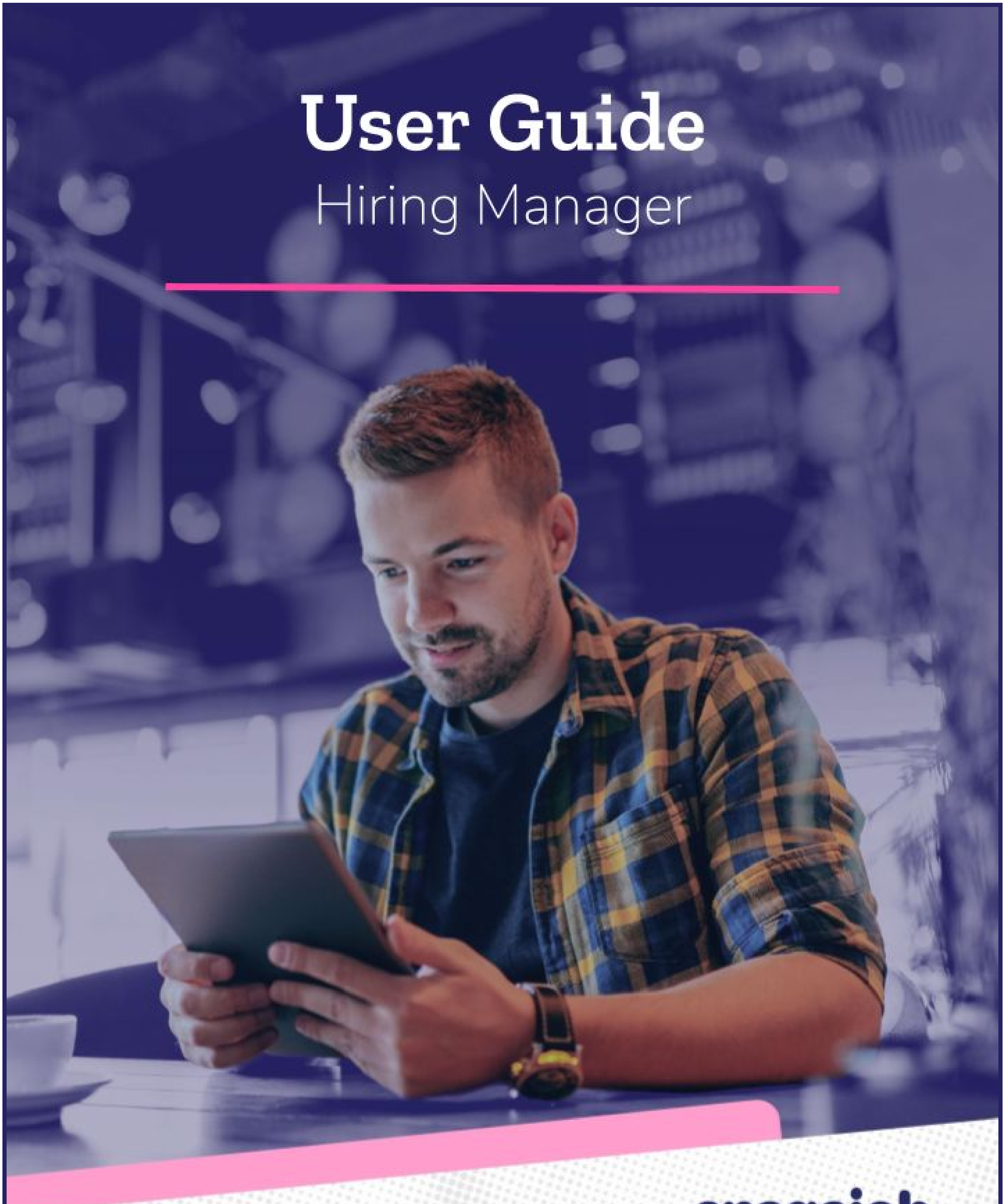
User Guide

Hiring Manager

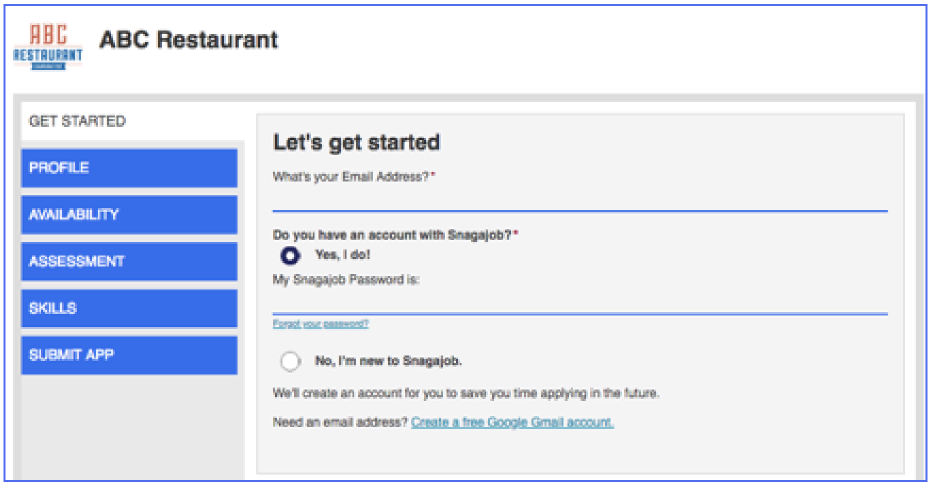


snagajob

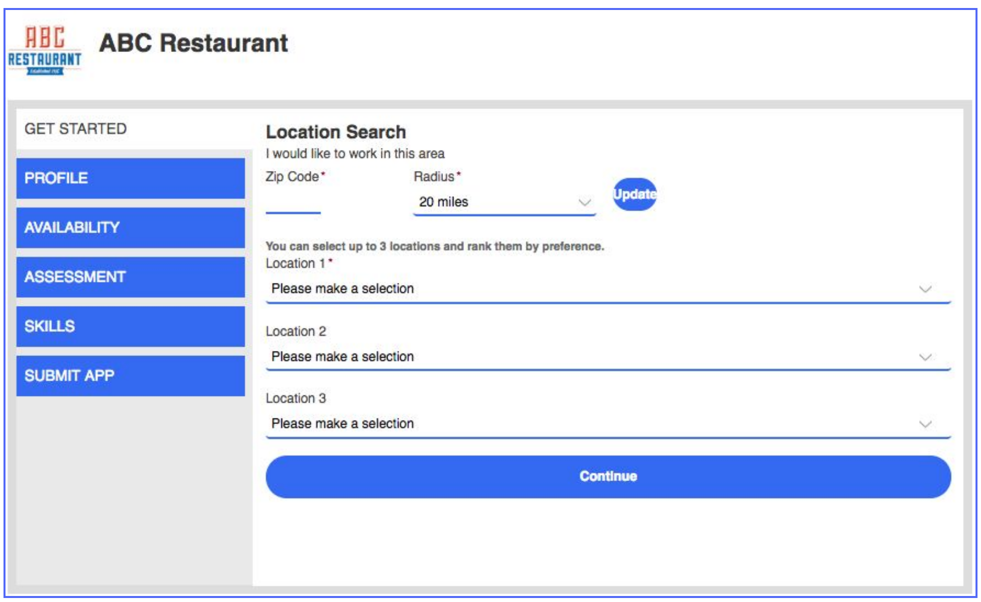
Table of Contents

Overview: Application Process **3**
+Application Components 4
Sign In **4**
+Managing Your Account Information 5
+Changing Your Password 6
+Changing Your User Information 6
+Changing Your Username 6
+Changing Your Security Questions 7
+Changing Your Notifications 7
+Changing Your Time Zone 8
Dashboard **9**
+Changing Locations 10
Jobs **10**
+Refreshing a Job 11
+Removing a Job 11
Profile Search **11**
+Inviting a Candidate 12
Applicant Pool **13**
Application Overview **14**
+Tab 1: Application 15
+Tab 2: Assessment 16
+Position Fit 16
+Attitude 17
+Tab 3: Interview 17
+Tab 4: Notes 19
Other Actions (Applicants Tab) **20**
+Decline 20
+Transfer 20
+Hire 21
Employees Tab **22**
Other Actions (Employees Tab) **23**
+Terminate 23
+On Leave 25
Reports **25**
+Locate the Reports 25
+Running a Report 26
+Standard Reports 27
+Overview Reports 30

Overview: Application Process



- To begin the application process, the applicant must sign in using their email address and Snagajob password.
  - If your applicant does not have a Snagajob password, he/she may create one by choosing the option No, I'm new to Snagajob to start the application process.
- After beginning the application, the candidate may select the location where he/she would prefer to work.
  - **Note**: This page will display only if your company has more than one location.



- The location search allows the applicant to enter their zip code and choose a mile radius of how far they would like to search for a location at your organization.
  - Radius options are: 5 miles, 10 miles, 20 miles, 30 miles, 50 miles.
- The application will be sent to the first preference ONLY. The second and third options can be used when transferring applications (see page 20).

+Application Components

The Snagajob application consists of two main components:

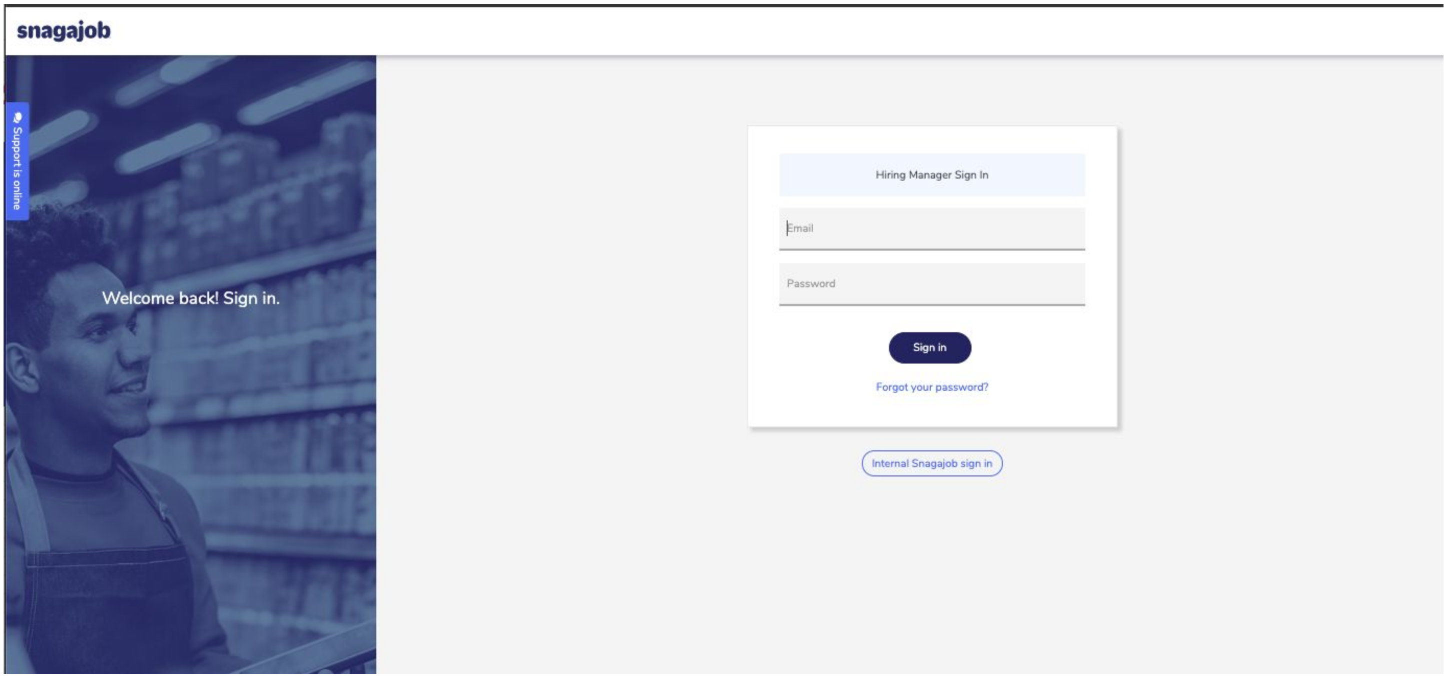
- **Information Gathering**
    - In this section the applicant will provide contact information, work experience, education information, references, and availability.
    - This section also contains questions regarding any previous applications or employment with your company and any other information that you will need to know to help with your hiring decision.
    - This piece of the application contains two main benefits to the application process:
        - **Required Fields**: Questions identified by your organization as required. This ensures that certain information is always captured during the application process and each application is complete at time of arrival.
        - **Dynamic Questions**: Multiple choice questions that require additional information based on the answer that is given by the candidate. The application will require the applicant to complete the additional information if necessary.
            - Example: The application may ask, “Have you ever worked for ABC Company before?” If the applicant answers ‘Yes’, they will be required to provide information regarding when and where they have worked for your company previously.

