

GO PAPERLESS WITH OUR EMPLOYMENT APPLICATION MODULE

Regional Data Services has developed a *web based* employment application system that quickly and easily installs on your web server. **RDS Applicant Tracking** includes a versatile application builder that enables you to create unlimited, job specific applications. It also provides a powerful search engine that saves time by simplifying your assembly of qualified applicants. **RDS Applicant Tracking** streamlines your hiring process by eliminating bulky, hard to read paper applications.

Create an unlimited number of custom employment applications, each with its own configuration and job listings.

- Gives your corporation a high-tech image
- Intuitive, easy to use software designed to accommodate the skill levels of all applicants
- Reduces paper volume by storing applications electronically
- Eliminates the need for data entry by staff
- Optionally synchronizes with your existing RDS personnel system or can be a stand alone module.
- Applicants may begin an application, log off, and log back in later to finish and submit the application
- Applicants can log on and change demographic/contact information after an application has been submitted
- Build, customize, and sequence application pages to fit specific application needs
- Eliminate user input error by creating drop down lists for ethnicity, degree, endorsements, licenses, skills, etc.
- Applicants may upload/attach documents, such as resumes, transcripts, or endorsement letters
- Optionally notify an applicant and system administrators that an application has been received
- Build your own questions with answer types such as yes/no, check box, date, and text
- Define text for introductory and exit pages
- Supports Rules 2002 teacher licensing
- Filter applications by predefined conditions, such as criminal background checks and reference checks
- Track interviews and attach secure notes to applications
- Define user access by job type or specific jobs
- Search for applicants based on virtually any piece of information provided by the applicant.

Administrator View

Applicant View