



# **OHMS Certification Module Training**

# Agenda

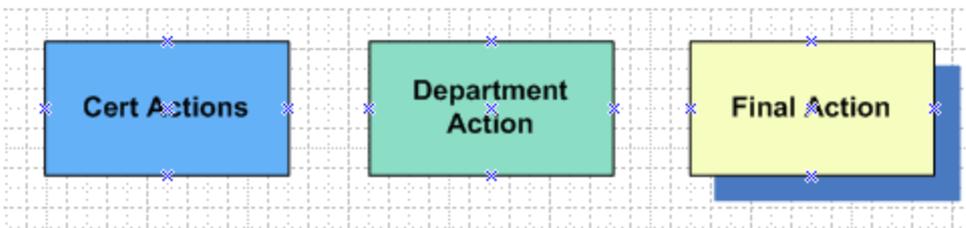
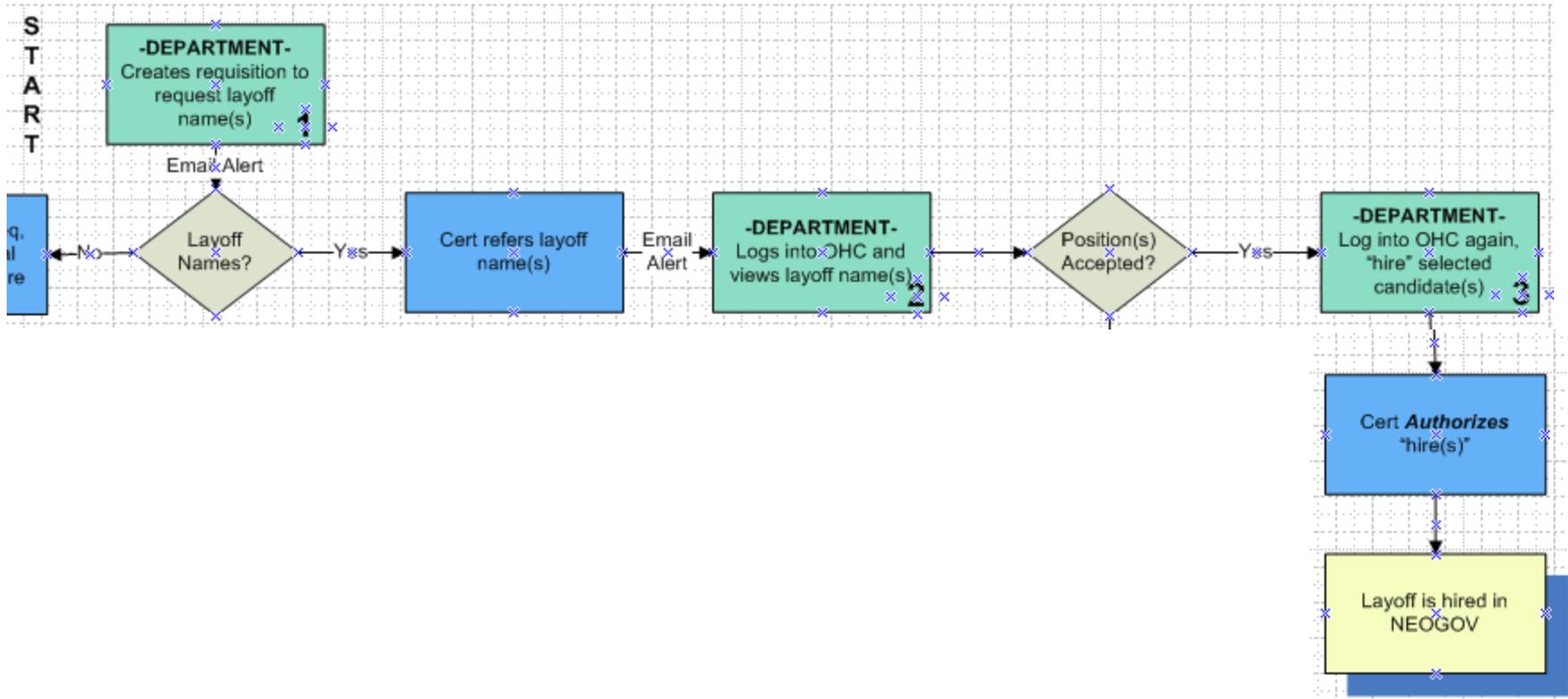
- Creating requisition to request layoff list
- Copying requisition to request follow-up layoff list
- Obtaining internal or provisional authorization
- Copying requisition to request certification eligible list
  - Complete List
  - Broken or Incomplete List
  - Zero names
- Viewing Anonymous List



# Requesting Layoff List



# Requesting Layoff List



# Key Point to Remember

## Requisition naming convention

- AGE-63215APR2611-L
  - Department of Aging
- DOT100-63215APR2611-L
  - Transportation – District 10
- DRC2309-63215APR2611-L
  - Madison Correctional Institution



# Key Point to Remember

## Job Term

- Full Time
- Part Time
- Intermittent
- Temporary



# Quiz and Questions



# Which of the following is the correct requisition number for requesting a layoff list?

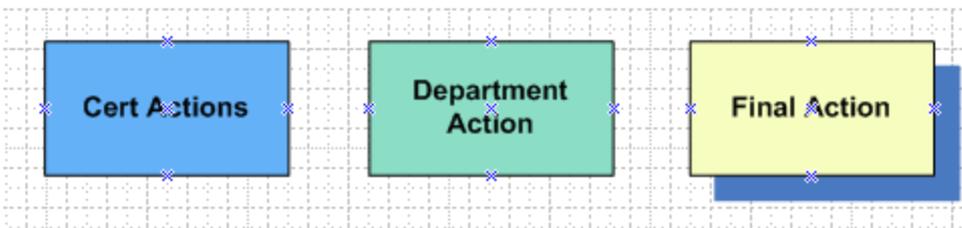
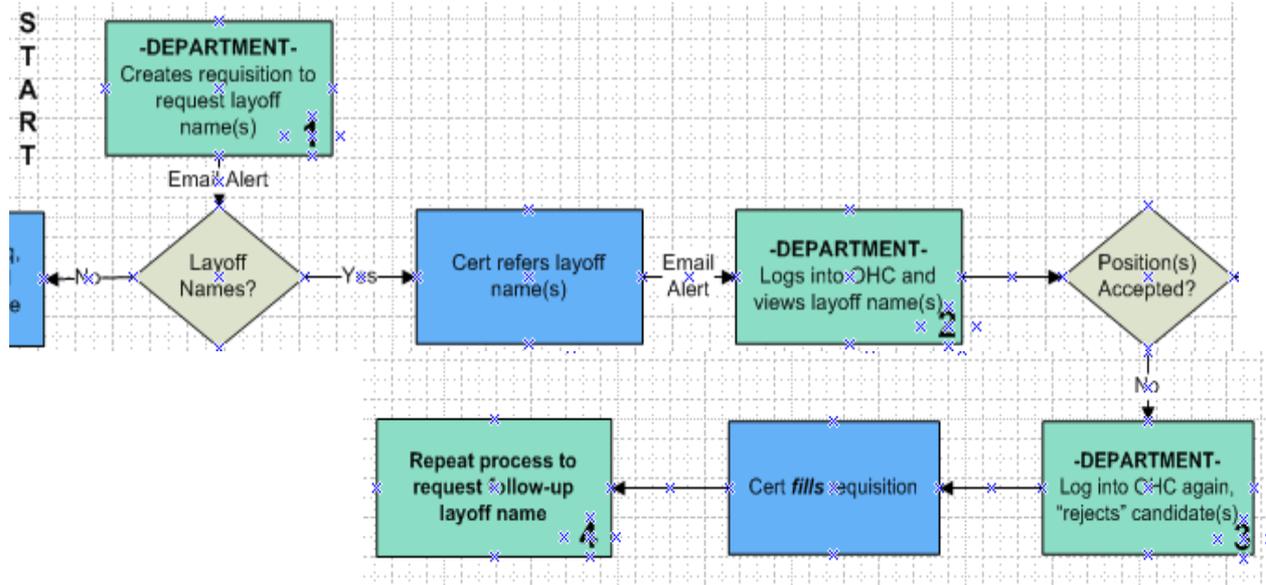
- **AGR-12551APR2611-C**
- **LOT-12551-L**
- **COM-12551APR2611-L**
- **LIB-12551**



