

Ohio Hiring Management System (OHMS) Role Descriptions

HR CENTRAL ROLES (DAS/HRD only)

HR Central - System Administrator

- Access to all system components & data
- Maintain:
 - administrative tables
 - definition tables
 - configuration settings & preferences
 - user security access
- Update applicant master profiles
- Merge duplicate applicant profile records

HR Central - Classification Specifications

This role maintains classification specifications with the ability to perform any of the following functions: add, edit, delete, archive/unarchive.

HR Central - Certification

- Maintain and process certification eligible and referral lists
- Generate candidate notifications
- Generate standard reports
- Create customized reports

Ohio Hiring Management System (OHMS) Role Descriptions

HR AGENCY ROLES

HR Insight User (with View Confidential)

- Access to all recruitment & applicant tracking functions from requisition to referral to hire
- View confidential EEO demographic data
- View applicant personally identifiable information (e.g. name, address)
- Create, edit, copy, and archive job postings
- Create applicant screening criteria; evaluate applicant qualifications
- Perform all tasks associated both written and performance exams to include:
 - Creating and maintaining exam evaluation steps
 - Entering exam test results
 - Uploading scores and exam answers
 - Entering testing locations
 - Scheduling dates
 - Entering interview panel and proctors
 - Generating applicant system notifications
- Compile list of qualified applicants to refer to Hiring Manager
- Generate standard reports
- Create customized reports

HR Insight User (without View Confidential)

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HR Agency Recruiter Assistant

This role supports the HR Insight User role and has ability to:

- Change candidate status
- Enter Interview Panel information
- Enter paper applications
- Move applicants through the evaluation steps
- Generate standard reports
- Create customized reports

HR Agency Administrative Support (Paper Applications)

- View only access to all recruitment & applicant tracking information from requisition to hire
- Manually enter paper applications
- Generate application notifications
- Generate standard reports

HR Agency EEO Specialist

- View confidential EEO demographic data
- View only access to all recruitment & applicant tracking information from requisition to hire
- Generate standard reports
- Create customized report

HR Agency Viewer

- View only access to all components of agency recruitment from requisition to referral to hire
- Generate standard reports
- Create customized reports