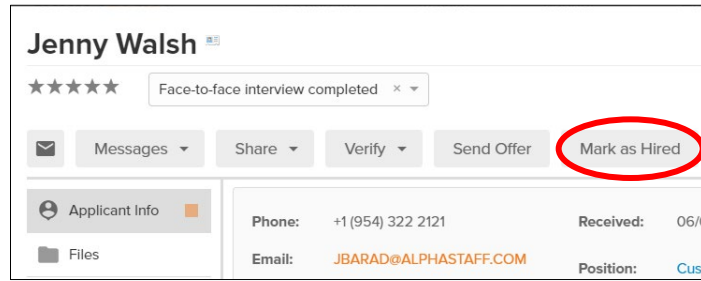


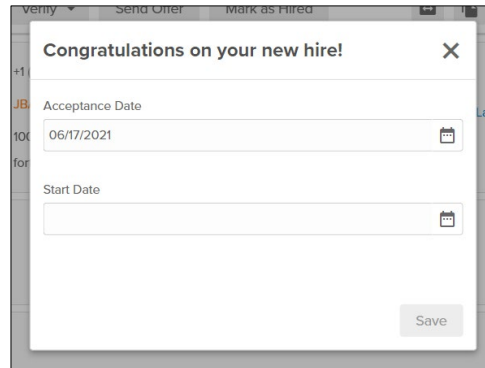
AlphaHiring User Guide – Hiring Process



1. Upon selecting a candidate that you wish to hire in AlphaHiring Applicant Tracking System, you would update their status as **Hired** in the ATS, as shown below:

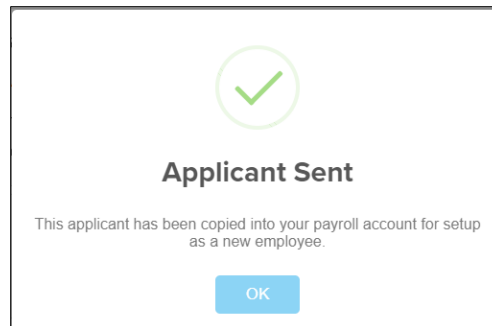


2. Once you mark an applicant as **Hired**, this message will appear:

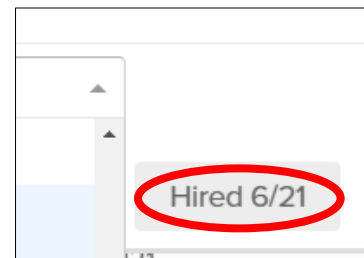
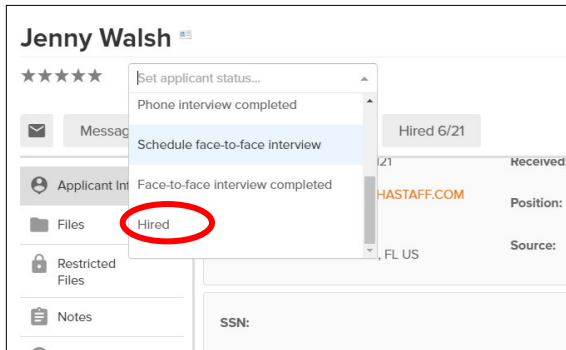


PLEASE NOTE: It is important that the Start Date should be the actual start date for the applicant, as this will feed into the Job Candidate screen in Prism

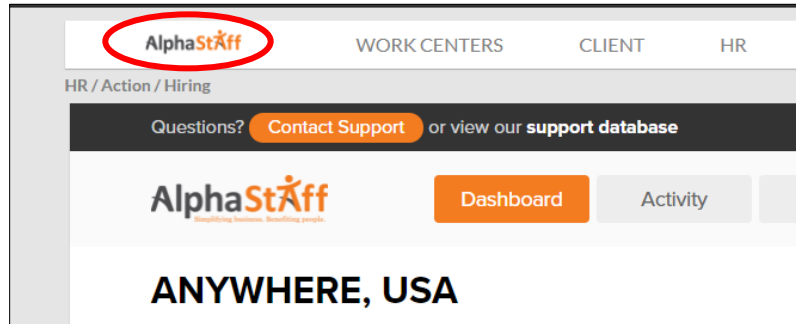
3. Once you enter the date and click “Save”, the below screen will appear:



