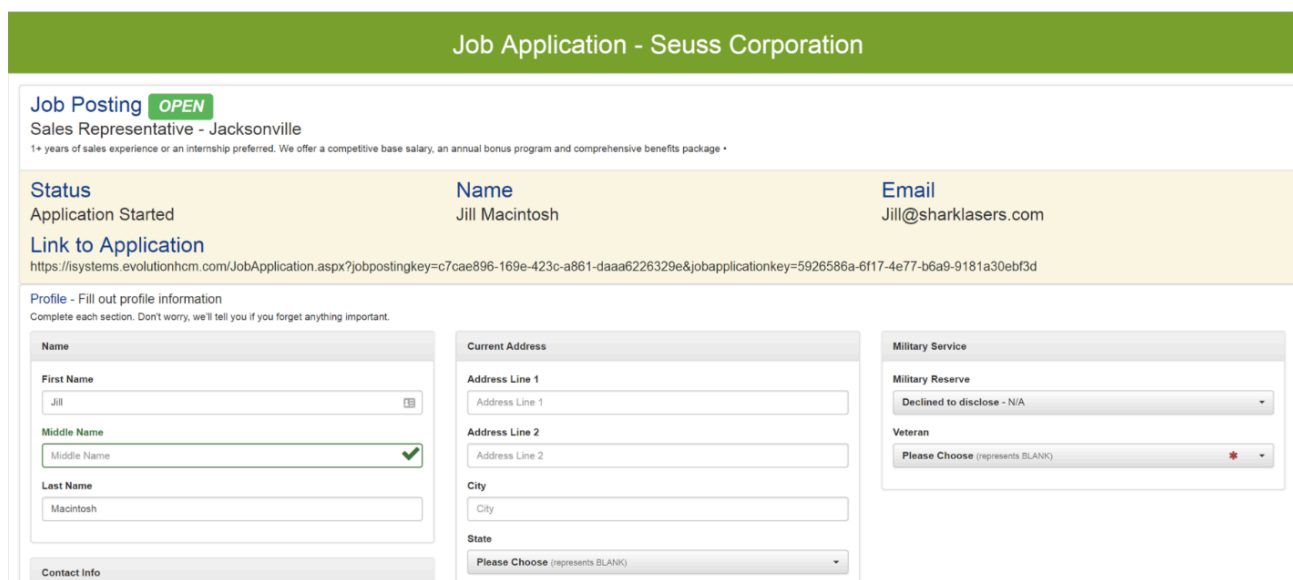# PayNortheast

Applying for a Job with Advanced HR 2.0

Now that you done all the Applicant Tracking Setup, let's walk you through how the applicant would apply for a job.

When an applicant follows the link to job posting, they'll be taken to the Jobs Site.

After entering their Name and Email address, the applicant is taken to the application wizard. The wizard will walk the applicant through the application process.
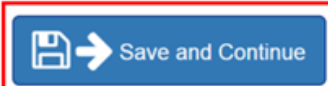

When each section of the Wizard is completed, the applicant will click the **Save and Continue** button.

This will advance the applicant to the next screen.

When the applicant has completed all the sections, they will sign and **Submit** the application

.

Once submitted, the applicant will receive an email confirmation. They can use the link contained within the email view their application.

EMAIL | **COMPOSE** | **TOOLS** | **ABOUT**

« Back to inbox | Reply | Forward | Show Original | Display Images

Seuss Corporation - Job Application Notification

From: system@hrnext.com, To: Jill, Date **2017-08-08 18:56:36**

Seuss Corporation

Thank you for your interest in our company.

Status - Application Started

Job Posting - Sales Representative - Jacksonville

1+ years of sales experience or an internship preferred. We offer a competitive base salary, an annual bonus program and comprehensive benefits package •

The below link is your personal link back to your application if you need to leave before you have a chance to fully complete it. Don't worry, we'll save your data along the way. When you return, just use the EXISTING application button to resume.

https://isystems.evolutionhcm.com/JobApplication.aspx?jobpostingkey=c7cae896-169e-

Admin and Manager level users can access the applicant from the **Applicant Tracking Dashboard**. Using the **Status/ Workflow Change** button, they can move the applicant through the hiring process.

