

HRCenter Applicant Process

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HRCenter™ is our online application and onboarding solution. This article provides a brief overview of the application process from the perspective of the applicant.

This article reviews the following:

1. [Registration](#)
2. [Filling Out an Application](#)
3. [Submitting an Application](#)
4. [Signing Back into HRCenter](#)



Applicant Process



Register

Employees are directed from your website to HRCenter & are prompted to register. Once an applicant has registered, an employee record is created in your system.



Fill out Application

Applicants will fill out your customized application. This can include information pages, surveys, and onboarding documents (including the I-9 & W-4).



Submit

Once the applicant has entered all required information, they will be able to submit their application for review. Your recruiters will then be able to review the info provided.



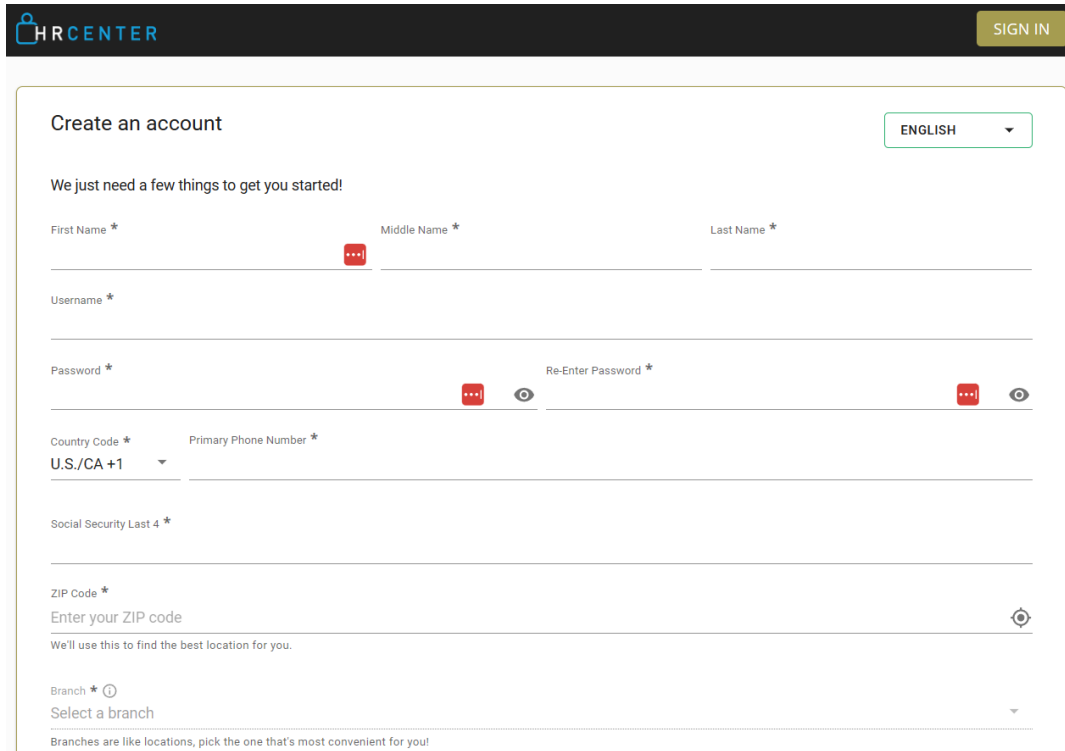
Repeat

If your application workflow has multiple steps, the recruiter can move the chosen applicants forward to the next step. Applicants will need to log back in to fill out the new info.

Registering in HRCenter

On your company's website, utilize an "Apply Now" button to direct your prospective employees to your HRCenter

homepage. On the homepage, they will be prompted to register.



The screenshot shows the 'Create an account' registration page for HRCenter. At the top left is the HRCenter logo, and at the top right is a 'SIGN IN' button. The page title is 'Create an account' with a language dropdown set to 'ENGLISH'. Below the title is a message: 'We just need a few things to get you started!'. The form fields are: 'First Name *', 'Middle Name *', and 'Last Name *' (all with red eye icons); 'Username *'; 'Password *' and 'Re-Enter Password *' (both with red eye icons and toggle icons); 'Country Code *' (dropdown menu showing 'U.S./CA +1') and 'Primary Phone Number *'; 'Social Security Last 4 *'; 'ZIP Code *' (with a location pin icon and the text 'Enter your ZIP code' and 'We'll use this to find the best location for you.'). At the bottom is a 'Branch *' dropdown menu with the text 'Select a branch' and a note: 'Branches are like locations, pick the one that's most convenient for you!'.

Configuration Alert:

- HRCenter large and small logos, favicon, and color options, are customizable. For more information, see [Branding HRCenter](#).
- You can also customize the registration page options. For more information, see [Registration Page Setup](#).

Note HRCenter is also mobile friendly throughout the entire applicant process:

ENGLISH ▾

Create an account

We just need a few things to get you started!

First Name *

One

Middle Name *

Test

Last Name *

Applicant

Username *

OneTestApplicant

Password *

●●●●●●●●●●



Re-Enter Password *

●●●●●●●●●●



Country Code *

U.S./CA +1 ▾

Primary Phone Number *

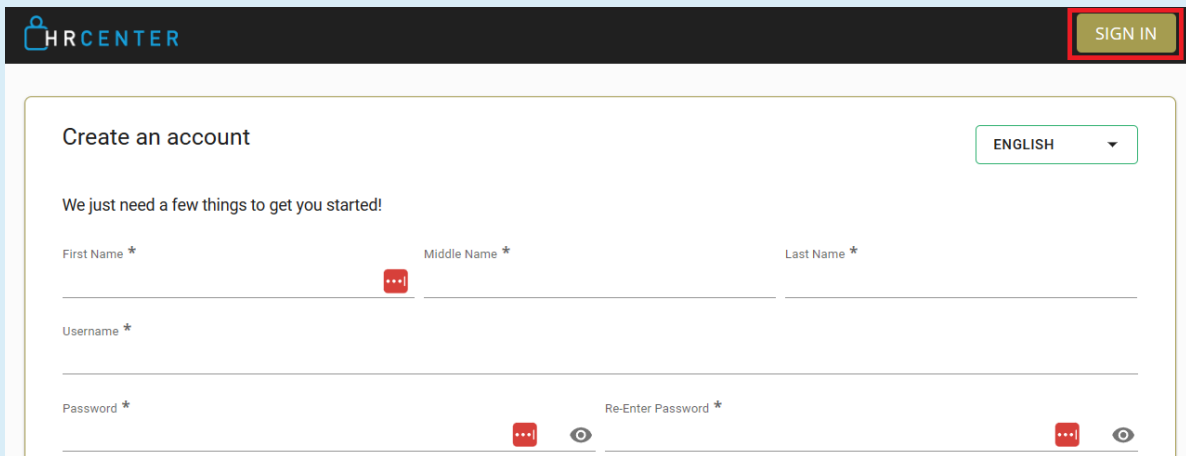
(651) 555-5555

Social Security Last 4 *



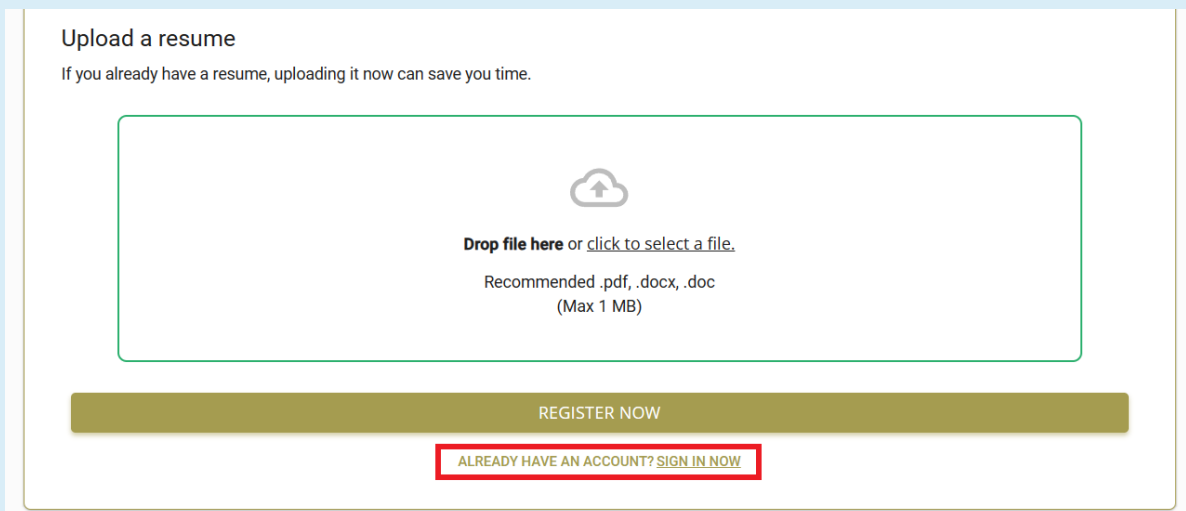
Depending on how your HRCenter is configured, applicants may need to select a branch to apply to as well as an application type if you have multiple workflows available.

Note In the event an applicant has already registered and is needing to complete a new/existing workflow/page, the applicant can select "Sign In" at the top right of the registration page to enter their existing credentials and complete their workflow/page:



The screenshot shows the top of the HRCenter registration page. On the left is the HRCENTER logo. On the right is a 'SIGN IN' button highlighted with a red box. Below the logo is a 'Create an account' section with a language dropdown set to 'ENGLISH'. The form includes fields for 'First Name *', 'Middle Name *', 'Last Name *', 'Username *', 'Password *', and 'Re-Enter Password *'. There are also eye icons for password visibility and red dots for error messages.

Additionally, this option appears at the bottom of the registration page as "Already have an account? Sign in now.":



The screenshot shows the 'Upload a resume' section. It includes the text 'If you already have a resume, uploading it now can save you time.' Below this is a large green-bordered box containing a cloud upload icon and the text: 'Drop file here or [click to select a file.](#) Recommended .pdf, .docx, .doc (Max 1 MB)'. At the bottom of the page, there is a 'REGISTER NOW' button and a red-bordered button that says 'ALREADY HAVE AN ACCOUNT? [SIGN IN NOW](#)'.

Applicants may be asked to fill out some basic information including:

- Basic Information:

Create an account ENGLISH ▾

We just need a few things to get you started!

First Name * Middle Name * Last Name *

Username *

Password * Re-Enter Password *

Country Code * Primary Phone Number *

U.S./CA +1 ▾ _____

Social Security Last 4 *

ZIP Code *

Enter your ZIP code _____

We'll use this to find the best location for you.

Note Applicants can only enter the following characters within the "First Name" and "Last Name" fields:

- ABCDEFGHIJKLMNOPQRSTUVWXYZ
- 0123456789
- . (Period)
- - (Hyphen)
- ' (Apostrophe)

• **Account Information:**

Username *

Password * Re-Enter Password *

Note HRCenter can double check for duplicate employee records using SSN and/or email. If the system finds a duplicate record, it will prompt the applicant to sign in instead of creating a new log in.

• **Selecting a Branch:**

Branch * ⓘ

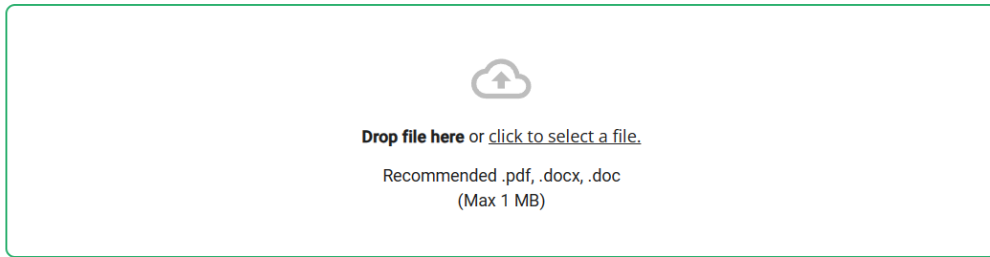
Select a branch ▾

Branches are like locations, pick the one that's most convenient for you!

