

Feature Overview

Short Apply

When you have a hard-to-fill requisition, the last thing you want are abandoned applications – something that happens too frequently with a lengthy application process. symplr Recruiting’s Short Apply feature reduces discarded applications by presenting a shorter initial application process. It raises engagement levels amongst potential candidates – and increases the number of completed applications received for open positions.

What is it exactly?

When looking for work, being presented with an extensive job application can be daunting. Short Apply keeps jobseekers from abandoning the application process by providing a simplified “first” application. All they need to do is enter a small amount of personal information, upload a resume, and (if necessary) answer a few basic pre-screen questions.

If qualified, they can be invited back to complete the full application. These full applications dive deeper into the applicant’s qualifications, gathering more detailed information. To speed up the process even more, details previously entered during the Short Apply process automatically populate into the full application. With no need to re-enter data that’s already been given, there’s less time spent completing forms.

The image compares two application processes for a 'Nurse Manager' position. On the left, the 'Short Apply' process is shown as a vertical list of steps: 'Contact Info', 'Resume', 'Read And Sign', and 'Review'. On the right, the 'Long Form' process is shown as a vertical list of sections: 'Introduction', 'Contact', 'Resume', 'Education', 'Work Experience', 'Military', 'Licensure', 'Skills', 'Additional', 'EEO', 'Read And Sign', and 'Review'. A green callout box between the two processes states: 'After completing the Short Application, candidates can be invited back to complete the Long Form.'

Note: Don’t have the time to spend selecting candidates to invite back? There’s also an option to automatically invite the applicant back immediately after they submit the short application.

How do I use it?

Before you can take advantage of everything Short Apply offers, you'll need to get in touch with a symplr support specialist. Your specialist works with you to configure short applications. This way, you'll be able to ensure that you get the most important candidate details in as few steps as possible.

Once everything is set up, make use of Short Apply simply by posting a job. When a candidate applies, they are presented with the shortened application. If you're somehow unable to personally review every short application, enabling automatic invitations automatically invites the applicant back to complete a full application.

In symplr Recruiting, short-apply applications are indicated using a green **S** icon on the *Applicants* and *Applicant Detail* pages. After inviting the candidate back, the **S** displays with a check mark. After completing the full application, the checked **S** changes to a blue **A**. From here, the candidate review process continues as it normally would.



The short apply workflow is a potent way to quickly boost candidate engagement. By requiring the completion of fewer forms up front, the applicant's barrier to entry is significantly reduced. This facilitates a faster stream of applications, improving your time-to-fill rate while reducing the overall cost of vacancies.

The Fine Print

Nothing too serious here, just a few extra details to keep in mind when using short apply.

- The Short Apply feature is available to all symplr Recruiting users, free of charge – all it takes is a little bit of collaboration to get things up and running. Please give us a call at (866) 323-3030 or email talentsupport@symplr.com and we'll be happy to get things moving.
- Customizing your short application forms is an iterative process between your organization and our support specialists. Working with us, we'll make sure your short application is configured exactly the way you need.
- If your organization makes use of other screening tools like behavioral assessments or pre-qualifying questions, those may also be used in conjunction with short apply.
- For more powerful results, pair this feature up with symplr Talent Sourcing's Talent Network. These features working together can help provide your organization with a laser-focused source of candidates with the skills and experience your organization needs.