

Payentry

Hire & Onboarding

Generally Asked Questions

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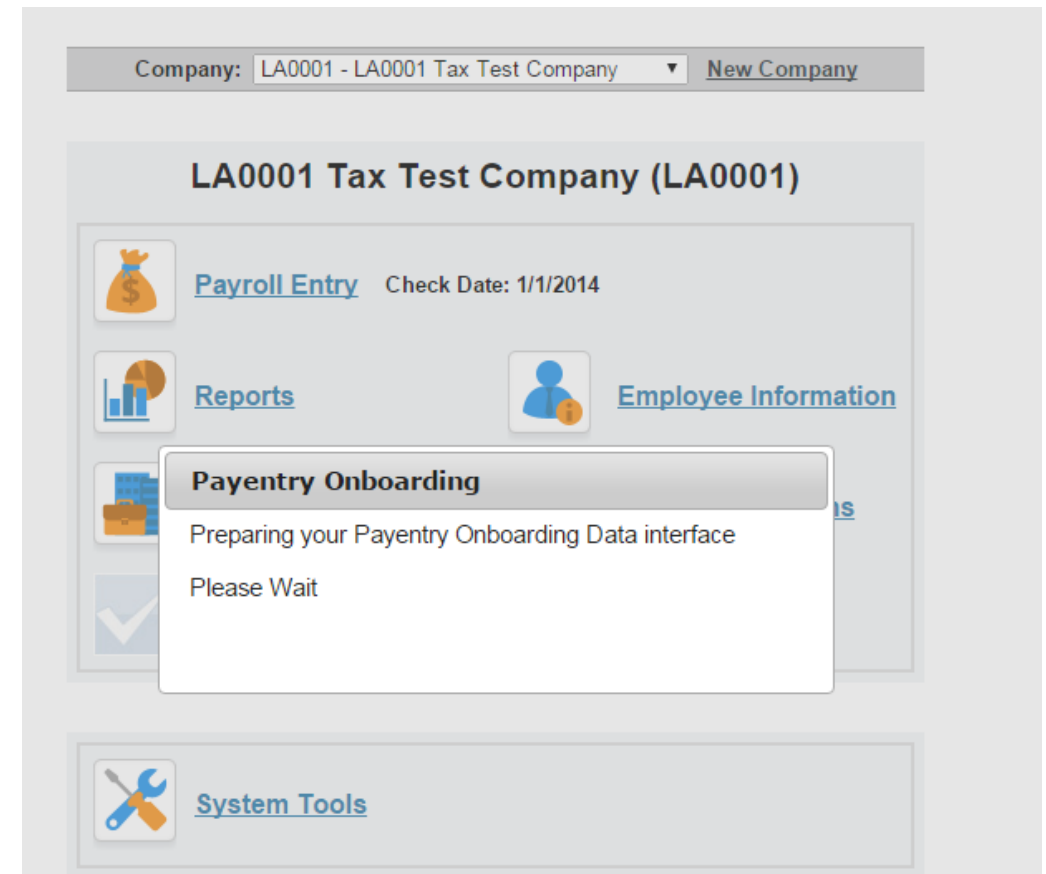
How do I access PayEntry Onboarding?

Step 1: Log in to your X as usual and click on “Payentry Onboarding”

Here is a screencap of our main page if the client has access.



Once you click on the icon, it will transfer them over to the dashboard.



How do I post a job for the first time?

Step 1:

Once you have selected “Payentry Onboarding”, you will be directed to the “Dashboard” of your account. You would then click on “Post New Job” on the top right.

The screenshot displays the Payentry dashboard interface. At the top, the Payentry logo is on the left, and navigation links for 'My Jobs Page', 'Settings', 'Messages', and 'Log Out' are on the right. Below the logo is a navigation bar with icons and labels for 'Dashboard', 'Resume Database', 'Manage Jobs', 'Interviews', and 'Onboarding', along with a 'Search Applicants' input field. The main content area is divided into two columns. The left column features a 'Hello Sarah' greeting with a checkmark icon, followed by a 'My Job Postings' section showing two job listings: 'Sales Representative' (113 New Applicants, Status: Posted, Posted: 10/07/2015) and 'VP of Marketing' (50 New Applicants, Status: Posted, Posted: 10/07/2015). Below this is a 'My Jobs Page' section with a URL 'https://mpay3525.gethired.com' and an 'Applicant Tracker' section for a 'Sales Representative' in Palo Alto, CA. The right column features a heading 'The best way to hire and get hired.' with a prominent blue 'Post New Job' button, which is pointed to by a red arrow. Below this is a 'Resume Database' section with a search form for job types, categories, and location (set to Mount Laurel, NJ within 20 miles), and a 'Search' button. Further down are sections for 'My Inbox' (no unread messages), 'Confirmed Interviews' (no interviews yet), and 'Instant Video Conference' (email input field and 'Send Invite' button).

Step 2:

Complete the Job Description including Job Title, Description, Job Category, Location, and Compensation (optional).

Post Job Step 1 of 3

Job Title

Tip: Reach more candidates by writing a job title without descriptions (e.g. "Sales Associate" not "Sales Associate Needed for Pharmaceutical Co.")

Job Description

B I U Font Size |

Add Description HERE

Path: p

Job Categories

City, State

Compensation
 (Optional)

[Save & Continue to Step 2](#)

Step 3:

On the next page, you have the option to add pre-screening questions. If you would like to add them now, click “Yes, Add Pre-screening Questions” and you will be directed to the next page (image on the right).

Pre-screening questions are powerful tools that let applicants reply through video, audio, written answer or multiple choice. Choose the type of pre-screening question you want to add and click on the icon to the left.

Add Pre-screening Questions Step 2 of 3

Would you like to ask pre-screening questions to applicants?

Pre-screening questions are questions that you want applicants to answer during the application process using your choice of video (via webcam), audio (via telephone), written response or multiple choice.

How do they benefit me?


Adding pre-screening questions help you:

- **Identify the most qualified applicants** who have taken the time to answer your questions.
- **Make better-informed decisions** by getting to know your candidates prior to an interview.
- **Gives job seekers a chance to stand out** and show you why they want to be hired for your position.

You can add as many pre-screening questions to your job as you like!


What are some examples of pre-screening questions?

You can use video, audio, multiple choice, and written questions.



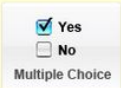
Video

(View video sample)




Phone

(View audio sample)



Multiple Choice

(View multiple-choice sample)



Written

(View written sample)

Will pre-screening questions cause fewer people to apply?


No, prescreening questions are intentionally displayed after the initial application step. Additionally, applicants who decide to skip answering pre-interview questions will still have their applications viewable by you.

Would you like to add pre-screening questions now?

[No Thanks, Continue to Job Post Summary](#)

Yes, Add Pre-screening Questions


Select a sample question or Write a new one:

How many years of experience do you have? 

Have applicants reply using:

- Video (via Webcam)
- Audio (via Phone)
- Written Answer
- Multiple Choice

Enter each multiple choice answer option on a separate line:

0-2 years
3-4 years
5+ years 

Allow candidates to select:

- Only one answer
- Multiple answers

[Save Question](#)

[Continue](#)

Step 4:

If you select multiple choice, you will provide the question and the answers. First you enter a question, such as “How many years of experience do you have in a related field?” Next, you list the possible answers. Enter these in the space below with each answer on a separate line as shown in the red circle below. It is usually best to offer less than 6 choices.

