Project Startup Report
Presented to the IT Committee December 10, 2013

Project Name: Recruiting Solutions Project

Agency: Office of Management and Budget

Business Unit/Program Area: HRMS

Project Sponsor: Laurie Sterioti-Hammeren / Darin Schorsch

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Project Description
Two state agencies are using Talent Acquisition Manager (TAM) on a limited basis, but without Candidate Gateway the use of TAM is very labor intensive requiring the agency to manually enter candidate data into the system. With Candidate Gateway, the candidate enters their personal information into the system eliminating the work for the agency. State agencies have expressed a desire to automate the recruiting process. Currently, candidates apply to State of ND with paper-based applications and resumes via regular mail or e-mail. The screening process is a paper-based, manual process.

Business Needs and Problems
Specific business needs identified are: 1. Ability to post jobs online. 2. Electronic application process for candidates to eliminate data entry burden on state resources. 3. Online prescreening process for candidates to ensure they meet the minimum qualifications for the position. 4. Streamlined communications with candidates. 5. Integrated prescreen scoring, automatic generation of Certificate of Eligibles for the interviewing process. 6. Create recruiting statistics for Equal Employment Opportunity (EEO) /Affirmative Action and other records for agencies that require this information.

Key Metrics		
Project Start Date	Project End Date	Original Baseline Budget
10/25/2013	02/14/2012	$885,542

Objectives	
Project Objectives	Measurement Description
Objective 1.1: Implement an enterprise-level software system for recruiting and hiring employees. All agencies will have the ability to create job openings and track candidates through the hiring process.	

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    Measurement 1.1: Within 3 months of implementation 100% of state agencies that currently utilize PeopleSoft, will use the system templates for job postings.

    Measurement 1.2: Upon implementation the RS system will store an electronic record of all candidates who applied for the position.

    Measurement 1.3: Within 6 months track the number of applicants compared to prior same position(s) (percent to be determined in planning)

    Measurement 1.4: After one year of implementation, track the number of applicants compared to the open position(s) (year over year) (percent to be determined in planning)

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Objective 2.1: Online application process for candidates to submit applications with the ability to save a profile to apply for multiple positions.

> **Measurement 2.1:** Upon implementation the candidate portal will be available 24/7 for candidates to apply for positions at any time.
> **Measurement 2.2:** Upon implementation paper application submissions will be reduced by 85%.

Objective 3.1: For State of ND will use RS to automatically determine if the minimum qualifications are met by the applicant for the position.

> **Measurement 3.1:** Upon implementation, If applicant does not meet minimum qualifications or standard criteria, they are disqualified. The qualified applicants are identified in the system and proceed through the application screening process.
> **Measurement 3.2:** Within 3 months reduce HR personnel hours to manually screen applications by 25%

Objective 4.1: RS will deliver job offers to applicants with notification via email and job offers posted in the applicant's portal. This will include the status of the application and job offers.

> **Measurement 4.1:** Upon implementation RS will use templates for job offer letters and emails to communicate with candidates.

Objective 5.1: Use RS to define the interviewing team, generate Certificate of Eligibles, schedule interviews with the interviewing team and applicant(s), maintain record of the interview guides, and update applicant status.

> **Measurement 5.1:** Within seven days of the Certificate of Eligibles being created, the RS system will notify Recruiters and Hiring Managers through email. Recruiters and Hiring Managers will then have the ability to use RS to schedule interviews with applicants. Applicants will be notified within 24 hours (via email).
> **Measurement 5.2:** RS system will maintain a record of interview guides for the interviewing team.
> **Measurement 5.3:** RS system will integrate with current scheduling systems such as MS Outlook for scheduling interviews.

Objective 6.1: Track all applicants that have applied for each position based on EEO/ Affirmative Action categories.

> **Measurement 6.1:** Once the position filled the required statistics will be available to the requesting agency(s) within RS.

Cost/Benefit Analysis

For the State of ND, job postings are submitted by e-mail to Human Resource Management Services (HRMS) to post on the www.nd.gov/hrms website. As a result of the multiple manual processes, there is no unified system that tracks and automates the recruiting process for recruiters, and the application process for candidates is very cumbersome and outdated. This has led to complaints from candidates and ultimately lost potential employees.

Key Constraints or Risks

Risk: The PeopleSoft HCM 9.2 upgrade environment availability. This suitable 9.2 environment must be available prior to the Recruiting Solutions implementation. Any delays to the upgrade project will delay Recruiting Solutions.

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Risk: Agencies have requested the functionality provided by this project and would continue to pursue using shadow systems to meet their business needs, in opposition to the enterprise solution.

Risk: Agencies would continue to provide this functionality using manual processes resulting in a segmented, non-integrated process across the state.