

OhioHiring Management System
Investing in what matters.

Administered by  OAKS
Ohio Administrative Knowledge System
Today - Tomorrow - Together

powered by
NEOGOV™

OHMS User Group Meeting
September 22, 2010

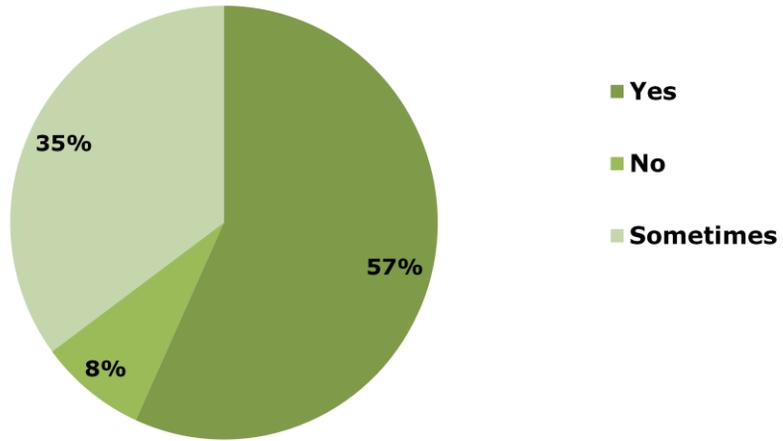
Agenda

- Welcome/Introductions
- OHMS Reminders
- What's New
 - Job Aids
 - Fall Training Schedule
 - OHMS Coordinators
 - Updated Security Form
- Preparation for Certification Go-Live
 - Overview of the OHC
 - Certification Module
 - Demo of Basic Process of Requesting Layoff and Certification Eligible Lists
- Q & A



Poll Question #1

I check the "The Weekly" for updates on OHMS.



OHMS Reminders



Reminders

- Notice Templates
 - **DO NOT** select a Reject Reason
 - **DO NOT** edit another department's template
- Display Closing Date
 - Should **ALWAYS** be checked
 - Must manually check if **COPYING** a posting
- Display Candidate Status
 - Don't forget to change to: Position filled after candidate has been selected



What's New



Job Aids



New “Mini” Job Aids

- Adding Attachment to Requisition
- Creating an Exam Plan
- Associating Requisition with Existing Exam Plan



Currently have 22 job aids posted

Updated Job Aids

- Creating a Requisition
- Copying a Requisition
- Exam Plan Overview
- Copying a Posting
- Entering Paper Applications
- Batching and Printing Applications
- Printing Attachments



Updated based on enhancements released between spring and summer. Updated 15 job aids as of August.

Updated Job Aids

- Creating and Sending Email Notices
- Creating and Sending Mail Notices
- Associating New Requisition and New Exam Plan with Existing Job Posting
- Associating New Exam Plan with Existing Job Posting
- Creating a Posting with Exam Plan and Requisition



Updated Job Aids

- Creating a Posting with Exam Plan Only (No Requisition)
- Creating a Posting without Requisition or Exam Plan
- Creating Evaluation Steps



Job Aids

- 3 Locations
 - Insight
 - Click on “My Links” in upper right-hand corner; then click on OHMS Job Aids
 - <http://oaks.ohio.gov/>
 - DAS web page
<http://das.ohio.gov/Divisions/HumanResources/WorkforceAdministration/OhioHiringManagementSystem/tabid/131/Default.aspx>

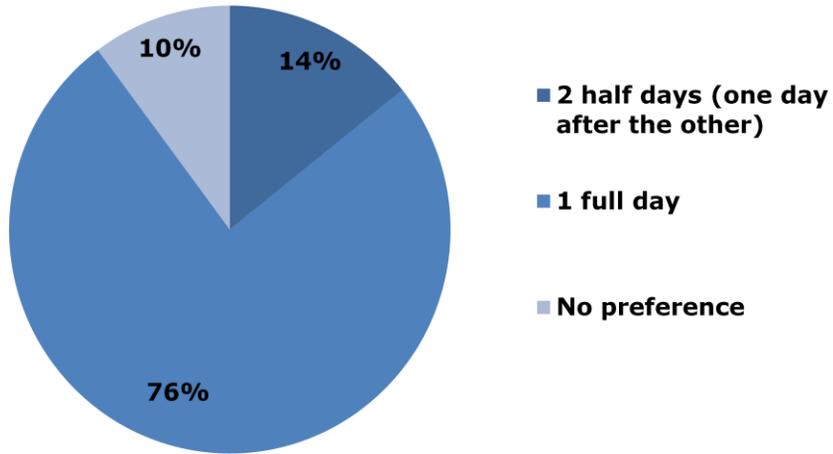


Fall Training Schedule



Poll Question #2

If a training session is more than 4 hours I prefer:



Training

- **Job Posting Process**

- In Class: October 6th
- Webinar: October 19th

- **OHC/Certification Module training**

- Dates TBD
- Look for details in “The Weekly”



OHMS Coordinators



Purpose/Rationale

- Point of contact for department
- Similar to OLEAP Coordinator role
- Necessary for moving forward with the Online Hiring Center (OHC)



Must know OHMS and department's procedures/processes and pay close attention to detail. As we explain the OHC further, you'll understand the rationale of OHMS Coordinators a little better.

Responsibilities

- Review job postings
 - Contact appropriate user to edit if necessary
 - Checklist to be provided
- Handle security forms for Insight
 - New user forms
 - Updated user forms
 - Deleted user forms
- Manages security for Online Hiring Center
 - Add new users
 - Update users
 - Delete users



Currently, we review postings daily. Once the coordinators are trained, we will no longer be reviewing postings. Supplemental questions will also need to be reviewed. This will help with consistency in using supplemental questions.

OHMS Coordinators

- One Coordinator per department & One back-up Coordinator
 - Departments with multiple locations can designate regional coordinators to work with main OHMS Coordinator
- Each Coordinator **MUST** attend **mandatory** training



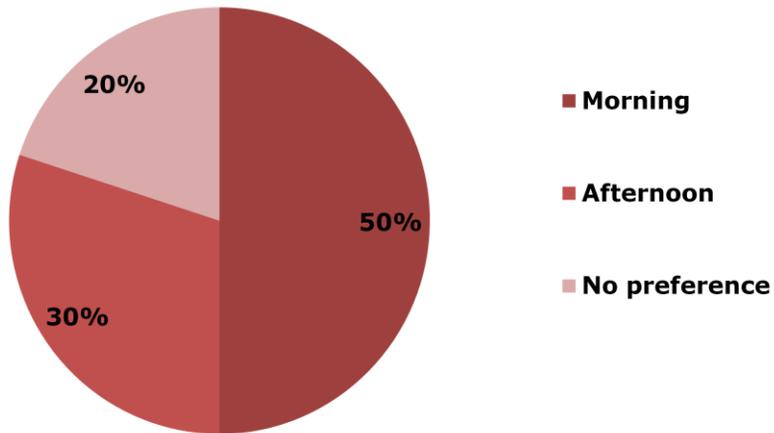
OHMS Coordinators

- Email will be sent to HR Administrators in early October identifying responsibilities and requesting name(s) of OHMS Coordinators
 - Quick survey to complete contact information for selected coordinators



Poll Question #3

During which time period do you prefer to attend training sessions?



Updated Security Form



Updated Security Form

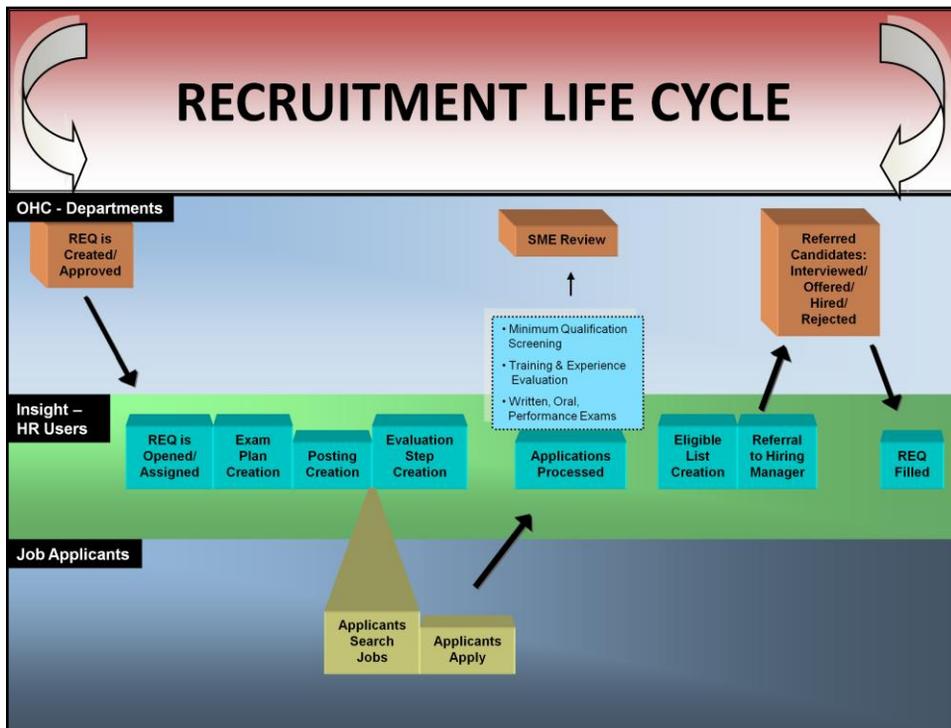
- Currently in the process of updating security form
 - More comprehensive
 - Reflects recent enhancements
 - Allows departments to only grant access to areas of NEOGOV where user action is required
 - All users will need to submit a new form



Went from 3 pages to 8 pages. Divided into section such as postings, requisitions, etc. for ease of use. It will be necessary to submit a new form, due to re-organizations, users leaving, etc.

Overview of the Online Hiring Center





This may be familiar to those who attended our initial kick-off and training sessions, but it probably makes a little more sense now that you've been using the system for a while.

Currently, the eligible list is used for the candidates who are eligible for the next hurdle in the process, such as interviews. With the Certification module, it can mean the candidates are eligible due to a layoff or because they passed a civil service examination.

Pay close attention to the referred candidates area as this will be an area we will focus on during the cert. demo.

Online Hiring Center - Departments

Home » Secure Login

NEOGOV
Insight Please enter your Username and Password below to access your secure Insight account.

Username:

Password:

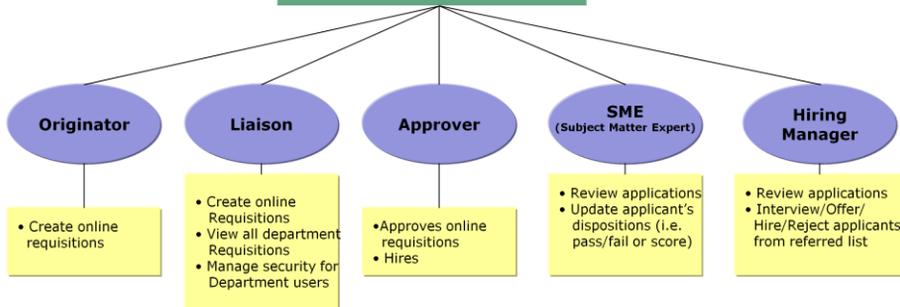
Insight - Human Resources
 Online Hiring Center - Departments



Roles in Insight-Human Resources are strictly for HR. The Online Hiring Center involves other roles in your department, not just HR.

Insight – OHC

Insight OHC (Online Hiring Center)



Online Hiring Center

- Portion of Insight where users login to perform the following actions:
 - Create requisitions
 - Approve requisitions
 - Approve hires
 - Review applications as a SME
 - Review applications as a Hiring Manager



Online Hiring Center

- **Originator Role**
 - **Creates requisitions**
 - Does not have ability to view other user's requisitions
- **Liaison Role**
 - **Creates requisitions**
 - Ability to view all requisitions created by department's users
 - **Manages security for agency**



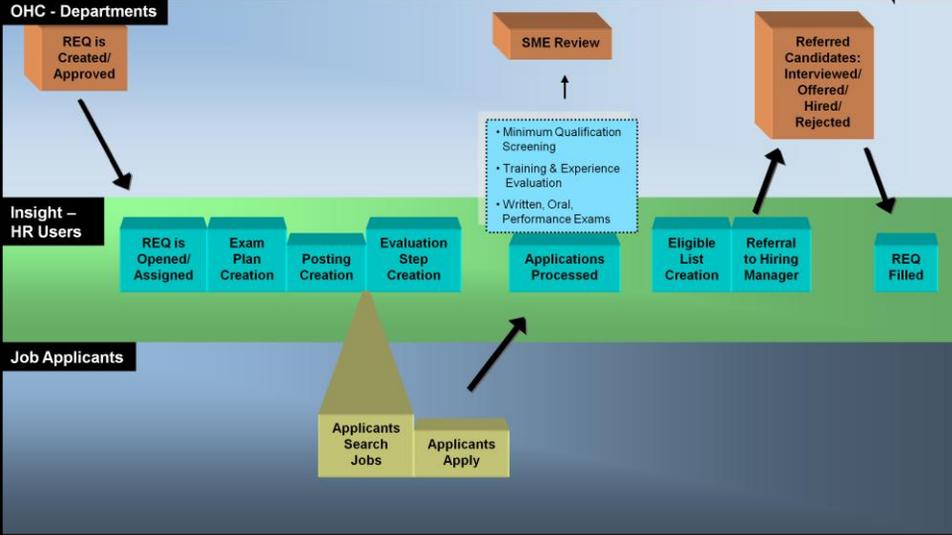
Online Hiring Center

- **Approver Role**
 - Approves/denies requisitions/hires
- **SME Role**
 - Reviews/scores applications sent from evaluation steps in the exam plan
- **Hiring Manager Role**
 - Reviews list of applicants referred from eligible list
 - Takes action on applicants
 - Schedules Interviews
 - Offers Position
 - Hires Applicants
 - Rejects Applicants



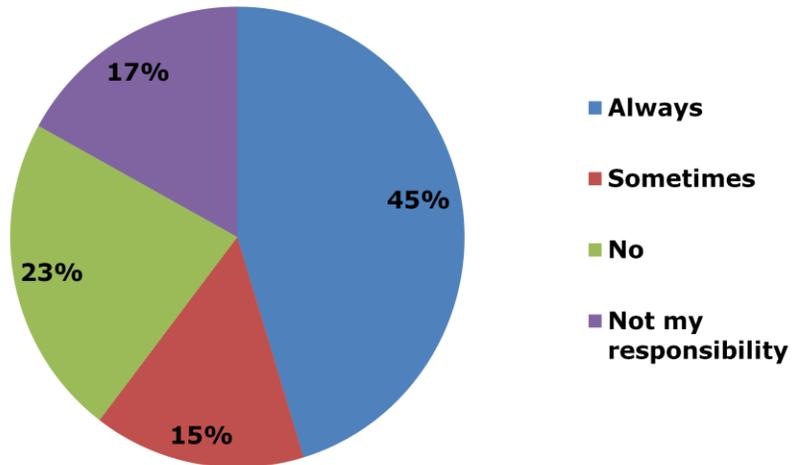
Approver role is currently turned off, but will be turned on once the OHC is rolled out. Once, we roll out the OHC, departments who choose, can add their hiring managers and SMEs so they can be sent applications electronically. In some departments, the Hiring Manager role will be someone in HR. OHMS Coordinator training will help clarify how to use the different roles in your department.

