Town of Nags Head Capital Improvement Program Request Fiscal Years 2017-2018 through 2021-2022

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

4. Project Description

Automate the hiring process by having an online application, activate/inactivate applicants, send mass notifications to a group, build personnel records when hired.

5. Type of Project or Acquisition

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

6. Project Justification

We receive an average of 300 applications a year. I created an application that is a fillable PDF however IT and myself struggle with each job opening because applications come across missing information. The problem could be the program the applicant is using isnt compatible to ours, they try to complete on a mobile device and again it doesnt transfer correctly or the fields are all out of wack. 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 2018	FY 2019	FY 2020	FY 2021	FY 2022	Beyond 2022
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 2018:					$0
FY 2019:		$5,025	$495		$5,520
FY 2020:			$495		$495
FY 2021:			$495		$495
FY 2022:			$495		$495

9. Additional or Alternate Funding Sources

	FY 2018:	FY 2019:	FY 2020:	FY 2021:	FY 2022:	Beyond 2022:	Total:
Reserve:							$0
Grants:							$0
Other:							$0
Other:							$0
Other:							$0
Total:	$0	$0	$0	$0	$0	$0	$0