

State of North Carolina

Recruitment Life Cycle Overview for HR

INSIGHT Enterprise

Adapted for Training by State of North Carolina 2015

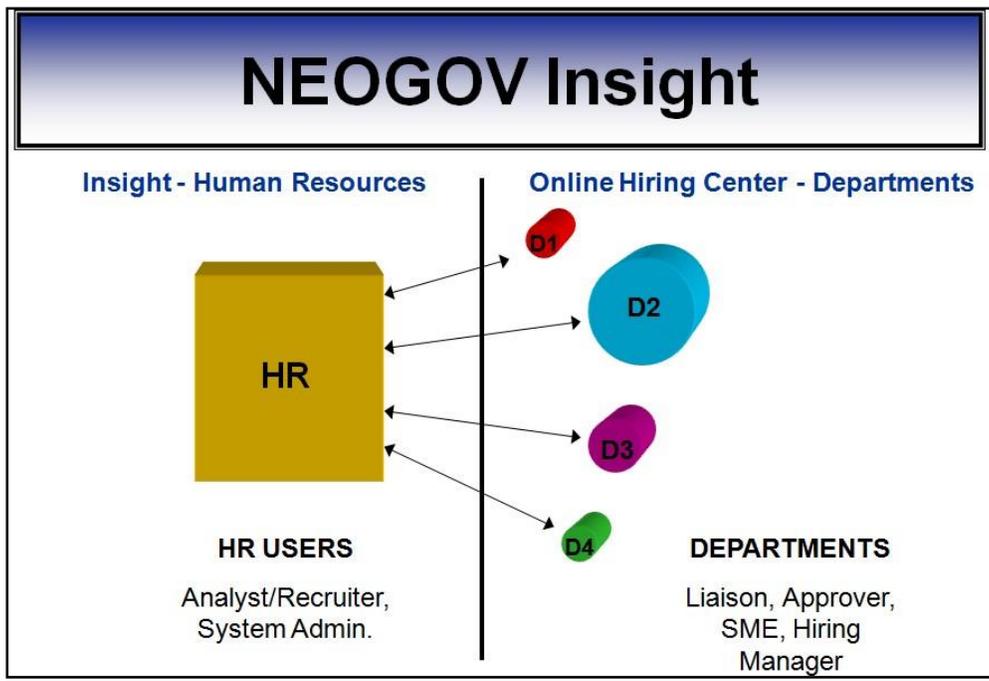
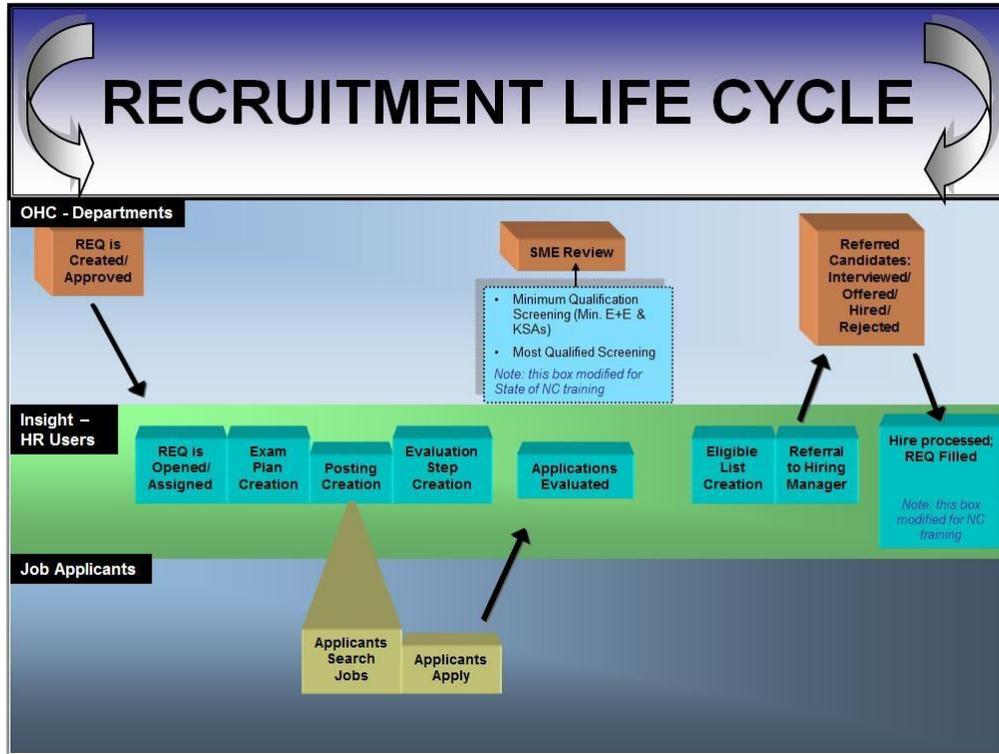


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Recruitment Life Cycle Overview



NEOGOV Training Environment Roles

INSIGHT User

Analyst/Recruiter – Works in HR, facilitates recruitments, posts job opportunities, evaluates applications, sends notices, creates eligible (most qualified) list, sends referred applications to departments, authorizes hires, maintains records and prepares reports

Online Hiring Center Roles

Liaison – Creates requisitions in departments; sees all requisitions for deparats; establishes security/provides access for other department users

Originator – Creates & views own requisitions

Approver – Approves requisitions in departments before requisitions go to HR **SME**
– Subject Matter Expert reviews applications sent by HR for relative competitiveness

Hiring Manager – Receives, reviews and makes determinations about referred applications

Applicant – creates an initial account; submits applications (*access in training via My Links> Job opportunities page*)



1. Go to: <https://login.training.neogov.com/?siteCode=IN>

or <https://secure.training.neogov.com/>

2. **Sign in with your username (your work e-mail) and your password**

[Forgot username?](#)

[Forgot your password?](#)

Sign In »

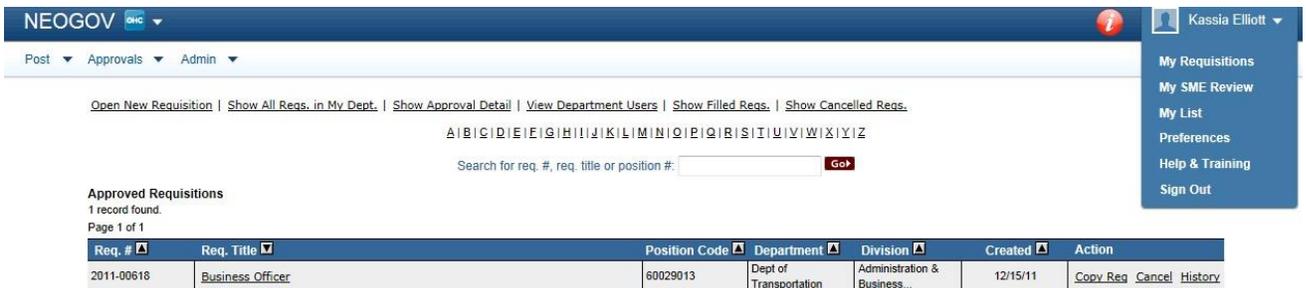
Create a Requisition in Online Hiring Center (OHC) – Departments

As a Department Liaison or an Originator



3. Select, on the left side of your screen, **OHC** (Online Hiring Center – Departments) - **see visual above** for how to toggle here when signed into INSIGHT (Human Resources)

This takes you to the Online Hiring Center (OHC) where all non-HR department users log in. This view (below) is seen by persons who have complete access to OHC roles. See drop down under your name for all possible OHC site items



4. Click **Open New Requisition**.



5. Search for a class specification from which to create the requisition. You may search by alphabet, by scrolling through pages or by entering a title (or part of one) in the search box and pressing “go”. See arrows in screen diagram that follows:

Ways to search for job class

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:

428 records found.
Page 1 of 18 << Previous Page 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 Next Page >>

Class Code	Class Title	Positions	Requisition
30009718	ABC Chief Administrator	Positions	Create New
30000586	ABC Field Auditor	Positions	Create New
30014121	Accounting Specialist II	Positions	Create New
30013271	Access And Visitation Coordinator	Positions	Create New
31000025	Accountant	Positions	Create New
30012947	Accountant	Positions	Create New
30005459	Accountant	Positions	Create New
30000486	Accountant I	Positions	Create New

Tip: Because graded, banded, flat-rate and judicial system classes are loaded into E-Recruit, some job class titles are listed more than once. When the same job class name shows more than once, the requisition creator will want to click on the class name and review the “Custom Form Field” tab to confirm the selected class matches the intended class unless they are certain they know the job class number.

In the screen diagram above, the class code for the title “Accountant” shows 3 times (see bracket).

Three tabs, (Description..., Benefits, and Custom Form Fields) appear, as shown below:

Class Title: **Accountant**
Salary: \$35,585.00 - \$94,675.00 Annually

[Return to List](#) [Create Requisition](#)

[Print Job Description](#)

NA - Description of Duties for Posting	Benefits	Custom Form Fields
Minimum Education and Experience:		
Bachelor's degree with 12 credit hours of accounting coursework; or associate's degree in accounting; or associate's degree in business or related discipline with 12 credit hours of accounting coursework; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions. . .		

Tip: By clicking on the “Custom Form Field” (see visual immediately below), details appear; these details will help the requisition creator decide if this class is the intended one. In the example shown, this particular Accountant job class is part of the career banded system.

