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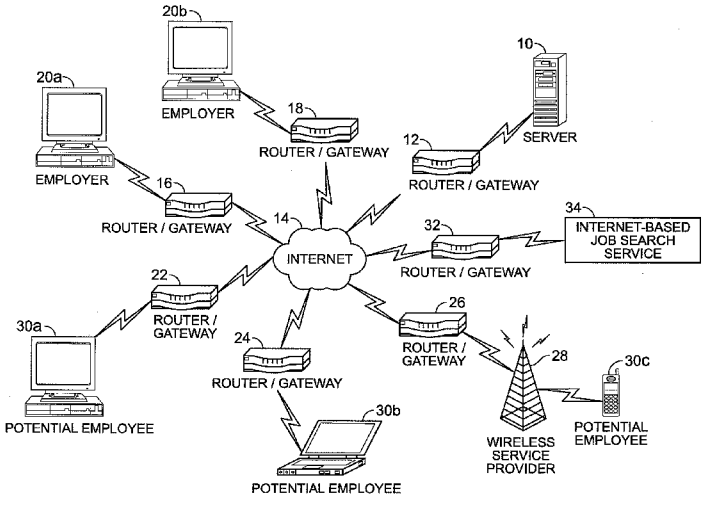

FIG. 1

(57) **Abstract**: A system and method for online employment recruiting and evaluation is provided. A web-based environment allows employers to create job descriptions for an Internet-based job search service and allows for online recruitment and review of hiring candidates using a multi-phase approach. A virtual dossier is created for each potential employee, is stored in a database, and can be reviewed by the employer. Selected candidates can be provided with a questionnaire which asks the selected candidates to provide information about previous employers/supervisors. A subset of candidates can then be selected for a telephone interview, which is recorded and stored as part of the virtual dossier. Each employer/supervisor specified by the candidate is also interviewed, and the interview is stored as part of the candidate's virtual dossier. A formal review of the updated virtual dossiers is conducted by the employer so that the employer can select a final candidate for hiring.

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SYSTEM AND METHOD FOR ONLINE EMPLOYMENT RECRUITING AND EVALUATION

SPECIFICATION

BACKGROUND OF THE INVENTION

FIELD OF THE INVENTION

The present invention relates to a system and method for online employment recruiting and evaluation.

RELATED ART

Internet-accessible job posting websites have existed for a number of years. These systems allow a potential employee to create an online profile, to upload a resume, to search through job postings electronically posted at the website, and to respond to desired job postings by electronically submitting the individual's credentials and résumé to the companies posting the job listings. Examples of such systems include the CARRERBUILDER.COM and MONSTER.COM websites.

A particular drawback of existing job posting websites is that they do not adequately screen candidates prior to submitting credentials of the candidates to the posting companies. As a result, less-than-desirable candidates may be able to respond to job postings, which results in a waste of the posting company's time and resources. Additionally, existing posting websites do not adequately facilitate investigation of the candidate's previous employment history, prior to submitting the candidate's credentials to a posting company for review. The prospect of investigating (i.e., interviewing) a candidate's previous employers/supervisors provides a powerful screening tool, in that individuals with poor employment histories are less likely to respond to a job posting if they are faced with the prospect that previous employers/supervisors will be investigated as a result of a job hiring process. Thus, the failure of existing job posting websites to take advantage of such background investigations can result in individuals who have poor employment histories being able to submit their credentials to posting companies. Again, this results in a waste of the posting company's time and resources.

Another drawback of existing job posting websites is that many allow for direct communication between candidates and the posting companies using the website. Thus, the

website merely acts as a searching tool for locating desired companies, and a "conduit" for communication between candidates and posting companies. As such, posting companies may be required to engage in direct communication with less-than-desirable candidates.

SUMMARY OF THE INVENTION

The present invention relates to a system and method for online employment recruiting and evaluation. An online, web-based environment (accessible using an Internet web browser or a "fat" software client application executing locally on a user's personal computer and in communication with the web-based environment) allows employers to create job descriptions for posting on an Internet-based job search service in communication with the web-based environment, or for posting in conventional, print-based media such as newspapers, periodicals, etc. The present invention allows for online recruitment and review of hiring candidates using a multi-phase approach.

In a first phase of the present invention, an employer can also create an initial questionnaire associated with the job descriptions, which must be answered by potential employees as part of the recruitment and hiring process. When a desired job posting has been identified by a potential employee, the potential employee is directed to the web-based environment of the present invention, and is asked to provide information in response to the job description and to answer the initial questionnaire. In response to the initial questionnaire, the potential employee is asked to consent to interviews of the potential employee's previous employers/supervisors, and to provide contact information for the previous employers/supervisors. A virtual dossier is created for each potential employee, is stored in a database, and can be reviewed by the employer.

In a second phase of the present invention, the employer reviews the virtual dossiers, and selects desired candidates based upon information provided in response to the initial questionnaire. The selected candidates are then notified of their selection, and are provided with a second questionnaire using the web-based environment of the present invention, which asks the selected candidates to provide additional information including, but not limited to, information about previous employers/supervisors as well as the candidate's estimate of how each previous employer/supervisor would rank the candidate's past job performance. Additionally, the candidate can conduct his or her own review of the previous employer/supervisor. Final confirmation to interview each previous employer/supervisor is obtained from each candidate, and the virtual dossier of each candidate is updated to reflect responses to the second questionnaire.

In a third phase of the present invention, the employer reviews the updated virtual dossiers of the candidates and, based upon responses to the second questionnaire, selects a

subset of candidates for a telephone interview. Each candidate is notified of the selection, and is required to consent to recording of the telephone interview. The telephone interview is conducted and recorded, and the recorded interview is stored as part of the virtual dossier. Optional voice stress analysis software could be applied to the recorded interview to determine whether the candidate may not be providing truthful answers to the interviewer's questions. The virtual dossier is updated with the recorded interview as well as with the interviewer's notes. Optionally, the interview could be scored or weighted to provide an indication of the candidate's performance.

In a fourth phase of the present invention, the updated virtual dossiers are reviewed by the employer, and for each candidate, the employer selects previous employers/supervisors to be interviewed. Each employer/supervisor is notified of the interview, is requested to consent to recording of the interview, and is provided with the candidate's questionnaire responses relating to the employer/supervisor. The interview is conducted (e.g., telephonically) and recorded, and the recorded interview is stored as part of the candidate's virtual dossier. Optional voice stress analysis software could be applied to the recorded interview to determine whether the candidate may not be providing truthful answers to the interviewer's questions. The virtual dossier is updated with the recorded interview as well as with the interviewer's notes.

In a fifth phase, the employer reviews the candidates' updated virtual dossiers, and selects a final group of candidates for an in-person interview. The in-person interview is conducted and recorded (e.g., video recording), and is made part of the candidate's virtual dossier. Optional voice stress analysis software could be applied to the recorded interview to determine whether the candidate may not be providing truthful answers to the interviewer's questions. The virtual dossier is updated with the recorded interview and the interviewer's notes, and a final review of the updated virtual dossiers is conducted by the employer so that the employer can select a final candidate for hiring. The virtual dossier can be made part of the hired candidate's personnel file, and provides a digital, comprehensive, and easy-to-access record of the recruitment and evaluation process of the candidate.

BRIEF DESCRIPTION OF THE DRAWINGS

The foregoing features of the invention will be apparent from the following Detailed Description of the Invention, taken in connection with the accompanying drawings, in which:

FIG. 1 is a diagram showing hardware components of the present invention;

FIG. 2 is a flowchart showing processing steps according to the present invention for allowing an employer to create an account and to post a job description and associated questionnaires to be completed by potential employees;

FIG. 3 is a flowchart showing processing steps according to the present invention, for allowing an employer to post a job description and associated questionnaire(s) with one or more Internet-based job services;

FIG. 4 is a flowchart showing processing steps according to the present invention for collecting responses to job postings and questionnaires by potential employees;

FIG. 5 is a flowchart showing processing steps according to the present invention for facilitating telephonic interviews of selected candidates;

FIG. 6 is a flowchart showing processing steps according to the present invention for facilitating telephone interviews of a candidate's previous employers/supervisors;

FIG. 7 is a flowchart showing processing steps according to the present invention for conducting an in-person (personal) interview with selected candidates;

FIGS. 8A-8B are screenshots showing a user interface screen generated by the present invention for allowing an employer to create a job description;

FIGS. 9A-10B are screenshots showing completed job descriptions as posted on job search websites;

FIGS. 11-22 are screenshots generated by the present invention for allowing an employer to create and manage questionnaires (surveys) associated with a job description, to be answered by candidates;

FIGS. 23A-23B are screenshots showing a sample questionnaire (survey) generated by the present invention, in connection with a job description;

FIGS. 24-28 are screenshots showing user interface screens generated by present invention for allowing an employer to conduct surveys, and to collect, view, and analyze survey results;

FIGS. 29-31 are screenshots showing user interface screens generated by the present invention for allowing a user to view/analyze demographics associated with potential employees; and

FIG. 32 is a screenshot showing a sample virtual dossier generated by the present invention.

DETAILED DESCRIPTION OF THE INVENTION

The present invention relates to a system and method for online employment recruiting and evaluation, as described in detail below in connection with **FIGS. 1-32**.

FIG. 1 is a diagram showing hardware components of the present invention. A server **10** executes processing steps in accordance with the present invention, discussed below, for recruiting individuals in an on-line, web-based environment. The server **10** could include one or more servers to provide "N-Tier" scalability (N being any integer), including application server(s), web server(s), and database server(s) each having, for example, 4 gigabytes of random access memory (RAM) and running various operating systems, such as Windows Server, MacOS or variants of Unix/Linux. The server **10** could also include one or more networked computer systems, a distributed computing system, or any other suitable hardware components. The server **10** provides one or more employers **20a-20b**, each having a computer system in communication with the server **10** via the Internet **14**, with a web-based environment for allowing the employers **20a-20b** to recruit potential employees (candidates) for employment. The computer systems of the employers **20a-20b** and the server **10** communicate with the Internet **14** using routers/gateways **12, 16,** and **18**, as is known in the art. Such devices could also include firewall capabilities to prevent unauthorized access.

One or more potential employees **30a-30c**, each using a computer system (e.g., personal computer, laptop, etc.), are also in communication with the server **10** via the Internet **14** and associated routers/gateways **22-26**. The potential employees **30a-30c** can respond to job postings posted by the employers **20a-20c**, and participate in an interview process using the server **10**. As shown, the potential employee **30c** can communicate with the server **10** using a cellular telephone having a data connection with a wireless service provider **28**. The employees **30a-30c** are provided with a web-based environment for participating in an interview and selection process defined by the employers **20a-20b**. As discussed below, this environment allows the potential employees **30a-30c** to respond to a job posting request, to provide curriculum vitae, to answer customized questionnaires generated by the employers **20a-20b**, and to participate in an interview process. The server **10** could optionally be in communication with an Internet-based job search service **34** (via a respective router/gateway **32**), such as MONSTER.COM®, CARREERBUILDER.COM®, or other service, to allow job postings created by the employers **20a-20b** to be posted on

such sites for subsequent searching by the potential employees **30a-30c**. It is noted that the number of employers **20a-20b** and potential employees **30a-30c** is not limited to those shown in **FIG. 1**, and that the server **10** could be in communication with numerous employers and potential employees.

FIG. 2 is a flowchart showing processing steps according to the present invention, indicated generally at **40**, for allowing an employer (e.g., the employers **20a-20b** of **FIG. 1**) to create an account with the server **10** and to create and post a job description and associated questionnaires to be completed by potential employees (e.g., the potential employees **30a-30c** of **FIG. 1**). Beginning in step **42**, an employer creates a new account with the server **10**, or logs into an existing account. Access to the server **10** by the employer is preferably by way of customized web pages generated in hypertext markup language (HTML) or extensible markup language (XML), using various web programming languages, including ASP, PHP, Javascript, etc., and rendered by a conventional web browser. It is also conceivable that a standalone computer program, having its own user interface, could be provided and executed locally (e.g., on the employer's local computer). In step **44**, payment for accessing and using the system **10** is processed. Such payment could be by way of credit card, debit card, third-party payment service (e.g., PAYPAL®), etc., and could be in accordance with a subscription agreement between the employer and an operator of the present invention. In step **46**, a determination is made as to whether the employer wishes to be provided with assistance for creating a job posting and one or more questionnaires to be completed by potential employees. If a positive determination is made, step **48** occurs, wherein the employer is provided with such assistance by way of a shared electronic desktop wherein an operator of the system of the present invention can provide assistance by remotely viewing the computer desktop of the employer and guiding the employer through the various screens (discussed hereinbelow) for creating a job posting and one or more questionnaires. Otherwise, if a negative determination is made, control passes to step **50**.

In step **50**, the employer creates a general description of a new job requirement, and saves the job requirement, using a series of "wizards" which guide the employer through pertinent computer screens associated with creating a new job requirement. In step **52**, once the new job requirement has been created, the employer specifies attributes required for the job. Examples of such attributes include, but are not limited to, required level of education,

previous work experience, government/military security clearance, etc. In step **54**, the employer ranks the attributes using a numeric scale 1 through *n* (*n* being any integer), wherein 1 represents an attribute most important to the employer, and *n* represents an attribute least important to the employer. Then, in step **56**, the job description and attributes are stored in a relational database management system (RDBMS) **59** executing at the server **10** or on a separate database computing system, if desired. The RDBMS could be created and maintained using any suitable commercial relational database software package, such as ORACLE®, MICROSOFT® SQL SERVER, MySQL, etc., without departing from the spirit or scope of the present invention.

In step **58**, the employer creates one or more self-assessment questionnaires to be completed by a potential employee, which is then stored in the RDBMS **59** and linked to the job description previously created by the employer. The questionnaire could request personal contact information from each potential employee, as well as a list of past references, a digital copy of a resume, and answers to questions associated with the job attributes defined (and ranked) by the employer. Processing shown in **FIG. 2** is then complete once the questionnaire is created, stored in the RDBMS **59**, and linked to the job description.

FIG. 3 is a flowchart showing processing steps according to the present invention, indicated generally at **70**, for allowing an employer (e.g., the employers **20a-20b** of **FIG. 1**) to post a job description and associated questionnaire(s) with one or more Internet-based job services (e.g., the job service **34** of **FIG. 1**), or for posting through traditional print media (e.g., newspapers, periodicals, etc.) In step **72**, the employer is presented with a job posting selection tool, which allows the employer to select one or more desired Internet-based job services (e.g., MONSTER.COM®, CARREERBUILDER.COM®, or other service), or traditional print media, through which to post the job description and questionnaire(s). In step **74**, the employer identifies a desired format for posting the job description and questionnaire(s). The desired format is tailored for a target job posting service, and for a desired method of delivery, such as e-mail "blasts," print media, etc. In step **76**, the job description and questionnaire(s) are converted into the desired format using the selection tool. In step **80**, a determination is made as to whether the job description and questionnaire(s) have been converted into all desired formats P_n. If a negative determination is made, step **76** is repeated so that additional formats can be converted.

For each format P_n, a unique identifier is created so that a potential candidate responding to the job description can be tracked and captured in the RDBMS **59**. If a web-based format job description is created, it can contain code within the posting that captures how many viewers have looked at the post, how many viewers clicked on the questionnaire link, and other data. If an e-mail format job description is created, a unique link can be created for each e-mail sent out, which identifies the individual who clicks on the link in the mail as well as the questionnaire(s). If a print format job description is created, a unique phone number or other identifier (e.g., e-mail address, web link, etc.) can be created to identify the source of the respondent. This data capture process provides the employer with analytical data with which to make intelligent decisions about the hiring process, as well as optimal locations to post the most effective job descriptions. This information can be exported for use with other programs (including statistical analysis software packages), and it can be summarized on a periodic basis (e.g., daily, hourly, etc.) in report format.

In step **82**, after all of the desired formats have been created/converted, they are stored in the RDBMS **59**. The job posting and questionnaire(s) could be stored in any desired format in the RDBMS **59**, such as extensible markup language (XML) format, PDF, Microsoft Office, etc. Then, in step **84**, the P_n formats of the job description and questionnaire(s) are uploaded to the Internet-based job search service. If the Internet-based job search service allows for integration with the system **10**, the posting could occur automatically (e.g., on a scheduled basis). If a print-based job posting is desired, the job posting is communicated (e.g., by e-mail, facsimile, regular mail) to the recipient, such as a newspaper, periodical publisher, etc. In step **86**, a hypertext link is created between each uploaded job description and the system **10** of the present invention. In step **88**, the system monitors for potential employee responses to the posting.

FIG. 4 is a flowchart showing processing steps according to the present invention, indicated generally at **90**, for collecting responses to job postings and questionnaires by potential employees. In step **92**, a potential employee reviews a job posting. The posting could be viewed using an Internet-based search service (e.g., the search service **34** of **FIG. 1**), or in a newspaper or periodical. In step **94**, an interested potential employee is presented with one or more online questionnaires relating to the job. In step **96**, the potential fills out the online questionnaire. Information solicited could include, but is not limited to, contact information, previous experience, and specific job-related questions specified by the

employer (e.g., proficiency/experience with specific programming languages, project management experience, etc.). Optionally, the online questionnaire could allow a potential employee to attach and upload documents/files of various types, such as examples of work product, audio files, video files, etc., which relate to questions asked in the questionnaire. In step **98**, each potential employee is asked for permission to conduct interviews of previous employers/supervisors of the potential employee. In step **100**, a determination is made as to whether the potential employee consents to such interviews. If a negative determination is made, step **104** occurs, wherein the session is ended by notifying the potential employee that interviews of previous employers/supervisors are required by the employer. By requiring background interviews, the present invention reduces potentially undesirable hiring candidates. Otherwise, if the potential employee consents to background interviews, step **102** occurs, wherein a virtual dossier is created for each candidate, which includes the candidate's responses to the questionnaire. The virtual dossier is stored in the RDBMS **59**, and provides a virtual personnel file similar to a real, paper file.

In step **106**, a notification is sent to each potential employee and the employer of the availability of completed questionnaire(s) for review. In step **108**, the completed questionnaire(s) of each potential employee are retrieved by the employer from the RDBMS **59** and reviewed. Then, in step **110**, the employer selects desired candidates based upon the questionnaire responses, thus narrowing down the pool of potential employees in a first review phase. In step **112**, selected candidates are notified of their selection (e.g., by e-mail), and are provided with a second questionnaire requesting information about the candidate's past N employers/supervisors, N being any desired integer. Information solicited about the candidate's past employers/supervisors could include, but is not limited to, the candidate's beliefs as to how the past employers/supervisors would rank the candidate's job performance, etc. Then, in step **114**, each candidate provides the solicited information about the candidate's past employers/supervisors, including the candidate's own evaluations of past employers/supervisors. In step **116**, each candidate provides an estimate of how each past supervisor would rank the candidate's overall job performance. In step **118**, final confirmation is obtained of the each candidate's permission to contact past employers/supervisors. In step **120**, the virtual dossier of each candidate is updated with the candidate's responses to the second questionnaire. The responses to the second questionnaire could be analyzed for variance (e.g., using statistical analysis software), and

copies of the questionnaire responses could be e-mailed to the candidates, along with confirmation of the candidate's consent to contact past employers/supervisors.

FIG. 5 is a flowchart showing processing steps according to the present invention, indicated generally at **130**, for facilitating telephonic interviews of selected candidates. In step **132**, the employer reviews the updated virtual dossiers of each candidate, and selects a subset of candidates for a telephone interview. In step **134**, each selected candidate is notified of their selection (e.g., via e-mail, telephone, etc.), and is requested to contact an operator of the system **10** of the present invention to schedule an interview. The interview could also be scheduled using a web-based calendar system generated by the server **10**. Once an interview has been scheduled, the interviewer (e.g., an employee associated with an operator of the present invention) is provided in step **136** with a guidance document for use in conducting the interview. Such a document could include pre-defined questions specified by the employer, as well as standard questions that are to be asked of all candidates. A unique identifier could be generated for each guidance document, and the document could be printed for use during the interview, if desired. In step **138**, each candidate dials a telephone number associated with the present invention, initiates the interview process, and is requested to consent to recording of the interview. In step **140**, the candidate is interviewed in a telephonic interview, which is recorded (e.g., using commercially-available voice recording software). Optionally, in step **142**, voice stress analysis could be conducted on the recorded interview (using commercially-available stress analysis software) to ascertain whether the candidate's responses to questions posed by the interviewer are truthful. In step **144**, the interviewer's notes are collected (e.g., the interviewer could be provided with a screen by the server **10** for entering notes during the interview (which could be linked or "bookmarked" to the candidate's virtual dossier), or paper notes could be collected, scanned, and converted to electronic format using optical character recognition (OCR) or data entry personnel). Optionally, the interviewer could be asked to score or weight the candidate's performance during the interview. In step **146**, each candidate's virtual dossier is updated with the recorded interview and the interviewer's notes (in electronic format), which are stored in the RDBMS **59**. Finally, in step **148**, a determination is made as to whether additional telephone interviews are to be conducted. If so, processing repeats at step **138**; otherwise, processing ends. It is noted that the telephonic interview could also be conducted over the Internet (using commercially-available videoconferencing

software), and could include video. Similar to the voice stress analysis in step 142, visual behavioral analysis can be performed with the recorded video.

FIG. 6 is a flowchart showing processing steps according to the present invention, indicated generally at **150**, for facilitating telephone interviews of a candidate's previous employers/supervisors. In step **152**, the employer reviews the updated virtual dossiers of each candidate, and selects desired previous employers/supervisors for a telephone interview. In step **154**, each selected employer/supervisor is notified of their selection (e.g., via e-mail, telephone, etc.), is requested to contact an operator of the system **10** of the present invention to schedule an interview, and is provided with a copy of the candidate's questionnaire responses relating to the employer/supervisor. The interview could also be scheduled using a web-based calendar system generated by the server **10**. By providing the employer/supervisor with the questionnaire responses, the employer/supervisor can provide feedback on the accuracy of the candidate's responses, thus providing a useful way of evaluating the candidate's truthfulness. Once an interview has been scheduled, the interviewer (e.g., an employee associated with an operator of the system **10** of the present invention) is provided in step **156** with a guidance document for use in conducting the interview. Such a document could include pre-defined questions specified by the employer, as well as standard questions that are to be asked of all candidates. In step **158**, each past employer/supervisor dials a telephone number associated with the present invention, initiates the interview process, and is requested to consent to recording of the interview. In step **160**, the employer/supervisor is interviewed in a telephonic interview, which is recorded (e.g., using commercially-available voice recording software). Optionally, in step **162**, voice stress analysis could be conducted on the recorded interview (using commercially-available stress analysis software) to ascertain whether the responses of the employer/supervisor to questions posed by the interviewer are truthful. If video is available, behavioral analysis ("body language" analysis) can be performed. In step **164**, the interviewer's notes are collected (e.g., the interviewer could be provided with a screen by the server **10** for entering notes during the interview (which could be linked or "bookmarked" to the candidate's virtual dossier), or paper notes could be collected, scanned, and converted to electronic format using optical character recognition (OCR) or data entry personnel). In step **166**, each candidate's virtual dossier is updated with the recorded interview and the interviewer's notes (in electronic format), which are stored in the

RDBMS **59**. Finally, in step **168**, a determination is made as to whether additional telephone interviews are to be conducted. If so, processing repeats at step **158**; otherwise, processing ends. Contact information for each employer/supervisor (e.g., e-mail addresses, telephone numbers, mailing addresses, etc.) could be collected by the present invention prior to conducting an interview, to provide a way for marketing the services provided by the present invention to such individuals.

FIG. 7 is a flowchart showing processing steps according to the present invention, indicated generally at **170**, for conducting an in-person (personal) interview with selected candidates. In step **172**, an employer reviews the updated virtual dossiers of candidates, which includes the recorded interviews of the candidate and his or her previous employers/supervisors. In step **174**, one or more candidates is selected for an in-person interview, based upon the employer's review of the updated virtual dossiers. In step **176**, the in-person interview is conducted, and optionally, is recorded (e.g., video file). If recorded, the in-person interview could be processed in step **178** using voice stress analysis software to ascertain the truthfulness of the candidate's responses. If a video file is available, the video may be reviewed for body language analysis and said analysis can be added to the virtual dossier. In step **180**, the interviewer's notes are collected (e.g., the interviewer could be provided with a screen by the server **10** for entering notes during the interview (which could be linked or "bookmarked" to the candidate's virtual dossier), or paper notes could be collected, scanned, and converted to electronic format using optical character recognition (OCR) or data entry personnel). In step **182**, the recorded, in-person interview, as well as the interviewer's notes, are stored in the virtual dossier and the RDBMS **59** is updated. In step **184**, a final review of the virtual dossiers is conducted by the employer, and one or more desired candidates is selected for hiring based upon the final review. Finally, in step **186**, the virtual dossier(s) of the hired candidate(s) can be made part of the personnel file(s) of the hired candidate(s), allowing for convenient access to a summary of the recruitment and evaluation processes for the hired candidate(s).

It is noted that the virtual dossiers generated by the present invention could include Digital Rights Management (DRM) software which secures the dossiers and controls access and usage privileges of users. For example, the DRM software could specify that only specific individuals have the right to alter or modify a virtual dossier, such as an employer or hiring manager. The virtual dossiers could be preserved in digital format (e.g., on the

server **10**, or on one or more computing systems of the employers **20a-20b** of **FIG. 1**), and they can also be printed and filed. Importantly, at any point during the recruitment and evaluation process, an employer can access a virtual dossier and provide comments therein, allowing the employee to contemporaneously record information which can be reviewed by other individuals when the virtual dossier is accessed. Additions, changes, and deletions can be tracked, and each item of information can be tagged using unique identifiers so as to facilitate tracking and querying of information in the future. Also, other individuals associated with a potential employee, such as co-workers, could be interviewed using the present invention, and other investigation techniques (such as credit checks, drug screening processes, subordinate reviews given by a candidate, etc.) could be implemented as part of the recruitment and evaluation processes of the present invention.

FIGS. 8A-8B are screenshots showing a user interface screen generated by the present invention for allowing an employer (e.g., the employers **20a-20c** of **FIG. 1**) to create a job description to be stored on the server **10**. As can be seen, the screen allows an employer to define a plurality of job attributes, such as company name, location, salary/wage, status (e.g., full-time, part-time), job category, career level, industry, education level, occupation description, contact information, reference code associated with a job, description of job purpose, duties associated with a job, skills/qualifications, job experience, and miscellaneous information associated with a job. The supplied information can be presented, stored, and accessed using an expandable "tree" configuration, as shown.

FIGS. 9A-10B are screenshots showing completed job descriptions as posted on the MONSTER.COM job search website (see **FIGS. 9A-9B**) and the CAREERBUILDER.COM job search website (see **FIGS. 10A-10B**). When an interested candidate clicks the buttons on these screens for applying for the job, the candidate is directed to the web environment generated by the present invention.

FIGS. 11-22 are screenshots generated by the server **10** of the present invention for allowing an employer (e.g., the employers **20a-20b** of **FIG. 1**) to create and manage questionnaires (surveys) associated with a job description, to be answered by candidates.

The screen shown in **FIG. 11** allows an employer to begin the process of creating a survey, by clicking on the "New Survey" button. A list of active surveys is provided in the left-hand window pane, and detailed information about a selected survey is provided in the right-hand window pane. Using the screen shown in **FIG. 11**, an employer can also create

new sections for a desired survey, as well as new questions to be included in the survey. Also, an employer can create a new group of respondents (i.e., candidates) to which the survey is to be directed, as well as add respondents to an existing group and create file folders associated with a group.

The screen shown in **FIG. 12** allows an employer to provide detailed information to be included in a survey. By clicking on the "General" tab, the employer is provided with fields for entering a brief description of survey objectives and target respondents, as well as optional instructions to be provided to the target respondents. Checkboxes allow the employer to specify whether the survey is presented in multi-page format, and whether a "Go Back" button will be included to allow a respondent to navigate amongst multiple pages. The tabs "Include These Respondents" and "Collect This Respondent Data," discussed below, allow an employer to define specific respondents to receive the survey, as well as to specify information about a respondent to be collected in the survey.

The screen shown in **FIG. 13** provides an employer with a convenient menu of options for deleting a survey, locking a survey, setting up scoring and weighting index rules associated with a survey, printing a survey, saving/exporting/importing a survey, and changing question attributes (i.e., making all questions optional or required).

The screen shown in **FIG. 14** allows an employer to define specific questions to be included in a survey and answered by a respondent. As can be seen, the questions could relate to specific job requirements, such as productivity, margins, sourcing of candidates, degree of technical knowledge, use of back-office processes, etc. Any desired number and type of question could be included in a survey.

The screen shown in **FIG. 15** allows an employer to collect specific respondent information. Such information could include, but is not limited to, first name, last name, title, company, address, city, state, postal code, phone and facsimile numbers, e-mail addresses, etc. Also, the employer can specify a section title to be displayed above data prompts in the survey, as well as a desired location within the survey at which to display the respondent data fields.

The screen shown in **FIG. 16** allows an employer to define a total point value for a survey, as well as points associated with questions within a survey. The points can be used by the employer to score a respondent's responses to the questionnaire, and can be varied as desired. Also, the screen in **FIG. 16** allows the employer to provide an "optimal" answer to

each question, i.e., an answer that the employer would like to see in response to the survey. This can be used for scoring respondents' responses to the questions of the survey. Optionally, an employer can choose to display the points associated with each question, when the survey is accessed by a respondent.

The screen shown in **FIG. 17** allows an employer to create a weighting index of attributes for a survey. The weighting index represents an integer value which establishes the importance of a respondent's attribute relative to other attributes. Attribute weights can be assigned to specific questions, and any desired integer value can be assigned to an attribute.

The screen shown in **FIG. 18** allows an employer to change attributes associated with a survey, such as the behavior of a survey (i.e., whether response are automatically recorded on the server **10**, or whether they are e-mailed to the employer or another individual), the appearance of a survey, navigation parameters associated with the survey, use restrictions, automatic response features, and advanced features. Additionally, using the "Behavior" tab, the user can specify an e-mail address to which notifications of survey responses are sent.

The screen shown in **FIG. 19** allows an employer to change the appearance of a survey, including colors and fonts, whether to display a customized confirmation page (specified as a URL), whether to display an optional "Clear All Responses" button in a survey, and a message to be displayed when required information has not been provided by a respondent.

The screen shown in **FIG. 20** allows an employer to specify navigation properties associated with a survey, such as whether the survey can be navigated in multi-page format, and whether the respondent can navigate between pages using a "Go Back" button. Also, the employer can choose whether a progress "bar" is displayed to the respondent as the respondent completes the survey (displaying percentage of pages completed).

The screen shown in **FIG. 21** allows an employer to create a standard e-mail confirmation message to be sent to a respondent upon completion of a survey. This screen allows the employer to specify various e-mail addresses to which the confirmation message is to be sent, as well as the text of the confirmation message.

The screen shown in **FIG. 22** allows an employer to specify advanced settings associated with a survey, including whether the survey is to be securely transmitted to a

respondent using a secured Internet connection, such as the Secure Sockets Layer (SSL) protocol. Also, the employer can disable usage of the Enter key to deter unintentional submissions of responses.

FIGS. 23A-23B are screenshots showing a sample questionnaire (survey) generated by the present invention, in connection with a job description. The questionnaire can be displayed and filled out by a potential employee (e.g., the potential employees **30a-30c** of **FIG. 1**) using a standard web browser or a "fat" software client executing on a local computing system. As can be seen, the questionnaire asks the potential employee to provide contact information and a self-assessment of the potential employee's skills. The questions provided in the questionnaire are specified by the employer using the screens discussed above.

FIGS. 24-28 are screenshots showing user interface screens generated by the server **10** of the present invention for allowing an employer (e.g., the employers **20a-20b** of **FIG. 1**) to conduct surveys, and to collect, view, and analyze survey results.

The screen shown in **FIG. 24** allows an employer to specify desired respondents (by clicking on respondent names) for which surveys are to be conducted, and to retrieve survey results from such respondents. As can be seen, a pop-up screen displays the progress of downloaded and/or imported survey results, using "thermometer" progress indicators. Optionally, survey forms can be printed by clicking on the "Print Survey Form" button, and respondents can be created or removed by clicking the respective buttons.

The screen shown in **FIG. 25** allows an employer to analyze survey results by selecting a desired survey, and to perform a desired action in connection with the survey, such as converting the survey responses into desired file formats for analysis using third-party software packages, such as database/spreadsheet software packages (e.g., dBase, Excel), statistical analysis software packages (e.g., SPSS), and other programs using proprietary and/or non-proprietary data formats (e.g., data interchange format (DIF), hypertext markup language (HTML), or plain text).

The screens shown in **FIGS. 26-27** allows an employer to verify contact information for a respondent (including information for calling the respondent, by way of the "Call Respondent" tab), and to ask questions or retrieve responses for specific respondents. As shown in **FIG. 26**, contact information can be verified by viewing/editing contact

information in the appropriate fields. As shown in **FIG. 27**, specific questions can be selected (to be posed to the respondent), as well as to retrieve responses to the questions.

The screen shown in **FIG. 28** allows an employer to perform a variety of actions in connection with analyzing responses to surveys. In addition to converting responses for analysis using third-party software packages (as discussed above), the present invention also allows an employer to graph cross-tab questions, graph sections of responses, list completed questionnaires, list results of analysis, list scores, list weighting indices, and to publish analysis results (in multiple formats, such as via the worldwide web, or in Microsoft Word format).

FIGS. 29-31 are screenshots showing user interface screens generated by the present invention, for allowing a user to view/analyze demographics associated with potential employees. The screen shown in **FIG. 29** provides an overview of the number of potential employees who have visited the server **10**, as well as actions taken by potential employees (e.g., page views, time spent on website, bounce rate, etc.). The screen shown in **FIG. 30** provides a map showing the geographic locations of potential employees utilizing the present invention. The screen shown in **FIG. 31** displays specific geographic locations within a desired state of potential employees utilizing the present invention.

It is noted that the user interface screens of the present invention discussed above in connection with **FIGS. 8A-31** could be generated using any suitable programming language. Examples of such languages include, but are not limited to, HTML, C, C++, C#, Visual Basic, Java, Javascript, VBScript, PHP, Tcl/Tk, etc. Additionally, the screens of **FIGS. 8A-31** could be generated using a conventional web browser in communication with the server **10** of **FIG. 1**, or they could be generated using a "fat" software client which executes on a user's local personal computing device and which communicates with the server **10** using any suitable communications protocol, such as TCP/IP and its associated utilities suites (e.g., file transfer protocol (FTP), sockets, etc.).

FIG. 32 is a screenshot showing a sample virtual dossier generated by the present invention. The virtual dossier can be displayed and accessed using a conventional web browser. The virtual dossier provides a rich collection of information relating to the interview process for a potential employee (as discussed above), as well as information about the potential employee. As can be seen, a navigation panel is provided on the left side of the screen for allowing an interviewer or employer to access and review desired portions

of the virtual dossier, including interview notes, contact information, questionnaires, responses to questionnaires, and video and/or audio recordings (e.g., in .WAV file format, or any other suitable format) of interviews. Once selected (by clicking on the desired item in the panel), detailed information is displayed in the upper and lower panels adjacent to the navigation panel, as shown in **FIG. 32**.

As mentioned above, the present invention allows for defining scoring values for each survey (questionnaire) response, as well as for each user-defined selection criteria. The corresponding values, based on a respondent's responses or an evaluator's analysis of collected questionnaires, notes, audio recordings, video recordings, live interviews (in person or remote), etc., are collected into the RDBMS of the present invention, or in other retrievable format (e.g., XML). Such scoring values (data) can then be used to perform analysis of the respondents (individually and/or as a group), to determine acceptability of some or all of the respondents for further consideration. This information can also be used to assist a hiring manager in making a final hiring decision for a pool of candidates. This scoring information can be presented using pre-defined selection process templates (displayed in a web browser or using a fat client application executing locally on the user's computing system), or user-defined custom processes, which may be saved by the user for future use. The data can also be exported to COTS (commercial off the shelf) software packages, such as spreadsheets, local databases, statistical analysis, etc., for further analysis.

Having thus described the invention in detail, it is to be understood that the foregoing description is not intended to limit the spirit or scope thereof. What is desired to be protected is set forth in the following claims.

CLAIMS

What is claimed is:

1. A system for online recruiting and evaluation of potential employees, comprising:

a first computer system operated by an employer;

a second computer system operated by a potential employee;

a central server in communication with the first computer system and the second computer system; and

a network interconnecting the first computer system, the second computer system, and the central server,

wherein a first set of user interface screens is generated at the first computer system for allowing the employer to create a job description corresponding to a job and at least one questionnaire associated with the job description, the employer creates the job description and the at least one questionnaire using the first set of user interface screens, and the employer transmits the job description and the at least one questionnaire to the central server for storage at the central server and searching by the potential employee,

wherein the potential employee responds to the at least one questionnaire using a second set of user interface screens generated at the second computer system, and the potential employee's responses to the questionnaire are transmitted to the central server for storage at the central server, and

wherein the potential employee is asked to consent to an interview of at least one prior employer of the potential employee and to identify the at least one prior employee, and central server processes the potential employee's responses to the at least one questionnaire create a virtual dossier for the potential employee accessible by the employer for allowing the employer to evaluate the potential employee.

2. The system of claim 1, further comprising an Internet-accessible job search system in communication with the central server for allowing the potential employee to search for the job description.

3. The system of claim 2, wherein the central server transmits to the Internet-accessible job search system the job description and a hypertext link to the central server, the potential employee clicking the hypertext link to access the central server after the potential employee reviews the job description.

4. The system of claim 1, wherein the job description is posted in a printed publication for searching by the potential employee, and the potential employee accesses the central server to respond to the at least one questionnaire.

5. The system of claim 1, further comprising means for recording a telephone interview of the potential employee.

6. The system of claim 5, wherein a telephone interview of the potential employee is conducted by an interviewer and recorded by the means for recording.

7. The system of claim 6, wherein the central server stores a recorded telephone interview and includes the recorded telephone interview as part of the virtual dossier, for subsequent review by the employer.

8. The system of claim 5, further comprising a third set of user interface screens generated by the central server and accessible by an interviewer for allowing the interviewer to record interview notes.

9. The system of claim 8, wherein the central server stores the interview notes and includes the interview notes part of the virtual dossier, for subsequent review by the employer.

10. The system of claim 9, wherein the third set of user interface screens allows the interviewer to score or weight the potential employee's responses during the interview.

11. The system of claim 7, further comprising voice stress analysis software applied to the recorded interview for generating an analysis of the potential employee's stress level during the telephone interview.

12. The system of claim 11, wherein the analysis is stored by the central server and included as part of the virtual dossier.

13. The system of claim 1, further comprising means for recording a telephone interview of the at least one prior employer of the potential employee.

14. The system of claim 13, wherein a telephone interview of the at least one prior employer is conducted by an interviewer and recorded by the means for recording.

15. The system of claim 14, wherein the central server stores a recorded telephone interview and includes the recorded telephone interview as part of the virtual dossier, for subsequent review by the employer.

16. The system of claim 13, further comprising a third set of user interface screens generated by the central server and accessible by an interviewer for allowing the interviewer to record interview notes.

17. The system of claim 16, wherein the central server stores the interview notes and includes the interview notes part of the virtual dossier, for subsequent review by the employer.

18. The system of claim 15, further comprising voice stress analysis software applied to the recorded interview for generating an analysis of the potential employee's stress level during the telephone interview.

19. The system of claim 18, wherein the analysis is stored by the central server and included as part of the virtual dossier.

20. The system of claim 1, further comprising means for scoring responses by the candidate which are stored in the virtual dossier.

21. The system of claim 1, further comprising a third set of user interface screens generated by the central server and transmitted to the potential employee for allowing the potential employee to provide additional information about the at least one prior employer.

22. The system of claim 21, wherein the third set of user interface screens allows the potential employee to estimate the at least one prior employer's evaluation of the potential employee's past job performance.

23. The system of claim 22, wherein the central server stores the additional information and estimates generated by the potential employee and includes the additional information and estimates as part of the virtual dossier.

24. The system of claim 23, wherein the at least one prior employer can access and review the estimates.

25. The system of claim 1, wherein the employer reviews the virtual dossier to determine whether the potential employee should be invited to a personal interview.

26. The system of claim 25, further comprising means for recording the personal interview of the potential employee.

27. The system of claim 26, wherein the central server stores a recorded personal interview and includes the recorded personal interview as part of the virtual dossier, for subsequent review by the employer.

28. The system of claim 25, further comprising a third set of user interface screens generated by the central server and accessible by an interviewer for allowing the interviewer to record interview notes.

29. The system of claim 28, wherein the central server stores the interview notes and includes the interview notes part of the virtual dossier, for subsequent review by the employer.

30. The system of claim 29, wherein the third set of user interface screens allows the interviewer to score or weight the potential employee's responses during the interview.

31. The system of claim 27, further comprising voice stress analysis software applied to the recorded interview for generating an analysis of the potential employee's stress level during the telephone interview.

32. The system of claim 31, wherein the analysis is stored by the central server and included as part of the virtual dossier.

33. The system of claim 1, wherein the virtual dossier is made part of the potential employee's personnel file if the potential employee is hired by the employer.

34. A method for online recruitment and evaluation of potential employees, comprising the steps of:

providing a central server in communication with a first computer system operated by an employer and a second computer system operated by a potential employee;

generating a first set of user interface screens at the first computer system for allowing the employer to create a job description corresponding to a job and at least one questionnaire associated with the job description;

allowing the employer to create the job description and the at least one questionnaire at the first computer system using the first set of user interface screens;

transmitting the job description and the at least one questionnaire to the central server for storage at the central server and searching by the potential employee,

generating a second set of user interface screens for allowing the potential employee to respond to the at least one questionnaire;

allowing the potential employee to respond to the at least one questionnaire using the second set of user interface screens;

transmitting the potential employee's responses to the questionnaire to the central server for storage at the central server;

requesting the potential employee to consent to an interview of at least one prior employer of the potential employee and to identify the at least one prior employer;

processing the potential employee's responses at the central server to create a virtual dossier for the potential employee; and

allowing the employer to access the virtual dossier so that the employer can evaluate the potential employee.

35. The method of claim 34, further comprising transmitting to an Internet-accessible job search system the job description and a hypertext link to the central server, the potential employee clicking the hypertext link to access the central server after the potential employee reviews the job description.

36. The method of claim 34, further comprising posting the job description in a printed publication for searching by the potential employee.

37. The method of claim 34, further comprising recording a telephone interview of the potential employee.

38. The method of claim 37, further comprising storing at the central server a recorded telephone interview and including the recorded telephone interview as part of the virtual dossier, for subsequent review by the employer.

39. The method of claim 37, further comprising generating a third set of user interface screens for allowing an interviewer to record interview notes.

40. The method of claim 39, further comprising storing the interview notes at the central server and including the interview notes as part of the virtual dossier, for subsequent review by the employer.

41. The method of claim 39, further comprising allowing the interviewer to score or weight the potential employee's responses during the interview using the third set of user interface screens.

42. The method of claim 38, further comprising applying voice stress analysis software to the recorded interview to generate an analysis of the potential employee's stress level during the telephone interview.

43. The method of claim 42, further comprising storing the analysis at the central server and including the analysis as part of the virtual dossier.

44. The method of claim 34, further comprising recording a telephone interview of the at least one prior employer of the potential employee.

45. The method of claim 44, further comprising storing at the central server a recorded telephone interview and including the recorded telephone interview as part of the virtual dossier, for subsequent review by the employer.

46. The method of claim 44, further comprising generating a third set of user interface screens for allowing an interviewer to record interview notes.

47. The method of claim 46, further comprising storing the interview notes at the central server and including the interview notes as part of the virtual dossier, for subsequent review by the employer.

48. The method of claim 45, further comprising applying voice stress analysis software to the recorded interview to generate an analysis of the at least one prior employer's stress level during the telephone interview.

49. The method of claim 48, further comprising storing the analysis at the central server and including the analysis as part of the virtual dossier.

50. The method of claim 34, further comprising scoring responses by the candidate which are stored in the virtual dossier.

51. The method of claim 34, further comprising generating a third set of user interface screens for allowing the potential employee to provide additional information about the at least one prior employer.

52. The method of claim 51, further comprising allowing the potential employee to estimate the at least one prior employer's evaluation of the potential employee's past job performance using the third set of user interface screens.

53. The method of claim 52, further comprising storing at the central server the additional information and estimates generated by the potential employee and including the additional information and estimates as part of the virtual dossier.

54. The method of claim 53, further comprising allowing the at least one prior employer to access and review the estimates.

55. The method of claim 34, further comprising allowing the employer to review the virtual dossier to determine whether the potential employee should be invited to a personal interview.

56. The method of claim 55, further comprising recording the personal interview of the potential employee.

57. The method of claim 56, further comprising storing a recorded personal interview at the central server and including the recorded personal interview as part of the virtual dossier, for subsequent review by the employer.

58. The method of claim 56, further comprising generating a third set of user interface screens for allowing an interviewer to record interview notes.

59. The method of claim 58, further comprising storing the interview notes at the central server and including the interview notes as part of the virtual dossier, for subsequent review by the employer.

60. The method of claim 58, further comprising allowing the interviewer to score or weight the potential employee's responses during the interview using the third set of user interface screens.

61. The method of claim 57, further comprising applying voice stress analysis software to the recorded interview to generate an analysis of the potential employee's stress level during the telephone interview.

62. The method of claim 61, further comprising storing the analysis at the central server and including the analysis as part of the virtual dossier.

63. The method of claim 34, further comprising making the virtual dossier part of the potential employee's personnel file if the potential employee is hired by the employer.

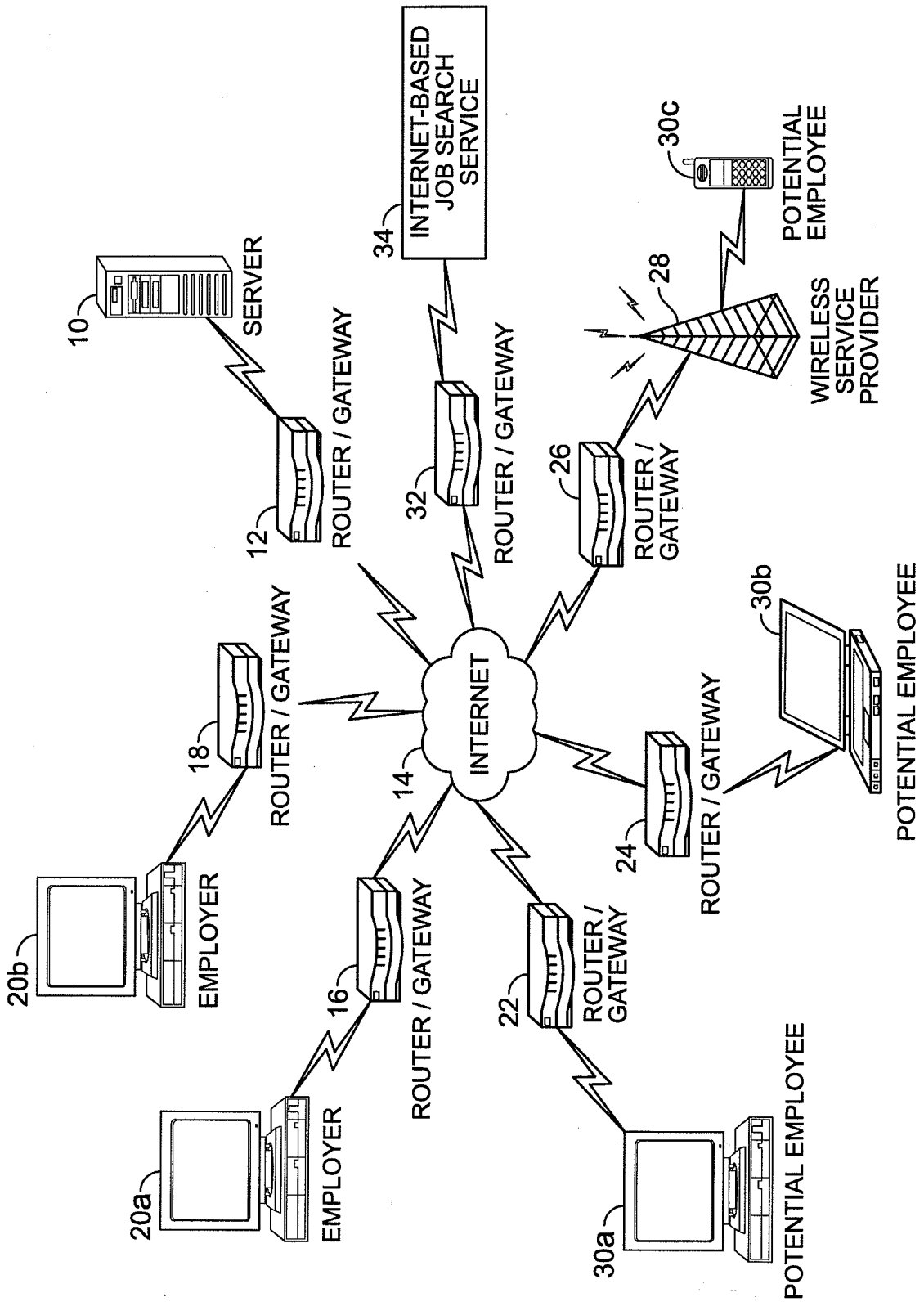

INTERNET-BASED JOB SEARCH SERVICE
34
SERVER
10
ROUTER / GATEWAY
12
ROUTER / GATEWAY
32
ROUTER / GATEWAY
26
WIRELESS SERVICE PROVIDER
28
POTENTIAL EMPLOYEE
30c
INTERNET
14
ROUTER / GATEWAY
18
EMPLOYER
20b
ROUTER / GATEWAY
16
EMPLOYER
20a
ROUTER / GATEWAY
22
POTENTIAL EMPLOYEE
30a
ROUTER / GATEWAY
24
POTENTIAL EMPLOYEE
30b

FIG. 1

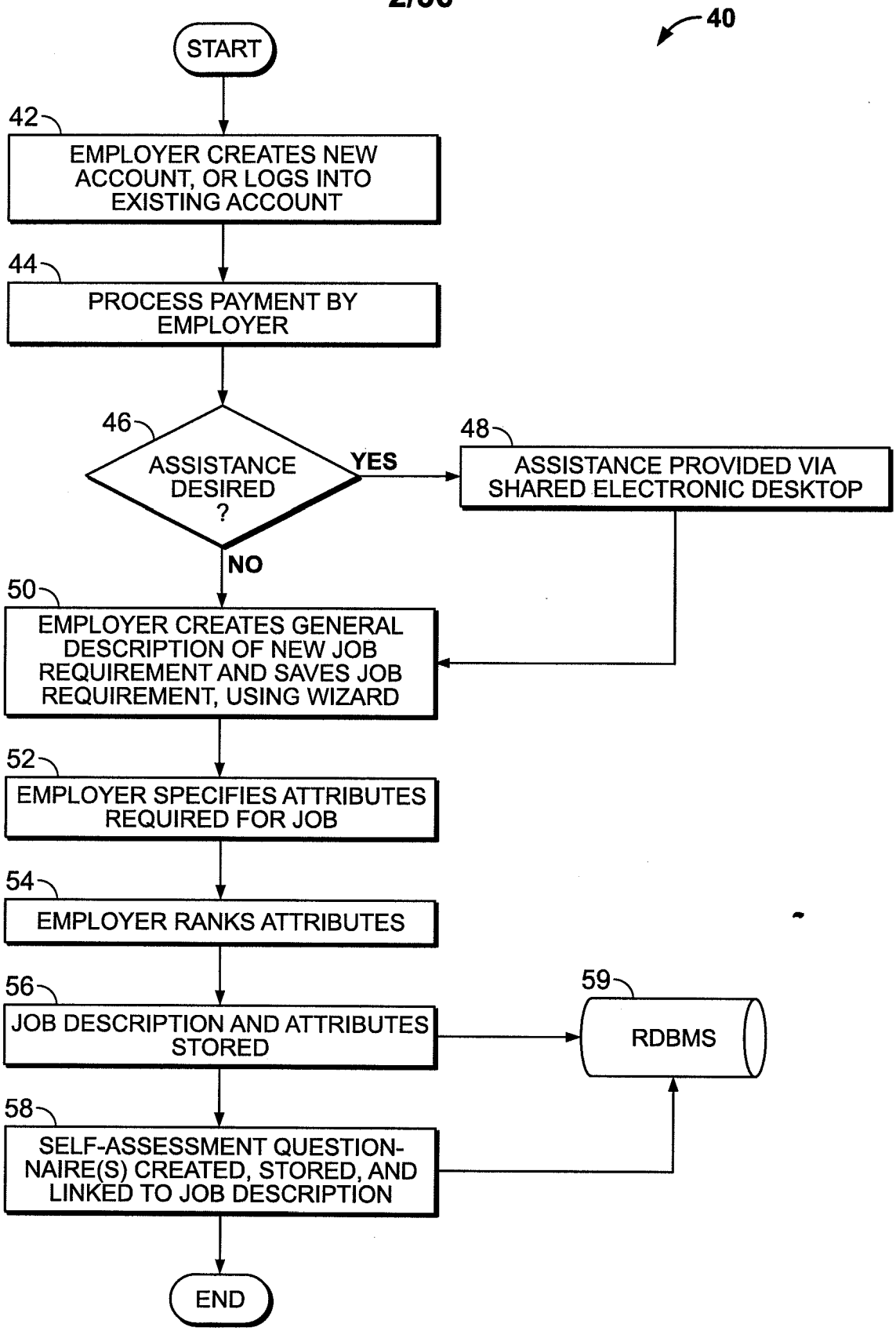

40
START
42
EMPLOYER CREATES NEW ACCOUNT, OR LOGS INTO EXISTING ACCOUNT
44
PROCESS PAYMENT BY EMPLOYER
46
ASSISTANCE DESIRED ?
YES
48
ASSISTANCE PROVIDED VIA SHARED ELECTRONIC DESKTOP
NO
50
EMPLOYER CREATES GENERAL DESCRIPTION OF NEW JOB REQUIREMENT AND SAVES JOB REQUIREMENT, USING WIZARD
52
EMPLOYER SPECIFIES ATTRIBUTES REQUIRED FOR JOB
54
EMPLOYER RANKS ATTRIBUTES
56
JOB DESCRIPTION AND ATTRIBUTES STORED
59
RDBMS
58
SELF-ASSESSMENT QUESTION-NAIRE(S) CREATED, STORED, AND LINKED TO JOB DESCRIPTION
END

FIG. 2

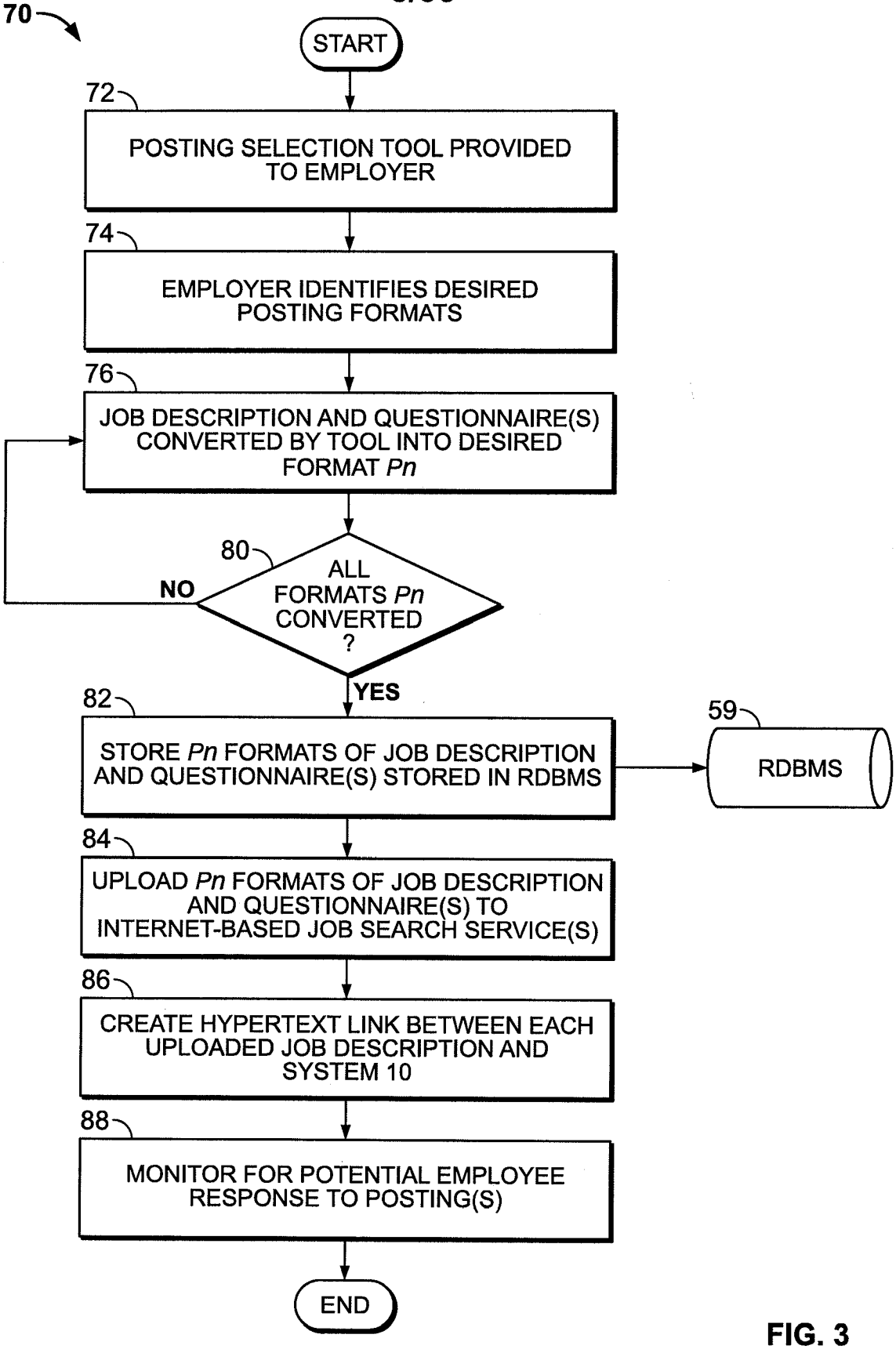

70
START
72
POSTING SELECTION TOOL PROVIDED TO EMPLOYER
74
EMPLOYER IDENTIFIES DESIRED POSTING FORMATS
76
JOB DESCRIPTION AND QUESTIONNAIRE(S) CONVERTED BY TOOL INTO DESIRED FORMAT Pn
80
ALL FORMATS Pn CONVERTED ?
NO
YES
82
STORE Pn FORMATS OF JOB DESCRIPTION AND QUESTIONNAIRE(S) STORED IN RDBMS
59
RDBMS
84
UPLOAD Pn FORMATS OF JOB DESCRIPTION AND QUESTIONNAIRE(S) TO INTERNET-BASED JOB SEARCH SERVICE(S)
86
CREATE HYPERTEXT LINK BETWEEN EACH UPLOADED JOB DESCRIPTION AND SYSTEM 10
88
MONITOR FOR POTENTIAL EMPLOYEE RESPONSE TO POSTING(S)
END

FIG. 3

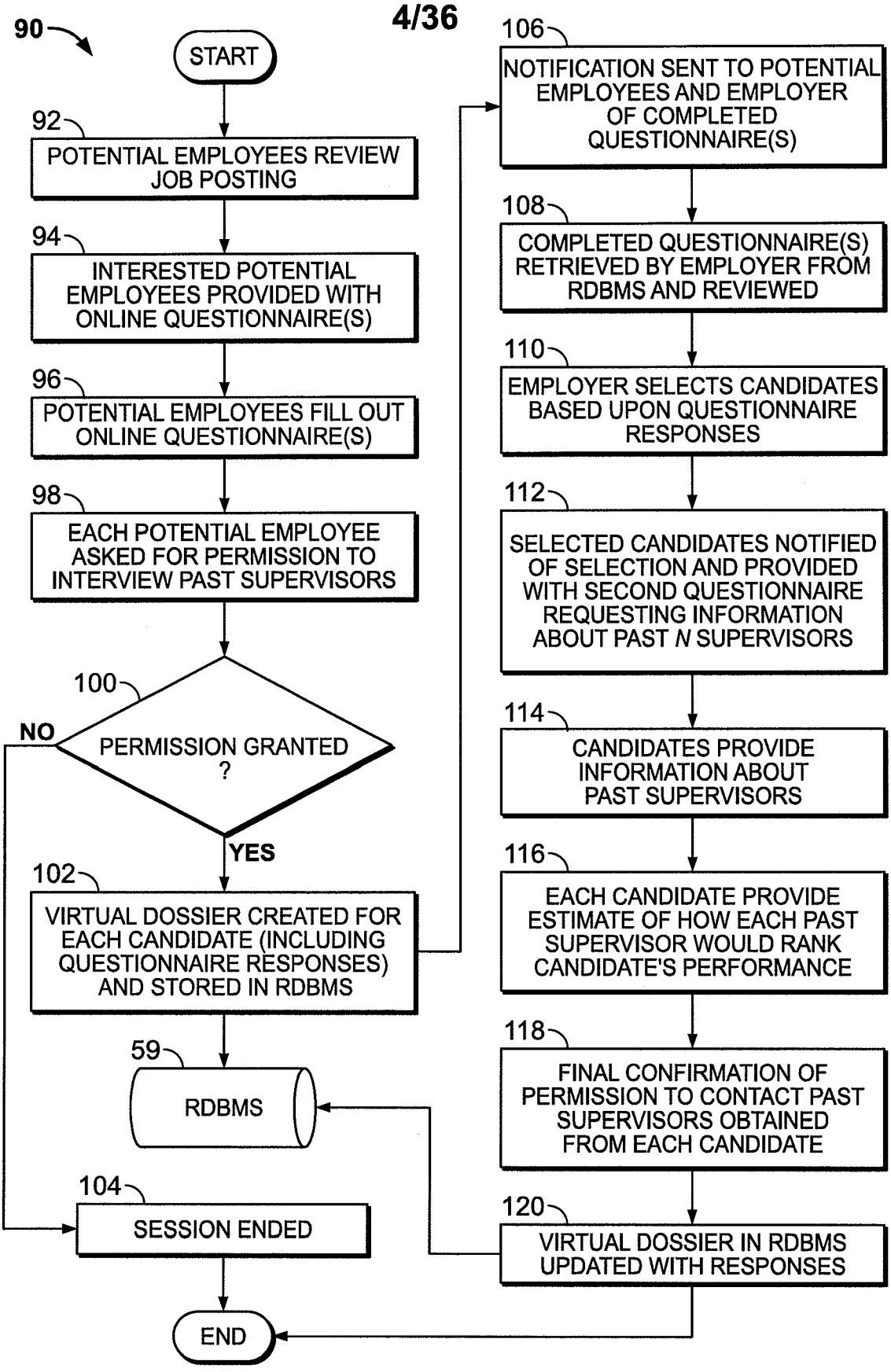

90
START
92
POTENTIAL EMPLOYEES REVIEW JOB POSTING
94
INTERESTED POTENTIAL EMPLOYEES PROVIDED WITH ONLINE QUESTIONNAIRE(S)
96
POTENTIAL EMPLOYEES FILL OUT ONLINE QUESTIONNAIRE(S)
98
EACH POTENTIAL EMPLOYEE ASKED FOR PERMISSION TO INTERVIEW PAST SUPERVISORS
100
PERMISSION GRANTED ?
NO
YES
102
VIRTUAL DOSSIER CREATED FOR EACH CANDIDATE (INCLUDING QUESTIONNAIRE RESPONSES) AND STORED IN RDBMS
59
RDBMS
104
SESSION ENDED
END
106
NOTIFICATION SENT TO POTENTIAL EMPLOYEES AND EMPLOYER OF COMPLETED QUESTIONNAIRE(S)
108
COMPLETED QUESTIONNAIRE(S) RETRIEVED BY EMPLOYER FROM RDBMS AND REVIEWED
110
EMPLOYER SELECTS CANDIDATES BASED UPON QUESTIONNAIRE RESPONSES
112
SELECTED CANDIDATES NOTIFIED OF SELECTION AND PROVIDED WITH SECOND QUESTIONNAIRE REQUESTING INFORMATION ABOUT PAST N SUPERVISORS
114
CANDIDATES PROVIDE INFORMATION ABOUT PAST SUPERVISORS
116
EACH CANDIDATE PROVIDE ESTIMATE OF HOW EACH PAST SUPERVISOR WOULD RANK CANDIDATE'S PERFORMANCE
118
FINAL CONFIRMATION OF PERMISSION TO CONTACT PAST SUPERVISORS OBTAINED FROM EACH CANDIDATE
120
VIRTUAL DOSSIER IN RDBMS UPDATED WITH RESPONSES

FIG. 4

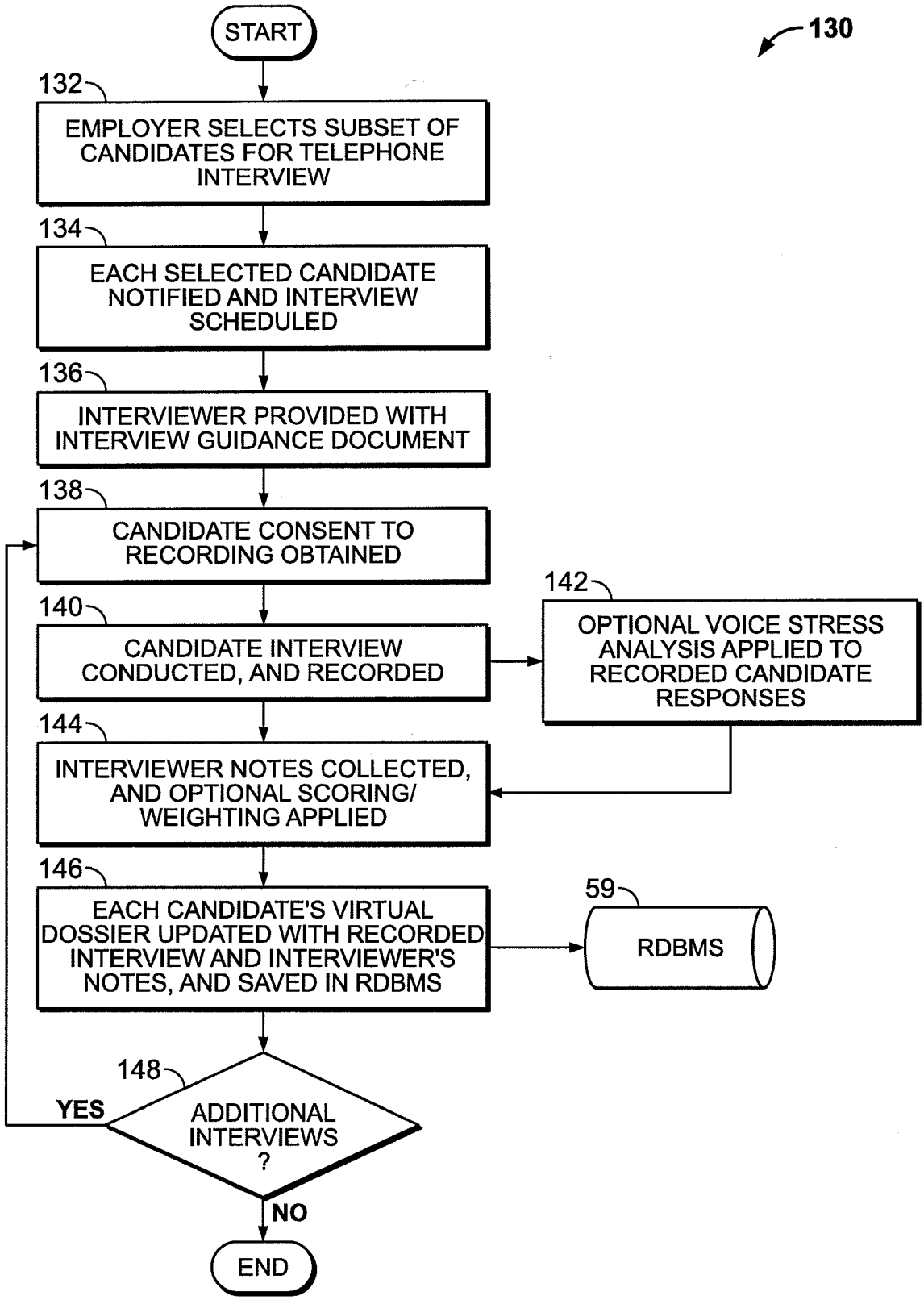

START
130
132
EMPLOYER SELECTS SUBSET OF CANDIDATES FOR TELEPHONE INTERVIEW
134
EACH SELECTED CANDIDATE NOTIFIED AND INTERVIEW SCHEDULED
136
INTERVIEWER PROVIDED WITH INTERVIEW GUIDANCE DOCUMENT
138
CANDIDATE CONSENT TO RECORDING OBTAINED
140
CANDIDATE INTERVIEW CONDUCTED, AND RECORDED
142
OPTIONAL VOICE STRESS ANALYSIS APPLIED TO RECORDED CANDIDATE RESPONSES
144
INTERVIEWER NOTES COLLECTED, AND OPTIONAL SCORING/ WEIGHTING APPLIED
146
EACH CANDIDATE'S VIRTUAL DOSSIER UPDATED WITH RECORDED INTERVIEW AND INTERVIEWER'S NOTES, AND SAVED IN RDBMS
59
RDBMS
148
ADDITIONAL INTERVIEWS ?
YES
NO
END

FIG. 5

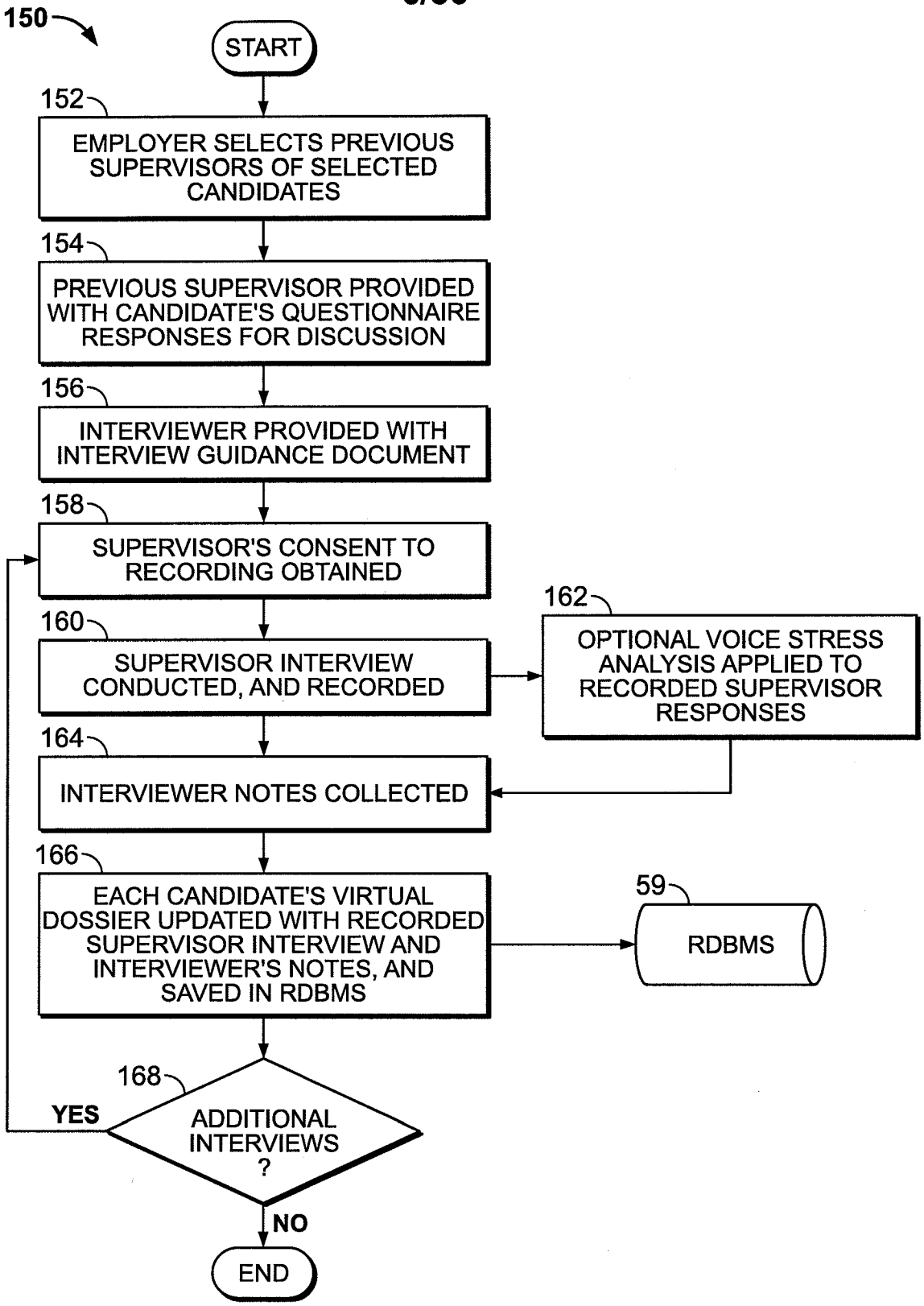

150
START
152
EMPLOYER SELECTS PREVIOUS SUPERVISORS OF SELECTED CANDIDATES
154
PREVIOUS SUPERVISOR PROVIDED WITH CANDIDATE'S QUESTIONNAIRE RESPONSES FOR DISCUSSION
156
INTERVIEWER PROVIDED WITH INTERVIEW GUIDANCE DOCUMENT
158
SUPERVISOR'S CONSENT TO RECORDING OBTAINED
160
SUPERVISOR INTERVIEW CONDUCTED, AND RECORDED
162
OPTIONAL VOICE STRESS ANALYSIS APPLIED TO RECORDED SUPERVISOR RESPONSES
164
INTERVIEWER NOTES COLLECTED
166
EACH CANDIDATE'S VIRTUAL DOSSIER UPDATED WITH RECORDED SUPERVISOR INTERVIEW AND INTERVIEWER'S NOTES, AND SAVED IN RDBMS
59
RDBMS
168
ADDITIONAL INTERVIEWS ?
YES
NO
END

FIG. 6

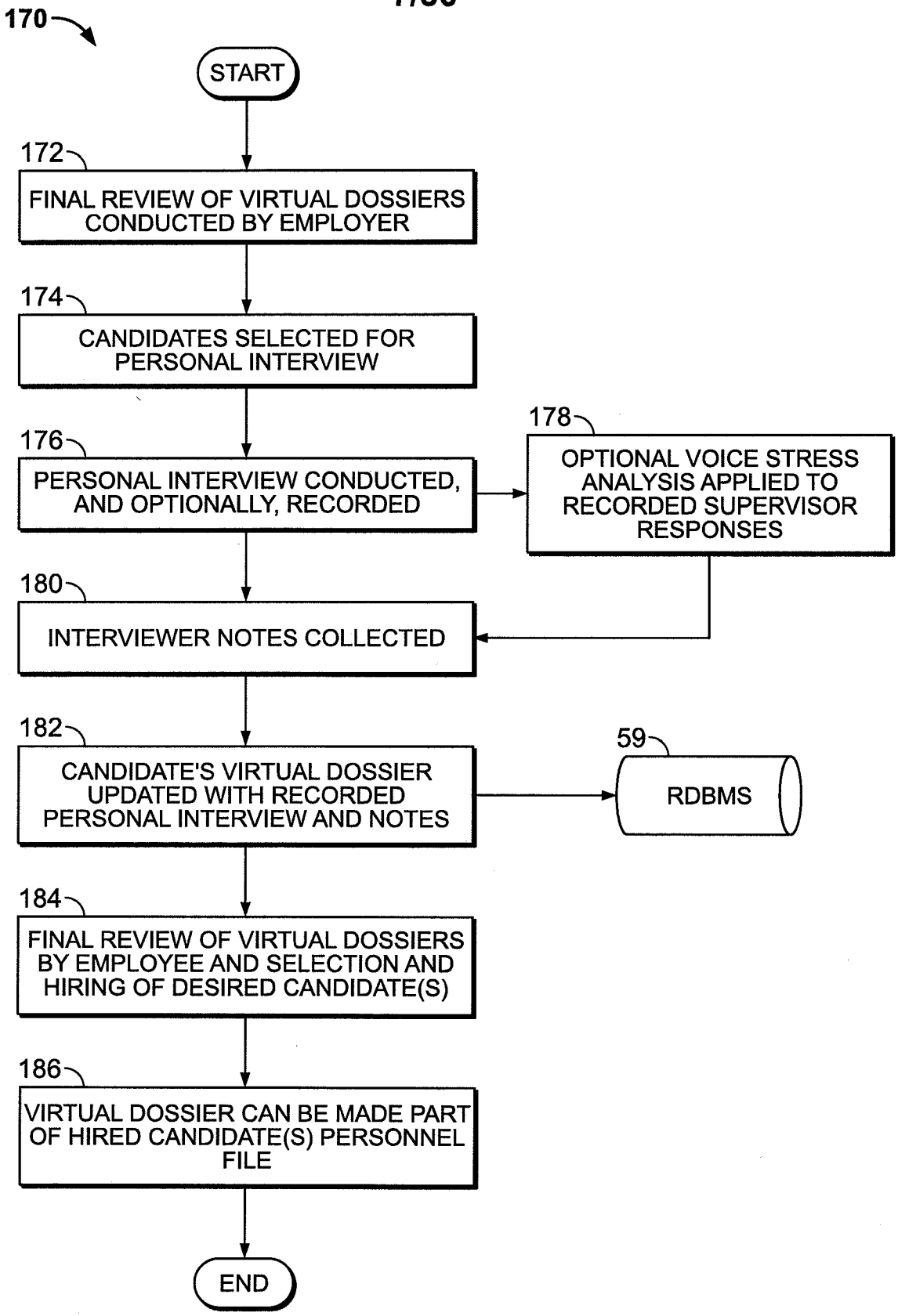

170
START
172
FINAL REVIEW OF VIRTUAL DOSSIERS CONDUCTED BY EMPLOYER
174
CANDIDATES SELECTED FOR PERSONAL INTERVIEW
176
PERSONAL INTERVIEW CONDUCTED, AND OPTIONALLY, RECORDED
178
OPTIONAL VOICE STRESS ANALYSIS APPLIED TO RECORDED SUPERVISOR RESPONSES
180
INTERVIEWER NOTES COLLECTED
182
CANDIDATE'S VIRTUAL DOSSIER UPDATED WITH RECORDED PERSONAL INTERVIEW AND NOTES
59
RDBMS
184
FINAL REVIEW OF VIRTUAL DOSSIERS BY EMPLOYEE AND SELECTION AND HIRING OF DESIRED CANDIDATE(S)
186
VIRTUAL DOSSIER CAN BE MADE PART OF HIRED CANDIDATE(S) PERSONNEL FILE
END

FIG. 7

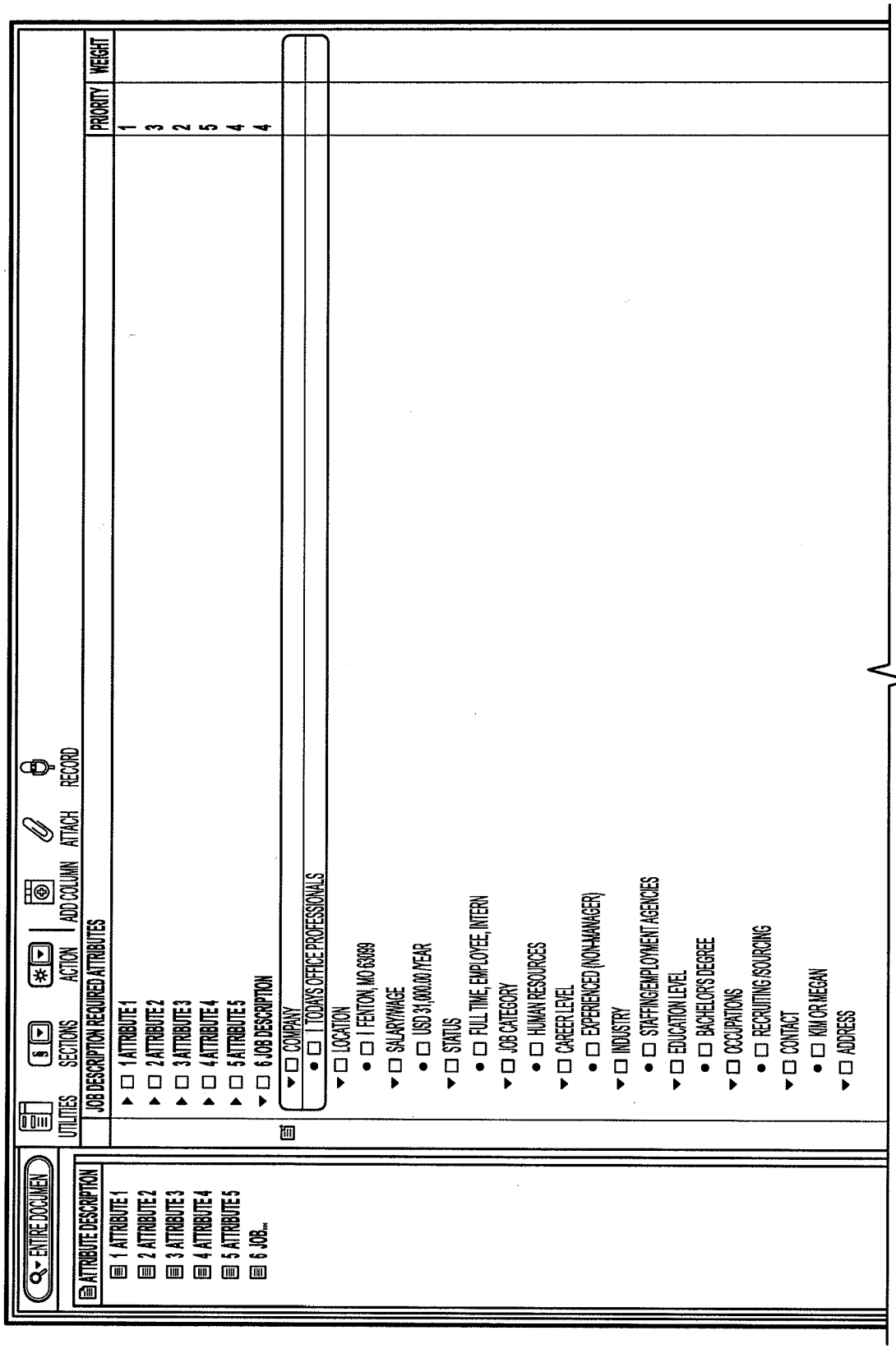

ENTIRE DOCUMEN
UTILITIES
SECTIONS
ACTION
ADD COLUMN
ATTACH
RECORD
ATTRIBUTE DESCRIPTION
1 ATTRIBUTE 1
2 ATTRIBUTE 2
3 ATTRIBUTE 3
4 ATTRIBUTE 4
5 ATTRIBUTE 5
6 JOB...
JOB DESCRIPTION REQUIRED ATTRIBUTES
PRIORITY
WEIGHT
1 ATTRIBUTE 1
2 ATTRIBUTE 2
3 ATTRIBUTE 3
4 ATTRIBUTE 4
5 ATTRIBUTE 5
6 JOB DESCRIPTION
COMPANY
1 TODAYS OFFICE PROFESSIONALS
LOCATION
1 FENTON, MO 63099
SALARY/WAGE
USD 31,000.00 /YEAR
STATUS
FULL TIME, EMPLOYEE, INTERN
JOB CATEGORY
HUMAN RESOURCES
CAREER LEVEL
EXPERIENCED (NON-MANAGER)
INDUSTRY
STAFFING/EMPLOYMENT AGENCIES
EDUCATION LEVEL
BACHELORS DEGREE
OCCUPATIONS
RECRUITING/SOURCING
CONTACT
KIM OR MEGAN
ADDRESS

