

Ohio Hiring Management System

Investing in what matters.



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OHMS User Group Meeting March 22, 2010

Agenda

- Welcome/Introductions
- Updates – What’s New
 - OHMS Certification Module
 - NEOGOV Enhancements
 - Application Templates
 - 10.1a – Exam Plan Attachment Configuration Settings
 - 10.1d – Eligible Candidate Comments
 - 10.1e – Eligible Candidate Comments – Ability to Display on Referred List
 - 10.1f – Password length applied to OHC
 - 9.1.1b & 10.1g – EEO Report
 - 10.1h Vacancy Reports
- Reminders
- Best Practices
 - Notification and Display Candidate Status
 - Self Scheduling of Written and Performance Exams and Interviews (10.1i)
 - Screening Beyond the Minimum Qualifications – When the Use of “Desirables” is Appropriate
- Agency Spotlight
- Q & A



Updates – What's New



OHMS Certification Module Update

“Go Live” moved from June 1st to July/August

- Enhancements **completed** to meet Cert requirements:
 - Option to add “Eligible List Name” & “Referred Rank” fields to Referred List Panel Template
 - Eligible Candidates Comments – Links for View/Add & Ability to Display Comments on Referred List





OHMS Certification Module Update

- **Pending** enhancements slated for Spring Release (5/10):
 - Sort by Eligible List Type on Merged Lists
 - Filter by Requisition
 - Display department(s) for any active referrals on Eligible List
 - Map AWQs to panel templates on Eligible List



OHMS Test Management System(TMS) Update

- Delayed “Go Live” timeframe for Certification pushes back implementation of TMS
- Projected date TBD



NEOGOV Enhancements





Application Template

- Ability to create templates with specific agency-wide questions:
 - This would change civil service application
- Creating template that does not allow attachments
 - Still allows text resumes
 - If you choose this template, add language to posting to explain documents cannot be attached





New Categories

- Database Administration
- Software
- Wildlife
- Insurance
- Rehabilitation Services
- Payroll/Benefits Administration
- Audit
- Medical
- Diversity/EEO





Exam Plan Attachment Configuration Settings

- Types of exam plan attachments you could attach originally were unrestricted.
- Types of exam plan attachments are now consistent with requisitions, hires and applications.





Exam Plan Attachment Configuration Settings

The types of documents you can attach are the following:

- | | |
|----------------------------------|-----------|
| – Microsoft Word | DOC, DOCX |
| – Microsoft Excel | XLS, XLSX |
| – Adobe Portable Document Format | PDF |
| – Rich Text | RTF |
| – Notepad | TXT |



Eligible Candidate Comments

- Before you could only see the word “View” in the comments column of the eligible list.
- Currently
 - If there are comments, you will see “View” in the comments column.
 - If there aren’t any comments, you will see “Add”.

2 candidates on list.

Name	Master Profile	Person ID	Total Rank	Total Score	Exam Rank	Exam Score	Date Received	Date Eligible	Days Hire Svc	Hire Date	Email Notify	Waivers Used	Status	Expires	Comments
<input type="checkbox"/> Smith, John	View	5220995	1	116.6667	1	116.667	06/16/09	10/06/09			•		Active	07/02/12	View
<input type="checkbox"/> Noriega, Claudia	View	4848227	2	93.3333	2	93.333	05/28/09	10/06/09			•		Active	07/02/12	Add

Eligible Candidate Comments – Ability to Display on Referred List

- Enhancement allows Eligible List comments to show when candidates are transferred to the Referred List





Password Length

- **Password length rules** only applied to Insight, now they **also apply to the OHC**.
- Passwords must be a minimum of 8 characters
 - Contain at least 1 letter, number, special character
- OHC passwords don't expire
 - Make sure you change your OHC password when your Insight password expires

EEO Report

- The EEO report replaced the Application Summary Report in the fall.
 - Gives HR users more flexibility to report on EEO data stored within NEOGOV
- Users can run reports on applications





EEO Report

- You can view the categories in your report
 - Gender
 - Ethnicity
 - Disability (New)
 - Veteran (New)
 - Age Group
- Ability to select one, many or all departments



EEO Report

- This report includes option to report on Gender and Ethnicity separately or combined
 - (e.g. the number of white males, number of Native American females, etc.)

