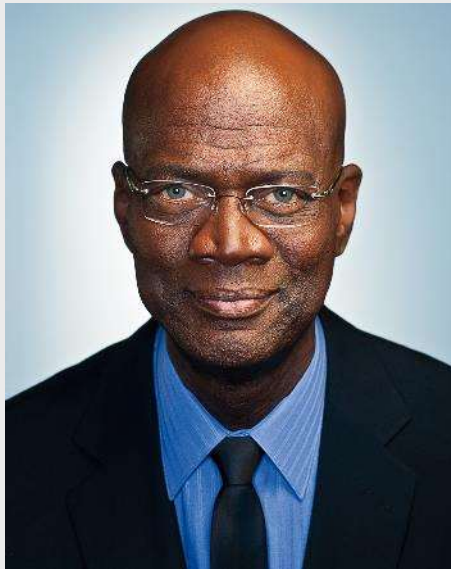




UltiPro Recruiting Process Flow for Mt. Rose



People First.

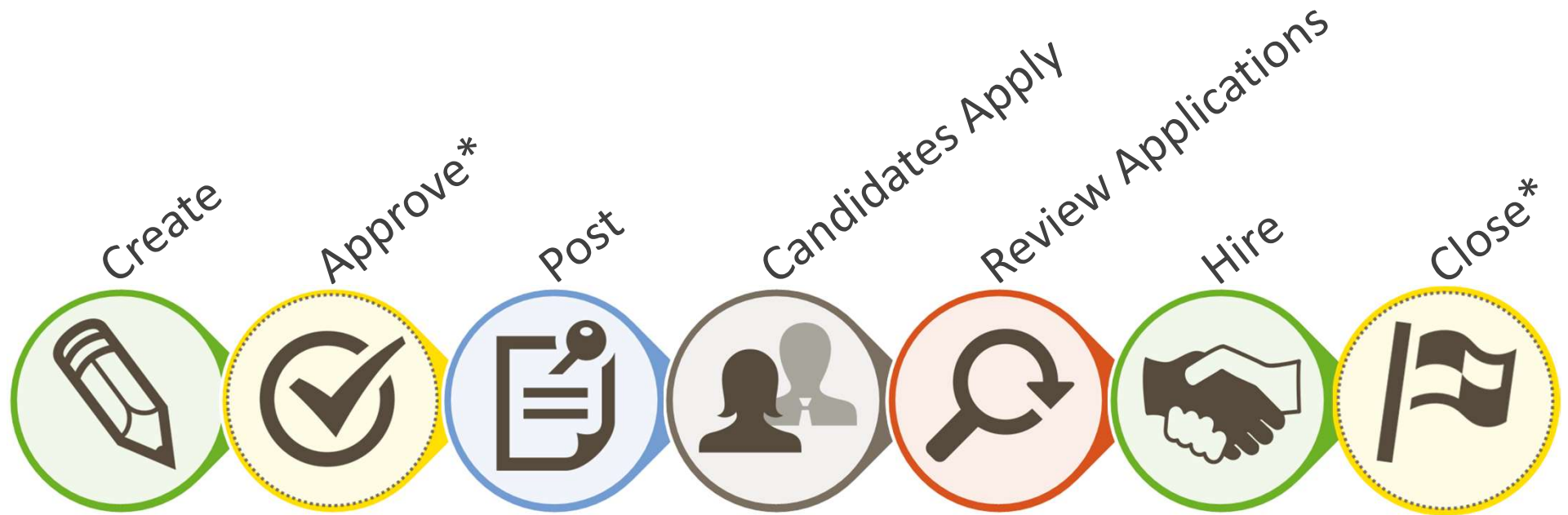
Agenda



- Learn about the Opportunity Process Flow
- Learn about our internal processes
 - Approval
 - Posting
 - Hiring Candidates
- Learn about the Recruiting Help Center
- Q&A

People first.

Opportunity Process Flow



*Optional Steps



Review Applications

News North Lake Tahoe x Amy Denyce Reynolds - x Home | Occupational Saf x AirNow - Nevada Air Qu x NOAA - National Weath x New Tab

Secure | https://ew23.ultipro.com

Report Manager Suggested Sites Imported From IE Take Chrome everyw Home - Mt. Rose Ski Staff Site Mt. Rose Summit Web Carnelian Bay, CA We SHRM Wells Fargo Bank - Cl S HR News and Analy UltiPro

MENU

MYSELF MY TEAM ADMINISTRATION SYSTEM CONFIGURATION MORE

Amy Reynolds | To Do | Share Ideas | Help | Logout

Home

Inbox

Learning Center

Customer Success Portal

Go To Assist

Administration

- My Employees
- Onboarding
- Recruitment Gateway
- Recruiting Gateway
- Payroll Gateway
- Time Management

Edit Favorites

Find...

Inbox

Pay

Last pay date
08/03/2018
View pay statement

Mobile App

Download the UltiPro Mobile App from the Apple or Google Play app stores.
Enter **mtrose** for the Company Access Code
View instructions

Direct Deposit

Contacts

Name, Address, and Telephone

Income Tax

W-2

Settings

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Type here to search

10:51 AM 8/9/2018



Review Applications

- View applications by going to Opportunities, then select the # of Applicants for the job you want to view

UltiPro Recruiting Help Jonathan Baker

Opportunities

All Mine

Showing 1 - 11 of 11 # of Applicants High to Low

Create Close Clone Approve/Reject Publish...

Title & Locations	Status & Job Boards	Last Updated	Recruiter / Approver	# of Applicants
<input type="checkbox"/> Customer Success Specialist CUSTO01005 Chicago, IL, United States (Chicago, IL)	Published int ext	02/18/2014	Me -	5
<input type="checkbox"/> Customer Success Specialist CUSTO01003 New York, NY, United States (Manhattan)	Published int ext	02/05/2014	Me -	4
<input type="checkbox"/> Customer Service Representative CUSTO01004 Albuquerque, NM, United States (Rain Trail Road)	Closed	03/06/2014	Me -	3
<input type="checkbox"/> Server - Waiter/Waitress SERVE01002 Boston, MA, United States (Boston, MA)	Published int ext	02/17/2014	Me -	1



Review Applications

- New applications appear in the Applied step
- Select the candidate's name to view their application and presence details

Customer Success Specialist
Posted 02/18/2014
CUSTO01005
Chicago, IL, United States (Chicago, IL)
Showing 1 - 5 of 5

Step Duration High to Low

Name	Location	Rank	Date Applied	Duration	Current Step	Duration	App Score
<input type="checkbox"/> Mallory Smythe		1-9999	02/18/2014	58 days	Decline	56 days	38% score
<input type="checkbox"/> James Hartwell	Lombard, Illinois 60148	1-9999	02/18/2014	58 days	Being Reviewed	< 1 day	100% score
<input type="checkbox"/> Amos Hartiman		1-9999	Today	< 1 day	Applied	< 1 day	100% score
<input type="checkbox"/> Anna Lombard	Chicago, Illinois 60133	1-9999	02/18/2014	58 days	Sent to Hiring Manager	< 1 day	77% score
<input type="checkbox"/> Kerrie Beckett	Chicago, Illinois 60001	1-9999	02/18/2014	58 days	Sent to Hiring Manager	< 1 day	77% score

Application Steps: View All (5), Applied (1), Being Reviewed (1), Phone Interview, Sent to Hiring Manager (2), Scheduling Interview, Face to Face Interview, Computer Skills Test, Offer Extended, Background Check/Drug Test, Hire, Decline (1)



Review Applications

- All candidate details, applications, documents, notes and application questions are visible from the presence

The screenshot displays the UltiPro Recruiting interface. On the left is a green sidebar with navigation options: Dashboard, People (with sub-items: Applicants in Canada, Engineers, Future CSRs, Management Potential, Add pool), Opportunities (with sub-items: All, Published, Approvals, Drafts, Closed), and Settings. The main content area shows the profile for James Hartwell, including contact information (email: jhart60148@gmail.com, phone: 872-555-1234, address: 123 Main St., Lombard, Illinois 60148, willing to relocate) and a LinkedIn link. Below this are tabs for Presence, Applications, and Notes. The Applications tab is active, showing a table for the position 'Customer Success Specialist' (CUSTO01005):

Applied	02/18/2014
Current Step	Being Reviewed as of today
Score	100%

Additional sections include Documents (Resume and Cover Letter, Resume) and References (Amy Carpenter). Below the application table are buttons for Candidate Info and Application Questions. The Work Experience section lists two roles: Customer Care Agent at Technology Solutions Inc (February 2011 - Current) and Call Center Representative at Mortgage MegaMart (December 2006 - February 2011), each with a list of responsibilities.



Review Applications

- Once you review the presence, move the application to the next step
 - An automatic form letter is sent to candidates who are declined

The screenshot displays the UltiPro Recruiting interface. The top navigation bar includes the UltiPro logo, the word 'Recruiting', a 'Help' link, and the user name 'Jonathan Baker'. The left sidebar contains navigation options: Dashboard, People (with sub-items: Applicants in Canada, Engineers, Future CSRs, Management Potential, Add pool), Opportunities (with sub-items: All, Published, Approvals, Drafts, Closed), and Settings.