- **Assessments**
    - This section of the application process is used to help you identify candidates that will be a good fit for your organization.
    - The assessment will help you prioritize your applications by providing a color rating of green, yellow or red once the application is reviewed in the system (see page 18).

- Once the applicant has completed all information and submitted their application, an automatic email will generate to the applicant thanking them for their application and notifying him/her that the application was received.

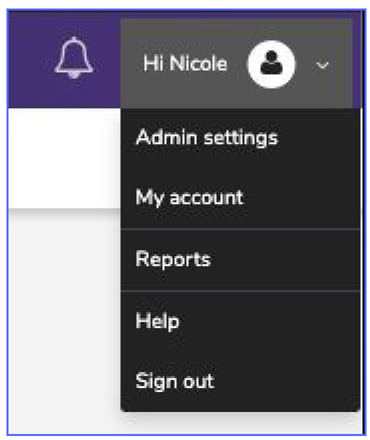
Sign In

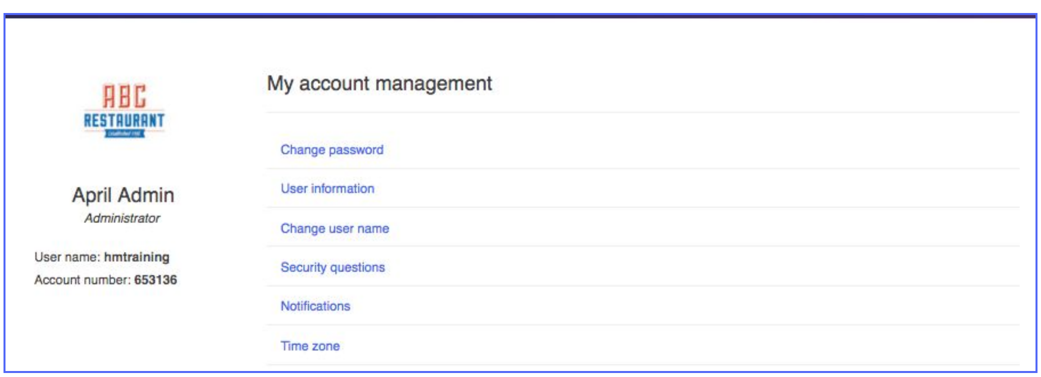
- To access your Snagajob account, type the following web address in your browser: https://hiring.snagajob.com/tms/
- Enter your assigned username and password and click **Sign in** to access your account.
    - The **Sign in** page will allow you to reset a forgotten password by clicking the **Forgot Password?** link.
        - If you forget your password, this link will ask you to enter your username and answer your pre-set security questions to reset your password immediately.



+Managing Your Account Information

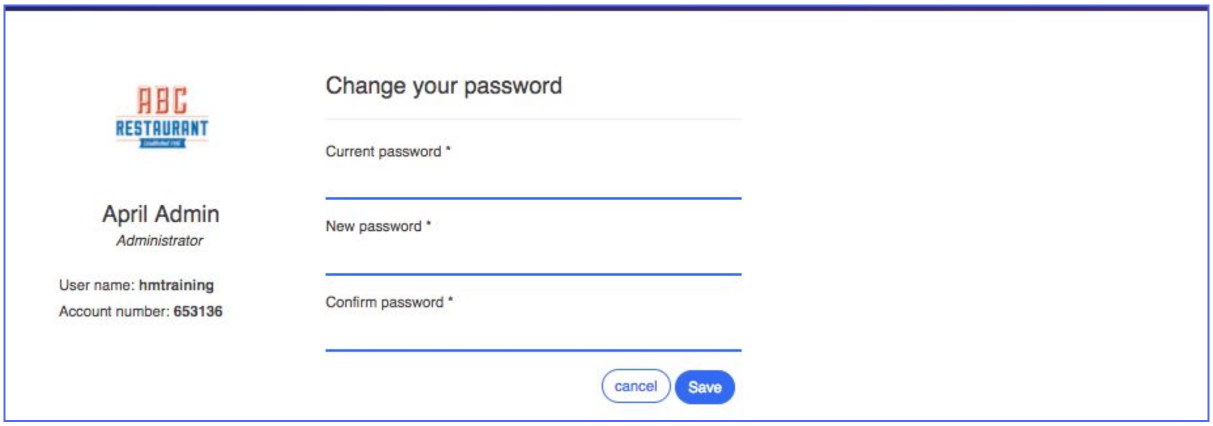
- After signing in, hover over the icon in the upper right corner of the page and select My account.





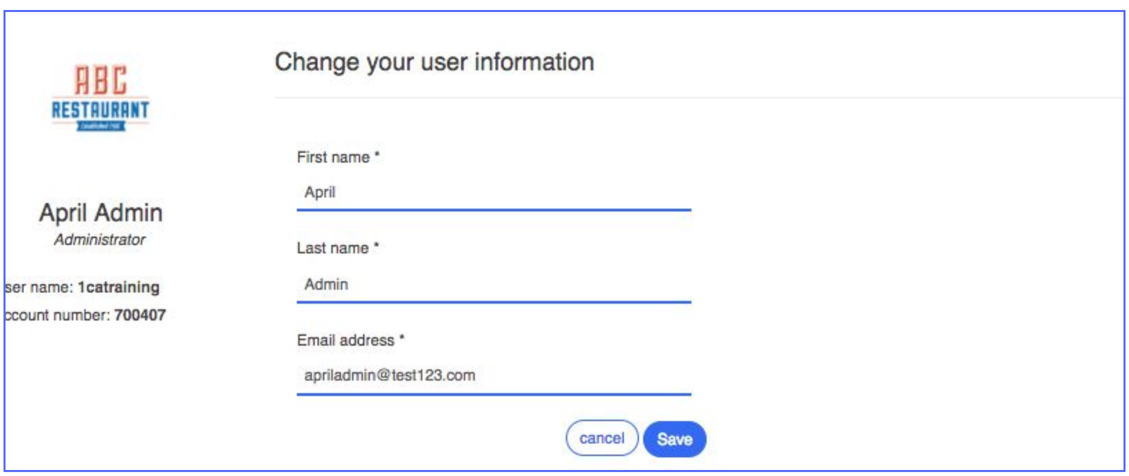
+Changing Your Password

- From the **My account management** page, click Change password**.**
- At the top of the page, enter your current password, your new password, and re-enter the new password.
- Click Save to confirm your change.



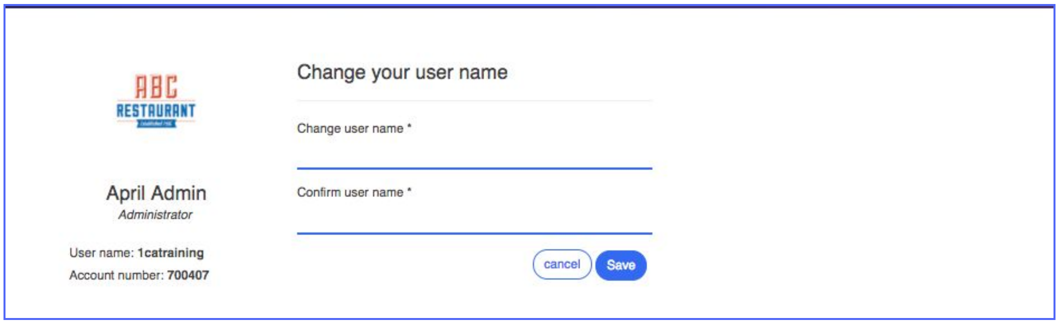
+Changing Your User Information

- Click User information from the **My account management** page.
- On this page, you can change your first and last name, email address, and default location.
    - **Note:** Your Default location is the location's Dashboard that you will view upon initial sign in.
- Once you have made any necessary changes, click Save to confirm your change(s).



+Changing Your Username

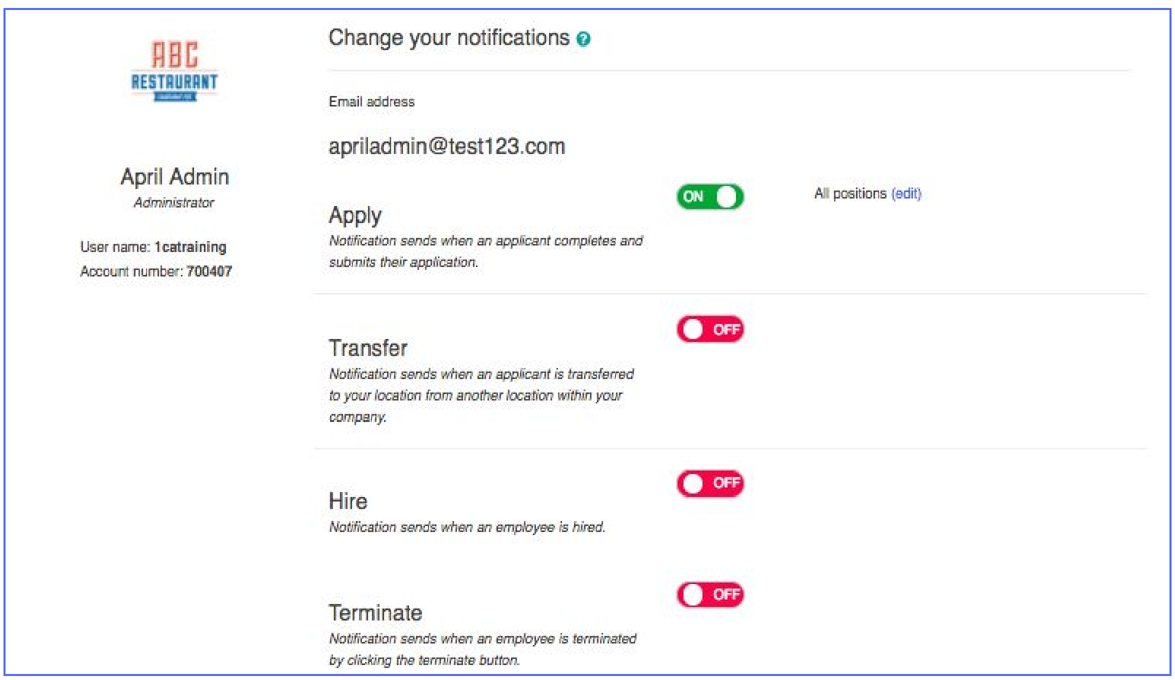
- Click on Change user name from the **My account management** page to change your username.
- On this page, you may change your user name by entering your new username, re-entering it, and clicking Save**.**



+Changing Your Security Questions

- From the **My account management** page, click Security questions.
- You may choose a security question from the drop down and provide the appropriate answer.
- You will click Save once you've confirmed your security question information.

+Changing Your Notifications



- From the **My account management** page, click Notifications.
- The Notifications page will allow you to turn on and off notifications from the system at apply, transfer, hire, terminate, etc.
  - For example, you may turn on email notifications for when a candidate applies to your location for all positions.
- To turn on a notification type, slide the Activate button to the right so that it displays ON.
- To turn off a notification type, slide the Activate button to the left so that it displays OFF.

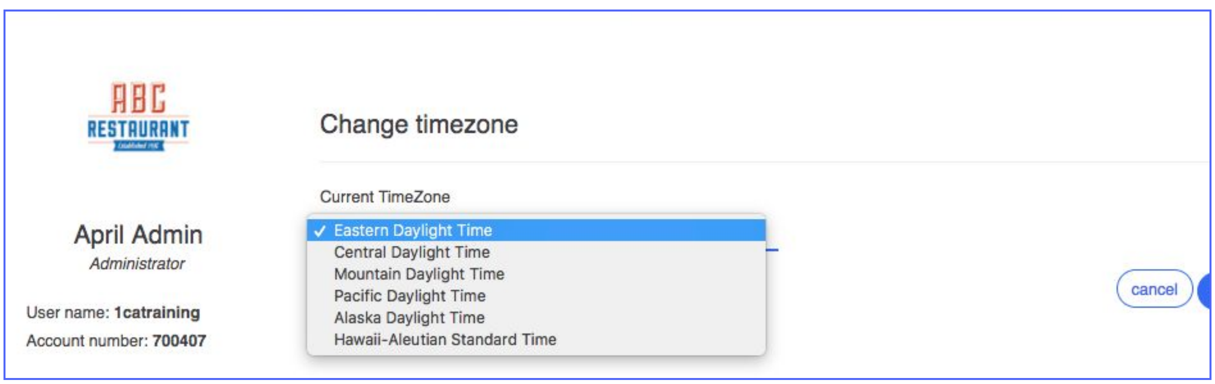
- You may also filter by positions for each notification.
    - Once you click **Edit**, you will be taken to a page asking if you want to filter this notification by positions.
    - If yes, click **Yes**, filter by position and all the positions at your organization will appear in list format.
    - Select each position you would like to receive this notification for and click **Save**.