EEO Report

- Added ability to filter report output by one or more job postings
- Added option to sort data by EEO category, then department
 - Report defaults to sort by department and then EEO category.
- A legend has been added to the EEO Report to provide a key to interpreting the ethnicity categories.



Vacancy Reports

- The Vacancy Reports have been enhanced to allow HR Users to filter by one or more requisition statuses (open, approved, filled, cancelled) when selecting the report criteria.
- Must complete the Position Control information on the Requisition

Position Type:	<input checked="" type="radio"/> Existing Position (Replacement of Staff)			
	<input type="radio"/> New Position			
Position Control:	Position #	First Name	Last Name	Vacancy Date
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="button" value="Add Another Vacancy"/>			

Vacancy Reports

- Four reports that now include requisition status filter option:
 - Vacancies by Department
 - Vacancies by Position
 - Vacancies by Requisition
 - Vacancies by User

Reminders





Reminders

- Batching applications
 - No more than 150 applications/batch
 - Batching large amounts of applications overloads the system for **ALL** users
- Limit use of State of Ohio jargon/ acronyms on postings
 - DAS, OBM, ODH
 - GEN 4268
 - ORC, OAC
 - Completion of undergraduate core program in academic field commensurate with program area to be assigned per approved Position Description on file





Reminders

- Do not use “Application Template” called: DO NOT SELECT – Civil Service Template Only
- Verify “Closing Date/Time” checkbox is marked
- Spell-check each section of your posting including Supplemental Questions





Reminders

- “Advertise To” date should end at 11:59 PM unless there’s a contractual reason or other established policy
 - Try not to have your posting expire on a weekend or State holiday
- Do not just expire “Continuous” postings
 - Change “Advertise From” date to allow applicants time to submit application



Reminders

- Do not change the date a posting expires
 - Confusing to applicants who had plans to apply
- Internal postings
 - Choose “Promotional Jobs” from “Job List”
 - Include specific statement announcing this posting is internal for State of Ohio, your agency, etc.



Best Practices





Notifying Applicants

- Applicants should ideally be notified at various steps of application process
- All applicants should be notified at least when position is filled by:
 - Email Notification
 - Mail Notification
 - Change Display Candidate Status



Display Candidate Status

- Must create Exam Plan & Evaluation Steps in order to use

Definition * Required

* Step Type: Supplemental Questionnaire

Step Name: Minimum Qualifications

Display Candidate Status As: Reviewing Applications 

* Evaluate On:
 Scored
 Pass/Fail

Applicant Status:
 Do Not Show This Step
 Show This Step

Show Step Pass/Fail
 Show Step Score
 Show Step Disposition

Comments:

Prerequisite Steps: Application Received



Display Candidate Status

- Gives basic information about actions taken during hiring process
 - Reviewing Applications
 - Does Not Meet Qualifications
 - Scheduled for Test
 - Invited for Interview
 - Position Filled





Things to Consider When Using Candidate Status

- For BU positions
 - Don't change Display Candidate Status to position filled until all BU members have been notified
- Clear, precise language
- Don't abbreviate, use acronyms or governmental language
- For "Applicant Status" choose, "Do Not Show This Step"



Self-Scheduling Demo



Self-Scheduling

- Applicants can self-schedule for all types of exams
 - Written
 - Performance
 - Oral
- Test Location, Test Information and Test Dates must be added before adding Exam Evaluation Step



Verify Test Location

- Tests – Test Locations
 - Is your Test location listed?
 - Is the appropriate Test Type marked with 'X'?
- If location is listed, click “Edit” to verify information is accurate
- If location is not listed, click “Add New Exam Location”
 - Complete form and click “Save”



* Required

* Location:	23rd Floor, Verne Riffe
Code:	
* Address:	77 South High Street
* City:	Columbus
* State:	Ohio
* Zip Code:	43125
Phone:	
* Exam Type(s):	<input checked="" type="checkbox"/> Written <input type="checkbox"/> Oral <input checked="" type="checkbox"/> Performance
Max Candidates:	

Save





Add Test Information

- Tests – Written Exams
- Click “Add New Exam”
 - Complete required and other pertinent information
 - Your department(s) must be selected for security reasons
 - Click “Submit Test Record”





* Required

* Test Title:

* Max Score

Test Description
(For Agency use only. Not displayed to candidates.)

