

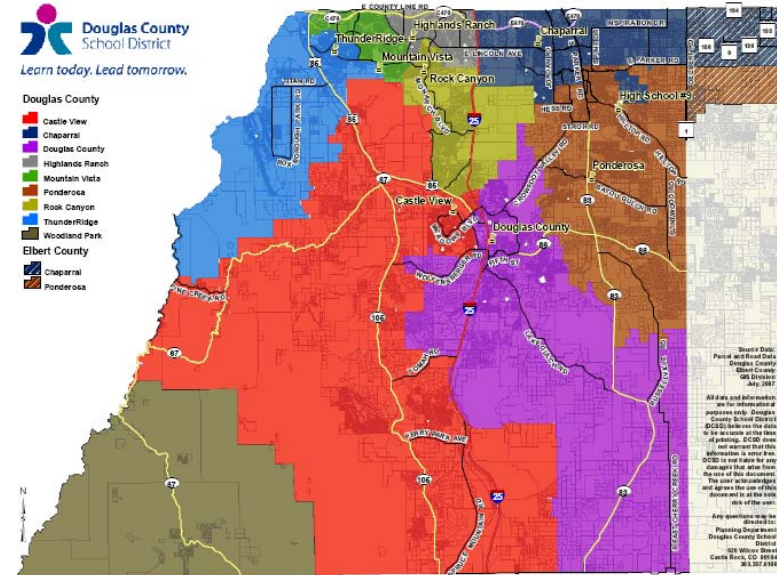
Integrating the Hiring Process in K-12 Education with Oracle HR

Tony Golden
Douglas County School District



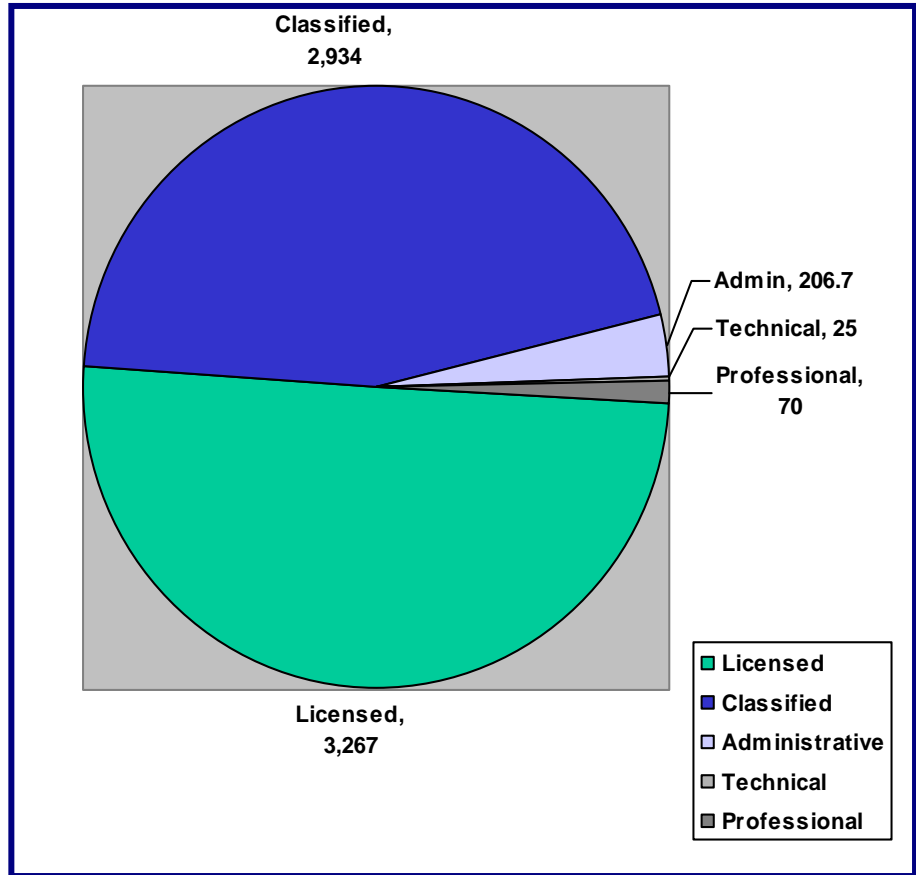
Introduction

- 3rd largest district in Colorado
- 52,000+ students
- Annual growth rate of 2,000 new students annually
- Over 900 square miles
- 300 new homes built monthly
- 69 schools with 4 new schools opening this year
- Limited budget



What is Douglas County School District?

- Approximately 6,500 employees
- 1,000 change of statuses processed in each month
- There are 6 main categories of jobs in our district
 - Licensed
 - Administrators
 - Central Admin
 - Classified
 - Professional/Technical
 - Substitute Teachers



Oracle Environment

- E-Business 11.5.10
- Red Hat Linux
- Database 10g with RAC option
- APEX 3.0
- VMWare on HP blades



How did we process paper....?

- Reams of paper!
 - Manual applications
 - Hard copy of materials
- Only licensed staff applied online, still mailed reference letters
- Lost time tracking lost documents
- Lost time getting documents scanned
- Applicants called into HR to check application status



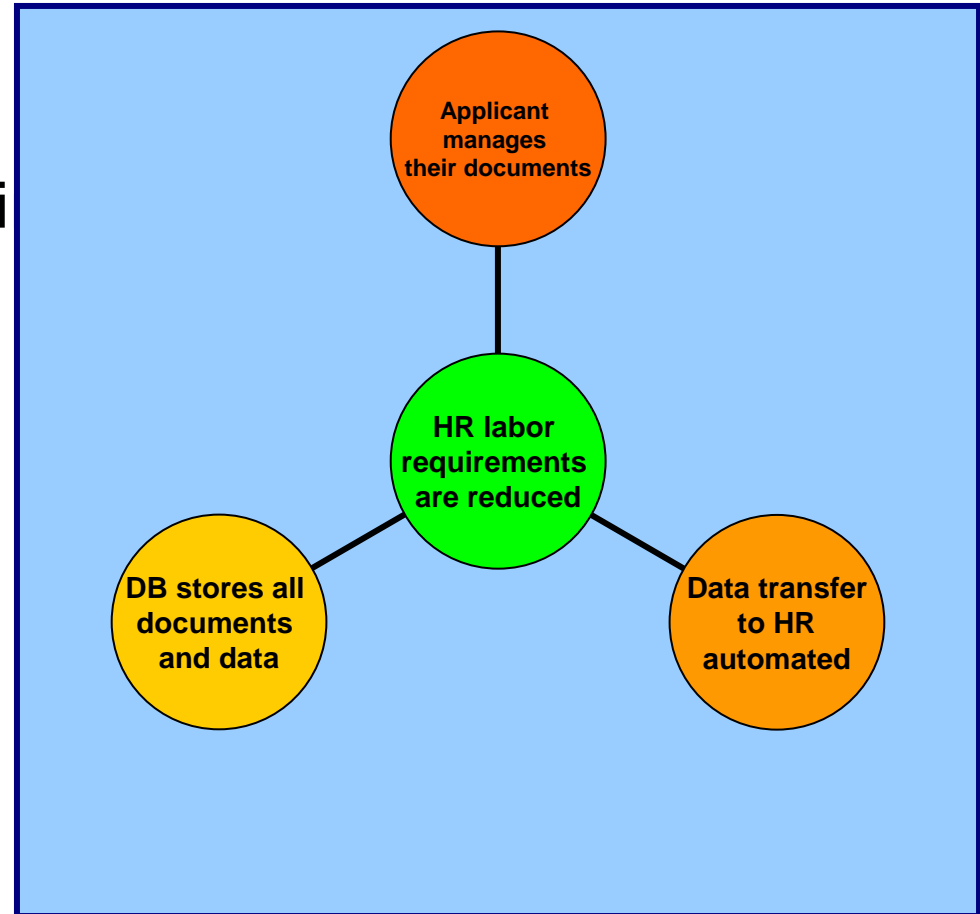
Build vs. Buy decision

- High cost of purchase, not tailored to Education market
- Need integration of processes with HR module
- Need to free up HR resources
- Complex business model and processes
- Ability to punch out to 3rd party evaluation tools
- Focus on finding applicants not managing documents