See the table for information on each notification type.

Notification Type	Definition
Apply	Sends an email notification when an **application** is **received** at a location.
Transfer	Sends an email notification when an **application** is **transferred** from a location.
Hire	Sends an email notification when an **employee** is **hired** at a location.
Termination	Sends an email notification when an **employee** is **terminated** at a location.
Tnc*	Sends an email notification when an **employee** receives a **Tentative Nonconfirmation** status from E-Verify.

*Tnc notifications are only available for customers using E-Verify through the Snagajob system.

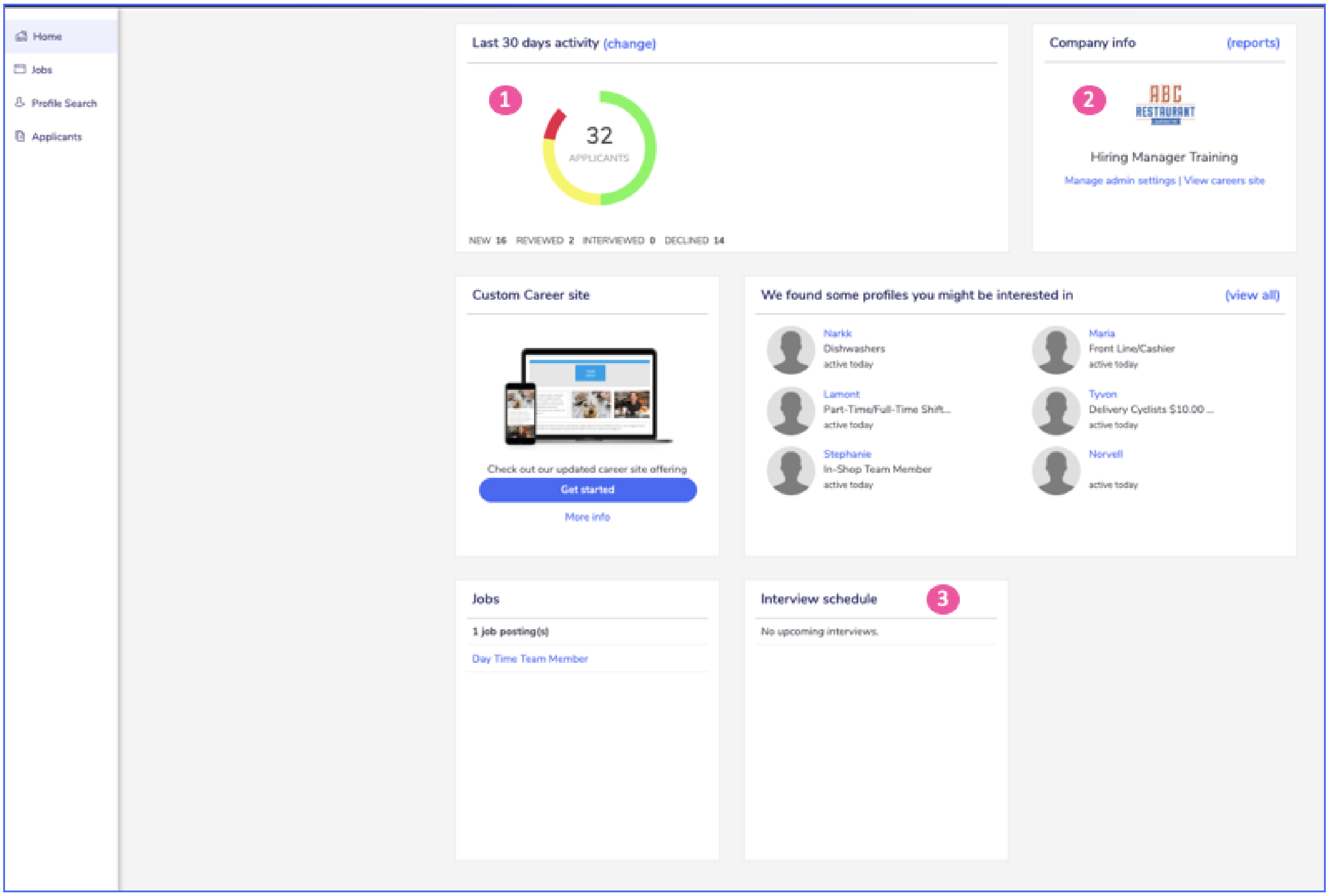
+Changing Your Time Zone



- From **My account management**, click **Time zone**.
- The Time zone page will allow you to change the time zone to the appropriate one for your location.
- Once you've selected your location's time zone, click **Save**.

Dashboard

- Once you have logged in, the first page you will see is the Dashboard. This screen displays a location specific view for a 30 day timeframe.
- Each section of the standard Dashboard is explained below.

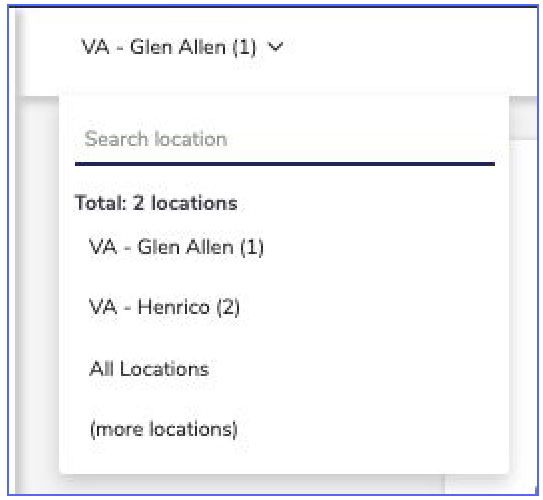


- **1. Last 30 days activity:** This section will give you a high level overview of the applications received and hires made over the past 30 days at your location.
  - **Applications:** Displays the number of applications completed over the past 30 days for the location you are viewing and a breakdown of the applicant's overall test scores.
  - **Hires:** Displays the number of hires made over the past 30 days for the location you're viewing and a breakdown of the employee's overall assessment score.
  - **Note**: You can change the time frame you are viewing using the change link at the top of the section.
    - **Options include:** 7 days, 30 days, 60 days
- **2. Company Information:** This section will provide access to reporting for your location. Click the reports link in the upper right corner of the Company info section to view available reporting (see page 25).

- **3. Interview Schedule:** This section will allow you to view upcoming interviews, keep up with your interview schedule and easily access the candidate's information prior to the interview.

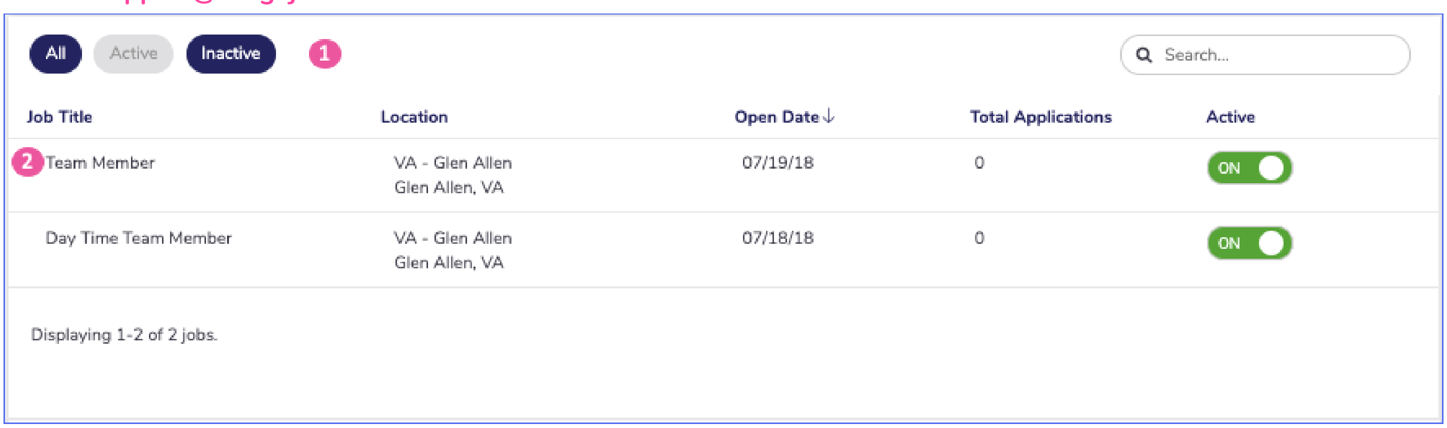
+Changing Locations

- If you have access to more than one location at your organization, you have the ability to switch between those locations using one login.
- To switch locations, click the location name listed in the top left corner of your screen.
- This will provide a dropdown with all of the locations that you have access to view.
- Click the name of the location you wish to view to switch the information or search for the location name using the Search bar at the top of the dropdown.
    - You may also click All Locations to view the Dashboard that combines information on all of the locations that you oversee at your organization.



Jobs

- The Jobs tab gives you the ability to:
    - View current and previous job postings
    - Remove positions that have been filled
- **Note:** To have new job postings added into your account, contact our customer support team support@snagajob.com

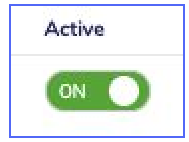


- **1. Status:** The Jobs tab will default to show only Active positions. Click the All or Inactive buttons to view all positions or inactive positions.
- **2. Job Listing Details:** From the Jobs tab, you are able to see the following information:
    - Job Title: The job title that displays to the applicants will be visible. You may click on the title to edit information within your job posting.
    - Location: This is the location where the job is advertised.
    - Open Date: The Open Date will display the date the posting was originally posted.

  - Total Applications: This will display the number of applications that have been received for this posting.
  - Activate: You may use this activation switch to turn your posting On or Off.
    - To change the activation status of your posting, slide the button to display On or Off.

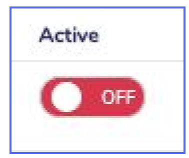
+Refreshing a Job

- Refreshing a job can help to increase application flow on postings that have been posted for a while and may be hard to fill.
- To refresh a currently active job posting follow the below steps:
  - Locate the job you'd like to refresh on the Jobs tab.
  - Slide the Activate button to the left so that it displays OFF.
  - Then, slide the Activate button to the right so that it displays ON again.
    - **Note:** The Open Date on the posting will not change on the Jobs tab, however, when applicants are searching for positions, it will appear that your position was posted on that day.

