

EXHIBIT A - FUNCTIONAL INTERROGATORIES

Please respond to the groups and questions below by indicating Y-Yes or N-No (for each bullet point) and providing appropriate details in the table.		Y/N	Details
	Applicant Tracking		
1	Account impersonation feature		
2	Integration feature that can work with peoplesoft and other systems utilized by CCC network		
3	Ability to serve as a host/storage for previous ATS platform		
4	Support services for duration of use of software system		
5	Ability to allow users more than one role in ATS system		
6	Ability to have multiple user access levels		
7	Does the system provide the ability to communicate with the candidates via MS Outlook with ease?		
8	Does the system allow an applicant to select from a category of jobs and display available jobs within that category once selected?		
9	What kind of predictive recruiting tools does the system offer?		
10	Does solution support have any connectors to facilitate the talent acquisition and hiring process?		
11	The system must be able to send and recieve jobs, candidates and applications information through real time web-services.		
12	Can applicants follow the selection process and the status of their applications?		
13	Can applicants set up and manage job alerts?		
14	Does solution have a simple intuitive user interface?		
15	Does system include an extensible person profile that can be used to track job roles and responsibilities, skills, experience, education, etc.?		
16	Describe the system's ability to integrate with industry standard email and scheduling applications.		
17	The system shall provide the ability to allow employees to apply using a mobile device.		
18	How does the system support live video interviewing and recordings? Does it require integration with a 3rd party toll, or is the video technology an embedded component within the system?		
19	The system provides integration with onboarding processes for I-9 and background checks?		
20	The system should provide the Recruiter/HR hiring manager job dashboards based upon their postings.		
21	Does the system support the ability to create and configure the questions asked of an applicant, whether the response is open text or pre-defined frof down of answers and whether the response is required shall be configurable based upon the type of job opening?		
22	Does the system support the ability to define the status of an application and to automatically set the status of an application based on the responses to the defined questions shall exist?		
23	Can jobs be advertised over email and social media?		
24	When an application is successfully submitted it shall send a confirmation email to the applicant		
25	Improve the communication between CCC and applicants by allowing mass communications from CCC to selected applicants.		
26	Improve the format of the information and data received from applicants to allow for more valid and effective evaluations of an applicant's background by providing a mechanism to simply the screening process based on the job's minimum requirements (i.e. scoring position specific questions)		

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27	Automate the reference request/evaluation process. Reference component should allow for simple identification of professional references as well as allow flagging for review based on responses.		
28	Ability to determine completion of application packet based on submission or application, required documents and recent references.		
29	Ability too automate document transfer (application and/or supporting documents) into CCC system upon hiring candidate.		
30	Reduce the time to hire.		
31	Audit function to include tracking user actions		
32	Applicants both exisitng internal and "new" (external)		
33	Ability to engage and communicate with pre-applicants (i.e. job fair sign-up form		
34	A system that helps us survey candidates and report on their experiences with our hiring process		
35	No Extra Costs for Custom Reports		
36	High Security standards and built in security provisions		
37	Communicates automatically with job boards		
38	Cpability to hold organization entities (i.e seperate HWC & KKC) as different cost centers		
39	Transfer applicants across cost centers		
40	Has a requisition library of job templates that can be utilized when creating requisitions		
41	Posts internal and extrnal jobs to compnay internet site and company intranet site with effective dates		
42	Tracks expenses by applicant/candidate level and associate them with a specific requisition or a general recruiting activity		
43	Allows admnistrators to customized verbiage on the email messages (including confirmation acknowldgement and job filled) to external and internal aplicants/candidates		
44	Provides a library of standard communication correspndence for printing and distrubution		
45	Integrates seamlessly with standard emnail systems (Microsoft outlook) for applicant/candidate activity for hiring managers and recruiters		
46	Allows admnistrators to schedule interviews, notify inerviewers of times, locations and topics to cover.		
47	Distinguishes applicant/candidate status for internal or external candidates		
48	Associates applications and resumes to a specific requisition wthout having to change screens/databases		
49	Has history that consists of one candidate record with all the associated recruiting activity regardless of the number of requisitions		
50	Search resumes by searching keywords		
51	Stores resumes for future use by category, job title, skill, or other user-defined attributes		
52	Allows applicants to modify or replacae their existing resume		
53	House interview templates for each job		
54	Hiring managers and recruiters can review pre-screened applicant/candidate		
55	Hiring managers can rack candidate status		
56	Hiring managers and recruiters can view communication history		
57	View multiple recruiter schedules		
58	Hiring managers can view and print assesments between candidates		