FIG. 8A

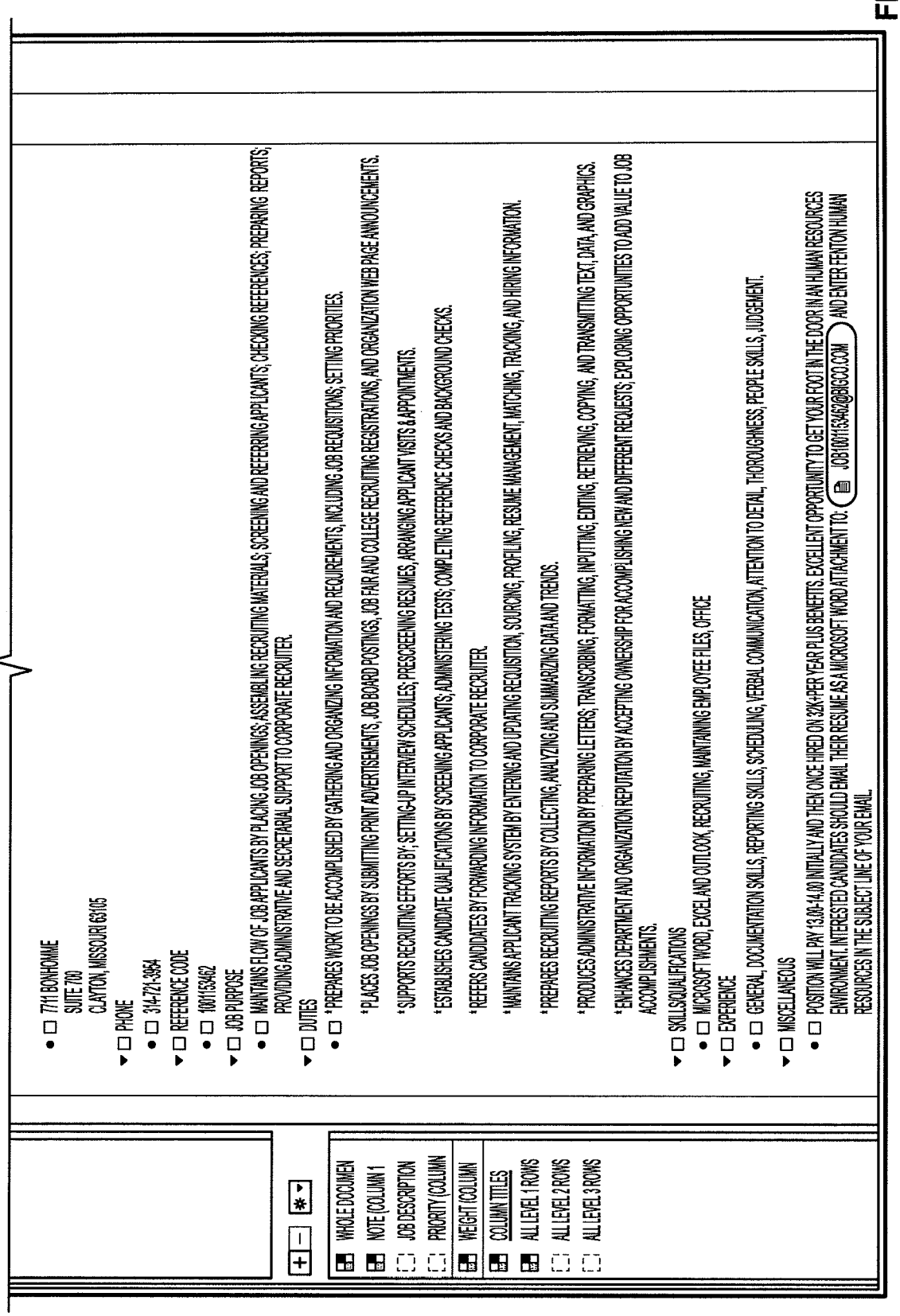

7711 BONHOMME
SUITE 700
CLAYTON, MISSOURI 63105
PHONE
314-721-3934
REFERENCE CODE
1001153462
JOB PURPOSE
MAINTAINS FLOW OF JOB APPLICANTS BY PLACING JOB OPENINGS; ASSEMBLING RECRUITING MATERIALS; SCREENING AND REFERRING APPLICANTS; CHECKING REFERENCES; PREPARING REPORTS; PROVIDING ADMINISTRATIVE AND SECRETARIAL SUPPORT TO CORPORATE RECRUITER.
DUTIES
*PREPARES WORK TO BE ACCOMPLISHED BY GATHERING AND ORGANIZING INFORMATION AND REQUIREMENTS, INCLUDING JOB REQUISITIONS; SETTING PRIORITIES.
*PLACES JOB OPENINGS BY SUBMITTING PRINT ADVERTISEMENTS, JOB BOARD POSTINGS, JOB FAIR AND COLLEGE RECRUITING REGISTRATIONS, AND ORGANIZATION WEB PAGE ANNOUNCEMENTS.
*SUPPORTS RECRUITING EFFORTS BY; SETTING-UP INTERVIEW SCHEDULES; PRESCREENING RESUMES, ARRANGING APPLICANT VISITS & APPOINTMENTS.
*ESTABLISHES CANDIDATE QUALIFICATIONS BY SCREENING APPLICANTS; ADMINISTERING TESTS; COMPLETING REFERENCE CHECKS AND BACKGROUND CHECKS.
*REFERS CANDIDATES BY FORWARDING INFORMATION TO CORPORATE RECRUITER.
*MAINTAINS APPLICANT TRACKING SYSTEM BY ENTERING AND UPDATING REQUISITION, SOURCING, PROFILING, RESUME MANAGEMENT, MATCHING, TRACKING, AND HIRING INFORMATION.
*PREPARES RECRUITING REPORTS BY COLLECTING, ANALYZING AND SUMMARIZING DATA AND TRENDS.
*PRODUCES ADMINISTRATIVE INFORMATION BY PREPARING LETTERS; TRANSCRIBING; FORMATTING, INPUTTING, EDITING, RETRIEVING, COPYING, AND TRANSMITTING TEXT, DATA, AND GRAPHICS.
*ENHANCES DEPARTMENT AND ORGANIZATION REPUTATION BY ACCEPTING OWNERSHIP FOR ACCOMPLISHING NEW AND DIFFERENT REQUESTS; EXPLORING OPPORTUNITIES TO ADD VALUE TO JOB ACCOMPLISHMENTS.
SKILLS/QUALIFICATIONS
MICROSOFT WORD, EXCEL AND OUTLOOK, RECRUITING, MAINTAINING EMPLOYEE FILES, OFFICE
EXPERIENCE
GENERAL, DOCUMENTATION SKILLS, REPORTING SKILLS, SCHEDULING, VERBAL COMMUNICATION, ATTENTION TO DETAIL, THOROUGHNESS, PEOPLE SKILLS, JUDGEMENT.
MISCELLANEOUS
POSITION WILL PAY 13.00-14.00 INITIALLY AND THEN ONCE HIRED ON 23K+PER YEAR PLUS BENEFITS. EXCELLENT OPPORTUNITY TO GET YOUR FOOT IN THE DOOR IN AN HUMAN RESOURCES ENVIRONMENT. INTERESTED CANDIDATES SHOULD EMAIL THEIR RESUME AS A MICROSOFT WORD ATTACHMENT TO: JOB1001153462@BIGO.COM AND ENTER FENTON HUMAN RESOURCES IN THE SUBJECT LINE OF YOUR EMAIL.
WHOLE DOCUMEN
NOTE (COLUMN 1
JOB DESCRIPTION
PRIORITY (COLUMN
WEIGHT (COLUMN
COLUMN TITLES
ALL LEVEL 1 ROWS
ALL LEVEL 2 ROWS
ALL LEVEL 3 ROWS

FIG. 8B

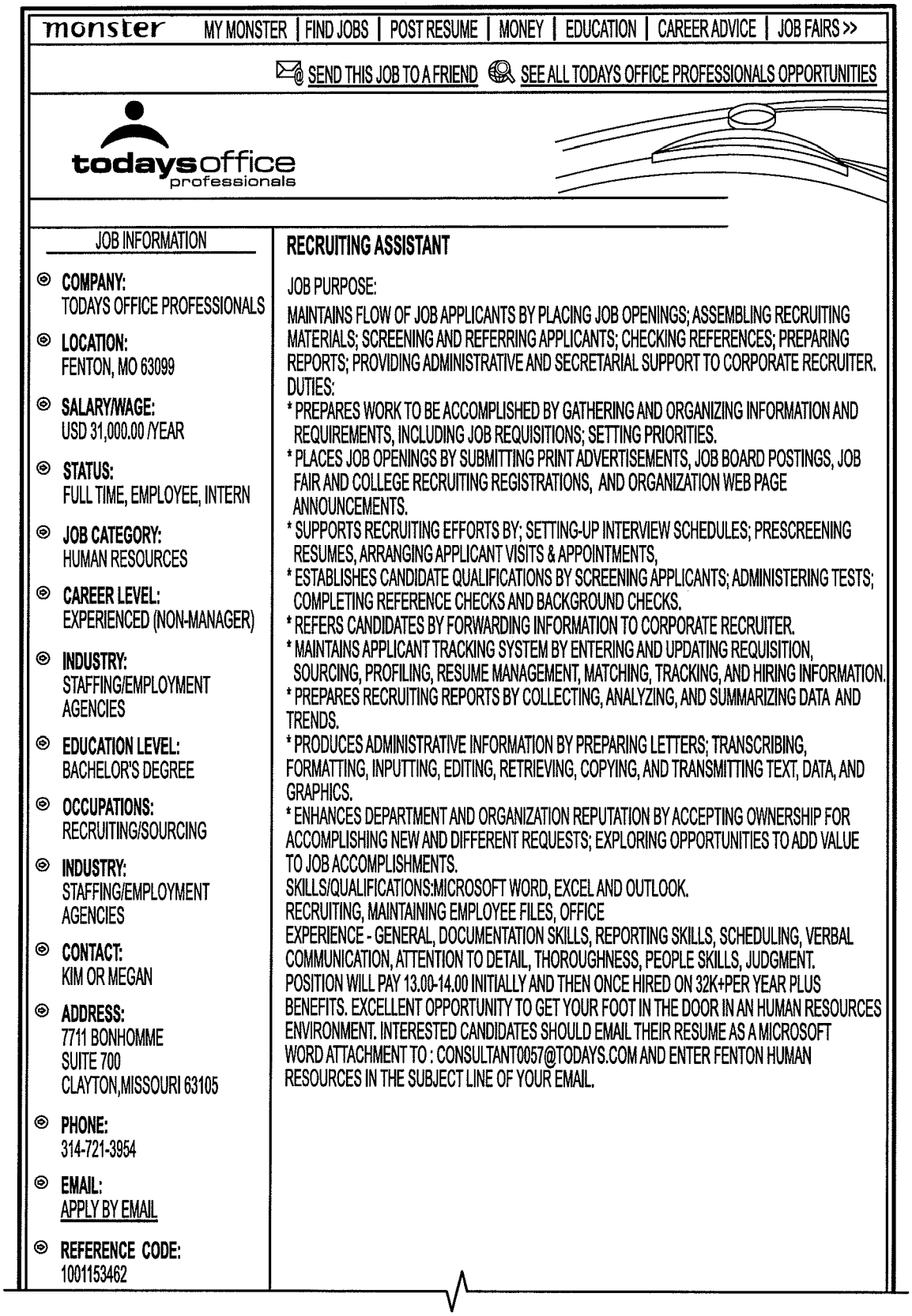

monster
MY MONSTER | FIND JOBS | POST RESUME | MONEY | EDUCATION | CAREER ADVICE | JOB FAIRS >>
SEND THIS JOB TO A FRIEND
SEE ALL TODAYS OFFICE PROFESSIONALS OPPORTUNITIES
todaysoffice professionals
JOB INFORMATION
COMPANY: TODAYS OFFICE PROFESSIONALS
LOCATION: FENTON, MO 63099
SALARY/WAGE: USD 31,000.00 /YEAR
STATUS: FULL TIME, EMPLOYEE, INTERN
JOB CATEGORY: HUMAN RESOURCES
CAREER LEVEL: EXPERIENCED (NON-MANAGER)
INDUSTRY: STAFFING/EMPLOYMENT AGENCIES
EDUCATION LEVEL: BACHELOR'S DEGREE
OCCUPATIONS: RECRUITING/SOURCING
INDUSTRY: STAFFING/EMPLOYMENT AGENCIES
CONTACT: KIM OR MEGAN
ADDRESS: 7711 BONHOMME SUITE 700 CLAYTON,MISSOURI 63105
PHONE: 314-721-3954
EMAIL: APPLY BY EMAIL
REFERENCE CODE: 1001153462
RECRUITING ASSISTANT
JOB PURPOSE:
MAINTAINS FLOW OF JOB APPLICANTS BY PLACING JOB OPENINGS; ASSEMBLING RECRUITING MATERIALS; SCREENING AND REFERRING APPLICANTS; CHECKING REFERENCES; PREPARING REPORTS; PROVIDING ADMINISTRATIVE AND SECRETARIAL SUPPORT TO CORPORATE RECRUITER.
DUTIES:
* PREPARES WORK TO BE ACCOMPLISHED BY GATHERING AND ORGANIZING INFORMATION AND REQUIREMENTS, INCLUDING JOB REQUISITIONS; SETTING PRIORITIES.
* PLACES JOB OPENINGS BY SUBMITTING PRINT ADVERTISEMENTS, JOB BOARD POSTINGS, JOB FAIR AND COLLEGE RECRUITING REGISTRATIONS, AND ORGANIZATION WEB PAGE ANNOUNCEMENTS.
* SUPPORTS RECRUITING EFFORTS BY; SETTING-UP INTERVIEW SCHEDULES; PRESCREENING RESUMES, ARRANGING APPLICANT VISITS & APPOINTMENTS,
* ESTABLISHES CANDIDATE QUALIFICATIONS BY SCREENING APPLICANTS; ADMINISTERING TESTS; COMPLETING REFERENCE CHECKS AND BACKGROUND CHECKS.
* REFERS CANDIDATES BY FORWARDING INFORMATION TO CORPORATE RECRUITER.
* MAINTAINS APPLICANT TRACKING SYSTEM BY ENTERING AND UPDATING REQUISITION, SOURCING, PROFILING, RESUME MANAGEMENT, MATCHING, TRACKING, AND HIRING INFORMATION.
* PREPARES RECRUITING REPORTS BY COLLECTING, ANALYZING, AND SUMMARIZING DATA AND TRENDS.
* PRODUCES ADMINISTRATIVE INFORMATION BY PREPARING LETTERS; TRANSCRIBING, FORMATTING, INPUTTING, EDITING, RETRIEVING, COPYING, AND TRANSMITTING TEXT, DATA, AND GRAPHICS.
* ENHANCES DEPARTMENT AND ORGANIZATION REPUTATION BY ACCEPTING OWNERSHIP FOR ACCOMPLISHING NEW AND DIFFERENT REQUESTS; EXPLORING OPPORTUNITIES TO ADD VALUE TO JOB ACCOMPLISHMENTS.
SKILLS/QUALIFICATIONS:MICROSOFT WORD, EXCEL AND OUTLOOK.
RECRUITING, MAINTAINING EMPLOYEE FILES, OFFICE
EXPERIENCE - GENERAL, DOCUMENTATION SKILLS, REPORTING SKILLS, SCHEDULING, VERBAL COMMUNICATION, ATTENTION TO DETAIL, THOROUGHNESS, PEOPLE SKILLS, JUDGMENT.
POSITION WILL PAY 13.00-14.00 INITIALLY AND THEN ONCE HIRED ON 32K+PER YEAR PLUS BENEFITS. EXCELLENT OPPORTUNITY TO GET YOUR FOOT IN THE DOOR IN AN HUMAN RESOURCES ENVIRONMENT. INTERESTED CANDIDATES SHOULD EMAIL THEIR RESUME AS A MICROSOFT WORD ATTACHMENT TO : CONSULTANT0057@TODAYS.COM AND ENTER FENTON HUMAN RESOURCES IN THE SUBJECT LINE OF YOUR EMAIL.

FIG. 9A

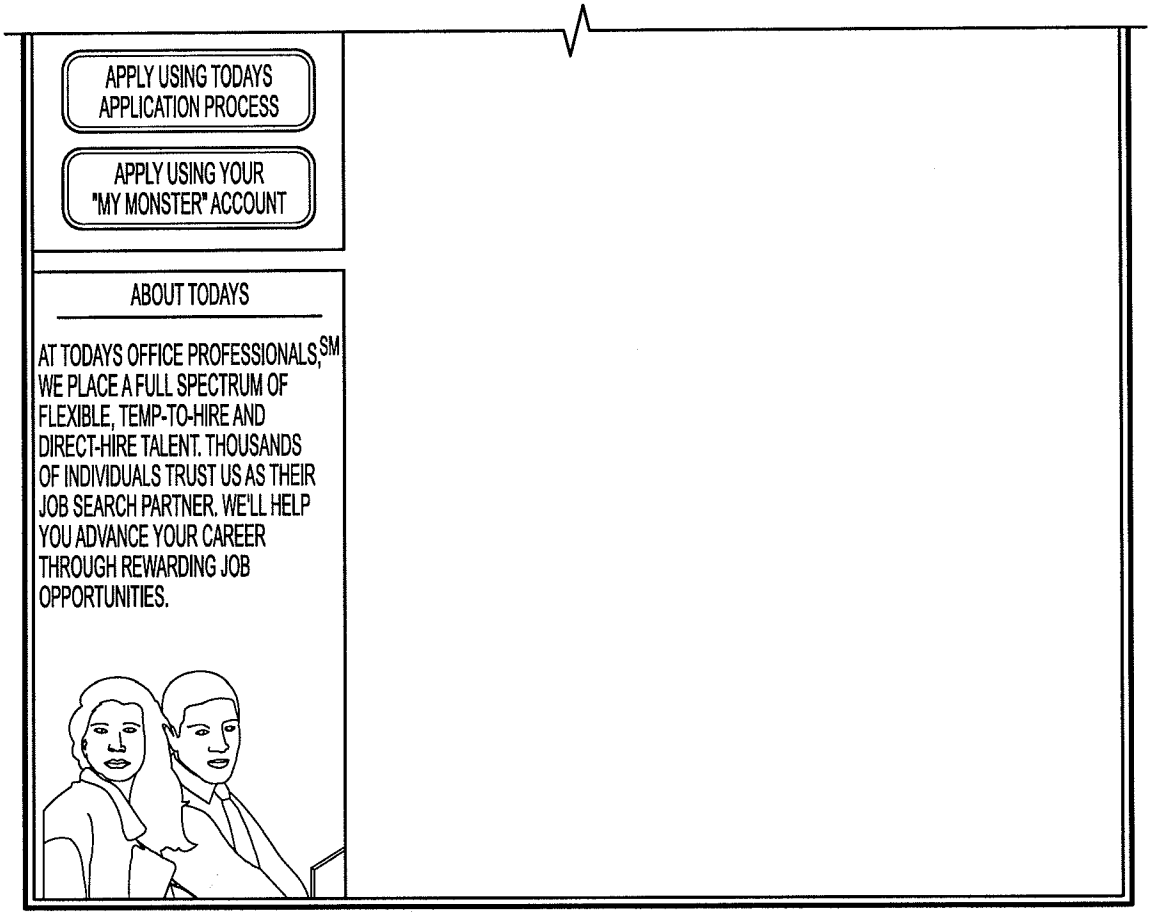

APPLY USING TODAYS APPLICATION PROCESS
APPLY USING YOUR "MY MONSTER" ACCOUNT
ABOUT TODAYS
AT TODAYS OFFICE PROFESSIONALS,SM WE PLACE A FULL SPECTRUM OF FLEXIBLE, TEMP-TO-HIRE AND DIRECT-HIRE TALENT. THOUSANDS OF INDIVIDUALS TRUST US AS THEIR JOB SEARCH PARTNER. WE'LL HELP YOU ADVANCE YOUR CAREER THROUGH REWARDING JOB OPPORTUNITIES.

FIG. 9B

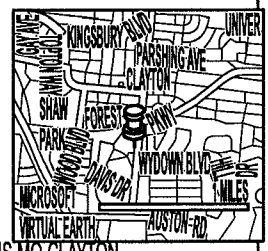
careerbuilder BACK TO SEARCH RESULTS >>

todaysoffice professionals

SEE ALL JOBS AT THIS COMPANY | EMAIL THIS JOB | SAVE THIS JOB | PRINTER-FRIENDLY VERSION

JOB INFORMATION

- **COMPANY:** TODAYS OFFICE PROFESSIONALS
- **LOCATION:**



US-MO-CLAYTON

- **SALARY/WAGE:** $32,000 /YEAR
- **STATUS:** FULL-TIME EMPLOYEE
- **SHIFT:**
- **RELEVANT WORK EXPERIENCE:** NOT SPECIFIED
- **CAREER LEVEL:** FULL-TIME EMPLOYEE
- **EDUCATION LEVEL:** 4 YEAR DEGREE
- **OCCUPATIONS:**
- **INDUSTRY:** OTHER GREAT INDUSTRIES EMPLOYMENT - RECRUITING - STAFFING OTHER GREAT INDUSTRIES EMPLOYMENT - RECRUITING - STAFFING
- **PHONE:** 314-721-3954
- **EMAIL:** SEND EMAIL NOW
- **REFERENCE CODE:** RECRUITING ASSISTANT IN FENTON

HUMAN RESOURCES ASSISTANT - COORDINATOR

APPLY NOW

JOB DESCRIPTION

RECRUITING ASSISTANT- POSITION LOCATED IN FENTON MISSOURI. LOOKING FOR AN INDIVIDUAL WHO WOULD HAVE INTEREST IN GETTING THEIR FOOT IN THE DOOR AND WORKING IN AN HUMAN RESOURCES ENVIRONMENT LONG TERM. POSITION WOULD REQUIRE SOMEONE WITH A DESIRE TO WORK IN AN HR SETTING AND LONG TERM MOVE INTO AN HR STAFFING CAREER.

RECRUITING ASSISTANT POSITION -

THIS POSITION REPORTS TO THE CORPORATE RECRUITER. THE SUCCESSFUL CANDIDATE WILL NEED TO BE FLEXIBLE, ORGANIZED, DETAIL ORIENTED AND CREATIVE IN ORDER TO BE SUCCESSFUL. WE EXPECT THE RECRUITING COORDINATOR TO BE ACCOUNTABLE FOR THEIR WORK WHILE MAINTAINING A HIGH LEVEL OF CONFIDENTIALITY.

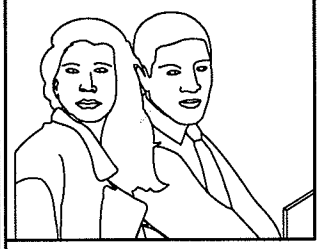
RESPONSIBILITIES:

MAINTAIN THE INTEGRITY OF OUR APPLICANT TRACKING SYSTEM
POST OPEN POSITIONS ONTO COMPANY JOB BOARD, MONSTER.COM AND OTHER JOB BOARDS AS REQUESTED
PRE-SCREEN RESUMES TO DETERMINE FIT WITH MINIMUM QUALIFICATIONS
ARRANGE FORMAL INTERVIEWS AND TELEPHONE SCREENS VIA OUTLOOK
COORDINATE TRAVEL ARRANGEMENTS FOR OUT-OF-TOWN CANDIDATES, WITH SOME SUPPORT FROM THE HR
COORDINATOR
COORDINATE CANDIDATE TESTING/SCREENING WITH OUR 3RD PARTY VENDOR
COMPLETE REFERENCE CHECKS UNDER THE DIRECTION OF THE CORPORATE RECRUITER
PROCESS BACKGROUND CHECKS AND NEW HIRE PAPERWORK
RESEARCH POTENTIAL RESOURCES INCLUDING CREATIVE SOURCING OUTLETS, NEW JOB BOARDS, USER GROUPS OR
NETWORKS, ADVERTISING OPPORTUNITIES, ETC.
CREATE AND MAINTAIN ON-GOING REPORTS IN EXCEL OR SIMILAR
ASSIST IN THE CREATION OF POWERPOINT PRESENTATIONS
ASSIS CORPORATE RECRUITER IN PROJECTS AND/OR ON-GOING ACTIVITIES
OTHER DUTIES AS ASSIGNED
MINIMUM QUALIFICATIONS/REQUIREMENTS:
BACHELOR'S DEGREE PREFERRED
1+ YEAR (S) OF PROFESSIONAL LEVEL EXPERIENCE, AT LEAST SOME EXPERIENCE INTERACTING WITH
CLIENTS/CUSTOMERS IN PERSON AND OVER THE TELEPHONE
PROFICIENCY IN MS OFFICE SUITE
STRONG PRIMARY, SECONDARY AND INTERNET RESEARCH SKILLS
PREFERENCE TOWARD CANDIDATES FAMILIAR WITH 2.0/SOCIAL MEDIA (LINKEDIN, MYSPACE, FACEBOOK, ETC)
ABILITY TO WORK AUTONOMOUSLY IN A FAST PACED ENVIRONMENT
INTERESTED CANDIDATES SHOULD FORWARD THEIR RESUME
TO:CONSULTANT0057@TODAYS.COM AND ENTER FENTON
RECRUITING ASSISTANT IN THE SUBJECT LINE OF YOUR EMAIL.

FIG. 10A

ABOUT TODAYS

AT TODAYS OFFICE PROFESSIONALS, WE PLACE A FULL SPECTRUM OF FLEXIBLE, TEMP-TO-HIRE AND DIRECT-HIRE TALENT. THOUSANDS OF INDIVIDUAL TRUST US AS THEIR JOB SEARCH PARTNER. WE'LL HELP YOU ADVANCE YOUR CAREER THROUGH REWARDING JOB OPPORTUNITIES.



POSITION WILL PAY 13.00-14.00 AN HOUR INITIALLY AND THEN ONCE HIRED ON SALARY 32K+ PER YEAR ONCE HIRED ON PLUS BENEFITS. EXCELLENT OPPORTUNITY FOR INDIVIDUAL LOOKING TO GET THEIR FOOT IN THE DOOR IN THE HR OR RECRUITING FIELD. INTERESTED CANDIDATES SHOULD EMAIL THEIR RESUME SAVED AS A MICROSOFT WORD ATTACHMENT TO:CONSULTANT0057@TODAYS.COM AND ENTER RECRUITING ASSISTANT IN THE SUBJECT LINE OF YOUR EMAIL.

JOB REQUIREMENTS

MINIMUM QUALIFICATIONS/REQUIREMENTS:

-BACHELOR'S DEGREE PREFERRED
-1+ YEAR (S) OF PROFESSIONAL LEVEL EXPERIENCE, AT LEAST SOME EXPERIENCE INTERACTING WITH CLIENTS/CUSTOMERS IN PERSON AND OVER THE TELEPHONE
-PROFICIENCY IN MS OFFICE SUITE
-STRONG PRIMARY, SECONDARY AND INTERNET RESEARCH SKILLS
-PREFERENCE TOWARD CANDIDATES FAMILIAR WITH WEB 2.0/SOCIAL MEDIA (LINKEDIN, MYSPACE, FACEOOK, ETC)
-ABILITY TO WORK AUTONOMOUSLY IN A FAST PACED ENVIRONMENT
-EXCELLENT COMMUNICATION SKILLS BOTH WRITTEN AND VERBAL.
-ABILITY TO MULTI-TASK AND WORK IN A FACED PACED ENVIRONMENT.

APPLY NOW

CAREERBUILDER.COM'S ADVICE

FOR YOUR PRIVACY AND PROTECTION, WHEN APPLYING TO A JOB ONLINE:
NEVER GIVE YOUR SOCIAL SECURITY NUMBER TO A PROSPECTIVE EMPLOYER, PROVIDE CREDIT CARD OR BANK ACCOUNT INFORMATION, OR PERFORM ANY SORT OF MONETARY TRANSACTION. LEARN MORE >>

BY APPLYING TO A JOB USING CAREERBUILDER.COM YOU ARE AGREEING TO COMPLY WITH AND BE SUBJECT TO THE CAREERBUILDER.COM TERMS AND CONDITIONS FOR USE OF OUR WEBSITE. TO USE OUR WEBSITE, YOU MUST AGREE WITH THE TERMS AND CONDITIONS AND BOTH MEET AND COMPLY WITH THEIR PROVISIONS.

FIG. 10B

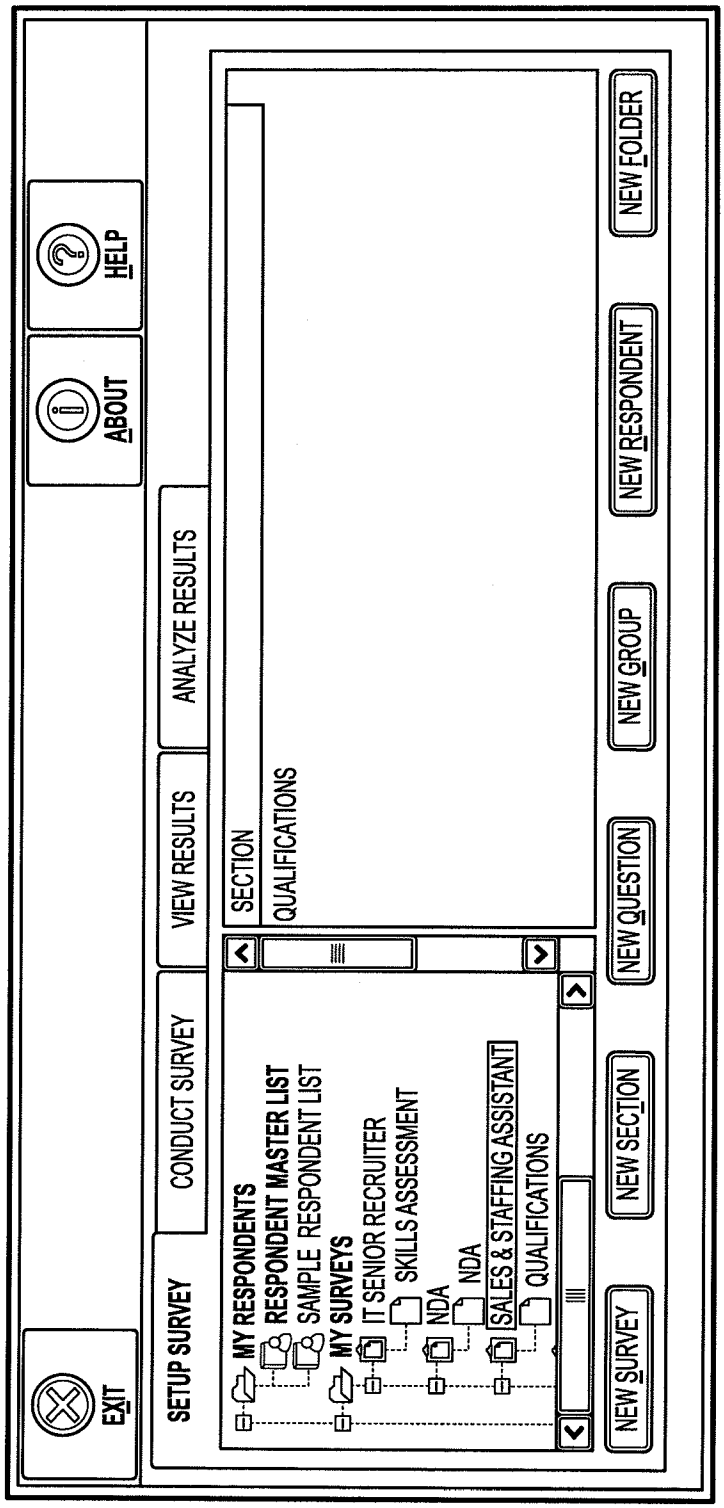

EXIT
ABOUT
HELP
SETUP SURVEY
CONDUCT SURVEY
VIEW RESULTS
ANALYZE RESULTS
MY RESPONDENTS
RESPONDENT MASTER LIST
SAMPLE RESPONDENT LIST
MY SURVEYS
IT SENIOR RECRUITER
SKILLS ASSESSMENT
NDA
NDA
SALES & STAFFING ASSISTANT
QUALIFICATIONS
SECTION
QUALIFICATIONS
NEW SURVEY
NEW SECTION
NEW QUESTION
NEW GROUP
NEW RESPONDENT
NEW FOLDER

FIG. 11

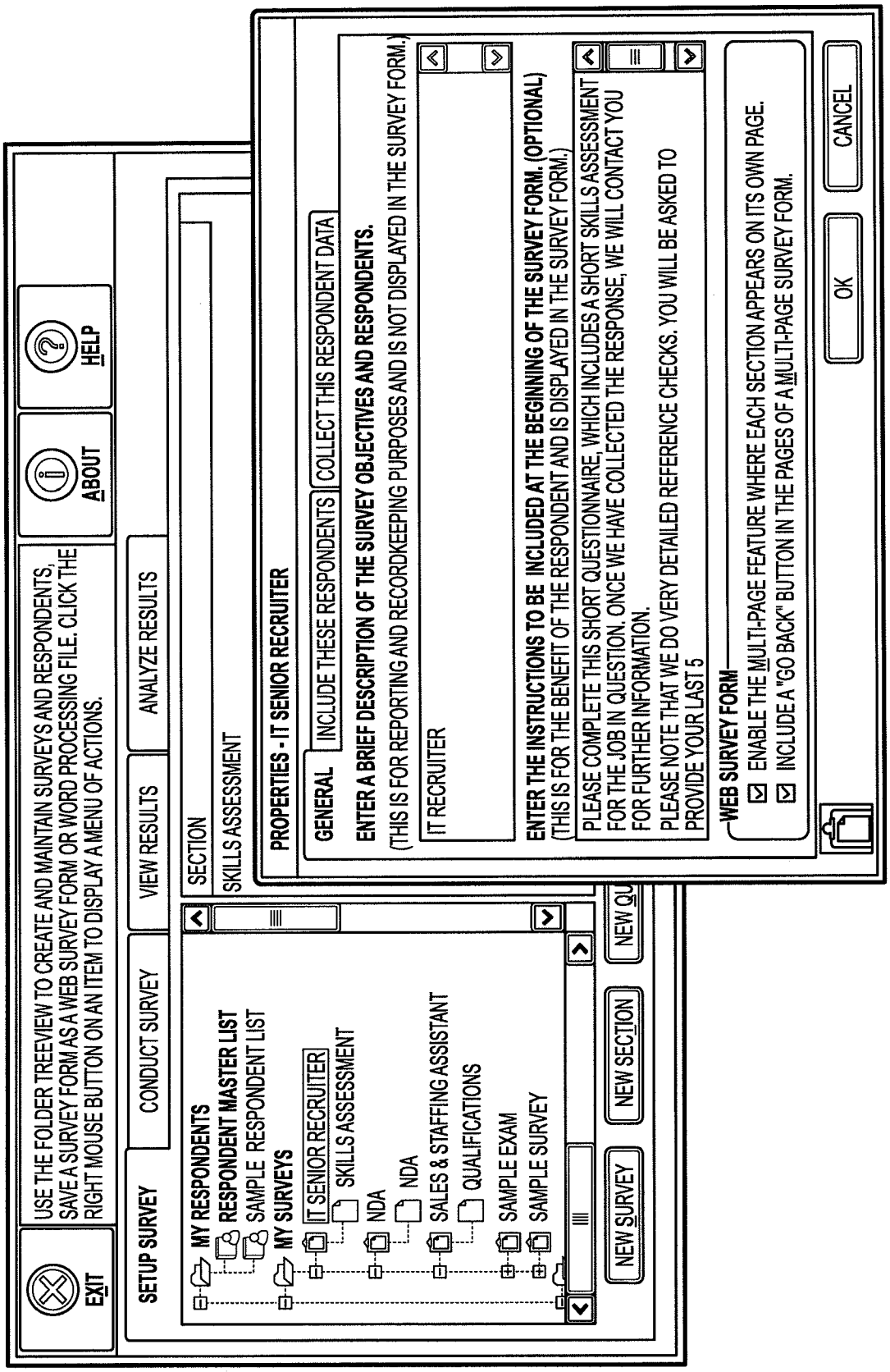

EXIT
USE THE FOLDER TREEVIEW TO CREATE AND MAINTAIN SURVEYS AND RESPONDENTS, SAVE A SURVEY FORM AS A WEB SURVEY FORM OR WORD PROCESSING FILE. CLICK THE RIGHT MOUSE BUTTON ON AN ITEM TO DISPLAY A MENU OF ACTIONS.
ABOUT
HELP
SETUP SURVEY
CONDUCT SURVEY
VIEW RESULTS
ANALYZE RESULTS
MY RESPONDENTS
RESPONDENT MASTER LIST
SAMPLE RESPONDENT LIST
MY SURVEYS
IT SENIOR RECRUITER
SKILLS ASSESSMENT
NDA
NDA
SALES & STAFFING ASSISTANT
QUALIFICATIONS
SAMPLE EXAM
SAMPLE SURVEY
NEW SURVEY
NEW SECTION
NEW QU
SECTION
SKILLS ASSESSMENT
PROPERTIES - IT SENIOR RECRUITER
GENERAL
INCLUDE THESE RESPONDENTS
COLLECT THIS RESPONDENT DATA
ENTER A BRIEF DESCRIPTION OF THE SURVEY OBJECTIVES AND RESPONDENTS.
(THIS IS FOR REPORTING AND RECORDKEEPING PURPOSES AND IS NOT DISPLAYED IN THE SURVEY FORM.)
IT RECRUITER
ENTER THE INSTRUCTIONS TO BE INCLUDED AT THE BEGINNING OF THE SURVEY FORM. (OPTIONAL)
(THIS IS FOR THE BENEFIT OF THE RESPONDENT AND IS DISPLAYED IN THE SURVEY FORM.)
PLEASE COMPLETE THIS SHORT QUESTIONNAIRE, WHICH INCLUDES A SHORT SKILLS ASSESSMENT FOR THE JOB IN QUESTION. ONCE WE HAVE COLLECTED THE RESPONSE, WE WILL CONTACT YOU FOR FURTHER INFORMATION.
PLEASE NOTE THAT WE DO VERY DETAILED REFERENCE CHECKS. YOU WILL BE ASKED TO PROVIDE YOUR LAST 5
WEB SURVEY FORM
ENABLE THE MULTI-PAGE FEATURE WHERE EACH SECTION APPEARS ON ITS OWN PAGE.
INCLUDE A "GO BACK" BUTTON IN THE PAGES OF A MULTI-PAGE SURVEY FORM.
OK
CANCEL

FIG. 12

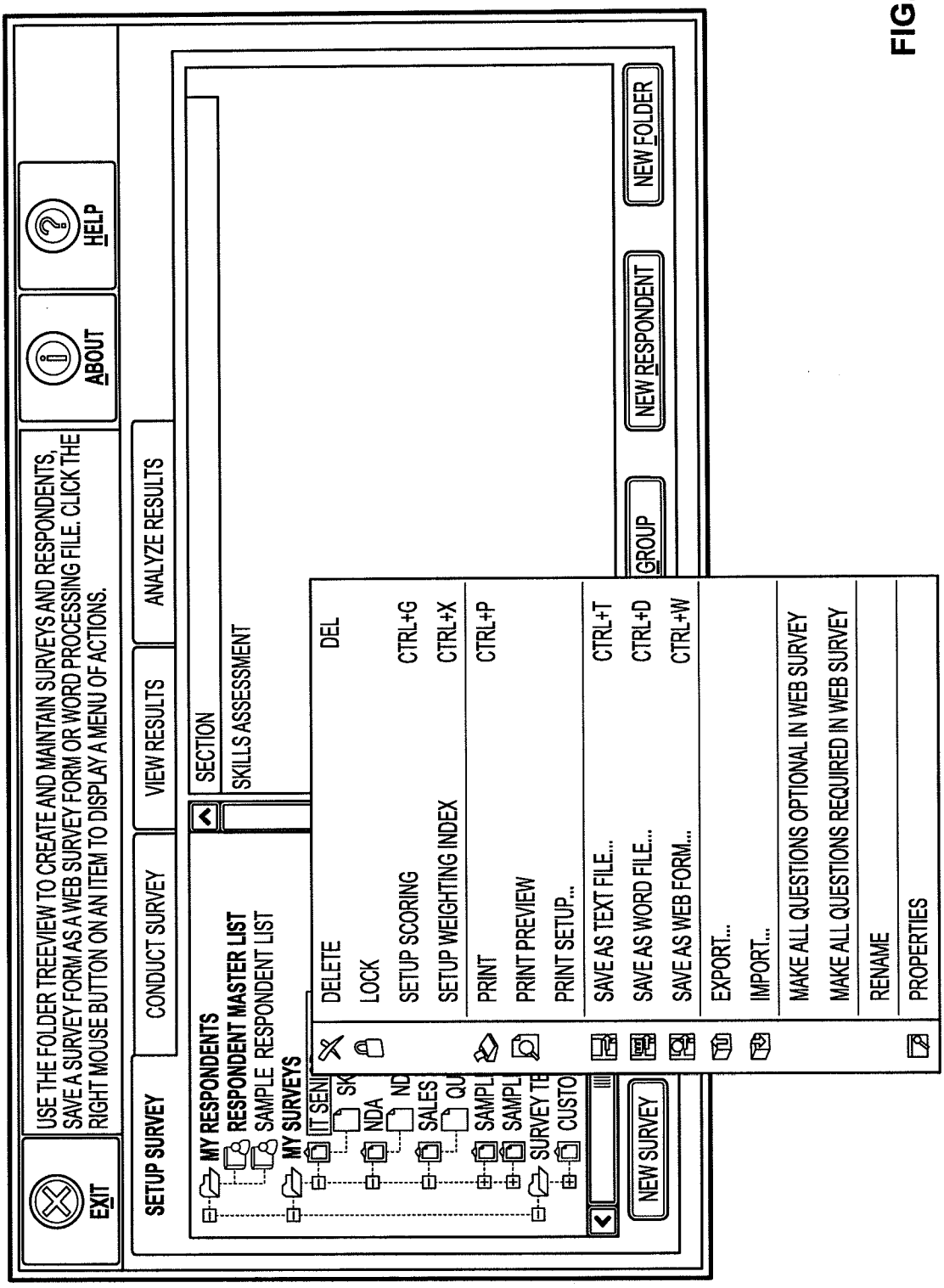

EXIT
USE THE FOLDER TREEVIEW TO CREATE AND MAINTAIN SURVEYS AND RESPONDENTS, SAVE A SURVEY FORM AS A WEB SURVEY FORM OR WORD PROCESSING FILE. CLICK THE RIGHT MOUSE BUTTON ON AN ITEM TO DISPLAY A MENU OF ACTIONS.
ABOUT
HELP
SETUP SURVEY
CONDUCT SURVEY
VIEW RESULTS
ANALYZE RESULTS
MY RESPONDENTS
RESPONDENT MASTER LIST
SAMPLE RESPONDENT LIST
MY SURVEYS
SECTION
SKILLS ASSESSMENT
NEW SURVEY
NEW RESPONDENT
NEW FOLDER
GROUP
DELETE DEL
LOCK
SETUP SCORING CTRL+G
SETUP WEIGHTING INDEX CTRL+X
PRINT CTRL+P
PRINT PREVIEW
PRINT SETUP...
SAVE AS TEXT FILE... CTRL+T
SAVE AS WORD FILE... CTRL+D
SAVE AS WEB FORM... CTRL+W
EXPORT...
IMPORT...
MAKE ALL QUESTIONS OPTIONAL IN WEB SURVEY
MAKE ALL QUESTIONS REQUIRED IN WEB SURVEY
RENAME
PROPERTIES

FIG. 13

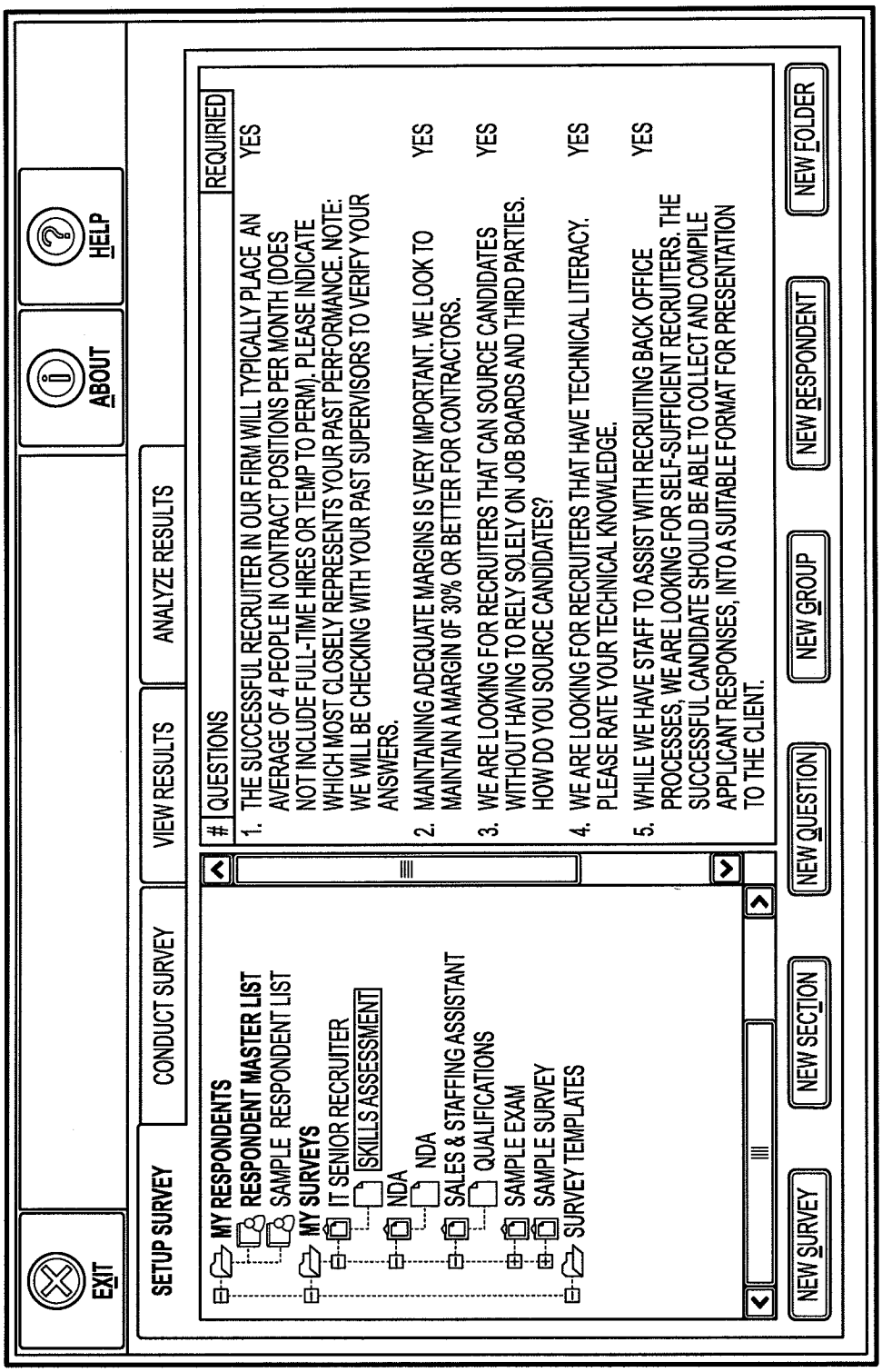

EXIT
ABOUT
HELP
SETUP SURVEY
CONDUCT SURVEY
VIEW RESULTS
ANALYZE RESULTS
MY RESPONDENTS
RESPONDENT MASTER LIST
SAMPLE RESPONDENT LIST
MY SURVEYS
IT SENIOR RECRUITER
SKILLS ASSESSMENT
NDA
NDA
SALES & STAFFING ASSISTANT
QUALIFICATIONS
SAMPLE EXAM
SAMPLE SURVEY
SURVEY TEMPLATES
QUESTIONS
REQUIRED
1. THE SUCCESSFUL RECRUITER IN OUR FIRM WILL TYPICALLY PLACE AN AVERAGE OF 4 PEOPLE IN CONTRACT POSITIONS PER MONTH (DOES NOT INCLUDE FULL-TIME HIRES OR TEMP TO PERM). PLEASE INDICATE WHICH MOST CLOSELY REPRESENTS YOUR PAST PERFORMANCE. NOTE: WE WILL BE CHECKING WITH YOUR PAST SUPERVISORS TO VERIFY YOUR ANSWERS. YES
2. MAINTAINING ADEQUATE MARGINS IS VERY IMPORTANT. WE LOOK TO MAINTAIN A MARGIN OF 30% OR BETTER FOR CONTRACTORS. YES
3. WE ARE LOOKING FOR RECRUITERS THAT CAN SOURCE CANDIDATES WITHOUT HAVING TO RELY SOLELY ON JOB BOARDS AND THIRD PARTIES. HOW DO YOU SOURCE CANDIDATES? YES
4. WE ARE LOOKING FOR RECRUITERS THAT HAVE TECHNICAL LITERACY. PLEASE RATE YOUR TECHNICAL KNOWLEDGE. YES
5. WHILE WE HAVE STAFF TO ASSIST WITH RECRUITING BACK OFFICE PROCESSES, WE ARE LOOKING FOR SELF-SUFFICIENT RECRUITERS. THE SUCCESSFUL CANDIDATE SHOULD BE ABLE TO COLLECT AND COMPILE APPLICANT RESPONSES, INTO A SUITABLE FORMAT FOR PRESENTATION TO THE CLIENT. YES
NEW SURVEY
NEW SECTION
NEW QUESTION
NEW GROUP
NEW RESPONDENT
NEW FOLDER

FIG. 14

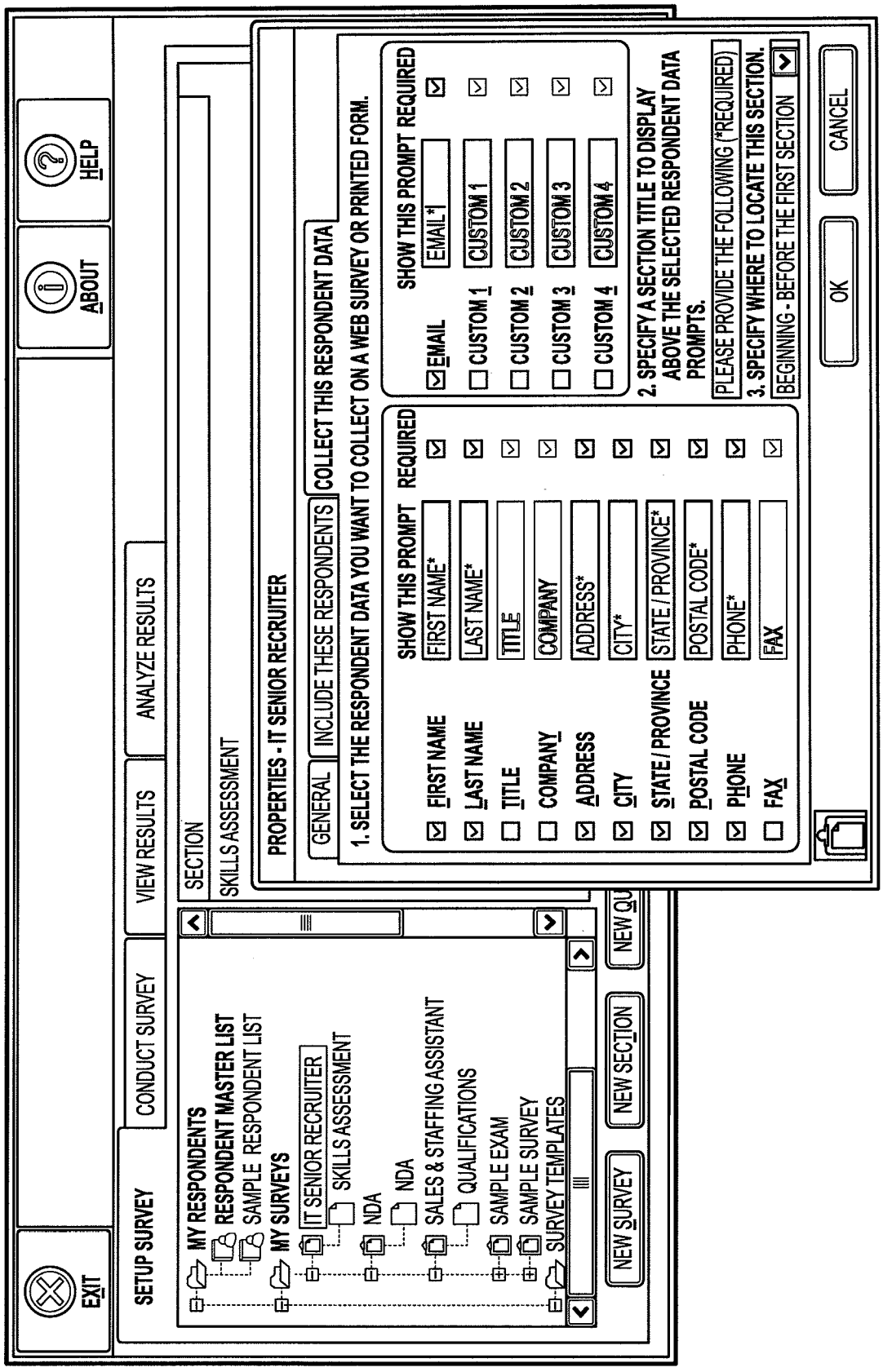

EXIT
SETUP SURVEY
CONDUCT SURVEY
VIEW RESULTS
ANALYZE RESULTS
ABOUT
HELP
MY RESPONDENTS
RESPONDENT MASTER LIST
SAMPLE RESPONDENT LIST
MY SURVEYS
IT SENIOR RECRUITER
SKILLS ASSESSMENT
NDA
NDA
SALES & STAFFING ASSISTANT
QUALIFICATIONS
SAMPLE EXAM
SAMPLE SURVEY
SURVEY TEMPLATES
NEW SURVEY
NEW SECTION
NEW QU
SECTION
SKILLS ASSESSMENT
PROPERTIES - IT SENIOR RECRUITER
GENERAL
INCLUDE THESE RESPONDENTS
COLLECT THIS RESPONDENT DATA
1. SELECT THE RESPONDENT DATA YOU WANT TO COLLECT ON A WEB SURVEY OR PRINTED FORM.
SHOW THIS PROMPT
REQUIRED
FIRST NAME
FIRST NAME*
LAST NAME
LAST NAME*
TITLE
TITLE
COMPANY
COMPANY
ADDRESS
ADDRESS*
CITY
CITY*
STATE / PROVINCE
STATE / PROVINCE*
POSTAL CODE
POSTAL CODE*
PHONE
PHONE*
FAX
FAX
SHOW THIS PROMPT
REQUIRED
EMAIL
EMAIL*1
CUSTOM 1
CUSTOM 1
CUSTOM 2
CUSTOM 2
CUSTOM 3
CUSTOM 3
CUSTOM 4
CUSTOM 4
2. SPECIFY A SECTION TITLE TO DISPLAY ABOVE THE SELECTED RESPONDENT DATA PROMPTS.
PLEASE PROVIDE THE FOLLOWING (*REQUIRED)
3. SPECIFY WHERE TO LOCATE THIS SECTION.
BEGINNING - BEFORE THE FIRST SECTION
OK
CANCEL

FIG. 15

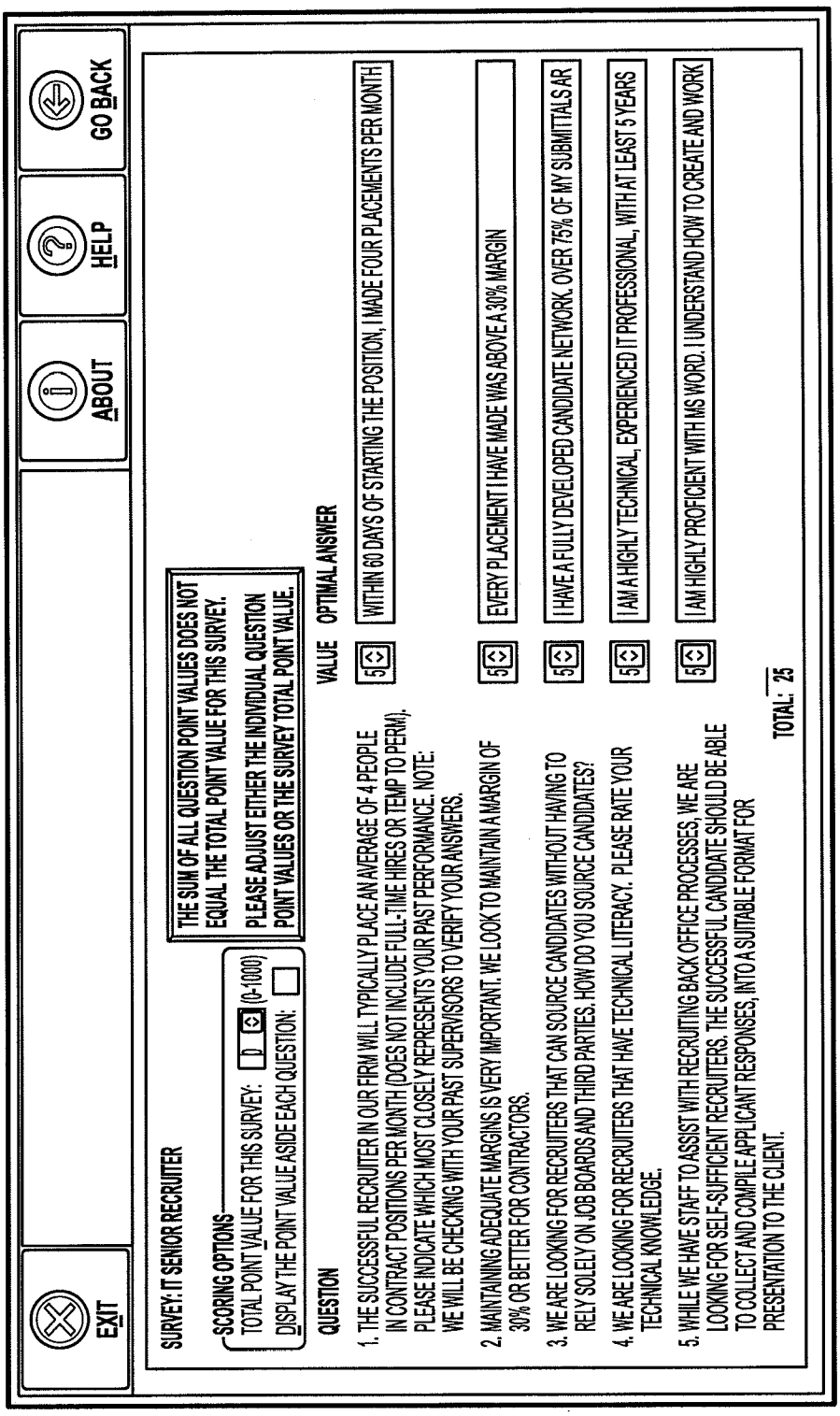

EXIT
ABOUT
HELP
GO BACK
SURVEY: IT SENIOR RECRUITER
SCORING OPTIONS
TOTAL POINT VALUE FOR THIS SURVEY: 0 (0-1000)
DISPLAY THE POINT VALUE ASIDE EACH QUESTION:
THE SUM OF ALL QUESTION POINT VALUES DOES NOT EQUAL THE TOTAL POINT VALUE FOR THIS SURVEY.
PLEASE ADJUST EITHER THE INDIVIDUAL QUESTION POINT VALUES OR THE SURVEY TOTAL POINT VALUE.
QUESTION
VALUE
OPTIMAL ANSWER
1. THE SUCCESSFUL RECRUITER IN OUR FIRM WILL TYPICALLY PLACE AN AVERAGE OF 4 PEOPLE IN CONTRACT POSITIONS PER MONTH (DOES NOT INCLUDE FULL-TIME HIRES OR TEMP TO PERM). PLEASE INDICATE WHICH MOST CLOSELY REPRESENTS YOUR PAST PERFORMANCE. NOTE: WE WILL BE CHECKING WITH YOUR PAST SUPERVISORS TO VERIFY YOUR ANSWERS.
5
WITHIN 60 DAYS OF STARTING THE POSITION, I MADE FOUR PLACEMENTS PER MONTH
2. MAINTAINING ADEQUATE MARGINS IS VERY IMPORTANT. WE LOOK TO MAINTAIN A MARGIN OF 30% OR BETTER FOR CONTRACTORS.
5
EVERY PLACEMENT I HAVE MADE WAS ABOVE A 30% MARGIN
3. WE ARE LOOKING FOR RECRUITERS THAT CAN SOURCE CANDIDATES WITHOUT HAVING TO RELY SOLELY ON JOB BOARDS AND THIRD PARTIES. HOW DO YOU SOURCE CANDIDATES?
5
I HAVE A FULLY DEVELOPED CANDIDATE NETWORK. OVER 75% OF MY SUBMITTALS AR
4. WE ARE LOOKING FOR RECRUITERS THAT HAVE TECHNICAL LITERACY. PLEASE RATE YOUR TECHNICAL KNOWLEDGE.
5
I AM A HIGHLY TECHNICAL, EXPERIENCED IT PROFESSIONAL, WITH AT LEAST 5 YEARS
5. WHILE WE HAVE STAFF TO ASSIST WITH RECRUITING BACK OFFICE PROCESSES, WE ARE LOOKING FOR SELF-SUFFICIENT RECRUITERS. THE SUCCESSFUL CANDIDATE SHOULD BE ABLE TO COLLECT AND COMPILE APPLICANT RESPONSES, INTO A SUITABLE FORMAT FOR PRESENTATION TO THE CLIENT.
5
I AM HIGHLY PROFICIENT WITH MS WORD. I UNDERSTAND HOW TO CREATE AND WORK
TOTAL: 25

