



**Recruitment Management System (RMS)
Upgrade Update**

Human Resources Directors,

The RMS Upgrade is coming closer so we wanted to provide you with some updates and additional information about the upgrade including actions for you to take.

What Will Be Changing?

This upgrade will provide several enhancements and changes for those using the RMS. These will include:

For Applicants:

- ◆ Bookmark postings to apply to later without searching again
- ◆ All applicants will need to create new applications in the upgraded RMS.

For HR :

- ◆ Create and manage a supplemental questions bank for postings
- ◆ Create hiring proposals to identify key information about the selected candidate
- ◆ Create a single PDF of all applications, resumes, and supporting documents for each applicant into a single PDF file
- ◆ Update data across multiple postings via mass edits
- ◆ Identify search committee who can view and evaluate applicants in RMS
- ◆ Enhanced reporting features that will allow for reports to be configured and exported to html, csv, or Excel files for further analysis

What Do You Need To Know And Do Now?


1. Because applications that already exist in the current system will not transfer to the upgraded system, it is important to alert employees and future applicants about this change. We are encouraging those with existing applications in the system to save or print them so that they can use that information when creating new applications in the future. This should be completed prior to the upgrade implementation target date of April 2015.
2. To communicate this information, we are posting messaging on the RMS application page for applicants to read. Additionally, we have prepared the attached communications for agencies to share with employees and hiring managers. Please use these as appropriate with your agency staff to ensure that they are prepared for the upcoming changes. Also included are instructions for how to send these Microsoft Publisher communications via email.
3. Please review your agency's designated primary and backup RMS Administrators and send this information to rmsinquiry@dhrm.virginia.gov on the attached [Agency RMS Administrator Contact Form](#). This information will be used to ensure that we have up-to-date contact information for upcoming communications.

What Is Next?

Additional communication with an update on the upgrade will be provided in the coming weeks.

If you have any questions about the changes, please email rmsinquiry@dhrm.virginia.gov.

Thanks!

 RMS Upgrade Team