



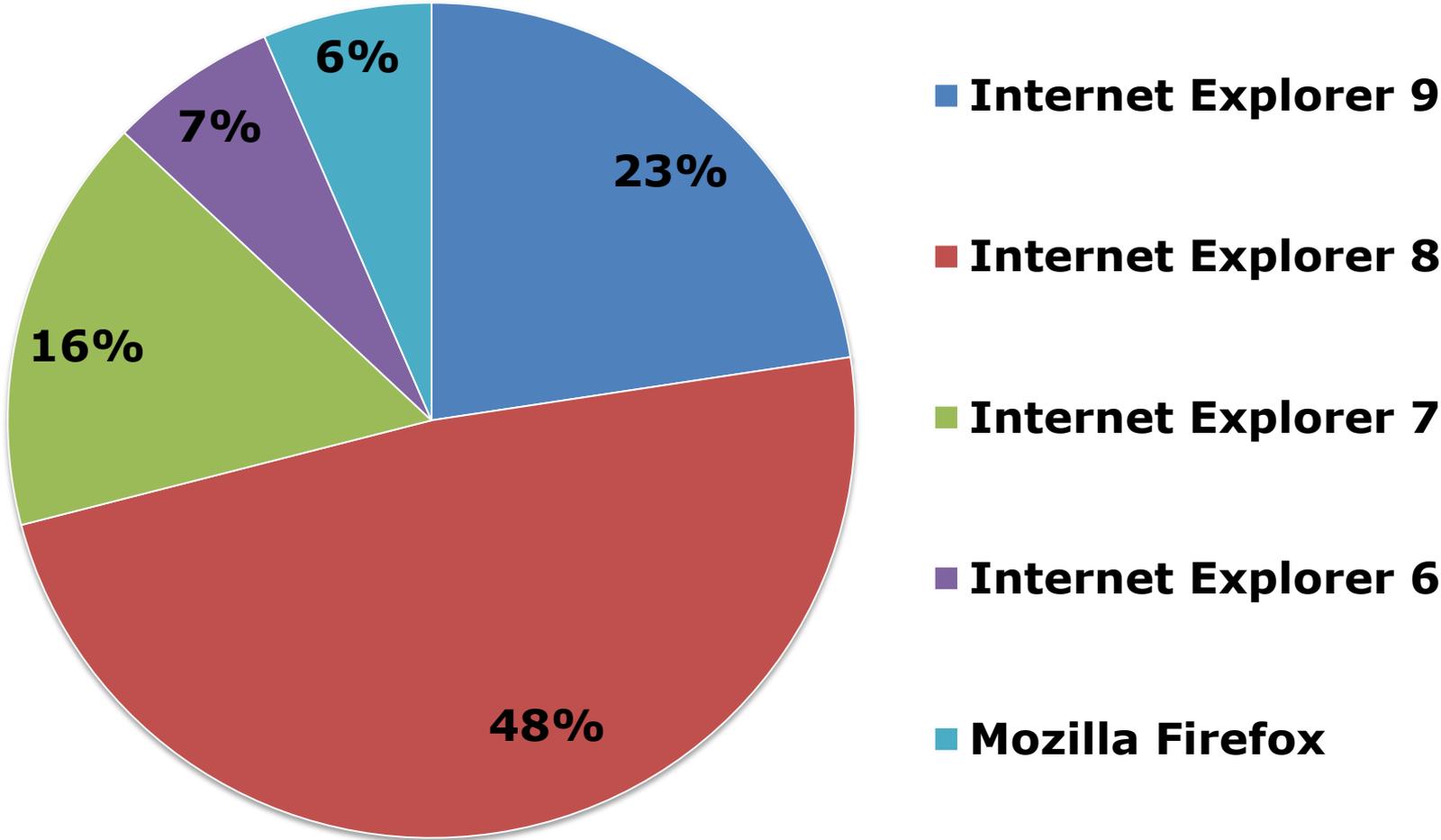
OHMS User Group Meeting
September 7, 2011

Agenda

- Welcome/Introductions
- Enhancements
- Overview of New Discussion Format
- Discussion Topics
 - Notifying Applicants
 - Reporting
 - Advanced Filtering
 - Paper Applications
 - General Discussion



What type of web browser are you using?



31 of 55 answered

Summer Enhancements



Enhancements

- Compatibility with Internet Explorer 9 and Firefox 5
- Removal of the word “Beta” from new advanced filtering tool name



OHC Applicant Status Change

- Ability to change applicant status in OHC from Application Detail Page

[Back to Referred List](#)

Application 4 of 15

Offer Pending :

[Previous Applicant](#) | [Next Applicant](#)

QA-AS0001 - TEST _ DO NOT APPLY

Contact Information -- Person ID: 690383

Name:	698884 7c3ab4 3945cd	Address:	123 First Street Springfield, California 11111
Home Phone:	(888)555-5555	Email:	
Person ID:	690383	Notification Preference:	Email
Month and Day of Birth:	01/01	Alternate Phone:	(888)555-5555
		Former Last Name:	abe454



Exam Plan Link

- View Exam Plan link added to Application Detail Page

[NEW LINK](#) → [View Exam Plan](#) [View All Applicants](#) [View Applicants By Step](#) [Education Scoring](#) [Work Experience Rating](#)
[Special Credit Rating](#) [Add Skills](#) [View Master Profile](#)

[Show Candidate Disposition](#)

Application 3 of 112 « [Previous Applicant](#) | [Next Applicant](#) » [Print View](#)

QA-AS0001 - TEST _ DO NOT APPLY

Contact Information -- Person ID: 491292

Name:	b798a7 bac3fa 56e6a7	Address:	123 First Street Springfield, California 11111
		Email:	
Home Phone:	(888)555-5555	Notification Preference:	Email
Person ID:	491292	Alternate Phone:	(888)555-5555
Month and Day of Birth:	01/01	Former Last Name:	fcae38



Stronger Applicant Login Security

- Applicants will be locked out for 30 minutes after five invalid login attempts
- No longer able to answer three security questions to reset password
- Must enter email address, first and last name to request username or reset password



Insight & OHC Login Security

- Users will be locked out for 30 minutes after five invalid login attempts
- Do not need to contact Hiring Management Group for password reset email
- Just enter email address, first and last name to reset password



Forgot Password

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](#)



Forgot Password

▶ Home » Forgot Password



Please enter your email address and you will be sent an email with a link to reset your password.

First Name:

Last Name:

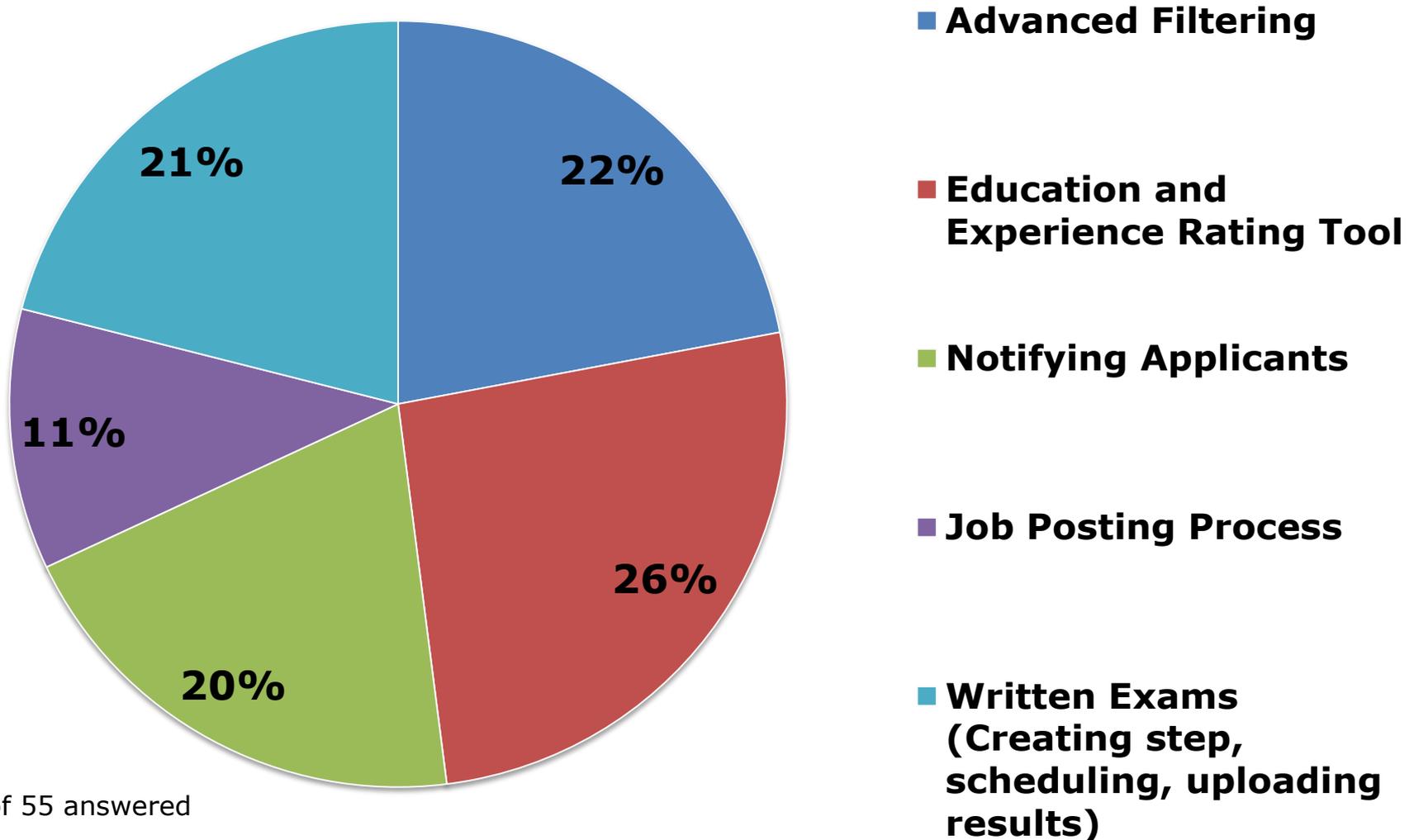
Email:

- Insight - Human Resources
- Online Hiring Center - Departments

Proceed



What types of training would benefit you or someone in your agency?



New Discussion Format



Discussion Format

- Two ways to participate in the discussion
 - Via telephone
 - Via Questions box
- Must enter Audio PIN if participating via telephone
 - Enter #PIN# if already on call
 - Raise hand to speak

