NEOGOV: INSIGHT & OHC TRAINING

DIVISION OF ADMINISTRATIVE SERVICES



AGENDA

Posting Terms

Creating Job Postings

• Common Mistakes

Creating Requisitions
 Common Mistakes

Requesting Public Service Announcements

True or False Accessing Registers

Accessing Applications

Coding Registers

• Contact Info

Questions

POSTING TERMS

Insight: the part of NeoGov where job postings are created and maintained. Job Posting/Job Bulletin: an electronic form created in Insight and is the first step in the hiring process. OHC (Online Hiring Center): the part of NeoGov where requisitions are created and maintained.

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

Register: contains list of applicants referred by DOP.

4 **Position Number vs. Posting Number**

Posting number and position number are not the same.

• <u>Position Number</u>: the number assigned to a specific position. This number stays with that position for the life of the position. Example: 0608PR0952.

- <u>Posting Number</u>: an internal numbering system unique to your facility. It is a sequential system and starts over the beginning of each Fiscal Year.
 - Examples:

ERJL - RJV25ERJ01GSJC - JSGS250001MOCC - CMO2500001Wood YRC - YRC25WD01

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 12 months

- 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 oneyear 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.

<u>Correctional Officers</u>: 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."



CREATING JOB POSTINGS IN INSIGHT



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, 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 vendor are in compliance with terms and conditions of 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 procurement. Assists in determining the most cost effective and feasible types of goods and services to reduce/or maintain expenses. Coordinates delivery of goods and services with customer agencies and customer facilities. Prior to publishing, reviews requests for quotations written by customer agencies and facilities. Other duties as assigned.

Justification

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

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

NEOGOV 🖪 Insight 🗸		Q Search	🖾 🚺 AUTUMN GARDNER 👻
My HR Jobs 🗸 Applicants 🗸 Tests 🗸			Career pages Library + (
Insight Dashboard	Image: Description of the sector of the se	In Req Pipeline Image: Open Jobs 8 9 65	Image: Contract of the second secon
Job Postings view all >			Reset
0 Active	2 Draft	52 Inact	2 iive
Job # 💠 Job Title A Hits 💠 Active/T	tal apps Adv. To 💠 App. Quantity	♣ App. Diversity ♣ Exam #	

12

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

NEOGOV 📧 Insight 🗸		Q Search	
My HR Jobs ~ Applicants ~ Tests ~			Career pages Library + (
Insight Dashboard	Image: Description of the sector of the se	Image: Open JobsApproved ReqsIn Req PipelineOpen Jobs48965	Image: Constraint of the second sec
Job Postings view all >			Reset
0 Active	2 Draft		52 Inactive
Job # 🗘 Job Title 🔶 Hits 🗘 A	tive/Total apps Adv. To 💠 App.	Quantity 🗘 App. Diversity 🛟 Exa	m # 🗘 Actions

You will now have this form on your screen.

ADD JOB POSTING	ting		Cance	Save & Close
	Job Details			
			Field marked with an asterisk (') are required	
		* Exam Plan		
		Create New		
		○ Select Existing		
		Job Status		
		☑ Draft Archived Accept Online Applications ☑ Show Closing Date/Time Continuous		
		Posting/Notes		
		* Department	Division	
		Search Q	Search Q	
		1 Class Cross	• Int Tite	
		Search Q	Job Title	
		* Job Number	* Job Type	
		Job Number	== Select == V	
		Job List	• Exam Type	
		Default Job Listing V	== Select == V	
		Advertise From	Advertise To Time	
		02/27/2025 📾	02/27/2025 📾 11.59 PM 🗸	



Draft and Show Closing Date/Time should always be checked



15	Begin typing the auto populate	ame to t ment		
* Dep DHS * Class Proo	eartment - Division of Administrative Services (0623) (2) ss Spec surement Specialist (7202) (2)	Q	Division Search * Job Title Procurement Spec	Q Ialist
Begin title to the	typing the job auto populate Class Spec			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



17 Category: select Corrections, or another (, applicable category

Reapply Period Days: always enter 10

	* Category		* Reapply Period (Days)	
	Administration 🛞	Q	10	
	Search			
	* Location on Job Posting Display			
	Education on Sob Posting Display		Physical Address	
\geq	Kanawha County 🛞	Q		6
			+ Add an additional address	5

Location on Job Posting Display: auto populates, select the county where your facility is located **Physical Address:** enter facility address Advertise From: scheduled a minimum 3 <u>business</u> days out to allow for approval processing.
 *Postings should never be scheduled to open on a weekend.