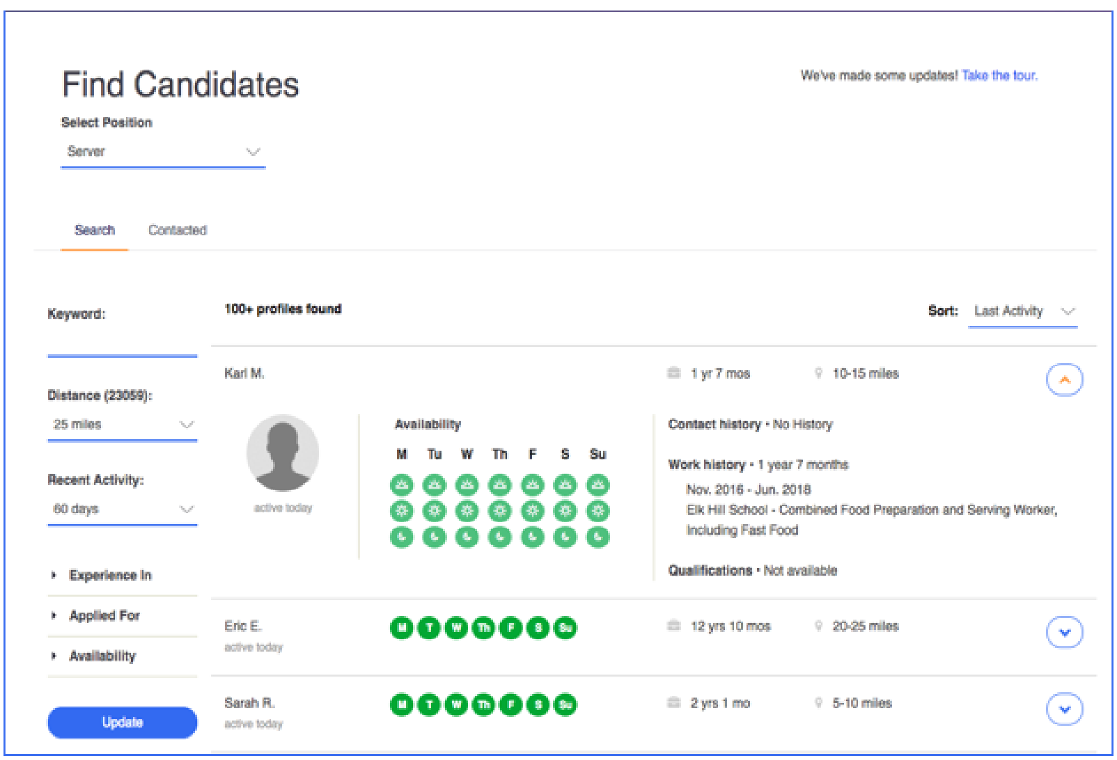


+Removing a Job

- To remove or deactivate a posting follow the below steps:
  - Locate the job you'd like to deactivate on the Jobs tab.
  - Slide the Activate button to the left so that it displays OFF.
  - This will remove your job posting from snagajob.com.



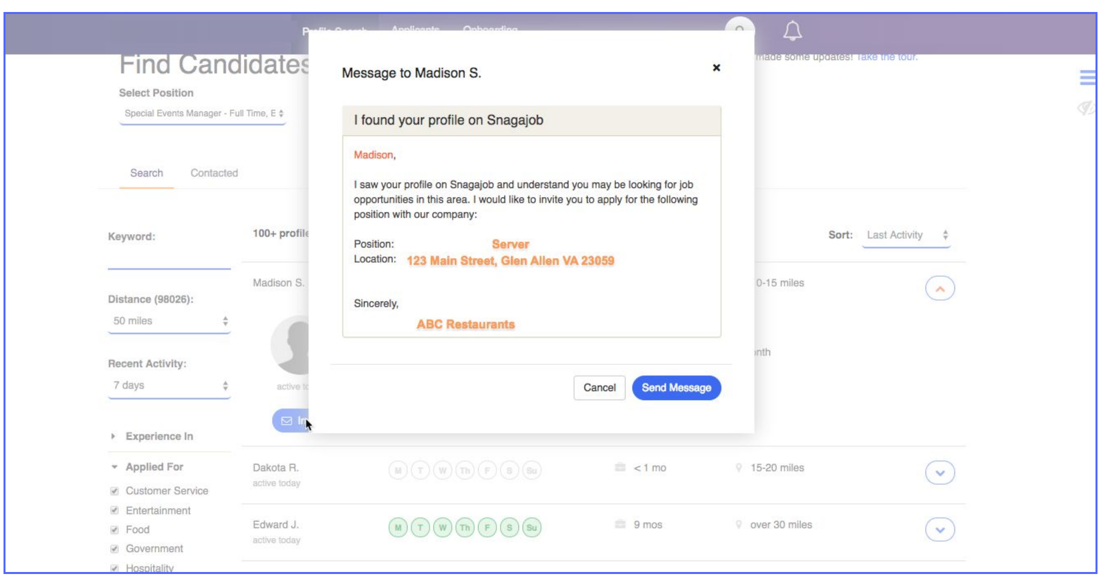
Profile Search



- Profile Search allows you to browse profiles of candidates in your area that are active on Snagajob and have shown interest in jobs within your industry.
- You may filter the profile list using the dropdowns to the left side of the page.
  - **Select Position:** Choose a position for which you're looking to hire.
  - **Keyword:** Enter a keyword for what you're looking for.
  - **Distance:** Choose a mile radius. This will provide profiles of applicants that are located within a certain mile radius from the location for which you're hiring.
  - **Recent Activity:** Choose a timeframe for recent activity on snagajob.com.
  - **Experience In:** Select as many industries as you would like for the potential candidate to have experience in.
  - **Applied For:** Select as many industries as you would like for the potential candidate to have previously applied for.
  - **Availability:** Select the timeframes you would like for the potential candidate to have available.
- From the Profile Search page, you will see the following information about the potential candidate:
  - First name and last initial
  - Last time active on snagajob.com
  - Total amount of work experience listed
  - Overall weekly availability
  - Distance from the location for which you're hiring
- You may also sort by Distance, Last Activity, and Experience.
  - **Distance:** Sorts by closest distance to the location for which you're hiring.
  - **Last Activity:** Sorts by most recent activity on snagajob.com.
  - **Experience:** Sorts by most work experience.
- To view more information about the potential candidate, click the down arrow to the right of the page.
  - This will display the candidate's availability, qualifications, contact history, experience.

+Inviting a Candidate

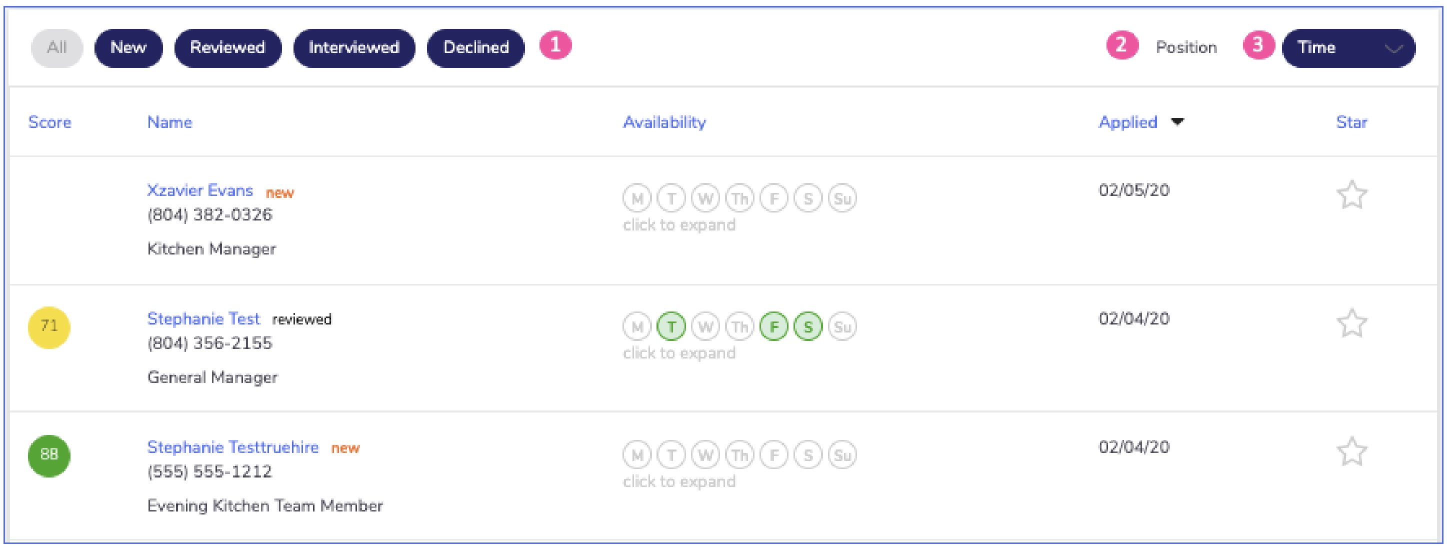
- Profile Search allows you to invite a candidate to apply to an open position.
- To invite a candidate, click the Invite button on the profile of the potential applicant.
  - This will generate a standard email to be sent to the potential applicant.



- The email will contain a link to your posting on snagajob.com to allow the candidate to directly apply to your requisition.
  - Click **Send Message** to complete the invitation and send the general email.
  - **Note:** This email is not customizable.

Applicant Pool

- To access a list of your location's applications, click the **Applicants** tab in the side navigation bar.
- By default this list will display applications received over the past 30 days with the newest application at the top of the page.



- **1. Status:** This list will display the hiring status folders to filter the applicant pool.
  - Possible options include:
    - **All:** Includes all applications except those marked as Declined.
    - **New:** Includes only new applications.
    - **Interviewed:** Includes only candidates who have been scheduled for an interview.
    - **Reviewed:** Includes any application that has been opened by a user.
    - **Declined:** Includes any application that has been declined.
- **2. Position:** The list will default to show all positions. You may change the type of application you are viewing by selecting an option from the dropdown.
  - Options include positions specific to your company.
- **3. Time:** You may change the number of applications you are viewing by selecting an option from the dropdown.
  - Options include: 7 days, 30 days, 60 days, 90 days, 180 days, 365 days

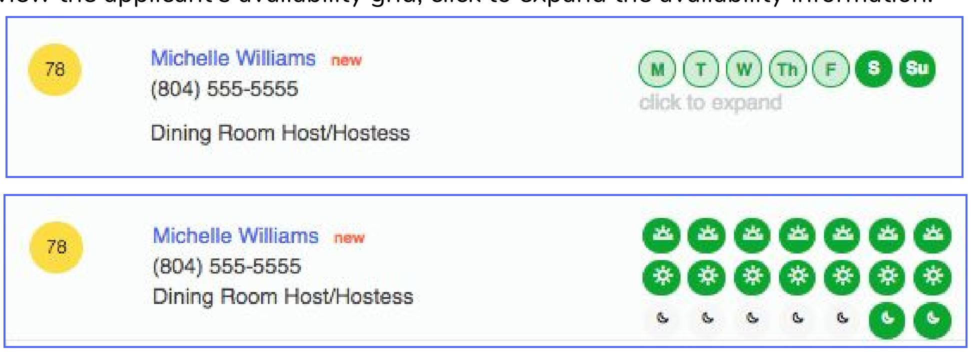
- **Other Filters:** You can also sort your applications by clicking the column headers.

  - By default, the applications are sorted by Date applied, with the newest application at the top of the list.
  - Options include:
    - **Score:** Sorts applications by their combined test scores.
    - **Name:** Sorts applications alphabetically by their first name.
    - **Availability:** Sorts applications by the applicant with the most availability throughout the week.
    - **Applied:** Sorts candidates by the application date.
    - **Star:** Sorts by moving candidates marked with a star rating to the top of the list.

Application Overview

- On the Applicants tab you will see a snapshot of the application and its status.
- **Score**
  - This is the applicant's combined rating on testing taken during the application process.
  - Tests may include:
    - Assessments (Position fit and Attitude).
  - Hover over the combined score to view individual scores for each test.
  - **Note:** All tests are weighted equally to provide the overall score.

- **Name, Phone number, Position, & Status**
- **Availability**
  - This will show the parts of the day the candidate marked as available.
  - To view the applicant's availability grid, click to expand the availability information.



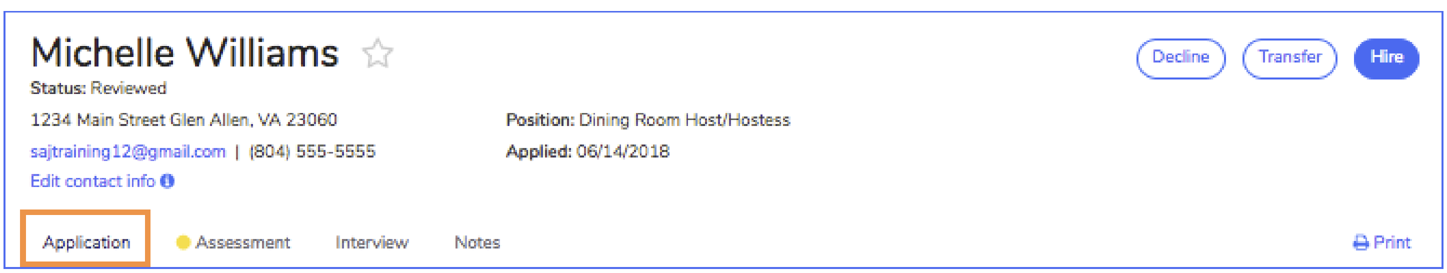
- **Applied:** This is the applicants application submission date.
- **Star:** This allows you to mark candidates who you feel are top candidates or applications that need to be easily accessed.
    - The rating is set by clicking on the star. It will turn yellow.
    - To remove the rating, click the star again and it will become transparent.

