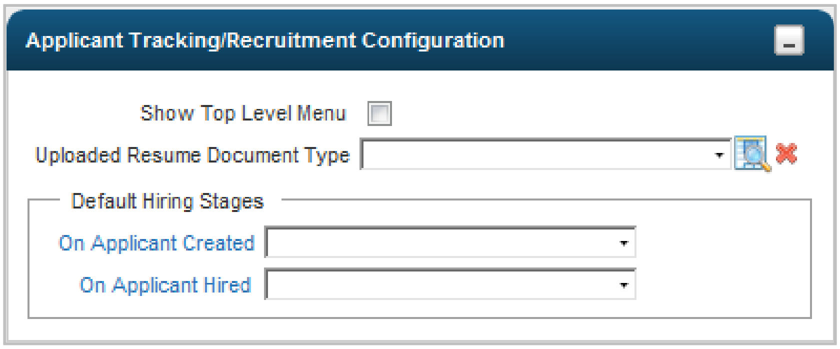
711 E. Carefree Hwy
Ste 202
Phoenix, AZ 85085
Phone: 623-434-3436

Applicant Tracking & Recruitment Overview

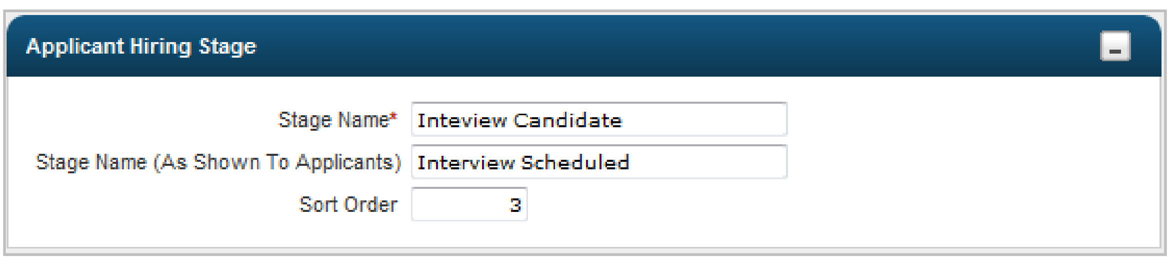
Applicant Tracking

Allows you to create and track applicants within the system. By enabling the Planet Payroll App for Recruitment, you can then also create job requisitions that can be posted and applied for directly in the company.

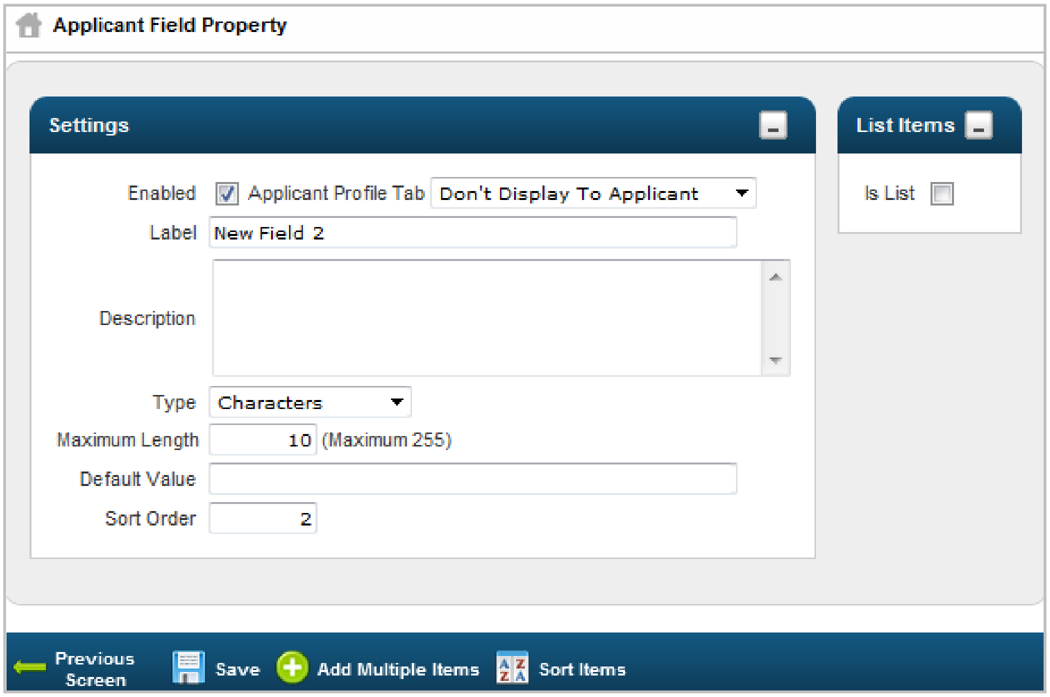
With just **Applicant Tracking**, you have the ability to configure the following:



1. **Configuration**
   - **Show Top Level Menu** – when enabled, will create an additional menu item separate from Company Settings, allowing for easier navigation.
   - **Uploaded Resume Document Type** – if the Planet Payroll app. for document storage is enabled, you can define the document type specific to resumes so when they are uploaded, they are automatically marked as such.
   - **On Applicant Created** – allows you to select the default status of an applicant upon being created in the system.
   - **On Applicant Hired** – allows you to select the default status of an applicant upon being hired and moved to employee status.



2. **Hiring Stages** – by default the system has 10 stages that can be edited or deleted. You can also add any additional stages as needed.
   - **Stage Name –** the name for the hiring stage.
   - **Stage Name (As Shown To Applicants) –** the name of the hiring stage that should display to applicants.
   - **Sort Order –** the order in which the stage falls in line with the stages.



3. **Applicant Custom Fields** – allows you to create a new field that can be tracked about the applicant. For example, a company may want to know the employee's certification date.
   - **Applicant Profile Tab** – allows you to select what tab on the application (if any) this field should display to the applicant.
   - **Label** – allows you to define what the field is (i.e. "Certification Date).
   - **Type** – allows you to select from a drop-down the type of field (i.e. for "Certification Date" you would select the Date option).
   - **Is List** – allows you to provide a drop-down list of options for the field, instead of leaving it as free-form.
   - **Add Multiple Items button** – if creating a look-up list, allows you to add multiple options at once.

4. **Referrals** – allows you to designate how an applicant may have been referred, by creating a list of options that can be applied within the applicant's profile.
5. **Applicants Groups** – similar to employee groups, allows you to create manual and filter based groups including applicants.
6. **Applicants** – similar to the Employee Information screen, this will display all applicants in the system.
7. **Communication Templates** – similar to a system Notification, this allows you to create a general e-mail template to be sent to applicants (i.e. when you'd like to schedule an interview, to thank them for applying, etc.).
8. **All Applicant Interviews** – allows you to track and view any applicants that are scheduled for interviews.

Recruitment

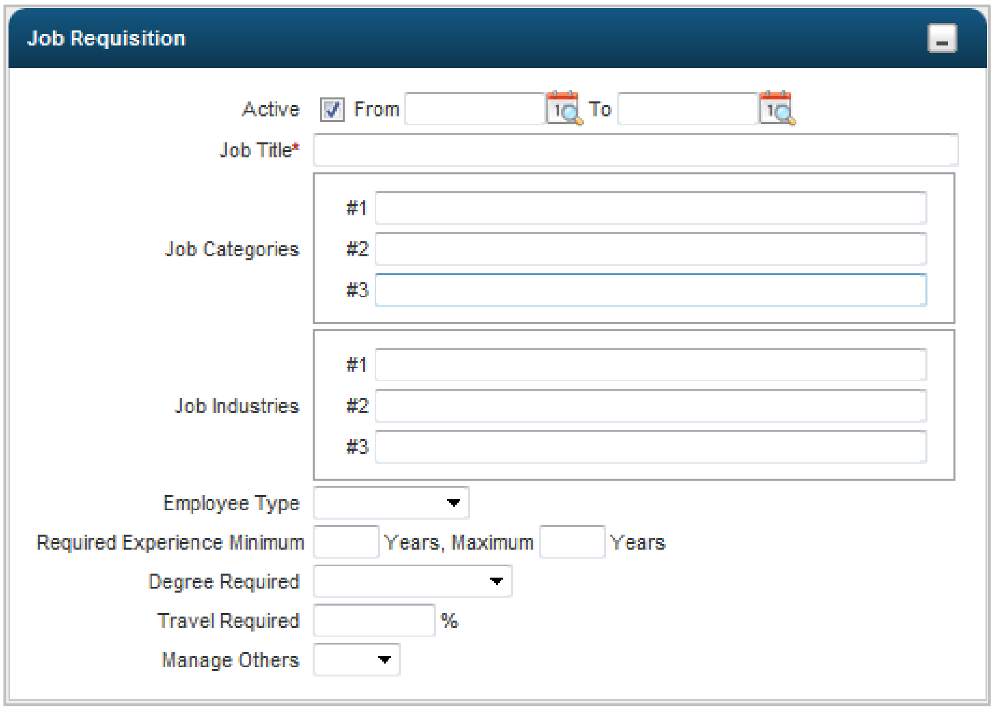
With **Recruitment** enabled, you have the ability to create **Job Requisitions;** post those requisitions, schedule interviews, and run different reports in relation to the job requisitions and applicants**.** This can be enabled within the Company Information Screen from your Admin Account (**Maintenance > Companies > All System Companies**).

