

# Inquirehire Talent Acquisition and Onboarding System



**inquirehire**  
Look Better

# Inquirehire Talent Acquisition and Onboarding System

## **Solution Overview:**

1. Web-based SaaS solution – no software to buy, load, or maintain.
2. User friendly for applicants and employers with built in audio and video help.
3. No internal IT resources/support is required.
4. 99.9% uptime.
5. OFCCP compliant.
6. Turn-key implementation.

# Top Standard Features

1. Branded job seeker site linked to your corporate site(s)
2. Job seeker site supports audio, video, and multi-language
3. Referral source collection and reporting
4. EEO/Disability/Veteran status collection and reporting
5. Pre-screening questioning with knock-out and scoring
6. Online application, cover letter, and resume + resume builder
7. Electronic offer letter + approval/accept/reject
8. Standard management reporting
9. Inquirehire background screening and assessment integration
10. Secure applicant communications portal
11. Auto Outreach notification system
12. Configurable workflow, user security, dashboard, and access rights

# Optional Features

1. Job board integration
2. Automated interview/appointment scheduling + Outlook integration
3. Internal applicant workflow
4. Custom job application
5. Custom onboarding documents
6. Electronic I9/e-Verify
7. Payroll/HRIS system integration

# Inquirehire Talent Acquisition and Onboarding System

## **Key Cost Savings:**

1. Reduces internal labor costs
2. Reduces employment advertising costs
3. Reduces paper and paper storage costs
4. Reduces mailing costs

# Inquirehire Applicant Tracking System

## **Key Strategic Benefits:**

1. Improves employment identity/brand image
2. Establishes/maintains consistency of process
3. Reduces time to hire
4. Improves hiring decision quality
5. Improves the hiring process for applicants


# Requisition Approval and Management

**Create a Requisition...**  
Complete the following requisition detail information. If you would like to return to the previous screen at any point, click "Previous". To exit WizardDrive<sup>SM</sup> without saving any data, click "Cancel".

▶

■

AUDIO HELP

 Video Help

REQUISITION DETAIL DATA

Wizard Progress Meter  0 50 100

Required information is indicated by an asterisk ( \* ).

Job Title: Compliance Officer

Job Code: 10-100

Bonus Plan: Plan A

\* Full/Part Time: Full Time

\* Position Status: Replacement

Why Vacated? Resignation

\* Hiring Manager: Jim Jones

Reports to: (if different than Hiring Manager)

\* Entry Salary range: 60,000 to 75,000

Notes / Comments: Replacement position included in current year budget.

Vacated by: Walter Hagen

Incumbent Salary: 65,000

\* Title: Sr VP

Cancel

Previous

Next

Finish

The electronic requisition feature will email approvers when a requisition is submitted that requires approval.

The system automatically routes requisitions to the approval hierarchy.

Approver can manage requisitions from desktop or handheld device.

# Job Board Integration

Use keywords like nurse or sales, or enter the name of a website.

Search:   or [Start a New Search](#)  
[View Saved Sites](#)

☒ Site Name or URL ☐ Site Description ☒ Keywords (2)

Browse for [National](#), [Regional](#), [Industry-focused](#), or [Diversity-focused](#) job boards, or [view more categories](#).


19 sites found [ 1 ]


**Qte.** Quote: final cost will be confirmed with you before purchase is completed.  
**Sub.** Subscription: this posting will be purchased with your existing site subscription or inventory.  
**Var.** Variable: cost is dependent upon your listing and is calculated while you compose the ad.


---

### In-Network Sites

---




 **\$419**  
30 days


 Pricing info



**CareerBuilder.com**

CareerBuilder is changing the way companies around the world recruit their most important asset: their people. Their mission is to be the global leader in online recruitment advertising by being an employee-driven, customer-focused organization that provides the best rate of return to their shareholders.

 [See it!](#) |  [Save this site](#) |  [Report inaccuracy](#)

 [Inventory & membership](#)

Automatically post your approved requisitions on CareerBuilder, Monster or other job boards.

Your job description will automatically post to the job board(s) along with a link to your career site.

Applicants who view your job board ad can link directly to your job opening and apply.



# Job Seeker Site



DemirCo South Shores Forsyth Mt. Zion Champaign Springfield

At Hickory Point Bank, our success is based upon the integrity, brilliance, and hard work of our team. We are committed to offering our employees opportunities for learning and career advancement through internal job postings. Prior to applying for a job opportunity we ask that you share your intentions with your supervisor. Supervisor approval is required if you have been in your current position less than 12 months.



Create a powerful employment brand with a job seeker site. Applicants link to your job seeker site from your company or corporate site.



**QCR HOLDINGS, INC.**  
a relationship driven organization\*

AT QCR HOLDINGS, INC.,  
THERE ARE NO GREATER ASSETS THAN  
*our employees.*

QCR Holdings, Inc. is a multi-bank holding company headquartered in Moline, Illinois that prides itself in building the very best relationships as it serves the Quad Cities, Cedar Rapids and Rockford communities through its wholly owned subsidiary banks. Each bank provides full-service commercial and consumer banking, trust, and asset management services. The company also engages in commercial leasing through its subsidiary, M2 Lease Funds, LLC, based in Milwaukee, Wisconsin.

**QCR HOLDINGS, INC. EXECUTIVE MANAGEMENT TEAM**


TO SEARCH FOR JOB OPENINGS IN OUR ORGANIZATION, USE THE CONVENIENT SEARCH TOOLS IN THE SEARCH POSITIONS SECTION OR SIMPLY CLICK ON THE NAME OF AN ENTITY LISTED BELOW TO GET A COMPLETE LISTING OF OPPORTUNITIES WITHIN THE ENTITY.

**LANGUAGE**  
English (US) ▼

**LOGIN**  
Username:   
Password:    
Forgot Password ?

**CAREERS SECTION MENU**  
Careers Home

**SEARCH POSITIONS**  
Search Term:   
Category:  All Positions ▼  
Location:  All Locations ▼  
Position:  All Positions ▼  
Advanced Search

 **SECURE** DATA PROTECTION  
network solutions

# Display Job Openings



# ADAMS BANK & TRUST

## A Family Owned Regional Bank

Applicants can search job openings by hiring location, job category, or specific job title.

[illegible]

# Paperless Applications

PERSONAL INFORMATION	
Date: 01/07/2010	
Last Name: <u>Bishop</u> First Name: <u>James</u> Middle Initial:	
Address: <u>320 LeClaire Street</u>	
City: <u>Davenport</u> State: <u>IA</u> Zip Code: <u>52801</u>	
Area Code/Phone Number:	Alt Phone Number:
(Enter 10 digits) <u>563-323-5922</u>	(Enter 10 digits)
E-mail Address: <u>akinsey@sweeneyinc.com</u>	
Is additional information relating to change of name, use of an assumed name, or use of nickname verify your records? <input type="radio"/> Yes <input checked="" type="radio"/> No	
If yes, please explain:	
Are you legally authorized to work in the US? <input checked="" type="radio"/> Yes <input type="radio"/> No	
Are you at least 18 years of age? <input checked="" type="radio"/> Yes <input type="radio"/> No	
Have you ever applied to the Company before? <input type="radio"/> Yes <input checked="" type="radio"/> No	
If "yes," when did you apply?	

LANGUAGE
English (US)

LOGIN STATUS
You are currently logged in as: <b>James Bishop</b>
<a href="#">Logout</a>

CAREERS SECTION MENU
<a href="#">Careers Home</a>

SEARCH POSITIONS
Search Term:
Category:
All Positions
Location:
State Bank
Position:
All Positions
Advanced Search <a href="#">Search</a>

Electronic Signature Authorization
<b>PRE-EMPLOYMENT STATEMENT</b> I certify that all information supplied in this application and any attached supporting document (resume, cover letter, etc.) is true and correct. I understand that, because The Company will rely on this application in making its employment decisions, any false or misleading information furnished by me regarding this application will result in the rejection of this application or termination if employed by the company.
<b>RELEASE AUTHORIZATION</b> I hereby authorize all educational institutions which I have attended, all branches of U.S. military service in which I have served, all of my former employers, all credit bureaus, all court systems, and all of their representatives to furnish The Company or its representatives any and all information concerning my education, driving record, military service, former employment, credit history, and/or criminal convictions. In addition, I hereby agree to hold harmless and to release all of said institutions, services, employers, bureaus, courts, and representatives from any and all claims that I may have, or which may arise, against any and/or all of them, including the company, as a result of their furnishing information to the company.
By checking this box I acknowledge that the electronic submittal of this application is the same as submitting a signed application. I further certify that all information contained herein is true and accurate information, and that I have read the application carefully.
Applicant Name: James JB Bishop
<input checked="" type="checkbox"/> Electronic Signature Authorization *Date: January 7, 2010
<a href="#">Previous Page</a> <a href="#">Continue</a>

A standard electronic application is included and customization is an option.



# Electronic Background Check

CAREERS SECTION MENU

[Careers Home](#)

SEARCH POSITIONS

Search Term:

Category:  

All Positions

Location:  

All Locations

Position:  

All Positions

Advanced Search

Search

Download a summary of your rights

This notice is to inform you that in preparation for clinical/fieldwork/practicum experiences we will be obtaining and reviewing a consumer report or an investigative consumer (Background Check) report on you. By signing this, you are affirmatively acknowledging you understand you are not to be considered an employee of any clinical site or practicum but have been notified that this report may be considered a consumer report used for employment purposes as defined in the Fair Credit Reporting Act, section 603 (h). "Employment purpose" shall mean to include volunteer work, internship, clinical affiliation, practicum, or other position to fulfill educational requirements.

I hereby consent and authorize St. Ambrose University or its agents to prepare a consumer report consisting of criminal record checks, sanctioned lists check, as well as a search to determine all previous addresses within the last 7 years. This consumer report will be used for employment purposes as defined in the Fair Credit Reporting Act, section 603 (h), or in particular including employment as defined above. In using a consumer report for employment purposes, before taking any adverse action based in whole or in part on the report, the person intending to take such adverse action shall provide to the consumer to whom the report relates, a copy of the report and a description in writing of the rights of the consumer under the FCRA, as prescribed by the Federal Trade Commission, section 609(c)(3).

I am providing the information on the next screen for the preparation and proper verification of the consumer report.

**New York applicants or employees only:** You have the right to inspect and receive a copy of any investigative consumer report requested by employer by contacting Inquirehire at 800-494-5922 or [inbox@inquirehire.com](mailto:inbox@inquirehire.com).

☒ By checking this box, I accept the terms of the above statement.

Cancel

Previous

Next

Submit Information for Background Check

Eliminate paper background check authorizations and complex compliance issues.

The Talent Acquisition and Onboarding System utilizes electronic background check authorization with digital signature.

The system is pre-integrated with Inquirehire's background screening system, eliminating the need for background screening order entry.

# Automated Appointments

LANGUAGE

English (US)

LOGIN STATUS

You are currently logged in as:  
James Bishop

Logout

CAREERS SECTION MENU

Careers Home

SEARCH POSITIONS

Search Term:

Category:

All Positions

Location:

All Locations

Position:

All Positions

Advanced Search

Search

Schedule Appointment

Based on your responses, we would like to schedule an appointment with you. Information about this appointment is provided below. Please select a date on the scheduling calendar. To exit WizardDrive<sup>SM</sup> without saving any data, click "Cancel".

Audio Help

SELECT A DATE

Wizard Progress Meter

025100

Pre-Scheduling Instructions:

hh:mm

<< January 2010 >>

MON	TUE	WED	THU	FRI	SAT/SUN
				1 New Year's Day	2
4	5	6	7	8	9
11	12	13	14	15	16
					17

AUDIO HELP

LANGUAGE

English (US)

LOGIN STATUS

You are currently logged in as:  
James Bishop

Logout

CAREERS SECTION MENU

Careers Home

Search Jobs

Message Center

My Appointments

My Applications

My Resumes

My Profile

SEARCH POSITIONS

Search Term:

Category:

All Positions

Location:

All Locations

Position:

All Positions

Advanced Search

Search

MESSAGES

View All Messages

Date	Subject	From

View Existing Applications

View All Applications

Withdraw Applications

Date Applied	Status	Position	Location
Jan 7, 2010	submitted	Compliance Officer	State Bank

APPOINTMENTS

View All Appointments

Appointment	Application	Date and Time	View Reschedule	Cancel
phone interview	Compliance Officer, State Bank	January 13, 2010, 9:00 am		

From: ercmail@ercdataplus.com  
To: Alan Kinsey  
Cc:  
Subject: Applicant has scheduled an appointment

An appointment has been scheduled by James Bishop.

James applied to Requisition 80, Compliance Officer.

This appointment is on the phone interview schedule.

The appointment is scheduled for Wednesday January 13, 2010 at 9:00 am.

Automated interview appointment scheduling saves your HR dept time, and provides a confidential way for applicants to setup important calls and meetings with your organization.

# Applicant Evaluation

<b>LANGUAGE</b>	Are you 18 years of age or older?
English (US)	<input type="radio"/> Yes
<b>LOGIN STATUS</b>	<input type="radio"/> No
You are currently logged in as: James Bishop	Are you legally authorized to work in this country?
<a href="#">Logout</a>	<input type="radio"/> Yes
<b>CAREERS SECTION MENU</b>	<input type="radio"/> No
<a href="#">Careers Home</a>	Are you willing to authorize a background check including a criminal record check?
<b>SEARCH POSITIONS</b>	<input type="radio"/> Yes
Search Term:	<input type="radio"/> No
Category:	Are you willing to comply with our company's dress code which requires all employees to be neatly dressed and groomed at all times?
All Positions	<input type="radio"/> Yes
Location:	<input type="radio"/> No
State Bank	Can you, with or without reasonable accomodation, perform the essential functions of this job?
Position:	<input type="radio"/> Yes
All Positions	<input type="radio"/> No
Advanced Search <a href="#">Search</a>	Please double-check your responses before continuing.
	<a href="#">Submit</a>

<b>Requisitions</b>	Schedules	Communications	Applications	Reports	Locations	Positions	System Settings	Web Resources
Selectech Home -> Requisition Management -> <b>Requisition Details ( Collection Management )</b>								
show navigation >>>								
Currently viewing information related to: <b>Location: State Bank</b>								
<b>Inquirehire Demo</b>								
Position: All Positions								
Requisition: 83 - Collection Management at State Bank								
<a href="#">General Info</a> <a href="#">Detail Info</a> <a href="#">Job Boards</a> <a href="#">Process Steps</a> <a href="#">Approval</a> <a href="#">Applications</a>								
Current Search Settings:								
Currently viewing results 1 - 5 of 5 matches								
<a href="#">Search</a>								
<a href="#">Show All</a>								
<b>Select</b>	<b>First Name</b>	<b>Last Name</b>	<b>Date Applied</b>	<b>Disposition</b>	<b>Score</b>	<b>Rank</b>	<b>Notes</b>	<b>View Information</b>
<input type="checkbox"/>	Nicole	Smith	Jan 13, 2010	Interviewing	117.5	1	E-MAIL: Dear Nicole Smith, Thank you for your interest in job opportunities with our company.&nbs...	<a href="#">View</a> <a href="#">Print</a> <a href="#">Email</a>
<input type="checkbox"/>	Lisa	Jones	Jan 13, 2010	Other explain	32	2	DISPOSITION OTHER: Not right for this job, but good fit for bank teller.	<a href="#">View</a> <a href="#">Print</a> <a href="#">Email</a>
<input type="checkbox"/>	Bob	Anderson	Jan 13, 2010	Not minimally qualified	15.5	3	E-MAIL: Dear Bob Anderson, Thank you for your interest in job opportunities with our company.&nbs...	<a href="#">View</a> <a href="#">Print</a> <a href="#">Email</a>
<input type="checkbox"/>	James	Bishop	Jan 13, 2010	Not minimally qualified	8	4	E-MAIL: Dear James Bishop, Thank you for your interest in job opportunities with our company.&nbs...	<a href="#">View</a> <a href="#">Print</a> <a href="#">Email</a>
<input type="checkbox"/>	Jane	Williams	Jan 13, 2010	Failed pre-qualification	25		add note	<a href="#">View</a> <a href="#">Print</a> <a href="#">Email</a>
<a href="#">Check All</a>   <a href="#">Uncheck All</a> <b>Action:</b> <a href="#">View/Print/Email Resumes</a> <a href="#">Continue</a>								
To perform an action on multiple applications at once, select the checkbox for those desired. Next, select the action to perform from the drop down box above. Once the desired applications and action have been selected, click 'Continue'.								

The Talent Acquisition and Onboarding System can automatically score candidates on your key requirements. This feature allows HR to focus their time on the top candidates.


# Applicant Communications

Dear James Bishop,

Thank you for your continued interest in the Compliance Officer position at State Bank. At this time, we are pleased to move you to the next step in our hiring process and ask that you re-enter the system to complete some additional information for us.

Click [here](#) to sign in to our career site. Once you log in you will see a "continue" link associated with this application you have submitted. By clicking the "continue" link you will be able to complete the additional information.

Application Notes for James Bishop Close Window

 Add a Note

Below are the notes written for **James Bishop** concerning the application to the **Collection Management** position at the **State Bank** location. To add another note click the 'Add a Note' menu item above.

