

Automate Job Applicants Info submission for EEO compliance

SOAIS

Putting Customer First

Agenda

- ❖ Business Case
 - ❖ Objective
 - ❖ Value Proposition
 - ❖ Current Process
 - ❖ To-be Process
 - ❖ Technical Solution
 - ❖ Q&A
-

Business Case

- ❖ Printed job applicant information is required to respond to Office of Federal Contract Compliance Programs (OFCCP) audit.
 - ❖ Auditors typically ask for all applicant documents for a specific Establishment or for a specific Job Group at a specific Establishment.
-

Business Case

- ❖ Current users of PeopleSoft Recruiting system need to follow cumbersome, manual & costly processes to comply

Objective

- ❖ Develop a program to automate submission of EEO compliance documents to US government or Legal.
 - ❖ These documents to be provided in a file that can be searched and/or printed.
-

Objective

- ❖ Merge Data from PeopleSoft Applicant Tables with Attachments from File Server into a Single PDF for a group of Applicants.
 - ❖ Of course, all of the above needs to happen with a single click of a button.
-

Value Proposition

- ❖ Cost and Time savings due elimination of processes like hard copy retrievals / restoring, document tracking, copiers, manual sorting, transmission, security.
 - ❖ Timely and quick response to OFCCP requests.
-

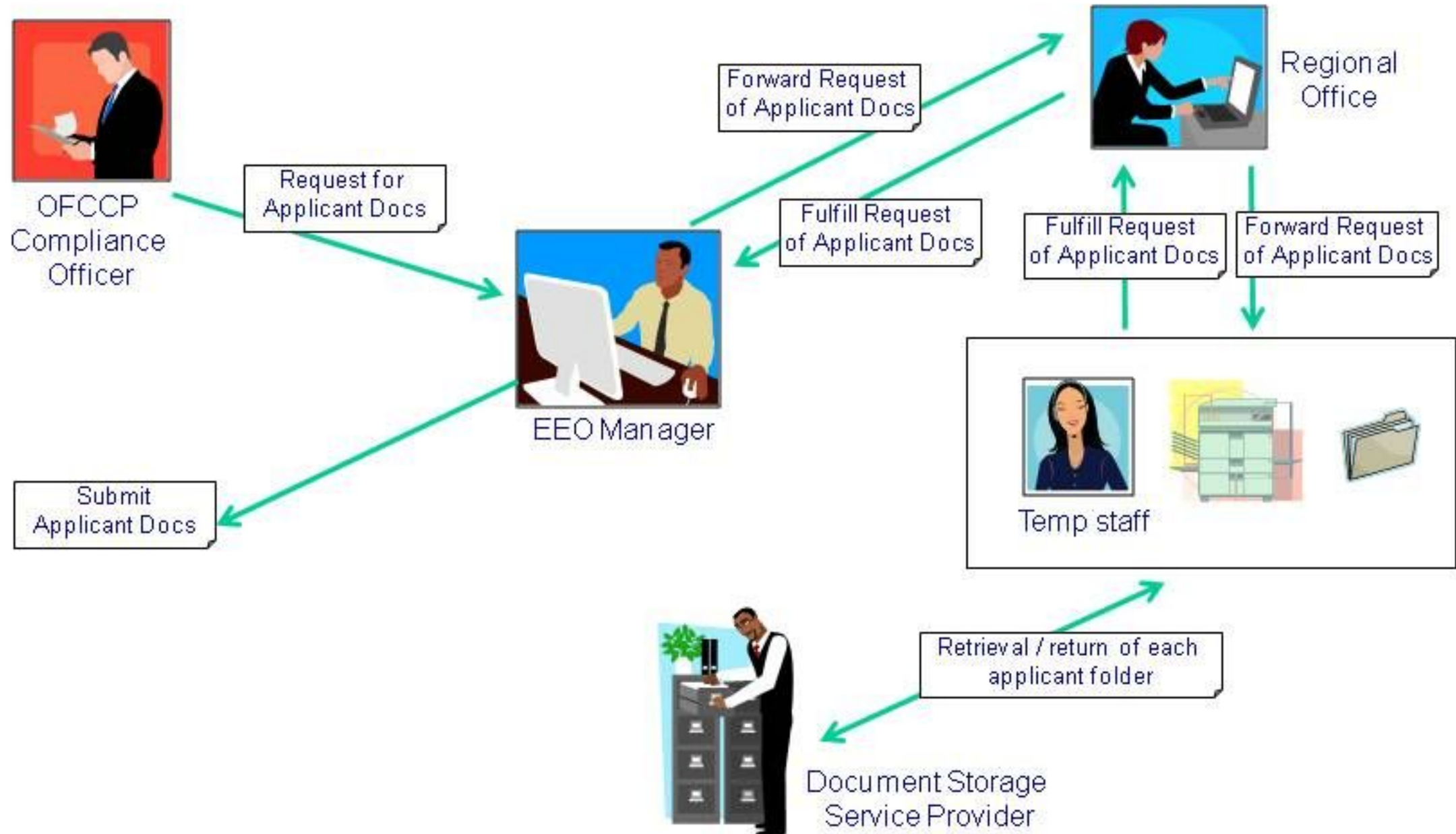
Value Proposition

- ❖ Automated process eliminates chances of errors and reduce costs by being right always the first time
 - ❖ Going electronic is being **environmentally friendly** !
 - ❖ Functionality can be extended to internal hiring teams for consolidated info on applicants
-