To create a **Job Requisition**:

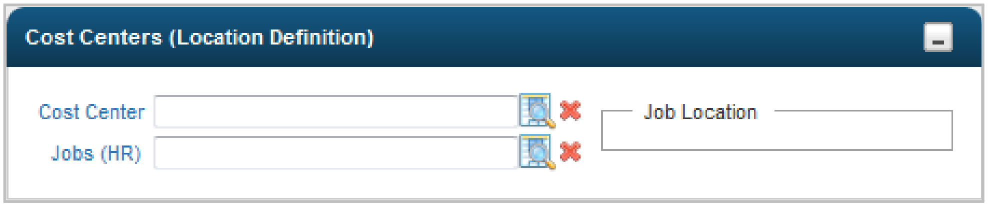
1. Go to **Recruitment > Job Requisitions**, and select the 

button. The configuration screen will allow you to create the job for posting.

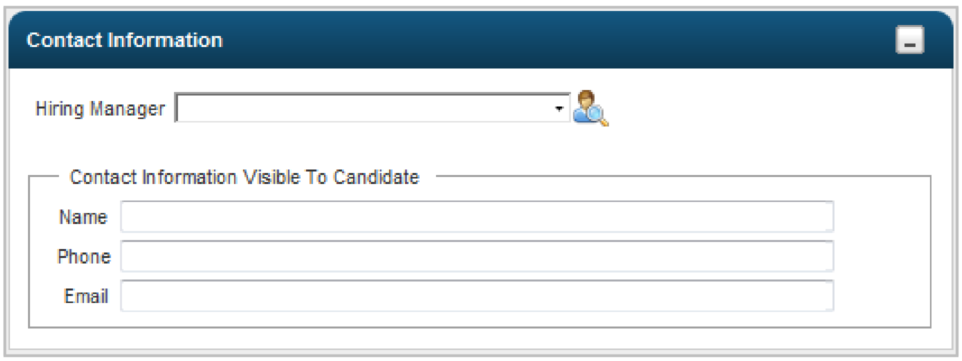
2. Under the **Main Tab**, the following can be configured:



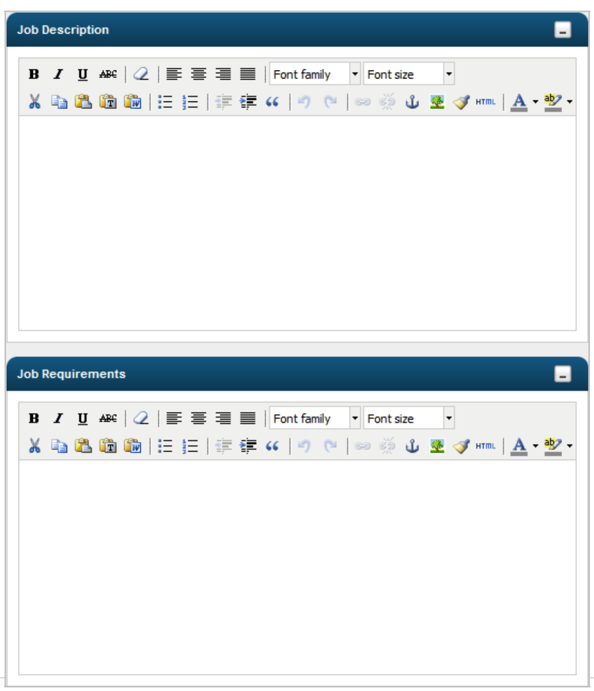
- **Active** – determines if the requisition is active, and the dates of it's active status.
- **Job Title** – the title of the job.
- **Job Categories** – any categories that may fit the particular job.
- **Job Industries** – any industries that may pertain to the job.
- **Employee Type** – the employee type for the job.
- **Required Experience Minimum/Maximum** – allows you to designate a minimum or maximum years of experience (if any) for the job.
- **Degree Required** – allows you to designate a required degree level (if any) for the job.
- **Travel Required (%)** – a percentage of travel, if applicable.
- **Manage Others** – a simple Yes/No drop-down to specify if the position requires management of others.



- **Cost Center** – allows you to attach Cost Centers (depending on how many are enabled within the company) to a requisition.
- **Job** – allows you to attach a Job to the requisition.
- **Job Location** – if a Job is selected, it's location, defined within the Job configuration, will appear here.

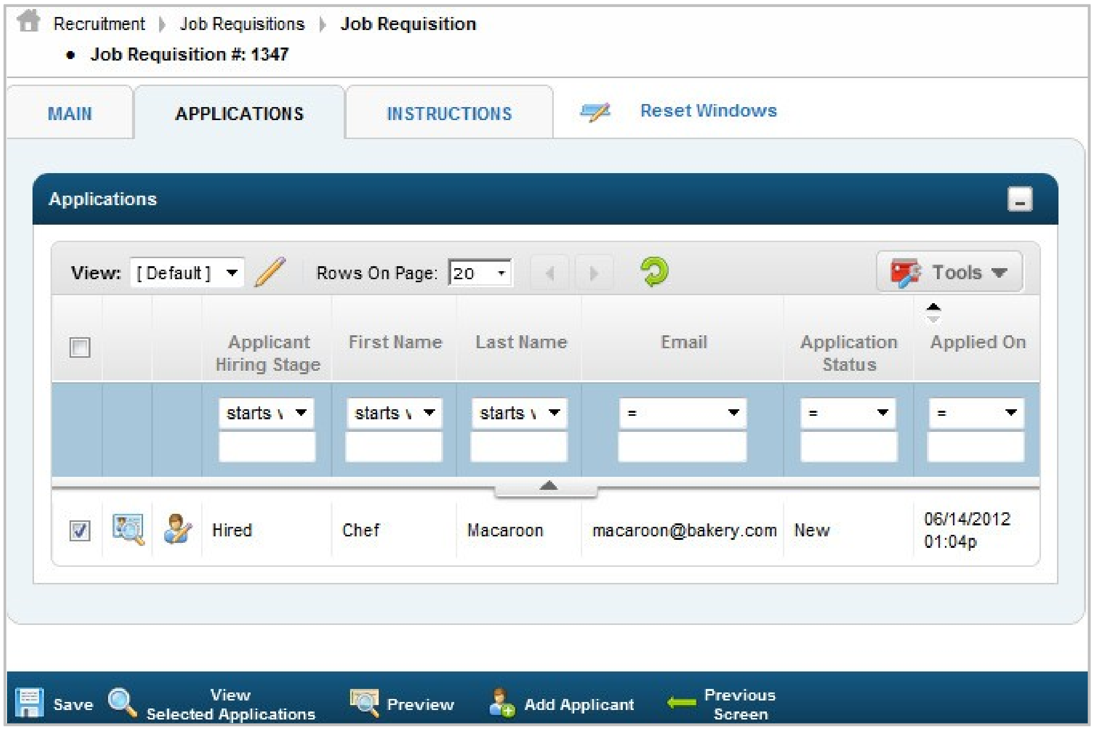


- **Hiring Manager** – allows you to select a manager from the system to assign as the hiring manger.
- **Name** – the contact information (if any) that will display to the applicant.
- **Phone** – the contact information (if any) that will display to the applicant.
- **Email** – the contact information (if any) that will display to the applicant.



