



myApplicants: Applicant Tracking and Hiring for Agencies

myApplicants is a cost-effective applicant tracking solution for providers.

Today's Agenda

1. Agency Workforce Management
2. HR Challenges Agencies Face Today
3. HR Solutions for Providers
 - » myApplicants
 - » myTraining
 - » myCommunications
 - » myMITC Employee Self-Service
 - » ACA Compliance & Reporting
 - » Accruals and Awards
 - » Absentee and Late Tracking
 - » Employee Database and Reporting





Agency Workforce Management

About MITC, What We Do, Who We Serve

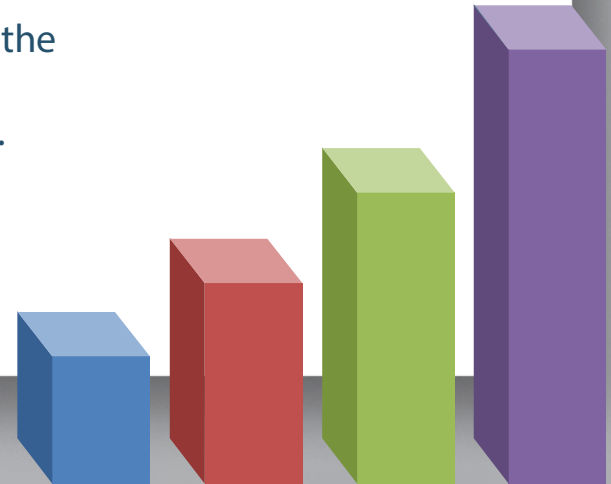
Hundreds of Agencies Use Agency Workforce Management

- » MITC has provided 28 years of continuous service to customers in every state in the USA, Canada, the United Kingdom, New Zealand, & Australia.
- » Agency Workforce Management is used by I/DD and Behavioral Health agencies.
- » Thousands of employees and managers use Agency Workforce Management every day.



2018 Facts & Figures

- » **145,680:** Number of employees & clients managed by customers using MITC.
- » **26,763,600:** Number of telephone timekeeping calls managed per year.
- » **73,955,516:** Number of time and attendance transactions managed per year.
- » **53,922,480:** Number of timecard pre-payroll & billing records managed per year.
- » **145:** Number of new implementations in progress at the end of 2018.
- » **15,684:** Number of service requests received in 2018.



Providers Throughout the USA and Canada Use Agency Workforce Management



COMMUNITY PROVIDER ASSOCIATION

INTERAGENCY COUNCIL
of Developmental Disabilities Agencies, Inc.

KENTUCKY ASSOCIATION OF PRIVATE PROVIDERS

INTERHAB

DISABILITY
SERVICE PROVIDER
NETWORK

Available as an Integrated Solution or to Solve Discrete Problems



Agency Workforce Management Is Used in All Programs



In-Home and
Community-
Based



Group Homes



Day and
Vocational



Supported
Employment



SourceAmerica



Transportation



Unlike general purpose systems, MITC provides a complete solution and services to support all the needs of an agency.

Agency Workforce Management Solutions for Staff & Clients

Staff Solutions

- » Time & Attendance
- » Scheduling
- » HR Manager
- » Payroll Integration
- » Applicant Tracking
- » Mileage & Expenses

Client Solutions

- » Door Clock
- » Client Timesheets
- » Piece & Production
- » Scheduling
- » Billing
- » Documentation

Flexible and Modular Solutions Make Up Agency Workforce Management

- » Solutions are modular and scalable
- » Different hardware and software
- » Choose a customer-hosted or a cloud solution





What Makes Agency Workforce Management Different?

- » Continuous stream of software updates and services designed for agencies.
- » Specially trained personnel to help agencies successfully implement solutions.
- » Structured implementation plans have been proven at hundreds of agencies.
- » Choose from customer-hosted or cloud solutions.
- » Software, services, and implementation plans are all designed for agencies.
- » Agency Workforce Management includes 24x365 service.



Causes of the Labor Shortage

What is Causing the Labor Shortage

Example

- The labor shortage does not have one simple cause. The American Network of Community Options and Resources (ANCOR) released a report in 2017 to address some of the reasons for the shortage, and some of them are surprising.

Take a look at a United States Supreme Court case called *Olmstead v. L.C.* In this case, two women with mental illnesses received treatment at state-run institutions. Eventually, mental health professionals said the women were ready for community-based programs, where they could lead more “normal” lives. However, the women were kept institutionalized for years afterward. They sued, and in 1999, the Supreme Court decided that separating disabled persons from society longer than necessary violates the Americans with Disabilities Act.

What is Causing the Labor Shortage

Since that decision, the federal government has made policies that encourage more home and community-based care for people in the I/DD and behavioral health communities. The problem, however, is that these policies are not backed with an appropriate increase in funds. If more people want home-based care, more workers need to take jobs as care providers. But if the states are unable to expand their budgets proportionally, wages are stretched thin.

What is Causing the Labor Shortage

- » Another reason for the labor shortage is that the working population is shrinking. Too few people are entering the workforce to replace retiring baby boomers. Even worse, the primary direct support professional (DSP) demographic (working-age women) is getting smaller. This means that even if DSP wages increase, there will still be a shortage of workers from the typical DSP demographic.



What is Causing the Labor Shortage

At the same time, the need for DSPs is rising fast. The Bureau of Labor Statistics predicts that the job outlook for home health aides and personal care aides will grow 40% between 2016 and 2026 – that is much faster than the 7% average growth rate for all jobs.

The United States labor shortage is creating stress for employers across the country, but especially for providers serving the I/DD and behavioral health communities. Their work is crucial to the communities they care for, but they are struggling to fill positions. The situation appears more critical by the day. Fortunately, it is possible for an agency to hire and retain employees, even if it cannot raise wages.



What Can Agencies Do

Recruit Creatively

Use A Web-Based System To Track The Entire Applicant Process

- » An online system can save you time by automatically notifying passive job seekers of new positions, parsing resumes, and tracking every step of the way, among other things.
- » It can also make the process more intuitive for applicants, which makes a good first impression (millennials, especially, expect clean and user-friendly websites).



myApplicants Overview

myApplicants is a robust, web-based, end-to-end hiring solution, offering a line-up including: applicant tracking, pre-employment assessments, background checks, drug screens and even the ability to push your new hire data right into Agency Workforce Management with just a click!

myApplicants Overview

myApplicants Has Your Agency Covered

- » Branded career site & internal job board
- » Additional pages & external links
- » Automated passive job seeker alerts
- » Custom employment & internal applications
- » Unlimited custom job templates
- » Unlimited job screening questions
- » Push to free job aggregators
- » Push to paid job board accounts
- » Push to state workforce sites
- » Social media integration
- » Unlimited user logins
- » Testing and communication inbox
- » Employee referral portal
- » Resume parsing
- » Affirmative Action reporting
- » Job requisition tracking
- » Job question scoring/weighting
- » Calendar events
- » Chat support, ticket system, FAQ and live training

Agency Success Story



A provider in Eastern West Virginia will save about \$2,000 in click fees alone by switching to myApplicants. Other applicant systems charge a per-click fee, regardless of whether the person actually applies for the position.

The provider previously advertised open positions on Indeed. But after trying myApplicants, the CFO realized that filling positions does not need to cost so much money.

Agency Success Story



A provider in Lucasville, Ohio has chosen to improve its hiring and onboarding process using myApplicants. The agency currently advertises open positions through Indeed and by word of mouth, and its website does not have an option for prospective workers to apply.

While Indeed is a popular job advertising website, it does not track applicants through the onboarding process. With myApplicants, the provider will be able to:

- Create job requisitions
- Post on up to 20 job boards
- Build its own interview questions
- Check references
- Generate text messages to applicants
- Send offer letters
- Generate Affirmative Action reports

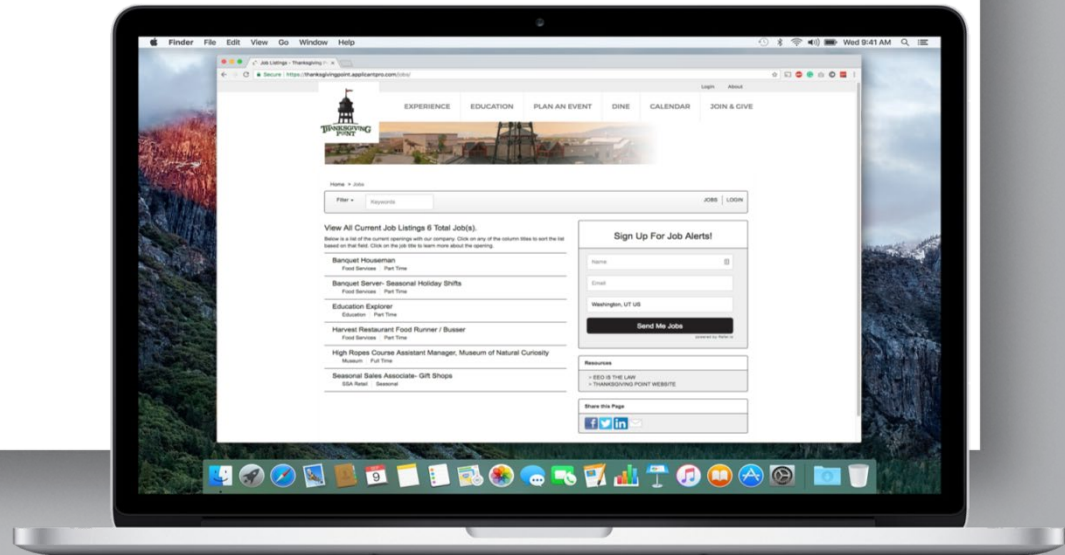
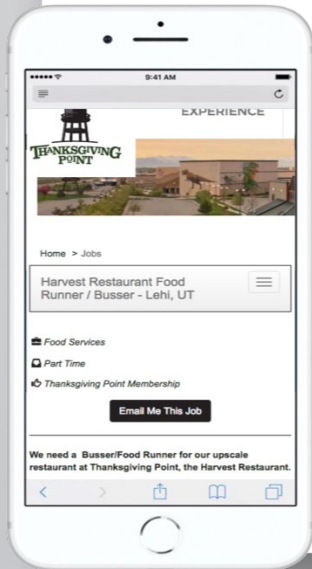
With these capabilities, the provider hopes to reach more prospective applicants, eliminate unqualified applicants, organize its hiring procedures, and fill all its open positions with well-qualified employees.



