



OHMS User Group Meeting
June 15, 2011

Agenda

- Welcome/Introductions
- Refreshers and Updates
- Enhancements
 - Application Attachment Types & Required Attachments
 - Evaluation Step Audit Trail – Part 1
 - Spell Check on Supplemental Question Text
 - Email Address included in Notice Snapshots
 - Test Roster Report
- Agency Spotlight: Department of Agriculture – Donald Mills, HCM Manager
 - Full Cycle Recruitment Process Using OHMS
- Creating Eligible/Referred Lists
- Training & Consulting
- Q & A



Refreshers and Updates



Certification

* Required

Desired Start Date:	<input type="text"/>								
Requisition #:	511JUN0311-L								
Working Title:	Account Clerk 1								
Vacancies:	1								
* Department:	Aging - Certification								
Division:	=== Select ===								
* Hiring Managers:	<table border="1"><tr><td>Available:</td><td>Assigned:</td></tr><tr><td>Robertson, Kelli Ryan, Diahann Shell, Marian Telfer, Matt Williams, Shelley Wright, Jennie</td><td>Sutherland, Laura</td></tr></table>	Available:	Assigned:	Robertson, Kelli Ryan, Diahann Shell, Marian Telfer, Matt Williams, Shelley Wright, Jennie	Sutherland, Laura				
Available:	Assigned:								
Robertson, Kelli Ryan, Diahann Shell, Marian Telfer, Matt Williams, Shelley Wright, Jennie	Sutherland, Laura								
Job Term:	Full Time								
List Type:	=== Select ===								
Position Type:	<input type="radio"/> Existing Position (Replacement of Staff) <input type="radio"/> New Position								
Position Control:	<table border="1"><thead><tr><th>Position #</th><th>First Name</th><th>Last Name</th><th>Vacancy Date</th></tr></thead><tbody><tr><td colspan="4" style="text-align: center;"><input type="button" value="Add Another Vacancy"/></td></tr></tbody></table>	Position #	First Name	Last Name	Vacancy Date	<input type="button" value="Add Another Vacancy"/>			
Position #	First Name	Last Name	Vacancy Date						
<input type="button" value="Add Another Vacancy"/>									
Skills:	<input type="text"/>								
Comments:	<input type="text"/>								
* County of Position :	Franklin County								
* Follow up Requested :	<input type="radio"/> Yes <input checked="" type="radio"/> No								
No Approvals	<input type="checkbox"/>								
Approval 1:	Certification								
	<input type="radio"/> Must approve before next approval <input checked="" type="radio"/> Final approval								

Bosh, William
Johnson, Curtiss
Magill, Emily
Pickens, Rhonda
Robertson, Kelli
Ryan, Diahann

Certification

- **Requisition #** = Department Letter Code – Job CodeJUNddyy – Request Code (e.g. AGE-16511JUN0311-L)
 - **L** – Layoff Request
 - **LF** – Layoff Follow up
 - **F** – Follow up for Provisional Authorization (not a tested class)
 - **C** – Certification Eligible List Request
 - **CF** – Certification Eligible List Follow up
 - **D** – Draft for Anonymous List feature



Certification Job Term

- Job Term – **MUST** select **one of the four** job terms listed below:
 - Full time
 - Part time
 - Intermittent
 - Temporary



Certification Approval

- Select Certification for Approval 1
- Select Curtiss Johnson **AND** Diahann Ryan
- Choose “Final Approval”

NOTE: If you do not see Certification as a choice for Approval 1, you **DID NOT** select your Certification Department



Certification

- Pay attention to all emails sent from NEOGOV
 - Requisition Created
 - Requisition Put on Hold
 - “On Hold” email means Certification is currently working on your request
 - Requisition Approved
 - Candidate(s) Referred
- 3 day turnaround on the processing of Certification requests



NEOGOV Emails

- Received many reports of NEOGOV emails going to Spam/Junk
- To alleviate this problem, add the following email addresses to your contact list
 - info@governmentjobs.com
 - support@neogov.com
 - noreply@neogov.com



Questions???



Enhancements



Application Attachment Types & Required Attachments

- Applications are now organized by attachment type
- Pre-defined attachment types:
 - Cover letter
 - License
 - References
 - Resume
 - Other



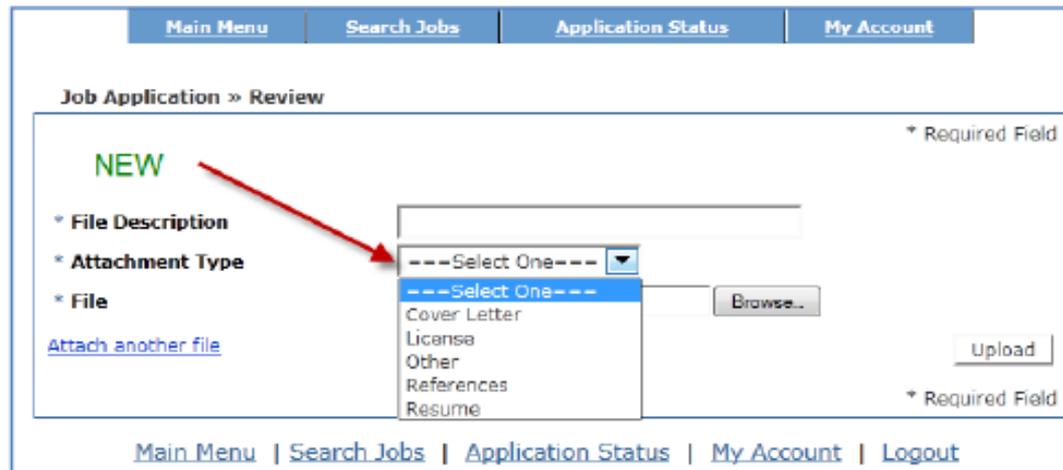
Application Attachment Types & Required Attachments

- The following attachment types have been added:
 - DD 214
 - Veteran Disability Verification Letter
 - Transcripts
 - Writing Sample
 - Hardcopy Application
- Additional attachment types can be added by request to Hiring Management Group



Application Attachment Types & Required Attachments

- When attaching documents to their application, jobseekers will now need to specify the type of attachment
- **All existing attachments have been assigned to the attachment type, “Other”**



The screenshot displays a web interface for reviewing a job application. At the top, there is a navigation bar with links for 'Main Menu', 'Search Jobs', 'Application Status', and 'My Account'. Below this, the page title is 'Job Application >> Review'. A green 'NEW' label is visible. The form contains several fields: 'File Description', 'Attachment Type', and 'File'. The 'Attachment Type' dropdown menu is open, showing options: '---Select One---', 'Cover Letter', 'License', 'Other', 'References', and 'Resume'. A red arrow points to the 'Attachment Type' dropdown. To the right of the dropdown is a 'Browse...' button. Below the dropdown is an 'Upload' button. The page also includes a 'Required Field' indicator and a 'Logout' link at the bottom.

Applicant Evaluation Step Audit Trail – Part 1

- First phase of auditing on evaluation step actions
 - Advance to Next Step
 - Revert to Previous Step
 - Go to Step
 - Change Disposition
 - SME Review
 - Archive/Unarchive



Applicant Evaluation Step Audit Trail – Part 1

- Each action will generate entry in the Audit Trail log
- Audit Trail log includes:
 - User
 - Date/time
 - Action
 - Old value
 - New value



Applicant Evaluation Step Audit Trail – Part 1

Applied For:

App #	Job # / Title	Received Notices	Disposition	Application
20892521	CS44211 / General Activities Therapist 1 Examination	06/03/11 11:02 AM	N/A	Written Exam
				View Edit Change Log Audit Trail

Advance to Next Step

06/06/11 4:16 PM by Shanta Marshall

Field Label	Old Value	New Value
Step	Minimum Qualifications	Written Exam

Change Disposition

06/06/11 4:14 PM by Shanta Marshall

Field Label	Old Value	New Value
Disposition	N/A	Pass

Go to Step

06/06/11 4:14 PM by Shanta Marshall

Field Label	Old Value	New Value
Step	Application Received	Minimum Qualifications

Audit Trail – Part 2 (Summer Release)

- Part 2 of Audit Trail scheduled for summer release includes:
 - Notices sent
 - Raw score upload
 - Scheduling for exams
 - Oral
 - Written
 - Performance



Audit Trail – Part 2 (Summer Release)

- Part 2 includes:
 - Placement on Eligible List
 - Placement on Priority List
 - List type other than “Normal”
 - “Normal” is default list type
 - Education and Experience Rating
 - Special Skills & Special Credit Rating



Spell Check on Supplemental Question Text

- Spell check feature added to supplemental question page
- Feature will check spelling of the question's text
- Select from choices response options will **not** be spell-checked

