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**TurboHR**



**MAKE HIRING MORE EFFICIENT**

## Introduction

TurboHR is based in Orlando, Florida and is a division of Instant Evaluate, which has provided IVR and web based solutions since 1996. TurboHR is easy to use for job seekers and management. Job seekers that take an automated phone or Internet interviews will find the service friendly and fast. The reporting site is extremely intuitive, and management can begin accessing and reviewing relevant applicant data in less that 5 minutes.

### ***Hiring Employees the TurboHR Way.***

- *Consistent Interviews – 24 hours a day*
- *Higher Quality Candidates*
- *Indexed Applicant Database*
- *Faster Hires*
- *Less Turnover*

In addition to TurboHR's automated interviews, Instant Evaluate also provides employee surveys and customer surveys, as well as store locator services. The store locator technology is utilized by TurboHR to match applicants to the closest locations by hiring.

TurboHR clients include Major League Baseball, The National Football League, Tower Records, Fender Guitar, Fairwinds Credit Union, Security Management, The Topps Company, Fantastic Sams, Cookies by Design and many other large and small companies.

\*References Available

## How it Works

### **1. Advertise Your Job Openings**

You advertise a toll-free number and website address letting potential applicants know you are hiring (monster.com, classified ads, website, in-store signage, mail-outs, email campaign, etc).

### **2. Easy Interview for Applicants**

Job seekers call your Job-line phone number or visit your Job-Line website 24 hours-a-day (both hosted by TurboHR). They receive an introduction that includes company info and minimum requirements. Applicants are then asked a series of questions that will help you find the most qualified persons for the job. When an applicant interviews via phone, their voice responses created a **Voice Resume**. When they interview via the Internet, they have the option to upload an actual resume or make text comments.

### **3. Email Interview for Applicants**

Management can choose to be notified of interviews that match a certain criteria. Email notifications will include all applicant details including voice messages, text responses and attached resumes.

### **4. Finding Pre-Qualified Applicants**

Completed interviews are immediately sent to the Internet creating a pre-qualified applicant database. Because this database is indexed by responses and location proximity, you are able to find applicants that live nearby selected locations and meet selected criteria. The next time you are trying to fill a job opening, you will be able to utilize this database before spending money on an expensive ad campaign.

*The success of any business is dependent upon the quality of their employees.*

## Features

### **Branding and Company Introduction**

As part of the interview process applicants will learn about the company and employment opportunities in a very compelling way. Applicants will understand benefits and minimum requirements before interview questioning starts.

### **Automated Interview**

TurboHR allows job seekers to access automated phone and Internet interviews 24 hours a day, 7 days a week. Service can be provided in English and Spanish to provide maximum access to all job seekers.

### **Paperless Application**

No more shuffling through paper application or data-entering applicant information. TurboHR automatically archives and organizes all interviews in an easy to use manner that is sent to the Internet in real-time. The data is indexed so it is easy to filter through applicant to find applicants most qualified and worthy of an actual interview.

### **Personal Voice Resumes**

When a job seeker applies by phone a voice resume is created that is easily accessed within an email or from the website. Voice Resumes will allow you to actually here an applicant speak before deciding if you want to spend time with this person for an actual interview. For customer service related jobs how a person speaks can often be the most important criteria.

### **Resume Upload Online**

Job seekers that take an Internet interview will be able to upload a resume to supplement the interview they submit.

The Resume upload is easy to use, both for the job seeker and management. Also, interviews that are submitted via the Internet will show all the text entered by the applicant providing information about how well the person writes.

### **Pre-Qualified Knock-Out Questions**

Management can select certain interview criteria that will disqualify and applicant that does not meet the minimum standard. For example, if management requires a new hire be 18-years old an applicant that does not answer the age question accordingly is automatically be disqualified.

### **Candidate Ranking**

Applicants can receive scores for how they answer certain questions to help rank candidates before setting actual interviews.

### **Advance Filtering (including proximity)**

Easy to use Filters make it simple to find the right applicant for the right job. For example, A manager may ask to see only applicants that are within 20 miles of a store location and bilingual and experienced and willing to work midnight shift with a high school diploma. Within seconds management will be able to view and listen qualified applicants that are located in close proximity to the hiring location.

### **Email Alerts**

The best job applicants do not last long, so every minute counts. Email Alerts can immediately notify select management when a certain type interview is submitted. These email alerts can include all applicant info including voice files, text responses, and a resume attachment.

### **Automated Exit Interviews**

TurboHR makes it easier than ever for management to better understand why employees leave. Automated exit interviews can be administered via phone or Internet. Their comments are recorded and can be very valuable in evaluating the relationship of an employee at time of separation.

### **Employee Surveys**

The Employee Surveys provided by TurboHR, can make it easier for management to understand departmental relationships and areas for improvement in their company. The surveys can be administered over the phone or Internet . Employee comments and survey responses can be sorted by department, providing valuable insight for comparison.

