

APPLICANT ONLINE

Applicant Online is a Web-based human resources tool enabling job applicants to search, review, and apply for available openings via the Internet. Its features include powerful “back-office” components for processing applicant information without redundant data entry, as well as a variety of baseline Web pages for applicant data entry of educational background, skills, licensure, work experience, and references. In addition, Applicant Online supports the creation of custom data entry pages unique to site-specific needs and is fully integrated with the IFAS Human Resources module, thereby enabling real-time Internet postings as job openings become available. In tandem, Applicant Online and the IFAS Human Resource module streamline the entire hiring process, reduce data entry, and assure maximum recruiting exposure at your Website.

Features

- Post job openings to the Internet.
- Automatically score applicant information based on user-defined weighting factors.
- Score custom interviews based on user-defined values and weights.
- Define and perform a variety of user-defined Workflow operations (e.g. automatically notify applicants of new available positions, e-mail notification of forgotten login/ passwords, etc.).
- Retain and use applicant data with subsequent applications, thereby reducing redundant data entry over time.
- Additional data entry pages can be added and customized to meet organization’s unique requirements.
- 24-hour access.

Applicant Features

- Review position requirements and apply for positions online.
- Perform keyword searches on available positions.
- Attach relevant documents to a job application.
- Apply for multiple job openings.
- Receive automatic notifications of designated position openings.

HR Staff Features

- Review, approve, or reject applicant information.

- Assign applications with a status defined by their stage in the application process (e.g. “incomplete”, “submitted”, “in review”, “completed”, etc.). These statuses are dynamically ranked in columnar format to easily identify applicant progress in the review process.
- Identify top candidates by applicant rating reports based on user-defined application weights and aggregate scores.
- Review applicant summary reports displaying all of the data entered by each applicant for specific job openings.

Note: Applicant Online captures online applications for review and central hiring decisions, but does not provide an automated mechanism for routing or reporting applicant information to support a distributed review and hiring process.

Requirements

Applicant Online requires Imaging or Documents Online to function.

Symantec Compatible Technology Partner

SunGard Public Sector is a Compatible Technology Partner with Symantec. Applicant Online interfaces with Symantec’s Antivirus software to provide safe resume and document uploads. The Symantec Antivirus product is not included with Applicant Online and must be purchased separately.