



THE APPLICANT MANAGEMENT CENTER

Basically, The Applicant Management Center is a web based system that provides an employer a resource for attracting job candidates, qualifying them for job openings, and taking the candidate through the employer's application process. Additional screening and information gathering can be included in the process so that the employer has obtained all of the information needed to make a decision about the qualification of an individual for a job opening. All information is gathered online in an automated format utilizing no resources from the HR function until the data gathered is reviewed.

The Applicant Management Center stores and categorizes all job seeker data in electronic files, whether qualified or not. Consequently, if the employer is filed against for discrimination in the hiring process in a few months or a few years, that data can be accessed by job seeker name, social security number, job category applied for or date of application, and the entire complaint data file is then quickly, easily and readily constructed and can be printed to prove the job seeker did not meet the job pre-screening requirements. The electronically maintained data file will contain all the data on both the job seeker who did not meet the job requirements and the applicant who did meet the requirements, and will reflect the employer's action regarding which applicants' data was viewed. Thus, the employer has an "audit trail" of the actions taken with the most qualified applicants from which a hiring decision was made. This data is also readily available for compiling EEO-1, OFCCP and VETS-100 reports.

The Applicant Management Center has two basic segments of functionality: Applicant Screening/Data Collection and Job Posting and Applicant Data Review/Reporting.

Applicant Screening/Data Collection

Employer directs jobseekers to their Applicant Management Center site through advertising. Upon visiting the employer's custom Applicant Management Center, jobseeker will be able to:

1. Review information about the employer and benefits of working for the employer
2. Review available job openings, including job descriptions
3. Select job openings to apply for, differentiated by location
4. Provide name and contact information
5. Opportunity to voluntarily complete Affirmative Action Data Form that gathers the data required for EEO-1 and Vets-100 reports, and is required by the OFCCP in compliance audits. This information is collected at the beginning of the data collection process to provide evidence of an attempt to gather this required data prior to any jobseeker screening function. Jobseekers have the option to decline to provide this information. If they do decline, a record of their desire not to provide the data is captured in their file. All data collected under this function is restricted so that the employer cannot access the data except as required for reporting/compliance.

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6. Complete job specific pre-screen questions that determine whether a jobseeker meets the minimum qualifications for the job. Prescreen questions can be scored so that most qualified applicants appear first. Those that do not meet minimum qualifications are notified that they do not meet the minimum qualifications at this time and are not allowed to proceed further with application process, though data collected from them up to this point is retained
7. Complete employer's employment application, including attachment of a resume if available
8. Complete new hire tax credit questionnaire to determine eligibility of applicant for new hire tax credits
9. Complete other forms and/or provide consent for release of pertinent data for background verification as required by employer
10. Complete assessment to determine job fit
11. Applicant is thanked for applying

Job Posting and Applicant Data Review/Reporting

Employer is provided access codes by location or operating unit. Appropriate personnel use the codes to add/delete job openings, access applicant data and utilize the applicant tracking features of the Applicant Management Center:

1. Employer may add or delete job openings by inserting or deleting job descriptions and associated prescreen questions. Tools are provided to assist in posting job descriptions and deriving prescreen questions.
2. Applicant data for a location or operating unit is sorted by name of applicant, with the most qualified applicants appearing first if scoring of prescreen questions is utilized. By clicking on an applicant's name, the entire data file for that individual can be viewed including answers to prescreen questions, resume, application and assessment results.
3. An email function is provided to allow an applicant's data to be readily emailed to another party.
4. Applicant tracking functions are provided to allow an applicant's data to be moved to folders representing specific steps in the selection process.
5. The Folders function is integral with the OFCCP function. The OFCCP function, when utilized with the Folders function, allows analysis of each step of the employer's selection process. The OFCCP function analyzes each stage of the selection process for potential adverse impact. This analysis is critical for OFCCP compliance.
6. The EEO-1 and VETS-100 function provides the data needed to compile these reports
7. For those employers using integrated Background Verification services, the Applicant Management Center provides a portal to allow quick selection of applicants for whom background verification reports are desired

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8. Once an applicant is hired, the Applicant Management Center provides a portal for notification to the Tax Credit Processing Center for purposes of recovering possible new hire tax credits

Benefits of the Applicant Management Center

The Applicant Management Center is the most economical and efficient system available to an employer today. The Employment Center goes beyond most HRIS systems in use today. These systems do their tasks well, but they were primarily created to house employee records. They were not designed, from a front-end standpoint, to deal with the intake and finite screening of job seekers and then differentiate an applicant from a job seeker, as Applicant Management Center does. Companies using these systems for job seeker information flow require that resumes be emailed in by job title or opening, or faxed, in which case the fax number converts into an "E" file, or that paper resumes must be scanned in. These systems can process thousands of resumes, but those resumes still must be screened.

By utilizing customized, job specific questions and required answers to determine whether a job seeker is truly qualified as an applicant or not, and asking those questions "up front" via the web-based applicant process, an employer utilizing an Applicant Management Center can eliminate the labor effort involved to determine which job seekers are job applicants and which aren't.

Proper, legal and effective differentiation of an applicant from a job seeker is critical. Employers with Affirmative Action plans who must file EEO-1 and OFCCP reports must compile applicants (not job seekers) versus hires in computation of the 4/5ths rule to determine whether discrimination exists in their hiring process. Thus, keeping non-qualified job seekers out of the qualified applicant pool to use in the computation is critical.

EEO-1 and other state or federal reporting requirements consider only qualified applicants relative to those hired. Unqualified job seekers are not considered.

Features of the Online Applicant Management Center

- Increases applicant flow based on easier ability to apply
- Differentiates applicants from job seekers in accordance with government agency standards
- Collects and houses needed reporting data
- Accomplishes electronic job seeker and applicant data retrieval
- Facilitates easy communications with applicants

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Managing Partner for
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- Provides a better experience for job seekers by automatically thanking them for applying
- For retail oriented employers via discount and coupon drives, builds new customers and sales
- Provides better, more productive new hires
- Insures control that other locations are choosing the most qualified applicants
- Includes applicant tracking system's features and benefits
- Provides an inventory of job seekers and applicants to contact
- Mines those candidates for future contact for hard to fill job openings
- Provides objective, non-biased screening and differentiation of applicants from job seekers
- Provides EEO-1, OFCCP and VETS-100 reporting data
- Enables an employer to proactively determine if they are in compliance with EEOC and OFCCP compliance requirements
- Eliminates need for HR to review resumes and/or contact jobseekers to determine qualifications
- Reduces paperwork burden related to jobseeker applications, resumes etc.