Davis COUNTY

Human Resources

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MEMORANDUM

DATE: May 9, 2022

TO: Budget Committee

FROM: Ric Higbee / Chris Bone; Human Resources

RE: Request for Funding – Onboarding System

Summary: During the RFP process for a new Applicant Tracking System (ATS), the HR / RFP committee viewed product demonstrations from four vendors. The original RFP was approved for the ATS, but during the process we learned that an "Onboarding" system provides separate additional functions that are beneficial for efficiently inducting new employees. Each of the four vendors were asked and allowed to provide a brief summary of their Onboarding system features during their demonstration.

We have now recognized that including the Onboarding module along with the ATS will be advantageous to the County, to help us more efficiently, accurately, and securely facilitate inducting new employees. The Onboarding system integrates with the ATS to seamlessly process these employees.

Proposal: We are requesting that the Budget Committee approves the additional purchase of the Onboarding module, along with the ATS system. The ATS vendor selected and recommended by the committee is "Applicant Pro".

Cost: The current approved cost for the ATS will be $12,276 annually. The additional cost for the Onboarding module will be $9,388, for a total system cost of $21,664 annually. During the RFP process, Applicant Pro was the lowest cost proposal, with the next lowest cost at $33,000. The original budget request and estimate approved was for $40,000 annually.

Benefits & Features: Some of the key functions that the Onboarding system will include are:

- Electronically provides new hires with their required forms to collect key information.
- The forms and process is secure and confidential; critical when employees provide personal information such as social security number, date of birth, direct deposit account information, etc.
- Used for employee records to create employee ID #, and ensure computer and network access is setup for the first day of work.
- Provide orientation packet, slides and videos, to give introductions and help new employees feel confident starting their new position.

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- Integrated “e-Verify”; automatically process the I-9 form and verify employment eligibility.
- Ability to facilitate pre-employment background checks and/or drug testing if required.
- Pulls certain information directly from the application system to more efficiently setup new employee.
- Directly communicate and provide employee with specific forms for job offer, employee information, direct deposit, agreements/contracts, uniform allowance, confidentiality and conflict of interest disclosure, emergency contacts, and more.
- Due date enforcement; set specific due dates for onboarding documents as well as automatic reminders to the new hires to complete their onboarding packets.
- Reports and notification; we can be notified when a new hire's documents are overdue, when specific forms are completed, when all the forms are completed, or when specific forms are approved.
- Can track property/equipment issued; including items, date, condition, serial numbers, etc.
- Off-boarding features to process terminated employees, such as: returning assets issued, conducting exit interview/surveys, notifying I.S. when to disable network access, and more.

Thank you for your consideration of this proposal. We believe that combining applicant tracking and onboarding systems will significantly enhance efficiencies with our HR processes in the County.