

MUNIS® APPLICANT TRACKING

Most HR offices are busy managing a constant stream of employment applications. Tyler's MUNIS® Applicant Tracking system automates the hiring process from the moment an application arrives.

MUNIS® Applicant Tracking allows you to customize the online applications, so the applicants provide you with the information that you need. When applicants apply, they can also attach resumes and transcripts that are immediately accessible by the HR Department. Thereafter, MUNIS Applicant Tracking allows you to mass activate / inactivate applicants, view or report individual or group applications, and build Personnel records once an applicant has been hired.

MUNIS Applicant Tracking is fully integrated with MUNIS Human Resource Management.

Flexibility

- Distributed Reqs: A centralized HR group or individual departments can enter their own requisitions to describe open positions
- Requisitions can be coded as requiring special skills, certifications, tests, and so on
- Each requisition and applicant record can be coded with a customized set of conditions that must be met by candidates
- Store and work with applicant data from an applicant pool that may or may not be tied to a requisition
- Create a report of top scoring candidates for a requisition
- Applicants can be existing or former employees
- For advanced applicant tracking, you can link job opening data to job applicants through the recommend process. This will automatically trigger Workflow, if used
- You can create unlimited custom database fields for online job applications via MUNIS Self Service (available separately), including state certifications, retirement system participation, etc.
- Addendum feature allows online applicants to attach a resume, copy of transcripts, etc.

Processing

- Personnel can monitor and report the status of all job requisitions and applicants
- Applicants can be reviewed and evaluated based on data such as:
 - Education
 - Work History
 - Skills
 - Certifications
- Apply a default status to applications entered via MUNIS Self Service
- As the applicant process proceeds, the file can be filled out more completely with information such as:
 - Reference Check Results
 - Interview History
 - Test Scores
- Lock applicant data and prevent it from further updates

MUNIS Applicant Tracking enables HR departments to efficiently and effectively maintain data for job applicants. Using Workflow, requisitions flow through the approval process.