How myApplicants Works

Where We Start

Did you know that over 70% of job seekers use this type of device?



How We Do It



Push your jobs to over

500
Job Boards
in a single click!



"Quick Apply" Application Start

Available with job boards like Indeed.com and others!

Find Jobs Company Reviews Find Salaries Find Resumes Employers / Post Job

indeed what where
Lehi, UT Find Jobs Advanced Job Search
job title, keywords or company city, state, or zip

Lehi - Kneaders Bakery & Cafe - Artisan Baker
Kneaders ★★★★★ 15 reviews - Lehi, UT
\$10 an hour - Full-time, Part-time
Skip the lengthy application process!

Text HIREME to 85760 to schedule an interview.

What we are looking for:
We are looking for an **Artisan Baker** that prepares and creates company products. The artisan baker must know and follow established recipes to achieve brand consistency and quality standards set by the company. This includes maintaining a sanitary work area during and after work processes are fulfilled, following safety requirements, measuring, mixing, pouring or shaping the dough, observing proper cook temperatures and times, and applying proper toppings or packaging to finished product. This position requires excellent time management skills and the ability to work quickly and well under pressure. This position is part of the Back of House team, reports directly to the Head Artisan Baker and indirectly to the general manager of the store.

REQUIREMENTS:
Five days a week, 2 pm - 10:30 pm shifts available.
Kneaders is an equal opportunity employer and expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information or veteran status. If you feel this policy has been violated, you may report such instances to the company via third party hotline by calling (877) 557-7419.
30+ days ago - save job - original job

► **Apply Now**
Please review all application instructions before applying to Kneaders.

Apply Now

Follow Get job updates from Kneaders
Kneaders ★★★★★ 15 reviews

Provo Riverwoods - Pastry Chef / Assistant Pastry Chef
Kneaders - Provo UT

By submitting this application through Indeed, I agree to ApplicantPro's [Applicant Information Use Policy](#). Please check the email account associated with your Indeed profile periodically, as more information may be requested from the employer.

What is your preferred method of contact? *

☐ Text Message
☐ Email

Apply **Back**

By pressing apply: 1) You consent to your application being transmitted to the Employer; Indeed does not guarantee receipt. 2) You agree to Indeed's [Terms of Service](#). 3) You consent to your application being processed and analyzed in accordance with the Employer's privacy practices, Indeed's [Cookie Policy](#), and [Privacy Policy](#).

Provo Riverwoods - Pastry Chef / Assistant Pastry Chef
Kneaders - Provo UT

* These fields are required

Name *

Email *

Phone Number

Resume *
Choose File No file chosen
To apply with your Indeed Resume, click it - No Resume? Create one now

Cover Letter

☐ I agree to create an Indeed Account, and agree to Indeed's [Terms of Service](#), and consent to Indeed's [Cookie Policy](#) and [Privacy Policy](#).

By pressing continue, you will see questions from the employer that are part of this application.

Continue **Cancel**

Career Site Application Start

Apply Now

* Fields Are Required
What is your full name?

First Name* Last Name*

How can we get a hold of you?

Email*

Phone Number* Cell

What is your preferred method of communication?


Text Message


Apply for this Position


Apply Now

with our fast 3 minute application!

Would you like us to pre-populate your application?

 **Apply with Resume**

 **Apply with Seek**

 **Apply with LinkedIn**

No thanks, continue to application

Setup Password

An account has been created for you using your email address as the username. Please create a password below to allow you to log back into your account.

Choose Your Password:

Confirm Password:

Save

Proceed to Next



Application from a Job Seeker's Perspective

The image shows a computer monitor displaying a web-based job application form. The form is titled "Job Questions" and is part of a larger application process. On the left side of the form, there is a vertical navigation menu with the following items: "Instructions" (marked with a green checkmark), "Job Questions" (the current section), "Resume", "Voluntary Disclosure", "Source", and "Submit Application". The main content area of the form contains the following elements:

- A heading "Job Questions" at the top of the main content area.
- A prompt "Please answer the following questions:".
- A question "How many years of experience do you have in Accounting?*" with a dropdown menu. The dropdown menu is open, showing four options: "None", "Less than 1 year", "1 - 3 years", and "3 - 5 years". The "None" option is currently selected and highlighted in blue.
- A question "Please indicate your proficiency with Oracle:*" with a dropdown menu.
- A question "Do you have a Bachelors degree in accounting?*" with a dropdown menu.



