Print Form

Ohio Hiring Management System
Investing in what matters.

INSIGHT - HUMAN RESOURCES

Security Access Request Form

Employee Information

(Please Print) ☐ New User ☐ Update Existing User ☐ Delete Access

Employee Name	Employee ID
Department Name(s)	**Department ID(s)**
Work Telephone Number (including ext.)	**Work e-mail address**

(Note: This request overrides the user's current access or creates access for a new user that does not currently have access. Therefore, check all that apply.)

DAS/HRD CENTRAL ROLES ONLY

System Administrator

√	Role	Access Description
☐	*Agency Admin*	- User sets up and maintains administrative tables in Insight - User sets up and maintains security roles for HR and Department Users - User has access to all data within Insight and the OHC
☐	*Edit Candidate's Master Profile*	- Allows user to edit candidate's master profiles

Class Specs

√	Role	Access Description
☐	*Add*	- Allows user to create new Class Specifications
☐	*Update*	- Allows user to update existing Class Specifications
☐	*Delete*	- Allows user to delete existing Class Specifications

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Department HR User Roles

Job Posting

√	Role	Access Description
☐	*Add*	- Allows user to create new Job Postings
☐	*Update*	- Allows user to update existing Job Postings
☐	*Delete*	- Allows user to delete existing Job Postings **NOTE**: Postings can only be deleted if application are **NOT** associated with it

Requisition

√	Role	Access Description
☐	*Update*	- Allows user to update all existing agency requisitions within Insight

Requisition Notification Email

Select **Only 1** of the following:

√	Role	Access Description
☐	*Do not Notify*	- User does not want to be notified during **ANY** step in the life of **ANY** requisitions created for the agency
☐	*Notify at every step in the life of the requisition*	- User will be notified during **EVERY** step in the life of **ALL** agency requisitions (e.g. created, filled, closed, etc.)
☐	*Notify only requisition creation and when user action is required*	- User will be notified when **ANY** requisition is created within the agency - User will be notified **ONLY** when their action is required (not every step in the life of the requisition)

Viewing Information

√	Role	Access Description
☐	*View Confidential Information*	- Allows user to view applicants' responses to confidential, optional EEO demographic questions - Allows user to view confidential EEO data in standard and ad hoc reports **NOTE:** If this role is checked, you must select the "View Personally Identifiable Information" role
☐	*View Personally Identifiable Information*	- Allows user to see data such as: Name, Address, etc. - User **CAN NOT** see Confidential Information **NOTE:** This role must be checked if "View Confidential Information" role is checked above
☐	*Test Scheduling*	- Selecting this role allows the user to **VIEW ONLY** the Test Scheduling section of Insight **NOTE**: **DO NOT** select if access to other functions is required
☐	*View Pending Eligible Lists*	- Allows user to see eligible lists with a status of "Pending"

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Department HR User Roles - continued		
Viewing Information - continued		
√	**Role**	**Access Description**
☐	*Read Only*	- User can only **VIEW** information - User **CAN RUN** standard reports - User **CAN NOT** create new information, update existing information, nor delete existing information - User **CAN** run previously created ad hoc beta reports - User **CAN NOT** create ad hoc reports
☐	*Edit Ad Hoc Reports (beta)*	- User can create, edit and delete reports in Ad Hoc Beta

Evaluation Steps		
Application Received - First step where applicants are placed when they apply.		
√	**Role**	**Access Description**
☐	*Edit*	- Allows user to edit the Application Received evaluation step from the exam plan
☐	*Change Applicant Disposition*	- Allows user the ability to change the disposition of applicants in the Application Received step of the exam plan

Oral Exam - Use if scheduling applicants one at a time for oral exam, or interview.		
√	**Role**	**Access Description**
☐	*Add*	- Allows user to add the Oral Exam evaluation step to the exam plan
☐	*Delete*	- Allows user to delete the Oral Exam evaluation step from the exam plan
☐	*Edit*	- Allows user to edit the Oral Exam evaluation step from the exam plan
☐	*Change Applicant Disposition*	- Allows user the ability to change the disposition of applicants in the Oral Exam step of the exam plan
☐	*Edit Applicant Score*	- Allows user the ability to edit the score of applicants in the Oral Exam step of the exam plan