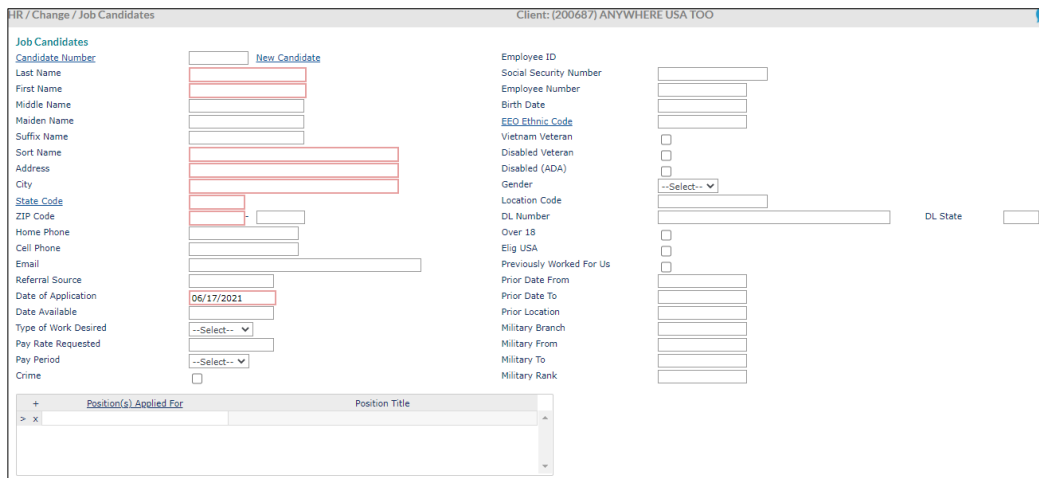
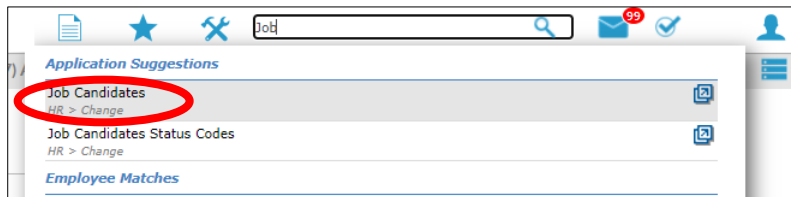
4. After acknowledging the message, you will then need to ensure you set the status of the applicant to **Hired**. Also note that the applicant has been marked as **Hired** with the start date in the system as well:



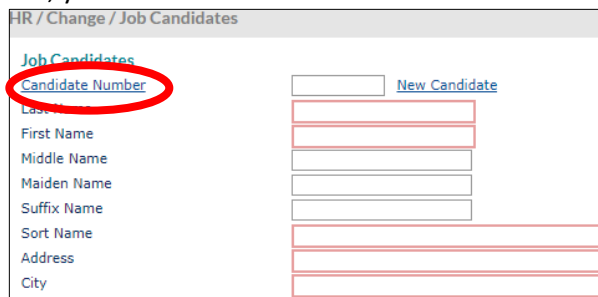
5. You will then return to Prism by clicking the AlphaStaff logo in the upper left portion of the screen:



6. Once you return to Prism, you will then need to type **Job Candidates** in the search bar and navigate to the Job Candidates menu. This will then bring you to the Job Candidates screen:



7. On the Job Candidates Screen, you will then need to click on **Candidate Number** to bring up your list of candidates:



8. Select your candidate from the list provided:

Select Candidate					
Candidate ID	First Name	Last Name	City	State	
1	1	Isabella	Perez	Fort Lauderdale	FL
2	10	James	Lomani	Coconut Creek	FL
3	11	Jennifer	Lopez	FORT LAUDERDALE	FL
4	12	Jenny	Walsh	fort lauderdale	FL
5	2	Chester	David	33314	FL
6	3	Oliver	Garcia	Fort Lauderdale	FL
7	4	Sarah	Cerniglia	Coral Springs	FL
8	5	Jessica	Barad	Davie	FL

Select Row:

Page 1 of 2:

Select Page:

Refine Search

First Name:

Last Name:

City:

State:

9. Information that was captured by the ATS system will be automatically imported to the Job Candidate Screen. All fields highlighted in red are required to proceed with the Hire process:

Job Candidates	
Candidate Number	12 New Candidate
Last Name	Walsh
First Name	Jenny
Middle Name	
Maiden Name	
Suffix Name	
Sort Name	Walsh Jenny
Address	100 main st
City	fort lauderdale
State Code	FL
ZIP Code	
Home Phone	(954) 322-2121
Cell Phone	
Email	JBARAD@ALPHASTAFF.COM
Referral Source	
Date of Application	06/17/2021
Date Available	
Type of Work Desired	--Select--
Pay Rate Requested	
Pay Period	--Select--
Crime	<input type="checkbox"/>
Employee ID	
Social Security Number	
Employee Number	
Birth Date	
EEO Ethnic Code	
Vietnam Veteran	<input type="checkbox"/>
Disabled Veteran	<input type="checkbox"/>
Disabled (ADA)	<input type="checkbox"/>
Gender	--Select--
Location Code	
DL Number	
DL State	
Over 18	<input type="checkbox"/>
Elig USA	<input type="checkbox"/>
Previously Worked For Us	<input type="checkbox"/>
Prior Date From	
Prior Date To	
Prior Location	
Military Branch	
Military From	
Military To	
Military Rank	

+ [Position\(s\) Applied For](#) Position Title

> X Customer Service Rep

PLEASE NOTE: If you have **Capture SSN and DOB with Offer Letter** enabled in the ATS, this information will be automatically imported into the Job Candidate screen. Otherwise, you will need to have the candidate provide this before proceeding with the hiring process.

Social Security Number	<input type="text"/>
Employee Number	<input type="text"/>
Birth Date	<input type="text"/>
EEO Ethnic Code	<input type="text"/>
Vietnam Veteran	<input type="checkbox"/>
Disabled Veteran	<input type="checkbox"/>
Disabled (ADA)	<input type="checkbox"/>

10. Once all required field have been completed, you can click the **Action Menu** and select **Hire** from the menu:

Client: (200687) ANYWHERE USA TOO

Employee ID	
Social Security Number	<input type="text"/>
Employee Number	<input type="text"/>
Birth Date	<input type="text"/>
EEO Ethnic Code	<input type="text"/>
Vietnam Veteran	<input type="checkbox"/>

Hire

- Remove From Favorites
- Display Data Mapping

11. At this point you would proceed with the hiring process as normal, entering all required fields and clicking **Save** after all required sections have been completed:

HR / Action / New Hire Client: (200687) ANYWHERE USA TOO

New Hire

Work Location:

Employer ID: -No Items-

Social Security Number:

Hire Type: --Select--

Use Onboarding: --Select--

Employee ID:

Personal Information

First Name:

Last Name:

Middle Name:

Nickname:

Birth Date:

Gender: --Select--

Ethnic Code: --Select--

Marital Status: -- Select --

Tobacco User: -- Select --

Handicapped: No

Veteran: Not Selected

Vietnam Veteran: Not Selected

Disabled Veteran: Not Selected

Recently Separated Veteran: Not Selected

Service Medal Veteran: Not Selected

Other Protected Veteran: Not Selected

Resident Address

Address Line One:

Address Line Two:

ZIP Code:

GeoCode: 100853532

City: HOBE SOUND

State: FL FLORIDA

County: MARTIN School District No.

Home Phone: 954-322-2121

Mobile Phone:

Personal Email Address: JBARAD@ALPHASTAFF.COM

Work Email Address:

Emergency Contact

Contact Name:

Contact Telephone:

Contact Relation:

Employment Details

Client Start Date: 06/21/2021

Employer Start Date:

Position:

Employment Status:

Employment Type:

Benefit Group:

Retirement Benefit Group:

Division:

Department:

Shift:

Project:

Work Group:

Union Code:

Reports To: