



## Quick Guide to Applicant Tracking

### how does it work?

**TalentTracker® eRecruiter** provides comprehensive **Applicant Tracking** functionality to let your recruiters track and manage all applicants through your recruitment process in compliance with your own business rules.

When an applicant completes an online application, it automatically appears as a new application in the secure back office of the system— ready for action!

### information at your fingertips

You can quickly view a list of all applicants, current applicants or search for a particular applicant using multiple search criteria, all at the touch of a button. All search results are managed through a series of user-friendly tools and can be sorted by any of the field search criteria you select.

Each applicant record holds detailed information of the applicant including current status, completed workflow stages, correspondence, notes and even attached documents. This allows your recruiters to access information on an applicant at your fingertips - on any computer in any location.

You can even print off a copy of any form such as a completed screening questionnaire for use at interview.

### We do the work for you

A completed online application provides your business with consistent information that you want from your candidates. Together with automated workflow, triggered correspondence and an automatic audit trail - all designed to take the pressure off your recruiters.

Applicants can automatically be progressed to the next recruitment stage simply by the outcome of the previous stage and all correspondence can be automatically created in the background. We will work with you to define your particular workflow stages and can even include time delays for sensitive correspondence such as regret letters.

This feature provides visibility and control over your entire recruitment process by ensuring that all recruitment decisions are recorded to supply a detailed history of all interactions and decisions made.

**Access all applicant information at your fingertips - anytime, anywhere**

# TalentTracker® eRecruiter

Share real time information with colleagues 24/7

## a host of flexible features

- Secure back office - username and password combination
- Duplicate applicant checking
- Multiple criteria applicant search
- Multiple criteria applicant sort
- View a full applicant record in a few clicks
  - List of completed workflow stages
  - List of correspondence (automatically generated)
  - Full audit trail (automatically generated)
  - Print a copy of forms e.g. application forms
  - Attach external documents e.g. CV
  - Ability to export data to MS Word, Excel or HTML
  - Attach notes to applicant record
- Tailored selection stages
- Ability to change selection stages easily
- Automated workflow
- Equal opportunities monitoring
- Ability to hide personal details at pre-selection stage
- Re-route unsuccessful applicants to your Talent Bank
- Apply on behalf of a candidate who can't access online application using the same process

### TalentTracker® Client Result:

“50% reduction in per candidate application costs.”

## want to find out more?

If you'd like to discuss **TalentTracker®** in more detail give us a call now on **0870 850 5284** or email us at **enquiries@logicalinnovations.co.uk**. We will be on hand to help your business.



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