# School ERP Pro Applicant Tracking

### IMPROVE ACCESS

Give applicants and employees access to job postings, information, and functions — anytime, anywhere

### INTEGRATE WORKFLOW

Empower your district with seamless workflow, from the time an application is submitted through hiring

### INCREASE EFFICIENCY

Integrated systems allow staff to spend their time on what really matters — hiring the right people

School ERP Pro Applicant Tracking is designed to help your human resources department overcome the challenge of finding, hiring, and retaining qualified employees, while reducing workload and saving time. This solution automates the job posting process, from creating and posting open positions to analyzing job applicants before hiring. In addition, applicants can apply electronically.

## HUMAN RESOURCES CAN:

- Add new job postings
- Identify job criteria and requirements to fill the position
- Maintain notes on the applicant during the interview process
- Initiate new hire Personnel Action Requests (PARs) when hiring an employee
- Create email templates to automate communication with applicants
- Use built-in reporting to easily filter and sort candidates

Finding, evaluating, and hiring new employees manually can be time-consuming, but School ERP Pro can automate your processes. By using an applicant tracking system built into your ERP, data will flow seamlessly throughout the entire hiring cycle.

By leveraging the position information already held in School ERP Pro, this module creates job postings and easily allows applicants to apply for open positions. Data flows directly to the Human Resources module in ERP Pro, allowing your team to review, analyze, and hire/reject with ease.

## CANDIDATES CAN:

- Review job openings
- View position description and criteria
- Apply for a job opening
- Upload required documentation
- Save their application and come back later to complete it
- Save their contact information in their profile to auto-populate applications

## BENEFITS OF APPLICANT TRACKING INCLUDE:

- Position information flows seamlessly into Applicant Tracking
- Job templates make creating job requirements easy
- Manage both internal and external candidates in one applicant pool
- Manage multiple applicants for one job posting in one place
- Tracks interview notes easily
- Notify all candidates not selected for the position quickly
- Integrate with PARs

**For more information visit tylertech.com**