

STATE OF MAINE

DEPARTMENT OF PERSONNEL

March 17, 1983

PERSONNEL MEMORANDUM 2-83

TO: All Department/Agency Heads/Personnel Officers

SUBJECT: Applicant Tracking System for Positions in the
Competitive, Classified Service.

The Department of Personnel has implemented an Applicant Tracking System (ATS) to monitor and control application flow, score and analyze tests, communicate with applicants and help evaluate the effectiveness and fairness of the processes used to recruit and examine applicants for positions in the competitive service. (The overall ATS includes a system for tracking applicants for Direct Hire Employment classes - see Personnel Memorandum 1-83 and Personnel Bulletin 6.10.)

A new application form (green on beige, PER 1-7/81) has been developed to gather and process the data needed to track classes in the competitive service. This new form differs from those previously used in two ways:

- A. A third page (detachable) has been added. One side gives general information and instructions to applicants. The other side will be used to gather and compile data on applicants.
- B. Strip cards have been eliminated. Register cards will be generated automatically from ATS data files and notices of examination schedules and test results will be made using self-addressed and stamped envelopes provided by applicants. (State Employees may save postage by using the State Mail System).

Other related requirements and changes include:

- A. In order to satisfy ATS requirements for data collection, applicants must submit a separate application for each competitive class for which they wish to be considered.
- B. Applicants may select up to 52 geographic areas for job referrals and this feature is expected to lessen the number of "unwanted locations." (NOTE: State Employees on a register who are interested in a particular position should request to have their register status made inactive until that position is posted as vacant.)

A timely transition to full scale use of the new application form will require the cooperation and assistance of all agencies. In particular:

- A. Agencies should request their supply of new application forms from the Administrative Division of the Department of Personnel.
- B. Agencies should request the minimum number of forms needed for initial transition.
- C. Agencies which have central personnel or administration units should use these units to request and distribute the new forms.
- D. Agencies should destroy all old forms and all unused strip cards should be returned to the Administrative Division, Department of Personnel as soon as the new forms are received.
- E. Any completed applications (new form) which are mailed or submitted directly to the agency should be forwarded immediately to the Department of Personnel (unless other arrangements have been made).
- F. The EEO/AA survey data voluntarily reported on the new form is CONFIDENTIAL and agencies should NOT detach or retain this part of the application without prior approval from the Department of Personnel.



DAVID W. BUSTIN
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS