

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION**

Date: April 10, 2014

SUBJECT: Online Job Application/Hiring Software

SUBMITTING DEPARTMENT: Human Resources

PREPARED BY: Karen Smith, Human Resources Director

AGENDA LOCATION: Comments/Communications , Consent , Work/Study ,
New Business , Public Hearing , Second Reading

ATTACHMENT: NEOGOV Features and Benefits

SUMMARY BACKGROUND: It is proposed that the Town Council approve the purchase of an online job application and hiring software system from NEOGOV, the only software company whose on-demand workforce management solution was designed specifically for the public-sectors' unique recruitment processes. Staff has considered three software company proposals with evaluation criteria focused on 1) improving the applicants' and hiring managers' experience, 2) reducing turn-around time in filling job vacancies, 3) automation of recruitment workflow, 4) integration with our current website, payroll and electronic record keeping systems, and 5) ad hoc and EEO reporting tools. Staff believes NEOGOV has made the best proposal for the Town's needs. Features of NEOGOV's product and benefits are attached.

Staff has been able to negotiate an amount of \$19,516 for implementation and first year licensing fees. This represents a 25% licensing discount and receipt of the digital employment management component at no cost, a \$10,000 savings. Annual license fees thereafter are fixed at \$10,022 regardless of increases in hiring volume or Town staffing levels. Purchase of a computer with MS Office to allow candidates to apply in Human Resources at a kiosk workstation is an additional \$1,275. Implementation will be in three phases to begin by 06/30/14 with completion targeted by January 2015.

OPTION ANALYSIS: The Council may vote to:

- 1.) approve this hiring software and kiosk purchase, **OR**
- 2.) not approve the hiring software and kiosk purchase, **AND/OR**
- 3.) direct staff to pursue other options.

ACTION OPTION: Motion to approve hiring software purchase in the amount of \$19,516 along with \$1,275 for a kiosk workstation, **OR** Motion not to approve purchase. **VOTE.**

RECOMMENDATION: Town staff recommends approval of NEOGOV's hiring software and Human Resource kiosk workstation purchase.

FISCAL ANALYSIS: \$20,791 will be paid for out of contingency and other sources, primarily salary savings.

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____