



**SR 5536**

**Retire the Internal Candidate Interface**

April 24, 2018

# Agenda

- I. Summary of Requested Change
- II. Reasons for Request
- III. Impacts
- IV. Timing Considerations
- V. Related SRs

# Summary of Requested Change

- Retire the internal candidate interface from CAPPS HR/Payroll to CAPPS Recruit
  - Creates and updates internal candidate profiles for the CAPPS Career Section for agency employees on a nightly basis
  - Requires a unique user ID and email address for each candidate

# Reasons for Request

- Reduce internal candidate confusion
- Internal candidate icon is not meaningful to agency users
  - Indicates internal candidates across all live CAPPS Recruit agencies
- Some internal candidates do not receive an account
  - They created an external account using their CAPPS Enterprise Portal User ID and/or work email address

# Impacts – Candidate Accounts

- New candidates will create their own accounts via any CAPPS Career Section
  - New internal candidate accounts will not be created
  - Existing internal candidates will remain without updates
  - All new candidates are considered “external”

# Impacts – Career Section

- Retire the shared Career Section (CAPPS Internal Candidates)
- New User button will be available on all Career Sections
  - Except the secondary pass Career Section

# Impacts – Portal

- Job Opportunities verbiage will be updated on portal logon page
- Career Section (CAPPS Internal Candidates) portal pagelet will be removed

# Impacts – Additional

- Updates to certain correspondence messages
- Continue use of screening questions for Internal Only job postings
- Internal candidate icon can be removed where possible

# Timing Considerations

- Proposed implementation target (unconfirmed) coincides with CAPPS Recruit FY18 Release 2
  - CAPPS Recruit FY18 Release 1 agencies will have internal candidate accounts
  - All internal candidate accounts will be in sync with CAPPS HR/Payroll until implementation

# Related SRs

- These SRs will no longer be relevant and will be closed if SR 5536 is approved:
  - SR 4521 – “New User” instructions
  - SR 4656 – Some internal candidate accounts are not created
  - SR 6254 – New hires did not receive Candidate Profile email

# Questions?





Centralized Accounting and Payroll/Personnel System



# Thank you!

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