The main content area shows a job listing for 'Customer Success Specialist', posted on 02/18/2014 with ID CUSTO01005, located in Chicago, IL. It indicates 'Showing 1 - 5 of 5' applicants. A dropdown menu for 'Applicant Name A to Z' is visible.

Below the job listing is a table of applicants. A 'Move...' dropdown menu is open over the table, showing options: Move..., Being Reviewed, Phone Interview, Sent to Hiring Manager (highlighted), Scheduling Interview, Face to Face Interview, Computer Skills Test, Offer Extended, Background Check/Drug Test, Hire, and Decline. The table columns are: Applicant Name, ID, Date Applied, Duration, Current Step, Duration, and App Score. There are also 'Email' and 'Add to pools' buttons.

		Date Applied	Current Step	App Score			
<input type="checkbox"/>	Amos Hartiman	1-9999	Today	Applied	< 1 day	100% score	
<input checked="" type="checkbox"/>	James Hartwell	1-9999	02/18/2014	Being Reviewed	< 1 day	100% score	
<input type="checkbox"/>	Anna Lombard	1-9999	02/18/2014	Sent to Hiring Manager	< 1 day	77% score	
<input type="checkbox"/>	Mallory Smythe	1-9999	02/18/2014	Decline	56 days	38% score	



Hire Candidate(s)



Hire Candidate(s)

- You can hire one or multiple candidates per opportunity
- Hiring a candidate sends the candidate's information to UltiPro
- Hiring a candidate does not automatically decline other candidates or close the opportunity
- If there is going to be a quick turnaround from hire to start date, make sure HR knows your timeline.



Hire Candidate(s)

- To hire a candidate, move the candidate to the Hire step

UltiPro Recruiting Help Jonathan Baker

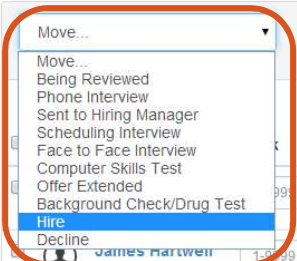








Customer Success Specialist

Posted 02/18/2014
CUSTO01005
Chicago, IL, United States (Chicago, IL)
Showing 1 - 5 of 5

Step Duration High to Low

Application Steps

- View All (5)
- Applied
- Being Reviewed (2)
- Phone Interview
- Sent to Hiring Manager (2)
- Scheduling Interview
- Face to Face Interview
- Computer Skills Test
- Offer Extended
- Background Check/Drug Test
- Hire
- Decline (1)

	Date Applied	Current Step	App Score	
				
	02/18/2014 58 days	Decline 56 days	38% score	
	02/18/2014 58 days	Sent to Hiring Manager < 1 day	77% score	
	02/18/2014 58 days	Sent to Hiring Manager < 1 day	77% score	
<input checked="" type="checkbox"/> 	Today < 1 day	Being Reviewed < 1 day	100% score	

Ultimate SOFTWARE



Hire Candidate(s)

- Confirm or enter the hire details, then select Hire

UltiPro Recruiting Help Jonathan Baker

Dashboard

People

- Applicants in Canada
- Engineers
- Future CSRs
- Management Potential
- Add pool

Opportunities

- All
- Published
- Approvals
- Drafts
- Closed

Settings

Hire details for the position of Customer Success Specialist - CUSTO01005

Hiring

Amos Hartiman

Hired

Amos Hartiman

Country: United States

* Address 1: 213 Main St

Address 2:

* City: Chicago * State/Province: Illinois * Postal Code: 60636

Offer Date: April 17 2014 Hire Date: April 17 2014

Accept Date: April 17 2014 Start Date: April 17 2014

Compensation

Full-time Part-time

Salary Hourly

Work Hours: 40 Salary/hourly rate: 14 USD

Job Code: CSR Code: USA

Legal Entity: ABC Company, Inc. Work Location: Chicago, IL, United States (Chicago, IL)

* Hiring Manager: Choose... * Onboarding Owner: Choose...