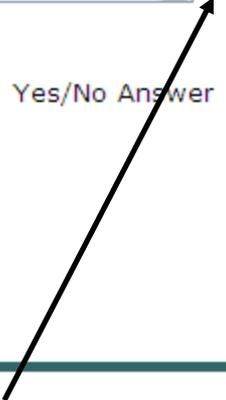


Spell Check on Supplemental Question Text

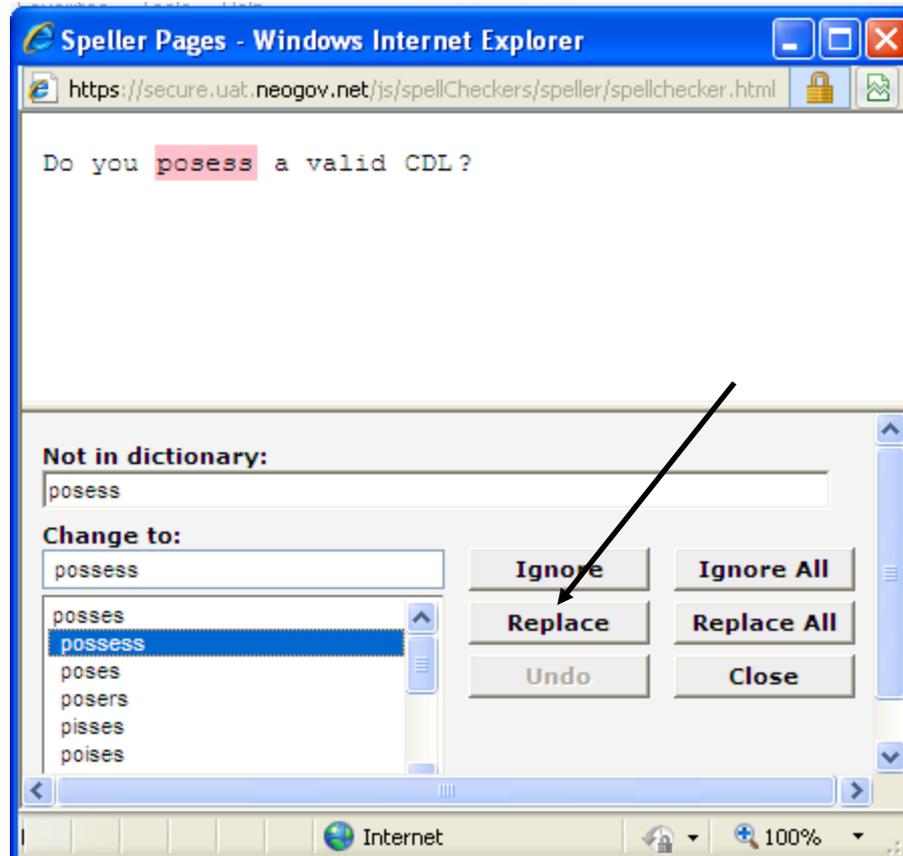
xx16511 Account Clerk 1 [Item Bank](#) | [Scoring Plan](#)

* Required

* Question	Do you possess a valid CDL?
Question Code <i>This field must be unique.</i>	<input type="text"/>
Response Format	<input type="radio"/> Text Answer <input type="radio"/> Select From Choices Answer <input checked="" type="radio"/> Yes/No Answer
Is the candidate required to answer the question?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Confidential Question	<input type="radio"/> Yes <input checked="" type="radio"/> No
Employer Use Only	<input type="radio"/> Yes <input checked="" type="radio"/> No
Allow on Panel Templates?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Panel Column Name	<input type="text"/>



Spell Check on Supplemental Question Text



Include Email Address in Notice Snapshots

- Email address of applicant at the time the email notice was sent will be displayed on the notice history screen



Include Email Address in Notice Snapshots

[View Exam Plan](#) [Eligible List\(s\)](#)

⊕ **Step 1: Application Received**

⊖ **Step 2: Written Exam**

⊕ Step History ⊕ Step Comments

Candidate ▾	Person ID ▾	Master Profile	Disposition ▾	SME	Email Notify ▾	Source ▾	Received ▾	Notice ▾
<input type="checkbox"/> Sutherland, Laura	5881997	View	● Pass - 100.00%			Paper	03/29/11 02:11 PM	View

1 Record Found Page: of 1

== Select Action == ▾ == Select Candidate(s) == ▾ **Go ▶**



Include Email Address in Notice Snapshots

View Applicants By Step

Applicant Name **Sutherland, Laura**
 Person ID **5881997**
 Job # **xx16511**
 Job Title **Account Clerk 1**
 Exam Number **xx16511**
 Exam Plan **Account Clerk 1**
 Evaluation Step **Written Exam**

Step	Template Name	Sent By	Date Generated	Response Date	Sent From	Email Address	Notification Type	Requisition	Action
Written Exam	ADJ - Non-select notice	Sutherland, Laura	05/26/11 11:45 AM		Insight	laura.sutherland@das.state.oh.us	Email		View Delete



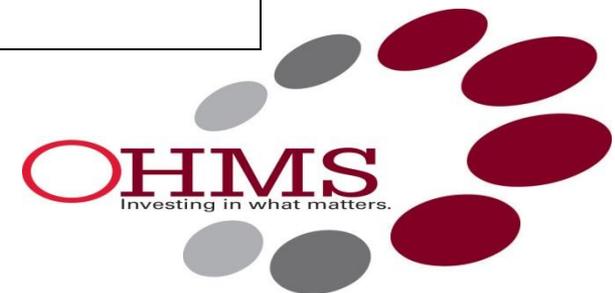
Test Roster Report

- Report has been modified
- Ability to report on candidates scheduled in multiple test locations and dates



Test Roster Report

Test Location:	<ul style="list-style-type: none">Lottery CentralLottery Columbus Regional OfficeODJFS MISODJFS 4020ODOT District Four HeadquartersOhio Judicial CenterOhio OTPTAT BoardOhio Secretary of State - Continental PlazaOhio Secretary of State - Lausche BuildingOLS
Test Date/Time:	<ul style="list-style-type: none">05/29/2010 08:00 AM06/17/2009 08:00 AM05/13/2009 09:00 AM05/11/2009 08:00 AM04/23/2009 01:00 PM04/20/2009 09:00 AM



Test Roster Report

Test Roster Report

Generated by Laura Sutherland on 06/14/2011 12:42:39

14 records found.

[Printable Version](#) [Export to Excel](#)

<u>Applicant</u>	<u>PersonID</u>	<u>Exam Plan</u>	<u>Exam Type</u>	<u>Opening Date</u>	<u>Closing Date</u>	<u>Test</u>	<u>Test Location</u>	<u>Test Date and Time</u>
000442, 7ab267	4058967	xx12111 Clerk 1 Examination	Open	10/31/2010 09:00 PM	04/20/2011 08:59 PM	Cert Multi-Test Exam	State Office Tower	09/05/2010 08:00 AM
000442, 7ab267	4058967	xx64156 Demo Examination	Open	08/19/2010 09:00 PM	10/31/2010 08:59 PM	Cert Go Live Examination	State Office Tower	09/02/2010 08:30 AM
000634, aaaaee2	4176691	xx12111 Clerk 1 Examination	Open	10/31/2010 09:00 PM	04/20/2011 08:59 PM	Cert Multi-Test Exam	State Office Tower	09/05/2010 08:00 AM
000634, aaaaee2	4176691	xx64156 Demo Examination	Open	08/19/2010 09:00 PM	10/31/2010 08:59 PM	Cert Go Live Examination	State Office Tower	09/02/2010 08:30 AM
000675, 242ca4	3092876	xx12111 Clerk 1 Examination	Open	10/31/2010 09:00 PM	04/20/2011 08:59 PM	Cert Multi-Test Exam	State Office Tower	09/05/2010 08:00 AM
000675, 242ca4	3092876	xx64156 Demo Examination	Open	08/19/2010 09:00 PM	10/31/2010 08:59 PM	Cert Go Live Examination	State Office Tower	09/02/2010 08:30 AM
000e3b, c4833a	3087717	xx12111 Clerk 1 Examination	Open	10/31/2010 09:00 PM	04/20/2011 08:59 PM	Cert Multi-Test Exam	State Office Tower	09/05/2010 08:00 AM
000e3b, c4833a	3087717	xx64156 Demo Examination	Open	08/19/2010 09:00 PM	10/31/2010 08:59 PM	Cert Go Live Examination	State Office Tower	09/02/2010 08:30 AM
009ae4, fc2c60	3260424	xx12111 Clerk 1 Examination	Open	10/31/2010 09:00 PM	04/20/2011 08:59 PM	Cert Multi-Test Exam	State Office Tower	09/05/2010 08:00 AM
009ae4, fc2c60	3260424	xx64156 Demo Examination	Open	08/19/2010 09:00 PM	10/31/2010 08:59 PM	Cert Go Live Examination	State Office Tower	09/02/2010 08:30 AM
00b89b, 635a7d	4104246	xx12111 Clerk 1 Examination	Open	10/31/2010 09:00 PM	04/20/2011 08:59 PM	Cert Multi-Test Exam	State Office Tower	09/05/2010 08:00 AM
00b89b, 635a7d	4104246	xx64156 Demo Examination	Open	08/19/2010 09:00 PM	10/31/2010 08:59 PM	Cert Go Live Examination	State Office Tower	09/02/2010 08:30 AM
03872c, a05b09	5204288	xx12111 Clerk 1 Examination	Open	10/31/2010 09:00 PM	04/20/2011 08:59 PM	Cert Multi-Test Exam	State Office Tower	09/05/2010 08:00 AM
03872c, a05b09	5204288	xx64156 Demo Examination	Open	08/19/2010 09:00 PM	10/31/2010 08:59 PM	Cert Go Live Examination	State Office Tower	09/02/2010 08:30 AM



Questions???



