

# PPMS Applicant Tracking Overview

## Overview of Applicant Tracking

The Applicant Tracking module contains information about individuals who apply for employment at your college. You can use Applicant Tracking to:

- Track information for pre-applicants and applicants.
- Add information about new hires into PPMS.
- Produce statistical and personnel reports regarding applicants and pre-applicants.

The Applicant Tracking module is driven by codes maintained in the PPMS Control Tables module. Applicant Tracking is integrated with and interacts with the other PPMS modules:

- Employee Contracts
- Employee Maintenance
- Government Reporting - Federal
- Position Control and Salary Forecasting

The Applicant Tracking module consists of online data entry screens that you use to add and maintain applicant data that interactively updates the Applicant Tracking (APP) database.

Applicant Tracking includes batch (offline) processes that update the APP database. Batch processes are scheduled using the Job Scheduling module of the Production Management System (PMS). Batch processes are also available that extract information from the APP database and produce reports.

## Features of Applicant Tracking

With the Applicant Tracking module, you can:

- Establish and maintain a grouping of related job classes and CIP codes for pre-applicants.
- Maintain personal information and information relating to positions sought for pre-applicants.
- Maintain information on open positions.
- Maintain information on recruitments.
- Maintain and provide information for affirmative action reporting.
- Copy individual pre-applicant information into the applicant screen.
- Download applicant information to a word processing program to create notification letters.
- Search and find an applicant when all or only part of the person's name is known.
- Change an applicant's ID.
- Update a newly hired employee to the Employee database.
- Purge pre-applicant records which have activity dates older than a pre-selected number of months.
- Purge selected job classes, CIP codes, or job families.

- Purge all information pertaining to a particular recruitment, including all applicant information.
- Purge all open position information.

## **Applicant Tracking Database Structure**

The Applicant Tracking module consists of 13 online screens. Data entered on these screens updates the Applicant Tracking (APP) database, which consists of 22 data sets.