# Layoff Follow-up



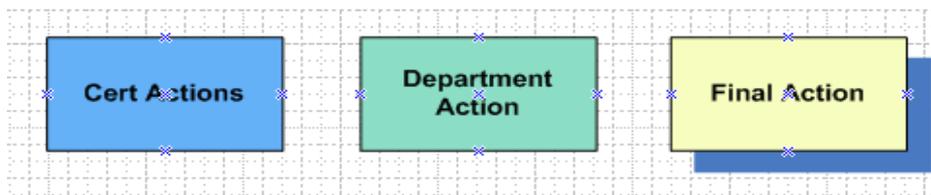
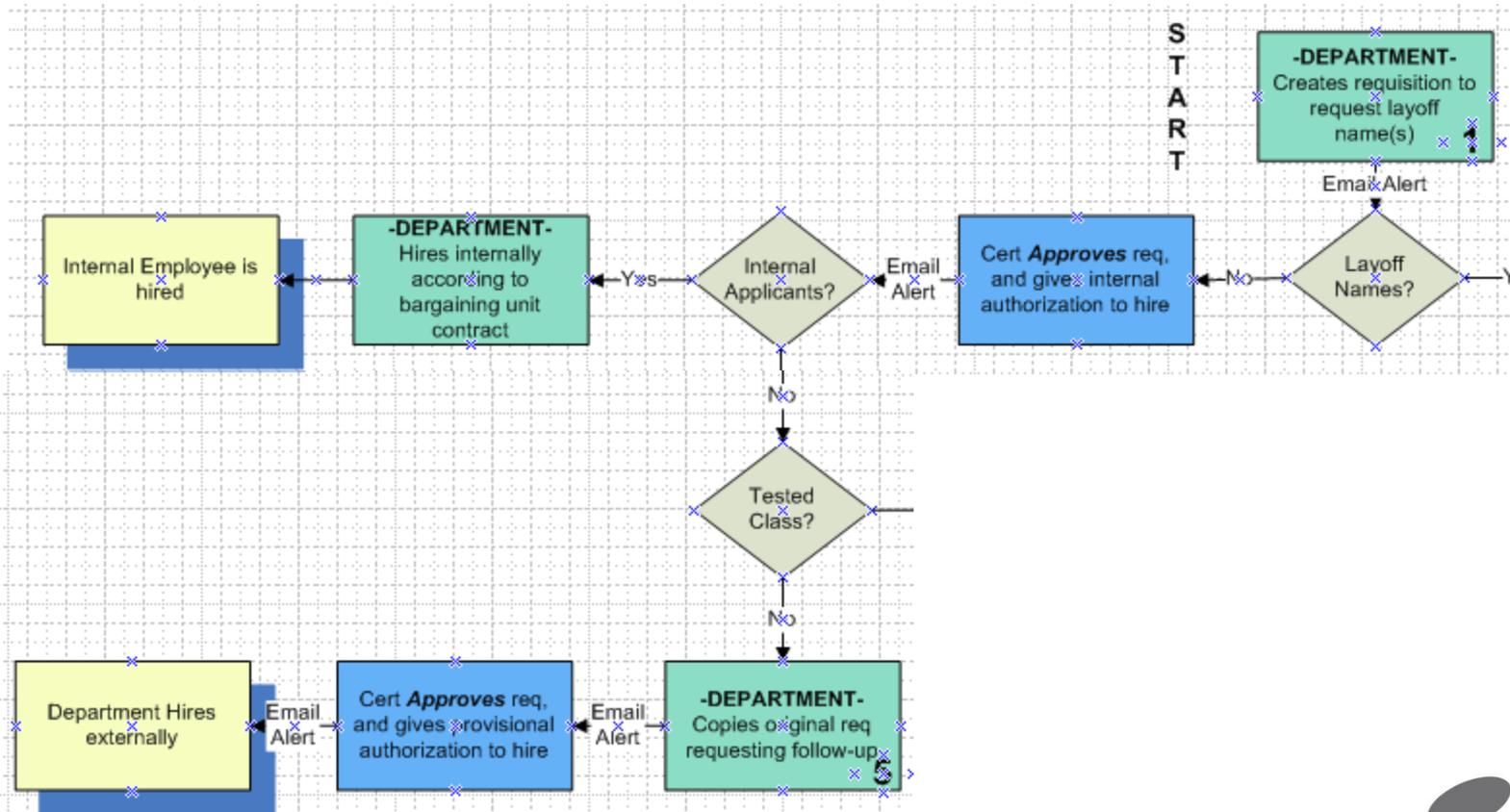
# Layoff Follow up



