Town of Nags Head Capital Improvement Program Request Fiscal Years 2018-2019 through 2022-2023

1. Project:	Applicant Tracking System	2. Department	Town Manager	3. Rank (Completed by TM)	

4. Project Description

This request will automate, and thereby expedite, the Town's hiring process. System benefits include online applications, applicant activation/inactivation, mass notifications, and the ability to build personnel records upon hiring.

5. Type of Project or Acquisition

- ☐ Replacement
- ☑ New
- ☐ Renovation
- ☐ Expansion
- ☐ Equipment
- ☐ Land

6. Project Justification

The Town receives an average of 300 applications a year. Despite the recent creation of a fillable application, we struggle with each job opening because applications are often received not fully complete. The problem could be that the program the applicant is using isn't compatible to ours; people try to complete the application on a mobile device and again it doesn't transfer correctly or the fields are out of order or unreadable. In order to have management review applications they are stored on our server (I drive), but with this system it would neatly organized and streamlined in the system.

7. Implementation/Acquisition Schedule

Project Category	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Beyond 2023
Planning and Design	☐	☐	☐	☐	☐	☐
Land and Land Acquisition	☐	☐	☐	☐	☐	☐
Construction	☐	☐	☐	☐	☐	☐
Equipment Acquisition	☐	☐	☐	☐	☐	☐
Miscellaneous	☑	☐	☐	☐	☐	☐

8. Operating Budget Impact

	Personnel:	Capital/One Time Costs	Maintenance/ Operating Costs:	Other:	Total:
FY 2019:		$6,323			$6,323
FY 2020:			$495		$495
FY 2021:			$495		$495
FY 2022:			$495		$495
FY 2023:			$495		$495
Beyond 2023:			$495		$495

9. Additional or Alternate Funding Sources

	FY 2019:	FY 2020:	FY 2021:	FY 2022:	FY 2023:	Beyond 2023:	Total:
Reserve:							$0
Grants:							$0
Other:							$0
Other:							$0
Other:							$0
Total:	$0	$0	$0	$0	$0	$0	$0