Class Title: Accountant

Salary: \$35,585.00 - \$94,675.00 Annually

[Return to List](#)

[Create Requisition](#)

[Print Job Description](#)

NA - Description of Duties for Posting	Benefits	Custom Form Fields
Abbreviated Class Title : Accountant		
Pay Scale Type : Banded		
Pay Scale Area : Career Banding		
Pay Scale Group / Grade : NG		
Job Family : Administration And Management		
Job Branch : Accounting		
Contributing Reference Rate : \$46,642.00		
Journey Market Rate : \$57,650.00		
Advanced Reference Rate : \$76,156.00		

Requisitions can be created from the detail screen, as shown above, or the main screen, as shown below.

6. Click **Create New** in the Requisition column (the far right column)

Search for class title or class code:

16 records found.

Page 1 of 1

Class Code	Class Title	Positions	Requisition
30005224	Director Of Zoological Park	Positions	Create New
30011465	Zoo Chief Veterinarian	Positions	Create New
30018380	Zoo Curator	Positions	Create New

7. Fill in the requisition form:

- Desired Start Date** – Optional field used to specify the ‘desired’ start date, or could be used as a field to specify when requisition is completed (although this information is already tracked by the system). In training, just enter today’s date.
- Requisition #** - Generally, this # is automatically assigned by the system,
- Working Title** – Enter a ‘working title’ to be used for posting, especially if different from class title. Enter the class title when it will be used in the posting.
- Vacancies** – In training, we are focusing on a 1-1 relationship between the vacant position and the requisition. So, the value would be 1.
- Department** – From the dropdown list, select the name of your Department (the department for which the Requisition is needed).
- Division** – Optional field. From the dropdown list, select the name of your Division (if any).

- g. **Position:** There are two ways to select a position ID for the requisition being created:
- By selecting a department and division (if any) from the drop-down list, or
 - Using the search selector to find the exact position desired

(i) Selecting a position ID by selecting a Department/Division:

- This Position Number dropdown list will be populated once the user enters a Department and an optional Division. **** Only departments and divisions the department user has access to will appear in the drop-down.*
- The Position Number dropdown list will only include vacant positions within the selected Department/Division. The list will not be filtered by job classification.

Class Title: **ACCOUNT CLERK**
 Class Code: **1110**
 Creator: **Staff, NGV**

* Required

Desired start Date:	04/22/2011
* Requisition #:	[assigned when requisition is saved]
Working Title:	Account Clerk
Vacancies:	1
* Department:	Finance
Division:	=== Select ===
Position:	=== Select ===
* Hiring Managers:	10239 - Supervisor Of Payrolls, Assistant 10272 - Occupational License Specialist (*)10324 - Cust Service Rep II 10327 - Cust Service Rep II (*)10328 - Cust Service Rep I 10329 - Admin Aide II 10607 - Inspections Aide, T 1132 - Finance Accounting Analyst, Sr. (*)11536 - Assistant Payroll Systems Administrator (*)11761 - Staff Services Asst, T 11904 - Administrative Assistant,T 12347 - Administrative Assistant,T 12353 - Subject Matter Specialist 12452 - Accountant, T 12453 - Accountant, T 12458 - Account Clerk, T
List Type:	
Skills:	
Comments:	

(ii) Selecting a position ID via 'Search' Selection (ii):

When performing a search the list will be populated with the applicable results. Upon clicking a position number generated from search results, the Department/Division boxes will automatically populate (with the department and division related to that position number). To search: Click on magnifying glass:

Class Title: **ACCOUNT CLERK**
 Class Code: **1110**
 Creator: **Staff, NGV**

* Required

Desired start Date:	04/22/2011
* Requisition #:	[assigned when requisition is saved]
Working Title:	Account Clerk
Vacancies:	1
* Department:	=== Select ===
Division:	=== Select ===
Position:	=== Select ===
* Hiring Managers:	Available: Assigned:

- Search box pops-up. User can search "Starts with" filter, or "Contains" filter.

- Starts with filter – This filter returns all position numbers that start with the numbers entered by the user. EXAMPLE: User enters “123”. All position numbers starting with “123” will be returned.
 - Contains filter – This is the default search type (auto-selected on search box load). This will return all position numbers with the numbers the user placed in the search box. EXAMPLE: User enters “123”. All position numbers with “123” will be returned.
- Enter ‘Search’ criteria for position code, and click on “Search”

- Search box closes on-click (clicking the “GO” button) and the position control dropdown is populated with the values contained in the result-set.
- Click on ‘Select a Position’ Drop-down list, and select the desired position from the returned search results.

- Once a position is selected, the following options are available:

Continue with:

- Hiring Managers** – From the list of names in the ‘available’ box, select the ‘Hiring Manager’ (*person responsible for completing the hire, who will receive final list of candidates from which to select*), and move to the ‘assigned’ box.
Note – more than one hiring manager can be ‘assigned’. All individuals ‘assigned’ will simultaneously receive the final list of candidates from which to select, and make the hiring decision.
- List Type – Optional field. Select a list ‘type’ option. We will use “regular”.

- j. Skills - Optional field. Enter any desired ‘skills’ or other desired characteristics for desired candidates that is not listed in the Class Specification, or usually part of selection process.
- k. Optional field. Field used to expand upon ‘skills’ field, or add additional comments about the requisition, recruitment process, etc.

[Referred List Columns/Sort](#)
 [Referred List Columns/Sort \(OHC\)](#)
 [Elig List Type Sort](#)

Class Title: Zoo Education Assistant
 Class Code: 30001607
 Creator: Elliott, Kassia

* Required

Desired Start Date: 06/01/14
 * Requisition #: 14-00050
 Working Title: Butterfly Garden Educator
 Vacancies: 1
 * Department: Dept of Environment & Natural Resources
 Division: NC Zoological Park
 Position: 60094718 - Visitor Educator

* Hiring Managers: Available:

Allen, Roger
Angle, Gina
Aycock, Chad
Bailey, A
Bailey, Angela
Bailey, Angela

 Assigned: Elliott, Kassia

Job Term: Permanent Part-Time
 List Type: Regular
 Skills:
 Comments: place information for others to know here (i.e. funding source; duration if time-limited; if this is a new position, or important information about the job requirements, etc.)

Authorization Comments:
 * Job Classification Code: 30004720
 Job Classification Title: Wildlife/Fisheries Technic
 Position Competency Level: NA- Not Applicable - Graded position
 Recruitment Range:
 Position Employee Group: == Select ==
 Position County: Randolph
 SOC Cat/Subcat: Skid Crft-Farming, Fishing & Forestry Occupations
 SOC Code: 453011
 SOC Description: FISHERS AND RELATEI

Note: the example below shows how an approval chain might work – for a given approval level, if more than 1 approver is identified, either approver can “save and approve” to move it to the next approver level, on down the line for the final approver. When the final approval is achieved, the record goes to HR.

No Approvals

Approval 1: Managers

Must approve before next approval
 Final approval

Approval 2: Budget/Finance

Must approve before next approval
 Final approval

Approval 3: === Select ===

Elliott, Kassia
Evans, Melissa
Evans, Ruth
Everett, Teresa
Fields, Tonya
Floyd, Lynn
Tisdale, Antonio
Wall, Dusty
Ward, Anita
Williams, Renee
Windbush, Carrie
Witt, Pamela

Desired Start Date:	6/01/14	
Requisition #:	[assigned when requisition is saved]	
Working Title:	Butterfly Garden Educator	
Vacancies:	1	
Department:	Dept of Environment & Natural Resources	
Division:	NC Zoological Park	
Position:	60094718 - Visitor Educator	
Hiring Managers:	Available: Daniels, Mike Davis, Cathryn Dean, Susan Dixon, Tina Edwards, Kim Evans, Melissa	Assigned: Elliott, Kassia
Job Term:	Permanent Full-Time	
List Type:	=== Select ===	
Skills:		
Comments:		
Job Classification Code:	30004720	
Job Classification Title:	Wildlife/Fisheries Technic	
Position Competency Level:	NA- Not Applicable - Graded position	
Recruitment Range:		
Position Employee Group:	== Select ==	
Position County:	Randolph	
SOC Cat/Subcat:	Skld Crft-Farming, Fishing & Forestry Occupations	
SOC Code:	453011	
SOC Description:	FISHERS AND RELATEI	
No Approvals:	<input type="checkbox"/>	
Approval 1:	Budget/Finance	
	<input type="radio"/> Must approve before next approval <input checked="" type="radio"/> Final approval	

Daniels, Mike
Davis, Cathryn
Dean, Susan
Dixon, Tina
Edwards, Kim
Elliott, Kassia

8. Complete/define the approval chain. When 'No Approvals' check box is selected, clicking "save and release" sends the requisition to HR. In training, select yourself as the final approver in the top box.

Class Title: Zoo Education Assistant
Class Code: 30001607
Creator: Elliott, Kassia

* Required

Desired Start Date:	6/01/14
* Requisition #:	[assigned when requisition is saved]
Working Title:	Butterfly Garden Educator
Vacancies:	1
* Department:	Dept of Environment & Natural Resources
Division:	NC Zoological Park
Position:	60094718 - Visitor Educator
* Hiring Managers:	Available: Daniels, Mike Davis, Cathryn Dean, Susan Dixon, Tina Edwards, Kim Evans, Melissa
	Assigned: Elliott, Kassia
Job Term:	Permanent Full-Time
List Type:	=== Select ===
Skills:	
Comments:	
* Job Classification Code:	30004720
Job Classification Title:	Wildlife/Fisheries Technic
Position Competency Level:	NA- Not Applicable - Graded position
Recruitment Range:	
Position Employee Group:	== Select ==
Position County:	Randolph
SOC Cat/Subcat:	Skld Crft-Farming, Fishing & Forestry Occupations
SOC Code:	453011
SOC Description:	FISHERS AND RELATEI
No Approvals	<input type="checkbox"/>
Approval 1:	Budget/Finance
	<input type="radio"/> Must approve before next approval <input checked="" type="radio"/> Final approval

- Daniels, Mike
- Davis, Cathryn
- Dean, Susan
- Dixon, Tina
- Edwards, Kim
- Elliott, Kassia

9. Click on 'Save and Release'; clicking on "save" keeps it for the creator but does not send it to others.

10. Finalize the content – Add attachments (in production; not in training) – see next illustration:

Class Title: Zoo Education Assistant
 Class Code: 30001607
 Creator: Elliott, Kassia

[Edit](#)

* Required

Desired Start Date: 06/01/14

* Requisition #: 14-00050

Working Title: Butterfly Garden Educator

Vacancies: 1

* Department: Dept of Environment & Natural Resources

Division: NC Zoological Park

Position: 60094718 - Visitor Educator

* Hiring Managers: Elliott, Kassia

Job Term: Permanent Full-Time

List Type:

Skills:

Comments: place information for others to know here (i.e. funding source; duration if time-limited; if this a new position, or important information about the job requirements, etc.)