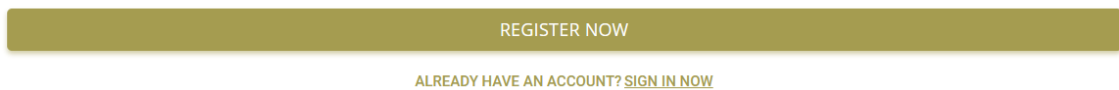
• **Upload a Resume:**

Upload a resume

If you already have a resume, uploading it now can save you time.



Once the information has been entered and verified, the applicant will select "Register Now" at the bottom of the page to complete the registration process:



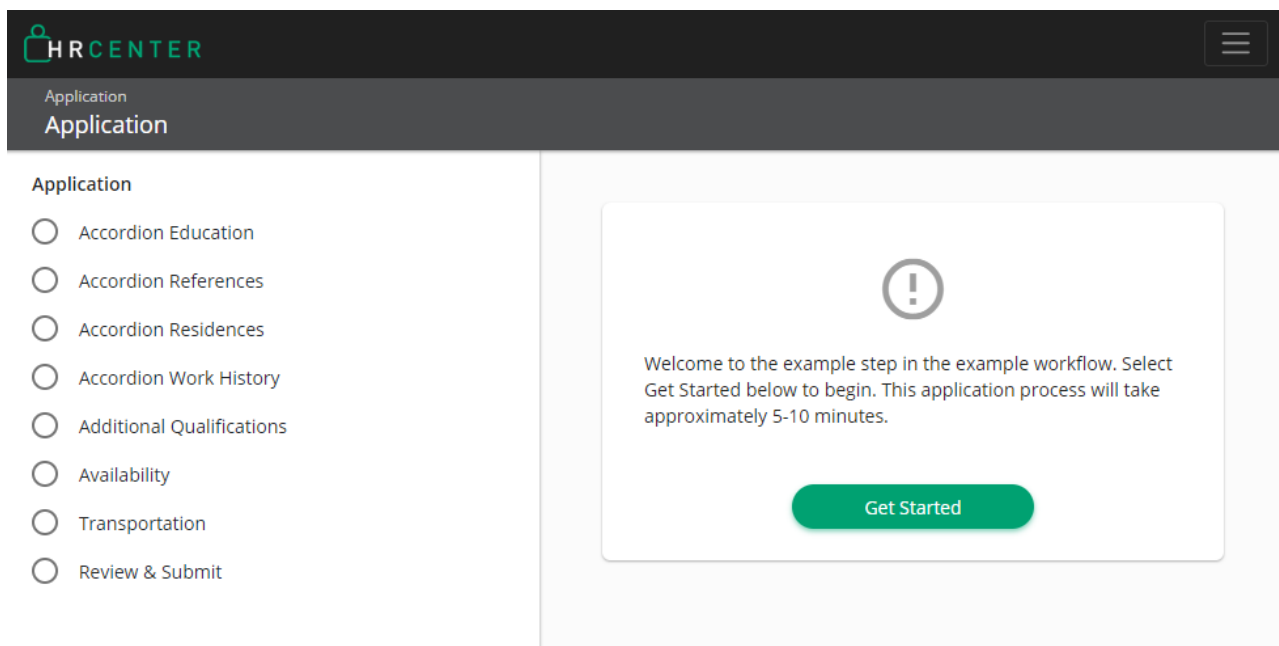
Once an applicant has completed their registration, an employee record will be created in your system.

