

# Robust Recruiting System

## A Case Study on Reducing Costs and Driving Workflows



**“As a staffing agency, we hire thousands of applicants a year. It was important to us to ensure 100% compliance while reducing paperwork.”**

– Diane, Regional Operations Manager

### Business Challenge

Screen, process, and place more than 14,000 applicants a year while adhering to government guidelines.

### Specific Goals

- Prequalify the applicant pool to streamline the placement process.
- Provide applicants with online accessibility to complete pre-hire paperwork and schedule an interview slot.
- Collect applications and pre-hire paperwork electronically to ensure that every applicant file is complete and available on demand.

### Business Solution

Prior to implementing myStaffingPro®, recruiters relied on a manual application process that required compiling a 20+ page application packet and ensuring that all fields were completed by the applicant. Post-interview, they were responsible for recording information into the HRIS and filing the hard copies. The process was cumbersome, disjointed, and paper-intensive.

**“We had an entire room allocated for files. The amount of paperwork we had was astounding and made it difficult to retrieve, let alone analyze.”**

Using myStaffingPro, they implemented an online application process complete with prescreening questions, a skills assessment, the employment application, and pre-hire onboarding material. The process requires the applicant to complete certain steps before they are eligible for an interview. Once eligible, they can self-schedule into an interview slot. Upon hire, the applicant’s information is transmitted to the HRIS electronically. The result is a fluid application process that streamlines the hiring process, helps to ensure compliance, and eliminates redundant data entry.

**“With myStaffingPro, we improved our time-to-fill and eliminated much of the paperwork we were accustomed to.”**

### About myStaffingPro

myStaffingPro, a full-featured software-as-a-service (SaaS) applicant tracking system, provides HR professionals with the tools they need to recruit, qualify, and track applicants, to help hire the best employees. myStaffingPro currently delivers the hiring process for more than 700 companies and has processed more than 20 million applications. In 2012, myStaffingPro joined the Paychex, Inc. family as a wholly owned subsidiary, now providing even more resources to its customers.

**To learn more about the myStaffingPro applicant tracking system, call our toll-free number or visit our website.**

*myStaffingPro*®

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