Talentcare

<u>Demo flow:</u>

HIRING MANAGER / TALENT ACQUISITION MANAGER EXPERIENCE
Begin at the Snapshot page
The Snapshot page is what you'll see first as you log in, here is where you do most of your work in the system. It offers an at-a-glance view of your candidate pipeline for each job you have open.

On the top left corner is where you click to configure your admin settings. This is where you have the ability to set permissions for your team and enable certain processes.

- Because your workflow will start with the creation of a job, let us walk through that process to give you a thorough understanding of the capabilities you will gain with the Talentcare system.
- The application process is highly configurable; however, you only have to create your preferences once.
- Our default settings meet the needs of most of our customers
- So now let's take a look at what your daily integration will look like in our system.

<u>We begin with setting up a job template and job</u>
Here show features in context needed for setting up a job and get the hiring / talent acquisition manager started.
<u>Objectives</u>: *I'll show how intuitive the system. As a user you have room to configure the system to your specific needs. It also allows you to templatize a job requisition to speed up your workflow in posting a job. We begin at the application process.*

<u>To setup a job go to:</u>
- **Jobs** —> **Job configurations** (top nav)
- **Create a new job template** (Hit + sign)
- Add in name of job then hit 'next'
- Would you like to upload job description? Yes
- Details will auto fill from job description
- Similar to a cooking show, to avoid having to show every step, click over to an existing job in the demo account and continue there with the '**Attachment'** tab
- Under the '**Detail'** tab show how this is where the details of your job ad that you uploaded in the 'attachment' tab shows up.

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- Under the **Settings'** tab
  - o **Integrations** —
    Here you will have a list of any active integration you have. Here is where you can request setup for an HRIS integration if that is something you would like or find out about existing integrations Talentcare currently offers.
- Still within the '**Settings'** tab click '**Application Process Settings'**
- **Application process settings** — This tab allows you to set your application preferences, set permissions such as allowing candidates to upload resume for example.
- **Screening and hiring tools** — Here the user can enable Prescreening Questions and they can either create new ones or choose from the library of existing questions in the future.
- **Automated communications** — It allows the user to set their communication preferences such as confirmation emails to candidates.
- **Candidate presentation** — set your preferences on how you want the manage this process
- **Lifecycle** — This allows you to make a requisition an evergreen posting for jobs where you have a constant need, and you are always hiring for that position.
- Journey back up to 2nd nav and click '**Advertising'**
- Point out where the user will set the <u>advertising settings</u>. This is where the user will distribute out to multiple job boards with a click of a button.
- <u>Benefit</u>: you aren't doing this manually on every job board you want to post to, and your applicants are flowing into one system and the system will provide you with
- Anytime the user sets up their job for automatic distribution, as soon as that job is open, it'll automatically end up in those feeds

CANDIDATE EXPERIENCE
Now let's look at the candidate experience from the applicant's point of view.
- *Click back into the job from the Snapshot page and grab the job link (click the distribution icon and copy the link then paste it into your browser. Pull up the job ad).*
- *Apply for the job in real time to demonstrate how easy and frictionless the process is.*

NAVIGATE BACK INTO THE HIRING MANAGER VIEW
- *Here click back into the candidate (from the application you just submitted)*
- *Demonstrate how you can disposition candidates and move them through the funnel stages.*
This is also a good time to mention that the hiring manager/talent acquisition manager, could sponsor a job on Indeed if you want to get more eyes on a specific job ad.
- *Show how to invite the candidate to an interview. Touch on the self-scheduling link as a compelling feature.*
- *Point out how to create and send an offer letter*
- Mention that the user can also request background checks