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

19 **Category:** select "Corrections", or another applicable category

-	* Category		* Reapply Period (Days)
	Administration (x)	Q	10
	Search		
	* Location on Job Posting Display		Physical Address
	Kanawha County 🛞	Q	
			+ Add an additional address
	EEO / Census Data Template (i)		
	Search	Q	

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

Q



	Rea alwa	pply Period Days: ays enter 10	
* Category EEO/Census Data: leave	Q * Reapply F	Perlod (Days)	
blank	Q Physical Ad + Add an a	Idress dditional address	1 1
Search	Q Physic	al Address: leave b	olank
* Application Template	Applie Applie Image: state of the	as "Default"	
GARDNER, AUTUMN (X)	Q		

Nature of Work

The job description is entered here, and it must be specific to the position.

Nature of Work

21

B i <u>U</u> A: = = = ¶: ⊂ ⊑ ⊡ ⊞

Press Alt + F10 to move to the toolbar

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. Performs related work as required.

Characters : 570

Populate From Class Spec

<u>Do not</u> Populate from Class Spec * If a template has been provided by Lori Lynch or DAS you must use the template.

Nature of Work

Nature of Work Populate From Class Spec					
B i \bigcup A: $=$ $=$ \blacksquare \blacksquare \square					
Promotional to DCR Only					
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. Performs related work as required.					
Posting Number: DAS2500032					
Kanawha County					
1 Vacancy					
Position Number: 0608PR0019					
Characters : 671					

If this is a promotional posting, add "**Promotional to DCR Only**" above job description.

23

Nature of Work

Nature of Work Populate From Class Spec	The fo
	must
Press Alt + F10 to move to the toolbar 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. Performs related work as required. Posting Number: DAS2500032 Image: Competitive Did process of the appropriate responsible bidder. Performs related work as required. Posting Number: DAS2500032 Image: Competitive Did process of the appropriate responsible bidder. Performs related work as required. Posting Number: DAS2500032 Image: Competitive Did process of the appropriate responsible bidder. Performs related work as required. Position Number: 0608PR0019 Image: Competitive Did process of the process	Post Cour Nun
Characters : 646	

ollowing information always be included: ing Number nty/Counties nber of Vacancies **Position Number**

Nature of Work

Posting Number: CAC2500021

Greenbrier County

2 Vacancles

24

Position Number: 0608PR00102, 0608P00138

Alternate to postings CAC2500022 CO2, and CAC2500023 CO3



When posting for the Correctional Officer Series or the Correctional Counselor Series you must include the **Alternate Posting language**.

25

Examples of Work

Examp	oles of	Work	$\Big)$													P	<u>opula</u>	te Fr	om Cl	ass (<u>Spec</u>
В	i	<u>U</u>	A:	F	Ŧ	Ē	¶፡	Θ	1	D	⊞							K		2	:
Pres	s Alt +	F10 to) move	e to th	ne too	lbar															
, 																			Chara	cters	: 0

<u>Do not</u> populate; leave this field blank.

Minimum Qualifications

Click the **Populate from Class Spec** button to autopopulate.

Do not edit, change, or add to the auto-populated information.

Inimum Qualifications	Populate From Class Spe
B <i>i</i> <u>U</u> A: = = = ¶: ⇔ ⊡ ⊡ ⊞	
Press Alt + F10 to move to the toolbar	
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 a	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 commoditie	s or services in a centralized
purchasing function for use in the operation of a private industry or governmental unit. Purchasing experience must be for d	lirect 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	e 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	valent.