# Internal or Provisional Authorization



# Internal or Provisional Authorization



# Quiz and Questions



# **Which of the following are instances where a follow-up needs to requested? Check all that apply.**

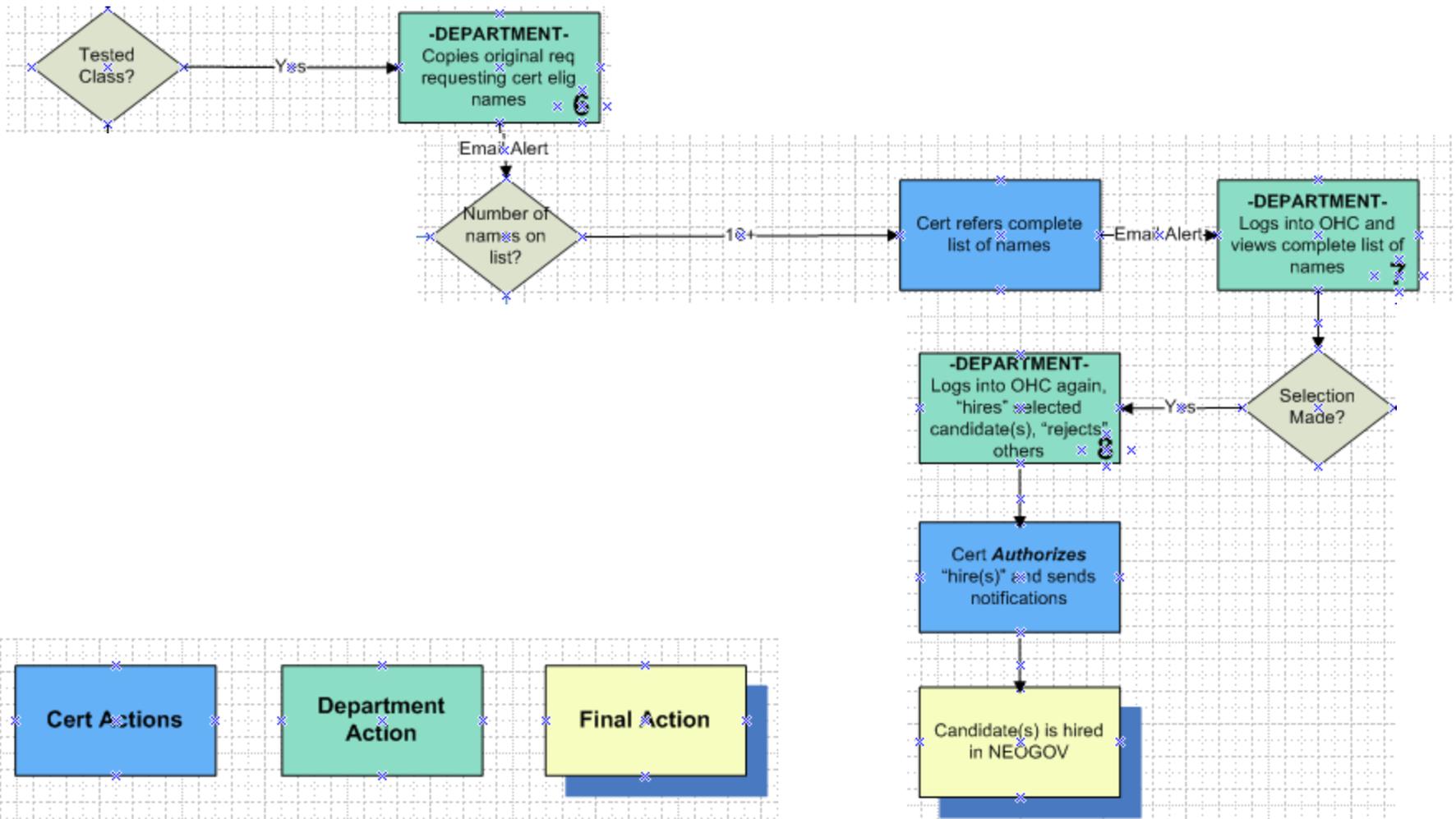
- **When no selection can be made from a cert eligible list**
- **No layoffs, no internal candidates, not a tested class**
- **When a layoff candidate does not reply to sent correspondence**
- **When one vacancy is requested and filled**
- **When a layoff candidate has declined the position**



