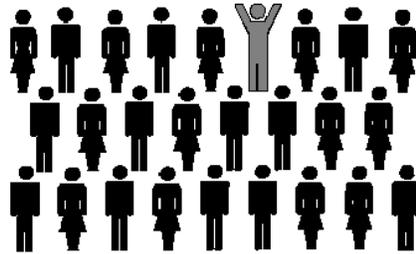


Product Information

Applicant Tracker



Software Products for Better Human Resource Management

Thank you for your interest in APPLICANT TRACKER. TRACKER is currently the most flexible, responsive and powerful microcomputer system on the market. It was designed by personnel experts to meet the growing legal and management demands on human resource and employment professionals. TRACKER can operate as a "stand-alone", or, in concert with other human resource - related programs such as CAPS (Computer Assisted Personnel System), and the Skills and Training Tracker Program.

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For more information, please contact:

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Product Overview

Applicant Tracker is a requisition-driven applicant and resume-tracking program. It allows you track as much or as little data as you need. Some of its special features are:

- requisition driven;
- easy to use English prompted report writer
- applicant flow report included;
- search on all fields or 72 criteria at one time;
- name and save search criteria for repeated usage;
- remote service available;
- interface with other programs and computers;
- browse feature with printing option;
- unlimited skills tracking;
- full math functions;
- user definable on-line help;
- link to job descriptions;
- cut and paste data between files;
- speed updating to facilitate "fast" record retrieval and updating;
- track interviews and application routing;
- over twenty standard reports;
- English prompts;
- skill matching searches;
- create form letters and new hire forms;
- full customization available;
- quick entry procedures for adding data;
- save and name browse formats;
- on-site training;
- menu and table driven;
- pop-up windows;
- link to scanned images;
- source code available;
- and Tracker is available for a wide variety of computer systems in single user, multi-user/multitasking or networking - to meet the needs of any size company!

Fact Sheet

When Allied set about developing **TRACKER**, they had two high-priority agendas:

- 1) to produce a quality product which demonstrated full-service applicant tracking capabilities, and
- 2) to incorporate as many user-friendly features into the product as was possible.

We think you'll agree that we've succeeded in our desire to accomplish these dual objectives.

The **TRACKER** database consists of a complete record keeping program which utilizes a "Requisition" file (position orders) and a "Tracker" file (applicant file), and encompasses approximately eight data screens of information. Screens were specifically designed with practicality, flexibility and ease-of-use in mind. Some 20 pre-formatted reports come standard with **TRACKER**, and they can be printed out at the touch of a single key. **TRACKER** includes an easy-to-use "report-writer" component for creating user-designed reports and is capable of full interaction with other Allied software products (such as CAPS, and Skills & Training Tracker) and other software packages (for example, word processing and/or spreadsheet programs). **TRACKER** will give you the detailed and summary statistics necessary to monitor and manage the most sophisticated recruiting efforts.

In terms of its "friendliness" to users, **TRACKER** succeeds where others, although similar in purpose, may have fallen short. **TRACKER** is menu-driven, thus alleviating the need for users to be full-fledged programmers or to learn complex command syntax in order to operate the system at maximum effectiveness. As a result, training time can be kept to a bare minimum, and operator turnover need not be an expensive and work-disrupting concern.

One of **TRACKER's** most attractive features is its proven compatibility with the widest possible variety of computer hardware *and* operating system software. Whether you have, or are planning to obtain, a computer (micro, mini or super) which operates under MS-DOS, PC-DOS, UNIX/XENIX, or VMS, rest assured that **TRACKER** would be comfortable whatever its environment. That works out to compatibility with over one hundred fifty different computers, from IBM to DEC to the humble "clone", and means that whatever your equipment, it will almost certainly be to **TRACKER'S** liking.

Because of **TRACKER'S** versatility, its availability is not necessarily confined to single-user systems. It can also be run on computers which have been configured with multiple remote terminal set ups, either through multi-user operating systems (UNIX or XENIX) or networks (such as Novell, IBM PC Network, IBM Token Ring and 3Com). Taking it a step further, it's easy to see that **TRACKER** can serve either central or decentralized personnel operations, or multi-faceted personnel departments having separate functions such as employment, compensation, benefits, payroll and the like. It would be the ideal choice to accommodate the recruiting efforts of a large organization, as well as to deal with the clerical or limited recruiting activities practiced by smaller companies.

How Can Tracker Help You?

TRACKER provides maximum flexibility to track, report and analyze applicant flow data for your company. The following are just some of the tasks you can entrust to **TRACKER**:

- ☑ **TRACKER** will keep tabs on each applicant's interview schedule and the subsequent result thereof. You'll have instant access to the status of any applicant or open position.
- ☑ **TRACKER** will keep an "open position" inventory.
- ☑ **TRACKER** will compute the time between open position requisition and hire date - per position, department or recruiter. Turnaround times are produced in a standard **TRACKER** report. It can also report out data on the average times between requisition date and hire date for all of the above.
- ☑ **TRACKER** can report on recruitment costs per position, and provide cumulative totals per outside agency, requisitioning department or internal recruiter. Net turnover costs can be calculated easily if **TRACKER** data is integrated with CAPS data showing current employee costs.
- ☑ **TRACKER** will automatically produce the Applicant Flow Log necessary for EEO and Affirmative Action compliance. Data can be organized by location, cost center, department and, of course, for the company as a whole.
- ☑ **TRACKER** comes equipped with a special calculation screen which facilitates computation of Adverse Impact Ratios. Data totals from the Applicant Flow Log are posted in the IRA file, and **TRACKER** does the adverse impact calculations automatically. The Adverse Impact Summary report can be printed each time the Applicant Flow Report is printed.
- ☑ **TRACKER** will support searches on ANY data contained in fields in the records. Find applicants by name, or any other criteria. Scan records by position, recruiter, experience coupled with position applied for, or virtually any combinations of data available.
- ☑ **TRACKER** data can be easily retrieved and manipulated to complete form letters, perform advanced statistical analyses, and partially or fully prepare forms and mailing labels. **TRACKER** has its own English language report-writer which enables you to prepare your own "custom built" reports in minutes.
- ☑ **TRACKER** is capable of full costing analysis. Costs associated with all applicants are totaled and posted to the requisition file, and can be made by hiring source, jobs, recruiters or by whatever organizational breakdown you deem desirable.
- ☑ **TRACKER** interacts with CAPS, the Computer Assisted Personnel System, or can be purchased separately.

How Does it Work?

The Applicant Tracker is a team of files working together. What does that mean? Simply, it means that you have several file drawers each containing different information which work together in an integrated fashion. Tracker files (file drawers) are categorized as follows:

1. Tracker

The Tracker file holds all the applicant information, and automatically loads up when you enter the Tracker program. It is your "application" file. This is where you will find applicant identification, employment and education information, the applicant interview schedule, recruitment costing information, special skills and licenses as well as any voluntary disclosure information.

2. Requisition

This file contains information on each requisition. Some of the codes in this file pull information from other files such as the jobs file, the department file, etc. Essential skills for each requisition are identified to match to potentially qualified candidate in the applicant file. Full costing information is maintained on each requisition for retrieval and analysis. Once a requisition is filled, costs associated with each applicant are totaled and displayed on the requisition record.

3. Jobs File

The job file holds information relevant to each position within the organization. Job title, code, job group are in this file on one data screen. Significant information in this file is then "displayed" in the requisition file. This saves you time as you don't need to enter position title, or grade, etc. Once the job code information is entered, the position title, grade, etc. are automatically entered. The Jobs file is available for viewing from a pop-up window in the requisition file. In this way, codes need not be memorized and can be easily "pasted" directly from the Jobs file into the requisition record.

4. Referral Sources

The sources file contains information on each referral source. It allows you to keep as many sources as you need. The file acts as a table and based on the code entered in the Tracker file, the correct source will be shown in each candidate's record. Source codes are user defined and unlimited. The Sources file is available for viewing from a pop-up window in the applicant file. In this way, codes need not be memorized and can be easily "pasted" directly from the Sources file into the applicant record.

5. Experience/Disposition Codes

This file holds information on user-defined disposition and applicant work experience codes. The first disposition code is "HI" for hired. Additional codes are user defined and unlimited. Each applicant records contains a disposition code and date. The Experience codes file is available for viewing from a pop-up window in the applicant file. In this way, codes need not be memorized and can be easily "pasted" directly from the Experience Codes file into the applicant record. Disposition codes can identify applicant status, as well as type of last contact.

6. Department File

This file contains organizational identification data including department number and name, etc. Once the department number is input in the REQ file, the appropriate organization data will appear in the REQ file. This saves a great deal of input time.

7. Resume File

This file contains resource data entered from submitted resumes. The resume file can be searched for specific skills and criteria. Resume data can be automatically transferred to the Tracker file.

8. Adverse Impact/Impact Ratio Analysis

This file is automatically generated whenever the Applicant Flow report is printed. The Applicant Flow data, by job group, is automatically summed and posted to the IRA file. The user can elect to print the Adverse Impact report immediately after the Applicant Flow report or at a later time.

9. Skills

This table file allows the users to define the skill codes and name for each skill to be tracked in the organization. The number of skills in the file is unlimited. Each applicant can have ten skills associated with his/her record. The skills are available through a pop-up window on the Skills Master data screen for easy reference. The ten fields are associated so a user need search on only one skill field and the remaining nine fields will automatically be searched for matching data.

Features

Regardless of your computer, your size as an organization, or the way in which your personnel functions are set up, **TRACKER** is the most economical, best supported, and most user-friendly applicant tracking system available today. Listed below, for your information, are the main features which apply to **TRACKER** systems:

1. English Prompts and Menu Driven:

TRACKER "prompts" you for every decision you need to make. There are no blind guesses or confusing programming terms. No list of commands to memorize, just simple menus to select from. So, operators can be trained quickly, and the department can use **TRACKER** without becoming dependent on just a few people.

2. TRACKER is flexible:

Allied knows that you may want to change your original **TRACKER** set up after you have used it for a time. Maybe the company has changed its job groups or position titles, or perhaps redesigned policies that would require adding or changing data fields. Companies do change their minds, and that's not a problem with **TRACKER**. It was designed to acknowledge that change is inevitable, and it can accommodate your new requirements without the necessity for re-entering current data.

3. Friendly and Logical Data Screens:

Tracker is initially set up to channel your data into about 250 user fields. Or, put another way, you can store and access up to 250 pieces of information per applicant. Need MORE? That's okay, too. We've reserved lots of room for expansion purposes. Of course, not every user should have access to every piece of information. That's why **TRACKER** positions data fields on logically formatted screens which can be password-protected to prohibit access to certain information. The screens have been organized to make work just a little easier. So, for example, applicant data is separate from position requisitions and voluntary disclosures.

4. Ready to Print Standard Reports:

The **TRACKER** program includes some 20 pre-formatted reports, known as "standard" reports, which can be printed out for your entire applicant pool or for just a specific group of applicants. You can designate all records inclusive, or specify only those meeting certain criteria be included. The information can be output in any organizational sequence, and it can be totaled or subtotaled if you wish. To borrow from someone else's advertising, you can definitely "...have it your way!"

5. Create Your Own Reports:

Create your own unique user reports with an easy to use English report writer. Make as many as you want, as often as you want. No codes or no programming experience is required, and the average report takes only a few minutes to create. Password your reports, change

their formats, print them in hardcopy or just to your computer screen. Your report content can be sorted alphabetically or numerically, in ascending or descending order, on any fields you chose (up to eight sorts).

6. Forms and Mailing Labels:

TRACKER has the capacity to print labels and/or make and fill in forms designed for one applicant or for the entire database of applicants. Once information about a position vacancy or an applicant has been inputted, almost any form can be completed automatically, with no further effort. Besides reducing the problems associated with illegible handwriting or missing information, the time saved in using a pre-completed form can be better spent in a more productive fashion. Create form letters within the program to send out applicant letters or export applicant information to merge with word processing documents.

7. Full Math Functions Available:

TRACKER will perform "conditional" math. In other words, the program can be instructed to make a specific calculation to determine whether certain criteria (conditions) are met. For example, if you had a policy that allowed you to "archive" applications you'd had for more than 6 months, then **TRACKER** could be instructed to "age" an original application date by that timeframe and compare it against the current date (or date the report was run). If it was detected that the six month limitation had been exceeded, that particular record would "meet" the criteria and thus be output on the report or archived to another file. You easily do averages, minimums and maximums of costs associated with recruitment.

8. Security to Meet *Your* Needs:

TRACKER only permits authorized personnel to change or add information to applicant or requisition records. The question of authorized access is also controlled by supervisory personnel. So, if your organization is interested in establishing a high security profile, **TRACKER** provides more room to safeguard your data than virtually any other personnel system available.

9. Internal Audit and Verification

TRACKER utilizes special fields, which are inaccessible (tamper-proof) to the user, to "stamp" each record with the date any change was made and the operator identification of the executor of that change. Even the most demanding auditors will be satisfied with the sufficiency of this kind of audit trail.

10. Data & Error Checking:

TRACKER has been programmed to monitor for up to 100 different types of errors or special edits during data entry. For example, it can ensure that a gender field contain only an "m" or an "f"; that a field be limited to numerals rather than letters, or that an entry fall within a given range.

11. Use Your Applicant Data in Your Favorite Programs:

TRACKER also enables you to export your information in spreadsheet programs, word processing documents, statistical and graphing programs. For example, names and addresses can be easily moved into word processing programs. It's as simple as defining what you want the end result to be, and having the computer do the rest.

12. Archive Applicants:

TRACKER maintains archival files on outdated applications and requisitions, or other groups of records you wish to maintain separately. Having the archival feature at your disposal also means that you can allow regional personnel departments to maintain their own records, and then "merge" all the regions into one "corporate" picture. You'll really be able to see what's going on throughout the company. The possibilities are unlimited.

13. Have It Your Way ...

TRACKER lets you organize your records to reflect the way your department is currently run. There's no need to change procedures to fit the program, because **TRACKER** can accommodate the way *you* want things set up.

14. TRACKER grows with you.

If your company grows from 300 to 30,000 applicants, **TRACKER** stays right with you. And, you can change computer systems without the need to re-enter data or lose your own special report formats. Change from a single user to a multi-user computer and the only training necessary will relate to the new equipment -- not **TRACKER**. We can transfer data and upgrade your programs quickly, and without any massive conversions or "down" time required. No matter what you need to do, **TRACKER** can do it.

15. View 18 Applicants at ONCE!

TRACKER includes a unique feature known as "browse". You can see selected pieces of information on a number of records all at the same time. This is great when you want to see selected data on a number of applicants at one time on the screen. Scan for those applicant who possess certain skills or work experience. Browse formats can be named and saved for repeated use. Optional headers can be added and browse selections can be printed. This is an alternate way to generate a quick report, which bypasses the report writer.

16. Help!

TRACKER has on-line help screens for easy reference and help files can be user defined so you can communicate special information to your own users and operators.

17. We're as close as your phone ...

Allied offers full remote service to all **TRACKER** clients. With your permission, we can access your computer to provide you with updates, training, and problem-solving assistance. We are as close as your telephone.

18. Technical Stuff:

TRACKER is written in the language known as "C" through a fourth generation data base, which means it works on many computers and in many environments, and will grow with the organization. You do not need to know C to operate the program. It is totally masked, and the database is one of the easiest in the world to use. Here are some more technical things some "techies" may want to know: (Most items realistically limited by hardware storage, or the specific operating system of your computer.)

- Capacity per file: 1 billion records per file
- Characters per record: 65,400
- Every item is password protectable
- Fields may be revised **after** data is entered
- Input and Output File Formats: ASCII (fixed or variable lengths), Syk, Dif, delimited
- Maximum number of users: 384
- Relational joining of files
- Screens per file: Unlimited
- User Definable Label Formats, Math Tables, Printable Forms, and Report Formats: Unlimited

19. Maintenance & Support:

TRACKER comes with one year unlimited support. After one year, maintenance can be purchased for approximately 15% of the purchase price. If you are interested in supporting your own version of **TRACKER**, the source code can be purchased.

20. Windows/Cut & Paste Data:

TRACKER lets users cut and paste data between files and tables through pop-up windows. Users can create their own windows! Users can create their own interactive files which share data with **TRACKER**. All of this without programming knowledge or dependency on software developer.

21. What's Your Pleasure?!

TRACKER comes in a version which best suits your operating environment. We have versions in MS/PCDOS, XENIX, UNIX, VMS and Networking. XENIX/UNIX versions give more power at an affordable cost. Network versions support 3Com, IBM and Novel.

Tracker Customization

For those organizations with special applicant tracking requirements, Allied will customize the database program prior to the initiation of data entry. Customizations can include: changing field names or data creating an additional data screen, installing additional passwords on screens or reports, revising standard reports and so on. Allied can customize almost any built-in TRACKER features to enhance the effective operation of your applicant tracking functions.

Reports

You may find that your company would benefit from a greater variety of standardized reports. In addition to the twenty provided with the basic TRACKER program, Allied will design and install additional such reports. Allied will also provide training, with full documentation, on how to customize and print out your own reports.

Forms

Some organizations need the ability to transfer information from their applicant database to standard forms required by regulatory or other governmental agencies. TRACKER comes with a complete forms generator, so you can create your own forms as required. However, if you don't feel comfortable doing this, Allied will design formats for those forms you use most often. These formats will be installed and training, with full documentation, will be provided.

On-Site Training

Many organizations want full support when automating the applicant tracking function. TRACKER will be installed for you, and you will be provided full documentation, plus two days of on-site training.

Standard Reports

The TRACKER program includes a number of pre-formatted reports, known as "standard" reports. These reports were developed to output commonly requested information with virtually no effort on the part of the user. It should be emphasized that what follows describes only the standard TRACKER reports; almost any report can be user-designed to accommodate special needs. Also, any of the following formats can be used as a point of departure from which to create modified standard reports.

Report titles are generally descriptive of actual report contents. Any report can be password-protected to prevent unauthorized printing of the data.

Applicant Reports

1. APPLICANTS PENDING DECISIONS:

This is an aging report, by application date. It lists out applicant name, application date, position, disposition, EEO code and sex.

2. APPLICANTS HIRED:

Lists applicant, disposition, grade, position, start date, full/part time status, department, recruiting source, and corporate title.

3. APPLICANTS NOT HIRED:

Shows applicant, date applied and position, disposition, EEO code, sex and recruiting source.

4. SOURCE ANALYSIS REPORT:

Prints out recruiting source, requisition number, applicant disposition, advertising costs, agency fees, employee referral fee,

relocation expense, travel/lodging costs, and other expenses and total costs.

5. RECRUITER ANALYSIS REPORT:

Identifies recruiter, requisitions assigned, disposition or status of requisition, requisition date and disposition date, time-to-fill requisition, total costs, applicant, EEO code, sex and source.

6. TOTAL APPLICANT POOL:

By requisition number, identifies position title, EEO code, sex, applicant name, date of application and disposition.

7. VERIFICATION REPORT:

Verifies applicant information and matches Data Input Form. This report is invaluable in cross-checking the accuracy of data which has been inputted.

8. APPLICANT FLOW LOG:

Lists and totals applicants and new hires, by sex and race, for affirmative action reporting and analysis purposes.

9. APPLICANT INTERVIEW SCHEDULE:

Identifies meeting time, date and name of employment interviewer. This schedule can be printed and given to the applicant.

10. APPLICANT INTERVIEW RESULTS:

Lists the user defined code which indicates the result of each interview.

11. ADVERSE IMPACT SUMMARY:

Summarizes and prints adverse impact data. This report is automatically generated each time the Applicant Flow report is printed. The user has the option to print this report at the conclusion of the Applicant Flow or it can be printed separately.

Requisition Reports

1. OPEN REQUISITION REPORT:

Lists data by open requisition number, requisition date, position title, grade, full/part time status, new position, cost center, assigned recruiter.

2. CLOSED REQUISITION REPORT:

Lists data by closed requisition number, requisition date, position title, grade, full/part time status, new position, cost center and assigned recruiter.

3. REQUISITION ANALYSIS REPORT:

Identifies by requisition number, position title, department, requisition date, closed date, days to fill, recruiter name, source and total cost.

4. RECRUITER REQUISITION ASSIGNMENTS:

Lists by recruiter, requisition number, date, position title and disposition.

5. RECRUITMENT COSTS:

Identifies by position, advertising costs, agency fees, employee referral fee, relocation expense, travel and lodging, and other typical expenses.

6. REQUISITION VERIFICATION REPORT:

Verifies requisition information as matched to the Data Input Form. This report is used to check for accuracy of data input.

Table Reports

Each table file includes a standard default report which lists the contents of each file. Reports provided for each table include:

- Referral Source List
- Jobs File List
- Experience & Disposition Codes
- Skill Codes & Names
- Department File List

Form Letters

Standard Form letters are available for use. All form letters can be user modified to meet your organization's requirements or you can create your own form letters. If you have form letters available in a word processor, you can print a text copy of your form letter and merge it into the Tracker system for use. Or you can easily create a standard datafile which will select the name, address, recruiter name, etc. and create an ASCII or Word processor file which can then be merged into your word processor. The datafile is saved for repeated use. You create it once and "print" it each time you have a new selection of applicants. So you can create any system which best meet your own requirements. The Applicant Tracker is very flexible and gives you many options to handle the simplest to the most sophisticated environments.

Mailing Labels

You can create one-up through nine-up mailing labels formats which will select name and address information for printing. The Applicant Tracker will hold an unlimited number of label formats which can be directed to any printer of your choice, from laser to dot matrix type printers. Mailing label formats can be used for file folders or other special needs.

Instant Screen Reports

We recognize that there may be occasions when users may not want or need a printed hardcopy of each report they run. As a consequence, Allied has refined the concept of "instant screen reports", a feature unique to the TRACKER program. Simply put, any report can be "printed" exclusively to the computer screen; thus the information is available to be viewed in that manner, rather than through the more conventional method of output printing. And, if in reviewing a screen report you decide a hardcopy would be desirable after all, the option to produce one is still available.

The "instant reports" feature saves time whenever you need to see a special grouping of data, but do not want to take the time to print out a full-fledged report. And, they can be modified in format to suit your most common data requirements.

User-Defined Reports, Forms & Mailing Labels

You want more reports? **TRACKER** comes with an English (not computerese) report-writer, so you can easily create your own report in minutes. There is on-line help for quick reference.

You can begin from scratch or you can easily copy other reports between files or within the same file, and then modify the report to meet your own requirements.

The Forms generator lets you create or modify form letters. If you keep form letters in a word processor, you can create export files to move data from the Tracker and merge the data in your own word processor.

We've tried to provide you with many options so you can choose the ones which best match your own work environment.

SAMPLE DATA SCREENS

Copies of *Sample* Applicant Tracker Data Screens are provided for reference. As you review these data screens, keep in mind that all screens can be customized to meet your organizational requirements. There are sample screens from three files, applicant information, resume tracking and requisition requirements.

TRACKER File (Applicant Information):

- Data Screen 0: Applicant Quick Entry Data
- Data Screen 1: General & Contact Data
- Data Screen 2: Employment Information
- Data Screen 3: Educational Background
- Data Screen 4: Interview Tracking
- Data Screen 5: Costing Information
- Data Screen 6: Skills Master
- Data Screen 7: Voluntary Disclosure Data

REQUISITION File:

- Data Screen 1: Requisition and Hire Data
- Data Screen 1: Requisition Cost Analysis

RESUME File

- Data Screen 1: Contact Data
- Data Screen 2: Skills Master

APPLICANT QUICK ENTRY DATA SCREEN

This data screen contains the least amount of data required on an applicant. It was designed to expedite data entry so that a large volume of applicants can be entered quickly. This screen represents a minimal number of available fields for tracker candidate information.

There is also a Voluntary Disclosure Data screens which contains EEO and Veteran Status Data for government reporting and Affirmative Action Planning.

Data Screen Naming Conventions & Prompts

The lateral menu at the bottom of the data screen provides the user with English options.

D - Delete:

Records CANNOT be deleted without a supervisor's approval.

H - Hardcopy:

A printed copy of the screen is made on the printer.

U - Update:

In order to change data, this key must be pressed. This also activates the security system to prevent unauthorized changes.

X - Exit:

This would exit the user back to the menu.

F - Print Form:

Tracker can print, or fill out any pre-printed form that will fit in your printer. After pressing F, the operator would select the name of the form, displayed in a pop-up window. The form will be completed on the displayed record only. Forms for multiple records can be completed through the regular printing options.

B - Browse:

To "browse" through many records on the screen at one time, simply press the B. This will present 18 records at a time, with the ability to scroll back and forth. Browse selections can be printed bypassing the Report Writer for "quickie" reports.

APPLICANT TRACKER SCREEN 1: GENERAL INFORMATION

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Screen 1: CAPS TRACKER (c)Allied Business Systems Inc. 1998
Date of App:01/02/91                               Req.#: CR 001
Applicant Name: Brian Tompson                       Source Code:1
Position Applied For: HUMAN RESOURCES MANAGER
Source:Employee Referral                           Job Group: 02
Address:
Street: 345 Oak Avenue                               Company: Boast Federal Savings
City: Pasadena                                     From Date: 01/01/82 Ecn Code:
State: CA4 Zip: 910304                             Position: MGR, PERS OPS
Phone:                                             Salary: $46699.00* PT rate:
SS Num: 546-85-15684                               Street: 294 Main
County: 19                                         City: Los Angeles
                                                    State: CA4 Zip: 900014
                                                    Phone: (213) 663-1078*Ext: 1234
                                                    Type of Work: Personnel
                                                    Availability Date: 04/01/91
Disposition: HI4 Disp Date:08/29/914 Hire Date:09/27/914 Start Date: 09/27/91
Made Offer Date: 08/15/914 Date Entered 04/23/88 Last update 05/15/93
By: ALLIED TEST 6 05/15/93 Recruiter: Jones, Q.

Screen 1 Enter Selection > Record: 1
Delete, Hardcopy, Update, Exit, Print Form, Browse
    
```

Quick Data Entry Screen 0, and can be added to by recruiters as needed, generally after the first interview. Items from screen 0 are automatically shown on this screen. Data such as the Job Group, or Position Title are from the Requisition file, and automatically are shown, upon entry of a valid requisition number. Type of work performed, availability date, data about the current position of the applicant, and disposition are the information entered.

APPLICANT TRACKER SCREEN 2: EMPLOYMENT BACKGROUND

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Screen 2: Employment Experience (c) Allied Business Systems Inc. 1998
Last Name: Tompson First Name: Brian Init: A
Position Applied For: HUMAN RESOURCES MANAGER
Company: Ralph Parsons Company Position: H R STAFF SPECIALIST
From: 03/01/84 To: 01/01/82 Experience Code: 044
Company: Balton Purina Position: TRAINING MGR
From: 04/01/76 To: 07/01/79 Experience Code: 104
Company: Crocker Bank Position: TRAINING OFFICER
From: 08/01/75 To: 04/01/76 Experience Code: 104
Company: Position: Experience Code:
From: To: Experience Code:
Company: Position: Experience Code:
From: To: Experience Code:
Primary Experience: 104 Complete only as many items as is necessary.
Secondary Experience: 044

Screen 2 Enter Selection > Record: 1
Delete, Hardcopy, Update, Exit, Print Form, Browse
    
```

The Employment Experience Screen is for OPTIONAL data entry. It is used for candidates applying for jobs for which tracking this data would assist in making better decisions. The Primary Experience and Secondary Experience codes are usually entered by the recruiter after the primary interview. The codes are useful for classifying applicants experience, in spite of fanciful (or inadequate job titles) presented by the applicants.

APPLICANT TRACKER SCREEN 3: EDUCATIONAL BACKGROUND

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Screen 3: Educational Background (c) Allied Business Systems Inc. 1998
Last Name: Tompson First Name: Brian Init: A
Position Applied For: HUMAN RESOURCES MANAGER
High School Name: Pasadena High Graduate(Y/N): 04
Junior College Name: Pasadena City College Date of Graduation:
Type of Diploma: A A Major: Business
Four Year College Name: C S U L A Date of Graduation: 06/01/75
Type of Degree: B A Major: Business
Graduate School Name: U S C Date of Graduation: 06/01/75
Type of Degree: M S Major: Business
Doctoral School: Date of Graduation:
Type of Degree: Major:
Trade School Name: Skill: Date:

Screen 3 Enter Selection > Record: 1
Delete, Hardcopy, Update, Exit, Print Form, Browse
    
```

This screen is for use when it is necessary to track the education of an applicant. Federal contractors are restricted in the use of educational data for job decisions, and some states have similar restrictions for employers over a certain size. It is important to be aware of how the various laws apply to your organization.

APPLICANT TRACKER SCREEN 4 – INTERVIEW TRACKING

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Screen 4: CAPS TRACKER (c)Allied Business Systems Inc. 1998
INTERVIEW TRACKING SCREEN
Date: 01/02/91                               Req.#: CR 001
Applicant Name: Brian Tompson                 Recruiter: Jones, Q.
Position Applied For: HUMAN RESOURCES MANAGER Source: 1
Date of Int. Time Who Dept. Results Cod
1. 04/05/91 8:00 Jim Jones Personnel PN4
2. 04/15/91 0:00 Sally Smith Personnel PN4
3. 05/01/91 9:00 Harvey Hubbel Corporate HI4
4. 07/14/91 4:00 Jim Kaufman Cus. System RF4
5. 0:00
6. 0:00
7. 0:00
8. 0:00
This is record 1 Disposition: HI Disp Date:08/29/91
Date Entered 04/23/88 Last update 05/15/93

Screen 4 Enter Selection > Record: 1
Delete, Hardcopy, Update, Exit, Print Form, Browse
    
```

This is an important screen, receiving a great deal of emphasis from recruiters and other human resource specialists. This screen not only tracks the interview schedule, but the results as well. Over a period of time, the data on this screen permits analysis of supervisory interview habits, pinpointing problem line managers. Interview schedules may be printed from the data on the screen through several standard reports, as well as any user made reports.

APPLICANT TRACKER SCREEN 5 - COST ANALYSIS

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Screen 5: GAPS TRACKER (c)Allied Business Systems Inc. 1990
-----
Date: 01/02/91      Recruitment Costing Screen
Applicant Name: Brian Tompson      Source: 1
Position Applied For: HUMAN RESOURCES MANAGER
Requisition #: CA 001      Job Group: 02

Costs: As Required-
-----
Agency Fees:          4      Number of Days To Fill Position: 18
Employee Referral Fee: 4
Relocation Expenses:  4
Travel & Lodging Exp: $362.004
Other:                 $27.504

Total Recruitment Cost: $389.50

This is record 1      Disposition: HI      Disp Date:08/29/91
Date Entered 04/23/88      Last update 05/15/93
By: ALLIED TEST 6 05/15/93  Last batch update 05/04/92

Screen 5      Enter Selection > |      Record: 1
D-Delete, H-Hardcopy, U-Update, X-Exit, P-Print Form, B-Browse
    
```

As the name implies, the screen is used to track the monies spent during the recruitment of the individual applicant. Upon hiring, all costs from ALL applicants for the specific requisition are accumulated to the Requisition file.

APPLICANT TRACKER SCREEN 6 - SKILLS MASTER

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Screen 6: Skills Master (c) Allied Business Systems Inc. 1990
-----
Last Name: Tompson      First Name: Brian      Init: A
Skills Required: Personnel Training App Track
-----
SKILLS:      LANGUAGES:      LICENSES:      USER DEFINED:
1. Personnel 1.          1.          1.
2. Training  2.          2.          2.
3. App Track 3.          3.          3.
4. Mgt
5.
6. Geographic Preference: Los Angeles 4
7. Willing to Relocate: N4
8. Work Hours Preferred: FT4
9. Internal Applicant: N4
10.
COMMENTS:

Screen 6      Enter Selection > |      Record: 1
D-Delete, H-Hardcopy, U-Update, X-Exit, P-Print Form, B-Browse
    
```

The skills master reflects the skills, licenses, and languages as well as personal preferences of the applicant. Although possible, it is rare that an individual applicant will have more than 10 broad skills such as typing, etc. Searching for an applicant with a certain skill requires only one search inquiry, even if all applicants had 10 skills listed all in different order. You can track an unlimited number of skills within the entire program.

APPLICANT TRACKER SCREEN 7: VOLUNTARY DISCLOSURE DATA

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Screen 7: VOLUNTARY DISCLOSURE SCREEN (c) Allied Business Systems Inc. 1990
-----
Date of App: 01/02/91      Position: (Enter Req#)CA 001      Code:19
Race: C      (A-Amer Ind B-Black C-Cauc S-Hisp O-Asian)
Sex: M      (F-Female M-Male)
Handicapped: N      (Y-Ves N-No IF VES ->      Number (1-7): >
Vietnam Vet: N      (Y-Ves N-No)
Disabled Vet: N      (Y-Ves N-No)
Referral Source:1
Decline:      (Y-Ves or blank IF VES->      Date: >
Caution: It is unlawful to use any of the above information in evaluating
a candidate for employment.
Date Created: 04/23/88      Date Updated: 05/15/93      Record #: 1

Screen 7      Enter Selection > |      Record: 1
D-Delete, H-Hardcopy, U-Update, X-Exit, P-Print Form, B-Browse
    
```

This screen is important to Affirmative Action Employers or employers keeping EEO information on a voluntary basis. The screen is normally password protected to restrict viewing to select personnel. It is a virtual duplicate of the data entered into the voluntary disclosure file, and is used for applicant flow reporting to the Federal Government. The system assumes that this portion is a "tear away" portion of the application, and permits separate data entry of only voluntary disclosure information. Generally speaking, our "Affirmative Action

Employer" users do not enter any more data than this for applicants for which there is no open requisition, or those immediately disqualified.

REQUISITION SCREEN 1

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Req Screen 1: The Applicant Tracker Program (c) Allied Business Systems Inc.
-----
EMPLOYEE REQUISITION      REQ #: CA 001      Date: 03/27/914
Dept Name: Human Resources Dept      Dept#: 4724
SECTION 1: Request      Date Needed: 04/23/914      Cost Center#:
Job Title : Human Resources Manager      Job Code: 100614
Hours Per Week: 40.004      FTE: FT4      Salary Min: 30004      Max:
Addition: 4      Replacement: Y4      Last Name of Person: Smith
Reason (P,TR,TH,O): 0 4      Inter Name: Smyth      Phone:
HUMAN RESOURCES
Name of Person Hired: Tompson      Date Hired: 09/27/91
Sex: M      EEO: C      Starting Date: 09/27/91
Referral Source: 1      Assigned Recruiter: Jones, Q.
Req Disposition: HI4      Disp Date: 07/27/914      Days To Fill: 184
Created On :04/23/88      Updated On: 05/04/92      CUSTOMIZED TO YOUR FORM

Screen 1      Enter Selection > |      Record: 1
D-Delete, H-Hardcopy, U-Update, X-Exit, P-Print Form, B-Browse
    
```

The requisition is normally entered on this screen, which is often very heavily customized to reflect the requisition form. Because the file is linked to the applicant file, information placed in this screen is posted to the applicant file, and when an applicant is hired, information is fed back to the requisition. In addition to tracking requisition information, the file helps manage recruiter workloads, and generally assess the effectiveness of recruiters with various jobs or departments. This screen is customized to match the company's requisition form.

REQUISITION SCREEN 2

Requisition Screen 2 (c) Allied Business Systems Inc. 1990

Reg #: CA 001 Date: 03/27/91 Recruiter: Jones, Q.
 Job Title : Human Resources Manager Days Open: 178
 Dept Name : Human Resources Dept Days To Fill: 184

Costs	Additional Requisition Information
Advertisement 1: <	EE01 Code:BI<
Advertisement 2: <	Exempt Class:E4
Agency Fees: <	Sup Name:
Employee Ref Fee: <	Internal Search:M4
Relocation Expenses: <	Requisite Skill1:Personnel <
Travel & Lodging Exp: 362.00<	Requisite Skill2:Training <
Other: 42.50<	Requisite Skill3:APP Track <
Total Costs: 404.50	

This is record 1 Disposition: HI Disp Date:07/27/91
 Date Entered 04/23/88 Last update 05/04/92
 Last batch update 05/15/93

Screen 2 Enter Selection > Record: 1
 [D]-Delete, [H]-Hardcopy, [U]-Update, [X]-Exit, [P]-Print Form, [B]-Browse

This screen contains the detailed costing information, as well as the requisite skills for the job. The disposition refers to whether a requisition is open, closed, withdrawn, etc. When an applicant is hired, costs associated with all applicants are totaled in the applicant file and displayed in the requisition file. In this way, you can assess actual turnover and recruitment costs for your company. You can match applicant skills with required skills for each open position. And you can search on up to 72 combined criteria at one time.