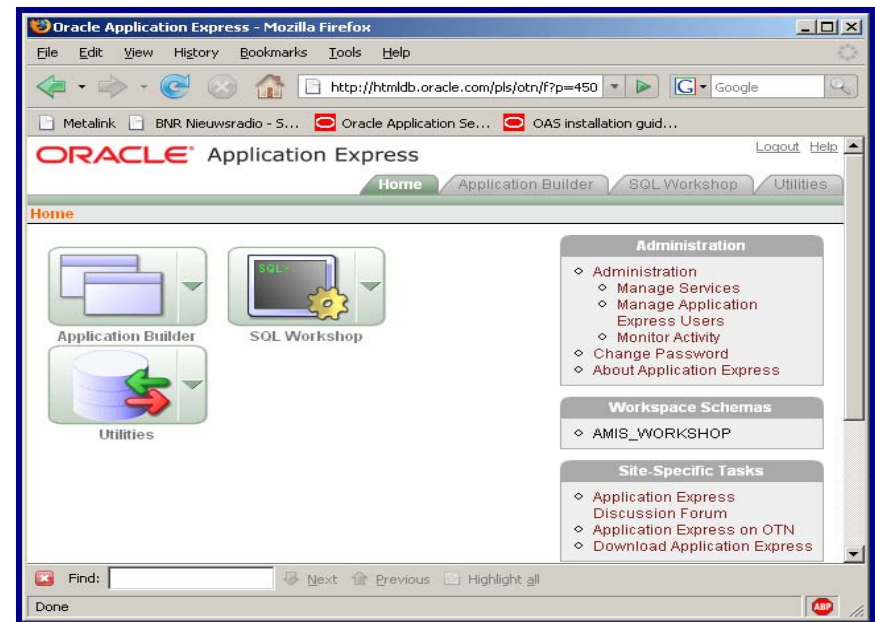
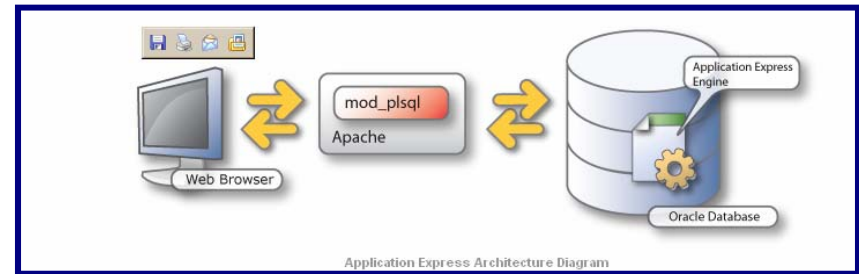
Benefits of Building Our Own

- No new E-Business licenses required
- Applicants manage their own portfolio
- DB stores all documents and data
- Application automates data transfer to HR via standard API's



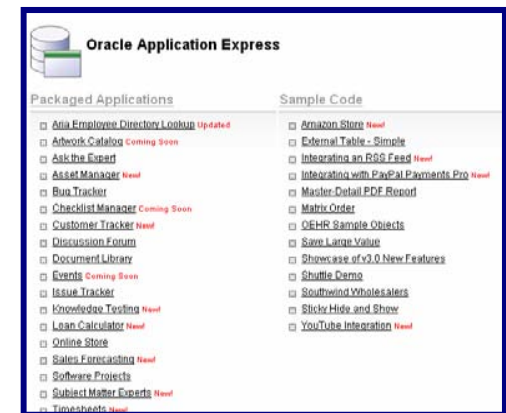
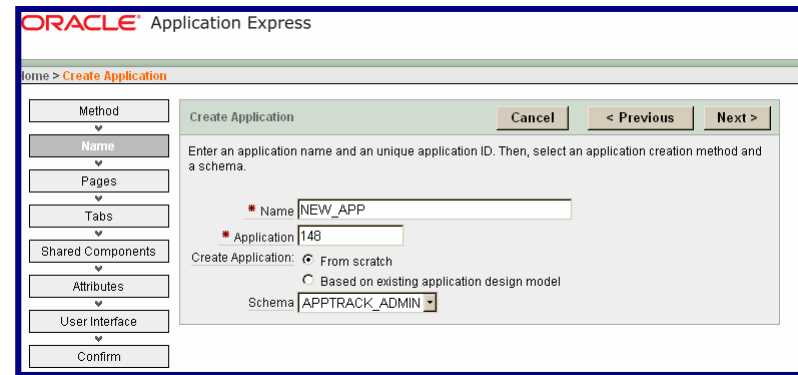
Why APEX?

