

## Do you have 15 employees or more?

According to Title VII of the Civil Rights Act, employers with 15 employees or more must keep every job application and resume that they receive 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 conducting an investigation and pursuing legal action against the employer.

## Heartland Hire Can Help You Stay Compliant

- ✓ Heartland Hire automatically keeps track of every resume and job application you receive and stores it securely in the cloud
- ✓ Eliminates paper based applications and allows job seekers to apply via text message
- ✓ Heartland Hire allows new hires to complete Federal and State required onboarding documents including Form I-9 and W-4
- ✓ Allows employers to add custom documents such as employee handbooks, background check consent, franchise specific documents, legal notices and much more