Characters : 992

²⁷ Other Information

Click the **Populate from Class Spec** button to auto-populate. (Do not edit or change the auto-populated information)

Other Information	Populate From Class Spec
B <i>i</i> U A: = = = ¶: ⊂⊃ ⊑ □• ⊞	
Press Alt + F10 to move to the toolbar	Enter the agency
PG: 13 \$37,536 - \$65,020 Market Rate: \$57,907	contact information,
Email applications to Paula Dickens at <u>paula.j.dickens@wv.gov</u> or	including email and
Mail to: Paula Dickens	mailing address for
Charleston, WV 25301	submission of
Please include posting number DAS2500032 on your application.	applications.
Applications of covered state employees malled to DOP of completed via DOP's offinit	

Characters : 351

0	Q
4	O

Other Information

	Other Information		Populate From Class Spec						
	B i U A: = = = ¶: = 1		∽ ~ :						
	Press Alt + F10 to move to the toolbar								
	PG: 13 \$37,536 - \$65,020 Market Rate: \$57,907	Make sure the							
	Email applications to Paula Dickens at <u>paula.j.dickens@wv.gov</u> or Mail to:	posting number is							
	Paula Dickens 1124 Smith St.	BOLD.							
	Charleston, WV 25301 Please include posting number DAS2500032 on your application	n.							
	Applications of covered state employees mailed to DOP or completed via DOP's online method are not forwarded to the agency.								
nis sentence: "Please include posting									

Add this sentence: "Please include posting number (POSTING #) on the application."

Other Information

Other Information	Populate From Class Spec				
B i U A: = = = ¶: < □ I	Make sure the entire sentence is BOLD .				
1124 Smith SL Charleston WV 25301					
Charleston, WV 25301 Please include posting number DAS2500032 on your application. Applications of covered state employees mailed to DOP or completed via DOP's online method are not forwarded to the agency.					

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."

³⁰ Location of Vacancy: Select all the counties you listed under the Nature of Work

Nature of Work Populate From Class Spec
B i U A: $=$ $=$ II: \subseteq \Box \Box \blacksquare \square
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. Performs related work as required. Posting Number: 9452500032 Kanawha County 1 Vacancy Position Number: 0608PR0019
Characters : 646



31 If your facility pulls applications from surrounding counties, list those counties in both the **Nature of Work** and **Location of Vacancy**

ature of Work	Populate From Class Spec
B <i>i</i> <u>U</u> A: = = = ¶: ⇔ ⊑ ⊡ ⊞	r ⊂
Press Alt + F10 to move to the toolbar	
agencies and institutions. These positions are responsible for interpretation and application of related policies and procedures and may be req and/or fixed assets. Work includes reviewing requisition specifications, administering the competitive bid process., reviewing bids and awarding appropriate responsible bidder. Performs related work as required. Posting Number: DAS2500032 Counties: Fayette, Kanawha, Lincoln, Putnam 1 Vacancy Position: 0608PR0019	uired to monitor inventory g purchase orders to the
	Characters : 668



DO NOT CHANGE:

- **Minimum Salary**
- **Maximum Salary**
- Per and Based on
- Show Salary Breakdown Salary Display

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

Automatically up late salary range information from Class Spec
 Minimum Salary

37536.00	
* Per	
Year	\sim

*Show Salary Breakdown

Hourly Daily Weekly

> Biweekly Semi-Monthly

Monthly

Annually

 \checkmark

Auto Update

Maximum Salary

65020.00

* Based On

2080 V hours per year

Select "None Required" for both Education Level and Experience Level

Minimum Qualifications ()

* Education Level ()

None Required

 \sim

* Experience Level ()

None Required

 \sim

Internal Notes

- Cabinet Secretary approval language (if applicable)
- If it is a promotional posting, add "Promotional to DCR Only."
- * Internal Notes section of Posting, must match comment section of Requisition.

B <i>i <u>U</u></i>	A: =	7 7	۹ï	Θ		⊞	n a 1
Press Alt + F10 to	move to th	e toolbar					
Approved by Cab	inet Secreta	ry 6/23/20:	25				
							Characters : 3
ornal Notos							Characters : 3
ernal Notes							Characters : 3
ernal Notes B <i>i</i> <u>U</u>	A: =	= =	¶:	Θ	L	 ⊞	Characters : 3
ernal Notes B <i>i</i> U ress Alt + F10 to	A: =	= =	¶:	Θ	14 D		Characters : 3
ernal Notes B <i>i</i> U ress Alt + F10 to Promotional to DC	A: = move to th R only.	= =	¶:	Θ	<u>ت</u>	⊞	Characters : 3
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ernal Notes B <i>i</i> U ress Alt + F10 to Promotional to DC	A: = move to th R only.	= =	¶:	Θ	<u>ت</u>		Characters : 3

35

DO NOT CHANGE: Supplemental Questions Will overtime be paid until job is filed?

	* Supplemental Questions		
	OFF ON		
	Will overtime be paid until job is filled ?		
		Reset	
ADD	JOB POSTING		
Ne	ew Job Posting	Cancel Save & Close	
	Job Details		
		*Be sure to click Save	*
	* Exam Plan		
	Create New		F
	Select Existing		
	Job Status		N


Other duties as assigned.

³⁷ Common Mistakes in Postings







Changes to Job Postings require a new Job Posting PDF to be uploaded to the Requisition. Formatting within Job Postings should be neat and free of typos. Job Postings should never be set to open on a weekend or a nonbusiness 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.

NEOGOV 🔤 онс 🗸	Q Search	0		GARDN	ER 🗸
Dashboard Jobs v Reports			+	Ŀ	0



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

NEOGOV 🚾 онс 🗸 🔍	Search AUTUN	II GARDNER 🗸
Dashboard Jobs 🗸 Reports	+	· •
	Requi	sition

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
DAS2400034	DHS - Division of Administrative 🛞
• Class Spec ①	Working Title
Procurement Specialist (7202) 🛞	
Desired Start Date	• Hiring Manager
MM/DD/YYYY	MELISSA VANCE Image: Pind a hiring manager Q
Јор Туре	List Type
- Make selection -	- Make selection - V
Position ①	Number of Vacancies
Find a position Q	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

Position Number(s)	Section
0623PR1161	
11-5	Full Time Frainclast
Posting/Requisition Number	* Enter the county or counties in which the vacancy is located.
DAS2400034	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
Make a selection -	
Requestor's Phone	* Requestor's Name
304-558-2350	Melissa Vance
Primary Interviewer or Applicant Contact Person's Name	Primary Interviewer's or Applicant Contact Person's phone number
Melissa Vance	304-558-2350

DIVISION OF ADMINISTRATIVE SERVICES

46

	Status: Classified (d	lo not change)
If, yes, Name of Provisional:	* Status	
	Classified V	
(DOP Class & Comp)	Is this a Supervisory/Managerial Position? If yes, list the number of employees supervised and	
Approval Date	their job class titles. If no, please put N/A.	
MW/DD/YYYY	Yes - supervises 2 procurement associates.	
(DOP Class & Comp) Close Date	Is this a Supervisory/Ma	nagerial Position?:
MWDD/YYYY	If yes, list the number of	employee's
	supervised and their job	class title.

01

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1 / 1

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If no, type "N/A" (for Not Applicable)



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

	osition Details	
1	w Position?	
	Yes 💿 No	
	Add Position Detail	
	nment	
	pproved by Cabinet Secretary 4/1/2024.	

Comment section must match **Internal Notes** section of Job Posting.



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

NEOGOV 🚾 онс 🗸			Q Search AUTUMN GARDNER 🗸
Create Requisit	ion		X Cancel Save & Close Save & Continue to Next Step
1. CREATE	2. APPROVALS	3. ATTACHMENTS	

DIVISION OF ADMINISTRATIVE SERVICES

DAS	Department			
Approval Group			Next, add	your 3
* Approvers			levels of ap	oproval
AUTUMN GARDNER 🛞 MELISSA VANCE 🛞 S	Gearch Approvers	abinet		•
Add Approval Step Cancel	Approval Group DHS - DAS/DJCS - CABINET	~		
	* Approvers			
	SHARON HAYES 🛞 LIA DYER 🛞 Search Approvers	۹	DOP Class & Co	omp
	Add Approval Step Cancel	* Approval Group		~
		* Approvers		
		DOP Approver 🛞 Sear	rch Approvers	Q
		Add Approval Step	Cancel	

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

NEOGOV 🔤 онс 🗸			Q Search AUTUMN GARDNER 🗸
Create Requisit	ion		X Cancel Save & Close Save & Continue to Next Step
1. CREATE 🗸	2. APPROVALS	3. ATTACHMENTS 🗸	

Save & Submit

51

Attachments:

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

Create Requisition	× Cancel Save & Close Save & Submit
1. CREATE 🗸 2. APPROVALS 🗸 3. /	
Add Attachments	
	\bigcirc
Drag and drop	p file here, or <u>click here to upload</u>
Supported file typ The maxim	pes are doc, docx, pdf, rtf, txt, wpd, xls mum allowed file size is 10MB.
PDF Job Bulletin - RJ24WRJ51 🖉 🗊 Justification	tion - 0608P0071 🖉 🛍

Only attach PDF documents since word documents cannot be opened. Always attach the corrected/updated postings.

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.

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

OHC

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)

⁵⁸ All PSA's 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.



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.



A Special Form is required when a position has been vacant for <u>12</u> months.



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



Promotional Postings are only advertised at DCR locations.



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



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



⁶⁸ 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.



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.



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.



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



⁷⁴ When selecting the hiring manager, all managers who populate with the search option should be included.

True False

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



ACCESSING REGISTERS



DIVISION OF ADMINISTRATIVE SERVICES

78

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



⁷⁹ Scroll down to the list of names

© Re	eferred	〜 🖍 Actions 🔨	~					More ~ Q		
-	₿	Name	Master Profile	Phone	Referred Rank	Banded Rank	Exam #	Action Date	Notices	Status
		Amin, Peter Mamdouh Rasmy	0	(304)988-6014	1		CPI2400007 PSA	05/17/2024		Referred Active
		Abdul-Alim, Talib Ibn	0	(304)989-0630	1		CPI2400007 PSA	05/17/2024		Referred Active
		Ornellas, Ernest W.	0	6815870378	1		CPI2400007 PSA	05/17/2024		Referred Active
		Winter, Russell S	0	304-776-6911	1		CPI2400007 PSA	05/17/2024		Referred Active
		Dorsey, Zachary Alan	0	3046198246	1		CPI2400007 PSA	05/17/2024		Referred Active
		Cornelius, David A	0	304-205-3267	1		CPI2400007 PSA	05/17/2024		Referred Active

Select all records, ensuring records on all pages are included.

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~	۵	Name	Master Profile	Phone	Referred Rank	Banded Rank	Exam #	Action Date	Notices	Status
~		Martin, Richard M	0	(304) 951-1033	1		DAS2400034 PSA	04/19/2024		Referred Act
		Mundy, Sean C	0	(304)-833-0481	2		DAS2400034 PSA	04/19/2024		Referred Act
		Gagliardi, Michael John	0	716 990 6965	2		DAS2400034 PSA	04/19/2024		Referred Act
		Hatfield, Austin L	0	3049326419	2		DAS2400034 PSA	04/19/2024		Referred
		COUTURE, JEFFREY B.	0	3032499559	2		DAS2400034 PSA	04/19/2024		Referred Acti
~		Kennedy, Megan Lee	0	(304) 601-1228	2		DAS2400034 PSA	04/19/2024		Referred
		Plants, Allison Marie	0	(304) 561-8555	2		DAS2400034 PSA	04/19/2024		Referred Acti
		Carpenter, Melinda W	0	304-644-4855	2		DAS2400034 PSA	04/19/2024		Referred Act
\checkmark		Fogarty, Rachael Marie	0	404-784-8952	2		DAS2400034 PSA	04/19/2024		Referred Act

