**PageUp Project Overview**

**Project Summary**

The PageUp Applicant Tracking System will automate and streamline UMBC’s recruitment and hiring processes.

**Functionality**

Specific functionality will include:

* Position descriptions/summaries
* Personnel Requisition to initiate search process
* Candidate selection approval process
* Applicant tracking
* Search committee collaboration
* Interview scheduling
* Communication Templates
* On-line offer letters
* Collect & report necessary regulatory data (EEO, veteran, etc.)

This functionality will allow HR to:

* Improve the applicant experience
* Improve UMBC’s employment branding
* Post positions to a newly designed UMBC Job Opportunities webpage
* Facilitate communication (internal & external)
* Analyze data and produce comprehensive reports
* Reduce our carbon footprint by automating paper process

**Advantages for Hiring Departments**

* The system is Internet-based and can be accessed externally.
* The Personnel Requisition form will be automated and allow for electronic submission and approvals.
* Search committee members will be able to share and view application materials easily.
* Hiring departments will be able to view the status of their Personnel Requisition and selection paperwork at any time.
* Email templates will be provided in the system to easily communicate with applicants the status of their application (request for additional information, regret of not being selected, etc.)
* EEO survey data will be collected electronically (labels will no longer be needed).
* The hiring department will be able to post dates and times for interviews and have the invited candidates self-schedule the interview appointment.
* The ability to track the effectiveness of advertising sources.
* Reduction in the overall time-to-hire

**Advantages for Applicants**

* The ability to submit an application 24/7 on a mobile-friendly platform.
* The ability to auto populate the application using a resume or LinkedIn account.
* The ability to upload requested documents (cover letters, resumes, writing samples, etc.).
* The ability to create an account to view the status of each application submitted.
* The ability to receive prompt communications from the hiring department.
* The ability to sign up and receive alerts for positions of interest at UMBC.
* The ability to receive an on-line offer letter

**Timeline**

Project Plan Sign off – July 2016

Project Kick-off, PageUp on site – September 2016

Product configuration – September – November 2016

User Testing – December 2016 – January 2017

Training – Beginning January 2017 and continuing into the spring

Go-live - Phase I Launch for designated areas (to be determined) – January 2017

Go-live – Phase II Launch for all nonexempt and exempt staff positions – spring 2017

Note: Faculty recruitment will be configured and implemented at a later time (to be determined).

**Audience/Stakeholders**

This project has a broad audience and will impact many users on campus. As a result, Human Resources will continue to work with key stakeholders on campus throughout the Applicant Tracking System project. These team members will serve various key roles in this project including subject matter experts, systems configuration, communication liaisons, system testers, etc.

The following are examples of roles/offices that will be involved with providing consultation, feedback and/or system testing with the project:

Hiring managers

Departmental Hiring HR Liaisons

Applicants

Department Heads, Deans, Division Heads, Vice Presidents

Office of the Provost

Shared Services Centers

The chart below shows the individuals involved in the configuration and implementation of the PageUp Applicant Tracking System.

|  |
| --- |
| Business Owner |
|  | Valerie Thomas |
| Project Manager |
|  | Lisa Drouillard - HR |
|  | Stacy Long - DoIT |
| Project Lead | Kim Harris |
|  | Elmer Falconer |
| Human Resources Implementation Team Members |
|  | Sandy Vance |
|  | Rose Mahoney |
|  | Elmer Falconer |
|  | Shobhna Arora |
|  | Rochelle Sanders |
|  | Sonya Garlington |
| Technical Integration/HRIS Team Members |
|  | Lance Rand |
|  | David Sylva |
|  | Sherrell McNamara |

**Training Plan**

The business process for hiring would change significantly for those involved in recruitment on campus.  The Employment Unit will conduct initial training sessions for the various campus users broken down by role (HR Liaisons, Hiring Managers, and Approvers (Department, Division Head/Dean, Vice President/Provost levels).  Additional ongoing support would continue to be provided as necessary either in a larger group format or one-on-one sessions for current and new users.

Written procedures, tip sheets, and video guides will be developed by Employment staff and distributed to departments as well as placed on the HR website.

**Support**

Campus users will need to be trained on the electronic system.  Ongoing support will be available by the Employment staff on an as needed basis, and will be provided through meetings, phone calls, etc.  PageUp will provide support as needed to HR staff.

**Communication**

Communication during and after implementation will be sent out to the campus community using various sources such as MyUMBC groups, HR Hiring Liaisons, departmental payroll preparers, emails, etc.