

# Insperity Descriptions Now

## Attract And Hire The Right Person For The Job

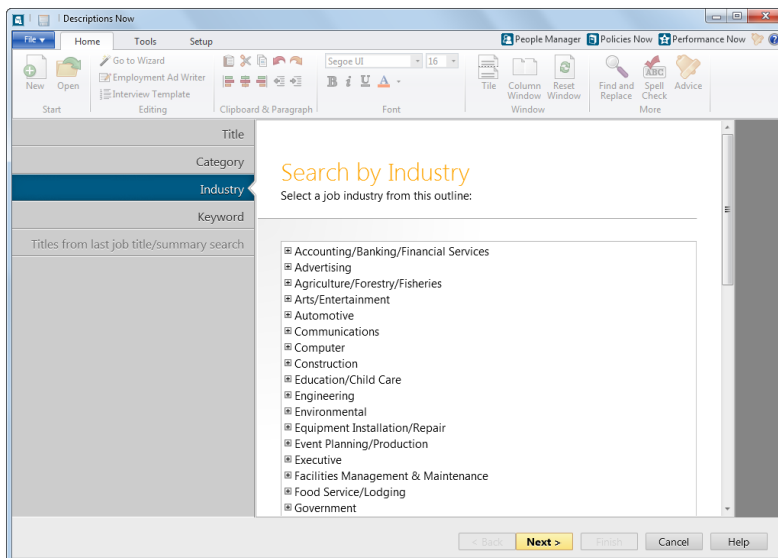
Insperity® Descriptions Now® is the fastest and easiest way to define jobs and hire more effectively. Simply choose from our library of thousands of jobs, answer relevant questions about the details of the position, edit, and you're done. From blank page to final description, you're finished in just minutes.

Additionally, Descriptions Now transforms job descriptions into job advertisements and generates interview questions so you're attracting the right people, asking the right questions, and hiring the right candidates.

### Define jobs quickly and easily

Descriptions Now desktop software helps you create consistent, customized job descriptions in minutes by allowing you to:

- Access 3,700+ titles and essential duties in our relevant job library
- Quickly move through the job description wizard using step-by-step prompts
- Refine job descriptions by adding your choice of 45 performance competencies, including hundreds of individual skills for each
- Mix and match duties and requirements to create hybrid positions



*Pick the proper starting point  
Search our extensive job library by  
title, keyword, category or industry.*

### Write complete, comprehensive descriptions

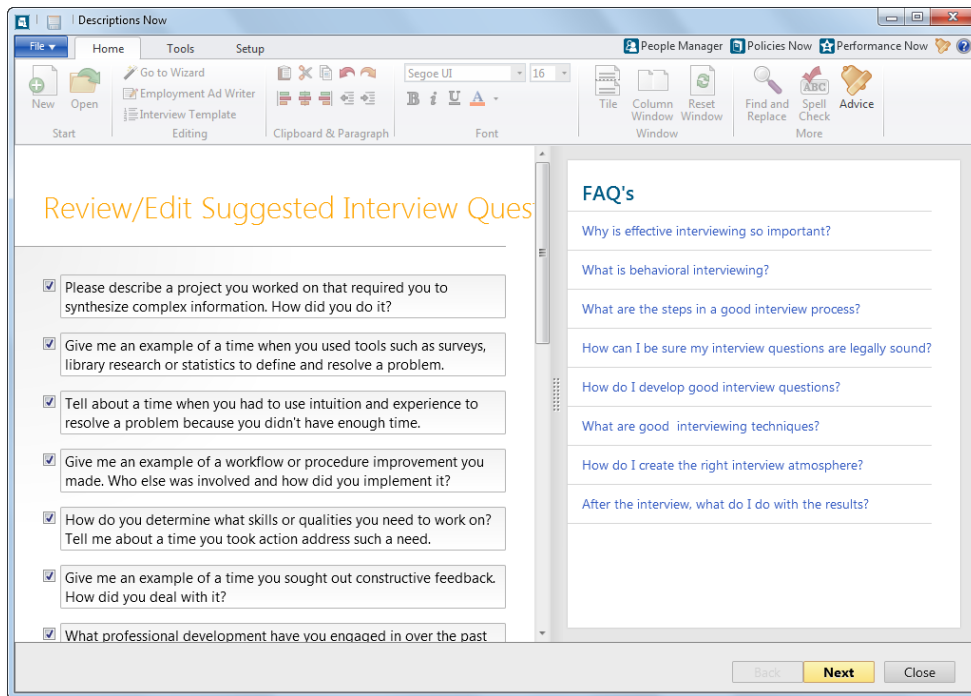
Thousands of organizations, from small businesses to Fortune 500 companies, have used Descriptions Now to craft comprehensive job descriptions and make sound employment decisions.