[Select a Sample Pre-screening Question](#) or Write Your Own:

How many years of experience do you have in a related field?

Have applicants reply using:

- Video (via Webcam)
- Audio (via Phone)
- Written Answer
- Multiple Choice

Enter each multiple choice answer option on a separate line:

1
2
3
4
5+

Allow candidates to select:

- Only one answer
- Multiple answers

[Save Question](#)

[Continue](#)

Step 5: Click on the blue “Save Question” in the lower left.

Step 6:

Also note you can edit questions or delete questions with the buttons shown by the arrows below. The edit button will allow you to re-type your question or change how the applicant responds. Delete will remove the question.

Add Pre-screening Questions Step 2 of 3

Would you like to add pre-screening questions? *(No additional charge!)*

- ✓ Pre screening questions are used by 92% of employers
- ✓ Identify the best candidates quickly
- ✓ Questions are presented after applicants have submitted their resume

How many years of experience do you have as an administrative assistant?

1

2

3

4

5+

[Select a Sample Pre-screening Question](#) or Write Your Own:

Have applicants reply using:

Video (via Webcam)

Audio (via Phone)

Written Answer

Multiple Choice

Step 7:

Now we are at the Review and Job Summary page. Here, you have the option of editing any of the previously entered data. Pay special attention to the “Job Location” as this is not able to be edited once posted.

When you have finished, click on “Publish This Job Post”.

Job Post Summary Step 3 of 3

You're almost done!
Review your job post and click "Publish" once complete.

Job Title: Edit
Customer Service Representative

Job Description: Edit
Add Description HERE

Job Location: Edit
Palo Alto, CA

Compensation: Edit

Pre-screening Questions: Edit

Yes No Multiple Choice **How many years of experience do you have?**

0-2 years

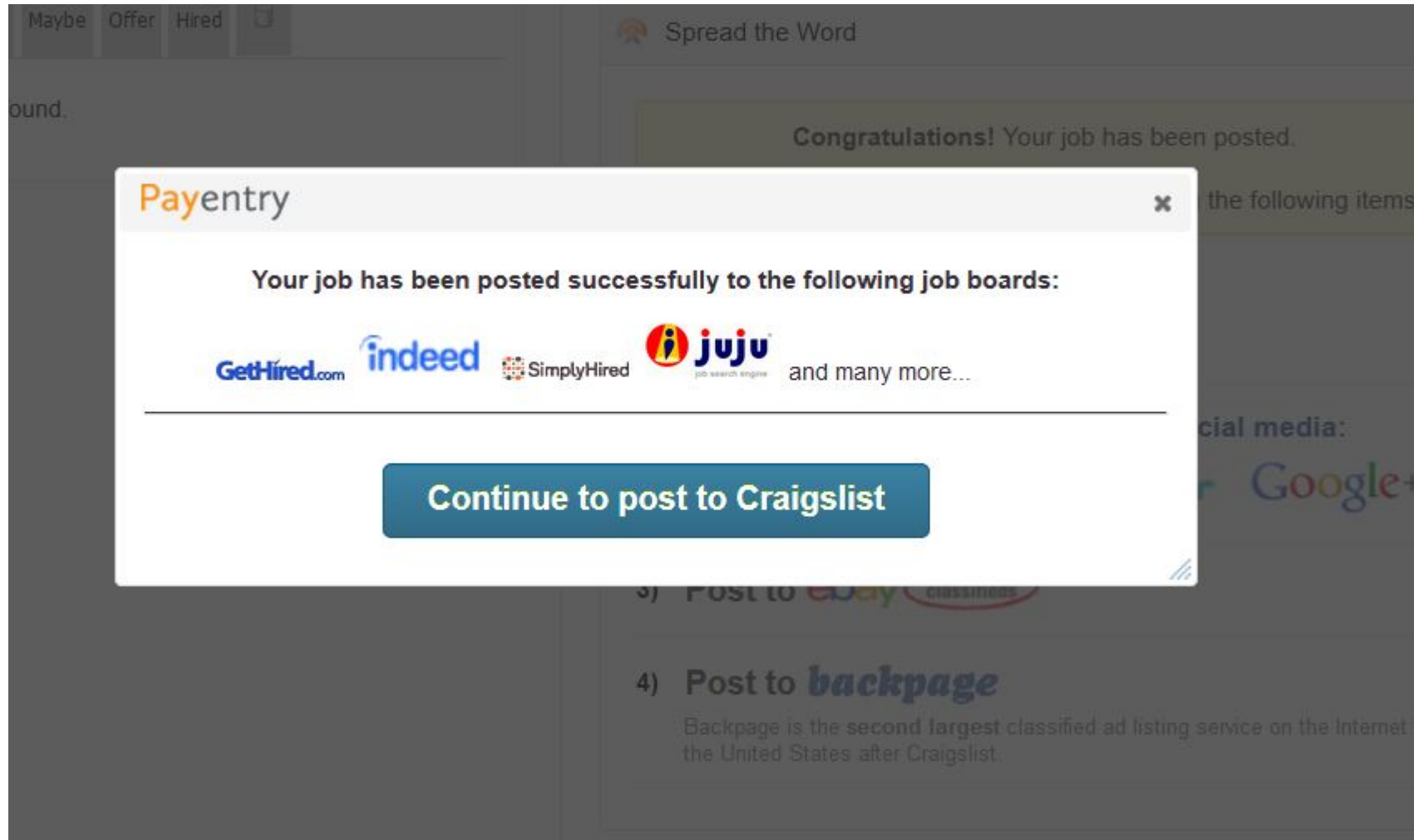
3-4 years

5+ years

Publish This Job Post

Step 8:

You will see a notification that your job was successfully posted to the specified job boards.



Step 9:

When you click on the Craigslist button you will be given a link. This link can be included when you post to Craigslist so that applicants are directed to your Payentry Job Post.

Payentry

Post to Craigslist

1. Copy and paste the job ad below in your Craigslist account. ([why?](#))
2. Candidates will submit applications via the “Apply Now” link at the bottom of the job post.
3. Once candidates apply, you will be able to see their information in your GetHired account.

Apply Now: <http://besthire1.com/customer-service-representative-504>

Your Full Job Description Would Be HERE.

Apply Now: <http://besthire1.com/customer-service-representative-504>

Premium Job Boards

indeed
Indeed Sponsored - \$75

Step 10:

Congratulations! Your job has been posted. Use your Payentry dashboard to see the applicants and manage the posting.

The screenshot displays the Payentry dashboard interface. At the top, the Payentry logo is on the left, and navigation links for 'My Jobs Page', 'Settings', 'Messages', and 'Log Out' are on the right. Below the logo, a secondary navigation bar includes 'Dashboard', 'Resume Database', 'Manage Jobs', 'Interviews', and 'Onboarding', along with a search bar for applicants.

The main content area is divided into two columns. The left column, titled 'Applicant Tracker', shows details for a 'Sales Representative' position in Palo Alto, CA. It includes a status filter (New, Promising, Maybe, Offer, Hired) and a list of 113 applicants. The first six applicants are listed with their names, photos, status, and application dates:

- Delorse Dunaway**, Palo Alto, CA, Status: New, Date Applied: 02/18/2015
- Johnson Mailman**, Palo Alto, CA, Status: New, Date Applied: 02/18/2015
- Antony Craighead**, Palo Alto, CA, Status: New, Date Applied: 02/18/2015
- Liv Anderson**, Palo Alto, CA, Status: New, Date Applied: 02/18/2015, XYZ UNIVERSITY: Bachelor of Arts, Communications
- Myron Boehman**, Palo Alto, CA, Status: New, Date Applied: 02/18/2015
- Kurt Loughlin**, Palo Alto, CA, Status: New

The right column contains several sections: 'Job Post Management' with buttons for 'Preview Job Post', 'Edit Job Post', 'Copy Job Post', and 'Close Job Post'; 'Spread the Word' with a list of four posting options: 1) Post to craigslist (with a 'Watch demo video' link), 2) Expand your candidate reach with social media (with icons for LinkedIn, facebook, twitter, and Google+), 3) Post to ebay classifieds, and 4) Post to backpage (with a note that Backpage is the second largest classified ad listing service); and 'Premium Job Boards' featuring 'indeed Sponsored - \$75' and 'monster' (with 'Original: \$395' and 'Special: \$199' pricing).

How do I edit my job?

Step 1:

From the Dashboard, click the “Manage Jobs” tab in the top row.

This will direct you to the “Open Jobs” tab which will list your company’s open jobs.

Step 2:

Click on the job you want to edit.

The screenshot shows the Payentry dashboard interface. At the top left is the Payentry logo. On the right, there are links for 'My Jobs Page', 'Settings', 'Messages', and 'Log Out'. Below the logo is a navigation bar with icons and labels for 'Dashboard', 'Resume Database', 'Manage Jobs' (highlighted with a red arrow), 'Interviews', and 'Onboarding'. A search box labeled 'Search Applicants' is on the right. A 'Post New Job' button is located in the top right of the main content area. Below this, there are tabs for 'Open Jobs' and 'Closed Jobs'. The 'Open Jobs' tab is active, showing a list of three job listings:

- Customer Service Representative** (Status: Posted, Posted: 10/13/2015)
 - Location: Palo Alto, CA - Sarah Han
 - Total Applicants: 0
- Sales Representative** (Status: Posted, Posted: 10/07/2015)
 - 113 New Applicants
 - Location: Palo Alto, CA - Sarah Han
 - Total Applicants: 113
- VP of Marketing** (Status: Posted, Posted: 10/07/2015)
 - 50 New Applicants
 - Location: Palo Alto, CA - Sarah Han
 - Total Applicants: 52 Promising: 1 Declined: 1

At the bottom of the job list, it says 'Page 1 of 1' with a '1' in a box. The footer contains contact information: 'Have questions? Call 888-320-4456', '© Copyright 2015 GetHired, Inc. All rights reserved.', and 'Powered by GetHired.com'.

Step 3: Click on the “Edit Job Post” button located to the right.

The screenshot shows the Payentry Applicant Tracker interface. At the top, there is a navigation bar with the Payentry logo on the left and links for 'My Jobs Page', 'Settings', 'Messages', and 'Log Out' on the right. Below this is a secondary navigation bar with icons and labels for 'Dashboard', 'Resume Database', 'Manage Jobs', 'Interviews', and 'Onboarding', along with a 'Search Applicants' input field. The main content area is titled 'Applicant Tracker' and displays details for a 'Sales Representative' position in Palo Alto, CA. It includes a status filter (New, Promising, Maybe, Offer, Hired) and a list of 113 applicants. The first six applicants are listed with their names, photos, and application dates. To the right of the applicant list, there are four buttons: 'Preview Job Post', 'Edit Job Post' (highlighted with a red arrow), 'Copy Job Post', and 'Close Job Post'. Below the buttons is a 'Spread the Word' section with four numbered steps: 1) Post to craigslist, 2) Expand your candidate reach with social media (with LinkedIn, Facebook, Twitter, and Google+ icons), 3) Post to ebay classifieds, and 4) Post to backpage. At the bottom, there is a 'Premium Job Boards' section featuring 'Indeed Sponsored - \$75' and 'monster' with a 'Special' price of \$199.

Step 4:

You can edit your job post. You can change the Job Title, Job Description, and more. Click the “Save & Continue to Step 2” button at the bottom when finished. You will then go to the Pre-screening Questions.

Post Job Step 1 of 3

Job Title

Tip: Reach more candidates by writing a job title without descriptions (e.g. "Sales Associate" not "Sales Associate Needed for Pharmaceutical Co.")

Job Description

B *I* U A Font Size | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | <

How do I add my company information including my logo?

Step 1:

Click on "Settings" on the top right of the screen.



The screenshot shows the Payentry user dashboard for Sarah Han. At the top, the Payentry logo is on the left, and navigation links for 'My Jobs Page', 'Settings', 'Messages', and 'Log Out' are on the right. A red arrow points to the 'Settings' link. Below the navigation bar is a secondary menu with 'Dashboard', 'Resume Database', 'Manage Jobs', 'Interviews', and 'Onboarding', along with a 'Search Applicants' input field. The main content area is divided into two columns. The left column, titled 'Hello Sarah', contains sections for 'My Job Postings' (with 2 posted jobs: 'Sales Representative' and 'VP of Marketing'), 'My Jobs Page' (with a shareable URL), and 'Applicant Tracker'. The right column, titled 'The best way to hire and get hired.', contains a 'Post New Job' button, a 'Resume Database' search form, 'My Inbox' (with no unread messages), 'Confirmed Interviews' (with no interviews yet), and 'Instant Video Conference'.

Step 2:

Click on “Company Profile” located on right.

Step 3:

Manipulate information you need to change such as address, company logo (shown with red circle on this page), and social media.

Step 4:

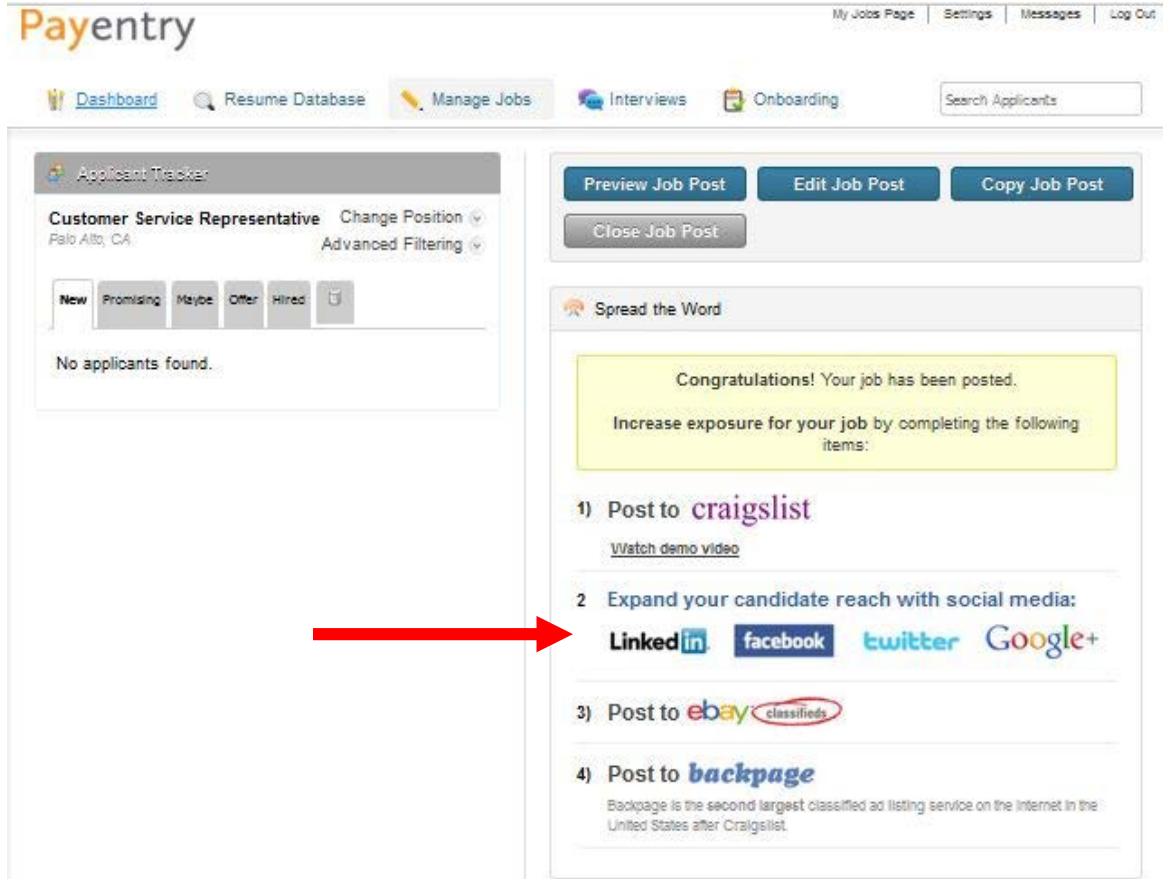
Lastly click on “Save Profile” button located at the bottom to save your changes.

The screenshot displays a web application interface with a top navigation bar and a main content area. The navigation bar includes links for 'Dashboard', 'Resume Database', 'Manage Jobs', and 'Interviews', along with a 'Search Applicants' input field. The main content area is divided into two sections. On the left, the 'Company Profile Information' section contains a form with the following fields: 'Company Name' (Rose & Jack), 'Website', 'Phone#', 'Primary Line of Business' (Accounting), 'Business Entity Type' (Corporation), 'Address' (two empty rows), 'City' (Palo Alto), 'State' (California), 'Country' (US), 'Zip' (94301), 'Upload Company Logo' (Choose File, No file chosen), 'Twitter', and 'Facebook'. On the right, a sidebar menu lists various settings: 'My Profile', 'Candidate Decline Preference', 'Company Profile' (circled in red), 'Customize Jobs Page', 'Email Preferences', 'Manage Billing Profiles', 'My Subscriptions', 'Privacy Setting', 'Time Zone Setting', and 'View Billing History'. A green bar is visible at the bottom of the page.

How do I post to my Social Media?

Step 1:

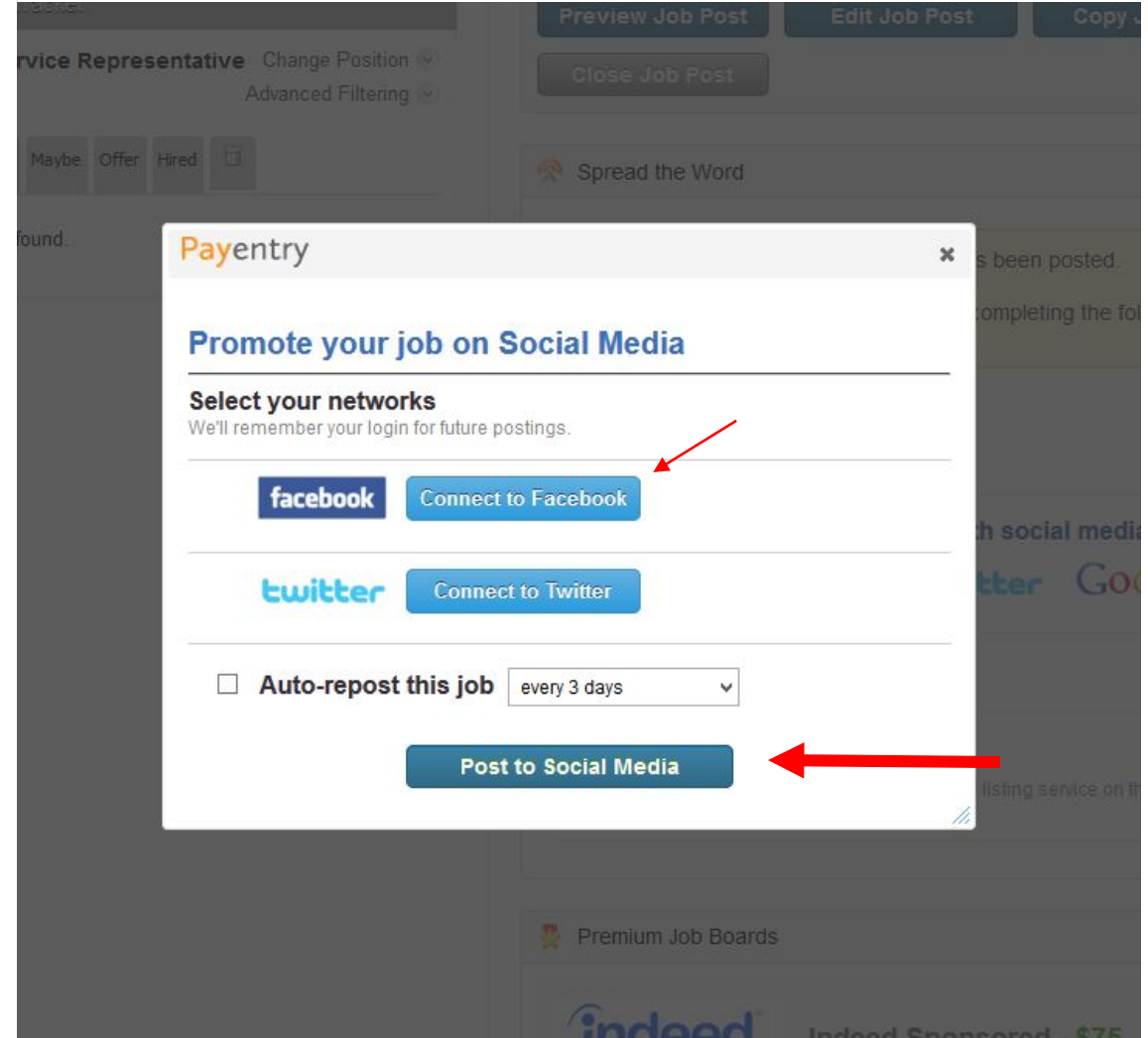
Click on any of the social media icons on the right of the job. Please note you must have an existing social media account.



Step 2:

Click on the "Connect to Facebook" and it will prompt you to enter your login credentials.

Step 3: Then click on "Post to Social Media"



How do I complete a Background check?

Step 1:

Initiate a background check request through Payentry.

Step 2:

Select a background check plan.

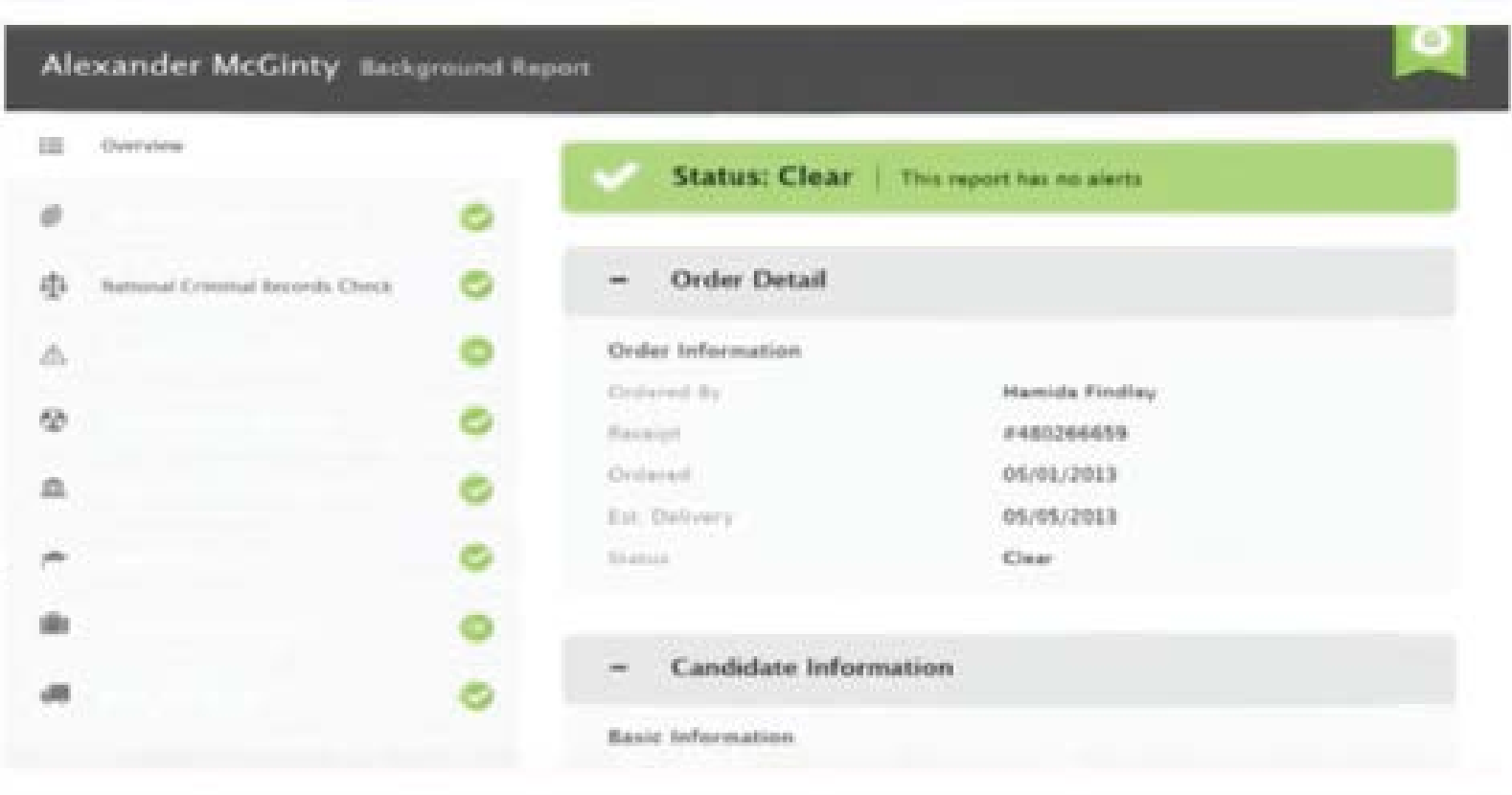
The screenshot shows the Applicant Tracker interface. On the left, there is a list of candidates for the position of Restaurant Manager in Palo Alto, CA. The candidates listed are Delorse Dunaway, Johnson Mailman, and Antony Craighead. Delorse Dunaway is highlighted, showing her profile details: Palo Alto, CA, Status: New, Date Applied: 02/18/2015, and Tax Credit: \$5,600. On the right, the detailed profile for Delorse Dunaway is shown, including her contact information (advertising+17@gethired.com, Palo Alto, CA, 6505550000) and a photo. Below the profile, there are buttons for 'Email Candidates', 'Add Notes', 'Schedule Interview', 'Show Candidate', and 'Save Candidate'. The 'Background Check - GoodHire' section is visible, indicating that a request was sent on Dec 12, 2015.

The screenshot shows the 'Customize your report' interface. It features a list of background check options with their respective prices and quantities. The options are: Employer Verification (\$14.99 each, marked 'MOST POPULAR'), School Verification (\$14.99 each), Motor Vehicle Record Check (\$14.99 each), Professional License Verification (\$14.99 each), Drug Screening (5-Panel urine test) (\$59.99), Drug Screening (10-Panel urine test) (\$74.99), Global Terrorist Watch List Check (\$14.99), and Ongoing Alerts Service (\$2.50/month*). A 'CONTINUE' button is located at the bottom left. On the right, a 'Shopping Cart' summary is displayed, showing a 'Basic Report' for \$29.99. The report includes SSN Trace + Address History, National Criminal Records Check, and Sex Offender Check. The total cost is \$29.99, with an estimated report delivery time of less than 1 business day.

How do I complete a Background check?

Step 3:

Once the background check has been completed, view the report in Payentry.



The screenshot displays a web interface for a background check report. At the top, a dark header bar contains the name "Alexander McGinty" and the title "Background Report" on the left, and a green ribbon icon on the right. Below the header, a sidebar on the left lists various services, each with a green checkmark icon to its right. The main content area features a prominent green banner at the top with a white checkmark icon and the text "Status: Clear | This report has no alerts". Below this banner, there are two expandable sections: "Order Detail" and "Candidate Information". The "Order Detail" section is currently expanded, showing a table of order information.

Order Information	
Ordered By	Hamida Findley
Receipt	#480244459
Ordered	05/01/2013
Est. Delivery	05/05/2013
Status	Clear

The "Candidate Information" section is partially visible below, showing a sub-section for "Basic Information".

E-Verify in 3 easy steps

Step 1: Employee and employer complete Form I-9

Step 2: Employer creates an E-Verify case

Step 3: Employer receives a result within **seconds**

The image displays three sequential screenshots from the E-Verify system interface:

- Top Screenshot:** Shows the employee profile for Elaine Goodell, Sales Support, Full Time, with a start date of 12/22/2015. A checklist of completed items includes Personal Information, Contact Information, W-4 / Tax, Eligibility Documents, I-9 (Complete Employer Side), Payroll Information, and E-Verify (Complete Employer Side). Buttons for "View Detail" and "Terminate" are visible at the bottom.
- Middle Screenshot:** A "Payentry" dialog box titled "Please choose:" with two radio button options: "Submit E-Verify case for this employee." (selected) and "I have completed E-Verify and need to update this employee's record." Buttons for "Continue" and "Cancel" are at the bottom.
- Bottom Screenshot:** A "Payentry" dialog box showing a green checkmark and the text "Employment Authorized". Below this, it states "Elaine Goodell is authorized to work in the United States. To complete the verification process, click Close Case." Buttons for "Close Case" and "Cancel" are at the bottom.

