

About the Release Notes:

These release notes include the following information:

- Feature
- Summary of the change
- Product Impacted - Screening Edition™ or Talent Edition™
- Users Profiles Impacted
- Actions to be taken by clients for implementation
- Screenshots of the new user interface and the associated previous user interface if necessary

Please Note:

The November 14th, 2007 is a major improvement for Abso Screening Edition™ and Talent Edition™ software application and its users. We have included in these release notes the items we have determined as major, however users will notice changes through the entire software application. For any further questions or clarifications please contact your Abso account manager.

Order of Items:

1. Enhanced Appearance
 - a. Screening Edition
 - b. Candidate Record
2. Screening Order Process
3. New Intelligent Search
4. Custom Status Workflow
5. Reporting

Feature: Enhanced Appearance

Summary of Change: Abso has enhanced the look and feel of the application for improved usability (including renaming of Background Checks tab to Screening)

Product Impacted: Screening Edition™ and Talent Edition™

Users Impacted: All

Actions to be taken for implementation: None

(Example 1: New Screening Edition™ Page)

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(Example 2: Previous Background Check Page)

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Feature: Enhanced Appearance cont.

(Example 5: New Candidate Record – Talent Edition™)

Abso TALENT EDITION™

Help | Support | Admin | Logout

SCREENING ASSESSMENTS JOB REQS CANDIDATES EMPLOYEE SURVEYS DOCUMENTS REPORTS

Job Reqs » Order Editor » Candidate, William » Hudson @ Test MB

Applicant ID 299666
 First Name William
 Last Name Candidate
 Middle Name
 Street Address 144 No Name Lane
 City Portland
 State OR
 Zip/Postal Code 98685

Status Candidate
 Email spritchard@kforce.com
 Phone
 Mobile
 Created 1/24/2007
 Last Update 7/27/2007
 Hire Date N/A
 Source Employee

***Note that Action Button has replaced links in previous version**

Assigned Requisitions

| Req # | Job Title | Site | Location | Status | Grade | Updated | Rank Information | Action |
|--------------|----------------|----------------------|---------------|--------|------------|----------------------|------------------|--------|
| 28646 (Open) | Office Manager | Western Headquarters | Roseville, CA | Viewed | Not Graded | 7/24/2007 8:06:00 AM | N/A | |

Attachments

| Filename | Rank Information | Posted | Type | E-Sign | Searchable | Action |
|---|-----------------------|-----------|-------------|--------|------------|--------|
| Resume #5.doc | N/A | 1/24/2007 | Resume | N/A | Yes | |
| Cover Letter.txt | N/A | 1/24/2007 | CoverLetter | N/A | N/A | |
| Questionnaire [ReqID: 19967]Camp Cook iform | ExtremelyImportant(2) | 1/24/2007 | iForm | N/A | N/A | |

Contact Log

| Date/Time | Type | Subject | User | Action |
|----------------------|-------|------------------|-------------|--------|
| 7/25/2007 5:27:00 PM | Email | onboarding Docs. | Hudson Tree | |

Comments

(no records to display)

Interviews

(no records to display)

Offer Letters

(no records to display)

Background Checks

| Name | Account | User | Position | BillCode | Ordered | Status | Due/Done | Result |
|--------------------|---------|-------------|---------------|----------|-----------|--------|-----------|---------|
| Candidate, William | Test MB | King, Bruce | Office Manger | 124 | 7/27/2007 | Draft | 7/27/2007 | Pending |

Assessments

(no records to display)

History Log

| Created | User | Entry |
|----------------------|----------------|---|
| 7/24/2007 8:06:03 AM | | Req # 28646 - Status changed from New to Viewed for requisition Office Manager. |
| 7/24/2007 8:01:35 AM | John Recruiter | Req # 28646 - Submitted for requisition Office Manager. |
| 2/6/2007 2:31:55 PM | Bruce King | The record for job requisition [19967] Camp Cook has been deleted and this applicant has been removed from the requisition. |

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Feature: Enhanced Appearance cont.

(Example 6: Previous Candidate Record – Talent Edition™)

Abso Help | Support | Settings | Logout

Background Checks | Assessments | Job Reqs | Candidates | Surveys | Documents | Reports

Job Reqs - Romo, Charlene Hudson @ TEST MB

Applicant ID: 345638
 First Name: Charlene
 Last Name: Romo
 Middle Name:
 Street Address: Abso St
 City: Roseville
 State: ca
 Zip/Postal Code: 95678

Status: Candidate
 Email: charlene@charlene.com
 Phone:
 Mobile:
 Created: 7/5/2007
 Last Update: 9/27/2007
 Hire Date: N/A
 Source: College Campus

Assigned Requisitions

| Req # | Job Title | Site | Location | Rank Information | Action |
|--------------|---|---------|-----------------|-----------------------------|------------------------------|
| 21321 (Open) | Human Resources/Recruitment Manager | TEST MB | Roseville, CA | 30 PM ExtremelyImportant(2) | Change Status/Grade Remove |
| 21329 (Open) | Director of Marketing and Client Services | TEST MB | Roseville, CA | 30 PM N/A | Change Status/Grade Remove |
| 21407 (Open) | Payroll Specialist | TEST MB | Placerville, CA | 3:00 AM N/A | Change Status/Grade Remove |
| 21404 (Open) | Leave of Absence Administrator | TEST MB | Roseville, CA | 30 PM N/A | Change Status/Grade Remove |

Attachments

| Filename | Posted | Type | E-Sign | Action |
|--|-----------|--------|--------|--------|
| Questionnaire (DocID:1731)Sales Skills Assessment form | 9/27/2007 | Form | N/A | Del |
| Charlene+Romo.doc | 7/15/2007 | Resume | N/A | Del |
| Charlene+Romo.doc | 7/5/2007 | Resume | N/A | Del |
| Questionnaire (ReqID:21321)Recruitment Manager form | 7/5/2007 | Form | N/A | Del |

Contact Log

| Date/Time | Type | Subject | User | Action |
|---------------------|------|---------|------|--------|
| No records to list. | | | | |

Comments

| Date/Time | User | Comments |
|--------------------|------|----------|
| No comments added. | | |

Interviews

| Type | Status | Grade | Updated | Scheduler | Interviewers |
|--------|-----------|------------|-----------|---------------|--------------|
| Phone | Scheduled | Not Graded | 9/27/2007 | Michael Reyes | |
| Person | Scheduled | Not Graded | 7/10/2007 | Hudson Tree | |

Offer Letters

| Last Update | Status | Requisition | User |
|-------------|--------|-------------|------|
| No offers. | | | |

Background Checks

| Name | Account | User | Position | BillCode | Ordered | Status | Due/Done | Result |
|----------------------------------|---------|------|----------|----------|---------|--------|----------|--------|
| No background checks to display. | | | | | | | | |

Assessments

| Assessment | Created | Status | Score | Owner |
|-----------------------|---------|--------|-------|-------|
| No assessments found. | | | | |

History Log

| Created | User | Entry |
|-----------------------|---------------|---|
| 9/11/2007 11:43:02 AM | | Req # 21407 - Status changed from New to Viewed for requisition [0500]Payroll Specialist. |
| 9/11/2007 10:53:13 AM | Michael Reyes | Req # 21407 - Submitted for requisition [0500]Payroll Specialist. |
| 9/10/2007 11:24:13 AM | | Req # 21404 - Status changed from New to Viewed for requisition Leave of Absence Administrator. |
| 9/10/2007 11:03:33 AM | Michael Reyes | Req # 21404 - Submitted for requisition Leave of Absence Administrator. |
| 7/26/2007 1:21:40 PM | | Req # 21329 - Status changed from New to Viewed for requisition [Marketing Services]Paramount- Director of Marketing and Client Services. |
| 7/16/2007 8:58:23 AM | | Req # 21329 - Submitted for requisition [Marketing Services]Paramount- Director of Marketing and Client Services. |
| 7/10/2007 1:33:55 PM | | Req # 21321 - Status changed from New to Viewed for requisition [Human Resources]Recruitment Manager. |
| 7/5/2007 9:48:59 AM | | Req # 21321 - Submitted for requisition [Human Resources]Recruitment Manager. |

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Feature: Screening Order Improvements

Summary of Change: Improved screening order experience

Product Impacted: Screening Edition™

Users Impacted: Users with screening order access

Actions to be taken for implementation: None

(Example 7: New Screening Order Process – Screening Edition™)

Step 1

The screenshot shows the 'Create New Background Check' form in Step 1 of 3. The form is titled 'Order Options' and includes the following fields and options:

