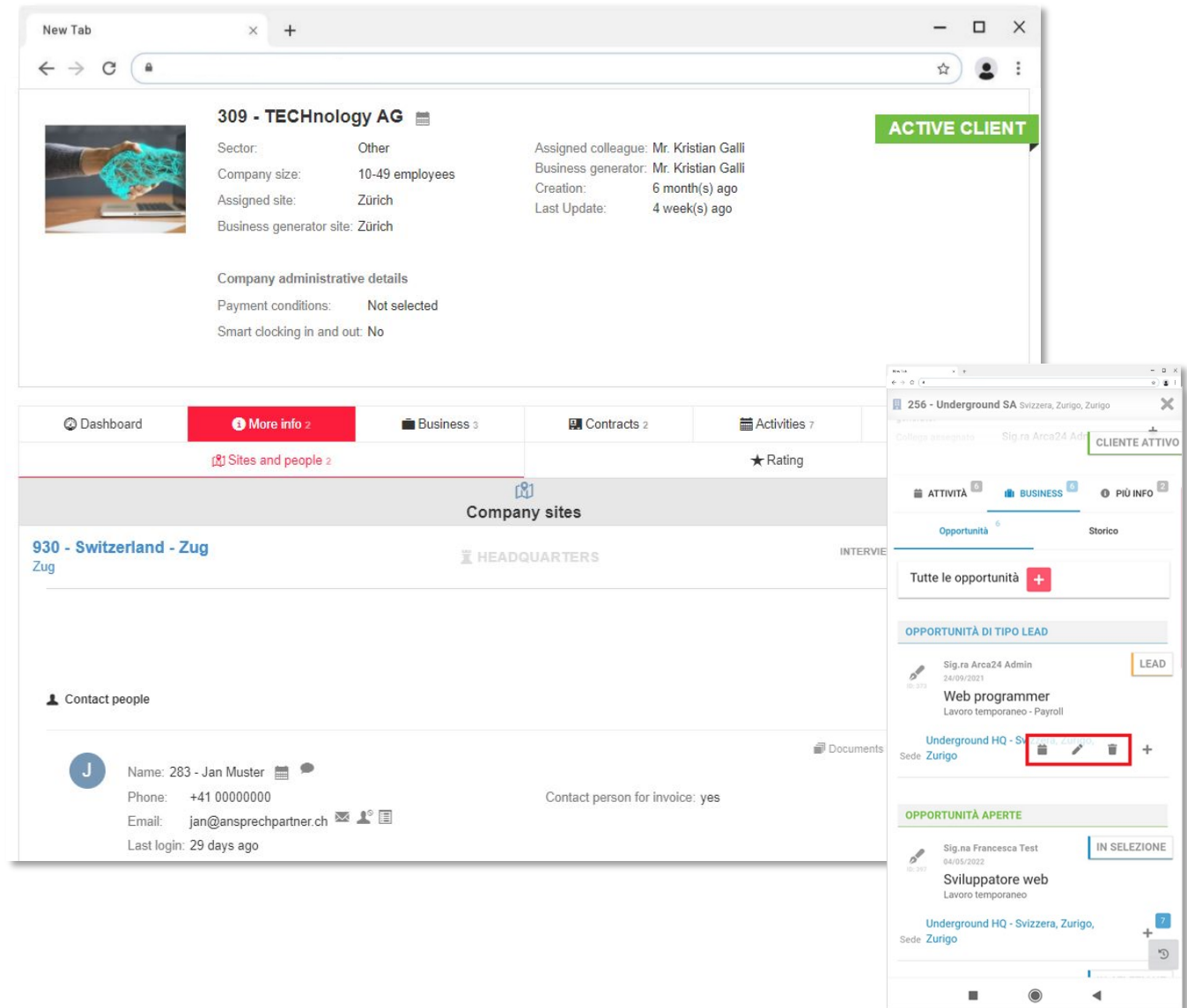
The tool also enables to:

- view details of the company's sites and contacts
- create new opportunities (job orders, projects)
- monitor potential clients and competitors
- manage activities and provide feedback
- check invoices and contracts.

## CRM application

Here are the main functions of the CRM application:

- updating diary activities in real time
- viewing clients' database, editing data and registering new companies
- working on opportunities (entry or modification of new projects and job orders).



## Multimailing

Individual and mass emails can be sent to clients through the software; once the list of recipients has been defined, it is possible to enter a text, attach any type of document and set the sending time.

