



# AppMAX 360

"Applicant Workflow Process"

*Powerful analytics to help manage, assign, track,  
screen and process the applicant all from one platform*



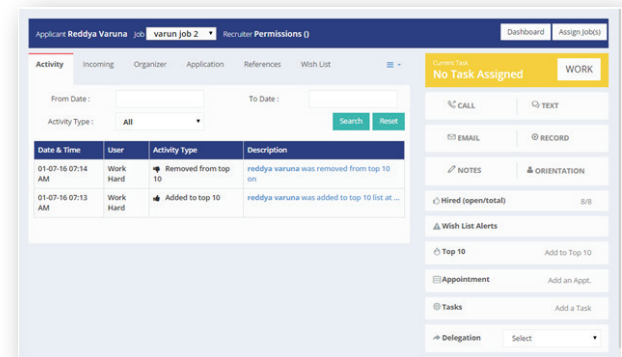
[pmg.technology/appmax](http://pmg.technology/appmax)



*Identify the applicant instantly, then contact, manage, assign, track, screen and process all in one place!*

## Solution Overview

Our applicant tracking system (AppMAX), also called a candidate management system, is a software application designed to help an enterprise recruit employees more efficiently. An ATS can be used to post job openings on a corporate Web site or job board, screen resumes, and generate interview requests to potential candidates by e-mail, call or text message. Other features include individual applicant tracking, activity tracking, recruit ranking, customized input forms, pre-screening questions and response tracking.



*This sample screen displays the main interface of AppMAX.*

## AppMAX Benefits

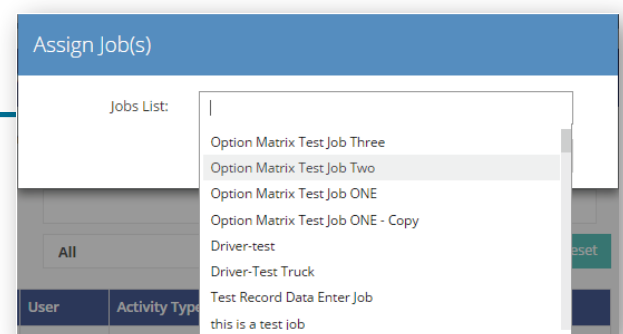
- Analyzing and coordinating recruitment efforts – managing the conceptual structure known as human capital.
- A corporate career site or company specific job board module may be offered, allowing companies to provide opportunities to internal candidates prior to external recruitment efforts.
- Candidates may be identified via pre-existing data or through information garnered through other means.

## Why you need AppMAX?

- The applicant tracking system will pare down the huge volume of responses to those qualified for the position.
- Highly qualified applicants that you didn't hire go into your recruiting pipeline. This can shorten your recruiting time on future job openings!
- AppMAX can streamline your recruiting process. Quickly create and post job orders and run targeted reporting to analyze and improve efficiencies in your recruiting process.

## Job Assignment and Status Tracking

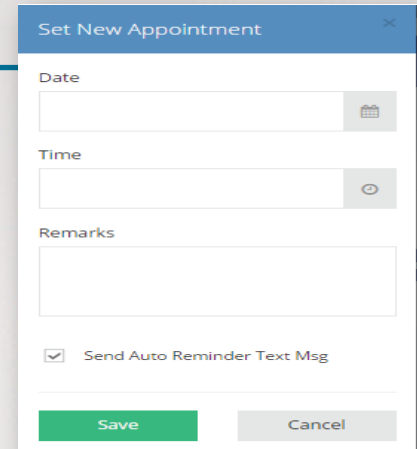
AppMAX has a flexible and easy to use arrangement in place for the assignment of jobs. Applicants are automatically assigned to the jobs that they apply for and multiple jobs can be assigned to the same applicant depending on the recruiter's needs. The recruiter also has the ability to be able to track the status of each and every applicant through the AppMAX interface. The status of any applicant can be changed by the recruiter and any active job in the system can be assigned to any applicant as long as the person making the assignment is the recruiter who is responsible for managing that particu



*The sample screen displays the ease of use with which the status of any particular applicant can be changed.*

## Appointments & Tasks

**AppMAX** is fully integrated with appointment and task ability. The recruiter has the ability to create appointments with any particular applicant as long as the applicant is associated with the recruiter. The created appointment is then reflected in the organizer as well as the activity history. Recruiter has the ability to work on any particular appointment that he has created. The appointment can be rescheduled or completed. The status of a completed appointment is then ported into the Activity History as another record. In simpler terms, all activity associated with any appointment is recorded and tagged for future reference. The ability to create, schedule and work on tasks is also fully integrated with **AppMAX** and any recruiter can create and work on tasks associated with applicants provided the recruiter is assigned to the applicant.



The 'Set New Appointment' dialog box contains the following fields and controls:

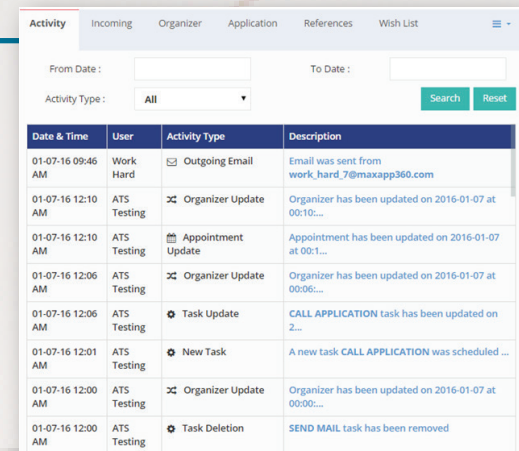
- Date:** A text input field with a calendar icon on the right.
- Time:** A text input field with a clock icon on the right.
- Remarks:** A large text area for notes.
- Send Auto Reminder Text Msg:** A checkbox that is currently checked.
- Buttons:** 'Save' (green) and 'Cancel' (grey).

*The sample screen displays the interface for appointment and task creation which are to be used by the recruiter.*

## Activity Tracking & Logging

Activity History is the log screen present in **AppMAX** that can help recruiters keep a track of all applicant related activity. The Activity History logs actions such as appointment scheduling, task scheduling, task and appointment rescheduling, task and appointment updates, status changes, delegation changes, calls, text messages and emails.

The screen is the go to screen for recruiters using **AppMAX**. A look at activity history can give the recruiter a top down view of all the activity and progress that is being made with respect to that particular applicant. The activity history comprehensively covers all types of activity associated with the client. The recruiter also has an ability to filter activity based on type and date.



The Activity History screen includes a filter section at the top with 'From Date', 'To Date', and 'Activity Type' (set to 'All'). Below is a table of activity logs.

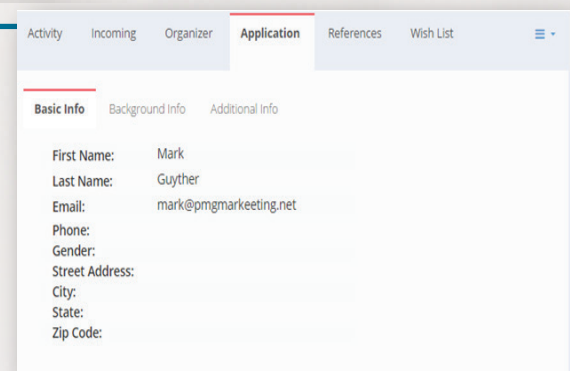
Date & Time	User	Activity Type	Description
01-07-16 09:46 AM	Work Hard	Outgoing Email	Email was sent from work_hard_7@maxapp360.com
01-07-16 12:10 AM	ATS Testing	Organizer Update	Organizer has been updated on 2016-01-07 at 00:10...
01-07-16 12:10 AM	ATS Testing	Appointment Update	Appointment has been updated on 2016-01-07 at 00:1...
01-07-16 12:06 AM	ATS Testing	Organizer Update	Organizer has been updated on 2016-01-07 at 00:06...
01-07-16 12:06 AM	ATS Testing	Task Update	CALL APPLICATION task has been updated on 2...
01-07-16 12:01 AM	ATS Testing	New Task	A new task CALL APPLICATION was scheduled ...
01-07-16 12:00 AM	ATS Testing	Organizer Update	Organizer has been updated on 2016-01-07 at 00:00...
01-07-16 12:00 AM	ATS Testing	Task Deletion	SEND MAIL task has been removed

*This sample screen displays the interface of the Activity screen where all compiled activity is available to the recruiter in the form of a bird's eye view.*

## Applications & Background Check

**AppMAX** is fully integrated with applicant resumes and applications. The applications received from multiple applicants can be seen in their respective **AppMAX** screens. Application information is ported and displayed in the application tab. The recruiter has access to verified background information for every applicant that applies to a job. The recruiter also has an additional ability to be able to access additional information associated with the applicant from the **AppMAX** screen.

Both the screens are accessible from the **AppMAX** grid. Background information and additional information pertaining to the client can be requested through **AppMAX** and accessed once the request is processed.