RESUME FILE: SCREEN 1

Screen 1: RESUMES (c) Allied Business Systems Inc. 1988

Date of App: < Middle Init: <
 Applicant Name: <
 Position Applied For: <
 Source Code: < Source: <
 Address: <

Street: <	Current Position Company: <	To Date: <
City: <	From Date: <	Position: <
State: <	Salary: <	Street: <
Zip: <	City: <	State: <
Phone: <	Phone: <	Zip: <
Contact Phone: <	Type of Work: <	Availability Date: <
SS Num: <		

This is record 1 Last update Recruiter: <
 Date Entered < By: <

Screen 1 Enter Selection > Record: 1
 [D]-Delete, [H]-Hardcopy, [U]-Update, [X]-Exit, [P]-Print Form, [B]-Browse

The Resumes file is an electronic way of keeping resumes of applicants for reference in the future. If the individual is to become an applicant for a position, then the data is automatically moved to the applicant file. Resumes entered here are NOT counted in the applicant flow log for government reporting (only applicants are counted). The main purpose of this file is to provide easy retrieval access to resumes, and easy electronic use of the data.

RESUME FILE: SCREEN 2

Screen 2: RESUMES (c) Allied Business Systems Inc. 1988

Last Name: < First Name: < Init: <
 Position Applied For: <

SKILLS:	LANGUAGES:	LICENSES:	USER DEFINED:
1. <	1. <	1. <	1. <
2. <	2. <	2. <	2. <
3. <	3. <	3. <	3. <
4. <	Geographic Preference: <		
5. <	Willing To Relocate: <		
6. <	Work Hours Preferred: <		
7. <			
8. <	Transfer To Tracker File (Y/N): <	Appl Num: <	
9. <	Date Transferred To Tracker: <	Tracker Record Number: <	
10. <			

COMMENTS: <

Screen 2 Enter Selection > Record: 1
 [D]-Delete, [H]-Hardcopy, [U]-Update, [X]-Exit, [P]-Print Form, [B]-Browse

You can identify some key skills and information on potential applicants. This will help you search for matches in the resume file.

In addition, this screen is used to activate the transfer of the resume data to the applicant file, as needed, reducing the need for duplicate data entry.

If needed, resumes and applications can be linked to scanned in resumes or on file job descriptions.

This is a sampling of the major data screens in the Applicant Tracker program. All screens can be customized to meet your specific requirements. If Source Code is purchased, you may alter the program functioning in any way you like.

IN SUMMARY . . .

The Applicant Tracker screens are easy to learn and use for the "casual" user, the sophisticated user, and the daily data entry operator. English prompts mean quick training time and immediate guidance. All data screens can be customized to meet your company's requirements. Call Allied and arrange for a remote demonstration so you can see for your self the power and ease of the Applicant Tracker!

Applicant Tracker Pricing

DOS, Single User	\$4,500.00
filePro Database	\$900.00
DOS Network, 5 Users	\$7,500.00
filePro Database	\$1,495.00
UNIX Network, 1-32 Users.....	\$7,500.00
filePro Database	Call

HOW CAN YOU TAKE ADVANTAGE OF THIS OFFER??

Simple. First, you must have available:

1. a computer
2. a *minimum* 14400 baud modem, or better
3. a communications program like PC Anywhere (we can send you a copy)
4. two phone lines, one for the modem and one for us to talk

Call us at (714) 963-5554 and arrange for a Demonstration Appointment. We'll set up an mutually convenient time, and give you instructions for calling us back.

Invite others if you think it will be helpful or if you think they may have questions that you're not aware of. The demo can be short or up to several hours.

THANKS FOR *YOUR* INQUIRY!

We have a SPECIAL OFFER Just For You...

Seeing is believing!!

How about a demo? Not a simplified slide show version of the program, but a fully guided demonstration of a LIVE program. See how it actually works for you, and never leave the office! And best of all, it costs you nothing but your time and some phone charges.

You Can:

- See the data screens
- Update data
- See how data edits and error correction work
- Build your own reports in minutes
- Create a form
- Print a report to screen
- Look at the files
- Use your time productively with a live system!

Why a "live" demo?

All too often, to see a program, you get a rigid slide show, or a "restricted" version of a demonstration program. The restricted types hardly work, as many features don't function, and they require full installation procedures. The slide shows don't work at all. They may look impressive but they don't actually function like the real program. AND in either case, you are on your own, with no one to ask questions, to provide help, or provide guidance. BUT NOT with a live demo. With Allied, you get it all! ...in the comfort of your office.

We really are as close as your phone. So call today and make your appointment now! Ask for Lea at (714) 963-5554, Extension #3 or email to Sales@alliedhr.com..