Performance Exam - Use to schedule multiple applicants at same time for performance exam.		
√	**Role**	**Access Description**
☐	*Add*	- Allows user to add the Performance Exam evaluation step to the exam plan
☐	*Delete*	- Allows user to delete the Performance Exam evaluation step from the exam plan
☐	*Edit*	- Allows user to edit the Performance Exam evaluation step from the exam plan
☐	*Change Applicant Disposition*	- Allows user the ability to change the disposition of applicants in the Performance Exam step of the exam plan
☐	*Edit Applicant Score*	- Allows user the ability to edit the score of applicants in the Performance Exam step of the exam plan

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Evaluation Steps - continued		
Written Exam - Use if scheduling multiple applicants for written exam.		
√	**Role**	**Access Description**
☐	*Add*	- Allows user to add the Written Exam evaluation step to the exam plan
☐	*Delete*	- Allows user to delete the Written Exam evaluation step from the exam plan
☐	*Edit*	- Allows user to edit the Written Exam evaluation step from the exam plan
☐	*Change Applicant Disposition*	- Allows user the ability to change the disposition of applicants in the Written Exam step of the exam plan
☐	*Edit Applicant Score*	- Allows user the ability to edit the score of applicants in the Written Exam step of the exam plan

Supplemental Questionnaire - Use when evaluating answers to supplemental questions and/or minimum qualifications; must use if auto-scoring.		
√	**Role**	**Access Description**
☐	*Add*	- Allows user to add the Supplemental Questionnaire evaluation step to the exam plan
☐	*Delete*	- Allows user to delete the Supplemental Questionnaire evaluation step from the exam plan
☐	*Edit*	- Allows user to edit the Supplemental Questionnaire evaluation step from the exam plan
☐	*Change Applicant Disposition*	- Allows user the ability to change the disposition of applicants in the Supplemental Questionnaire step of the exam plan
☐	*Edit Applicant Score*	- Allows user the ability to edit the score of applicants in the Supplemental Questionnaire step of the exam plan

Training & Experience - Similar fuctionality to Supplemental Questionnaire, but cannot be auto-scored; scores must be manually entered.		
√	**Role**	**Access Description**
☐	*Add*	- Allows user to add the Training & Experience evaluation step to the exam plan
☐	*Delete*	- Allows user to delete the Training & Experience evaluation step from the exam plan
☐	*Edit*	- Allows user to edit the Training & Experience evaluation step from the exam plan
☐	*Change Applicant Disposition*	- Allows user the ability to change the disposition of applicants in the Training & Experience step of the exam plan
☐	*Edit Applicant Score*	- Allows user the ability to edit the score of applicants in the Training & Experience step of the exam plan

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Evaluation Steps - continued		
Other - Use if other evaluation step types do not apply; same functionality as Training and Experience.		
√	**Role**	**Access Description**
☐	*Add*	- Allows user to add the Other evaluation step to the exam plan
☐	*Delete*	- Allows user to delete the Other evaluation step from the exam plan
☐	*Edit*	- Allows user to edit the Other evaluation step from the exam plan
☐	*Change Applicant Disposition*	- Allows user the ability to change the disposition of applicants in the Other step of the exam plan
☐	*Edit Applicant Score*	- Allows user the ability to edit the score of applicants in the Other step of the exam plan

Applicants by Step		
Select which action(s) user is authorized to perform		
√	**Role**	**Access Description**
☐	*Advanced Filter*	- Allows user the ability to apply advanced filter on the applicants in the exam plan
☐	*Archive*	- Allows user the ability to archive applicants in the exam plan
☐	*Assign for SME Review*	- Allows user the ability to assign applicants for SME review in the evaluation steps of the exam plan
☐	*Email Notify*	- Allows user to email notify candidates in the evaluation steps of the exam plan
☐	*Filter*	- Allows user the ability to filter the applicants in the evaluation steps of the exam plan
☐	*Go To Step*	- Allows user the ability to select which evaluation step in which to move applicants - Normally used to move an applicant to a prior step - This action **WILL NOT** erase previous evaluation step history
☐	*Revert To Previous Step*	- Allows user the ability to revert applicants to previous evaluation step if applicants were mistakenly moved **- This action will ERASE all previous evaluation step history including notices sent, comments and dispositions**
☐	*Advance to Next Step*	- Allows user the ability to advance applicants to the next step of the exam plan
☐	*Mail Merge & Mailing Labels*	- Allows user the ability to create letter and mailing labels to send to applicants
☐	*Place on Eligible List*	- Allows user the ability to place candidates on the eligible list
☐	*Place on Priority List*	- Allows user the ability to place candidates directly on the eligible list from the Application Received step - The eligible list type must be a type other than Default (e.g. Promotional)