The Application tab shows the following details for Mark Guyther:

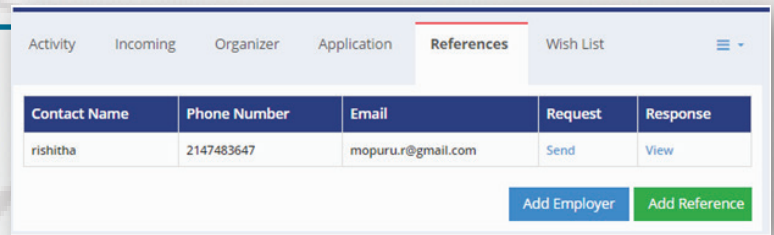
- First Name:** Mark
- Last Name:** Guyther
- Email:** mark@pmgmarketing.net
- Phone:**
- Gender:**
- Street Address:**
- City:**
- State:**
- Zip Code:**

*This sample screen displays the application tab where all details associated with the applicant are displayed. The recruiter is a step away from knowing the applicant completely inclusive of background information and additional information.*



## Automated Reference Check

AppMAX has the ability to be able to facilitate smooth and fast reference checks. Every applicant can list the reference information and the references submitted by the applicant can be requested for a reference check. This reference check is an inherent ability of the AppMAX system. The reference information provided by a listed reference is then displayed to the recruiter. Recruiter can effortlessly make reference checks for each and every applicant and filter this activity based on date and activity type.



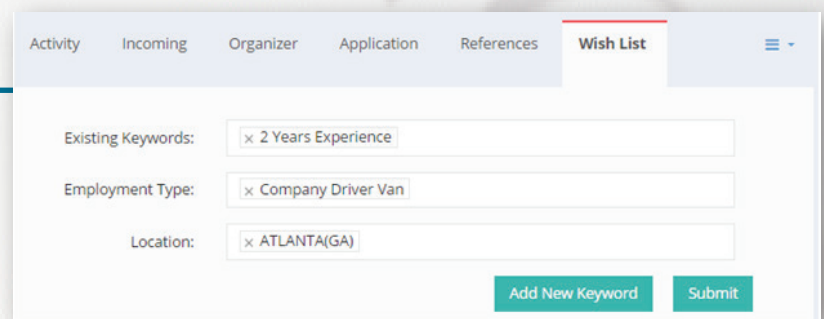
Contact Name	Phone Number	Email	Request	Response
rishitha	2147483647	mopuru.r@gmail.com	Send	View

This sample screen displays the interface of the Activity screen where all compiled activity is available to the recruiter in the form of a bird's eye view.

## Wish list logging & alerts

AppMAX is fully integrated with the ability to log wish lists for every single applicant. The recruiter has an ability to log wish list parameters for each client. An added feature that is present in the AppMAX system is to view wish list matches for every active job in the system.

The system automates a matching process made between job parameters and applicant wish list parameters. Matches which are successful are displayed as wish list alerts. This feature is handy and useful especially when it comes to accessing wish lists and checking alerts for wish lists.



Existing Keywords:

Employment Type:

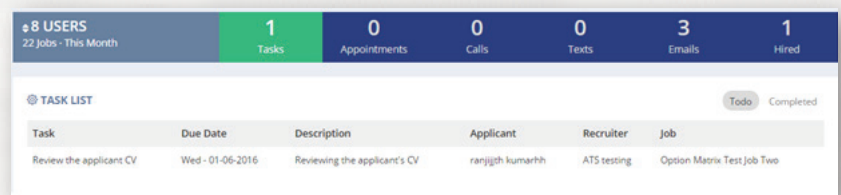
Location:

This sample screen is displaying the wish list parameters that can be saved for any particular applicant depending on which the applicant is matched to the wish list alerts screen for any particular job.

## Top 10 lists and decision support tools (dashboard)

Recruiter has the ability to add any applicant to the Top 10 list for any particular job. The TOP 10 list is a recruiter and job specific feature where each recruiter can have his or her list of top 10 candidates for any particular job.

The dashboard feature provides an overview of compiled statistics for calls, tasks, appointments and all applicant related activity. The dashboard will also offer a superlative view into the applicant's activity conducted by the recruiter.



8 USERS 22 jobs - This Month	1 Tasks	0 Appointments	0 Calls	0 Texts	3 Emails	1 Hired
---------------------------------	------------	-------------------	------------	------------	-------------	------------

Task	Due Date	Description	Applicant	Recruiter	Job
Review the applicant CV	Wed - 01-06-2016	Reviewing the applicant's CV	ranyjgh kumarh	ATS testing	Option Matrix Test Job Two

This sample screen is displaying the cumulative view for a recruiter where they can view the overall number of appointments, calls, tasks, emails, calls, text messages.