

TOPIC 1: INTRODUCTION TO APPLICANT TRACKING

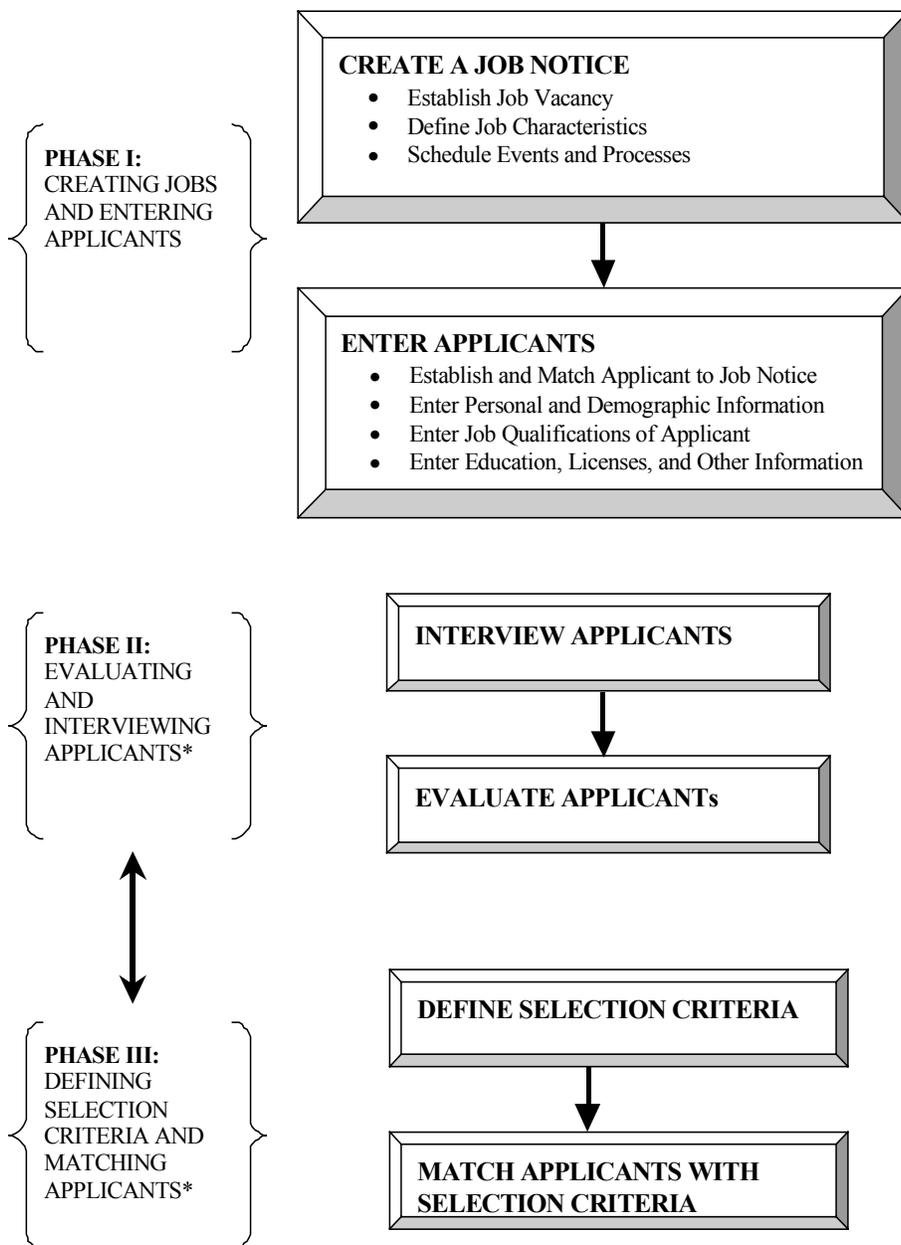
The purpose of this topic is to provide an overview of the components of the SAM II HR/Payroll system used for identifying and tracking vacant jobs and job applicants. Transactions necessary to prepare a job vacancy notice and to track applicants for job vacancy notices are presented. In addition, the inquiries that can be used with Applicant Tracking are reviewed.

At the end of this topic, you will be able to:

- Describe an overview of the Applicant Tracking functionality in the SAM II HR/Payroll System
- Discuss transactions that are used to create job vacancy notices and track applicant information
- Discuss transactions that are used to evaluate and select applicants
- Discuss the inquiries that are related to Applicant Tracking



APPLICANT TRACKING LIFE CYCLE



*Phase II and III can be implemented in conjunction with one another or in reverse order depending upon hiring needs.



