# Information Technology Capital Investment Program

Project Status Report

To:  Information Technology Strategy and Investment Committee
     John Vittner, Office of Policy and Management

From: | Jeremy Kushin |

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Agency: | Department of Administrative |
Project: | DAS/State of Connecticut Ex |

Project Manager: | Jeremy Kushin |

Reporting Period: | Project Inception through 12/ |

Total Funds Requested: | $4,596,200 |

Total Funds Allotted to Agency: | $4,596,200 |

Accumulative Total Capital Fund Expenditures to Date: | $2,937,818 |

Brief Project Description/Summary:

LinkedIn Learning

**Brief Project Description/Summary:** To provide Executive branch employees within the scope of HR Centralization a learning management system consisting of modern learning solutions to address professional development societal and workplace trends and needs

ScanOptics/PeopleDoc

**Brief Project Description/Summary:** To digitize all in-scope employee personnel, payroll, medical and Workers Comp files and set up case automation that will create efficiency regarding workflows.

Ideal

**Brief Project Description/Summary**: HR will use machine learning and artificial intelligence {"Al") shortlisting to assist in providing the most qualified applicant pool to hiring State agencies. Ideal will provide a cloud-based single software solution that uses machine learning and Al to assist in shortlisting the most qualified applicants for recruitments, especially with jobs that attract a high volume of applicants. Idea will be integrating with the State Applicant Tracking System (JobAps).

JobAps (Phase 3)

**Brief Project Description/Summary:** This phase of JobAps updates will include an Integration with Ideal, Enhancements to the Referral Questionnaire Spreadsheet Report, and Online Employment Center Enhancements. The Integration with Ideal will allow users to shortlist candidates within the platform. The enhancements to the Referral Questionnaire Spreadsheet Report will allow users to generate more relevant and efficient information through JobAps. The Online Employment Center Enhancements will improve the look of the web page and include professional service hours.

LinkedIn Recruiter

**Brief Project Description/Summary:** In an effort to modernize and enhance HR's service delivery and support lean recruiting efforts, State of Connecticut, Executive Branch Human Resources will use LinkedIn Recruiter, which is a cloud-based solution recruitment tool that shall be used for strategic sourcing, pipelining and branding. Personalized targeted job slots shall be used to attract qualified passive and difficult to source candidates for difficult to fill titles using strategic sourcing and pipelining. The system has access to a social network pool of professionals. The system uses algorithms to match and attract users to State jobs, especially for difficult to recruit for areas. This would assist the State with filling critical positions as traditional recruitment methods have been resulting in limited to no applicants, especially in areas of physicians, psychiatrists, engineers and some specialty and skilled trade's titles.

Summary of Progress Achieved to Date:
LinkedIn Learning

**Summary of Progress Achieved to Date:**  Currently conducting a soft launch with two teams in DAS Talent Solutions and DAS BEST (about 55 users) to test usage, registration and content, as technical teams in CORE and DAS BEST map and test the user registration process to support 30,000 user licenses.

ScanOptics/PeopleDoc

**Summary of Progress Achieved to Date:** All files have been picked up by ScanOptics and are in the process of entering the employee platform in PeopleDoc. All five functional areas are at various stages in rolling out their forms/workflows in Employee Case Management in PeopleDoc.

Ideal

**Summary of Progress Achieved to Date:** Have begun implementation process with JobAps and worked with the vendor to go over recruitment process which also included collaboration with EEO.

JobAps (Phase 3)

**Summary of Progress Achieved to Date:** The Integration with Ideal is being built and testing is taking place in the stage environment. The enhancements to the Referral Questionnaire Spreadsheet Report are now active in the staging environment. There has been a meeting with the website administrator to determine impact on DAS and ct.gov websites regarding the Online Employment Center Enhancements.

LinkedIn Recruiter

**Summary of Progress Achieved to Date:** Accomplishments include retarget job scraping to pull open to public only, created one State of Connecticut Page with branding pages complete, moved contents from State of Connecticut DAS Jobs to State of Connecticut Page & communicated change, job wrapping done and posted, utilizing the 51 specialized job slots provided by the subscription and have begun using AI technology to in-mail passive prospective applicants.

Issues and Risks:

LinkedIn Learning

**Issues and Risks:** User registration process is still in testing phase; registration process must allow options for users to register with either their ct.gov/po.state.ct.us email address, their own LinkedIn profile account, or a personal email address.

ScanOptics/PeopleDoc

**Issues and Risks:** Employees must have a valid email to login to the platform and HRBP's have been directed to disseminate this information to their agency.

Ideal

**Issues and Risks:** We are customizing Ideal to meet our business needs. As such, we need to ensure Ideal understands our process, while ensuring our affirmative action process is adhered to. We spent time up front to minimize issues and risk by ensuring EEO, JobAps, and Ideal understand our recruitment process and understand the goal and purpose of this project.

Part of this project is to implement single sign on. While JobAps and Ideal can commit to implementing single sign on, our internal IT department has other priorities of greater need at this time. We can proceed without single sign on if IT does not have the time to devote to this portion of the project.

JobAps (Phase 3)

**Issues and Risks:** There have been no reported issues so far. Two different contractors (Ideal and JobAps) with different requirements and timelines.  Impact of OEC enhancements on the DAS and ct.gov websites.  Compliance with DECD Branding manual.

LinkedIn Recruiter

**Issues and Risks:** LinkedIn doesn't allow non-members to access the State of Connecticut page. We have requested they resolve this issue.  As LinkedIn scrapes our jobs, at times, their system changes the location and state.  We are working with LinkedIn to resolve this issue.

Next Steps & Project Milestones:
LinkedIn Learning

**Next Steps & Project Milestones:**   Users are really enjoying the refreshing nature of the LinkedIn Learning content.  Once we successfully test the registration process, we can move from soft launch to full launch, scheduling a rollout for each agency.  As part of that process, we will be looking at uploading State-developed content, where appropriate.

ScanOptics/PeopleDoc

**Next Steps & Project Milestones:** All employee files will be scanned and categorized in PeopleDoc by March. Work has begun on the employee portal which will serve all 30,000+ in-scope users.

Ideal

**Next Steps & Project Milestones:** Finish integration between Ideal and JobAps. Set up HR users with the software and have them practice and generate reports. Transform the platform into production. Milestones will include completing integration, testing, and training.

JobAps (Phase 3)

**Next Steps & Project Milestones :** Continue to proceed forward with JobAps/Ideal integration. Manually review applications against the Ideal AI results.  Test the results and make any necessary changes. JobAps to complete referral questionnaire spreadsheet report.  Test the results and make any necessary changes. Design OEC rebranded page in accordance with website and branding guidelines.

LinkedIn Recruiter

**Next Steps & Project Milestones :** Continue to troubleshoot above-noted issues and risks as well as any other issues, Update branded page at least quarterly, the main focus of this project has been completed.