Job Classification Code : 30004720

Job Classification Title : Wildlife/Fisheries Technician II

Position Competency Level : NA- Not Applicable - Graded position

Recruitment Range :

Position Employee Group :

Position County : Randolph

SOC Cat/Subcat : Skdd Crft-Farming, Fishing & Forestry Occupations

SOC Code : 453011

SOC Description : FISHERS AND RELATED FISHING WORKERS

Approval 1: Budget/Finance - Elliott, Kassia Final approval



Attachments: [Add New](#)

Attachment Title	Date Uploaded	File Name	Action
------------------	---------------	-----------	--------

Approve a Requisition in OHC



as an Approver

11. In training: While still in OHC> Approvals> Requisitions (on the left side of the screen, beneath OHC)

Approvals Admin

Requisitions qs. | Filled Reqs. | Cancelled Reqs. My Requisition Approvals

Hires

Search for req. #, req. title or position #: [Go](#)

Requisitions Awaiting My Action
2 records found.

Req #	Title	Position ID	Department	Division	Created	Creator	Status	Action
14-00011	Polar Bear Keeper		Dept of Environ...		01/16/14	Elliott, K	In Progress	Edit Reassign Approve/Deny History
14-00055	Park Ranger	60032827	Dept of Environ...	Parks and Recre...	05/26/14	Elliott, K	In Progress	Edit Reassign Approve/Deny History

Approved Requisitions

12. From the action column on the right > approve/deny then approve>save – this sends it to HR & keeps an approved record in OHC.

14-00055 - Zoo Curator Of Design Approve Requisition

* Required

Approve/Deny [Approve](#)

Note

[Save](#)

(Switch Role) Human Resources - INSIGHT

Assign a Requisition; Create an Exam Plan (As an Analyst/Recruiter)



13. Toggle to INSIGHT

14. From the main navigation bar, go to Requisitions > **Approved**

Req #	Title	Position Code	Department	Assigned	Created	Status Date	Creator	Status	Action
14-00045	Flamingo Keeper	60033285	Dept of Environment ...		05/06/14 11:54 AM	05/06/14 11:57 AM	Elliott, K	Approved	Authorize History

15. Action column on the right > click the **Authorize** link next to the requisition on which you are working

- Change the Status to **Open**.
- Select your own name (in training) from the Analyst dropdown.
- Do not change the Existing Exam (Recruiting) Plan dropdown. Leave it as ==Select== for new recruitments.

Zoo Education Assistant

* Required

* Status: Open ←

* Analyst: Elliott, Kassia

Existing Exam (Recruiting) Plan: ==Select==

Sort by Job Title

Comments: leave exam recruiting plan ==Select== for new recruiting events

Save

□ Click **Save**.

16. Click the **My HR** link in the upper right corner.

- Note: The requisition will display in the **Open Requisitions** section at the bottom of the previous page. If your requisition did not show up, repeat the previous step: go back to Requisitions > Approved > Authorize > change to "open" > select yourself > save.

17. From "My HR", click the **Create Exam (Recruiting)** link next to your requisition.

18. Enter values for all applicable fields on the create exam (recruitment) plan page and then click **Save**.

The screenshot shows the NEOGOV system interface. At the top, there is a search bar and navigation tabs for Class, Post, Admin, Benefits, Reports, CandidateTrack, Tests, Requisitions, and List. Below this, the 'My HR' section is active, displaying two tables: 'Job Postings' and 'Requisitions'. The 'Job Postings' table has columns for Job #, Job Title, Hits, Active Apps., Total Apps., Days Adv., Adv. To, and Exam. The 'Requisitions' table has columns for Req. #, Req. Title, Position ID, Department, Date Received, Exam, # Referred, and S. A red arrow points to the 'Create Exam' link in the Exam column of the first row in the Requisitions table.

Job #	Job Title	Hits	Active Apps.	Total Apps.	Days Adv.	Adv. To	Exam
13-00162	Fox Keeper	14	10	11	185	06/30/14 05:00 PM	13-00162
14-00046	Talent Management - Recruiting Consultant	14	10	10	12	06/30/14 05:00 PM	14-00046

Req. #	Req. Title	Position ID	Department	Date Received	Exam	# Referred	S
14-00050	Butterfly Garden Educator	60094718	Dept of Environment & Natural Resources	05/18/14	Create Exam	0	Op
14-00025	Cougar Kitten Keeper	60033285	Dept of Environment & Natural Resources	04/01/14	14-00025	0	Op
13-00050	Dragon Master	60033285	Dept of Environment & Natural Resources	03/22/13	13-00050	Z	Op

* Required

* Job Class Title:	30001607 - Zoo Education Assistant
* Job Title:	Butterfly Garden Educator
Exam Number:	14-00050
Vacancies:	1
* Exam Type:	Open
* Job Type:	Permanent Full-Time
* Department:	Dept of Environment & Natural Resources
Division:	NC Zoological Park
Auto-Refer to Hiring Manager:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Job Line:	<input type="radio"/> Yes <input type="radio"/> No
Print Bulletins:	<input type="radio"/> Yes <input type="radio"/> No
Number of Bulletins:	<input type="text"/> Fold-out: <input type="radio"/> Yes <input type="radio"/> No
Comments:	<input type="text"/>

Save

Create Job Posting (As an Analyst/Recruiter) from within the Exam (recruiting) Plan

19. Click the **Add New** link from the Job Posting section.

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

Exam Title	Zoo Security Officer	Department	Dept of Environment & Natural Resources
Exam Number	14-00053	Division	NC Zoological Park
		Vacancies	1

Job Posting [Add New](#)

Job #	Job Title	Status	Last Updated	Assigned To	
Recruitment Advertising Add New					
Ad Type	Ad Name	Requested Date	Start Date	End Date	Action
Evaluation Steps Add Step View Applicants (0) View Applicants by Step (0) App Flow Print Apps					
Step	Evaluation Step	Weight	Results	At Step	Action
Step 1	Application Received	N/A	View Results	0	Edit Audit Trail

20. Note the check boxes at the top & Complete the draft job posting form:

Note: Top section is filled in for you based on requisition elements; and other fields are searchable by entering a few letters. Keep it on draft – see defaults across top. Proceed through the sections; make sure you complete any required items.

ddidateTrack ▾ Tests ▾ Requisitions ▾ List ▾

Zoo Security Officer - 01

Draft Archived Accept Online Applications Show Closing Date/Time Continuous * Required

* Exam (Recruiting) Plan: 14-00053 - Zoo Security Officer

* Job Class Title: Zoo Security Officer I

* Job Title: Zoo Security Officer

* Job Number: 14-00053

* Exam Type: Open

* Job Type: Permanent Full-Time

* Department: Dept of Environment & Natural Resources (70000021)

Division: NC Zoological Park (72210020)

* Job List: Default Job Listing ▾

* Advertise From: 05/26/2014

* Advertise To: 05/26/2014 5 pm :00

* Category: Unselected Selected

Accounting and Finance
Administration
Administrative Assistant
Agriculture
Airports

* Location On Job: Posting Display

* Search Locations: Unselected Selected

Alamance
Alexander
Alleghany
Anson
Ashe

* Application Template: State of North Carolina Job Application

* Reapply Period (Days): 1

* Assigned To: Elliott, Kassia

Description of Work:

Populate From Job Class Title

B **I** **U** Font Size

- a. For **Job List**, select **the Default Job Listing**.
- b. **Advertise From** date: fill in the date you would like the job to automatically post (during Insight training, do not change the date - we want the job to be open as of today so it is posted when we go to apply later on).
- c. **Advertise To** date: fill in the date would like the job to be automatically removed from your webpage (this is the closing date).
- d. **Class Spec Title** populated from the Class Spec.
- e. For **Job Title (Working Title)** and **Job Number**, auto-populated values provided by the originating requisition. The Job Title is auto-populated but can be edited.
- f. **Exam (Recruiting) Plan**: automatically connected to the Exam Plan from which the job posting is created (but not always the case).
- g. Select a **Job Type (Appointment Type)** from the list.
- h. Select at least one **Category**. Highlight the category by clicking it and then click the **Add** button to associate that category with the posting. Applicants will be able to search for job openings by categories.
- i. For **Department**, select from dropdown.
- j. Select a **Location On Job** (County Job Located).
- k. Select a **Search Locations**, can be more than one county if wanting to market in adjacent counties or regionally (for job search functionality).
- l. Use the State of NC Job Template selection for the **Application Template** (For AOC, or General Assembly, please select the appropriate Template).
- m. Leave the default setting for the **Reapply Period (days)**.
- n. **Assigned To** the job posting to you for training.
- o. **Description of Work**, populate using the text editing capabilities.
- p. **Knowledge, Skills and Abilities/Competencies**, populate using the text editing capabilities.
- q. **Minimum E&E Requirements**, select Populate From Class Spec to auto-populate.
- r. **Supplemental & Contact Information** populated using the text editing capabilities.
- s. **Division/Section**, enter your agency defined division, section, or combination for marketing job posting.
- t. **Work Location**, enter your user defined detailed location (i.e. Raleigh, NC or 301 North Wilmington Street, Raleigh, NC, etc.).
- u. **Position Number**, number will need to be entered (can cut and paste from requisition).
- v. **Recruitment Range**, please enter the hiring range.

