

## **Frequently Asked Questions: Applicant Tracking System (ATS) Transition**

### **When will the ATS transition occur?**

Project implementation is scheduled for December 10, 2018.

### **When will training for the new ATS occur?**

Training for all state agency users will be scheduled for the first week in December. Access to online training modules will be provided for HR agency staff in October, once the training manual has been revised. Review of the online training modules is required before classroom training. The online training modules take approximately 1.5 hours to view.

### **What is the cutoff date for announcements in the old system?**

The hiring process in ATS is to be completed by the end of November. This includes completion of hiring lists.

### **What data from the old system will be transferred to the new ATS?**

DHR is in the process of identifying data that will be downloaded/archived from the current system to the new system.

### **What if we need access to archived information?**

DHR is currently working with the Idaho Department of Labor to determine archival retrieval options.

[Email Idaho Division of Human Resources](#) or call 208-334-2263 with additional questions.