- To view the application and information provided by the candidate, click the applicant's name.
- The top section gives access to contact information and other actions, including hiring or declining an application.
    - **Note:** You may edit the applicant's contact information by clicking Edit Contact Info beneath the contact information.

- Each application consists of four (4) tabs that will contain the information provided by the applicant as well as helpful tools you may use during the hiring process.

The following four (4) sections will outline each of these tabs.

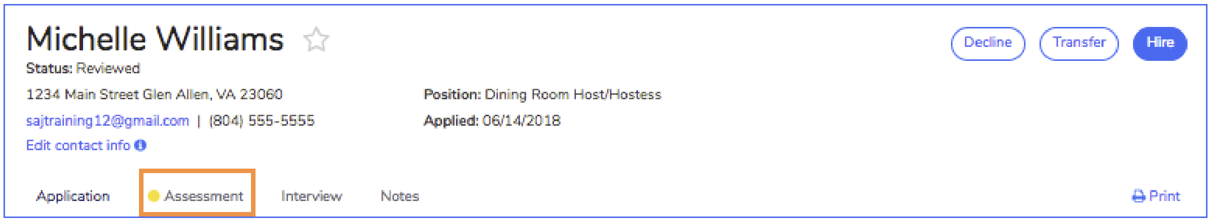
+Tab 1: Application



- The Application tab contains information gathered during the application process such as:
- **Availability:** This allows you to see the candidate's overall availability and answers to questions surrounding their work preferences.
    - The Availability Grid shows the days and general times that a candidate is available to work in green.
- **Personal Information:** This allows you to view the applicant's answers to questions regarding their eligibility for employment.
    - Some questions may contain a Caution or Warning flag. If a question has a Caution or Warning, you will see a yellow or red notification next to the question.
- **Experience:** View the applicant's work experience.
    - This section will display:
        - The total length of employment for each entry.
        - Identify any gaps in employment.

  - Display the total length of experience listed.
- **Education:** View education information listed by the applicant.
- **References:** View each reference listed by the applicant.
- You can print this page by using the **Print** button in the top right corner of the tab.

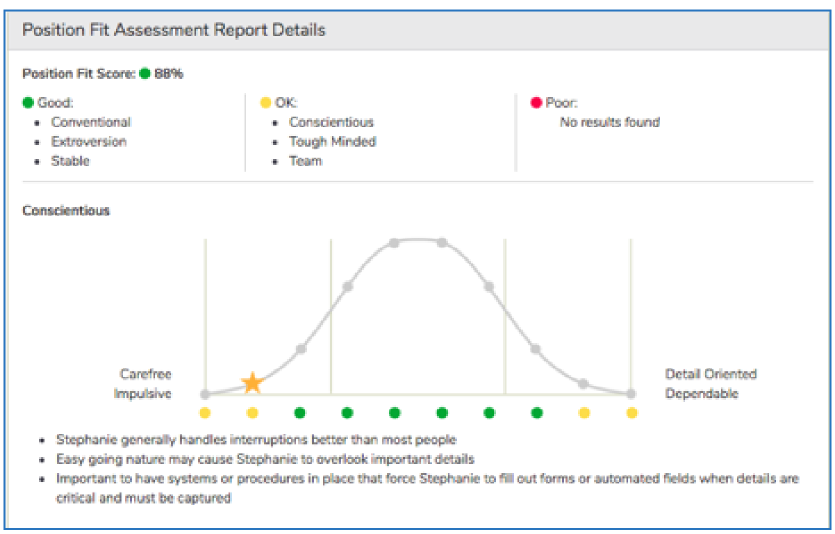
+Tab 2: Assessment



- The Assessment tab displays the Position fit and Attitude assessment results.

+Position Fit

- Clicking on the Position fit tab will give you information on the candidate's core characteristics and personality traits.



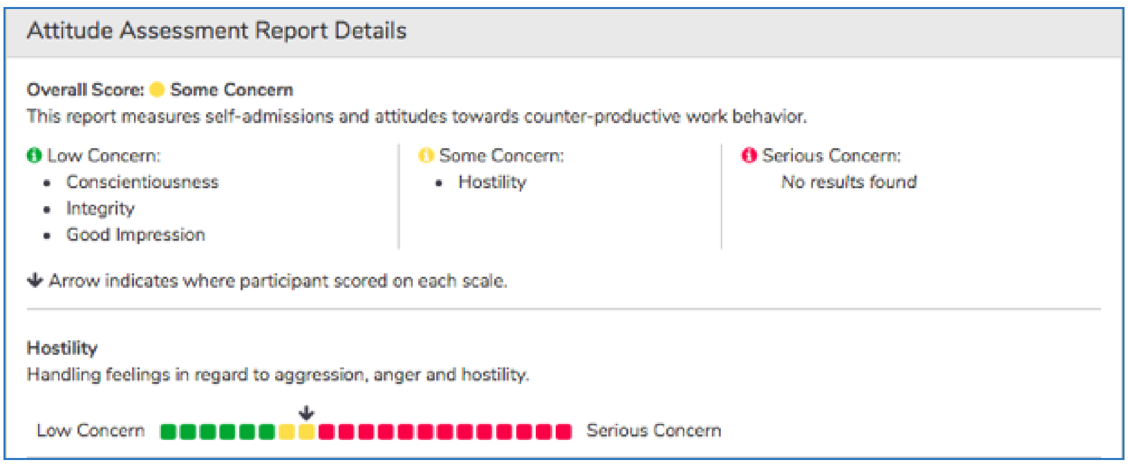
- **1. Score**
  - The top line of the Position Fit tab will display the candidate's numerical score.
- **2. Fit**

- Fit lists the applicant's core characteristic and personality traits and indicates where they fall on the good fit, partial fit, or poor fit scale.

- **3. Full Report**
    - The full report shows where the applicant lands on a bell curve, considering his or her core characteristics and personality traits, to compare for conscientious, tough minded, conventional, extroversion, stable, team and good impression.
- **Note:** The report represents only a small part of factors that can be helpful in determining job performance. It is not designed to specifically recommend or not recommend any individual for employment.

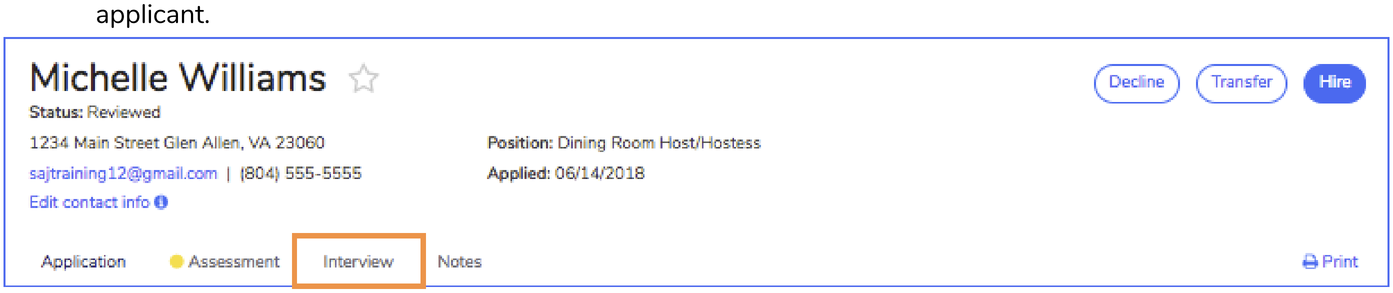
+Attitude

- Clicking on the **Attitude** tab will show any areas of concern and where the applicant falls on the line graph.
- The Attitude Assessment Report Details is broken down into four sections: Hostility, Conscientiousness, Integrity, and Good Impression.
- Each section is given a rating of Low Concern, Some Concern, and Serious Concern, and a line graph indicates where the applicant falls on the scale.



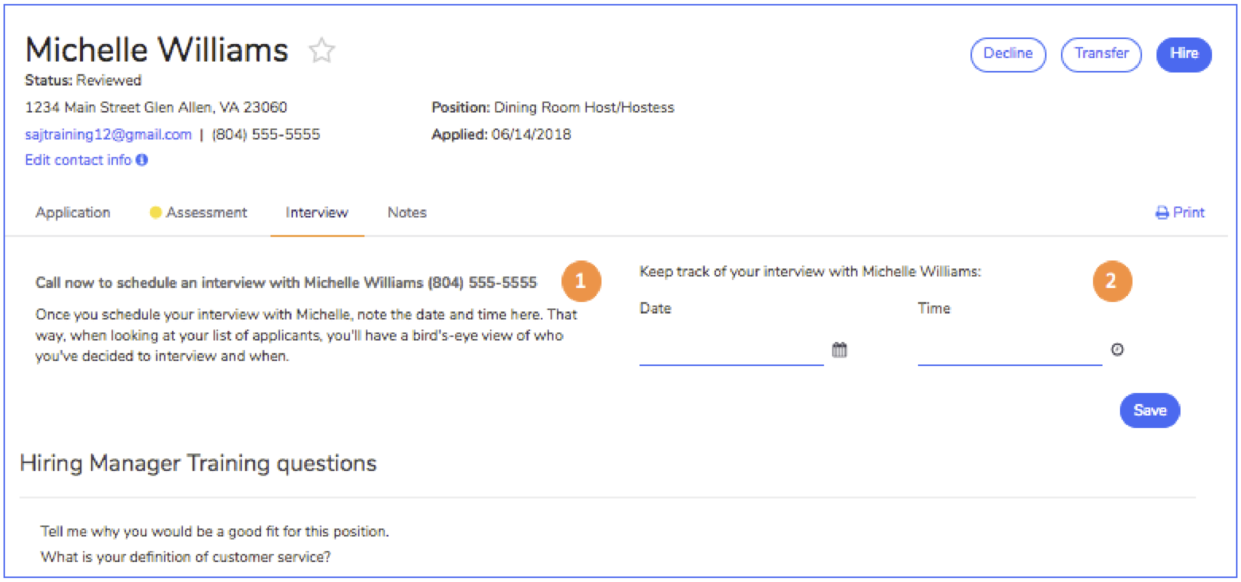
+Tab 3: Interview

- This tab displays interview questions and allows you to keep a record of your scheduled interview with the applicant.



- On the following page you'll find information on each component of the Interview tab.

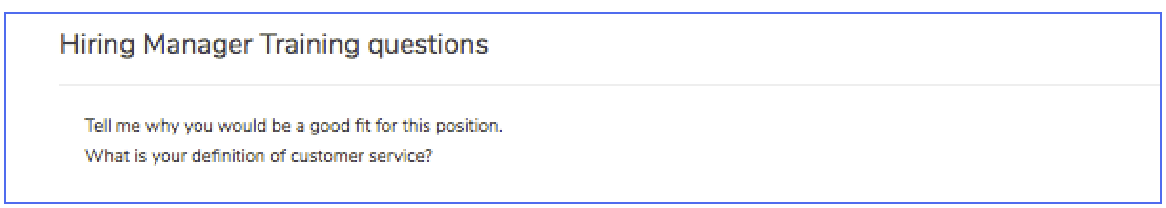
Keeping Track of Your Interview



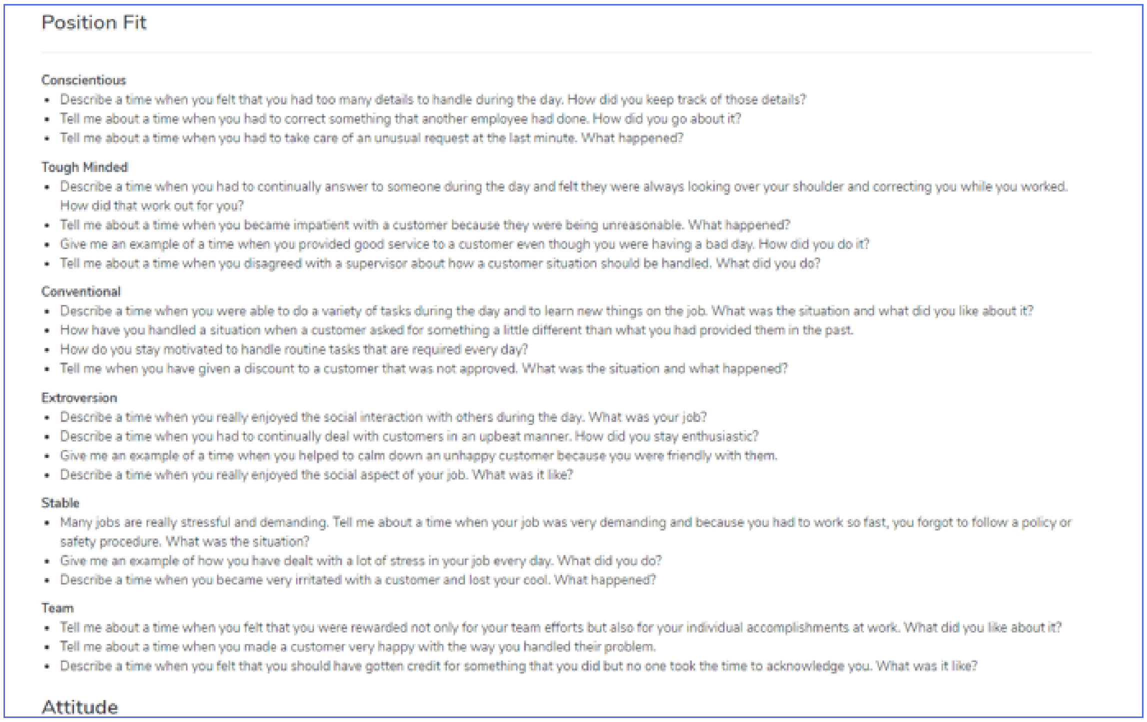
- 1. The candidate's phone number is listed on the Interview tab.
    - You should call or email the applicant to decide on the day and time that works best for both parties.
- 2. Once you have the date and time, you may enter the information using the Date and Time fields in the upper right of the page.
    - Click **Save** to complete the interview schedule.
- Once the interview is scheduled three actions will take place.
    - 1. An email notification is sent to the candidate with the date and time of the interview.
        - **Note:** The applicant is not able to respond to the email.
    - 2. The Hiring Status for this application will change to Interviewed.
    - 3. The candidate's name will display on your Dashboard in the Interview Schedule section.

Interview Questions

- The Interview tab will contain a list of questions that you may use during the interview. These are input by the Admin at your company.



- The first set of questions are specific to your company.
- These will remain the same for every application you view.



Position Fit

Conscientious

- Describe a time when you felt that you had too many details to handle during the day. How did you keep track of those details?
- Tell me about a time when you had to correct something that another employee had done. How did you go about it?
- Tell me about a time when you had to take care of an unusual request at the last minute. What happened?

Tough Minded

- Describe a time when you had to continually answer to someone during the day and felt they were always looking over your shoulder and correcting you while you worked. How did that work out for you?
- Tell me about a time when you became impatient with a customer because they were being unreasonable. What happened?
- Give me an example of a time when you provided good service to a customer even though you were having a bad day. How did you do it?
- Tell me about a time when you disagreed with a supervisor about how a customer situation should be handled. What did you do?

Conventional

- Describe a time when you were able to do a variety of tasks during the day and to learn new things on the job. What was the situation and what did you like about it?
- How have you handled a situation when a customer asked for something a little different than what you had provided them in the past.
- How do you stay motivated to handle routine tasks that are required every day?
- Tell me when you have given a discount to a customer that was not approved. What was the situation and what happened?

Extroversion

- Describe a time when you really enjoyed the social interaction with others during the day. What was your job?
- Describe a time when you had to continually deal with customers in an upbeat manner. How did you stay enthusiastic?
- Give me an example of a time when you helped to calm down an unhappy customer because you were friendly with them.
- Describe a time when you really enjoyed the social aspect of your job. What was it like?

Stable

- Many jobs are really stressful and demanding. Tell me about a time when your job was very demanding and because you had to work so fast, you forgot to follow a policy or safety procedure. What was the situation?
- Give me an example of how you have dealt with a lot of stress in your job every day. What did you do?
- Describe a time when you became very irritated with a customer and lost your cool. What happened?

Team

- Tell me about a time when you felt that you were rewarded not only for your team efforts but also for your individual accomplishments at work. What did you like about it?
- Tell me about a time when you made a customer very happy with the way you handled their problem.
- Describe a time when you felt that you should have gotten credit for something that you did but no one took the time to acknowledge you. What was it like?

Attitude

- The second set of questions are specific to the applicant.
    - These are populated based on the candidate's Attitude and Job Fit Assessments, allowing you to ask pointed questions and determine if the applicant is the best fit for your company.
- You can print this page by clicking **Print** at the top right corner of the tab.

+Tab 4: Notes

- This tab allows you to document notes during the hiring process.

- The Notes section can be used to document information such as:
    - voicemails left for candidate
    - phone screen information
    - responses to interview questions
- The Notes section should NOT be used to document information such as:
    - opinions about the applicant
    - behaviors of the applicant
    - appearance of the applicant
- Notes remain with the application and will be visible to any manager, supervisor or administrator that has access to this application. They become a part of the employee record if this applicant is hired.

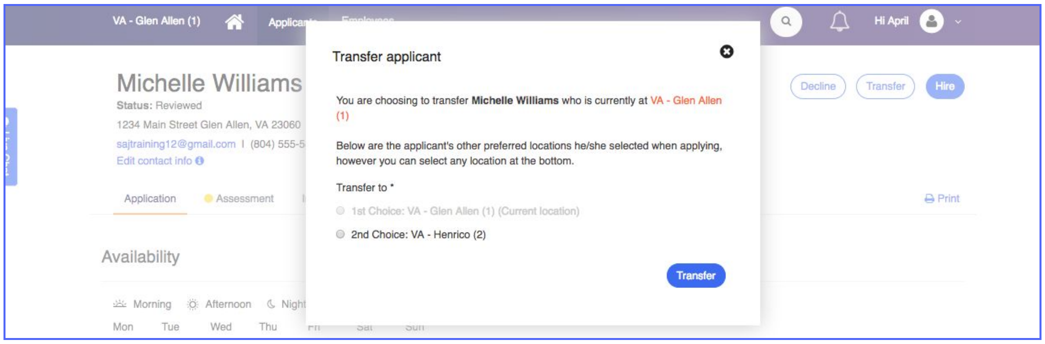
Other Actions (Applicants Tab)

+Decline

- You may choose to decline an applicant when you've determined that you will not move forward in the hiring process.
- To decline an application, click **Decline** in the top right corner of the application.
- You will be asked to confirm your declination by clicking **Decline** again when prompted on the screen.
- **Note:**
  - Declining an applicant will NOT delete the application.
  - This candidate's information will move to the Declined Hiring Status folder and you may access the information at any time.
  - Be sure to double check the candidate's name before your confirm the decline.
- Some companies have elected to have an email sent automatically to the candidate once they are declined.

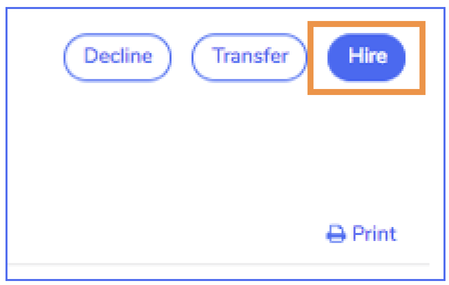
+Transfer

- You have the option to transfer an applicant to any location within your company.
- To transfer an application, click **Transfer** in the top right corner of the application.
- You will be asked to choose the location you wish to transfer the applicant to from the list provided.
- The applicant's preference(s), if applicable, will be at the top of the list with 2nd or 3rd choice listed in parentheses.
  - You can choose one of the preferences or select any other location at your organization.
- Once you've made your choice, click **Transfer** to send the application to your colleagues' Snagajob account.



+Hire

- When you are ready to hire an applicant, click the **Hire** button at the top right of the application.
- **NOTE**: This feature is only available for those accounts utilizing the Hiring Manager **Onboarding** feature.



- At this point a new hire make offer form will display.

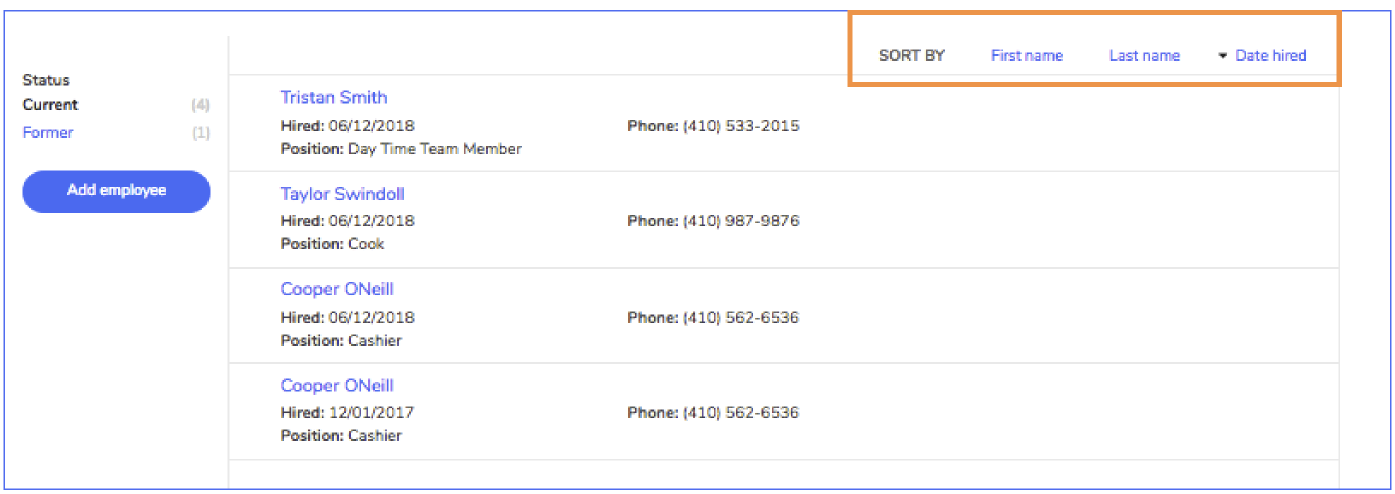
The table below explains the components of the make offer form.

1. Hire date and Start date	• Choose the **Hire date** & the **Start date** from the calendar dropdown icon located to the right of each field.
2. Position	• Populates from the application. • You can change this position using the dropdown.
3. Wage and Pay Rate	• Enter the employee's starting wage. • Pay rate will default to Per hour. • You can change this to Per day, Per week or Per year.
4. Employee Number	• You can enter the employee number in this field. • If you don't have the employee number at this point, you can skip it here and add it to the employee record later.
5. Work Status	• Populates to Part-time. • You can change this to Full-time, Salaried or Seasonal.

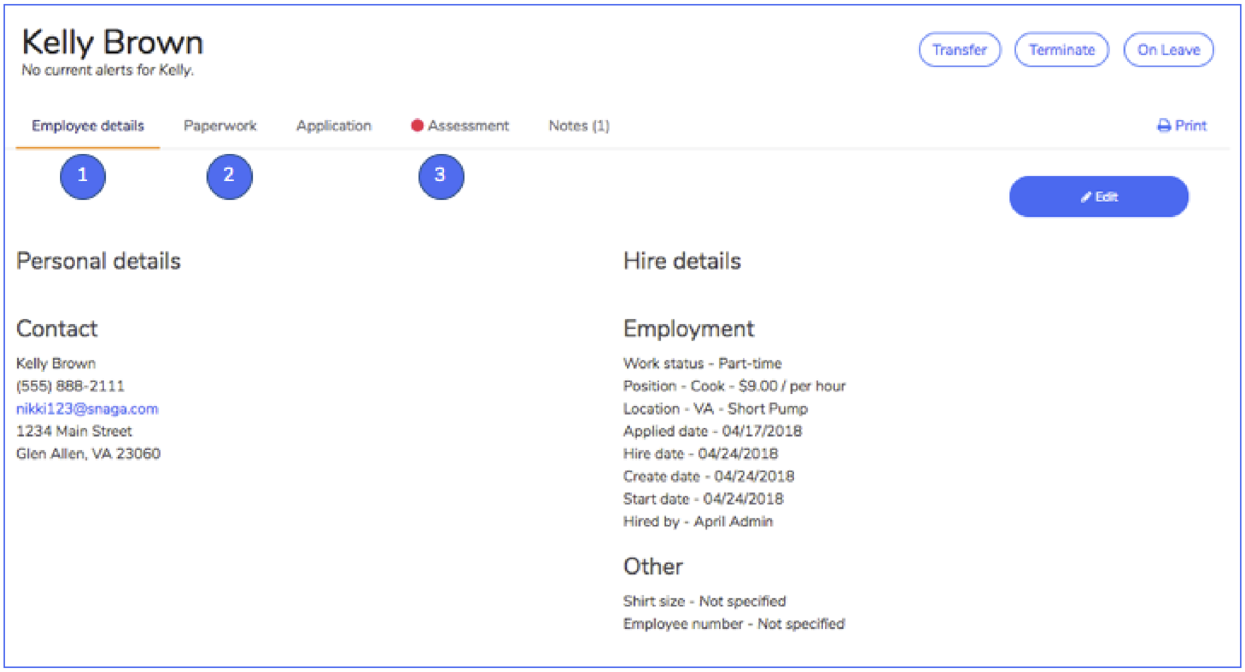
- Click Hire to save the employee record.

