Total

APS

EPSTAR

A Complete System to Enable Rapid,
Accurate Screening and Selection Decisions

Total Applicant Processing System (Total-APS™)

Total-APS™ enables you to list job openings, administer screening tests, and direct candidates through an application that produces a ranking score. Total-APS is a private job board that acts as a career site for your organization. As a job seeker moves through the structured screening process, critical Rapid Screening Data™(RSD) is produced and displayed on a single line, enabling accurate, objective comparisons of candidates. Hiring managers can directly input scores for resumes and interviews. Comprehensive assessment reports can be printed at any time. The premier selection tests used to anchor the process can include any combination of:
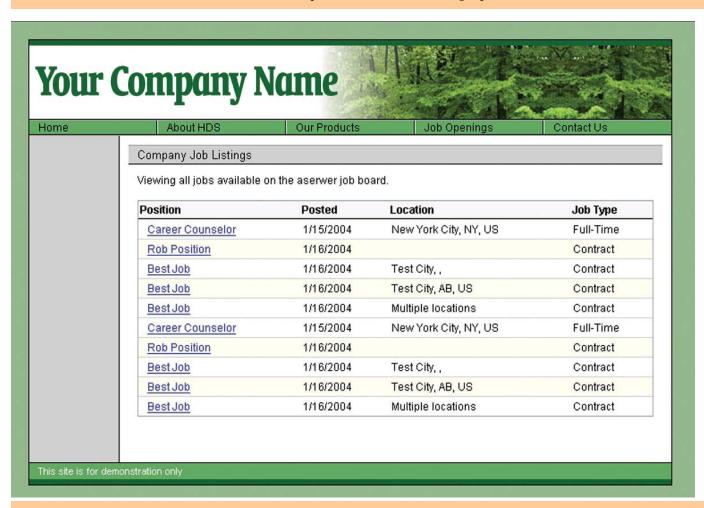
• **FirstView**, a highly effective 15-minute indicator of basic job fit for 15 work categories.

• **CBI**, a highly effective 15-minute assessment of honesty, integrity and four other key counterproductive work behaviors.

• **TotalView**, the definitive indicator of high-performer job fit. This assessment can be benchmarked specifically for any individual job.

Total Applicant Processing System

Making the Right Decision:

It's extremely difficult to make objective, high quality decisions about hiring. Total-APS distills complex information into easy-to-understand metrics while giving you the power to delve deeply when and where necessary to ensure the best decision possible.

• **A Total Solution:** Total-APS can be used by the HR department or the hiring manager to collect application or resume data, test candidates, provide detailed reports and use RSD from all these sources to make fast, accurate screening decisions.

• **Flexible:** You use the tests or applications that suit the job opening. Data can be imported to your applicant tracking system.

• **Control:** At every stage in the screening process, *you* decide who advances. *You* decide when to use comprehensive reports to make a more thorough evaluation.

• **Objective and Systematic:** Total-APS ensures all applicants are treated fairly and objectively. Highly valid and reliable assessments anchor a structured selection process that eliminates legal pitfalls.

Your Company Name

Home	About HDS	Our Products	Job Openings	Contact Us

Company Job Listings

Viewing all jobs available on the aserwer job board.

Position	Posted	Location	Job Type
Career Counselor	1/15/2004	New York City, NY, US	Full-Time
Rob Position	1/16/2004		Contract
Best Job	1/16/2004	Test City, ,	Contract
Best Job	1/16/2004	Test City, AB, US	Contract
Best Job	1/16/2004	Multiple locations	Contract
Career Counselor	1/15/2004	New York City, NY, US	Full-Time
Rob Position	1/16/2004		Contract
Best Job	1/16/2004	Test City, ,	Contract
Best Job	1/16/2004	Test City, AB, US	Contract
Best Job	1/16/2004	Multiple locations	Contract

This site is for demonstration only

• **Easy-to-Use:** Candidates experience a typical job board application process with automatic test administration. The organization is spared virtually all administrative burden. The hiring manager's attention is focused on critical Rapid Screening Data (RSD) metrics, to support the best decision making process possible.

• **Unbeatable Cost:** Total-APS is priced the way you think about hiring costs…per hire or on an annual license fee billed monthly. You can screen 5 people or 50, all at one low cost, until you find the best person for the job!

How Total-APS™ Works

Time:

There's never enough. Yet selection and hiring decisions often receive far too little, considering their impact on business success. Total-APS literally creates time…by saving you time.

Step 1

The hiring manager creates a job listing, selects an appropriate test battery for the job, and creates an application that can produce a score.

Step 2

The hiring manager uses standard recruiting or advertising methods to drive applicant traffic to the organization's private job board—their Total-APS. Total-APS links seamlessly to the company's career opportunities web site.

Step 3

At any point, the hiring manager can review the Rapid Screening Data (RSD) page. At the discretion of the hiring manager, RSD can be include any combination of the following:

• A score produced from the application

• Test results on honesty, dependability, or counter productive work behaviors like sexual harassment or substance abuse.

• Test results of basic job fit.

• Test results of high-performer job fit.

• A resume score inputted by the hiring manager.

• An interview score inputted by the manager.

Step 4

The hiring manager makes a decision on who should proceed to the next stage of screening or selection. Candidates who are not invited to continue in the screening process are automatically emailed a decline note.

Total-APS™ Rapid Screening Data™

Improve selection decisions and cut time requirements using (RSD) Rapid Screening Data™

- After a candidate completes an initial application and attaches a resume, the hiring manager can Input a score for the resume if desired. If the application used is scored by Total-APS, the score is displayed in the candidates record.
- If an interview is conducted, the score can be entered on the candidates record.
- At any point in the screening process, the hiring manager can sort candidates according to any RSD screening metric.
- Tests can be issued to appropriate subgroups of candidates. Test scores are displayed on the candidate record.
- Comments can be entered on the candidate record at any point.
- The hiring manager controls the order of the screening methods and to whom they are deployed.

Applicant Selects Job

Applicant Submits Cover Letter and Resume

Applicant is Asked to Create An Account

Applicant is Instructed to Take Assessment

Your Company Experience

Your Logo

View My Recruiting Center

View My Job Board

View My Recruitment

View My Talent Pool

View My Stats / Reports

View My Job Board — Post A Job

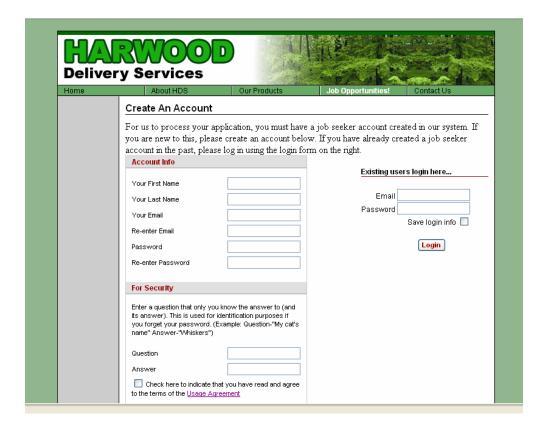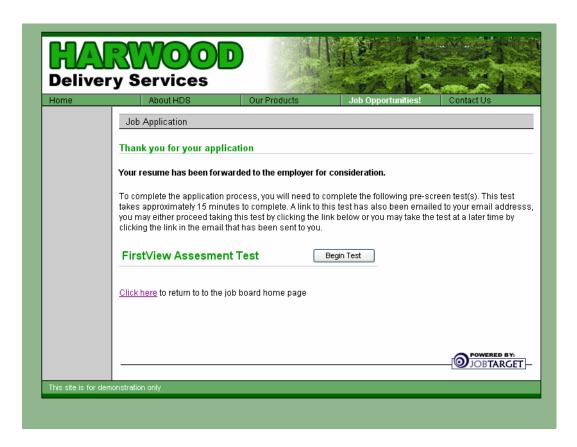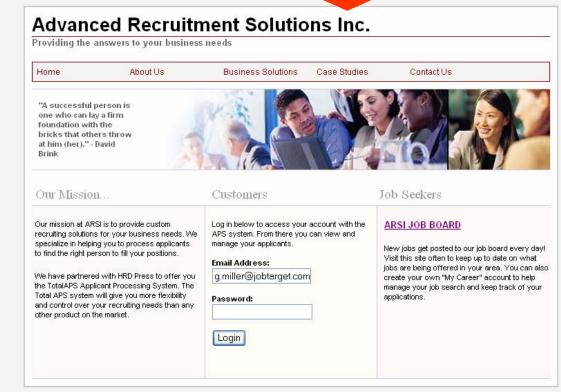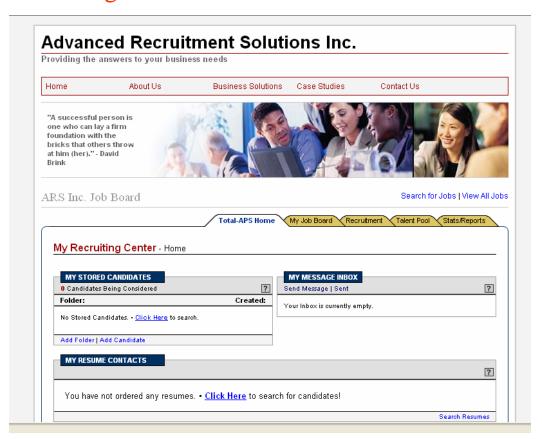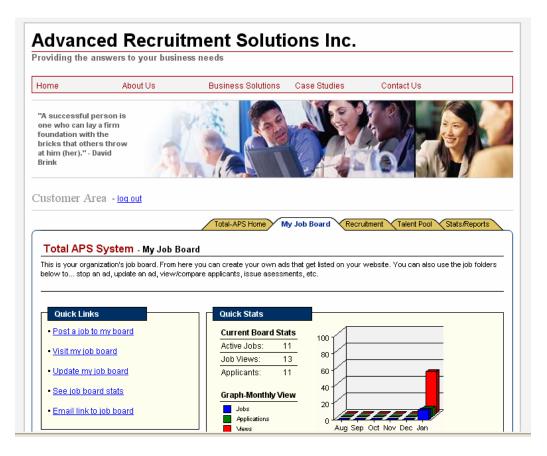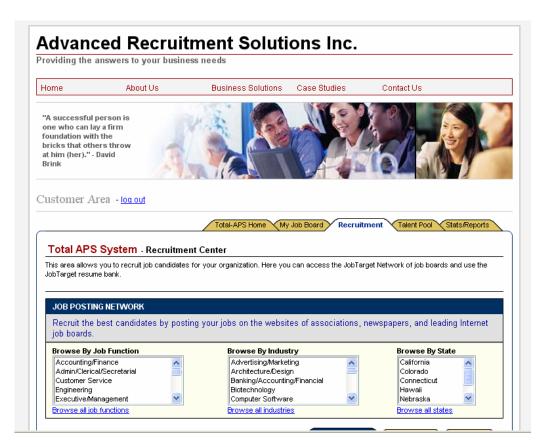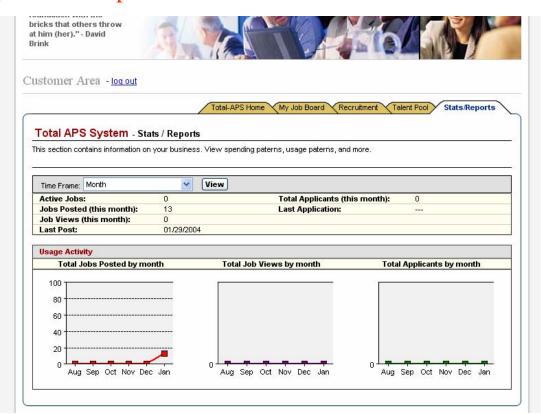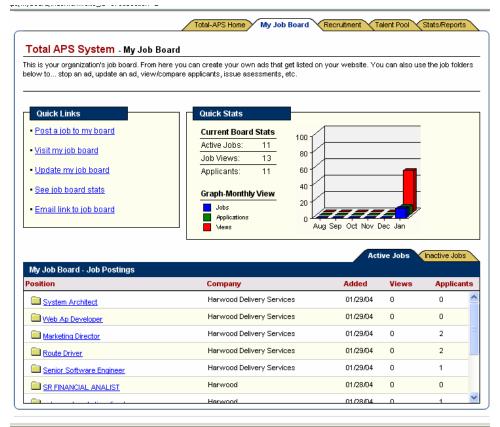Total-APS Home | My Job Board | Recruitment | Talent Pool | Stats/Reports

Total APS System - My Job Board

This is your organization's job board. From here you can create your own ads that get listed on your website. You can also use the job folders below to... stop an ad, update an ad, view/compare applicants, issue asessments, etc.

