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.

- <u>**Position Number vs. Posting Number**</u>

  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   GSJC – JSGS240001
  MOCC – CMO2400001   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

Navigate in your web browser to https://www.neogov.com/ and sign in.

To create a job posting, navigate to the **Insight** section.

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

You will now have this form on your screen.

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

New Posting

☑ Draft   ☐ Archived   ☐ Accept Online Applications   ☑ Show Closing Date/Time   ☐ Continuous

"Exam Plan" should always be "Create New"

* Exam Plan: ● Create New   ○ Select existing

Posting/Notes

* Department: Search

Division: Search

* Class Spec: Search

* Job Title:

Begin typing the facility name to auto populate the "Department."

Begin typing the job title to auto populate the "Class Spec."

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

Posting/Notes

* Department: DHS - Division of Administrative Services (0623) ×

Division: Search

* Class Spec: Procurement Specialist (7202) ×

* Job Title: Procurement Specialist

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 <u>business</u> 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: <u>do not</u> 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.

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.

Nature of Work:

- The job description is entered here, and it must be specific to the position.
  - <u>Do</u> <u>not</u> 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:

- <u>Do</u> <u>not</u> populate.
- Leave this field blank.

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.

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

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."

Supplemental questions: do not change.

Will overtime be paid: do not change.

★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

24

Correctional Officers: CO1 – CO3 positions are <u>always</u> 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.

Posting: CAC2400021

Positions: 0608P00102, 0608P00138

Vacancies: 2

Greenbrier County

Alternate to posting CAC2400022 CO2, and CAC2400023 CO3

Correctional Counselors: have the <u>option</u> 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."
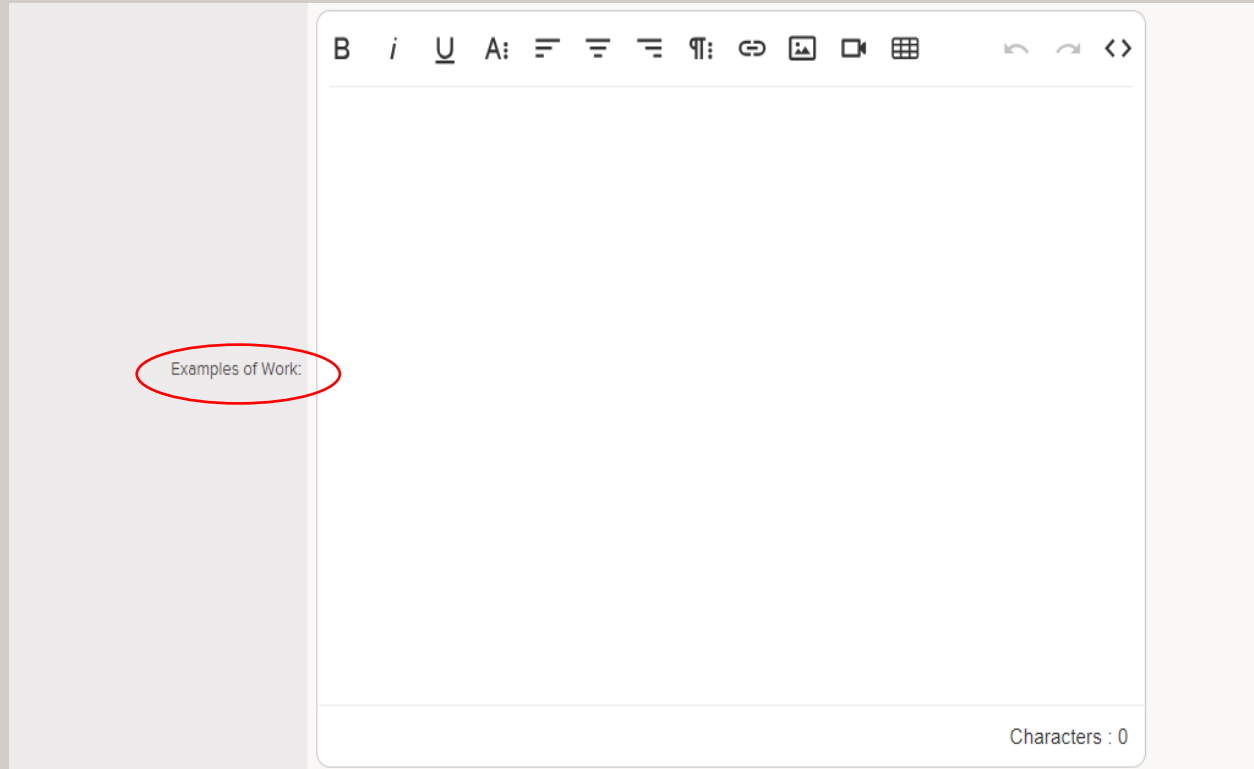
Posting: JSGS240020

Positions: 0608PJ0719, 0608PJ0720, 0608PJ0721

Vacancies: 3

Fayette County

Alternate to posting JSGS240021 for CC 2.

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

- **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

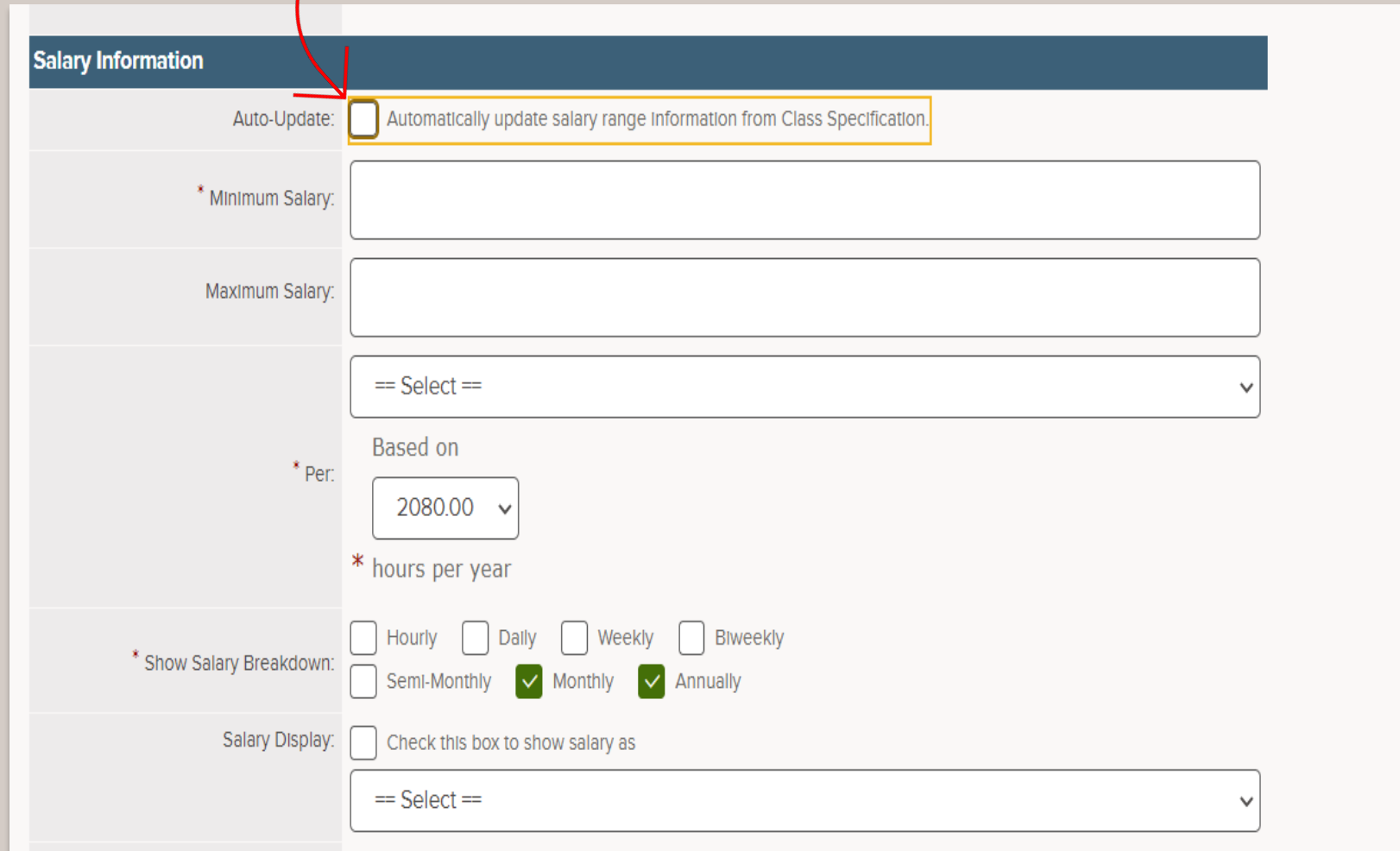Division of Corrections: Probationary period 1 yr.

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.

BOLD

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

BOLD

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

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.
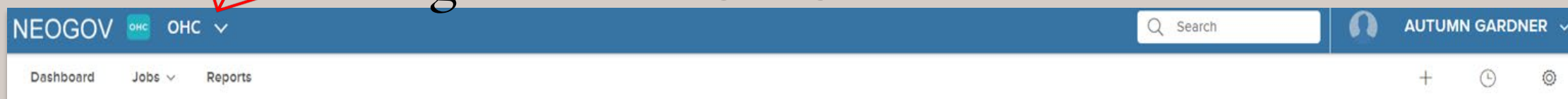
☐ Salary Information – uncheck box

☐ Internal Notes:

- Cabinet Secretary approval language (if applicable)
- If it is a promotional posting, add "Promotional to DCR Only"
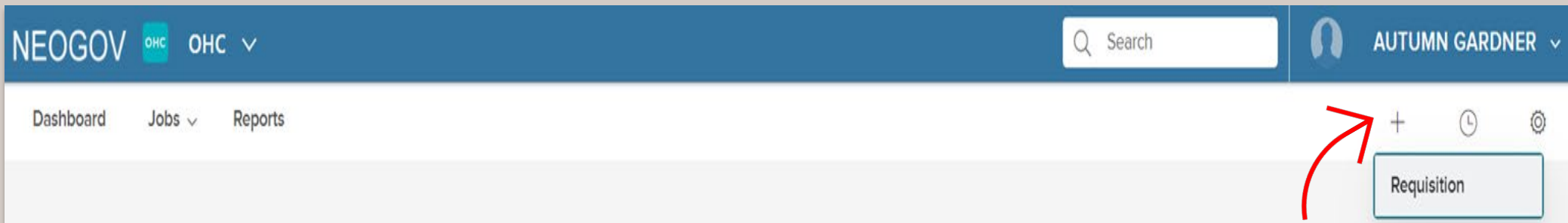
CREATING REQUISITIONS IN OHC

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 #

DAS2400034

* Department/Division

DHS - Division of Administrative ... ⊗

* Class Spec ⓘ

Procurement Specialist (7202) ⊗

Working Title

Desired Start Date

MM/DD/YYYY

* Hiring Manager

MELISSA VANCE ⊗ Find a hiring manager

Job Type

- Make selection -

List Type

- Make selection -

Position ⓘ

Find a position

Number of Vacancies

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.

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

- Make a selection -

Position Area of Employment, if designated

* Requestor's Phone

304-558-2350

* Requestor's Name

Melissa Vance

* Primary Interviewer or Applicant Contact Person's Name

Melissa Vance

* Primary Interviewer's or Applicant Contact Person's phone number

304-558-2350

Status: Classified (do not change).

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."

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

DAS Department

DAS Cabinet

DOP Class & Comp

Next, add your 3 levels of approval.

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

Save & Submit

Upload Attachments:

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

43

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?	☐ Comments:	☐ Approval levels:	☐ Attachments:
If Yes – list the number of employees supervised and their job class titles. If No – should say N/A	Cabinet Secretary approval language (if applicable). If it is a promotional posting, add "Promotional to DCR Only."	Department (Melissa Vance, Autumn Gardner) Cabinet (Sharon Hayes, Lia Dyer) DOP Class & Comp (select DOP Approver, not an individual's name)	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)

49

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 <u>12</u> months.

55

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

56

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."
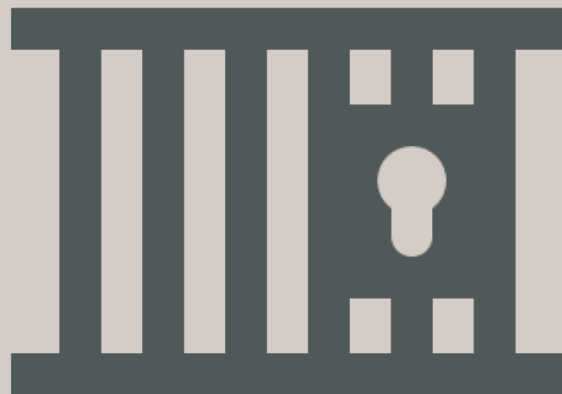
59

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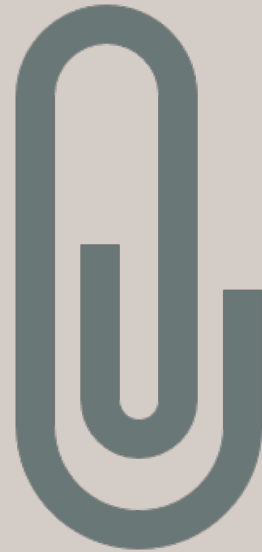
The Job Bulletin must be attached to all requisitions except Correctional Officer and Correctional Counselor postings.

True

False

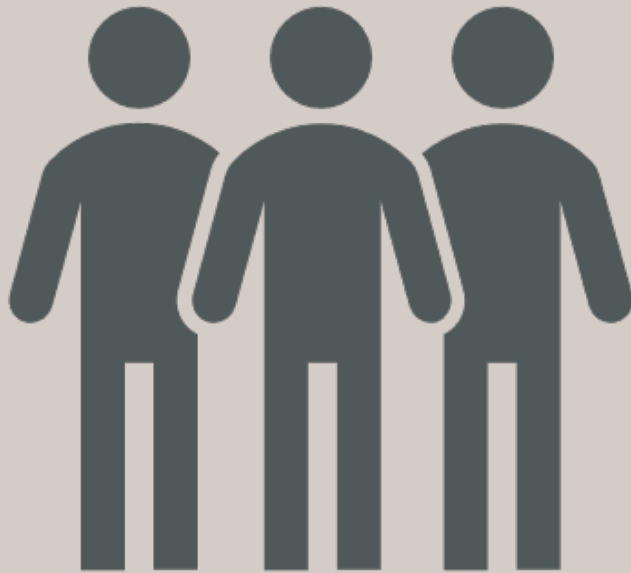# Job Bulletins must be attached to all requisitions.

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

True

False

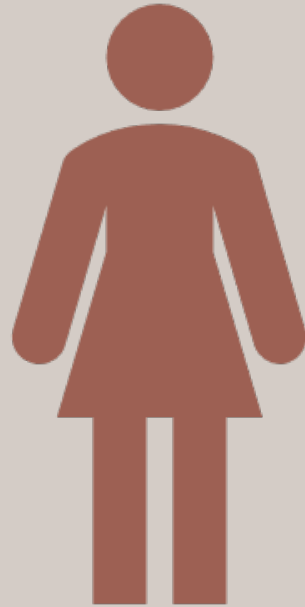If the position does not supervise, you must enter N/A.

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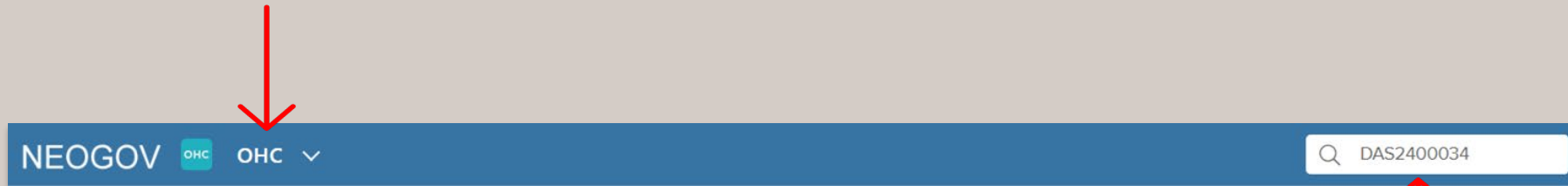
True

False

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

ACCESSING REGISTERS

In OHC…

enter "Posting Number"

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

Scroll down to the list of names

| ☉ Referred ∨ | 🏃 Actions ∨ | | | | | | | More ∨ | ▥ | 🔍 |

☐	🔒	Name	Master Profile	Phone	Referred Rank	Banded Rank	Exam #	Action Date	Notices	Status
☐		Amin, Peter Mamdouh Rasmy	👤	(304)988-6014	1		CPI2400007 PSA	05/17/2024	--	Referred Active
☐		Abdul-Alim, Talib Ibn	👤	(304)989-0630	1		CPI2400007 PSA	05/17/2024	--	Referred Active
☐		Ornellas, Ernest W.	👤	6815870378	1		CPI2400007 PSA	05/17/2024	--	Referred Active
☐		Winter, Russell S	👤	304-776-6911	1		CPI2400007 PSA	05/17/2024	--	Referred Active
☐		Dorsey, Zachary Alan	👤	3046198246	1		CPI2400007 PSA	05/17/2024	--	Referred Active
☐		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.

Select **Print**

Requisition Detail

Procurement Specialist (DAS2400034 PSA) Open

Copy | Print | Cancel Req

Requisition Information   Approvals   Hire Workflow   Candidates   History

A new page will open in your browser.

Right click and select "Print."

Save As

This PC > Documents > Applications

Search Applications

Organize ▾   New folder

Desktop
Downloads
Documents
Pictures
Google Drive
10.26.2022
DCR Orientation
Training
Unemployment
OneDrive
This PC
Network

Name	Date modified	Type	Size
No items match your search.			

File name: Register - DAS2400034 PSA

Save as type: Adobe Acrobat Document

Save   Cancel

Hide Folders

undefined/undefined?columns=lock,name,masterProfile,phone,referredRank,bandedRank,examPlanNumber.

Saving...

"Save as PDF"

Save as PDF

Pages   All

Layout   Portrait

More settings

Save   Cancel

MELISSA VANCE

Position Number(s)
0623PR1161

Full-Time Equivalent
N/A

Shift
N/A

Requestor's Name
Melissa Vance

Name of hiring/interviewing manager
application.
N/A

Requestor's Name
Melissa Vance

Position Area of Employment, if
designated
N/A

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

Special Hiring Rate Salary
$

If, yes, Name of Provisional:
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

Comments
Approved by the Cabinet Secretary 3/26/2024

Primary Interviewer or Applicant
Contact Person's Name
Melissa Vance

Hiring/interviewer managers's official
agency email address
N/A

Starting Salary
$

Status
Classified

(DOP Class & Comp) Close Date
3/6/2024

Requestor's Phone
3043520193

Primary Interviewer's or Applicant
Contact Person's phone number
3043520193

Special Hiring Rate %
N/A

Is this position filled with a Provisional
status employee?
N/A

(DOP Class & Comp)
Approval Date
3/28/2024

https://secure.neogov.com/hiringcenter/print/requisition/9c0bf58aa2698cd759951ac49fdc59de/candidates/Referred/undefined/undefined/undefined?c...   1/3

76

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
☑		Martin, Richard M	👤	(304) 951-1033	1		DAS2400034 PSA	04/19/2024	--	Referred Active
☑		Mundy, Sean C	👤	(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

Under the "Actions" tab, select **Print Apps**

Then select **Continue**

Select "Create PDF with Applications"

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.

82

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

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

CODING REGISTERS

In OHC…

NEOGOV OHC OHC ⌄   🔍 DAS2400034

enter "Posting Number"

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

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

Referred ∨   Actions ∨   More ∨

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
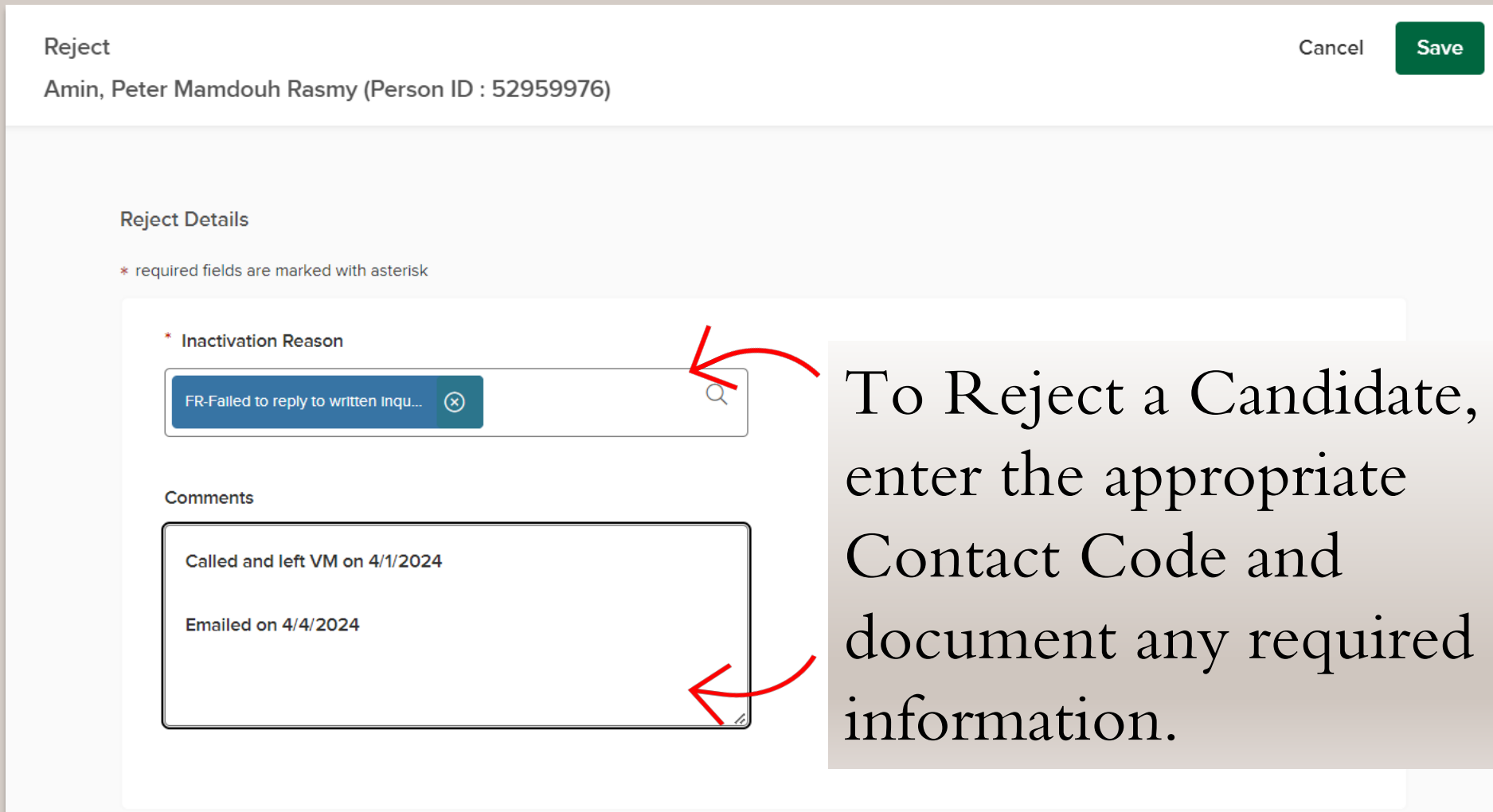
* **Inactivation Reason**

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?