



**Pre-Select's talent tracking system is a time and resource saving, incredibly intuitive and easy-to-use way to gain great new talent quickly and easily.**



## Posting/Requisitions

online and manage the applications that come in.

Imagine being able to log in to a secure, web-based system that's branded with your corporate logo—one that allows you to request a new position from your corporate decision-makers at the click of your mouse, and then allows you to list the position

## Tracking/Managing

you need, and where they are in the process? And how about having your applicants complete their EEOC forms online, and send your new hire the forms he or she needs before the first day?

What if the system automatically kicked out any job seeker who couldn't do the job, then let you and your entire team track every step of the process, including seeing immediately which applicants have the skills

## Collaboration Tools

each potential new hire—all securely, all online?

Then, how about being able to write notes on each file, request a background check, schedule interviews online, in person, or on the telephone, send the data you've gathered to the hiring manager for review, and discuss with the hiring manager

Let us provide you with a green solution that will manage the transitions of eager, qualified job seekers to happy employees, while improving your Time to Hire, communication, and organization of your hiring process, providing a *significant* Return on Investment.



The price will pleasantly surprise you, and so will the savings in time, effort, and money.

**Contact Robert J. Drusendahl for more information**

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# Pre-Select Online Applicant Tracking System Data Sheet

1. Requisitions/ Posting Management	<ul style="list-style-type: none"> <li>➤ Coordinate and approve Hiring Manager requests from multi-site locations;</li> <li>➤ Designate position approvers based on your needs;</li> <li>➤ Manage job descriptions and open/closed periods;</li> <li>➤ Post and manage openings on your personalized website with your logo and corporate colors;</li> </ul>
2. Online Application	<ul style="list-style-type: none"> <li>➤ Set prequalifying questions to give you a pool of real applicants.</li> <li>➤ Custom-designed employment application to fit your needs;</li> <li>➤ Customized electronic interview/qualifying questions ensure better qualified hires;</li> <li>➤ Robust keyword search capabilities and multiple sorting options;</li> <li>➤ Communicate via email with job seekers and hiring managers;</li> <li>➤ Keep up to date with RSS activity tracking.</li> </ul>
3. Collaboration	<ul style="list-style-type: none"> <li>➤ Secure notes field allows all parties to participate in the progress of the application at your discretion;</li> <li>➤ Continually engage management in the hiring decision;</li> <li>➤ Keep job seekers informed of the status of their application.</li> </ul>
4. Referral Management	<ul style="list-style-type: none"> <li>➤ Keep records and contact information for the most successful employee referrers;</li> <li>➤ Provide employees, job boards, executive recruiters and other interested parties with individual referral codes.</li> </ul>
5. Archive	<ul style="list-style-type: none"> <li>➤ Electronically retain applications/resumes forever, ready for retrieval with the touch of a few keystrokes;</li> <li>➤ Search by dates or keywords to retrieve previous applications for review.</li> <li>➤ Save time, paper, storage space, and effort by keeping all of your records electronically.</li> </ul>
6. Vendor Management	<ul style="list-style-type: none"> <li>➤ Create an address book of contact information for preferred vendors, and email them at a click.</li> <li>➤ Record notes on providers and services.</li> </ul>
7. Onboarding	<ul style="list-style-type: none"> <li>➤ Comply with federal EEOC requirements, privacy rules, and online applicant standards;</li> <li>➤ Provide new hires with links to federal and company forms, skills testing, handbooks, and other necessary data, so that they can get started working that much quicker.</li> <li>➤ Allow them to download and complete the forms you need before they start work.</li> </ul>