- w. Complete the **Salary Grade Equivalent**.
- x. Select **Competency Level** from the dropdown.
- y. Select the **SOC Category** from the dropdown.
- z. Complete the **Salary** information section, auto-populates from the Class Spec.
- aa. Enter **Internal Notes** (optional).
- bb. In training, select the **Yes** Supplemental Questions radio option (at the bottom of the page).
- cc. Click **Save** button.

Supplemental Questions

Note: Job Specific supplemental questions are specific to a particular position, Usually, these questions ask about a person’s qualifications for the position and will help you screen applications efficiently [with added benefits such as automatically screening applications (auto-scoring), reporting on the SQ responses, and filtering candidates based on responses, These questions can only be added as part of a job posting (when it is being created), usually via the supplemental question item bank. These questions are specific to each job and will only display online with the job posting to which they are associated. (They will also appear on the printed Job Bulletin for the job posting with which they are associated as well.) Click the **Item Bank** link in the upper right corner.

- 21. Build a new question - be careful how you structure your questions – a radio button enables only one response, whereas a check boxes option enables applicants to check all items in a list that pertain to them.

[Supplemental Questions](#)

13-00177 Reindeer Keeper

[Item Bank](#) | [Scoring Plan](#)

*** Question** Please select the response that best matches your experience caring for animals in a zoo or animal sanctuary?

Question Code

This field must be unique.

Response Format Text Answer Select From Choices Answer Yes/No Answer

* Input Type

*** Response Options** When you choose the "Select From Choices" response format, you need to provide several response options from which job seekers can choose. [Show All](#)

To enter the options use a text box displayed below.

*Note: any options that are marked inactive will be deleted unless the question has already been answered before with that option or it belongs to a scoring case.

Active	Internal Code	Response Option	Points	Sort
<input checked="" type="checkbox"/>	1	2 or more years experience		
<input checked="" type="checkbox"/>	2	more than 1 year but less than 2 ye		
<input checked="" type="checkbox"/>	3	less than 1 year of experience		
<input checked="" type="checkbox"/>	4	no experience but willing to learn		
<input checked="" type="checkbox"/>	5	My pet is a reindeerj		

* Required

Yes No

Confidential Question Yes No

Employer Use Only Yes No

Allow on Panel Templates? Yes No

Panel Column Name

13-00177 Reindeer Keeper

[Quick Sort](#) | [Item Bank](#) | [Scoring Plan](#)

[Add New Question](#)

[Show Inactive Questions](#)

# Question	Cat.	Req.	Conf.	Emp.	Action
1. Please check which computer packages/processes you use at least once per month. <input type="checkbox"/> MS Word <input type="checkbox"/> MS Powerpoint <input type="checkbox"/> Can type/text or e-mail <input type="checkbox"/> none		*			 Edit Inactivate Up Down
2. Can you work every other weekend? <input type="radio"/> Yes, regularly <input type="radio"/> Yes, but only occasionally <input type="radio"/> No, I cannot work weekends		*			 Edit Inactivate Up Down

22. Click the **Item Bank** link in the upper right corner. In training, you will shop for questions you can adapt to your posting. You can also add questions to the item bank. Search through the available categories, placing at least one item in your basket by clicking “add” in the Basket column. (You can edit the question(s) after you “check out”.

Note: Do not edit or delete anyone else’s question; you may copy it and then edit/customize the copy.

14 records found.

Page 1 of 1

Type	Item	Basket	Action
Miscellaneous	Do you have paid experience working in an AZA accredited Zoo?	Add	Edit Delete Copy
Miscellaneous	What animals have you worked with?	Add	Edit Delete Copy
Summary of Work Experience	DENR - Do you have experience working with large game animals?	Add	Edit Delete Copy

23. Search through the available categories, placing at least one item in your basket (you can edit it once you “check out”). Once you have finished adding questions, click the **Checkout** link in the upper right corner; your selected questions will appear.

1 items in the basket.

[Checkout](#)

Type	Item	Basket
Work Scheduling	Are you able and willing to work every other weeke...	Remove

24. Complete the supplemental question form. All fields with a red asterisks are required, including internal codes for response options, which are used for reporting purposes.

25. Click the **My HR** link in the upper right corner to verify successful creation of your job posting; it will appear in the Draft Postings section on the My HR page.

Job #	Job Title	Last Updated	Class Spec	Exam	Action
11/00005	Administrative Assistant	02/22/11	View Spec	11/00005	Edit Delete

- Note: Your job posting does not display in the Active Postings section, because the **Draft** checkbox is selected by default or if the advertising dates are in the future. Find the posting on the page and click the **Edit** link. Make the necessary changes and save the posting. Repeat this process until it appears in the Active postings section on the My HR page.

(Switch Role) – Applicant

Apply for your position online

(As an Applicant)



26. From INSIGHT, under your name on the Right > My Links> Job Opportunities Page or Log into:

<http://agency.training.governmentjobs.com/northcarolina/default.cfm>

27. Click the job title for your posting to link to the posting:

Position ▼	Department ▲	Pos. Location ▲	Emp. Type ▲	Salary Range ▲	Closing Date ▲
Accounting Technician	Dept of State Treasurer	Wake County	Permanent Full-Time	\$24,900.00 - \$53,002.00 Annually	05/15/14
Accounting Technician	Dept of Public Safety	Granville County	Permanent Full-Time	\$24,900.00 - \$53,002.00 Annually	05/16/14
Accounts Payable Supervisor	Dept of Commerce	Wake County	Permanent Full-Time	\$36,012.00 - \$95,811.00 Annually	05/16/14
NEW! Administrative Assistant I	Dept of Health and Human Services	Wake County	Permanent Full-Time	\$29,856.00 - \$45,878.00 Annually	05/20/14
Administrative Assistant I/Housing Inspe...	Office of State Human Resources	Wake County	Temporary Part-Time	\$12.51/Hour	05/16/14
NEW! Administrative Officer II	Dept of Transportation	Lenoir County	Permanent Full-Time	\$38,632.00 - \$62,372.00 Annually	05/20/14

Job Opportunities

powered by
NEOGOV

Job Class Title: Zookeeper I
Working Title: Zookeeper I - Lion & Chimp
Position Number: 60033446
Department: Dept of Environment & Natural Resource
Division/Section: NC Zoo
Salary Range: \$26,903.00 - \$40,789.00 Annually
Recruitment Range: \$26,903
Salary Grade / Salary Grade Equivalent: 60
Competency Level: Not Applicable
Appointment Type: Permanent Full-Time
Pos. Location: Randolph County, North Carolina
Opening Date: Tue. 05/06/14
Closing Date/Time: Mon. 05/19/14 5:00 PM Eastern Time

[Print Job Information](#) [Apply](#)

Description of Work	Benefits	Supplemental Questions
Successful candidate will be assigned to work with Chimpanzees, Lions, Ring-tailed Lemurs, and Red-ruffed Lemurs. May be asked to assist with care of other African species within the sister work unit, which include Zebra, Ostrich, Giraffe, and Red		

In production, we hope applicants will review the posting and meet the stated requirements before selecting the apply link at the top right

28. Click on “Apply”

Create an Application (As an Applicant)

29. Click **create an account** link



State of North Carolina
Job Opportunities
<http://www.oshr.nc.gov/jobs/in..>

Sign in to apply [Create an account](#)

*Username

*Password

Sign in

[Forgot Username](#) | [Reset Password](#)

30. Follow system instructions provided for each item (username, password, etc.) as you create your account



North Carolina, State of (NC)
Job Opportunities
<http://www.osp.state.nc.us/jobs/in...>

Talent Management - Recruiting Consultant

Job Details Apply

Create a new account [Sign in](#)

your.emailaddress@gmail.com ✓

TessTesting99|

Usernames must be unique and cannot contain spaces or special characters.

*Password

*What's 8 + 8? ⓘ

Create

Enter your new applicant training account information here, so you can remember it when return to the training environment.

- Write your training environment username and password here: _____ / _____

In Training we will NOT download or import. In the production environment, first time account creators can import their resume or LinkedIn profile into the NEOGOV system if they are using a relatively current internet browser. Some formatting will generally be sacrificed and imported items will likely need editing when importing fully formatted documents. When in doubt, recording work and education history step by step is best.

Information & Communications Spec I-TECHNICAL WRITER-Temporary Solutions

Job Details Apply

Resume

Import Your Resumé

Save time by importing your information into our system automatically


Transfer from LinkedIn
Use your LinkedIn resume information for your new profile. You can edit this info later.


Upload from Computer
Supported file types: .pdf, .doc, .txt

To manually fill in your information, you can [Skip this step](#)

In training, you will skip this step and build your application section by section.

Info: Complete general, contact & an any personal & preference information sections

Info

Work

Education

... Additional

References

Attachments

Questions

Review

Submit

General Information

All fields are required unless they are marked (Optional)

Contact Information

Name Candy Light [Edit](#)

Address
100 Sweets
Chocolate, NC 28643
US

Phone
919-807-4800

Email
lightcandy31@gmail.com

Notification Preference
Email

Personal Information

Driver's License Yes [Edit](#)

Save or cancel (to omit or start over) after each section; click **next** to move on

Fields marked with an asterisk (*) are required

Note the small edit pencil symbols in the upper right of each section.