Employees Tab

- The Employees tab will give you access to the employee's hired at your location.
- You are able to sort your employees by First name, Last name, & Date hired.
- **NOTE**: This feature is only available for those accounts utilizing the Hiring Manager **Onboarding** feature.



- Click on the employee's name to view the employee record.
- See the next page for more information on the employee record.

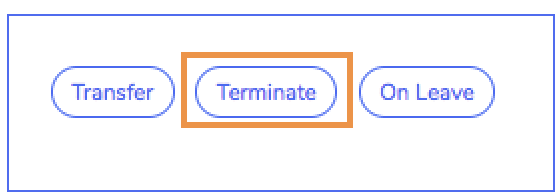


- **1. Employee Details**
  - This tab will display the employee details such as contact information, hire information, employee number, etc.
  - You can edit this information by clicking the **Edit** button.
- **2. Paperwork**
  - Displays onboarding paperwork for customers using our Onboarding solution (see the Onboarding User Guide for more information).
- **3. Application, Assessment, Notes**
  - The application, assessment and notes from the hiring process will remain with the employee record.

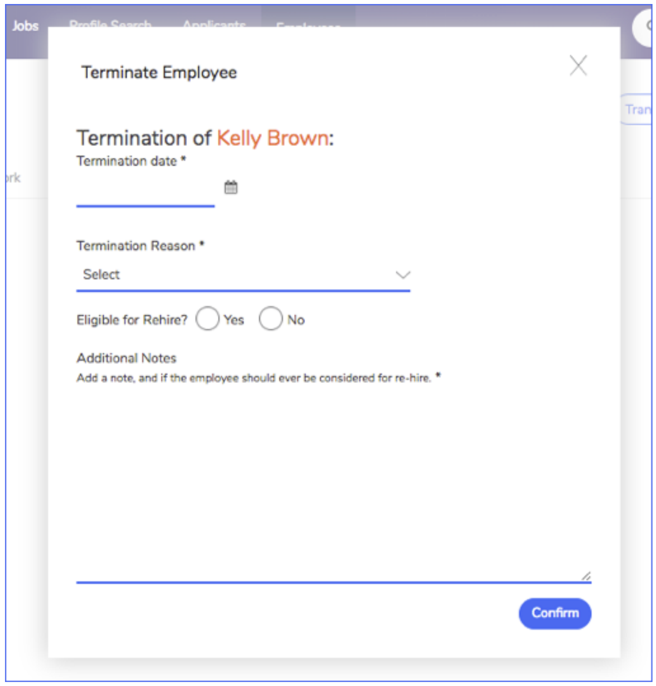
Other Actions (Employees Tab)

+Terminate

- To terminate an employee, click the **Terminate** button within the employee record.
- You will be asked to provide the termination date, rehire eligibility and notes regarding the termination.



- Once you click **Confirm**, a confirmation window will display.
- If you're sure about the termination, click **Yes, terminate this employee** to confirm the termination.
- Once the employee is terminated, the employee record will move to the Former folder.
  - **Note:** Former employees can be sorted by Date terminated in the Former folder.

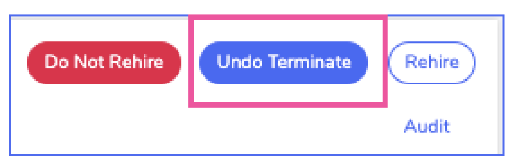


Do Not Rehire

- If your company captures Social Security Number on your application, all terminations will be recorded on a Do Not Rehire list and will notify you if the applicant you're viewing is ineligible for rehire.

- For any candidate listed as Do Not Rehire you will see the following upon viewing the application:
  - Note above the contact information indicating the candidate is a former employee.
  - The Hire and Transfer options will not be available.
- **Note:** If it is determined that this candidate is in fact eligible for rehire, you should contact your HR administrator to hire the candidate.

Undo Terminate



- Admin within the account may use the Undo Terminate button in the event that a termination was done in error.
  - **Note**: This will only reinstate the employee's previous employee record. If the employee needs to be prompted

to complete onboarding paperwork, use the **Rehire** button.

+On Leave

- The On Leave button is used when an employee will be taking time off for an extended period of time (e.g., maternity leave, etc.).
- Click **On Leave** to move an employee to the Leave-of-Absence folder.
- You will be prompted to enter the last day worked and reason for leaving.
- Click **Submit** to finalize the leave status.
- You may move an employee back to Current status at any time by selecting the Current button located on the employee record.

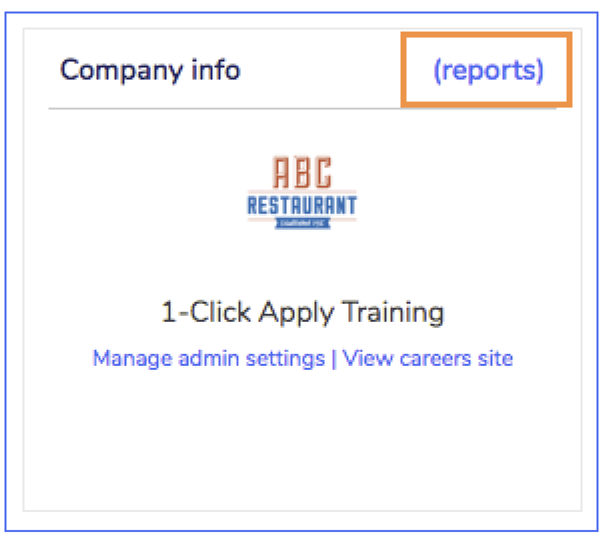
Audit

- The Audit button allows managers and Admin to view Termination, Undo Termination and Rehire actions on an employee record.

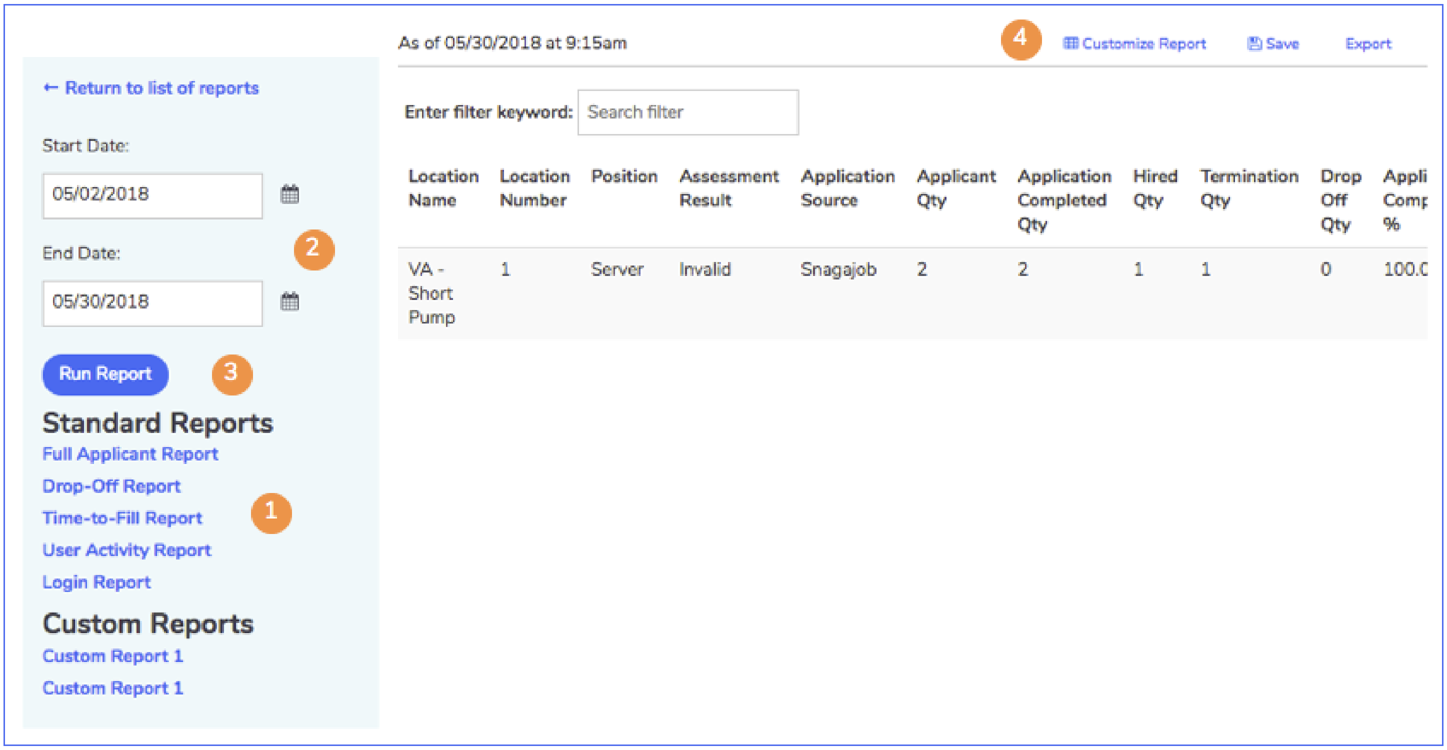
Reports

+Locate the Reports

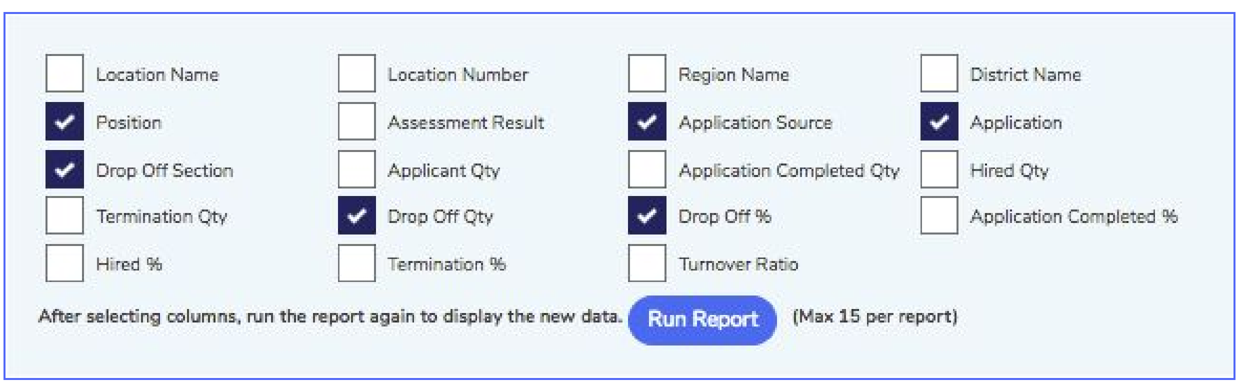
- To locate the reports, find the Company info section of your Dashboard and click the **reports link** in the upper right corner of the Company info area.
    - This will direct you to the Reports page.

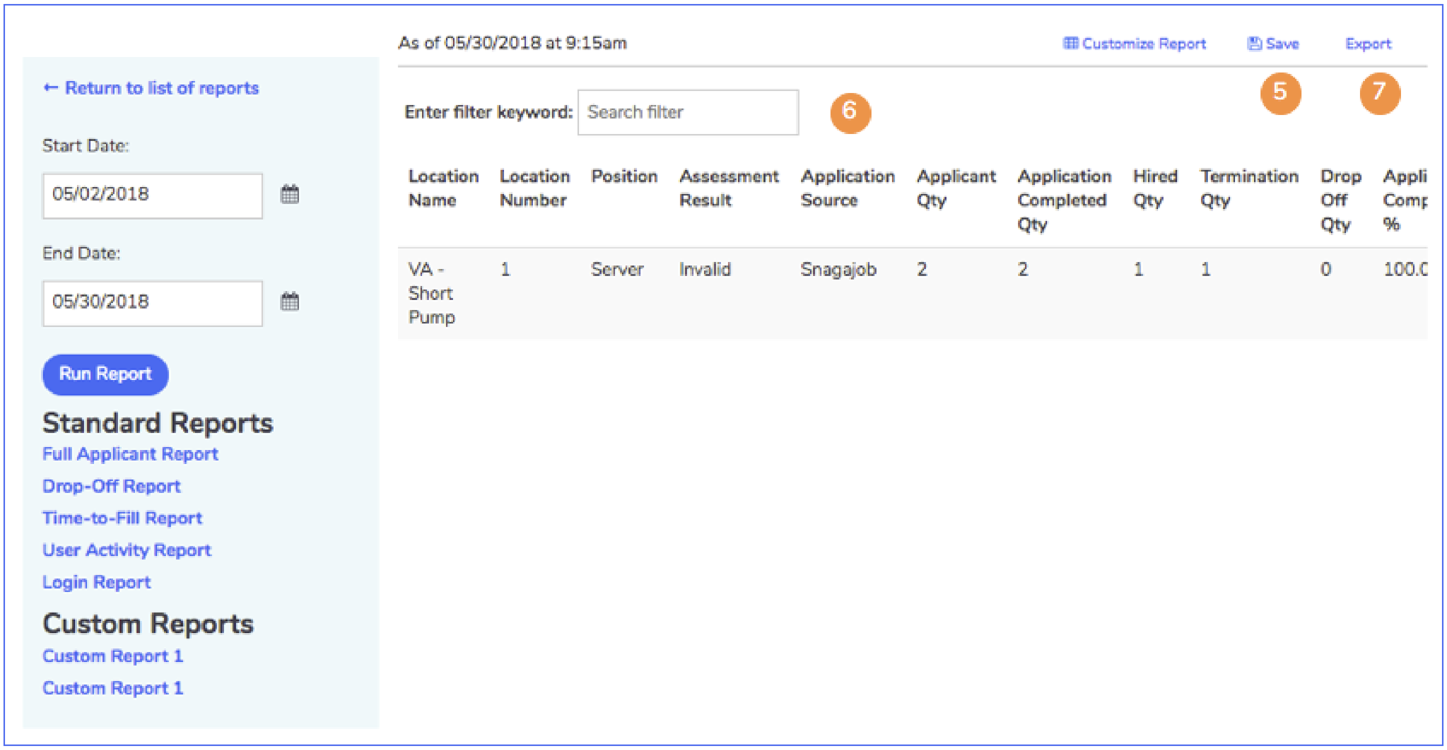


+Running a Report



- **1**. To access your data, click on the specific report you wish to view.
  - By default, the information will display for the past 28 days.
- **2**. To change your timeframe, select the appropriate start and end dates from the calendar dropdowns on the left side of the page.
- **3**. Click Run Report and the report data will change.
- **4**. To customize a report (**Full Applicant, Drop- Off and Time-To-Fill** are the only customizable reports):
  - Select the fields you wish to display and unselect the fields you would like to remove from the report.
    - **Note**: There is a 15 column maximum and a 3 column minimum on all reports.
  - Click Run Report and that data will change to display only the columns you have selected.

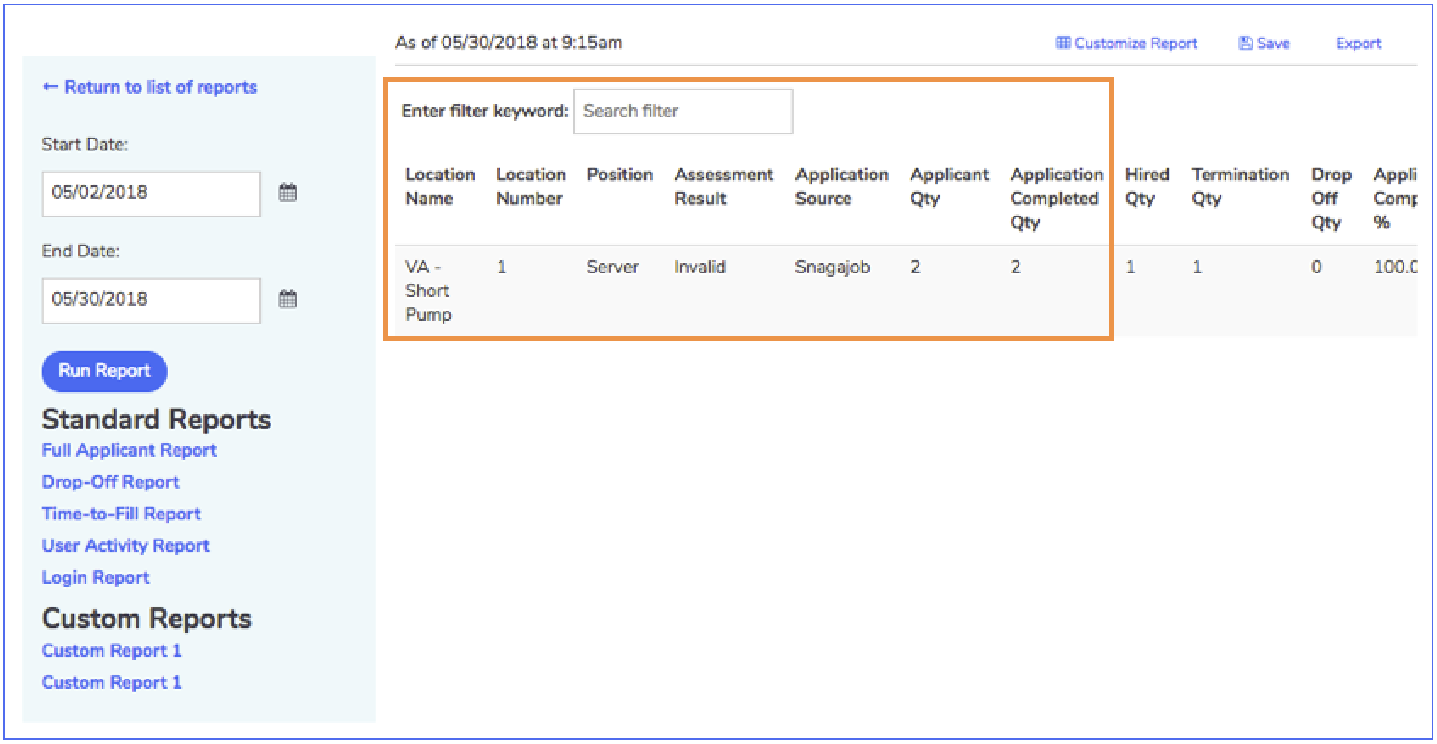




- **5.** To save a customized report, click save
  - Name your report something that is easy for you to remember.
  - If you have administrative access, you may choose to share your report with the organization.
    - This will allow any user within your company to access the new report from the Custom Reports list.
      - **Note:** Data pulled by another user will show the report but only for the location(s) that they directly oversee.
- **6.** To filter a report to view specific information, begin typing your keyword in the Search filter field.
- **7.** To export report data into a Microsoft Excel spreadsheet, click Export.
  - A Microsoft Excel spreadsheet will open with the data from the report.
  - You may then save the document and share with others in your organization.

+Standard Reports

- Full Applicant Report
  - Pulls data on the applicant pool for a specific timeframe.
  - Information is ordered by location, position, and source.



- From this report you will also receive data on the following fields:
    - **Applicant Qty:** The number of applications started during the specified timeframe.
    - **Application Completed Qty:** The number of applications completed during the specified timeframe.
    - **Hired Qty:** The number of hires made from the applications submitted during the specified timeframe.
    - **Termination Qty:** The number of terminations marked from the hires made during the specified timeframe.
    - **Drop Off Qty:** The number of applicants who started the application but did not complete the submission process during the specified timeframe.
    - **Percentages for Completed Applications, Hires, and Terminations**
    - **Turnover Ratio:** Turnover percentage for the data given in the specific report.

- Drop-Off
    - Analyzes common location points in the application process where candidates do no complete the application.
    - From this report you will receive data on:
        - Position
        - The source of the application
        - Application type
        - The section of the application in which the candidate discontinued completion
        - The number of applicant drop-offs per application
        - The percentage of applicant drop-offs per application

Position	Application Source	Application	Drop Off Section	Drop Off Qty	Drop Off %
Assistant Manager	Careers Page	FISH Hourly Employment Application		0	0.00%
Assistant Manager	Careers Page	Hourly Employment Application		0	0.00%
Bartender	Careers Page	Hourly Employment Application		0	0.00%

- Time-to-Fill
    - Analyzes data pertaining to the average time it takes to complete actions with applications for a specific timeframe.
    - Information is ordered by location and position.

Location Name	Position	Avg Days To Hire	Avg Days To Review	Avg Days To Interview	Avg Days To Not Interested
VA - Short Pump	Barista		12.50		
VA - Short Pump	Delivery Driver		19.00		
VA - Short Pump	Manager		13.00		
VA - Short Pump	Server		6.50		

- User Activity Report
    - Displays data on a user's activity for the specific timeframe.
    - From this report you will receive data on the following fields:
        - User Identification (user name and full name)
        - Last action made in the account (Hire, Interview, Decline, etc.)
        - How many actions have been made during the specific timeframe
        - You may click the number to view all actions made during the timeframe

User Name	User Full Name	Event Description	Audit Log Count
1catraining	April Admin	Reviewed	6

Click to view more information

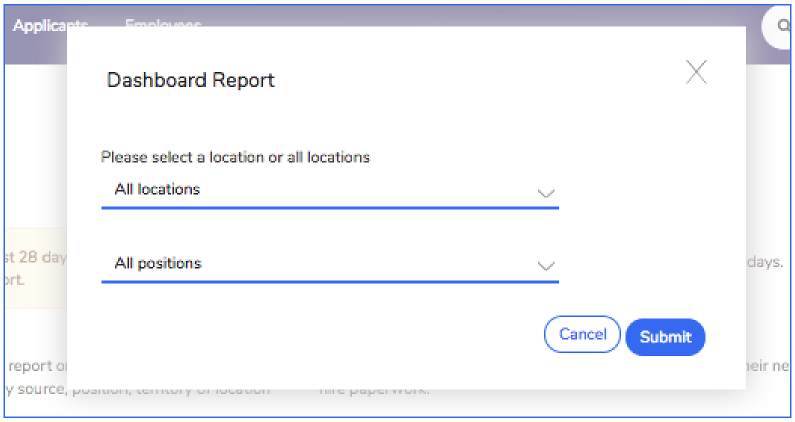
Event Description	Event Date	user Name	User Full Name	Location Name	Location Number	Applicant Name	Email Address
Reviewed	October 18, 2016	1catraining	April Admin	VA - Short Pump	1	Adams, Luke	sajtraining3@test.com
Reviewed	October 28, 2016	1catraining	April Admin	VA - Short Pump	1	Frank, Gracie	sajtraining5@test.com
Reviewed	November 1, 2016	1catraining	April Admin	VA - Short Pump	1	Bravo, Rebecca	sajtraining2@test.com
Reviewed	November 1, 2016	1catraining	April Admin	VA - Short Pump	1	Smith, Sheila	sajtraining1@test.com
Reviewed	November 4, 2016	1catraining	April Admin	VA - Short Pump	1	Smith, Sheila	sajtraining1@test.com
Reviewed	November 7, 2016	1catraining	April Admin	VA - Short Pump	1	Smith, Sheila	sajtraining1@test.com

- Login Report
    - Displays a user's login activity during the specified timeframe.
    - From this report you will receive data on the following fields:
        - User Identification (user name and full name)
        - Last Login Date
        - How many times the user has logged in during the specified timeframe

User Name	User Full Name	Last Login Date	Login Count
1catraining	April Admin	2016-11-10	20
snagajobtraining	Snagajob Training	2016-10-19	1

+Overview Reports

- Dashboard Report
    - Displays 30 days of account activity at a user's location.
        - **Note**: User will only have access to the locations in which they have permissions to view.
    - Select the Dashboard Report from the list of **Overview Reports**.
    - Select a location and position from the pop-up window.



- From this report you will receive data on the following fields:
    - Location Name
    - Location Number
    - Total Number of Applications (per position)
    - New applicants
    - Reviewed applicants
    - Interview applicants
    - Declined applicants
    - Hired applicants
    - Terminated applicants

Location Name	Location #	Total Apps	(New)	(Reviewed)	(Interviewed)	(Declined)	Hired	Terminated
VA - Glen Allen	1	11	8	2	0	1	3	1
VA - Henrico	2	13	10	2	1	0	2	2