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Human Resources Supervisors Janet Chu-Hooker and Bruce Moore and Senior Programmer Analyst Matt Varughese test out Metro Careers website on newly installed computers at the Metro Headquarters Employment Office.

Metro's Human Resources Website Gets Digital Makeover

- Applicants, Hiring Departments Benefit from Quicker, Automated Process

By Laura Kloth
Staff Writer

(August 18, 2009) A newly updated and upgraded Metro Careers website has been launched by Metro's Human Resources Department, under the direction of Stefan Chasnov, Deputy Executive Officer, Human Resources.

The new site promises to "make a world of difference" by completely digitizing and streamlining the application process for both applicants and hiring departments, explains Human Resources Supervisor Bruce Moore. The new site was officially launched Aug. 17.

Metro's Applicant Tracking System (MATS) online component merges intranet and internet versions of Metro Careers into a single website for all applicants, Moore said. This allows applicants to apply for Metro positions from any computer that has internet access.

Some of the benefits of the new site are that it allows applicants to create an account using their email so they can apply for more than one job opening by completing just one application.

"You build a work profile and may attach your resume to the profile. You

can update your work profile and resume at any time. Whenever a position is posted, you then apply for the position with your existing work profile/resume," said Moore.

Check it out: Online applicants can keep a work profile current and apply for more than one job opening at the click of a submit button.

Previously, applicants had to create a new application for each position. Applicants will receive an email confirmation whenever they apply for a posted position, and may elect to receive all further Metro employment correspondence through e-mail.

Similarly, hiring departments will benefit by being able to submit employment requisitions electronically and screen employment applications/resumes on-line.

"No more need to mail or walk documents to the Human Resources Department," said Moore. In addition, the new process will save money by eliminating the need to perform a variety of data entry tasks.

Not only will the process become more streamlined and efficient, it will create a "richer database of electronic information" for the Human Resources Department, he said.

Four more computers were installed recently, adding to two existing already at the plaza-level employment office of Metro's Gateway H.Q.

Candidates applying for represented positions will still be able to fill out applications on paper, and for those who would like to use the new system, all they need is an email account which can be obtained online for free.

The new website was put together with the technical leadership of Senior Programmer Analyst Matt Varughese and Human Resources Supervisors Bruce Moore and Janet Chu-Hooker, and the support of Senior Departmental System Analysts Forrest Miller and Jerry Lindsey.

Webmaster Joe Simpson provided website assistance with ADA compliance, email subscription implementation and testing while Creative Services Consultant Sharie Powell also provided CSS support.

Human Resources staff also wishes to thank project sponsors Lonnie Mitchell, Don Ott and Elizabeth Bennett for their on-going counsel and commitment to this project, and ITS Director Steve Timberman and ITS

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Manager Norm Haddock for their on-going project management support.