- State Compliance:** California (dropdown)
- Mail applicant copy of report (\$2.00 charge)
- Job Position:** All Positions (radio), Most Used (radio), Create New Position (radio)
- Data Entry:** Data Entry (dropdown)
- Screening Profile:** ENTRY LEVEL (dropdown), (profile managed by job position)
 - SSN Trace
 - County Criminal (Past 10 Years)
 - Federal Criminal (All Known Addresses)
 - Max 3 Employment Verifications (Extended)
 - Max 1 Education Verifications
 - Max 1 Multi-State/Jurisdiction Criminal Records Locator
- Bill Code:** 125 (dropdown)
- Bill To:** Test MB (dropdown)
- Current Employee
- cc Completed Report To:** (one address per line) bking@absolutehire.com (text input)
- Check this box to allow the above list of E-Mails to receive ETA notifications

Navigation buttons: < Back, Next >, Cancel

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Step 2

The screenshot shows the 'Applicant Information' form in Step 2 of 3. The form includes the following fields and options:

- Auto-Fill Name:** King, Amanda, N (dropdown)
- Last Name:** King (text input)
- First Name:** Amanda (text input)
- Middle Name:** N (text input)
- Gender:** Unknown (radio), Male (radio), Female (radio)
- Date of Birth:** 01/01/1976 (text input), Call applicant to obtain DOB (\$2.00 charge)
- Day Phone:** (text input)
- Drivers License:** (text input), <state> (dropdown)
- Auto-Fill Address:** 5555 HURON, FERNDALE, MI 48220 (dropdown)
- Current Address:** Street Address: 5555 HURON (text input)
 - City: FERNDALE (text input)
 - State: MI (dropdown)
 - Zip: 48220 (text input)
 - # Years: Unknown (dropdown)

Navigation buttons: < Back, Next >, Cancel

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Step 3

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SCREENING ASSESSMENTS JOB REQS CANDIDATES EMPLOYEE SURVEYS DOCUMENTS REPORTS

Screening » Bruce @ Test MB

Create New Background Check 555-22-4444

Address History Step 3 of 3

Past address history is vital to the background screening process. Ensure all known addresses for this applicant are listed below.

Zip Code City State Last Reported # Years

--OF-- <-month> <-year> Add Address

| Zip Code | City | County | State | Federal | Reported | Source | Action |
|----------|----------|---------|-------|------------------|------------|--------|--------|
| 48220 | Ferndale | Oakland | MI | EASTERN DISTRICT | 11/13/2007 | User | Remove |
| 48602 | Saginaw | Saginaw | MI | EASTERN DISTRICT | 10/1/2006 | SSN | |

< Back Draft Order Cancel

*Denotes a required field

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(Example 8: New Screening Order Process – Draft Order)

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SCREENING ASSESSMENTS JOB REQS CANDIDATES EMPLOYEE SURVEYS DOCUMENTS REPORTS

Screening » Order Editor » Bruce @ Test MB

Screening Order Editor King, Amanda N

SSN 555-22-4444 DOB 1/1/1976 Driver Lic -
 Order# 1075123 Position Data Entry Result Pending
 Created 11/13/2007 BIBCode 125 Status Draft
 Last Order 11/13/2007 Compliance CA Special Handling

Submit <add search>

| Search | ETA | Alerts | Status | Access Fee(s) | Product Price | Total Price |
|---|------------|--------|---|---------------|---------------|------------------------------|
| Edit Hold SSN Trace 555-22-4444 | 11/14/2007 | | Ready to Submit (Profile Integrity Active) | | 5.00 | 5.00 Delete |
| Edit Hold Multi-State/Jurisdiction Criminal King, Amanda N | 11/16/2007 | | Ready to Submit (Profile Integrity Active) | | 15.00 | 15.00 Delete |
| Edit Hold County Criminal Record King, Amanda N MI-OAKLAND | 11/15/2007 | | Ready to Submit (Profile Integrity Active) | | 15.00 | 15.00 Delete |
| Edit Hold County Criminal Record King, Amanda N MI-SAGINAW | 11/15/2007 | | Ready to Submit (Profile Integrity Active) | | 15.00 | 15.00 Delete |
| Edit Hold Federal Criminal Record King, Amanda N MI-EASTERN DISTRICT | 11/14/2007 | | Ready to Submit (Profile Integrity Active) | | 12.00 | 12.00 Delete |
| Edit Employment Verification King, Amanda N | 11/16/2007 | | Needs Data | | 12.00 | Delete |
| Edit Employment Verification King, Amanda N | 11/16/2007 | | Needs Data | | 12.00 | Delete |
| Edit Employment Verification King, Amanda N | 11/16/2007 | | Needs Data | | 12.00 | Delete |
| Edit Education Verification King, Amanda N | 11/17/2007 | | Needs Data | | 12.00 | Delete |

Take note of the submit button

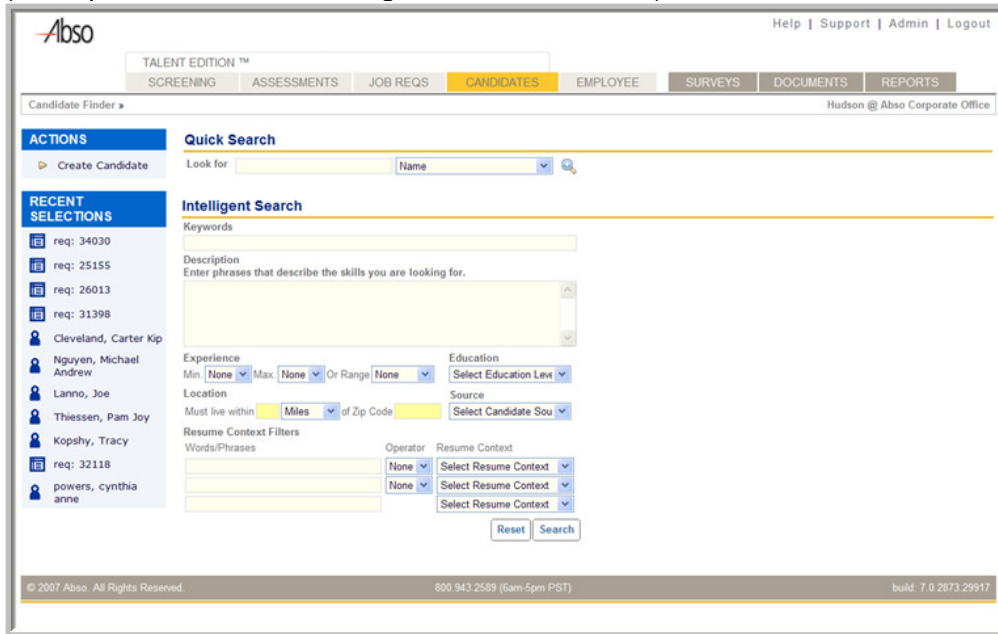
Feature: New Intelligent Search

Summary of Change: Use combinations of keywords, common phrases and filters to locate candidate résumés. When the **Description** field is used, search results are returned with scores based on likelihood candidate will fit that position or skills to the entered criteria. (See examples 1 and 2 below.) By using the **Experience** and **Location** filters, scored results are displayed with additional criteria. By default, results are sorted by high to low score.

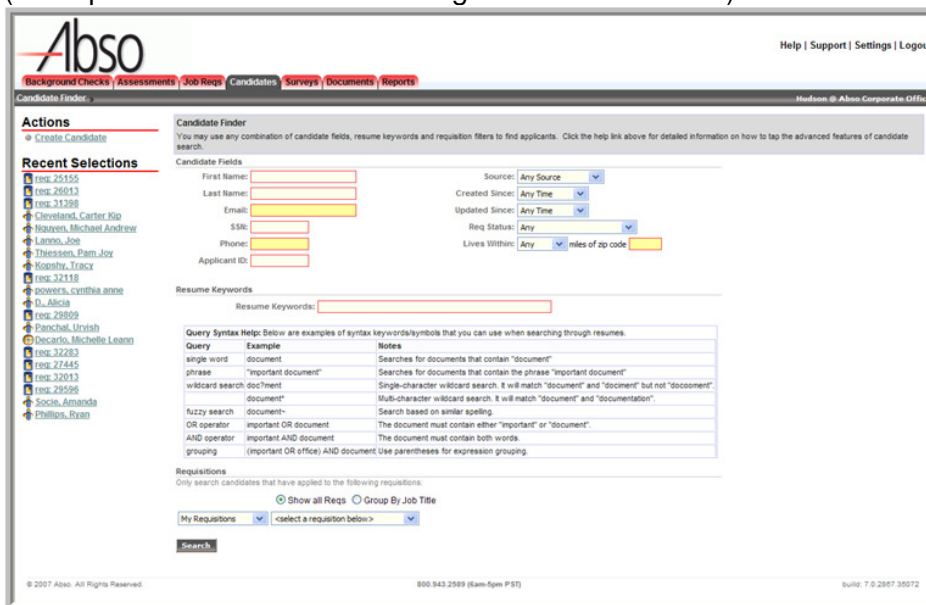
Users Impacted: All Talent Edition™ users with searching access

Actions to be taken for implementation: None

(Example 9: New Search Page – Talent Edition™)



(Example 10: Previous Search Page – Talent Edition™)



Feature: Intelligent Search from a requisition

Summary of Change: Run a search based on your job description for candidates that best fit your position.

