ATTACHMENT 1 – SERVICE DESCRIPTION

This attachment outlines all Services offered by ReachMee to Customers. The Services to be provided to the Customer are stated under Item 4 of the License Agreement. The Customer may order additional Services for a fee, during the Agreement Period.

REACHMEE RECRUITMENT

The following services and features of the Base System are included, regardless of chosen service package (Starter/Pro/Enterprise):

CV database and web-based recruitment solution

All applications, both advertised positions and spontaneously received applications, are saved in an easy-to-use and searchable CV database. Applicants can update and add to their applications and profiles at any time. Workflows and templates for letters and ads, etc., are set up based on the chosen package and the Customer's needs.

Advertising tools

The tool makes it possible to publish ads instantly. Ads are manually entered or based on templates saved by the Customer in the system. There are an unlimited number of ad templates in order to facilitate work for line managers, and all published ads are branded using the Customer's graphic tonality.

Communication platform

ReachMee makes it possible to handle all communication with applicants and between project leaders internally. The automatic and personal “Thank You” letter to applicants ensures that no applicant is left without a response. In addition, mass communication to applicants via e-mail is managed and registered directly in the tool.

Selection questions

Selection questions for the recruitment process. The questions are created as multiple choice, extended, or rating questions. Example: “do you have a driver's license”? An unlimited number of templates are included to facilitate work for line managers. Applicants can be sorted/filtered based on their responses.

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1. REACHMEE RECRUITMENT – STARTER

The Starter Package includes the following, in addition to what's included in the Base System:

Unlimited number of recruitment projects and users

Use ReachMee with unlimited number of projects and users.

A career page designed for mobile phones

A career page with job listings including the ads for advertised positions, integrated in your web page via a so-called iFrame or RSS. Customised for both computer and mobile devices.

An advertising channel

Link for automatic publishing of job ads on external channels such as LinkedIn, Blocket Jobb, Metro Jobb, Monster, CareerBuilder, StepStone and Platsbanken. ReachMee reserves the right to change the selection of channels provided. One (1) external advertising channel is included in ReachMee Starter.

Standardised recruitment process

A streamlined recruitment process for efficient management and ranking of candidates.

Share candidate

A feature adapted for mobile devices for safe sharing of candidates among colleagues or external reviewers. The feature enables assessment, approval or second opinions about candidates without passing on personal data. Using the feature speeds up the process internally, simplifies teamwork and enables faster feedback to the candidate.

Adapted for compliance

ReachMee Recruiting is designed to ensure that customers like you work fully in compliance with the General Data Protection Regulation (GDPR) and to create customised career pages that comply with the Web Content Accessibility Guidelines (WCAG) 2.0 AA.

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2. REACHMEE PRO

The Pro Package includes the following, in addition to what's included in the Starter Package:

Attract Base

Attract Base is a career portal that provides extended opportunities to create a responsive career page quickly and easily. You can create the career page yourself or base it on templates that give a feel for the company as a workplace.

A career page for your intranet

A career page with job listings including the ads for advertised roles, integrated in your intranet via a so-called iFrame or RSS. The career page is customised for both computer and mobile devices and facilitates internal staff mobility.

Two additional advertising channels

ReachMee Pro includes a total of three (3) external advertising channels.

Flexible process support

ReachMee Pro offers opportunities to extended process capabilities by customising the recruitment process to different requirements. Includes an unlimited number of processes and the possibility to design process templates.

Reports

Comprehensive database module in which administrators can generate reports over implemented recruitment projects.

Calendar and interactive booking guide

Calendar functionality for easy booking of interview appointments with applicants. Interview appointments may be sent to several applicants for them to book in suitable time slots. Support for CSV files and thereby possibility to add booked appointments to external calendars.

Recruitment approval

Module for obtaining internal approval prior to initiation of recruitment projects.

SMS

Possibility to communicate with candidates via SMS. External operator costs may be incurred.

API-access

Access to information from ReachMee via pre-defined APIs and standard web service interface.

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3. REACHMEE ENTERPRISE

The Enterprise Package includes the following, in addition to what is included in the Starter and the Pro Packages:

Attract Pro

In addition to the features included in Attract Base, Attract Pro consists of further options to attract candidates such as company specific content, department presentations, and blog services.

Two additional advertising channels

ReachMee Enterprise includes a total of five (5) external advertising channels.

Recruitment templates

High-level roles/templates for a recruitment project. Combine several templates into one case, such as requirements profile, ad template and question package.

Event Engine

A rule-based event engine, allowing for atomisation of process activities triggered by a range of pre-defined activities performed by candidates. In this way, certain parts of the recruitment process are automated, which reduces manual handling and administration. A dedicated key user is designated as a contact person to respond to support queries related to Event Engine.

Integrated assessment tests

Work with assessment tests from Cut-e, Assessio or Cubiks directly in ReachMee (terms, agreements and fees to be agreed directly with chosen assessment provider)

Single Sign On (SSO)

Makes logging in to the tool easier, by permitting users who are already authorised to log in automatically. This can come about in many different ways, such as SAML2, Cert, Smartkort or in any other agreed-upon way.

Advanced access control

Powerful functionality for tailoring of access permissions in ReachMee. Access can be based on work position, organisation, geographical location, organisational structure or a combination thereof.

Complete API-access for HRIS-integration

Access to data for complete integration between ReachMee and HRIS/HR Master.

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4. ADDITIONAL SERVICES RECRUITMENT

University Module

Career Page adapted to the further needs involved when recruiting to universities as well as for teacher recruitments. The module has an enhanced search process and additional storage for attachments, application papers and other documentation.

Diary Integration

Integrations to external diary solutions, relates to Public 360 or Formpipe W3D3.

Import and Export

Relates to standard import and standard export, in Excel or XML format.

Increased number of career pages

Add more career pages with tailored designs or various languages.

Talent based recruitment

Define needs specifications in the system based on any model, e.g. Malin Lindelöw, cut-e or CEB/SHL. Automatic interview and reference guides based on selected talents, and using an evaluation matrix to support collaborations in relation to the result. Terms, agreements and any fees are agreed directly with the selected test provider.

Video integration

Integrate Video from RecRight as a part of the recruitment process. Use it to present and inform about the position and/or the organisation. Create structured interview questions as part of the rating process, or create effective online work tests. Terms, agreements and fees are agreed directly with Rec Right.

Enhanced country- and language support

Support for multi-language in ReachMee, management commitment within a group, multi-language support and career pages.

Test environment

Test environment or so-called Sandbox for testing of functionality outside live production environment, or for educational purposes.

Right of priority

Feature that ensures internal right of priority (right of priority to re-employment) when new positions are advertised.

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Additional advertising channels

Add more external publishing channels.