RECRUITMENT LIFE CYCLE



Poll Question #4

Do you currently create requisitions?



Certification Module



We just showed you the way the system will be used for a normal recruitment, now we will show you how the OHC will be used for Certification when requesting a cert/layoff list.

Online Hiring Center - Divisions

[Back to Division List](#) * Required

Division Code:

* Division Name:

Department:

Status:

[Back to Division List](#) * Required

Division Code:

* Division Name:

Department:

Status:

For Cert. purposes, we will create a department for Certification. This will facilitate communication between departments and cert. You will have access to your department and divisions and you will have access to Cert. information related to your Department and divisions. Cert. staff will only have access to the certification department.

Certification Module

Step 1

- **Department HR Analyst**

- Originator/Liaison Role
- Create requisition to request layoff/certification eligible list



Certification Module

Step 2

- **Certification Analyst**

- Approver Role
- Approves requisition after checking for names on layoff/certification eligible list
- Sends layoff/certification eligible list names back to the requesting department



Certification Module

Step 3

- **Department HR Analyst**

- Liaison/Hiring Manager Role
- Takes action on applicants referred from layoff/certification eligible list
 - Schedules Interviews
 - Offers Position
 - Hires Applicant
 - Rejects Applicant



Certification Module

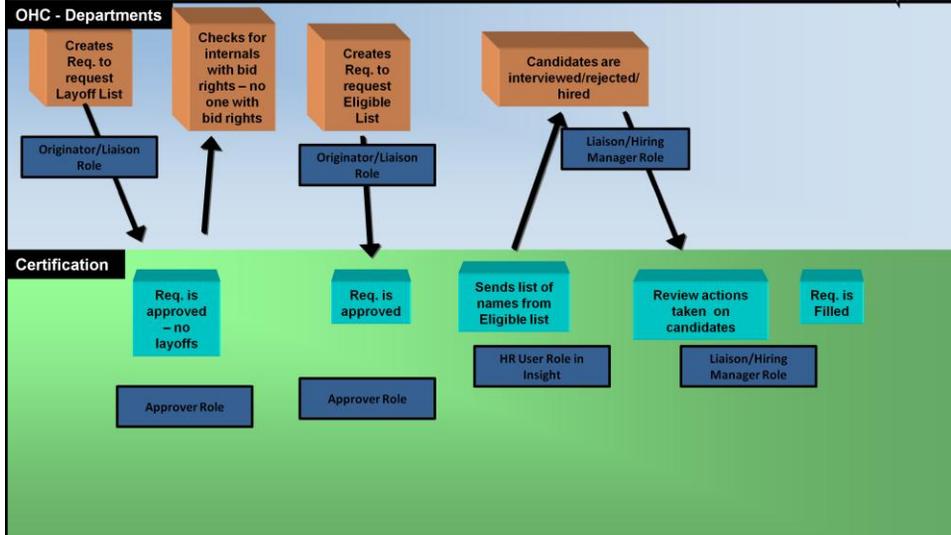
Step 4

- **Certification Analyst**

- Liaison/Hiring Manager Role
- Reviews actions taken by department's Liaison/Hiring Manager Role
 - Sends inactivation notices

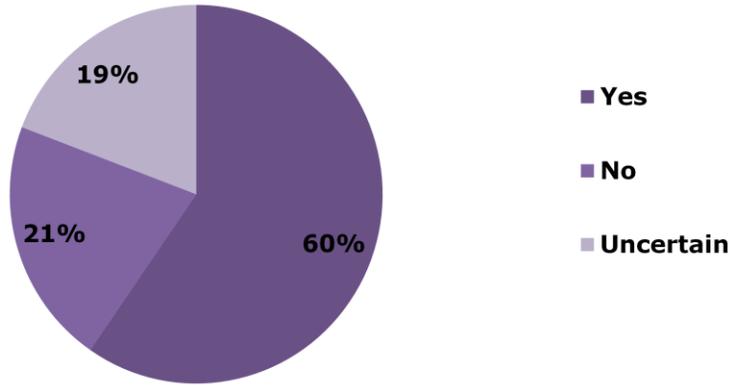


Certification Demo



Poll Question #5

I'm familiar with certification and layoff rules related to requesting eligible and layoff lists.



Certification Demo



We just showed you the way the system will be used for a normal recruitment, now we will show you how the OHC will be used for Certification when requesting a cert/layoff list.

Requisition Process

NEOGOV™ 1-888-NEOGOV1 | [Home](#) | [Site Map](#) | [Contact](#) | [Login](#)

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Home » Secure Login

NEOGOV Insight Please enter your Username and Password below to access your secure Insight account.

Username: AgencyUser1

Password: ●●●●●●●●

Insight - Human Resources

Online Hiring Center - Departments

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- [Forgot your username](#)
- [Login Help](#)

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- In this demo, you are logging in as AgencyUser1.
- Pretend you are an analyst in Agriculture attempting to fill a BU position that also has a civil service tested class eligible list.
- Notice throughout this process that everything is electronic, no paper and mailing.
- <Click> You choose the Online Hiring Center

Requisition Process

The screenshot shows the top navigation bar with 'Post', 'Approvals', and 'Admin' tabs. Below the navigation bar, the user is logged in as 'Agency AgencyUser1'. A blue arrow points to the 'Open New Requisition' link in the main menu. Other links include 'Show All Reqs. in My Dept.', 'Show Approval Detail', 'View Department Users', and 'Show Filled Reqs.'. Below the links is an alphabetical index (A-Z) and a search bar with a 'Go!' button. At the bottom, there are links for 'Company Information', 'Privacy Policy', and 'Legal Terms'.



- Now that you've logged in.
- You will click on the Open New Requisition link <Click>

Requisition Process

Welcome, Agency AgencyUser1

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 class title or class code: [Go](#)

2414 records found.
Page 1 of 97

<< Previous Page 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 Next Page >>

Class Code	Class Title	Positions	Requisition
16511	Account Clerk 1	Positions	Create New
16512	Account Clerk 2	Positions	Create New
16513	Account Clerk 3	Positions	Create New
16515	Account Clerk Supervisor	Positions	Create New
66391	Account Executive	Positions	Create New
62131	Accountancy Board Executive Director	Positions	Create New
66111	Accountant/Examiner 1	Positions	Create New
66112	Accountant/Examiner 2	Positions	Create New
66113	Accountant/Examiner 3	Positions	Create New
66114	Accountant/Examiner 4	Positions	Create New
66115	Accountant/Examiner Supervisor 1	Positions	Create New
66116	Accountant/Examiner Supervisor 2	Positions	Create New
44210	Activities Aide	Positions	Create New
44217	Activity Therapy Administrator	Positions	Create New
44213	Activity Therapy Specialist 1	Positions	Create New



- Now you see all of the available classes.
- You must find the appropriate class.

Requisition Process

Welcome, Agency AgencyUser1

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 class title or class code:

2414 records found.

Page 1 of 97

<< Previous Page 1 2 3 4 5 6 7 8 9 10 Next Page >>

Class Code	Class Title	Positions	Requisition
16511	Account Clerk 1	Positions	Create New
16512	Account Clerk 2	Positions	Create New
16513	Account Clerk 3	Positions	Create New
16515	Account Clerk Supervisor	Positions	Create New
66391	Account Executive	Positions	Create New
62131	Accountancy Board Executive Director	Positions	Create New
66111	Accountant/Examiner 1	Positions	Create New
66112	Accountant/Examiner 2	Positions	Create New
66113	Accountant/Examiner 3	Positions	Create New
66114	Accountant/Examiner 4	Positions	Create New



- In this demo, we will use 12111 (Clerk 1)
- You would type in 12111 <Click> and hit the Red Go button.

Requisition Process

Welcome, Agency AgencyUser1

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 class title or class code:

1 record found.
Page 1 of 1

Class Code	Class Title	Positions	Requisition
12111	Clerk 1	Positions	Create New



- That brings up the class you would be looking for.
- <Click> You would click on the Create New link to create a new requisition.
- This process may seem similar to some of you that already create reqs.

Requisition Process

Post Approvals Admin

Welcome, Agency AgencyUser1

Class Title: **Clerk 1**
Class Code: **12111**
Creator: **AgencyUser1, Agency**

Desired Start Date:

Requisition #:

Working Title:

Vacancies:

• Department:

Division:

• Hiring Managers:



- You would type in the Requisition Number.
- In this demo I used an arbitrary numbering, AGR-4411. <Click>
- Notice that you would have typed an L at the end.
- The L signifies that you are making the initial layoff request.
- Moving down in the Dept area <Click> you would select Certification.

Requisition Process

Post Approvals Admin

Welcome, Agency AgencyUser1

Class Title: **Clerk 1**
Class Code: **12111**
Creator: **AgencyUser1, Agency**

Desired Start Date:

Requisition #:

Working Title:

Vacancies:

• Department:

Division:

• Hiring Managers:

Certification

Assigned:

Cert/AGR Dairy
Cert/AGR Food Safety
Cert/AGR Weights and Measures

<<



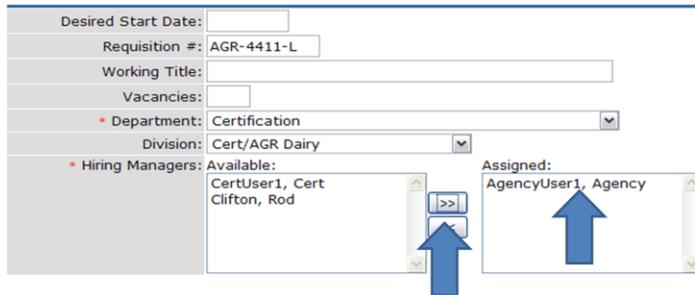
- Next you select the appropriate division. <Click>
- We are selecting Cert/AGR Dairy in this demo.
- You would select the division based on the division that you are filling a position for.

Requisition Process

Welcome, Agency AgencyUser1

Class Title: **Clerk 1**
Class Code: **12111**
Creator: **AgencyUser1, Agency**

Desired Start Date:	<input type="text"/>
Requisition #:	AGR-4411-L
Working Title:	<input type="text"/>
Vacancies:	<input type="text"/>
• Department:	Certification
Division:	Cert/AGR Dairy
• Hiring Managers:	
Available:	CertUser1, Cert Clifton, Rod
Assigned:	AgencyUser1, Agency



OhioHiring Management System
Investing in what matters.

- Next, you would select yourself (AgencyUser1 in our Demo) as the Hiring Manager.
- You move yourself from the Available names, click the arrow <Click>
- And, into the Assigned names <Click>
- One Note: Cert is available as a hiring manager because they will always be considered a hiring manager in order to complete their part of the process behind the scenes.

Requisition Process

Job Term: === Select ===
List Type: === Select ===
Position Type: Existing Position (Replacement of Staff)
 New Position
Position Control: Position # First Name Last Name Vacancy Date

Skills:
Comments:
No Approvals:
Approval 1: Certification
=== Select ===
Certification
 Must approve before next approval
 Final approval
Approval 2: === Select ===
 Must approve before next approval
 Final approval

CertUser1, Cert

Ohio Hiring Management System
Investing in what matters.

- Further down the page we are into the approval section.
- You would select Certification <Click> as the Approval 1.
- That brings up a list of Users in Cert <Click> and in this demo we select CertUser1.
- When we use the system fully, there will be names instead of CertUser, AgencyUser, etc.
- When done with that, we click <Click> the Save and Release button.

Requisition Process

- Behind the scenes, Certification handles their end of the process.



- Behind the scenes Cert does their process.
- Cert would receive an email regarding the requisition.
- They would check the layoff list for the class.
- In our Demo, there are 0 layoff names.
- Cert would approve the req with a message attached where Cert is granting internal authorization.
- You would receive an email that action has been taken, and log back in...

Requisition Process

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Products	Customers	Customer Care	News & Events	Company
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Home » Secure Login

NEOGOV **Insight** Please enter your Username and Password below to access your secure Insight account.

Username:

Password:

Insight - Human Resources

Online Hiring Center - Departments

Quick Help

- [Bookmark this page](#)
- [Don't have an account](#)
- [Forgot your password](#)
- [Forgot your username](#)
- [Login Help](#)



- So, you log back in <click> and use the OHC.

Requisition Process

Welcome, Agency AgencyUser1 My Requisition

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

Approved Requisitions

3 records found.

Page 1 of 1

Req. #	Req. Title	Position ID	Department	Division	Created	Action
AGR-4411-L	Clerk 1		Certification	Cert/AGR Dairy	09/21/10	Edit Copy Req Cancel History
AGR - 4411 - L	Database Administrator 1		Certification	Cert/AGR Dairy	09/20/10	Edit Copy Req Cancel History
AG - 4411 - L	Demo Exam Worker		Certification	Agriculture 1	09/10/10	Edit Copy Req Cancel History

Page 1 of 1

Open Requisitions

2 records found.

Page 1 of 1

Req. #	Req. Title	Position ID	Department	Division	Created	Action
AGR - 4411 - C	Data Base Administrator 1		Certification	Cert/AGR Dairy	09/20/10	Edit Copy Req Cancel Reassess History
AG - 4411 - C	Demo Exam Worker		Certification	Agriculture 1	09/10/10	Edit Copy Req Cancel Reassess History

Page 1 of 1



- You are now on your OHC front page.
- Notice <click> that your Clerk 1 requisition has been approved.
- You have two options to see any messages regarding that approval.
- The first is <Click> click on the Show Approval Detail.
- The second <Click> is by clicking on the history link.

Requisition Process

Welcome, Agency AgencyUser1

My Requ

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

Approved Requisitions

3 records found.

Page 1 of 1

Req. #	Req. Title	Position ID	Department	Division	Created	Action
AGR-4411-L	Clerk 1				09/21/10	Edit Copy Req Cancel History
Approval Group Certification	Received 09/21/10 02:42 PM	Approvers CertUser1_Cert	Action Approved	Certification	Action Date 09/21/10 02:49 PM	Returned To
						Note1 THERE IS NO RECALL LIST AT THIS TIME. 30-DAY AUTHORIZATION GRANTED TO FILL BELOW PCN(S) WITH INTERNAL CANDIDATES PURSUANT TO THE CBA. SUBJECT TO A NEW LAYOFF LIST. IF NO INTERNAL CANDIDATES, THEN A CERT LIST MUST BE REQUESTED TO FILL VACANT POSITION NUMBER XXXXXXXX

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- By clicking on Show approval detail we see the following.
- Notice the various information including the message granting internal authorization to hire at the end.

Requisition Process

Welcome, Agency AgencyUser1

Clerk 1 AGR-4411-L

Action Date	Approver	Phone	Approve/Deny	Returned To	Phone
09/21/10 02:49 PM	CertUser1, Cert	466-7907	Approved	N/A	N/A

THERE IS NO RECALL LIST AT THIS TIME. 30-DAY AUTHORIZATION GRANTED TO FILL BELOW PCN(S) WITH INTERNAL CANDIDATES PURSUANT TO THE CBA, SUBJECT TO A NEW LAYOFF LIST. IF NO INTERNAL CANDIDATES, THEN A CERT LIST MUST BE REQUESTED TO FILL VACANT POSITION NUMBER XXXXXXXX



- Had we clicked the History link we'd be taken to a separate page.
- This is the message that would be displayed. The same message.
- Now, you have internal authorization...

Requisition Process

- The agency now follows the processes they currently use to post a position internally.



- So, with that, you will follow your already established processes for hiring internally.
- In our Demo, there will be no one to hire internally.
- After determining there are no internals, you would log back in...

Requisition Process

NEOGOVTM 1-888-NEOGOVT1 | Home | Site Map | Contact | Login

Products Customers Customer Care News & Events Company

Home » Secure Login

NEOGOVTM Insight Please enter your Username and Password below to access your secure Insight account.

Username: AgencyUser1

Password: ●●●●●●●●

Insight - Human Resources

Online Hiring Center - Departments

Quick Help

- Bookmark this page
- Don't have an account
- Forgot your password
- Forgot your username
- Login Help

Ohio Hiring Management System
Investing in what matters.

- Again, you would log back into the OHC.
- You are now requesting a civil service tested class eligible list with their being no internals in our demo.

Requisition Process

Welcome, Agency AgencyUser1 My Requi

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

Approved Requisitions
3 records found.
Page 1 of 1

Req. #	Req. Title	Position ID	Department	Division	Created	Action
AGR-4411-L	Clerk 1		Certification	Cert/AGR Dairy	09/21/10	Edit Copy Req Cancel History



- The same approved requisition is there.
- You will next use the copy req <click> feature by clicking on it.
- You are doing this because you are requesting a different list, but are keeping virtually the same information.

Requisition Process

Welcome, Agency AgencyUser1

My Requ

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

Approved Requisitions

3 records found.

Page 1 of 1

Req. #	Req. Title	Position ID	Department	Division	Created	Action
AGR-4411-L	Clerk 1		Certification	Cert/AGR Dairy	09/21/10	Edit Copy Req Cancel History
AGR - 4411 - L	Data Base Administrator 1		Certification	Cert/AGR Dairy	09/20/10	Edit Copy Req Cancel History
AG - 4411 - L	Demo Exam Worker		Certification	Agriculture 1	09/10/10	Edit Copy Req Cancel History

Page 1 of 1

Open Requisitions

2 records found.

Page 1 of 1

Req. #	Req. Title	Position ID	Department	Division	Created	Action
AGR - 4411 - C	Data Base Administrator 1				10	Edit Copy Req Cancel Reassign History
AG - 4411 - C	Demo Exam Worker				10	Edit Copy Req Cancel Reassign History



- You will get a prompt as to whether you're sure you wish to copy this requisition.
- Click OK

Requisition Process

Welcome, Agency AgencyUser1

Class Title: **Clerk 1**
Class Code: **12111**
Creator: **AgencyUser1, Agency**

Desired Start Date:	<input type="text"/>
Requisition #:	GR-4411-C
Working Title:	<input type="text"/>
Vacancies:	<input type="text"/>
• Department:	Certific
Division:	Cert/AGR Dairy
• Hiring Managers:	Available: CertUser1, Cert Clifton, Rod
	Assigned: AgencyUser1, Agency



- Much of the information is still the same, and already entered.
- However, you would go to the requisition number, and change the L on the end to a C.
- L was for the initial layoff list request.
- C is for the Civil Service Tested Class eligible list request.
- Dept, Division, and Hiring Manager are already entered for you.

Requisition Process

Skills:

Comments: No one with bid rights or bargaining unit rights to the position was available for selection. xx/yy/zzzz.
AgencyUser1.

No Approvals

Approval 1: Certification
 Must approve before next approval
 Final approval

Approval 2: === Select ===
 Must approve before next approval
 Final approval



- Down the page, you would enter comments.
- You are typing that there were essentially no internals, the date, and your name.
- Everything else is already entered, the Approval, Final Approval, and the CertUser1.
- Click on Save and Release.

Requisition Process

Welcome, Agency AgencyUser1 My Requ

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

In Progress Requisitions
1 record found.
Page 1 of 1

Req. #	Req. Title	Position ID	Department	Division	Created	Action
AGR-4411-C	Clerk 1		Certification	Cert/AGR Dairy	09/21/10	Edit Copy Req Cancel Reassign History

Page 1 of 1

Approved Requisitions
3 records found.
Page 1 of 1

Req. #	Req. Title	Position ID	Department	Division	Created	Action
AGR-4411-L	Clerk 1		Certification	Cert/AGR Dairy	09/21/10	Edit Copy Req Cancel History



- Back to your OHC Front page.
- Both of your requisitions are here.
- The approved layoff requisition ending in L <Click>
- The in progress certification eligible list requisition ending in C <Click>
- The req ending in C is in Progress because you just made it, and Cert has not addressed it yet.
- Note that Cert will always approve reqs.
- Even when there are 0 names, they will approve, and send a message along with the approval.
- Earlier in the demo, we saw that they approved the layoff list requisition with 0 names, and a message granting internal authorization.

Requisition Process

- Again, Certification now works behind the scenes to complete the process.



- Cert receives an email and works behind the scenes.
- The will check the appropriate Certification eligible list for names.
- In our demo there will be enough names on the list to refer out.
- You are notified by email that action has been taken on your requisition, so you log back in...

Requisition Process

NEOGOV™ 1-888-NEOGOV1 | [Home](#) | [Site Map](#) | [Contact](#) | [Login](#)

Products Customers Customer Care News & Events Company

Home » Secure Login

NEOGOV Insight Please enter your Username and Password below to access your secure Insight account.

Username:

Password:

Insight - Human Resources

Online Hiring Center - Departments

Quick Help

- Bookmark this page
- Don't have an account
- Forgot your password
- Forgot your username
- Login Help

OhioHiring Management System
Investing in what matters.

- Again, same process, log in, use OHC.

Requisition Process

NS000V
Insight OHC [My Requisitions](#) | [My List](#) | [Preferences](#) | [Help & Support](#) | [Logout](#)

Post Admin
 Welcome, Agency AgencyUser1 My Reqs

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

Approved Requisitions
 3 records found.
 Page 1 of 1

Req. #	Req. Title	Position ID	Department	Division	Created	Action
AGR-4411-C	Clerk 1		Certification	Cert/AGR Dairy	09/21/10	Edit Copy Req Cancel History
AGR-4411-L	Clerk 1		Certification	Cert/AGR Dairy	09/21/10	Edit Copy Req Cancel History

OhioHiring Management System
 Investing in what matters.

- At the top of your page, you will <Click> click on the My List link.
- Notice also that BOTH of your requisitions are approved instead of one being In Progress.

Requisition Process

Welcome, Agency AgencyUser1
[Show All Lists in My Department](#)

Rel

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:

3 records found.
Page 1 of 1

Req #	Title	Position ID	Department	Division	Hiring Mgr	Candidates	Applications	Last Referred
AG - 4411 - C	Data Base Administrator 1		Certification	Agriculture 1	AgencyUser1, Agency	View	Print	09/10/10
AGR - 4411 - C	Data Base Administrator 1		Certification	Cert/AGR Dairy	AgencyUser1, Agency	View	Print	09/20/10
AGR-4411-C	Clerk 1		Certification	Cert/AGR Dairy	AgencyUser1, Agency	View	Print	09/21/10



- Now on your My List front page, you can find your list.
- You created the one for Clerk 1 in our Demo, so you want to view <Click> your candidates.
- You would click on the View link.
- Note that the only people that will have the security role to view these candidates are Hiring Managers and Liasons.

Requisition Process

Welcome, Agency: Agency01s1 Referred Can

Requisition # A08-4411-C	Position Type
Requisition Title Clerk 1	VACANCIES
Working Title	HR Analyst -Offices_Bud
Department Certification	HR Analyst -Phone
Exam Plan # 0021113	HR Liaison -Agency/Office1_Agency
Exam Plan Title Clerk 1 Examination	HR Liaison -Phone 418-446-7907
Job 0021113 Clerk 1 Examination	
Positions	
Comments: 09/21/10 (L. Balthard) Franklin County, Full Time, Class XYZ	

Referred									
Name	Master Profile	Phone	Total Rank	Exam Notify	Exam Plan #	Date Referred	Elig Exp Date	Notices	Interv
<input type="checkbox"/> 00046_662bc	VMC	P	1		0021113	09/21/10		N/A	
<input type="checkbox"/> 00046_76b26c	VMC	A	8		0021113	09/21/10		N/A	
<input type="checkbox"/> 00043_242aa	VMC	P	7	*	0021113	09/21/10		N/A	
<input type="checkbox"/> 00046_52a0d	VMC	A	10	*	0021113	09/21/10		N/A	
<input type="checkbox"/> 00004_2a20d	VMC	P	1		0021113	09/21/10		N/A	
<input type="checkbox"/> 00004_27b2d	VMC	A	1		0021113	09/21/10		N/A	
<input type="checkbox"/> 00004_2823a	VMC	P	8	*	0021113	09/21/10		N/A	
<input type="checkbox"/> 00004_52a27	VMC	A	1	*	0021113	09/21/10		N/A	
<input type="checkbox"/> 00004_4488a	VMC	P	10	*	0021113	09/21/10		N/A	
<input type="checkbox"/> 00004_56a2d	VMC	A	1	*	0021113	09/21/10		N/A	

== Select == 10 records found.

Interview Scheduled									
Name	Master Profile	Phone	Total Rank	Exam Notify	Exam Plan #	Date Referred	Elig Exp Date	Notices	Interview
No records found.									

== Select == No records found.

Offer Pending									
Name	Master Profile	Phone	Total Rank	Exam Notify	Exam Plan #	Date Referred	Elig Exp Date	Notices	Offer
No records found.									

== Select == No records found.

Hired									
Name	Master Profile	Phone	Total Rank	Exam Notify	Exam Plan #	Date Referred	Elig Exp Date	Notices	Interv
No records found.									

== Select == No records found.

Rejected									
Name	Master Profile	Phone	Total Rank	Exam Notify	Exam Plan #	Date Referred	Elig Exp Date	Notices	Rejection
No records found.									

- This is a list of the referred candidates based on your requisition. You have 10.
- None of them have been interviewed or rejected yet.

Requisition Process

Welcome, Agency AgencyUser1

Referred Canc

Requisition #	AGR-4411-C	Position Type	
Requisition Title	Clerk 1	Vacancies	
Working Title		HR Analyst	Clifton, Rod
Department	Certification	HR Analyst Phone	
Exam Plan #	xx12111	HR Liaison	AgencyUser1, Agency
Exam Plan Title	Clerk 1 Examination	HR Liaison Phone	614-466-7907
Job	xx12111 Clerk 1 Examination		
Positions			
Comments: 09/21/10 [L. Sutherland]: Franklin County, Full Time, Class XYZ			

Referred									
Name	Master Profile	Phone	Total Rank	Email Notify	Exam Plan #	Date Referred	Elig Exp Date	Notices	
<input type="checkbox"/> c002ef_5a2cbc	View	P: (888)555-5555	1					N/A	
<input type="checkbox"/> 000442_7ab267	View	P: (888)555-5555	8		xx12111	09/21/10		N/A	
<input type="checkbox"/> 000575_242ca4	View	P: (888)555-5555	7	*	xx12111	09/21/10		N/A	
<input type="checkbox"/> 009ae4_fc2c60	View	P: (888)555-5555	10	*	xx12111	09/21/10		N/A	
<input type="checkbox"/> a00032_62c308	View	P: (888)555-5555	1		xx12111	09/21/10		N/A	
<input type="checkbox"/> d0000a_c79c9b	View	P: (888)555-5555	1		xx12111	09/21/10		N/A	
<input type="checkbox"/> 00093b_c4833a	View	P: (888)555-5555	8	*	xx12111	09/21/10		N/A	
<input type="checkbox"/> 00b09b_635a7d	View	P: (888)555-5555	1	*	xx12111	09/21/10		N/A	
<input type="checkbox"/> 00053a_aaase2	View	P: (888)555-5555	10	*	xx12111	09/21/10		N/A	
<input type="checkbox"/> b0008c_66a5b9	View	P: (888)555-5555	1	*	xx12111	09/21/10		N/A	

Interview Scheduled

10 records found.

Phone	Total Rank	Email Notify	Exam Plan #	Date Referred	Elig Exp Date	Notices	Interview

Offer Pending

No records found.

Name	Ma	Profile	Phone	Total Rank	Email Notify	Exam Plan #	Date Referred	Elig Exp Date	Notices	Offer

Hired

No records found.

Name	Master Profile	Phone	Total Rank	Email Notify	Exam Plan #	Date Referred	Elig Exp Date	Notices	Hire

Rejected

No records found.

Name	Master Profile	Phone	Total Rank	Email Notify	Exam Plan #	Date Referred	Elig Exp Date	Notices	Rejection

- You begin scheduling interviews by hitting the drop down and selecting Schedule Interview <click>.
- You would then click the Red Go button.

Requisition Process

Welcome, Agency AgencyUser1

Requisition # AGR-4411-C	Position Type
Requisition Title Clerk 1	Vacancies
Working Title	HR Analyst Clifton, Rod
Department Certification	HR Analyst Phone
Exam Plan # xx12111	HR Liaison AgencyUser1, Agency
Exam Plan Title Clerk 1 Examination	HR Liaison Phone 614-466-7907
Job xx12111 Clerk 1 Examination	
Positions	

* Required

Name: 6a2cbc c002ef
Person ID: 4737754

Date:

Time:

Duration:

Location:

Address 1:

Address 2:

City:

State:

Zip Code:

Phone:

Disposition: Scheduled

Comments:

- You are taken to this screen where you fill out the information for the specific candidate that you are scheduling.

Requisition Process

Welcome, Agency AgencyUser1

Referred Can

Requisition # AGR-4411-C	Position Type
Requisition Title Clerk 1	Vacancies
Working Title	HR Analyst Clifton, Rod
Department Certification	HR Analyst Phone
Exam Plan # xx12111	HR Liaison AgencyUser1, Agency
Exam Plan Title Clerk 1 Examination	HR Liaison Phone 614-466-7907
Job: xx12111 Clerk 1 Examination	
Positions	
Comments: 09/21/10 [L. Sutherland]: Franklin County, Full Time, Class XYZ	

Referred

Name	Master Profile	Phone	Total Rank	Email Notify	Exam Plan #	Date Referred	Elig Exp Date	Notices
== Select ==								

No records found.

Interview Scheduled

Name	Master Profile	Phone	Total Rank	Email Notify	Exam Plan #	Date Referred	Elig Exp Date	Notices	Interview
<input type="checkbox"/> c002ef_5a2cbc	View	P: (888)555-5555 A: (888)555-5555	1		xx12111	09/21/10		N/A	10/10/10 3:00 PM
<input type="checkbox"/> 000442_7ab267	View	P: (888)555-5555 A: (888)555-5555	8		xx12111	09/21/10		N/A	10/10/10 5:00 PM
<input type="checkbox"/> 000575_242ca4	View	P: (888)555-5555 A: (888)555-5555	7	*	xx12111	09/21/10		N/A	10/10/10 4:00 PM
<input type="checkbox"/> 009ae4_fc2c60	View	P: (888)555-5555 A: (888)555-5555	10	*	xx12111	09/21/10		N/A	10/11/10 8:00 AM
<input type="checkbox"/> a00032_62c308	View	P: (888)555-5555 A: (888)555-5555	1		xx12111	09/21/10		N/A	10/11/10 9:00 AM
<input type="checkbox"/> d0000a_c79c9b	View	P: (888)555-5555 A: (888)555-5555	1		xx12111	09/21/10		N/A	10/11/10 10:00 AM
<input type="checkbox"/> 000e3b_c4833a	View	P: (888)555-5555 A: (888)555-5555	8	*	xx12111	09/21/10		N/A	10/11/10 11:00 AM
<input type="checkbox"/> 00b89b_635a7d	View	P: (888)555-5555 A: (888)555-5555	1	*	xx12111	09/21/10		N/A	10/11/10 12:45 PM
<input type="checkbox"/> 00063d_aaaee2	View	P: (888)555-5555 A: (888)555-5555	10	*	xx12111	09/21/10		N/A	10/12/10 9:45 AM
<input type="checkbox"/> h0008c_66a6b2	View	P: (888)555-5555 A: (888)555-5555	1	*	xx12111	09/21/10		N/A	10/12/10 2:45 PM

== Select ==

10 records found.

- Once you are finished scheduling the candidates they will all be in the Interview Scheduled area as shown here.

Requisition Process

Requisition # AGR-4411-C	Position Type
Requisition Title Clerk 1	Vacancies
Working Title	HR Analyst Clifton, Rod
Department Certification	HR Analyst Phone
Exam Plan # xx12111	HR Liaison AgencyUser1_Agency
Exam Plan Title Clerk 1 Examination	HR Liaison Phone 614-466-7907
Job xx12111 Clerk 1 Examination	
Positions	
Comments: 09/21/10 [L. Sutherland]: Franklin County, Full Time, Class XYZ	

Referred

Name	Master Profile	Phone	Total Rank	Email Notify	Exam Plan #	Date Referred	Elig Exp Date	Notices
<input type="text" value="== Select =="/> <input type="button" value="Go"/>								

No records found.

Interview Scheduled

Name	Master Profile	Phone	Total Rank	Email Notify	Exam Plan #	Date Referred	Elig Exp Date	Notices	Interview
<input type="checkbox"/>	c002ef_5a2cbc	View	P: (888)555-5555 A: (888)555-5555	1		xx12111	09/21/10	N/A	10/10/10 3:00 PM
<input type="checkbox"/>	000442_7ab267	View	P: (888)555-5555 A: (888)555-5555	8		xx12111	09/21/10	N/A	10/10/10 5:00 PM
<input type="checkbox"/>	000675_242ca4	View	P: (888)555-5555 A: (888)555-5555	7	*	xx12111	09/21/10	N/A	10/10/10 4:00 PM
<input type="checkbox"/>	009ae4_fc2c60	View	P: (888)555-5555 A: (888)555-5555	10	*	xx12111	09/21/10	N/A	10/11/10 8:00 AM
<input type="checkbox"/>	a00032_62c308	View	P: (888)555-5555 A: (888)555-5555	1		xx12111	09/21/10	N/A	10/11/10 9:00 AM
<input type="checkbox"/>	d0000a_c79c9b	View	P: (888)555-5555 A: (888)555-5555	1		xx12111	09/21/10	N/A	10/11/10 10:00 AM
<input type="checkbox"/>	000a3b_c4833a	View	P: (888)555-5555 A: (888)555-5555	8	*	xx12111	09/21/10	N/A	10/11/10 11:00 AM
<input type="checkbox"/>	000b9b_635a7d	View	P: (888)555-5555 A: (888)555-5555	1	*	xx12111	09/21/10	N/A	10/11/10 12:45 PM
<input type="checkbox"/>	00063d_aaase2	View	P: (888)555-5555 A: (888)555-5555	10	*	xx12111	09/21/10	N/A	10/12/10 9:45 AM
<input type="checkbox"/>	b0008c_66a6b9	View	P: (888)555-5555 A: (888)555-5555	1	*	xx12111	09/21/10	N/A	10/12/10 2:45 PM

10 records found.

-
-
- Schedule Interview
- Make Offer
- Hire
- Reject
- Email Notify
- Mail N...

Offer Pending

Name	Master Profile	Phone	Total Rank	Email Notify	Exam Plan #	Date Referred	Elig Exp Date	Notices	Offer
<input type="text" value="== Select =="/> <input type="button" value="Go"/>									

No records found.

Hired

Name	Master Profile	Phone	Total Rank	Email Notify	Exam Plan #	Date Referred	Elig Exp Date	Notices	Hire
<input type="text" value="== Select =="/> <input type="button" value="Go"/>									

No records found.

Rejected

Name	Master Profile	Phone	Total Rank	Email Notify	Exam Plan #	Date Referred	Elig Exp Date	Notices	Rejection
<input type="text" value="== Select =="/> <input type="button" value="Go"/>									

No records found.

- Let's assume that they've shown for their interviews, and it's time to reject 9 of the 10.
- You would click the drop down <Click> and select Reject. Then hit the Red Go button.

Requisition Process

Requisition #	AGR-4411-C	Position Type	
Requisition Title	Clerk 1	Vacancies	
Working Title		HR Analyst	Clifton, Rod
Department	Certification	HR Analyst Phone	
Exam Plan #	xx12111	HR Liaison	AgencyUser1, Agency
Exam Plan Title	Clerk 1 Examination	HR Liaison Phone	614-466-7907
Job	xx12111 Clerk 1 Examination		
Positions			

* Required

Name:	635a7d 00b89b	4104246
	62c308 a00032	3189893
	242ca4 000675	3092876
	7ab267 000442	4058967
	66a6b9 b0008c	4098817
	c79c9b d0000a	5141331
	c4833a 000e3b	3087717
	fc2c60 009ae4	3260424
	aaaae2 000634	4176691

* Reason:

Comments:

Interviwed-not selected

No reply sent correspondence

Not selected

No show for interview

Applicant withdrew from process

- You hit the drop down button, and in our demo we will select Interviwed-Not Selected <Click>.
- You could put in any comments if you wish.
- You would then hit the Save button.

Requisition Process

Requisition #	AGR-4411-C	Position Type	Vacancies
Requisition Title	Clerk 1	HR Analyst	Clifton, Rod
Working Title	Certification	HR Analyst Phone	
Department		HR Liaison	Agency/User1, Agency
Exam Plan #	xx12111	HR Liaison Phone	614-466-7907
Exam Plan Title	Clerk 1 Examination		
Job	xx12111 Clerk 1 Examination		
Positions			
Comments:	09/21/10 [L. Sutherland]: Franklin County, Full Time, Class XYZ		

Referred

Name	Master Profile	Phone	Total Rank	Email Notify	Exam Plan #	Date Referred	Elig Exp Date	Notices
<input type="text" value="Select"/> <input type="button" value="Go"/> No records found.								

Interview Scheduled

Name	Master Profile	Phone	Total Rank	Email Notify	Exam Plan #	Date Referred	Elig Exp Date	Notices	Interview
<input type="checkbox"/>	c092ef_6a2cbc	View	P: (888)555-5555 A: (888)555-5555	1	xx12111	09/21/10		N/A	10/10/10 3:00 PM
<input type="text" value="Select"/> <input type="button" value="Go"/> 1 record found.									

Offer Pending

Name	Master Profile	Phone	Total Rank	Email Notify	Exam Plan #	Date Referred	Elig Exp Date	Notices	Offer
<input type="text" value="Select"/> <input type="button" value="Go"/> No records found.									

Hired

Name	Master Profile	Phone	Total Rank	Email Notify	Exam Plan #	Date Referred	Elig Exp Date	Notices	Hire
<input type="text" value="Select"/> <input type="button" value="Go"/> No records found.									