FIG. 16

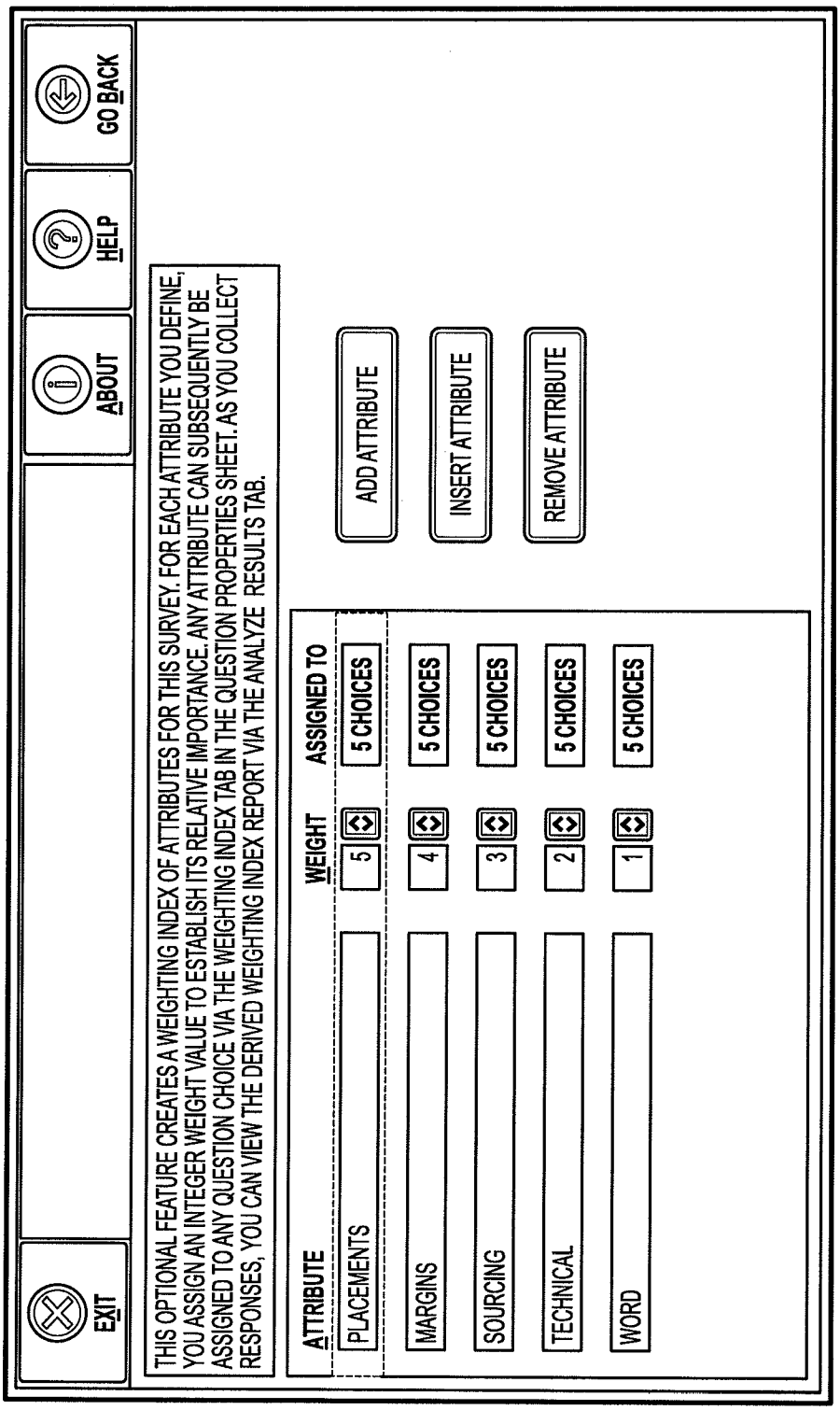

EXIT
ABOUT
HELP
GO BACK
THIS OPTIONAL FEATURE CREATES A WEIGHTING INDEX OF ATTRIBUTES FOR THIS SURVEY. FOR EACH ATTRIBUTE YOU DEFINE, YOU ASSIGN AN INTEGER WEIGHT VALUE TO ESTABLISH ITS RELATIVE IMPORTANCE. ANY ATTRIBUTE CAN SUBSEQUENTLY BE ASSIGNED TO ANY QUESTION CHOICE VIA THE WEIGHTING INDEX TAB IN THE QUESTION PROPERTIES SHEET. AS YOU COLLECT RESPONSES, YOU CAN VIEW THE DERIVED WEIGHTING INDEX REPORT VIA THE ANALYZE RESULTS TAB.
ATTRIBUTE
WEIGHT
ASSIGNED TO
PLACEMENTS
5
5 CHOICES
MARGINS
4
5 CHOICES
SOURCING
3
5 CHOICES
TECHNICAL
2
5 CHOICES
WORD
1
5 CHOICES
ADD ATTRIBUTE
INSERT ATTRIBUTE
REMOVE ATTRIBUTE

FIG. 17

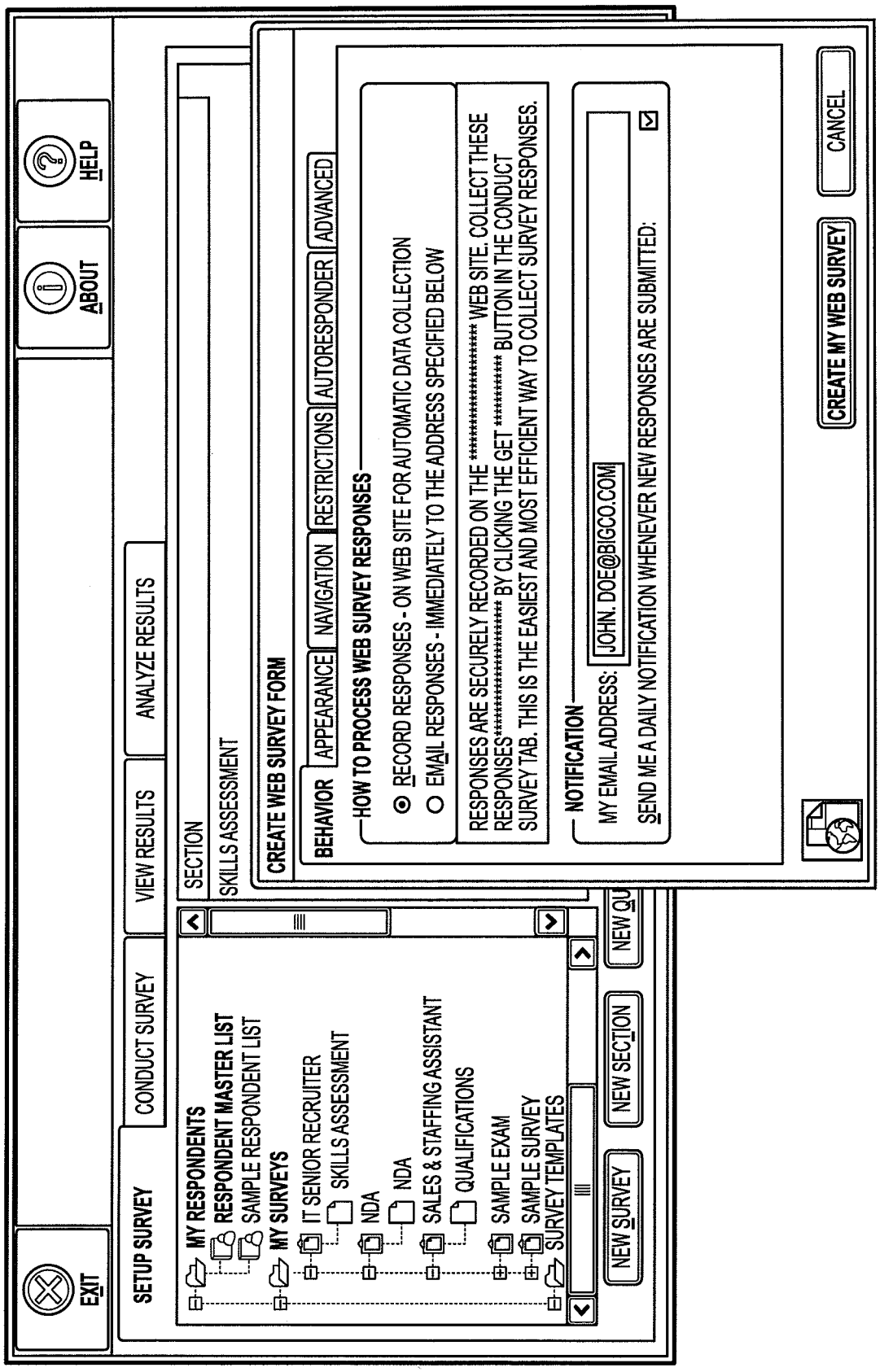

EXIT
SETUP SURVEY
CONDUCT SURVEY
VIEW RESULTS
ANALYZE RESULTS
ABOUT
HELP
MY RESPONDENTS
RESPONDENT MASTER LIST
SAMPLE RESPONDENT LIST
MY SURVEYS
IT SENIOR RECRUITER
SKILLS ASSESSMENT
NDA
NDA
SALES & STAFFING ASSISTANT
QUALIFICATIONS
SAMPLE EXAM
SAMPLE SURVEY
SURVEY TEMPLATES
NEW SURVEY
NEW SECTION
NEW QU
SECTION
SKILLS ASSESSMENT
CREATE WEB SURVEY FORM
BEHAVIOR
APPEARANCE
NAVIGATION
RESTRICTIONS
AUTORESPONDER
ADVANCED
HOW TO PROCESS WEB SURVEY RESPONSES
RECORD RESPONSES - ON WEB SITE FOR AUTOMATIC DATA COLLECTION
EMAIL RESPONSES - IMMEDIATELY TO THE ADDRESS SPECIFIED BELOW
RESPONSES ARE SECURELY RECORDED ON THE ********** WEB SITE. COLLECT THESE RESPONSES********** BY CLICKING THE GET ********** BUTTON IN THE CONDUCT SURVEY TAB. THIS IS THE EASIEST AND MOST EFFICIENT WAY TO COLLECT SURVEY RESPONSES.
NOTIFICATION
MY EMAIL ADDRESS:
JOHN. DOE@BIGCO.COM
SEND ME A DAILY NOTIFICATION WHENEVER NEW RESPONSES ARE SUBMITTED:
CREATE MY WEB SURVEY
CANCEL

FIG. 18

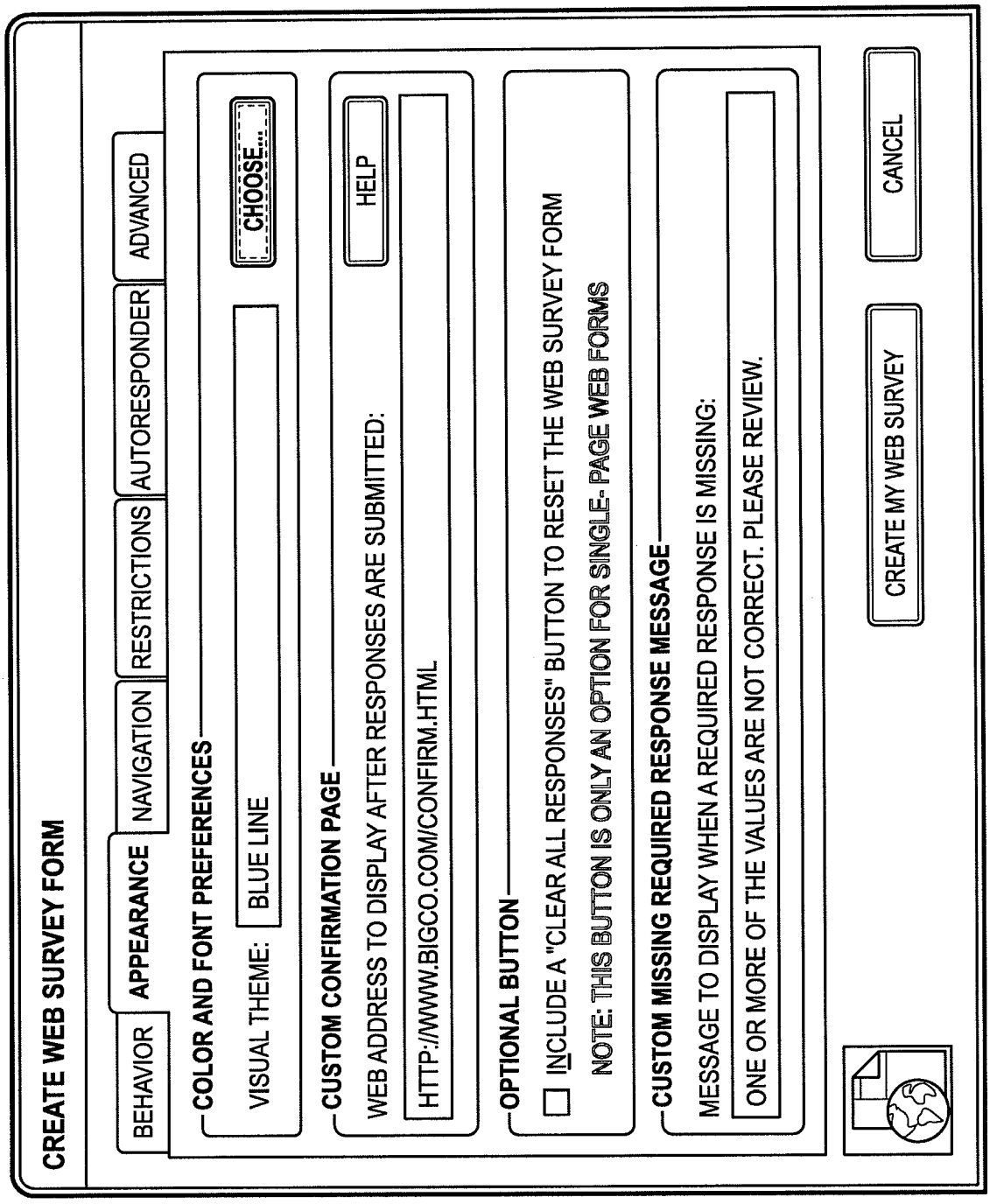

CREATE WEB SURVEY FORM
BEHAVIOR
APPEARANCE
NAVIGATION
RESTRICTIONS
AUTORESPONDER
ADVANCED
COLOR AND FONT PREFERENCES
VISUAL THEME:
BLUE LINE
CHOOSE...
CUSTOM CONFIRMATION PAGE
WEB ADDRESS TO DISPLAY AFTER RESPONSES ARE SUBMITTED:
HELP
HTTP://WWW.BIGCO.COM/CONFIRM.HTML
OPTIONAL BUTTON
INCLUDE A "CLEAR ALL RESPONSES" BUTTON TO RESET THE WEB SURVEY FORM
NOTE: THIS BUTTON IS ONLY AN OPTION FOR SINGLE- PAGE WEB FORMS
CUSTOM MISSING REQUIRED RESPONSE MESSAGE
MESSAGE TO DISPLAY WHEN A REQUIRED RESPONSE IS MISSING:
ONE OR MORE OF THE VALUES ARE NOT CORRECT. PLEASE REVIEW.
CREATE MY WEB SURVEY
CANCEL

FIG. 19

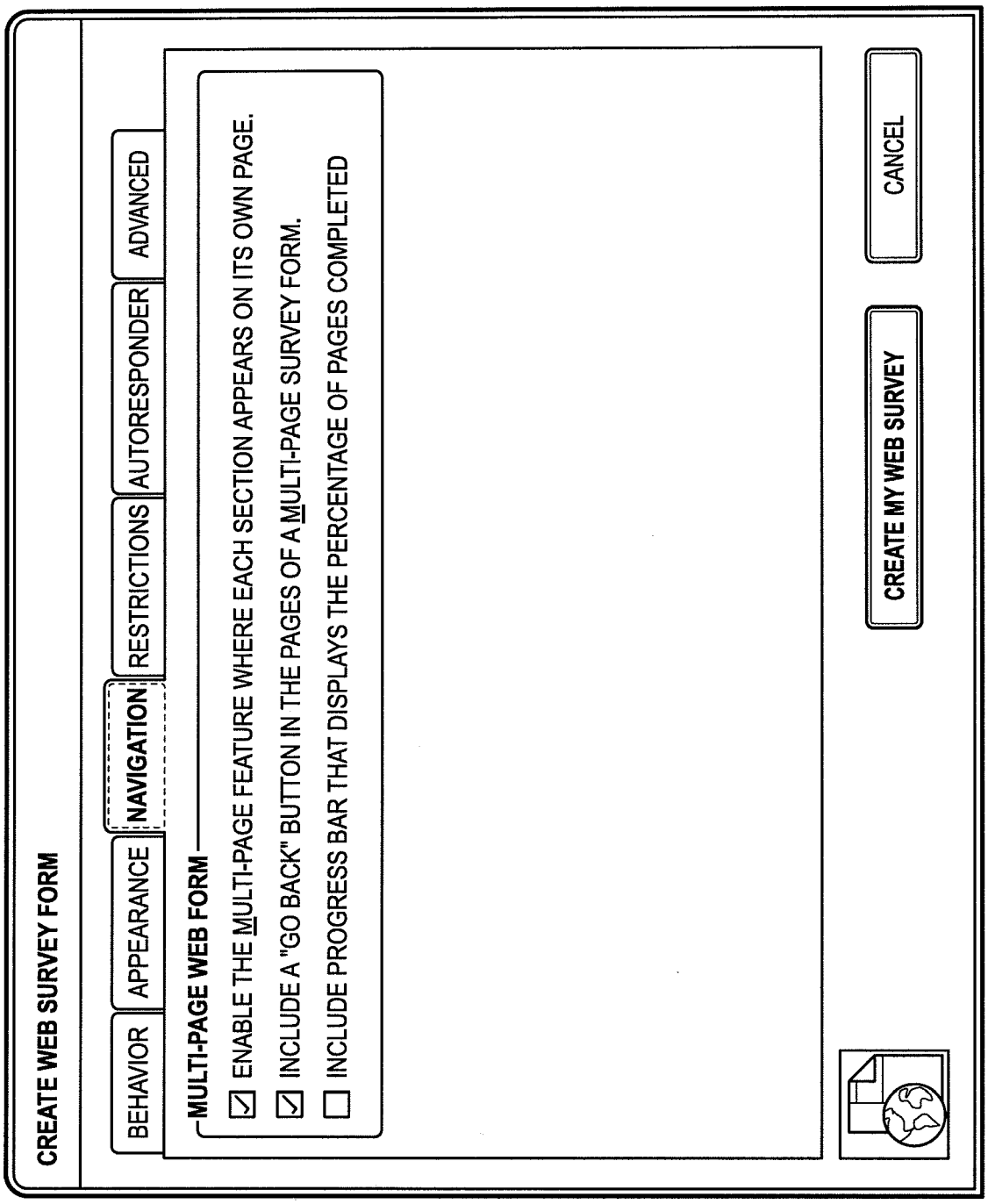

CREATE WEB SURVEY FORM
BEHAVIOR
APPEARANCE
NAVIGATION
RESTRICTIONS
AUTORESPONDER
ADVANCED
MULTI-PAGE WEB FORM
ENABLE THE MULTI-PAGE FEATURE WHERE EACH SECTION APPEARS ON ITS OWN PAGE.
INCLUDE A "GO BACK" BUTTON IN THE PAGES OF A MULTI-PAGE SURVEY FORM.
INCLUDE PROGRESS BAR THAT DISPLAYS THE PERCENTAGE OF PAGES COMPLETED
CREATE MY WEB SURVEY
CANCEL

FIG. 20

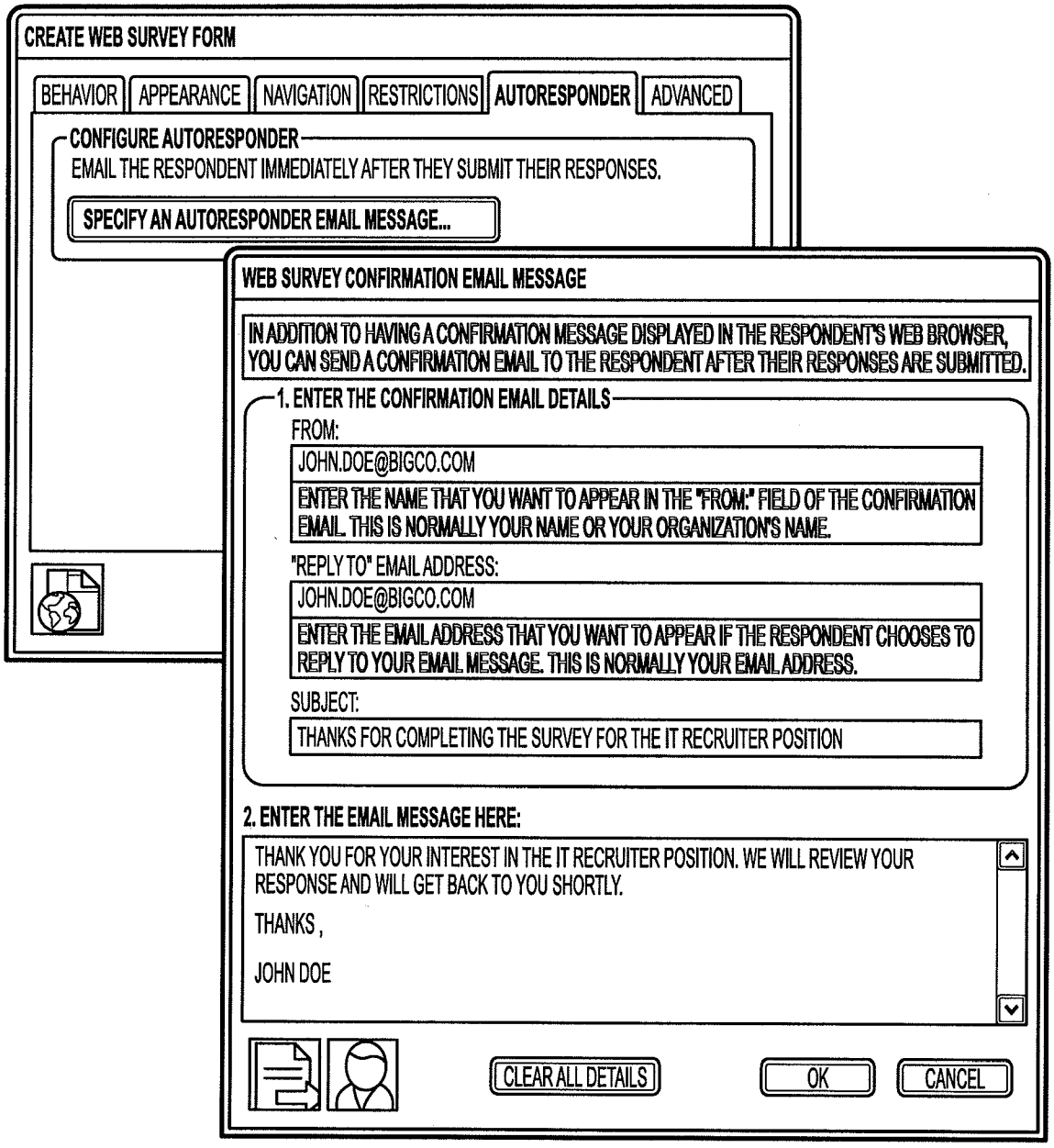

CREATE WEB SURVEY FORM
BEHAVIOR
APPEARANCE
NAVIGATION
RESTRICTIONS
AUTORESPONDER
ADVANCED
CONFIGURE AUTORESPONDER
EMAIL THE RESPONDENT IMMEDIATELY AFTER THEY SUBMIT THEIR RESPONSES.
SPECIFY AN AUTORESPONDER EMAIL MESSAGE...
WEB SURVEY CONFIRMATION EMAIL MESSAGE
IN ADDITION TO HAVING A CONFIRMATION MESSAGE DISPLAYED IN THE RESPONDENT'S WEB BROWSER, YOU CAN SEND A CONFIRMATION EMAIL TO THE RESPONDENT AFTER THEIR RESPONSES ARE SUBMITTED.
1. ENTER THE CONFIRMATION EMAIL DETAILS
FROM:
JOHN.DOE@BIGCO.COM
ENTER THE NAME THAT YOU WANT TO APPEAR IN THE "FROM:" FIELD OF THE CONFIRMATION EMAIL. THIS IS NORMALLY YOUR NAME OR YOUR ORGANIZATION'S NAME.
"REPLY TO" EMAIL ADDRESS:
JOHN.DOE@BIGCO.COM
ENTER THE EMAIL ADDRESS THAT YOU WANT TO APPEAR IF THE RESPONDENT CHOOSES TO REPLY TO YOUR EMAIL MESSAGE. THIS IS NORMALLY YOUR EMAIL ADDRESS.
SUBJECT:
THANKS FOR COMPLETING THE SURVEY FOR THE IT RECRUITER POSITION
2. ENTER THE EMAIL MESSAGE HERE:
THANK YOU FOR YOUR INTEREST IN THE IT RECRUITER POSITION. WE WILL REVIEW YOUR RESPONSE AND WILL GET BACK TO YOU SHORTLY.
THANKS ,
JOHN DOE
CLEAR ALL DETAILS
OK
CANCEL

FIG. 21

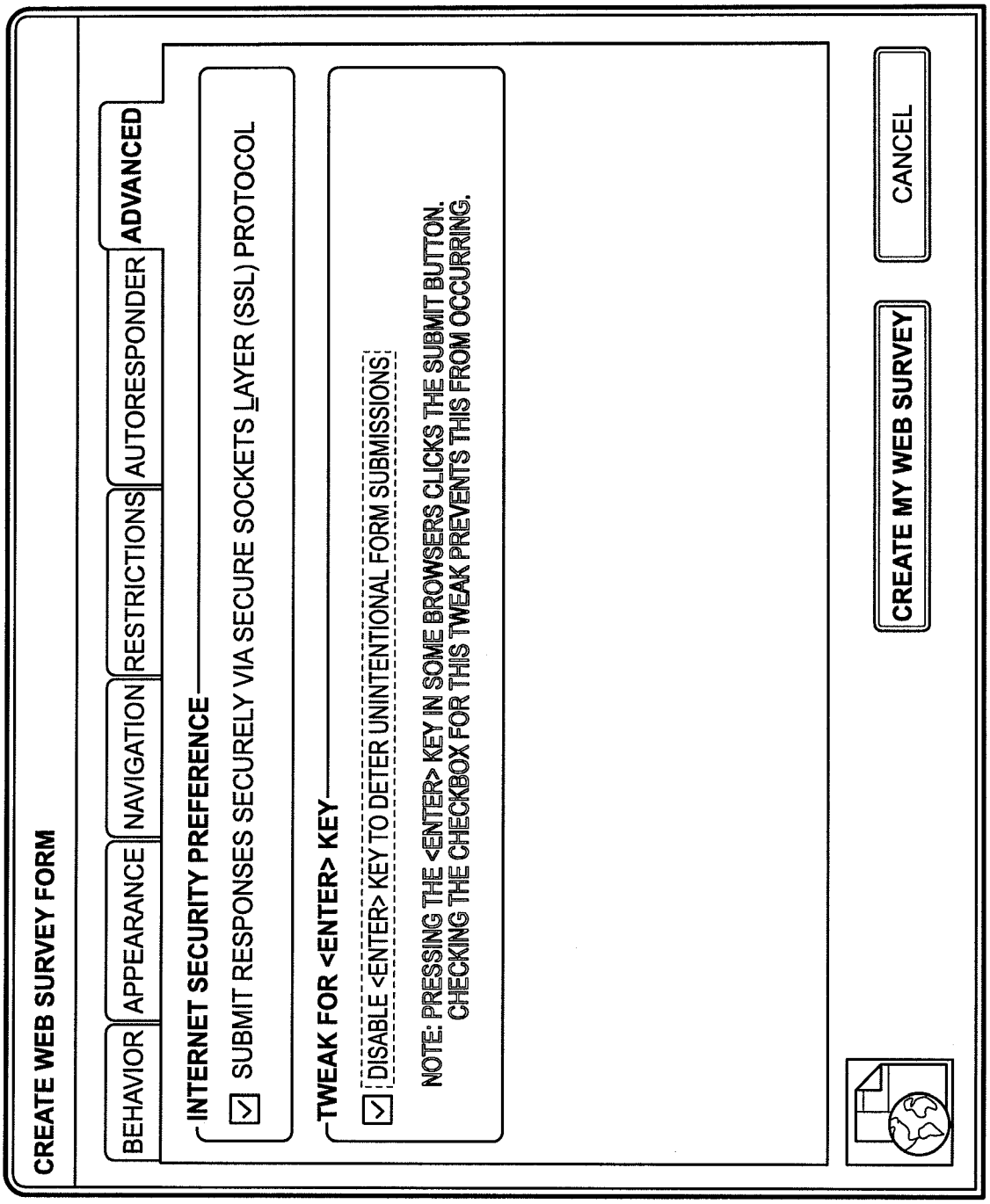

CREATE WEB SURVEY FORM
BEHAVIOR
APPEARANCE
NAVIGATION
RESTRICTIONS
AUTORESPONDER
ADVANCED
INTERNET SECURITY PREFERENCE
SUBMIT RESPONSES SECURELY VIA SECURE SOCKETS LAYER (SSL) PROTOCOL
TWEAK FOR <ENTER> KEY
DISABLE <ENTER> KEY TO DETER UNINTENTIONAL FORM SUBMISSIONS
NOTE: PRESSING THE <ENTER> KEY IN SOME BROWSERS CLICKS THE SUBMIT BUTTON. CHECKING THE CHECKBOX FOR THIS TWEAK PREVENTS THIS FROM OCCURRING.
CREATE MY WEB SURVEY
CANCEL

FIG. 22

IT SENIOR RECRUITER

PLEASE COMPLETE THIS SHORT QUESTIONNAIRE, WHICH INCLUDES A SHORT SKILLS ASSESSMENT FOR THE JOB IN QUESTION. ONCE WE HAVE COLLECTED THE RESPONSE, WE WILL CONTACT YOU FOR FURTHER INFORMATION.

