



HRA Open4Hire Applicant Tracking Software

HRA Employee Solutions has taken recruiting to the next level with an on-line Applicant Tracking System that fully integrated to the HRA HRIS. This system, called HRA Open4Hire, has a front office section that creates the job board on your company website plus the back office section that helps you manage and filter through the applications received.

The HRA Open4Hire creates on-line Job Application Forms that can be simple or comprehensive, as each position demands. The unique "At-A-Glance Dashboard" shows statistics for the job applications live as they come. See how many people have applied for each of your Postings at any time and manage the hiring process efficiently. Open4Hire helps with all steps of the process including resume filtering, applicant screening, notes and ratings, applicant interviews, on-boarding processes and more.

Once each successful Applicant has been identified, simply hit the 'Hire' button to transfer the information into the HRA HRIS. A large amount of information for each hired applicant goes directly into the HRA HRIS. All other applicants can be kept on file for future reference.

An example of the At-A-Glance Dashboard showing the totals for all open positions

Open4Hire At-A-Glance Dashboard
Your Dashboard for Open4Hire Activity Information

Positions Open	Total Applications	Since Date Selected
CEO Secretary - Secretary II Posted: Aug 11, 2009	2	0
Computer Programmer - Office Services Manager Posted: Nov 1, 2009	7	0
Fire Chief - test Posted: Aug 10, 2009	1	0
Fire Chief-12345678 - Clearing Clerk Posted: Jul 29, 2009	1	0
HR Manager - HR Manager Posted: Nov 1, 2009	1	0
Human Resources Advisor - Chief Executive Office Posted: Jul 22, 2009	3	0
Manager of Human Resources - Open Job Application Posted: Jul 22, 2009	2	0
Payroll Supervisor - Payroll Supervisor Posted: Jul 30, 2009	2	0
Test - Jim - 1029 - Payroll Supervisor Posted: Dec 6, 2009	1	0

Activity Summary
Total Number of Posting Views: 199
Total Number of Applications Overall: 22

Date Selected: February 18, 2010
Refresh Change Date

Features of HRA Open4Hire

- ❖ Manage and automatically post all open positions with customized application forms to your website with seamless, same-look integration
- ❖ Internal and External Postings, in multiple languages if required
- ❖ Create User Defined General and Position specific questions
- ❖ Allow Applicants to apply for one or multiple postings
- ❖ Manage a custom checklist for each Applicant for each position applied for
- ❖ Review Applicants resumes, cover letters and other uploaded documents
- ❖ Receive confirmation emails for each application, if desired
- ❖ Hire successful Applicants directly into the HRA HRIS – including all application information and resume
- ❖ Filter of applicants with multiple options and direct results reporting
- ❖ Print resumes and cover letters as required
- ❖ Real-time dashboard showing application totals by position in real-time as they are received
- ❖ Identify higher-quality Applicants via Rating Bar at top of Applicant Dashboard

Benefits of HRA Open4Hire

- ❖ Time savings in having the applicants enter all the data themselves.
- ❖ Gain efficiencies through streamlined recruiting and on-boarding processes
- ❖ Green Emphasis - eliminates all paperwork for the hiring process
- ❖ Fully integration with HRA HRIS in both directions. Shares code tables and data files coming in and one-button Hire back to the HRA HRIS with up to four modules of information
- ❖ Extremely fast resume keyword searching
- ❖ Same Report Writer as the HRA HRIS, Nyamba, to run reports and analyze data
- ❖ Centralize applicant data for hr staff and managers.
- ❖ Security control to grant managers access for the positions in their location or department

- ❖ Automatic emails to managers and/or recruiters as applications are received
- ❖ Ability to analyze metrics such as: Are you getting what you pay for right now? What is the retention rate for those employees hired from employee referrals vs. agencies? What is the average tenure for employees who relocate? What level employees are best hired from newspaper advertising? What source has provided you with the highest performers?

Unique HRA Open4Hire Applicant Dashboard

Open4Hire features a unique Applicant Dashboard. This dashboard allows you to focus your attention on the specific areas of your interest in the candidate's application. The areas of interest are:

- ❖ Overall Rating and Comment Summary
- ❖ Applicant Checklist
- ❖ Applicant Contact Details
- ❖ Contact History Summary
- ❖ Application Questions and Answers
- ❖ Resume (full or parsed for word searches and filtering) and Cover Letter
- ❖ Address Information
- ❖ Posting Information

HRA Open4Hire ATS Cost Justification

To determine cost savings the HRA Open4Hire will save, first determine how much you are currently spending. This can be measured by reviewing the following 6 areas:

1. How much are you spending on advertising?
2. Agency and search firm fees.
3. Referral bonuses paid to employees.
4. Travel costs incurred by both recruiters and applicants.
5. Relocation costs
6. Company recruiter costs (including salary and benefits prorated if the recruiter performs duties other than staffing).

Examples of how HRA Open4Hire can cost justify the expenditure or operating cost.

1. How much are you spending on advertising?

A mass email can be sent out to all Applicants in a seasonally established organization for example. Announce Open Positions directly through HRA Open4Hire by email. Another way to save is to analyze where your best Employees came from and then you can spend advertising dollars more strategically.

2. Agency and search firm fees.

Significant saving can be achieved by finding your own Applicants with HRAOpen4Hire, right off your own web page. Do your own searching from the existing list of Applicants already in HRA Open4Hire.

3. Referral bonuses paid to employees.

Source of successful Applicants can easily be tracked and analyzed

4. Travel costs incurred by both recruiters and applicants.

Have the Applicants come to your web page.

5. Relocation costs.

Spending more time looking at Applicants that are local

6. Company recruiter costs (including salary and benefits prorated if the recruiter performs duties other than staffing).

Time savings can add up very quickly with an automated system like HRA Open4Hire. The Hire button saves time with data input for a new employee, have the Candidate do a lot of the administrative work filing electronically.