

Streamline Your Hiring Process

Tandem Recruit is a powerful, easy to use, and affordable applicant tracking system that helps you improve your entire hiring process.

A simple solution for each hiring stage

Tandem Recruit seamlessly ties into each step of your hiring process.

1. GET CANDIDATES:

Job Postings and Syndication

Broadcast your job openings everywhere qualified candidates are looking.

- **Post to 14+ job boards with a single click**
Post jobs to the most popular job boards directly from your accounts all at the same time
- **Harness the power of employee referrals**
Invite co-workers to refer job candidates through Tandem Recruit's fast, easy and efficient platform
- **Attract candidates with a great careers page**
Create a better candidate experience using Tandem Recruit's customizable, mobile-ready careers pages

2. MANAGE CANDIDATES:

Applicant Tracking System

Replace time-consuming tasks in email and spreadsheets with a powerful applicant tracking system.

- **Better manage your candidate pipeline**
Track the progression of your candidates through customizable recruiting workflows
- **Stay in the know**
Stay informed with a real-time stream of the latest activities related to your candidates
- **Automate redundant busywork**
Save time by triggering emails and assigning tasks between stages to automate repetitive tasks



3. INTERVIEW CANDIDATES:

Interviews and Assessments

Bring your A-game to every interview using Tandem Recruit's revolutionary interview tools

- **Coordinate guided interviews**
Empower interviewers to ask insightful questions using customizable and mobile-friendly interview guides
- **Easily schedule interviews**
Sync personal calendars like Gmail or Outlook to view availability and find times that work for everyone
- **Compare candidates and collaborate as a team**
Use candidate scorecards and assessments to evaluate prospective employees with your team members

5. LEARN AND IMPROVE:

Reports and Analytics

Uncover inefficiencies and opportunities within your recruiting process.

- **Stay compliant**
Fulfill reporting requirements and be prepared to address legal matters using compliance reports
- **Customize your data**
Get unprecedented access to your data with Tandem Recruit's 100% customizable reports
- **Expose recruiting opportunities**
Identify where the best candidates are found and uncover bottlenecks in your process

4. HIRE CANDIDATES:

Offers and eSignatures

Digitize the entire offer process to save valuable time and eliminate unnecessary paper

- **Create and send offer letters in minutes**
Offer letter templates easily generate letters on the fly
- **Track each version of your offer template**
See a full history of all of your used templates
- **Complete offers and onboarding faster with eSign**
Eliminate stacks of paperwork and completely digitize your offer acceptance and onboarding processes



For more information visit www.tandemhr.com or call (630) 928-0510



TandemHR.com



Recruit Request Form

Complete and submit the following form to your Tandem HR Consultant. An addendum will be added to your Tandem HR contract to include the Recruit plan of choice. The signed addendum will indicate approval for implementation. Plan cancelations will be subject to your contract's cancelation clause with a minimum of 30 days' notice.

Company: _____ Contact: _____

Tandem Recruit plan choice (check one):

	Plan	Job Posts Included	Monthly Fee	One-time Implementation Fee	Additional Listings
<input type="checkbox"/>	Pro	Unlimited	\$325	\$100	\$0
<input type="checkbox"/>	Plus	5 postings per month	\$200	\$100	\$15
<input type="checkbox"/>	Hero*	3 postings per month	\$37	\$100	\$15

* The Hero plan does not include any reporting or analytics features and is limited to one workflow.

Note: Monthly fees are charged each month regardless of usage for the month.

Effective date of Recruit plan: _____

Who will be the main point of contact for Tandem Recruit at your organization after the addendum is signed?

First name: _____ Last name: _____

Job title: _____

Phone: _____ Email: _____