



Hiring

www.TrackerSuite.com/Applicant



Automation Centre

www.Acentre.com

435 E. 9th Street
Tucson, AZ 85705
(520) 882 - 9287 (phone)
(520) 623-8721 (fax)



Applicant Tracker

www.TrackerSuite.com/Applicant



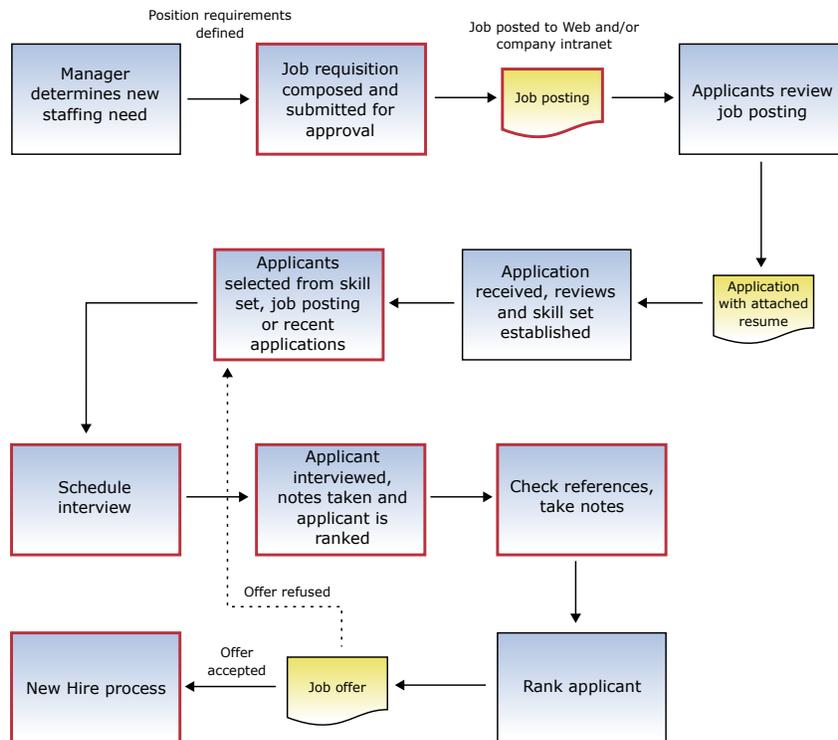
Simplify Recruiting and Employee Roll-On

Applicant Tracker streamlines the recruiting process, from job posting to job offer, utilizing the organization's Lotus Notes platform and the Web. Using Applicant Tracker new positions can be defined and submitted for approval. Once a position has been approved, it can quickly be posted internally or externally on the organization's Web site.

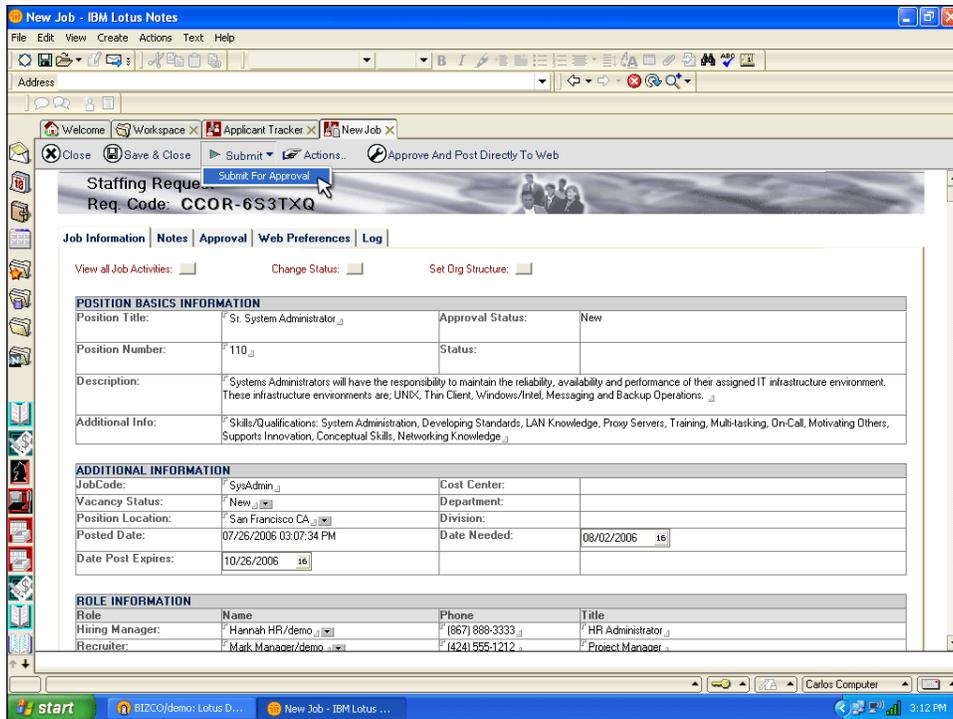
Applicants can review open positions and submit an application, with their resume attached. Applicant Tracker stores, sorts and matches applications across the organization.

