



# Project Overview Statement

## Executive Summary

---

**Project Title:** PeopleAdmin Application Tracking System Integration

**Project Leader:** Pauline Anderson  
Candice Hunter

**Department:** Human Resources

**Executive Sponsor:** Dr. Edna Chun

**Project ID:** **Last Updated:** March 20, 2008

**Mandated:**  Federal  State  Accreditation **Date Required:**  
 Other

---

### PROJECT BUSINESS CASE

#### Project Overview

Currently, the recruitment process at Broward Community College is, to a significant extent, manual and paperbound. The College faces the urgent need of moving to a completely on-line applicant tracking system that will provide a twenty-first century approach to recruitment and selection. Such a system will enhance the College's ability to market itself as an employer of choice in a competitive labor market. An automated applicant tracking system will reduce time-consuming paperwork for applicants, administrators, search committees and the Human Resources staff.

Such a system will advance the College's efforts to reach its diversity goals. It will provide hiring managers with real-time tracking of the demographic composition of applicant pools and include accountability mechanisms by equity and affirmative action goal-setting at the outset of the process. It will speed time to hire and reduce redundant and time-consuming approval processes. It will provide real-time access to applicant data, and will be driven by applicant data entry. The system will include tools for hiring managers and will enable them to review applications 24/7 from any location. It can be used to provide a direct feed to our mainframe system to eliminate the necessity of entering the data twice.

The Human Resources Department has identified PeopleAdmin as the vendor that can provide a software product that is specific to the needs of higher education and to BCC's recruitment objectives. The software is highly flexible and adaptable to BCC's processes. PeopleAdmin provides the only web-based applicant tracking system designed to specifically address the unique recruitment process used in higher education. As an application service provider, it provides a fully-integrated, workflow-based recruitment and hiring system that allows full customization, flexibility, and support.

IT resources are required for the following:

1. PeopleAdmin will develop a job posting webpage to replace the current BCC page. This will require the current webpage be taken down by the web team.
2. As all of the applicant data will be transferred via the web it will require encryption. PeopleAdmin has developed the necessary algorithms and require IT to sign an encryption certificate.
3. The applicant tracking module can be operated as a stand alone system or integrate with mainframe. To eliminate the need to perform additional data entry, HR would like to integrate. In order to successfully integrate, IT is required to write an import routine, so that the data can be imported into CID.

#### Business Goals



# Project Overview Statement

## Executive Summary

- Increase efficiency recruitment office
- Decrease the time taken to fill vacant positions
- Increase the number of qualified applicants
- Decrease the number of incomplete applicant packets
- Decrease cost by using less paper
- Automate manual processes
- Eliminate redundancy and double work
- 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
- Improve reporting capabilities

### Success Factors

- IT resources needed to integrate with mainframe system
- Successful and timely integration.

Criteria Ranking	Supporting Information	Score* (5=High 1=Low)
Significantly improves student success		.....
Improves customer service or transforms a business practice (increase productivity/time saving)		.....
Aligns with college-wide strategic initiative		.....
Meets state, federal, accrediting or other mandate (identify mandate)		.....
Affects a large number of stakeholders (define stakeholders: students, business, employees...)		.....



# Project Overview Statement

## *Executive Summary*

Supporting information for "Date Required"	.....
Financial Impact (saves money, earns money, Increases enrollment/retention (reduces attrition)	.....
Impact if not accomplished	.....
Quick Win (accomplish in short time frame)	.....
Overlap with another project	.....
Consortium project	.....

\* Criteria scores will filled in by Technology Advisory Committee