GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement

REQUEST FOR INFORMATION (RFI)

TO: Potential Offerors

SOLICITATION No.:   Doc7031886

CAPTION: Applicant Tracking System

ISSUANCE DATE: August 2, 2024

DUE DATE: August 16, 2024, by 2:00 p.m., ET

The District of Columbia, Office of Contracting and Procurement, on behalf of the Office of The Chief Technology Officer (OCTO) is looking for information from vendors to upgrade their applicant tracking system and careers website (careers.dc.gov) to replace the **eRecruit** module of Human Capital Management System (Oracle PeopleSoft)."

1. **Treatment of RFI Responses and Contractors**

   This is not a request for proposals, offers, or bids. A contract will not be awarded from the issuance of this solicitation for information.

   Pursuant to 27 DCMR 1601, this RFI is for planning purposes. The District plans to release a formal solicitation for proposals or bids following the review of RFI responses. The District intends to use the information in the responses to establish parameters and requirements to be included in a formal solicitation. Potential respondents must determine for themselves, the relative advantages and disadvantages of responding to the RFI.

   The District assumes no responsibility or liability for any potential claim of harm and damage. By submitting a response, the respondent expressly acknowledges that the District assumes no such responsibility or liability.

2. **RFI Submission of Responses**

The RFI responses must address the questions listed in the portal. Respondent's answers to each question should be identifiable by the section and number it corresponds to. Responses must be submitted via the District's e-sourcing procurement automated system.

"Request for Information.:Doc731886 Applicant Tracking System

3. **Response Submission Closing Date**

The closing date for receipt of responses is August 16, 2024, 2:00 P.M. ET.

4. **RFI Questions**

Respondents may submit written questions to the Contract Specialist, Lorraine Stanislaus, via the e-sourcing procurement automated system by **10 a.m. ET on August 12, 2024**. All responses to questions will be published via the e-sourcing procurement automated systems.

5. **Abbreviations and terms**
   - ATS: Applicant Tracking System
   - DCHR: DC Department of Human Resources
   - DCPS: DC Public Schools
   - DPR: Department of Parks and Recreation
   - MOTA: Mayor's Office of Talent Acquisition
   - MOU: Memorandum Of Understanding
   - OCA: Office of the City Administrator
   - OCP: Office of Contracting and Procurement
   - OCTO: Office of the Chief Technology Officer
   - PeopleSoft application is an Oracle product line designed to support human resources functions.
   - "Vacancy announcement, or "job posting", is the description of the job in everyday English that is shown to the public on careers.dc.gov, and possibly other jobs websites such as LinkedIn. As well as describing the role, it includes notes on the required experience/skills/credentials/licenses, a description of the agency, the salary range, office location, benefits available, and a non-discrimination statement.
   - "Position Description" (PD) is the detailed, legal description of the job that is used for performance management; it is not intended for recruiting though it will inform the text in the vacancy announcement.
   - "Disposition" is the process of moving a candidate along in the hiring process or removing them from consideration.

6. **Background**

The Government of the District of Columbia wishes to upgrade its applicant tracking system and careers website (careers.dc.gov) to replace the **eRecruit** module of the Human Capital Management System (Oracle PeopleSoft).

Once a candidate is hired, onboarding will continue to be performed through PeopleSoft. One aspect of our recruiting system that is non-standard and cannot be changed is that candidates are given a score out of 100 based on their responses to a set of screening questions specific to the job. These questions are presented to the job seeker as part of the online application process.

Additionally, preference points are given to applicants that are:

a. DC residents (10 points)
b. Veterans, or potentially spouses of veterans (5 or 10 points depending on specific circumstances) or
c. In DC foster care, or were in the last 5 years (10 points)

Points awarded in these preference categories are added to those gained from answering the questions and then the candidates with the highest scores that meet the minimum requirements are sent to the hiring manager for review.

Agencies/Departments/Offices, "independent hiring authority" and "tiers"

The various organizations with District government may be called "agencies" (such as the *Child and Family Services Agency*), "departments" (such as the *Department of Human Resources*), or "offices" (such as the *Office of the Chief Technology Officer*" but the names do not imply any hierarchy. For the purposes of this document, they are all covered by the word "agency".

For historical reasons, some agencies have "independent hiring authority" which means they can set their own policies and procedures for hiring staff and so may act without any involvement from DCHR (DC Public Schools being the largest example), or they may set up an MOU with DCHR to perform many hiring functions for them (for example, DC Public Library is, by an 1896 Act of Congress, outside the control of the Mayor and yet jobs there are advertised on careers.dc.gov).

Existing system

The District self-hosts a modified version of Oracle's PeopleSoft Federal version 9.2 for all aspects of personnel management including recruiting. The eRecruit module – the part we wish to replace – is used to process applicants and to display 100–200 vacancy announcements on https://careers.dc.gov.

DC government has around 39,000 employees but any new system will cover around 18,000 because DC Public Schools (about 12,000 employees), the Metropolitan Police Department (about 4,000 employees), the Office of the Chief Financial Officer (1,400 employees), and the University of DC (1,500 employees) use separate systems.

As of June 21, 2024, there are 397 eRecruit users in the District government.

7. **What we need from offerors:**

   A. <u>Integration with PeopleSoft:</u> Data will need to be imported from, and exported to, PeopleSoft. For instance, to post a position, information to be imported from PeopleSoft will include classification, position description, salary table, list of staff for approvals, interviews, etc. When a candidate is hired, all the information collected about them, and associated documents, is exported to PeopleSoft Interaction with Peoplesoft shall be through the Oracle SOA Gateway.
   B. Offeror should indicate that their product appears to meet the requirements and whether each requirement can be met as-is, with configuration, or with customization.
   C. If requested offerors must provide demonstrations.
   D. Offerors should provide an approximate price for the requirement outlined here.

8. **Requirements**

8.1 Implementation including integration with eRecruit/PeopleSoft

   a. The ATS system shall be set up initially as a **pilot** to work with OCTO, OCP, and DPR which have about 600 employees combined.

      If successful, the system will be implemented District-wide (with the exception of agencies that run their own systems) covering around 20,000 employees.

   b. A mandatory need for this role put will require that **vacancy announcements entered in the new system must appear to a job seeker who started their search on careers.dc.gov**.

      The ATS system shall require an API during the pilot phase that fulfills this need.

   c. The ATS system shall import existing HR staff accounts. There are **87** HR staff currently using eRecruit in the 3 pilot agencies, or at DCHR supporting them.

   d. The ATS system shall export job applicant details and associated documents to Peoplesoft when a person is hired.

9. System Architecture

a. The ATS system shall be web-based with a public-facing site available to anyone with a secure internet connection; the staff-facing system shall be available only to authorized District government staff.

b. The ATS system shall accommodate concurrent access by at least 500 external users (members of the public) and 100 internal users (District government staff) without a noticeable drop in performance. (Peak traffic for external users in April 2024 was 8,000/day.)

c. The ATS system shall have a [Largest Contentful Paint](#) (LCP) time of 2.5 seconds or less on all pages.

d. The ATS system shall be cloud-based.

e. The ATS system shall include a résumé parser so that candidates do not need to enter their education and work experience unless the parser cannot understand the résumé. Information extracted will be used to prepopulate fields while still allowing the applicant to edit their information.

   In the event that an educational institution or certificate/diploma/degree is not recognized, the applicant should be asked for confirmation and then add to the system.

f. The ATS system shall support multiple positions on a single job posting/position number.

g. The ATS system shall support the creation of sets of questions by hiring managers to be presented to candidates as they apply. There must be at least 4 and up to 15 questions.

Answers can be multi-choice (with scores) or open-ended (text, not scored); questions can be weighted to reflect importance and scores must total 100.

h. Question sets must be reusable for other positions so there must be some search function to find them.

i. The ATS system shall allow the possible answers to multi-choice questions to be entered at the same time as the associated question rather than being entered separately and later linked.

j. The ATS system shall **score candidates out of 100** based on answers given by the candidate to questions described in item 7 that are presented during the application. Preference points for District residency, veteran status, and foster care status are added to the final score after the question set score, for a total maximum score of 130 points.

k. The ATS system shall award **10 points** to an applicant if they claim **residency preference** (§213 of the District Personnel Manual) in addition to the score they received on the 100-point question set. Applicants who claim residency preference must certify that they are residents of the District and must agree to maintain residency for seven consecutive years from the effective date of the employee's appointment. When a current District government employee, who has received residency preference, applies to a different District government position and elects to use residency preference again, they must maintain residency for an additional seven years from the start date of their new job. However, if a current District government employee, who has received residency preference, applies to a subsequent position and chooses not to use residency, they must still maintain residency for seven years from the date of their initial appointment.

The ATS system shall allow applicants in the Career Service and Educational Service (ES) to claim veterans' preference and be awarded either a 5-point or 10-point hiring preference. Details are explained in §214 of the District Personnel Manual. (The preference does not apply to positions in the Legal, Excepted, and Management Supervisory Service.)

If the user is not claiming veterans' preference, the ATS system shall not display other questions about military service. This is a nice to have feature but not required if the implementation process is complex and cost prohibitive.

l.   The ATS system shall list these documents that can be uploaded to support a veteran's preference claim:

- A copy of the Department of Defense Form 214 (DD 214), Certificate of Release or Discharge from Active Duty;
- Certificates indicating Honorable Discharge or General Discharge under honorable conditions or documentation provided to establish eligibility pursuant to § 214.3;
- Certificate of transfer to Fleet Naval or Marine Corps Reserve;
- Certificate of transfer to Enlisted Reserve Corps;
- Report of separation from Service Department, provided honorable separation is shown;
- Certificate of Satisfactory Service of release from active duty;
- Official statement from Service Department that honorable separation was effectuated; or
- Certification from the U.S. Department of Veterans Affairs indicating that the veteran has a service-connected disability.

m.   The ATS system shall allow applicants to claim a **10-point hiring preference** if they are 18-21 years old and in a **foster care** program administered by the Child and Family Services Agency (CFSA), or currently a resident of the District and left such a foster care program within the last five years. Details on foster care youth employment preference is found in §215 of the District Personnel Manual.

n.   In accordance with official District personnel rules (§215.2), the ATS system shall tell the applicant claiming foster care preference that they "*must provide a letter or other documentation satisfactory to the personnel authority, from CFSA or the Family Court of the D.C. Superior Court showing that the applicant is currently in foster care or showing the date the applicant left CFSA's supervision*" and allow them to upload such a document.

o.   The ATS system shall screen candidates and **reject those that score less than 70** (§216.1) after hiring preference points have been added, or that, where required, failed to provide responses to open-ended questions that explain their answers to multi-choice questions.

p.   The ATS system shall support multiple roles or user types. Users in each role will be restricted to the parts of the system to which their positions require access. The following list is only indicative:

- Approver (finance)
- Originator

- Hiring Manager
- Recruiter
- Dept Human Resources Admin
- Tech Admin
- Read-only

q. The ATS system shall be structured in such a way that users at the "higher" level can access data that are owned by the users "below" them. Specific access type to the data (i.e., view, add, edit, etc.) is defined within the user roles/profiles. Staff at one agency shall not have access to data at another. (Agencies can be thought of as subsidiary companies in the private sector.)
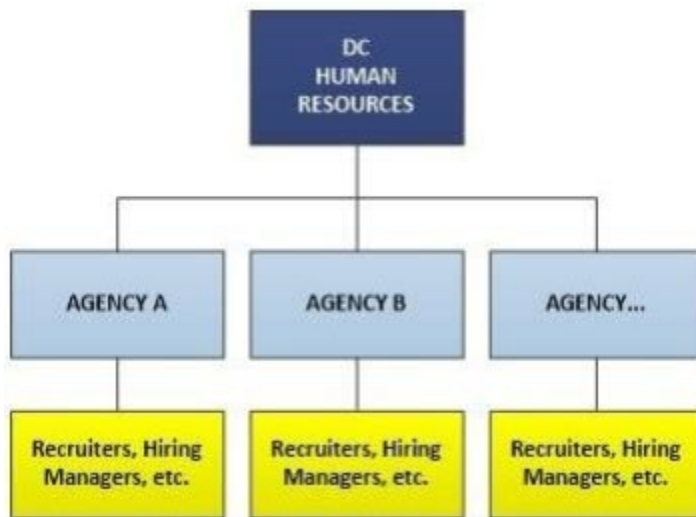
i. The ATS system shall allow jobs to be classified into one of several categories including, but possibly not limited to:

- Career Service (CS),
- Educational Service (ES)
- Management Supervisory Service (MSS)
- Legal Service (LS)

j. The ATS system shall allow agencies to be classified as Tier 1, Tier 2 or Tier 3 based on their relationship with DCHR and defined in the Background section of this document.

k. The ATS system shall route all job offers for "subordinate agencies" to DCHR for approval.

l. The ATS system shall allow the following information to be made available to a job applicant or their designated representative upon request:
- Any record of performance or supervisory evaluation not submitted by the candidate used in selection considerations;
- Whether the applicant was eligible based on the minimum qualifications, including any selective placement factors for the position;
- The job requirements; and
- Whether the applicant was referred to the selection official

m. The ATS system shall keep records related to each applicant.

During the hiring process, records should be created and updated throughout the process. **Merit Staffing Case Files shall be maintained for two years** following the date of selection or cancellation. Merit Staffing Case Files are maintained for Tier 3 agencies at DCHR, and Tier 1 and 2 agencies maintain their own staffing files. At a minimum, the Merit Staffing Case Files must be uploaded and stored, and include the following:
- A copy of the job requisition and position description;
- Job requisition amendments or cancellation, if appropriate; Selection Certificate, e-Recruit screening results, interview notes;
- Signed employment application (or resume);
- Signed copy of the offer letter;
- General suitability screening checklist;
- If applicable:
  a. Enhanced suitability notification;
  b. Proof of preference documents (foster care youth, residency, and veterans preferences);
  c. Proof of Pathways to Government Employment priority consideration;
  d. Travel and/or relocation expense requests; or
  e. Hiring bonus and/or additional income allowance;

- Job analysis documentation, evaluation methods, and a system for combining evaluations to obtain final scores;
- The original Register (formerly known as the Selection Certificate), which indicates the selection or other final action on the case;
- If a selection was made, a copy of the *Checklist for Submission of Competitive and Noncompetitive Actions* (Attachment 2) should be submitted to DCHR; All applications submitted for the vacancy, notification to applicants, and rating materials for the position;
- All other written material required by the provisions of this Guide that are relevant to the case, such as names and positions of panel members, notes produced during ranking panel considerations, etc.;

- Record of action taken under priority consideration program; and
- Copy of all DCSF-62 *Ranking Panel Member Profile and Pledge of Confidentiality Forms*.
- Like a personnel record, Merit Staffing Case Files must be kept confidential and access to this information shall be restricted to necessary parties."

n. The ATS system shall prevent the posting of a vacancy announcement until an approved Job Requisition has been obtained.

o. The ATS system shall classify a position at Grade 7 or lower as "**entry level**". Additionally, the system shall allow positions at a higher grade to be classified as "entry level". (From https://edpm.dc.gov/issuances/career-pathways-entry-level-jobs-resident-district-graduates/)

p. "For a competitive **entry-level** position in the Career Service, the system shall include the following language in the vacancy announcement for the position:
"This position is part of the Pathways to Government Employment Partnership Program. District residents who received a high school diploma from the District of Columbia Public Schools or a District public charter school or received a GED or its equivalent from the District of Columbia and have three (3) years or fewer of prior work experience will receive priority consideration for this entry-level position. Applicants must provide a high school transcript, GED certificate, high school diploma, or other applicable documentation along with verification of District residency before the District government may extend a final offer of employment."

q. The ATS system shall accept applications from resident District graduates for each competitive **entry-level** position for at least five business days.

r. The ATS system shall prevent the posting of a vacancy announcement until the DCHR, Human Resources Solutions Administration (HRSA) has approved the vacancy announcement.

s. The ATS system shall allow a vacancy announcement to be posted for a set period of time from a minimum of 3 days to a maximum of 6 months.

t. The ATS system shall send notifications to HR staff when a vacancy announcement is closed, or at set intervals, typically 15 [calendar] days, if the position is open for an extended period.

u. The ATS system shall allow HR staff to see a list of candidates ranked by score with links to their résumés and answers to questions for easy review. If HR staff determines that the applicant's score is not supported by their résumé or written answers, the system shall allow HR staff to disqualify the candidate.

The system shall then allow the HR staff forward a group of 5 or 10 candidates to the Hiring Manager to consider for interviews. [See below on tie breakers.]

v. If more than one candidate is tied for the 10th highest score, the system shall allow HR staff to select either of the following methods to break the tie:

   I.   The candidate with the highest last digit of their applicant identification number will be among those candidates certified on the selection certificate.
   II. Omit the numerical scores of the ten (10) "*Highest Qualified*" candidates. (Rare manual process.)

w. The ATS system shall allow the Hiring Manager to request the details of the next 5 or 10 top candidates only if all of the candidates from the first group are disqualified. The ability to choose 5 or 10 candidates is dependent on how many candidates the Hiring Manager selected for the first register pull; if a Hiring Manager disqualifies 5 candidates, they may only review candidates by 5. This process continues until the position is filled or the register is exhausted.

x. The ATS system shall ask applicants if they have successfully completed either of the following. If either of these is true, then the selection official shall be notified. (If the candidate is among the top 10, they must be interviewed and if not selected, written justification for non-selection must be sent to DCHR for approval.)
   - the **Certified Public Manager** program through DCHR and the George Washington University, or
   - at least two rotations or one year in the **Capital City Fellows** program

y. For applications by Certified Public Managers and Capital City Fellows, the system shall allow a selection official to enter a justification for non-selection into the system to be sent to DCHR for approval. The system shall then notify the relevant DCHR employee that their approval is required. The system shall then allow the DCHR employee to mark the justification for non-selection as approved, or not approved and accept text comments. Upon submission, the selection official shall be notified.

z. The ATS system shall forward the top 10 candidates to the selection official using the "Register" (formerly the "**Selection Certificate**") with the names of the applicants in order of priority and in alphabetical order. This list must include any eligible priority placement candidates and approved leadership program applicants.

ORDER OF REFERRAL FOR APPLICANTS WITH PRIORITY CONSIDERATIONS
- Qualified employees under the Agency Reemployment Priority Program (ARPP) and Displaced Employee Program (DEP) shall be referred first to the hiring official.
- For competitive, entry-level positions in the Career Service, qualified applicants under the Career Pathways Program shall be referred second to the hiring official.

Qualified applicants with the below preference/priority consideration may be referred at the same time with the appropriate acronym for the preference/program next to the applicant's name on the selection certificate:
- Veterans preference (VP);
- Residency preference (RP);
- Foster Care Youth Preference (FRP); and
- Approved leadership programs (Certified Public Manager (CPM) and Capital City Fellows (CCF)).

aa. The ATS system shall allow the names of 3 - 5 members of the interview panel to be recorded.

bb. The ATS system shall allow the names of 2 alternate panelists to be recorded.

cc. The ATS system shall allow "D.C. Standard Form (DCSF) 62, Merit Promotion/Staffing Panel, Ranking Panel Member Profile and Pledge" to be provided to each member of the interview panel and for it to be uploaded if a scan of a physical copy is required, otherwise for it to be signed digitally.

dd. The ATS system shall allow interview panelists to record notes about the interviews of which they are a part.

ee. The ATS system shall allow a written justification for selection of a candidate to be recorded.

ff. The ATS system shall allow the agency head, or his or her designee, to record their own justification for rejection if they also interview the candidate.

gg. The ATS system shall include a workflow that routes 11Bs (Hiring & Pay Exception Request) to four levels of approvals.

hh. The ATS system shall allow the HR staff to upload relevant documents to be associated with the application.

ii. The ATS system shall be able to report, by agency:

- A list of mission-critical positions; [This implies that a position can be marked as mission-critical.]
- Core competencies by position type to include all positions;
  [This implies that core competencies can be associated with a position.]
- The number of new hires within the last two (2) years;
- The average time to fill a position; and
- The current number of vacancies

jj. The ATS system shall allow a position to be identified as requiring a specific license, allow the applicant to upload a copy of their license, and then screen for validity (i.e. valid date on licensure, appropriate license).

kk. The ATS system shall ask the applicant to confirm work eligibility via Form I-9. This also includes to ability to upload supporting documents. Acceptable documents, based on citizenship, are outlined in the DCHR issuance *Employment Eligibility Verification*.

ll. The ATS system shall allow the HR staff to specify if a posting on careers.dc.gov is available to:
1. the public (anyone can view the vacancy announcement and apply), or
2. just to District employees (visible only to District employees – they have a dc.gov email address and/or they indicated that they are an employee on a previous application).
3. just employees of the agency (ideally visible only to District employees at the agency, but if visible to all District employees – as is the case now – make clear the position is open only to employees at the agency and if someone else applies, disposition them as "110 – Not Selected").
4. participants in special employment programs.

mm.   The ATS system shall allow the applicants who claim residency preference to certify that they are a DC resident and agree to maintain residency for 7 years.

nn. The ATS system shall include the provided language in the position vacancy announcement if a Career, Management Supervisory, or Educational service position has a salary range that includes or exceeds $150,000:

"If the position you are applying for is in the Career, Management Supervisory, or Educational Service at an annual salary of one hundred fifty thousand dollars ($150,000) or more, you must establish residency in the District of Columbia within one hundred eighty (180) days of the effective date of the appointment and continue to maintain residency within the District of Columbia throughout the duration of the appointment."

[At the time of posting, we know if this position meets the specified criteria. It should read "*Since the position...*" but changing the text will probably require Council intervention.]

oo. The ATS system shall support the DC grade/step matrix

pp. The ATS system shall integrate with the Outlook accounts of the members of the interview panel so that **applicants** can schedule/reschedule interviews and receive reminders for interviews, or if DC staff schedule the interview, to accept or decline the invitation.

If District staff schedule interviews, the system shall provide the candidate with multiple options.

qq. The ATS system shall be able to perform a keyword search of saved résumés from current and past applicants (within a date range) and then within the results, allow the HR staff to view/download the résumés and add those candidates to a list of possible candidates for a position.

rr. This ATS system shall notify candidates by email, text message, or both (based on applicant's expressed preference) when there is a change in status of their application. This could be when their application is rejected (they did not score 70, failed to meet minimum requirements, failed to provide responses to required open-ended questions, were not selected for interview, another candidate was selected etc.), or when their application is moved forward.

ss. The ATS system shall have the option for DCHR HR Specialists to push a hiring packet back to the agency for revision when there are deficiencies rather than simply denying/rejecting it. The system shall allow comments to be attached by both the HR Specialist and agency staff.

Additionally, the system shall have the ability to notify the next approver of the hiring packet after a certain timeframe automatically.

tt. The ATS system shall allow identification of key skill sets for the position, match applicant skills to the position requirements, and generate a pool of potential qualified candidates based on skills.
[This relates to the "non-person-profiles" that PeopleSoft can use for positions but this functionality is not currently used.]

uu. The ATS system shall automatically save user entered data on a regular basis, at least once a minute. This applies both to job seekers completing applications and HR staff working in the system.

For HR staff, the system should be configurable so that the time at which they are logged out can be set to some arbitrary time period.

vv. The ATS system shall not allow multiple accounts to be created using the same email address.
[As is possible now.]

ww. Search results shall include salary grade and agency name (not the code)

xx. The ATS system shall display the anticipated timeline for application processing

yy. The ATS system shall allow applicants to complete their application out-of-order and to advance to later questions without fully completing earlier questions.

10. Optional Features – Nice to have

The system shall include a chat function so hiring managers can communicate effectively with recruiters and DCHR inside the system.

11. User Interface (for job seekers)

Since we need to collect the same information, it is assumed that the replacement system will ask applicants the same questions that we do now as detailed in the document "Questions currently asked" (Link for DC government employees https://dcgovict.sharepoint.com/:w:/s/mopi/EQDCOzl6reNOruwPgPlKYcABHp2ru4sied9VE1dOpZQLTw?e=iYTy6Q) except:

1. *Q: I am willing to travel*
   A: never/rarely, up to 25/50/75/100% of the time
   I suspect this this question is included by default in eRecruit and no one thought to take it out even though it is not relevant to DC government staff.
2. questions about work experience and education unless the résumé parser is unable to understand the uploaded résumé

   The order in which questions are asked may change.

A. The ATS system shall be Section 508(c) compliant and shall be available on any device (mobile and desktop).

B. The ATS system shall allow the job seeker the option to see the password they enter

C. The ATS system shall allow the job seeker to upload their résumé from LinkedIn and possibly other popular job websites
Nice to have

D. The ATS system shall allow the job seeker to upload documents that they believe are relevant such as a résumé, cover letter, certificates/diplomas/degrees, licenses and proof of residency.

15

After a job seeker has uploaded a document such as a résumé or license, the system shall make it available to the job seeker to include in subsequent applications.

E. The ATS system shall allow applicants to log into an applicant portal and view the status of their applications, next steps, and be alerted automatically when they've moved on to the next stage of processing, or they have been rejected from a position.

F. The ATS system shall allow an applicant to **update** the résumé or other document they've used for a current, open job application.

G. The ATS system shall allow applicants to see vacancy announcement for positions they've applied for.

H. The URL displayed for a job posting on the public careers site should be shareable. [Incredibly, that is not the case now on careers.dc.gov. Copying the URL and pasting it in another browser takes you to the home page!]

I. The links listed in the search results page should be actual links so the user can right-click and select "Open in new tab". [Again, this is how normal websites work but the results page on careers.dc.gov relies on some Javascript to take you to see the job posting so you can't open in a separate tab and retain a tab with the search results.]

J. The ATS system shall include clear instructions and functionality on how to edit and remove previously uploaded documents.