Active (If checked, scores will be available to candidates)

Test Retake Days

Test Expiration Days

Department(s):
(test is accessible to users with assigned department(s) only)

TIP: To grant access to all users including ones created in the future, leave the 'Assigned' box blank

Available:
Psychology Board
Public Defender Commission
Public Utilities Commission
Public Works Commission



Assigned:
Public Safety





Add Test Date(s)

- Locate Exam and click corresponding “View Dates”
- Click “Add New Exam Date”
 - Select Location, Test Date, Test Time, Test Duration and **Login Expires**
 - **Mark Self-Scheduling checkbox**
 - Enter Passing Score
 - Select whether date can be made available for an exam plan using this test
 - Enter any Special Instructions
 - Click “Save”
- Repeat for each Test Date

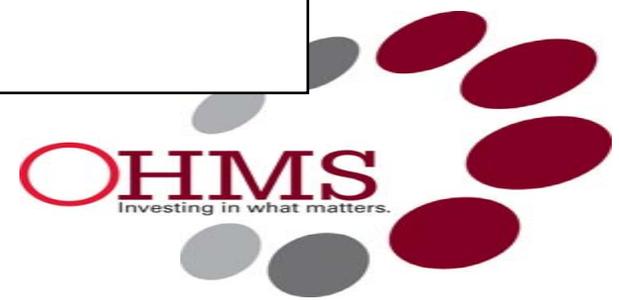


Office Skills
Max Score: 100

* Required

* Location	30 E. Broad - 30 E. Broad St
* Test Date	March 31 2010
* Test Time	8 :00 AM
* Test Duration	1 :30
* Login Expires	March 29 2010
Self-Schedule	<input checked="" type="checkbox"/> Allow candidate self-scheduling
Maximum Candidates	10
Passing Score	70
Make this 'Test Date' available on all 'Exam Plans' using this Test?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Special Instructions	

Save





Create Evaluation Step

- Go to Exam Plan and click “Add Step” next to Evaluation Steps
- Select Written Exam as “Step Type”
- Enter “Step Name” and “Display Candidate Status As”
- Select to Evaluate On “Scored”
- Leave “Applicant Status” as “Do Not Show This Step”
- Click “Save”



* Required

Definition

* Step Type	Written Exam
Step Name	Written Exam
Display Candidate Status As	Schedule Exam
* Evaluate On	<input checked="" type="radio"/> Scored <input type="radio"/> Pass/Fail
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: 100px;"></div>
Prerequisite Steps	<input checked="" type="checkbox"/> Application Received <input checked="" type="checkbox"/> Minimum Qualifications





Create Evaluation Step

- Select Exam
- Mark "Exam Date" checkboxes
- Enter "Final Score Weight"
- Select "Calculate Final Score Based On"
 - If you select "Rescaled Score", enter "Cut-off Raw Score", "Max Raw Score" and "Rescale Cut-off Raw Score to"
 - If you select "Percentage Score", enter "Max Raw Score" and "Passing Score Percentage"
- Click "Save"



Please correct highlighted fields

* Required

Definition

* Step Type	Written Exam	
Step Name	Written Exam	
Display Candidate Status As	Schedule Exam	
* Exam	Office Skills	Add New Exam
Exam Date	<input checked="" type="checkbox"/> 03/31/10 02:00 PM - 30 E. Broad	Add New Exam Date
	<input checked="" type="checkbox"/> 03/31/10 10:00 AM - 30 E. Broad	
	<input checked="" type="checkbox"/> 03/31/10 08:00 AM - 30 E. Broad	
* Evaluate On <i>Changing step to Pass/fail will delete all applicant scores.</i>	<input checked="" type="radio"/> Scored <input type="radio"/> Pass/Fail	
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		

