

MyJobs Online Application and Tracking System

Organization, Personnel and Technology
Committee

Item #6b

April 11, 2011

MyJobs launched on March 7, 2011

- On-time Deliverable for 3rd Quarter of FY
- Applications will be accepted Online only
- Increase recruitment process efficiency and improve time-to-hire
- Reach more potential applicants at reduced job posting advertising expenditures
- Maintain compliance reports and records
- Reduce data entry and filing component

Benefits of Automation

- Easy application process for talent pipeline
- Improve diversity outreach for District
- Post jobs to over 11,000 job boards
- Faster screening and application review
- Mass email communication options
- Timely compliance reports and metrics
- Enhanced accountability for meeting timelines
- Reduce time-to-hire

Features

- Online resume uploads by creating an Account
- Direct communication and candidate tracking through the online system
- Automatic screening for Minimum Qualifications
- Online resume review by hiring manager
- Streamlined 3-page Official Application
- Instant reports and secure records

Future Opportunities

- Ability to create job agents
- Develop Talent Pools to source from for future jobs
- Automatic notification based on interests
- Easy updates possible
- By expertise, job type, location, salary required, job level, etc.