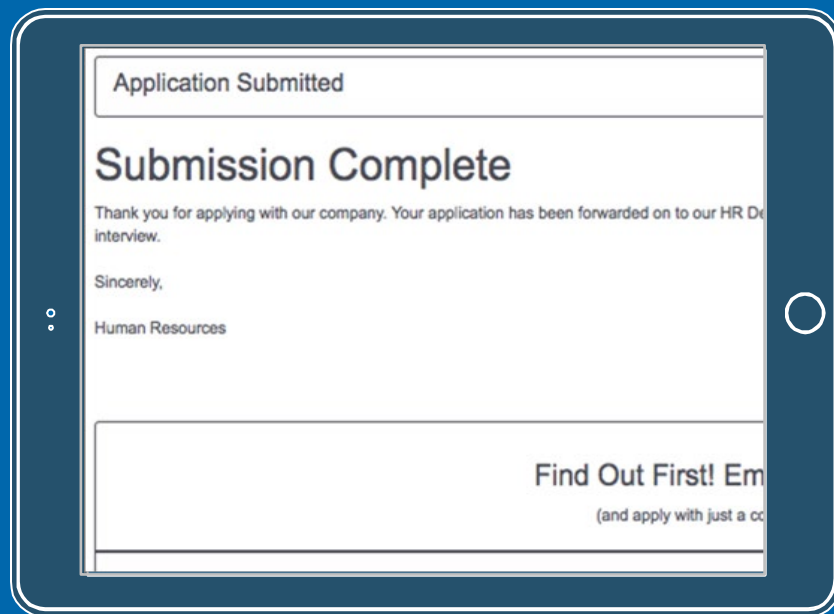
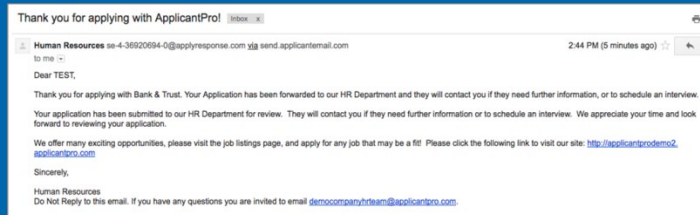
Application from a Job Seeker's Perspective

- Resume Section - set the parameters to fit your job

The screenshot shows a web application titled "Applying for Accountant" with a navigation bar containing "Careers", "My Account", and "Logout". A left sidebar lists the application steps: "Instructions" (checked), "Job Questions", "Resume", "Voluntary Disclosure", "Source", and "Submit Application". The main content area is titled "Resume" and includes the following elements:

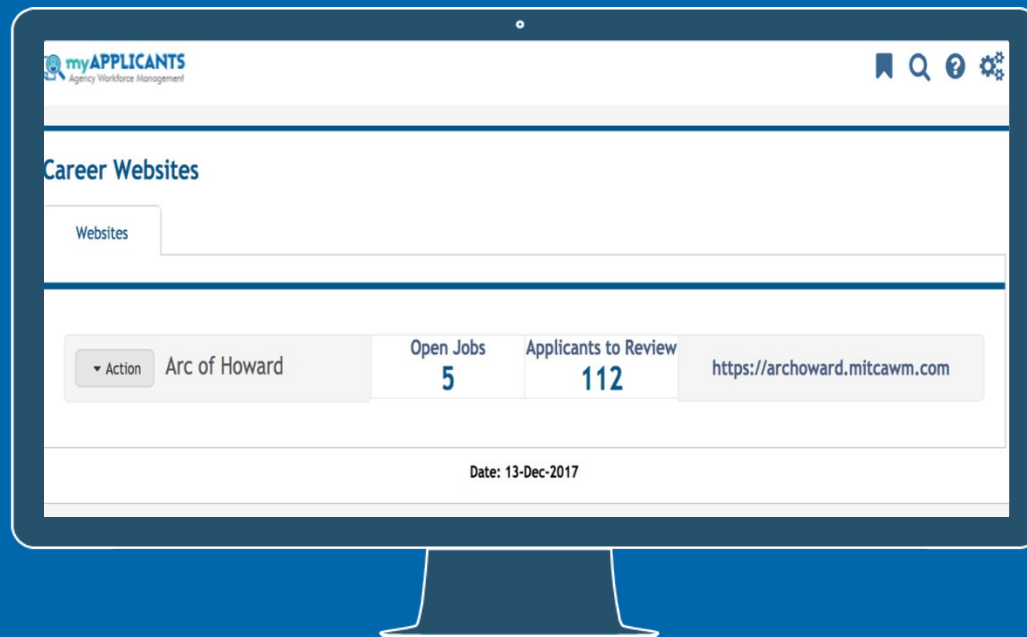
- A sub-header "Resume" followed by a description: "You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided."
- A button labeled "I choose not to submit a resume at this time".
- A section titled "Submitted Documents" with a sub-instruction: "Use the button below to upload any files associated with your application. Please only use DOC, DOCX, TXT or PDF files 10 MB or smaller."
- A file upload area showing "Choose File" and "No file chosen", with buttons for "Browse Files From Dropbox" and "Browse Files From Google Drive".
- A "Copy/Paste Text" section with a large text input area.