- It's free!
- Short learning curve
- OTN and APEX help online
- Licensed thru the DB
- Other development tools had been investigated
 - JDeveloper
 - C
- There is a vast body of APEX knowledge



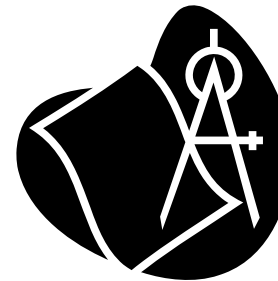
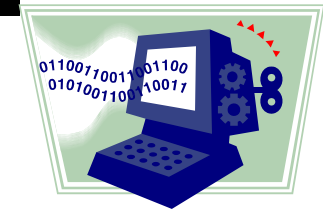
Easy to Use Development Tool...

- No formal training
- Wizards are adequate
- Online sample code
- Web-based development
- All code in the DB
- PL/SQL familiarity

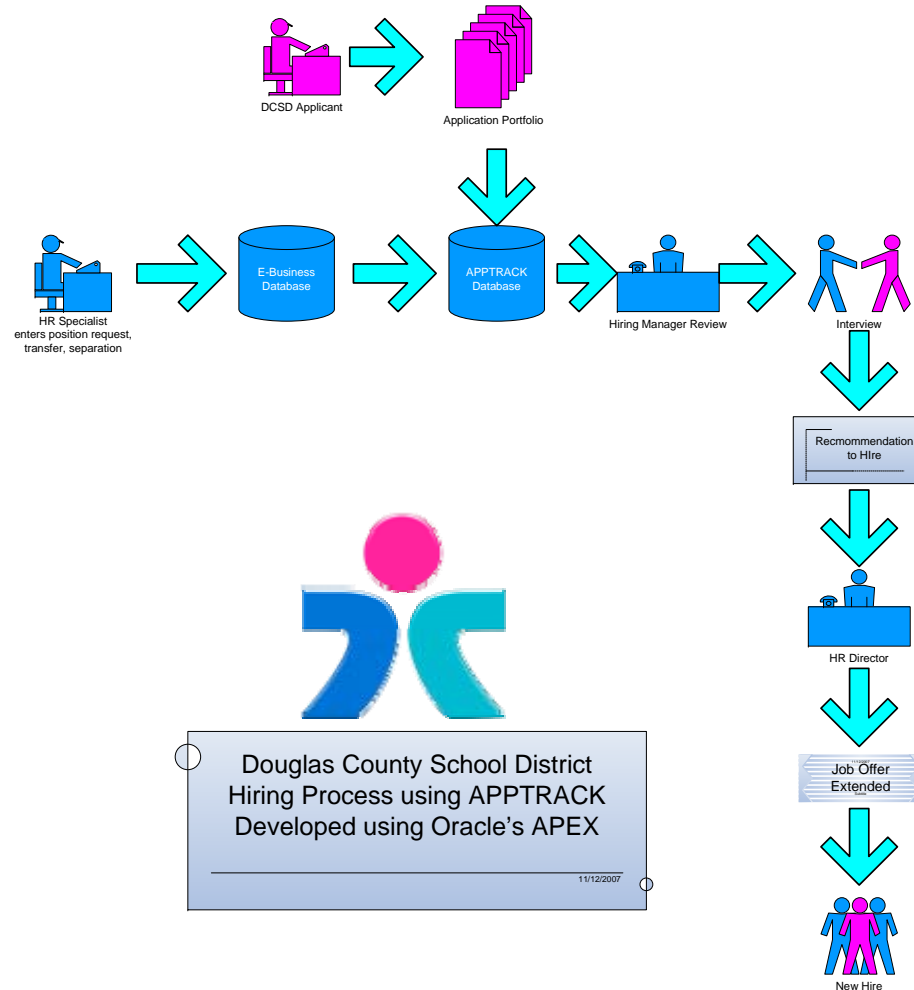


Results in...

- Rapid development cycle
- Code reuse
- Use of existing skills
- Consistent design standards
- Generates intuitive applications



What Did We Need?



Douglas County School District
Hiring Process using APTRACK
Developed using Oracle's APEX
11/12/2007

System Overview

Application Process

Step 1: Submit HR Portfolio

Fill out an online application, upload resume, provide references, etc. and click **Submit**.

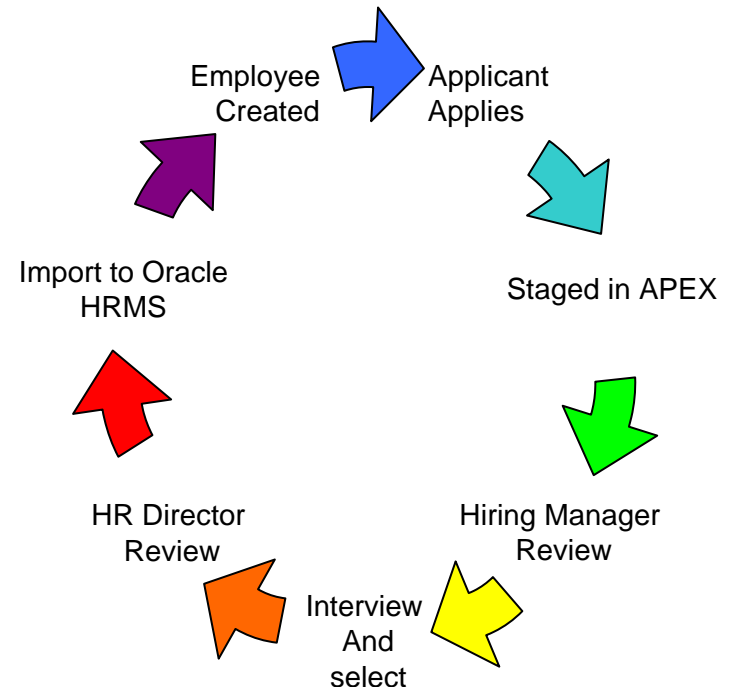


Step 2: Search for openings and apply for positions

Search current job openings and apply for specific positions



Hiring Process




Applicant Key Features

- Intuitive navigation
- Upload application materials and save in database
- Email notifications
- Applicants manager their own accounts!

Applicant Interface

Basic Details	References	Resume	Employment/Education	Licensure	Skills/Training	Skills/Languages	Affidavit	Gallup-TeacherInsight	Review Application	Submit
---------------	------------	--------	----------------------	-----------	-----------------	------------------	-----------	-----------------------	--------------------	--------

Licensed Application Steps	Basic Details for a b
 <ul style="list-style-type: none"> • Licensed Applicant Questionnaire • Basic Details • References • Upload Resume • Employment/Education • Licensure • Skills / Training • Skills / Languages • Affidavit • Gallup-TeacherInsight • Review Application • Submit <p>Cancel</p> <p>Next ></p> <p><i>Please use Next/Previous buttons rather than the browser forward/back arrows to navigate the application.</i></p>	<p>Help Text -- <i>Click on underlined labels to access help popups.</i></p> <p>Last Name <input type="text" value="b"/> First Name <input type="text" value="a"/></p> <p>Previous Last Name <input type="text"/> Middle Name <input type="text"/></p> <hr/> <p>Country <input type="text" value="UNITED STATES OF AMERICA"/></p> <p>State <input type="text" value="COLORADO"/></p> <p>County <input type="text" value="Douglas"/></p> <p>City <input type="text" value="Highlands Ranch"/></p> <p>Zip Code <input type="text" value="80124"/></p> <hr/> <p>Street Address: Number <input type="text" value="1111"/> Direction <input type="text"/></p> <p>Street Name <input type="text" value="dfadfafda"/> Type <input type="text" value="St"/> Apt <input type="text"/></p> <hr/> <p>Home Phone: (<input type="text" value="444"/>) <input type="text" value="444"/> - <input type="text" value="4444"/> Cell Phone: (<input type="text" value="444"/>) <input type="text" value="444"/> - <input type="text" value="4444"/> Work Phone: (<input type="text" value="444"/>) <input type="text" value="444"/> - <input type="text" value="4444"/></p>

Applicant Interface

(AB@YAHOO.COM) | Print | Logout

Application Submitted by a b

Full Name	b, a
Application Status	Submitted
Application Type	Classified
Last Name	b
First Name	a
Middle Initial	-
Previous Last Name	-
Oracle Employee Number	-
Creation Date	19-SEP-2007 12:10:16
Last Update Date	28-SEP-2007 06:51:19
Current Employee?	-

