

# Core - HRCenter Application Overview

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## What is HRCenter?

HRCenter™ is our online application and on-boarding software. It allows your prospect employees to fill out basic information online that will automatically populate into Core™. When you are ready to hire an employee, you can also forward important documents including the Federal I-9 and W-4 that an employees can fill out and sign electronically. These documents are then saved for your review and added to their employee record.

To learn how to manage the online applications, see [Core - Managing Applications through HR Center](#)

## The Application Process

HRCenter is a web-based software you can use to have applicants apply to your staffing agency online. You will receive a link to your unique HRCenter website via email after you have purchased Core. This online application will need to be linked to your website and given out to prospective employees to register and run through the application process. The application process workflow is illustrated below.

### Overview of the Application Process:

1. [Registration](#)
2. [Resume](#)
3. [Basic Information](#)
4. [Work History](#)
5. [Education](#)
6. [Review & Submit](#)

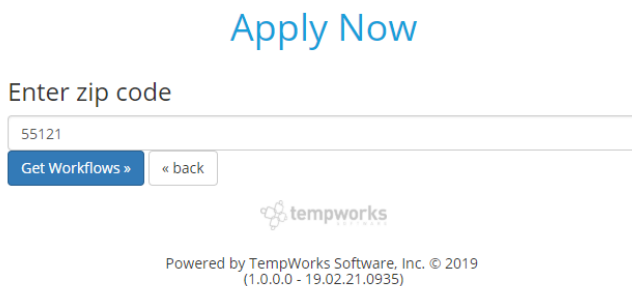
# Registration

When a new employee comes to your website and clicks your "apply now" button you should direct them to your HRCenter link. New applicants will need to register first with some basic information. Returning users who have not completed their application can log back in to edit and add any information before submitting it.



The screenshot shows the HR Center registration page. At the top, there is a dark header with the "HR CENTER" logo on the left and a hamburger menu icon on the right. Below the header, the main heading "Apply Now" is displayed in a large blue font. Underneath, there are two lines of text: "I have a username and password and want to log in»" and "I need to register»", both underlined. Below this, the "Account Recovery" section is visible, with links for "Forgot Username" and "Forgot Password". The TempWorks logo is centered below the links. At the bottom of the page, it says "Powered by TempWorks Software, Inc. © 2019 (1.0.0.0 - 19.02.21.0935)".

Users will be required to enter a Zip Code when they register, this ensure the user is being added to the closest branch based on location. Remember that you can always change branches after an employee record is created.



The screenshot shows the zip code entry form. The heading "Apply Now" is at the top. Below it, the text "Enter zip code" is followed by a text input field containing "55121". To the left of the input field is a blue button labeled "Get Workflows »" and to the right is a button labeled "« back". Below the form, the TempWorks logo is centered. At the bottom, it says "Powered by TempWorks Software, Inc. © 2019 (1.0.0.0 - 19.02.21.0935)".

After they have entered their zip code, they will be prompted to select the application and choose next

# Register

Create a new account.

<b>Username</b>	<input type="text" value="Username"/>
<b>Password</b>	<input type="password" value="Password"/>
<b>Confirm new password</b>	<input type="password" value="Confirm new password"/>
<b>First Name</b>	<input type="text" value="First Name"/>
<b>Last Name</b>	<input type="text" value="Last Name"/>
<b>How Did You Hear About Us?</b>	<input type="text" value="-- Select One --"/>
<b>Social Security Last 4</b>	<input type="text" value="Social Security Last 4"/>



The Registration page will require a username, password, first & last name, and SSN. This information allows Core to create a record for this employee in your system so you can continue to track their application progress.

Once registration is complete, they will be directed to start filling out the application.

Jump To:

Resume

## Application

Resume  
Basic Information  
Work History  
Education  
Review & Submit

[Get Started](#)

## Application

To navigate through the application simply use the navigation buttons located on the page.

All questions that require a response are indicated by a red asterisk (\*).

You can click the [Save & Exit](#) button at the bottom of any page to come back and finish later.

[Let's get started!](#)



The application for Core consists of 4 pages: Resume, Basic Information, Work History, & Education.