Cancel Save Draft Hire



Hire Candidate(s)

- You can save the hire as a draft and complete it at a later time

Customer Success Specialist
Posted 02/18/2014
CUSTO01005
Chicago, IL, United States (Chicago, IL)
Showing 1 - 5 of 5

There is 1 candidate pending hire. Please review their details to complete the hire process. [Hire...](#)

Name	Location	Rank	Date Applied	Duration	Current Step	Duration	App Score
<input type="checkbox"/>	Mallory Smythe	1-9999	02/18/2014	59 days	Decline	57 days	38% score
<input type="checkbox"/>	James Hartwell Lombard, Illinois 60148	1-9999	02/18/2014	59 days	Being Reviewed	1 day	100% score
<input type="checkbox"/>	Anna Lombard Chicago, Illinois 60133	1-9999	02/18/2014	59 days	Sent to Hiring Manager	1 day	77% score
<input type="checkbox"/>	Amos Hartiman Chicago, Illinois 60636	1-9999	Yesterday	1 day	Hire	1 day	100% score
<input type="checkbox"/>	Kerrie Beckett Chicago, Illinois 60001	1-9999	02/18/2014	59 days	Hire	< 1 day	77% score



Hire Candidate(s)

- Prior to submitting your Hire, ensure the start date and pay rate have been added appropriately
- Once the applicants have been hired, let them know they will be receiving the “Welcome” onboarding email from HR and that they need to take their I-9 documentation to HR prior to their start day.
- I-9 Documents we can accept: Schedule A – Passport or Passport Card Schedule B – Picture ID and Social Security Card or Birth Certificate/ Proof of Birth. Documents must be original or certified; HR will need to physically see the documents.

Recruiting Help Center

- Accessible right from the Recruiting product
- Organized in a logical structure
- Printable
- Variety of content

UltiPro Recruiting Help

Home

Getting Started

People

Opportunities

Reporting

Working with Settings

What's New

Welcome to Recruiting!

Print Feedback

UltiPro Recruiting Help

Understanding Behaviors and Motivations

Print

Have you ever said to someone, "that job takes a special kind of person?" For some positions in your company, simply having a Bachelor's degree may not be enough to do the job really well. The person in the job might also have to be innovative or a self-starter. For an intern position at a non-profit, the best candidate is likely someone who is driven by a passion to make a difference.

Behaviors and Motivations in UltiPro Recruiting make it easy for you to tell applicants which attributes *beyond education and experience* make the ideal candidate.

What's the difference between a behavior and a motivation?

- **Behavior**
Behaviors are specific characteristics that the candidate displays when performing his or her job. Examples of behaviors include Functional Expert, Loyal, Leader, Thought Provoking, Enthusiastic, Perfectionist, and Risk-Taker.

Recruiting Help Center

- This short presentation provides an excellent overview of our Recruiting solution

The screenshot displays the UltiPro Recruiting Help Center interface. On the left is a dark blue navigation sidebar with the following menu items: Home, Getting Started (with sub-items: Candidate and Opportunity Search, Information Sharing, Recruiting Terminology, and UltiPro Recruiting Overview), People, Opportunities, Reporting, Working with Settings, and What's New. The main content area features the 'Ultimate SOFTWARE' logo at the top. Below the logo is a green banner with the text 'UltiPro Recruiting Overview'. Underneath the banner are three portrait photographs of diverse individuals: a Black man in a suit, an Asian woman, and a Hispanic woman. At the bottom of the main area, the slogan 'People First.' is written in red, and the 'Ultimate' logo is in the bottom right corner.

Recruiting Help Center

- What's New section keeps us up to date with the latest additions and changes to UltiPro Recruiting

The screenshot shows the 'Recruiting Help' page for UltiPro. On the left is a dark blue navigation sidebar with icons and text for: Home, Getting Started, People, Opportunities, Reporting, Working with Settings, and What's New. The 'What's New' section is highlighted and contains a list of dates: October 28, 2015; September 30, 2015; September 2, 2015; and a link to 'What's New Archive'. The main content area is titled 'October 28, 2015' and includes a 'Print' button and a 'Feedback' button. Below the date, it says 'Here are the October features and enhancements for Recruiting.' and 'In This Update' followed by a list of links: [OFCCP Text on Job Boards](#), [People and Pool Updates](#), [Search Opportunities](#), [Submit Opportunities](#), [Synchronize Security Changes](#), [Template Update](#), and [Veteran and Disability Status Reporting](#). A section titled 'OFCCP Text on Job Boards' includes a 'Return to Top' link and a paragraph: 'For companies that are designated as U.S. Federal Contractors, opportunities posted on job boards now include the following text: "Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities."' Below this is a featured job listing for 'Administrative Assistant Executive' with a 'Tweet' button and an 'Apply now' button. The job listing also shows 'Posted: February 5, 2015' and 'Full-Time'.



Thank You!