

# STAFF AND FACULTY



**Embark understands human resources.** Designed in cooperation with human resources officers, Embark provides you with the tools you need to manage your strategic staffing, communicate with your prospective candidates as well as current staff and faculty, schedule interviews and group sessions, and provide 24x7 online customer services. Our robust database tools allow you to maintain training records, performance evaluations, employment history, and personnel profile records with administrative controls and granular permission settings for viewing or editing data safely and securely.

Embark works with you. We know that your goals and objectives are unique to your institution. All of our system modules, forms, views, and records are configured to match your exact specifications. Embark offers you the flexibility to select a solution to meet your most pressing needs or to choose a completely integrated, end-to-end solution for your hiring needs.



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# STAFF AND FACULTY SOLUTIONS



## INTEGRATED COMMUNICATIONS

- Automate outreach and recruitment marketing
- Send employee electronic newsletters and announcements
- Generate phone lists or print mailings
- Automate pre-scheduled campaigns or send ad hoc individual emails
- Target messaging to select groups or individuals based on your criteria
- Customized emails with HTML-enhanced, graphics, and hyperlinks to web forms and more info on your website
- Track response rates for your communications: open, bounce, and click-thru rates
- Personalized, timely, relevant messaging using data mining and merge fields
- See all communications sent and documents received with integrated data management in your candidate and personnel profiles

## CUSTOMER SELF-SERVICE & TRANSPARENCY

- Web-centric approach with 24x7 availability
- Job candidates can browse job listings, submit application forms, upload resumes and supporting documents, track status – safely and securely
- Candidates can enroll for job fairs or recruitment events; employees can register for training or orientation sessions
- Human resources can offer online interview scheduling options
- System generated communications – confirmations, reminders, follow-ups – triggered by candidate actions and sent automatically

## FORMS, DOCUMENTS, AND DATA MANAGEMENT

- Job listings and applications for employment
- Document uploads and status tracking
- Benefits and medical forms
- Housing, parking, and transportation requests
- Seminar registrations, training enrollments, employee satisfaction surveys
- Referrals and references

- Quickly locate, create, or edit a candidate profile or employee record
- Online review of records and documents
- Coordinate your internal processes with Embark custom fields for your specific requirements
- Real-time reporting for EEO or other requirements
- Systems integration import or export

## INTERVIEWS AND EVENT SCHEDULING

- HR can set up and manage one on one job candidate interviews
- Advisors can set up and manage one on one sessions with advisees
- Staff and faculty can enroll for benefits reviews, orientations, training, and other HR seminars and events
- You customize – and personalize – automated emails for enrollment confirmations, event reminders, and attendance thank you notes
- Embark manages waitlists, scheduling changes, automatic email notifications, electronic rosters, attendance sheets, and online calendar displays