COURSE OVERVIEW

The Applicant Tracking subsystem of the SAM II HR/Payroll system tracks the progress of applicants throughout the hiring process, capturing data concerning applicants, job notices, and disposition. It is capable of matching a Job Notice with Job Applications of external applicants as well as existing state employees. In addition, using Applicant Tracking allows users to keep records of test scores, skills, and interview data as well as evaluations of the applicants by staff members. After a hiring decision is made, the status of an applicant can be changed to that of an employee. Data entered during the application process will be automatically brought forward to the employee database, reducing data entry.

The use of the Applicant Tracking functionality in the SAM II HR/Payroll system is optional. The Management and Applicant Information Resources System (MAIRS) will continue be utilized for Merit Employees within UCP Agencies. The Applicant Tracking subsystem may be implemented for a non-UCP agency or for applicants to non-merit positions within UCP Agencies.

In the SAM II HR/Payroll system, Applicant Tracking provides two major functions:

- **Job Notice Data Management**
- **Applicant Data Management**

Job Notice Data Management is used to:

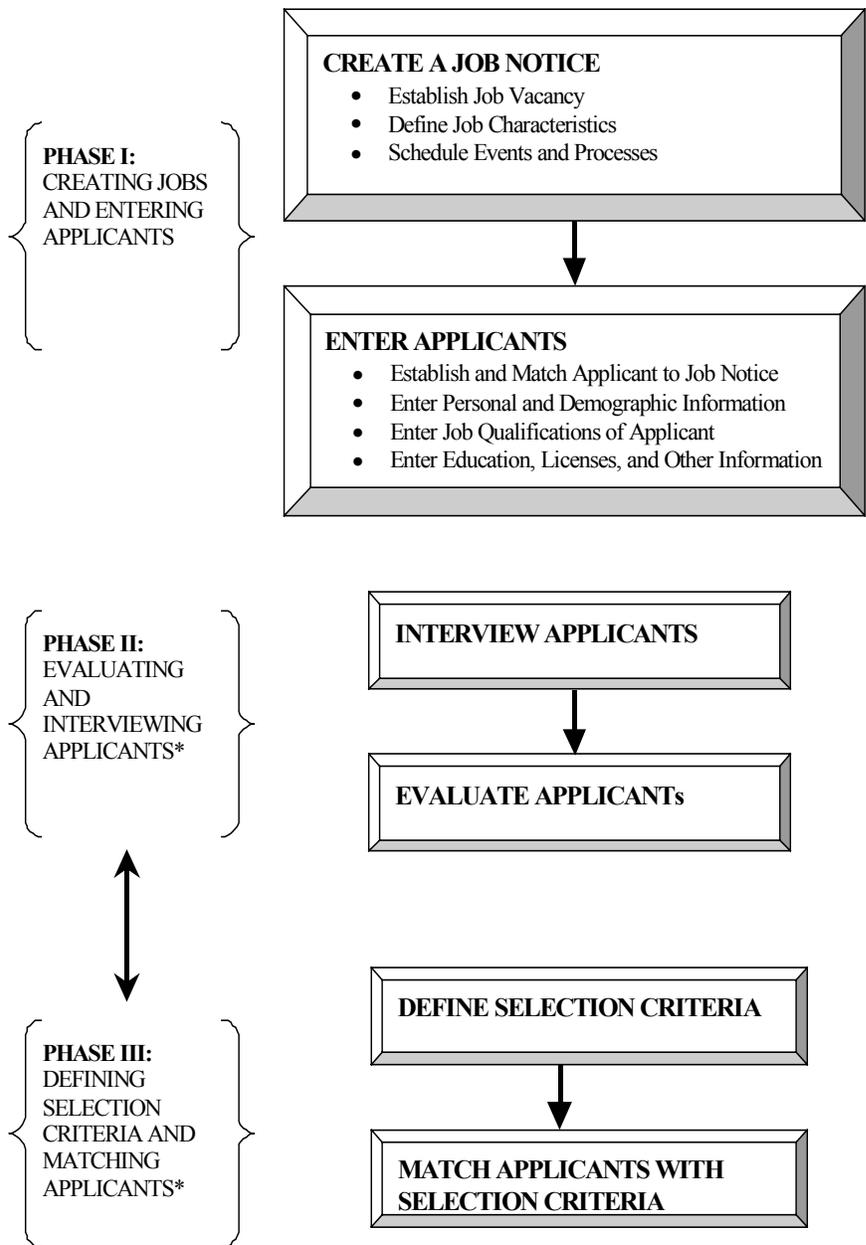
- Establish job notices
- Define the qualifications that a candidate must possess to be considered for the job
- Schedule activities to fill posted job notices
- Support the pre-hire process by generating lists of qualified candidates

Applicant Data Management is used to:

- Capture personal and demographic information of job applicants
- Capture the qualifications of job candidates
- Record the evaluation results
- Store the detailed information needed to support reporting



APPLICANT TRACKING LIFE CYCLE



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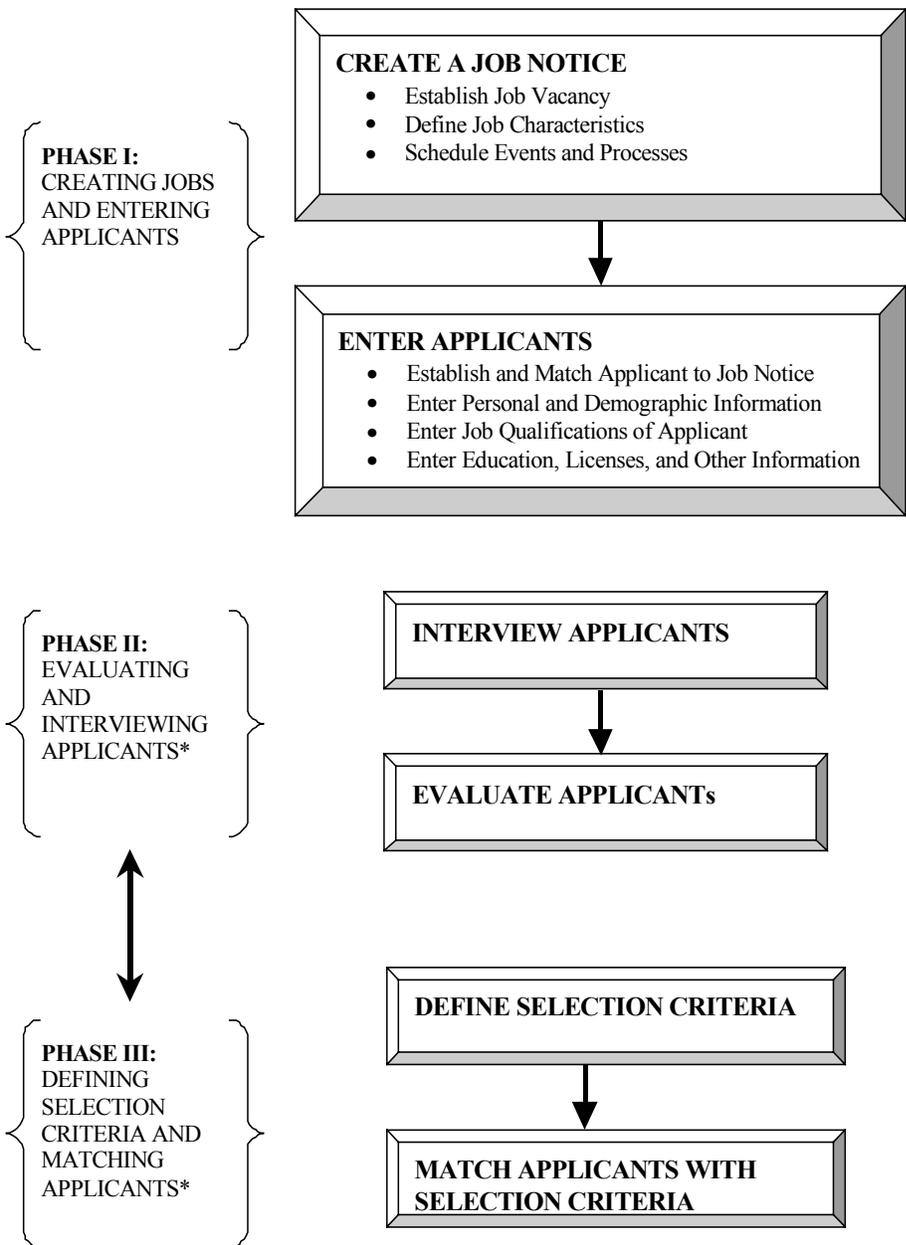
COURSE OVERVIEW

Note regarding setup and use of master reference tables:

System reference tables provide the SAM II HR/Payroll system with a central source of data used for processing, validating, and reporting Applicant Tracking information. There are several reference tables that are used to verify the consistency of information in Applicant Tracking. The maintenance of some of these tables is the responsibility of the Office of Administration/Division of Personnel. Requests for additions, changes, or deletions to these reference tables should be routed to OA/Division of Personnel. Some Applicant Tracking reference tables can be updated by end-user agencies.