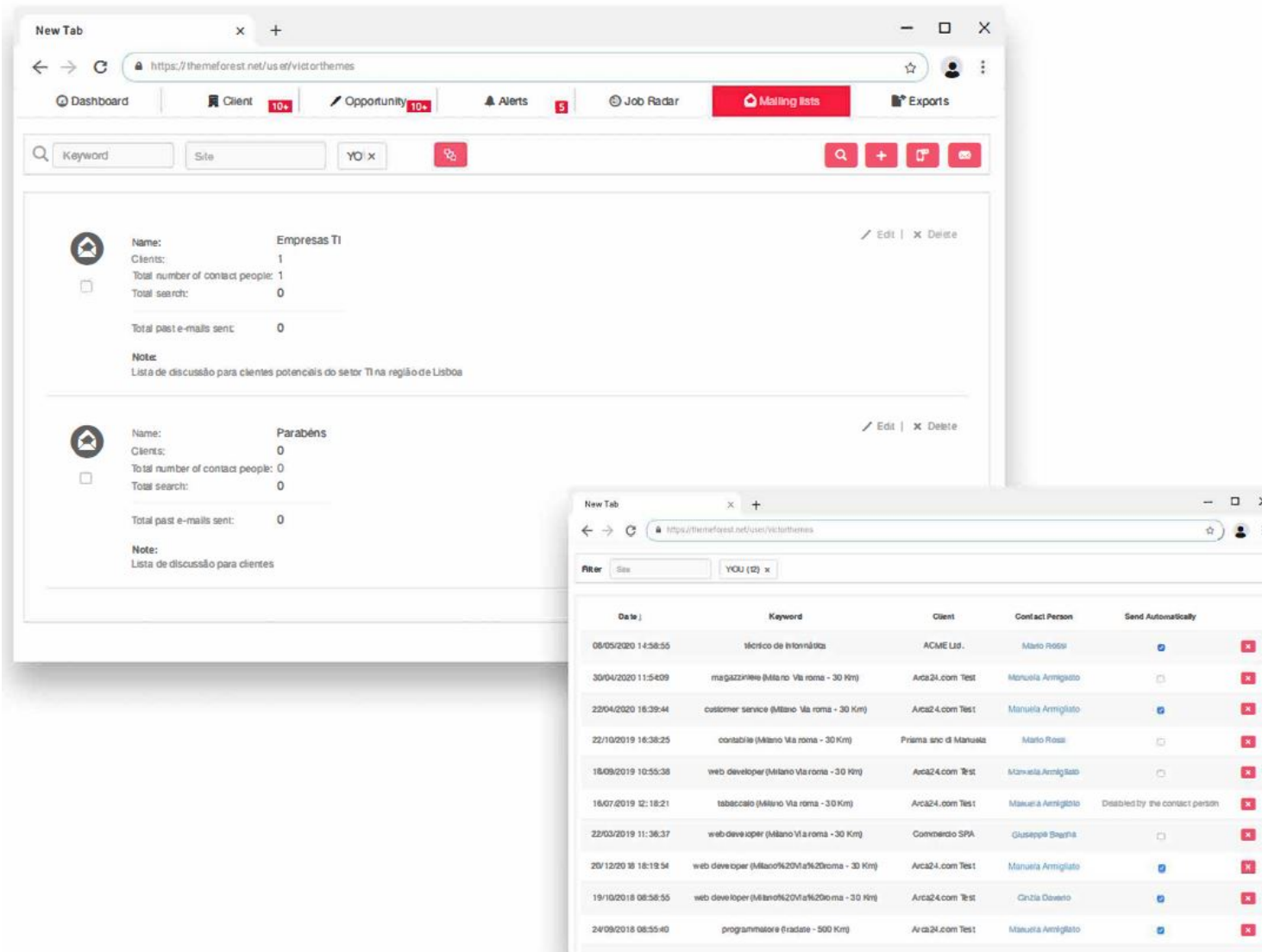
The tool can also be used to send lists of CV previews of candidates in the database as "suggestions" and "sales proposals".

