

Response from Alistair Winter, Assistant Vice Chancellor, Human Resources

Re: iGreentree request:

Greentree Systems, Inc. provides hiring and applicant tracking software for the District. This software is used District wide for the processing of all new hires into the District. The current agreement has been in place for 5 years and after a review of other providers, it was decided to renew with Greentree Systems. Additionally it was recognized that the District needs to provide a more customer friendly approach to onboarding our new hires. Currently new hires have to attend the District office to collect their new hire paperwork and then return it within five days.

Greentree provides a user-friendly software package to provide applicants with an easy to use platform to apply for positions and for hiring managers with the tools to manage the hiring process. This software has been updated to include access from mobile devices, which enhances the ability of applicants and managers alike. The applicant package costs \$18,667 annually and is currently budgeted.

The District HR would like to add an additional module to our current Greentree package to allow for electronic Onboarding of our new employees. This will improve the process to make it more efficient, effective and much more customer friendly.

Onboarding is the process of bringing new employees into the organization. Currently new employees have to attend HR to collect a set of forms to be completed and then return them within 5 working days. New software will allow HR to send the new employee a link to all the forms we require them to complete. The new employee will complete the forms online without having to visit the HR office. They will only have to visit HR to produce a form of ID for the I9. We will also be able to link other orientation documents, videos etc. to the process.

This additional module will cost \$17,500 annually. There are also one-time set-up costs for the Onboarding module of no more than \$10,500.