

MSU INVESTMENT PROPOSAL FOR INSTITUTIONAL PRIORITIES

PROPOSAL OVERVIEW

Title	Applicant Tracking System	Request Date	January 18, 2012
Department	HR	Email	Dennis.defa@montana.edu
Requestor	Dennis R. Defa	Phone	Ext. 6332

STRATEGIC ALIGNMENT

Core Themes and Objectives (check all that apply)	<p>Educate Students</p> <ul style="list-style-type: none"> <input type="checkbox"/> Our graduates will have achieved mastery in their major disciplines <input type="checkbox"/> Our graduates will become active citizens and leaders <input type="checkbox"/> Our graduates will have a multicultural and global perspective <input type="checkbox"/> Our graduates will understand the ways that knowledge & art are created and applied in a variety of disciplines <input type="checkbox"/> Our graduates are prepared for careers in their field <input type="checkbox"/> We will provide increased access to our educational programs <input type="checkbox"/> Communities and external stake holders benefit from broadly defined education partnerships with MSU <p>Create Knowledge and Art</p> <ul style="list-style-type: none"> <input type="checkbox"/> Students, faculty, and staff will create knowledge and art that is communicated widely <p>Serve Communities</p> <ul style="list-style-type: none"> <input type="checkbox"/> We help meet a fundamental need of the citizens of Montana by providing degree programs for our students <input type="checkbox"/> We help meet the educational needs of the citizens of Montana by providing a wide range of educational opportunities to a variety of students <input type="checkbox"/> Our students, faculty, staff, and administrators reach out to engage and serve communities <input type="checkbox"/> Our students, faculty, staff, and administrator reach in to build the university community <p>Integrate Learning, Discovery, and Engagement</p> <ul style="list-style-type: none"> <input type="checkbox"/> Each graduate will have had experiences that integrate learning, discovery and engagement <input type="checkbox"/> Outreach activities will educate students and address the needs of the communities we serve <input type="checkbox"/> Students, faculty, and staff will create knowledge and art that addresses societal needs <input type="checkbox"/> MSU is a community that will be characterized by synergy within and across disciplines, roles and functions. <p>Stewardship</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> The public trusts the institution to operate openly and use resources wisely <input checked="" type="checkbox"/> The faculty and staff are well-qualified and supported <input type="checkbox"/> MSU will support Native American students, programs, and communities <input checked="" type="checkbox"/> MSU will be an inclusive community, supporting and encouraging diversity <input checked="" type="checkbox"/> Our publicly provided resources are used efficiently and effectively <input type="checkbox"/> Natural resources are used efficiently and sustainably <input type="checkbox"/> MSU nurtures a culture of resource conservation and ecological literacy among students, faculty and staff <input type="checkbox"/> Our physical infrastructure (e.g., building, equipment, open spaces) will be well-maintained and useful
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INSITUTIONAL BENEFIT

Campuses

Bozeman Billings Havre Great Falls FSTS Extension MAES

Cross Depts

Please List: __Potentially could be a multi-campus system

TIMEFRAME

Proposed Dates

Start: TBD

End:

COST AND REQUIREMENTS

Funding Type	One-Time (\$)	Multi-Year (\$)			Base (\$)	FTE
		Year 1	Year 2	Year 3		
Personnel (w/benefits)						
Materials & Supplies	Select Software for Higher Ed Recruitment	\$35,500				
Travel						
Contracted Services	Implementation Services	\$18,000				
Capital						
Other Operations	Annual Fee				\$35,500	
TOTAL		\$53,500			\$35,500	

Please comment, if necessary, regarding cost and requirements.

PROPOSAL SCOPE

Describe the Proposal

Proposing an integrated web-based applicant tracking system to assist MSU to: automate and streamline the hiring process; improve candidate communication; efficiently manage position descriptions and employee performance; develop compliant and defensible audit trails to defend talent management decisions; and utilize reporting and metrics. This system would be available for all employee types: faculty, staff, student, and can be expanded to multi-sites and campuses.

PROPOSAL SCOPE**Describe the broader impacts and benefits of this proposal**

Will streamline the hiring process for all employee types. Will allow access to search committee members at any time and will provide required reporting and metrics. Will provide best practice to design, schedule and run reports. Maintain EEO and AA data and statistics. It is web-based so it will impact campus IT minimally.

ADDITIONAL INFORMATION

Implementation Plan *(Please describe with timelines)*

Implementation will require the consolidating of recruitment into on operation. Work-flow will need to be determined because as this new system is specked out it is important not to simply replicate the current recruitment process and just automate it. This is an opportunity to streamline, work with stake holders to create an efficient recruitment process.

Assessment Plan *(Please describe with indicators)*

Recruitment will become easier, more efficient and allow MSU to reduce the time needed to announce and hire positions.

Applicants will be able to apply to more than one position at a time.

Access to applicant information for search committee members will electronic with the ability to print if desired. Access will be available 24/7.

If assessed objectives are not met in the timeframe outlined, what is the plan to sunset this proposal?

This type of system is best practice for many colleges and universities. Well established and has good track record. If assessed objective are not met then process redesign is need to insure operation is streamlined. Going back to a manual recruitment process is not an option.

SIGNATURES				
Department Head (please print)	Signature (required)			Date
Dept Head Priority (please circle one): Very High High Medium Low Very Low				
Dean/Director (please print)	Signature (required)			Date
Anna's Deter	[Signature]			1-19-12
Dean/Director Priority (please circle one): Very High High Medium Low Very Low				
Executive/VP (please print)	Signatures (required)			Date
Terry Leist	[Signature]			1/19/12
Executive/VP Priority (please circle one): Very High High Medium Low Very Low				