

Job Applications Made Simple and Convenient

Throughout St. Vincent and the Grenadines hundreds of people are applying for jobs in the Government sector and many are finding the process a very frustrating one. A new online applications process provides a way to simplify the entire process and make life a less frustrating one for all involved, both the government agencies and the job applicants.

The idea here being proposed is an online system that makes it very convenient to all who would be involved in the job application process. Technology is a fast growing sector everywhere and St. Vincent is no exception. The internet is found in all areas and there are even hot spots (WIFI access) available free of charge in many areas. Many are using smart phones with data plans that make accessing the internet possible. Therefore an online solution is very feasible. Even those without the technology can gain access to it through Cyber Cafes or a friend or relative.

This online process is one where job applicants will be able to post their job applications online, along with reference letters, curriculum vitae, and any other required materials in a wide variety of formats, e.g word documents, pdf files, picture files, etc. Applicants will access a website, which would have a direct link on the government's website which is already in place and functional or go directly to the job applications website.

A person looking for a job in the government sector will access this website which will provide general information on the job application process and a link to the various government sectors where they will see jobs being advertised, the requirements necessary to fill those posts and any other pertinent information. They will also see "*big and bold*" at the top of this page an icon that says "**APPLY FOR A JOB**". This link will open up the web job application form which the applicant must fill out and submit. What is interesting about the process is that the applicant would have the option from a 'drop down' menu to select which government sector they are applying to e.g. education, immigration, etc. After selecting this option the following field will have another drop down menu for the post being applied for, which would be specific to government sector selected previously. When submitted, the application would thus go to the correct agency for review. When submitted, the applicant will immediately be provided with an automatically created account where they can follow the progress of their application. The first status will show "Application Submitted". They will also receive email updates as the status

changes. Status updates will include “Application Received”, “Application Reviewed”, “Applicant Successful/Unsuccessful”. If successful further status will show “Interview Date” and “Thank you – Hope you enjoy working with us”. Unsuccessful applicants will receive the updated status “Thank you for applying- feel free to apply again in the future.”

This idea is going to solve some major problems experienced both by the government sector and the applicants alike. First, for many applicants they find it very tedious to write a number of applications and must go to each government agency to carry them personally or get someone to carry these for them. This also involves a great cost factor for many applicants, many of whom have to beg a friend or relative for the funds to travel, and this cost goes up the further away the applicant lives from Kingstown. Some applicants also use the mail system to send in these applications, but some persons find that when they call the agencies, their applications cannot be located, either being misplaced or never reached (lost in the mail system).

On the part of the agency, it can be tedious looking for an application when an applicant makes a phone call to find out the status of their application. Sometimes they are unable to give an answer because the person with such information might not be in (gone to lunch, the washroom, in a meeting, etc.) Sometimes too these workers are frustrated when applicants constantly keep nagging to find out what is happening. This new system will make all of these problems a thing of the past. Applicants simply log in to their account online and are immediately able to see their application status. Also updated status is immediately sent to their email account.

This idea is considered unique because for the first time it makes it possible for all the government sectors to collaborate easily and can instantly share information with each other painlessly in this aspect of applications for job. This is because a person applying for a job needs only ONE account, no matter how many different government sectors they may want to apply to. Curriculum Vitae can even be looked at collaboratively to see which sector the applicant may be most suited for (those who apply to more than one areas). This is innovative because at present the different sectors work independently. It is also innovative because a central electronic database is being built for the contact details and other pertinent details from applicants which can be seen by all involved in the hiring process. All activity can be tracked, including emails,

status changes, any notes made on the applicant. An added advantage is that even a worker that may go on an overseas trip can access the system if need be. This can streamline the whole hiring process in the government sector.

Further, the online process would allow for a more clear definition of the position and requirements of any particular job. This is because a printed application form is limited as to how much details can be placed on it. Online, however, it can be spelled out in detail, e.g attitude expected, skills required, knowledge and experience as well as education requirements. An applicant is thus more likely to know whether or not they may be successful or more suited to certain sectors than others. Employers too would benefit since information is readily at their fingertips for use when evaluating applicants. A team effort becomes so much easier because all involved can easily look up an applicant's resume/curriculum vitae and any other information as they evaluate an applicant.

All will thus benefit from this system since it will be actively used both by the public and by all the government sectors in St.Vincent and the Grenadines.

The government sector will benefit tremendously from a system like this. There is already a government technology initiative in place. The government already have a large presence on the web and there is already much work in place for an "e-government". This system therefore falls directly in line with the goals of the government. It will save cost since at present a large amount of money is being spent in the mailing of hard copy documents, purchasing of large amount of paper and ink. Added to this is the amount of time involved searching through documents, answering a never ending stream of phone calls and the level of tiredness from many workers who are constantly bombarded by applicants.

It is with all of these problems in mind that we think this idea will prove to a major benefit to the government and public alike.

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