How do I onboard a new hire?


Step 1: Once you are in the candidate's profile, click on "Hired".


Applicant Tracker

VP of Marketing Change Position
Palo Alto, CA Advanced Filtering


New (50) **Promising (2)** Maybe Offer Hired

2 applicants matched out of 52

 **Kristin Osborne**
Palo Alto, CA
Status: Promising
Date Applied: 02/19/2015

 **Drew Guerrero**
Palo Alto, CA
Status: Promising
Date Applied: 02/18/2015

Page 1 of 1 1

Drew Guerrero *Palo Alto, CA*

advertising+24@gethired.com 8883204456

Email Candidate Add Notes
Schedule Interview Share Candidate Rate Candidate

Application & Profile VP of Marketing

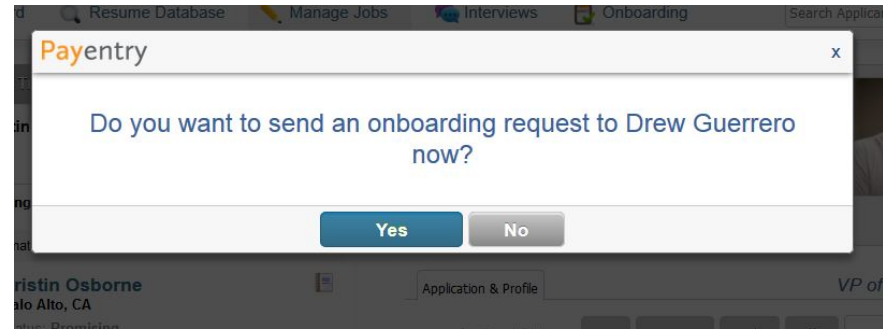
Applicant Status: New Promising Maybe Offer **Hired** Decline

Candidate Details

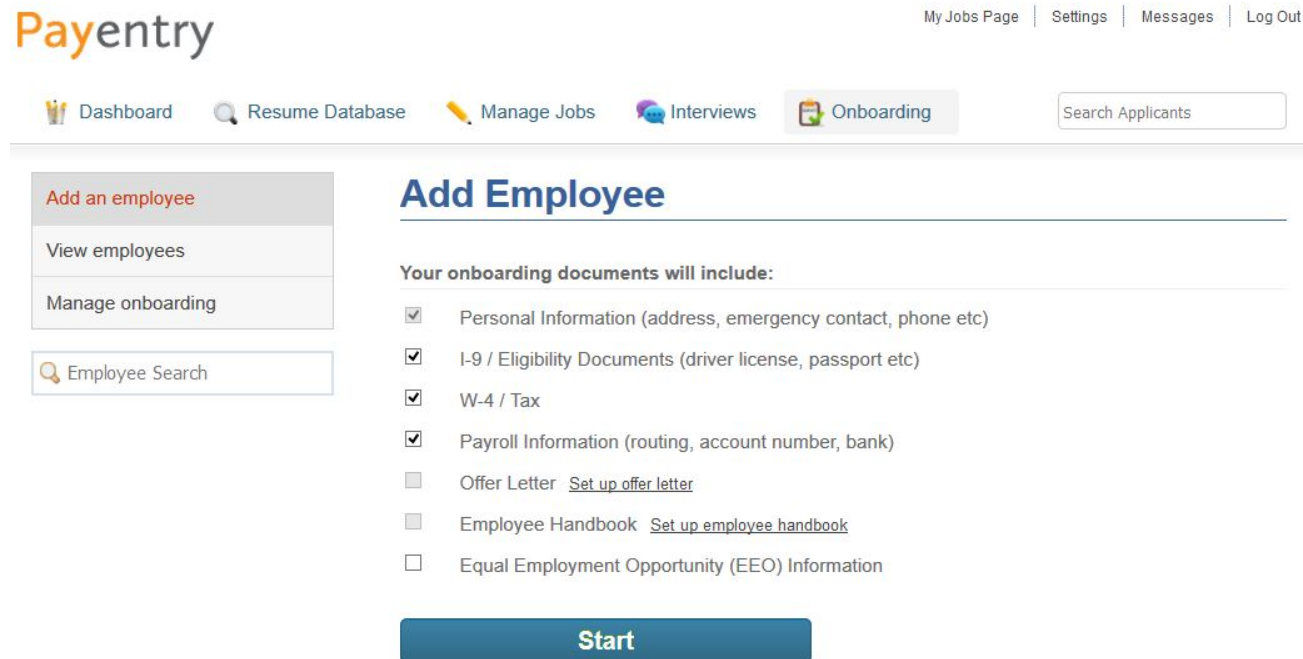
Availability: Available
Education: No



Step 2: A pop-up will appear asking if you want to start the process now. Click “Yes”.



Step 3: Now select the documents you want to send to the applicant. Then click “Start”.



Step 4: Fill in the required fields. Name, email, and title will automatically populate. Click “Continue”.

Add Employee

First Name
Drew

Last Name
Guerrero

Email Address
william+guerrero@gethired.com

Employment Type
Full Time (30 hrs or more per week)

Employee Title
VP of Marketing

Start Date
10/20/2015

Pay Type
Hourly Wage

Hourly Wage
\$ 20

Pay Frequency
Bi-weekly

[Continue](#) << Prev Step

Step 5: The next screen is optional and when completed, click on “Send Onboarding Documents”.

Payentry My Jobs Page | Se

Dashboard Resume Database Manage Jobs Interviews Onboarding

Add Employee

All fields in this step are optional

Job Category
Select

Department

Department Number (optional)

Division

Location

Project

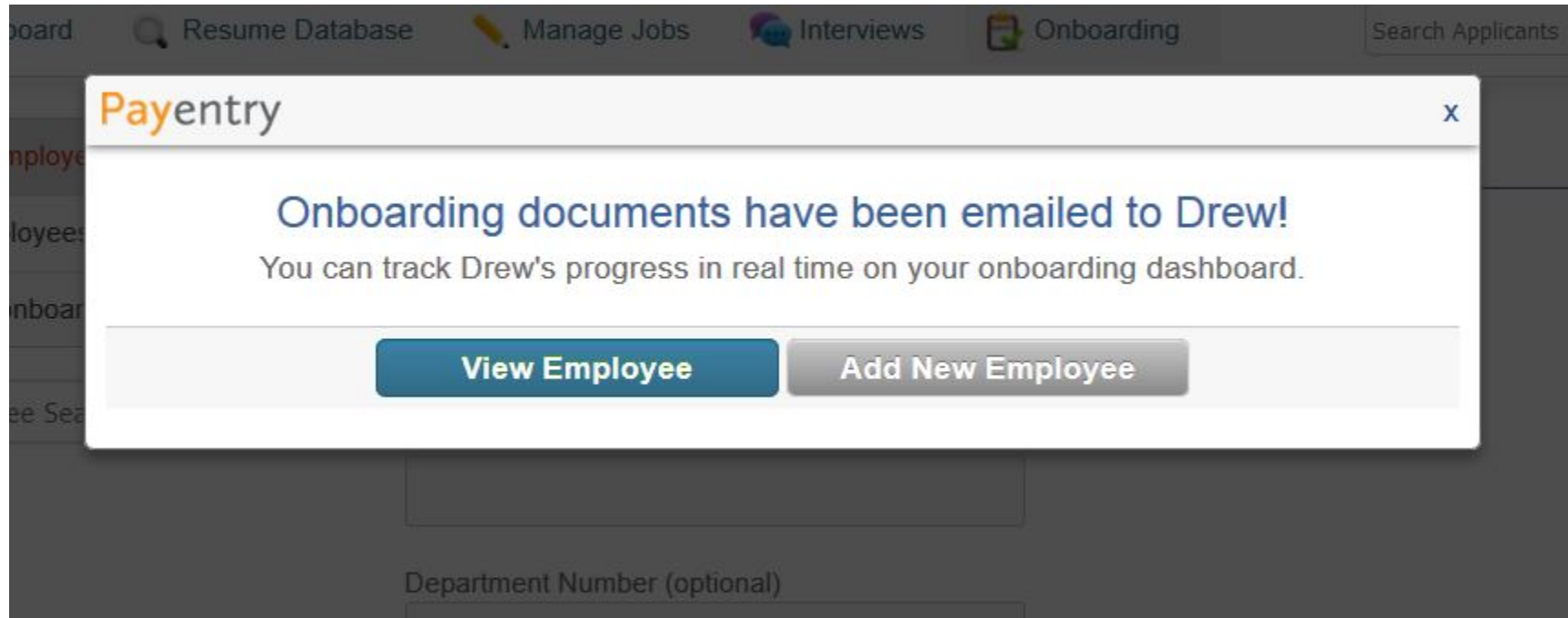
This employee will be driving for company business

