

Find and retain the right people with PerfectApplicant.

The Applicant Tracking Manager is a completely integrated applicant tracking system for Microsoft Windows. It will generate all of the reports that you, your employees and management need for tracking key applicant information.



# PERFECTapplicant



PerfectApplicant has extensive applicant information including; skills, schools, former employers, expenses, tests, interviews, resume routing, and more.

PerfectApplicant is designed for middle market companies like yours. Our clients have been able to achieve these goals:

- Multiple openings per requisition
- Ability to search database either by rating or exact skill level
- Automatically Communicate with applicants via mail merge
- Ability to store scanned documents and photos.
- Track expenses by division, department or individual applicant
- 75 customized reports available
- Table driven system that can be administered by users
- Ability to make mass changes
- Online help screens
- Ability to store both active and inactive applicants
- Ability to flag duplicate applications either by SSN, Name, Address, etc.

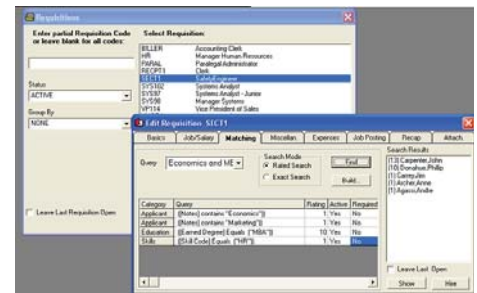
PerfectApplicant also helps you comply with government reporting and compliance. You will be prepared for an audit at a moments notice.

You can also track and maintain important requisition information. When a job opening event occurs, enter all of the key information into PerfectApplicant including the applicant qualifications. PerfectApplicant can search the applicant database and immediately identify all of the qualified candidates. Send reply letters in minutes using the powerful MS Word mail merge capabilities.

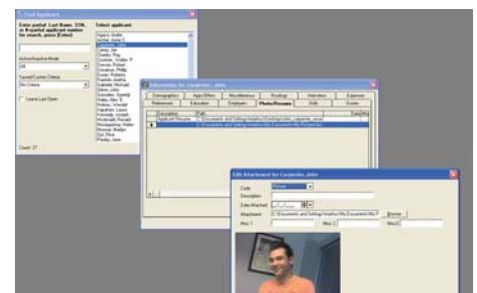
Budgeting and expenses are also included for applicants and requisitions. You'll generate cost of hire information in minutes.

PerfectApplicant is compatible with most network operating systems and runs on Microsoft Windows.

PerfectApplicant screens can be customized to include field labels that are appropriate for your company.

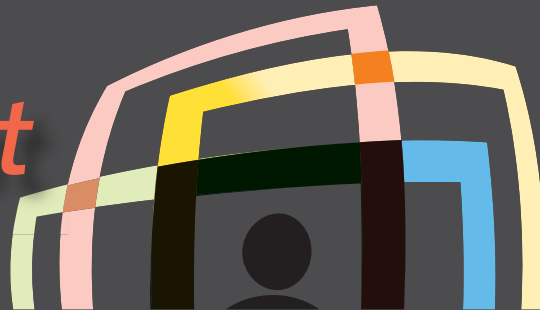


The system allows you to open multiple windows simultaneously so you can work on candidates, reports and positions as the need arises without the inconvenience to move



back and fourth when necessary. PerfectApplicant has the simplest user interface available. You'll be up and running in a few short hours.

# PERFECT *applicant*



## Manages All Aspects of New Hires

- Requisition Management
- New Hire Costs
- Interview Scheduling
- Mail Merge with MS Word
- Correspondence
- Expense Control
- Multiple Applications
- Budgeting

## Applicant Information

- Skills
- Education
- Schools
- Employers and reference checks
- EEO and Military
- Interviews
- Expenses
- I-9 and Alien Registration
- Testing and Scores
- Resume Routing

## Processes

- Requisition and Applicant Expenses
- Multi-tiered applicant search functions
- Smart Select and Search Queries
- Post opening to HTML files
- Integrates with PerfectHR to hire instantly

## General Capabilities

- Context-sensitive help
- User defined Tables
- Complete documentation
- Security
- Output to Excel, PDF and other formats

## Network Features

- Establish User Groups and rights for each group
- Create Users and assign the users to groups
- Users can have different levels of security
- Simple Network install for Server and Workstations

## Custom Design

- Change data labels for input fields
- Remove unused fields
- Custom tables and forms

## System/Hardware Specifications

- Pentium or compatible processor
- Windows operating system
- 32 Bit Database and program
- 64 MB system memory
- 15 MB available disk storage

## Standard Reports

- Applicant Profile
- Applicant Status
- Application Status
- Applicant Schedule
- Interview Schedule
- Routing Status
- Letter History
- Expenses
- Offers
- Skills Report
- Schools Report
- Test Results

- Previous Employment
- Applicant Labels
- Reject Reason
- Applicant Summary
- Detailed Analysis
- Status Analysis
- Referral Source Analysis
- Budget vs. Actual Annual
- Budget vs. Actual Monthly
- Account Disbursement Detail
- Profile
- Recruiter List
- Department List
- Open Requisitions
- Closed Requisitions
- Cost of Hire Summary
- Recruiter Analysis
- No Activity
- Expense List
- ALL reports fully customizable

## Customer Service

- Unlimited technical support
- Free software updates and upgrades for maintenance and outsourced clients
- Training classes customized for each group
- Expert needs analysis, installation, and data conversion

## Optional Modules

- Custom Built Screens
- File Export Functions
- User defined Tables and Forms
- Crystal Reports Writer

### • PerfectHR

### • PerfectESS

### • PerfectPayroll

### • PerfectAlerts

**PERFECTsoftware**   
EMPOWERING HUMAN CAPITAL MANAGEMENT

PerfectSoftware, Inc.  
200 Connecticut Avenue  
Norwalk, CT 06854  
800.788.7555 toll free  
203.855.0111 fax

[www.perfectsoftware.com](http://www.perfectsoftware.com)

**NEW** - Available on a monthly outsourced plan for companies that want to reduce their internal IT burden while capitalizing on the capabilities a full applicant tracking system will provide.