Applicant Tracking System
A New Way to Apply for Work & Track Positions at UTHSC

• What if I don’t own or have access to a computer in my work area?
If you don’t have access to a computer, Human Resources can provide you with a list of organizations and businesses that provide public Internet access. You may also come to the Human Resources office and use a computer kiosk for submitting your application online. Our office is located at 910 Madison Avenue, Suite 722, Memphis, TN, 38163. We are open 8 a.m. to 5 p.m., Monday through Friday, except on university holidays or administrative closings.

• Who can I call in the meantime with questions?
Questions, comments and suggestions are welcome and should be e-mailed to hr@uthsc.edu or systemhr@tennessee.edu.

You can contact the Human Resources office at 901-448-5600. The HR Call Center is also available to answer questions and can be reached at 888-444-UTHR.

Human Resources
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Frequently Asked Questions About the Applicant Tracking System

The University’s System Human Resources office has identified the need for an up-to-date recruiting and hiring system and included this project in HR’s five-year strategic plan.

The implementation for staff was approved statewide by the president and campus and institute leaders.

• What is an applicant tracking system?
  An applicant tracking system is an online program used to monitor and coordinate job openings and applications and help manage recruitment needs.

  Jobs are posted online and candidate resumes and applications are stored inside the program’s secure database to permit effective searching, matching and routing of applicants by HR staff.

  Applicant tracking systems help reduce inefficiencies by automating processes and allow for better and faster recruitment decisions.

• Why is the University of Tennessee implementing a new system?
  Recruiting and retaining a talented workforce are critical to the university’s success, and an up-to-date and effective hiring system is a good place to start.

  Each campus and institute currently uses a different method for online recruitment, and there are several reasons why it is important that the university transitions to a more streamlined approach. All campuses and institutes will consolidate their job listings and tracking through this one system.

  The new applicant tracking system will integrate open staff positions across the university into one, easy-to-navigate database.

  The transition will improve efficiency and effectiveness of recruitment efforts statewide, as well as benefit both job seekers and staff tasked with filling positions.

• What other employers use this system?
  Some employers using the same system include Georgia Tech, Cornell and Purdue universities, Target, and Hilton Hotels.

• When will it be available?
  The new applicant tracking system will launch in January 2012.

• How will the new applicant tracking system benefit job seekers?
  Current and prospective employees will find it easier to search open positions by location and entity, upload required materials, and submit employment forms after accepting a position.

  Internal applicants will be able to apply for positions faster and easier because the system will automatically add information the university already has on file.

  All applicants will be able to check their application status electronically, and job postings will be removed automatically once positions are filled.

• How will it benefit staff tasked with filling positions?
  They will find it easier to post jobs, search applicant materials, and request and receive necessary approvals from HR throughout the hiring process.

  The new system will allow HR and Equity and Diversity staff to review important hiring trends such as time-to-fill and diversity metrics and analysis of why applicants decline job offers.

• Will open faculty positions be searchable in the new system?
  No. The first phase of implementation will include staff positions only. Faculty positions will be implemented at a later time.

• How will I know how to use the new system?
  Training will be offered to all employment and recruitment officers, hiring managers, and IRIS department specialists in December 2011 and January 2012. Additional tutorials and frequently asked questions will be available within the system.

  Job seekers also will find frequently asked questions and tutorials within the system, as well as staff contact information for additional questions.