31. **Work and Education** sections: Complete at least one record in the Education History and Work Experience sections (click **Save** at the bottom of each section).

State of North Carolina
Job Opportunities
<http://www.oshr.nc...>

Info
Work
Education
... Additional
References
Attachments
Questions
Review
Submit

Work Experience

+ Add work experience

Company/Agency Name *
Delights

Address
100 Fun Place

City *
Giggles

State *
North Carolina

Zip Code
28644

Country
US

Phone
336-356-8000

Website
www.delightsrfun.com

32. Complete Questions section – these are subdivided into agency questions (asked of all applicants) and job-specific supplemental questions developed in conjunction with a specific posting (if any).

33. See how the section identified on the left are checked, and if you provide multiple records, see the number of records. Note: an exclamation shows (rather than a check) to indicate an error/omission - such as failing to complete a required item.

Job Details Apply

- Info ✓
- Work (2) ✓
- Education (1) ✓
- ... Additional ✓
- References ✓
- Attachments ✓
- Questions**
- Review
- Submit

Agency Questions

North Carolina State Government policy prohibits discrimination based on race, sex, color, creed, national origin, age, genetic information or disability. Sex, age or absence of disability is a bona fide occupational qualification in a small number of State jobs. The State gathers additional job, demographic and priority (such as promotional, veteran's, reduction-in-force) information to evaluate recruitment programs and to prepare statistical reports for State and Federal regulators. The requested demographic information will in no way affect you as an applicant **and will not be forwarded to the hiring manager**. Its sole use will be to see how well our recruitment efforts are reaching all segments of the population.

*01 What is your gender? (This information is not forwarded to the hiring manager.)

Male

Female

*02 What is your ethnicity? (This information is not forwarded to the hiring manager.)

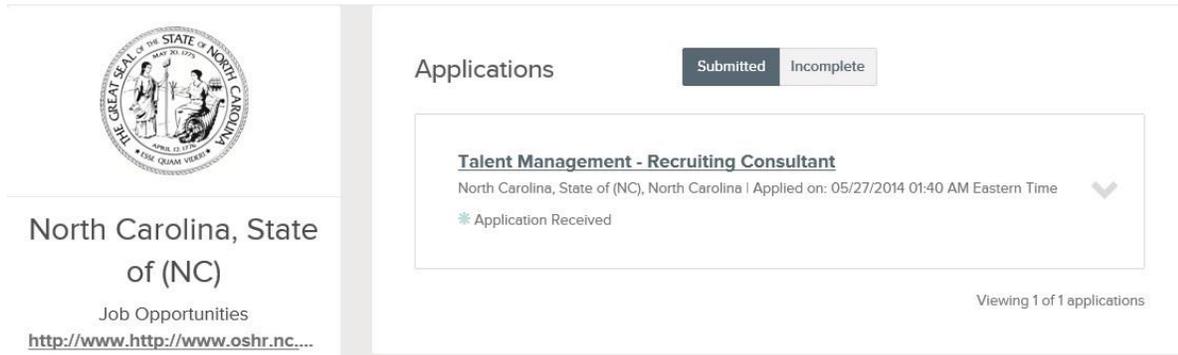
- 34. Review & click **Confirm Application**
- 35. Click **Accept** on the digital signature page.

Certify & Submit



By clicking on the 'Accept' button, I certify that I have given true, accurate and complete information on this form to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I authorize investigation of all statements made in this application and understand that false information or documentation, or a failure to disclose relevant information may be grounds for rejection of my application, disciplinary action or dismissal if I am employed, and (or) criminal action. I further understand that dismissal upon employment shall be mandatory if fraudulent disclosures are given to meet position qualifications (Authority: GS 126-30, GS 14-122.1). I also understand that it is my responsibility to update my contact information should there be any changes in my name, address, phone number, or e-mail address.

36. Watch for the Confirmation page and check for the status message. (in production an email is also sent)



The screenshot shows a web interface for job applications. On the left is the North Carolina State seal and the text "North Carolina, State of (NC) Job Opportunities" with a URL. The main content area is titled "Applications" and has two tabs: "Submitted" (active) and "Incomplete". A single application entry is shown for "Talent Management - Recruiting Consultant" with the text "North Carolina, State of (NC), North Carolina | Applied on: 05/27/2014 01:40 AM Eastern Time" and a status of "Application Received". A "Viewing 1 of 1 applications" indicator is at the bottom right.

37. Apply for each other's job postings online.

38. Minimize the job applications screen.

(Switch Role) Human Resources

Input a paper application (As an Analyst/Recruiter)



39. From the main navigation bar, go to CandidateTrack > Multiple App Entry.



40. Search for the applicant by name

* First Name: mildred
 Middle Initial:
 * Last Name: rees
 Former Last Name:
(list only one; leave blank if none)
 Month and Day of Birth: MM / DD

41. Select an existing applicant or choose New Applicant

Current Applicant:

Last Name	First Name	Mid.	Address 1	City	State	Zip	Country	Former Last Name	DOB (mm/dd)
Rees	mildred								

The following applicants already exist in our database and meet one or more matching criteria as those on the current application. If you would like to assign this application to one of the following applicants, choose an applicant and click the 'Submit' button; otherwise, if you want to create a new applicant record, choose the 'New Applicant' option and click the 'Submit' button.

New Applicant

Person ID	Last Name	First Name	Mid.	Address 1	City	State	Zip	Country	DOB (mm/dd)
<input type="radio"/>	5317765	Rees	Mildred	M 8 Hollingsworth Dr	Centerville	DE	90807	US	

42. Select the job for which to apply & click on Submit

Applicant Status: Existing
 First Name: Mildred
 Middle Initial: M
 Last Name: Rees
 Former Last Name:
 Birth Month/Day:

Please select job(s): Candidate has already applied to jobs in red.

Available Jobs	Search by Job #:	Find	Selected Jobs
20110301 Admin Assistant [11/00005]			Senior Customer Support Representati [Ing 20110301]
Customer Services Clerk [10/60]			
Quality Assurance Clerk [10/59]			

43. Complete the required fields on the application entry form and click **save**.

Job #	Job Title
trng 20110301	Senior Customer Support Representative-JFT(NG)
Please correct highlighted fields * Required	
Former Last Name: <input type="text"/>	
Month and Day of Birth: MM <input type="text"/> DD <input type="text"/>	
* Date Received: February <input type="text"/> 22 <input type="text"/> 2011 <input type="text"/>	
* Time Received: 6 pm <input type="text"/> :30 <input type="text"/>	
* First Name: Mildred	
Middle Initial: M <input type="text"/>	
* Last Name: Rees	
* Address: 8 Hollingsworth Dr	
* City: Centerville	
* State: Delaware <input type="text"/>	
* Zip Code: 90807	
Country: US <input type="text"/>	
Home Phone: <input type="text"/>	
Alternate Phone: <input type="text"/>	
Email: mmr@neogov.com	
* Notification Type: Email <input type="text"/>	
Do you possess a valid Driver's License? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response	
Driver's License State: == Select State == <input type="text"/>	
Driver's License Number: <input type="text"/>	
Driver's License Class: -- <input type="text"/>	
Can you, after employment, submit proof of your legal right to work in the United States? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Response	
What type of job are you looking for? <input type="checkbox"/> Regular <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Internship	
What types of work will you accept? <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Per Diem	
What shifts are you available to work? <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Night <input type="checkbox"/> Rotating <input type="checkbox"/> Weekends <input type="checkbox"/> On Call (as needed)	

44. Fill out the agency-wide supplemental questions and click **Save**.

Agency-Wide Supplemental Questions - [Senior Customer Support Representative-JFT(NG)]	
* Required	
* 1.	What is your gender? <input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Choose not to answer
2.	What is your ethnicity? <input type="radio"/> American Indian or Alaskan Native <input type="radio"/> Asian <input type="radio"/> Black or African American <input type="radio"/> Hispanic or Latino <input type="radio"/> Native Hawaiian or Other Pacific Islander <input checked="" type="radio"/> White or Caucasian
* 3.	Have you ever been convicted of a felony? <input type="radio"/> Yes <input checked="" type="radio"/> No
4.	If you answered 'yes' to the conviction question please explain the nature of the conviction and the date. <input type="text"/>
* 5.	Do you have any relatives working here? <input type="radio"/> Yes <input checked="" type="radio"/> No
6.	If you answered 'yes' to the nepotism question please provide their name, department and relationship to you. <input type="text"/>
* 7.	Where did you first hear about this opportunity? <input checked="" type="radio"/> Internet <input type="radio"/> Agency Website <input type="radio"/> Magazine <input type="radio"/> Bulletin <input type="radio"/> Friend <input type="radio"/> Other
Job-Specific Questions - [Senior Customer Support Representative-JFT(NG)]	
* Required	

45. Fill out the job-specific supplemental questions and click **Save**.

46. Since we are in training and do not have a sample file attachment of a scanned paper application, click **Save & Exit App Entry**.

