



OHMS User Group Meeting
March 31, 2011

Agenda

- Welcome/Introductions
- New Enhancements
 - Job Posting Page Rewrite
 - “New” Job Posting Designation
 - Help Icons
 - Default OHC Applicant Attachment Security
 - Editing Notices During Notice Generation
 - Preview Notice Templates
 - Applicant Attachment Export
 - Evaluation Steps/Eligible List – Advanced Filter (Beta)
- Insight Security
 - New Security Roles
 - Revised Insight Security Form
- Preparation for Certification Go-Live
 - OHC Security Access
 - Role of Department OHMS Coordinators
 - Training Schedule
- Q & A



New Enhancements



Job Posting Page Rewrite

- Same Rich Text Editor will be used throughout Insight
 - Postings
 - Class Specs
- Eliminate inconsistencies in job posting formatting
- Easier to select categories, locations, etc.



Very important when pasting from a Word document to use “Paste from Word” icon.

“New” Job Posting Designation

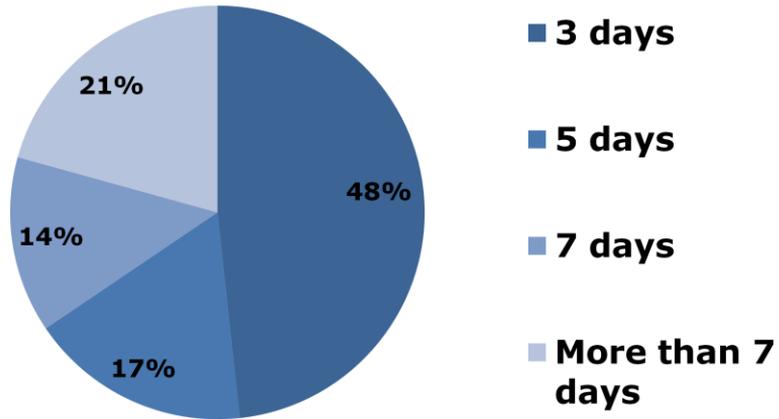
- Client Suggested*
- Ability to tag job postings as “New”
- Postings will show as “New” when viewed on Careers website for a specified number of days
- Default and Internal postings will have the **NEW!** designation



Those of you who post positions should be familiar with this page.

We have not yet turned on this feature, because we wanted to get your feedback.

How many days should a posting be displayed on careers.ohio.gov as "New!"?



48% chose 3 days, however, 52% chose 5 days or greater. Of that 52%, 35% chose 7 days or greater. As a result, we've selected 7 days for postings to be displayed as "New!".

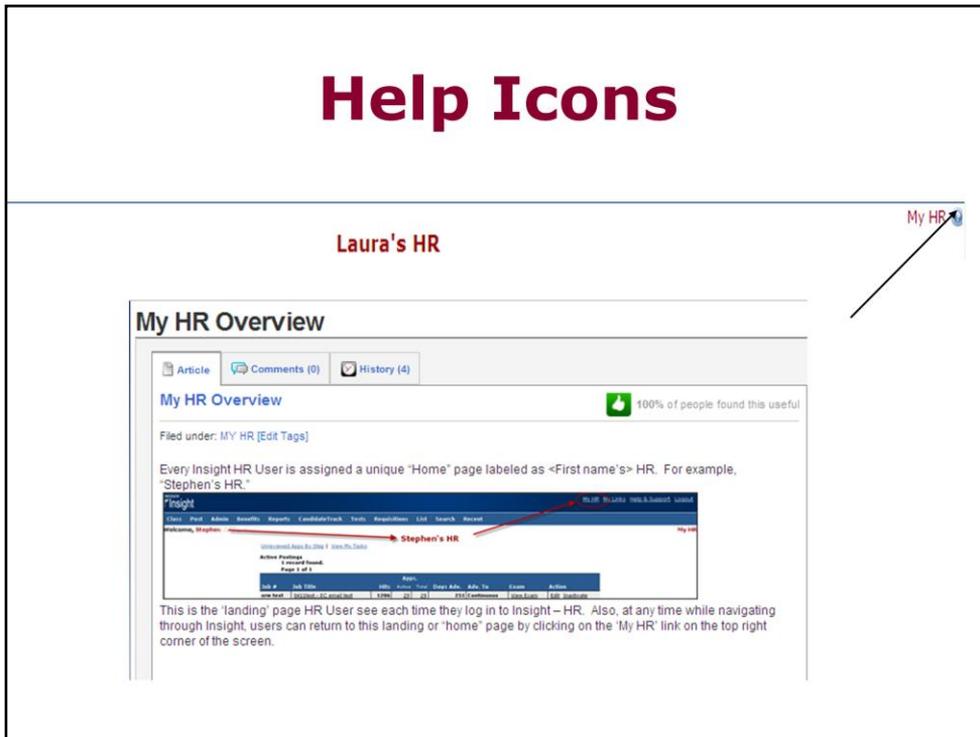
Help Icons

- Icons added throughout the NEOGOV application
- Provide information relevant to page on which they are displayed through text or videos
- First phase will offer help for most used and complex pages
 - My HR
 - System Admin pages



A new page will open once you click the icon. By May, “Help” icons will be available on the Exam Plan Detail, Master Profile, Job Posting, Requisition and Authorize Requisition pages.

Help Icons



You will see a question mark in the upper right-hand corner, next to the name of the page, if there is "Help" information for that page.

Default OHC Applicant Attachment Security

- Currently, OHC users can view all applicant attachments by default
- Enhancement allows System Administrators to hide all applicant attachments in the OHC by default
- HR Users can grant access to OHC Users on attachment by attachment basis
- We will be having future conversations with OHMS Coordinators regarding this enhancement



Granting access to OHC users is done in the applicant's master profile.

Default OHC Applicant Attachment Security

Candidate	Job Title	PersonID	Master Profile	At Step	Score	Disposition	Notices	Received	Action
Sutherland, Laura	Account Clerk 1 Examina...	2793283	View	Minimum Qualifications		Failed	View	10/20/2009 08:50 AM	View Edit Delete
Sutherland, Laura	Account Clerk 2 Examina...	2793283	View	Minimum Qualifications		Failed	View	10/20/2009 01:44 PM	View Edit Delete

Attachments: [Add New](#)

Attachment Title	Uploaded	File Name	Created By	Action
d	10/20/09	raldes	Job Seeker	Edit Delete
e	10/20/09	Comp Data Questions	Job Seeker	Edit Delete



Default OHC Applicant Attachment Security

[View Master Profile](#) * Required

* File Description

* File [View reldes](#)

Confidential

Attach to all current and future applications

Make viewable in OHC for all current and future applications

Make viewable to applicant for all current and future applications

Applications:

Date	Position	Attach	Viewable In OHC	Viewable To Applicant
10/20/09	Account Clerk 1 Examination*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10/20/09	Account Clerk 2 Examination*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



“Viewable in OHC” is checked by default, but HR Users can uncheck the box on an attachment by attachment basis.

NOTE: The “Confidential” box will only be an option if you have “View Confidential Information” access.

Editing Notices During Notice Generation

- Client Suggested*
- Ability to edit notices before sending to applicants
- Edit will save as a copy of the notice template for auditing purposes
- Original template will remain unedited
- Applicable for Insight and OHC notices



This enhancement saves you a few steps. Instead of having to go directly to the notice template and edit, you can edit it while you are in the process of sending it. One reason to use this feature may be if you are sending a notice about testing, but the location has changed.

Editing Notices During Notice Generation

CS12731: Mail Clerk/Messenger Examination 0311SM

Select Email Format:

Disposition:
Rejection Reason Not Specified

Template:

Candidate	Person ID	Email	Date & Time Received
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Editing Notices During Notice Generation

CS12731: Mail Clerk/Messenger Examination 0311SM

Select Email Format: HTML

Disposition:
Rejection Reason Not Specified

Template: DAS Test - Did not meet min qual - supplemental questions

<Today>

<Applicant_FirstName> <Applicant_LastName>
<Applicant_Address1>
<Applicant_City> <Applicant_State> <Applicant_ZipCode>

RE: Application for <Position_ExamNumber> <Position_Title>

Dear <Applicant_FirstName> <Applicant_LastName>:

You recently applied to take the above referenced Civil Service Examination.

Unfortunately, you do not meet the required minimum qualifications, specified in the exam announcement. As a result, we cannot consider you for this examination.

To view a list of examination titles for which we're currently accepting applications, please visit <http://careers.ohio.gov> and click on the "Search for Civil Service Examination Titles" link.



Make any necessary edits to the notice and click the generate notices button at the bottom. You can view the notice by viewing the applicants by step and clicking "View" in the notices column.

Preview Notice Templates

- Client Suggested*
- Ability to preview notices during creation and after saving template
- “Preview” button added to add/edit page
- Applicable for Insight and OHC notices



Before you had to click “Edit” in order to view the template.

Preview Notice Templates

[Show Inactive Templates](#) | [Add New Template](#)

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 template name:

108 records found.

Page 1 of 5

<< Previous Page 1 | 2 | 3 | 4 | 5 Next Page >>

Name	Description	Subject	Action
ADJ - Non-select notice		Interview non-select	Edit Archive Preview
AGR - Cancellation		Cancel vacancy	Edit Archive Preview
AGR - Interviewed Not Selected		Interview Non-Select	Edit Archive Preview
AGR - Non-Select Letter		Non-Selection	Edit Archive Preview



Preview Notice Templates

* Required

* Name	ADJ - Non-select notice
Description	
* Subject	Interview non-select
Reject Reason	== Select ==
* Template	<Today> Office of State Human Resources <Applicant_FirstName> <Applicant_LastName> <Applicant_Address1> <Applicant_City>, <Applicant_State> <Applicant_ZipCode> Dear <Applicant_FirstName>: Thank you for your interest in the position of <Position_Title>, Position Number <Position_ExamNumber> with the Adjutant General's Department. This position has been filled with another applicant whose experience and qualifications best matched the needs of this department.

Preview Notice Templates

```
Preview ADJ - Non-select notice x

<Today>

Office of
State Human Resources

<Applicant_FirstName> <Applicant_LastName>
<Applicant_Address1>
<Applicant_City>, <Applicant_State> <Applicant_ZipCode>

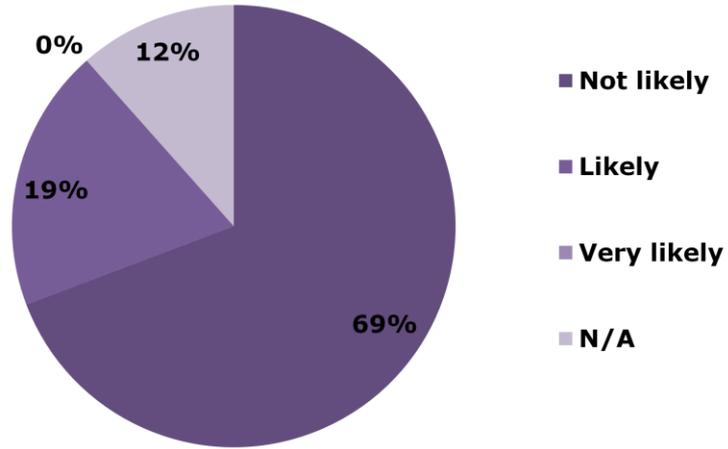
Dear <Applicant_FirstName>:

Thank you for your interest in the position of <Position_Title>, Position Number
<Position_ExamNumber> with the Adjutant General's Department. This position has been
filled with another applicant whose experience and qualifications best matched the
needs of this department.

Once again, thank you for your interest in the Adjutant General's Department. We
wish you success in your future employment endeavors.

<Analyst_FirstName> <Analyst_LastName>
Human Resources Department
```

We are changing notice templates to default to HTML when sending notices. How likely are you to change the "Email Template" to Text?



Applicant Attachment Export

- Ability to “stitch” together all applicant documents into one PDF (i.e. applications and attachments)
- Limit of 25 applicants per batch
 - Later release will allow all applications and attachments to be downloaded at once



Beneficial if only printing a small number of filtered applications.

Applicant Attachment Export

- Users must have “View Personally Identifiable Information” and “View Confidential Information” in order to use this feature
- Following attachment types are supported:
 - PDF
 - Txt
 - Rtf
 - Doc
 - Docx



Applicant Attachment Export

*Required

* Start Date: March 1 2011

* End Date: March 16 2011

* Download Type:

- Download Applications Only
- Download Applications And Resumes
- Download Applications And Attachments As PDF
- Download Confidential Report

(* Your administrator has enabled the following applicant application attachment file types:
doc,docx,pdf,rtf,txt
The following file types will not be included as our system does not currently support those file types for export: potx,wp, wpd)

* Source:

- Both
- Online
- Paper

* Processing Type:

- Browser Real-Time
- PDF Batch

[Download Now](#)



Applicant Attachment Export

Select All | Clear All

Return to Candidate Track

Download Selected Applications

< Previous | Next >

<input checked="" type="checkbox"/>	026347_Af0447
<input checked="" type="checkbox"/>	08a62a_Dc3f6f
<input checked="" type="checkbox"/>	090eb8_3e476f
<input checked="" type="checkbox"/>	2a422a_748f6a
<input checked="" type="checkbox"/>	2a422a_748f6a
<input checked="" type="checkbox"/>	2bb62f_Eaea33
<input checked="" type="checkbox"/>	2bef48_8ab95d
<input checked="" type="checkbox"/>	334d95_F7b62f
<input checked="" type="checkbox"/>	3f3d4a_6074e7
<input checked="" type="checkbox"/>	430a2b_83fa03
<input checked="" type="checkbox"/>	432cdd_B227cb
<input checked="" type="checkbox"/>	4494c9_0e73f8
<input checked="" type="checkbox"/>	452c0c_4cbe2f
<input checked="" type="checkbox"/>	499dfd_A849ed
<input checked="" type="checkbox"/>	49faa9_3d7a2b

