



STATE OF ALABAMA  
**DEPARTMENT OF EDUCATION**



Eric G. Mackey, Ed.D.  
 State Superintendent of Education

January 22, 2024

Alabama  
 State Board  
 of Education

**MEMORANDUM**

Governor Kay Ivey  
 President

**TO:** City and County Superintendents of Education

Jackie Zeigler  
 District I

**FROM:** Eric G. Mackey *EGM*  
 State Superintendent of Education

Tracie West  
 District II  
 Vice President

**SUBJECT:** New Applicant Tracking System Announcement and Implementation

Stephanie Bell  
 District III

The Alabama State Department of Education is excited to announce that we are in the preliminary stages of implementing a new and innovative Applicant Tracking System (ATS) for our Alabama local education agencies (LEAs). This system is set to reform our recruitment process and enhance our ability to attract top talent. We anticipate rolling out the ATS as early as March 2024, with the official launch scheduled for the end of May 2024. The new system, which was selected through the Request for Proposal (RFP) process, will replace our current Teach-in-Alabama platform.

Yvette M. Richardson, Ed.D.  
 District IV

The new ATS will offer a wide range of features that will streamline and optimize the hiring process. Listed below are some of the key features that you can look forward to:

Tonya S. Chestnut, Ed.D.  
 District V  
 President Pro Tem

- Pre-Screening Questions: Easily filter and shortlist candidates based on their responses to customized questions.
- Text-to-Apply: Candidates may conveniently apply for positions via text message.
- Job Alerts: Notify candidates about new job openings and updates related to their application status.
- General Profile: LEAs can maintain a comprehensive profile for each candidate, including their qualifications, experience, and contact information.
- Tracking and Status: Monitor and track the progress of each candidate throughout the hiring process.
- Activity Alerts: Receive real-time notifications about important candidate activities and updates.
- Candidate Communication: Seamlessly communicate with candidates through the ATS, ensuring efficient and effective correspondence.
- Interview Scheduling: Simplify the process of scheduling interviews with candidates through automated tools.
- Job Posting and Social Referral: Post job openings across various platforms and enable employees to refer potential candidates through social media channels.
- Advanced Advertising With Indeed and LinkedIn: Amplify our job postings and attract a wider pool of qualified candidates through strategic advertising on popular platforms.
- Candidate Forwarding: Share candidate profiles with other team members for evaluation and input.
- Group Evaluation: Enable multiple team members to evaluate candidates collaboratively and efficiently.

Marie Manning  
 District VI

Belinda McRae  
 District VII

Wayne Reynolds, Ed.D.  
 District VIII

Eric G. Mackey, Ed.D.  
 Secretary and  
 Executive Officer

- **Automated Reference Check:** Automate the reference check process to save time and ensure thorough evaluations.
- **Workflow Customization:** Tailor the ATS workflow to align with our unique hiring process and preferences.
- **Request to Fill:** Simplify the process of requesting approval for a new position to be opened.
- **Request to Hire:** Streamline the process of requesting approval to hire a specific candidate.
- **Reporting and Analytics:** Access powerful analytics and reporting tools to gain insights into our recruitment process and make data-driven decisions.
- **Equal Employment Opportunity (EEO) Compliance:** Ensure compliance with EEO regulations throughout the hiring process.

Included in this system is a comprehensive Digital Onboarding module. This module will allow for seamless transition of new hires into our LEAs with minimal paperwork and maximum efficiency. Key features of the Digital Onboarding module include:

- **Onboarding Workflows:** Create customized onboarding workflows to ensure a smooth transition for new hires.
- **Offer Creation and Delivery:** Generate and deliver offers to selected candidates electronically.
- **New Hire Forms:** Digitize and automate new hire paperwork, eliminating the need for manual documentation.
- **Electronic Signature Services:** Enable candidates to electronically sign required documents securely.
- **Electronic Form Customization:** Customize digital forms to capture specific information relevant to our organization.
- **Onboarding Task Customization:** Create and assign personalized tasks to new hires for a structured onboarding experience.
- **Post-Hire Support:** Provide continued support to new hires through the onboarding process to ensure a seamless integration into our organization.

Lastly, also included are powerful Talent Search Management Tools to identify the best-fit candidates. Key features of this module include:

- **World-Class Behavioral Assessment:** Evaluate candidates' behavioral traits to identify their potential fit.
- **Skills-Based Testing:** Assess candidates' skills and competencies through online testing.
- **Advanced Search Functionality:** Conduct detailed searches to find candidates based on specific criteria.
- **Applicant Flags and Categorization:** Easily flag and categorize candidates to streamline the evaluation process.

I am confident that the implementation of this new ATS will greatly enhance our recruitment efforts and provide you with a competitive edge in attracting and acquiring top talent.

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Due to the timeframe for implementation, the Educator Recruitment and Retention Section will immediately begin contacting LEAs regarding set-up and ongoing training opportunities. For an initial look into the system, please register for one of the 18 available dates and times provided in the link below:

<https://forms.office.com/r/2EX5zRLg9f>

There will be a comprehensive FAQ document created to ensure that consistent information is provided to all during this process. If you have any questions, please contact Mrs. Mona Coan at [mona.coan@alsde.edu](mailto:mona.coan@alsde.edu) or Ms. Kimberly Mitchell at [kimberly.mitchell@alsde.edu](mailto:kimberly.mitchell@alsde.edu). Thank you for all that you do for the students in Alabama schools.

EGM/MC/KM

cc: City and County Human Resource Directors  
Mrs. Angela Martin  
Ms. Shavon Y. Harris

**FY24-2024**