

Government Employee Package Generation – A complete, affordable solution to manage applicant paperwork

Information Strategies and SAIC developed an Automated Employment Package Generator using Microsoft's development platform, which provides scalability, flexibility, and extensibility.

With this Excel and XML based application that automatically generates employment packages, government recruiters can easily manage applicants.

Background

Many agencies and organizations have a need to automate the processing of applicants. Many times, applicants have to be screened and recruiters have to fill out a detailed application package for each prospective applicant as they progress through the recruiting process. Among other things, recruiters may have to schedule, track and report physical exams, mental aptitude exams, disqualifications, discharges, and swearing in – all of which could take place in different locations. It is much too easy to lose track of paperwork, fail to transfer relevant materials to the appropriate people, or fail to keep applicant data together in one package.

Problem

Recruiting is oftentimes considered a very stressful assignment in government agencies. This solution was built in response to a need to implement a flexible way to keep pace with the demands of systematic recruiting. Some key requirements included:

- Users must be able to use the automatic employee package generator without an Internet connection since not all recruiting offices have reliable internet connectivity.
- Users must be able to easily transfer applicant data to other recruiters
- Users must be able to upload applicant data to a central database
- System must be able to export critical applicant data to external systems for background checks at the appropriate time

If your current employee package generation system is poorly designed, does not adequately support recruiting operations, is unable to enforce critical business rules or data integrity, or results in inconsistent or bad data, this is the solution.

Solution

Information Strategies and partner SAIC built the automated employment package generation solution using a “what you see is what you get” (WYSISYG) approach with Microsoft Excel as the foundation. Recruiters are almost always familiar with Microsoft Excel and with the forms that make up an employee application package so this approach makes the automated tool intuitive, easy to use, and minimizes training time.

Business and data integrity rules are enforced using Microsoft Visual Basic within Excel workbooks. Data storage for applicant data is handled with XML files that can easily be copied between recruiters and can easily be uploaded to servers.

The primary purpose is to allow recruiters to easily load, print, and save data about applicants throughout the recruiting process. The key functionality includes:

- Central switchboard screen to administer the solution
- Create employment packages for new applicants
- Open packages for existing applicants
- Print any of the forms in the package
- Enter and save data about applicants
- Navigate between forms
- Automatically detect when new forms are added to the package
- Auto installer CD
- Demo Shield training/tutorial video
- Workbooks locked to prevent unauthorized tampering
- User input forms to handle business and data integrity rules
- WYSIWYG display of data for ease of use and printing

Further Implementation

Information Strategies continuously enhances the functionality of the solution so that it can readily be expanded or customized to fit different agencies' needs.

Technologies Involved

- Microsoft Excel
- Visual Basic
- XML