Hiring the Applicant

One of the last steps in the hiring process is changing the **Status** to **Prep for Onboarding**. When this is done, and **Save Changes** is selected, the user will be taken to the **Onboarding Prep Process** screen so the New Hire can be hired.

Prep for Onboarding Process

Fill in the pertinent information shown on the previous screenshot, select an Onboarding Task, and click **Let's begin Onboarding**.

Complete **Step 2** by filling out the pertinent information. It is important to pay close attention the blue **Quick Add User** button. This will allow you to create a user in the system (attaching them to the company and assigning them the correct security role).

Quick Add User

As part of Onboarding, it is highly recommended that you create a user while you are entering the preliminary information for the New Hire.

The **Quick Add User** popup allows you to add a user to the system with the most important fields:

- Create Username
- Edit Contact info
- Send a Welcome Email
- Assign a Role

Quick Add User

Remember that usernames (emails) must be unique to the sytem. We will verify that your new user isn't already being used.

This is meant as a quick way to add a user to the system with the most important fields. If other details about the user are to be entered, please visit the User List page after completion here to review or add those other details.

User

Username ✉

✉ public@sharklasers.com

TFA Active

| No | Yes |

Send Welcome Email

| No | Yes |

Assign a Role

Please Choose (represents BLANK) ▾

Contact

First Name

John

Last Name

Public

Timezone

Eastern (US and Canada) (UTC-05:00) ✔ ▾

Add User

Assign a Role at this time. This will allow the new hire a level of access to the system that is dependent on their function within the company. In addition you can **Send a Welcome Emai**l. The Welcome Email will instruct the new hire how to access **Self Serve Onboarding**.

Click the blue **Add User** button when complete. You'll be taken back to the **Employee Summary** screen. Remember to click the green **Link User** button to link:

- The **user**
- The **employee**
- The **company**

Note: Remember that usernames (emails) must be unique to the system. Advanced HR 2.0 will verify that the new

