HUMBOLDT STATE UNIVERSITY

ITS Project Request

REQUEST DATE 10/12/11

REQUESTER / SPONSOR INFORMATION

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PROJECT INFORMATION

Title	E-Recruit		
Level	Campus-wide	**Type** New	Application

Purpose

The problem of	The present recruitment process consists of a manual process where applicants submit paper applications, resumes, letters of interest, and contact information. Applicants may also choose to submit their application materials via email to careers@humboldt.edu. In either scenario, the processing of applications is a labor-intensive endeavor by staff in HR. Paper applications must be manually entered into the HR recruitment database (MS Access based), and emailed applications must be printed out in hard-copy and then entered into the recruitment database. Incorporating an e-recruit system would greatly reduce the man-hours required to process approximately 3400 applications received each year, increase the accuracy of data entered into the recruitment database, and streamline the application process for consituents trying to apply for a job at HSU. In addition, e-recruit would centralize application storage--preventing committees from misplacing or possibly losing hard-copy applications
affects	Hiring committes, HR staff ,off-campus and on-campus applicants applying for employment at HSU
the impact of which is	HR staff processing hard-copy or emailed applications at an average of 3 hours per job (see attached excel); e-recruit would allow for applicants to store profiles that could be used for applying to multiple positions.
a successful solution would be	Electronic application process. Applications would be stored electronically, satisfying 3-year retention policy and ensuring applications don't get "lost" from committees to HR; Applications could be prescreened for completeness (requiring certain fields to be complete before application is accepted); electronic applications could automatically populate MS Access recruitment database to generate Form 2 and automated responses to applicants. Applicant profile data would be stored to eliminate redundancies applicants encounter when applying for multiple positions.

Alternatives	A number of alternatives exist, including continuing the manual application process. Other alternatives to be evaluated include:
	(1) Install PeopleSoft Candidate Gateway/eRecruit. A number of campuses plus the Chancellors Office are using these in some fashion, although it is not known if any campus is using them un-modified. In 9/2010, CSU Chico conducted a poll inquiring as to the current or planned use of these modules; 12 campuses responded and all 6 of the affirmative responses indicated their installations required customizations, implementation timelines ranging from 6-9 months and requiring significant commitment of technical and functional resources. The HRIS Directors had previously made progress on a standardized business process for which CMS Central was to develop a CSU-wide, CMS baseline-supported version of Candidate Gateway & eRecruit but that initiative was put on hold when the Common HR System (CHRS) iniative began the planning stages.

(2) Wait for the Common HR System (CHRS). The CHRS system will be required implementation for the entire CSU and will replace the individual HR installations currently in use throughout the CSU. CHRS will also require splitting the Campus Solutions (student) and HR PeopleSoft systems and placing a "hub" between the two systems to share biographical-demographic information. Initial feasibility studies indicate design and development to take place during 2011-12, with implementation expected to occur in 2013-2014. It is hoped that CHRS will include a baseline online recruit solution, but CMS Central advises us it is to early in the product design stage to know for certain.

(3) Evaluate third-party solutions. For example, CSU Chico is rolling out a web-based e-recruit system called PeopleAdmin (see attachment); while working in the HR department, Colby Smart had identified OmniStar Tools (MySQL & PHP) as a possible alternative.

(4) Develop or leverage other non-PeopleSoft customizations. This could include development of a MS Access application and use of the Nolij content management system for electronic storage of documents. Another example of how other campuses have employed this type of alternative is CSU Monterey who developed a bolt-on using the Java programming language, although leveraging that for use at HSU was deemed not viable by HSU IT because of Java support issues; in fact, Monterey Bay reports plans to leave it "as is" and migrate to CHRS.

Alignment with HSU Annual Priorities	Communication with job applicants and between hiring committees, campus departments and HR. Indirectly, hiring successful recruits in a timely manner align with supporting many of the 2011-2012 campus priorities.
Deadline	**No Hard Deadline** ☒
Deadline Reason	
Considerations / Dependencies	The business process of handling recruitments would change, focusing on an electronic work flow versus the manual system in place.
Resources	HR and IT would play the central roles for implementing an e-recruit system, and IT resources would vary depending on the solution selected. As an example, Jeff Williams (HR) could customize a 3rd party product such as OmniStarTools (MySQL & PHP), Ronda Stemach (IT) would be able to integrate e-recruit data into existing MS Access database, IT Application Programmer staff would be required for an PeopleSoft implementations and modifications, selection of a 3rd party tool could also require support from IT Systems Administration and ITC staff for system setup and implementation.

Estimated Cost (Hard costs only)	**Initial** 250	**Annual**	**Budgeted** ☐

Affected System(s) / Module(s)	
Other	See attached excel worksheet to calculate labor hours for present system. Estimated hard cost of $250 is the one time license fee for OmniTools software.

Email completed form to ITS Project Office: itspo@humboldt.edu