Using Applicant Tracker, managers can easily review and rank applicants. Its integration with the Lotus Notes Calendar and Address Book allows managers to easily schedule interviews and generate notifications. Applicant Tracker also provides functions for applicant ranking as well as reference checks. All materials, interview notes, rankings, reference checks and related documents are stored within the applicant file for easy reference.

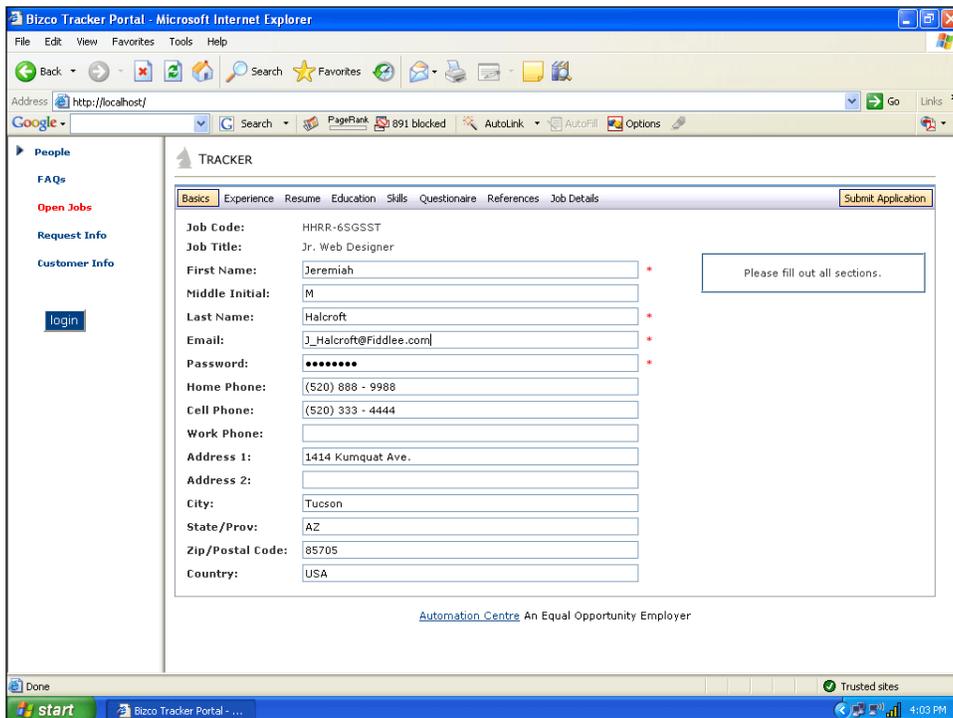
Once an applicant becomes an employee, the information stored in Applicant Tracker can be rolled into Tracker Suite's resource management application, **Personnel Tracker**, with the click of a button.



