

IT GOVERNANCE RECOMMENDATION FORM
Administrative Technology Working Group
2014-2015 Academic Year
January 30, 2015

Title: eRecruit

Recommendation:

In a continued effort to enhance services to academic and administrative departments, the Administrative Technology Working Group recommends the implementation of eRecruit using the Candidate Gateway Module in PeopleSoft HCM (Human Capital Management) System.

The goals for implementing eRecruit are:

- 1) Standardize and streamline recruitment process: Job applications are submitted online and processed in a systematic way. All departments will process recruitment based on standard setup and security.
- 2) Enhance productivity: Applications and supporting documents are stored electronically. Recruiters will focus on reviewing applications instead of using their valuable time to handle paperwork. Manager of the hiring department will be able to view applications and monitor recruitment status online.
- 3) Reduce paper consumption and generate cost savings: Departments can minimize printing as paper documents will be replaced by electronic documents. Departments will also benefit from improved efficiency and productivity.

The implementation will include two phases and cover both faculty and staff recruitment.

Background/Findings:

At Cal Poly Pomona the recruitment process heavily relies on paper forms. The recruitment for a staff position typically starts from department's submittal of recruitment requisition form, job description, an organizational chart and a cover memo to HR. After the job opportunity is posted, candidates submit their application form, resume and supporting documents in paper. During the interview process, copies of these documents and evaluation forms are made and distributed to the members of the search committee.

Faculty recruitment is handled by each college. Although some colleges use software applications to track applications, in general, the process is paper driven and time consuming.

Administrative departments and academic departments both recognize the need to automate and streamline the recruitment process.

Working Group Members:

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| Glendy Yeh | Kathy Street |
| Claudia Pinter-Lucke | Teresa Taylor |

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|----------------|--------------|
| Darwin Labordo | Jorge Lomeli |
| Devon Graves | Angela Shih |
| Diane Carter | Tim Raymond |
| Maria Martinez | |

Ruling:

| | |
|--------------------|---|
| For | 8 |
| Against | 0 |
| Absent | 3 |
| Total Votes | 8 |
| Abstain | 0 |

Working Group Comments:

| Name | Comment |
|-------------|----------------|
| Name | Comment |

Working Group Section



Comments:

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