## Resume

The resume page allows your applicants to attach a resume which will be saved under the [documents](#) section of the employee record. If they upload a text based PDF or a Word document, the system will automatically parse information it finds into their record.

### Resume

Please upload your resume. If you do not have a resume, click [Save and Continue](#)

[Choose file](#)



## Basic Information

The basic information page has employees provide some basic contact information for themselves.

The only required fields are:

- **First Name\***

- Last Name\*
- Email
- Phone
- Address
- State
- Zip

\* Information they filled out on the registration page will auto populate on this page so they do not need to enter their name again.

## Basic Information

### Identity

First Name \*Required

Last Name \*Required

Maiden Name

Social Security #

Middle

Suffix

Nick Name

### Contact Information

Email \*Required

Primary Phone \*Required

### Address

Address \*Required

City

Zip \*Required

Country

Address (2)

State \*Required

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## Work History

This page allows your applicants to fill out any **past job** history they have. This is especially helpful if they did not have a resume to upload earlier.

Select the "Add Work History" button to add a work history entry. There is no limit to the number of items they can enter. This section is not required to complete the application.

## Work History

<b>Employer</b> *Required	<b>Duties</b>		
<input type="text"/>	<input type="text"/>		
<b>Supervisor Name</b>			
<input type="text"/>			
<b>Supervisor Phone</b>			
<input type="text"/>			
<b>Start Date</b>	<b>End Date</b>		
<input type="text"/>	<input type="text"/>		
<b>Position</b> *Required	<b>Reason for Leaving</b>		
<input type="text"/>	<input type="text"/>		
<b>Pay Rate (Hourly)</b>			
<input type="text"/>			
<b>Address</b>	<b>State</b>		
<input type="text"/>	-- Select One --		
<b>City</b>	<b>Zip</b>		
<input type="text"/>	<input type="text"/>		
<b>Country</b>			
United States of America			
<b>May we contact this employer?</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Temp</b>
<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes
<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No
<input type="button" value="Cancel"/> <input type="button" value="Save Item"/>			

## Education

The education section, similar to work history, allows applicants to fill out their [education](#) history. This section is also not required but gives your applicants a chance to fill out information if they did not provide a resume.

## Education

<b>Name of Institution</b> *Required	<b>Address</b>		
<input type="text"/>	<input type="text"/>		
<b>Degree Awarded (B.S., B.A., Masters, etc.)</b>	<b>G.P.A.</b>	<b>City</b>	<b>State</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Select One --
<b>Start Date</b>	<b>End Date</b>	<b>Zip</b>	<b>Country</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	United States of Ai
<b>Graduated?</b> *Required	<b>High School</b> *Required	<b>Institution Phone Number</b>	
<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="text"/>	
<input type="radio"/> No	<input type="radio"/> No		
<input type="button" value="Cancel"/> <input type="button" value="Save Item"/>			

Once they have filled out all required fields, they will be able to submit their application:

## Review & Submit

All questions have been answered in this step of the application.

You may still go back and fix any inaccurate information at this point.

When you are confident that all information on your application is correct, click the "Submit" button. By submitting, you are verifying that all information is complete and accurate. You will not be able to change any answers after it is submitted.

Go back and review my work

I am finished! Submit.



Once the basic application has been filled out, your team will be able to review the application and approve or deny the application. For more information on reviewing the application see [Core - Managing Applications through HR Center](#)

## On-Boarding Docs

At any point you can send a current employee or applicant in your system the I-9 or W-4 document to fill out electronically.

Applicants will need to log back into HR Center to complete the on-boarding documents electronically.

These documents are compliant with all necessary regulations and the electronic signature is legal. The applicant (soon to be new employee) will need to fill out their part of the I-9 and W-4 and submit the documents for review by your staff.

The applicant will need to come into one of your locations to provide the necessary identification to finish filling out the I-9. The recruiter helping them will be able to review and complete the processing for the documents in Core.

For more information on processing documents see [Core - Managing Applications through HRCenter](#).

Once the document has been reviewed and completed, it will be saved under the documents section of the employee record.

# Related Articles