

## Applicant Self Service (APSS)

### **Increase Productivity, Focus HR on Strategic Matters**

*In today's economy, the pool of resources is growing more than ever before. Having the ability to monitor applicants and quickly distinguish talent from the masses has never been easier with Humanic's Applicant Self Service product (APSS). Humanic's APSS is fully integrated with Humanic's core HRMS module and is updated real time with full audit controls.*

### **Increased productivity**

Applicant Self Service (APSS) is set up as a link on an organizations web-site as 'Careers' or 'Opportunities' and branded with the organization's information.

APSS gives applicants the ability to search and apply for open positions within an organization online.

Electronic applications can be submitted with resumes, cover letters and other relevant documents to increase efficiency, facilitate automation and eliminate the use of paper.

The search criteria and parameters of the application to be displayed are configured by the client within the core HRMS. Configuration gives the client control to set parameters in accordance with their organizational needs.

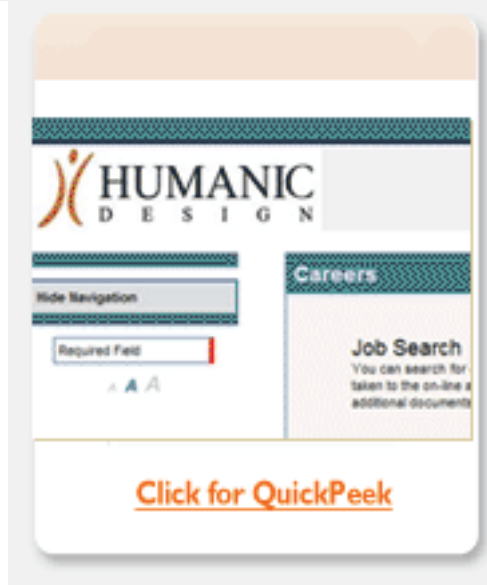
Once applicants set up initial account, security features give them the ability to access APSS and monitor the status of their application. They can also log in to apply for new open positions posted by the company or update any information necessary.

APSS is fully integrated with Humanic's core HRMS as well as Managers Self-Service (MSS.) Humanic's MSS module empowers managers with direct access to human resource information. Through MSS, qualified applicants are filtered electronically for manager's to view and select applicants for interview.

Job postings are managed in the position control module of the HRMS system allowing HR administrators to recruit from within the organization through Humanic's Employee Self-Service (ESS) as well as through APSS.

If an applicant is selected for employment, applicant data is transferred electronically to employee record, increasing efficiency and eliminating redundant data entry.

- ✓ Applicants apply to open positions online
- ✓ Qualification questions can be applied for screening
- ✓ Branding with your company logos to personalize
- ✓ Streamline requisition posting through hire



“It’s easy to see the enormous cost savings in both time (obtaining approvals and transporting applicant information to managers) and money (with the elimination of paper job application forms, resumes, and cover letters). Additionally, there is a very user-friendly report writer to monitor applicant activity and satisfy various Federal and State compliance requirements.”

Terri David, CCP, PHR | AVP, Compensation Manager  
`STAR Financial Bank



## Applicant Self Service (APSS)

### FOR APPLICANTS

- Search for open positions via company website
- Ability to apply electronically anywhere anytime
- Attach resume and cover letters to application
- Efficient application process
- Update information and monitor application status through personal account
- Ability to apply for multiple positions with an organization
- Receive email notifications regarding application status
- Receive information timely

### About Humanic Design

Humanic Design has been a leading provider of human resource management solutions since its inception in 1982. The company is committed to solving HR, Payroll, Time and Attendance and Talent Management challenges and has supported hundreds of organizations in moving to a cohesive HR strategy. Humanic’s software applications are affordable and scalable; providing feature-rich, yet easy-to-use solutions for almost any size organization. With a solid understanding of today’s HRIS professionals’ needs and specific industry requirements, Humanic Design is certain to have solved human resource problems for an organization like yours. Humanic is designed using Oracle technology and offers both licensed software and software delivered on demand via Humanic’s SAS 70 certified data center.

### FOR THE COMPANY

- Company branded link to APSS
- Configuration of application to fit organizations needs
- Positive experience for applicant
- Electronic collection of application data and documents
- Recruiters and Managers view applicant information easily
- Interview scheduling and tracking
- Significant reduction in recruiting costs
- Decreased applicant inquiries
- Recruit from within the organization or externally
- Bridged and timely communication between applicants, recruiters and managers
- Positions filled quickly with expedited response time
- Detailed tracking and reporting for analysis



1200 MacArthur Blvd  
Mahwah, NJ 07430-2331  
Tel: 201.825.8887



Humanic Design supports green initiatives  
We encourage automation versus print.  
Detailed information on Humanic  
can be found by visiting our website.

[www.Humanic.com](http://www.Humanic.com)