Quick Links

- Post a job to my board
- Visit my job board
- Update my job board
- See job board stats
- Email link to job board

Quick Stats

Current Board Stats

Active Jobs:	11
Job Views:	13
Applicants:	11

Graph-Monthly View

- ■ Jobs
- ■ Applications
- ■ Views

(Graph: Aug Sep Oct Nov Dec Jan — scale 0–100)

Active Jobs | Inactive Jobs

My Job Board - Job Postings

Position	Company	Added	Views	Applicants
System Architect	Harwood Delivery Services	01/29/04	0	0
Web Ap Developer	Harwood Delivery Services	01/29/04	0	0
Marketing Director	Harwood Delivery Services	01/29/04	0	2
Route Driver	Harwood Delivery Services	01/29/04	0	2
Senior Software Engineer	Harwood Delivery Services	01/29/04	0	1
SR FINANCIAL ANALIST	Harwood	01/28/04	0	0
	Harwood	01/28/04	0	1

TESTING

Choose the type of testing you would like for this job.

- ● Do Not Issue Test
- ○ Issue Assessment Test: [Choose one ▼]

CONSTRUCT YOUR AD

Fill in the information about your job opportunity

Position Title	[ ]	Job Type	[Choose One ▼]
Job Function	[Choose One ▼]	Job Duration	[Choose One ▼]
Company	[Harwood Delivery Services]	Min. Experience	[Choose One ▼]
Industry	[Advertising/Marketing ▼]	Min. Degree	[Choose One ▼]

Description:

[   ]

LOCATIONS

Select the location(s) of the job you are posting

● Option 1 - Use These Locations:

No locations entered yet
Use the form to the right to add one or more locations.

○ Option 2 - Use a General Location

- ○ Worldwide
- ○ Nationwide - US
- ○ Nationwide - Canada
- ○ Nationwide - [   ]
- ○ Other [   ]

Add a Location - Locations will appear to the left
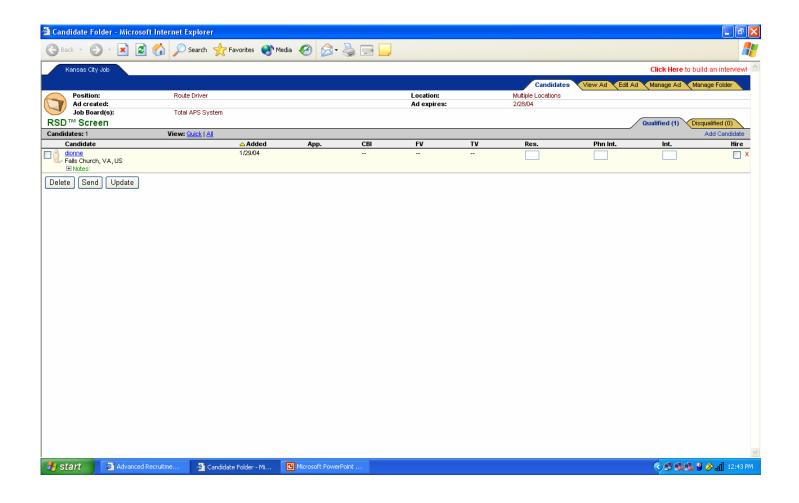
City	[ ]
State	[Choose One ▼]
Other:	[ ]
Country	[Choose One ▼]
Other:	[ ]

[Add Location]

AD SETTINGS

Information here does not appear in your ad

Name of Ad: [   ]

ⓘ Quick Tip: Name of Ad is for your reference only. Check the box to save this ad if you want to reuse it to create a similar ad in the future.

☐ Save as a template

View My Job Board-RSD Screen-Expanded