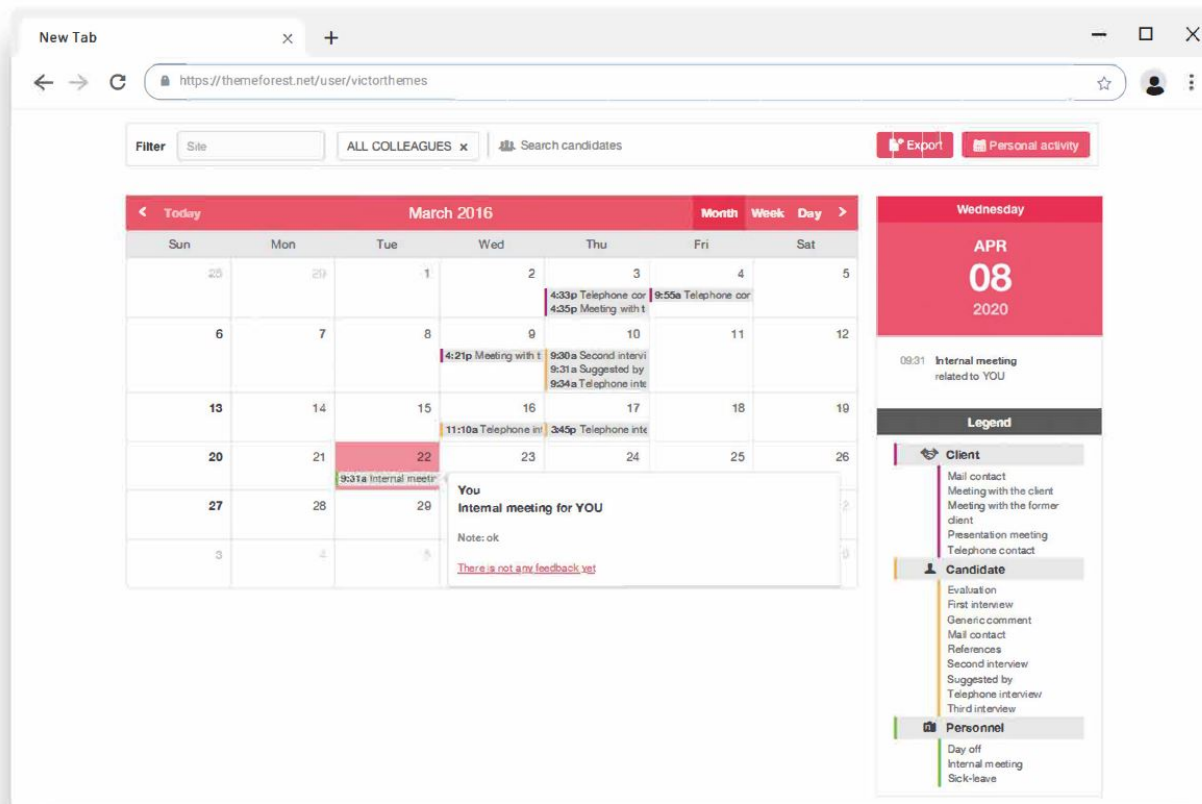
## Proposals of candidates

*Optional module*

Within the client's profile it is possible to create target lists of candidates corresponding to the client's database search criteria and send them to the client on a weekly basis, also in an automated form.

A drop-down selector can be used to decide whether new candidates should be notified directly to the client or whether the consultant should be notified first.





## Agenda

All activities created during the selection process are saved within the software.

