GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Session 9: Applicant Tracking
February 5, 2014
Workday

Name_____

Functionality	Comments
1. Demonstrate the process for set-up and approval of a recruitment	
a) Ability to enter and maintain hiring goals – i.e. number of approved positions by type – resulting from the strategic planning process	
b) Ability to create position "templates" – so that not every position needs to be created from scratch	
c) Clearly identify new versus vacant positions	
d) Ability to auto-route position for approval prior to opening	
e) Assignment of employment applications to a particular requisition number – tie to position number and budget code	
f) Ability to enter and maintain job descriptions for online search and display	
g) Ability to route job descriptions for review and revision	
h) Ability to enter and maintain a library of interview questions	
i) Ability to display a salary placement "calculator"	
2. Demonstrate the process for applicants and hiring committee members to execute a recruitment	
a) Web-based self-service functions for job applicants (e.g., view open positions, search), and the ability to apply on-line.	

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b) Display a checklist to applicants of all the required application items for specific position	
c) Ability to enter all of the data that is submitted on the employment application with fields to insert resume and cover letter. Ability to upload additional attachments Salary History, Reference Letters, etc.	
d) Ability to require some fields prior to submission. e) Ability for Applicants to view full-size attachments as well as their application	
f) Ability to identify internal applicants	
g) Tracking of applicant's completion of various requirements/tasks (e.g., letters of reference, transcripts, driver's license) h) Ability of system to work with multiple document formats so that the original document format is maintained	
i) Ability to auto-notify applicants of upcoming deadlines, incomplete application items,	
j) Ability to track an applicant's history/status and insert ad-hoc comments	
k) Ability to upload results of employment tests (including test dates). HR should be able to maintain standard tests and administer them to applicants.	

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l) Changing the applicant's status at various stages in the process (e.g., did not meet minimum qualifications, active, inactive, selected for interview, late application, no show for test, did not pass test, incomplete	
m) Ability to identify incomplete applications for review and possible notification	
n) Ability to identify applicants who have already submitted applications for other positions	
o) Generation of e-mails and form letters with mailing labels based on various codes in the applicant's record	
p) Ability to query applicant pool and assess its diversity (e.g., ethnicity, over 40 years of age)	
q) Ability to assign hiring committee members to a specific recruitment – including assignment of roles – e.g. chair, EEOC rep, etc.	
r) Ability to notify hiring committee members of upcoming milestones, incomplete scoring, etc. s) Ability to edit (add or remove) hiring committee members within the various processes	
t) Ability for hiring committee members to review applications online – in addition to adding notes	
u) Ability for hiring committee members to rate/score applicants online	
v) Ability for to tally and rank applicants based on scores	

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w) Enter and track interview dates, times, any special instructions and screening dates (and the results) for each applicant. Ability	
x) Ability for hiring committee members to enter scores from the interview – and then auto-tally in the system	
y) Ability to designate applicants who are selected for a second interview – and then auto-notify second level committee members	
z) Integrate with a background check vendor	
aa) Ability to send out appointment to Outlook and other electronic calendars programs (Google Calendar, Mac, Yahoo, Hotmail)	
bb) Ability to send out reminder emails of interviews and action items	
cc) Ability to maintain applicant mailing address, e-mail, and phone number information. Ability to query address history and track multiple addresses	
dd) Ability to store various attributes about an employee/applicant (i.e., race, ethnicity, gender, marital status, alternate name, birth date, emergency contact info)	
ee) Allow unsuccessful applicants to update their application for future recruitments	
3. Ability to manage positions and applicants in the "back end"	
a) Receipt (and manual entry) of hardcopy employment applications – including	

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b) Collection and reporting of EEOC data	
c) Describe the system's ability to perform adverse impact analysis and reporting (e.g., in the event that a hiring process is challenged)	
d) Track new hires and their previous SOCCCD work status (e.g., adjunct faculty member, contractor, part-time classified, substitute)	
e) Ability for deans and department heads to search for applicants who may be qualified for positions – e.g. temporary staff, adjunct faculty, etc.	
f) Ability to establish position attributes and relationships – e.g. supervisor of…, department chair, senate president, etc.	

Evaluation Form
Name of Evaluator:
Perceived Strengths:
Perceived Weaknesses:
Additional Comments:
Acceptability of Vendor Solution: ___ Yes ___ No