

## SelecTrak Applicant Tracking System

*Powerful Web-Based Scoring and Tracking Program*



**"The candidates we've hired using this system not only meet our technical skill requirements, they have the desire and energy that so few candidates have. This technology enabled us to effectively process over 14,000 applications in 4 months."**

**Merrill Millard**  
Manager of Human Resources  
AK Steel

Keeping track of dozens or even thousands of job applicants throughout the hiring process is time-consuming and tedious. However, it's one of the most important functions for a company to grow and be successful.

- Does your company always know where each applicant stands?
- Are you communicating with applicants appropriately?
- Does your hiring system meet legal requirements and avoid adverse impact?
- Do you know which recruiting methods are working and which aren't?

If your company doesn't answer, "Yes" to all of these questions, then Russell Consulting International can help.

### Our Solution

**SelecTrak** is our powerful Web-based scoring and applicant tracking program that comes standard with all of our assessment tools.

In addition to serving as the back-end scoring system,

#### **SelecTrak:**

- Serves as an easy, quick, and convenient tool for managing your hiring goals
- Tracks candidates' status through each stage of the hiring process
- Assimilates candidate information and generates individual and group reports, such as rank
- Ordering a group of candidates by their assessment results
- Provides automatic scheduling, administration and management capabilities
- Can be branded to coordinate with each clients logo and design style

- Produces customised letters (for example, rejection letters, on-hold letters, job offer letters) and mailing labels
- Enables your company to answer valuable questions, such as:
  - What is the pass rate for each location using the assessment?
  - Where are candidates falling out of the process?
  - Which recruitment sources are generating applicants?
  - Are hiring goals being met?

### A Variety of Useful Reports

**SelecTrak** is very flexible and allows you to export any data into easy-to-follow reports, including copying into Microsoft Excel. This generates a spreadsheet report that provides all information about the selected candidates. By clicking the "Export to Excel" icon from the menu you can export this report to an Excel Spreadsheet. From Excel, you can customise or sort this report as needed.

You can also use this spreadsheet to import into any HR software that accepts Excel imports.

The Detailed Candidate Information Report is an up-to-date summary of a specific candidate and where he/she stands in the process.

<b>Anderson, Beth</b>			<b>ID: 211004400</b>	
<b>Email:</b>	<b>Day: 555-724-0123</b>	<b>Facility: Detroit</b>		
<b>1504 Maple Drive</b>	<b>Eve: 555-724-3210</b>	<b>Position: Warehouse</b>		
<b>Vandalia, Michigan 49095</b>	<b>Fax:</b>	<b>Recruitment Source: Newspaper Ad</b>		
	<b>Position ID: 5423</b>			
Workflow			Computer Assessment Results	
Activity	DA TE	Status	Competency	Score Profile A Min
<b>EZ App Results</b>	<b>9/3/2002</b>	<b>Pass</b>	<b>Attention to Detail</b>	<b>7</b>
<b>Scheduled for Assessment</b>	<b>9/5/2002</b>	<b>Yes/ Complete</b>	<b>Leadership Potential</b>	<b>8</b>
<b>Computer Assessment Results</b>	<b>9/5/2002</b>	<b>Pass</b>	<b>Personal Responsibility</b>	<b>10</b>
<b>Scheduled for First Interview</b>	<b>9/7/02</b>	<b>Yes/Complete</b>	<b>Positive Attitude</b>	<b>10</b>
<b>Interview Results</b>	<b>9/7/02</b>	<b>Pass</b>	<b>Problem Solving</b>	<b>4</b>
<b>Conditional Offer Made</b>	<b>9/8/02</b>	<b>Yes/Complete</b>	<b>Problem Solving – Quality</b>	<b>3</b>
<b>Conditional Offer Response</b>	<b>9/8/02</b>	<b>Yes/Complete</b>	<b>Problem Solving – Quantitative</b>	<b>5</b>
<b>Drug Screen Offered</b>		<b>Incomplete</b>	<b>Process Monitoring</b>	<b>5</b>
<b>Drug Screen Results</b>		<b>Incomplete</b>	<b>Risk/Reliability Index</b>	<b>10</b>
<b>Hired – Start Date</b>		<b>Incomplete</b>	<b>Safety</b>	<b>6</b>
<b>Rejection Letter Sent</b>		<b>Incomplete</b>	<b>Teamwork</b>	<b>7</b>
<b>Job Offer Letter Sent</b>		<b>Incomplete</b>	<b>Work Ethic</b>	<b>8</b>

The Activity Summary Report compiles pass, fail, withdraw, and completion rates for each position activity. This report is great for analysing if candidates are being “screened out” at appropriate stages of the hiring process.

Location: Company XYZ		Position: All Candidates			
Activity	Number Evaluated	Yes/Complete		Passed	
		No.	%	No.	%
Computer Assessment Results – Profile A	97			58	60%
Mechanical Test Results	35	34	97%	1	3%
Electrical Test Results	24	22	92%	2	8%
Technical Interview Results	2	1	50%	1	50%
Background Check Results	2	2	100%		
Physical Completed	0				
Hired - Start Date	1	1	100%		
Rejection Letter Sent	5	4	80%		

The Recruitment Source Summary Report shows the referral sources for both candidates and hires.

This report helps companies maximise recruiting dollars by letting them see their best recruitments sources.

Recruitment Source	Number	Percent	# of Hires	% of Hires
<b>Current Employee</b>	<b>188</b>	<b>8%</b>	<b>9</b>	<b>18%</b>
<b>Employment Agency</b>	<b>35</b>	<b>1%</b>	<b>-</b>	<b>-</b>
<b>Newspaper</b>	<b>1722</b>	<b>80%</b>	<b>39</b>	<b>81%</b>
<b>Non-Employee</b>	<b>174</b>	<b>8%</b>	<b>-</b>	<b>-</b>
<b>Other Agency</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Radio</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TV</b>	<b>4</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total</b>	<b>2126</b>			