

Recruit, Qualify & Onboard Candidates Effectively

Save Time, Save Money, & Increase Employee Productivity



myStaffingPro[®]

We believe in **simplifying**
the HR administrative
process for *fast, easy,*
effective hiring

myStaffingPro is an **award-winning applicant tracking system** for reduced hiring costs, decreased turnover, and improved intensive administrative HR processes.

myStaffingPro[®]







The *Workplace is Rapidly Changing*, and so are HR Practices

Which means your HR team's work is essential – from managing payroll to recruiting your company's talent. **HR administrators must constantly look for ways to improve the efficiency of their human resources department.**

With the right technology and tools in place, your HR team can accomplish this in one unified solution – ***myStaffingPro***.

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Personal Information

Surname
Mailing Address
Home Address
Occupation
Employer Telephone



Did you know that **57%**
of job openings take up
to *three months* to fill?

Recruit More Candidates in Less Time

A poorly designed recruitment process can increase your time-to-fill average and decrease company performance.

myStaffingPro can help reduce your administrative recruiting processes by helping your HR team establish recruitment objectives, assist with recruitment strategy, automate recruitment activities, and give recruiters the opportunity to evaluate results – all within a secure environment.

A woman with long, wavy brown hair, wearing a black blazer over a white top, is smiling and shaking hands with a man in a dark suit. The background is a blurred office environment with warm lighting. A teal diagonal line runs from the top left towards the bottom right, separating the text area from the image.

Accurately Qualify and Hire Applicants

myStaffingPro gives your HR team the ability to vet candidates quickly, arrange interviews, and manage both internal and external communications with ease. If the job applicant matches the required criteria to perform the job duties, the candidate can be added to the qualified group for further evaluation by the hiring manager.



Improve Your *Onboarding Effectiveness*

One of the most important ways any organization can improve the effectiveness of their employee management system is through onboarding. Onboarding includes the process of helping new hires acclimate to their new place of employment and their new job.

With *myStaffingPro*, your HR team can effectively onboard new hires by connecting them to:

- Company information such as your employee handbook and policy guidelines
- Applicable required forms such as the I-9 and W-4 forms, state tax withholding forms, direct deposit authorization, and voluntary self-identification
- The initial introduction process with a welcome letter and video so that new hires can become familiar with your company culture

All of the new hire information can be entered and submitted on a secure, encrypted site with dual authentication. With an easy “save and exit” feature, your new hire has the flexibility to return to the documents at any time, so they feel welcome, secure, and confident with their transition into the new role.

Eliminate Manual HR Complexities.

Introducing *myStaffingPro*[®]

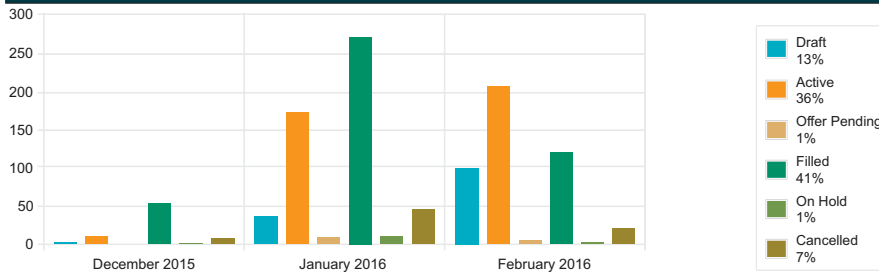
Take control of your organization's recruiting, tracking, and qualifying processes and place them in one unified system.

With **myStaffingPro**, you can customize the solution to fit your company's needs.

Created Requisitions Chart

Settings

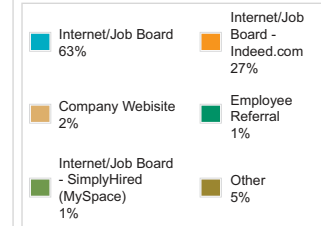
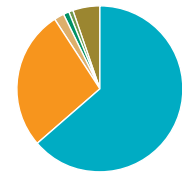
Requisitions created within the last 60 days.



Source Summary Of Applicants

Settings

Source of applicants within the last 30 days.



