A Business Case
for an Applicant-Tracking System

myStaffingPro®
800-939-2462
mystaffingpro.com
Building a strong business case is the first step to gaining support for a new applicant-tracking project. Outline these key components to establish your position.

1. Define the Need
Describe the business problem that will be addressed by this project. The problem may be process, technology, service, or product oriented.
a. What problems are you trying to fix?
b. What critical business needs does your initiative address?
c. What is the current process?

2. Make a Recommendation
Identify possible alternatives and set evaluation criteria.

<table>
<thead>
<tr>
<th>Purchase myStaffingPro®</th>
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<tr>
<td>• SaaS system doesn’t require any new hardware or software.</td>
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3. Theorize Outcomes
   a. Define key metrics and evaluation criteria.

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<th>Metric</th>
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<td>Monitor new-hire performance, retention, and manager satisfaction.</td>
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<td>Increase in productivity</td>
<td>Determine increased staff productivity after implementing the system.</td>
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<td>Reduce recruitment advertising costs</td>
<td>Review annual recruiting advertising expenditures and use myStaffingPro sourcing reports to identify the most effective sourcing options.</td>
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<td>Reduce time to fill</td>
<td>Manage and report on requisition activity in myStaffingPro through the metrics reports.</td>
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   b. List potential risks and propose ways to overcome them.

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<th>Risks</th>
<th>Tolerance</th>
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<tr>
<td>System downtime/ unavailability</td>
<td>Scheduled downtime for maintenance is planned for non-peak periods. There are designated support windows for database/system upgrades. Any planned outage would be communicated in advance to all affected clients.</td>
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<tr>
<td>Major catastrophe</td>
<td>The corporate data centers have appropriate geographic separation for local and regional disasters. They are equipped with heat and smoke detection, fire suppression systems, redundant uninterruptible power systems (UPS), and redundant generator power. Each year, we perform power failure tests in each corporate data center and at each branch. Data centers operate independently, and each is designed to handle the full load of both centers. We maintain documented recovery strategies for all critical components including services, systems, buildings, and workforce-reduction scenarios.</td>
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<td>Breach of security</td>
<td>Data is protected through the following best practices and technologies: • Multilayered firewall technologies. • Real-time monitoring for suspicious or unusual activity. • Secured transmission of communications using SSL 128-bit encryption. • Comprehensive access controls. • Logical patch management procedures and processes. • Regular vulnerability assessments.</td>
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4. Justify the Recommendation
   a. Quantify financial benefits with a cost-benefit analysis.
   b. Establish nonfinancial benefits (increased quality of hire, lower legal risk, improved cooperation and communication among recruiters, hiring managers, and applicants).

5. Create a Project Overview
   a. Identify the goals and objectives of implementing myStaffingPro.
   b. Define the resources required (budget, staff, etc.).
   c. Create an implementation and integration plan (timeframe, commitment, responsibilities).
   d. Describe the impact on the company’s technology and processes.
   e. Outline a communication and training strategy.

6. Obtain Approval
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- Provides technology to drive the applicant workflow/hiring process.
- Includes administrative, user, and applicant support.

Develop new software internally:
- Lack of internal IT resources.
- Significant cost associated with software design.
- Timeframe required is too long.

b. Establish nonfinancial benefits (increased quality of hire, lower legal risk, improved cooperation and communication among recruiters, hiring managers, and applicants).

Keep the legacy system in place:
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