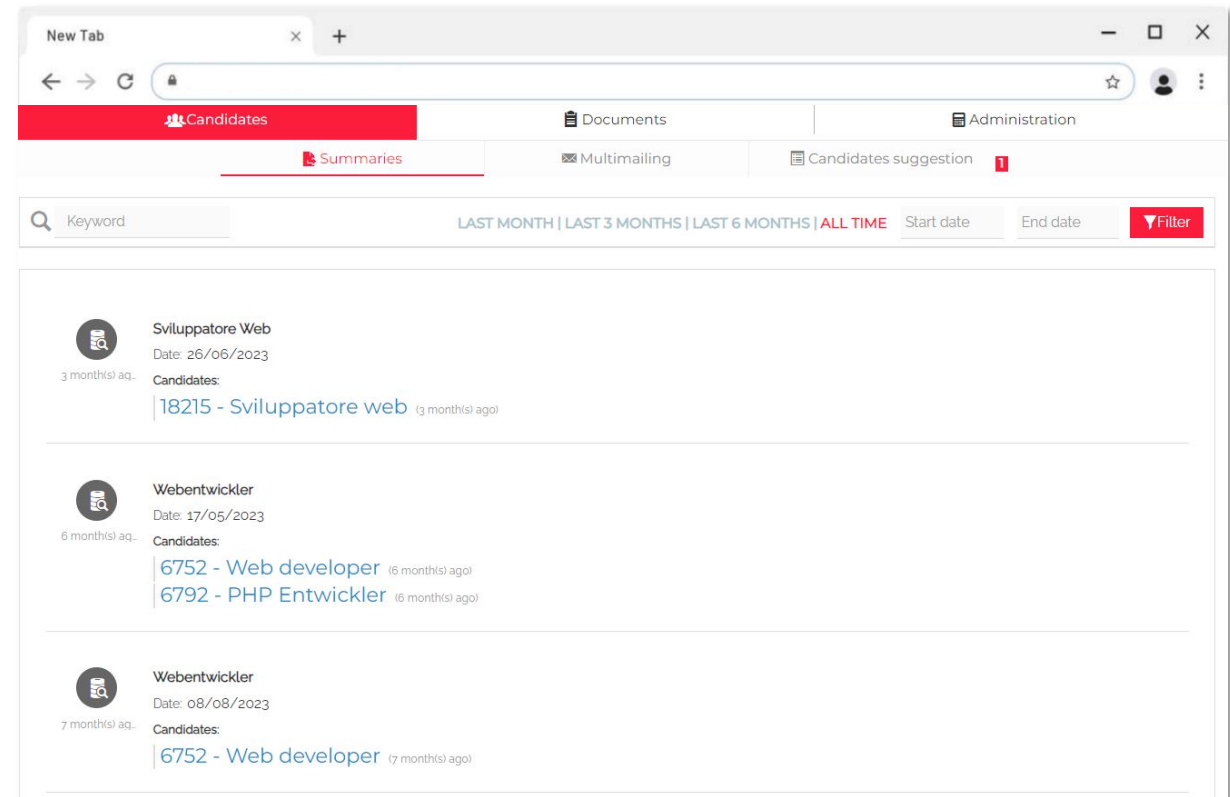
Agenda is a calendar, i.e. a sharing tool, which can be easily linked with third-party tools such as: Google Calendar, Outlook, etc.

If provided for in the user configurations, it is possible to make colleagues' calendars searchable by users.

## Client's personal area

Clients have a personal area from which they can view the following documents:

- The candidates' profiles received via the mailing lists and the modes "candidate's summary" and "proposals for candidates" (feedback can be given on the profiles received)
- Shared documents that can be downloaded at any time
- Documents such as contracts and invoices.