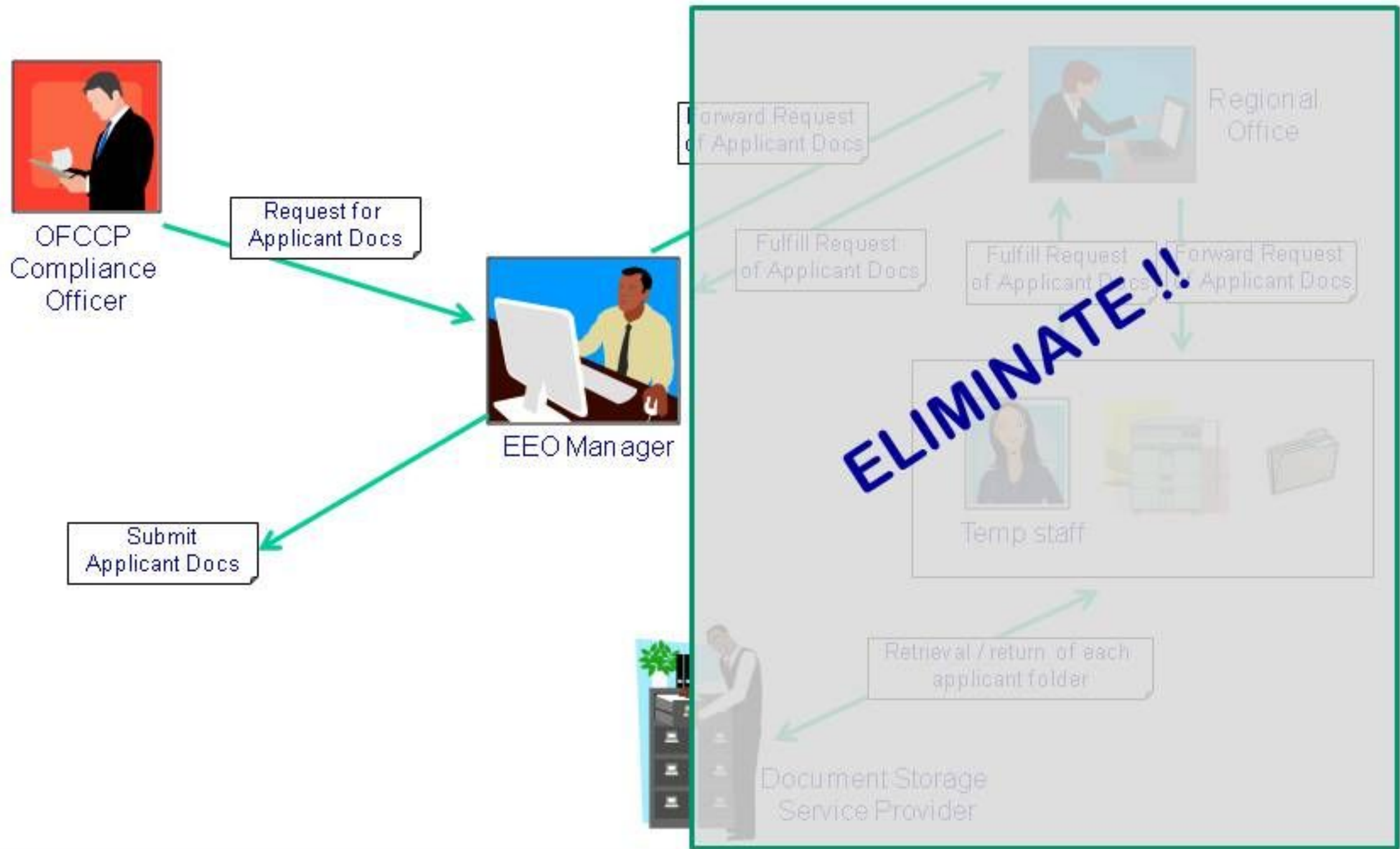
Value Proposition

- ❖ Business - Applicant documents can be filed in electronic employee history folder sometime in future.
 - ❖ Business - Hiring Manager, when reviewing applicants to consider for interview, can print Applicant documents. This allows the Hiring Manager to work off-line when a computer is not available. Sometimes Hiring Managers prefer to compare applicants using printed copies.
 - ❖ Legal - Printed applications are required to respond to alleged complaints of discrimination can be provided in a timely manner.
-

Typical current process



Proposed process



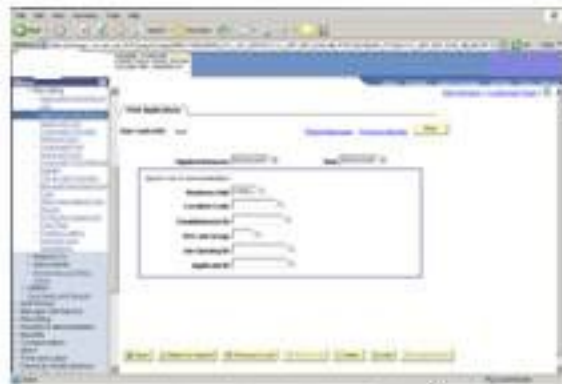
Proposed process

1. Summary output of whose documents are being printed



Document ID	Document Name	Document Type	Document Status	Document Date
1
2
3
4
5
6
7
8
9
10