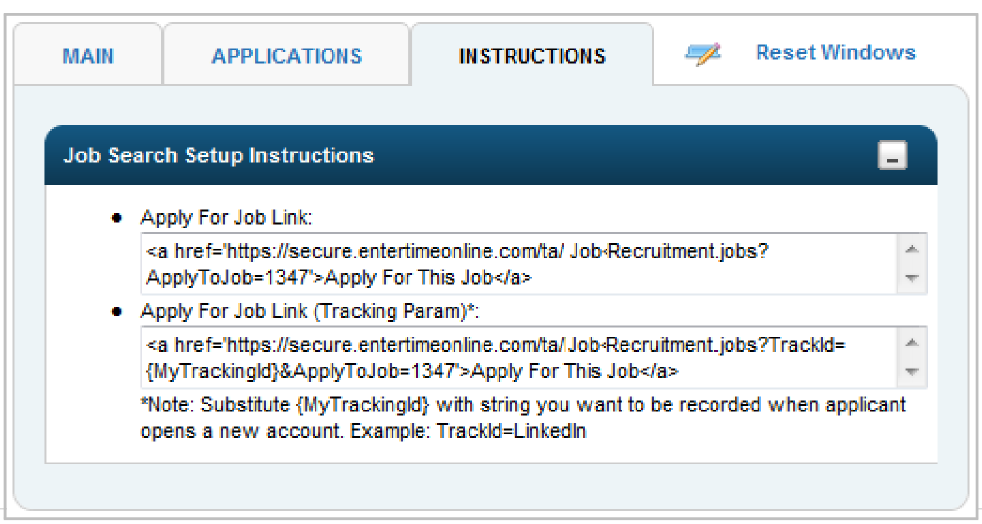
- **Job Description** – any pertinent information about the job that will display to the applicant.
- **Job Requirements** – any requirements of the job that will display to the applicant.

3. Under the **Applications Tab**, you'll be able to view any applicants and their status:



All **Applicants** can be viewed under **Recruitment > Applicants**, as well.

4. To post the Job Requisition on your company website, or on job boards online, you can use the **Instructions Tab** to copy the appropriate URL:



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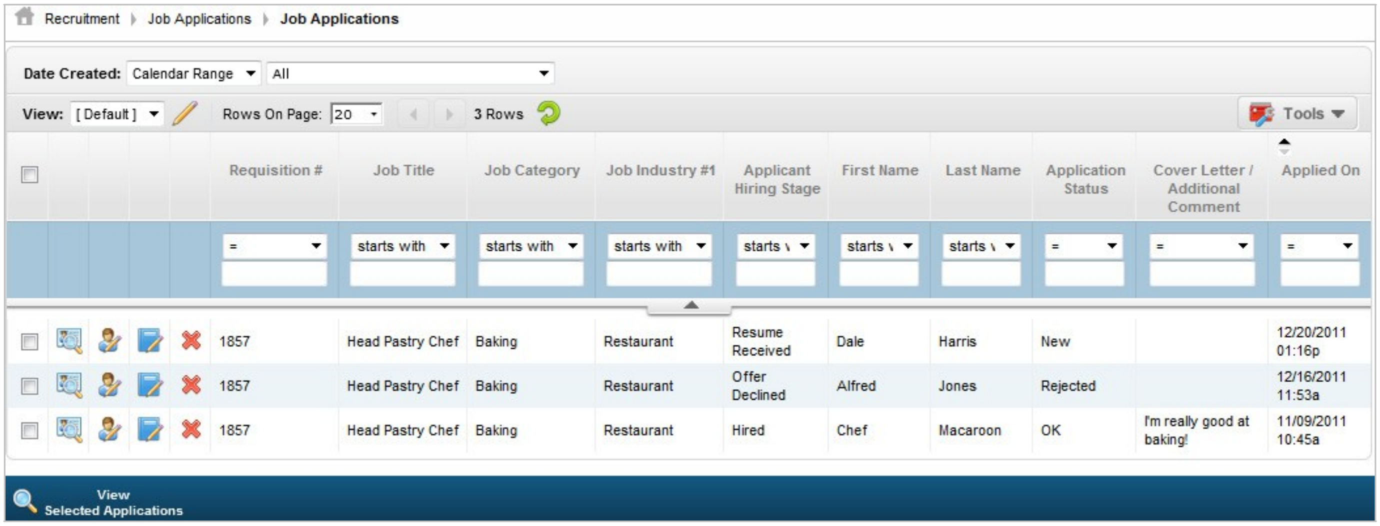
5. As Applicants apply for the different Job Requisitions, they can all be viewed under **Recruitment > Job Applications**.