Product Impacted: Talent Edition™

Users Impacted: All Talent Edition™ users with search access

Actions to be taken for implementation: None

(Example 11: Intelligent Search from a requisition – Talent Edition™)

The screenshot displays the Absco Talent Edition interface. At the top, there is a navigation bar with tabs for SCREENING, ASSESSMENTS, JOB REQ (highlighted), CANDIDATES, EMPLOYEE, SURVEYS, DOCUMENTS, and REPORTS. The breadcrumb trail shows 'Candidate Finder > Smith, Davey > JobReq #18368'. The user 'Hudson @ Test MB' is logged in.

The main content area shows the requisition details for 'Sales Consultant'. On the left, key information includes: Requisition ID 18368, Job Code, Online Options None, Title Sales Consultant, Location Rocklin, CA, Department, Created 12/21/2006, Updated 12/21/2006, Closed N/A, Requisition Owners Bruce King, Requisition Approvers, Offer Approvers, and a description 'Private Notes Need to fast!'. On the right, additional details include: Site Satellite Office, Status Open, Salary 40-50,000, Priority 1, Hours per week, # Openings 2, # Candidates 1, # Filled 0, EEO Category Sales, Type Full Time, and Requisition Type None.

Below the details are several sections:

- Candidate Summary:** Includes an 'Action' dropdown menu with options: View Assigned Candidates, Search Candidates, and Generate Intelligent Search. A table below shows a 'Hiring Offer' with a status of 'New' and a count of 1, dated 2/7/2007.
- Job Board Postings:** Includes an 'Action' dropdown menu. A table below shows a posting for 'ABC Co.' on the 'Absco' job board, with an apply link, created on 12/21/2006, expires N/A, and is currently 'Active'.
- Attachments:** Shows '(no records to display)'. It also includes an 'Action' dropdown menu.

Feature: Customized Work Flow

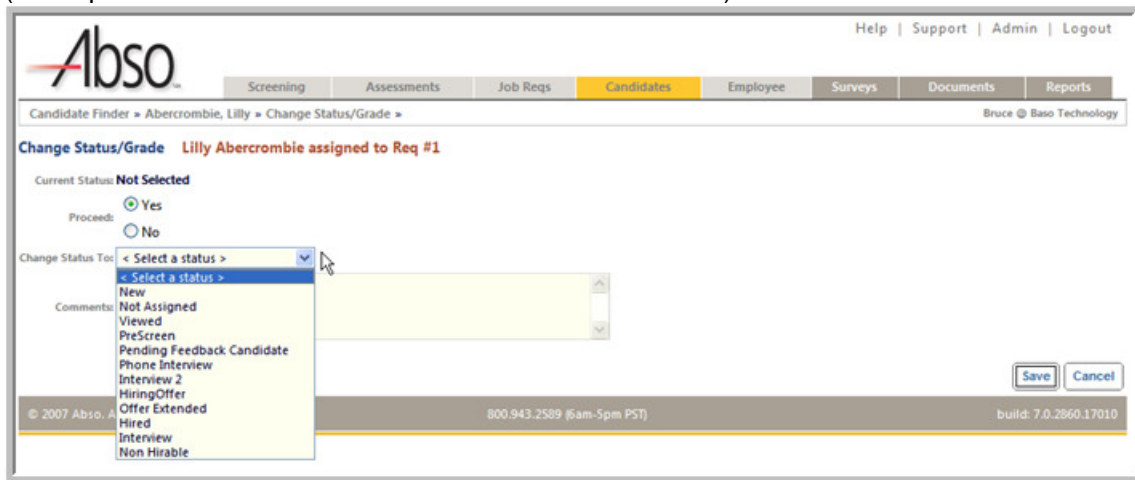
Summary of Change: Ability to have your internal hiring process implemented within Talent Edition™

Product Impacted: Talent Edition™

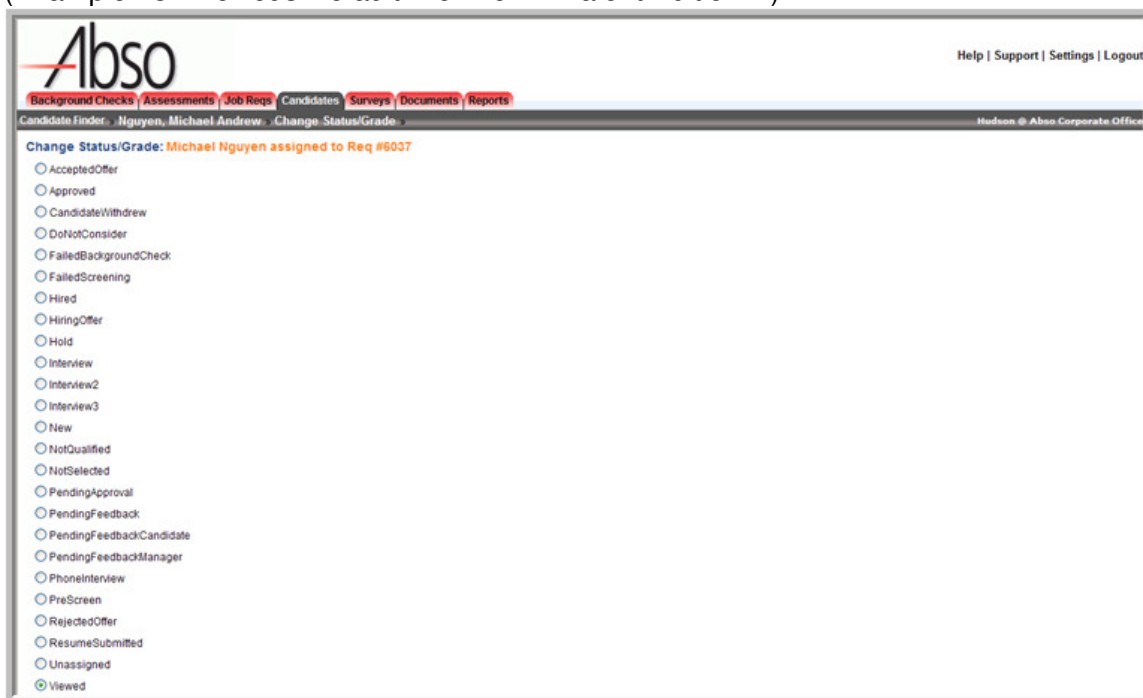
Users Impacted: All Talent Edition™ users

Actions to be taken for implementation: Contact your account manager for workflow customization.

(Example 12: New Default Workflow – Talent Edition™)



(Example 13: Previous Default Workflow – Talent Edition™)



Feature: New Standard Reports and Ad-hoc Reporting

Summary of Change: New standard reports have been added as well as an ad-hoc reporting tool

Product Impacted: Talent Edition™

Users Impacted: All Talent Edition™ users

Actions to be taken for implementation: Schedules for training on our ad-hoc reporting tool will be communicated over coming weeks

(Example 14: New Reporting Page with Ad-hoc – Talent Edition™)

Abso Help | Support | Admin | Logout

TALENT EDITION™

SCREENING ASSESSMENTS JOB REQS CANDIDATES EMPLOYEE SURVEYS DOCUMENTS **REPORTS**

Reports ▾ Hudson @ Test MB

Organization Reports

Billing Detailed billing with multiple grouping options.

Applicant Tracking Reports

Requisition Report Requisition report with both status and date range filtering, historical view, multiple grouping options and full view support

Candidate Sourcing Candidate Source report with grouping options and view support

Requisition Expenses Requisition Expense report with view support

Candidate Status Summary Candidate Status Summary report with view support

New Hire Report List of all new hires within a selected time frame

Time-to-Hire/Time-to-Fill Actual time taken to fill a position within a selected time frame

EEOC Report Employee data captured during the application process, grouped by gender and ethnic background; available in both summary and detailed format

Affirmative Action Report History of all candidates considered through each stage of the hiring process for all filled positions, including race and gender information

Ad Hoc Reporting

Ad Hoc Reporting Self service reporting tool that allows easy creation of custom reports through our report creation wizard and can be run anytime to receive real-time data

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