STATE OF OHIO EMPLOYMENT APPLICATION



STATE OF OHIO
 30 E. Broad St., 27th Floor
 Columbus, Ohio 43215
 800-409-1205
<http://careers.ohio.gov/>

026347, Af0447 830068
 20077993 PUBLIC INFORMATION OFFICER 1

Received: 5/21/09 8:53 PM
For Official Use Only:
 QUAL: _____
 DNO: _____
 Experience
 Training
 Other: _____

PERSONAL INFORMATION

NAME:(Last, First, Middle) 026347, Af0447 830068	SOCIAL SECURITY NUMBER: N/A
ADDRESS:(Street, City, State, Zip Code) 123 First Street, Springfield, Ohio 11111	
HOME PHONE: (888)555-5555	ALTERNATE PHONE: (888)555-5555
DRIVER'S LICENSE: <input type="checkbox"/> Yes <input type="checkbox"/> No	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input type="checkbox"/> Yes <input type="checkbox"/> No
EMAIL ADDRESS:	



Now all attached documents can be printed along with applications. This saves you from having to print each attachment separately.

You must manually count the 25 applicants.

Applicant Attachment Export

Candidates: 25
Batch Setup Time: 0.031 sec.

Your batch has been received.
You will receive an email when processing is complete.

Data returned with this batch will represent applications and attachments contained for each applicant at the time the batch is executed. This data may be different from what appeared when you scheduled the batch.

For example: An attachment present when scheduling the batch but removed before the batch is executed, will not be included in the delivered PDF batch.

[Return to CandidateTrack](#)



Advanced Filter (Beta)

- Current filter for Exam Plans and Eligible Lists has been updated for more granular control over data
- Filter tool has more robust options than previous advanced filter for evaluation steps
- Ability to share filters with other users
- If filter is shared, other users will have ability to “apply” or “view” filter



Filter is shared with all other users in the State of Ohio. Filters you want to share within your department, should be named so that users can easily locate the filter. Departments may want to come up with a naming convention to make the filters easier to find. (e.g. Highway Technician Filter or DODD – Nursing Filter)

Advanced Filter (Beta) Phases

- Phase 1 (Released March 19, 2011)
 - Users can access Advanced Filter Beta and previous advanced filter tool
 - Users can save beta filters for evaluation steps and eligible lists for multiple uses
 - Users can use beta filter on evaluation steps and eligible lists



Advanced Filter (Beta) Phases

- Phase 2 (April 2011)
 - Ability to apply “OR” logic between groups added
- Phase 3 (June 25, 2011)
 - Elimination of old advanced filter
 - All filters saved in old advanced filter, must be re-created in beta tool



Advanced Filter (Beta) Phases

Job Posting					
Job #	Job Title	Status	Last Updated	Assigned To	Action
xx16511	Account Clerk 1	Continuous	01/18/11	Laura Sutherland	Edit Archive Audit Trail

Recruiting Plan Add New					
Ad Type	Ad Name	Requested Date	Start Date	End Date	Action

Evaluation Steps Add Step View Applicants (15) View Applicants by Step (0) App Flow					
Step	Evaluation Step	Weight	Results	At Step	Action
Step 1	Application Received	N/A	View Results	0	Edit Filter Audit Trail
Step 2	Written Exam	100.000%	View Results	0	Edit Delete Filter Audit Trail

Advanced Filters Add New		
Filter Name	Created	Action

Advanced Filters (Beta) Add Evaluation Step Filter Add Eligible List Filter			
Title	Created By	Filter Type	Action



Advanced Filter (Beta)

Eligible Lists [Add New](#) [Show Archived Eligible Lists](#)

List Name	List Type	Expiration Date	# On List		Action
			Total	Active	
Default List	Normal	N/A	122	122	Edit View Candidates Audit Trail

Select Action:

Select Candidate(s):



Advanced Filter (Beta)

[Add Filter](#)

[Exam Plan - Psychiatric/MR Nurse](#)
[Eligible List](#) [Default List](#)
[View Applicants By Step](#)

Title	Created By	Action
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Advanced Filter (Beta)

[Back to Filters](#)

Name: DODD - Columbus Developmental Center
Share Filter:

[Add Group](#)

Delete	Object	Field	Operator	Value	
<input type="checkbox"/>	Supplemental Questions	Are you currently employe	Equal (=)	Yes	
<input type="checkbox"/>	OR	Supplemental Questions	Are you currently employe	Equal (=)	Yes
-and-					
<input type="checkbox"/>	Supplemental Questions	Please select the Developr	Equal (=)	Columbus Developmental Ctr	



Before advanced filter beta, DODD had to create 2 separate filters in order to see if there are any DODD 1199 employees or statewide 1199 employees.

