



Applicant Tracking

The Applicant Tracking module provides complete tracking of an applicant from initial application through hiring or rejection. You can track an extensive range of information including education, skills, salary history, EEO demographics, activities, and references. When implemented with Personnel Management, you can move applicants who are hired into the Personnel Management module with a few clicks. Likewise, you can create applicant records from personnel records with a few clicks to facilitate internal applicants.

Feature

Fully integrated with Personnel module

Fully integrated with Position Control module

Tracks contact information

Tracks EEO and veteran demographics

Tracks pre-employment drug and physical tests

Benefit

Allows you to select from applicants when creating new hires, saving countless hours and avoiding data entry mistakes. When a new hire is selected from the applicant pool, all relevant information acquired during the recruiting process is moved directly to the new employee's record.

With just a few clicks, you can also move a copy of any employee's record into the applicant pool. This facilitates internal recruiting and ensures that internal candidates are given every opportunity to advance.

Enables applicants to apply against current open requisitions. The list of available positions is dynamically created each time positions are applied for.

Enables you to contact the applicant by mail, home phone, work phone, cell phone or email.

Assists you in meeting EEO requirements for reporting ethnicity and gender for candidates by position applied for; also assists in creating applicant flow documents that determine if you are hiring according to EEO guidelines.

Creates a history of those candidates who may have been offered positions and were then rejected due to failure of drug or physical tests.

ApplicantTracking

Feature

Tracks qualifications

Tracks application progress

Benefit

Helps to determine if the candidate meets the requirements of the position or positions applied for. You can track education history, skills, prior employment, and professional certifications. This is extremely useful when performing candidate searches based on qualifications.

Monitor the status of applicants through the various stages of the recruiting process from initial contact to rejection or offer acceptance; includes offer contingencies, acceptance dates, applicant source, and assigned recruiter.

The screenshot displays two overlapping windows of the 'People-Trak - Applicant Management / Zee Technology, Inc.' software. The top window shows the 'Personal' view for applicant 2001 - Carrington, Julie E., with fields for ID, name, contact information, address, and demographics. The bottom window shows the 'Status' view for the same applicant, detailing application dates, acceptance status, rejection reasons, and pre-employment test results.

Personal View Fields:

- ID and Name:** Applicant ID: 2001, First Name: Julie, Middle Name: E, Last Name: Carrington, Salutation: []
- Contact Information:** Home Phone: (619) 744-5267, Work Phone: (619) 745-4306, Extension: 4306, Pager/Cellular: [], Email: jcarrington@ztech.com
- Address:** Address 1: 857 W Sam Marcos Blvd, Address 2: Apt. 456, City: San Marcos, State: MO, Zip: 60541, Country: Usa, County: San Diego
- Demographics:** Soc Sec #: 118-54-2690, Gender: Female, Ethnic Status: White, Nationality: [], Veteran: [], Type: []
- Other Information:** Current Employee: [], Former Employee: [x], Occupation: Sales
- Navigation:** Education, Skills, Experience, Certification, Images, Notes

Status View Fields:

- Application Details:** Application Date: 02-01-2001, Accepted: [x], Days on File: 936, Keep Active Days: 120, Deactivation Date: 06-01-2001, Source: Head Hunter, Recruiter: George Thomas
- Acceptance Details:** Position Accepted: [], Acceptance Date: [], Start Date: [], Contingency 1: [], Contingency 2: [], Contingency 3: []
- Status:** Status: Rejected, Status Date: 03-01-2001, Status Comment: [], Rejection Reason: Salary Demands too High
- Pre-Employment Tests:** Physical Date: 03-03-2003, Time: 8:30 AM, Physical Passed: [x], Drug Screen Date: 03-03-2003, Time: 8:30 AM, Drug Screen Passed: [x]
- Offer Details:** Position Offered: 3562, Offer Date: 03-03-2001, Contingency 1: [], Contingency 2: [], Contingency 3: []
- User Fields:** User Field 4: [], User Field 5: [], User Field 6: [], User Field 7: [], User Field 8: []