

applicant manager

Efficiently manage the new-hire process through information consolidation

What happens when a job opportunity posts on job boards, in newspapers, and through other resources? The HR department gets bombarded with hundreds of cover letters, resumes and phone calls. Ascentis HR Applicant Manager streamlines the new hire process and makes it easy to manage contending candidates. Applicant Manager centralizes and stores the applicant information you want to track.

- Enter names, addresses, phone numbers, e-mail addresses, and applicant IDs
- Capture interview comments and references with customizable notes
- Attach applicant resumes, cover letters and application to their files
- Store previous employers and skills
- Manage positions applied for, application dates and hiring managers
- Track recruiting events, and EEO information

The Applicant Manager's customization Wizard can be used to create custom fields for specialized data tracking requirements. You decide what information you want saved and reported on, and Applicant Manager will store it for you!

Built-in report Wizard makes it easy to create reports

Applicant Manager's built-in report Wizard makes it easy to create a variety of reports, and allows the HR manager to select the information necessary to analyze. Reports can be customized with options such as sorting and subtotaling. Advanced reporting options, such as criteria matching, are also available. For example, a report can be generated that provides a list of all applicants who applied within the past month and are also familiar with Microsoft Word. Reports can then be exported to Microsoft Excel with the click of a button.

Automate communication with candidates

The Applicant Correspondence Wizard (ACW) can be used to communicate with applicants via e-mail or written correspondence. The ACW supports the distribution of offer letters, rejection letters, appointment confirmations, and more – all the while keeping the information tracked.

Instant transfer of data in Ascentis HR

Once a candidate has accepted the job offer, speed up the new hire process with the Hire Wizard. The Hire Wizard transfers applicant information into Ascentis HR Employee Manager. New employee data can be transferred to the Ascentis HR database even before the employee begins working! Then use the Employee Correspondence Wizard to send new hires a welcome note and invite them to make their benefits elections online through Employee Self-Service.