Filling Out the Application

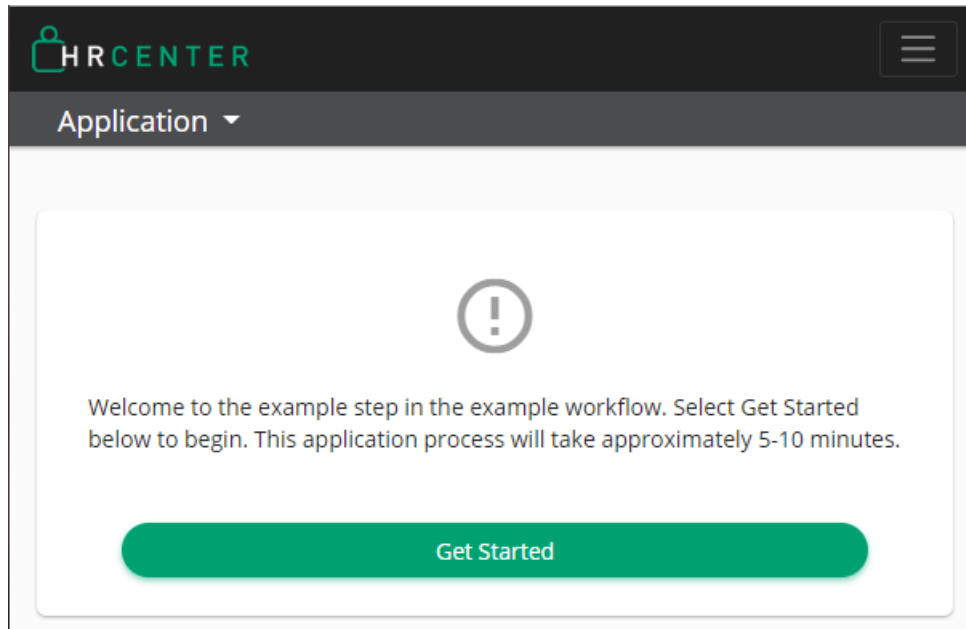
The applicant will be directed through the different pages of the application to fill out personal information, forms, and/or surveys.

An application is known as a "Workflow" in HRCenter. Each workflow is divided into steps. Each step is further divided into pages.

Below is an example of what a prospect might see once they complete registration:



Note HRCenter applications are mobile friendly. To use on a mobile device, simply log in from your trusted web browser (we recommend Google Chrome or Safari). For forms, users will be able to select the "Get Started" option at the top to be directed to the first field to fill out. There will then be "Next Field" buttons to guide the user through the form.



Example Workflows:

The All-in-One Application

- This application has one single step.
- All the pages within this single step contain all the information that needs to be filled out for the prospect employee.

Basic Application

- This application has 2 steps:
 - Application - contains pages with information for the prospect to fill out.
 - Application information must be filled out and submitted before moving to the next step.
 - Onboarding - contains pages with forms to fill out and sign such as the I-9, W-4, and background check forms.
 - In order to fill out the onboarding documents, a recruiter must first approve the applicant in either Beyond or Enterprise.