Scoring

* Final Score Weight	50	% Max: 100
Calculated Score Decimal Places	2	
* Calculate Final Score Based on	<input type="radio"/> Rescaled Score	<input checked="" type="radio"/> Percentage Score
* Max Raw Score	100	
* Passing Score Percentage	70	%
Test Score Reuse	Do not auto-populate previous test score	
Capture T-Score	<input type="radio"/> Yes	<input checked="" type="radio"/> No

Save Cancel

Job Title	Organization	Applied	View App.	Status	Schedule
Administrative Assistant 2	State of Ohio, OH	03/22/10	View	Schedule Exam	Schedule Exam

Application Status » Schedule Exam

**State of Ohio
Administrative Assistant 2
Schedule Exam**

Please choose an exam location and date/time from the choices below (choose only one).

NOTE: All dates and times displayed below are Eastern time.

I am unscheduled for this exam

30 E. Broad
30 E. Broad St
Columbus, OH 43215
466-7832

- Wednesday, 03/31/10 8:00 AM
- Wednesday, 03/31/10 10:00 AM
- Wednesday, 03/31/10 2:00 PM

Submit

Screening Beyond Minimum Qualifications





Supplemental Questions

- Minimum Qualifications (MQs)
- Position Specific Minimum Qualifications (PSMQs)
- Minimum Qualification Equivalents
- Special Requirements (e.g. Background Check Information)
- **Other Job Specific Qualifications (Desirables)**





Desirables

- Additional job specific qualifications
 - Beyond Minimum and PSMQs
 - Certain software (e.g. Excel, PeopleSoft)
 - Bi-lingual
 - Specific experience
- Documented through valid job analysis process





Screening Questions

- Create questions for:
 - Minimum Qualifications
 - PSMQs (if applicable)
 - Desirables
- Word questions to allow for easy advanced filtering of applicant answers





Benefits of Desirables

- Reduces candidate pool
 - Ideal for agencies that receive a lot of applications, but have no PSMQs
 - Valid job analysis is your defense in case of grievances or complaints
- Allows hiring manager to see who meets which desirable qualifications



Agency Spotlight



Agency Spotlight

- June 25 is two year anniversary of OHMS
- Significant progress made in use of OHMS applicant screening and notification features
- Still a long way to go – especially in notifying applicants



Agency Spotlight

Kudos to Progress Made in Notifying Applicants

- Agriculture
- Attorney General
- BWC
- Commerce
- DAS
- Development
- EPA
- JFS
- Lottery
- Mental Health
- Rehab & Corrections
- Transportation



Agency Spotlight

Kudos to General Progress and Training

- Aging
- CSRAB
- DODD
- Natural Resources
- OBM
- ODADAS
- RSC
- Veteran's Services
- Youth Services
- Other Agencies