Date	Posted By	Notes
Jan 14, 2010 11:19	Kinsey, Alan	E-MAIL: Dear James Bishop,  Thank you for your interest in job opportunities with our company. We appreciated the opportunity to review your credentials for the Collection Management position at State Bank. At this time, our position opening does not match with your qualifications and experience. We will, however, retain your application for a period of time in the event a suitable position becomes available. We also encourage you to log on to our careers website from time to time to view other job openings that may be available. Thank you again for your interest, and best of luck with your career search.

Continue

Poor communications is a major source of frustration for applicants, and can damage your employment brand.

Inquirehire provides automated templates so you can communicate effectively and efficiently with candidates.

With just a few clicks you can professionally notify multiple candidates about their application status.



# Electronic Offer Letter

The screenshot shows a software window titled "Offer Letter - Jane Williams ( Bookkeeper )". The window has a "Close Window" button in the top right corner. Below the title bar is a "Save & Email" button and a dropdown menu showing "Offer Letter (9 of 9)". A rich text editor toolbar is visible, containing icons for bold, italic, underline, font color, background color, bulleted list, numbered list, indent, outdent, and a help icon. The main text area contains the following content:

1/19/2010

Jane Williams  
320 LeClaire St  
Davenport, IA 52801 US

Re: Bookkeeper at State Bank  
Offer of Employment

Dear Jane,

We are pleased to extend an offer to you for the Bookkeeper position at the State Bank starting on {month day, year}.

We have proposed the following terms for this position. If you have any questions or it differs from your understanding of what was discussed, please contact me.

Salary: You will receive an annual salary of \${XX,XXX} paid in biweekly installments, effective as of your start date. Beginning in March {year}, you will have an annual performance review with a potential merit increase at each review.

Bonus: Beginning in {month year}, you are eligible to participate in the Property Balanced Scorecard Bonus Program where you have the potential of earning a bonus of up to {XX}% of base salary. Please review the attached Balanced Scorecard Bonus Program document for details on the bonus structure.

Vacation: One week (40 hours) of vacation is earned after six months of employment and another week (40 hours) after one year. After the second, third, and fourth anniversary years, two weeks (80 hours) of vacation is earned per year. After the fifth year, three weeks (120 hours) of vacation is earned per year.

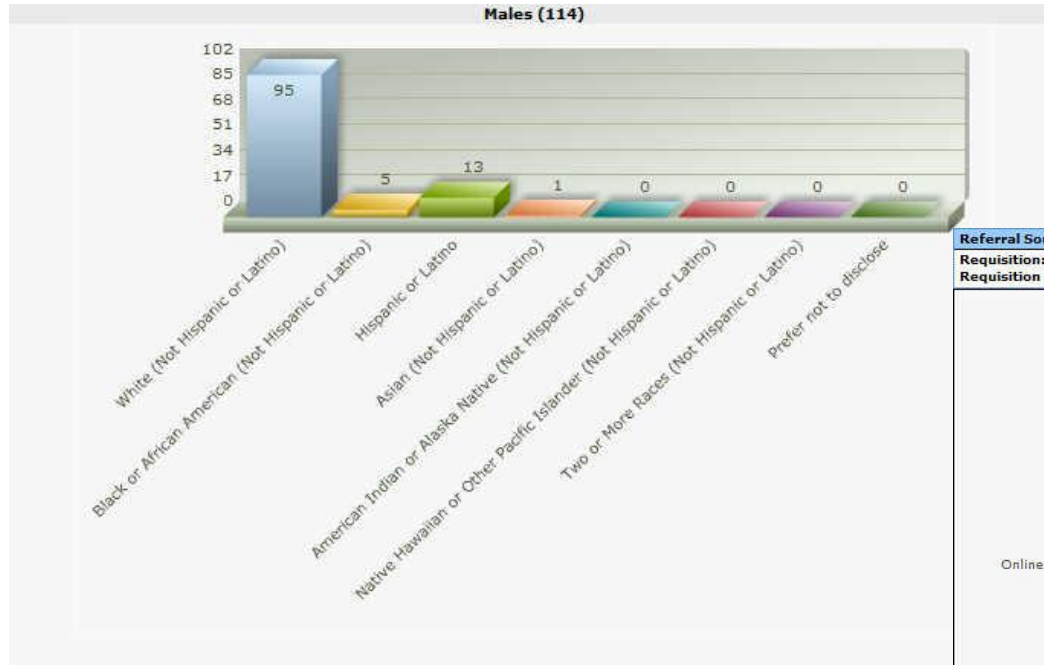
At the bottom of the window, there is a "Disposition:" dropdown menu set to "Working -> Reviewing" and an "Update" button.