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59	hiring managers and recruiters can record interview notes		
60	Hiring managers and recruiters can enter additional applicant/candidate information if needed		
61	Searches applicants/candidates based on a variety of criteria (i.e location, skills, prior employers, zip code, and metropolitan areas.		
62	Has embedded workflow for approvals based on company defined process including requisition approval, offer approval, and new hire approval		
63	Allows users to attach documents to an applicant candidate record.		
64	provides web-based data collection for jobseekers users		
65	allows administrators to create behavioral interview question sets per job opening		
66	Allows administrators to determine which fields are required for completion by applicant/candidate and/or recruiters/hiring managers		
67	Allows administrators to establish access level in the system by role		
68	Increments requisition numbers automatically or entered manually		
69	Allows users to enter and access secure notes		
70	Integrates with Third Party Screening services: Criminal background check, drug testing and assessments		
71	allows applicant/candidate to choose if he/she would like to be alerted when a future position becomes available based on qualifications		
72	Generates offer letters containing all compensation options to applicant /candidates		
73	System will track the requisition number, status and reason for the opening		
74	Job Openings will include employment information including FLSA type, salary range, and full/part time indicator		
75	Job Opening will include education and skill requirements		
76	assist in the creation of and house job descriptions		
77	Job opening will include Metropolitan Area and location information		
78	Generates reports on all fields that exist in the database		
79	HR and manager new hire/rehire checklist ability, by position, with check off ability as tasks are completed (for example, offer letter has been sent and received)		
80	Provides ability to automatically notify other areas of CCC of New Hire (security, Payroll, etc)		
81	Provides ability to automatically notify new hire of activities they need to complete and remind them if they do not do it in a timely manner		
82	Manager is prompted to assign correct property to the employee		
83	ability to enter new hire before start date (effective dating) and new person will not appear on org charts until effective start date		
84	Enables HR Business Partner Self Service request for termination workflow		
85	Track terminations by reason		
86	Maintain Exit interview information		
87	can automatically cancel specified employee benefits upon termination		
88	Ability to predefine workflows and workflow tasks that vary according to the position being filled		
89	ability to delegate a proxy or change the owner for any specific task		
90	Ability to Output a well formatted completed form to hard copy Print		
91	Ability to track expected lead times vs actual lead times to assist in planning (i.e determine the lead times for telephone provision is 73 hours		

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92	ability for hires to return and update or correct their information after the initial submission		
93	Ability to provide task respnse and status via email reply		
94	Ability to measure the performance of the onbaord process		
95	ability to vary the onboarding process workflow according to multiple candidate and position factos - employee type, business unit, job function, country and state, etc)		
96	Ability to monitor the overall status of the onboarding process, providing a clear indication of "new hire readiness"		
97	Ability to identify and prevent duplicate applicant accounts		
98	Ability for applicants to recover their login credentials viz an existing automated system		
99	Ability for applicants to apply for multiple vacancies		
100	ATS will provide hiring managers multiple view options to simplify the review of specific type of information		
101	Ability for applicants to unsubscribe from from notifications and ability for HR to unsubscribe candiadtes from receiving notifications		
102	Ability to enter interview results		
103	Ability to assist campuses with job posting accuracy and clarity, and features that limit or reduce interaction needed		
104	The ability to meet legal compliance for staffing and EEO requirements of applicant tracking		
105	The ability to register perspective candidates during job fairs		
106	Ability to track referral source and report on it		
107	Ability to make completion of one task a firm prerequisite to the initiation of other tasks		
108	Ability for the hiring manager to enter all required data on behalf of the contingent worker		
109	ability to pre-populate form fields using data provided by unified recruitment		
110	ability to brand the forms and pages seen in the new hire portal or page flow		
111	AAbility for hiring manager and HR to create a new hire checklist that is position specific		
112	Ability to send reminders if he/she does not complete tasks in timely manner		
113	Ability to click a button to hire a person, and data is automatically routed to payroll, benefits, and other applicable areas		
114	Ability to interface employee's I-9 to everify for U.S		
115	Ability to genrate acceptanc eemail notice / workflow notification to hiring manager, with start date		
116	ability to include range of documnets, such as W-4, I-9, Employee Agrrement, Mandated reporter etc.		
117	Ability to Provide electronic new hire packets, with ability to attach		
118	Ability to deliver employemnt eligibility verification, with automatic status update and validation noted in employee profile		
119	Ability to print new hire packae fore candidates signature as well as workflow to generate appropriate pre-employment forms to be sent to the candidate		
120	Audit Trails for all additions, updates and changes		
121	retains employee status code history		
122	No limit to historical data captured		
123	Unlimited user defined fields		

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124	All compliance reporting can be generated for current periods and historical periods		
125	EEO-1 reporting		
126	Multi Worksite reports		
127	Automatic notification of I-9 expiration/visa expiration		
129	Tracks any accomodations made to support ADA		
130	Provides military and veteran status for employees		
131	Managers can View Summary data and analyze salary budget information for their departments		
132	Managers can assign salary increases based on: Dollar amounts, Percentages, combination of both		
133	Managers can create a "What if" scenario to ensure that increases do not exceed the department salary budget		
138	Tracks Waived benefit deduction plans		