



KwikHR Job Postings and Applicant Tracking Applications

Powerful, Practical Solutions for Human Resources Documents and Processes

From hire to retire, KwikHR KwikApps™ help you manage your human resources processes and documents with ease—streamlining approvals, maintaining checklists and required documents, and providing secure access and instant auditability. KwikApps built on the KwikTag solution platform deliver configurable job, applicant and employee file folders, data mapping to Microsoft Dynamics or other HR systems, automated workflow, and reports.

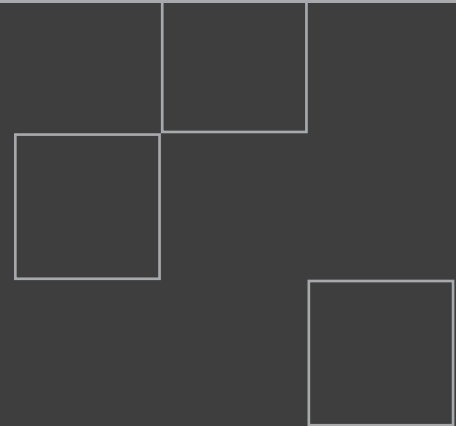
Requisition a job and hire fast with efficiency and compliance

As the cornerstones of the recruiting and hiring process, the KwikHR Job Postings and KwikHR Applicant Tracking applications work alone, or alongside other third-party applications. Access documents instantly from within Microsoft Dynamics, in a connected third-party application, or through a KwikTag Web-browser client or email, when and where you need them. Route documents to approvers, hiring managers and interviewers automatically. Associate documents and data gathered during the recruiting process with employee records. Report on results and quickly identify process bottlenecks. Ensure compliance, auditability and security at every step. Quickly and easily.

KwikHR Job Postings

Manage the hiring process from the initiation of a requisition for a new employee with multi-level approvals, and/or collaborative iterations of job postings or job descriptions. KwikTag's Web-based routing, review and approval capabilities deliver the initiation and management of new positions, with or without documents. Web-based report views display pending requisitions, job postings, and open and filled positions. You choose how to configure the application to meet your requirements for approvals of new headcount and/or management of recruiting.

As a result, your organization can ensure that the right positions are approved, and manage and monitor recruiting, while reducing time and effort.



KwikHR delivers:

- Instant organization of documents
- At-a-Glance Auditability
- Streamlined approval processes
- Visibility to outstanding jobs, applicants and status

Document Management. Workflow. Reporting.

Automate requisitioning, recruiting, interviewing and hiring.

Archive applicant documents.

Monitor recruiting status.

Manage documents easily. Increase efficiency. Improve inquiries and audits. Handle employee requisitions and hiring processes with ease—for both hiring managers and interviewers, and human resources professionals.

KwikHR Applicant Tracking

KwikHR Applicant Tracking is designed to work with your existing business processes and automated systems to leverage existing data and document touch points, so you can minimize manual steps, gather, manage and audit documents without extra steps, and ensure compliance. Efficient, optimized processes means you recruit and hire the best candidates with minimal effort.

Eliminate paper and ensure secure storage by allowing employees, candidates and recruiters to email or fax resumes, cover letters, references or other documents into your KwikTag system. KwikTag can key off inbound email or fax addresses to automatically assign hiring department, position number, or other key index data to your documents. Wherever your data, systems and processes intersect, KwikHR Applicant Tracking gathers and archives documents and streamlines approvals, ratings and comments.

Document-enable your hiring process, so that all the documents and candidate information is automatically associated in an applicant "case folder" for quick retrieval of documents and status in the process. Relevant documents are instantly added and retrieved from within KwikTag's Web client or through email replies.

Automate the interviewing and hiring process end-to-end. KwikHR Applicant Tracking leverages KwikTag's routing and approval workflow functionality to route candidate documents and information to hiring managers and interviewers, gathering their feedback and presenting it in a complete view so decision points are easy and automated. Maintain checklists of required documents or make interview notes or comments mandatory, and use KwikHR's notification emails, reminders and escalation reports to keep everyone on track. Route the information and proposed offer letter for selected candidates to the CFO for final approval. Finally, move all the documents to your Microsoft Dynamics system for accessibility from the employee card, while maintaining Web access as well for authorized parties.

Ensure compliance and auditability through rule-based routing and approval workflows, configuration of required or optional data and documents, secure storage with retention rules and automatic purging, and audit trails of document and workflow actions. Every document is accessible, searchable by filing data or content, and secure. If a candidate is rejected at any point in a workflow process, all the data and documents are automatically archived in KwikTag's secure repository.

Capturing Potential. Unleashing Productivity.

KwikTag KwikHR Job Postings and Applicant Tracking combine the document management, automated workflow and reporting capabilities HR and hiring departments need to dramatically improve the efficiency and auditability of their hiring processes. Easy to implement and flexible enough to support your unique business processes, KwikHR is the most powerful and practical way to simplify life for your HR staff, the departments they support and the candidates they interact with on a regular basis.

"KwikTag saved our HR department a lot of time... Getting time back is the biggest thing we can give our staff and constituents."

- Kristen Stine, HR Manager, PETA Foundation



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