



# **!Trak-It Applicant**

## **APPLICANT TRACKING MADE EASY**

*with E-mail and Web Connections*

!Trak-It Applicant is a very easy-to-use Applicant Tracking System that helps you trim recruiting expenses by reducing the clerical costs of job application processing. It allows you to effortlessly generate standard letters or e-mail notices, produce EEO reports, and analyze the costs and statistics of recruiting. Because applicants can be searched for by skill, school, past employer or anything else, you can find the "right" candidate fast. With !Trak-It Applicant, a minimal amount of data is required to enter an applicant into the system. With the built-in e-mailer, communication with managers and candidates is almost effortless. Over 100 standard reports are included, as well as a custom report writer and custom letter and label generator.

### **Speed Applicant Processing**

!Trak-It Applicant is an excellent solution for any size company with a high volume of job applicants because it reduces the clerical time to process applications while freeing recruiters to focus on the more critical recruitment activities. Use the built-in emailer to communicate with candidates and interviewers. Even more time can be saved by using the !Trak-It Extract and Web options.

### **!Trak-It Applicant includes:**

- Built-in e-mailing
- Web Reference Check
- Auto-Letter Generator
- Activity Statistics
- Requisition Analysis
- Letter History
- Mailing Labels
- Past Employer Search
- Invitation Scheduling
- Recruiter Statistics
- Cost Analysis
- Status History
- Unlimited Notes
- Searches
- Job Descriptions
- Source Statistics
- Routing Status
- Applicant Profiles
- Custom Reports
- EEOC Reporting

### **Job Requisitions**

In addition to tracking applicants, !Trak-It Applicant also provides a Job Requisition System that helps recruiters track open and closed job requisitions. Items such as job descriptions, skills, education requirements, experience and recruiting costs are tracked. Each job can be dynamically displayed on your web site via the web option or easily posted to web job boards.

### **EEOC Compliance and Reporting**

!Trak-It Applicant provides standard AAP Reports to help ensure your compliance with government EEOC hiring practice requirements. More than 100 standard reports are provided, as well as a powerful report writer, allowing you to design your own reports.

### **Letter & Label Generator**

The built-in Letter Generator allows you to create an unlimited number of form letters or e-mail letters that are automatically customized each time they are sent. Any letter can be generated immediately or produced in a batch at the end of the day. Mailing labels are optionally available for each printed letter.

### **Archive Old Data**

Outdated applicant information can be easily transferred to an archive database. Searches that are normally limited to the active applicant data can be extended to include the archived data when desired.

### **Easy Transfer to !Trak-It HR**

When an applicant is hired, a simple menu selection will automatically transfer all relevant information into the !Trak-It HR Human Resource Management System.