EEO Manager



2. Application from data entered in PeopleSoft



3. Attached Documents .PDF, .DOC, .HTML

4. Merged files as PDF available for EEO submission

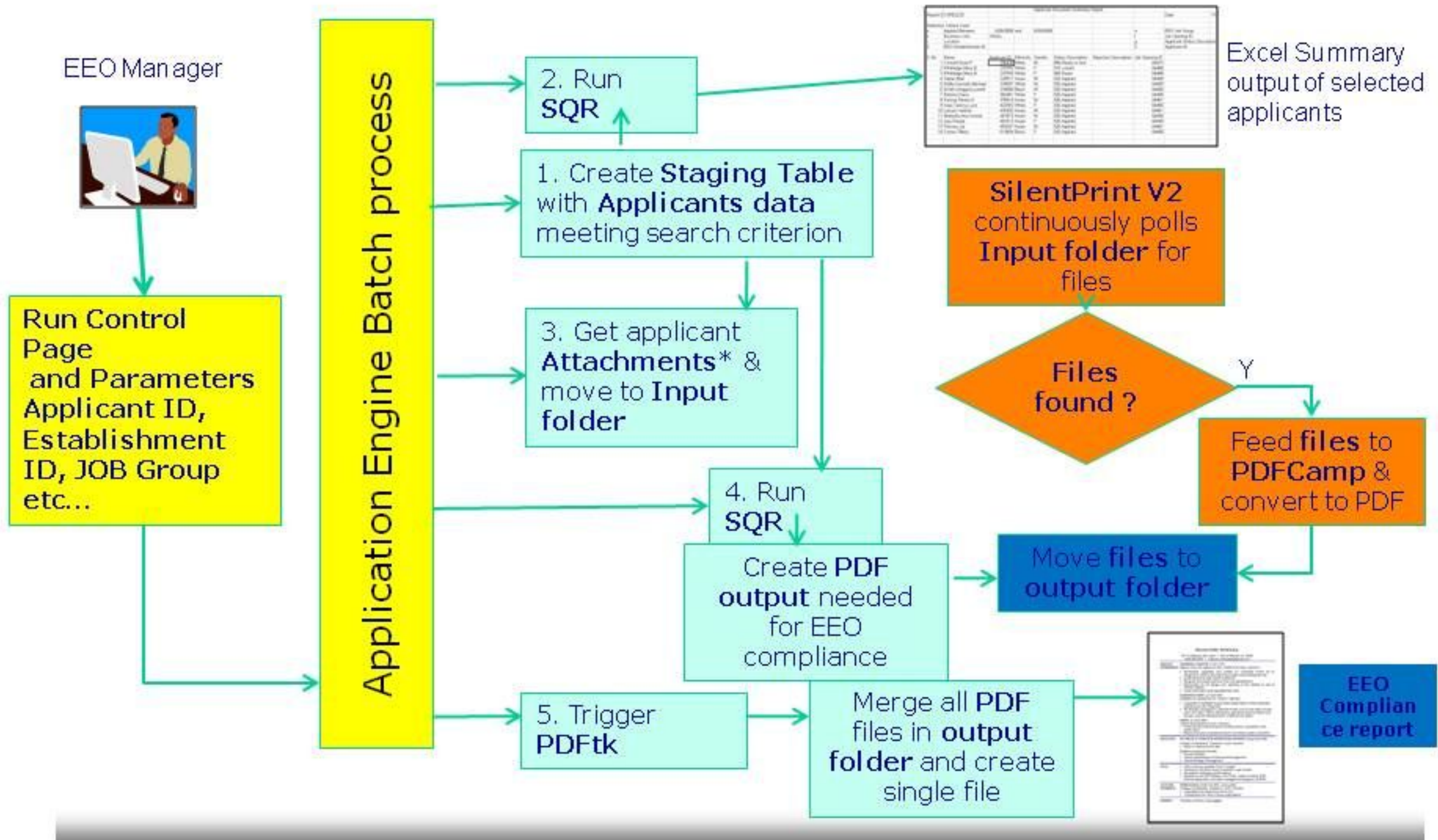


Technical Implementation

- ❖ PeopleTools used : Application Engine program; SQR
- ❖ Third-party Tools used*: SilentPrint V2, PDFCamp, PDFtk

* Tools stated here are brands of respective vendors detailed in the Appendix

Technical Implementation



* Applicant attachments could include resume and covering letter

Technical Implementation

- ❖ Implementation Demo of the Technical Details / Process

Things to Remember

- ❖ Third party software, runs only on windows environment.
 - ❖ Both software need to be installed on single server and together on networked PC.
 - ❖ See that SilentPrint windows service will always run forever (which always watches for files of specific format).
 - ❖ We cannot make watch folder dynamically for SilentPrint.
-

Other Uses

- ❖ Merge Table Data with Documents such as word, excel, csv, pdf's etc...
 - ❖ Converting nVision output to PDF.
 - ❖ Print Time sheets along with Status Reports along with Invoice.
-

Other Cool and Challenging Items

- ❖ Print different Metrics report in a PPT format.
- ❖ Making a Timesheet as a Windows Toolbar icon.
- ❖ Sharing of Single Page at Real time and All Time.

Q&A



Appendix 1

Tool Name: SilentPrint V2

Tool Description: The tool is used to monitor a specific Windows folder to receive new files. The software then feeds the new files received to a batch printer for conversion or for printing.

Vendor: FunAsset Ltd

Appendix 2

Tool Name : PDFCamp

Tool Description: This is a PDF convertor utility which converts other file formats like xls, doc, HTML to PDF.

Vendor: VeryPDF.com Inc

Appendix 3

Tool Name: PDFtk

Tool Description: This is a free software which is used to merge multiple PDF documents into one.

Vendor: AccessPDF

About SOAIS

SOAIS is a provider of Enterprise IT and Process outsourcing solutions. Since its inception SOAIS has expanded at a tremendous pace and has garnered customers from both mid-market segment and Fortune 100 companies. We have experience in managing ERP applications as well as in providing high value services around packaged enterprise applications such as PeopleSoft and Oracle. Our experience in the business process outsourcing area fully extends our services footprint to provide end to end enterprise wide solutions.

Please feel free to clarify queries or provide feedback on this presentation at <http://www.soais.com/askexpert.html>
