



SOLUTION OVERVIEW

Improve quality of care by quickly filling positions with best-fit candidates using Position Manager[®]

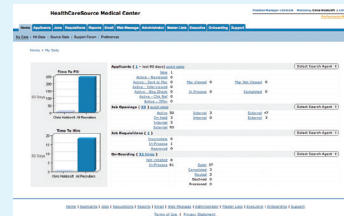
Inefficient recruiting is costly — endless paperwork and phone calls for recruiters and hiring managers, overtime and agency to staff unfilled positions, missed opportunities with candidates frustrated by your processes, high turnover from poor-fit hires, and expensive advertising to find quality candidates. Even more important, hiring the right people is critical to delivering quality care and ensuring patient safety. And with the market for talented healthcare workers so tight, there is no room for error.

HealthcareSource Position Manager makes inefficient and costly recruiting a thing of the past. With nearly 1,000 hospitals, HealthcareSource is the clear leader in Applicant Tracking Solutions for healthcare providers. It simplifies, speeds, and improves the entire recruitment process — job postings, candidate applications, candidate screening and interviewing, offers and onboarding. It was developed just for healthcare, is easy to use, and quick to implement — all at a fair cost with excellent return on investment. The result? Quicker time to fill and time to hire, better retention, reduced cost and time on HR processes, and compliance with The Joint Commission.

Sourcing

Hiring good talent starts with finding good talent. HealthcareSource supports your sourcing efforts by increasing your online presence and by helping you proactively find candidates. All job postings in Position Manager can be automatically posted onto HealthcareSource's job board, one of the most highly trafficked sites on the internet. In addition, job postings are also pushed to numerous free healthcare job boards and can be automatically pushed to your preferred job boards, such as Monster, CareerBuilder, Yahoo HotJobs, and more. Jobs can also be posted to HealthcareSource's Call24 Jobline, an automated telephone job listing service that receives nearly 1,000,000 calls a year. We'll even record the job postings for you.

Position Manager helps you proactively find candidates and create campaigns to notify them of positions for which they are qualified. You'll build a database of candidates, with interview history and qualifications, and can search for candidates by name, skill, status, date, and more. You can create campaigns and outreach programs to those candidates. Candidates can even sign up for job types and get email notifications when



Position Manager is an easy to use Applicant Tracking system designed for healthcare.

Here's what our customers say:

"Hassle free, Healthcare oriented, User Friendly, Eliminates the HR Black Hole, Awesome Customer Service, are just a few phrases that come to my mind when I am asked about Position Manager."

*Jeff Jones
Adventist Healthcare*

"Position Manager sets the standard for the Best Practices in applicant tracking systems... the staff, the technology, and the reports are outstanding!"

*Carol Doucette, RN, MS
Florida Hospital Memorial System*

"Position Manager has revolutionized the way we handle our applicant tracking. We now have so much more data available to us to help us make the right decisions on candidates. All the information is in one place, online and readily accessible."

*Julie Losen
OSF Healthcare*





those jobs become available. You can even market job fairs and referral programs. HealthcareSource makes it much easier and more cost effective to attract active job seekers and reach passive job candidates, improving your chances of finding qualified candidates.

Application management

Good candidates have choices. You want them to choose your hospital. To do so, you need to make a good first impression with a smooth application process and status updates. But we know you also want to gather the right information to assess competency and fit. Position Manager lets you do both.

Position Manager integrates with the career section of your web site, presenting a professional and polished image, making it easier for job seekers to apply. Recruiters can easily post jobs. Candidates complete their application online — we'll automate all your existing forms and processes. We make it easy for the candidate by letting them upload their resume which is then automatically parsed, resulting in the automated completion of many of the application fields for the candidate. You can even scan handwritten applications and resumes from walk-ins. Applicants receive a confirmation email that their application has been received, and can log in to see the status of their application, reducing calls to HR and providing candidates a positive opinion of your

hospital. Additionally, we can tailor the application process for the candidate type — internal transfers, nurse grads, or even physicians. Your internal bulletin board postings are automatically updated and Position Manager supports employee referral programs.

Beyond making the application process easy, we help you screen out non-qualified candidates with jobspecific pre-qualification questions and rank-order applicants based on criteria you determine. We can eliminate "nuisance" applications by restricting the number of times applicants can apply for a job or within a certain time period. Position Manager integrates with the most popular healthcare background checking companies, providing a secure interface to request criminal and consumer credit record checks. As soon as the checks are available, the applicant record is flagged in Position Manager. It also integrates with popular healthcare test and assessment systems, reference check software, as well as most HRIS systems. With Position Manager, you will get more candidates and qualify them more quickly, improving the image of your hospital and giving you a competitive hiring edge.

You'll save hours posting jobs, handling paper resumes, responding to calls, emailing applications and resumes to hiring managers, responding to applicants, writing offer, regret, and other letters, and report preparation.

Hiring process management

The hiring process starts with the requisition. Position Manager automates the requisition process. Requisitions are created online and electronically sent to the appropriate people for approval by creating email notifications. This speeds the process significantly. Approved jobs are then posted to your career site. Once a candidate has applied, Position Manager helps you manage a responsive evaluation and hiring process. Applicants are automatically grouped by the position they applied for. Scoring, tracking, and follow up are also automated. The applicants can be ranked and compared online, and then routed electronically to the hiring manager for action. Interview scheduling is managed online. Interview history for applications, with comments and results, are presented to the recruiter and hiring manager. Hiring managers and recruiters can share comments and score applicants. Commentary and interview history becomes part of the applicant's record for future reference.