NEOGOV Community Idea Lab



NEOGOV Community Idea Lab

- Place to add enhancement suggestions or vote on enhancements suggested by other users
- Suggestions with most votes are considered for enhancement releases



Accessing the Idea Lab

- Log into Insight – Human Resources
- Click on Help & Support
- Click on Idea Lab tab
- Click on Launch NEOGOV Idea Lab



Idea Lab Suggestions to Vote On

- My Links in OHC
- “Select All” option
- Assign Multiple Analysts to a Requisition and/or Posting



Idea Lab Suggestions to Vote On

- Job Seeker Status – ‘Rejected’ to ‘Not Selected’
- Ability to Attach a Word or PDF document to a NEOGOV Notice Template
- Add “Open Until Filled” Option to Job Posting

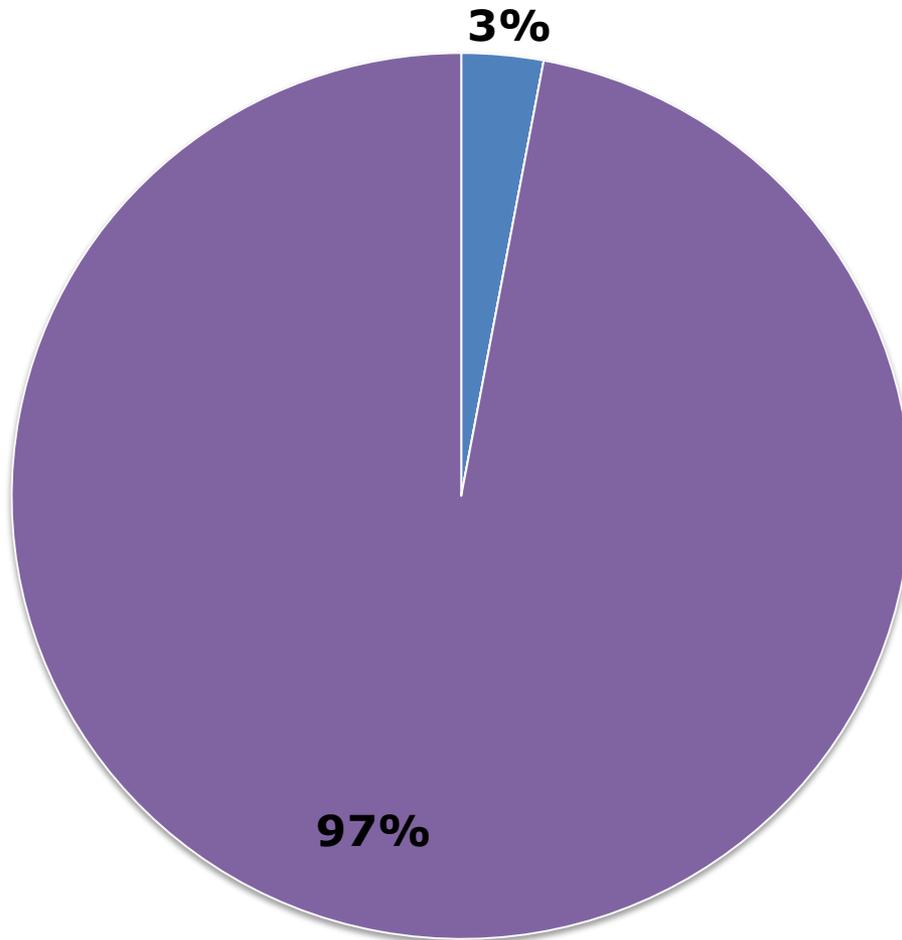


Idea Lab Suggestions to Vote On

- Expand Options for Printing Applications
- Ability to Sort Steps in the Exam Plan
- User E-Mail Set-up Enhancement Request
- Requisition Enhancement Request



Have you ever created an idea or voted on an idea in NEOGOV's Idea Lab?



- Yes, I've created an idea, but never voted on any ideas
- Yes, I've voted on an idea, but never created an idea
- Yes, I've voted and created an idea
- No, I haven't voted or created an idea

Agency Spotlight:

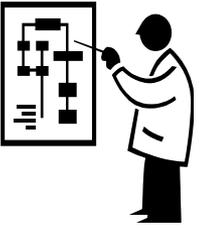
Department of
Agriculture

Donald Mills
HCM Manager

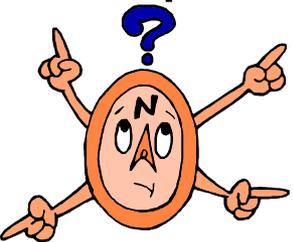


Agriculture Requisition Process

Pre-OHC

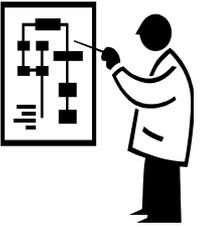


- Divisions inconsistently submitted paper requisition out of sequence – sometimes to Fiscal 1st and sometimes to HR 1st
- Some requisitions would get lost and no one knew where they were
- Actions required by the approval departments (Fiscal, HR, & Director) didn't happen until the actual hard copy requisition made its way to the respective stop

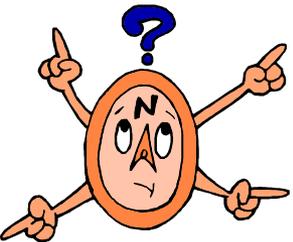


Agriculture Requisition Process

Using OHC for Requisition Processing



- ✓ Improve departmental customer satisfaction
- ✓ Improve quality and timeliness of requisition processing
- ✓ Gain an agency-wide view into your requisition process
- ✓ Standardize and streamline requisition process
- ✓ Analyze and optimize your requisition process



5 Step Process

- ✓ **Step 1** – Division opens a requisition
- ✓ **Step 2** – Approvals
- ✓ **Step 3** – After the requisition is approved
- ✓ **Step 4** – Forwarding applications
- ✓ **Step 5** – Filling a requisition

Step 1 – Division Opens a Requisition

NEOGOV Insight OHC - View/Edit Requisition - Windows Internet Explorer

https://secure.neogov.com/OHC/requisition.cfm?mode=A&ClassSpecID=86808

NEOGOV Insight OHC

My Requisitions | My SME Review | My List | Preferences | Help & Support | Logout

Post Approvals Admin

Welcome, Donald Mills View/Edit Requisition

Class Title: **Food Safety Specialist 1**
Class Code: **21291**
Creator: **Mills, Donald**

* Required

Desired Start Date:	<input type="text"/>								
Requisition #:	<input type="text"/>								
Working Title:	<input type="text"/>								
Vacancies:	<input type="text"/>								
* Department:	=== Select ===								
Division:	=== Select ===								
* Hiring Managers:	Available: <input type="text"/> Assigned: <input type="text"/>								
	>> <<								
Job Term:	=== Select ===								
List Type:	=== Select ===								
Position Type:	<input type="radio"/> Existing Position (Replacement of Staff) <input type="radio"/> New Position								
Position Control:	<table border="1"><thead><tr><th>Position #</th><th>First Name</th><th>Last Name</th><th>Vacancy Date</th></tr></thead><tbody><tr><td colspan="4" style="text-align: center;"><input type="button" value="Add Another Vacancy"/></td></tr></tbody></table>	Position #	First Name	Last Name	Vacancy Date	<input type="button" value="Add Another Vacancy"/>			
Position #	First Name	Last Name	Vacancy Date						
<input type="button" value="Add Another Vacancy"/>									
Skills:	<input type="text"/>								
Comments:	<input type="text"/>								
* County of Position :	== Select ==								
* Follow up Requested :	<input type="radio"/> Yes <input checked="" type="radio"/> No								
No Approvals	<input type="checkbox"/>								
Approval 1:	=== Select ===								

Done

Internet | Protected Mode: On 105%

Step 1 (continued)

NEOGOV Insight OHC - View/Edit Requisition - Windows Internet Explorer

https://secure.neogov.com/OHC/requisition.cfm?mode=A&ClassSpecID=86808

NEOGOV Insight OHC - View/Edit Requisition

* County of Position : Warren County

* Follow up Requested : Yes No

No Approvals

Approval 1: Department Director

Must approve before next approval
 Final approval

Approval 2: Fiscal/Finance

Must approve before next approval
 Final approval

Approval 3: Human Resources

Must approve before next approval
 Final approval

Approval 4: Appointing Authority

Must approve before next approval
 Final approval

Approval 5: === Select ===

Must approve before next approval
 Final approval

Approval 6: === Select ===

Must approve before next approval
 Final approval

Approval 7: === Select ===

Must approve before next approval
 Final approval

Kirchner, Charles

Dodson, Cathy
Johnston, Thomas

Corbin, Richard
Mills, Donald
Roberts, Linda

Beaman, Celia
Shimp, Fred

Done Internet | Protected Mode: On 105%

Step 1 (Continued)

Uploading Attachment

NEOGOV Insight OHC - View/Edit Requisition - Windows Internet Explorer

https://secure.neogov.com/OHC/requisition.cfm?ReqID=385494&mode=V

NEOGOV Insight OHC - View/Edit Requisition

NEOGOV Insight OHC

My Requisitions | My SME Review | My List | Preferences | Help & Support | Logout

Post Approvals Admin

Welcome, Donald Mills [View/Edit Requisition](#)

Class Title: **Food Safety Specialist 1** [Edit](#)
Class Code: **21291**
Creator: [Stevenson, Crystal](#)

* Required

Desired Start Date:	03/21/11
Requisition #:	11FDS001
Working Title:	Food Safety Specialist 1
Vacancies:	1
* Department:	Agriculture
Division:	
* Hiring Managers:	Kirchner, Charles Mills, Donald Stevenson, Crystal
Job Term:	Full-Time, Permanent, Bargaining-Unit
List Type:	Regular
Position Type:	Existing Position (Replacement of Staff)
Position Control:	Position # First Name Last Name Vacancy Date
	20048833 John Benthien 02/25/2011
Skills:	
Comments:	
Authorization Comments:	
County of Position:	Warren County
Follow up Requested:	No
Approvals:	None

Attachments: [Add New](#)

Attachment Title	Date Uploaded	File Name	Action
Position Approval Form	04/13/11	20048833PositionApproval	Delete

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Step 2 – Approvals

NEGOV Insight OHC - My Requisition Approvals - Windows Internet Explorer

https://secure.negov.com/OHC/myapproval.cfm?View=current&DisplayNotes=1&SortCol=reqno&SortDir=ASC&start=1&searchletter=&se legacy

NEGOV Insight OHC **My Requisitions | My SME Review | My List | Preferences | Help & Support | Logout**

Post Approvals Admin

Welcome, Donald Mills My Requisition Approvals

[Hide Approval Detail](#) | [Active Reqs.](#) | [Filled Reqs.](#) | [Cancelled Reqs.](#)

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 req. #, req. title or position #: **Go**

In Progress Requisitions
9 records found.

