



## Agenda Item

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**File #:** 23-0059

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**Requested Agenda Date:**

2/7/2023

**Requested Agenda Title:**

Proposed Hire Report - Audit for January 2023

**Requested Agenda Item Description:** As you know, we have implemented a new applicant tracking system in ICIMS. ICIMS is a much more proficient system with a lot more fields that we were not able to track in ADP. When we were pulling the hire report in ADP we did most of the reporting manually. This means we would pull a general report and export into Excel and then have to sort it based on the parameters council needed. With ICIMS we have the capability to build reports that we can run weekly that will automatically pull the parameters and does not require us to manually sort with Excel. With these new capabilities we have also had to learn how to create reports to get the exact information we need. Initially we thought we had created a report that did just that but found out later that there were a small group of jobs that were not being tracked by the report due to requisitions being opened and then closed during the reporting period. We have since adjusted our report and have begun doing a weekly audit to ensure that we are accurately reporting the correct number of jobs that are being posted for recruitment. We apologize for any confusion this has caused and ensure you we are putting fixes in place in order to get the most accurate information we can for Council. The Talent Acquisition team will do a group audit every week for the next month or so. Once we know the report is working correctly, we will do a monthly audit.

**Requested Action:** Discussion - Informational**Presenter(s) (with titles):** Hoa Nguyen - Budget and Policy Analyst**Time Needed:** Less than 5 MINS**Is this Item Time-Sensitive and/or Requesting a Time-Certain?** No**Requesting Staff Member:** Tracy Byington**Are Supporting Documents Needed for this Agenda Item Request?** Yes

Please attach supporting documentation, including presentations, to the Legistar file.

Agenda item requests must be complete and submitted via Legistar Approval Sequence to the Council Administrative & Communications Coordinator by the Wednesday before the upcoming Tuesday meeting at 3:00 PM. Please note that some offices have earlier, internal Approval Sequence deadlines.

Items without necessary supporting documentation may be withheld from consideration for the desired meeting date.