47. Click the **My HR** link.

Fill out the Exam (Recruitment) Plan Detail in Insight

Create Evaluation Steps (As an Analyst/Recruiter)

48. From within the Exam (recruiting) Plan > Click the **Add Step** link from the Evaluation Steps section.

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

Exam Title	Zoo Security Officer	Department	Dept of Environment & Natural Resources
Exam Number	14-00053	Division	NC Zoological Park
		Vacancies	1

Job Posting [Add New](#)

Job #	Job Title	Status	Last Updated	Assigned To
-------	-----------	--------	--------------	-------------

Recruitment Advertising [Add New](#)

Ad Type	Ad Name	Requested Date	Start Date	End Date	Action
---------	---------	----------------	------------	----------	--------

Evaluation Steps [Add Step](#) [View Applicants \(0\)](#) [View Applicants by Step \(0\)](#) [App Flow](#) [Print Apps](#)

Step	Evaluation Step	Weight	Results	At Step	Action
Step 1	Application Received	N/A	View Results	0	Edit Audit Trail

49. Select **Supplemental Questionnaire** from the Step Type dropdown.
50. Enter **the name for this step** in the Step Name field: Min E&E + KSA/Competency Evaluation (Qualified).
51. Enter a message displayed **to online applicants** in the **Display-Candidate Status As** field, (we suggest “under review”).
52. Select the **Pass/Fail** radio button. Note: The Scored option will not work for the Supplemental Questionnaire step type unless a Scoring Plan has been created. This is functionality that NC is not yet implementing.
53. Enter an option for Applicant Status. (NC recommends “Do Not Show This Step” 54. Click **Save**.

* Step Type	Supplemental Questionnaire
Step Name	Minimum E & E + KSAs (Qualified)
Display Candidate Status As	Under review
* Evaluate On	<input checked="" type="radio"/> Pass/Fail <input type="radio"/> Scored
Applicant Status	<input checked="" type="radio"/> Do Not Show This Step <input type="radio"/> Show This Step <input type="checkbox"/> Show Step Pass/Fail <input type="checkbox"/> Show Step Score <input type="checkbox"/> Show Step Disposition
Comments	<div style="border: 1px solid #ccc; height: 40px;"></div>
Cumulative Score	<input checked="" type="radio"/> Do Not Show Cumulative Score <input type="radio"/> Show Cumulative Score
Prerequisite Steps	<input checked="" type="checkbox"/> Application Received

55. From the Exam Plan Detail page, in the Evaluation Steps section, click the **Add Step** link again to add your next evaluation step.
56. Select **Other** from the Step Type dropdown.
57. Enter the name for this step in the **Step Name** field: Most Qualified.
58. Enter a message displayed to online applicants in the **Display Candidate Status As** field (we suggest “under review”). This is the step where reviewers will evaluate minimum qualifications.
59. ‘Evaluate On’ option:
 - a. Select the **Pass/Fail** radio button so each applicant will be given a “pass” or “fail” assessment.
60. Enter an option for **Applicant Status**.
61. Once evaluated on a ‘Pass/Fail’ basis – option (a) above, no further information is needed – click on ‘Save’.

* Step Type	Other
Step Name	Most Qualified
Display Candidate Status As	Under Review
* Evaluate On	<input checked="" type="radio"/> Pass/Fail <input type="radio"/> Scored
Applicant Status	<input checked="" type="radio"/> Do Not Show This Step <input type="radio"/> Show This Step <input type="checkbox"/> Show Step Pass/Fail <input type="checkbox"/> Show Step Score <input type="checkbox"/> Show Step Disposition
Comments	
Cumulative Score	<input checked="" type="radio"/> Do Not Show Cumulative Score <input type="radio"/> Show Cumulative Score
Prerequisite Steps	<input checked="" type="checkbox"/> Application Received <input checked="" type="checkbox"/> Minimum E & E + KSAs (Qualified)

Move Applicants through Evaluation Steps/Screen (As an Analyst/Recruiter)

62. From the My HR page, in the Active Postings or Requisitions section, click the appropriate exam number (under the Exam column) to pull up the recruiting folder for the hiring event.
63. Click Step 1 **Application Received** link

[Evaluation Steps](#)
[Add Step](#)
[View Applicants \(9\)](#)
[View Applicants by Step \(5\)](#)
[App Flow](#)
[Print Apps](#)

Step	Evaluation Step	Weight	Results	At Step	Action
Step 1	Application Received	N/A	View Results	1	Edit Audit Trail
Step 2	Min E&E + KSA/Competency Evaluation (qualified)	N/A	View Results	2	Edit Delete Audit Trail
Step 3	Most Qualified Evaluation	N/A	View Results	2	Edit Delete Audit Trail

64. Under Step 1, select **Change Disposition** from the Select Action dropdown.
65. Select **All** from the Select Candidate(s) dropdown.
66. Click **Go**.

67. Select the **Passed** radio option
68. Click **Save**.

69. Select **Advance to Next Step** from the Select Action dropdown.
70. Select **Passing** from the Select Candidate(s) dropdown.
71. Click **Go**.

72. Click the '+' next to **Step 2**, click the candidate name link for the first applicant in the list; their application record will display.

Candidate	Person ID	Master Profile	Disposition	SME	Email	Source	Received	Notices
Rees, Mildred	5317765	View	N/A		*	Online	02/22/11 06:26 PM	N/A

73. Click the **Show Candidate Disposition** link in the upper right corner.

74. Update the dispositions as follows:

- Fail the first applicant by setting the disposition to **Failed** and select **Does Not Meet Minimum Qualifications** from the Reject Reason dropdown.
- Click **Save & View Next App**.
- Pass the remaining applicants by setting the dispositions to **Passed** and then click **Save & View Next App**. At last applicant, click **Save**.

75. When you have finished updating dispositions and saving, click the **View Applicants By Step** link at the top of the page. Notice the passing and failing dispositions.

76. Select **Advance to Next Step** from the Select Action dropdown.
77. Select **Passing** from the Select Candidate(s) dropdown.
78. Click **Go**.

Assign Applicants to Subject Matter Experts (SMEs) for Review (Optional)

79. From the My HR page, in the 'Job Postings' section, click the appropriate exam number (under the Exam column).
80. Click the **View Applicants By Step** link.
81. Click the '+' next to **Step 3**, under Step 3, select **SME Review** from the Select Action dropdown.
82. Select **All** from the Select Candidate(s) dropdown.
83. Click **Go**.

Candidate	Person ID	Master Profile	Disposition	SME	Email Notify	Source	Received	Notices
<input type="checkbox"/> Barnett, Brooklyn	5315296	View	N/A		•	Online	02/23/11 07:41 AM	N/A
<input type="checkbox"/> Barnett, Kevin	5296323	View	N/A		•	Online	02/23/11 07:42 AM	N/A
<input type="checkbox"/> Rees, Mildred	5317765	View	Pass - 93.00%		•	Online	02/22/11 06:26 PM	N/A
<input type="checkbox"/> Ruckh, Elizabeth	5312522	View	N/A		•	Online	02/23/11 07:44 AM	N/A
<input type="checkbox"/> Struckhoff, Kevin	91341	View	N/A		•	Online	02/23/11 07:48 AM	N/A

5 Records Found Page: 1 of 1

SME Review

84. Select the appropriate SMEs from the drop down list (**choose your own name**). To pick more than one SME, click the first SME, hold down the Ctrl-key and click the next SME.

85. Click **Submit**.

			Assign to SME(s):
			Tordella, Jean
Candidate	Person ID	Assigned to SME	Unassign
Barnett, Brooklyn	5315296		
Barnett, Kevin	5296323		
Rees, Mildred	5317765	Tordella, Jean	<input type="checkbox"/>
Ruckh, Elizabeth	5312522		
Struckhoff, Kevin	91341		
<input type="button" value="Submit"/>			

86. Note the SME column with the dot indicator

87. Click the **Logout** link in the upper right corner

(Switch Role)

Review Applicants as a Subject Matter Expert (SME) -OHC



88. Login using your Department Username and Password.
89. Click the **My SME Review** link
90. Click the job title of your exam plan.

Exam #	Exam Plan	Job Posting	Analyst	Applications
11/00005	<u>Administrative Assistant</u>	20110301 Admin Assistant	Tordella, Jean	Print

91. Click the candidate's name to view their application record

Exam Plan 11/00005 - Administrative Assistant							
Candidate	Master Profile	Last Updated	Updated By	At Step	Disposition	Assigned By	Comments
Barnett, Brooklyn	View	02/23/11 7:49 AM		Training and Experience	N/A	Tordella, Jean	Add
Barnett, Kevin	View	02/23/11 7:49 AM		Training and Experience	N/A	Tordella, Jean	Add
Reas, Mildred	View	02/22/11 7:09 PM	Tordella, Jean	Training and Experience	Pass - 93.00%	Tordella, Jean	Add
Ruckh, Elizabeth	View	02/23/11 7:49 AM		Training and Experience	N/A	Tordella, Jean	Add
Struckhoff, Kevin	View	02/23/11 7:49 AM		Training and Experience	N/A	Tordella, Jean	Add

92. Click **Show Candidate Disposition**

Application 1 of 5 << Previous Applicant | Next Applicant >> [Show Candidate Disposition](#) [Print View](#)

11/00005 - 20110301 Admin Assistant

Contact Information -- Person ID: 5315296

Name: Brooklyn Barnett Address: 3660 Masters Driveq
Colorado Springs, Colorado 90909

93. A 'pass/fail' determination is necessary for each candidate, select either pass or fail.

[Hide Candidate Disposition](#)

Exam Plan 9999 - test - miami
Evaluation Step PRELIM Register

* Required

Applicant:

Name	Person ID
Quinones, Amy	164544

Pass/Fail Step: Passed Failed Other

Reject Reason: == Select ==

Comments: please int

[Save](#)

94. Click **Save & View Next App.**
95. Click **My SME Review** in the top right of the page.
96. Click the job title of your exam plan.
97. Note that the pass/fail determination is displayed.
98. Click the **Logout** link in the upper right corner

