

Benefit Code Legend:

C – Cost saving

TP – Time-to-process saving

TH – Time-to-hire saving

S – Inc. customer satisfaction (External, Internal)

R – Inc. reporting capabilities

D – Inc. data integrity

Requisition

Features	Benefits	Savings	Benefit Code
Create, approve, manage requisitions electronically	Eliminate required paper forms	Printing costs: Paper costs: Time (photocopy, manage, store, locate):	C, S
	Eliminate mailing costs	Inter-depart mail: Time to process mail: Postage:	C
	Track progress	Phone charges: Staff time to make calls/emails:	TP, S
	Not get lost	Time to re-create: Time to re-route: Decreased customer satis.:	S
	Eliminate mailing turn-around time	# days spent mailing for approvals:	TH, S
	Reduce time-to-hire	Fill positions more effectively: Inc. department communications: Inc. department satisfaction:	TH, S
	Increased reporting capabilities: <ul style="list-style-type: none"> • # reqs per agency • who is assigned to reqs • # reqs open (positions to fill) 	Identify bottlenecks: Decrease time-to-hire: Not maintain manual spreadsheets of info: Provide access to reports online:	R, D, TH, TP

Class

Features	Benefits	Savings	Benefit Code
Create, manage class specifications on website	Reduce Salary survey information requests	Time (locate, mail, fax): Paper (photocopy): Postage (to mail info):	T, C
	Automatic job interest card	Postage: Storage: Time (open, file, manually match):	C, S
	Salary synchronization	Eliminate errors: Time (verify, manage, modify):	TP, D
	No IT involvement to manage class information	IT time (no time to post, update, maintain DB): Staff time (no provide to IT, no coordination time):	TP (IT)
	Central class spec	Time (research, locate	S (EXT)

	repository	info):	
	Information available on website	Improved agency image	S (EXT), C, TP
	Search other Agency's class specs	Red. Research time: Red. Time to create:	TP

Post/App

Features	Benefits	Savings	Benefit Code
Create, manage job announcements electronically	Create postings quickly using standard tool	No need to lookup assoc. class spec: Copy class spec over: Leverage existing job postings: 15 minutes to create posting: No formatting (no lookup, visual modifications):	TP
Accept applications online	No IT involvement to manage/upload postings	IT – Time (monitor, upload, remove, verify) Analysts – Time (route to IT, monitor, make changes) Increase information accuracy(posting dates, annc changes)	TP, S
	Maintain consistent posting look & feel	Time (search for existing templates, format):	TP
	Create hardcopy job announcements automatically	Printing: Time (formatting, routing, monitoring): Mail (interdepartmental to get info back and forth): Mail (other: library, etc.) [postage, processing time]: Now, can do by clicking online	TP, C
	Eliminate managing job posting information in separate documents (.doc, .PDF, publisher, etc.)	Time (modify format for posting, printing, emailing): Time (get analysts up to speed with software):	TP
	Salary synchronization with class specs	Eliminate errors: Time (verify, manage, modify):	TP
	Free advertising on www.governmentjobs.com	Inc. visibility: Inc. applicants: Reduced advertising costs:	C
	Create supplemental questions using easy tool	Time (create using tool):	TP
	Item bank (store and re-use questions)	Time (reuse questions, generate questions: see	TP

		other analyst's questions):	
	Gather supplemental question reports (EEO, veteran's preference, where did you hear about this position, etc.)	Time (automatic capture of online statistics, generate reports in one click): Access to managers (no mail, fax, email): No need to flip through thousands of applications to manually input info: Increased reporting accuracy:	R, D, TP
		Quickly generate EO Reports	TP, R
	Re-use existing announcement materials	Time (copy postings, cut/paste from other postings):	TP
	Access other Analyst's job announcements	Time to update (access, change, done): Ability to update (before may have been impossible – access their computer, change, route to IT):	TP
	Quickly search for applicant information (access applicant information online)	Time (locate information instantly, no flipping through manual papers):	TP
	Eliminate stored paper applications	Time (opening, filing, storage, manage, retrieve):	C
	Reduce paper applications sent to applicants	Postage: Time (print, prepare, mail):	C, TP
	Increase Agency appearance (up-to-date, cutting edge, etc.)	Improved Agency image	
	Increase customer (applicant) satisfaction	Inc. applications Improved image with community:	
	Reduce paper processing time	Time (receive mail, open, file, photocopy, etc.): Storage:	TP
	Place structure around recruitment and selection procedures	Improve rec and sel processes Be more efficient Be more effective Improve customer satis.	S, (TH MAYBE)
	Red. Data entry to app tracking system	Time (elim. Entry of online apps): Inc. data accuracy:	TP, D
	Enable HR to own announcement portion of website (up/down of app information, manage introduction text (job fair, etc.), etc.)	Modify practices to post whenever: Remove IT steps (see item above for time savings)	TP, S
	Modify existing	Reduce subjectivity:	TP, D, R

	supplemental questions to be more “self-ranking” types	Time (elim. Evaluation time, auto screen MQ’s/T&E): Standardize evaluation criteria:	
	Review applications online	Time (printing, real-time access, share information - everyone has access): Printing paper:	C, TP
	Track applicant notes online	Time (capture notes online, immediate access to notes):	TP, D
		Reduce workman comp claims	
		Reallocate resources to more recruitment-centric activities (hire, screen for better applicants)	
		Reduce time to review applications (to print, review, markup, input info to app track sys, etc.)	

Scan

Features	Benefits	Savings	Benefit Code
Capture application image electronically	Manage hardcopy application materials electronically (applications, certificates, licenses, etc.)	Storage space: Storage costs:	C, TP
	Analysts can review all materials electronically in one location (central repository of all applicant information)	Time (access immediately, filing, copying, mailing):	S, TP
ICR applications into system	Eliminate all manual application data entry	Time (hand key info):	TP

CandidateTrack (Applicant Tracking)

Features	Benefits	Savings	Benefit Code
Full-feature applicant tracking system	Fully integrated online application and applicant tracking system (fully integrated recruitment, selection, and applicant tracking system)	Time (no export, manage 1 system,): Data accuracy (analysts enter information,): Increased information (e.g., skills,):	TP, D
	Create, manage exam plan electronically	Time (immediate access to info, storage, filing, copying, mailing):	C, (TP MAYBE)
	All exam plan materials are in central location (repository) in electronic format	Time (no filing, searching through files):	TP

	Hardcopy notification system	Time (generate and format notification):	TP
	Email notification system	Postage: Paper: Envelopes: Time (compile, print, mail):	TP, C
	Schedule exams		
	Web-based applicant tracking system (access from anywhere)	User-friendly: Quick learning curve: Work from home:	S (HR)
	Increased overall reporting metrics (easier system, with more functionality, captures more data to report on)	Improved metrics (increase productivity, identify bottlenecks, efficiencies): Better reports to Council: Better processes from reports leads to improved customer satisfaction:	R, TH
	Automatic T&E evaluation	Time (no manual evaluation): Eliminate errors:	TP, D
	(for Non- app tracking users) Increase compliance to rules and regulations	All applicant tracking benefits (compliance, notifications, not get sued, reduce costs for tracking, maintain one system,):	
	Track and report on recruitment and advertising costs	Improved metrics (see above):	R
	Capture, report on, and query applicant skill sets -- Query submitted applications to find applicants based on skills	Quickly Identify best-qualified applicants: Utilize a central applicant database:	TP, S
	Track and report on hiring metrics from Requisition to Hire		R
	Scan hardcopy test (Scantron) forms directly into system	IT (maintain one system): -- following only valid if not using auto interface with SIGMA or TRAC -- Time (not manually enter): Reduce input errors:	TP, D
	Easy-to-use GUI interface	Inc. employee satisfaction: Short learning curve (more productive team):	S
	Real-time graphical modifications to adverse impact reports	Quickly evaluate adverse impact statistics:	
	Adverse Impact		
	Applicant flow (by step, by recruitment)		
	Applicant history		

ExamScores

Features	Benefits	Savings	Benefit Code
Publish exam scores to website	Reduce applicant calls requesting scores	Time (find scores, provide scores,): Improved applicant customer satisfaction	S, TP
	Automatically publish scores to site	Time (manage score info,): Reduce cost (postage, paper, envelopes) Improved score accuracy: Improved applicant customer satisfaction: Improved Agency image:	S, TP
	No need to mail scores to applicants	Reduce paper: Reduce postage: Reduce effort to mail:	C, TP

List

Features	Benefits	Savings	Benefit Code
Distribute referral lists electronically	Increase internal customer satisfaction (better customer service)		S
	Eliminate paper usage	Time (filing, retrieve, photocopying, mail, track) Cost (paper, postage, envelopes,): Eliminate interdepartmental mail effort (people, resources, time): Eliminate lag time to mail:	TP, C, TH
	Manage and track more name requests	Requests within the system (No lost requests, improved customer satis.): Eliminate lag time to request more names:	TP, S, TH
	Eliminate time required to request more names and have the list sent to hiring managers	Save same time and costs as initial sending of names (this process is repeated over and over resulting in serious cost savings)	TP
	Central/Immediate access to referred candidates	Time (wait for mailed apps):	TH
	HR can track hiring progress (view progress of applicants through hiring process)	Time (check on progress,): Reduce time-to-hire by escalating issues if notice no one is being interviewed: Imp. Customer satis. (less calls to departments)	TP, S
	Hiring managers can schedule interviews	More responsibility for HM (manage own schedule)	

	online (cannot generate interview notifications)		
	Filter eligible lists based on applicant data	Time (filter for best candidates based on info auto captured in system [skill matching],) Identify best candidates	TP, S
	Track and view history of list referred to hiring managers	Reduce duplicate routing of info: Inc. reporting metrics:	TP, S
	Integration with HRIS system (information is stored and transferred automatically)	Time (data entry,): Reduce error (inc. data integrity):	TP, D
	Report on 'quality of lists' distributed to departments	Inc. reporting metrics: Create More effective processes: Inc. Customer satis.:	R, S

Savings		
Direct Savings		
Cost reduction		
Time savings		
Integrate existing systems		
Reduce IT involvement		
Increased data integrity		
Indirect Savings		
Increased Employee Satisfaction		
Reallocate resources to more cost effective tasks		
Reduce subjectivity in application review		
Identify best candidates		
Improved internal customer satisfaction		
Improved external customer satisfaction		
Benefits		
Leverage public sector (civil service) best-practices software		
Central applicant database		
Immediate access to real-time, accurate information		
Eliminate manual, paper-intensive processes		
View progress of other departments		
Increased reporting metrics		
Improved agency image		