

## A Talent Acquisition System That Provides

- Visibility Into Hiring Results
- Reduced Time To Hire
- Improved Quality Of Hires
- And Reduced Manual Steps



**Acquire<sup>TM</sup>** is an online hiring management and applicant tracking and recruiting tool rolled into a single easy to use talent acquisition system, designed for HR & Corporate Recruiters



### Acquire<sup>TM</sup> Includes

- Applicant Tracking
- Job Posting
- Branded Career Center
- Automated Job Approval
- Employee On-Boarding
- EEOC & OFCCP Compliance
- Web Based Solution

## Acquire<sup>TM</sup> Designed For Small To Mid-Size Organizations

Acquire<sup>TM</sup> is the ideal talent acquisition system for companies that want an easy-to-use applicant tracking software that will allow them to take control of their recruiting and hiring process. Acquire<sup>TM</sup> is more than applicant tracking software. It is a powerful, easy-to-use talent acquisition system that simplifies the recruiting and hiring process by giving every member of the hiring team access to the information that they need to make informed hiring decisions in a simple user interface.

Acquire<sup>TM</sup> provides a 360 degree view into all of the parts that make up the hiring process. Whether you are an HR Professional, Corporate Recruiter, Hiring Manager or Applicant,

Acquire<sup>TM</sup> manages a seamless flow of information throughout each stage of the process. Acquire<sup>TM</sup>'s SmartTrack dynamic automated workflow engine helps automate every stage of your hiring process from posting, to hire, to on-boarding.

Acquire<sup>TM</sup> has been designed with a workflow driven approach. You know what needs to be done; you need a system that knows as well. Using "industry best practices" Acquire<sup>TM</sup>'s talent acquisition solution provides definable actions and workflows that allows the ATS system to move things forward, stop and ask questions when necessary and keep the process on track, the SmartTrack!.

Finding and tracking applicants during the hiring process doesn't have to be a manually intensive undertaking.



## Acquire<sup>TM</sup> Streamlines Hiring And Applicant Tracking

### Applicant Tracking

Applicant tracking is more than an efficient way of collecting resumes. Acquire<sup>TM</sup> allows you to track an applicant through the complete life cycle, from the beginning when they apply online, all the way through the Employee On-Boarding process.



- Complete applicant profile
- Always know exactly where each applicant is in the process with online metrics and reports
- Manage all the applicant information in one location
- Paperless applicant management
- Fully automated workflows and applicant stages
- Manage EEOC & OFCCP compliance

### Job Requisition Management

Easily manage the Job Requisition from initial request to applicant hire. Acquire<sup>TM</sup> tracks and manages all the job requisition processes, whether there from a department down the hall or multiple departments across the country.

- Copy previous job requisitions
- Automated approval routing and tracking
- Automatically remove filled positions
- Job requisition specific screening and assessment questions



## Job Posting

When it comes to posting your positions out to the Web it couldn't be easier. Acquire™ lets you publish your jobs directly out of Acquire™ with the click of the mouse. Create your posting on the fly or select from a library of saved job descriptions and post them up to your Career Center and third party job boards.



- One Button Posting
- Job Description Library
- Post to Monster, Indeed and SimplyHired
- Source Tracking
- Budget Tracking
- Hiring Metrics and Reporting

## Branded Career Center & Applicant Portal

First impressions can mean everything. Acquire™'s integrated Career Center lets you present your hiring brand your way. Acquire™'s Career Center is seamlessly integrated into your existing Corporate Website giving you a professional destination that welcomes potential candidates and expresses your unique corporate culture.

When visiting your careers site applicants can search open positions via a number of criteria, they can apply for positions, and once registered the Career Center becomes an interactive portal where applicants can return and check status of their application, respond too and update necessary forms and stayed informed on future positions.

- Branded for your corporate culture
- Easy for applicants to search and apply
- Seamlessly integrates with your Website
- Supports customs applications and forms
- General and job specific screening questions
- Complies with EEOC & OFCCP requirements
- Secure login

### Candidates Can

- Check application status
- Apply for new positions
- Update forms or documents
- Respond to questionnaires or assessments



## Employee On-Boarding

Ensure that your new employees know what to expect and what is expected of them before they start. With Acquire<sup>TM</sup>'s on-boarding feature new employees have access to all required paperwork, security, equipment and important orientation information that they will need to get started right.

- Electronically manage documents and forms
- Real-time tracking of on-boarding stages
- Automated workflow and on-boarding stages
- Interdepartmental activity and task management

## Hiring Managers

All the information that the hiring manager needs to manage their role in the hiring process is available to them in Acquire<sup>TM</sup>. It enables hiring managers to review the applicant's information, and immediately submit feedback. The hiring manager can also designate appointment times for interview scheduling and coordinate the interview process with HR. And, after the interview, the hiring manager can approve the candidate for the position and initiate the job offer process. Or, remove the candidate from the selection list and initiate the appropriate follow up actions via email or follow up letter.

- Review Applicant information, resumes and applications.
- Approve or remove applicants
- Provide real-time feedback
- Coordinate interview scheduling

## Reports & Analytics

Whether looking at Acquire's Web analytics or running one of the many reports, Acquire<sup>TM</sup> gives you the information you need to make informed decisions.

Acquire<sup>TM</sup> helps you meet your compliance goals. As part of Acquire<sup>TM</sup>'s reporting we generate a comprehensive report containing all the required information outlined in the EEOC and OFCCP regulations. By incorporating the required fields into the applicant tracking database, Acquire automatically saves all activity associated with your candidates and applicants directly in the system.

"We look forward to showing you all that **Acquire<sup>TM</sup>** has to offer with a comprehensive demonstration. We'll answer any questions you may have and show you why Acquire should be your next choice for a Talent Acquisition System."

**The Acquire<sup>TM</sup> Team**



*For more information or to arrange for an online demonstration please call  
800-375-3144 option 1  
or contact us at [sales@acquiretm.com](mailto:sales@acquiretm.com)*