username is not already being used. **Quick User Add** is meant as a quick way to add a user to the system with the most important fields. If other details about the user are to be entered, go to the **Company - User List** screen after completion to review or add other details.
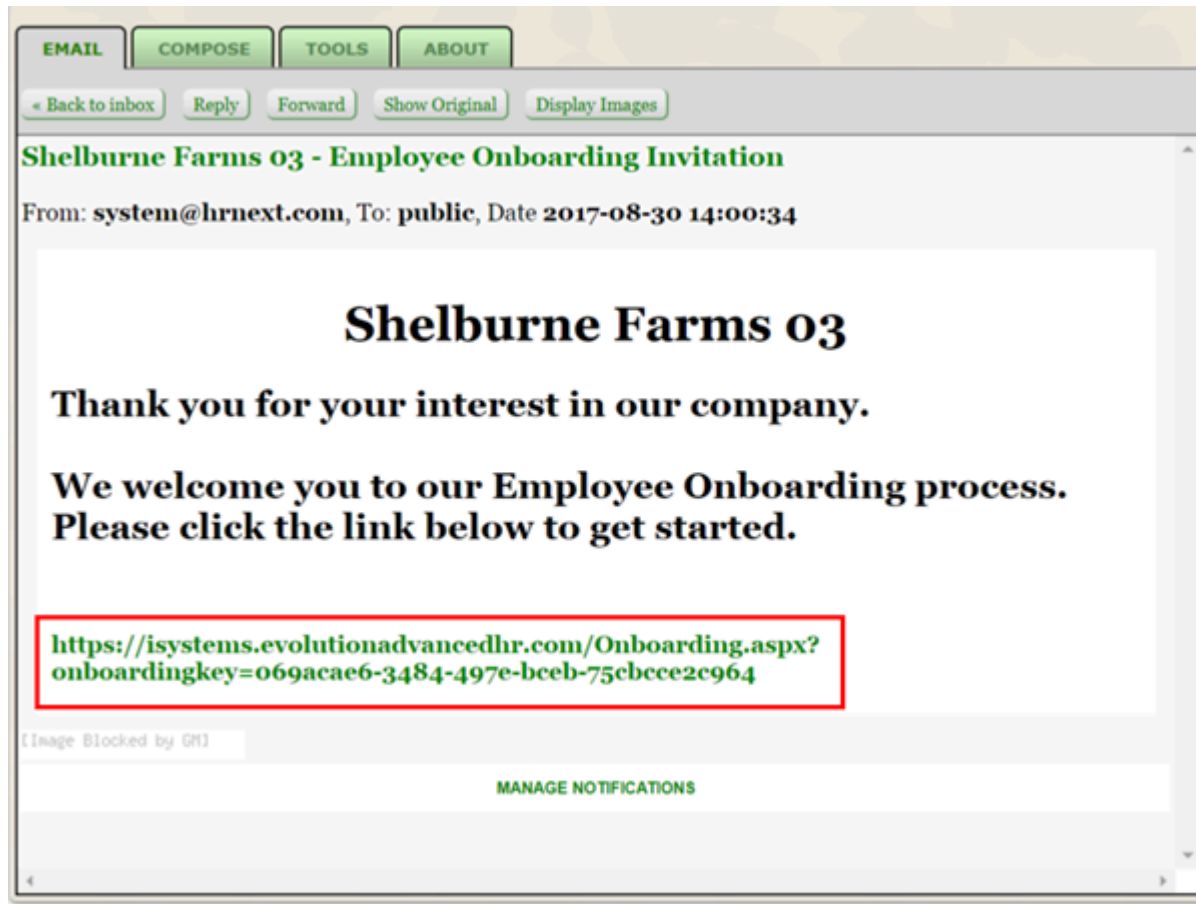
Self Service Onboarding

When the blue **Submit Onboarding Request** button is clicked, the new hire gets a welcome email instructing them how to access the system and complete their application.

When the email link is selected, the new is taken to the **Self Service Onboarding Wizard**. The new hire will be guided through this Wizard, eventually Submitting their information for approval.

Onboarding

VERIFICATION - Enter Onboarding Key

You should have received an email with a unique link to your onboarding experience. If you clicked that link from the email or copy/pasted the link, this key should be pre-filled in for you. Please keep this link and/or key handy until you fully complete your onboarding experience. We will save information along the way, so if you need to leave and return later, you can start from where you left off by using this same key.

069acae6-3484-497e-bceb-75cbcce2c964

Begin Onboarding

The final step in Self Service Onboarding, is to approve the new hire. As a Base Manager or Base Admin User, go to the **Onboarding Dashboard** to review, and then **Approve**, the new hire's information.

Actions	Company	Name/ID	EmailAddress	Status Eastern	Hire Date	Tax Form
🗑 ✉	Shelburne Farms 03	Public, John - (11)	public@sharklasers.com	Prepped - 08/30/2017 09:57 AM ▬1	08/30/2017	W2
🗑	Shelburne Farms 03	Samson, John - (10)	johnson@sharklasers.com	Approved - 08/25/2017 03:52 PM ▬5	08/25/2017	W2
🗑	Seuss Corporation	Salafia, Sonny - (206)	Sonny@sharklasers.com	Requires Approval - 08/23/2017 05:02 PM ▬4 👤✓ Approve 👤↻ Reset Status	08/23/2017	W2
🗑	Seuss Corporation	Hammonds, Marlene - (205)	marlenehammonds@sharklasers.com	Requires Approval - 08/23/2017 11:32 AM ▬4 👤✓ Approve 👤↻ Reset Status	08/23/2017	W2