Assessment Protocol for the Applicant Tracking System Assessment

	Question/Measure Addressed	Measure	Data Source(s)	Reporting Mechanism	Owner/Leader of the Report	Supporting Members/ Technology, etc.	Time for Progress Report
	Will the ATS lead to larger numbers of candidates?	Number of candidates that apply	N/A	Applicant Count(s)	Stefan Stoyanof		
	Will STC attract a higher caliber of candidate with the ATS?	Mean average of highest degree earned	N/A	Input line on application	Stefan Stoyanof		
	Will STC attract a higher caliber of candidate with the ATS?	Mean average, Years of Related Experience	N/A	Input line on application	Stefan Stoyanof		
	Will the ATS streamline the hiring process, saving the time of current STC staff?	Analysis by Director of Accountability	N/A	Report	Director of Accountability		
	Will this save money or cost money?	Cost of recruiting and hiring new employees (e.g.--Lean Six Sigma)	N/A	Report	Director of Accountability		
	Will this streamline the hiring process, saving the time of current STC staff?	Number of days between posting and hiring (mean average)	N/A	MS Access	Brenda Jo Balderaz		
	Training: How do we communicate the ATS to the greater STC community effectively?	HR Automation trainings for hiring agents at STC	N/A	List of Training Dates and Attendees	Brenda Jo Balderaz		
	How do we allow for unintended consequences (application issues)?	Number of rejected applications	N/A	Google Analytics	Stefan Stoyanof		

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	How do we allow for unintended consequences (too many candidates, etc.)?	Contingency plan (committee) in place and empowered	N/A	Meeting Minutes	Brenda Jo Balderaz		
	Will this process improve onboarding effectiveness?	Percentage of candidates with completed information 15 days prior to orientation	N/A	MS Access	Brenda Jo Balderaz		
	Will this streamline the hiring process, saving the time of current STC staff?	Minimum time to hire	N/A	Statement from HR Director	Brenda Jo Balderaz		
	Will this streamline the hiring process, saving the time of current STC staff?	Time spent by HR staff on data entry to hire candidates	N/A	Written Report	Director of Accountability		
	Will the ATS hinder applicants for certain positions?	Number of applicants using kiosk computers in HR Office	N/A	Google Analytics	Stefan Stoyanof		
	How soon can we monitor ATS data internally?	Script in place to send ATS data to Banner	N/A	Ellucian Banner	Ali Kohladuz		
	Will the ATS enhance the applicant experience?	User Survey (TBD)	N/A	Checkbox	Serkan Celtek	Ismael Marquez	
	Will the ATS enhance the hiring experience for the STC community?	User Survey (TBD)	N/A	Checkbox	Serkan Celtek	Ismael Marquez	