



## Hiring Management System

HR Service, Inc provides a custom branded job posting website, application management and screening system for HR Service, Inc. clients, reducing screening and routing time while increasing the ability to find top candidates. The Hiring Management System master site is located at [www.hrservicejobs.com](http://www.hrservicejobs.com) .

### BENEFITS TO CLIENTS:

- **Automated Job Posting** – Store helped wanted ads in one central location, then electronically post help wanted ads to desired job boards like Craig’s List and multiple other sites.
- **Increased Applicants** –Receive applicants through the system’s marketing efforts, as well as from your own. The combined mass of member employers and their combined job listings ensure that the entire site has high visibility to internet search engines, producing more applicants. Applicants are stored into a database.
- **On-line Job Application** – No more paper applications. Individuals seeking employment with your organization can apply on-line with the electronic application and/or upload their resume all stored into one data base.
- **Branded Careers Website** – Clients are provided their own careers website that includes their logo, company description, link to their company website, and a list of their current openings. Clients provide a “careers” link on their own website, to point to the career site so that all applicants are entered into their application management database.
- **Instant Communications** –Easily communicate with job seekers and hiring managers with automated thank you emails and easy distribution of qualified candidates to hiring managers.
- **Simple Application Tracking** – Your employer login will allow you to track all of your applicants, regardless of source. Tracking includes managing your hiring process steps, individual applicant notes, and the ability to forward screened applications to hiring managers.
- **Powerful Applicant Screening** – In addition to the on-line application, each job posting includes up to 10 job specific screening questions you create to help you narrow the pool to the best candidates. Optional selection of hiring assessment tools for integrity, work ethic, reliability, substance abuse and more.
- **Instant Reporting & Tracking** –Applicant source reporting, current applicant status tracking, and applicant notes.
- **Easy Upgrades** – Employers can easily upgrade to a more powerful, fully branded, careers site that gives them more customized tracking, search, integrated email, and reporting features.
- **Alternate ATS Integration** – Larger employers who have their own ATS system can post their jobs to the job board, and push job applicants directly to their own ATS system.

### GETTING STARTED WITH YOUR OWN HIRING MGT. SYSTEM:

- Go to [www.hrservicejobs.com](http://www.hrservicejobs.com) and click on the “Employers” link (right side of the top menu).
- Click on “[New Employers - Click Here to Request a Login](#)” and then fill out the easy enrollment form.
- Within 2 business days, you will receive an email with your login information and a simple user’s guide.
- You can be using the system and posting your jobs—and getting better hires—the same day!
- **Questions?** Call (801) 685-8400 or Email: [Questions@hrserviceinc.com](mailto:Questions@hrserviceinc.com)