

**Department New Request Form  
Fiscal Year 2022**

<b>Program</b>	Central Services	<b>Title of New Request:</b>	<b>Rank:</b> 1
<b>Department</b>	Human Resources	Applicant Tracking (Recruiting) and Onboarding System	
<b>Request Category</b>	Service Module Change		
<b>Request Rating</b>	Urgent		
<b>Department Goal</b>	Provide a results-driven model of service to applicants, managers and employees		

**1. How will request assist in achieving Department Goal and benefit the customer**

Our existing Applicant Tracking System (ATS) is not current with development. This is resulting in service issues to citizens (job seekers), employees, managers, and HR staff. Applicants are often unable to complete an employment application easily and successfully. The information we can gather from the existing system to assist managers in their hiring decision is limited as the vendor will not provide updates to their system. The current system does not allow for tracking of key metrics used in recruiting and retention, including the ability to track Return on Investment for outside posting, diversity benchmarks, time to fill a position and quality of hire. The new system will also allow for a streamlined onboarding process by allowing new hires to receive communication including new hire paperwork that can easily be completed and stored in the system. This process improves the new hire experience and affords great levels of efficiencies in the HR team. The option to upload data into the payroll system may also exist, which will limit errors. The hours spent each week on new hire communication, data collection and entry can be better spent on active recruitment and hiring panel education, two duties that currently do not exist due to time.

**2. What specifically is needed to achieve this goal?**

The purchase of a new ATS that will meet the immediate needs of all stakeholders and support innovations in recruitments, allow for increased efforts in diversity recruitment and allow for data collection and analysis to ensure HR is focused on a results driven model of service.

**3. Cost Impact of New Program:**

Account #	Item	Qty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2022 Unfunded	FY 2022 Funded	Proposed FY 2023 Ongoing
<b>Ongoing Expenses</b>								
					-	-	-	-
					-	-	-	-
					-	-	-	-
					-	-	-	-
					-	-	-	-
					-	-	-	-
					-	-	-	-
					-	-	-	-
<b>One-time Expenses</b>								
1000.221.410810.350	Applicant Tracking System	1	10000	10,000		-	10,000	
					-	-	-	-
					-	-	-	-
					-	-	-	-
					-	-	-	-
<b>Expense Sub-Total</b>				<b>10,000</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>-</b>

**Revenue Offset:**

Account #	Revenue Description	Proposed Onetime Revenue	Proposed Ongoing Revenue
1000	F Fund Balance		10,000
<b>Revenue Sub-Total</b>		<b>-</b>	<b>10,000</b>

**4. What sort of data will be used to report results and outcomes of request?**

This activity is critical in meeting Organizational Excellence initiatives: "Develop a plan that identifies future leaders of the organization and that works to recruit" and "Standardize a results-driven management model in all departments". Key metrics will be tracked and reported on quarterly basis to the Mayor's office to ensure the City's recruiting efforts are in alignment with best practices and working toward meeting the strategic goals.

	Requested/Proposed Funding Source	
	One-time	Ongoing
<b>Tax or Assessment</b>	-	-
<b>Non-tax</b>	-	-
<b>Fund Balance</b>	-	10,000
<b>Total</b>	-	10,000