### **Feature Summary:**

- Interviews efficiently processed 24 hours a day, via telephone or Internet.
- A large database of pre-qualified job-seekers.
- Easy communication with all applicants and locations.
- Access to interview data immediately on the Internet for powerful reporting.
- Instant notification of new interviews with email alerts.
- Inform potential applicants of your company (such as minimum requirements, benefits, general job descriptions, etc).
- Match applicants to the closest location and forward that data immediate.
- Spend more time with better potential new hires and less time with unqualified applicants.



## Benefits

### **Bigger and Better Application Database**

Over 50% of qualified applicants often do not have easy Internet access, but most do have a phone available all the time. This is why TurboHR's offers automated phone and Internet interviews to job seekers 24 hours a day. Service can be provided in English and Spanish to provide maximum access to job seekers. "Knockout" type questions can be included in the interview to eliminate the applicants that do not meet minimum requirements. This pre-qualified Application Database can be excellent for seasonal hiring or when a new store opens.

*Better Applicant Pool = Better New Hires = Less Turnover.*

### **Faster Hiring**

With TurboHR, once an interview is submitted it is available via the Internet immediately. Automated emails can be sent to select management when an interview is received that matches certain criteria. This will allow you to react quickly when a high quality candidate is available. Within minutes, you can be talking to a quality, potential employee.

### **Easy for Job-Seekers**

Ease-of-use is TurboHR's top priority. Job seekers can submit an automated interview by phone or Internet 24 hours a day. The service is very friendly and easy to navigate. The service can be provided in English and Spanish. Applicants will automatically learn about the company and job they are applying for.

### **Easy for Management**

Paperless Application makes the entire process easier and less expensive to manage. Applicant data is automatically sent to the Internet in real time and is automatically

## Benefits . . .2

archived and indexed for easy retrieval. Report filters allow management to search for applicants that meet specific criteria and live close to the location that is hiring.

### **Efficient**

TurboHR will provide you real-time applicant data in a format that is fast and easy to use. Knock-out questions can exclude applicants who do not meet minimum requirements. Interviews can be automatically assigned to the closest region or location and interview data can automatically be emailed to those location(s). Interviews can be ranked according to preset criteria making it easier for management to decide which applicants to spend time with.

### **Cost-Effective**

You may not have to advertise when you are looking for new employees because you will have a database of pre-qualified applicants to choose from. TurboHR also will automatically maintain an indexed email database that can be easily filtered. This will allow management to send out emails to qualified applicants when a job becomes available.

TurboHR automates much of the pre-interview and screening process so that management can spend valuable time focusing on best candidates. Applicants can automatically be linked to closest regions or location(s) making it easy to assign applicants to the locations that need them. There will be less turnover because you will be working with a bigger and better application database that allows for complete filtering to find the applicants that meet the specific qualifications of the available job. You will not waste valuable time with applicants that do not meet minimum requirements. Great for seasonal hiring or when a new store opens because you are processing



## Benefits . . .3

interviews 24-hours a day by phone and Internet. Each advertisement will generate more applicants, therefore you can advertise less to receive the same amount of applicants.

### **Campaign Manager**

Easily track the performance of hiring programs to identify which programs attract the specific type applicants you may be looking for. Easy to share applicant data between locations. Utilizing multiple toll-free numbers and or web site addresses it will be easy to know how an ad performs relative to amount of job seekers attracted, quality of these applications and amount of hires. You will quickly learn the best places to advertise depends upon the type applicant you are looking for. TurboHR will automatically let you know your Return on Investment of advertising dollars.

### **No IT requirements for your company**

TurboHR takes care of everything including hosting the websites and toll free numbers. You just set the parameters and we take care of the rest. It is amazingly simple to use yet very powerful.

### **Who developed TurboHR?**

TurboHR is based in Orlando, Florida and is a division of Instant Evaluate, which has been providing IVR, and web based solutions since 1996. Clients include Major League Baseball, The National Football League, Tower Records, Fender Guitar, Fairwinds Credit Union, Security Management, The Topps Company, Fantastic Sams, Cookies by Design and many other large and small companies.

In addition to TurboHR, InstantEvaluate also provides store locator solutions under the brand name Instant Locate. This store locator technology can be of great value to TurboHR in regards to matching applicants to the closest Region or location(s) that may be hiring. TurboHR is designed to be easy to use for job seekers and management. Job seekers who take either a phone or Internet interview will find the service very friendly and easy to navigate. Management who will be utilizing the reports will find the site extremely intuitive and can usually be learned in less than 5 minutes.

## CONTACT US

Contact Us at [narz@instantevaluate.com](mailto:narz@instantevaluate.com)

Instant Evaluate  
920 East Semoran Blvd.  
Casselberry, FL 32707

**Office:** 800-431-0812

**Fax:** 407-834-2207



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968-2222**

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(by Office Depot and  
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**Plant City  
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654-2302**

11736 State Road 574  
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**Tampa  
935-4222**

8344 N. Armenia Ave.  
(at Armenia & Waters)

**Temple Terrace  
988-7267**

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7334 West Waters Ave.  
(at Hanley in the  
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