PLEASE NOTE THAT WE DO VERY DETAILED REFERENCE CHECKS. YOU WILL BE ASKED TO PROVIDE YOUR LAST 5 SUPERVISORS IN CHRONOLOGICAL ORDER (YOU MAY HAVE MORE THAN ONE SUPERVISOR IN ANY GIVEN JOB). KEEP THIS IN MIND AS YOU DO THE SELF-ASSESSMENT.

PLEASE PROVIDE THE FOLLOWING (*REQUIRED)

FIRST NAME * _____

LAST NAME * _____

ADDRESS* _____

CITY* _____

STATE / PROVINCE* _____

POSTAL CODE* _____

PHONE* _____

EMAIL* _____

SKILLS ASSESSMENT

1. THE SUCCESSFUL RECRUITER IN OUR FIRM WILL TYPICALLY PLACE AN AVERAGE OF 4 PEOPLE IN CONTRACT POSITIONS PER MONTH (DOES NOT INCLUDE FULL-TIME HIRES OR TEMP TO PERM). PLEASE INDICATE WHICH MOST CLOSELY REPRESENTS YOUR PAST PERFORMANCE. NOTE: WE WILL BE CHECKING WITH YOUR PAST SUPERVISORS TO VERIFY YOUR ANSWERS.

O WITHIN 60 DAYS OF STARTING THE POSITION, I MADE FOUR PLACEMENTS PER MONTH EVERY MONTH.

O I MADE AN AVERAGE OF 3 PLACEMENTS PER MONTH.

O I MADE AN AVERAGE OF 2 PLACEMENTS PER MONTH.

O I MADE AN AVERAGE OF 1 PLACEMENT PER MONTH.

O I MADE AN LESS THAN PLACEMENT PER MONTH.

FIG. 23A

2. **MAINTAINING ADEQUATE MARGINS IS VERY IMPORTANT. WE LOOK TO MAINTAIN A MARGIN OF 30% OR BETTER FOR CONTRACTORS.**

- O EVERY PLACEMENT I HAVE MADE WAS ABOVE A 30% MARGIN
- O THE AVERAGE MARGIN FOR ALL MY PLACEMENTS HAS BEEN ABOVE 30%
- O THE AVERAGE MARGIN FOR ALL MY PLACEMENTS HAS BEEN BETWEEN 25% AND 30%
- O THE AVERAGE MARGIN FOR ALL MY PLACEMENTS HAS BEEN BETWEEN 20% AND 25%
- O THE AVERAGE MARGIN FOR ALL MY PLACEMENTS HAS BEEN BELOW 20%

3. **WE ARE LOOKING FOR RECRUITERS THAT CAN SOURCE CANDIDATES WITHOUT HAVING TO RELY SOLELY ON JOB BOARDS AND THIRD PARTIES. HOW DO YOU SOURCE CANDIDATES?**

- O I HAVE A FULLY DEVELOPED CANDIDATE NETWORK. OVER 75% OF MY SUBMITTALS ARE SOURCED OUTSIDE OF JOB BOARDS AND THIRD PARTIES.
- O I HAVE A GOOD CANDIDATE NETWORK. OVER 50% OF MY SUBMITTALS ARE SOURCED OUTSIDE OF JOB BOARDS AND THIRD PARTIES.
- O I HAVE A LIMITED CANDIDATE NETWORK. I OFTEN RELY ON THE COMPANY CANDIDATE DATABASE AND I TYPICALLY USE THE JOB BOARDS OR THIRD PARTIES.
- O I DON'T HAVE A CANDIDATE NETWORK. I RELY HEAVILY ON JOB BOARDS AND THIRD PARTIES.
- O I DON'T HAVE A CANDIDATE NETWORK. I AM TOTALLY RELIANT ON JOB BOARDS AND THIRD PARTIES.

4. **WE ARE LOOKING FOR RECRUITERS THAT HAVE TECHNICAL LITERACY. PLEASE RATE YOUR TECHNICAL KNOWLEDGE.**

- O I AM A HIGHLY TECHNICAL, EXPERIENCED IT PROFESSIONAL, WITH AT LEAST 5 YEARS IN THE IT BUSINESS. I HAVE A TECHNICAL DEGREE OR TECHNICAL CERTIFICATIONS. I CAN COMFORTABLY DISCUSS ALL TECHNICAL TOPICS WITH CANDIDATES, INCLUDING NETWORKING, OBJECT ORIENTED PROGRAMMING, CRM & ERP.
- O I HAVE A GOOD TECHNICAL BACKGROUND. I AM COMFORTABLE WITH SPECIFIC AREAS OF IT. I MAY NOT HAVE A TECHNICAL

FIG. 23B

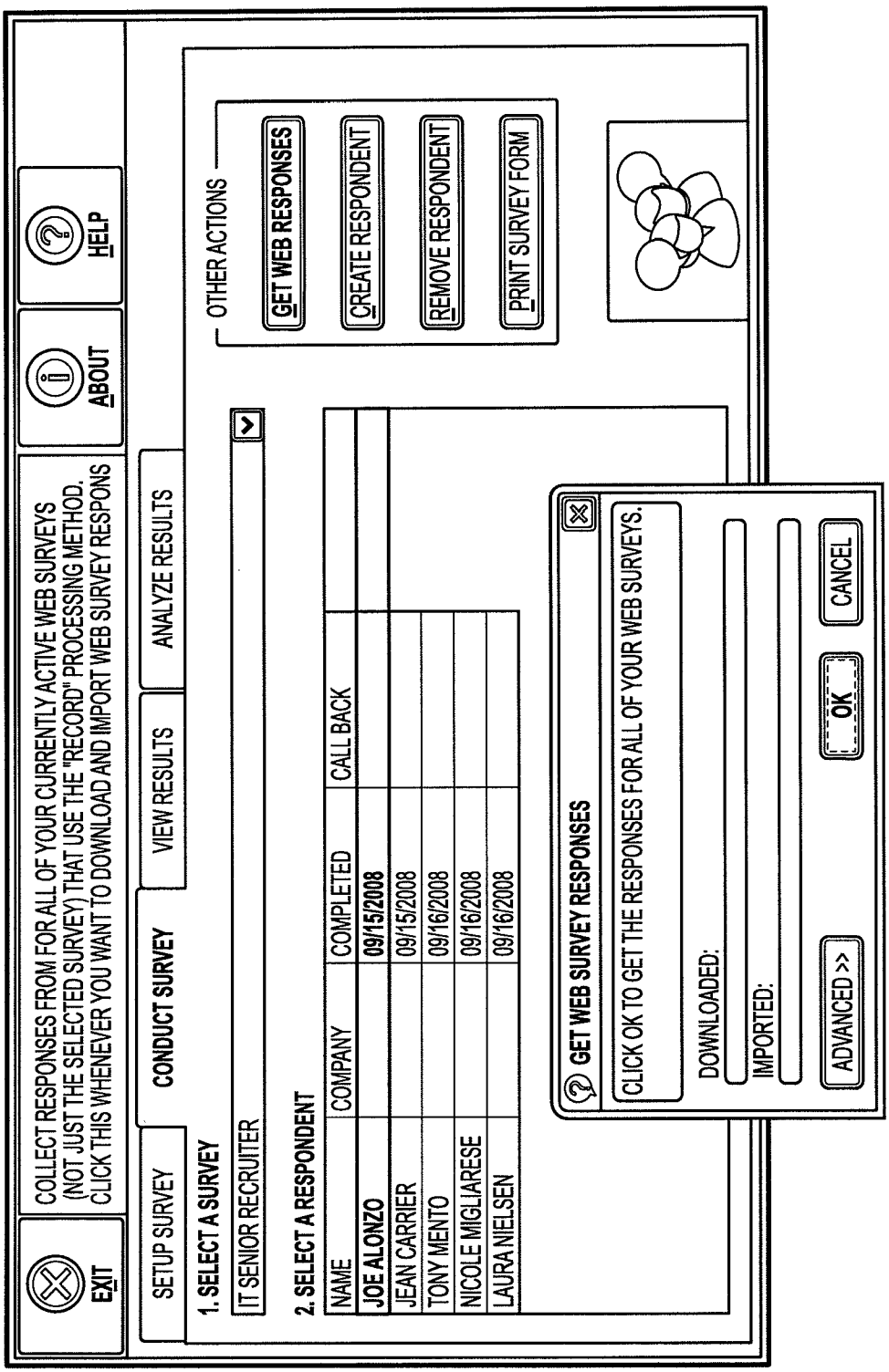

EXIT
COLLECT RESPONSES FROM FOR ALL OF YOUR CURRENTLY ACTIVE WEB SURVEYS (NOT JUST THE SELECTED SURVEY) THAT USE THE "RECORD" PROCESSING METHOD. CLICK THIS WHENEVER YOU WANT TO DOWNLOAD AND IMPORT WEB SURVEY RESPONS
ABOUT
HELP
SETUP SURVEY
CONDUCT SURVEY
VIEW RESULTS
ANALYZE RESULTS
1. SELECT A SURVEY
IT SENIOR RECRUITER
2. SELECT A RESPONDENT
NAME
COMPANY
COMPLETED
CALL BACK
JOE ALONZO
09/15/2008
JEAN CARRIER
09/15/2008
TONY MENTO
09/16/2008
NICOLE MIGLIARESE
09/16/2008
LAURA NIELSEN
09/16/2008
OTHER ACTIONS
GET WEB RESPONSES
CREATE RESPONDENT
REMOVE RESPONDENT
PRINT SURVEY FORM
GET WEB SURVEY RESPONSES
CLICK OK TO GET THE RESPONSES FOR ALL OF YOUR WEB SURVEYS.
DOWNLOADED:
IMPORTED:
ADVANCED >>
OK
CANCEL

FIG. 24

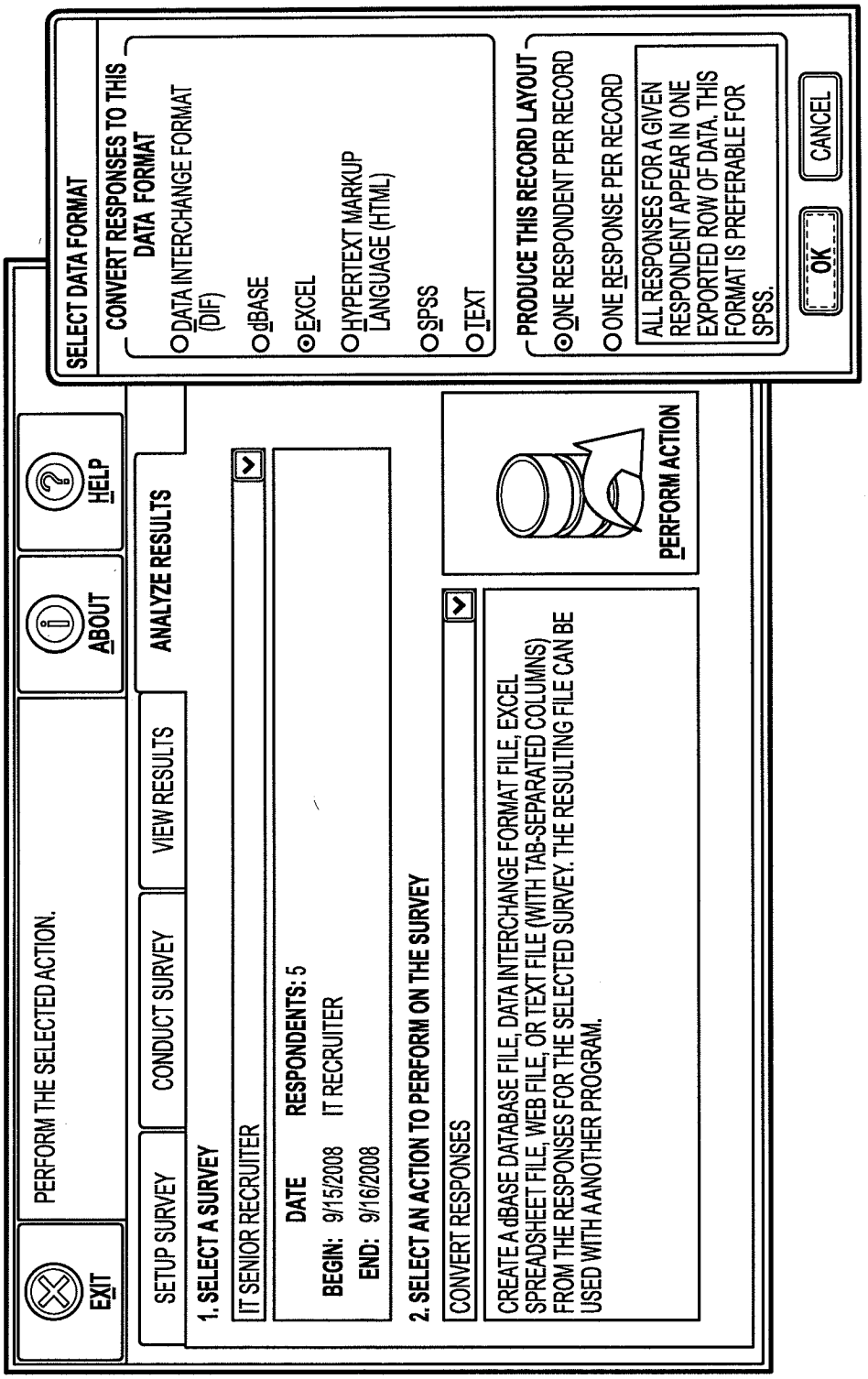

EXIT
PERFORM THE SELECTED ACTION.
ABOUT
HELP
SETUP SURVEY
CONDUCT SURVEY
VIEW RESULTS
ANALYZE RESULTS
1. SELECT A SURVEY
IT SENIOR RECRUITER
DATE RESPONDENTS: 5
BEGIN: 9/15/2008 IT RECRUITER
END: 9/16/2008
2. SELECT AN ACTION TO PERFORM ON THE SURVEY
CONVERT RESPONSES
CREATE A dBASE DATABASE FILE, DATA INTERCHANGE FORMAT FILE, EXCEL SPREADSHEET FILE, WEB FILE, OR TEXT FILE (WITH TAB-SEPARATED COLUMNS) FROM THE RESPONSES FOR THE SELECTED SURVEY. THE RESULTING FILE CAN BE USED WITH AANOTHER PROGRAM.
PERFORM ACTION
SELECT DATA FORMAT
CONVERT RESPONSES TO THIS DATA FORMAT
DATA INTERCHANGE FORMAT (DIF)
dBASE
EXCEL
HYPERTEXT MARKUP LANGUAGE (HTML)
SPSS
TEXT
PRODUCE THIS RECORD LAYOUT
ONE RESPONDENT PER RECORD
ONE RESPONSE PER RECORD
ALL RESPONSES FOR A GIVEN RESPONDENT APPEAR IN ONE EXPORTED ROW OF DATA. THIS FORMAT IS PREFERABLE FOR SPSS.
OK
CANCEL

FIG. 25

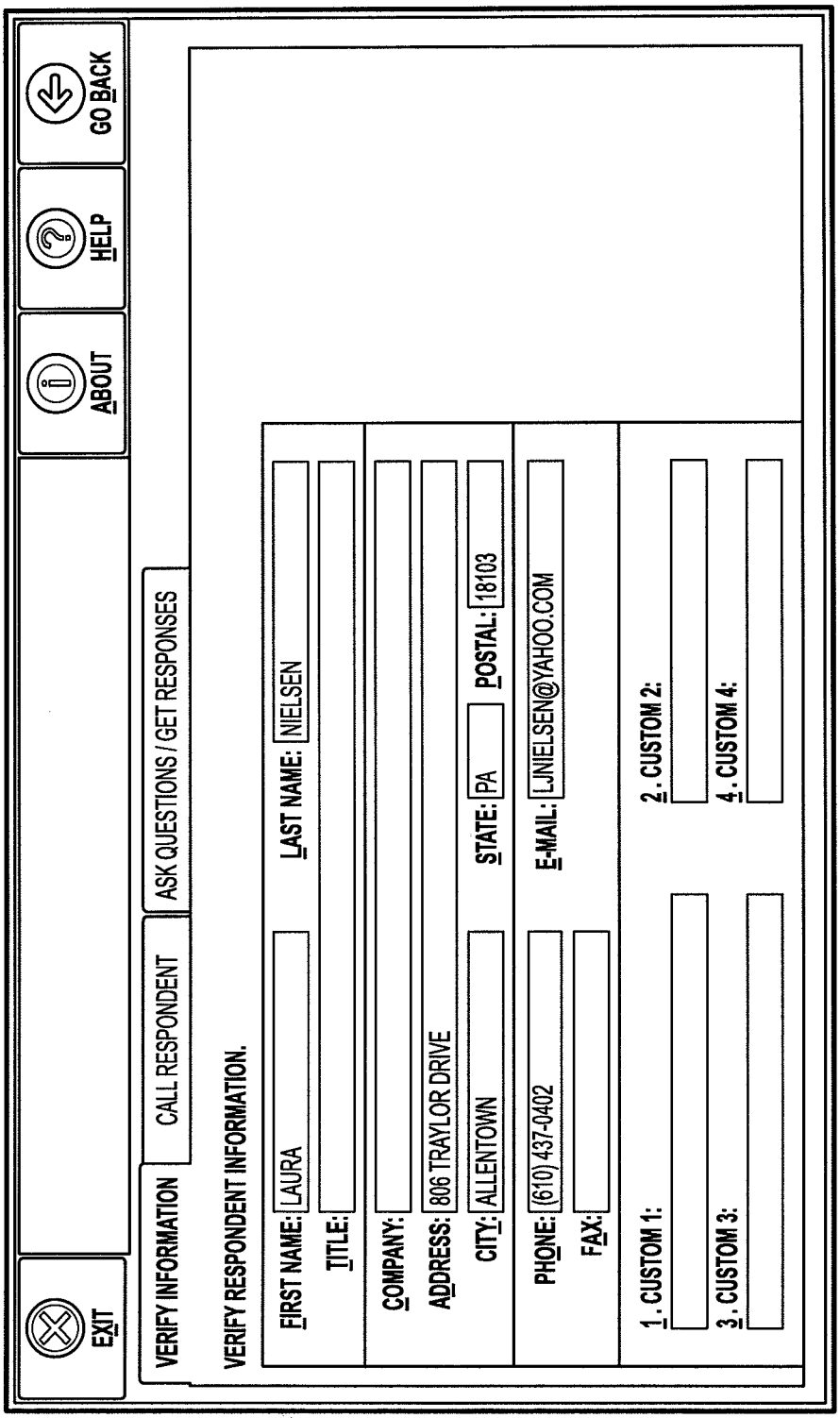

EXIT
ABOUT
HELP
GO BACK
VERIFY INFORMATION
CALL RESPONDENT
ASK QUESTIONS / GET RESPONSES
VERIFY RESPONDENT INFORMATION.
FIRST NAME: LAURA
LAST NAME: NIELSEN
TITLE:
COMPANY:
ADDRESS: 806 TRAYLOR DRIVE
CITY: ALLENTOWN
STATE: PA
POSTAL: 18103
PHONE: (610) 437-0402
E-MAIL: LJNIELSEN@YAHOO.COM
FAX:
1. CUSTOM 1:
2. CUSTOM 2:
3. CUSTOM 3:
4. CUSTOM 4:

FIG. 26

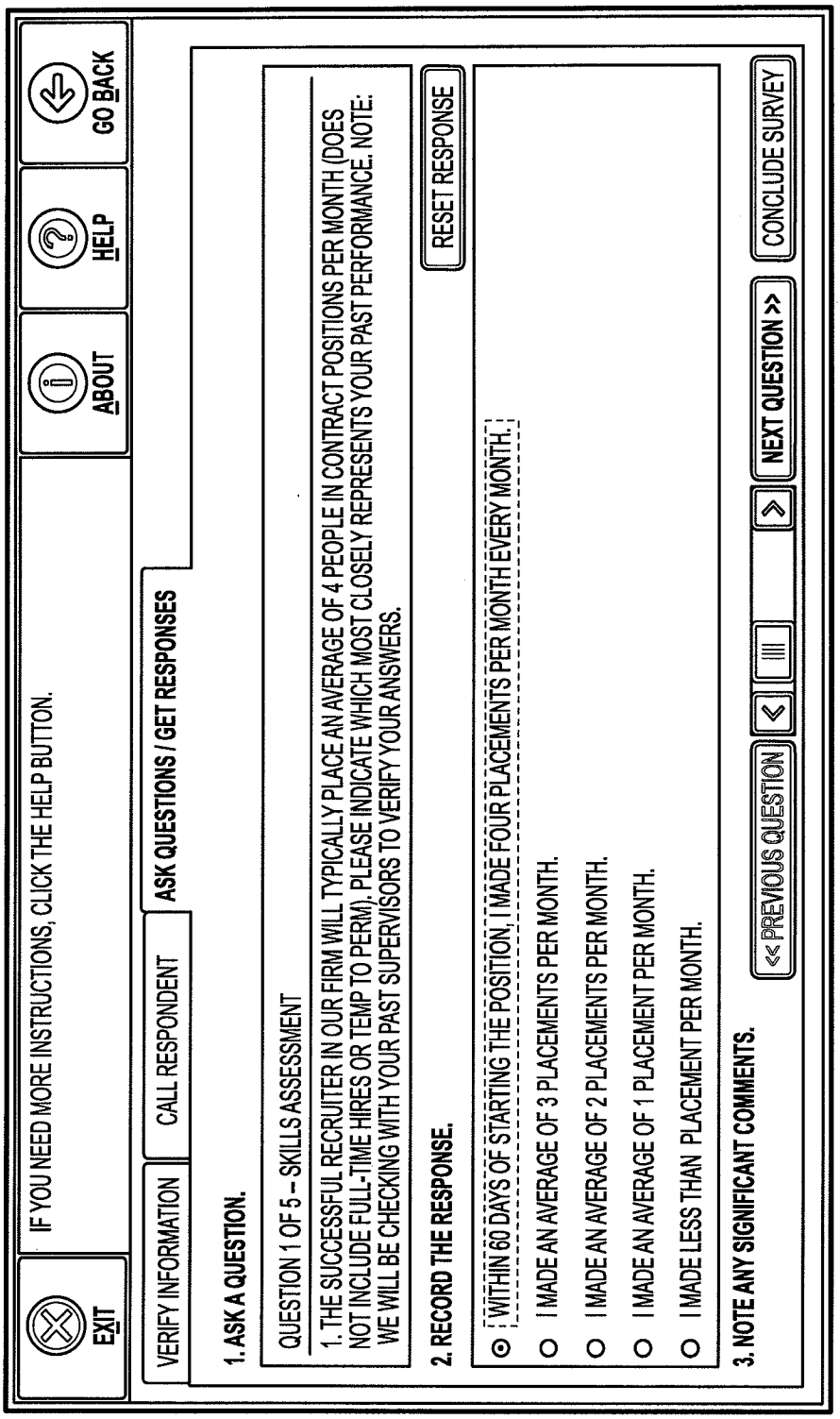

EXIT
IF YOU NEED MORE INSTRUCTIONS, CLICK THE HELP BUTTON.
ABOUT
HELP
GO BACK
VERIFY INFORMATION
CALL RESPONDENT
ASK QUESTIONS / GET RESPONSES
1. ASK A QUESTION.
QUESTION 1 OF 5 – SKILLS ASSESSMENT
1. THE SUCCESSFUL RECRUITER IN OUR FIRM WILL TYPICALLY PLACE AN AVERAGE OF 4 PEOPLE IN CONTRACT POSITIONS PER MONTH (DOES NOT INCLUDE FULL-TIME HIRES OR TEMP TO PERM). PLEASE INDICATE WHICH MOST CLOSELY REPRESENTS YOUR PAST PERFORMANCE. NOTE: WE WILL BE CHECKING WITH YOUR PAST SUPERVISORS TO VERIFY YOUR ANSWERS.
2. RECORD THE RESPONSE.
RESET RESPONSE
WITHIN 60 DAYS OF STARTING THE POSITION, I MADE FOUR PLACEMENTS PER MONTH EVERY MONTH.
I MADE AN AVERAGE OF 3 PLACEMENTS PER MONTH.
I MADE AN AVERAGE OF 2 PLACEMENTS PER MONTH.
I MADE AN AVERAGE OF 1 PLACEMENT PER MONTH.
I MADE LESS THAN PLACEMENT PER MONTH.
3. NOTE ANY SIGNIFICANT COMMENTS.
<< PREVIOUS QUESTION
NEXT QUESTION >>
CONCLUDE SURVEY