1 - 1

Address

Street Address	1111 dfadfafda St
Apartment	-
City	HIGHLANDS RANCH
Country	US
Zip Code	80124
State / Province / District	COLORADO

1 - 1

Contact Information

Email	ab@yahoo.com
Home Phone Number	(444)444-4444
Cell Phone Number	(444)444-4444
Work Phone Number	(444)444-4444

1 - 1

References

Resume/Documents -- Uploaded by Applicant

Employment History

Education History

General Licensure Information

License Details

Language Proficiencies

Coaching Experience

Specialized Training/Experience

Sponsorship

Hiring Manager Interface

- Key Features
 - Review applicants
 - Review resumes
 - Review own job postings

Hiring Manager Interface

(AJGOLD)

Home DCS Hiring Manager

DCSD Hiring Manager

DCSD Admin/Technical/Professional Positions

DCSD Available Licensed Postions

DCSD Available Classified Positions

Search for Applicants

Select a Posted Position: ALL

Application Type: ALL Application Status: Inactive

License Endorsement: ALL

Last Name:

First Name:

Email:

Search Clear All


View Applicant Search Results for All Job Types

User Id	Select for Action	View Application	View Resume	Last Name	First Name	Middle Name	Status	Primary Phone #	Email	TeacherInsight	PrincipalInsight	FIT	Years Of Experience
732	<input type="radio"/>			b	a	-	Submitted	(444)444-4444	ab@yahoo.com	-	-	-	0
736	<input type="radio"/>			Turner	Suzanne	Catherine	Submitted	(720)842-4160	suzanne.turner@dcsdk12.org	62	-	-	5
737	<input type="radio"/>			Feather	Angela	Marie	Submitted	(303)815-8336	angiefeather@aol.com	52	-	-	11
738	<input type="radio"/>			McFarland	Carol	P.	Submitted	(941)727-8783	carolmcfarland@verizon.net	61	-	-	27
739	<input type="radio"/>			benjamin-wardle	ruth	e.	Submitted	(303)692-9008	ruthbenjaminwardle@gmail.com	58	-	-	15

Hiring Manager Interface

Home

DCSD Hiring Manager


DCSD Admin/Technical/Professional Positions

DCSD Available Licensed Postions

Posting Id	6914
Posting Number	L8/10-1
Status	Y
Closing Date	05-SEP-07
Effective Date	06-SEP-07
Job Name	CRMS .3 FTE Art Teacher (113) one year only
Department	Castle Rock (2226)
Contact	Gloria Addy, phone: 303-387-1305; fax: 303-387-1301
Hiring Manager	-
Job Description	REPOST Candidates endorsed in the above area or having 24 semester hours in the above content area required. Experience teaching middle sc collaborative team teaching experience; awareness of professional learning community and continuous improvement models; belief in middle sc required to submit a letter of interest, a resume stating above qualifications, 3 letters of reference and a copy of a current Colorado or out of st principal. Names of the building principals and addresses can be found on the district website www.dcsdk12.org under DCSD Info. Conventional

Posting Id	6916
Posting Number	L8/10-3
Status	N
Closing Date	16-AUG-07
Effective Date	17-AUG-07
Job Name	CHANGE SOE .4 FTE Social Worker (126)
Department	South (8126)
Contact	-
Hiring Manager	-
Job Description	Job Description and Requirements: As a collaborative member of the Special Education team, this person will consult with Special and Regular E seamless model in teaching/evaluating students. A minimum of a Master's Degree in Social Work, MSW; hold a current Colorado Department of School Social Worker. Specific Capabilities: Demonstrated knowledge and skill regarding the components of effective instruction, assessment of development, behavior management, Response to Intervention, RTI, counseling, and consultation; demonstrated knowledge of developmental n adolescents; demonstrated effective written and oral communication skills; evidence of ability to establish and maintain effective, cooperative re students, and parents; demonstrated understanding and empathy necessary for working with students and their families; demonstrated ability a Needs: Consultation, interpersonal skills, technical skills, prevention orientation, accountability, professional knowledge. Special Instructions: Eli applications on file with DCSD Human Resources Office. Please visit www.dcsdk12.org for instructions. Eligible applicants must also send a copy university transcripts to Katie Eklund, Mental Health Coordinator, DCSD Early Childhood Center, 8204 E. Park Meadows Drive, Lone Tree, CO 8C 387-0830. Conventional Calendar.

Posting Id	6852
Posting Number	L8/1-1
Status	N
Closing Date	22-AUG-07
Effective Date	23-AUG-07

HR Director Interface

- Key Features
 - Review applicants
 - Review resumes
 - Review job postings
 - Review and maintain assessment scores
 - Mass communications with all applicants
 - Export data to E-Business Suite

HR Director Interface

DCSD HR Director Home DCSD Hiring Manager DCSD



Update Assessm

View All

Applications Submitted From:

To:

Search for Applicants

Select a Posted Position

Application Type

License Endorsement

Last Name

First Name

Email

View Applicant Search Results














User Id	Select for Action	View Application	View Resume	Last Name ▲	First Name	Middle Name	Status	Submit Date	Primary Phone #	Email	TeacherInsight	PrincipalInsight	FIT	Years Of Experience	Professi
890	<input type="radio"/>			08Madrid	Tina	Rose	Submitted	2007-10-12	(720)251-0637	trmadrid@yahoo.com	67	-	-	2	License
871	<input type="radio"/>			8Zarnowiec	Cynthia	Anne	Submitted	2007-10-11	(303)400-5977	okangel28@aol.com	75	-	-	0	License
856	<input type="radio"/>			Alison	Kapsalis	Marie	Submitted	2007-10-10	(303)669-1317	alisonkap@yahoo.com	50	-	-	9	License
742	<input type="radio"/>			Allison	Hawk	Mugler	Submitted	2007-10-09	(303)741-2003	muggyhawk@yahoo.com	75	-	-	6.5	License

HR Director Interface

DCSD HR Director

Applicant Assessment Scores



Edit	Last Name ▲	First Name	Middle Init	Full Name	Email	App Type	Gallup TeacherInsight
	Rosenberg	Martin	A	Rosenberg, Martin A	macboo@comcast.net	Licensed	
	Russell	Jennifer	Lynne	Russell, Jennifer Lynne	jennifer.russell@email.cudenver.edu	Licensed	60
	Sandquist	Kristen	Michelle	Sandquist, Kristen Michelle	ksandqui@jeffco.k12.co.us	Licensed	56
	Schardt	Lori	Anne	Schardt, Lori Anne	lori_schardt@msn.com	Licensed	64
	Schlesinger	Joelle	LeVine	Schlesinger, Joelle LeVine	jschles@aol.com	Licensed	69
	Schloss	Julie	Ann	Schloss, Julie Ann	James.E.Schloss@US.Army.mil	Licensed	58
	Schroeder	Melinda	Marie	Schroeder, Melinda Marie	meleepooh@hotmail.com	Licensed	59
	Sebben	Dean	Anthony	Sebben, Dean Anthony	dsebben@uccs.edu	Licensed	65
	Seibert	Kate	B	Seibert, Kate B	kbseibert@alumni.duke.edu	Licensed	62
	Shaw	Fred		Shaw, Fred	fshawconsulting@aol.com	Licensed	73
	Shelton	Heather	L	Shelton, Heather L	photogirl80920@comcast.net	Licensed	60
	Shocklee	Shanna	Marie	Shocklee, Shanna Marie	freya78@earthlink.net	Licensed	59
	Simmons	Jodeen	Shue	Simmons, Jodeen Shue	josimmons1@earthlink.net	Licensed	

