



# Simple and Powerful Applicant Tracking Software

Hiring is difficult. You need to deal with creating and posting job descriptions, sourcing and screening candidates, scheduling interviews, compiling interview feedback and coordinating communication among hiring managers, candidates and interviewers. It isn't easy to manage the many steps involved in hiring the right candidate.

TriNet Hire helps manage the recruiting lifecycle, starting from the moment you need to fill a position. Create new job posts and increase your reach to applicants by pushing out to popular boards. See exactly where you stand with applicant tracking by accessing information in your candidate dashboard. Everything is in one place so you don't have to worry about misplacing files or accidentally deleting them.

Our cloud-based solution is easy to set up and provides a centralized database, customizable workflows and candidate screening automation.

TriNet Hire simplifies the hiring process so you can focus on hiring the right people.

## Key Features of TriNet Hire

### Full View of Available Talent Pool

See how many candidates are in your database, what jobs they've applied for and what your team thinks of them. Find out where they are in the workflow process and review their resumes. Search your talent pool by name, tags or ratings to give you and your team instant results for the candidates most appropriate for the job.

### Company Careers Page

TriNet Hire gives you a dedicated company careers page that you can customize and incorporate into your existing site for maximum exposure on your job posts.

### Candidate Screening Automation

You can create applicant questionnaires to test candidates' knowledge in relevant areas. A candidate's answers are matched to a numerical value for a quantitative idea of how qualified that candidate is, giving you the ability to pre-screen candidates.

## Candidate Profiles

Each candidate gets his or her own profile page that shows you exactly where the candidate is in your hiring process. See detailed feedback from your staff and hiring managers, review resumes, cover letters and portfolio submissions, and review assessment scores—all in one place.

## Promote to Job Boards

Post to the job boards that matter—from free boards like Indeed to paid specialty boards. Post jobs directly to social media. Once posted, you'll be able to quickly view scheduled interviews or set up new ones right from your jobs promotion page.

## Shared Applicant Feedback

Hiring managers get a complete overview of each team member's interactions with potential hires.

## Available with Pro and Up Plans

### Customizable Workflows

Each job can have a customizable workflow associated with it, which allows you to set up automated tasks based on where that job is in your hiring process. You'll be able to sequence and automate hiring tasks such as scheduling phone calls or in-person interviews.

### Custom Communication

Pre-formatted templates make communication easy. Use templates to communicate with applicants or internal employees. Templates can be used as-is, customized to fit your company needs or you can create your own, as many as you like.

## About TriNet Cloud

TriNet Cloud provides a suite of software solutions designed to make HR easy. Your employees will rave about the ease of use and productivity we offer. From applicant tracking and expense, performance and time management to an exclusive e-commerce hub, we've got your HR productivity needs covered.

The screenshot displays the TriNet Hire web application interface. On the left is a dark sidebar with navigation links: Home, Jobs, Talent, Tasks, and Calendar under the 'MAIN' section; and Team, Locations, Workflows, Templates, Categories, and Account under the 'ADMIN' section. The top header shows the TriNet Hire logo, the company name 'BioTech Life Sciences LTD.', and a user profile for 'Jane Doe'. The main content area is titled 'Your Talent Pool' and includes a search bar and an 'ADD TALENT' button. Below this is a table with columns: CANDIDATE NAME, RATING, JOBS APPLIED FOR, STATUS, RECEIVED, and ACTIONS. The table lists ten candidates with their respective details.

CANDIDATE NAME	RATING	JOBS APPLIED FOR	STATUS	RECEIVED	ACTIONS
Amanda Fitzsimmons Q	★★★★☆	Director of Information Technology San Francisco	Reviewed	Today 2:30pm	Choose ▾
Allison Gallardo Q	★★★★☆	Director Of Sales San Francisco	Reviewed	Today 2:23pm	Choose ▾
Conrad Furlong Q	★★★★☆	Marketing Director New York	Reviewed	Today 2:19pm	Choose ▾
Kevin Camill Q	★★★★☆	Office Manager New York	Interviewed - Awaiting Feedback	May 4, 2016 2 days ago	Choose ▾
Nicolas LeGrange Q	★★★★☆	Office Manager New York	Pre-Screen (Phone)	May 3, 2016 3 days ago	Choose ▾
Derek Bishop Q	★★★★☆	Marketing Director New York	Pre-Screen (Phone)	May 3, 2016 3 days ago	Choose ▾
Jenny Powell Q	★★★★☆	Marketing Director New York	Scheduling 1st Interview	May 1, 2016 5 days ago	Choose ▾
Taylor Clement Q	★★★★☆	Office Manager New York	Scheduling 1st Interview	May 1, 2016 5 days ago	Choose ▾
Sharon Harris Q	★★★☆☆	Office Manager New York	Not A Fit	Apr 28, 2016 8 days ago	Choose ▾

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