



Document Management System

FEATURES

- ▶ Central repository for all personnel documents
- ▶ Ensures security of sensitive documents by limiting rights to personal and proprietary information
- ▶ Enables real-time documented changes to personnel files, while saving the original to maintain historical integrity

As the final piece of First Advantage's Applicant Tracking Solution, the document management module addresses the complex and overwhelming paperwork challenges facing HR professionals. This Web-based solution creates virtual personnel files to manage employee paperwork and help ensure compliance with your corporate policies as well as state and federal requirements.

The document management module allows users to add documents to employee files via e-mail, by simply dragging and dropping any file to a desktop icon, or by fax for any paper documents. Used in tandem with our new hire forms module, the system auto-images documents during the onboarding process by applying an innovative and first-of-its-kind 'auto indexing' solution which electronically identifies documents completed through the ATS and attaches them to the appropriate employee's file automatically.

Throughout the employment life-cycle, the system provides automated workflows for those documents that require an approval or review process such as salary adjustments, disciplinary forms, or any company or job-specific forms that require sign-off by multiple individuals.

With flexible document retrieval options, users can locate an individual document or group of documents by virtually any criterion, including employee name, department, location and document type.

The system also ensures employee privacy and security by allowing employers to determine who can access what documents based on user login. Employers can also grant access to third-parties when necessary and impose limits based on any search criteria.

By reducing the number of mistakes and mundane tasks related to manual employee paperwork maintenance, adding document management to the ATS not only simplifies the daily job duties for HR staff, but also increases productivity and overall job satisfaction.

For more information, contact us at 866.400.FADV (3238), TAS@FADV.com or visit us at www.FADV.com/Employer