HR Director Interface

Report Parameters

Application Date From: 10/1/2007
Application Date To: 12/31/2007

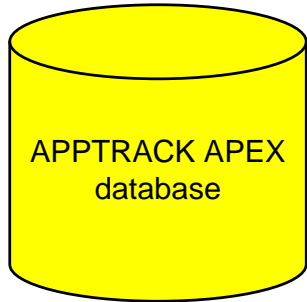
Apptrack Applicants by Day

LAST NAME	FIRST NAME	FULL NAME	EMAIL ADDRESS	DATE-TIME OF ENTRY	STATUS	TT
Turner	Suzanne	Turner, Suzanne Catherine	suzanne.turner@dcsdk12.org	10,		
Feather	Angela	Feather, Angela Marie	angiefather@aol.com	10,		
McFarland	Carol	McFarland, Carol P.	carolmcfarland@verizon.net	10,		
benjamin-wardle	ruth	benjamin-wardle, ruth e.	ruthbenjaminwardle@gmail.com	10,		
Kahl	Courtney	Kahl, Courtney Dawn	cdstewar@mesastate.edu	10,		
Johnson	Joyce	Johnson, Joyce Lorraine	joyceljohnson@comcast.net	10,		
Allison	Hawk	Allison, Hawk Mugler	muggyhawk@yahoo.com	10,		
subith	steve	subith@charter.net	subith@charter.net	10,		
Mitchell	Ann	Mitchell, Ann Kathryn	AMitch6256@aol.com	10,		
Wachtler	Christina	Wachtler, Christina	owachtler@hotmail.com	10,		
atkinson	mark	atkinson, mark alan	atkinson04@juno.com	10,		
Neverett	Barbara	Neverett, Barbara Young	barbneverett@aol.com	10,		
Beverly	Mahoney	Beverly, Mahoney Lyn	bev.mahoney@comcast.net	10,		
Long	Kelly	Kelly, Long	kelly.long@dcsdk12.org	10,		
Haley	Jessica	Haley, Jessica	jessica.ha			
Korhonen	Anja	Korhonen, Anja Helena	rapu66@c			
Keating	Stacie	Keating, Stacie Rae	staciekeat			
Schroeder	Melinda	Schroeder, Melinda Marie	meleepoo			
Poling	Marta	Poling, Marta Ruth	polekatz@			
Marshall	Timothy	Marshall, Timothy Paul	marshall2			
Shocklee	Shanna	Shocklee, Shanna Marie	freya78@t			
Sellers	Rachel	Sellers, Rachel Ann	rachel_an			
Gruhl	Megan	Gruhl, Megan Lea	mgruhl@r			
Gumbiner	Cathy	Gumbiner, Cathy Lyn	catview7@			
klein	Suzanne	klein, Suzanne tortorea	my3sons9			
Grossnickle	Kelly	Grossnickle, Kelly Ann	kellygross			
geary	lisa	geary, lisa jane	sheltiehav			
Althouse	Mary	Althouse, Mary Leanne	althouse4i			
Sexton	Leslie	Sexton, Leslie R	sextonsixt			
tongson	sharon	tongson	sitongsonc			

File Download dialog box:
Saving: ..._applicants_by_day.csv from www.dcsdk12.org
Estimated time left:
Download to:
Transfer rate:
 Close this dialog box when download completes

Save As dialog box:
Save in: Oracle Open World - 2007
My Recent Documents
Desktop
My Documents

Transfer to Oracle HR



People

Name

Last

First

Title

Prefix

Suffix

Middle

Gender **Male** Action

Person Type for Action

Person Types

Employee

Identification

Employee 103621

Personal Emp

Birth

Town of

Region of

Country of

Effective Date

From 01-N

Address

view

Assignment

Organization **Inf Svcs** Group **-1.000-1.000**

Job **..Technical.System Administration (380)** Position **Technical.Programmer Analyst..Inf Svcs.6**

Grade **TK.V.** Payroll **Assignment Payroll**

Location **ITS** Status **Active Assignment**

Assignment Number **103621-2** Collective Agreement

Assignment Category Employee Category

Salary Information Supervisor Probation & Notice Period Standard Conditions Statutory Information

Salary Basis **Annual Salary**

Review Salary Every

Review Performance Every

Effective Dates

From **01-JUL-2005** To [..2]

Salary Entries Tax Info Others...

Next Phase

- Integration with Position Control for Job Postings
- Interview comments
- Electronic versions of all EEOC forms
- Integration with Document Management
- In-District transfers

Lessons Learned

- Manage workspaces carefully
- Establish design standards
- Use of source control
- Page 0 in APEX
- Multiple programmers must coordinate their changes



What's Next?

- Upcoming Systems
 - Online Benefits
 - Food Service Requisitions
 - Balanced Scorecard



Summary

- Met criteria regarding cost and customization
- Interfaces with EBS
- Easy to code
- Simplifies data entry of new employees
- Lessons learned applied to other modules

A large graphic featuring a blue 'Q' on the left and a blue 'A' on the right, with a light purple ampersand (&) in the center. The words 'QUESTIONS' and 'ANSWERS' are written in black, bold, sans-serif capital letters across the middle of the graphic, with 'QUESTIONS' on the top line and 'ANSWERS' on the bottom line.

QUESTIONS
ANSWERS