

# Text to Apply

**Payroll** | Heartland Hire allows job seekers to quickly apply to your open positions through text message

Heartland Hire is mobile optimized so job seekers can conveniently apply to your open positions via text. Job application and resume are securely stored in the cloud so you stay compliant with Title VII of the Civil Rights Act.

## The benefits of Heartland Hire Text to Apply

- Eliminate paper-based applications.
- Identify job seekers who are eligible for a Work Opportunity Tax Credit (WOTC).
- Once an applicant has applied, easily share resumes with hiring managers, schedule interviews, take notes and send electronic offer letters.

## Does Title VII of the Civil Rights Act apply to my business?

If a business has 15 employees or more, they are required to keep all job applications for a period of one year after a hiring decision has been made. Failure to comply with this law can result in the Equal Employment Opportunity Commission (EEOC) conducting an investigation and pursuing legal action against an employer.

## Is there a fee to use Text to Apply?

Text to Apply is included at no additional cost with your subscription to the Heartland Hire applicant tracking system.

## Once I subscribe to Heartland Hire, how quickly can I use Text to Apply?

You will be able to use Text to Apply immediately.

## Text to Apply in two steps.

1. Under the "Settings" tab, click on "Customize Jobs Page." You can upload your logo and download the Text to Apply poster.
2. Place your poster in visible areas throughout your establishment. To see a demonstration of Text to Apply, text the word "Job" to "833-600-0182".