Skill/trade application

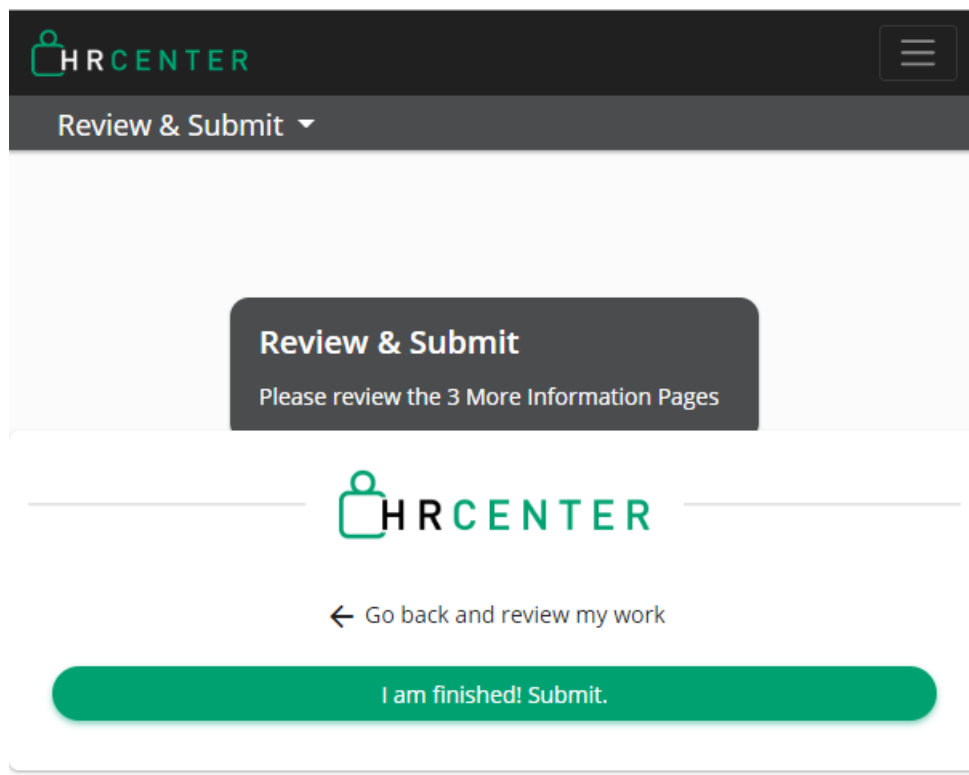
- This application contains 3 steps:
 1. Application - contains pages with information for the prospect to fill out.
 2. Testing Assessment - utilizing the survey page option, this creates a test for prospects to take.
 3. Onboarding Documents - contains pages with forms to fill out and sign such as I-9, W-4, and

background check forms.

Ready to design your own Workflow? [How to Create & Edit Workflows](#)

Submitting the Application

Once an applicant has reached the end of their application step, they will be asked to review their answers before submitting:



When an employee has submitted their application, they will no longer be able to edit or change their options unless your recruiter unlocks the application for them.

Logging Back In

Once an applicant has registered, they will be able to sign back into HR Center in order to review past workflows or complete different workflows/pages.

The applicant will either select the "Sign In" button at the top right of the registration page, or the "Sign In" text at the bottom of the page:

Create an account

ENGLISH ▾

We just need a few things to get you started!


First Name * ⋮ Middle Name * Last Name *

Username *

Password * ⋮ 👁 Re-Enter Password * ⋮ 👁

Upload a resume

If you already have a resume, uploading it now can save you time.



Drop file here or [click to select a file.](#)

Recommended .pdf, .docx, .doc
(Max 1 MB)

REGISTER NOW

[ALREADY HAVE AN ACCOUNT? SIGN IN NOW](#)

Once selected, the user will be navigated to the "Sign In" page to enter their credentials:

Sign In

ENGLISH ▾

Email or Username *

Password * ⋮ 👁

[FORGOT USERNAME?](#) [FORGOT PASSWORD?](#)

SIGN IN

DON'T HAVE AN ACCOUNT? [REGISTER NOW](#)

Note Once additional pages have been assigned to the employee, they will appear in HRCenter one of two ways:

- If only one additional page was assigned, the name of the page will be displayed in HRCenter for the employee to complete.
- If more than one page is assigned, the "Additional Pages" will be displayed in HRCenter for the employee to complete.

The applicant can select any step assigned to them:

Incomplete Workflows

All Information Pages	Continue
3 More Information Pages Incomplete	Started 1 minute ago
Example Application Workflow	Continue
Application Submitted	Submitted 4 minutes ago

If a step has been submitted, they will be able to view the information they have submitted but not be able to modify that data. They will also be able to download and save any forms they filled out:

Additional Pages	Continue
Pages Submitted	Submitted just now ↓
↳ Direct Deposit Form - Not Required	↓

Steps are configured for each of the workflows created and will vary based on your specific workflows.

Related Articles