

## Applicant Tracking System



### Is your productivity limited by your current hiring process?

- Do you have filing cabinets overflowing with faxed and emailed resumes and applications?
- Do your hiring managers complain that your recruitment cycle is too slow?
- Are you attracting the best candidates for your job?
- Do you feel you are spending too much money on advertising and agency fees?
- Does hiring and recruiting eat up so much of your time that it prevents you from delivering value-added HR services to your company?

If your recruitment process is suffering from any of the above symptoms, we highly recommend HRsmart's Professional Edition Applicant Tracking System.

The solution will energize and streamline your recruiting process and free up resources that can be better utilized on other HR initiatives and it also guarantees to reduce your cost per hire and time to hire.

HRsmart's Professional Edition Applicant Tracking system is an easy to use, on-demand applicant tracking and hiring management system designed specifically to meet the needs of small-to-mid-sized organizations. It offers powerful features to help organizations streamline and manage the entire recruitment process from candidate sourcing to onboarding.

Setup and start using the system within hours. Post jobs to your company website and numerous job boards with a click of a mouse. Pre-screen and rank applicants, manage job requisitions, electronically set-up interviews, integrate with Microsoft Outlook contacts, search your resume database and track activities through the recruitment process.

Request a free demo from [marketing@hrsmart.com](mailto:marketing@hrsmart.com) or call (972) 783-3000 and get started today!

# Features & Benefits



## **CAREER CENTER FOR JOBSEEKERS**

- Hosted, seamless integration with your own website.
- Advanced job search capabilities and job search agents.
- Online applicants can quickly submit their resume and easily update it by adding attachments, skills, qualifications and experience.

## **JOB REQUISITION AND POSTING**

- Auto-post jobs to your company website, external career sites and job boards.
- Requisition approval process with ad-hoc approvers
- Create multiple positions per job requisitions.
- Crosspost jobs to job boards—e.g. Monster, HotJobs, etc.
- Requisition templates for frequently used jobs.

## **INTEGRATED SCREENING**

- Pre-screening questionnaire
- Qualifications screening
- Job fit screening
- Skills screening

## **STREAMLINE RECRUITING PROCESS**

- Auto applicant tracking from source to hire.
- Auto communications with applicants/candidates.
- Auto scheduling of interviews, tasks and follow-up.
- Branded logo on letter templates
- Offer management/approval with ad-hoc approvers.
- Advanced duplicate profiles search and merge

- Batch import contacts
- Users can request resume search agents.
- Multi-column sort on applicant/candidate pages

## **EFFECTIVELY ONBOARD NEW HIRES**

- Facilitate document uniformity and consistency through use of a template library.
- Ensure EEO and accurate information is obtained for payroll purposes before the individual joins.
- Inform departments of new employee and ensures all relevant documentation is completed by new employee such as payroll and text information and joining.

## **BUILD YOUR TALENT POOL**

- Resume database—easily catalogue and find hidden/passive candidates from your growing pool of applicants.
- Resume drag & drop sidebar—quickly copy & paste resume information from an open document/email.
- Resume email reader—submit multiple email resume attachments against a requisition.

## **TRACK AND REPORT FOR SUPERIOR PERFORMANCE**

- Identify trends, successes and failures within your recruitment process.
- Track recruiter performance, cost per hire and time to hire.
- Determine ROI on different advertising media.
- Report on EEO for new hires.
- Ad-hoc reporting