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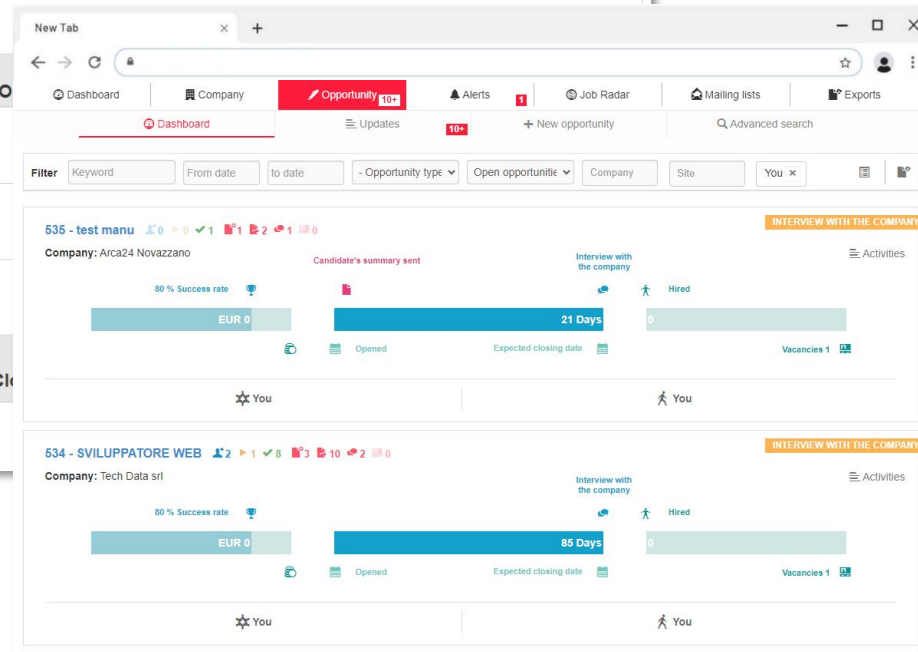
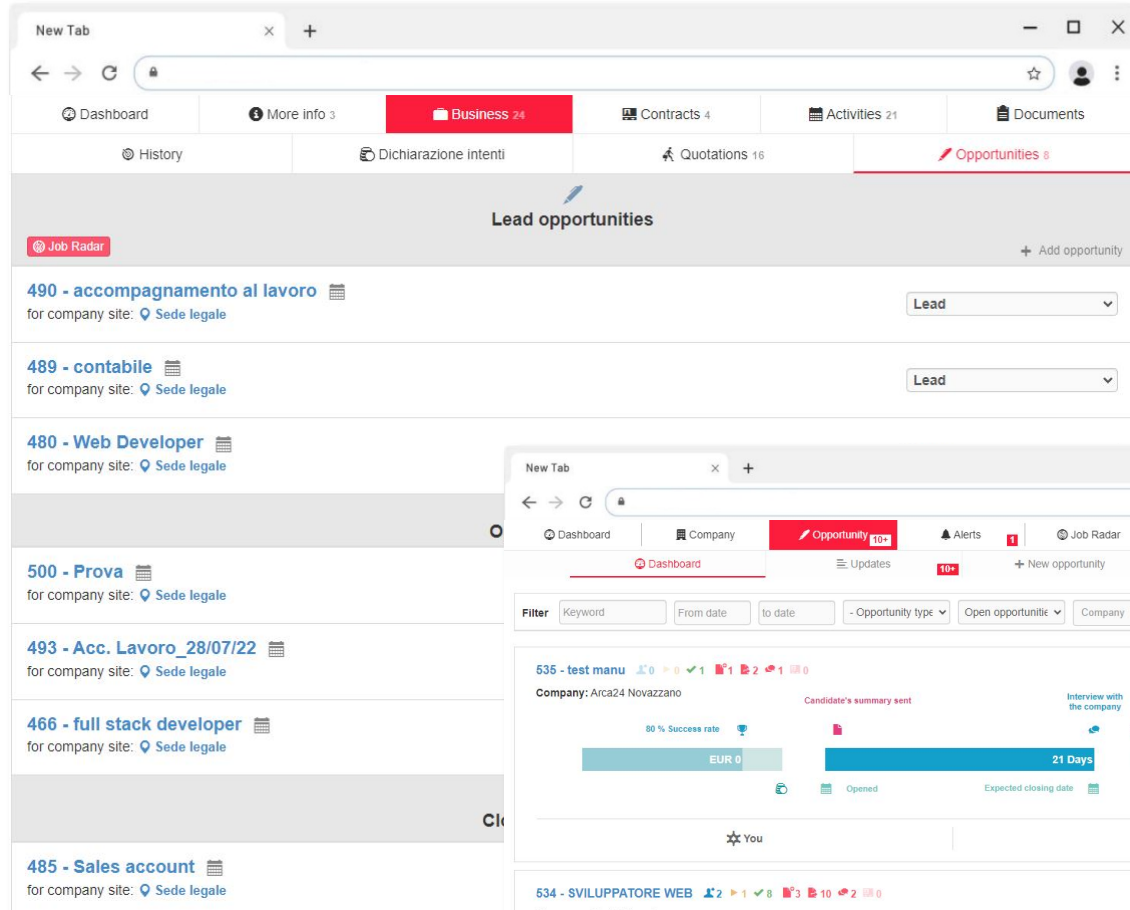
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## New opportunity

The tool allows to enter new opportunities (job orders) by filling in a simple form and to manage all clients' orders in a single section.

Competitors (optional module)

It is also possible to identify competitors working on the same project.

## Sales funnel

In the client's profile, it is possible to use the sales funnel, assigning a status to each stage of the recruiting process, which are as follows: "In selection", "Candidate's summary sent", "Successfully closed", etc.). The system relates a success rate to each of those in order to obtain sales forecast indicators.

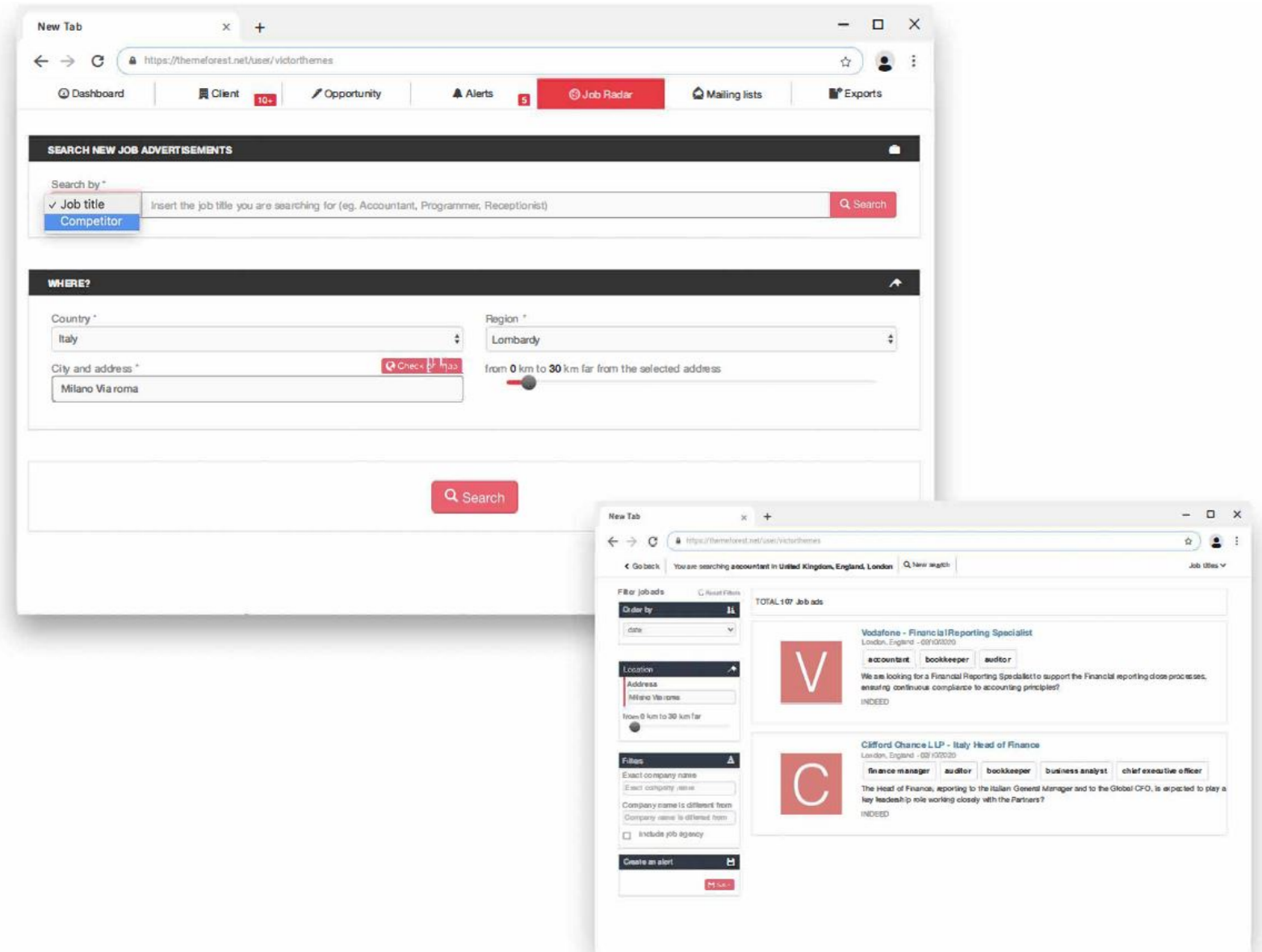
All active projects can be checked by site and consultant in a dashboard and exported in csv format for further analysis.



## Job radar

The system collects the job offers published on the main job portals and stores them for 90 days.

In this way, consultants can see, almost in real time, both the latest job offers that correspond to their own search (and which therefore target the same talent pool) and the searches that competitors are working on.



