Xerox® Workflow Automation Solution for Recruiting and Selection

Automate the capture, storage and routing of applicant documents to free your recruiting staff from paper-based processes and to allow your staff more time to work with candidates. Keep information in a secure, central location to easily manage and quickly locate candidate records.

Keep recruiting workflow on the fast track.

Candidate recruiting and selection involves multiple steps, departments, forms and people. These many steps are best managed from within a centralized platform that includes cross-departmental collaboration, secure communication, workflow management and applicant tracking system (ATS) integration. Our highly configurable platform and central repository make it easier to distribute, acknowledge, archive and protect candidate information.

How your organization benefits:

- Access information quickly to make the best hiring decisions
- Spend more time with candidates and less with paper-based documentation
- Send consistent offer letters using templates to speed up hiring process
- Ensure information security by controlling access to applicant information
- Engage with candidates through portal communications
- Set up notifications and alerts for updates and missing documents

Automating your recruiting workflows can lead to a more productive recruiting process.

Spend your time finding and hiring the best candidates.

Reduce hiring paperwork and associated delays.

Whether you have an internal recruiting team or outsource to a third party, the process of finding, vetting and selecting candidates can generate a lot of paperwork. Hiring organizations that use applicant-tracking systems (ATS) still keep hardcopies of documents. Companies that don't use tracking technology create even more paper to manage and store.

These paper-driven operations can result in inefficient processes and mishandled information. But those aren't the only problems. Do any of these recruiting-related issues sound familiar?

- Inaccurate, incomplete or misfiled candidate forms and records
- Hiring delays and unfilled positions from slow processing
- Information privacy and security breakdowns
- Inability to confirm correct procedures were followed
- Missed internal steps such as background checks or drug testing

Integrate process workflow data with existing HR systems for collaboration and transparency.

The Xerox® Workflow Automation Solution for Recruiting and Selection connects with your human capital management (HCM) systems and human resources information systems (HRIS). Your personnel can retrieve candidate documents and data from existing applications without leaving familiar interfaces, facilitating quick responses to prospects' questions and requests. You'll get fewer training requirements, get greater value from your existing software, and have a more holistic view of candidate information. Our solution can also capture and track your key recruiting metrics such as time to hire and time to close to help guide further operational improvements.

Maintain information security and facilitate compliance.

Compliance with internal policies is an important part of the recruiting process. With this solution, you can clearly communicate your company policies by providing the required steps and forms to be completed. Use alerts to manage your recruiting personnel's compliance with such policies. HR managers and administrators won't have to track individual sign-offs

using cumbersome spreadsheets. To further reduce administrative tasks, the solution can automatically identify missing documentation. You'll have access to determine whether credential records and background checks have been completed according to document retention and records management policies.

Whenever confidential information gets shared, safeguards must be in place. Communication and sharing of information via our document repository enhance security. Our solution provides a record for every document, including information about user, dates and actions. Role-based controls and document-level security protect confidential information.

Work with a knowledgeable team.

We're knowledgeable in digital documents and workflows, but we recognize that your information and processes are unique to your business. Through qualitative and quantitative assessments, we capture a true analysis of your current state. From there, we can deliver an integrated solution for you. Our recruiting solution is just one building block within our overall employee lifecycle offerings, so we can help you along your digital journey. From initial design, to deployment and rollout, to training and support, Xerox stays with you at every step.

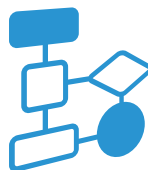### Recruiting and Selection Process Flow

Job description developed and job requisition opened.
- Applicants provide information.

Candidate selection process begins and is tracked electronically
- Electronic review of resume
- Storage of interview information centrally

Candidate hiring process begins and is tracked
- Salary approvals
- New hire approvals
- Electronic offer package

Offer acceptance triggers onboarding activities

All while integrating with Applicant Tracking Systems, HR systems and offering candidate secure electronic portal to track all communications

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For more information, visit xerox.com/was.

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