- Automatically generate text for qualifications, physical demands, work environment and competencies based on your input
- Reduce employment-related risks by setting clear performance expectations up front
- Write job descriptions that are compliant with the Americans with Disabilities Act by determining the position's essential functions
- Get answers to your questions with built-in, up-to-date HR advice and information

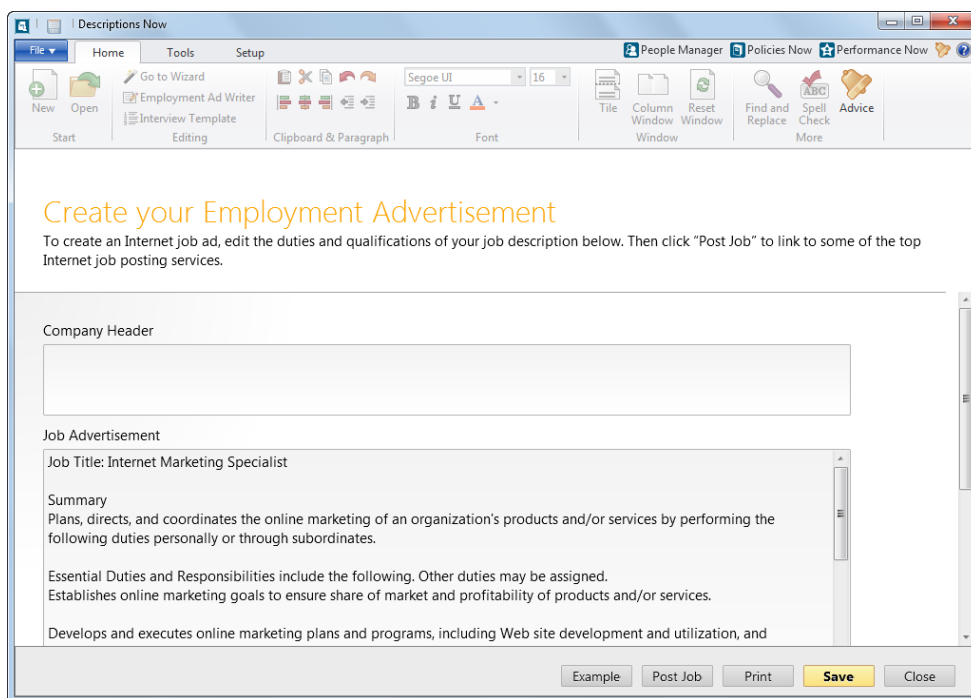
## Get help hiring the right people

Descriptions Now helps put your job descriptions to work with the following features:

- Interview question and rating form generator automatically writes customizable interview questions so you can properly evaluate/compare candidates
- Employment Ad Writer helps write effective ads, complete with customizable company and response information
- Post Job button links you to an Internet posting gate where you can post ads on top job boards or place classifieds in newspapers



*Speed up the selection process  
Descriptions Now automatically  
creates customizable interview  
question lists and rating forms,  
allowing you to compare  
candidates easily.*