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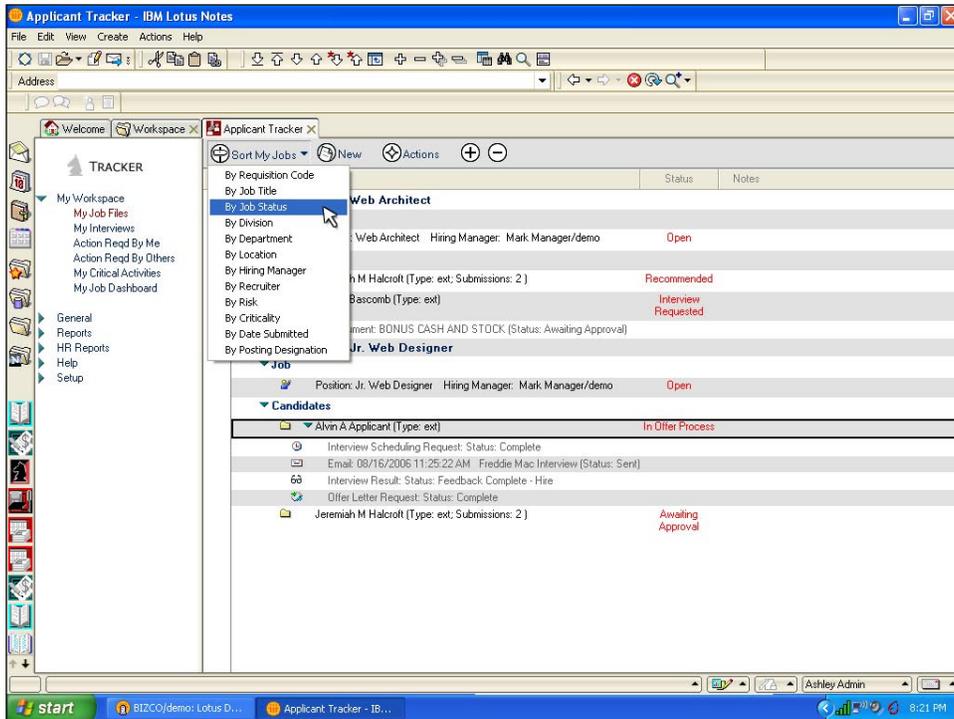


