

## Selectech® Workforce Management

### BASIC COMPONENTS

- **Requisition Management System:** This component provides the ability to create, approve, view and modify requisitions (access to functionality depending on role level). This component allows the tracking and management of requisitions from the point of creation to final disposition/hire. The component utilizes a wizard-driven interface for ease of use.
- **Candidate Management System:** This component provides the ability to capture, view, track, and modify candidate data (access to functionality depending on role level). The Candidate Management and Requisition Management components are seamlessly integrated for ease of use.
- **Candidate Pre-qualification:** Company, job and location specific questions scored in real time to pre-qualify applicants.
- **Resume and Employment Application:** This component collects resumes (cut / paste, attach and build) and/or employment application, including EEO and WOTC information and information required for an HRIS system and, if relevant, background screening vendor.
- **Communications Management System:** This component provides the ability to create, track and manage all hiring-related communications (between staffing personnel and candidates). The component offers a fully featured and self-contained electronic communications portal.
- **Report Management System:** This component allows users to access system reports (access to functionality depending on role level). Reports can be filtered in multiple ways to deliver different data views, including views by date, geographic location, and company wide on the entire range of collected data. As part of ERC's implementation plan, attention is paid to the reports required and any not existing are created as part of the implementation process. Selectech also delivers graphic reports as well as export data to Excel or other applications with one click.
- **Schedule Management System:** This component provides the ability to create and manage multiple-event schedules on a position and location-specific basis. This utility allows maximum process improvement. For example, a schedule can be created for initial phone interviews and another for personal interviews with a store manager and then a district manager.
- **System Administration:** For appropriate role level users, this component offers advanced self-service capabilities such as adding and deleting new job positions, categories, locations, regions and modifying related information (pre-qualification questions, job descriptions, location information, directions, etc). The component utilizes a wizard-driven interface for ease of use and all changes are made in *real time* and without additional technical support fees
- **On Boarding:** Selectech includes AllAboard<sup>SM</sup> an automated new hire on boarding management system. Once a candidate is hired the new hire events associated with the job are triggered and tracked by Selectech. AllAboard<sup>SM</sup> insures all necessary new hire events happen when they are supposed to happen, which reduces administrative burden and ensures new hires are integrated into your company as expected.

## OPTIONAL COMPONENTS

- **Selectech Assessments:** Optional validated, legally defensible online assessment batteries that will help make hiring more of a science by identifying job candidates statistically more likely to meet your company's performance expectations. Ongoing validation. Sample assessment batteries (final configuration to be determined).
- **Interviewer Training:** This optional component is an e-learning system that teaches competency based interviewing skills and basic legal considerations in the interview process. Better interviewing skills will lead to better hires. Modularly based, all results are tracked and reported.
- **FirstWord® New Hire Survey:** This optional component measures a new hire's initial period on the job and the orientation process either by toll free telephone or Internet.
- **LastWord® Exit Interview:** This optional component measures a voluntary departing employee's reasons for leaving either by toll free telephone or Internet.
- **QuickCheck<sup>SM</sup> Climate Survey:** A standard or customized employee climate survey to measure multiple areas of employee satisfaction either by toll free telephone or Internet.
- **Customer Surveys:** Custom customer satisfaction surveys either by toll free telephone or Internet.
- **Employee Performance Appraisals:** custom performance appraisal data collection and processing either by toll free telephone or Internet.

## DATA MIGRATION AND THIRD-PARTY INTEGRATIONS

ERC has a well-mapped planning process for completing data migrations from legacy or competitive systems that assures previously collected data is not lost when you transfer to Selectech.

ERC also has a well-mapped planning process for completing third-party integrations with either vendors we already partner with or your preferred vendor whether it be for WOTC tax credits, a background screening company, payroll vendor, or your HRIS system.

Both the data migration and third-party integration processes are designed to eliminate any cut-over issues and minimize the time required of you and your IS staff.