Favorite Requisitions

Settings

1 - 5 of 5 requisitions

	Req Num ▲	Title	Location	Approval Status	Status	#Apps	Status Count	Limit List	
★	HOS-14-00034	Hospice Aide, Part -Time -Inpatient	Toledo	Completed	Active	223	view	search	share
★	HOS-14-00037	Hospice Aide, - Inpatient	Perrysburg	Completed	Active	65	view	search	share

Source Summary Of Hires

Settings

Selecting the Right Solution

myStaffingPro is **not limited** by browser or integration requirements. The suite **supports businesses ranging from a small office to large enterprises.**

myStaffingPro Standard Features

The standard myStaffingPro system is a **scalable, configurable solution** that offers **full-featured applicant tracking and social recruiting.**

Our SaaS applicant tracking software lets you **automate administrative tasks** and focus recruiting efforts on the most qualified candidates.

- User friendly
- Workflow driven
- Configurable to your hiring process
- Optimized for the candidate experience

Applicant Portal & Web Application

- HTTPS Security for Both Users and Candidates
- Mobile-Friendly
- Social Apply Options
- Self-Service Status Checking
- Applicant Notification Opt-In
- Referral Source Tracking
- Resume Parsing
- Ongoing Communication via Email and Text

Applicant Tracking System

- User-Configurable Dashboard
- Intuitive Applicant Searching
- Applicant Document and Record Management
- Requisition Workflows and Management
- Easy Ad Hoc and Metrics Reporting

Administrative Configuration Tools

- Define and Build Workflows
- Manage Job-Specific Questionnaires
- Build and Oversee Job Description Library
- Configure Onboarding Processes with E-Sign

myStaffingPro Advanced Add-Ons

As your business grows, your recruitment and onboarding needs become more sophisticated. myStaffingPro's suite of premier features extend your reach and increase your hiring capabilities.

Recruitment

- Advanced Sourcing Options and Tracking
- Candidate Self-Service Features
- Manage Internal Candidate Processes
- Embed Social Media Tools in Career Site and Job Postings

Qualifying

- Phased Application Processes
- Interview Scheduling and Tracking Tools
- Applicant Texting
- Integrations with Partner Vendors

Tracking

- Mobile-Friendly Hiring Manager Feedback
- Configurable Status Codes, Reason Codes, and Status Progression

Hiring

- Offer Process Management
- HRIS Export Tool
- Preferred Microsoft Dynamics GP Partner

User Access/Administration

- Client-Specific Documents and Forms
- Hiring Manager/Recruiter Access Level
- Vendor Portal

Check out what some of our clients have to say.

Don't just take our word for it..

“The solution they provide is a cost-effective, user-friendly system that is very robust and customizable. It easily integrates with other systems providing a seamless data workflow. Their team is very talented, and most importantly, they are incredibly fun and friendly to work with. I strongly recommend that you consider their solution!”

— Dave Perkins, Director of Human Resources, Northwest Pump & Equipment Co

“I am thrilled beyond words. We are so happy with everything we can do with the system, and we've been extremely happy with the service provided.”

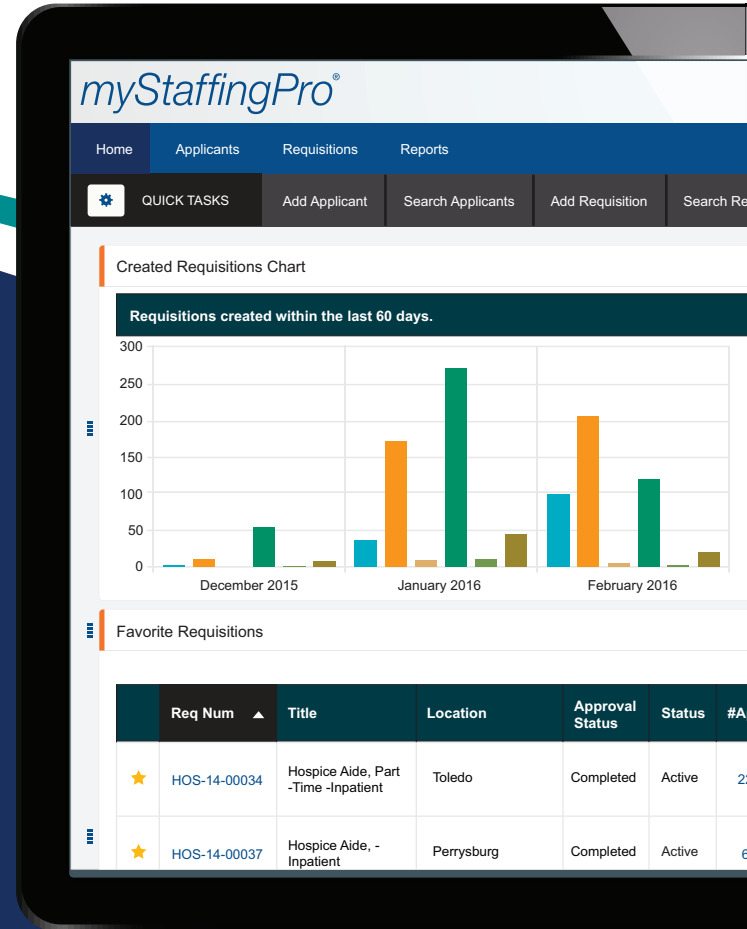
— Danielle Gonzalez, Director,
Human Resources PHFE.