APPLICANT TRACKING LIFE CYCLE



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LIFE CYCLE OF APPLICANT TRACKING

CREATING A JOB NOTICE

Establish a Job Notice (required)

A Job Notice is created for each job to be filled using a Job Notice Profile (JNOT) transaction. All attributes associated with a job notice, including the notice status, the posting agency, and geographic information are defined on the JNOT. Job vacancy notices can be created regardless of whether a position has been established. The JNOT also establishes the Job Notice ID. This ID is used to track the job throughout the Applicant Tracking life cycle.

Establish a schedule of activities for the Job Notice (optional)

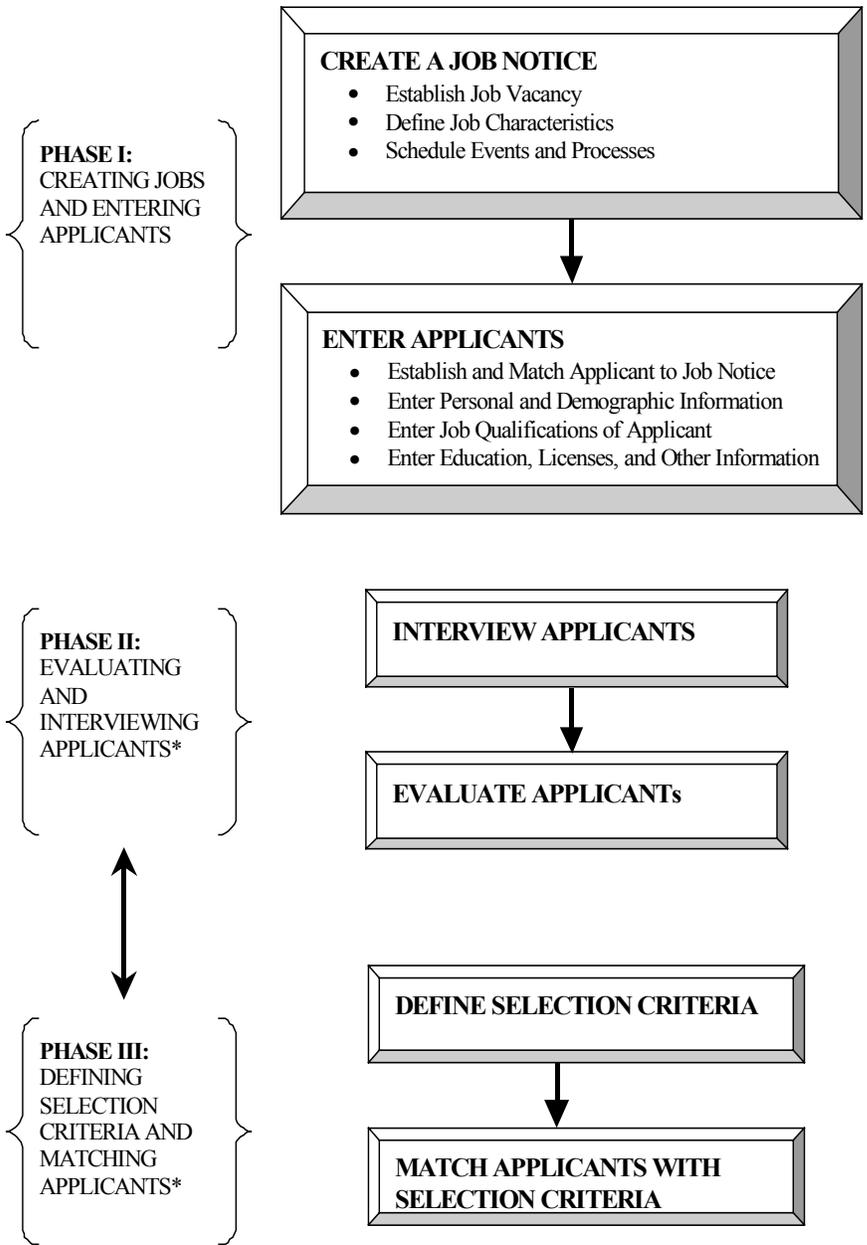
Specific activities may be required to initiate and complete the hiring process. These activities are recorded using the Job Notice Schedule (JNSA) transaction. These events may be results of civil service regulations, collective bargaining agreements, or affirmative action rulings. Examples of activities may be placing a newspaper advertisement, posting an opening internally, or selecting applicants for interviewing. This schedule of activities can be tracked during the life of the job notice.