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Requisition Detail Procurement Specialist (DA	\\$2400034 PS	A) Open				Copy 🛱 Print 🛞 Cancel Req
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Referred List Report

Requisition Information

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

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~	₿	Name	Master Profile	Phone	Referred Rank	Banded Rank	Exam #	Action Date	Notices	Status
~		Martin, Richard M	0	(304) 951-1033	1		DAS2400034 PSA	04/19/2024		Referred Active
		Mundy, Sean C	0	(304)-833-0481	2		DAS2400034 PSA	04/19/2024		Referred Active
		Gagliardi, Michael John	0	716 990 6965	2		DAS2400034 PSA	04/19/2024		Referred Active
		Hatfield, Austin L	<u></u>	3049326419	2		DAS2400034 PSA	04/19/2024		Referred Active
		COUTURE, JEFFREY B.	<u><</u>	3032499559	2		DAS2400034 PSA	04/19/2024		Referred Active
		Kennedy, Megan Lee	0	(304) 601-1228	2		DAS2400034 PSA	04/19/2024		Referred Active
\checkmark		Plants, Allison Marie	<u></u>	(304) 561-8555	2		DAS2400034 PSA	04/19/2024		Referred Active
		Carpenter, Melinda W	0	304-644-4855	2		DAS2400034 PSA	04/19/2024		Referred Active
\checkmark		Fogarty, Rachael Marie	0	404-784-8952	2		DAS2400034 PSA	04/19/2024		Referred Active

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		Kennedy, I	Megan Lee	0	(304) 601-1228	2	DAS	2400034 PSA	04/19/2024		Referred Active
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		Carpenter,	, Melinda W	2	304-644-4855	2	DAS	2400034 PSA	04/19/2024		Referred Active
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•	₿	Name	Master Profile	Phone	Referred Rank	Banded Rank	Exam #	Action Date	Notices	Status
		Amin, Peter Mamdouh Rasmy	2	(304)988-6014	1		CPI2400007 PSA	05/17/2024		Referred Active
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		Cornelius, David A	2	304-205-3267	1		CPI2400007 PSA	05/17/2024		Referred Active



DIVISION OF ADMINISTRATIVE SERVICES

95	Reject Amin, Peter Mamdouh Rasmy (Person ID : 52959976)	Cancel Save
	Reject Details • required fields are marked with asterisk • Inactivation Reason (R-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 Comment 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

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

DE: Deceased

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

NC: Not Contacted/applicants NI: Not Interested/applicant not contacted and they have **NA:** Not Available/applicant indicated they were not not been given due indicated they were not available for this vacancy consideration based on their interested in this vacancy application **NIS:** Not Interested in NS: Not Suitable/failed drug Salary/applicant indicated they NS: Not Suitable/failed were not interested in the background check screening salary **IH:** Internal Hires - **DOP USE NS:** Not Suitable/DCR O: Other - DOP Register's approval required; ALL **ONLY**; *a*pplicants that appear ONLY/failed the Corrections applicants selected as "other" on the referred list but were Selection Inventory (CSI) exam/Agility Exam or does not without prior approval from processed as reinstatement, DOP Register's staff will be have the required driver's transfer, or promotion and not actually hired from the register counted as "considered" license; specify reason

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MISCELLANEOUS

- Before requesting additional names, you must work and code your previous register.
- Additional Names use the link to the form provided by DOP: <u>https://docs.google.com/forms/d/e/1FAIpQLSdyIvuzQWEMvfdDxU</u> <u>V8f1HUx8EA46HuD6TT8J-eLDMVP-lyFA/viewform</u>



CONTACT US

Please reach out via chat or email to

Melissa.D.Vance@wv.gov

or

Autumn.R.Gardner@wv.gov

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