

New AMS Checklist

1. Proper Company Name
2. Wording for front page
3. Locations of company
4. Access roles needed ¹
5. Application(s) to be used if not the standard system
6. List of users to be entered into the system including name, role ,and if Site User, their location
7. Any images to be used on the site
8. Whether the applicant side of the site is to mimic the look of current company site ²
9. Number of days an applicant must wait before being able to apply for the same position again.
10. For advanced system Any additional information ³

The above are needed before work can begin. The items listed below can be provided later

11. Jobs to be pre-entered into the system
12. Prescreen questions (qualification questions) that are to be entered for each job.
13. Domain name that the client wants to use. ⁴

¹ The base system uses the following roles: Administrator, HR User, Site User. The role assigned determines what the user can see for menu items and also what applicants they can see.

1. Administrators can see all menu items and all applicants.
2. HR Users can view all applicants, and all job management menu functions
3. Site users can access the applicants that apply to their location. If requisition system is used they can also access the form to request personnel , otherwise no other menu items are available.

² If they want the applicant to feel as if they are on the same site as the company's website then they should provide a copy of the Stylesheet used by the site as well as any image files. All image files should be sent in one of the following formats. .jpg, .gif, .png however I can accept non-web ready formats as photoshop psd files. DO NOT paste into word document or email, send the files as an attachment.

³ The following can be added at additional cost: Departmental based jobs and roles; Multiple applications or a Custom application; Background Vendor integration; Requisition system; System Emails; Multiple layers of control ie districts, zones, regions, areas and their associated roles; Multiple Corporate Entities. Any questions contact Miranda.

⁴ The domain name is the user friendly name that will be used to access the system. *CRI will purchase the domain name!! CRI will also purchase the Security Certificate, when domains and certificates are purchased by different companies it creates problems getting the certificate.* Common domains include either hiring employment careers or jobs in them. For example if the company was named XYZ then it would be XYZhiring.com or xyzemployment.com