

## A smart choice for smart clients.

“ AMS 5 is a dynamic program that allows us to process, track and monitor applicants in a swift and orderly manner. We are a large municipality that takes pride in offering excellent service to our clients. AMS 5 allows us to achieve that goal because of the leading-edge technology it offers.”

– Karen Graham,  
City of Detroit, MI

“ Sigma has been part of my work life for 20+ years. I have watched it grow from its infancy into the wonderful program it has become. The new Windows® version is the best. The tech support is outstanding. And you are right – if you can ask the question, Sigma can get you the answer. I can't imagine how it could be done any other way.”

– Myrna Campsen,  
Pima County, AZ

**Sigma serves more public-sector clients than any other selection management software company.** Here are just a few of our many satisfied clients:

- City of Thousand Oaks, CA
- City of Santa Rosa, CA
- City of Chattanooga, TN
- City of Napa, CA
- Merced County, CA



**Smart. Successful. Powerful.**

Sigma Data Systems  
333 North Wilmot Ave., Suite 205  
Tucson, Arizona 85711  
(800) 677-1275  
[www.gosigma.com](http://www.gosigma.com)



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## AMS — the smart software.

Sigma's Applicant Management System (AMS 5) helps you efficiently track applicants so you can quickly distinguish qualified candidates from large groups. The architecture and functionality of AMS 5 are based on Sigma's decades of experience in public sector selection and assessment. Developed exclusively for the public sector, AMS 5 works within the bounds of your agency's merit and civil service rules.

AMS 5 gives you unprecedented power and flexibility:

- Track, locate and report comprehensive details of recruitments, exams, even individual candidate histories.
- Gather comprehensive statistics to analyze and improve selection processes.
- Customize the software to your processes, not the other way around.
- Apply the most appropriate technology to each solution.

Since 1981, Sigma has helped agencies in the public sector make smart hiring decisions for higher-quality employees. In fact, Sigma serves more clients in the public sector than any other selection management software company.

At Sigma, we maintain our own staff of selection experts who are well versed in both HR and IT. That smart thinking helps us maximize the efficiency of your selection systems and increase your HR productivity. Plus, our alliance with CPS broadens our expertise even further. This additional insight allows us to offer an even greater range of products and services than ever before.

Plain and simple, expertise like this leads to one logical conclusion. If you want to select smarter, select Sigma.

## A smart vision.

The goal at Sigma is to provide tools that facilitate valid, reliable and defensible personnel selection practices. The effective automation of applicant tracking and candidate assessment results in the increased productivity of your HR staff. Ultimately, these efficient selection systems facilitate higher-quality employees and, in turn, lead to increased productivity throughout your organization.

Recruitment ID	List Description	Open Date	Close Date	Job Class ID	Job Class Title	List Status
2442-05-01	Human Resources Analyst	7/29/2005	1/14/2006	2440	Human Resources Analyst	AC
2442-04-01	ERP System Functional Analyst	7/29/2005	03/10/2006	2442	ERP System Functional Analyst	AC
2494-05-01	Office Assistant III	7/29/2005	1/14/2006	2729	Office Assistant III	AC
2510-04-01	Supervising Clerk	7/29/2005	9/10/2005	2745	Supervising Clerk	AC
2510-04-02	Supervising Clerk	7/29/2005	9/10/2005	2748	Supervising Clerk	AC
2511-04-01	Purchasing Clerk	7/29/2005	11/12/2005	2811	Purchasing Clerk	AC
3235-05-01	Social Worker I	7/29/2005	1/14/2006	5238	Social Worker I	AC
5504-04-01	Appraiser II	7/29/2005	8/31/2005	5504	Appraiser II	AC
6180-04-01	Welder	7/29/2005	10/10/2005	6180	Welder	AC
6332-04-01	Park Ranger	7/29/2005	8/12/2005	6332	Park Ranger	AC

  

Last Name	First Name	SocSector	Date Applied	Disposition	Status	Eligible?	Final Score	Rank
Johnson	Lance	000-05-0431A	4/12/2004	ER	AC	True	94.30	
Reader	Yvonne	000-05-0231A	4/12/2004	ER	AC	True	84.40	
Rodriguez	Diego	000-05-0085A	4/12/2004	ER	AC	True	82.80	
Laurence	Jeff	000-05-0645A	4/12/2004	ER	AC	True	81.00	
Johanson	Stephanie	000-05-0427A	4/12/2004	ER	AC	True	80.50	
Lewis	Yvonne	000-05-0425A	4/12/2004	ER	AC	True	79.50	
Jackson	Shonda	000-05-0093A	4/12/2004	ER	AC	True	77.80	
Abdul	Dele	000-05-0183A	4/12/2004	PW	SI	False		

## Three smart selections.

To make sure you get the best fit for your organization's needs, AMS 5 is available in three distinct editions:

**Standard Edition** — powerful functionality for small organizations

**Professional Edition** — greater flexibility for mid-sized organizations

**Enterprise Edition** — centralized selection management for large or complex agencies

Code	Description	Count
ER	Eligible for Referral/Certification	3
FD	Failed Oral Exam	2
FW	Failed Written Exam	5
HR	Head	1

  

Code	Description	Count
AC	Active	9
SI	Inactive	99

FEATURES	AMS 5 SE	AMS 5 PE	AMS 5 EE
Multiple-hurdle processing	✓	✓	✓
Easy data entry	✓	✓	✓
Department and work site preferences	✓	✓	✓
Custom field names and lookups	✓	✓	✓
Support for multiple assessment types	✓	✓	✓
Competency/Skill tracking	✓	✓	✓
Score combination and transformation	✓	✓	✓
Eligible list creation and maintenance	✓	✓	✓
User-friendly query tools <ul style="list-style-type: none"> <li>• Saved query and action templates</li> </ul>	✓	✓	✓
Automatic notices and tracking <ul style="list-style-type: none"> <li>• Custom mail-merge letters</li> <li>• Preferred language merge</li> <li>• E-mail notifications</li> </ul>	✓	✓	✓
Unparalleled report flexibility <ul style="list-style-type: none"> <li>• Simple counts on any field</li> <li>• Simple descriptive statistics</li> <li>• Gender/Ethnicity counts</li> <li>• Two-way cross tabulations</li> <li>• Quick-pick columnar reports</li> <li>• Saved report templates</li> <li>• Multiple-hurdle applicant flow</li> <li>• Three-way cross tabulations</li> <li>• Bivariate statistics</li> <li>• Advanced statistics</li> <li>• Work volume tracking</li> </ul>	✓	✓	✓
Exam and response sheet tracking <ul style="list-style-type: none"> <li>• Flexible weighting and scoring</li> <li>• Complete scoring history</li> <li>• Retake policy management</li> <li>• Comprehensive exam statistics</li> <li>• Group and individual exam scheduling</li> </ul>		✓	✓
Requisition and vacancy management <ul style="list-style-type: none"> <li>• Custom certification reports</li> <li>• Certification of multiple lists</li> <li>• History by certification and department</li> </ul>		✓	✓
Site-configurable automation for complex processes		✓	✓
Site-managed data table and field-level security		✓	✓
Advanced record-level security			✓
Configurable audit tracking			✓
Web applicant self-service <ul style="list-style-type: none"> <li>• Web job posting</li> <li>• Web application and interest card data collection</li> <li>• Sophisticated supplemental application and training and experience data collection</li> </ul>			✓
Training and experience rating and scoring			✓
Project management <ul style="list-style-type: none"> <li>• Task assignment per user</li> <li>• Built-in automation</li> <li>• Work management reporting</li> </ul>			✓