



Recruiting, Applicant Tracking and Onboarding System

One of the most important responsibilities an HR Professional has is to recruit and hire the most qualified applicants to fill their company positions. To support this time consuming task, GBS developed an integrated HR recruiting and onboarding tool to streamline the recruiting, tracking and onboarding new employees. Some of the system features include:

- Custom client home page that will provide a brief overview of the company with a link to all of the job listings that are currently available within that company.
- The client can post their open job positions on all of the social media sites such as Career Builders, LinkedIn, Monster etc. which will include a direct link back to our client website where they can see a detailed job description and job requirements (i.e. education, experience, skills etc.).



- The job applicant can click on the job they are interested in and complete an online job application, upload their resume, references, cover letter, etc.
- As soon as an applicant completes their job application, they receive an email reply thanking them for their interest and that someone from the company will be in touch with them shortly.
 - The job applicant information is immediately in the system with all of the pertinent information (including uploads) and is available to the HR Manager and/or Department Manager posting the position.
 - The HR Manager/Department Manager reviews the information and if it looks like the applicant a good candidate, an email from the HR Manager requesting a job interview is sent to the applicant.
 - Once the interview is completed, the company representatives that conducted an interview can complete an online interview questionnaire critiquing the applicant.
 - Once a determination is made (offer, decline, hold) an email is automatically sent to the job applicant that contains the standard language (which can be edited as well). The offer letter will include all of the pertinent information (job title, salary, benefits eligibility, start date/time and reporting Managers name etc.).
 - The applicant can either decline or accept the offer online. If they accept the offer, they will be presented with all of the onboarding forms (i.e. I-9, W-4, local tax form etc.) to complete online.
 - If their position is full-time and they are eligible for benefits, they can enroll online for all of their benefits which will include a description of the plans and costs that are available to them and based on their job class waiting period, the appropriate effective date.
 - The system will also include a dashboard at the company level as well as the department level so HR Managers and Department Managers can track their personnel needs (open, filled & on hold) and the length of time to fill, turnover rates, and types of positions. They will also have a detailed list of candidates they can click on to see all of the pertinent information about that person. It also serves as a candidate pool for future positions that might become available in the future that would be a good fit.



This totally automated HR support tool will help the busy HR Manager streamline the time consuming tasks of recruiting, interviewing, hiring and onboarding their personnel!