



Project Overview Statement

Executive Summary

Project Title: HR Applicant Tracking System Implementation
Project ID: 6
Project Leader: Lesley Higgins
Department: Human Resources
Executive Sponsor: Dr Edna Chun

PROJECT BUSINESS CASE

Project Overview

Review and select a software package for applicant tracking purposes that will interface with our mainframe system as well as have a web presence for online applications. Software should also have the ability to help enhance our communication efforts with applicants during all phases of the search and selection process. Implementation of new software will increase efficiency of the recruitment office and help eliminate stop-gaps that currently exist.

Business Goals

- Increase efficiency recruitment office
- Increase communication efforts through all phases of the search and selection process
- Enhance management tools / tracking resources that can be used by all hiring supervisors and search committees
- Increase ability to store data related to the search process
- Ability to access search and recruitment information online by hiring supervisors, administration and search committees
- Increase the ability for applicants to view their status online

Success Factors

- Selection of the appropriate software package
- Secure funding for package selected
- HR staff must identify specifications needed for new online tools
- Focus group created to identify possible problems or concerns in current search and selection procedures and policies
- IT resources needed to implement new software to ensure it interfaces with mainframe system