FIG. 27

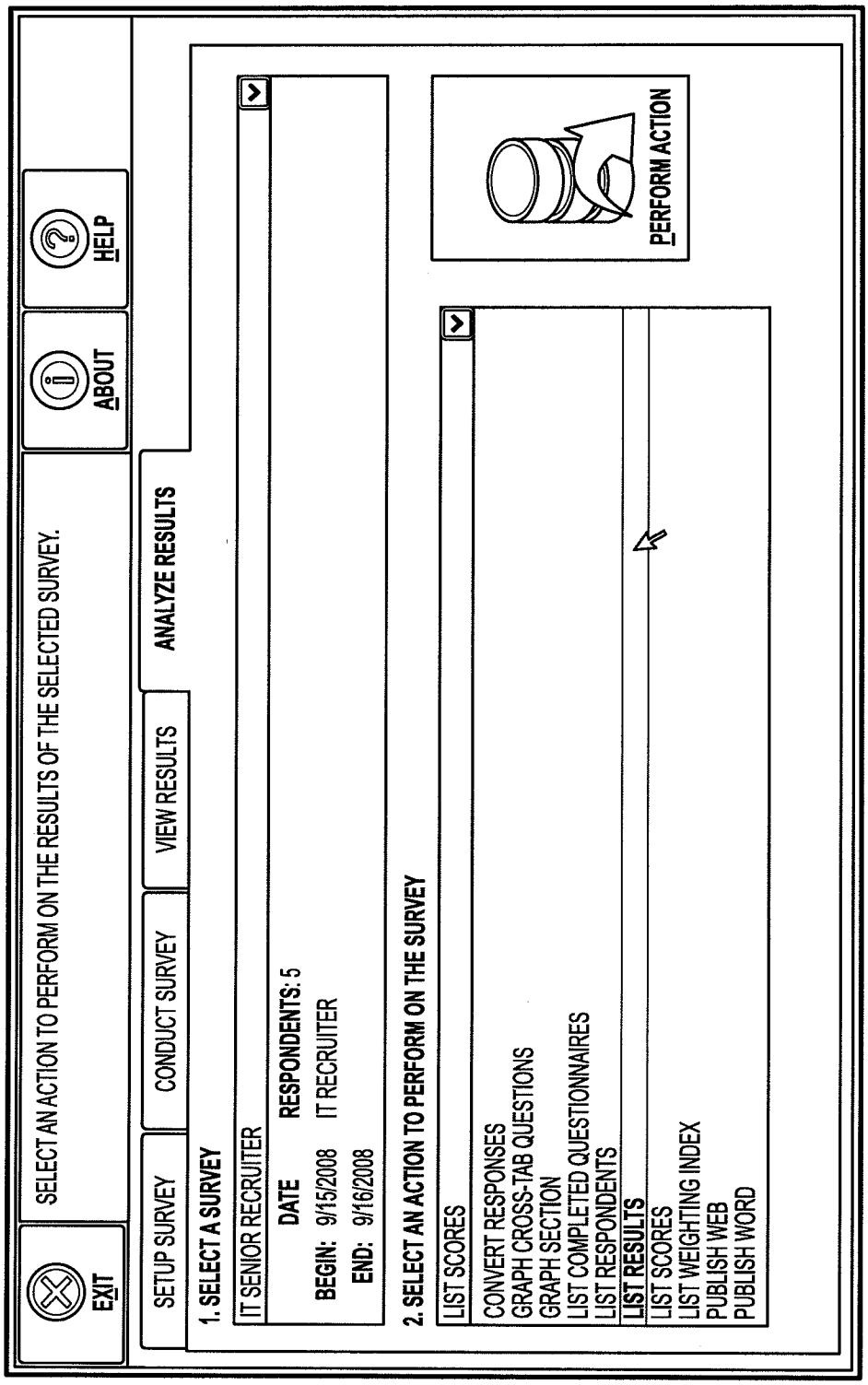

EXIT
SELECT AN ACTION TO PERFORM ON THE RESULTS OF THE SELECTED SURVEY.
ABOUT
HELP
SETUP SURVEY
CONDUCT SURVEY
VIEW RESULTS
ANALYZE RESULTS
1. SELECT A SURVEY
IT SENIOR RECRUITER
DATE
RESPONDENTS: 5
BEGIN: 9/15/2008 IT RECRUITER
END: 9/16/2008
2. SELECT AN ACTION TO PERFORM ON THE SURVEY
LIST SCORES
CONVERT RESPONSES
GRAPH CROSS-TAB QUESTIONS
GRAPH SECTION
LIST COMPLETED QUESTIONNAIRES
LIST RESPONDENTS
LIST RESULTS
LIST SCORES
LIST WEIGHTING INDEX
PUBLISH WEB
PUBLISH WORD
PERFORM ACTION

FIG. 28

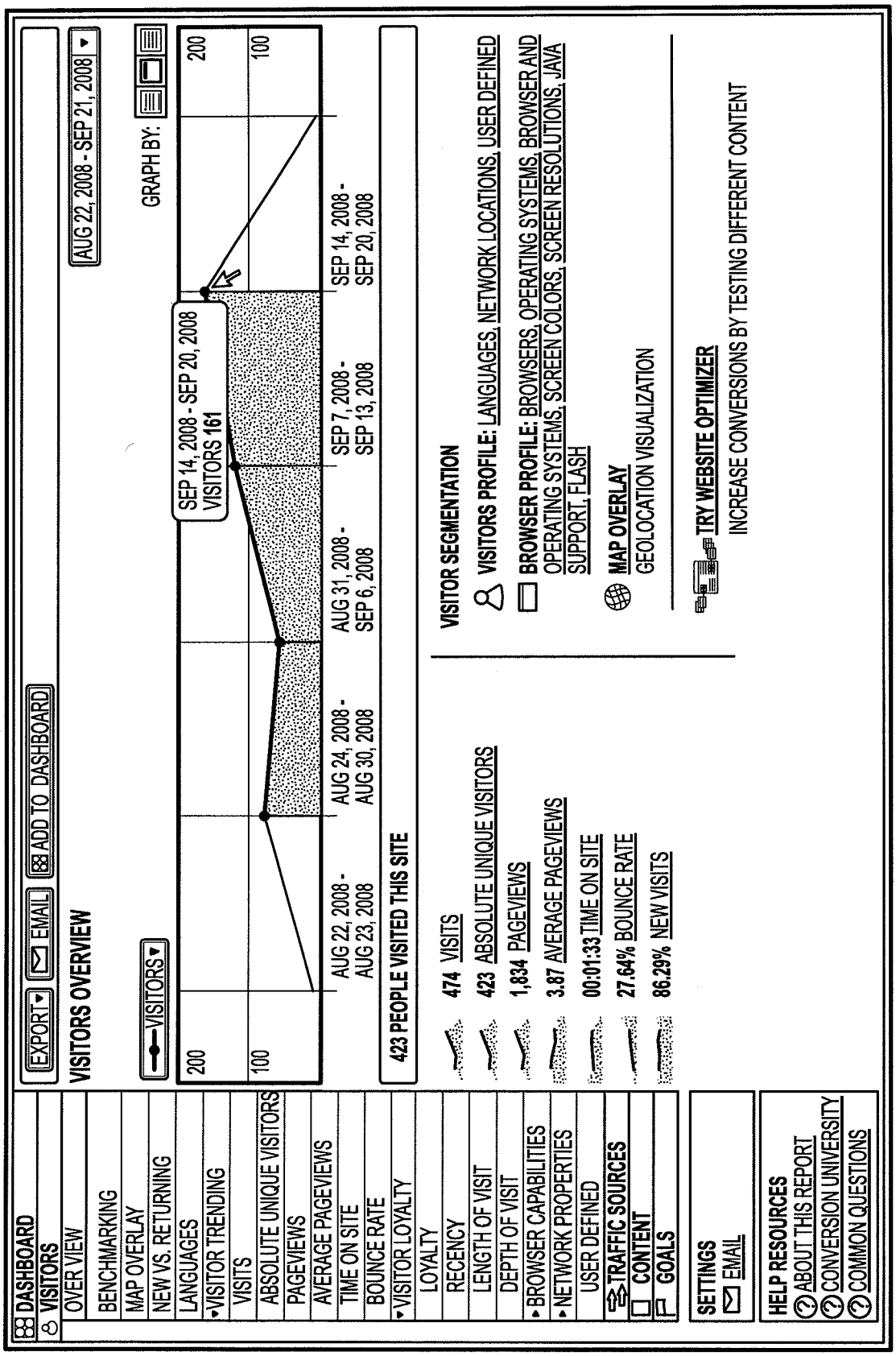

DASHBOARD
VISITORS
OVER VIEW
BENCHMARKING
MAP OVERLAY
NEW VS. RETURNING
LANGUAGES
VISITOR TRENDING
VISITS
ABSOLUTE UNIQUE VISITORS
PAGEVIEWS
AVERAGE PAGEVIEWS
TIME ON SITE
BOUNCE RATE
VISITOR LOYALTY
LOYALTY
RECENCY
LENGTH OF VISIT
DEPTH OF VISIT
BROWSER CAPABILITIES
NETWORK PROPERTIES
USER DEFINED
TRAFFIC SOURCES
CONTENT
GOALS
SETTINGS
EMAIL
HELP RESOURCES
ABOUT THIS REPORT
CONVERSION UNIVERSITY
COMMON QUESTIONS
EXPORT
EMAIL
ADD TO DASHBOARD
VISITORS OVERVIEW
AUG 22, 2008 - SEP 21, 2008
VISITORS
GRAPH BY:
200
100
SEP 14, 2008 - SEP 20, 2008
VISITORS 161
AUG 22, 2008 - AUG 23, 2008
AUG 24, 2008 - AUG 30, 2008
AUG 31, 2008 - SEP 6, 2008
SEP 7, 2008 - SEP 13, 2008
SEP 14, 2008 - SEP 20, 2008
423 PEOPLE VISITED THIS SITE
474 VISITS
423 ABSOLUTE UNIQUE VISITORS
1,834 PAGEVIEWS
3.87 AVERAGE PAGEVIEWS
00:01:33 TIME ON SITE
27.64% BOUNCE RATE
86.29% NEW VISITS
VISITOR SEGMENTATION
VISITORS PROFILE: LANGUAGES, NETWORK LOCATIONS, USER DEFINED
BROWSER PROFILE: BROWSERS, OPERATING SYSTEMS, BROWSER AND OPERATING SYSTEMS, SCREEN COLORS, SCREEN RESOLUTIONS, JAVA SUPPORT, FLASH
MAP OVERLAY
GEOLOCATION VISUALIZATION
TRY WEBSITE OPTIMIZER
INCREASE CONVERSIONS BY TESTING DIFFERENT CONTENT

FIG. 29

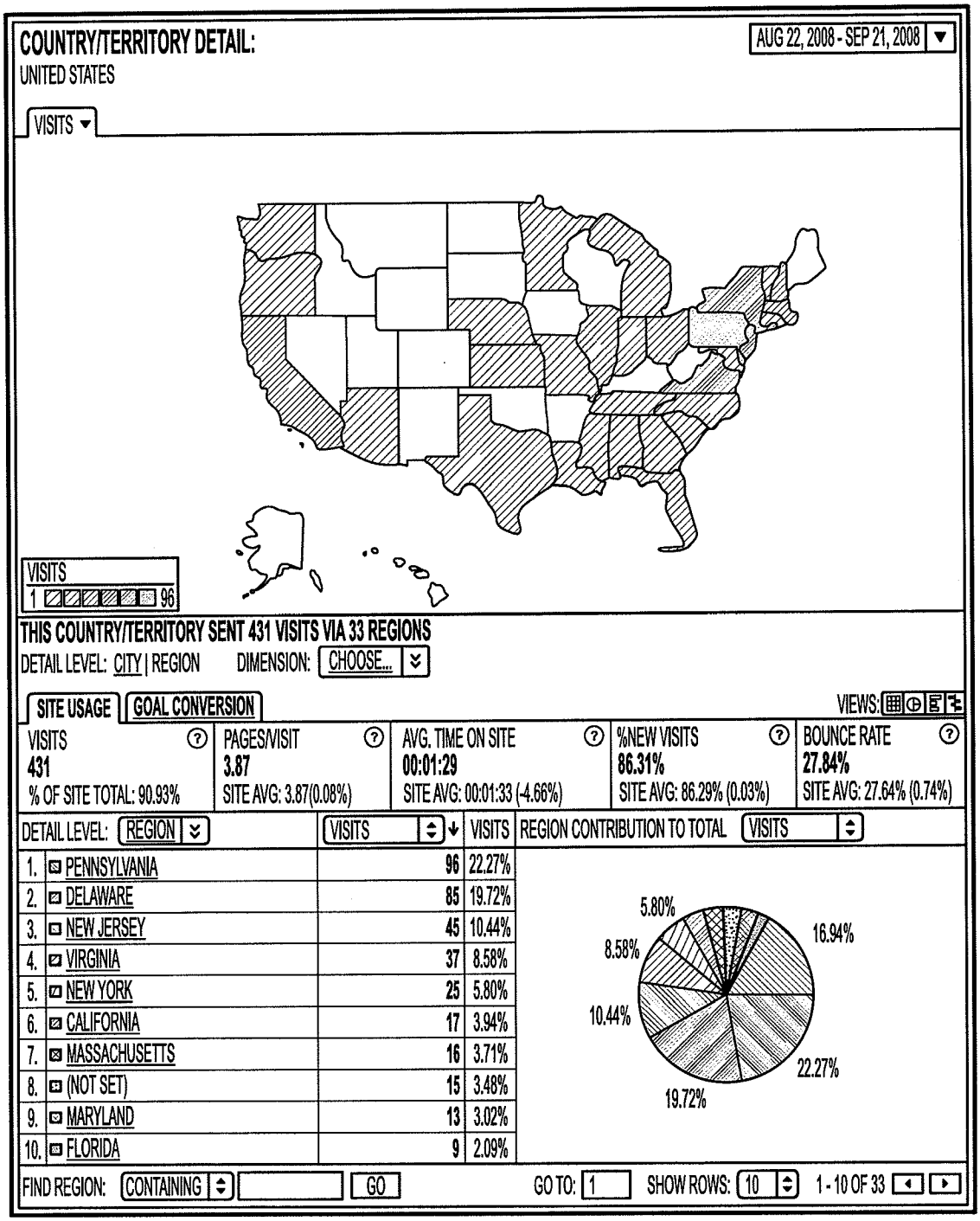

COUNTRY/TERRITORY DETAIL:
UNITED STATES
AUG 22, 2008 - SEP 21, 2008
VISITS
VISITS
1 96
THIS COUNTRY/TERRITORY SENT 431 VISITS VIA 33 REGIONS
DETAIL LEVEL: CITY | REGION
DIMENSION: CHOOSE...
SITE USAGE
GOAL CONVERSION
VIEWS:
VISITS 431 % OF SITE TOTAL: 90.93%
PAGES/VISIT 3.87 SITE AVG: 3.87(0.08%)
AVG. TIME ON SITE 00:01:29 SITE AVG: 00:01:33 (-4.66%)
%NEW VISITS 86.31% SITE AVG: 86.29% (0.03%)
BOUNCE RATE 27.84% SITE AVG: 27.64% (0.74%)
DETAIL LEVEL: REGION
VISITS
VISITS
REGION CONTRIBUTION TO TOTAL
VISITS
1. PENNSYLVANIA 96 22.27%
2. DELAWARE 85 19.72%
3. NEW JERSEY 45 10.44%
4. VIRGINIA 37 8.58%
5. NEW YORK 25 5.80%
6. CALIFORNIA 17 3.94%
7. MASSACHUSETTS 16 3.71%
8. (NOT SET) 15 3.48%
9. MARYLAND 13 3.02%
10. FLORIDA 9 2.09%
5.80%
16.94%
8.58%
10.44%
22.27%
19.72%
FIND REGION: CONTAINING GO
GO TO: 1
SHOW ROWS: 10
1 - 10 OF 33

FIG. 30

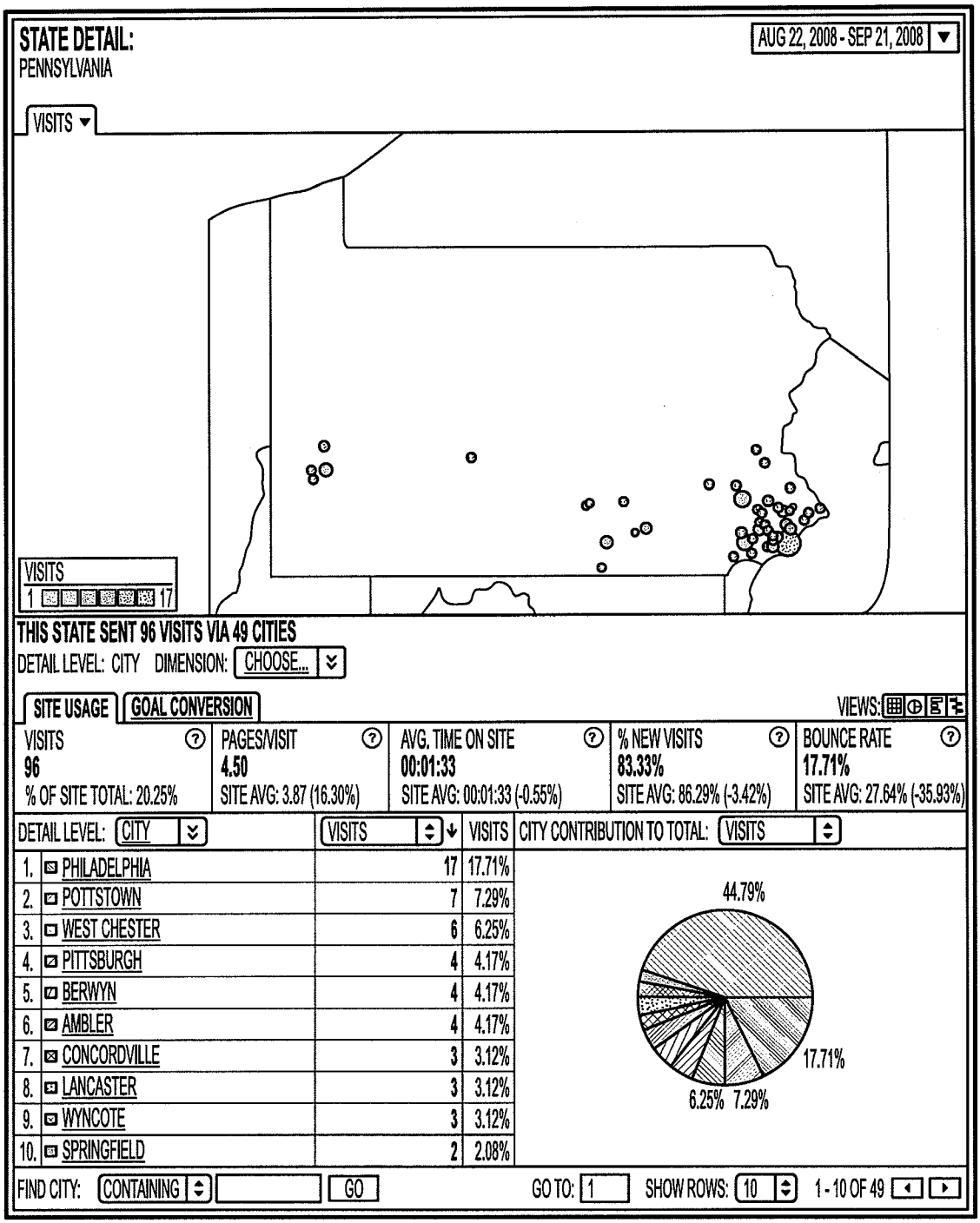

STATE DETAIL:
PENNSYLVANIA
AUG 22, 2008 - SEP 21, 2008
VISITS
VISITS
1 17
THIS STATE SENT 96 VISITS VIA 49 CITIES
DETAIL LEVEL: CITY DIMENSION: CHOOSE...
SITE USAGE
GOAL CONVERSION
VIEWS:
VISITS
96
% OF SITE TOTAL: 20.25%
PAGES/VISIT
4.50
SITE AVG: 3.87 (16.30%)
AVG. TIME ON SITE
00:01:33
SITE AVG: 00:01:33 (-0.55%)
% NEW VISITS
83.33%
SITE AVG: 86.29% (-3.42%)
BOUNCE RATE
17.71%
SITE AVG: 27.64% (-35.93%)
DETAIL LEVEL: CITY
VISITS
VISITS
CITY CONTRIBUTION TO TOTAL: VISITS
1. PHILADELPHIA 17 17.71%
2. POTTSTOWN 7 7.29%
3. WEST CHESTER 6 6.25%
4. PITTSBURGH 4 4.17%
5. BERWYN 4 4.17%
6. AMBLER 4 4.17%
7. CONCORDVILLE 3 3.12%
8. LANCASTER 3 3.12%
9. WYNCOTE 3 3.12%
10. SPRINGFIELD 2 2.08%
44.79%
17.71%
6.25%
7.29%
FIND CITY: CONTAINING GO
GO TO: 1
SHOW ROWS: 10
1 - 10 OF 49

FIG. 31

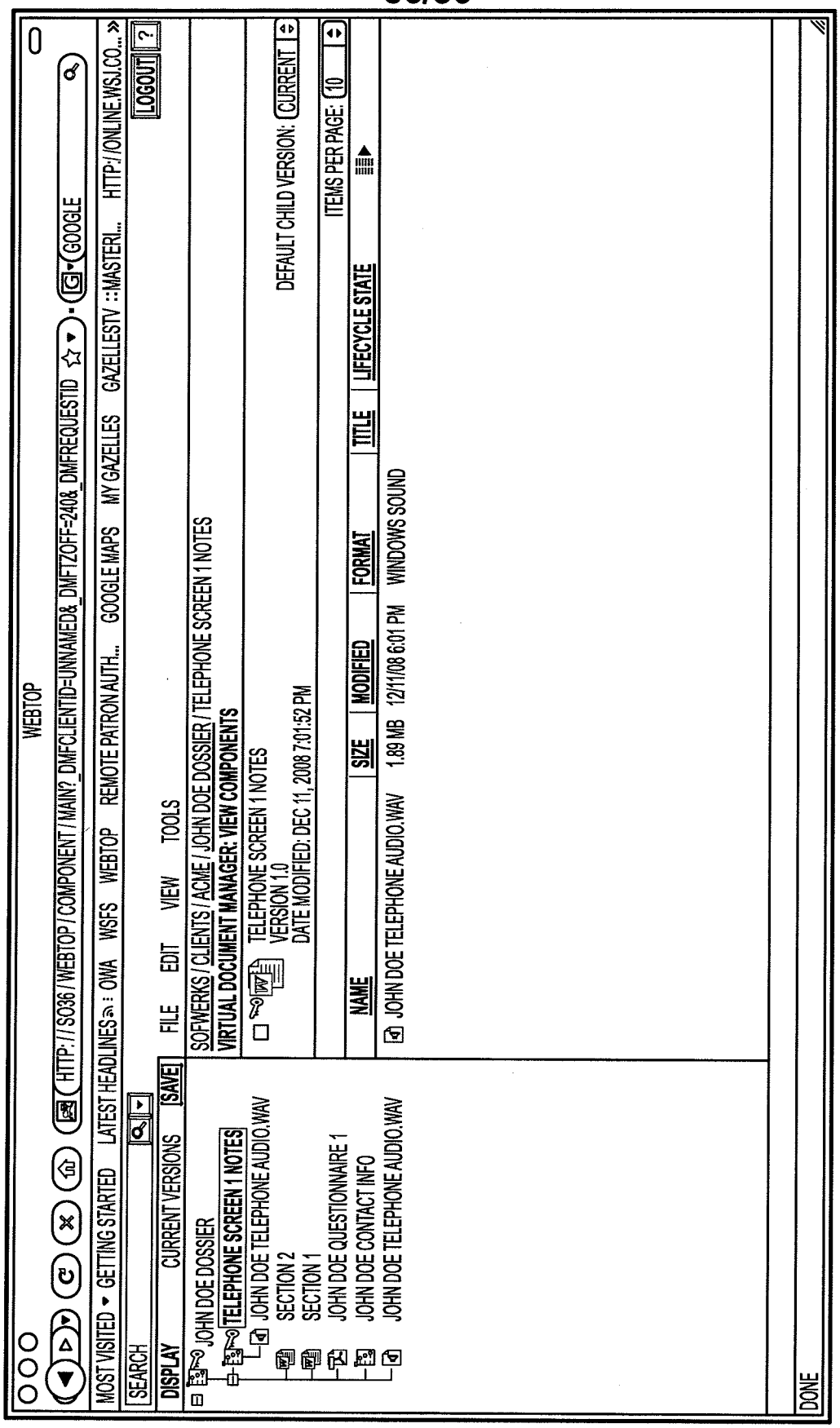

WEBTOP
HTTP://SC036/WEBTOP/COMPONENT/MAIN?_DMFCLIENTID=UNNAMED&_DMFTZOFF=240&_DMFREQUESTID
GOOGLE
MOST VISITED
GETTING STARTED
LATEST HEADLINES
OWA
WSFS
WEBTOP
REMOTE PATRON AUTH...
GOOGLE MAPS
MY GAZELLES
GAZELLESTV ::MASTERI...
HTTP://ONLINE.WSJ.CO...
SEARCH
LOGOUT
DISPLAY
CURRENT VERSIONS
SAVE
FILE
EDIT
VIEW
TOOLS
JOHN DOE DOSSIER
TELEPHONE SCREEN 1 NOTES
JOHN DOE TELEPHONE AUDIO.WAV
SECTION 2
SECTION 1
JOHN DOE QUESTIONNAIRE 1
JOHN DOE CONTACT INFO
JOHN DOE TELEPHONE AUDIO.WAV
SOFWERKS / CLIENTS / ACME / JOHN DOE DOSSIER / TELEPHONE SCREEN 1 NOTES
VIRTUAL DOCUMENT MANAGER: VIEW COMPONENTS
TELEPHONE SCREEN 1 NOTES
VERSION 1.0
DATE MODIFIED: DEC 11, 2008 7:01:52 PM
DEFAULT CHILD VERSION: CURRENT
ITEMS PER PAGE: 10
NAME
SIZE
MODIFIED
FORMAT
TITLE
LIFECYCLE STATE
JOHN DOE TELEPHONE AUDIO.WAV
1.89 MB
12/11/08 6:01 PM
WINDOWS SOUND
DONE

FIG. 32

INTERNATIONAL SEARCH REPORT

International application No.
PCT/US 09/67971

A. CLASSIFICATION OF SUBJECT MATTER
IPC(8) - G06F 15/16 (2010.01)
USPC - 709/217
According to International Patent Classification (IPC) or to both national classification and IPC

B. FIELDS SEARCHED

Minimum documentation searched (classification system followed by classification symbols)
USPC: 709/217

Documentation searched other than minimum documentation to the extent that such documents are included in the fields searched
USPC: 709/201, 203-205, 217-219; 707/103R, 104.1; 705/11 (keyword limited - see search terms below)

Electronic data base consulted during the international search (name of data base and, where practicable, search terms used)
PubWEST (PGPB, USPT, USOC, EPAB, JPAB); GOOGLE; Google Scholar
Terms: recruiting, personnel, employee, interview, store, record, telephone, interview, user, interface, server, dossier, docket, file, folder, review, analysis.

C. DOCUMENTS CONSIDERED TO BE RELEVANT

Category*	Citation of document, with indication, where appropriate, of the relevant passages	Relevant to claim No.
Y	US 2003/0120531 A1 (Parker) 26 June 2003 (26.06.2003), entire document, especially abstract, para [0002], [0015], [0027], [0033], [0121], [0124], [0151], [0154], [0155], [0161], [0162], [0169].	1-63
Y	US 2008/0208907 A1 (Tolve et al.) 28 August 2008 (28.08.2008), entire document, especially abstract, para [0007], [0008], [0009], [0010], [0054], [0064], [0093], [0100], [0108], [0111], [0112].	1-63

☐ Further documents are listed in the continuation of Box C. ☐

* Special categories of cited documents:
"A" document defining the general state of the art which is not considered to be of particular relevance
"E" earlier application or patent but published on or after the international filing date
"L" document which may throw doubts on priority claim(s) or which is cited to establish the publication date of another citation or other special reason (as specified)
"O" document referring to an oral disclosure, use, exhibition or other means
"P" document published prior to the international filing date but later than the priority date claimed
"T" later document published after the international filing date or priority date and not in conflict with the application but cited to understand the principle or theory underlying the invention
"X" document of particular relevance; the claimed invention cannot be considered novel or cannot be considered to involve an inventive step when the document is taken alone
"Y" document of particular relevance; the claimed invention cannot be considered to involve an inventive step when the document is combined with one or more other such documents, such combination being obvious to a person skilled in the art
"&" document member of the same patent family

Date of the actual completion of the international search	Date of mailing of the international search report
25 January 2010 (25.01.2010)	17 FEB 2010

Name and mailing address of the ISA/US	Authorized officer:
Mail Stop PCT, Attn: ISA/US, Commissioner for Patents P.O. Box 1450, Alexandria, Virginia 22313-1450 Facsimile No. 571-273-3201	Lee W. Young PCT Helpdesk: 571-272-4300 PCT OSP: 571-272-7774