Rejected

Name	Master Profile	Phone	Total Rank	Email Notify	Exam Plan #	Date Referred	Elig Exp Date	Notices	Rejection
<input type="checkbox"/>	000442_7eb262	View	P: (888)555-5555 A: (888)555-5555	0	xx12111	09/21/10		N/A	edit
<input type="checkbox"/>	000675_242ca8	View	P: (888)555-5555 A: (888)555-5555	7	xx12111	09/21/10		N/A	edit
<input type="checkbox"/>	009ae5_fc2c60	View	P: (888)555-5555 A: (888)555-5555	10	xx12111	09/21/10		N/A	edit
<input type="checkbox"/>	a00032_62c308	View	P: (888)555-5555 A: (888)555-5555	1	xx12111	09/21/10		N/A	edit
<input type="checkbox"/>	d0000a_c79c9b	View	P: (888)555-5555 A: (888)555-5555	1	xx12111	09/21/10		N/A	edit
<input type="checkbox"/>	000e3b_c4833a	View	P: (888)555-5555 A: (888)555-5555	8	xx12111	09/21/10		N/A	edit
<input type="checkbox"/>	00b89b_635a7d	View	P: (888)555-5555 A: (888)555-5555	1	xx12111	09/21/10		N/A	edit
<input type="checkbox"/>	00063d_aaase2	View	P: (888)555-5555 A: (888)555-5555	10	xx12111	09/21/10		N/A	edit
<input type="checkbox"/>	b0008c_66a6b9	View	P: (888)555-5555 A: (888)555-5555	1	xx12111	09/21/10		N/A	edit
<input type="text" value="Select"/> <input type="button" value="Go"/> 9 records found.									

- You are hiring the remaining person in our Demo.
- You would click the drop down and select Hire <Click>, then hit the Red Go button.

Requisition Process

Welcome, Agency AgencyUser1

Requisition # AGR-4411-C	Position Type
Requisition Title Clerk 1	Vacancies
Working Title	HR Analyst Clifton, Rod
Department Certification	HR Analyst Phone
Exam Plan # xx12111	HR Liaison AgencyUser1_Agency
Exam Plan Title Clerk 1 Examination	HR Liaison Phone 614-466-7907
Job xx12111 Clerk 1 Examination	
Positions	

* Required

Name: 6a2cbc c002ef
Person ID: 4737754
Status: Hired
* Offer Date: 09/21/10
Offer Amount: \$
Bonus Amount: \$
* Answer Date: 09/21/10
* Filled On Date: 09/21/10
* Start Date: 09/21/10
Orientation Date: 09/21/10
Keep Active on Eligible List: No
Comments: 2500 character limit
Longevity
Pay Range
Step
Supervisor's Name
Type of Action
Position Number
Approvals None

- The hired screen has a few required fields that you would fill out.
- You would enter any other pertinent information, and click save.

Requisition Process

Requisition # AGR-4411-C	Position Type
Requisition Title Clerk 1	Vacancies
Working Title	HR Analyst Clifton_Rod
Department Certification	HR Analyst Phone
Exam Plan # xx12111	HR Liaison AgencyUser1_Agency
Exam Plan Title Clerk 1 Examination	HR Liaison Phone 614-466-7907
Job xx12111 Clerk 1 Examination	
Positions	
Comments: 09/21/10 [L. Sutherland]: Franklin County, Full Time, Class XYZ	

Referred

Name	Master Profile	Phone	Total Rank	Email Notify	Exam Plan #	Date Referred	Elig Exp Date	Notices
== Select ==								No records found.

Interview Scheduled

Name	Master Profile	Phone	Total Rank	Email Notify	Exam Plan #	Date Referred	Elig Exp Date	Notices	Interview
== Select ==									No records found.

Offer Pending

Name	Master Profile	Phone	Total Rank	Email Notify	Exam Plan #	Date Referred	Elig Exp Date	Notices	Offer
== Select ==									No records found.

Hired

Name	Master Profile	Phone	Total Rank	Email Notify	Exam Plan #	Date Referred	Elig Exp Date	Notices	Hire
<input type="checkbox"/> c002ef_6a2c6c	View	P: (888)555-5555 A: (888)555-5555	1		xx12111	09/21/10		N/A	Details
== Select ==									1 record found.

Rejected

Name	Master Profile	Phone	Total Rank	Email Notify	Exam Plan #	Date Referred	Elig Exp Date	Notices	Rejection
<input type="checkbox"/> 000442_7ab262	View	P: (888)555-5555 A: (888)555-5555	8		xx12111	09/21/10		N/A	Edit
<input type="checkbox"/> 000675_242ca8	View	P: (888)555-5555 A: (888)555-5555	7	*	xx12111	09/21/10		N/A	Edit
<input type="checkbox"/> 000888_1c2c60	View	P: (888)555-5555 A: (888)555-5555	10	*	xx12111	09/21/10		N/A	Edit
<input type="checkbox"/> a00032_62c308	View	P: (888)555-5555 A: (888)555-5555	1		xx12111	09/21/10		N/A	Edit
<input type="checkbox"/> 00000a_c79c9b	View	P: (888)555-5555 A: (888)555-5555	1		xx12111	09/21/10		N/A	Edit
<input type="checkbox"/> 000e3b_c4833a	View	P: (888)555-5555 A: (888)555-5555	8	*	xx12111	09/21/10		N/A	Edit
<input type="checkbox"/> 00b89b_635a7d	View	P: (888)555-5555 A: (888)555-5555	1	*	xx12111	09/21/10		N/A	Edit
<input type="checkbox"/> 000634_aeae2c	View	P: (888)555-5555 A: (888)555-5555	10	*	xx12111	09/21/10		N/A	Edit
<input type="checkbox"/> b0008c_66a6b9	View	P: (888)555-5555 A: (888)555-5555	1	*	xx12111	09/21/10		N/A	Edit

- You now have placed the candidate in the hire area as shown here.
- An alert is sent to Cert, and they will do their final review.

Q & A



Questions & Answers

Q: When will the training dates for certification begin?

A: Firm dates have not yet been established. Training information will be communicated in "The Weekly".

Q: When will the Certification module be implemented?

A: We don't have an actual date; we are still waiting on critical enhancements from NEOGOV. We're hoping to implement before the end of the year.



Questions & Answers

Q: Will there be a possibility to request both a layoff list and a cert list at the same time, in case there is no layoff list? To minimize waiting time?

A: The process for requesting lists will remain the same; you must first request a layoff list, then if there are no layoffs or internals with bid rights, you may request a certification eligible list. Since we're moving from a paper process to an electronic process, the wait time will be minimized.



Questions & Answers

Q:What about positions for which there is no layoff or certification list?

A: You will first request the layoff list, if there are no layoffs, you will receive provisional authorization to hire. You will then follow the same processes, you've been using, to post and fill positions.

Q:Will Cert. still need to approve these requisitions?

A: Cert. will need to approve the layoff requisition, but not the requisition you create to post the job on OHMS.



Questions & Answers

Q:What is the estimated turn around time for DAS Certification to respond to layoff & cert. lists?

A: That's a question for DAS Certification to address. Our purpose is to provide an overview of the basic process; we're not dictating turn around time.

Q:What does SME stand for?

A: SME stands for Subject Matter Expert.



Questions & Answers

Q: Which parts are on the agency level and which will be a DAS role?

A: For the Certification department and your divisions, your agency will have Originator, Liaison and Hiring Manager roles and Cert. staff will have Liaison, Hiring Manager and Approver roles. For your department you will have the ability to assign all OHC roles: Originator, Liaison, Hiring Manager, Approver and SME.



Questions & Answers

Q: Is the information that was demonstrated, replacing the way we do things currently in terms of building exam plan steps, creating reqs. etc.? Or is this an additional component of OHMS?

A: This is an additional component of OHMS. It is not replacing the way you do things when there is no layoff or certification eligible list.



Questions & Answers

Q: Are we any closer to getting away from requiring applicant signatures on apps?

A: Signatures are still required on applications for those candidates who are selected for hire. We suggest getting signatures for all applicants who are interviewed.

Q: How would we go about requesting a follow up list or cert. extension?

A: You would follow the same process you follow now, but it will be electronic. This will be explained further during training.



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then option 1**