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Applicants by Step - continued		
Select which action(s) user is authorized to perform		
√	**Role**	**Access Description**
☐	*Schedule Oral Exam*	- Allows user the ability to schedule candidates for an oral exam in the evaluation steps of the exam plan
☐	*Schedule Performance Exam*	- Allows user the ability to schedule candidates for a performance exam in the evaluation steps of exam plan
☐	*Schedule Written Exam*	- Allows user the ability to schedule candidates for a written exam in the evaluation steps of the exam plan
☐	*Unarchive*	- Allows user the ability to unarchive applicants who had previously been archived in the evaluation steps of the exam plan
☐	*Upload Raw Scores*	- Allows user the ability to upload raw scores from an exam into the scored written exam evaluation step of the exam plan
☐	*Upload Test Answers*	- Allows user the ability to upload test answers from an exam in the Tests-Written Exam section

Tests		
Oral Exam - Use this role when Oral Exam is selected as evaluation step within exam plan. Dates, including times, are added in the Test menu		
√	**Role**	**Access Description**
☐	*Add Exam Date*	- Allows user the ability to add oral exam dates in the Test menu
☐	*Delete Exam Date*	- Allows user the ability to delete oral exam dates in the Test menu
☐	*Edit Exam Date*	- Allows user the ability to edit oral exam dates in the Test menu

Performance Exam - Use this role when Performance Exam is selected as evaluation step within exam plan. Dates, including times, are added in the Test menu		
√	**Role**	**Access Description**
☐	*Add Exam Date*	- Allows user the ability to add performance exam dates in the Test menu
☐	*Delete Exam Date*	- Allows user the ability to delete performance exam dates in the Test menu
☐	*Edit Exam Date*	- Allows user the ability to edit performance exam dates in the Test menu

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Tests - continued		
Written Exam - When Written Exam is an evaluation step in the exam plan, this information must be added before step is added (e.g. add exam information, exam date, etc.).		
√	**Role**	**Access Description**
☐	*Add*	- Allows user the ability to add written exam information in the Test menu (e.g. title, max score, department)
☐	*Delete*	- Allows user the ability to delete written exam information in the Test menu
☐	*Edit*	- Allows user the ability to edit written exam information in the Test menu
☐	*Add Exam Date*	- Allows user the ability to add written exam dates in the Test menu
☐	*Delete Exam Date*	- Allows user the ability to delete written exam dates in the Test menu
☐	*Edit Exam Date*	- Allows user the ability to edit written exam dates in the Test menu
☐	*Add Key*	- Allows user the ability to add written exam keys in the Test menu
☐	*Delete Key*	- Allows user the ability to delete written exam keys in the Test menu
☐	*Edit Key*	- Allows user the ability to edit written exam keys in the Test menu

Login Time		
Select when user will have access to log into Insight. Select **Only 1** of the following:		
√	**Time Period**	**Access Description**
☐	*24 hours a day, 7 days a week*	- Allows user to have access to Insight 7 days a week, 24 hours a day
☐	*7:00AM - 7:00PM - Monday - Friday*	- Allows user to have access to Insight Monday - Friday from 7:00AM-7:00PM
☐	*Monday - Friday -unrestricted*	- Allows user to have access to Insight 24 hours a day Monday-Friday; no access Saturday & Sunday

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Security and User Access - read before signing

1. Security provides the means for data in the OHMS system to be viewed and/or updated. Security is controlled by your identified role, username and password. You will be prompted to change your password every ninety days. Your password is extremely confidential and should not be given to any other person.

2. To develop your access, check the appropriate boxes on this form to provide the functions you need to perform your job duties. The signatures below provide us with the authority to grant the access requested.

3. All security forms and a record of changes, including dates, are kept on file. The files are kept by the Department of Administrative Services, Human Resources Division, Workforce Administration, Hiring Management Group. A copy should be kept with the agency. Send original security form to Hiring Management Group using instructions below.

4. If user leaves agency, or assumes a role that does not require OHMS, it is the responsibility of the agency appointing authority, or designee, to have Insight access removed. Send security form, with "Delete Access" box marked, to the Hiring Management Group.

Signature - State of Ohio Employee **Date**

Signature - Agency Appointing Authority or Designee **Date**

Send this form to: System Administrator, Hiring Management Group
DAS, Human Resources Division
30 E. Broad St., 27th Floor
Columbus, OH 43215
Fax: (614) 728-3046
Email: careers@ohio.gov