Thank You for Applying

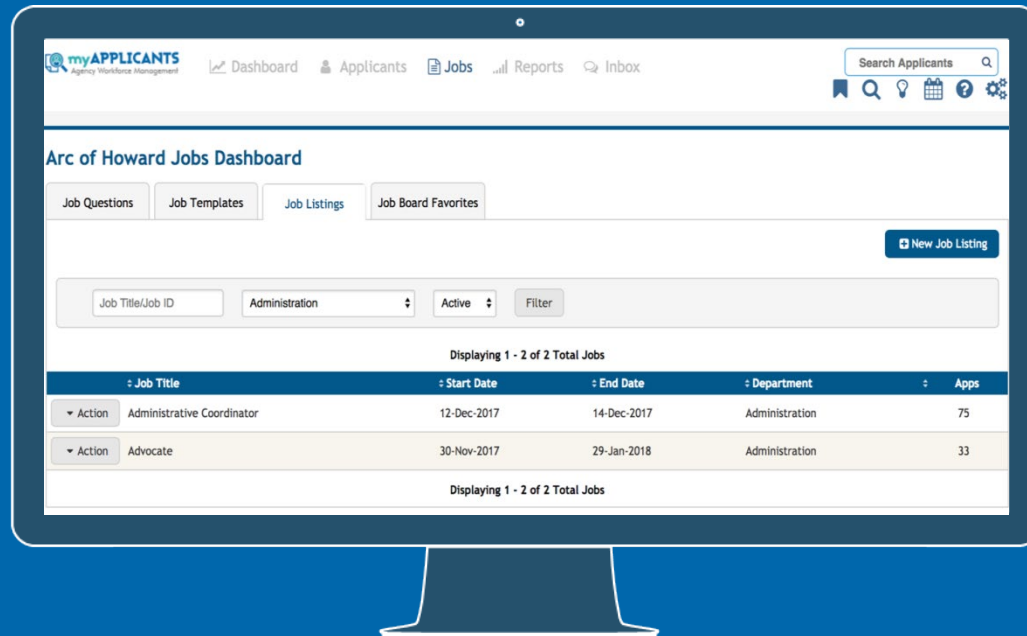




Admin Login Area



Jobs Dashboard



Job Questions

myAPPLICANTS Agency Workforce Management

Dashboard Applicants Jobs Reports Inbox

Search Applicants

Arc of Howard Jobs Dashboard

Job Questions Job Templates Job Listings Job Board Favorites

New Job Question Group

Group Title

Action Administrative Coordinator Position

New Question

Question	Type	Required	Disqualifier
Action This position requires some flexibility due to committee meetings taking place before and after normal business hours. Are you able to have a flexible schedule?	Drop Down Menu	X	X
Action How many years of Administrative experience do you have?	Small Text	X	
Action How many years of management experience do you have?	Small Text	X	

Show Archived

New Job Question

Question Preview

Do you have a high school diploma?

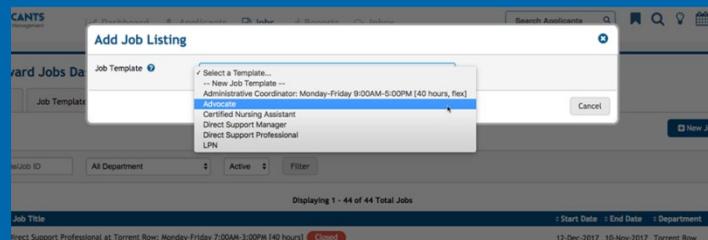
Question*

Do you have a high school diploma?

Answer Type*

- Small Text
- Large Text
- Drop Down Menu

Job Posting



Add Job Listing

Job Template ⓘ

Advocate

Copy From Job Listing

Select a Listing... (Job Listing Name - Start Date)

Admin Only

Job Listing Notes ⓘ

Job Title and Description for Career Site

Indeed Job Type* ⓘ

Career Site Ad Title*

Advocate ✓

Career Site Ad Description*

File Edit Insert View Format Table Tools

Formats Paragraph Font Family Font Sizes

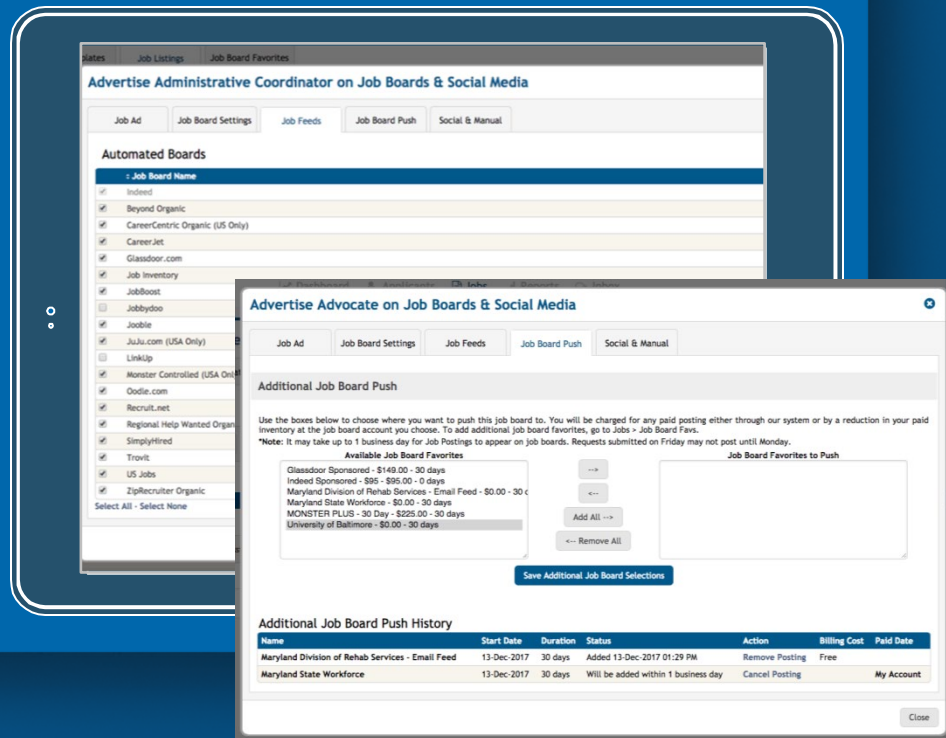
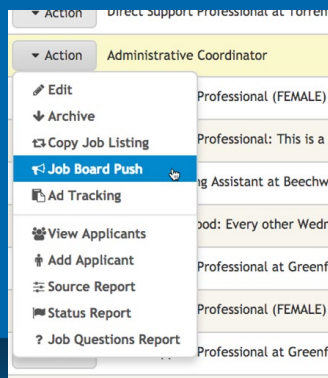
B U / [Align] [List] [Table] [Link] [Image] [Code]

Overview:
The Arc of Howard County is seeking an enthusiastic, creative multi-tasker to advocate and "think outside the box" to support individuals with intellectual and developmental disabilities.

Common Job Listings Questions

Job Dashboard

- Job Feeds, Paid Sites,
- Social Media and Craigslist



Source Reporting

▼ Action

Direct Support Professional

30-Nov-201729-Jan-2018Residential48

Source Analysis Report

Applicant Flow

Conversion Percentage by Source

Top Sources by Hiring Step

Applicant Flow By Source

Source	Viewed	Started	Completed	Met BQ	Interviewed	Hired
Arc of Howard Website	4	4	4	4	0	0
CareerCentric	2	2	2	2	0	0
Employee Referral	1	1	1	1	0	0
Indeed	39	39	39	34	2	0
ZipRecruiter Organic	1	1	0	0	0	0
Other	2	2	2	2	1	0

Applicant Dashboard

[Dashboard](#)[Applicants](#)[Jobs](#)[Reports](#)[Inbox](#)

Arc of Howard Applicant Dashboard

[All Applicants](#)[Applicants By Job](#)[Incomplete Apps](#)

Active Jobs
Administrative Coordinator
Advocate
Certified Nursing Assistant
Certified Nursing Assistant at Beechwood: Every other Sunday 3:00PM-
Certified Nursing Assistant at Beechwood: Saturday 7:00AM-11:00PM a

Active Statuses

Reviewed
Left Voicemail
Phone Interview Completed
In-Person Interview Scheduled
1st Interview Completed
Submitted to Hiring Manager

Active

Qualified

Disqualified

Both

☐ Show Sent Emails[Filter](#)

Displaying 1 - 183 of 183 Total Candidates

	Name	Date	Job Title	Met BQ	Avg Rating	Status
<input type="checkbox"/> 1.	Action Jones-Ellington, Danielle	13-Dec-2017	Administrative Coordinator	Yes	☆☆☆☆☆	<input type="text"/>
<input type="checkbox"/> 2.	Action Back, Amber	13-Dec-2017	Administrative Coordinator	Yes	☆☆☆☆☆	<input type="text"/>
<input type="checkbox"/> 3.	Action Helsing, Brenda	13-Dec-2017	Administrative Coordinator	Yes	☆☆☆☆☆	<input type="text"/>

Applicant Dashboard

» Applicant Record View

Applicant Filter:

All Department

All Jobs

All Application Statuses

Active Qualified

01-Sep-2017 30-Nov-2017

Job Question Score Above

Sort By

Filter

Currently Showing
1 - 119 of 119

Davenport, Avery

30-Nov-2017

Messages

Gibbons, Joshua

30-Nov-2017

Messages

Seolas, Gavin

29-Nov-2017

Messages

Rappleye, Morgan

29-Nov-2017

Send to Manager

Messages

Gibbons, Joshua (edit)

0 followers

Follow

Send Message

Add Note

Print

Actions

JoshuaGibbons01@yahoo.com (194) 948-5096

1376 N 250 W Lehi, UT USA

APPLICATION STATUS

30-Nov-2017 | Harvest Restaurant Food Runner / Busser - Lehi, UT

SOURCE: ZipRecruiter Organic - apply

Application

Job Questions

Background

Summary

Employment History

Education

Documents

Additional Questions

Employment History

Office Installers

JOB TITLE: Warehouse worker

DATES EMPLOYED FROM: Aug/2016

DATES EMPLOYED TO: Sep/2017

EMPLOYMENT LENGTH: 1 year, 1 month

RATE OF PAY: \$10.00 (Hourly)

DUTIES: I would build, install, and maintain furniture. I would also organize and maintain the warehouse.

REASON FOR LEAVING: Physically intense labor not for me

MAY WE CONTACT?: Yes

Supervisor Name: Ed Hanley

Supervisor Title: Warehouse manager

Education

College or University

Name: Brigham Young University Idaho

Location: ID, UNITED STATES

Graduated? No

APPLICATION TAGS

Messages

TIMELINE

Show: Notes Actions Emails/Texts

Emailed by | 30-Nov-2017 View

Sent the Thank You Email email template at 9:16:35 am.

Emailed by System Generated | 30-Nov-2017 View Email

Sent the email template at 8:00:40 am.

OTHER APPLICATIONS

No other applications to display.

Need Help? Search the FAQ here

Options in the System

The screenshot displays the 'Agency Workforce Management' system interface. At the top, there is a blue header bar with a search bar labeled 'Search Applicants' and several icons: a bookmark, a question mark, a megaphone, a user profile, and a settings gear. Below the header, the main content area shows an applicant's profile. The profile includes a '0 followers' indicator, a 'Follow' button, and buttons for 'Send Message', 'Add Note', and 'Print'. An 'Actions' dropdown menu is open, revealing a list of options: 'View Status Checklist', 'Copy Application to Another Job', 'Change to Internal App & Send Invite', 'Schedule a Calendar Event', 'Assign Application to an Assigned User', 'Attach a Document', 'Disposition Code', 'View All Notes for this Applicant', 'Edit Status Dates', 'Archive Application', 'Share Application via Email', and 'Spotlight Application to Another User'. The background of the profile page shows sections for 'APPLICATION STATUS', 'APPLICATION TA', 'Messages', 'OTHER APPLICAT', 'No other applicatio', and 'TIMELINE'. At the bottom, there is a 'Show:' section with checkboxes for 'Notes', 'Actions', and 'Emails/Texts'. A specific action is highlighted: 'Emailed by | 27-Nov-2017', with a description 'Sent the Thank You Email email template at 2:44:01 pm.' and a 'View' link.

Search Applicants

0 followers Follow Send Message Add Note Print Actions

APPLICATION STATUS

APPLICATION TA

Messages

OTHER APPLICAT

No other applicatio

iete.

TIMELINE

Show: ☒ Notes ☒ Actions ☒ Emails/Texts

Emailed by | 27-Nov-2017
Sent the Thank You Email email template at 2:44:01 pm. View

Communication Inbox

Communication Inbox

My Active Conversations

Showing the Last 3 Days

Only Conversations With Reply

Filter

No conversations matched your search criteria. Please broaden your filters to show more conversations.

Text Usage Data

1 used out of 50 available

Plan renews 01-Dec-2017

Change Plan Update

Conversation with: Joshua Gibbons (194) 948-5096

joshuagibbons@yahoo.com

Applied: 30-Nov-2017 - Harvest Restaurant Food Runner / Busser - Lehi, UT

View Application

Automatic System Message to Joshua Gibbons:

email 30-Nov-2017 9:16 am

Dear Joshua,

Thank you for applying with Thanksgiving Point. Your application has been received by our HR Department and we will contact you if further information is needed. If you are found qualified, you will be contacted to schedule an interview.

Sincerely,

Human Resources
Thanksgiving Point
Do Not Reply to this email.

Send Message

Select Template to Send Auto Insert Options

RE: Thank you for applying with Thanksgiving Point

- Hannah, Thanksgiving Point

Send as Text Send as Email

Text Usage Data

0 used out of 50 available

Plan renews 01-Jan-2018

Change Plan Update

500 texts = \$29/mo
1000 texts = \$49/mo
5000 texts = \$99/mo
10000 texts = \$199/mo
20000 texts = \$299/mo

System Message to Beth Coon:

1000 texts = \$49/mo

tracy@myemail.com

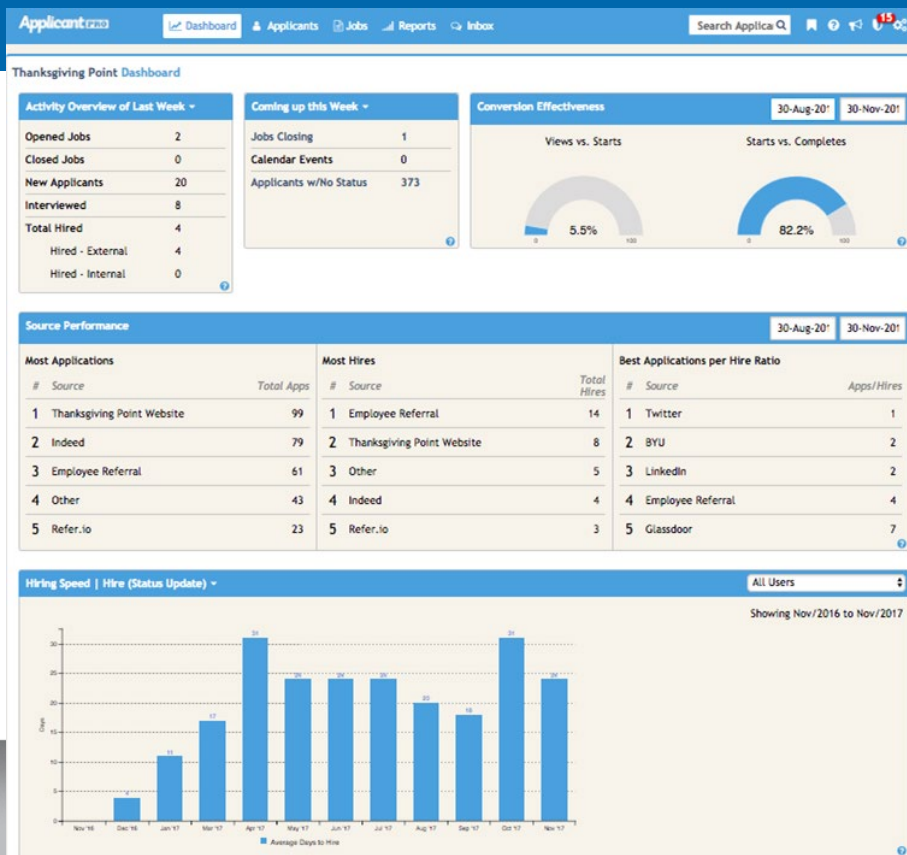
6254 1890 9754 54

MM / YY CVC

Remember me

Update Subscription \$49.00

Dashboard



Reports

Applicant
Dashboard
Applicants
Jobs
Reports
Inbox
Search Applicants
15






Thanksgiving Point Reports

Standard Reports
Dashboard
Report Builder
Analytics
Visitor Traffic
Website Source

The Standard Reports section allows you to search all applicants by name, keywords, sources, and status to easily find the candidate you need. You can also view Time to Fill, Time to Hire, and EEO Information.