Recruitment > Job Applications > **Job Applications**

Date Created: Calendar Range | All

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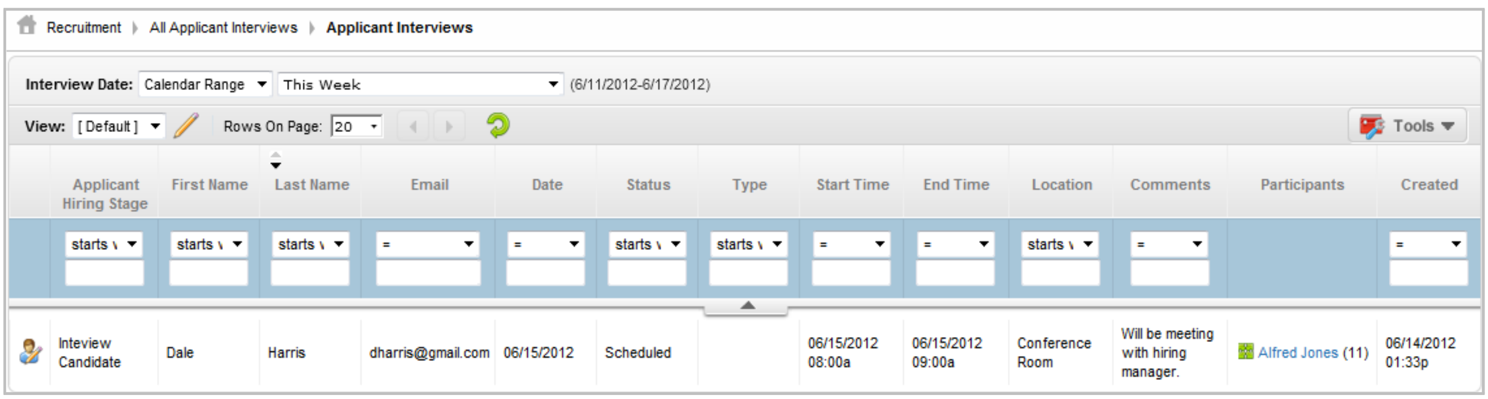
Requisition #	Job Title	Job Category	Job Industry #1	Applicant Hiring Stage	First Name	Last Name	Application Status	Cover Letter / Additional Comment	Applied On
1857	Head Pastry Chef	Baking	Restaurant	Resume Received	Dale	Harris	New		12/20/2011 01:16p
1857	Head Pastry Chef	Baking	Restaurant	Offer Declined	Alfred	Jones	Rejected		12/16/2011 11:53a
1857	Head Pastry Chef	Baking	Restaurant	Hired	Chef	Macaroon	OK	I'm really good at baking!	11/09/2011 10:45a

View Selected Applications

6. An **Applicant** can be scheduled for an **Interview** within their **Information Profile** under the **Communications Tab**. Once scheduled, any Interviews will display under **Recruitment > All Applicant Interviews**.



Recruitment > All Applicant Interviews > **Applicant Interviews**

Interview Date: Calendar Range | This Week (6/11/2012-6/17/2012)

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Applicant Hiring Stage	First Name	Last Name	Email	Date	Status	Type	Start Time	End Time	Location	Comments	Participants	Created
Inteview Candidate	Dale	Harris	dharris@gmail.com	06/15/2012	Scheduled		06/15/2012 08:00a	06/15/2012 09:00a	Conference Room	Will be meeting with hiring manager.	Alfred Jones (11)	06/14/2012 01:33p

Pricing is based on the number of open job postings per month for each customer. Job postings can be open at any time during a month.
$15.00 /open job posting/month