All correspondence with the candidate is managed online. Letters are created electronically with easy to use templates that can be emailed or printed and remain part of the applicants electronic record. Position Manager can even prepare



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and print labels for mailing information to candidates, and can quickly prepare and print offer, regret, or other letters. Position Manager helps you act quickly to hire candidates, without letting the process and paperwork get in the way of hiring the right person. Position Manager reduces time to process a candidate by both HR and the hiring manager. Because it was designed for common healthcare workflows, it is easy to use for recruiters, HR, and hiring managers.

Automating your hiring process provides tremendous time and cost savings. You'll save time on data entry, copying and distributing applications, maintaining spreadsheets for recordkeeping, dealing with hand written applications, answering questions regarding the status of applications and job openings, writing offer and regret letters, and preparing reports.

Onboarding

Once a candidate is hired, it is important to create the best first impression to brand new employees and provide efficient, effective, and consistent orientations and get them productive quickly. Position Manager Onboarding supports this by automating the new hire paperwork and onboarding process. All new hire forms and new hire actions are online. Employees complete these forms from home or on a kiosk, allowing focus on more important issues during the orientation process. Completing the forms is greatly simplified

because much of the required data (such as name, address, telephone number, department, manager's name, etc.) is automatically pre-populated. The completed documents are monitored by HR, forwarded to the appropriate area or department, and stored for future retrieval. New hire action forms are routed to appropriate staff or departments ensuring that new hires have everything they need to be productive from day one. By automating the onboarding process, orientation time can be focused on assimilating the new hire into hospital culture and goals, rather than wasted on hours of paperwork. You'll also reduce cost from supplies and mailings form processing time, and faster time to productivity savings.

Recruiting performance

Automating the recruitment process provides great benefits and cost savings. You'll get even more value from Position Manager reports to track and identify opportunities to improve recruiting performance. These reports were developed by input from the nearly 1,000 healthcare providers, so the information is both comprehensive and relevant.

With over 70 standard reports, you'll have all the data you require to better manage your recruiting efforts — sources of candidates, number of hits to your job site, to specific job categories, to the telephone job hotline, and more. These reports can save you tens of thousands of dollars in advertising fees by helping you

identify the cost per hire per source. Find opportunities for improvement in your internal hiring processes with key metrics like time to fill, time to hire, cost per hire per source, turnover rates, reasons why employees left or why applicants rejected offers, positions filled, and others. Position Manager even automatically gathers EEO statistics and generates EEO reports. HealthcareSource can even create custom reports for your specific needs or requirements.

You'll shorten your time to hire and reduce the high costs associated with unfilled jobs. The costs associated with unfilled jobs include the need to pay overtime and hire temporary workers to cover the vacant position. The cost of turnover and poor morale, while hard to quantify, is a very real cost to organizations. The data collected by Position Manager generates reports that enable management to identify rates of turnover by job title, department, etc. and to determine the reasons people leave. The reports also enable them to track how many applicants rejected offers and the reasons for rejection. Armed with this knowledge, managers are in a position to correct the problems that cause turnover and cause applicants to reject offers.



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Getting you up and running quickly and easily

Let's face it, software won't do a thing for you if you don't use it or don't use it well. All too often, that is the fate of software. Not with HealthcareSource Position Manager. We have a long standing reputation for delivering return on investment and customer satisfaction. In fact, our customer satisfaction and renewal rates are almost 100%. But don't just take it from us — we are so confident in our results, we publish our entire client list of nearly 1,000 hospitals and encourage you to contact any hospital on the list. How do we achieve such high customer satisfaction and success?

It all starts with HealthcareSource people. Our client services team is made up almost entirely of healthcare human resources professionals. They've walked in your shoes, they understand your problems, and they've seen the best ways to solve them. It's more than just experience, it's our positive attitude. We are easy to work with and do what it takes to get the job done. We keep your costs low by including many services in your annual subscription fee — all upfront training, all ongoing support, and software upgrades. Your subscription fee allows unlimited users. We keep integration and implementation fees to a

minimum. Implementations are quick — measured in weeks.

We help you connect with peers of yours at other healthcare providers through our online community. Ask questions of thousands of healthcare HR professionals online on any subject, get answers, share documents, and collaborate on solutions. And if that is not enough, our HealthcareSource user conference is one of the biggest gatherings of healthcare HR professionals in the industry.

While our people are special, so is our software. When you work with nearly 1,000 healthcare providers, you learn a lot about what healthcare candidates, hiring managers, and recruiters need and want. Because we only work with healthcare providers, we can remain focused. We build simple but powerful software that is intuitive and does what you want it to do. And we only provide Software-as-a-Service, meaning we run the software for you — letting us focus on building secure, scaleable, high performance software. With Software-as-a-Service, there is no software to install, no hardware to purchase, and almost no need for IT department involvement. You leave the headaches to us. And it also means upgrades are easy, so you stay up to date with the latest and greatest features.

HealthcareSource is a well-established, stable, and financially strong company. We are the leading talent management provider for healthcare, with solutions for recruitment and performance management. We are the standard solution provider that enables healthcare providers to acquire, develop, and retain the best workforce possible to maximize the quality of patient care.

HealthcareSource is the leader in talent management solutions for healthcare, used at over 1,000 healthcare facilities. We help healthcare organizations acquire, develop and retain the best workforce possible in order to maximize the quality and efficiency of patient care. HealthcareSource Software-as-a-Service solutions include applicant tracking, onboarding, performance management and the leading healthcare Internet job board. We focus exclusively on healthcare, are an established and financially strong company, and have 98%+ customer satisfaction and retention.

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