

myStaffingPro® Applicant Tracking System



- Free support through live chat, telephone, email, and a self-help wizard.
- Relationship tools with social network integrations, RSS feeds, email, and share functionality.
- Communication tools with job notifications and the ability to check the status of an application.

Recruiting Tools Maximize Your Reach

- Encourage employee referrals with a simple submission portal.
- Promote your jobs through: free job-board postings to Glassdoor®, Indeed®, Simply Hired®, and Trovit®; a search-engine-optimized career portal; and integrated social-media tools for sharing and building connections.
- Empower applicants to share your job openings via social networking and email.
- Attract passive applicants with opt-in email notifications, job-opening RSS feed, and a recommended-jobs sidebar.

Candidate-Friendly Experience, Robust Configurability, and Award-Winning Service

myStaffingPro is a comprehensive, Web-based applicant tracking system (ATS) offering full-featured candidate sourcing, screening, and tracking. Our software-as-a-service (SaaS) model makes our system accessible from anywhere at any time and provides broad configuration and integration capabilities. Our clients rave about our user-friendly, robust, and configurable hiring tools.

The Candidate Experience Promotes Your Company Culture

Features include:

- The ability to apply 24/7 through a mobile phone, Facebook® app, or internet browsers.*
- Straightforward application process that includes detailed instructions, simple screens, progress meter, section reviews, and familiar tools to submit a resumé.
- Resumé-parsing functionality that reduces data entry.
- Secure online application process with Verisign® security.

*24/7 account access generally means 24 hours a day, 7 days a week, except when systems are unavailable due to scheduled maintenance.

Communication Tools Reinforce Your Brand and Build Relationships

- Empower applicants to update and check their application status at any time.
- Incorporate video to communicate your vision, values, culture, or expectations.
- Keep applicants interested and engaged with ongoing email communication and updates.

myStaffingPro®

800-939-2462
mystaffingpro.com

Hiring Functionality Completes Your On-Boarding Cycle

Step 1: Fill a requisition and be prompted to:

- Assign the date of hire and hired status for each applicant and send congratulations via email.
- Update the remaining applicants' statuses and send disposition emails.

Step 2: Analyze time-to-fill, sub-cycle, and aging through the hiring metrics reports.

The Administrative Interface Helps Configure Your Hiring Process

- Benefit from the experience and knowledge of a dedicated resource who will assist you through implementation and training.
- Set up your organizational structure for easy job posting and reporting.
- Develop your applicant workflow with statuses and automated emails.
- Construct a job-description library that can be used to create requisitions in seconds.
- Design your online application process(es) with multiple-choice and/or text-response prescreening questions with scoring capabilities, tiered-sourcing data collection, voluntary submission of EEO data, resumé and document collection, and a comprehensive application builder.
- Manage users and regulate their access.

For more information about how myStaffingPro can help your company interview and hire new talent, call us or visit our website.



Tracking and Compliance Tools Facilitate Your Hiring Process

- Benefit from comprehensive applicant documentation and history that is easily reportable.
- Quickly locate data with our comprehensive applicant, requisition, and resumé search functionality.
- Maintain a universal hiring process with a designated workflow.
- Share data with colleagues through the vast export, email, printing, and reporting capabilities.
- Interact with hiring managers using feedback tools.
- Stay connected with an Outlook® integration for contacts and appointments.
- Experience stress-free job posting with requisition management and automated requisition approval.
- Monitor compliance with a variety of EEO/OFCCP tools.
- Evaluate trends with predefined sourcing and applicant workflow reports.

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