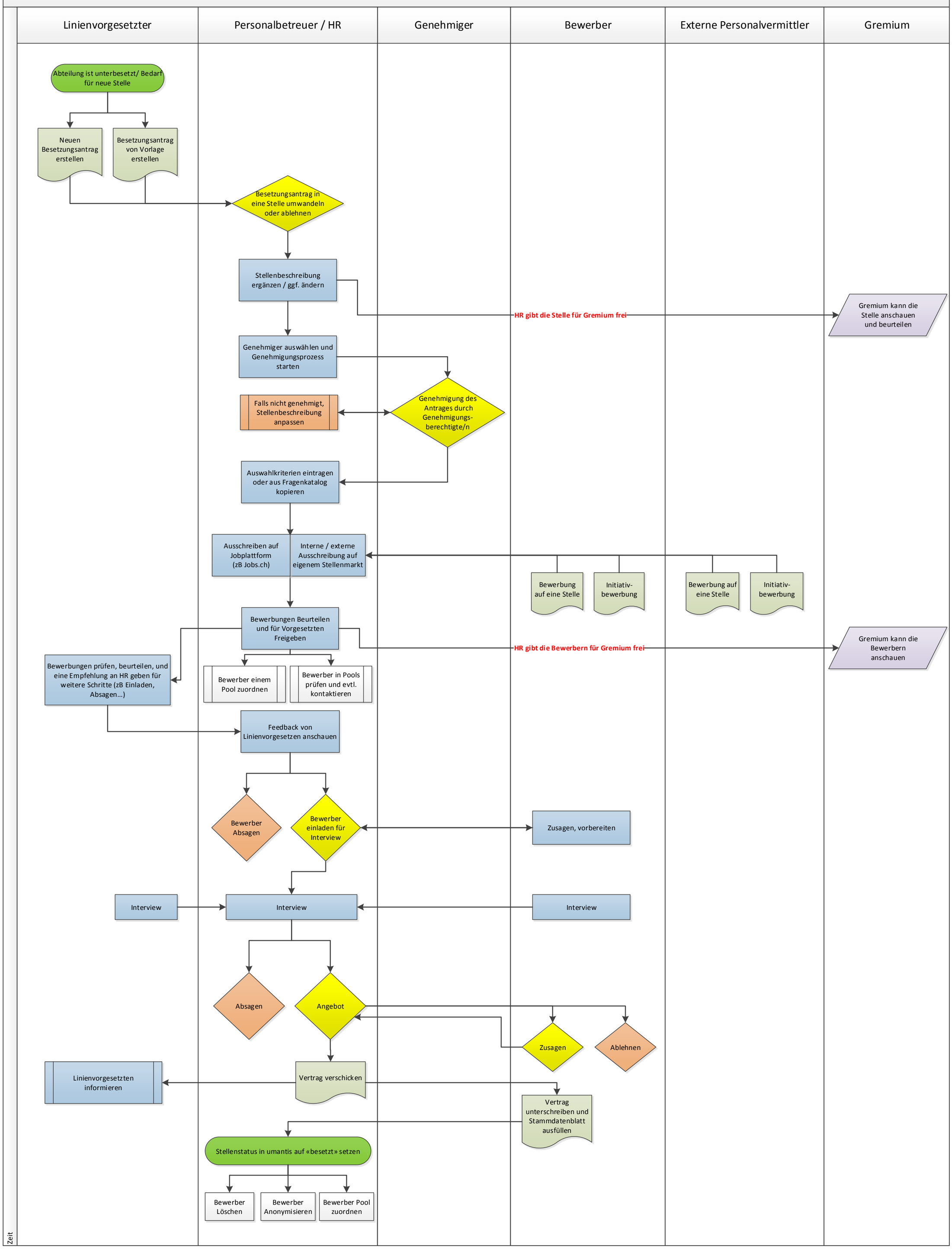Best Practice umantis Bewerbermanagement Prozess