This employee will be entering residences

[Send Onboarding Docs](#) << Prev Step

Step 6:

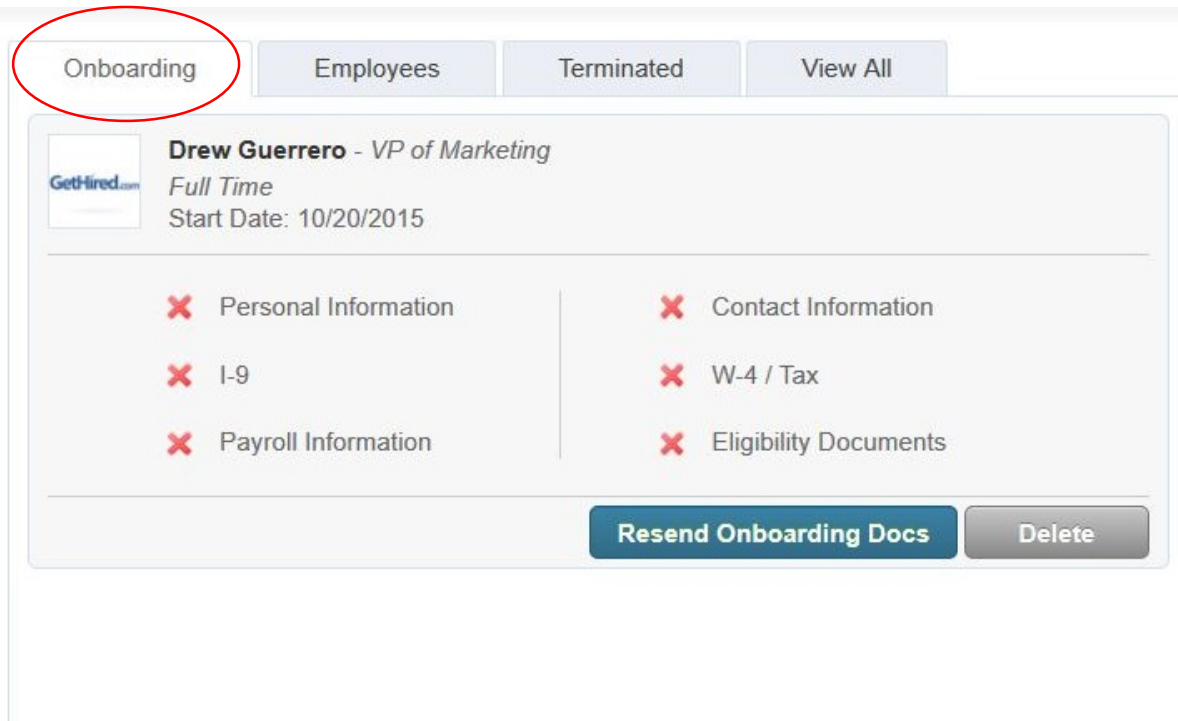
This will confirm your documents have been emailed. Click on “View Employee” to go back to viewing all of your current onboarding employees or click on “Add New Employee” to start the process all over again with a new applicant.



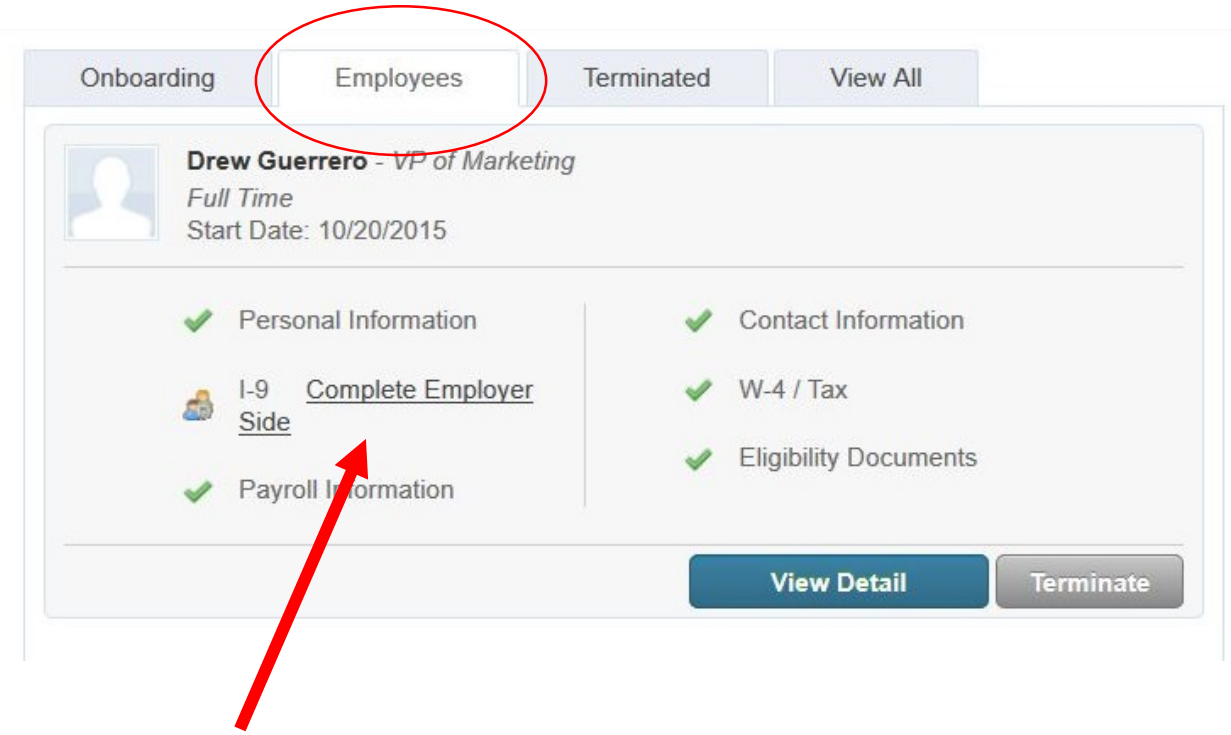
What happens once the Onboarding documents are completed by the new employee?

Once documents are sent, you can review status under “Onboarding”. The red “x” means it is not submitted. This is a real-time view.

Once all documents are submitted successfully, the employee will then be moved to the “Employees” tab. This is where all completed onboarding employee files are kept.



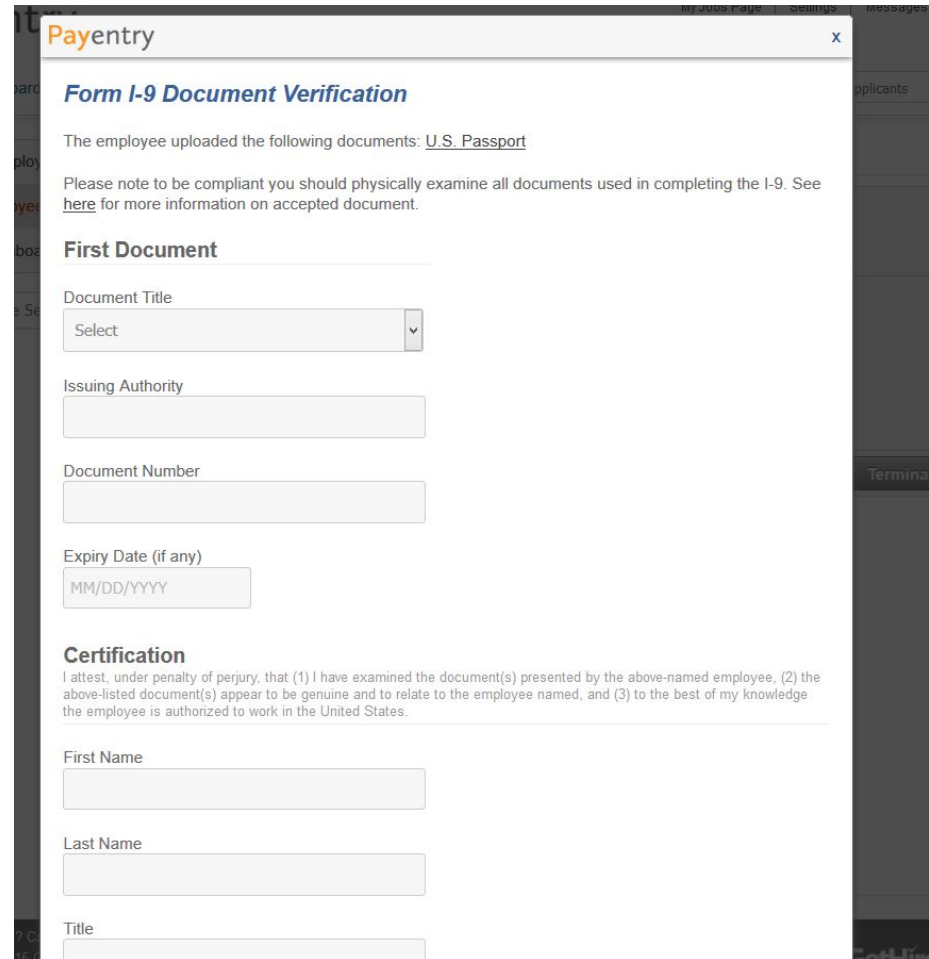
The screenshot shows the 'Onboarding' tab selected. The employee profile for Drew Guerrero is displayed with a status of 'Full Time' and a start date of 10/20/2015. A list of documents is shown with red 'X' marks indicating they are not submitted: Personal Information, Contact Information, I-9, W-4 / Tax, Payroll Information, and Eligibility Documents. At the bottom, there are buttons for 'Resend Onboarding Docs' and 'Delete'.



The screenshot shows the 'Employees' tab selected. The employee profile for Drew Guerrero is displayed with a status of 'Full Time' and a start date of 10/20/2015. A list of documents is shown with green checkmarks indicating they are submitted: Personal Information, Contact Information, W-4 / Tax, and Eligibility Documents. The I-9 status is 'Complete Employer Side', with a red arrow pointing to the 'Complete Employer Side' text. At the bottom, there are buttons for 'View Detail' and 'Terminate'.

Verifying the I-9 – Click on “Complete Employer Side”

Verifying the I-9: A pop up will appear with final verification fields. Click “Save” once complete.



The screenshot shows a web browser window titled "Payentry" with a close button (X) in the top right corner. The main heading is "Form I-9 Document Verification". Below the heading, it states: "The employee uploaded the following documents: [U.S. Passport](#)". A note follows: "Please note to be compliant you should physically examine all documents used in completing the I-9. See [here](#) for more information on accepted document." The form is divided into two main sections: "First Document" and "Certification".

First Document

Document Title
Select

Issuing Authority

Document Number

Expiry Date (if any)
MM/DD/YYYY

Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

First Name

Last Name

Title

Important: Onboarding information will not carry over to Payentry Payroll if the I-9 verification is not complete.

Information then carries over into Payentry Payroll as shown below.

Employee: Filter: All ▼ Sort: Name ▼ Employee: Blanton, Amber Kathryn - 19 [New Employee](#)

Blanton, Amber Kathryn (19)

Rates	Auto Pays	Fringe	Deductions	Direct Deposit	Taxes	Accruals	Labor Alloc	Pay History	401(k)	Insurance
Demographics	Dept/Pos	Miscellaneous	Reviews	Dependents	Education	Emergency Contacts	Events	Previous Employers	Skills	ACA

Name

Last Name First Name Middle
Prior Last Name Salutation Nickname

Address

Line 1
Line 2
City State ZIP
County County

Other Demographic Information

SSN Gender Smoker
Birth Date Age 44 Ethnicity Disability
Home Phone Marital status Veteran
Cell Phone

Additional FAQs

1. I have posted a job ad and I am getting applicants that aren't qualified for the job. Is there anything I can do to limit these?

To assist in the multitude of responses, consider; 1) reviewing the job ad and the requirements and edit, 2) use prescreening questions.

2. I have posted a job and haven't received any responses, why? What did I do wrong?

Consider updating the job ad with common key words and/or speaking with Payentry Onboarding Customer Service to suggest other options or assisting in getting more visibility.

3. What job board does each ad go to?

Indeed, SimplyHired, Juju, Job.com, Beyond.com, Oodle.com, Glassdoor.com and you can manually post free of charge on Ebay Classifieds, LinkedIn, Facebook, Google+, and Twitter using our platform.

4. How many resume views do I get in the Resume Database?

100 per day/per account

5. How do I know if an applicant applies to my job ad? Do I receive an email or any notifications?

You will receive an email letting you know when someone applies. This email is sent to the email address on file.

6. Am I able to direct applicants to my website when posting an ad? Payentry Onboarding does not allow any third party links on their job ads. This includes phone numbers, emails, or weblinks.

7. Are there any limitations on how many jobs I can post?

No, all plans are unlimited job postings.

Applicant Tracking Video: <https://vimeo.com/141788165>

Onboarding Video: <https://vimeo.com/141788271>