DATE: February 5, 2024

MEMO TO: Mary Ross Cunningham, Chair
                       Diversity and Cultural Awareness Committee

FROM: Mary E. Kann
                       Director of Administration

RECOMMENDATION: Provide policy direction whether to (i) maintain the current blind applicant tracking system, (ii) continue to use the current system with blind applicant tracking features turned off, or (iii) implement the ADP Workforce Now recruitment module that integrates with the current Human Resource and Payroll system.

STRATEGIC DIRECTION SUPPORTED: Leadership

FINANCIAL DATA: There would be no increased cost with either options (i) or (ii). There would be a cost to adding the ADP Workforce Now recruitment module to our current contract, but the cost may be offset by the annual maintenance fee of approximately $9,500 for the current applicant tracking system.

BACKGROUND: In January 2020, this Committee discussed the possibility of an applicant tracking system that permitted blocking the name of the candidate. The District's applicant tracking system at the time did not have the ability to do this, and the District was already in the process of extending the contract with this provider for two years. In 2021 the District further investigated the blind applicant option and solicited proposals for an applicant tracking system, that included "blind" features. In October 2021, the Board approved a contract with the current applicant tracking system provider, with a January 2022 implementation date.

This current system blocks names and other identifying criteria (including address and name and location of schools attended) of candidates prior to the candidate being forwarded by Human Resources to the hiring manager for review. While the system does an initial redacting of what it determines to be the identifying data, each document (i.e., resume and cover letter) submitted by the candidate is reviewed by a Human Resources staff member to make additional redactions or remove improper redactions. This can be a time-consuming process.

Additionally, while the District has implemented the current system, it has not resulted in the hiring of more diverse candidates. Two other hiring processes – rolling recruitment and the elimination of position application deadlines (now open until filled) – that were put in place prior to the system implementation, have expanded the applicant pool and resulted in the hiring of more diverse candidates.

Finally, although the District has benefitted from attending job fairs in the past, District staff has stopped attending and hosting job fairs, because, at job fairs, the employers see the candidates in person, therefore negating the blind process. With continued limited candidate pools, the District's absence from job fairs further reduces its temporary recruitment opportunities.

Staff recommends the third option, implement the ADP Workforce Now recruitment module resulting in better system integration. This will also allow the District to resume hosting and attending job fairs.

REVIEW BY OTHERS: Manager of Board Operations, Director of Finance, Deputy Director of Human Resources & Risk, Corporate Counsel