BSD#7 LRSP Strategic Objective ACTION PLAN: 2.11 HR
On-line Applications and Screening

Action Plan Projected Completion Date:	Leader: Pat Strauss Team Members: Sheila Kuyath, Phyllis King

Strategic Objective (SO): 2.11 Improve the employee screening and hiring process through implementation of an on-line application program.

Evaluation Plan: (Describe steps you'll take to determine if you've reached your strategic objective.)
The District implements an effective on-line application, screening process that is user friendly, cost effective and technologically sound.

Best Practice Investigation (What information is uncovered looking at best practice in relation to your strategic objective.)

Action Steps What actions will be taken to achieve this SO? Include what staff may need to learn to accomplish this SO.	Who? Who will be responsible for what actions?	Timeframe What is a realistic timeframe for each action?
1. Investigate on-line products available for posting, screening and managing applications.	1. HR department	1. August 2008
2. Discuss initiative with Exec Council and employee groups.	2. Pat Strauss	2. August 2008
3. Narrow search and request demonstration from vendors of software.	3. Pat Strauss	3. August 2008
4. Develop criteria to evaluate the products to meet Bozeman School District needs.	4. HR Department	4. August 2008
5. Choose a software program.	5. HR Department/Tech Department 6. HR Department/Tech Department	5. August 2008
6. Implement the program.	7. HR Department	6. August 2008
7. Train administrators, supervisors secretaries and all other employees who will use the software.	8. HR Department 9. HR Department	7. September 2008/Spring 2009
8. Inform Bozeman Job Service and provide training for their personnel.	10. HR Department	8. August 2008
9. Provide training for current Bozeman Employees.		9. January 2009/On-going
10. Provide on-going training for newly hired administrators, supervisors et al.	11. HR Department/Exec Council	10. On-going
11. Investigate hiring screening programs.		11. June 2009

In a year, we hope to see the following progress on this strategic objective:

1. Implementation and use of an on-line application/screening process.
2. Research and implementation of employee pre-screening programs.