Req #	Title	Position ID	Department	Division	Created	Creator	Action
11ANI005	PLANNER 2	20045769	Agriculture	Animal Industry	05/24/11	Ireland, E	Edit Reassign History
	Approval Group	Received	Approvers	Action	Action Date	Returned To	Note1
	Department Director	N/A	Byrum, Beverly	Approved	06/06/11 04:25 PM		
	» Fiscal/Finance	06/06/11 04:25 PM	Dodson, Cathy	Pending			
			Johnston, Thomas				
	Human Resources	N/A	Mills, Donald	N/A			
	Appointing Authority	N/A	Beaman, Celia	N/A			
11CAL004	Laboratory Scientist 2	20040183	Agriculture	Consumer Analyt...	06/01/11	Bland, C	Edit Reassign History
	Approval Group	Received	Approvers	Action	Action Date	Returned To	Note1
	Manager/Supervisor	06/03/11 01:10 PM	Amin, Mohammed	Approved	06/07/11 08:39 AM		
	Department Director	06/07/11 08:39 AM	Byrum, Beverly	Approved	06/07/11 08:54 AM		
	Fiscal/Finance	06/07/11 08:54 AM	Johnston, Thomas	Approved	06/07/11 02:10 PM		
			Dodson, Cathy				
	Human Resources	06/07/11 02:10 PM	Mills, Donald	Approved	06/08/11 04:54 PM		
			Corbin, Richard				
			Roberts, Linda				
	» Appointing Authority	06/08/11 04:54 PM	Beaman, Celia	Pending			
11MEA003	District 7 MI Supervisor TWL	20040114	Agriculture	Meat Inspection	06/02/11	Taylor, J	Edit Reassign History
	Approval Group	Received	Approvers	Action	Action Date	Returned To	Note1
	Department Director	06/02/11 04:00 PM	Hockman, Michael	Approved	06/03/11 10:30 AM		
	Fiscal/Finance	06/03/11 10:30 AM	Johnston, Thomas	Approved	06/07/11 02:11 PM		
			Dodson, Cathy				
	Human Resources	06/07/11 02:11 PM	Mills, Donald	Approved	06/08/11 04:55 PM		
			Corbin, Richard				
			Roberts, Linda				
	» Appointing Authority	06/08/11 04:55 PM	Beaman, Celia	Pending			
11WEI001	Weights & Measures Inspector II		Agriculture	Weights & Measu...	06/08/11	Elson-Houston, F	Edit Reassign History
	Approval Group	Received	Approvers	Action	Action Date	Returned To	Note1

Internet | Protected Mode: On 105%

Step 3 – After the Requisition is Approved

NEOGOV Insight - Authorize Requisition - Windows Internet Explorer

https://secure.neogov.com/employers/req/reqauth.cfm?reqStatusID=3&ReferReqStatusID=3&ReqID=385494

neogov requisition benefits

NEOGOV Insight - Authorize Requisition

My HR My Links Help & Support Logout

Class Post Benefits Reports CandidateTrack Tests Requisitions List Search Recent

Welcome, Donald Mills Authorize Requisition

Food Safety Specialist 1

This requisition has been assigned to the following exam plan:

Exam #	Title	Action
1104	Food Safety Specialist 1	Disassociate

* Required

* Status: Open

* Analyst: Mills, Donald

Existing Exam Plan: ==Select==

Comments:

Save

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Done Internet | Protected Mode: On 105%

Step 4 – Forwarding Applications

NEOGOV Insight - View Applicants by Step - Windows Internet Explorer

https://secure.neogov.com/employers/app_tracking/view_applicants_bystep.cfm?EPID=251898&JobID=307711&evaluationStepID=705144

neogov requisition benefits

NEOGOV Insight - View Applicants by Step

Show Applications: Active Only

[View Exam Plan](#) [Eligible List\(s\)](#)

- Step 1: Application Received
- Step 2: Minimum Qualifications
- Step 3: Internal Candidates
- Step 4: Forwarded to SME
- Step 5: Not Selected
- Step 6: Interviewing
- Step 7: 2nd Round Interviews
- Step 8: 3rd Round MQ's
- Step 9: SME Review

[Step History](#) [Step Comments](#)

Candidate <input type="checkbox"/>	Person ID <input type="checkbox"/>	Master Profile	Disposition <input type="checkbox"/>	SME	Email Notify <input type="checkbox"/>	Source <input type="checkbox"/>	Received <input type="checkbox"/>	Notices
<input type="checkbox"/> Graver, Marilyn	471204	View	Pass	•	•	Online	05/18/11 03:37 PM	N/A
<input type="checkbox"/> Kish, Teresa E	6857666	View	N/A	•	•	Online	05/20/11 05:54 PM	N/A
<input type="checkbox"/> Laner, James I	8677776	View	N/A	•	•	Online	05/21/11 06:47 AM	N/A
<input type="checkbox"/> Musetti, Mark A	4279023	View	N/A	•	•	Online	05/21/11 08:07 AM	N/A
<input type="checkbox"/> Rudasill, Douglas R	5650217	View	N/A	•	•	Online	05/23/11 04:29 PM	N/A
<input type="checkbox"/> Troxell, Matt	5106789	View	N/A	•	•	Online	05/17/11 02:19 PM	N/A
<input type="checkbox"/> Voge, Nancy K	9052237	View	N/A	•	•	Online	05/23/11 10:47 PM	N/A
<input type="checkbox"/> Witham, Curtis W	9083859	View	N/A	•	•	Online	05/15/11 07:19 PM	N/A
<input type="checkbox"/> Wolfe, Steven M	9382332	View	N/A	•	•	Online	05/22/11 06:02 PM	N/A
<input type="checkbox"/> Woods, Stefanie R	4292546	View	N/A	•	•	Online	05/16/11 08:40 PM	N/A
<input type="checkbox"/> Wright, Nasandra	9395604	View	N/A	•	•	Online	05/24/11 03:44 PM	N/A

11 Records Found

SME Review All

Page: 1 of 1

[View Exam Plan](#) [Eligible List\(s\)](#)

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Internet | Protected Mode: On

105%

Step 4 – Forwarding Applications (Continued)

NEOGOV Insight OHC - Exam Plan Candidates - Windows Internet Explorer

https://secure.neogov.com/OHC/SMEcandidates.cfm?ExamPlanID=251898&JobID=307711

neogov requisition benefits

NEOGOV Insight OHC

My Requisitions | My SME Review | My List | Preferences | Help & Support | Logout

Post Approvals Admin

Welcome, Donald Mills

Exam Plan Candidates

Exam Plan 1104 - Food Safety Specialist 1

PersonID	Master Profile	Last Updated	Updated By	At Step	Disposition	Assigned By	Comments
471204	View	06/06/11 2:49 PM	Mills, Donald	Training and Experience	Pass	Mills, Donald	Add
6857666	View	06/03/11 12:27 PM		Training and Experience	N/A	Mills, Donald	Add
8677776	View	06/03/11 12:31 PM		Training and Experience	N/A	Mills, Donald	Add
4279023	View	06/03/11 12:44 PM		Training and Experience	N/A	Mills, Donald	Add
5650217	View	06/03/11 12:50 PM		Training and Experience	N/A	Mills, Donald	Add
5106789	View	06/03/11 1:00 PM		Training and Experience	N/A	Mills, Donald	Add
9052237	View	06/03/11 1:00 PM		Training and Experience	N/A	Mills, Donald	Add
9083859	View	06/03/11 1:02 PM		Training and Experience	N/A	Mills, Donald	Add
9382332	View	06/03/11 1:02 PM		Training and Experience	N/A	Mills, Donald	Add
4292546	View	06/03/11 1:04 PM		Training and Experience	N/A	Mills, Donald	Add
9395604	View	06/03/11 11:48 AM		Training and Experience	N/A	Mills, Donald	Add

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Internet | Protected Mode: On

105%

Step 4 – Forwarding Applications (Continued)

[1104 Food Safety Specialist 1: Default List](#)

[View Exam Plan](#) [Show Evaluation Steps](#) [Show Ranks Sequentially](#) [Show Referrals](#)
[Include Active Candidates Only](#)

Primary Sort:
 Secondary Sort:

Search by Name

Requisition Filter:

3 records found.

Page 1 of 1

3 candidates on list.

Name	Job Types	Total Score	Retention Points	Seniority Points	Layoff Agency 1	Counter	Status	Date Eligible	Expires	Comments
<input type="checkbox"/> Dennis, Kelly P.		43.07				View	Active	04/14/11		Add
<input type="checkbox"/> Bradley, Marlene D.		41.88				View	Active	04/13/11		Add
<input type="checkbox"/> Morrow, Sara		33.99				View	Active	05/06/11		Add

Select Action

Select Candidate(s)

Step 4 – Forwarding Applications (Continued)

Requisition #	11FDS001	Position Type	Full-Time, Permanent, Bargaining-Unit
Requisition Title	Food Safety Specialist 1	Vacancies	1
Working Title	Food Safety Specialist 1	HR Analyst	Mills, Donald
Department	Agriculture	HR Analyst Phone	614-466-0211
Exam Plan #	1104	HR Originator	Stevenson, Crystal
Exam Plan Title	Food Safety Specialist 1	HR Originator Phone	614-728-6342
Job	20048833 Food Safety Specialist 1		
Positions	20048833		
Comments: Add Comment			

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 candidate: **Go**

[Show Status Details](#) [Show Snapshots](#) [Columns/Sort](#) [Columns/Sort \(OHC\)](#) [Elig List Type Sort](#) == Export == **Go**

3 records found.
Page 1 of 1

Name	Person ID	Total Score	Retention Points	Seniority Points	Action Date	Effective Date	Referral Expires	Status	Elig Comments	Notices
<input type="checkbox"/> Dennis, Kelly P	6906807	43.07			05/06/11	05/06/11		Rejection Pending		View
<input type="checkbox"/> Bradley, Marlene D	5195630	41.88			05/06/11	05/06/11		Rejection Pending		View
<input type="checkbox"/> Morrow, Sara	4899847	33.99			05/13/11	05/13/11		Rejection Pending		View

Page 1 of 1

Select Action

== Select ==

Select Candidate(s)

== Select ==

Go

Step 5 – Filling a Requisition

NEO GOV Insight - Authorize Requisition - Windows Internet Explorer

https://secure.neogov.com/employers/req/reqauth.cfm?reqStatusID=3&ReferReqStatusID=3&ReqID=385494

neogov requisition benefits

NEO GOV Insight

My HR My Links Help & Support Logout

Class Post Benefits Reports CandidateTrack Tests Requisitions List Search Recent

Welcome, Donald Mills Authorize Requisition

Food Safety Specialist 1

This requisition has been assigned to the following exam plan:

Exam #	Title	Action
1104	Food Safety Specialist 1	Disassociate

* Required

* Status: Filled

* Analyst: Mills, Donald

Existing Exam Plan: ==Select==

Sort by Job Title

Comments: 06/03- applications forwarded to SME for review; awaiting SME selection for interviews.

Save

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Done Internet | Protected Mode: On 105%

Reporting

NEOGOV Insight - Requisition Life Cycle - Windows Internet Explorer

https://secure.neogov.com/employers/reports/reports/reqlifecycle.cfm

neogov requisition benefits

NEOGOV Insight

My HR My Links Help & Support Logout

Class Post Benefits Reports CandidateTrack Tests Requisitions List Search Recent

Welcome, Donald Mills Requisition Life Cycle

Requisition Life Cycle Report

Date Range: 01/01/11 - 06/30/11
 Req. Status: Open
 Applications: Active Only

Generated by Donald Mills on 06/09/2011 13:56:21
 For records between 01/01/11 and 06/30/11

Req #	Title	Status	EEO Category	Class Code	Analyst	Department	Created	Days	Adv. From	Days	Adv. To	Days	Last Exam	Days	Eligible	Days	Referred
11ADM003	Ohio State Fair Intern	Open	Other	99940	Roberts, Linda	Agriculture	05/12/11	12	05/24/11	0	05/24/11 03:47 PM			0	05/24/11	0	05/24/11
11ADM005	Human Capital Management Manager	Open	EE04-Professionals	64615	Roberts, Linda	Agriculture	06/06/11										
11AIN004	LAB TECH 2	Open	EE04-Technicians	85112	Mills, Donald	Agriculture	05/19/11	19	06/07/11	10	06/17/11 05:00 PM						
11CAL002	College Intern	Open	Other	99940	Roberts, Linda	Agriculture	04/21/11	36	05/27/11	0	05/27/11 02:20 PM			0	05/27/11	0	05/27/11
11CAL003	College Intern	Open	Other	99940	Roberts, Linda	Agriculture	04/21/11	36	05/27/11	0	05/27/11 02:43 PM			0	05/27/11	0	05/27/11
11FDS001	Food Safety Specialist 1	Open	EE04-Technicians	21291	Mills, Donald	Agriculture	03/21/11	53	05/13/11	11	05/24/11 05:00 PM	-40	04/14/11	-1	04/13/11	0	04/13/11
11MEA002	Meat Inspection Supervisor	Open	EE04-Technicians	21235	Roberts, Linda	Agriculture	05/09/11										
11MKT001	College Intern	Open	Other	99940	Roberts, Linda	Agriculture	04/11/11	45	05/26/11	0	05/26/11 01:50 PM			0	05/26/11	0	05/26/11
11MKT002	Development Specialist Administrator	Open	EE04-Officials & Administrators	66316	Mills, Donald	Agriculture	05/13/11	12	05/25/11	0	05/25/11 09:00 AM						

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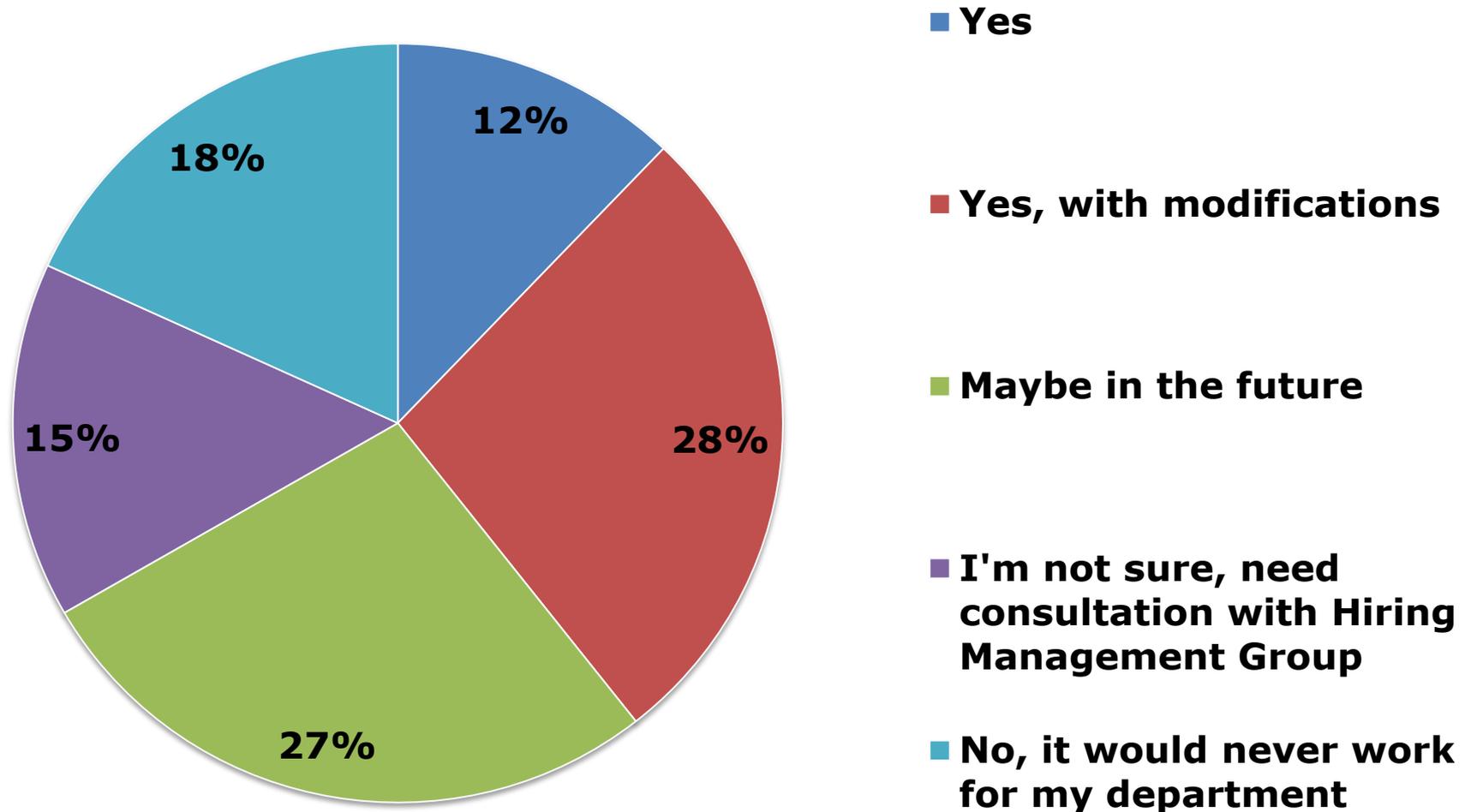
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Questions???



Based on the presentation by Agriculture, is using the OHC feasible for your department?



Creating Eligible/Referred Lists



What is an Eligible List?

- Eligible to Test
- Eligible to Hire
- Eligible to Interview
- Internal Eligible Candidates
- External Eligible Candidates



Placing on Eligible List

[Edit Exam Plan](#) [Audit Trail](#)

Exam Title	Fiscal Officer 1	Department	Environmental Protection Agency
Exam Number	20008765	Division	
		Vacancies	

Job Posting

Job #	Job Title	Status	Last Updated	Assigned To	Action
20008765	Fiscal Officer 1	Expired	06/06/11	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 \(16\)](#) [View Applicants by Step \(12\)](#) [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	Minimum Qualifications	N/A	View Results	4	Edit Delete Filter Audit Trail
Step 3	Written Examination	100.000%	View Results	8	Edit Delete Filter Audit Trail

Placing on Eligible List

[View Exam Plan](#) [Eligible List\(s\)](#)

⊕ **Step 1: Application Received**

⊕ **Step 2: Minimum Qualifications**

⊖ **Step 3: Written Examination**

⊕ [Step History](#) ⊕ [Step Comments](#)

Candidate ▾	Person ID ▾	Master Profile	Disposition ▾	SME	Email Notify ▾	Source ▾	Received ▾	Notices
<input type="checkbox"/> Allen, Mary	5881960	View	● Pass - 80.00%			Paper	06/06/11 10:46 AM	N/A
<input type="checkbox"/> Arts, Gayle	5881935	View	● Fail - 60.00%			Paper	06/06/11 11:09 AM	N/A
<input type="checkbox"/> Callahan, Jonny	5881977	View	● Pass - 70.00%			Paper	06/06/11 11:08 AM	N/A
<input type="checkbox"/> Dalby, Trish	5881915	View	● Pass - 85.00%			Paper	06/06/11 11:17 AM	N/A
<input type="checkbox"/> Drake, Nicolas	5881979	View	● Pass - 90.00%			Paper	06/06/11 11:01 AM	N/A
<input type="checkbox"/> Kent, Joe	5881973	View	● Fail - 50.00%			Paper	06/06/11 11:07 AM	N/A
<input type="checkbox"/> Lampley, Mary	5881909	View	● Pass - 92.00%			Paper	06/06/11 11:15 AM	N/A
<input type="checkbox"/> Lawyer, James	5881903	View	● Pass - 82.00%			Paper	06/06/11 11:06 AM	N/A

8 Records Found

Page: of 1

Place on Eligible List ▾

Passing ▾

Go

Placing on Eligible List

Exam # 20008765

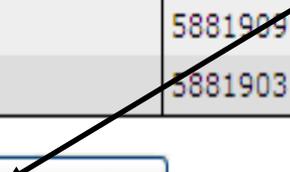
Exam Plan Fiscal Officer 1

[View Applicants by Step](#)

Eligible Date: 06/06/11

Select List: Default List

Candidate	Person ID
Allen, Mary	5881960
Callahan, Jonny	5881977
Dalby, Trish	5881915
Drake, Nicolas	5881979
Lampley, Mary	5881909
Lawyer, James	5881903