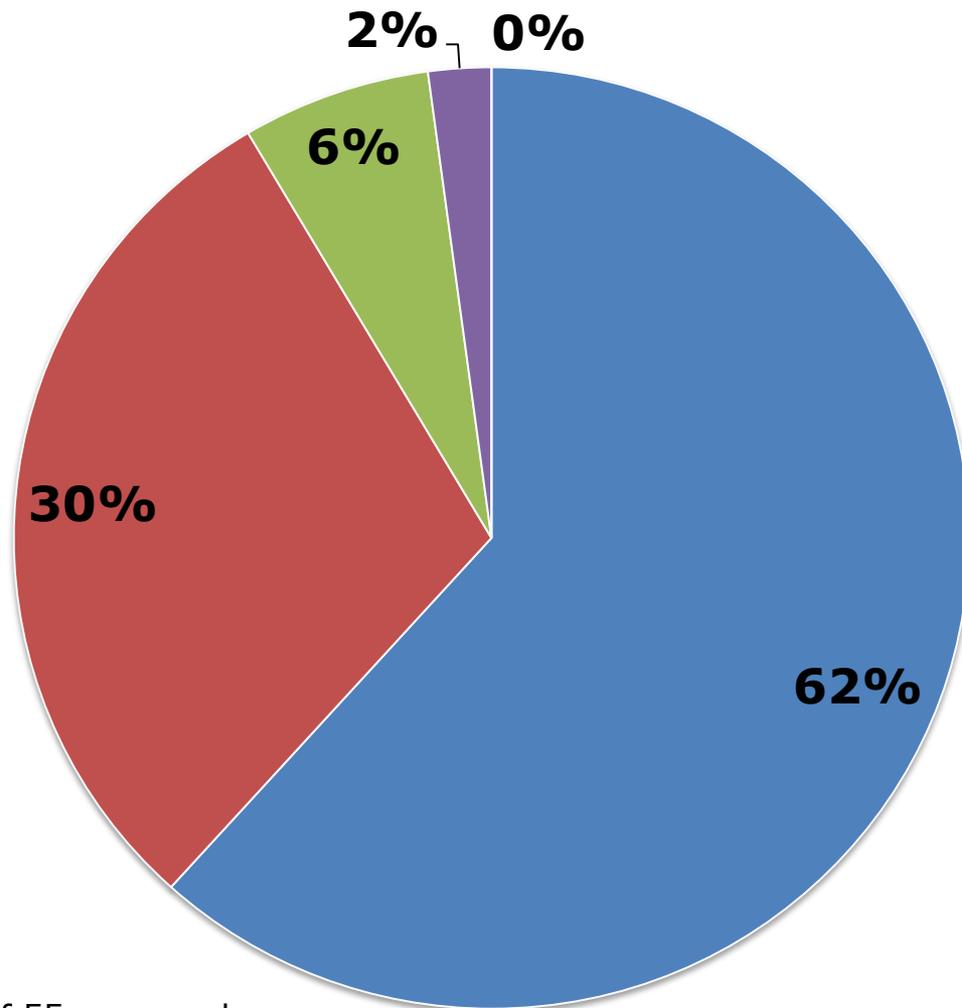


Notifying Applicants

- When do you notify applicants during the hiring process?
- How are applicants notified?
- Has your agency noticed a reduction in application status inquiries as a result of sending notifications?
- For agencies that do not send notifications, what are the barriers that prevent your agency from sending them?



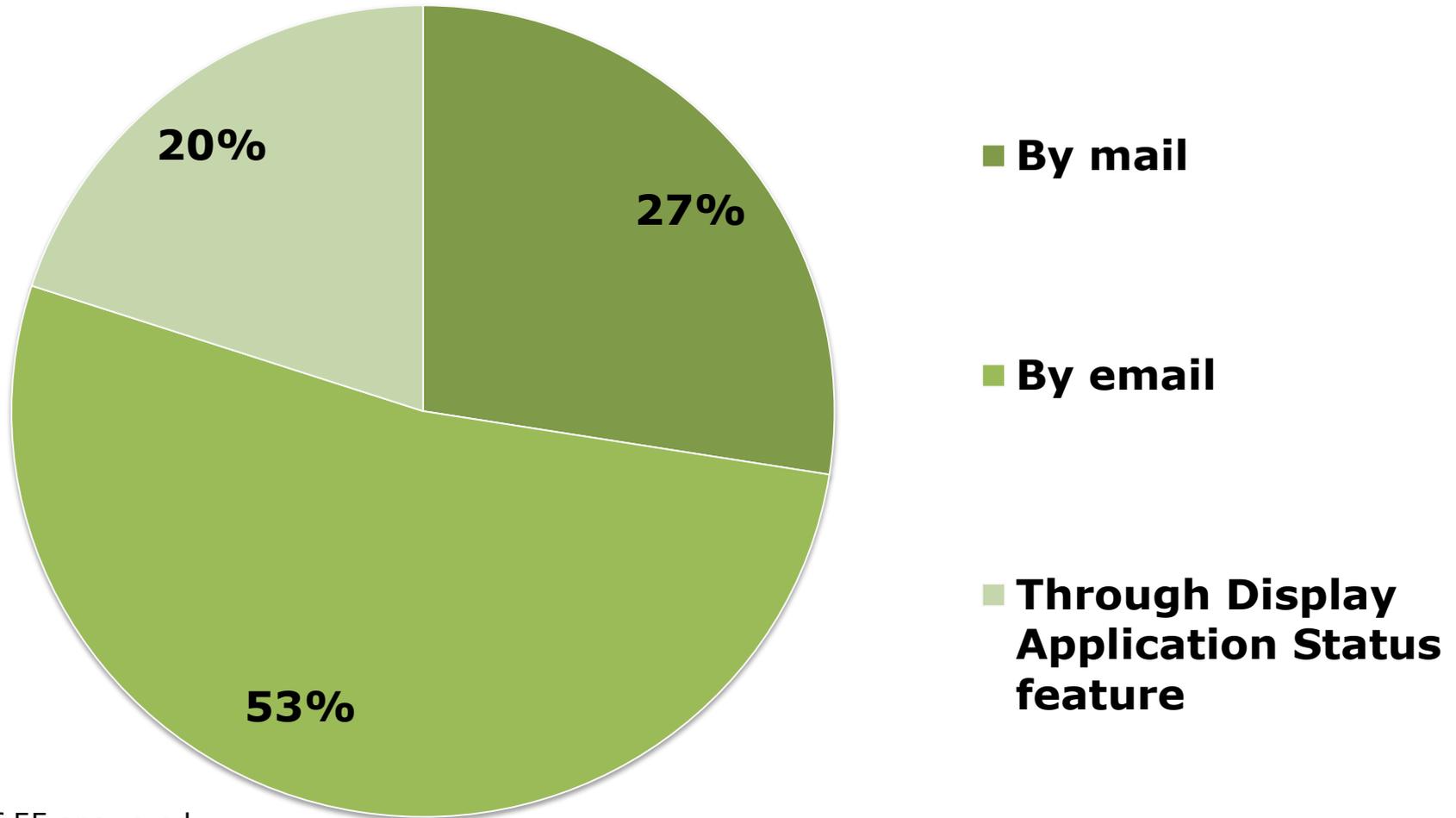
When do you notify applicants?



