




# Hirezon | <sup>Interview</sup> Exchange




## APPLICANT TRACKING SYSTEM

Hirezon's **Applicant Tracking System** has been developed using best-practice principles backed by market research and customer feedback. The system's web-based architecture provides installation-free software, industry-leading implementation time, and outstanding 24-7 customer support for all users.



SOURCING	SCREENING	WORK FLOW	METRICS
<i>Recruit from Multiple Sources</i>	<i>Applicant Screening &amp; Qualification</i>	<i>Hiring Process Management</i>	<i>Tracking &amp; Compliance</i>
Link applicants from all sources	Qualification questions can be added on a job-by-job basis from the customizable COREquisite question library	Document storage and management	Quick applicant pool reports via one click from the posting record
Search applicants across all open and closed postings	Answers can have optional scores, weighting and/or a disqualification status and support equivalencies	Collaboration and messaging tools with built-in audit trail	Pre-defined one-click reports for AA/EEO, OFCCP, Protected Veteran Status and Self-ID of Disability
Easily post to thousands of 3rd party job boards via Hirezon partners	Dynamic Selection Matrix for search committee ranking with criteria that is defined on a job-by-job basis	Flexible approval workflow for job requisitions and hiring proposals	One-click reports for advertising source performance, time to fill, cost per hire, applicant pool detail, etc.
Unique link for each posting for email and social media distribution	Collect confidential letters of reference via the system	Configurable alerts for messages, tasks, approvals, etc.	Ad-hoc reporting tool
All posted jobs viewable on HirezonJobs.com Higher Ed job aggregator at no additional cost	Initiate background checks and retrieve results from within the system via Hirezon's partner integrations	Easy conversion of position descriptions to job requisitions to job postings	All reports downloadable in Excel or CSV formats

-  Branded career site with easy, transparent application process
-  Supports multiple customized requisition forms and applications
-  Industry-leading 24/7 support for internal employer users and applicants

-  Full section 508 compliance and mobile support
-  Search committee members, selection matrix criteria, and qualification questions selected on job-by-job basis
-  Provides rapid applicant communication storing all outbound and inbound communication

Adjunct Theology

Routing Close Form Queue All Tasks

Employee Request Form  
 & Lorna Interview  
 Faculty Requisition  
 Position Request (Faculty)  
 Job Details  
 Prepare Job Details

Additional Documents

Discussions

Post Job  
 & Staff Admin

Recommendation to Hire  
 & Lorna Interview

**WORKFLOW**

Task Routing

Title	User	Status	Actions
Department Dean/Head		Not Initiated	
Vice President for Academic Affairs		Not Initiated	
Vice President of Finance		Not Initiated	
Faculty Search Admin		Not Initiated	

**TASK ROUTING**

HR Assistant

Return to Shortlist

Send Job Posting to Advertisement Agencies (e.g. Graystone Group)

Automatic Job Distribution

Send this Job to  
 HigherEd Jobs

Post this Job Using  
**INSIDE HIGHER ED**

Send this Job to  
 The Chronicle of Higher Education

Post this Job Using  
 CHANGELIST

View Jobs Posted to  
 JOBTARGET

**SOURCING**

Hiring Metrics and Reports

Standard Reports Custom Reports

Hiring Pipeline

- Applicant Status
- Applicant Status by Job EEOC
- Recruiting Activity
- Open Jobs
- Closed Jobs
- Incomplete Jobs
- All Jobs
- All Jobs (Detail)
- Applicants by Job
- Hired by Month (EEOC)
- Hired by Year (No EEOC)
- Job Reviewers
- Sourcing Reports
- Costs by Department
- Cost Per Hire
- Job Cost Data

Hired by Year (No EEOC)

Report Period:

Select Year: 2017, 2016, 2015, 2014, 2013, 2012

Duration: Q1 (Jan - Mar), Q2 (Apr - Jun), Q3 (Jul - Sep), Q4 (Oct - Dec), 1 Year, 2 Years, 5 Years

Start Date: End Date:

Display Type:  Data Table

Submit Reset

Export to Excel

Data Table: Hired by Year (No EEOC)

State	Zip	Candidate Email	Time To Hire	Hire Date	Interview Date
westbury	NY 12345	obw4567@interviewexchange.com	361	Jan 29 2016 12:00AM	-
on	MA 01561	lde1est@interviewexchange.com	115	Feb 5 2016 12:00AM	-
borough	MA 01561	umass123@interviewexchange.com	13	Mar 15 2016 12:00AM	Mar 4 2016 1:15PM
hattan	NY 123456	jwestfield@interviewexchange.com	3059	Dec 30 2016 12:00AM	Dec 21 2016 12:00AM
field	PA 12345	immaculata1est@interviewexchange.com	513	Jun 29 2016 12:00AM	Jun 23 2016 1:00PM
on	CT 12345	testingforda@interviewexchange.com	581	Sep 5 2016 12:00AM	-

**METRICS**

History Instructor  
 Boston, MA

Thank you for considering Hirezon/Interview Exchange DEMO in your job search. Please provide the information requested below.

Contact our online Help Desk if you need assistance applying through this website.

Frequently Asked Questions (FAQ's)

Application Instructions:

Please submit

1. Resumes,
2. Cover letter,
3. List of three references(contact information)

Fields marked with a \* are required.

STEP 1: NEW ACCOUNT SETUP / EXISTING ACCOUNT LOGIN

Account Setup / Login completed.

Are you a current employee of Hirezon/Interview Exchange DEMO?

Yes  No

STEP 2: COMPLETE COREQUISITES QUESTIONNAIRE

Answering the following questions will confirm that you meet the basic requirements for this position. Note: Answers cannot be changed once the application has been submitted.

1. Do you have a MS in History?  Yes  No

STEP 3: ELECTRONIC FORMS

All Electronic Forms (PDF, HTML) can be filled and submitted online. Please complete the following Electronic Forms for this position.

Technical Requirements / Troubleshooting

Pending Application - External \*

STEP 4: UPLOAD YOUR RESUME/CV \*

File Location:  No file selected

Word (.doc, .docx), Adobe (.pdf), & Text (.txt) files only with a maximum file size of 10 Megabytes (MB)

More Documents? You can add additional files on the next page after uploading your Resume/CV on this page. Once you click Apply Now below, you will be directed to the next page. See FAQ for details.

**ONLINE APPLICATION PROCESS**

Hirezon Exchange

Welcome: HR Super Admin User

Hirezon/Interview Exchange DEMO

Sign Out

Applicants for: Director of Human Resources (56708)

View Edit Job Locations Alerts Invite Applicants Distribute Close Clone

COREquisites Reviewers Review Notes Requisitions Quick Report Re-Assign

Background Check E-Forms E-Form Report Assessments Candidate Matrix Find Candidate

Qualified Applicants in inbox

Select	Name (F I L)	Location	Phone	E-Mail	Score	Date
<input type="checkbox"/>	Jill Hastings	St Paul, MN	(413) 210-5769	julyaug56@interviewex...	100.00	08/04/2017
<input type="checkbox"/>	Jack Williams	Fairfield, CT	(123) 123-1234	quinnapic1est@intervi...	100.00	06/09/2017
<input type="checkbox"/>	Jack Wilson	Boston, MA	(123) 123-1234	j80123@interviewexcha...	100.00	05/08/2017
<input type="checkbox"/>	Jay Hogan	Westborough, MA	(123) 123-1234	js1345@interviewexcha...	100.00	04/13/2017
<input type="checkbox"/>	Kevin Wilson	Westboro, CO	(123) 123-1234	kentstate@interviewex...	100.00	04/10/2017
<input type="checkbox"/>	Stefan Kuhl	St Paul, MN	(413) 210-5769	beth1est@interviewex...	100.00	03/30/2017
<input type="checkbox"/>	Jack Murphy	Boston, HI	(123) 123-1234	test56789@interviewex...	100.00	03/29/2017
<input type="checkbox"/>	Mary Poppini	Philadelphia, PA	(215) 555-1212	mpoppini@interviewexch...	100.00	03/21/2017
<input type="checkbox"/>	Fred Watson	Westborough, HI	(123) 123-1234	ajaman@interviewexcha...	100.00	02/20/2017
<input type="checkbox"/>	Jack Williams	Baltimore, MD	(123) 123-1234	kevin1est@interviewex...	100.00	02/15/2017

1 to 10 of 54 Qualified Applicants

Check All | Uncheck All | Reverse

Select All 54 Applicants

Submit Clear

Move Selected: Select One

- Emails Sent  - Internal Candidate

**CANDIDATE SELECTION**

BRANDED PORTAL

Multiple screenshots of the Hirezon branded portal interface, showing various sections like 'Employment Opportunities', 'Job Openings', and 'University of Albany' branding.