



NEOGOV: INSIGHT/OHC TRAINING

AGENDA

- Posting Terms
- Creating Job Postings
 - *Common Mistakes*
- Creating Requisitions
 - *Common Mistakes*
- Requesting Public Service Announcements
- True or False
- Applications and Registers
- Accessing Registers
- Accessing Applications
- Coding Registers

POSTING TERMS

Job Posting: an electronic form created in Insight and is the first step in the hiring process.

Requisition: a form created in OHC which initiates the job posting approval process.

Register: contains list of applicants referred by DOP.

Insight: the part of NeoGov where job postings are created and maintained.

OHC (Online Hiring Center): the part of NeoGov where requisitions are created and maintained.

Internal Posting: job postings that are only available for application to current and former state employees.

PSA (Public Service Announcement): job postings that are available for application to the public.

- Position Number vs. Posting Number

Posting number and position number are not the same.

- The position number applies to the number assigned to the specific position. This number stays with that position for the life of the position. Position number example: 0608PR0952.
- The posting number is an internal numbering system unique to your facility. It is a sequential system and starts over the beginning of each Fiscal year.

Posting number example:

ERJL – RJV24ERJ01

MOCC – CMO2400001

GSJC – JSGS240001

Wood YRC – YRC24WD01

Justification

A Justification memo is required to get approval prior to creating a posting.

The two positions that do not require justifications include:

Correctional Counselors

Correctional Officers

Promotional Posting

A promotional posting will not be posted on the State's internal posting page.

The posting will be printed to post and distribute within DCR. Only DCR employees can apply for promotional postings.

It is not open to all State employees.



Positions vacant for more than a year:

- A Special Form is required for this approval.
- Must be approved to post by the Cabinet Secretary.
- Rotate positions so they do not remain vacant past the one-year mark.



An internal posting runs for 10 days and a PSA runs for 15 days.



Posting is active six months from the CLOSING date. Names can be pulled from the posting for six months without creating a new posting.



Justifications are good for six months from the approval date; if the position is not filled and needs to be posted again after six months, a new justification is required.



Special forms are good for one year from the approval date; if the position is not filled and needs to be posted again after one year, a new special form is required.

CREATING JOB POSTINGS IN INSIGHT



State of West Virginia
Department of Homeland Security
Division of Administrative Services
1124 Smith Street
Charleston, WV 25301
(304) 558-2350



MARK A. SORSAIA
CABINET SECRETARY

JOSEPH C. THORNTON
DIRECTOR

Cabinet Level Approval 3.26.24

To: Joseph C. Thornton, Director

From: Malena Harding, Assistant Director – Purchasing Section

Date: March 22, 2024

RE: Justification to Post and Hire

Approved: 3.25.24

Agency: Division of Administrative Services

Title: Procurement Specialist

Number of Positions Requested: One (1)

Position Number: 0623PR1161

1. Why is the vacant position imperative to the operation of your Agency? (e.g., statutory or regulatory requirement, court order, service requirements, etc.?)

The purpose of the Procurement Specialist is to execute full-performance level purchasing of a variety of goods and services for various agencies under the Department of Homeland Security, as well as the Division of Administrative Services. Under general supervision, will write, review, publish, evaluate, and award contracts for goods and services within an assigned timeframe; will monitor and maintain awarded contracts during the term of the contract; will ensure customer agencies, customer facilities, and vendors are in compliance with the terms and conditions of all contracts; will implement and write changes to contracts for renewals, price adjustments, or other terms and conditions; will assist with sourcing purchases for customer agencies and facilities through market research and will determine proper method of procurement; will assist in determining the most cost effective and feasible types of goods and services to reduce/or maintain expenses; will coordinate delivery of goods and services with customer agencies and customer facilities; will review requests for quotations written by

Justification

Click the plus sign under your name at the top right of the page.

The screenshot shows the NEOGOV Insight Dashboard. At the top, there is a navigation bar with the NEOGOV logo, a search bar, and the user's name 'AUTUMN GARDNER' with a plus sign icon. Below the navigation bar, there are tabs for 'My HR', 'Jobs', 'Applicants', and 'Tests'. The main dashboard area features a 'Job Postings' section with a 'view all >' link and a 'Reset' button. The dashboard displays several key metrics:

Metric	Value
Unreviewed Apps	0
Open Reqs	1082
Approved Reqs	48
In Req Pipeline	9
Open Jobs	65
Offers	20
Hires In Progress	55

Below the metrics, the 'Job Postings' section shows a breakdown of job statuses:

Status	Count
Active	0
Draft	2
Inactive	52

The bottom of the dashboard features a table with columns for Job #, Job Title, Hits, Active/Total apps, Adv. To, App. Quantity, App. Diversity, Exam #, and Actions.

You will now have this form on your screen.

New Posting

Draft Archived Accept Online Applications Show Closing Date/Time Continuous

Fields marked with an asterisk (*) are required

* Exam Plan:	<input checked="" type="radio"/> Create New <input type="radio"/> Select existing
Posting/Notes	<input type="text"/>
* Department:	<input type="text" value="Search"/>
Division:	<input type="text" value="Search"/>
* Class Spec:	<input type="text" value="Search"/>
* Job Title:	<input type="text"/>
* Job Number:	<input type="text"/>
* Job Type:	<input type="text" value="== Select =="/>
* Job List:	<input type="text" value="Default Job Listing"/>
* Exam Type:	<input type="text" value="== Select =="/>

“Draft” and “Show Closing Date/Time” should always be checked.

New Posting

Draft Archived Accept Online Applications Show Closing Date/Time Continuous

* Exam Plan: Create New Select existing

Posting/Notes:

* Department:

Division:

* Class Spec:

* Job Title:

“Exam Plan” should always be “Create New”

Begin typing the facility name to auto populate the “Department.”

Begin typing the job title to auto populate the “Class Spec.”

The screenshot shows a web form with several input fields. A red arrow points to the empty 'Posting/Notes' field. Another red arrow points to the 'Department' dropdown menu, which is currently displaying 'DHS - Division of Administrative Services (0623)'. A third red arrow points to the 'Class Spec' dropdown menu, which is displaying 'Procurement Specialist (7202)'. A fourth red arrow points to the 'Job Title' field, which is populated with the text 'Procurement Specialist'. The 'Division' field contains the text 'Search'.

The “Job Title” will auto populate based on the “Class Spec.”

Job Number: same as posting number (remember posting numbers and position numbers are different).

Job Type: select Full-Time Permanent.

Job List: never select Default. Most positions will be Transfer. If you are posting a position that you plan to hire from within DCR, then select Promotional. Must match Exam Type.

Exam Type: select the same as selected in Job List. Must match Job List.

* Job Number:	DAS2400032
* Job Type:	Full-Time Permanent ▼
* Job List:	Transfer Jobs ▼
* Exam Type:	Transfer ▼

Advertise From: to allow time to go through all the approval levels, this should be at least three business days out.

Advertise To: should be 10 days from Advertise From date. Count the “Advertise From” date as day one. Leave the default time of 11:59 pm.

Enable Maximum Number of Applicants: do not check this box.

Category: select Corrections, or another applicable category.

Location on Job Posting Display: auto populates, select the county where your facility is located.

* Advertise From:	06/24/2024														
* Advertise To:	07/03/2024														
	11 pm :59														
Enable Maximum Number of Applicants:	<input type="checkbox"/> Check this box to close job posting after certain amount of applicants have been received.														
* Category:	<table border="0"><tr><td>Unselected</td><td>Selected</td></tr><tr><td>Accounting and Finance</td><td>Administration</td></tr><tr><td>Architecture</td><td></td></tr><tr><td>Building Maintenance</td><td></td></tr><tr><td>Child Support</td><td></td></tr><tr><td>Clerical & Data Entry</td><td></td></tr><tr><td>Community Services</td><td></td></tr></table>	Unselected	Selected	Accounting and Finance	Administration	Architecture		Building Maintenance		Child Support		Clerical & Data Entry		Community Services	
Unselected	Selected														
Accounting and Finance	Administration														
Architecture															
Building Maintenance															
Child Support															
Clerical & Data Entry															
Community Services															
Location On Job: * Posting Display	kal <input type="text"/>														
Physical Address	Kanawha County Kanawha County Add an additional address														

Physical Address: leave blank.

Advertise Remote Employment:
leave blank.

EEO/Census Data: leave blank.

Application Template: leave at
“Default.”

Reapply Period Days: always enter
10.

Physical Address	<input type="text"/> Add an additional address
Advertise Remote Employment:	<input type="text" value="== Select =="/>
EEO / Census Data Template	<input type="text" value="Search"/> <small>i Please note the system will use the Global EEO / Census numbers in the EEO / Census Data settings if no template is selected. To view the EEO / Census data values, please go to Admin > EEO / Census Data.</small>
* Application Template:	<input type="text" value="Default"/>
* Reapply Period (Days):	<input type="text" value="10"/>
* Assigned To:	<input type="text" value="GARDNER, AUTUMN"/>

Nature of Work:

- The job description is entered here, and it must be specific to the position.
 - Do not Populate from Class Spec.
 - If a template has been provided by Lori Lynch or DAS you must use the template.
- The following information must always be included:
 - Posting Number
 - Position Number
 - Number of Vacancies
 - County/Counties
- If this is a promotional posting add “Promotional to DCR Only” above job description.

Examples of Work:

- Do not populate.
- Leave this field blank.

Nature of Work:

Populate From Class Spec

Under general supervision, these positions perform professional, full-performance level work procuring a variety of goods and services used in the operation of state agencies and institutions. These positions are responsible for interpretation and application of related policies and procedures and may be required to monitor inventory and/or fixed assets. Work includes reviewing requisition specifications, administering the competitive bid process, reviewing bids and awarding purchase orders to the appropriate responsible bidder. Perform related work as required.

Posting DAS2400032
 Kanawha County
 1 Vacancy
 Position 0623PR0019

Characters : 630

Examples of Work:

Populate From Class Spec

Minimum Qualifications:

- Click the **Populate from Class Spec** button to auto-populate.
- Do not edit or change the auto-populated information.
- Do not add any other information to this section.

Other Information:

- Click the **Populate from Class Spec** button to auto-populate. (Do not edit or change the auto-populated information.)
- Enter the agency contact information, including email and mailing address for submission of applications.
- Add instructions to include posting number on application.
- Add this sentence: Please note: Applications of covered state employees, mailed to DOP or completed via DOP's online method, are not forwarded to the agency.

The screenshot shows two sections of a job posting form. The top section is titled "Minimum Qualifications:" and contains the following text:

Training: Bachelor's degree from a regionally accredited college or university.
OR
Substitution: Full-time or equivalent part-time paid experience as described below may substitute for the required training at the rate of one (1) year of experience for 30 credit hours of education.
AND
Experience: Two (2) years of full-time or equivalent part-time paid experience in a broad range of purchasing of commodities or services in a centralized purchasing function for use in the operation of a private industry or governmental unit. Purchasing experience must be for direct use of the industry or governmental unit, not for retail sales.
OR
Substitution: A Master's degree from a regionally accredited college or university may substitute for the required experience at a rate of one (1) year of experience for 15 semester hours of education not to exceed two (2) years.
Promotional Only: One (1) year of full-time or equivalent part-time paid experience as a Procurement Associate or the equivalent.

Characters : 992

The bottom section is titled "Other Information:" and contains the following text:

PG: 13 \$32,336 - \$59,820
 Market Rate: \$52,707

Email applications to: Paula Dickens at paula.j.dickens@wv.gov
 or
 Mail to:
 Paula Dickens
 1124 Smith Street, Suite 2004
 Charleston, WV 25301

Please include posting number **DAS2400032** on the application.

Applications of covered state employees, mailed to DOP or completed via DOP's online method are not forwarded to the agency.

Characters : 372

Location of Vacancy: select all the counties you listed under the Nature of Work.

Nature of Work:

Posting DAS2400032
Kanawha County
1 Vacancy
Position 0623PR0019

Characters : 630

- HANCOCK
- HARDY
- HARRISON
- JACKSON
- JEFFERSON
- KANAWHA
- LEWIS
- LINCOLN
- LOGAN
- MCDOWELL
- MARION
- MARSHALL
- MASON
- MERCER
- MINERAL
- MINGO
- MONONGALIA
- MONROE
- MORGAN
- NICHOLAS
- OHIO
- PENDLETON
- PLEASANTS
- POCAHONTAS

LOCATION OF VACANCY

Auto Update: uncheck this box; the salary will pull from the class spec.

Minimum Salary: do not change.

Maximum Salary: do not change.

Per and Based on: do not change.

Show Salary Breakdown: do not change.

Salary Display: do not change.

Internal Notes:

- Cabinet Secretary approval language (if applicable).
- If it is a promotional posting, add “Promotional to DCR Only.”

The screenshot shows a 'Salary Information' form with the following fields and options:

- Auto-Update:** Automatically update salary range information from Class Specification. (Circled in red)
- Minimum Salary:** 32,336.00
- Maximum Salary:** 59,820.00
- Year:** [Dropdown menu]
- Per:** 2080.00 [Dropdown menu]
- Based on:** [Dropdown menu]
- * hours per year:** [Text field]
- Show Salary Breakdown:** Hourly Daily Weekly Biweekly Semi-Monthly Monthly Annually
- Salary Display:** Check this box to show salary as [Dropdown menu: == Select ==]
- Internal Notes (optional):** [Text area with rich text editor toolbar and content: "Approved by the Cabinet Secretary 3/18/2024"] (Circled in red)
- Characters:** 43
- Will overtime be paid until job is filled?**
- Buttons:** Save, Reset

Supplemental questions: do not change.

Will overtime be paid: do not change.

The screenshot shows a web form with a light gray header and a white body. The header contains a search bar. Below the header, there are two rows of form elements. The first row has a label '* Supplemental Questions' followed by two radio buttons: 'Yes' (unselected) and 'No' (selected). The second row has a label 'Will overtime be paid until job is filled?' followed by a checkbox (unselected). At the bottom of the form, there are two buttons: a green 'Save' button and a white 'Reset' button with a gray border.

★Be sure to click Save★

Select **Print Job Bulletin** to save a copy of posting as a PDF.



Detailed Job Posting Edit Print Job Bulletin

[View Class Spec](#) [View Exam Plan](#) [Supplemental Questions & Auto Screening](#)

Job #	Hits	Active / Total	Advertised
DAS2400032	101	0 / 0	03/21/24 - 03/30/24 11:59 PM

Job Title Procurement Specialist
Closing Date/Time Sat. 03/30/24 11:59 PM Eastern Time
Salary \$2,694.67 - \$4,985.00 Monthly
\$32,336.00 - \$59,820.00 Annually
Job Type Full-Time Permanent
Location Kanawha County, West Virginia
Department DHS - Division of Administrative Services

Nature of Work [Benefits](#) [Custom Form Fields](#)

Posting DAS2400032
Kanawha County
1 Vacancy
Position 0623PR0019

The purpose of the Procurement Specialist is to execute full-performance level purchasing of a variety of goods and services for various agencies under the Department of Homeland Security, as well as the Division of Administrative Services. Under general supervision, writes, reviews, publishes, evaluates and awards bids for goods and services within an assigned timeframe. Monitors and maintains awarded contract during the term of the contract. Assures customer agencies, customer facilities, and vendors are in compliance with the terms and conditions of the the contract. Implements and maintains contract tracking system. Under general supervision, implements and writes changes to contract for renewal, price adjustments, or changes to other terms and conditions. Assists with sourcing purchases for customer agencies and facilities through market research and determining method of

COMMON MISTAKES IN POSTINGS

“Nature of Work” cannot be taken directly from the Class Specs and cannot be in all CAPS.

Nature of Work Benefits Custom Form Fields

Under general supervision, performs work at the beginning level, in investigating, counseling, and providing continuous supervision for adult probationers or parolees to assist in their social and personal adjustment. Work involves close contact with potentially dangerous offenders with criminal backgrounds. Performs related work as required. This position will be working from the Charleston parole office and will be responsible for supervising offenders in Kanawha, Clay, and Roane counties. This involves completing all assignments to include but not limited to home plan investigation and other investigative reports, clemency reports, co-operative investigations for other states, post-sentence reports for the Parole Board and other corrections facilities and violation reports in the region. Other duties as assigned.

Posting CPS230059

Position 0608P00002

Vacancy 1

Kanawha, Jackson, Roane counties

The following must be included after the nature of work description:

- Posting Number
- Position Number
- Number of Vacancies
- County

Correctional Officers: CO1 – CO3 positions are always posted together. For example, when creating a CO1 posting, include the language “Alternate posting to (posting #) CO2 and (posting #) CO3, and then proceed to create a CO2 posting and a CO3 posting using the same language.

Correctional Counselors: have the option of posting as a CC1 and a CC2. For example, when creating a CC1 posting, if you have decided to also create an alternate CC2 posting, include the language “Alternate posting to (posting #) CC2.”

Posting: CAC2400021

Positions: 0608P00102, 0608P00138

Vacancies: 2

Greenbrier County

Alternate to posting CAC2400022 CO2, and CAC2400023 CO3

Posting: JSGS240020

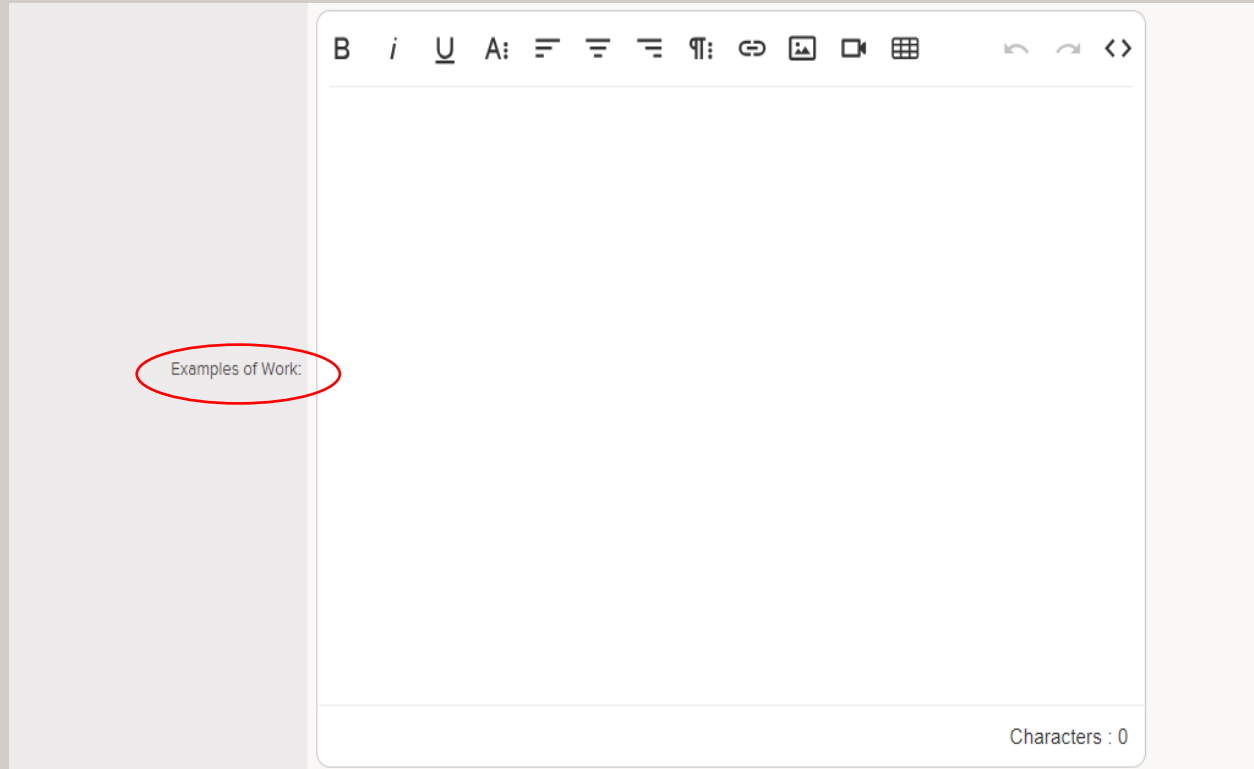
Positions: 0608PJ0719, 0608PJ0720, 0608PJ0721

Vacancies: 3

Fayette County

Alternate to posting JSGS240021 for CC 2.

Examples of Work: leave blank (DO NOT auto populate)



The image shows a screenshot of a text editor interface. On the left side, there is a label "Examples of Work:" which is circled in red. To the right of this label is a large, empty text input area. Above the text area is a toolbar with various icons for text formatting, including bold (B), italic (i), underline (U), text color (A:), background color, bulleted list, numbered list, link, image, video, and table. At the bottom right of the text area, it says "Characters : 0".

- **Other Information:** select auto-populate, then add the following:
 - Wording from the auto populate.
 - Email and mailing information.
 - “Please include posting number _____ on application.”
 - **Please note: Applications of covered state employees mailed to DOP or completed via DOP’s online method, are not forwarded.**

Other Information:


PG: 12 \$30,502 - \$56,428
Market Rate: \$49,718

Division of Corrections: Probationary period 1 yr.

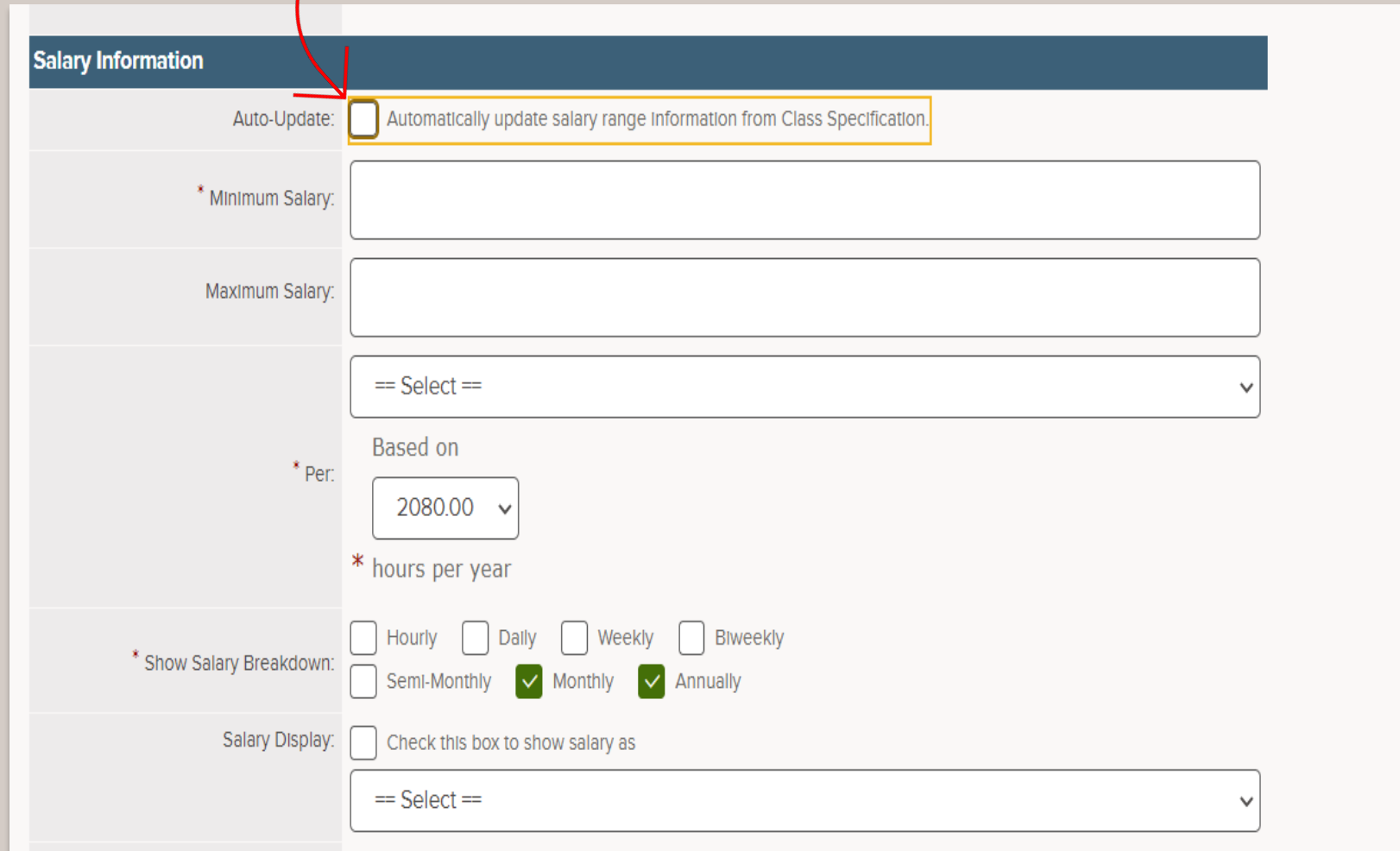
Applications to be sent via email to kaitlin.e.watson@wv.gov
Or mailed to
Kaitlin Watson
1339 Plaza East
Charleston, WV 25301

Please include posting number **CPS230059** on application.

Please note: Applications of covered state employees mailed to DOP or completed via DOP’s online method, are not forwarded to the agency.



The “Auto-Update” box is checked by default but must be unchecked.



The screenshot shows a 'Salary Information' form with the following fields and options:

- Auto-Update:** Automatically update salary range information from Class Specification. (This checkbox is highlighted with a yellow border and a red arrow points to it from the text above.)
- * Minimum Salary:** [Empty text input field]
- Maximum Salary:** [Empty text input field]
- Based on:** [Dropdown menu with '== Select ==' selected]
- * Per:** [Dropdown menu with '2080.00' selected]
- * hours per year:** [Text input field]
- * Show Salary Breakdown:** Hourly Daily Weekly Biweekly Semi-Monthly Monthly Annually
- Salary Display:** Check this box to show salary as [Dropdown menu with '== Select ==' selected]

COMMON MISTAKES IN POSTINGS (INSIGHT)

01

Changes to Job Postings require a new Job Posting PDF.

02

Job Postings should be neat and free of typos.

03

Job Postings should never be set to open on a weekend or a non-business day.

JOB POSTINGS CHECKLIST

Department

Dates

Opening date 3 business days out

Closing date 10 days from Opening date

Location

Nature of work:

- Description of posting that matches job title
- Job Posting #
- Position #
- County
- Number of Vacancies

JOB POSTINGS CHECKLIST

Examples of Work – leave blank

Minimum Qualifications – auto-populated

Other Information – auto-populate market rate, then add the following:

- Contact information (email and mailing address)
- Special language:
 - Please include posting number _____ on application.
 - Please note: Applications of covered state employees, mailed to DOP or completed via DOP's online method, are not forwarded to WVDCR.

Salary Information – uncheck box

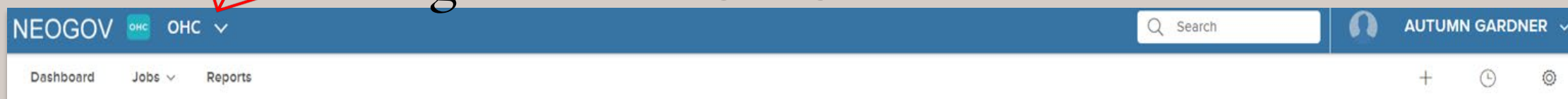
Internal Notes:

- Cabinet Secretary approval language (if applicable)
- If it is a promotional posting, add “Promotional to DCR Only”

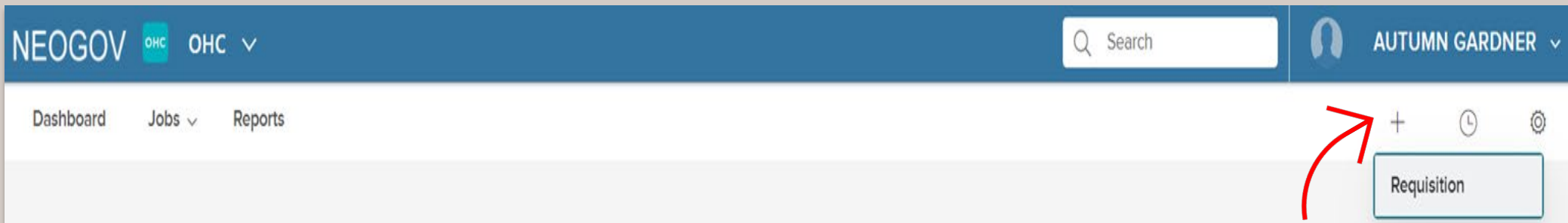
CREATING REQUISITIONS IN OHC

After a job posting has been created, the next step is to create a requisition to accompany the job posting.

To create a requisition,
navigate to the OHC section.



Click the “+” under your name at the top right of the page.



Requisition #: job posting number.

Department/Division: facility.

Class Spec: job title.

Hiring Manager: person responsible for register/job posting.

Number of Vacancies: same as number of positions.

Requisition Details

* Fields are required.

Requisition #	Department/Division
<input type="text" value="DAS2400034"/>	<input type="text" value="DHS - Division of Administrative ..."/>
Class Spec ⓘ	Working Title
<input type="text" value="Procurement Specialist (7202)"/>	<input type="text"/>
Desired Start Date	Hiring Manager
<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MELISSA VANCE"/> Find a hiring manager
Job Type	List Type
<input type="text" value="- Make selection -"/>	<input type="text" value="- Make selection -"/>
Position ⓘ	Number of Vacancies
<input type="text" value="Find a position"/>	<input type="text" value="1"/>

Position Number(s): the number assigned to position.

Posting/Requisition Number: job posting number.

Enter the county or counties: matches counties listed on job posting.

<p>* Position Number(s)</p> <input type="text" value="0623PR1161"/>	<p>Section</p> <input type="text"/>
<p>Unit</p> <input type="text"/>	<p>Full-Time Equivalent</p> <input type="text"/>
<p>* Posting/Requisition Number</p> <input type="text" value="DAS2400034"/>	<p>* Enter the county or counties in which the vacancy is located.</p> <input type="text" value="Kanawha County"/>

Requestor's Phone: facility phone number.

Requestor's Name: name of person responsible for register/job posting.

Primary Interviewer's Name: name of person responsible for register/job posting.

Primary Interviewer's Phone Number: facility phone number.

Shift	Position Area of Employment, if designated
<input type="text" value="- Make a selection -"/>	<input type="text"/>
* Requestor's Phone	* Requestor's Name
<input type="text" value="304-558-2350"/>	<input type="text" value="Melissa Vance"/>
* Primary Interviewer or Applicant Contact Person's Name	* Primary Interviewer's or Applicant Contact Person's phone number
<input type="text" value="Melissa Vance"/>	<input type="text" value="304-558-2350"/>

Status: Classified (do not change).



If, yes, Name of Provisional:

(DOP Class & Comp) Approval Date

(DOP Class & Comp) Close Date

• Status
Classified

Is this a Supervisory/Managerial Position? If yes, list the number of employees supervised and their job class titles. If no, please put N/A.

Yes - supervises 2 procurement associates.



Is this a Supervisory/Managerial Position:
if yes, list the number of employee's supervised and their job class title.

Comment: include Cabinet Secretary approval language (if applicable), or if it is a promotional posting, add “Promotional to DCR Only.”

Position Details

New Position?

Yes No

[+ Add Position Detail](#)

Comment

Approved by Cabinet Secretary 4/1/2024.

Scroll to the top of the page and select
Save & Continue to Next Step

The screenshot displays the top navigation bar of the NEOGOV OHC system. On the left, the logo 'NEOGOVS OHC OHC' is visible. On the right, there is a search bar with the text 'Q Search' and a user profile for 'AUTUMN GARDNER'. Below the navigation bar, the main heading 'Create Requisition' is shown. To the right of the heading are three buttons: 'X Cancel', 'Save & Close', and 'Save & Continue to Next Step'. The 'Save & Continue to Next Step' button is highlighted with a red oval. Below the heading is a progress bar with three steps: '1. CREATE', '2. APPROVALS', and '3. ATTACHMENTS'. The '1. CREATE' step is currently active and highlighted in a dark teal color.

DAS Department

* Approval Group

DHS - DAS/DJCS - DEPARTMENT

* Approvers

AUTUMN GARDNER MELISSA VANCE Search Approvers

Add Approval Step Cancel

DAS Cabinet

* Approval Group

DHS - DAS/DJCS - CABINET

* Approvers

SHARON HAYES LIA DYER Search Approvers

Add Approval Step Cancel

DOP Class & Comp

* Approval Group

DOP - Class & Comp

* Approvers

DOP Approver Search Approvers

Add Approval Step Cancel

Next, add your 3 levels of approval.

Scroll to the top of the page and select
Save & Continue to Next Step

The screenshot displays the top navigation bar of the NEOGOV OHC system. On the left, the logo 'NEOGOVS OHC' is visible. On the right, there is a search bar and the user name 'AUTUMN GARDNER'. Below the navigation bar, the main heading 'Create Requisition' is shown. To the right of this heading are three buttons: 'X Cancel', 'Save & Close', and 'Save & Continue to Next Step'. The 'Save & Continue to Next Step' button is highlighted with a red circle. Below the heading is a progress bar with three steps: '1. CREATE' (checked), '2. APPROVALS' (checked and underlined), and '3. ATTACHMENTS' (checked).

Save & Submit

Upload Attachments:

- Job Bulletin from Insight
- Justification to Post (if applicable)
- Special Form (if applicable)

Create Requisition

1. CREATE ✓ 2. APPROVALS ✓ 3. ATTACHMENTS ✓

Cancel Save & Close Save & Submit

Add Attachments

Drag and drop file here, or [click here to upload](#)

Supported file types are doc, docx, pdf, rtf, txt, wpd, xls

The maximum allowed file size is 10MB.

Job Bulletin - RJ24WRJ51... Justification - 0608P0071...

REQUISITION CHECKLIST

Requisition # matches posting

Title matches

Vacancies # matches

Confirm the position is VACANT

Counties match posting

Opening date should be 3 business days out

Status is classified for all positions except EMD which are Exempt

REQUISITION CHECKLIST

Is this a Supervisory/Managerial Position?

If Yes - list the number of employees supervised and their job class titles.
If No – should say N/A

Comments:

Cabinet Secretary approval language (if applicable).
If it is a promotional posting, add “Promotional to DCR Only.”

Approval levels:

Department (Melissa Vance, Autumn Gardner)
Cabinet (Sharon Hayes, Lia Dyer)
DOP Class & Comp (select DOP Approver, not an individual’s name)

Attachments:

Job bulletin
Justification to post (if applicable)
Special form (if applicable)

COMMON MISTAKES IN REQUISITIONS

Approvers:

- (DAS) Department Level – select both:
Melissa Vance
Autumn Gardner
- (DAS) Cabinet Level – select both:
Sharon Hayes
Lia Dyer
- DOP Level – only select *DOP APPROVER*

Attachments:

- Job Bulletin from Insight
- Justification to Post (if applicable)
- Special Form (if applicable)

REQUESTING PUBLIC SERVICE ANNOUNCEMENTS (PSA)

All PSAs must be requested through DAS.

When requesting a PSA, please make sure to include the following:

- Subject Line - Request PSA (Job Posting & Job Title)
- Send email to DASHR@wv.gov

TRUE OR FALSE

All postings require a justification prior to posting.

True

False

Correctional Officer and Correctional Counselor positions do not require a justification to post.



Special Forms are required once a position has been vacant for 6 months.

True

False

A Special Form is required when a position has been vacant for 12 months.



Promotional Postings are not listed on DOP's internal website.

True

False

Promotional Postings are only advertised at
DCR locations.



Correctional Counselors have the option of posting as a CC1 and/or CC2.

True

False

Correctional Counselors have the option of posting as a CC1 and/or CC2. Include the wording “Alternate posting to (posting #) CC2.”

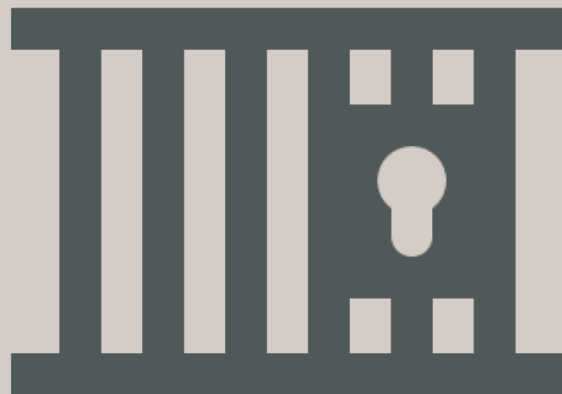


When posting a CO 1 position, always include the wording: “Alternate posting to (posting #) CO 2 and (posting #) CO 3 under the Other Information section.

True

False

When posting a CO 1 position, always include the wording: “Alternate posting to (posting #) CO 2 and (posting #) CO 3 under the “Nature of Work” section.

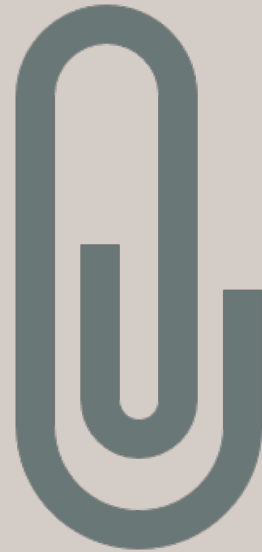


The Job Bulletin must be attached to all requisitions except Correctional Officer and Correctional Counselor postings.

True

False

Job Bulletins must be attached to all requisitions.

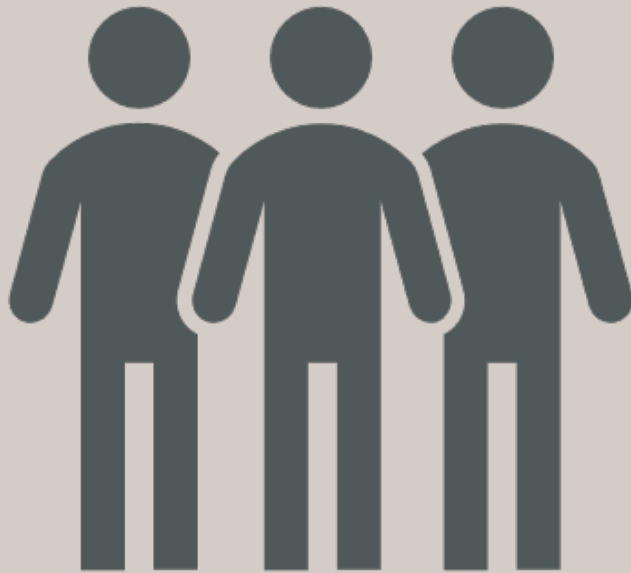


The Supervisory/Managerial Position section must be filled out only if the position requires supervision of other employees.

True

False

If the position does not supervise, you
must enter N/A.

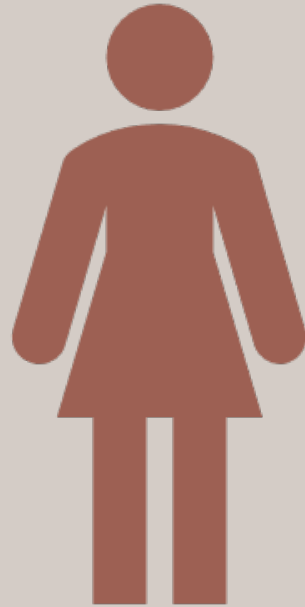


When selecting the hiring manager, all managers who populate on the search list should be included.

True

False

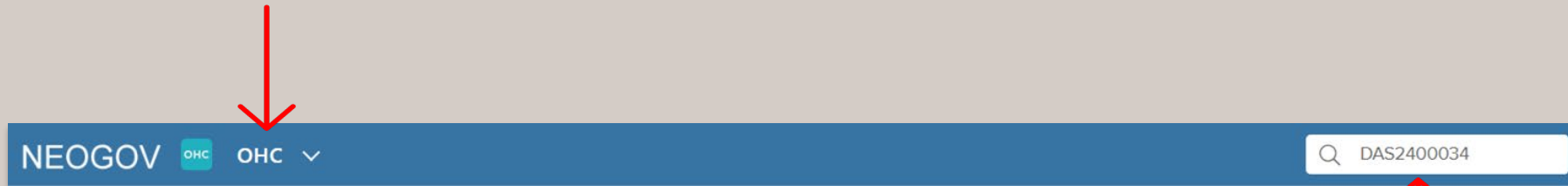
You will only select the person responsible
for the job posting.



APPLICATIONS AND REGISTERS

ACCESSING REGISTERS

In OHC...



enter "Posting Number"

If the register is ready, it will show as “Open”
and the “Candidates” tab will be available.

The screenshot displays a web interface for a requisition. At the top left, there is a circular icon with a document symbol. To its right, the text reads "Requisition Detail" followed by "Procurement Specialist (DAS2400034 PSA)" and a blue button labeled "Open". A red arrow points from the text above to this "Open" button. In the top right corner, there are three buttons: "Copy", "Print", and "Cancel Req". Below the header, a navigation bar contains five tabs: "Requisition Information", "Approvals", "Hire Workflow", "Candidates", and "History". A red arrow points from the text above to the "Candidates" tab, which is currently selected and underlined. The main content area is titled "Candidates" and features a blue speech bubble icon with the text "There is 1 note". In the center of this area is a donut chart. The chart is a dark grey ring with the number "9" in the center, and the word "TOTAL" below it. A line extends from the bottom of the ring to the text "Referred : 9".

Scroll down to the list of names



The screenshot displays a web application interface with a table of referred individuals. At the top, there are two filter buttons: 'Referred' (with a dropdown arrow) and 'Actions' (with a dropdown arrow). To the right, there are three more buttons: 'More' (with a dropdown arrow), a hamburger menu icon, and a search icon. The table has the following columns: a selection checkbox, a lock icon, 'Name', 'Master Profile', 'Phone', 'Referred Rank', 'Banded Rank', 'Exam #', 'Action Date', 'Notices', and 'Status'. The 'Status' column contains a 'Referred' button and the text 'Active'. A red arrow points to the 'Name' column header.

<input type="checkbox"/>		Name	Master Profile	Phone	Referred Rank	Banded Rank	Exam #	Action Date	Notices	Status
<input type="checkbox"/>		Amin, Peter Mamdouh Rasmy		(304)988-6014	1		CPI2400007 PSA	05/17/2024	--	Referred Active
<input type="checkbox"/>		Abdul-Alim, Talib Ibn		(304)989-0630	1		CPI2400007 PSA	05/17/2024	--	Referred Active
<input type="checkbox"/>		Ornellas, Ernest W.		6815870378	1		CPI2400007 PSA	05/17/2024	--	Referred Active
<input type="checkbox"/>		Winter, Russell S		304-776-6911	1		CPI2400007 PSA	05/17/2024	--	Referred Active
<input type="checkbox"/>		Dorsey, Zachary Alan		3046198246	1		CPI2400007 PSA	05/17/2024	--	Referred Active
<input type="checkbox"/>		Cornelius, David A		304-205-3267	1		CPI2400007 PSA	05/17/2024	--	Referred Active

Now go back to your Candidates page in OHC, and again, select all names.

Referred Actions More


9 record(s) are selected. Clear Selection

✓	🔒	Name	Master Profile	Phone	Referred Rank	Banded Rank	Exam #	Action Date	Notices	Status
<input checked="" type="checkbox"/>		Martin, Richard M	👤	(304) 951-1033	1		DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Mundy, Sean C	👤	(304)-833-0481	2		DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Gagliardi, Michael John	👤	716 990 6965	2		DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Hatfield, Austin L	👤	3049326419	2		DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		COUTURE, JEFFREY B.	👤	3032499559	2		DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Kennedy, Megan Lee	👤	(304) 601-1228	2		DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Plants, Allison Marie	👤	(304) 561-8555	2		DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Carpenter, Melinda W	👤	304-644-4855	2		DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Fogarty, Rachael Marie	👤	404-784-8952	2		DAS2400034 PSA	04/19/2024	--	Referred Active

First Previous 1 Next Last 10 Items per page Showing 1-9 of 9 items

Select **Print**



 **Requisition Detail**
Procurement Specialist (DAS2400034 PSA) [Open](#)

Requisition Information Approvals Hire Workflow Candidates History

[Copy](#) [Print](#) [Cancel Req](#)

A new page will open in your browser.

The screenshot shows a web browser window with two tabs: 'OHC - Requisition Details' and 'OHC - Requisition Candidates'. The address bar shows a URL from 'secure.neogov.com'. The main content area is titled 'Referred List Report' and contains a 'Requisition Information' section. A right-click context menu is open over the 'Print...' option, which is highlighted. A red arrow points from the 'Print...' option in the menu to the 'Print...' option in the browser's address bar. Another red arrow points from the 'Print...' option in the menu to the 'Print...' option in the browser's address bar.

Requisition Information	
Division	N/A
Department	DHS - Division of Administrative Services
Job Type	N/A
Class Spec	Procurement Specialist (7202)
Desired Start Date	N/A
Hiring Manager	MELISSA VANCE
HR Analyst	TRACY
Section	N/A
Posting	DAS24
Position Area of Employment, if designated	N/A
Primary Interviewer or Applicant Contact Person's Name	Melissa Vance
Hiring/Interviewer managers's official agency email address	N/A
Starting Salary	N/A

Vacancies	1
Owner	MELISSA VANCE
Position Number(s)	0623PR1161
Full-Time Equivalent	N/A
Shift	N/A
Requestor's Name	Melissa Vance
Name of hiring/interviewing manager who needs access to online eligibles list and application.	N/A
Special Hiring Rate Salary	\$

Right click and select "Print."

- Back
- Forward
- Reload
- Save as...
- Print... (Ctrl+P)
- Cast...
- Search images with Google
- Send to your devices
- Create QR Code for this page
- Translate to English
- Open in reading mode
- Adobe Acrobat: PDF edit, convert, sign tools
- View page source (Ctrl+U)
- Inspect

The screenshot shows a web application interface with a 'Save As' dialog box overlaid on top. The dialog box is titled 'Save As' and shows the file path 'This PC > Documents > Applications'. The file name is 'Register - DAS2400034 PSA' and the save type is 'Adobe Acrobat Document'. The 'Saving...' sidebar on the right has a 'Save as PDF' option selected, which is highlighted by a red callout box containing the text 'Save as PDF'. The sidebar also shows options for 'Pages' (All) and 'Layout' (Portrait). The main content area of the web application displays a form with the following information:

MELISSA VANCE

Position Number(s)
0623PR1161

Full-Time Equivalent
N/A

Shift
N/A

Requestor's Name
Melissa Vance

Name of hiring/interviewing manager who needs access to online eligibles list and application.
N/A

Requestor's Name Melissa Vance	Position Area of Employment, if designated N/A	Requestor's Phone 3043520193
Name of hiring/interviewing manager who needs access to online eligibles list and application. N/A	Primary Interviewer or Applicant Contact Person's Name Melissa Vance	Primary Interviewer's or Applicant Contact Person's phone number 3043520193
Special Hiring Rate Salary \$	Hiring/Interviewer manager's official agency email address N/A	Special Hiring Rate % N/A
If, yes, Name of Provisional: N/A	Starting Salary \$	Is this position filled with a Provisional status employee? N/A
Is this a Supervisory/Managerial Position? If yes, list the number of employees supervised and their job class titles. If no, please put N/A. N/A	Status Classified	(DOP Class & Comp) Approval Date 3/28/2024
	(DOP Class & Comp) Close Date 3/6/2024	

Comments
Approved by the Cabinet Secretary 3/26/2024

https://secure.neogov.com/hiringcenter/print/requisition/9c0bf5ba2696cd759951ac496c59de/candidates/Referred/undefined/undefined/undefined?c... 1/3

ACCESSING APPLICATIONS

Now go back to your Candidates page in OHC, and again, select all names.

Referred Actions More

9 record(s) are selected. Clear Selection

✓	🔒	Name	Master Profile	Phone	Referred Rank	Banded Rank	Exam #	Action Date	Notices	Status
<input checked="" type="checkbox"/>		Martin, Richard M	👤	(304) 951-1033	1		DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Mundy, Sean C	👤	(304)-833-0481	2		DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Gagliardi, Michael John	👤	716 990 6965	2		DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Hatfield, Austin L	👤	3049326419	2		DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		COUTURE, JEFFREY B.	👤	3032499559	2		DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Kennedy, Megan Lee	👤	(304) 601-1228	2		DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Plants, Allison Marie	👤	(304) 561-8555	2		DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Carpenter, Melinda W	👤	304-644-4855	2		DAS2400034 PSA	04/19/2024	--	Referred Active
<input checked="" type="checkbox"/>		Fogarty, Rachael Marie	👤	404-784-8952	2		DAS2400034 PSA	04/19/2024	--	Referred Active

First Previous 1 Next Last 10 Items per page Showing 1-9 of 9 items

Under the “Actions” tab, select Print Apps

9 record(s) are selected.

Referred Actions More

Clear Selection

✓	🔒	Name	Phone	Referred Rank	Banded Rank	Exam #	Action Date	Notices	Status
✓		Martin, Ric	(304) 951-1033	1		DAS2400034 PSA	04/19/2024	--	Referred Active
✓		Mundy, Se	(304)-833-0481	2		DAS2400034 PSA	04/19/2024	--	Referred Active
✓		Gagliardi, Michael John	716 990 6965	2		DAS2400034 PSA	04/19/2024	--	Referred Active
✓		Hatfield, Austin L	3049326419	2		DAS2400034 PSA	04/19/2024	--	Referred Active
✓		COUTURE, JEFFREY B.	3032499559	2		DAS2400034 PSA	04/19/2024	--	Referred Active
✓		Kennedy, Megan Lee	(304) 601-1228	2		DAS2400034 PSA	04/19/2024	--	Referred Active
✓		Plants, Allison Marie	(304) 561-8555	2		DAS2400034 PSA	04/19/2024	--	Referred Active
✓		Carpenter, Melinda W	304-644-4855	2		DAS2400034 PSA	04/19/2024	--	Referred Active
✓		Fogarty, Rachael Marie	404-784-8952	2		DAS2400034 PSA	04/19/2024	--	Referred Active

First Previous 1 Next Last 10 Items per page Showing 1-9 of 9 items

Select “Create
PDF with
Applications”

Print Applications Cancel Continue

You've selected **9** applications to print.

Print Options

Print Applications Now
Limited to a maximum of 25 applications.
Preview and print applications directly from your browser.

Create PDF with Applications
A PDF will be generated and you will be notified via email when it is ready to download.

Create PDF with Applications and Attachments
A PDF will be generated and you will be notified via email when it is ready to download.

Then select
Continue

Print Applications Cancel

Preparing PDF...

Your applications are preparing for print.
If more than 100 applications are selected, multiple PDFs
will be generated.
You will receive an email with a link to download the PDF
when processing is complete.

Remember, you can always view, download, and print your
applications for up to 30 days.

[View, download or print your applications.](#)

Follow this link to
go to the “Print
Applications”
screen.

Once the applications are finished processing, the Job Number will appear here when your applications are ready to view.

Follow this link to go to view the applications.

Print Application

Job #				Start Time	End Time	PDF
DAS2400034 PSA	Procurement Specialist -DHS - Division of ...	9	Applications Only	05/30/2024 10:47 AM	05/30/2024 10:47 AM	View
8911Cas	Correctional Officer 1	1	Applications Only	05/23/2024 03:06 PM	05/23/2024 03:06 PM	View
DJCS240026 PSA	Criminal Justice Specialist 1 - Division of A...	23	Applications Only	05/13/2024 11:05 AM	05/13/2024 11:06 AM	View
9202Cas	Accounting Technician 3	36	Applications Only	05/13/2024 10:59 AM	05/13/2024 10:59 AM	View
9206Cas	Accountant/Auditor 2	8	Applications Only	05/06/2024 03:19 PM	05/06/2024 03:19 PM	View
8905Zas	Probation and Parole Officer 1	85	Applications Only	03/22/2024 09:46 AM	03/22/2024 09:47 AM	View
7984DSas	Human Resources Generalist 1 - DHS - Ka...	12	Applications Only	03/14/2024 11:27 AM	03/14/2024 11:27 AM	View
7202Vas	Procurement Specialist - DHS - Kanawha ...	30	Applications Only	03/05/2024 08:45 AM	03/05/2024 08:45 AM	View

First Previous **1** Next Last

Showing 1-8 of 8 items

Save As

This PC > Documents > Applications

File name: Applications - DAS2400034

Save as type: Adobe Acrobat Document

Save Cancel

You can now save and print the applications for your Job Posting.

Person ID: 57721611 Received: 4/17/24 4:32 PM

EMPLOYMENT APPLICATION

WEST VIRGINIA
1900 Kanawha Blvd. East Building 3 Suite 500
Charleston, West Virginia 25305
(304) 558-3950
<http://www.personnel.wv.gov>

Received: 4/17/24 4:32 PM
For Official Use Only:
QUAL: _____
DNQ: _____
 Experience
 Training
 Other: _____

Carpenter, Melinda W
4 PSA PROCUREMENT SPECIALIST -DHS - DIVISION OF ADMINISTRATIVE SERVICES - KANAWHA COUNTY

PERSONAL INFORMATION

DIVISION OF ADMINISTRATIVE SERVICES - EXAM ID#: DAS2400034 PSA

SOCIAL SECURITY NUMBER: N/A

Zip/Postal Code) West Virginia 25311 EMAIL ADDRESS: mbcarpenter5177@gmail.com

DRIVER'S LICENSE: State: WV LEGAL RIGHT TO WORK IN THE UNITED STATES? Yes No

PREFERENCES

ARE YOU WILLING TO RELOCATE?
 Yes No Maybe

WHAT TYPE OF JOB ARE YOU LOOKING FOR?
Regular

TYPES OF WORK YOU WILL ACCEPT:
Full Time

SHIFTS YOU WILL ACCEPT:
Day, Evening, Night

OBJECTIVE:
Highly motivated professional, looking to step out of the familiar in order to make a difference within state employment.

CODING REGISTERS

In OHC...



enter "Posting Number"

Scroll down to the list of names and select the first name to code.

<input type="checkbox"/>		Name	Master Profile	Phone	Referred Rank	Banded Rank	Exam #	Action Date	Notices	Status
<input type="checkbox"/>		Amin, Peter Mamdouh Rasmy		(304)988-6014	1		CPI2400007 PSA	05/17/2024	--	Referred Active
<input type="checkbox"/>		Abdul-Alim, Talib Ibn		(304)989-0630	1		CPI2400007 PSA	05/17/2024	--	Referred Active
<input type="checkbox"/>		Ornellas, Ernest W.		6815870378	1		CPI2400007 PSA	05/17/2024	--	Referred Active
<input type="checkbox"/>		Winter, Russell S		304-776-6911	1		CPI2400007 PSA	05/17/2024	--	Referred Active
<input type="checkbox"/>		Dorsey, Zachary Alan		3046198246	1		CPI2400007 PSA	05/17/2024	--	Referred Active
<input type="checkbox"/>		Cornelius, David A		304-205-3267	1		CPI2400007 PSA	05/17/2024	--	Referred Active

Amin, Peter
Person ID: 52959976 Referred

→ Next **Actions** Print Cancel

Application Questions Notices

General Information

Contact Information

2913 chesterfield AVE apt 9
Charleston, WV 25304
US

peter_pop_2006@yahoo.com (304)988-6014 primary

Personal Information

Have proof of your legal right to work in the US?
Yes

Driver's License
Yes
WV , Class C

Highest level of education
Bachelor's Degree

To code the candidate's application, select **Actions**

Reject Cancel **Save**

Amin, Peter Mamdouh Rasmy (Person ID : 52959976)

Reject Details

* required fields are marked with asterisk

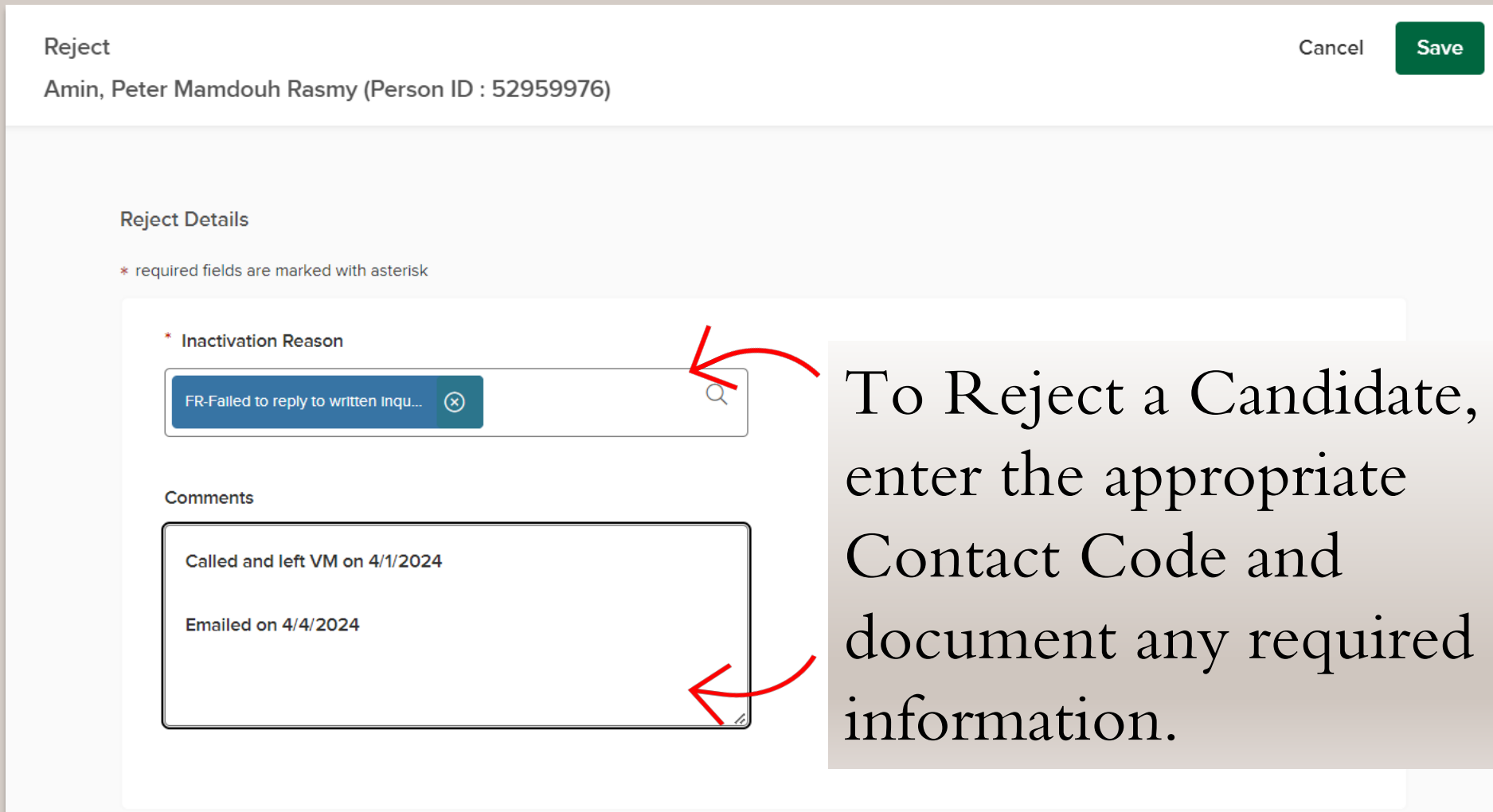
* Inactivation Reason

FR-Failed to reply to written Inqu...

Comments

Called and left VM on 4/1/2024

Emailed on 4/4/2024



To Reject a Candidate, enter the appropriate Contact Code and document any required information.

CONTACT CODES

Offered: offer cannot be coded on register before the posting closing date

C: considered/given due consideration based on application

DE: deceased

DNR: did not report for a scheduled interview;
REQUIRED - enter date and time the interview was scheduled in comments section

OW: declined/refused job
- **DOP USE ONLY**

EMP: hired from another requisition for this job title within this division. **DO NOT USE** for temporary employees

EMPD: permanently employed within this division in an equal or higher pay grade

FR: failed to reply to written inquiry or phone message; **REQUIRED** - enter how the applicant was contacted in comments section

MO: moved from given address (Send returned envelope to our office by email or fax)

CONTACT CODES CONTINUED...

NA: not available/applicant indicated they were not available for this vacancy

NC: not contacted/applicants not contacted and they have not been given due consideration based on their application

NI: not Interested/applicant indicated they were not interested in this vacancy

NIS: not Interested in Salary/applicant indicated they were not interested in the salary

NS: not suitable/failed background check

NS: not suitable/failed drug screening

NS: not suitable/DCR ONLY/failed the Corrections Selection Inventory (CSI) exam/Agility Exam or does not have the required driver's license; **specify reason**

O: other - **DOP Register's approval required**; ALL applicants selected as "other" without prior approval from DOP Register's staff will be counted as "considered"

IH: internal hires - **DOP USE ONLY**; applicants that appear on the referred list but were processed as reinstatement, transfer, or promotion and not actually hired from the register

MISCELLANEOUS

Before requesting additional names, you must work and code your previous register.

Additional Names – use the link to the form provided by DOP:
<https://docs.google.com/forms/d/e/1FAIpQLSdyIvuzQWEMvf dDxUV8f1HUx8EA46HuD6TT8J-eLDMVP-lyFA/viewform>

The NEOGOV Perform App

Don't have access to a computer on a regular basis? Don't worry. Here is another way to access and sign your EPAs, create Journal entries, and view other information in Perform: The NEOGOV Perform App.

Download the app by scanning this QR Code or searching NEOGOV in the App store and log in with your username and password.



CONTACT US

Please reach out via chat or
email to

melissa.d.vance@wv.gov

or

autumn.r.gardner@wv.gov



QUESTIONS OR COMMENTS?