Sandy

Questions for SearchSoft Solutions and Biloxi Public Schools

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We use Marathon to coordinate with our finance department. Is your system compatible with merging with Marathon? Will we have to double enter data? An applicant versus someone that is offered employment.

Answer: Currently you have to enter all applicants into Marathon - even if you do not hire them. This is wasted entry. You will only need to enter (into Marathon) those applicants that are actually hired. So, if you enter (currently) 100 applicants and only hire 25, you have experienced 75 % wasted data entry time. With SearchSoft, you will only have to enter the 25 you hired. Thus, you have realized a 75% reduction in man hours required to input applicant data.

Jackson Public Schools is currently looking into merging Marathon with SearchSoft in order to even eliminate the 25 % data entry earlier discussed. There is a fee to create the programming and there is a current issue (from Marathon) on sharing data.

Bottom line is that our employee's information is still entered into Marathon by Human Resources.

How does an applicant that walks in to our office get a paper application uploaded to the SearchSoft system?

Answer: Paper applications are no longer accepted. An applicant must utilize the paperless system. A computer is available at the Human Resource Department or the applicant can access the system from home or from any public library. (TPSD use, for now, will be only for licensed applicants.)

How does accessibility apply? Principals can download applications? Can HR have an audit trail that show us what applications the principals downloaded? Can it show anything else? Can it be mandated that principals must view all qualified applications?

Answer: Principals can customize their search. They can do it from home. HR can review all "searches" to see what criteria was imposed. (Only qualified applications will be in the system.)

Can principals post the results of interviews they have conducted with the applicant so other principals can see how other principals have evaluated the applicant? Is it only accessible for district administrators?

Answer: Yes. It is like an integrated note pad which enables administrators to share comments and reviews of interviews. The applicant does not have access to this.

What type of training is provided? What type of manuals are provided? What type of customer service is provided?

Answer: A one day training session is in the cost of the initial system. It includes a one day training session. One half day for administrators and one half day for HR. User manuals are provided. This is only schedule once "Live Data" can be used.

How or when does this system purge outdated applications? We only keep applications on file and active for one year.

Answer: This is set when the system is set in place. Whatever your "requirement" is what is placed in the system.

How are applications sorted so principals can view specifically qualified applications?

Answer: Principals set their search criteria.

How do praxis scores or years of experience or copies of degrees or copies of licenses get uploaded by the applicant?

Answer: By questions on the application and by uploading from a scanner.

Are any types of letters sent out when an application is received?

Answer: Yes. An email is sent when the applicant logs out of the system. It thanks them for applying and tells them if their applicant is complete or not. It tells the what is lacking if the application is not complete.

Are any types of letters sent out when an application is not complete or qualified?

Answer: Yes, see above.

Can "Dear John" letters be included in the system so a principal can automatically send out non-selection letters to the applicants that were interviewed but not hired?

Answer: Yes. It can also be set up to send out emails to those applicants that did not get selected for an interview.

Are any types of reference letters in the system that principals can use to send out to the applicant's previous employers? Is this tracked by the system?

Answer: Yes. There are standard letters that can be utilized or we can utilize our own during set up.

Do we have to have a computer available for this process?

Answer: We will need to have a computer available at the Central Office for applicants to utilize and we will need to have a scanner available as well for HR use. However, Biloxi is not currently using a computer at their HR department.

Does this include an employment file or is it just employment applications?

Answer: Currently this is only a paperless application system. A paperless employment file system is currently being tested.

Is sensitive information blocked from principal's view?

Answer: It can be set up, however, we want it during the initial set up phase. After it is set up, there will be additional charges to change it.

If we need to update forms or the applications (after initial set up), how is this accomplished?

Answer: xxxxxxxxxx

What if we know an applicant is a work comp nightmare. They have sued us in the past, etc. How can we bar this applicant for being accessed?

Answer: The Process Stage Field will allow us to place a Do Not Interview comment on the general information page which is invisible to applicants.

How does your system prove that (for example, if we only keep applications for one year) someone actually applied on a certain date and that the one year time frame expired?

Answer: All logins are recorded by SearchSoft. Information can be changed, but it records who changed it and at what time and date it was changed.

How do applicants access our application? Is it from our web site? And does that take them to yours?

Answer: It is accessed on our web site, but once an applicant clicks on our web site, it takes them to SearchSoft's system which is web based.

How do we get our current pool of applicants loaded into this new system?

Answer: Districts that are converting to SearchSoft send a letter to all current applicants stating that on a certain date that their application will become invalid. It encourages them to apply online so they can be considered for employment.

Once an applicant is hired, what or how does the application get taken out of the available pool of applications?

Answer: HR will have to take them out of the system when they place them into Marathon.

How can the system identify the college site where we spoke with an applicant? Can codes be placed in the system which will show the recruitment career fair attended?

Answer: xxxxxxxxxx

How do we know when an application has been submitted?

Answer: HR can go into the system and review all submitted applications under new applicants. Even if they are not complete. Principals should not be able to do this.

What do you take with you recruiting in order to allow applicants to apply?

Answer: A business card with your web site address.

Have you saved any money in recruiting material reproduction cost?

Answer: We haven't thought about doing that. It is a good idea and we could do this.
We need to look into doing this.

Did you experience any resistance from applicants (currently in your old system) when you notified them that they needed to resubmit their application in the new system?

Answer: No resistance what so ever.

Are there any benefits to having the information stored off site with SearchSoft?

Answer: For us, we could have lost all of our material during the recent hurricanes.
However, all our information is stored off site by SearchSoft.

Have there been any negatives with this system?   Any complaints?

Answer: None. We have zero complaints.

Is the cost of the system justified?

Answer: Yes. We don't feel it is expensive. We view it as a cost of doing business.

Do you ever upload anything to the applications? Licenses, work references etc.? How do you do that?

Answer: We don't. However, it can be uploaded with a scanner.