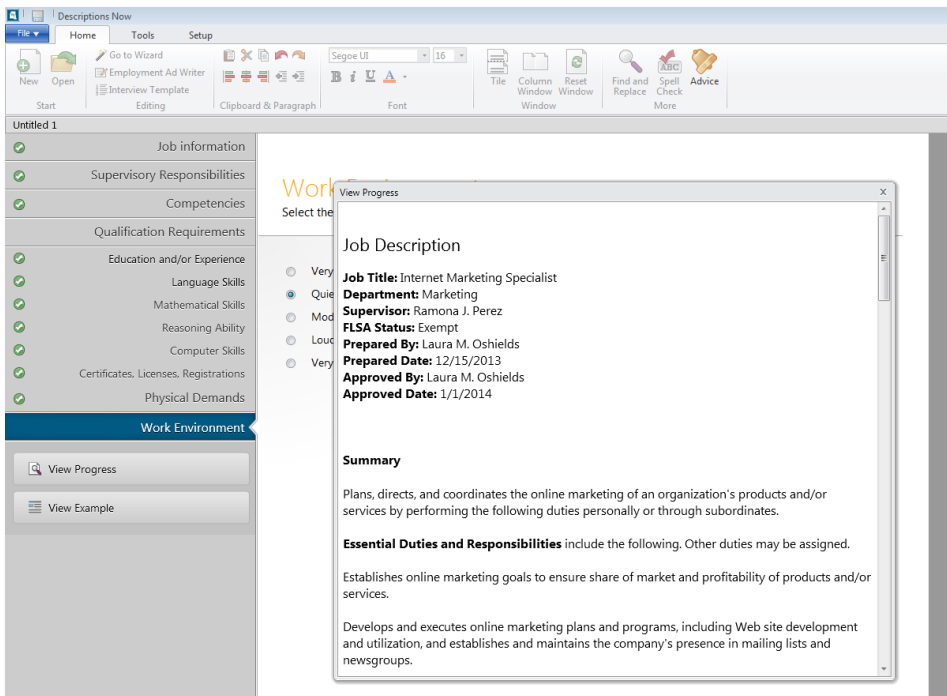


*Start attracting candidates  
Based on the job descriptions  
you create, Descriptions  
Now can help you write job  
advertisements and post them.*

## Manage your company's descriptions

Descriptions Now allows you to store and maintain your organization's job descriptions, making it easy to:

- Write standardized content that can be applied to all descriptions, ensuring that your company's specific standards and requirements are automatically included
- Edit existing descriptions to reflect updated duties, supervisory responsibilities and more



*Keep everything current  
Descriptions Now makes it easy to  
update or change your company's  
stored job descriptions.*

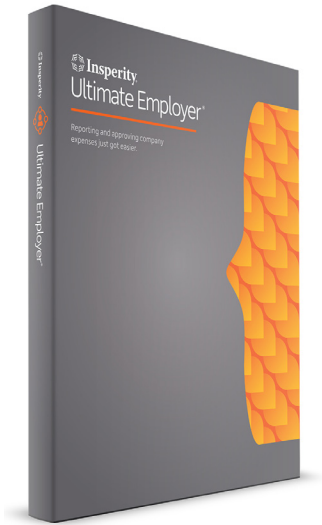
### System requirements:

- Windows 7 (SP1 32-bit or 64-bit), Windows Vista (SP2 32-bit or 64-bit)
- Minimum 2GB RAM, 4GB recommended
- Minimum 600 MB available disk space, 1 GB recommended
- 2GB for Microsoft .NET Framework 4 (if not already installed)
- Minimum 1024x768 screen resolution 16-bit or higher color, 1280x1024 recommended
- All online features/services require Internet access
- Product registration is required

## Get started today

To learn more about Insperty Descriptions Now, call us toll-free at **877-222-0499** or email [performsmartin@insperty.com](mailto:performsmartin@insperty.com).

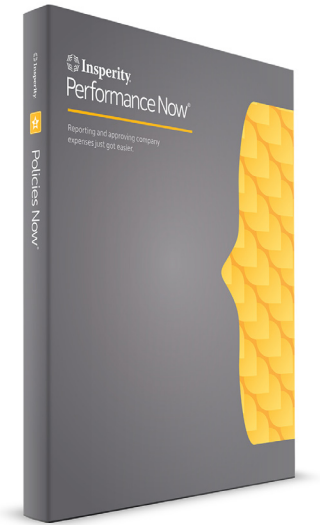
Consider these other great Insperty performance management solutions to help grow your talent and business



**Ultimate Employer®**  
Get the entire suite of products, including People Manager that helps maintain accurate records, manage personnel tasks and handle HR issues.



**Policies Now®**  
Create customized employment policies and employee handbooks quickly and easily.



**Performance Now®**  
Write effective performance reviews and track the goals and accomplishments of employees.