Attract, recruit, and onboard the right candidates with ease.

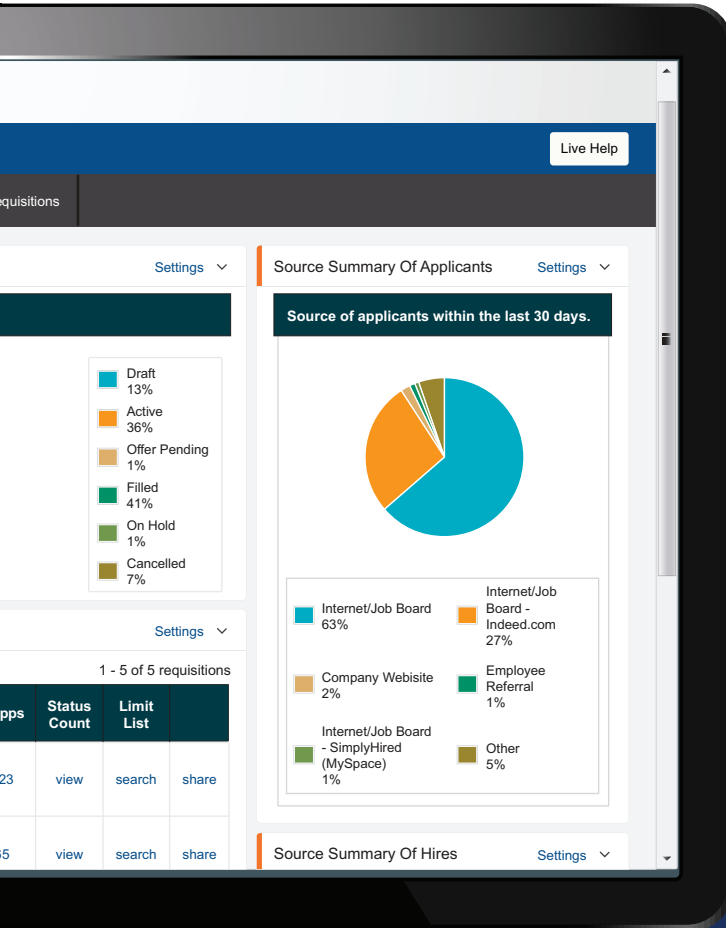
Let us show you how our award-winning SaaS applicant tracking suite, myStaffingPro, can help you manage your recruiting, qualification, tracking, and hiring process with one unified solution.



myStaffingPro[®]

 800-939-2462

 www.mystaffingpro.com/request-demo

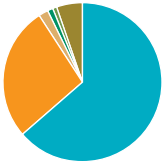


The screenshot displays the myStaffingPro interface. At the top right, there is a 'Live Help' button. Below it, the 'Source Summary Of Applicants' section features a pie chart titled 'Source of applicants within the last 30 days.' The chart is divided into several categories: Internet/Job Board (63%), Internet/Job Board - Indeed.com (27%), Employee Referral (1%), Other (5%), Company Website (2%), and Internet/Job Board - SimplyHired (MySpace) (1%). To the left of the chart is a legend for applicant statuses: Draft (13%), Active (36%), Offer Pending (1%), Filled (41%), On Hold (1%), and Cancelled (7%). Below the chart is a table with columns for 'Reqs', 'Status Count', 'Limit List', and 'Share'. The table shows two rows of requisitions, with the first row having a status count of 23 and the second row having a status count of 5.

Settings ▾

Source Summary Of Applicants Settings ▾

Source of applicants within the last 30 days.



Source	Percentage
Internet/Job Board	63%
Internet/Job Board - Indeed.com	27%
Employee Referral	1%
Other	5%
Company Website	2%
Internet/Job Board - SimplyHired (MySpace)	1%

Settings ▾

1 - 5 of 5 requisitions

Reqs	Status Count	Limit List	Share
23	view	search	share
5	view	search	share

Source Summary Of Hires Settings ▾

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