Advanced Filter (Beta)

[Exam Plan - Psychiatric/MR Nurse](#)
[Eligible List](#) [Default List](#)
[View Applicants By Step](#)

[Add Filter](#)

Title	Created By	Action
DODD - Columbus Developmental Center	Laura Sutherland	Apply View Edit



Previously, eligible list filters could not be saved.

Advanced Filter (Beta)

Filter returned 2 records. [View Filter](#) [Show Unfiltered List](#)

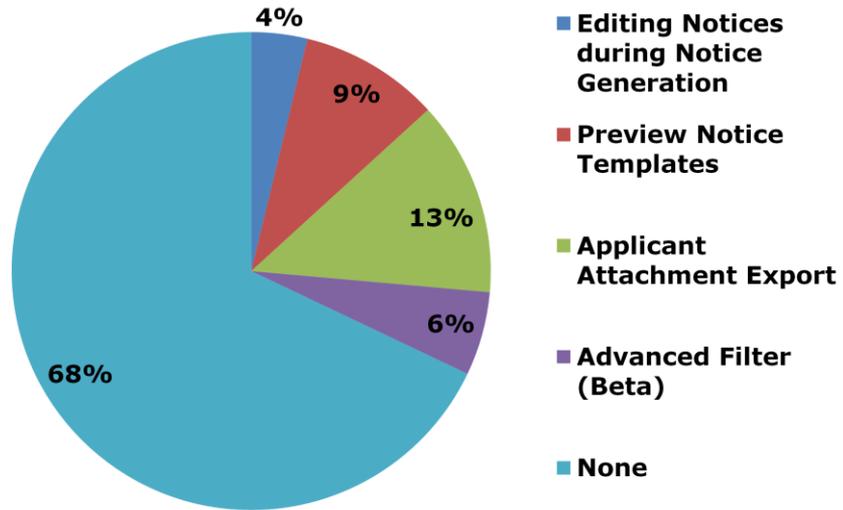
Name	Master Profile	Total Rank	Total Score	Exam Rank	Exam Score	Date Received	Date Published	Days Svc	Hire Date	Email	Waivers Used	Status	Expires	Comments
<input type="checkbox"/>	View										0	Active		Add
<input type="checkbox"/>	View										0	Active		Add

Select Action: == Select ==
Select Candidate(s): == Select ==



Two candidates meets the filter criteria.

**What enhancements have you tried to use?
Check all that apply.**



Insight Security



New Insight Security

- We've revised the Insight security form to reflect security roles added by Neogov
- New form will be available on-line next week:
 - <http://oaks.ohio.gov> (click on OHMS Security form)
 - Log into Insight, click on "My Links"



- **Security is more granular**

- **limited and more defined access can be given to users based upon their specific responsibilities in the hiring and selection processes**

- Let's take a look at the new Insight Security Form

New Insight Security

INSIGHT - HUMAN RESOURCES
Security Access Request Form

Employee Information

(Please Print) [arrow] New User Update Existing User Delete Access



When you're completing the form make sure you're filling out the Insight form.
(There's a separate form for the OHC – OHC security is managed by department)

We added "Update Existing User" check box. When updating check ALL access required – not just what's being updated.

New Insight Security DAS/HRD

DAS/HRD CENTRAL ROLES ONLY		
System Administrator		
√	Role	Access Description
	<i>Agency Admin</i>	- 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
	<i>Edit Candidate's Master Profile</i>	- Allows user to edit candidate's master profiles
Class Specs		
√	Role	Access Description
	<i>Add</i>	- Allows user to create new Class Specifications
	<i>Update</i>	- Allows user to update existing Class Specifications
	<i>Delete</i>	- Allows user to delete existing Class Specifications



First section of form deals with DAS HRD Central Roles

New Insight Security Requisitions

Requisition		
	Role	Access Description
<input type="checkbox"/>	Update	- Allows user to update all existing agency requisitions within Insight



- In the previous form you had the option of adding, deleting and updating.
- Now you can only update requisitions in Insight.
- Ability to add or delete requisitions is can now only be done in the OHC

New Insight Security Viewing Information

Viewing Information	
Role	Access Description
<i>View Confidential Information</i>	- 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
<i>View Personally Identifiable Information</i>	- 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
<i>Test Scheduling</i>	- 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
<i>View Pending Eligible Lists</i>	- Allows user to see eligible lists with a status of "Pending"



- In the Viewing information section, viewing the test scheduling and pending eligible lists are new options.

This setting restricts a user's access to only establishing test dates and scheduling applicants for tests.

DO NOT CHECK THE TEST SCHEDULING if you want to still post jobs or other things like move applicants between steps.

New Insight Security Viewing Information Cont'd

Department HR User Roles - continued	
Viewing Information - continued	
<input checked="" type="checkbox"/> Role	Access Description
<input type="checkbox"/> 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
<input type="checkbox"/> Edit Ad Hoc Reports (beta)	- User can create, edit and delete reports in Ad Hoc Beta



- The last new area of viewing information section is the addition of the edit ad hoc reports (beta).
- By checking this box you will be able to create new or customize neogov reports.
- Even if you don't check this box you'll be able to run already created reports but only have (read only access)

New Insight Security Application Received

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



The next section of the form list roles that control access to evaluation steps

New Role – gives ability to edit and change applicant disposition - in the app received step

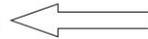
New Insight Security Evaluation Steps

Application Received Step

Step	Evaluation Step	Weight	Results	At Step	Action
Step 1	Application Received	N/A	View Results	9	Edit Filter Audit Trail
Step 2	Minimum Qualification	N/A	View Results	0	Edit Delete Filter Audit Trail

20002360 Account Examiner 2 * Required

Definition

* Step Type	Application Received
Applicant Status	<input checked="" type="radio"/> Do Not Show This Step 
	<input type="radio"/> Show This Step
	<input type="checkbox"/> Show Step Pass/Fail
	<input type="checkbox"/> Show Step Score
	<input type="checkbox"/> Show Step Disposition

- We don't recommend giving access to anyone to edit the step – there's no value to it
- Explain screenshots
- Leave at Do not show this step - no value in Showing Pass/Fail info in App received Step – confusing to applicant.
- We suggest not even bothering with this role

New Insight Security Evaluation Steps

Evaluation Steps **Roles** (for each step)

- | | |
|---------------------------------|------------------------------|
| • Oral Exam | • Add |
| • Performance Exam | • Delete |
| • Written Exam | • Edit |
| • Supplemental
Questionnaire | • Change Applicant
Status |
| • Training &
Experience | • Edit Applicant
Score |
| • Other | |



Other Evaluation Steps and Roles

New Insight Security Roles Oral & Performance Exam

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

3 of 8 Revised 3/11

The Evaluation Step section defines whether a user assigned to this role would have the ability to add, delete, edit, change applicant disposition or edit applicant score the various evaluation step types (written, supplemental questionnaire, performance, oral, and training & experience)

New Insight Security Roles Written Exam

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



New Insight Security Supplemental Questionnaire & Training & Experience

Supplemental Questionnaire - Use when evaluating answers to supplemental questions and/or minimum qualifications; must use if auto-scoring.	
√	Role
	<i>Add</i>
	<i>Delete</i>
	<i>Edit</i>
	<i>Change Applicant Disposition</i>
	<i>Edit Applicant Score</i>

Training & Experience - Similar functionality to Supplemental Questionnaire, but cannot be auto-scored; scores must be manually entered.	
√	Role
	<i>Add</i>
	<i>Delete</i>
	<i>Edit</i>
	<i>Change Applicant Disposition</i>
	<i>Edit Applicant Score</i>

New Insight Security Applicants by Step

Applicants by Step		
Select which action(s) user is authorized to perform		
√	Role	Access Description
	<i>Advanced Filter</i>	- Allows user the ability to apply advanced filter on the applicants in the exam plan
	<i>Archive</i>	- Allows user the ability to archive applicants in the exam plan
	<i>Assign for SME Review</i>	- Allows user the ability to assign applicants for SME review in the evaluation steps of the exam plan
	<i>Email Notify</i>	- Allows user to email notify candidates in the evaluation steps of the exam plan
	<i>Filter</i>	- Allows user the ability to filter the applicants in the evaluation steps of the exam plan
	<i>Go To Step</i>	- 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
	<i>Revert To Previous Step</i>	- 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
	<i>Advance to Next Step</i>	- Allows user the ability to advance applicants to the next step of the exam plan
	<i>Mail Merge & Mailing Labels</i>	- Allows user the ability to create letter and mailing labels to send to applicants
	<i>Place on Eligible List</i>	- Allows user the ability to place candidates on the eligible list
	<i>Place on Priority List</i>	- 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)

5 of 8 Revised 3/11

You'll have the ability to control and distribute many duties your agency users perform on the exam plan. E.g. Email notify, etc.

You can manage the flow of applicants in each step of the exam plan and share and distribute as many actions to agency users.

New Insight Security Roles Applicants by Step

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



Users will have the ability to schedule candidates for any type of exam within the exam plan evaluation step.
 They'll be able to unarchive applicants, and upload raw scores and test answers.

New Insight Security Test Menu 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
	<i>Add Exam Date</i>	- Allows user the ability to add oral exam dates in the Test menu
	<i>Delete Exam Date</i>	- Allows user the ability to delete oral exam dates in the Test menu
	<i>Edit Exam Date</i>	- 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
	<i>Add Exam Date</i>	- Allows user the ability to add performance exam dates in the Test menu
	<i>Delete Exam Date</i>	- Allows user the ability to delete performance exam dates in the Test menu
	<i>Edit Exam Date</i>	- Allows user the ability to edit performance exam dates in the Test menu

This security option allows you to use the Test menu option to allow users to add, delete or edit exam dates for oral and performance exams.

New Insight Security Test Menu Section

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
	<i>Add</i>	- Allows user the ability to add written exam information in the Test menu (e.g. title, max score, department)
	<i>Delete</i>	- Allows user the ability to delete written exam information in the Test menu
	<i>Edit</i>	- Allows user the ability to edit written exam information in the Test menu
	<i>Add Exam Date</i>	- Allows user the ability to add written exam dates in the Test menu
	<i>Delete Exam Date</i>	- Allows user the ability to delete written exam dates in the Test menu
	<i>Edit Exam Date</i>	- Allows user the ability to edit written exam dates in the Test menu
	<i>Add Key</i>	- Allows user the ability to add written exam keys in the Test menu
	<i>Delete Key</i>	- Allows user the ability to delete written exam keys in the Test menu
	<i>Edit Key</i>	- Allows user the ability to edit written exam keys in the Test menu

Written exams have the same roles to add, delete and edit exam dates just like oral and performance exams but add roles to additional roles to add, delete, and edit written exam information and test key.

New Insight Security Login Time

Login Time		
Select when user will have access to log into Insight.		
Select Only 1 of the following:		
<input type="checkbox"/>	Time Period	Access Description
<input type="checkbox"/>	<i>24 hours a day, 7 days a week</i>	- Allows user to have access to Insight 7 days a week, 24 hours a day
<input type="checkbox"/>	<i>7:00AM - 7:00PM - Monday - Friday</i>	- Allows user to have access to Insight Monday - Friday from 7:00AM-7:00PM
<input type="checkbox"/>	<i>Monday - Friday -unrestricted</i>	- Allows user to have access to Insight 24 hours a day Monday-Friday; no access Saturday & Sunday



Departments has now the ability to limit the times users have access to Neogov Insight.

Reiterate:

Forms will be available on-line next week

We encourage departments to submit new forms for all users (by mid May)

Preparation for Certification Go-Live



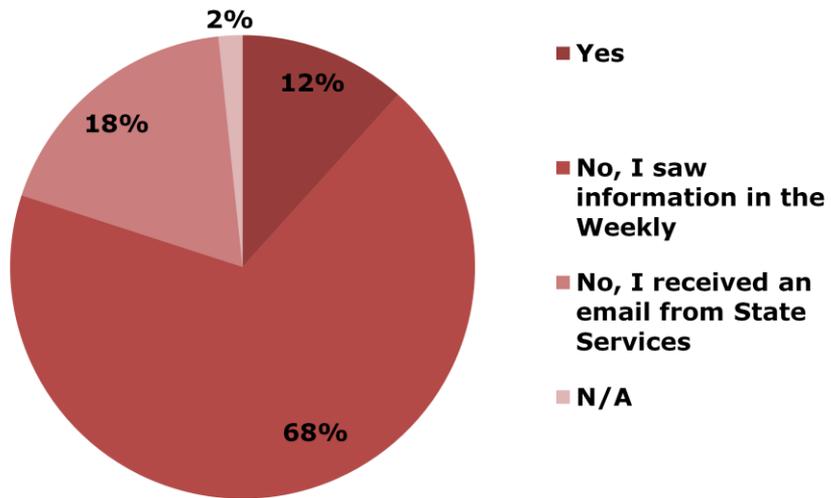
Implementation Timeline

- **April 6 @4:00 pm – List Freeze**
 - requests for lay-off and cert eligible lists won't be accepted
 - departments with outstanding lists should continue to work/process list
- **April 13 - "Go Live"**
- **April 14 to 18 – Training Webinars**

Departments begin using new process after training



Is this the first you've heard of training for the Certification Module?



Online Hiring Center (OHC)

- Bridge between your department and DAS HR Support Certification Unit
- Vehicle to request, retrieve and process certification eligible and lay-off lists
- Requisition drives the process



Online Hiring Center (OHC) Required Access

- Access is required for two departments;
Department **&** Department–Certification (e.g.
Aging **&** Aging–Certification)
- To request list (and take no other action)
 - “*Originator*” role
- To request and process list (e.g. indicate
candidate dispositions)
 - “*Originator*” **and** “*Hiring Manager*” roles; **or**
 - “*Liaison*” and “*Hiring Manager*” roles



Admin

n Groves

* Required

* First Name:	7a9058
* Last Name:	Oa3a2f
Title:	HCM Analyst
* Department:	<div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <p>Available:</p> <ul style="list-style-type: none"> Accountancy Board Adjutant General Aging Aging - Certification Agriculture Agriculture - Certification Air Quality Development Authority Alcohol & Drug Addiction Services Arts Council Athletic Commission Attorney General Auditor Of State Barber Board Board of Proprietary School Registration Board of Regents </div> <div style="flex: 0.5; text-align: center;"> <p>↑</p> <p>>></p> <p><<</p> <p>↓</p> </div> <div style="flex: 1;"> <p>Assigned:</p> <ul style="list-style-type: none"> Administrative Services Administrative Services - Certification </div> </div>
Division:	<div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <p>Available:</p> </div> <div style="flex: 0.5; text-align: center;"> <p>>></p> <p><<</p> </div> <div style="flex: 1;"> <p>Assigned:</p> </div> </div>
* Email:	
* Phone Number:	614-222-2222
* Username:	11111111
* Login Time Rule:	Default

Permissions:

<input checked="" type="checkbox"/> Active	<input type="checkbox"/> Create OHC Notice Templates
<input checked="" type="checkbox"/> Originator	<input type="checkbox"/> Send OHC Notices
<input type="checkbox"/> HR Liaison	
<input checked="" type="checkbox"/> Hiring Manager	

Role of Department OHMS Coordinators

- Ensure OHC security access form is completed for each user
- Ensure forms list **both** departments
- Set-up access for each user; access **must** be the **same** for **both** departments
- Field questions/concerns and follow-up with Hiring Management Group

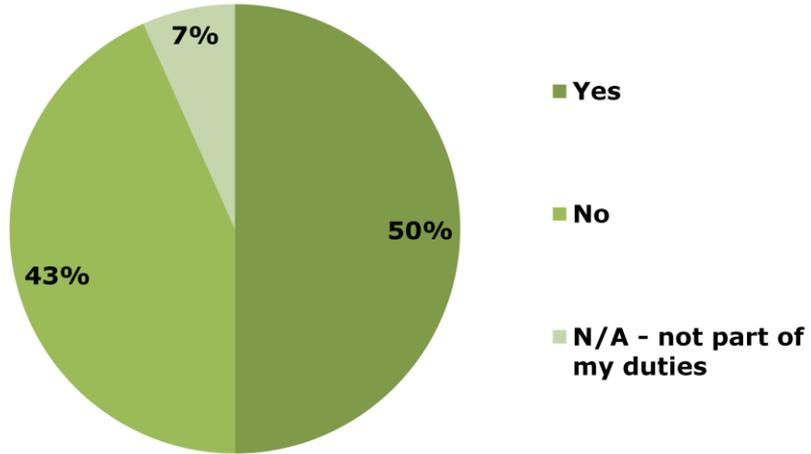


Schedule of Training Webinars

- DATE: Thursday, April 14, 2011
TIME: 1:30 p.m. - 3:30 p.m.
Link: <https://www3.gotomeeting.com/register/734813390>
- DATE: Friday, April 15, 2011
TIME: 9:30 a.m. - 11:30 a.m.
Link: <https://www3.gotomeeting.com/register/576648654>
- DATE: Monday, April 18, 2011
TIME: 1:30 p.m. - 3:30 p.m.
Link: <https://www3.gotomeeting.com/register/841659230>



Have you signed up for training for the Certification Module?



Q & A



Q & A

Q: Will there be job aids for the enhancements?

A: Yes, job aids will be developed for the new enhancements. Look for information in *The Weekly*.



Q & A

Q: Could the attachments portion be used to have applicants complete a form (e.g. nepotism form)?

A: Yes, applicants could complete the form and it could be attached to the Master Profile. HR Users will then be able to make it viewable in the OHC, if necessary.



Q & A

Q: Are we still going to have to send a list to be approved by DAS or is this the “official cert list”?

A: Lists will be requested through the OHC. Names sent back to you by the Cert Staff will be the official list. You will learn more information during training.



Q & A

Q: I don't understand why we would ever want to hide attachments from ourselves. What would be the advantage of that?

A: Unchecking the box to make attachments not viewable in the OHC, would be beneficial for SMEs who do not need to see all attachments. An attachment that contains confidential information or EEO information may want to be hidden if a Hiring Manager is viewing applications. This enhancement is beneficial if rolling out the complete functionality of the OHC.



Q & A

Q: We should not post anything between April 6th and Cert "Go-Live", because we'll have no way of knowing if there are any layoffs names or cert list names, correct?

A: You should not post any positions in which you have not already checked with Cert regarding layoff or cert eligible names. There will be a freeze of NEOGOV from April 8-13. HR Users will have "READ ONLY" access.



Hiring Management Group Contact Information

careers@ohio.gov

(614) 466-8044

OR

**1-800-409-1205 option 3,
then option 1**