Enter other agency-specific data related to the Job Notice (optional)

An agency may define unique agency-specific information that can be entered and attached to the Job Notice ID. The Job Notice User Defined Screen (JUS1) is provided for this purpose. The use of JUS1 depends on agency policy.



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LIFE CYCLE OF APPLICANT TRACKING

ENTERING APPLICANTS

Establish and match an applicant to a Job Notice (required)

Applicant data is entered into the system via the Job Application (JOBA) transaction. Basic job application information such as Applicant ID, Name, Application Date, Job Notice ID, Referral Source, Start Date, and Work Cycle are entered on this transaction.

Each application must reference a specific Job Notice Profile. The Job Notice ID uniquely identifies the Job Notice Profile. Therefore, if an applicant (which may include current State of Missouri employees) applied for several jobs, each “application” must refer to a different Job Notice ID. There may be multiple applicants (Job Applications) for a single Job Notice.

If the status of the application changes, the JOBA transaction must be used to update the record. An example of a status change is the changing of an application from *Initial Application* to *Rejected*.

The Job Application (JOBA) must be entered before any other applicant-related information can be entered.

Capture the personal attributes and demographic data of job applicants (optional)

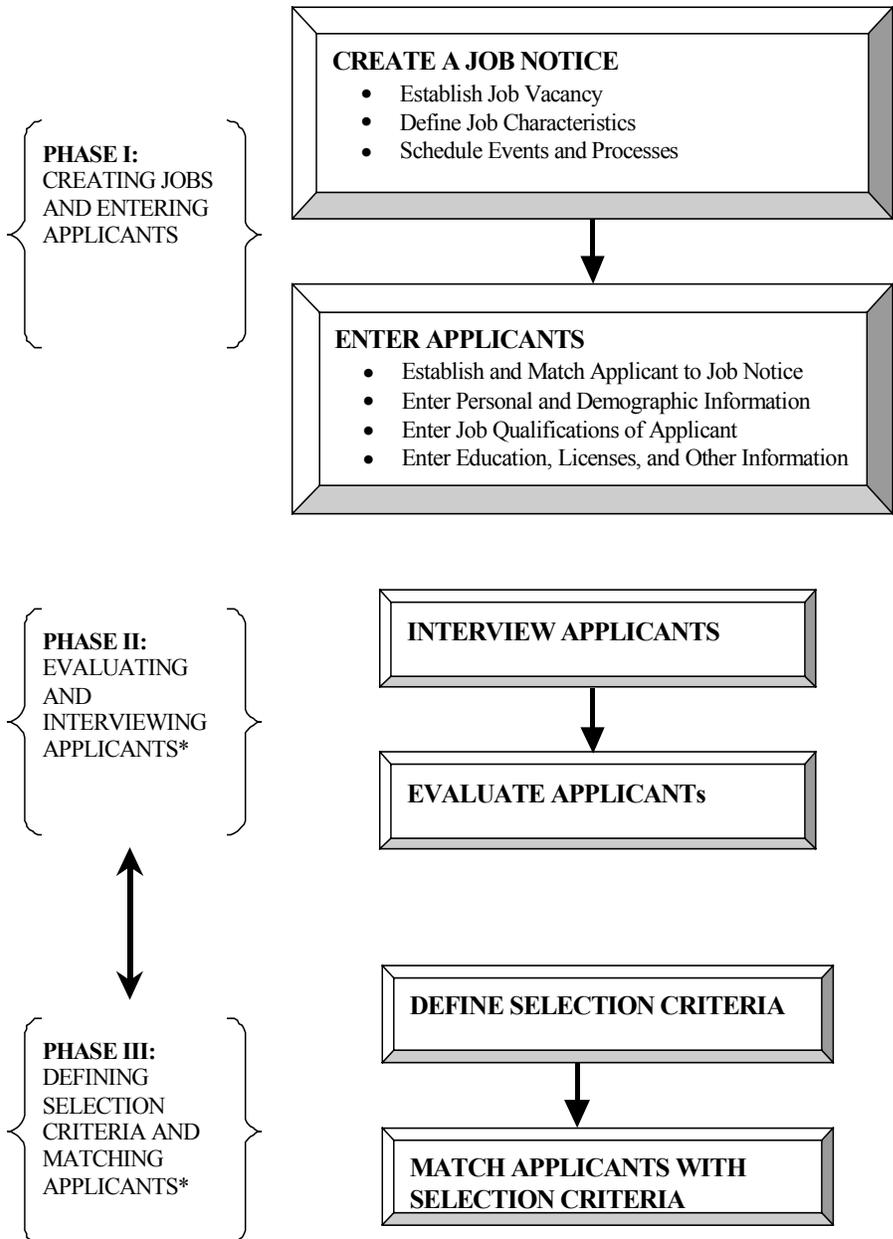
The Applicant Attribute Maintenance (AATT) transaction is used to record personal information for a specific applicant. In addition, there are other transactions that are used to record or maintain information about the applicant, such as the Applicant Address Maintenance (AADD) transaction, the Applicant Name Change (ANCH) transaction, and the Applicant ID Change (AIDC) transaction. Each of these will be discussed in detail later in this course. Each agency’s policy dictates if and how each of these transactions is to be used.