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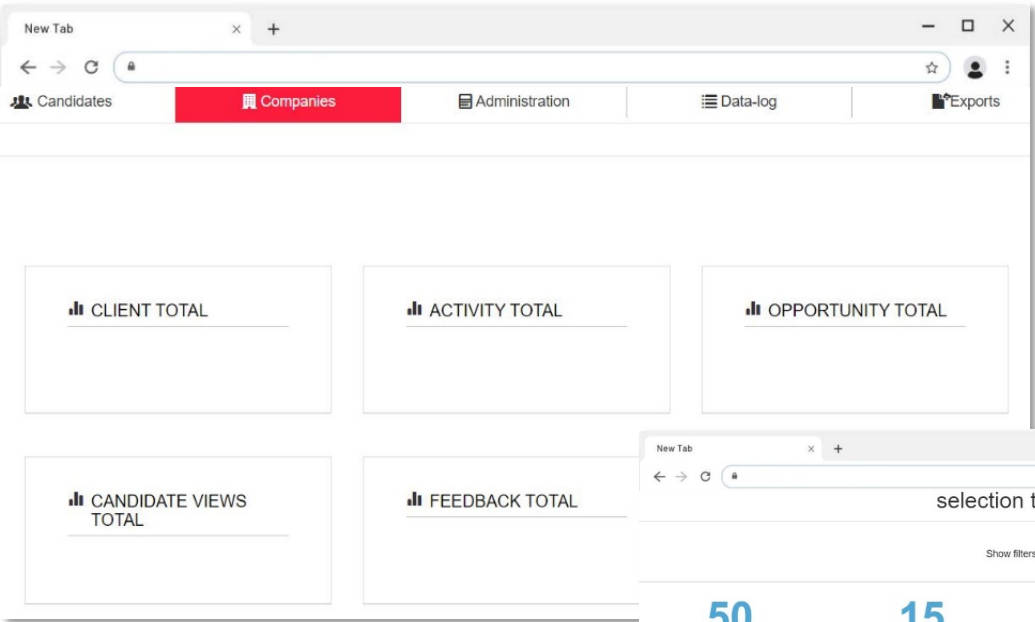
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selection total

Show filters ▼

50	15	34	2288
TOT JOB POST	TOT ONLINE JOB	TOT OFFLINE	TOT JOB APPLICATION
TOT JOB	TOT ONLINE	TOT OFFLINE	TOT DELETED
50	15	34	1
TOT JOB APPLIED	TOT APPLICATION	SITE DETAIL	SITE DETAIL CSV
43	2288	+ ALL	CSV
TOT JOB POST	TOT ONLINE JOB	TOT OFFLINE	TOT DELETED
50	15	34	1
TOT JOB APPLICATION			
2288			
+ ALL			CSV

## Sales KPIs

It is possible to extrapolate all clients' data, the activities carried out with each client and the opportunities handled by each company, site and consultant over a given period.

## Recruiting KPIs

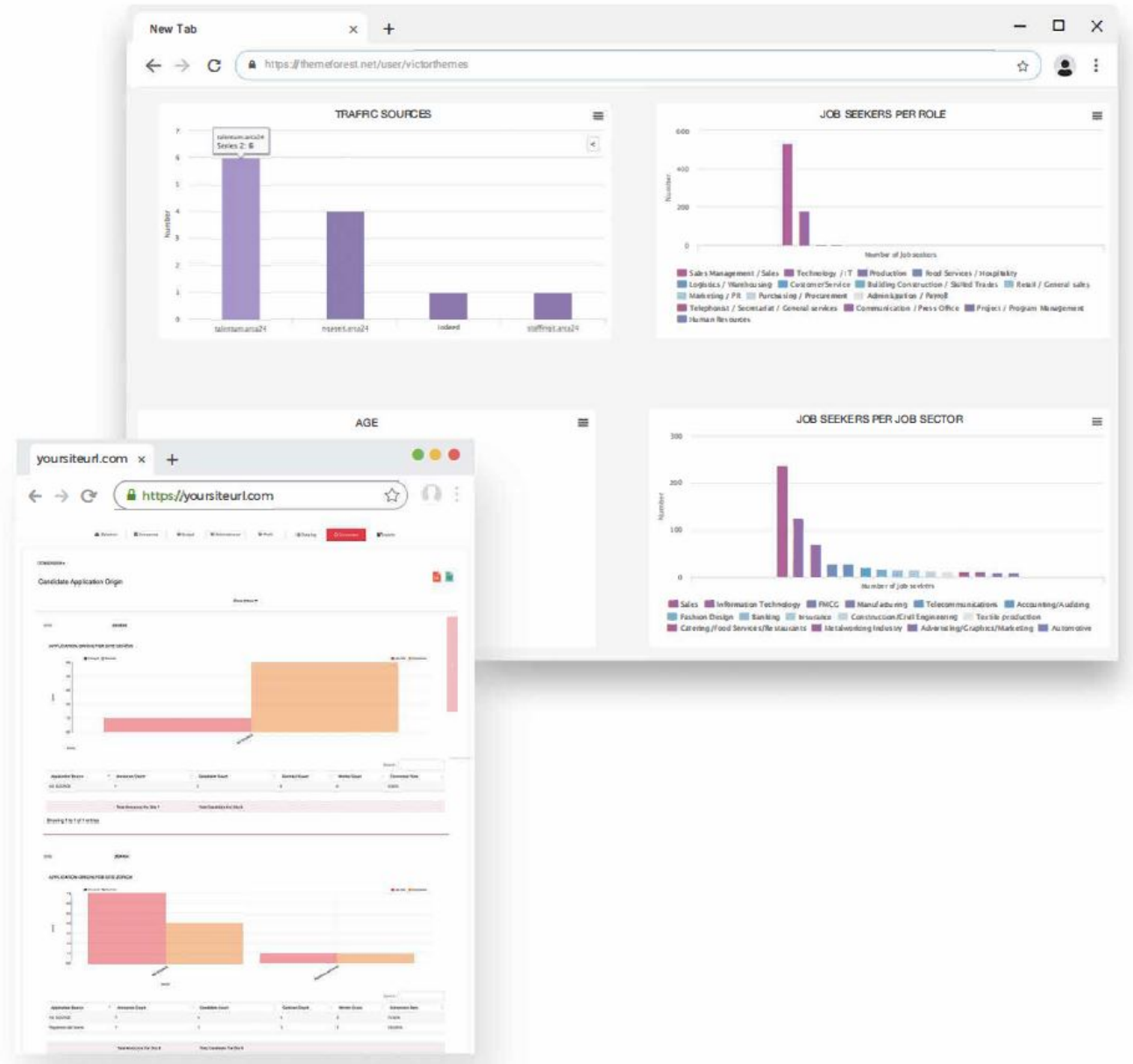
It is possible to analyze the details of the job offers published and all searches (saved or not) carried out in the software.