Define a new position

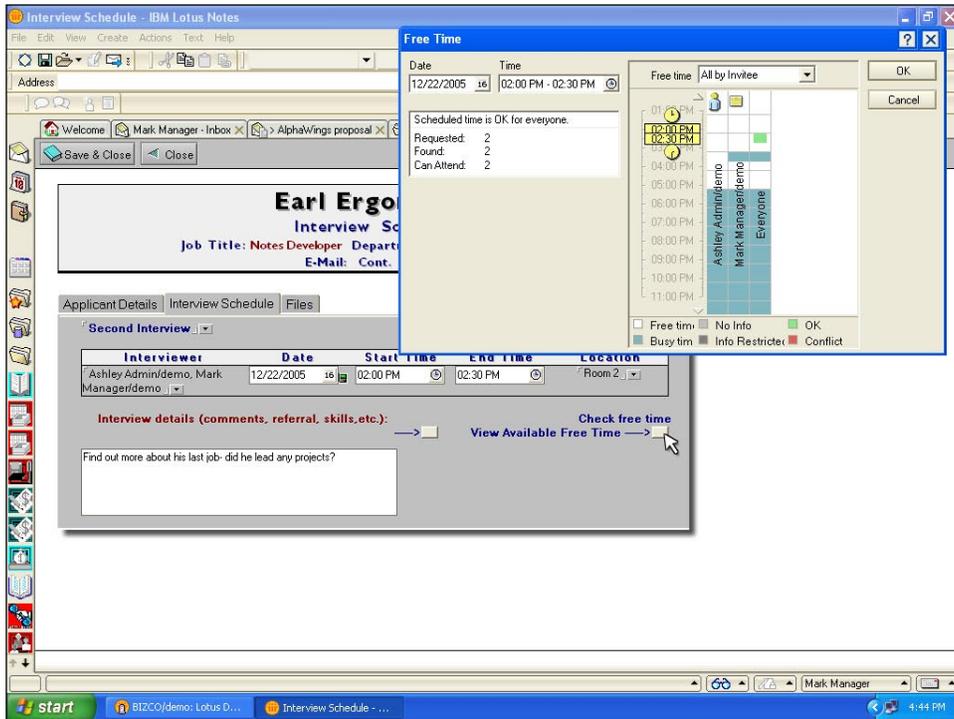


Collect applications and resumes over the Web

www.TrackerSuite.com/Applicant



Track active job postings



Schedule interviews and record notes

Applicant Ranking - IBM Lotus Notes

File Edit View Create Actions Section Help

Address

Welcome Workspace Bizzo Applicant Tracker Reference Check Applicant Ranking

Notify Save & Close Close

Earl Ergonomic
Rank Applicant
 Job Title : Notes Developer Department: ADMIN - Administration
 E-Mail: Cont. Phone:

Applicant Details | Ranking

How you would rank the applicant for this position?

1. Hire - First Choice 3. Hold for Future Consideration 5. Not Qualified
 2. Hire - Not First Choice 4. Needs More Experience 6. Do Not Hire Under Any Circumstance

On which of the following areas do you base this ranking?

Education Attitude Resume Portfolio
 Experience Reference Check Interview

| Ratings | 1=Excellent | 5=Unsatisfactory |
|------------------------------|---|------------------|
| Specific Job Knowledge: | <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 | |
| Work Experience: | <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 | |
| Communication Skills: | <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 | |
| Interest in our Company: | <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 | |
| Overall Motivation: | <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 | |
| Presentation and Appearance: | <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 | |
| Self-confidence: | <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 | |

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Rank applicants

Document - IBM Lotus Notes

File Edit View Create Actions Text Help

Address

Welcome Workspace Applicant Tracker Document

Save & Close Actions... Close Print

Submit to Coordinator

Position: Web Architect
Req. Code: CCOR-6SNQ6X

Click on 'Actions-->Submit to Coordinator' to send the reference check request to the coordinator.

Reference Check 1 | Reference Check 2 | Reference Check 3 |

Name of Applicant: Jeremy Bascomb
 Person Contacted: Adiana Bashir Phone Number: 555-444-3333
 Company: Deep Space 9 Websites
 Title: Dwnet Relationship to Applicant: Co-Worker Supervisor Former Supervisor

1. What were the dates of his/her employment with you?
 Dates: 11/05 - 11/06
 Salary: \$40,000
 Title (beg): Jr. Web Designer
 Title (end): Web Designer

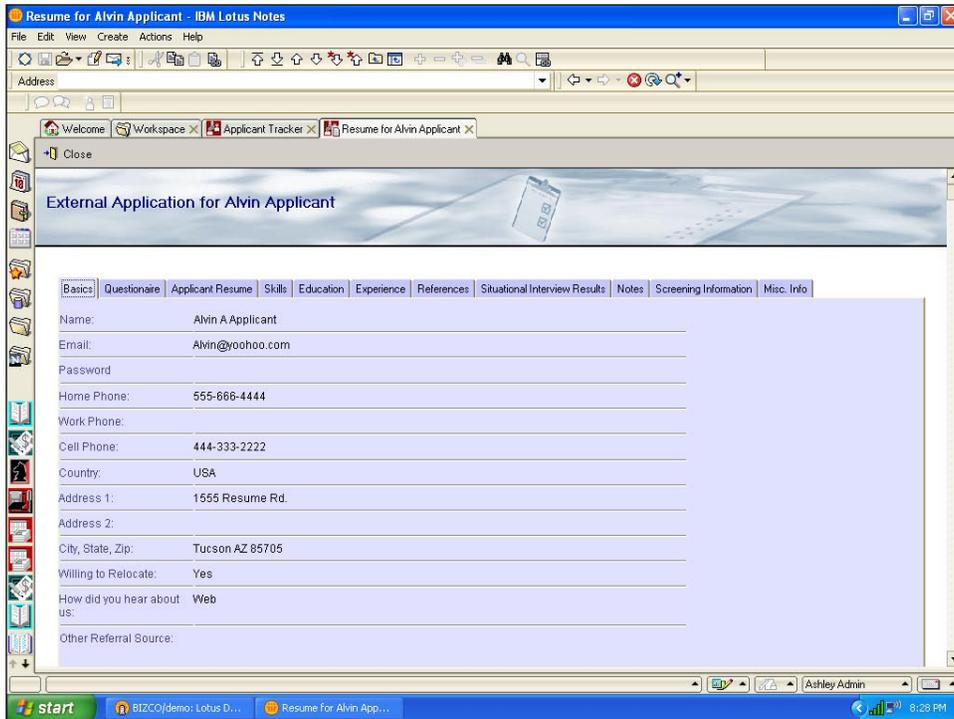
2. Why did he/she leave your company?
 Looking for new opportunities

3. Would you re-employ? Yes No
 Why not?

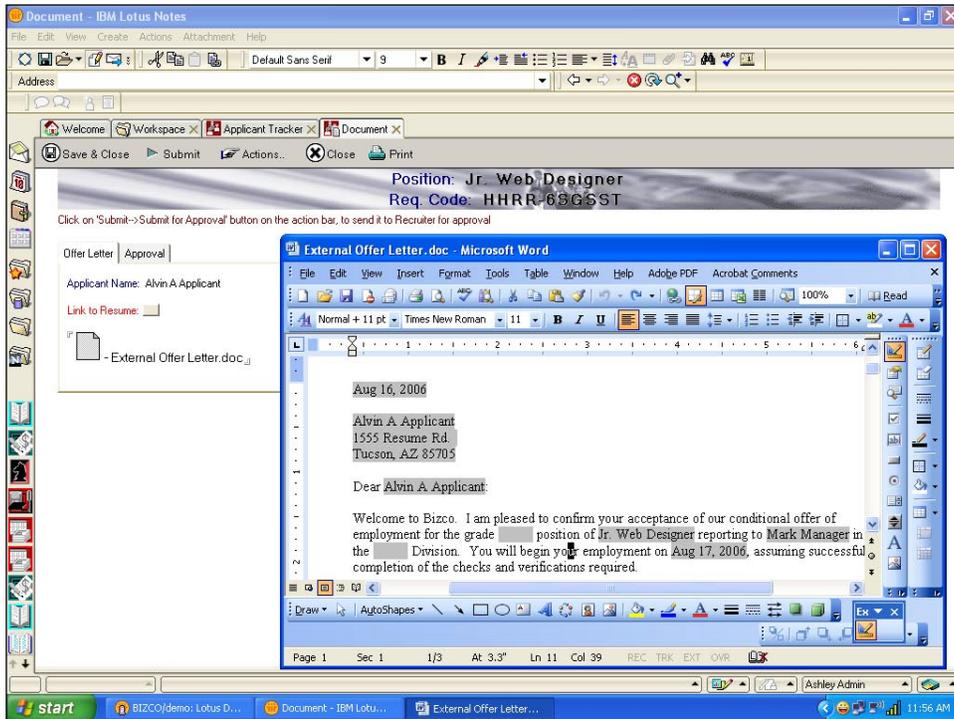
4. Is there anything else of significance we should know?

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Manage reference checks



Manage applicant files



Correspondence templates