K. The ATS system shall allow the job seeker to search for jobs based on the search phrase they enter with the most relevant results displayed first but with the option to sort by date of posting, or the closing date.
    Nice to have

L. The ATS system shall allow search by Position ID.

M. The ATS system shall allow applicants to save their favorite jobs and categorize them in lists
    Nice to have

N. The ATS system shall allow the job seeker to filter search results by agency/department

O. The ATS system shall allow the job seeker to filter search results by minimum/maximum salary

P. The ATS system shall allow the job seeker to filter by work location (or better, by commuting time from a specified address as seen in this demonstration: https://sweetandsour.org/files/isochrone.html)
    Nice to have

Q. The ATS system shall allow the job seeker to filter for positions open only to internal candidates, or open only to candidates within a specific agency – if they are logged in and known to be a current District government employee

R. The ATS system shall allow the job seeker to filter for entry/mid/senior-level positions. [Entry-level are Grade 7 and below though other positions can be specified as "entry"; need to clarify at what point a position becomes officially "senior" but could also base it off the Grade – perhaps 12 or above.]

S. The ATS system shall allow a job seeker to save a search term and be notified when a new position is posted that matches the saved search.

T. For applicants who have applied before, the ATS system shall provide the option to prepopulate form fields based on their last application and reuse previously saved documents.

U. The ATS system shall allow the job seeker to express their preference for notifications: email, text, or both

V. The ATS system shall allow people who have been sent a job offer to sign all of their hiring / onboarding paperwork inside of their applicant portal (rather than downloading, signing, scanning, and sending back via email).

W. The ATS system shall have a "Refer a Friend" button to share positions with people they think might be interested.
    [Be aware of the security risk: The functionality should allow the sender to enter their name, their friend's name and email address and probably no more because if the sender can add random text, this will be hijacked by spammers which could lead to servers sending legitimate DC government emails being blacklisted.]
    Nice to have

X. The ATS system shall offer a very wide range of pronoun options for the applicant to choose from

Y. The job postings shall allow a job seeker to mark a position as a "Favorite" and the system shall include a page where all those Favorites are displayed...

to allow applicants to keep in touch via LinkedIn if they are not ready to apply
[It is unclear what this second part of the sentence means.]

The page that displays the Favorites shall include the position number, salary range and grade under the title
Nice to have

Z. The ATS system shall allow a job seeker to mark multiple positions on the Favorites page for **simultaneous application**.
[Question sets for all those positions will have to be displayed together.]

a. The ATS system shall automatically route applicants to a "My Jobs" page after you apply so you can see the application was submitted to track its status.
[PV: I urge not using "My Jobs"; just "Applications" would be better.
https://ux.stackexchange.com/questions/4348/your-vs-my-in-user-interfaces
https://medium.com/@jsaito/is-this-my-interface-or-yours-b09a7a795256]
Nice to have

b. The ATS system shall notify the job seeker, in clear language, every time there is a status update.

c. The ATS system shall have a simple and easy way for users to reset their passwords using email (Must have)
and text. (Nice to have)

d. The ATS system shall include a search filter for career field such as "accounting" or "IT".
[This will require that positions be tagged with a career field .]

e. The ATS system shall include a search filter for skills and competencies.
[This would require all positions to be tagged with relevant skills and competences. In PeopleSoft, this would be the "non-person profile" which we are not using. It is an additional burden on staff. Possibly AI can guess.]

f. The ATS system shall include a reference guide detailing the functions and responsibilities of District government agencies.
Nice to have

g. The ATS system shall allow the job seeker to stay logged in indefinitely via "Remember me" checkbox or similar with warning about shared computers.
Nice to have

h. The ATS system shall automate a weekly job vacancy newsletter and send it to potential applicants based on the contents of their résumé.
Nice to have

i. The ATS system shall allow a job seeker that is **not logged in** to upload their résumé and get a list of recommended jobs. If the job seeker is logged in and had previously applied for a job and so we know more information about them, the list of recommended jobs should be refined.
Nice to have

12. **User Interface (for HR staff)**

a. The ATS system shall allow users to sign in using the single sign-on system maintained by the Office of the Chief Technology Officer (OCTO).

b. The ATS system shall provide a snapshot of the hiring portal that displays the status of each candidate's disposition for each role. Additionally, it will track and display the amount of time to fill positions (from when it is first posted to when an applicant is hired.)

c. Files uploaded by, or about, the applicant shall be available to staff for the creation of the hiring packet.

d. The ATS system shall provide automated pop-up notifications when a user is attempting to do anything that will erase progress or information from the system, prompting them with "*are you sure you want to do x?*"

e. The ATS system shall provide a dashboard, or possibly a dashboard for each staff role – agency hiring manager, DCHR Specialist etc. - showing them the status of applications that they are in some way associated with and then links to take actions or to see details.

For HR Specialists, the dashboard would allow them to see applicants for a position and allow them to "disposition an applicant throughout the process".
Nice to have

f. The ATS system shall update the URL in the browser as the HR staff uses the system so that if they open a new window with the same URL, a duplicate page of whatever they were working on will appear rather than returning to the home page. [See Sharepoint for an example of what to avoid.] Consider a "Duplicate window" menu option.

g. The ATS system shall have an internal employee directory storing information on current employees, similar to a LinkedIn profile.

h. The ATS system shall allow DCHR to designate which documents are required for the applicant to upload.

i. The ATS system shall allow DCHR to turn on a setting that does not allow applicants to move forward in their application without uploading required documents.

j. The ATS system shall include a preview of the application questions and complete vacancy announcement before posting.

k. The ATS system shall include automated notifications to hiring managers when a position is vacant, prompting a workflow on how to manage the vacant position and build everything required for the vacancy announcement and position.
Nice to have

l. The ATS system shall provide an alert when a Position Number associated with an open recruitment effort has changed.
Nice to have

m. The ATS system shall provide **vacancy announcement templates** that integrate a rich-text editor, with functionality like Microsoft Word, to allow the creation of formatted vacancy announcements that may include pictures and tables.
Nice to have

n. The Position Description for the position will be displayed in the template, or linked, to inform the construction of the vacancy announcement.
Nice to have

o. The ATS system shall review the requirements for the position and automatically include default text in the template for special situations such as residency requirements for those earning over $150,000, drug testing for those with such requirements etc.
Nice to have

13. Data Structure

These come from the JobScience manual (JobScience was used 2014-2017). The current PeopleSoft system may have a slightly different configuration, but we can assume the new system will need to be similar. Vendors should take this as a guide.

A. Create Job Opening:
   a. Job Title
   b. Job ID

20

    c. Date Opened
    d. Date Closing
    e. Location- Full / Part Time- Regular / Temporary
    f. Area of Consideration
    g. Number of Target openings
    h. Number of Available openings
    i. Agency
    j. Salary Plan
    k. Grade
    l. Salary Range

B.   Other Job Details:
    a. Job Opening Type
    b. Business Unit
    c. Department
    d. Position Number
    e. Recruiting Location
    f. Work Period
    g. Travel Percentage
    h. Pay Plan
    i. From Grade
    j. From Step
    k. Bargaining Unit

C.   Managing Job Opening:
    a. Applicant Name
    b. Applicant ID
    c. Type
    d. Disposition
    e. Application
    f. Resume
    g. Mark Reviewed
    h. Route
    i. Interview
    j. Reject

D.   Agencies
The Agencies are prepopulated with their Agency Name, Code, and Tier designation. Contacts of the agencies (i.e., employees) are also associated with the Agencies object. The data in the Agencies object is managed by DCHR Administrators and/or OCTO Administrators.

E.   Applications
All candidates who will be considered for a requisition must have an application record created to process them forward.

F.   Associated with each Application are:
   a.   Submittals
Candidates who have been submitted to the Hiring Manager have a Submittal record created to track the review and decisions of the Hiring Managers. The Submittal record is also where the interview feedback is saved for the panelists assigned to the candidates being interviewed for the requisition.

The feedback record is created automatically through the AMS process when you decide to move the candidate forward to the Interview Scheduled substage. Simultaneously an email with the Interview Feedback form for the candidate will be sent to the interview panelists that are identified on the Requisition.

   b.   Offers
When a Hiring Manager wants to make an offer to the selected candidate, HR representatives will have the opportunity to track the progress of gathering the offer details, offer term approvals, submission of the offer and the acceptance/rejection of the offer by the candidate. When the candidate accepts the offer, pre-employment forms are submitted to them to acknowledge and/or fill out prior to their arrival at orientation.

   c.   Placements
The Placement record is created when the candidate is being processed for hire. The PeopleSoft integration will utilize this record to create/update the hired/rehired/transferred candidate.

G.   Candidates have:
   a.   Employment History
   b.   Education History
   c.   Skills
   d.   Certifications
   e.   References
   f.   Applications
   g.   PeopleSoft Employment History
   h.   PeopleSoft Priority Placement

H.   Requisitions have:
   a.   Interview Panel

        b.   Referrals
        c.   Applications
        d.   Submittals
        e.   Offers
        f.   Placements

I.   Applications have:
        a.   Prescreens,
        b.   Submittals
        c.   Offers
        d.   Placements

J.   Submittals have:
        a.   Assessments (Interviews)