

Session 14 - Human Resources: Applicant Tracking and Processing



Date: Friday, April 15, 2022

Time: 8:15am - 9:45am

Anthology

Evaluator's Name: _____

Anthology	ORIGINAL	Functionality	Comments
1	1	Demonstrate the ability for requisition approval process to authorize a recruitment including budget, position control and other pertinent information; allow for approval by proxy; allow for the option to view the approval status while in process; allow for requisitions to be cancelled prior to final approval and allow for parallel and sequential approvals (minimum 4 approvals per requisition). Demonstrate custom requisition notifications. Make Cabinet final approver.	
2	2	Demonstrate the option to upload a job description and modify the description and required field order/field naming to customize the job announcement for recruitment; attach the job announcement to the exam plan for the requisition for an open position and then route the job announcement for approval. Demonstrate how a hiring manager can upload a job description and forward for CRC review.	
3	3	Demonstrate the ability for requisition approval to interface with HR/budget/fiscal system - e.g., budget codes, position control, etc.	
4	6	Demonstrate the ability for applicants to apply for open positions through a web site (District and ATS); including the option to stop and restart at another time in the application process. Demonstrate the option for applicants to review submitted applications.	
5	7	Demonstrate how the application is built for different position types; e.g., student employee, FT/PT employee, volunteer). Demonstrate which fields are customizable in the application.	
6	8	Demonstrate the ability to collect a variety of application data through a web site, e.g., application, references, resume, authorization for background check, questionnaires, new hire demographics and contact information, work history.	
7	10	Demonstrate the ability for applicants to upload and update attachments.	
8	11	Demonstrate the ability for applicants to see a system generated checklist of required and optional items and whether or not they have	

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		been supplied. Demonstrate ability for system to restrict applicant submission until application packet is complete.	
9	12	Demonstrate that the system automatically shows applicants the content of attachments prior to submission.	
10	13	Demonstrate the administrative ability to track the completion of online applications.	
11	14	Demonstrate the administrative ability to track applicants at various stages, e.g., did not meet minimum qualifications, active, selected for interview, finalist.	
12	15	Demonstrate the ability for applicants to submit application once for multiple positions and ability to update previously submitted applications.	
13	5	Demonstrate the ability to post open positions on a web site and post open positions through an ATS to be displayed on District webpage. Demonstrate how to display open positions by different classifications and search functions for applicants.	
14	16	Demonstrate the ability for use of supplemental questions which applicants are required to answer; using various formats and unlimited characters.	
15	9	Show how information can be redacted or masked - e.g., ethnicity, gender, SSN, EEO reporting data from the application and required materials Demonstrate customizable functions.	
16	20	Show how hiring managers/search committee chairs can view, sort, and filter the applicant pool. Demonstrate custom queries and reports that can be used by hiring managers	
17	19	Demonstrate the ability for search committees to be created, maintained and have access to employment applications in the system.	
18	18	Demonstrate the ability to send personalized notifications to applicants and search committees - both automated and one-offs.	

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19	17	Demonstrate the use of scoring rubric for responses to supplemental questions and for employment materials to screen and/or rank applicants based on required and preferred criteria using a customized rating scale. Demonstrate administrative ability to see top candidates and their scores; customizable options to add comments and internal notes for both applicants and candidates.	
20	4	Alternatively, show how a separate ATS would integrate with your system – i.e., when a milestone is reached (e.g., offer accepted), an employee record is created in the HR system. JOB ANNOUNCEMENT: Demonstrate job announcement creation process. Explain ability to archive job announcements and customizable options.	
21	22	Demonstrate the ability to integrate with reference check services (SkillSurvey). Demonstrate standard ATS electronic reference check process and notifications.	
22	23	Demonstrate the ability to generate customizable template for an offer of employment.	
23	21	Demonstrate reporting capabilities in regards to applicant tracking. Availability for recruiting manager to extract diversity data needed to report on new hires and applicants. Demonstrate custom reports options Interview Logistics Demonstrate self scheduling capabilities for all applicants. Demonstrate ability for hiring committees to score candidates in the system.	
24	24	Demonstrate the ability to convert an applicant into new hire status. Demonstrate ability to integrate with a different HR system.	
25	25	Demonstrate the ability to enter a start date, salary, etc.	

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26	27	Demonstrate the ability to initiate new employee on-boarding including collection of new hire paperwork such as W-4 and I-9. Demonstrate customizable options for new hire paperwork with electronic, fillable forms (no download options) . Demonstrate customizable options for different types of new hires. Demonstrate how the system integrates with E-verify.	
27	26	Demonstrate the ability to notify internal campus system(s), to establish email account, phone number, office location, parking permit, etc. Demonstrate ability to turn off notifications.	

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Evaluation Form

Perceived Strengths of Vendor Solution:

Perceived Weaknesses of Vendor Solution:

Additional Comments:

Acceptability of Vendor Solution: Yes No

Evaluation URL: