# Inquirehire Automation Solutions

_____

- Gain Efficiency
- Reduce Turnaround Time
- Improve Compliance

**inquirehire**
Look *Better*

## Introduction

Automating paper processes saves time and money, increases efficiency, and improves consistency and compliance.  Inquirehire offers 3 powerful and easy to use methods for automating your screening or hiring process.

In our view, every Inquirehire client should take advantage of one of these automation tools

## QuickApp Basic - Electronic Disclosure and Authorization

Applicants authorize the background check electronically. The standard version of QuickApp is a free service for all Inquirehire background screening users. This service is appropriate for employment screening, tenant screening, and volunteer screening.

## QuickApp Pro – Electronic Application Documents

Inquirehire can make your paper application documents electronic and accessible by applicants from your website. There is a small setup fee and a small monthly support fee for each document. The standard Disclosure and Authorization form is included in this service at no charge. If you are still using paper documents to collect information about job applicants, tenant applicants, or volunteers, this could be a better option.

## Talent Acquisition System – Cloud-based Recruiting, Hiring, and Onboarding

This is the ultimate hiring process automation solution. Employers with 20 or more new hires annually should consider this option. The system automates the entire hiring process and is integrated with Inquirehire employment screening and Inquirehire aptitude assessments. There is a setup and training fee and monthly support fees are based on your employee headcount or credentialed user needs.

This document contains additional information about these automation options. After your review, we would be happy to discuss which automation solution is best for your organization.  If you would like to learn more, contact us at 563-323-5922, or email us at solutionsupport@inquirehire.com.

**Quick App Basic – Electronic Disclosure and Authorization**

This is a feature in the background screening system that enables the employer to collect an electronic disclosure and authorization form from candidates that need to be screened.

**How does it work?**

From the Order menu, select the background check package as normal, push the Quick App button, and input the candidate's name and email address. The candidate will receive an email explaining the process and then the system will guide them through an electronic disclosure and authorization. When the candidate has completed it, you will receive an email notice of completion from the screening platform. If you have chosen the option to automatically submit the order when the candidate completes the authorization, there is nothing more you need to do. Your order is in process, and you will be notified by email when the background check is complete. If you have chosen the option to manually push the order through after candidate completion, you will need to enter the screening platform and submit the order. When the background check is done you will get an email notice of completion. The electronic disclosure and authorization will automatically attach to the background check order for future reference.

**What does it cost?**

There is no cost to use the Quick App Basic feature.

**What are the benefits?**

- Eliminate paper disclosure and authorization forms
- Improve compliance and security for sensitive applicant data
- Increase efficiency when ordering background checks

## Quick App Pro – Electronic Application Documents

This is a web-based solution for online employment or volunteer applications and other documents required in the hiring process.

**How does it work?**

Inquirehire will build employment and volunteer applications and other data collection documents in the Quick App Pro software based on your requirements. Each application document will have a link that can be placed on your company website or emailed to applicants. When applicants click on the link they will begin the process of completing applications or other documents electronically. The standard disclosure and authorization form is already built and can be used in the Quick App Pro application. The system will send an email notice of completion when a candidate completes an application form. Completed application documents will be accessible in the Inquirehire screening system.

**What does it cost?**

There is a one-time setup fee and monthly support fee for each document that you ask us to build. The setup fee is $25.00 per custom document and the monthly support fee for Quick App Pro is $10.00 per month, per custom document. You may use the standard disclosure and authorization form in Quick App Pro with no setup fee and no support fee, as long as no customization is required.

What are the benefits?

- Minimize paper usage and storage in the hiring process
- Improve compliance and security for sensitive applicant data
- Increase efficiency when collecting and reviewing application documents
- Improve the applicant experience with electronic forms

## Talent Acquisition System - Cloud-based Recruiting, Hiring, and Onboarding

This is a web-based solution that automates the entire recruiting, hiring, and onboarding process. Employers that fill 20 or more openings annually should consider this solution.

**How does it work?**

The talent acquisition system includes a career site linked to your company website(s). Applicants will review your job opportunities and apply electronically to job openings. The system is fully compliant with all EEO/OFCCP recordkeeping requirements and includes many important features such as:

- Branded Career Site
- Job Board Integration
- EEO/Disability/Veteran Status Collection and Reporting
- Pre-Screening Questioning with Knock-out and Scoring
- Online Application, Resume + Online Resume Builder
- Key Word Resume Search
- Secure Applicant Communications Portal
- Electronic Offer Letter + Accept/Reject
- Inquirehire Background Screening Integration
- Inquirehire Assessments Integration

**What does it cost?**

There is a base setup and training fee of $1,500.00. The monthly support fee is based on active employee headcount and can be as low as $125.00 per month.

What are the benefits?

- Embellish your employment brand
- Attract more and better candidates
- Reduce hiring costs and time to hire
- Increase recruiter and hiring manager efficiency
- Improve hiring process consistency and compliance

# Feature Comparison

| Feature | QuickApp Basic | QuickApp Pro | Talent Acquisition |
| --- | --- | --- | --- |
| Electronic Disclosure and Authorization | yes | yes | yes |
| Electronic Summary of Rights | yes | yes | yes |
| Electronic Notifications | yes | yes | yes |
| Inquirehire Screening Integration | yes | yes | yes |
| Electronic Applications | no | yes | yes |
| Resume Download | no | yes | yes |
| Branded Career Site Linked to Website | no | no | yes |
| Job Board Integration | no | no | yes |
| EEO/Disability/Veteran Status Tracking | no | no | yes |
| Secure Applicant Communications Portal | no | no | yes |
| Electronic Offer Letter | no | no | yes |
| Inquirehire Assessments Integration | no | no | yes |
| Electronic I9/E-Verify Integration | no | no | yes |
| Management Reporting | no | no | yes |

# About Inquirehire

Inquirehire is a leading provider of integrated hiring solutions for business, government and non-profit organizations. We offer our clients best in class solutions backed by in-depth subject matter expertise, innovative technology, and unparalleled service. This powerful combination enables our clients to transform and optimize their hiring process in order save time, money, and avoid costly hiring mistakes.





**Inquirehire**
320 LeClaire Street
Davenport, Iowa 52801
563-323-5922
800-494-5922
www.inquirehire.com
solutionsupport@inquirehire.com