Placing on Eligible List

[View Exam Plan](#) [Eligible List\(s\)](#)

⊕ Step 1: Application Received

⊕ Step 2: Minimum Qualifications

⊖ Step 3: Written Examination

⊕ Step History ⊕ Step Comments

Candidate ▼	Person ID ▼	Master Profile	Disposition ▼	SME	Email Notify ▼	Source ▼	Received ▼	Notices
<input type="checkbox"/> Arts, Gayle	5881935	View	⊖ Fail - 60.00%			Paper	06/06/11 11:09 AM	N/A
<input type="checkbox"/> Kent, Joe	5881973	View	⊖ Fail - 50.00%			Paper	06/06/11 11:07 AM	N/A

2 Records Found

Page: of 1

== Select Action == ▼

== Select Candidate(s) == ▼

Go▶

[View Exam Plan](#) [Eligible List\(s\)](#)

Editing Eligible List

[Edit Exam Plan](#) [Audit Trail](#)

Exam Title	Fiscal Officer 1	Department	Environmental Protection Agency
Exam Number	20008765	Division	
		Vacancies	

Job Posting

Job #	Job Title	Status	Last Updated	Assigned To	Action
20008765	Fiscal Officer 1	Expired	06/06/11	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 \(16\)](#) [View Applicants by Step \(6\)](#) [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	Minimum Qualifications	N/A	View Results	4	Edit Delete Filter Audit Trail
Step 3	Written Examination	100.000%	View Results	2	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
-------	------------	-------------	--------

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

List Name	List Type	Expiration Date	# On List		Action
			Total	Active	
Default List	Normal	N/A	6	6	Edit View Candidates Audit Trail

Editing Eligible List

Exam # 20008765	
Exam Plan Fiscal Officer 1	
List Name Default List	
* Required	
* List Name	<input type="text" value="Fiscal Officer 1 List"/>
Display Candidate Status As	<input type="text" value="Reviewing Applications"/>
Promulgation Date	June <input type="button" value="v"/> 6 <input type="button" value="v"/> 2011 <input type="button" value="v"/>
Expiration Date	= Month = <input type="button" value="v"/> = Day = <input type="button" value="v"/> = Year = <input type="button" value="v"/>
Days Candidate Eligible	<input type="text" value="365"/>
* Exam Score Decimal Places	<input type="button" value="v"/> 2 <input type="button" value="v"/>
* Total Score Decimal Places	<input type="button" value="v"/> 2 <input type="button" value="v"/>
* Calculate Exam Score Based on	<input type="radio"/> Rescaled Score <input checked="" type="radio"/> Percentage Score
Banded Score (Low) Cutoff Values <small>(separate with commas)</small>	<input type="text"/>
Band Scores Based On	<input checked="" type="radio"/> Exam Score <input type="radio"/> Total Score
Duplicate Handling	Most Recent Application <input type="button" value="v"/>
List Type	Normal <input type="button" value="v"/>
List Status	Active <input type="button" value="v"/>
Comments	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Editing Eligible List Fields

- **List Name**

- Automatically shows as Default List
- Name can be associated with classification
 - E.g. Fiscal Officer List – June 2011

- **Display Candidate Status As**

- Status that shows to applicants in their profile
- If nothing is entered, status will show from last evaluation step



Editing Eligible List Fields

- **Promulgation Date**

- Date Eligible List was created
- Normally will be date Exam Plan was created
- If multiple Eligible Lists are created for same Exam Plan, then new list will show date list is created



Editing Eligible List Fields

- **Expiration Date**
 - Date Eligible List expires
- **Days Candidate Eligible**
 - # of days each candidate will remain active on the eligible list

*Must enter **EITHER** Expiration Date
OR Days Candidate Eligible



Editing Eligible List Fields

- **Exam Score/Total Score Decimal Places**
- **Calculate Exam Score Based On**
- **Banded Score (Low) Cutoff Values**
- **Band Scores Based On**



Editing Eligible List Fields

- **Duplicate Handling**
 - Allow Duplicates
 - Most Recent Application
 - Filter Highest Exam Score
- **List Type**
 - Defaults to Normal
 - Ability to select other types
 - Do **NOT** select **At Risk**
 - For Certification Only

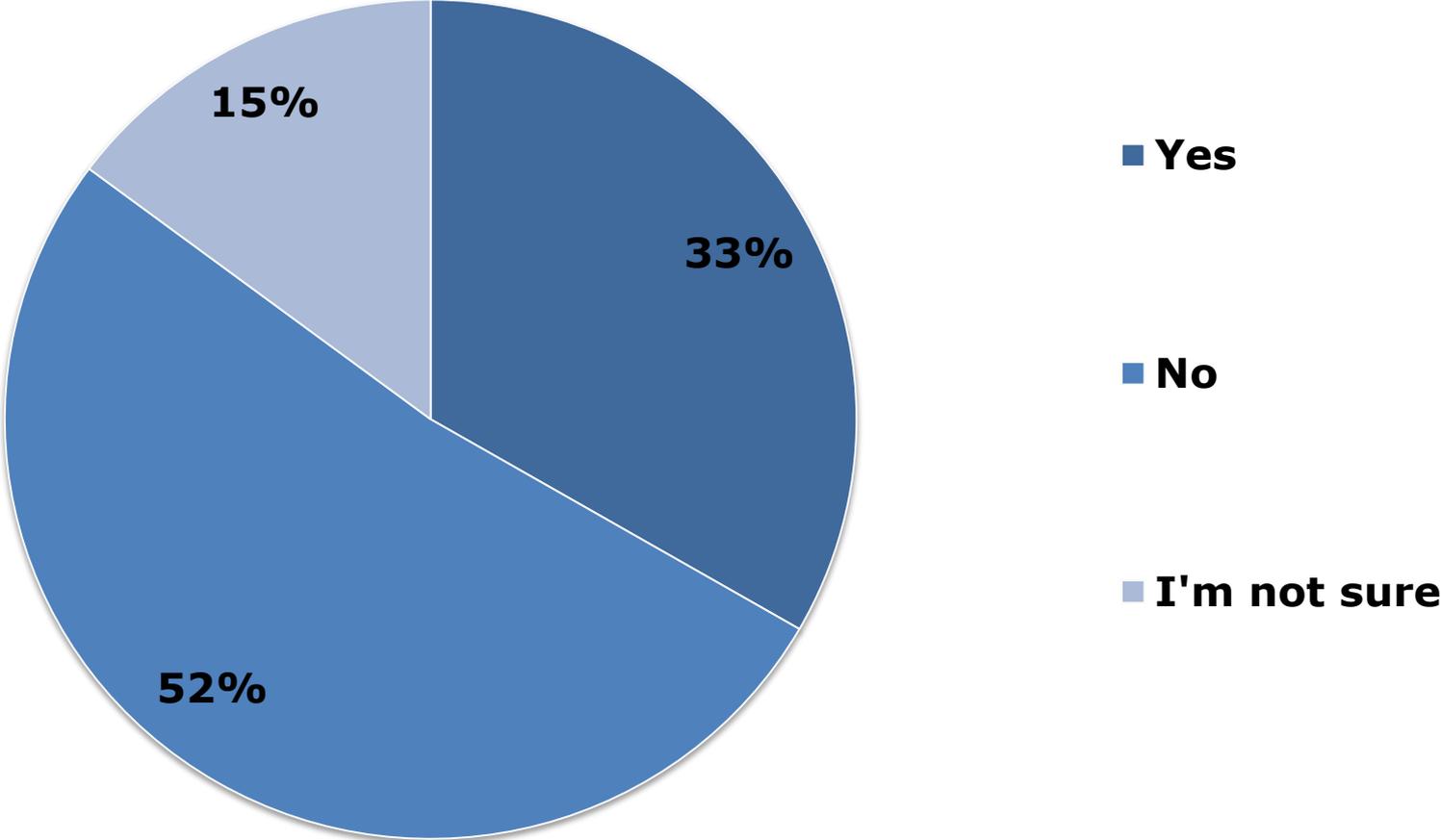


Editing Eligible List Fields

- **List Status**
 - Active
 - Pending
 - Archived



Have you or another user in your agency ever placed a candidate on the eligible list?



How to Refer from Eligible List

[Edit Exam Plan](#) [Audit Trail](#)

Exam Title Fiscal Officer 1	Department Environmental Protection Agency
Exam Number 20008765	Division
	Vacancies

Job Posting

Job #	Job Title	Status	Last Updated	Assigned To	Action
20008765	Fiscal Officer 1	Expired	06/06/11	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 \(16\)](#) [View Applicants by Step \(6\)](#) [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	Minimum Qualifications	N/A	View Results	4	Edit Delete Filter Audit Trail
Step 3	Written Examination	100.000%	View Results	2	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
-------	------------	-------------	--------

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

List Name	List Type	Expiration Date	# On List		Action
			Total	Active	
Fiscal Officer 1 List	Normal	N/A	6	6	Edit View Candidates Audit Trail

Actions on Eligible List

- **Refer**
- **Send Notification**
 - Email
 - Written
- **Filter**
 - Regular
 - Advanced Filter (Beta)



Actions on Eligible List

- **Inactivate/Reactivate**
- **Extend Eligibility**
- **Remove from List**
 - If candidate has been referred, must be removed from referred list **FIRST**, then can be removed from eligible list



How to Refer from Eligible List

[20008765 Fiscal Officer 1: Fiscal Officer 1 List](#)

[View Exam Plan](#) [Show Evaluation Steps](#) [Show Ranks Sequentially](#) [Show Referrals](#)

[Include Active Candidates Only](#)

Primary Sort:
Secondary Sort:

Search by Name

Requisition Filter:

6 records found.

Page 1 of 1

6 candidates on list.

Name	Job Types	Exam Score	Layoff Agency 1	Counter	Status	Date Eligible	Expires	Comments
<input type="checkbox"/> Lampley, Mary	FULL	92.00		View	Active	06/06/11	06/06/12	Add
<input type="checkbox"/> Drake, Nicolas	FULL	90.00		View	Active	06/06/11	06/06/12	Add
<input type="checkbox"/> Dalby, Trish	FULL	85.00		View	Active	06/06/11	06/06/12	Add
<input type="checkbox"/> Lawyer, James	FULL	82.00		View	Active	06/06/11	06/06/12	Add
<input type="checkbox"/> Allen, Mary	FULL	80.00		View	Active	06/06/11	06/06/12	Add
<input type="checkbox"/> Callahan, Jonny	FULL	70.00		View	Active	06/06/11	06/06/12	Add

Select Action

Select Candidate(s)

How to Refer from Eligible List

Exam # **20008765**
Exam Plan Fiscal Officer 1
List Name Fiscal Officer 1 List

Referring to Requisition: 11FISCAL01 - Fiscal Officer 1

Comments (will be displayed on referred list that Hiring Manager sees):

These candidates have passed the minimum qualification review and the written exam.

6 records found.
Page 1 of 1

Candidate	Person ID	Rank	Total Score
Lampley, Mary	5881909	1	92.00
Drake, Nicolas	5881979	2	90.00
Dalby, Trish	5881915	3	85.00
Lawyer, James	5881903	4	82.00
Allen, Mary	5881960	5	80.00
Callahan, Jonny	5881977	6	70.00

ReferCancel



What is a Referred List?

- List of candidates referred to the Hiring Manager role from the eligible list
- **MUST** have a requisition associated with Exam Plan in order to refer



Referred List – OHC



NEOGO
V Insight OHC

[My Requisitions](#) | [My SME Review](#) | [My List](#) | [Preferences](#) | [Help & Support](#) | [Logout](#)

Post Admin

Welcome, Laura Sutherland My Requisitions

[Open New Requisition](#) | [Show All Reqs. in My Dept.](#) | [Show Approval Detail](#) | [View Department Users](#) | [Show Filled Reqs.](#) | [Show Cancelled Reqs.](#) | [Eligible Lists](#)

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 req. #, req. title or position #:



Referred List – OHC

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 req. #, list title, or position #:

[Show Archived Lists](#)

Search by hiring manager:

1 record found.

Page 1 of 1

Req # ▼	Title ▲	Position ID	Department ▲	Division ▲	Hiring Mgr	Candidates	Applications	Last Referred
11FISCAL01	Fiscal Officer 1		Environmental P...		Sutherland, Laura	View	Print	06/06/11

Page 1 of 1



Referred List – OHC

Requisition #	11FISCAL01	Position Type	Full-Time, Permanent, Exempt
Requisition Title	Fiscal Officer 1	Vacancies	1
Working Title	Fiscal Officer 1	HR Analyst	Sutherland, Laura
Department	Environmental Protection Agency	HR Analyst Phone	
Exam Plan #	20008765	HR Liaison	Sutherland, Laura
Exam Plan Title	Fiscal Officer 1	HR Liaison Phone	1231111111
Job	20008765 Fiscal Officer 1		
Positions			
Comments: 06/06/11 [L. Sutherland]: These candidates have passed the minimum qualification review and the written exam.			

Referred

<input type="checkbox"/>	Name	Action Date	Total Score	Person ID	Referred Rank	Referral Expires	Notices
<input type="checkbox"/>	Lampley, Mary	06/06/11	92.00	5881909	2	7/5/2011	N/A
<input type="checkbox"/>	Drake, Nicolas	06/06/11	90.00	5881979	3	7/5/2011	N/A
<input type="checkbox"/>	Dalby, Trish	06/06/11	85.00	5881915	4	7/5/2011	N/A
<input type="checkbox"/>	Lawver, James	06/06/11	82.00	5881903	5	7/5/2011	N/A
<input type="checkbox"/>	Allen, Mary	06/06/11	80.00	5881960	6	7/5/2011	N/A
<input type="checkbox"/>	Callahan, Jonny	06/06/11	70.00	5881977	7	7/5/2011	N/A

- == Select ==
- == Select ==
- Schedule Interview
- Make Offer
- Hire
- Reject
- Email Notify
- Mail Merge

Go

6 records found.

Interview Scheduled

Total Score	Person ID	Referred Rank	Referral Expires	Notices	Interview
-------------	-----------	---------------	------------------	---------	-----------

Go

No records found.

Actions on Referred List OHC

- **Schedule Interview**
 - If HR handles interviews, then interviews are generally scheduled within Insight
 - May use this functionality to schedule 2nd interviews if actual Hiring Managers perform interviews
- **Make Offer**
 - This step is not required
 - Used to track offer information



Actions on Referred List OHC

- **Hire**
 - Enables reports to be run on metrics such as “Time to Fill”
- **Reject**
 - Allows you to choose a reason why candidate was not selected for hire
- **Email Notify**
- **Mail Merge**



Actions on Referred List OHC

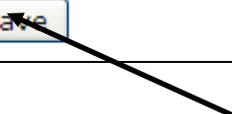
- The following actions must be performed on **one candidate** at a time:
 - Schedule Interview
 - Make Offer
 - Hire
- The following actions may be taken on **multiple candidates** at once:
 - Reject
 - Email Notify
 - Mail Merge



Schedule Interview

* Required

Name:	Mary Lampley
Person ID:	5881909
* Date:	June 8 2011
* Time:	10 am :00
Duration:	1 hr :00
Location:	Rhodes State Office To
Address 1:	30 E. Broad St.
Address 2:	28th floor
City:	Columbus
State:	Ohio
Zip Code:	43215
Phone:	614-466-8044
Disposition:	Scheduled
Comments:	<input type="text"/>



Make Offer

Referred

<input type="checkbox"/>	Name	Action Date	Total Score	Person ID	Referred Rank	Referral Expires	Notices
<input type="checkbox"/>	Drake, Nicolas	06/06/11	90.00	5881979	3	7/5/2011	N/A
<input type="checkbox"/>	Dalby, Trish	06/06/11	85.00	5881915	4	7/5/2011	N/A
<input type="checkbox"/>	Lawyer, James	06/06/11	82.00	5881903	5	7/5/2011	N/A
<input type="checkbox"/>	Allen, Mary	06/06/11	80.00	5881960	6	7/5/2011	N/A
<input type="checkbox"/>	Callahan, Jonny	06/06/11	70.00	5881977	7	7/5/2011	N/A

== Select ==

5 records found.

Interview Scheduled

<input type="checkbox"/>	Name	Action Date	Total Score	Person ID	Referred Rank	Referral Expires	Notices	Interview
<input checked="" type="checkbox"/>	Lampley, Mary	06/06/11	92.00	5881909	2	7/5/2011	N/A	6/8/11 10:00 AM

Make Offer

1 record found.



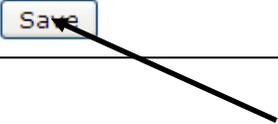
Make Offer

Requisition #	11FISCAL01	Position Type	Full-Time, Permanent, Exempt
Requisition Title	Fiscal Officer 1	Vacancies	1
Working Title	Fiscal Officer 1	HR Analyst	Sutherland, Laura
Department	Environmental Protection Agency	HR Analyst Phone	
Exam Plan #	20008765	HR Liaison	Sutherland, Laura
Exam Plan Title	Fiscal Officer 1	HR Liaison Phone	1231111111
Job	20008765 Fiscal Officer 1		
Positions			

* Required

Name:	Mary Lampley
Person ID:	5881909
* Status:	Answer Pending
* Offer Date:	<input type="text" value="06/10/11"/>
Offer Amount:	<input type="text" value="\$23.04"/>
Bonus Amount:	<input type="text" value="\$0.00"/>
Comments:	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>

Save



Hire

Referred

<input type="checkbox"/>	Name	Action Date	Total Score	Person ID	Referred Rank	Referral Expires	Notices
<input type="checkbox"/>	Drake, Nicolas	06/06/11	90.00	5881979	3	7/5/2011	N/A
<input type="checkbox"/>	Dalby, Trish	06/06/11	85.00	5881915	4	7/5/2011	N/A
<input type="checkbox"/>	Lawver, James	06/06/11	82.00	5881903	5	7/5/2011	N/A
<input type="checkbox"/>	Allen, Mary	06/06/11	80.00	5881960	6	7/5/2011	N/A
<input type="checkbox"/>	Callahan, Jonny	06/06/11	70.00	5881977	7	7/5/2011	N/A

== Select ==



Go ▶

5 records found.

Interview Scheduled

<input type="checkbox"/>	Name	Action Date	Total Score	Person ID	Referred Rank	Referral Expires	Notices	Interview
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== Select ==



Go ▶

No records found.

Offer Pending

<input type="checkbox"/>	Name	Action Date	Total Score	Person ID	Referred Rank	Referral Expires	Notices	Offer
<input checked="" type="checkbox"/>	Lampley, Mary	06/06/11	92.00	5881909	2	7/5/2011	N/A	■ Pending

Hire



Go ▶

1 record found.

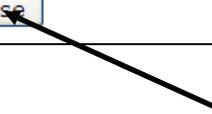


Hire

* Required

Name:	Mary Lampley
Person ID:	5881909
Status:	Hired
* Offer Date:	<input type="text" value="06/08/11"/>
Offer Amount: \$	<input type="text" value="23.04"/>
Bonus Amount: \$	<input type="text" value="0.00"/>
* Answer Date:	<input type="text" value="06/13/11"/>
* Filled On Date:	<input type="text" value="06/13/11"/>
* Start Date:	<input type="text" value="06/20/11"/>
Orientation Date:	<input type="text" value="06/20/11"/>
Keep Active on Eligible List:	<input type="button" value="No"/> <input type="button" value="v"/>
Comments:	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <small>2500 character limit</small>
Longevity :	<input type="text"/>
Pay Range :	<input type="text"/>
Step :	<input type="text"/>
Supervisor's Name :	<input type="text"/>
Type of Action :	<input type="text"/>
Position Number :	<input type="text"/>

No Approvals



Reject

Requisition #	11FISCAL01	Position Type	Full-Time, Permanent, Exempt
Requisition Title	Fiscal Officer 1	Vacancies	1
Working Title	Fiscal Officer 1	HR Analyst	Sutherland, Laura
Department	Environmental Protection Agency	HR Analyst Phone	
Exam Plan #	20008765	HR Liaison	Sutherland, Laura
Exam Plan Title	Fiscal Officer 1	HR Liaison Phone	1231111111
Job	20008765 Fiscal Officer 1		
Positions			
Comments: 06/06/11 [L. Sutherland]: These candidates have passed the minimum qualification review and the written exam.			