The tool also provides with statistics on activities carried out with candidates, on candidates' summaries and profiles shared with clients. It is also possible to analyze applications by recruitment channel.

## Conversion KPIs

The report shows the origin and number of applications registered in the system as well as the candidates who applied during the selected period.

It also provides information on the performance of the channels used in multiposting.



# Integrate your Front Office module with the Back Office one

Ngage Back Office allows the creation of customer quotations, contract management, working time entry, invoicing and payroll (Swissdec certified).

The module also includes a notification and alert system for back office administrative procedures.

DISCOVER NGAGE TEMP FRONT OFFICE

## SALARY OCTOBER 2022

Salary Code	Description	Unit value	Quantity	Amount CHF
Contract No. 1004 - Weeks: 41, 42, 43, 44				
1000	Hourly salary	20.80	128.00	2'662.40
1100	Vacation allowance	1.79	128.00	229.12
1101	Holiday allowance	0.67	128.00	85.76
1200	Thirteenth salary	1.94	128.00	248.32
Contract No. 1003 - Weeks: 39, 40, 41				
1000	Hourly salary	35.00	120.00	4'200.00
1100	Vacation allowance	3.01	120.00	361.20
1101	Holiday allowance	1.12	120.00	134.40
1200	Thirteenth salary	3.26	120.00	391.20
5000	Gross salary			8'912.36
5010	AVS contribution	8'912.36	5.3%	-440.88
5020	AO contribution	8'912.36	1.1%	-98.08
5040	SURA contribution	8'912.36	0.89%	-74.00
5045	IGM contribution	8'912.36	1.4%	-116.36
5091	Training contribution	8'912.36		
5095	LPP contribution	-0.01		
6000	Net salary			
6000	Payment			

### Rate calculation

BASIC SALARY	22.28 CHF
Holiday pay	3.20 = 0.71 CHF
Vacation pay	6.33 = 1.52 CHF
13th month salary	6.33 = 2.06 CHF
TOTAL	26.99 CHF
AH-V	2.29 CHF
Administrative expenses SURA	0.00 CHF
TOTAL PAYROLL TAXES	2.29 CHF
TOTAL COMPANY COSTS	29.28 CHF
Risk coverage	0.15 CHF
TOTAL HOURLY COST	29.43 CHF

TOTAL HOURLY COST	29.43 CHF
CONTRIBUTION MARGIN	15.00 %
MARGIN VALUE	5.19 CHF
MULTIPLIER	1.2829
RATE	34.62 CHF
DAILY COMPENSATION	0.00 CHF 0.00 CHF
HOURLY COMPENSATION	0.00 CHF 0.00 CHF



HR Tech  
Factory



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CH-6883 Novazzano



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[sales@arca24.com](mailto:sales@arca24.com)