- At the end after a candidate has been selected
- If they will be tested/interviewed
- Other
- We don't notify applicants
- At the beginning of the process

32 of 55 answered

How do notify applicants?



28 of 55 answered

Notifying Applicants

JFS – Notifies applicants by email when they are selected to test or interview

BWC – Notifies applicants who fail minimum qualifications immediately after screening. Sends notifications when selection has been made. Also uses “Display Applicant Status” in evaluation steps



Notifying Applicants

DMH – Summit – Notifies applicants immediately who do not meet minimum qualifications by mail or email depending on the preference of the applicants.

Found it's a great customer service tool.

*Remember as soon as BU applicants are notified they do not meet the qualifications, their grievance period starts.



Standard Reports

- What are some standard reports your agency uses to capture data related to the recruitment process?
- How often do you run reports?
- How is this data used?
- Have you made any changes to your processes as a result of these reports?

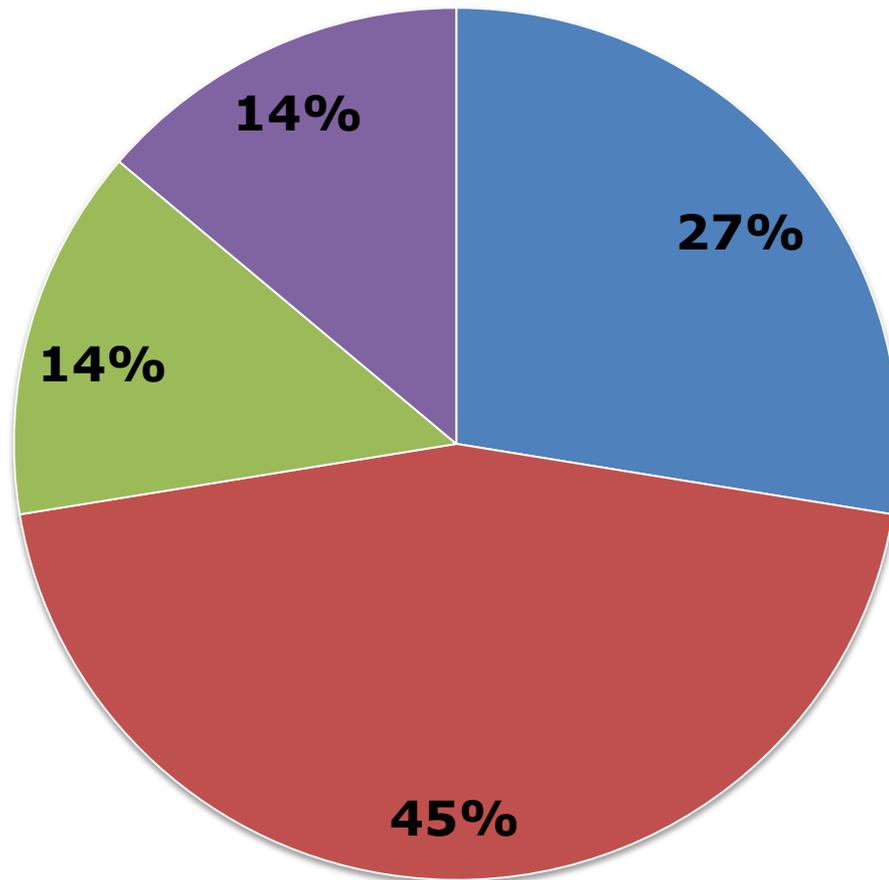


Ad Hoc Reports (Beta)

- What types of reports is your agency creating in Ad Hoc Reports (beta)?
- Who are the end users of the reports?
- Do you use the subscription feature in Ad Hoc Reports (beta)?
- What challenges have you encountered when running standard reports or creating reports in Ad Hoc Reports (beta)?



Has your agency created reports using Ad Hoc Reports (beta)?



- Yes, we've created reports
- No, we haven't created reports
- No, but we've run public reports
- What is Ad Hoc Reports (beta)?

Advanced Filtering

- What issues has your agency experienced when using the re-designed filtering tool [formerly known as Advanced Filter (Beta)]?
- Have you identified any benefits or advantages from the re-designed filtering tool?
- What additional training from the Hiring Management Group would be beneficial in order to use this feature more effectively?



Advanced Filtering

JFS – Enjoys the new feature; good for entry level positions; easy to use.

*Formerly known as Advanced Filter (Beta). The old Advanced Filter has been replaced by the new feature.

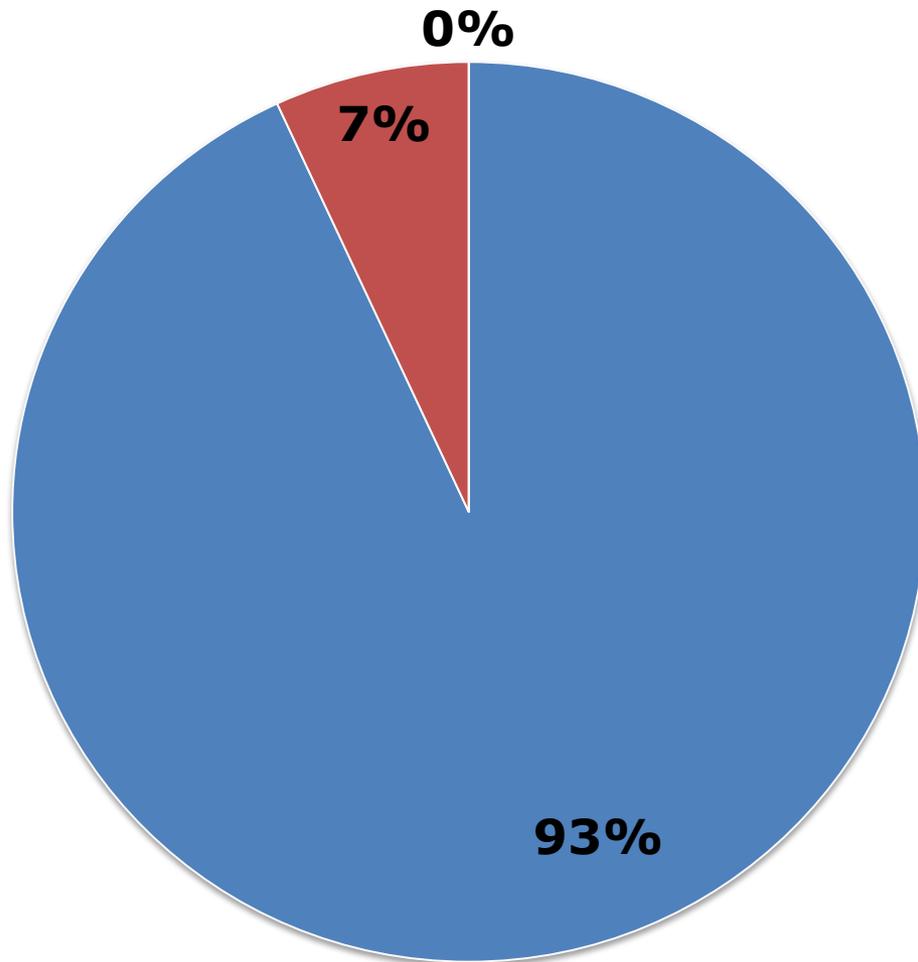


Paper Applications

- Does your agency still receive paper applications?
- What percentage of applications received by your agency are paper applications?
- Has there been a reduction in the number of paper applications since implementation of OHMS in June 2008?
- Are all paper applications entered into NEOGOV?
- What are your thoughts on requiring all applicants to apply online?

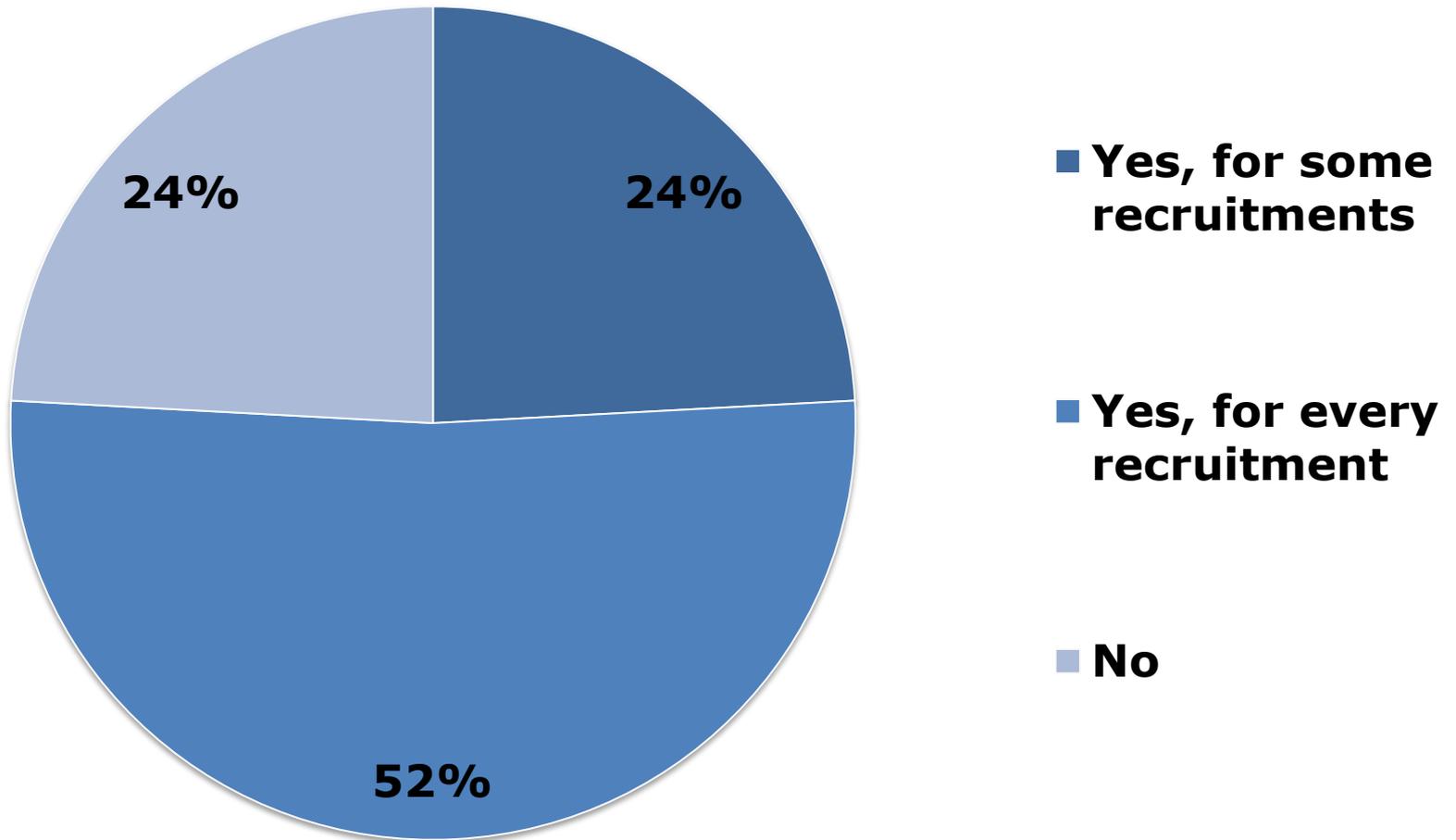


Does your agency still receive paper applications?



