

Applicant HQ

Developed in Partnership with Denton ISD

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Project Manager
/ Product Owner

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About Denton ISD

- ❖ One of the fastest-growing school districts in the state, almost **doubling in size over the past decade**.
- ❖ The district currently educates **more than 30,000 students** and employs over **3,000 staff** across **38 campuses**.



Does this sound familiar to you and your district?

Business Case for Change

Applicant data is a District Asset

- Difficulty in accessing the data from multiple vendor systems
- Data was not formatted as needed

Opportunity to integrate with Laserfiche

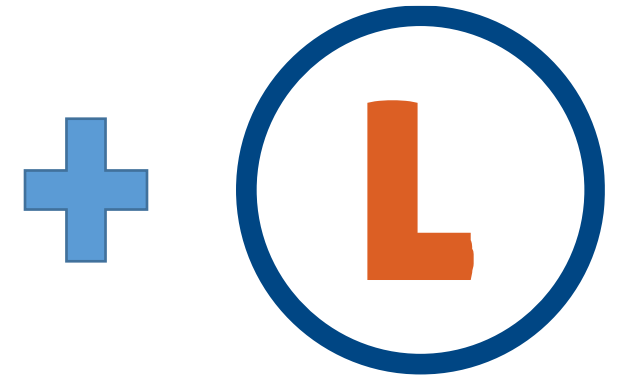
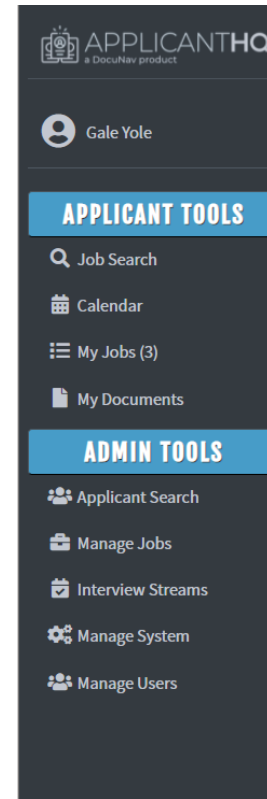
- Improve efficiency for the hiring team
- Avoid multiple data entry points, improving data accuracy

Improved user experience

- Improved applicant experience and shortened hiring process
- Improvements to additional service integrations

Applicant HQ + Laserfiche

- ❖ Streamline Onboarding Process From Recruiting To Hiring and Onboarding
- ❖ Comprehensive Tracking & Reporting
- ❖ Support for 3rd Party Integrations
- ❖ Secure Electronic Record Storage in Laserfiche



Laserfiche-AppHQ Integration

Hiring Forms managed in Laserfiche, viewed in App HQ

- ❖ Workflows and rules for the Forms are maintained in Laserfiche

Data entered by Applicants is managed in Laserfiche, viewed in App HQ

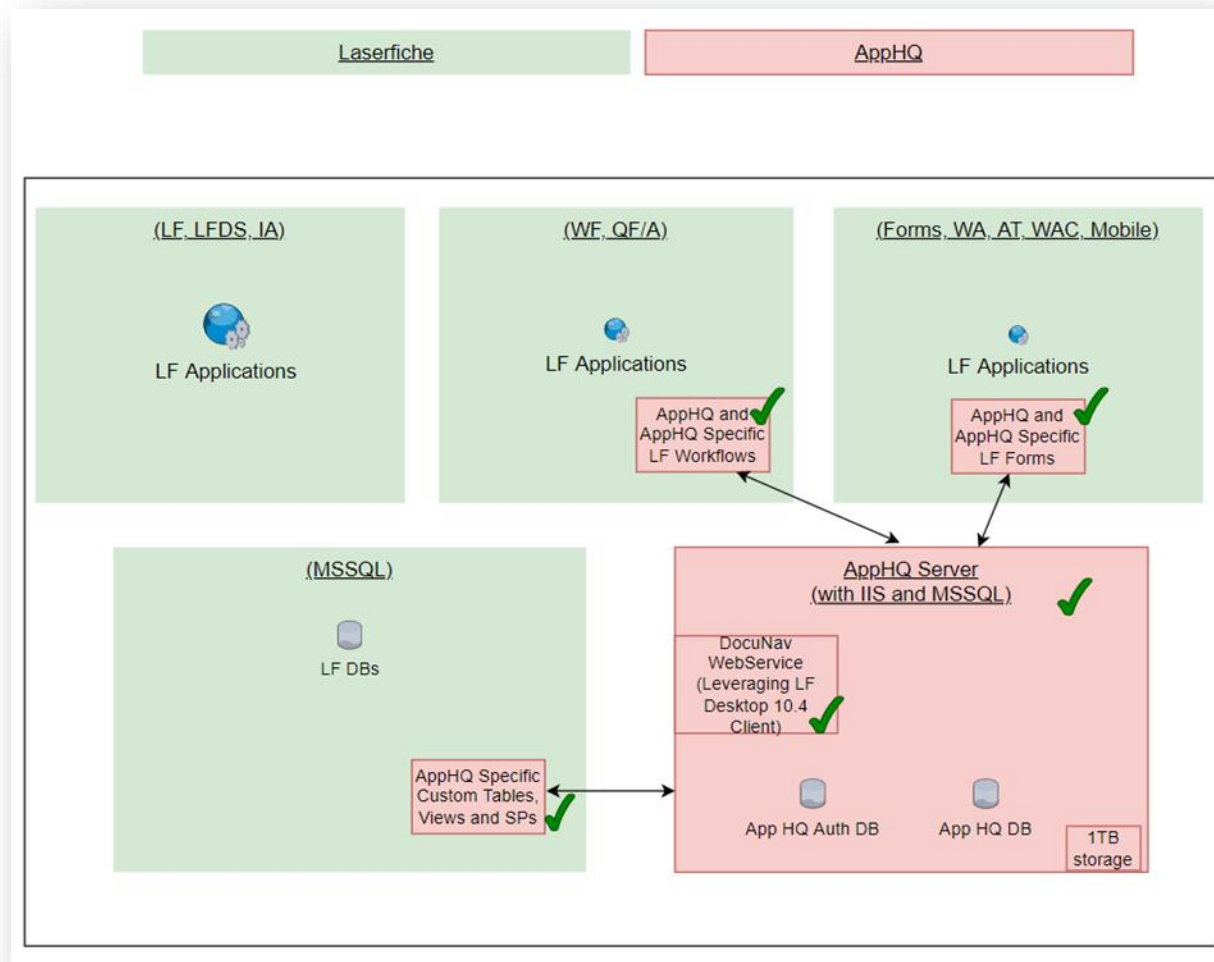
- ❖ My Documents View
- ❖ Applicants View

Applicants, once Hired are flagged by AppHQ to Laserfiche

- ❖ Enables additional workflows to process documents of Hired Candidates
- ❖ Applicant data is securely transferred to Employee onboarding processes

Laserfiche API integration for other functionality

- ❖ Get documents per Candidate
- ❖ Attachments in Laserfiche



Applicant HQ – Sample Deployment

Demonstration



 **APPLICANTHQ**
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Welcome
Gale Yole

 Gale Yole

APPLICANT TOOLS

 Job Search

 Calendar

 My Jobs (4)

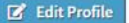
 My Documents

PROFILE EDIT

 Edit Photo



Gale Yole

 Edit Profile

About Me

 **Education**
University of Texas, San Antonio

 **Honors and Awards**

 **Location**
San Antonio, TX

 **Phone**
8003532320

Activity Log

9/1/2021

 You have successfully un-applied for a job at Child Nutrition 10 seconds ago

Job ID: 41
Position Type: Auxiliary
Position: Child Nutrition Worker
Job Title: Child Nutrition Worker - Full Time

