

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.

info@epstar.com
1-800-245-0699

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.

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

- **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 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™

Marketing Brand Manager

Candidates View Ad Edit Ad Renew Ad Manage Ad Manage Folder

Position: Marketing Brand Manager **Location:** Multiple Locations
Ad created: 3/6/03 **Ad expires:** 7/4/03
Job Board(s): MarketingJobs

NOTE: Use the tabs to the right to view screened candidates **Qualified (215)** Disqualified (0)

Candidates 215 Add Candidate | Next 10 ▶

Rapid Screening Data

Name	Location	Added	Rank
<input type="checkbox"/> Donald Brough Additional information	Laconia, NH, US	7/3/03	Rank disqualify
Tests:	FirstView: Issue Test CBI: Issue Test TotalView: Issue Test		
Ratings:	Application: <input type="text" value="77"/> Interview: <input type="text" value="74"/> Resume: <input type="text" value="67"/>		
Notes:	Candidate has many strong skills that make him well suited for this position.		
<input type="checkbox"/> Karen Rallis Additional information	--	7/1/03	Rank disqualify
Tests:	FirstView: Issue Test CBI: Issue Test TotalView: Issue Test		
Ratings:	Application: <input type="text" value="99"/> Interview: <input type="text" value="65"/> Resume: <input type="text" value="64"/>		
Notes:	Karen has a wonderful resume but lacks some of the prerequisite experience we need.		
<input checked="" type="checkbox"/> Sean Barton Additional information	Studio City, CA, US	6/27/03	Rank disqualify
Tests:	FirstView: Issue Test CBI: Issue Test TotalView: Issue Test		
Ratings:	Application: <input type="text" value="78"/> Interview: <input type="text" value="65"/> Resume: <input type="text" value="47"/>		
Notes:	Good interview.		
<input type="checkbox"/> Toren Aik Additional information	Manhattan Beach, CA, US	6/27/03	Rank disqualify
<input type="checkbox"/> Sharon LaSure-Roy Additional information	Jacksonville, FL, US	6/27/03	Rank disqualify
<input type="checkbox"/> Sue Ann Prelozni Additional information	Arcadia, CA, US	6/26/03	Rank disqualify
<input type="checkbox"/> michael parker Additional information	Dana Point, CA, US	6/24/03	Rank disqualify
<input type="checkbox"/> Brian Price Additional information	Lawndale, CA, US	6/24/03	Rank disqualify
<input type="checkbox"/> Denise Cannon Additional information	Casselberry, CA, US	6/22/03	Rank disqualify
<input type="checkbox"/> Faouzi Brahimi Additional information	Los Angeles, FL, US	6/21/03	Rank disqualify

Delete Send Update

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

Home	About HDS	Our Products	Job Opportunities!	Contact Us
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Position Information [Apply for this job](#)

Position:	Career Counselor
Job function:	Program/Project Management
Type of job:	Full-Time
Job duration:	Indefinite
Work setting:	
Min. education:	BA/BS/Undergraduate
Min. experience:	2-3 Years
Date posted:	1/15/2004
Job Locations	New York City, NY, US

[Apply for this job](#)

Position Description

The Center for Family Life (CFL) in Sunset Park is looking to hire a full time career counselor. The career counselor will work with teens primarily after-school concentrating on aspects of career development including vocational, pre-vocational, academic and social enhancement. Job requirements include working with teens to help them identify and develop career goals. Related activities include but are not limited to vocational counseling of individuals, co-leading groups, preparing and running career readiness workshops, development of internship sites and field exploration trips and designing/implementing a youth friendly, interactive program that addresses the needs of teens from an academic, vocational and social growth perspective. Qualifications: Must have either a bachelor's degree and two years career development work experience or a graduate degree in counseling/social work or a related field and at least one year career development work experience. Bi-lingual a plus. You may fax your resume to: The Center for Family Life Youth Employment Program Attention: Arnie Angerman, Director Fax: (718) 788-2275 Phone: (718) 788-3500

[Apply for this job](#)

This site is for demonstration only

Applicant Submits Cover Letter and Resume

HARWOOD Delivery Services				
Home	About HDS	Our Products	Job Opportunities!	Contact Us

Application

NOTE: Please note that you are not currently logged in. To have access to your stored resumes, cover letters, and career profiles, you must log in.	Email <input type="text"/> Password <input type="password"/> <input type="button" value="Login"/>
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Cover Letter

Resume

Applicant is Asked to Create An Account

HARWOOD Delivery Services

Home | About HDS | Our Products | **Job Opportunities!** | Contact Us

Create An Account

For us to process your application, you must have a job seeker account created in our system. If you are new to this, please create an account below. If you have already created a job seeker account in the past, please log in using the login form on the right.

Account Info

Your First Name
Your Last Name
Your Email
Re-enter Email
Password
Re-enter Password

Existing users login here...

Email
Password
Save login info

For Security

Enter a question that only you know the answer to (and its answer). This is used for identification purposes if you forget your password. (Example: Question-"My cat's name" Answer-"Whiskers")

Question
Answer

Check here to indicate that you have read and agree to the terms of the [Usage Agreement](#)

Applicant is Instructed to Take Assessment

HARWOOD Delivery Services

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Job Application

Thank you for your application

Your resume has been forwarded to the employer for consideration.

To complete the application process, you will need to complete the following pre-screen test(s). This test takes approximately 15 minutes to complete. A link to this test has also been emailed to your email address, you may either proceed taking this test by clicking the link below or you may take the test at a later time by clicking the link in the email that has been sent to you.

FirstView Assessment Test

[Click here](#) to return to the job board home page

POWERED BY: **JOBTARGET**

This site is for demonstration only

View My Job Board

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"A successful person is one who can lay a firm foundation with the bricks that others throw at him (her)." - David Brink

Customer Area - [log out](#)

[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 assessments, 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
------	--------------	-------

Month	Jobs	Applications	Views
Aug	10	10	10
Sep	10	10	10
Oct	10	10	10
Nov	10	10	10
Dec	10	10	10
Jan	10	10	60

View My Recruitment

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Total APS System - Recruitment Center

This area allows you to recruit job candidates for your organization. Here you can access the JobTarget Network of job boards and use the JobTarget resume bank.

JOB POSTING NETWORK

Recruit the best candidates by posting your jobs on the websites of associations, newspapers, and leading Internet job boards.

Browse By Job Function

Accounting/Finance	▲
Admin/Clerical/Secretarial	▲
Customer Service	▲
Engineering	▲
Executive/Management	▼

[Browse all job functions](#)

Browse By Industry

Advertising/Marketing	▲
Architecture/Design	▲
Banking/Accounting/Financial	▲
Biotechnology	▲
Computer Software	▼

[Browse all industries](#)

Browse By State

California	▲
Colorado	▲
Connecticut	▲
Hawaii	▲
Nebraska	▼

[Browse all states](#)


View My Talent Pool

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Customer Area - [log out](#)

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

Total APS System - Talent Pool

This is your own internal resume bank. From here, you can search all of the candidates that you have ever had interaction with through the Total-APS service or the JobTarget network.

SEARCH YOUR TALENT POOL

Search throughout all the resumes of candidates you have contacted.


Keywords:

Location: Choose one

Ranking: -- or better Show only revealed candidates

View My Stats / Reports

bricks that others throw at him (her)." - David Brink



Customer Area - [log out](#)

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

Total APS System - Stats / Reports

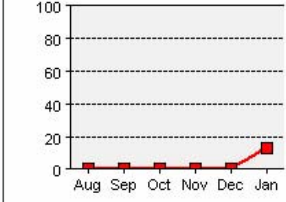
This section contains information on your business. View spending patterns, usage patterns, and more.

Time Frame: Month

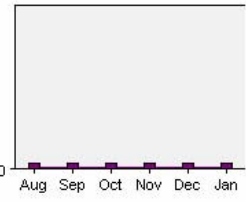
Active Jobs: 0	Total Applicants (this month): 0
Jobs Posted (this month): 13	Last Application: ---
Job Views (this month): 0	
Last Post: 01/29/2004	

Usage Activity

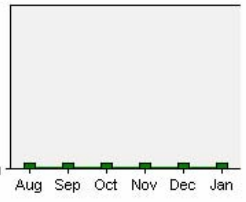
Total Jobs Posted by month



Total Job Views by month



Total Applicants by month



View My Job Board — Post A Job

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Total APS System - My Job Board

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Quick Stats

Current Board Stats

Active Jobs: 11
 Job Views: 13
 Applicants: 11

Graph-Monthly View

Legend: Jobs (Blue), Applications (Green), Views (Red)

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 ANALYST	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: <input type="text"/>	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:
Add a Location - Locations will appear to the left

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

<input type="radio"/> Option 2 - Use a General Location <input type="radio"/> Worldwide <input type="radio"/> Nationwide - US <input type="radio"/> Nationwide - Canada <input type="radio"/> Nationwide - <input type="text"/> <input type="radio"/> Other: <input type="text"/>	City: <input type="text"/> State: Choose One Other: <input type="text"/> Country: Choose One Other: <input type="text"/> <div style="text-align: center; margin-top: 10px;">Add Location</div>
---	---

AD SETTINGS

Information here does not appear in your ad

Name of Ad:

Save as template

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.

View My Job Board-RSD Screen-Expanded

Candidate Folder - Microsoft Internet Explorer

Kansas City Job [Click Here to build an interview!](#)

Candidates [View Ad](#) [Edit Ad](#) [Manage Ad](#) [Manage Folder](#)

Position: Route Driver **Location:** Multiple Locations
Ad created: **Ad expires:** 2/28/04
Job Board(s): Total APS System

RSD™ Screen **Qualified (1)** [Disqualified \(0\)](#)

Candidates: 1 **View:** [Quick](#) | [All](#) [Add Candidate](#)

Candidate	Added	App.	CBI	FV	TV	Res.	Phn Int.	Int.	Hire
<input type="checkbox"/> dionne Falls Church, VA, US Notes	1/29/04		--	--	--	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> X

start | Advanced Recruitme... | Candidate Folder - Mi... | Microsoft PowerPoint ... | 12:43 PM

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