(Switch Role) - INSIGHT

View/Review SME Evaluation

As an Analyst/Recruiter



99. Enter your Analyst/Recruiter Username and Password
100. From the **My HR** page, in the Open Requisitions section or Job Posting section, click the appropriate exam number (under the Exam column)
101. Click the **Step 3 Most Qualified** link
102. View the pass/fail status of each applicant

Still as Analyst/Recruiter, Placing Applicants on the Eligible List (Most Qualified Applicants)

103. From the view applicants by step page', place a check in the box next to two of the applicants (in the next session, you will refer the rest of the candidates)
104. Select **Place on Eligible List** from the Select Action list
105. Select **Selected** from the Select Candidate(s) list
106. Click **Go**

Candidate <input type="checkbox"/>	Person ID <input type="checkbox"/>	Master Profile <input type="checkbox"/>	Disposition <input type="checkbox"/>	SME Notify <input type="checkbox"/>	Email Source <input type="checkbox"/>	Received <input type="checkbox"/>	Notices
<input checked="" type="checkbox"/> Barnett, Brooklyn	5315296	View	Pass - 97.00%	<input type="checkbox"/>	Online	02/23/11 07:41 AM	View
<input checked="" type="checkbox"/> Barnett, Kevin	5296323	View	Pass - 93.50%	<input type="checkbox"/>	Online	02/23/11 07:42 AM	View
<input type="checkbox"/> Rees, Mildred	5317765	View	Pass - 89.50%	<input type="checkbox"/>	Online	02/22/11 06:26 PM	View
<input type="checkbox"/> Ruckh, Elizabeth	5312522	View	Pass - 82.50%	<input type="checkbox"/>	Online	02/23/11 07:44 AM	View

4 Records Found Page: 1 of 1

Place on Eligible List

107. Click **Assign To List**

Exam # 11/00005
Exam Plan Administrative Assistant
[View Applicants by Step](#)
Eligible Date: 02/23/11 Select List: Default List

Candidate	Person ID
Barnett, Brooklyn	5315296
Barnett, Kevin	5296323

Assign To List

108. Click the **Eligible List** link on the View Applicants by Step page

109. Click the **Default List** link on the Eligible List page (you will now view the eligible list)

11/00005 Administrative Assistant: Default List
[View Exam Plan](#) [Show Evaluation Steps](#) [Show Ranks Sequentially](#) [Show Referrals](#)
[Include Active Candidates Only](#) Primary Sort: Total Rank Ascending
Secondary Sort: Name Ascending
Search by Name **Go**
2 records found.
Page 1 of 1
2 candidates on list.

Name	Master Profile	PersonID	Total Rank	Total Score	Exam Rank	Exam Score	Date Received	Date Eligible	Days Svc	Hire Date	Email Notify	Waivers Used	Status	Expires	Comments
<input type="checkbox"/> Barnett, Kevin	View	5296323	1	95.75	1	95.75	02/23/11	02/23/11			•	0	Active		Add
<input type="checkbox"/> Barnett, Brooklyn	View	5315296	2	91.00	2	91.00	02/23/11	02/23/11			•	0	Active		Add

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

As an Analyst/Recruiter, Refer Applicants to the Hiring Managers
(Referred List is Most Qualified Pool – sent to Hiring Manager or HR Liaison functioning on behalf of Hiring Manager)

110. Select **Refer** from the Select Action list
111. Select **All Candidates** from the Select Candidate(s) list
112. **Select Requisition** from the list

Name	Master Profile	PersonID	Total Rank	Total Score	Exam Rank	Exam Score	Date Received	Date Eligible	Days Svc	Hire Date	Email Notify	Waivers Used	Status	Expires	Comments
<input type="checkbox"/> Barnett, Kevin	View	5296323	1	95.75	1	95.75	02/23/11	02/23/11			•	0	Active		Add
<input type="checkbox"/> Barnett, Brooklyn	View	5315296	2	91.00	2	91.00	02/23/11	02/23/11			•	0	Active		Add

Select Action: Refer
Select Candidate(s): All Candidates
11/00005 - Administrative Assistant
Go

113. Click **Go**
114. Enter any comments for the hiring manager(s)
115. Click **Refer**; the action refers the chosen applicants electronically to the Hiring Manager(s)
116. View the Referred Lists screen

Job #	Job Title	Req #	Position ID	List	Last Referred	Department	Division	Hiring Mgr	Action
11/00005	20110301 Admin Assistant	11/00005	1241	View	02/23/11	Human Resources		Tordella, J.	Archive Edit

(Switch Role) – OHC

View Referred Candidates - MQ Pool



Make Decisions as a Department Hiring Manager

- 117. Toggle to OHC.
- 118. Click the **My List** link in the upper right corner beneath your name - this will display all referred lists for this Hiring Manager.



- 119. Click the **View** link in the Candidates column for the applicable requisition.

1 record found.
Page 1 of 1

Req #	Title	Position ID	Department	Division	Hiring Mgr	Candidates	Applications	Last Referred
11/00005	Administrative Assistant	1241	Human Resources		Tordella, Jean	View	Print	02/23/11

Schedule Referred Candidates for Interview and Hire (as a Hiring Manager/Liaison)

Note: you will see a tabbed or a list view based on volume of referrals; in training we will work with the list view. A tabbed view is shown here 1st, followed by a list view.

Requisition #	13-00062	Job Type	Permanent Full-Time
Requisition Title	Zookeeper II	Vacancies	1
Working Title	Elephant Keeper	HR Analyst	Elliott, Kassia
Department	Dept of Environment & Natural Resources	HR Analyst Phone	
Division	NC Zoological Park	HR Liaison	Elliott, Kassia
Positions	60033285	HR Liaison Phone	
Comments:			

[Show List View](#)

Referred (0)		Interview Scheduled (0)		Offer Pending (0)		Hired (1)		Rejected (0)		Rejection Pending (8)			
Name	Master Profile	Phone	Email Notify	Exam (Recruiting) Plan #	Action Date	Print PA	Notices	Verified - Promo Priority	Verified - RIF Priority	Verified - Veteran's Pref	Elig Comments	Referral Expires	Hire
<input type="checkbox"/> Jest, Jess	View	P: (919) 807-4800	*	13-00062	04/17/13	Print	N/A	N/A	N/A	No			Details

== Select ==

1 Record Found

Page: 1 of 1

Requisition #	13-00177	Job Type	Permanent Full-Time
Requisition Title	Zookeeper II	Vacancies	1
Working Title	Reindeer Keeper	HR Analyst	Elliott, Kassia
Department	Dept of Environment & Natural Resources	HR Analyst Phone	
Division	NC Zoological Park	HR Liaison	Elliott, Kassia
Positions	60033285	HR Liaison Phone	
Comments: 05/19/14 [K. Elliott]: These are the 6 MQ Reindeer Keepers. Please let me know if I can assist. - KE			

[Show Tabbed View](#)

Referred

Name	Master Profile	Phone	Email Notify	Exam (Recruiting) Plan #	Action Date	Notices	Verified - Promo Priority	Verified - RIF Priority	Verified - Veteran's Pref	Elig Comments	Referral Expires
<input type="checkbox"/> Dollar, Penny	View			13-00177	May 19 2014	N/A					View
<input type="checkbox"/> Elliott, Kassia	View	P: (919) 807-4896		13-00177	May 19 2014	N/A					
<input type="checkbox"/> Flinstone, Fred	View	P: 919-555-5555 A: 919-222-2222		13-00177	May 19 2014	N/A					
<input type="checkbox"/> Jenkins, Chewbacca	View			13-00177	May 19 2014	N/A			Yes		
<input type="checkbox"/> Poppins, Mary	View			13-00177	May 19 2014	N/A			Yes		
<input type="checkbox"/> Weather, Warm	View	P: 919-900-9898		13-00177	May 19 2014	N/A					

== Select == [Go](#) 6 records found.

Interview Scheduled

Name	Master Profile	Phone	Email Notify	Exam (Recruiting) Plan #	Action Date	Notices	Verified - Promo Priority	Verified - RIF Priority	Verified - Veteran's Pref	Elig Comments	Referral Expires	Interview
------	----------------	-------	--------------	--------------------------	-------------	---------	---------------------------	-------------------------	---------------------------	---------------	------------------	-----------

== Select == [Go](#) No records found.

Offer Pending

Name	Master Profile	Phone	Email Notify	Exam (Recruiting) Plan #	Action Date	Notices	Verified - Promo Priority	Verified - RIF Priority	Verified - Veteran's Pref	Elig Comments	Referral Expires	Offer
------	----------------	-------	--------------	--------------------------	-------------	---------	---------------------------	-------------------------	---------------------------	---------------	------------------	-------

== Select == [Go](#) No records found.

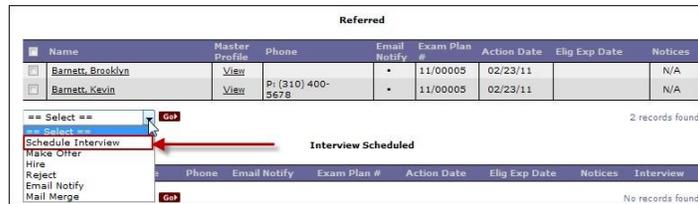
Hired

Name	Master Profile	Phone	Email Notify	Exam (Recruiting) Plan #	Action Date	Print PA	Notices	Verified - Promo Priority	Verified - RIF Priority	Verified - Veteran's Pref	Elig Comments	Referral Expires	Hire
------	----------------	-------	--------------	--------------------------	-------------	----------	---------	---------------------------	-------------------------	---------------------------	---------------	------------------	------

== Select == [Go](#) No records found.

Rejected

- Choose **Schedule Interview** from the Action list under the Referred candidates (Please note; *this does not actually schedule interviews*; rather, is a mechanism to identify those applicants to be interviewed.)