 You have added a job to your My Jobs queue from Special Education Support Services a minute ago

Job ID: 63
Position Type: Professional Support - Campus
Position: School Psychologist
Job Title: Licensed Specialist In School Psychology (LSPP)

 You have added a job to your My Jobs queue from Transportation a minute ago

Job ID: 47
Position Type: Auxiliary
Position: Bus Driver
Job Title: Bus Driver

 You have added a job to your My Jobs queue from Gallian CDC a minute ago

Job ID: 46
Position Type: Auxiliary

Applicant HQ – Role Based Views



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APPLICANT TOOLS

-  Job Search
-  Calendar
-  My Jobs (3)
-  My Documents

ADMIN TOOLS

-  Applicant Search
-  **Manage Jobs**
-  Interview Streams
-  Manage System
-  Manage Users



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MANAGE JOBS




	Status	Date Posted	ID	Title	Location	Position Type	Position	Last Updated Date	Last Updated By
									
	Active	5/10/2021	41	Child Nutrition Worker - Full Time	Child Nutrition	Auxiliary	Child Nutrition Worker	9/8/2021	Max Tremblay
	Active	5/10/2021	43	Child Nutrition Manager Middle School	Child Nutrition	Auxiliary	Manager, Child Nutrition, Middle School	5/26/2021	Paul Kim
	Active	5/10/2021	45	Extended School Day Instructor	Extended School Day	Auxiliary	Extended School Day, Instructor 2, Lead	5/26/2021	Paul Kim
	Active	5/10/2021	46	Child Development Lead Teacher	Gallian CDC	Auxiliary	Caregiver, Lead	5/26/2021	Paul Kim
	Active	5/10/2021	47	Bus Driver	Transportation	Auxiliary	Bus Driver	5/26/2021	Paul Kim
	Active	5/10/2021	48	Custodian	Custodians	Auxiliary	Custodian	5/26/2021	Paul Kim
				Child Nutrition Manager			Manager, Child		

Manage Job Postings

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APPLICANT TOOLS

- Job Search
- Calendar
- My Jobs (3)
- My Documents

ADMIN TOOLS

- Applicant Search
- Manage Jobs
- Interview Streams
- Manage System
- Manage Users

Job Information

Additional Information Step 1 of 13

Additional Information

List any additional information which will help in determining your professional qualifications for a position.*

Please enter "N/A" if you do not have any other information to provide.

List any special abilities, interests, community activities, high school and/or college activities which would enhance your opportunity for employment, including unique or special achievements.*

Please enter "N/A" if you do not have any other information to provide.

Remove

Remove

Remove

Questions Based on Position


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APPLICANT TOOLS

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 My Documents

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APPLICANT SEARCH

Who:

Job Title:

Employment Status:

All

Location:

All

Position Type:

All

Position:

Search by position name...

Job ID:

Refine Applicants

Clear

All Applicants...

User ID	Name	Has Notes	RIVS	
▶ 54	Ashley Reyes	True	Invite	More Info
▶ 70	Brandon Broadway	False	Invite	More Info
▶ 72	Brandon Scott	False	Invite	More Info

Applicant Search – Criteria Based


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APPLICANT TOOLS

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 My Documents

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USER MANAGEMENT

Who:

Employment Status:
All

Role:
Role

Refine Applicants

Results for "ALL" user(s)...

Edit Role	First Name	Last Name	UserName	
	Robert	Lacy	alacy@docunav.com	System Admin
	Ashley	Reyes	areyes2@dentonisd.org	System Admin
	Brandon	Broadway	bbroadway@docunav.com	System Admin
	Brett	Ricketts	bricketts@docunav.com	System Admin
	Brandon	Scott	bscott@docunav.com	System Admin

Campus

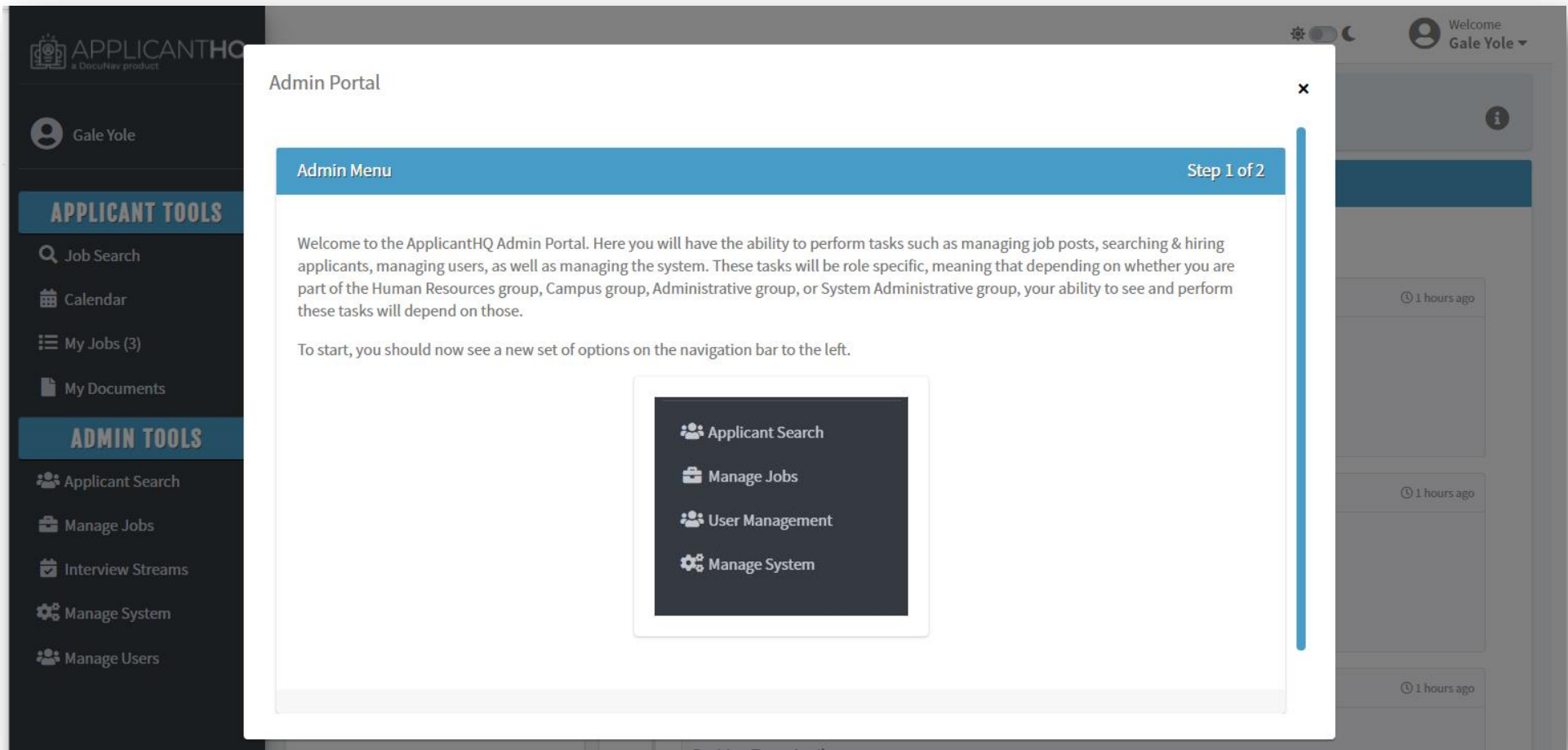
Admin

System Admin

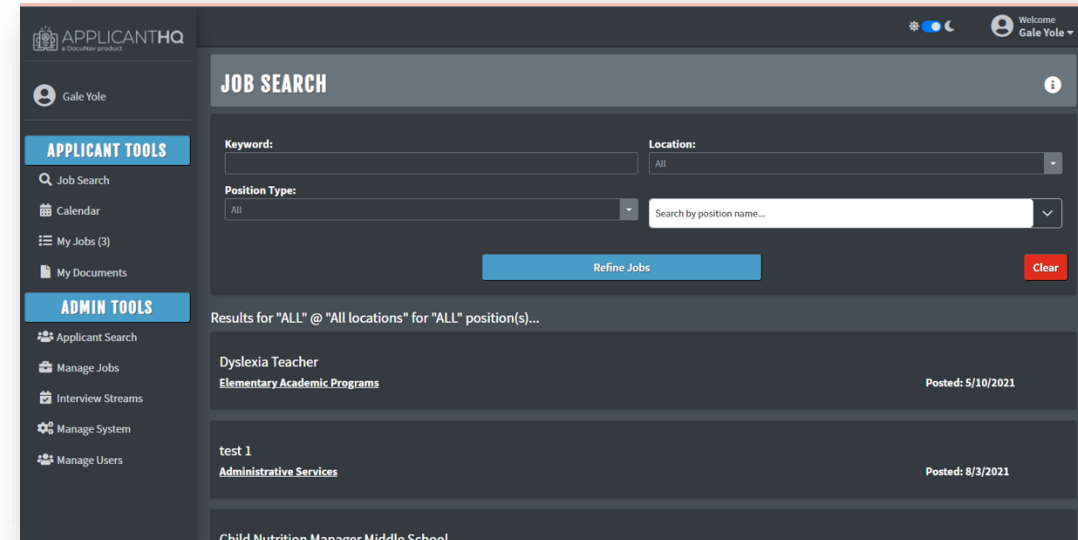
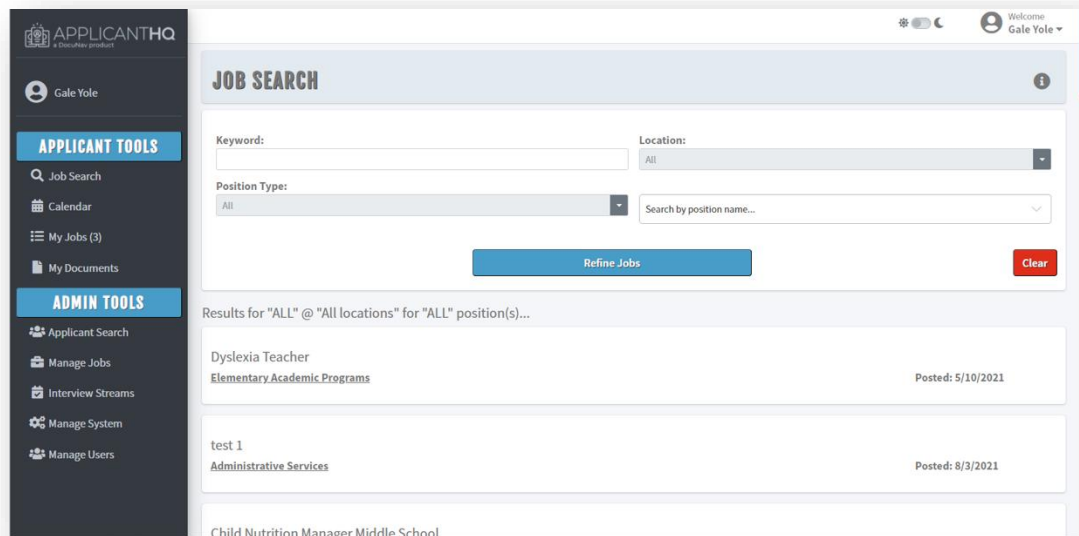
Applicant

HR

System Administration



Guided Help Screens



High and Low Contrast Themes

Questions?

THANK YOU!