



POULSBO CITY COUNCIL AGENDA SUMMARY

CONSENT AGENDA ITEM NO. 7.d

MEETING DATE: April 9, 2025

AGENDA ITEM	BA #25-0202 NeoGov Software
EXHIBITS	NeoGov - Insight-Onboard Overviews BA-25-0202 NeoGov Software
STAFFED BY	Fernandez
ESTIMATED TIME	1 min

SUMMARY STATEMENT

The Human Resources Department has had a huge increase in hiring, and seeks to use software to streamline the hiring and onboarding processes.

"INSIGHT" is an applicant tracking system that simplifies public sector hiring processes. The job applicant can complete the application online, and then the software screens the applicants to help the hiring department manager review the applications and decide who to interview. The applicant will be able to self-schedule interviews, receive automated message updates, and we can send the offer letter through the portal as well.

"ONBOARD" is configurable software that provides the employee access to onboarding resources in a personalized self-service portal. The digital onboarding forms allow the new hire paperwork process to be faster and more accurate, and will auto-populate data from Insight. There will also be a dashboard for HR and other department managers to track the status of a new employee's onboarding progress.

This was discussed during the 2025-2026 budget process, and the Mayor put a "wait" on this request until IT was able to do an audit to determine if we had any existing software that could provide the same features as NeoGov. In March, IT Manager Riendl reviewed the software and determined the City does not have any existing software agreements that could assist with hiring and onboarding new hires.

WORKSHOP DATE:	April 2, 2025
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IMPACTS

Expenditure Required? Yes	Included in Budget? No Amount: \$18,500
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SAMPLE MOTION:

Move to approve BA #25-0202 for NeoGov Software.