



Munis Recruiting

Most human resource offices are busy managing a constant stream of employment applications. With the help of Tyler's Munis® Recruiting system, your organization can automate the hiring process from the moment a position is posted.

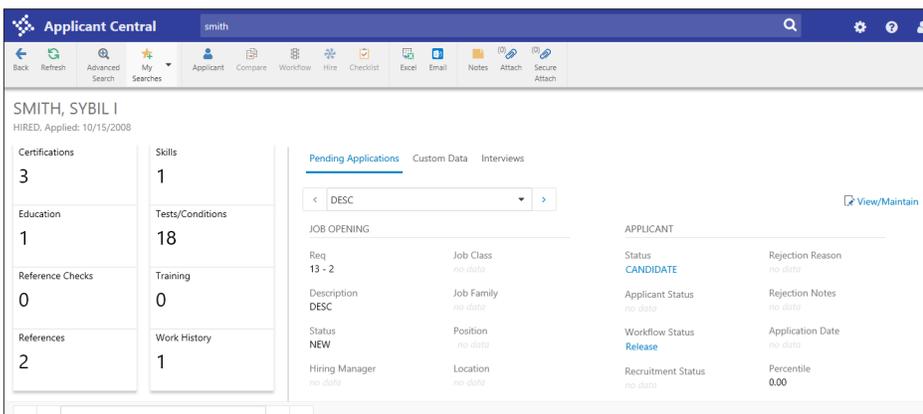
Munis Recruiting allows you to customize the online applications, ensuring that applicants provide you with the critical information you need. When applicants apply, they can attach résumés and transcripts that are immediately and securely accessible by the HR department. Thereafter, Munis Recruiting allows you to mass activate/inactivate applicants, view or report individual or group applications, and build personnel records once an applicant has been hired.

Munis Recruiting includes interview self-scheduling functionality, where managers can define their availability for interviews and applicants can choose dates and times for interviews based on availability. Applicants are also able to sign up for pre-employment tests, orientation and training through Munis Employee Self Service.

Tyler Notify™ integration supports customized communications with applicants. With this application you can generate emails, phone calls or both with custom templates for speedy and effective communication.

Munis Recruiting is fully integrated with Munis Human Capital Management. This creates a fully integrated hiring process from online application, to applicant submission, to the interview process, until the success of hiring the right candidate — with data stored securely in one database. There is no need for duplicate data entry once the candidate is chosen — simply use the Employee Add Wizard and draw from all the data stored in Recruiting.

continued on reverse



The screenshot shows the Applicant Central interface for a candidate named SMITH, SYBIL I. The interface includes a navigation bar with options like Back, Refresh, Advanced Search, My Searches, Applicant, Compare, Workflow, Hire, Checklist, Excel, Email, Notes, Attach, and Secure Attach. The main content area displays the candidate's profile with various sections: Certifications (3), Education (1), Reference Checks (0), References (2), Skills (1), Tests/Conditions (18), Training (0), and Work History (1). A 'Pending Applications' section is also visible, showing a table with columns for Job Opening, Applicant, Status, and Rejection Reason. The table contains one entry for a job opening with a status of 'CANDIDATE' and a rejection reason of 'no data'.

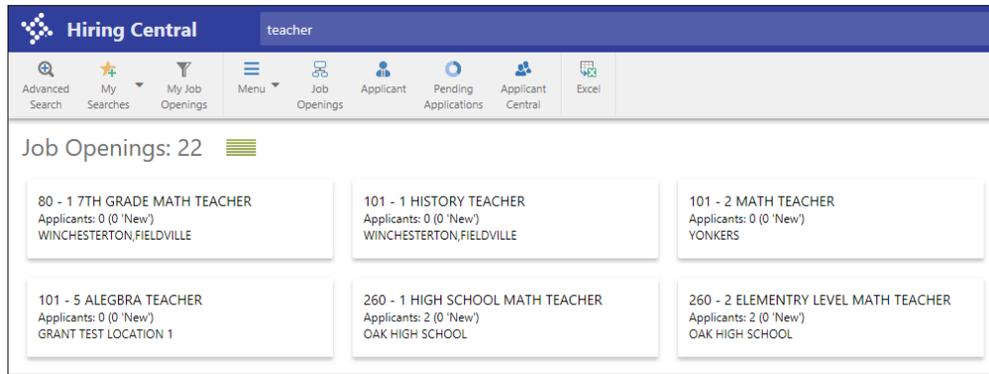
Applicant Central

Munis Recruiting enables HR departments to:

- Efficiently and effectively maintain data for job applicants
- Use workflow to push requisitions through the approval process
- Make applications available to both employees and non-employees via Munis Self Service
- Allow applicants to enter their personal information to ensure it is accurate and up to date — securely and easily

For more information, visit
www.tylertech.com
 or email info@tylertech.com

Munis Recruiting (cont.)



Hiring Central

Customizing the Setup

- Allow a centralized HR group or individual departments to enter their own requisitions to describe open positions
- Code requisitions as requiring special skills, certifications, tests, etc.
- Code each requisition and applicant record with a customized set of conditions that must be met by candidates
- Store and work with applicant data from an applicant pool that may or may not be tied to a requisition
- Report on top scoring candidates for a requisition
- Recruit applicants that are existing employees, former employees or non-employees
- Link job opening data to job applicants through the recommend process, which will automatically trigger workflow
- Create unlimited custom database fields for online job applications via Munis Self Service (available separately), including state certifications, retirement system participation, etc.
- Allow online applicants to attach an addendum, feature a résumé, copy of transcripts, etc.
- Complete the applicant process with information such as reference check results and interview history
- Enter and store test scores
- Create and send out custom reference questionnaires based on specific job functions or use a generic questionnaire
- Lock applicant data and restrict further updates

Managing Applicant Information

You can now track a variety of applicant information including, but not limited to: name, address, availability, demographics, eligibility, certifications, skills, education, work history, references, reference checks, interviews, training and tests, and conditions. Additionally, add your own data fields through the custom data tool in order to track additional information that may be unique to you and your hiring process. With a successful applicant, all personal information flows into the human resource and payroll information stream.

Processing the Applicant

- Analyze the applicant's current and former employment with applicant scoring
- Applicant Scoring automates the process of changing the applicant status based on score
- Monitor and report on the status of all job requisitions and applicants
- Review and evaluate applicants based on data such as:
 - » Education
 - » Work history
 - » Skills
 - » Certifications
- Apply a default status to applications entered via Munis Self Service
- **Hiring Central** is the portal that provides the ability to drill down into pending applications, applicant master and job openings directly from one screen.
- **Applicant Central** is a customizable program that allows for organization of applicants' attributes for easy analysis.
- The customizable dashboard and web parts create a unique view of your workforce that fits your individual needs — see open positions at a glance and access position control, job openings and Munis Central applications.