Record education, license, and certification information of Job Applicants (optional)

A number of transactions are available to record applicant qualifications. These are the Applicant Education History (AEDH) transaction, the Applicant Licenses and Certifications (ALCN) transaction, the Applicant Prior Work history (AWRK) transaction, and the Applicant References (AREF) transaction. Agency policy will dictate if and how each of these is to be used.



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LIFE CYCLE OF APPLICANT TRACKING

ENTERING APPLICANTS (CONTINUED)

Enter other applicant information (optional)

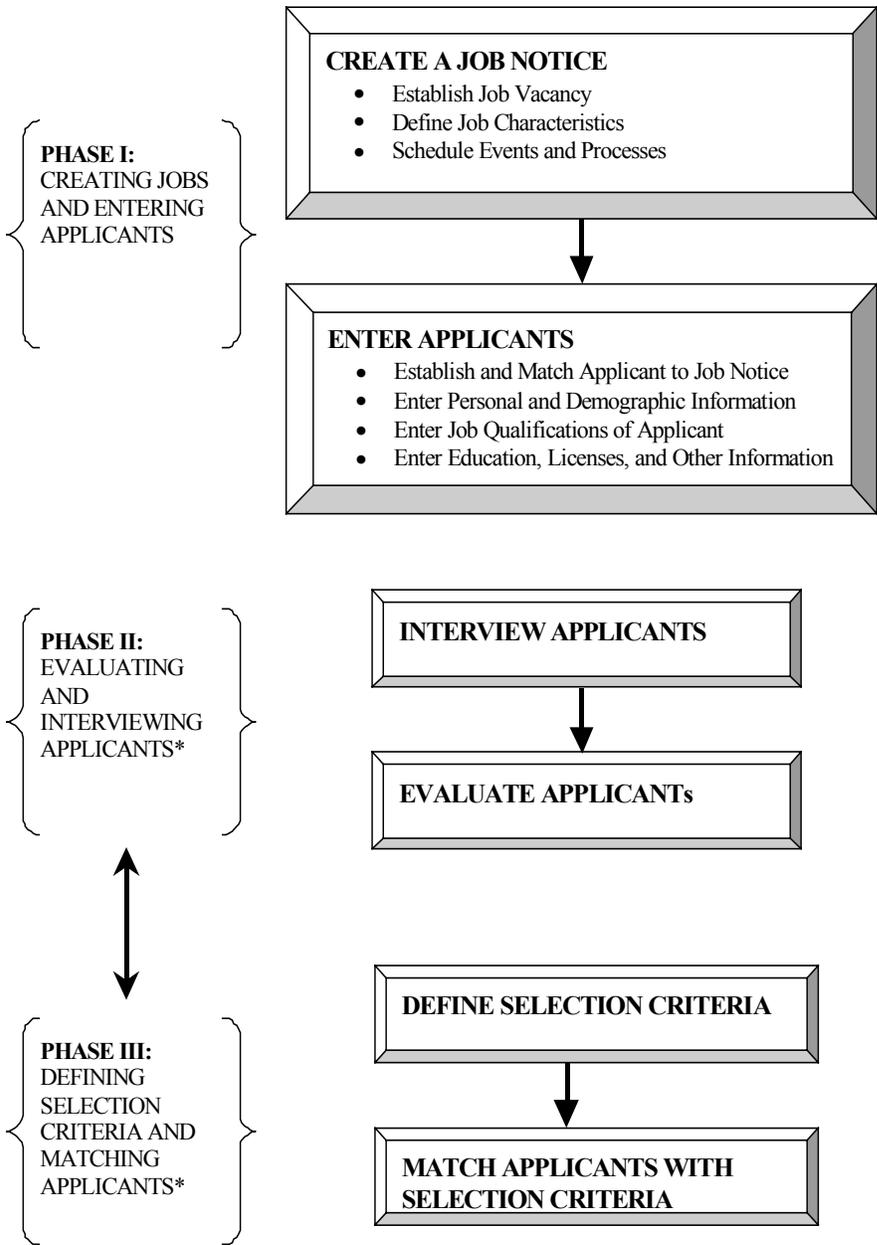
Depending on the needs and policy of the agency, a number of transactions are available to capture other applicant information. These include the Applicant Skills Profile (ASKL) and Applicant Training Profile (ATRP) transactions.

