

Applicant Tracking Program Benefits

On-Line Applications and Applicant Tracking Systems (ATS) bring revolutionary technology to your company while creating a consistent hiring process. The goal in utilizing an Applicant Tracking System is to streamline and simplify the selection and onboarding process to ensure that your time is being well-spent through the identification of top talent.

A quick explanation of an ATS begins with the online application. Creating a web-based process to collect applicant details for hiring and background screening can be done for unsolicited applicants or controlled via recruiter-sent emails. Fair Credit Reporting Act notices are displayed and an electronic signature can be obtained for acceptance. You can now rest easy that Personally Identifiable Information can be entered by your applicant without you or your staff having access to it. These bits of information will be used by Info Quest, your Consumer Reporting Agency, for background screening purposes only. This is another help in creating a consistent hiring and compliance process.

The beauty of the ATS tool is that your company can customize to your specific needs. Below you will see some of the many options available through your Info Quest dashboard:

- A candidate-specific, secure login to fill out an application if needed
- Access to these applications is controlled via recruiter-sent emails or unsolicited applications can be entered with a customized link from your company's web site
- FCRA notices are displayed as part of the application with options for the applicant to agree to the terms of the FCRA before they can continue and fill out an application
- A customizable disclaimer / certification is displayed on the application for which the candidate is required to provide their electronic signature as acceptance of these terms
- Files can be uploaded by applicants from the online application to include release forms, resumes, etc.
- Applications can be configured to only require the information needed to do the background check

- Applications can be configured to be sent immediately for background check or to be sent to the Applicant Tracking list for review by the recruiter
- Confirmation of application receipt can be sent automatically
- An unlimited number of YES / NO questions can be defined for which the applicant will be prompted to answer when filling out the application
- Configuration page provided with more than 20 settings to customize applications and application management to meet your specific needs including many settings to private-label your brand through use of company logo
- Complete email support is provided for recruiters to email their applicants as part of the applicant tracking process including emails that can be sent to request that an application be filled out and confirmation once completed. All email correspondence is tracked and can be viewed from the Applicant Tracking list.
- Once the processing of applicants in the Applicant Tracking list is completed, the applicants can be “flagged” with a variety of statuses then moved to an Archived Applicants list
- Info Quest’s Applicant Tracking System can be fully integrated with the most-popular HR Information Systems to meet your IT requirements



Selection and Development Programs

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