- Complete the required fields in the interview schedule information. Most details contained in the form may be used in a notice if configured
- Click **Save**

Making a 'Hire' –(Identifying Recommended Candidate for Approval)

- In the 'Action' dropdown next to the candidate you would like to "hire," place a check next to the applicant. Select **'Hire'** from the 'Action' dropdown, click on 'Go'.

Interview Scheduled									
1 record found.									
Name	Master Profile	Phone	Email	Exam Plan	Date Referred	Elig Exp Date	Notices	Interview	
<input checked="" type="checkbox"/> Barnett, Rees	View			2009-00007	11/11/09		N/A	11/11/09 2:10 PM	

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

Phone	Email Notify	Exam Plan #	Date Referred	Elig Exp Date	Notices	Offer
-------	--------------	-------------	---------------	---------------	---------	-------

124. Update appropriate date fields and enter comments.
 a. Position: From the pull-down menu, select position being filled.

Note –position(s) displayed is the position(s) specified in the Requisition. Remember, currently we will have 1 vacant position per Requisition in training.

Requisition # FY11-00089	Position Type Full-Time
Requisition Title ADJUSTOR, T	Vacancies
Working Title test2	HR Analyst Staff, NGV
Department Finance	HR Analyst Phone
Exam Plan # 1441-090622-ORIG	HR Liaison Staff, NGV
Exam Plan Title Legislative Services Representative II	HR Liaison Phone 3104266304
Job 1441 Legislative Services Representative II	
Positions 10324, 10328	

Position: 10328 - Cust Service Rep I

== Select One ==

10328 - Cust Service Rep I

10324 - Cust Service Rep II

Position Title **Cust Service Rep I**

Type **Full-Time**

Status **Vacant**

Head Count / 1

FTE / 1

* Required

Name: Charmane Standifer

SSN: xxx-xx-5318

Status: Hired

* Offer Date: 03/28/11

Offer Amount: \$

Bonus Amount: \$

* Answer Date: 03/28/11

* Filled On Date: 03/28/11

* Start Date: 03/28/11

Orientation Date: 03/28/11

Keep Active on Eligible List: No

Comments: 2500 character limit

125. Click on “No Approvals” or define the approval chain. In training, choose yourself as the approver

No Approvals

Approval 1 Development Tordella, Jean
Barnett, Kevin
Tordella, Paul D.
Tordella, Paul
Frick, Margaret

Approval 2 Education & Training Tordella, Jean
Barnett, Arian
Barnett, Kevin
Tordella, Paul D.
Tordella, Paul
Frick, Margaret

Approval 3 == Select ==

Approval 4 == Select ==

Approval 5 == Select ==

Save Save and Release

126. Click on 'Save and Release' button at the bottom of the screen (the applicant is marked as hired and moved to the 'Hired' section)

Hired

1 record found.

<input type="checkbox"/>	Name	Master Profile	Phone	Email Notify #	Exam Plan	Date Referred	Elig Exp Date	Print PA	Notices	Hire
<input type="checkbox"/>	Barnett, Rees	View		•	2009-00007	11/11/09		Print	N/A	Details

Rejecting Candidates

127. To mark an applicant as rejected, choose 'Reject' from the 'Action' dropdown from any section (referred, interview scheduled, offer pending, or hired), click on 'Go'.

Offer Pending

1 record found.

<input type="checkbox"/>	Name	Master Profile	Phone	Email Notify #	Exam Plan	Date Referred	Elig Exp Date	Notices	Offer
<input type="checkbox"/>	Tordella, Stephen	View		•	2009-00007	11/11/09		N/A	• Pending

== Select == [Go](#)

== Select ==

Hire

Reject

Email Notify

Mail Merge

Hired

128. Select a 'Reason' and add any relevant comments
129. Click on 'Save'
130. The Applicant is marked as "rejected" and moved to the 'Rejected' section.

Rejected

1 record found.

<input type="checkbox"/>	Name	Master Profile	Phone	Email Notify #	Exam Plan	Date Referred	Elig Exp Date	Notices	Rejection
<input type="checkbox"/>	Tordella, Stephen	View		•	2009-00007	11/11/09		N/A	Edit

== Select == [Go](#)

Page 1 of 1

Note: all applicants, other than the recommended for hire candidate, should eventually be moved to rejection pending via the reject option.

(Switch Role) Human Resources – INSIGHT

Authorize a Hire (As an Analyst/Recruiter)



131. Enter your Analyst/Recruiter Username and Password
132. From the **My HR** page, scroll down to the bottom of the page, to the **Hires Awaiting Authorization** Section
133. Click the **Hire Name**
134. Hires awaiting authorization > click on name of recommended candidate

Hires				
Req. #	Req. Title	Department	Hire Name	Start Date
1300066	Dragon Master (zookeeper)	Dept of Environment & Natural Resources	Jenkins, Chewbacca	05/23/13
13-00062	Elephant Keeper	Dept of Environment & Natural Resources	Solo, Han	05/26/14
13-00177	Reindeer Keeper	Dept of Environment & Natural Resources	Dollar, Penny	05/27/14

Showing 1 to 3 of 3 entries

135. Click **Edit**; note the **Approval Status** and the place for attachments.

Requisition #	13-00062	Job Type	Permanent Full-Time
Requisition Title	Zookeeper II	Vacancies	1
Working Title	Elephant Keeper	HR Analyst	Elliott, Kassia
Department	Dept of Environment & Natural Resources	HR Analyst Phone	
Division	NC Zoological Park	HR Liaison	Elliott, Kassia
Positions	60033285	HR Liaison Phone	

View Referred Candidates Edit | Print Personnel Action Form

Candidate Name	Skywalker, Luke
Person ID	5325187
Date Referred	04/17/13
Offer Date	05/26/14
Offer Amount	\$0.00
Bonus Amount	\$0.00
Answer Date	05/26/14
Filled On Date	05/26/14
Start Date	05/26/14
Orientation Date	05/26/14
Keep Active on Eligible List	No
Comments	
Approval Status	Awaiting Authorization

Attachments: [Add New](#)

Attachment Title	Date Uploaded	File Name	Action
------------------	---------------	-----------	--------

136. Update any of the field values as items develop – this is a living document. .

137. Click **Save and Authorize** when you are ready to authorize the hire.

Requisition # 13-00062	Job Type Permanent Full-Time
Requisition Title Zookeeper II	Vacancies 1
Working Title Elephant Keeper	HR Analyst Elliott, Kassia
Department Dept of Environment & Natural Resources	HR Analyst Phone
Division NC Zoological Park	HR Liaison Elliott, Kassia
Positions 60033285	HR Liaison Phone

Position: == Select One ==

* Required	
Name: Luke Skywalker	5325187
Status: Hired	
* Offer Date: 05/27/14	
Offer Amount: \$	
Bonus Amount: \$	
* Answer Date: 05/28/14	
* Filled On Date: 07/01/14	
* Start Date: 07/01/14	
Orientation Date: 07/01/14	
Keep Active on Eligible List: No	
Comments: <small>2500 character limit</small>	

Approval History View History	
Approval 1 Budget/Finance	Elliott, Kassia
<small>Received 05/26/14 11:34 AM</small> APPROVED BY KASSIA ELLIOTT <small>ON 05/26/14 11:35 AM</small>	
Final Authorization Awaiting authorization	

138. Notice the new Approval Status and review the printable version of the Personnel Action Form.

[View Referred Candidates](#) | [Edit](#) | [Print Personnel Action Form](#)

Candidate Name Dollar, Penny
Person ID 5342474
Date Referred 05/19/14
Offer Date 05/23/14
Offer Amount \$0.00
Bonus Amount \$0.00
Answer Date 05/27/14
Filled On Date 05/27/14
Start Date 06/09/14
Orientation Date 06/09/14
Keep Active on Eligible List No
Comments
Approval Status Authorized on 05/27/14 3:06 PM by Kassia Elliott

Attachments: [Add New](#)

139. Now click return to the Referred List to view candidates

140. Click **Show status Details** to view details from OHC Referral.

6 records found.
Page 1 of 1

Name	Master Profile	Person ID	Email Notify	Exam (Recruiting) Plan #	Status	Print PA	Notices	Verified - Promo Priority	Verified - RIF Priority	Verified - Veteran's Pref	Elig Comments	Elig Exp Date
View Dollar, Penny	View	5342474	•	13-00177	Hired	Print					View	12/31/15
View Elliott, Kassia	View	5324032	•	13-00177	Rejection Pending							12/31/15
View Flinstone, Fred	View	5324118	•	13-00177	Rejection Pending							12/31/15
View Jenkins, Chewbacca	View	5324875	•	13-00177	Rejection Pending					Yes		12/31/15
View Poppins, Mary	View	5324961		13-00177	Rejection Pending					Yes		12/31/15
View Weather, Warm	View	5337387	•	13-00177	Rejection Pending							12/31/15

Page 1 of 1

Note: you can now locate your "hire": list> hired> view

Class ▾ Post ▾ Admin ▾ Benefits ▾ Reports ▾ CandidateTrack ▾ Tests ▾ Requisitions ▾ List ▾ + ⓘ

My HR Search for employee name, Req # or Req Title Hired List

1 record found.
Page 1 of 1

Employee Name	PersonID	Req #	Req Title	Department	Start Date	Authorized Date	Action
Dollar, Penny	5342474	13-00177	Reindeer Keeper	Dept of Environment & Natural Resources	06/09/14	05/27/14	View

- 141. Archiving & putting away our work
- 142. Establishing, in a role as HR Liaison (OHC), Online Hiring Center Users
- 143. Exploring communications templates, reports, My Links, Help & Training