Insure operational consistency and improve employment branding with an electronic offer letter template.

Offers are routed internally for approval, and applicants will accept/reject electronically.



# Reports

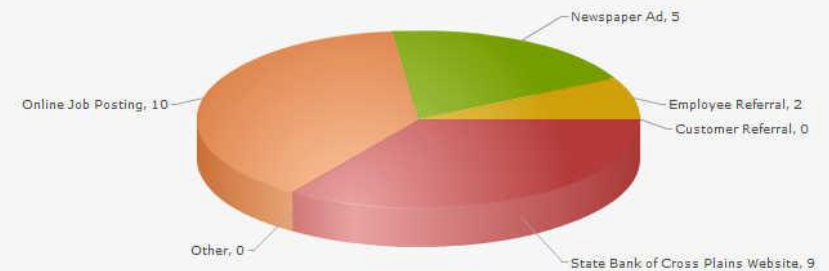


## Referral Source by Requisition

Requisition: Customer Service Representative (CSR) I  
Requisition ID: 19

Click on the icon to download data

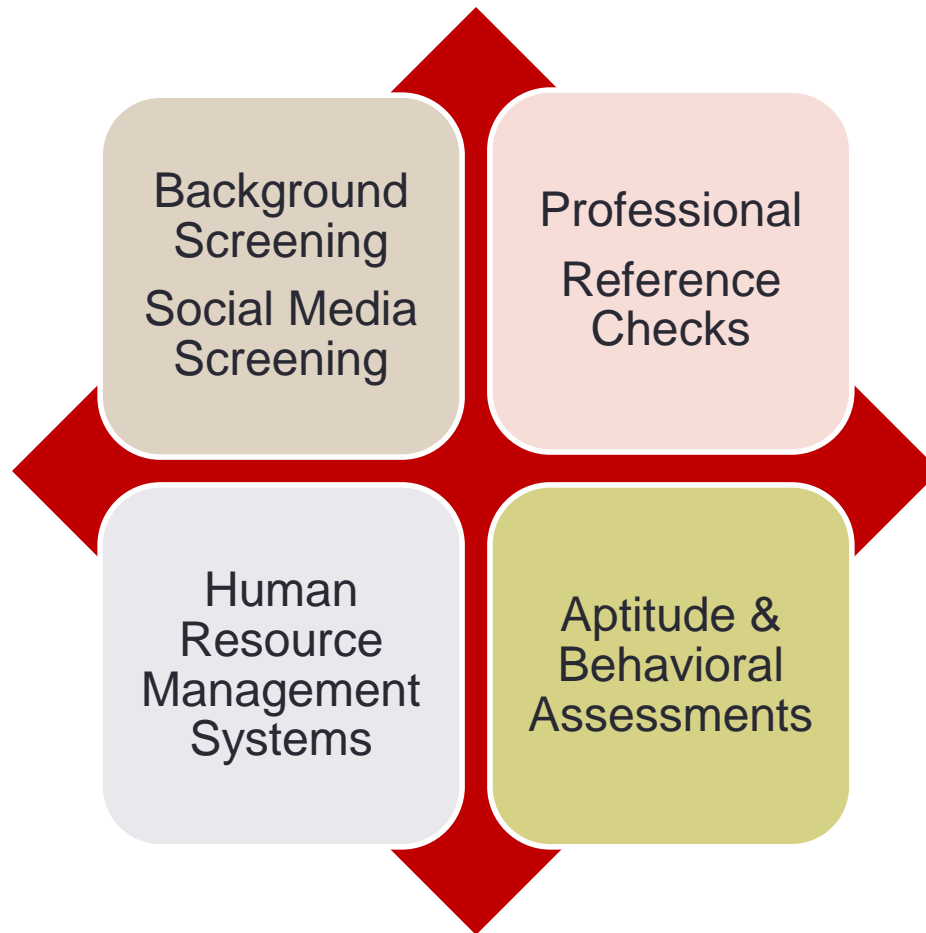
Right click the pie chart for more view options.



Save time with standard reporting  
and quickly analyze key  
information for better decisions.

# inquirehire

Look Better



Optimize Every Hiring Decision