Referred

<input checked="" type="checkbox"/>	Name	Action Date	Total Score	Person ID	Referred Rank	Referral Expires	Notices
<input checked="" type="checkbox"/>	Drake, Nicolas	06/06/11	90.00	5881979	3	7/5/2011	N/A
<input checked="" type="checkbox"/>	Dalby, Trish	06/06/11	85.00	5881915	4	7/5/2011	N/A
<input checked="" type="checkbox"/>	Lawyer, James	06/06/11	82.00	5881903	5	7/5/2011	N/A
<input checked="" type="checkbox"/>	Allen, Mary	06/06/11	80.00	5881960	6	7/5/2011	N/A
<input checked="" type="checkbox"/>	Callahan, Jonny	06/06/11	70.00	5881977	7	7/5/2011	N/A

Reject



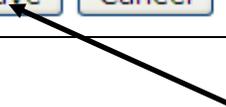
5 records found.

Reject

Requisition #	11FISCAL01	Position Type	Full-Time, Permanent, Exempt
Requisition Title	Fiscal Officer 1	Vacancies	1
Working Title	Fiscal Officer 1	HR Analyst	Sutherland, Laura
Department	Environmental Protection Agency	HR Analyst Phone	
Exam Plan #	20008765	HR Liaison	Sutherland, Laura
Exam Plan Title	Fiscal Officer 1	HR Liaison Phone	1231111111
Job	20008765 Fiscal Officer 1		
Positions			

* Required

Name:	Trish Dalby	5881915
	Nicolas Drake	5881979
	James Lawyer	5881903
	Mary Allen	5881960
	Jonny Callahan	5881977
* Reason:	Interviewed-not selected	
Comments:	<div style="border: 1px solid gray; height: 100px;"></div>	



Referred List

Hired

<input type="checkbox"/>	Name	Action Date	Total Score	Person ID	Referred Rank	Referral Expires	Notices	Hire
<input type="checkbox"/>	Lampley, Mary	06/06/11	92.00	5881909	2	7/5/2011	N/A	Details

== Select ==

1 record found.

Rejected

<input type="checkbox"/>	Name	Action Date	Total Score	Person ID	Referred Rank	Referral Expires	Notices	Rejection
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== Select ==

No records found.

Rejection Pending

<input type="checkbox"/>	Name	Action Date	Total Score	Person ID	Referred Rank	Referral Expires	Notices	Rejection
<input type="checkbox"/>	Drake, Nicolas	06/06/11	90.00	5881979	3	7/5/2011	N/A	Edit
<input type="checkbox"/>	Dalby, Trish	06/06/11	85.00	5881915	4	7/5/2011	N/A	Edit
<input type="checkbox"/>	Lawyer, James	06/06/11	82.00	5881903	5	7/5/2011	N/A	Edit
<input type="checkbox"/>	Allen, Mary	06/06/11	80.00	5881960	6	7/5/2011	N/A	Edit
<input type="checkbox"/>	Callahan, Jonny	06/06/11	70.00	5881977	7	7/5/2011	N/A	Edit

== Select ==

5 records found.

Editing a Referred List Insight

* Required

Display Candidate Status As	<input type="text"/>
Ref List Notification Days	4 weeks <input type="button" value="v"/>
Referred List Expiration Days	<input type="text" value="30"/>
Referred List Expiration Date	<input type="text"/>



Editing a Referred List Insight

- **Display Candidate Status As**
 - Status that shows to applicants in their profile
 - If nothing is entered, status will show from eligible list
- **Ref List Notification Days**
 - # of days/weeks when you will be notified if no action has been taken on referred list



Editing a Referred List Insight

- **Referred List Expiration Days**
 - # of days until the referred list expires
 - Leave blank if list should not expire
- **Referred List Expiration Date**
 - Date when list is to expire
- No action can be taken on referred list in the OHC after it expires
- Must enter **EITHER** Expiration Date **OR** Expiration Days, not both



Actions on Referred List Insight

- **Send Email Notification**
- **Send Written Notification**
- **Remove from List**



Actions on Referred List Insight

- **Lock List**

- Changes rejection pending status to rejected
- Automatically changes requisition status to filled
- No action can be taken on referred list after list is locked

- **Reject**



Questions???



Training & Consulting Available to Departments



OHMS Training & Consulting

- Group Training
 - Creating a Posting
 - Sending Notifications
 - Advanced Filtering
 - Many more topics!
- Processes
 - How to use Insight effectively?
 - How to roll out OHC?

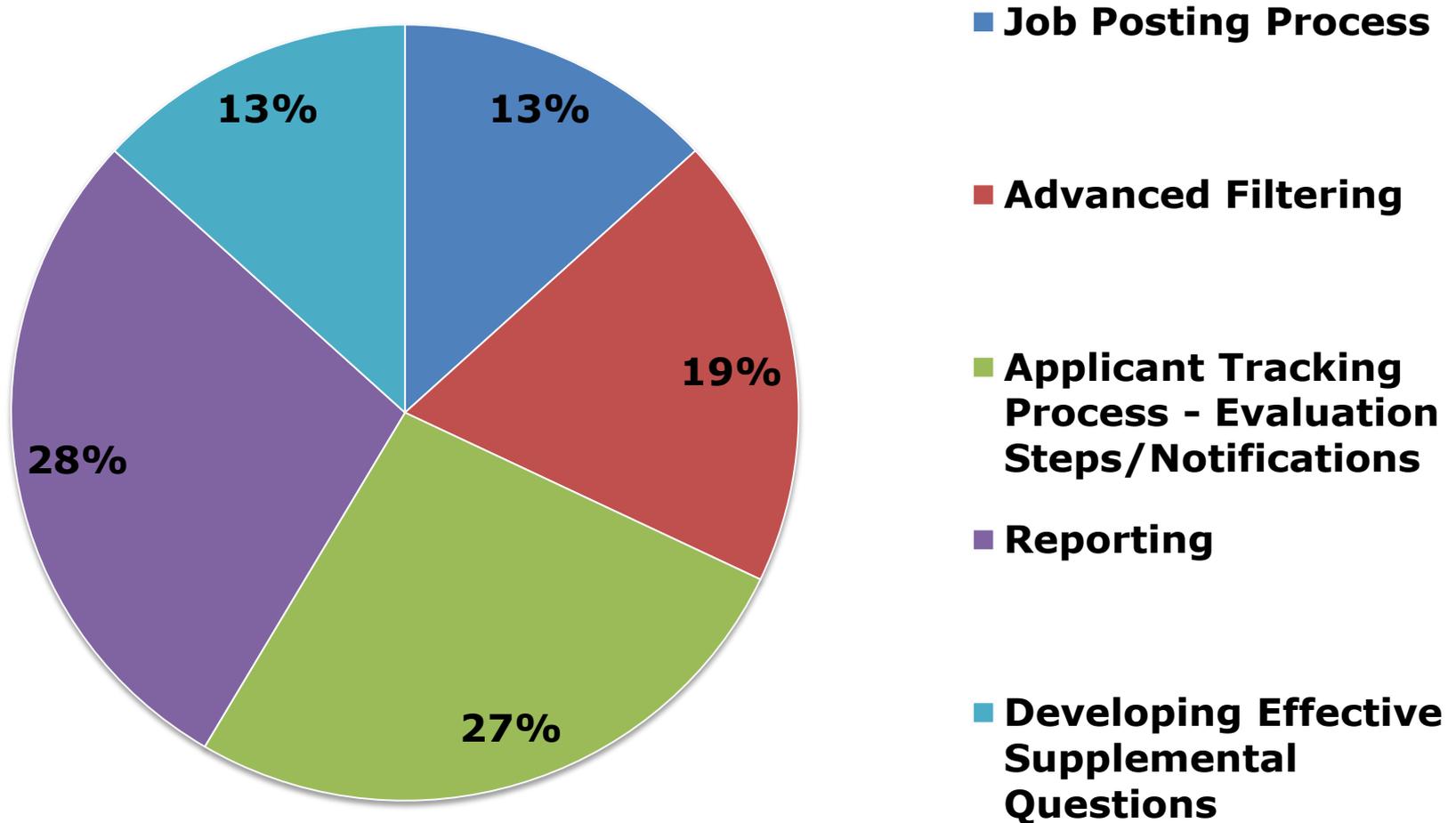


OHMS Training & Consulting

- Contact the Hiring Management Group if interested in OHMS training or process assistance
- Send an email to careers@ohio.gov
 - Include type of assistance
 - Training topics if applicable
 - # of trainees if applicable



Which of the following classes would be beneficial to you or other users in your department? Check all that apply.



Q & A



Q & A

Q: So, is there a capacity limit on how many hiring managers an agency can have?

A: There is no capacity limit on the number of hiring managers an agency can have in the Online Hiring Center (OHC).



Q & A

Q: Can you use the DD214 enhancement to sort apps by steps?

A: Unfortunately, you cannot use the Attachment Type enhancement to sort applications by steps. This is a great example of a suggestion to add to the Idea Lab.



Q & A

Q: What is DD 214?

A: The DD 214 is a document issued upon a military service member's retirement, discharge or separation from active duty. It states whether the service member has been honorably discharged.



Q & A

Q: How do you know if it is a tested class?

A: A list of tested classifications has been posted in the “My Links” section of Insight. You can find it by clicking on *Certification Process Job Aids* and then *Tested Classifications*.



Hiring Management Group Contact Information

careers@ohio.gov

(614) 466-8044

OR

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