Agency Spotlight

Goals - Fiscal Year 2011

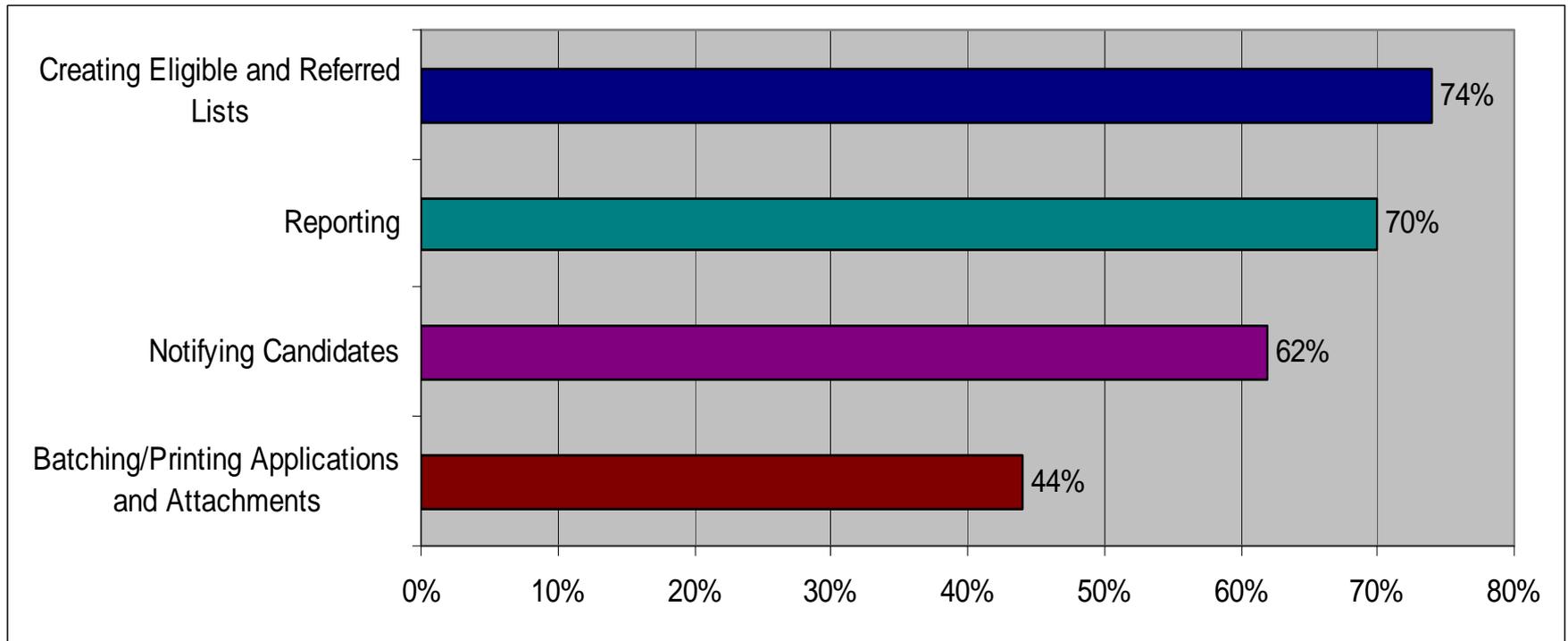
- Increase agency use of applicant tracking and notification tools
- Monitor, track, and report utilization of key OHMS tools



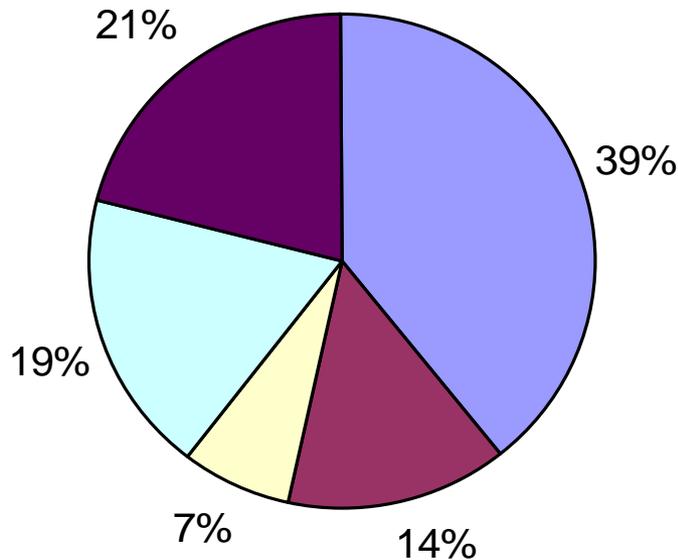
Q & A



Which of the following topics would you be interested in seeing in a webinar training? Check all that apply.



Do you notify applicants the position has been filled or when they were not chosen?



- Sends Email Notices
- Sends Mail Notices
- Changes Candidate Status
- Sends Notices & Changes Candidate Status
- Does Not Notify

OHMS Contact Information

careers@ohio.gov

(614) 466-8044

OR

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