Agencies may also utilize the Applicant Scheduled Activities (APSA) transaction to record information such as appointments for interviews, test schedules, etc.

Finally, the Applicant User Defined screen (AUS1) allows users to record agency-specific information that is not captured by any other windows for each applicant. Agency policy determines if AUS1 will be utilized and what specific information this window will capture.



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LIFE CYCLE OF APPLICANT TRACKING

APPLICANT EVALUATION AND SELECTION

Record applicant evaluation and interview results (optional)

Applicants may be interviewed and evaluated during the application process. The results of interviews are entered on the Job Interview (JOBI) transaction. Likewise, the results of an applicant's test and other scores are entered on the Applicant Evaluation (APEV) transaction. In order to compare applicants by their interview results and evaluations objectively, consistent criteria and standards must be used in the scoring process. Responses from an applicant's references can also be entered on the AREF transaction during this phase of the process.

Establish criteria that link applicants with potential jobs

The Applicant Selection Definition (ASDF) window provides system users with the ability to define specific criteria to search through the database for applicants who meet the specified criteria. The criteria defined in the ASDF need not match the exact requirements of a specific Job Notice. For example, criteria that require a degree in accounting, three years of related experience, and a minimum 75-point interview score may be used to qualify applicants for several open Job Notices.

The ASDF window may be used to exclude or include applicant records with specific Job Notice ID's. For example, an agency can select applicants based on the criteria above (accounting degree, three years of related experience and 75 or greater interview points) and, at the same time, exclude those applying for a new accounting position in OA.

Match qualified job applicants with job vacancies

After you set the criteria using the ASDF screen you can move to the Recommended Applicants List (RAPL) transaction which displays all the applicants that meet the specified selection criteria from ASDF.

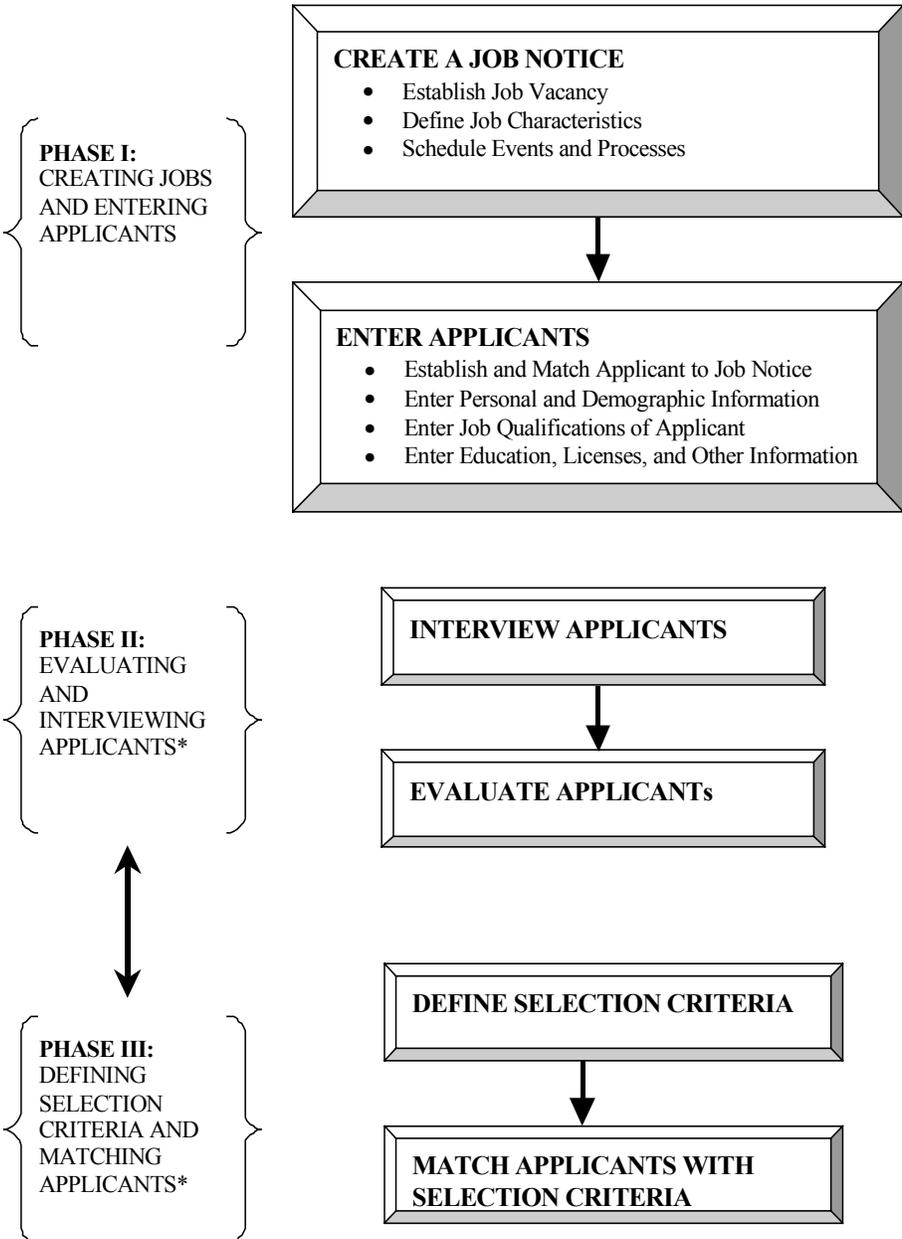
INQUIRIES

Support the pre-hire process through system inquiries

Applicant Tracking has several special purpose windows that function solely as inquiries. Inquiries are available on-line in the system and are updated after a transaction has been processed. These inquiries can be used by management to look up specific information regarding Applicant Tracking. Some of these inquiries contain cross-reference information taken from several tables, which allows you to see highlights or information pertaining to a specific topic without having to open additional windows.



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LIFE CYCLE OF APPLICANT TRACKING

Storing and viewing data via inquiry windows

Applicant Tracking provides several standard inquiries that make available up-to-date information related to job notices and applicants. These inquiries are:

- **Job Notice Roster (QJNT)** – This inquiry displays job notices by identification number, including the description of the job, the status, title group, agency, organization, and position ID.
- **Job Notice by Applicant Title Group (QJTG)** – This inquiry displays all job notices classified in the same Applicant Tracking Title Group.
- **Job Notice by Applicant Name (QJNM)** – This inquiry provides applicant summary information, including weighted scores, for a specific job posting.
- **Job Notice Roster by Total Score (QJTS)** – This inquiry provides the user with a list of applicants ranked by their weighted scores as of the date of the inquiry.
- **Job Notice Applicants Hired (QJAH)** – This inquiry allows the user to view a list of applicants hired for a specific Job Notice.
- **Applicant By Name Inquiry (QANM)** – This inquiry provides basic information about an applicant, such as applicant ID and job notice ID.
- **Applicant Education Summary (QADS)** – This inquiry summarizes an applicant's education history, including schools attended, degrees pursued, grade point average, etc.
- **Applicant Work History (QAWK)** – This inquiry provides work history information relating to a specific applicant in reverse chronological order.
- **Skills Bank (QESK)** – This inquiry lists all of the applicants who possess a particular skill.
- **Applicant Training Summary (QATS)** – This inquiry summarizes an applicant's training profile.
- **Applicants by Training Results (QATR)** – This inquiry lists all the active applicants for your department who have enrolled in, taken, and/or completed a particular course.
- **Historical Name Change Cross Reference Inquiry (QNCX)** – This inquiry displays a cross-reference of an applicant's or employee's historical and current names.



WHAT HAVE YOU LEARNED?

Let's take a few minutes to review what has been discussed so far.

1. Numbering 1-4, rank the following in their correct time sequence of occurrence.

_____ Select an applicant for a job

_____ Enter an applicant's home address

_____ Establish a Job Vacancy Notice

_____ Establish a Job Application

2. True or False? A job application entered on the Job Application (JOBA) does not need to be tied to a specific job vacancy notice.

3. True or False? Setting up the Job Notice Schedule (JNSA) transaction is required.