- Yes, we still receive some paper applications
- Yes, we still receive a lot of paper applications
- No, we do not receive any paper applications

Are all paper applications entered in NEOGOV?



29 of 55 answered

Paper Applications

BWC – Still receives paper applications and enters them all into the system.

DMH – Central Office – Receives a high volume of applicants from Monster postings; does not enter in NEOGOV.

DMH – Summit– Enters applications in NEOGOV; strongly encourages applicants to apply online. Set up terminals in office for applicants to use.



100% Online Application Submission

BWC – Would support 100% online submission

ODOT – Does not like the idea of only accepting online applications. They have many applicants from outlying areas who do not have access to computers.

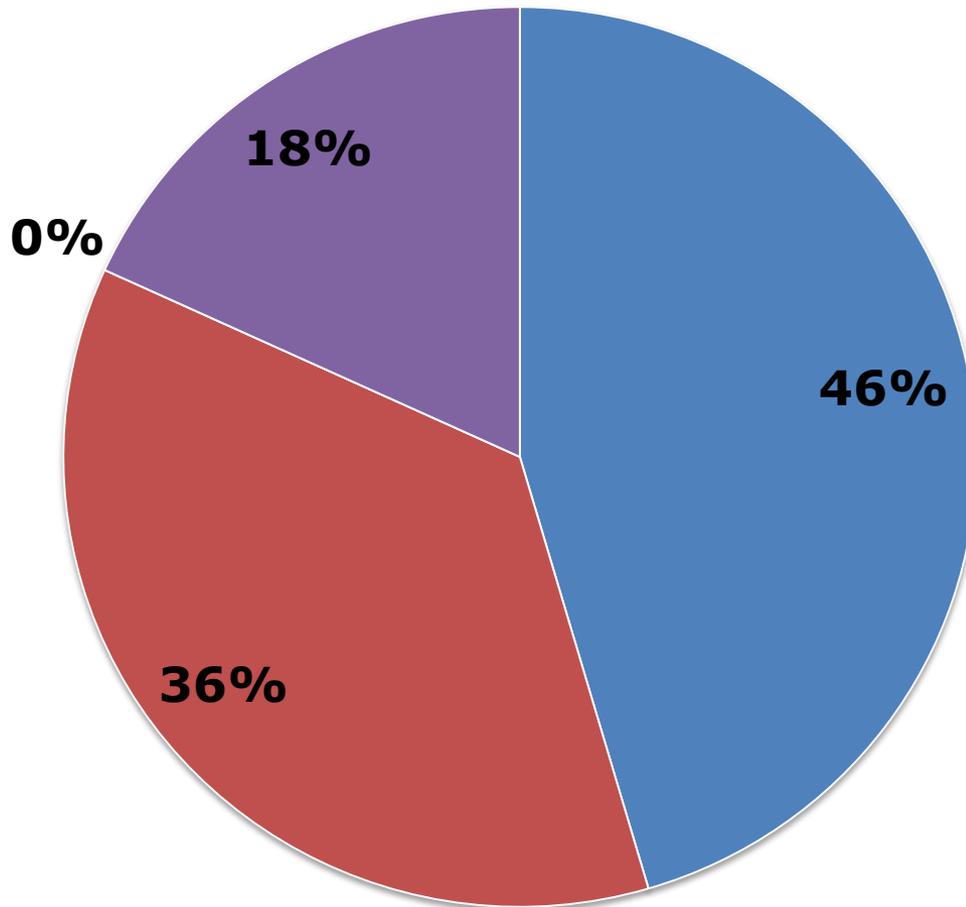


General Discussion



Do you receive calls from applicants about applying online?

- Yes, we answer the questions ourselves
- Yes, if we can't answer we direct to Hiring Management Group
- Yes, we always direct to Hiring Management Group
- No, we do not receive calls from applicants



22 of 55 answered

Hiring Management Group Contact Information

careers@ohio.gov

(614) 466-8044

OR

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