# Complete Certification Eligible List



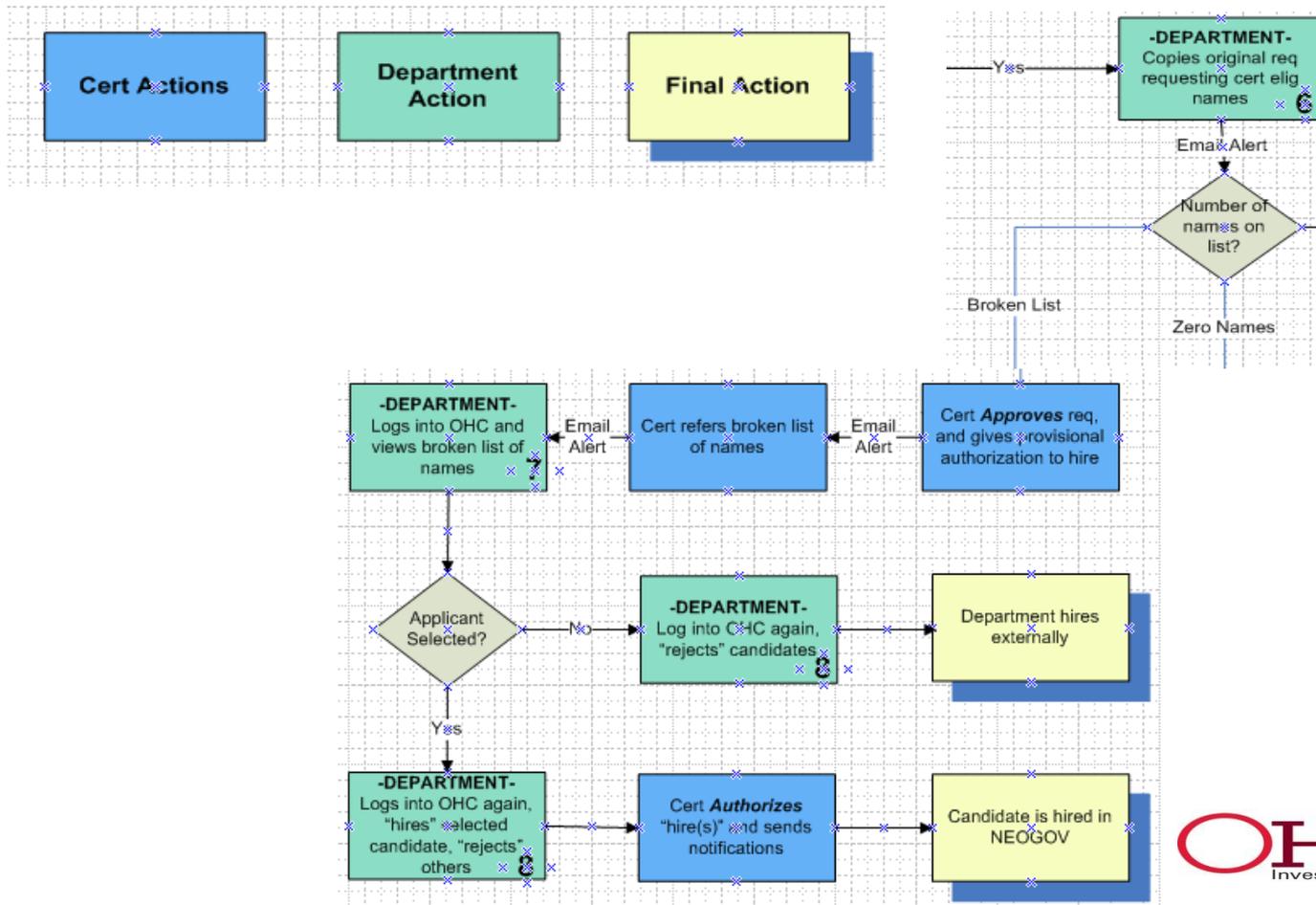
# Complete Certification Eligible List



# Broken Certification Eligible List



# Broken Certification Eligible List



# Quiz and Questions



# What step(s) should you take before requesting a certification eligible list?

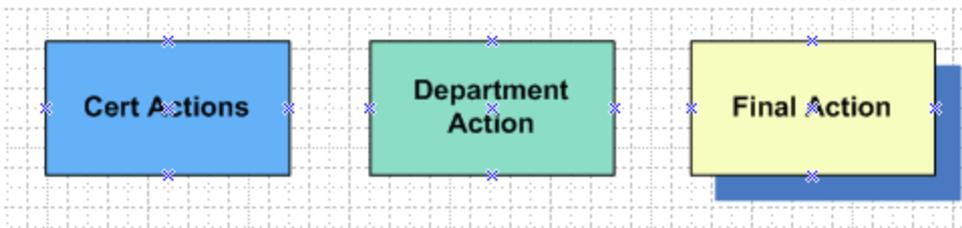
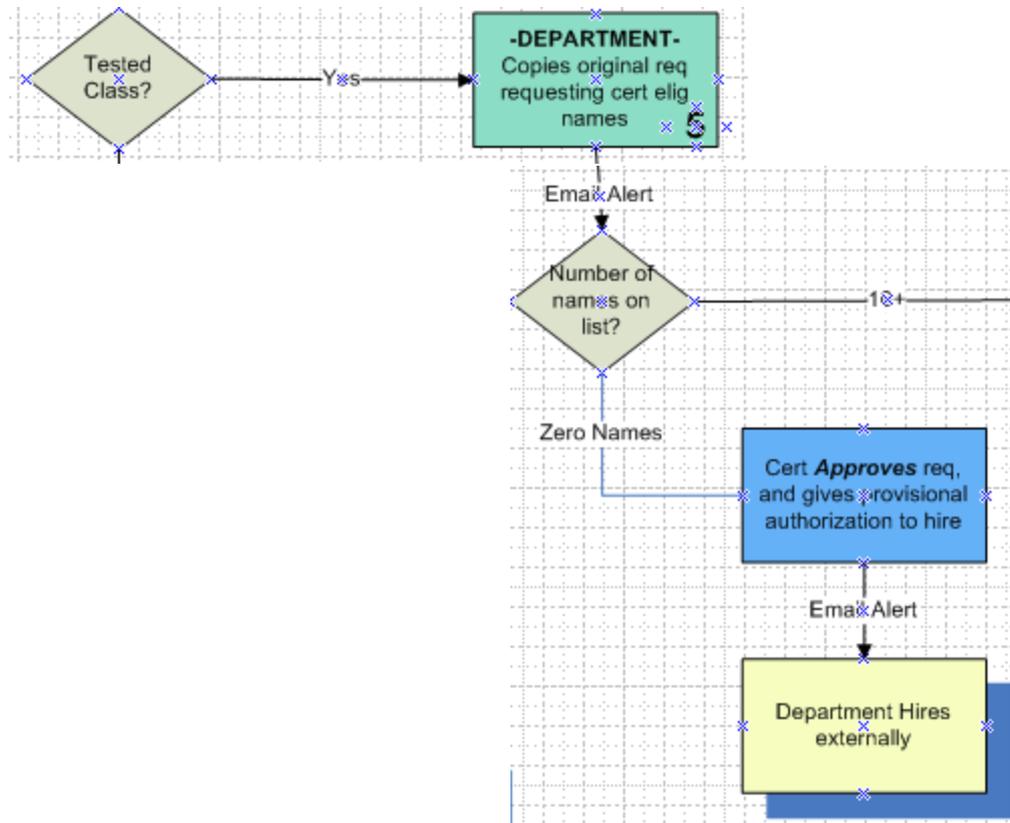
- Check for layoffs, then create cert req
- Check for layoffs, then internals, then create cert req
- Create requisition for certification eligible list
- Check for internals, then layoffs, then create cert req
- None of the above



