



# Project Overview Statement

## *Executive Summary*

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**Project Title:** Applicant Tracking Enhancements  
**Project ID:** 179  
**Last Updated:** 4/30/2007  
**Project Leader:** Kimberly Brodsky  
**Department:** Human Resources  
**Executive Sponsor:** Edna Chun

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### PROJECT BUSINESS CASE

#### Project Overview

Review and enhance existing system 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 in 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

Education Master Plan, Goal #2:

*"BCC will respond directly to the current and projected racial, ethnic, and income patterns in Broward County".*

Faculty/Staff Development Master Plan, Goal #1:

*"BCC will enhance the recruitment and selection process for hiring talented and diverse faculty, staff and administrators".*

- Faster processing and delivery of applications to hiring supervisor/search committees.
- Increased reporting capability regarding applicant demographics and interest sources.
- Allow recruitment staff to focus on outreach efforts both within the community and nationally.

- Hiring supervisor/search committee will be able to complete an on-line applicant flow record for reporting position and applicant status.
- Capture race and ethnicity per census guidelines.
- Adjunct applications can be automatically forwarded to departments for review.
- A streamlined/user-friendly on-line application will encourage more applicants to apply as well as ensure all documents are attached at time of application. Thus, more qualified applicants for consideration.
- Increased communication between BCC and applicants.
- Electronically maintain records rather than housing paper files.

## Scope

1. **Allow applicants and staff to attach documents to an applicants web file**  
This will allow storing, deleting, or replacing attachments to an applicants file by either the applicant or a staff member with access (through security).  
FCCSC should complete this item.
2. **Reconfigure flow of web application to "force" applicant to education, experience, skill and certification sections (BCC has in progress)**  
Change page flow of applicant information pages to force the applicant through those pages. The applicant has the option of not entering anything on the page (and pressing a skip button) to get to the next page. The applicant may choose not to enter anything on these pages since they can attach their resume which would have this info already.  
BCC should complete this item (linked with item 6 below).
3. **Page counter on web application so applicant knows how many pages they have completed and still left to complete**  
Add page counter (e.g. Page 1 of 3) to applicant web pages.  
BCC should complete this item (linked with item 6 below).
4. **Ability to print all web apps and corresponding attachments by qualified, not qualified or both and by position (Print report from web rather than mainframe PEA020J1 for "cleaner" look of web application)**  
Provide buttons on the page where you view the applicants for a specific position to allow viewing/printing of qualified, not qualified or all applicants, their details and attachments. Maybe we can convert all attachments to pdf format prior to uploading them to the web server (in issue 1 above).  
FCCSC should complete this item.
5. **Ability to restrict committee view of web apps and attachments to either all applications or only qualified applicants**  
Do a file change to add an indicator field to the advertisement requisition record to say 'all' or 'qualified only'. Committee members will then only have access to view those applicants to the position that correspond to this new indicator. So if a requisition record was marked as 'qualified only', then committee members would not be able to view non-qualified applicant information.
6. **Re-design appearance of web app view (BCC has completed)**  
BCC is completing this item.

7. **Add required documents received Y/N on web application view to committee members by position**  
Simply pass back the existing indicator from Baseline to show on the web to the search committee members.  
FCCSC should complete this item.
8. **Ability to list position status on web for applicants to view**  
Do a file change to add a status indicator field to the advertisement requisition record. Status values may be: Open, Applications Closed, Cancelled, With Search Committee/Interview Process, Position Filled/Process Complete. This status field (color-coded) would be displayed on the applicant home page where they can view their existing job applications. Can also display this status to the Search Committee. This status field would be updated by HR in Baseline (not via web). Also includes the need for automatic email communications to be generated and delivered upon the status change of the position requisition.  
FCCSC should complete this item.
9. **Capture race and ethnicity per census guidelines and modify reports to match this**  
Not to be done at this time. BCC to review using existing site specifics.
10. **Prescreening questions that are specific to each position and create report of results to "rank" applicants**  
Not to be done at this time.
11. **Ability to add comments/notes to the applicant/requisition record after an interview process.**  
Determine if we can use the existing notes functionality as used within the student system (e.g. used on the web student advising function). Otherwise new field(s) would be needed in the repeating group of the applicant-requisition record to allow comments for each requisition that the applicant has applied for.  
FCCSC should complete this item.