	Title	Description
Q View	Name and Contact Info Search Report	Search for applicants across all jobs and statuses on your career site by their First Name, Last Name, Email, Phone Number, City, State, and Zip/Postal Code.
Q View	Keyword Search Report	Search for applicants across all jobs and statuses on your career site by Keyword, Zip/Postal Code, Application Data, or Resume Data.
Q View	Sources	Report of all the applicants and the sources they came from.
Q View	Sources By Status	Report of all the applicants sorted by the current status they are in.
Q View	Sources By Status Group	Report of all the applicants sorted by the current application group status they are in.
Q View	Source Conversion Ratio	This report will show you applicant conversion based on source.
Q View	Time to Fill	Report of all jobs and how many days passed until an applicant was hired.
Q View	Time to Fill - Advanced	Report of all jobs and how many days passed until an applicant was hired with advanced data included.
Q View	Time to Hire	Report of all the applicants who applied to a job and how much time passed between application date and hire date.
Q View	EEO1 - All Applicants (Declared)	Standard EEO Report showing the declared genders and ethnicities of applicants through your career site by date of application.
Q View	EEO1 - Hired Applicants (Declared)	Standard EEO Report showing the declared genders and ethnicities of applicants hired through your career site by hire date.
Q View	EEO1 All Applicants (Declared & Undeclared)	Standard EEO Report showing the declared & undeclared genders and ethnicities of applicants through your career site by date of application.
Q View	EEO1 - Hired Applicants (Declared & Undeclared)	Standard EEO Report showing the declared & undeclared genders and ethnicities of applicants hired through your career site by hire date.
Q View	Veteran Percentage	This report shows you the total number of applicants and the total number who declared that they were veterans (2014 Classification).
Q View	Disabled Applicant Percentage	This report shows you the total number of applicants and the total number who declared that they were disabled.
Q View	Incomplete Applications	Report that includes the name, email, job title, and date the applicant started the application regardless of if they completed their application or not.
Q View	Application Notes	Report that includes basic information about the applicant and will show the most recent application status note and application note.
Q View	Active Jobs Report	Report that lists all active jobs and all active applicants within those jobs.
Q View	Jobs Overview Report	Shows job data and how effective certain metrics are within each job.
Q View	Job Questions Report	Shows sortable job question data for applicants within a job.
Q View	Applicant Analytics	This is an expanded version of the View Applicants Dashboard with additional percentage columns.
Q View	Ad Tracking Report	Report that shows all of the postings to different job boards of every job.
Q View	Aff. Action Detailed Report	Report that shows Affirmative Action data and the status associated with each applicant.
Q View	Assigned User Report	Report that shows any assigned user, the applicants assigned to them, and the applicants most recent status note.
Q View	Background Orders	This report allows you to see all of the background checks ordered and who ordered them.

Users & Settings



Settings

Users

Home

My Account

Bill Pay

Help Center

Contact Us

Logout

Administrators

Managers

Assigned Users

Employees

Agency Users

Req Mass Update

Contacts

Administrator logins are the main login to your account. They have unlimited access to all jobs, applicants and settings in your account.

Show all users with access to:

All Career Sites

Filter

	Name	Email	Username	Phone	Role
▼ Action	Smith, Karen	tracy.admin@approdemo.com	tracyadmin	Not Listed	Administrator

Show Archived

Career Site Pages

Jobs Settings

Business Units

Sources

Statuses

Email/Text Templates

Disposition Code

Create the statuses you need to organize the steps in your hiring process. Using application statuses helps you track where your applicants are in the review/hiring process. Do not change the titles to something with a different meaning. If you need to add new statuses do so by clicking on the new application status button and adding them and archiving any no longer needed. This will ensure past application statuses remain unaffected.

New Application Status

	Name	Type	Checklist
▼ Action	Phone Interview Completed	Interview Phase	
▼ Action	1st Phone Interview Completed	Interview Phase	
▼ Action	1st In Person Interview Completed	Interview Phase	
▼ Action	Background Check Completed	Interview Phase	X
▼ Action	Hired	Hired	



Promises & Guarantees

- » 30-Day Free Trial
- » 24 - 48 Hour Setup Time
- » Unlimited Users
- » No Implementation Fees
- » Dedicated Support & Team Manager



Learn More with MITC eBooks



Check out more eBooks, as well as fact sheets and Agency Success Stories at mitcagencies.com/resources

- *Why Employees Leave Their Jobs (and What You Can Do)*
- *Hiring & Retention: Competing with Walmart, Other Retailers, and Fast Food Outlets*
- *Why There Is a Labor Shortage and What Agencies Can Do About It*
- *12 Tips to Attract Millennials to Your Agency*
- *Is Your Agency Contributing to Its Own Retention and Turnover Problems?*
- *How to Mitigate Employee Turnover*



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Thank You!

With over 28 years of experience, MITC is here to help. Use our expertise, developed from working with hundreds of agencies to help you select the system you need!