# Zero Names on Certification Eligible List



# Zero Names on Certification Eligible List



# Anonymous List



# Anonymous List

- Ability to view number of people on layoff or certification eligible list anonymously
- **MUST** create **DRAFT** requisition in order to use
- If requisition is “Saved and Released”, it must be immediately **cancelled**



# Anonymous List

- Certification Eligible list type is “Normal”
- Layoff list type is “At Risk”
- Create one draft requisition to check for either Layoff or Certification Eligible lists

| List Title             | List Type | Status | Active Candidates |
|------------------------|-----------|--------|-------------------|
| <u>Account Clerk 1</u> | Normal    | Active | 3                 |
| <u>Account Clerk 1</u> | At Risk   | Active | 2                 |



# Anonymous List

- Although you see scores on the anonymous list, this does not guarantee that you will get candidates with those scores
- Candidates with high scores could already be out to another agency



# Quiz and Questions



# When creating a requisition to view the anonymous list, you should choose which of the following?

- **Save and Release**
- **View List**
- **Save Only**



# Referred List Expiration Days



# Referred List Expiration Days

- ALL referred lists will now expire in 30 days
- After 30 days you will be unable to take action on the referred list in the OHC



# Referred List Expiration Days

NEOGOV Insight [My HR](#) [My Links](#) [Help & Support](#)

Class Post Admin Benefits Reports CandidateTrack Tests Requisitions **List** Search Recent

Welcome, Laura Sutherland

Laura's **Referred**  
**Eligible**

[Unreviewed Apps By Step](#) | [View My Tasks](#)

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Search for list title or requisition #:  Go

[Show Archived Lists](#)      Search by hiring manager:

1 record found.  
Page 1 of 1

| Job # ▲  | Job Title ▼                     | Req # ▲                  | Position ID | List                 | Last Referred | Department ▲            | Division ▲ | Hiring Mgr              | Action                                       |
|----------|---------------------------------|--------------------------|-------------|----------------------|---------------|-------------------------|------------|-------------------------|--|
| 20026885 | <a href="#">Account Clerk 2</a> | <a href="#">20026885</a> | 20026885    | <a href="#">View</a> | 01/06/11      | Rehabilitation & Cor... |            | McAfee, V.<br>Terry, D. | <a href="#">Archive</a> <a href="#">Edit</a> |

Page 1 of 1

# Referred List Expiration Days

|  |   |
|--|---|
| Requisition # <b>20026885</b>                                | Requisition Title <b>Account Clerk 2</b>                            |
| Position Type <b>Full-Time, Permanent, Bargaining-Unit</b>   | Working Title <b>Account Clerk 2</b>                                |
| HR Liaison <a href="#">Linn, Nicholas</a>                    | HR Liaison Phone <b>614-752-1735</b>                                |
| Hiring Manager <a href="#">McAfee, V'Lora Terry, Dorothy</a> | Hiring Manager Phone <b>614-877-4362 x572<br/>614-445-5960x2071</b> |

\* Required

|                               |                      |
|-------------------------------|----------------------|
| Display Candidate Status As   | <input type="text"/> |
| Ref List Notification Days    | 14 days ▾            |
| Referred List Expiration Days | 30                   |
| Referred List Expiration Date | <input type="text"/> |

|  |   |
|--|---|
| Requisition # <b>20026885</b>                                | Requisition Title <b>Account Clerk 2</b>                            |
| Position Type <b>Full-Time, Permanent, Bargaining-Unit</b>   | Working Title <b>Account Clerk 2</b>                                |
| HR Liaison <a href="#">Linn, Nicholas</a>                    | HR Liaison Phone <b>614-752-1735</b>                                |
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\* Required

|                               |                      |
|-------------------------------|----------------------|
| Display Candidate Status As   | <input type="text"/> |
| Ref List Notification Days    | 14 days ▾            |
| Referred List Expiration Days | <input type="text"/> |
| Referred List Expiration Date | <input type="text"/> |

- 30 days is the default for the Referred List Expiration Days
- If you do not want the Referred List to expire, delete 30 and click "Save"

**You are now ready to  
request Layoff and  
Certification Eligible  
Lists in the new  
Certification Module!**

