

## **NEW ADVANCED SERVICES To Better Serve You**

### **High Quality Applicant Filter**

#### **Increase Quality Applicants and Improve HR Productivity**

**Benefits:**

- Pre-qualify applicants through screening via self-defined filters
- Define and create an unlimited number of filters with up to 5 weighted questions
- Increase control of applicants by providing/denying access to the application process
- Save HR time through eliminating sorting through unwanted resumes

### **Enhanced Statistics**

#### **Capture Data to Analyze Your District's Recruiting Efforts**

**Benefits:**

- Access to real-time, detailed, downloadable, statistical information
- General Statistics: Total number of job postings, active job postings, hits to all job postings and job posting page, employer profile (information) page, and total number of applicants
- Job Postings: Nine Stats, e.g. total number of teaching and administrative postings (active and historically), average postings per year, most popular job types posted, and more
- Applicant Statistics: Nine Stats, e.g. number of applicants by individual job posting and/or summary of applicants, resume searches performed, hits to your EAN employer profile (information) page, number of hits from EAN to your school/district site, and more
- Online Statistics: Number of application forms and other application documentation uploaded by HR and those most frequently viewed by applicants, e.g. employee benefits, salary schedules, state requirements, etc.
- Account Administration: Number of internal users and each user's activity on the account

### **Regional Applicant Filter**

#### **Increase In-State Applicants Applying to Job Postings**

**Benefits:**

- Acquire qualified resumes
- Define states applicants must reside in to apply to your opportunities
- Eliminate undesired applicants from applying to your positions

## **NEW ADVANCED SERVICES To Better Serve You**

### **Short-Listed Candidates Expedite the Hiring Process**

**Benefits:**

- Identify and denote qualified applicants
- Share candidate information, notes, resume reviews, and interview details with those involved in the employment process
- Mass Email Job Seekers – Expedite communications to short-listed candidates by sending one email to all candidates simultaneously, e.g. to express interest in the candidate, request additional information, hiring status, etc.

### **Tracking Hiring Trends Determine Hiring Expectations**

**Benefits:**

- Monitor hiring rates by job type
- Evaluate and monitor high-volume and low-volume positions
- Use statistics in the district's recruitment strategy and planning, as well as meeting district wide personnel goals

### **Internal Job Posting System Post and Control Access to Internal District and/or School Opportunities**

**Benefits:**

- Streamline the posting process by posting all internal and external job openings in one location
- Save HR time and money by eliminating posting paper bulletins
- Limit/control access to internal job opportunities to allow only internal applicants to apply
- Include these postings in the enhanced tracking system

## ADVANCED SERVICES DESCRIPTIONS & BENEFITS

**Job Posting Administration:** Transfer the job posting workload to EAN

**Benefits:** Increase resources through Education America Network posting and maintaining all of your job vacancies on EAN and your site; increase your exposure as your jobs will not only be posted on EAN, but also on our growing list of more than 700 linked universities and job boards nationwide, e.g. Simply Hired, JobAlot, TopUSAJobs, CareerJet, Just-Posted, Jobs MySpace, and US Plus Jobs.

**Multiple User Management:** Delegate tasks within your Human Resources Department

**Benefits:** Increase communications, while decreasing the workload and paperwork throughout the HR department by creating multiple user accounts (logins) for each school, district, and/or for individuals; varying levels of access can be set up, to separate and delegate the tasks of the recruiting and hiring process

**Applicant Note Taking/Sharing:** Share applicant information within your recruiting and hiring staff

**Benefits:** Communicate resume reviews and interviews across multiple departments, schools, and/or districts; add notes to applicants' files to expedite the hiring process; only individuals with access permission have the ability to view and share notes

**Employer-Applicant Inbox:** Utilize an online message center for applicant communications

**Benefits:** Correspond with job seekers and applicants via your online message center (inbox), dedicated to receiving and responding to applicant emails; request additional information, respond to inquiries, and control the influx of emails received in your work email

**Resume Bot:** Receive automatic notification of job seekers matching your vacancy requirements

**Benefits:** Create customized, automated resume searches, performed daily or weekly; the bots monitor our database and provide you with lists of potential candidates who have recently updated their resume and/or credentials

**Resume Matching:** Post a vacancy and receive instant job seeker matches

**Benefits:** Select "Resume Match" when posting a job ad, and our system will automatically find candidate matches in our resume database and email you links to those job seekers' information

**Statistics & Reporting:** Retrieve real-time status reports

**Benefits:** Access automatic, real-time reports to track the activity for all postings, e.g. the number of active postings, duration of postings, number of applicants, number of interested candidates, number of times an ad is viewed, number of visitors to your employer profile, and more

**Candidate Bookmarking:** Bookmark candidates for follow up on by you or others

**Benefits:** Save time for you and your staff by bookmarking potential candidates, others with access can quickly view the candidates and their credentials; increase productivity and efficiency by reducing duplication of efforts

**Interested Candidates:** View a list of job seekers interested in working for your school/district

**Benefits:** Watch the growing list of job seekers interested in learning more about your district and your vacancies; this is ideal for job seekers interested in new opportunities, but do not want to post their resume online; this is an advantage to you over any other hiring districts

## CORE SERVICES DESCRIPTIONS & BENEFITS

**Unlimited Job Postings:** Unlimited job postings for the entire year of membership

**Benefits:** **Simplify advertising** and recruitment budgeting, as the annual membership is a one time, annual fee, you can advertise year-round for expected and unexpected teaching, administrative, and/or support vacancies

**Enhanced Resume Search:** Unlimited, criteria specific, candidate searches

**Benefits:** **Perform candidate searches with specific criteria**, e.g. years of experience, certifications, or even candidates from a specific university or college (these are just a few examples), and only candidates who meet that criteria will be listed

**Application Form Services:** Upload your district's application documents

**Benefits:** **Compliment your existing application** process for both certified and non-certified positions by uploading your application documents and informative school district documents directly into the job advertisement

**International Applicant Filter:** Control the applicants applying to your vacancies

**Benefits:** **Extend your applicant pool** or curb unwanted or by indicating whether international applicants can access to your job postings

**Employer Profile:** Highlight your school and district's features on your own Employer Webpage

**Benefits:** **Promote your school**, district, neighborhood, city, and provide information that attracts job seekers to your district

**Local Links Directory:** Advertise your community and all of its allure

**Benefits:** **Increase traffic to your employment opportunities** by linking community information, e.g. local attractions, events, chamber of commerce, etc., to your Employer Profile page

**Applicant Download:** Access to applicant and job seeker information

**Benefits:** **Select and store resumes** and application documentation directly into your existing HR management system/process or to your employer center; have applicant information readily available for you and others; eliminate redundant searches, regain staff and resource hours, reduce paper and printing costs, quickly forward/exchange applicant files

**Job Posting Archive:** Automatic archive of all vacancies posted on EAN

**Benefits:** **Use archives to evaluate** and identify patterns of vacancies, plan for the future, and ensure compliance to applicable laws and regulation, as well as use them as a template for other postings

**Customer Support via Email or Toll Free Phone:** Live customer service

**Benefits:** **Access free, customer support** (not an automated system); Customer Service Representatives are available 8:30 – 5:30 CST