NEO-GOV: TALENT ACQUISITION NEW HIRE TRAINING

Division of Administrative Services
Position Management

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.

Position Number vs. Posting Number

Posting number and position number are not the same.

- **Position Number**: the number assigned to a specific position; this number stays with that position for the life of the position. Example: 0608PR0952

- **Posting Number**: an internal numbering system unique to your facility. It is a sequential system that starts over at the beginning of each Fiscal Year. Examples:

ERJL – RJV26ERJ01

MOCC – CMO2600001

GSJC – JSGS260001

Wood YRC – YRC26WD01

Job Postings Spreadsheet

	A	B	C	D	E	F	G	H	I	J	K
1	Posting Number	Title	Position Number	Justification Approval Date	Open	Close	PSA Requested	PSA Date Open	PSA Date Close	Date Register and Applications Pulled	Notes/Comments
11	DAS2500010	Procurement Specialist	0623PR1161	3/6/2024	8/17/2024	8/26/2024	No			No names	Mickey emailed 8/28
12	DAS2500011	Human Resources Generalist 2 (transactions)	0623PD1082	8/22/2024	8/26/2024	9/4/2024				No names	Lia Dyer emailed 9/4
13	DAS2500012	Administrative Services Manager 1 (Jessica)	0623PR1167	7/16/2024	9/4/2024	9/13/2024	Yes 9/10/2024	09/11/2024	09/26/2024	No names/20 Names	Cecilia Royal 9/10 - 10/1
14	DAS2500013	Procurement Specialist	0623PR1161	3/6/2024	9/11/2024	9/20/2024	Yes 9/11/202	09/11/2024	09/26/2024	11 Names + 1	Mandy Parsons emailed 9/27 - 10/4
15	DAS2500014	Human Resources Generalist 2 (payroll)	0623PD1149	9/22/2024	9/25/2024	10/4/2024	Yes 9/25/2024	9/30/2024	10/13/2024	10 Names	Kim Potters emailed 10/15
16	DAS2500015	Procurement Associate	0623PD2243	9/22/2024	9/25/2024	10/4/2024	Yes 9/25/2024	10/1/2024	10/16/2024	15 Names	Mandy Parsons emailed 10/22
17	DAS2500016	Administrative Services Manager 1 (Dunbar)	0623PD2082	10/10/2024	1/22/2025	1/31/2025	No			No names	Ceciia emailed 1/30
18	DAS2500017	Procurement Specialist	0623PR0019	12/9/2024	12/11/2024	12/20/2024	No			No Names	Cecilia emailed 12/12/2024
19	~~DAS2500018~~	~~Administrative Services Assistant 1 Cancel~~	~~0623PD1930~~	~~12/15/2024~~							
20	DAS2500019	Administrative Services Assistant 1	0623PD1930	12/15/2024	12/19/2024	12/28/2024	Yes 12/19/2024	12/19/2024	1/3/2025	7 names	Cecilia emailed 1/13
21	DAS2500020	Administrative Services Manager 1 (Jessica)	0623PR1167	7/16/2024	1/9/2025	1/18/2025	No			No names	Mandy emailed 1/9
22	DAS2500021	Procurement Specialist, Senior	0623PR0023	1/3/2025	1/9/2025	1/18/2025	Yes 1/9/2025	1/9/2025	1/25/2025	9 Names	Mandy emailed1/29
23	DAS2500022	Procurement Specialist	0623PD2289	1/14/2025	1/16/2025	1/25/2025	Yes 1/15/2025	1/16/25	1/31/25	16 Names	Cecilia emailed 2/5
24	DAS2500023	Administrative Services Manager 1 (Shawna)	0623PR0002	1/17/2025	1/22/2025	1/31/2025	No			No names	Ceciia emailed 1/30
25	DAS2500024	Administrative Services Assistant 1	0623PD2305	2/6/2025	2/7/2025	2/16/2025	Yes 2/7/2025	2/10/2025	2/25/2025	49 names	Cecilia emailed 3/5
26	DAS2500025	Internal Auditor	0623PD0004	2/3/2025	2/12/2025	2/21/2025	Yes 2/25/2025	2/27/2025	3/14/2025	No names/1 name	Cecilia emailed 2/18 - 3/18
27	DAS2500026	Procurement Specialist	0623PD2289	1/14/2025	3/4/2025	3/13/2025	Yes 3/04/2025	3/5/2025	3/19/2025	7 names	Cecilia emailed 3/21
28	DAS2500027	Procurement Specialist, Senior	0623PR0023	1/3/2025	3/24/2025	4/2/2025	Yes 3/24/2025	3/25/2025	4/9/2025	13 Names	Cecilia emailed 4/14
29	DAS2500028	Accountant/Auditor 3 (**alternate language**)	0623PR0018	3/30/2025	4/2/2025	4/11/2025	Yes 4/01/2025	4/3/2025	4/18/2025	6 names	Cecilia and Bryan emailed 4/21
30	DAS2500029	Budget Analyst 2	0623PD2301	4/19/2025	4/23/2025	5/2/2025	Yes 4/22/2025	04/25/2025	5/10/2025	17 names	Cecilia Royal emailed 5/14

Use for tracking agency's job postings

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 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.

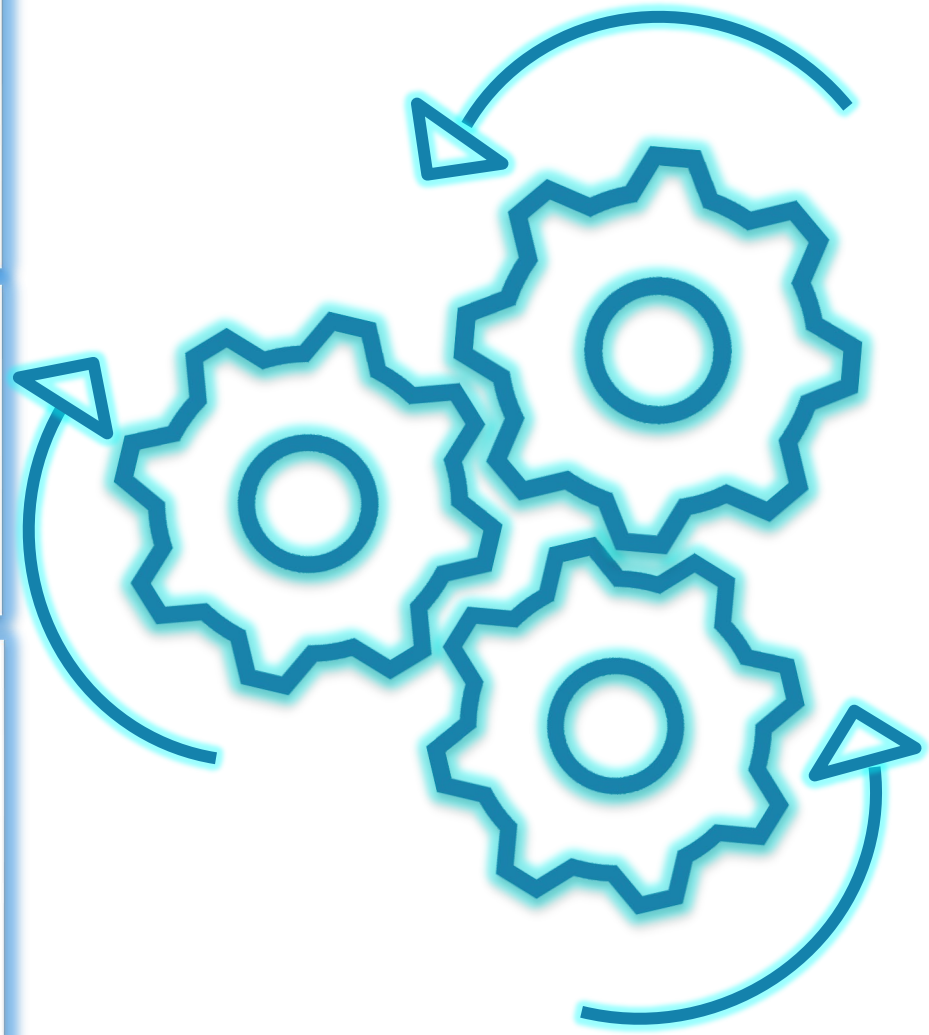
Justifications are good for six months from the approval date; if the position is not filled and needs to be posted again after six months, a new justification is required.

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.

Correctional Officer 1, 2, and 3 positions are <u>always</u> posted together as a series

Alternate language must be included under the **Nature of Work** in all 3 Correctional Officer postings

Alternate language for Correctional Officer 1, example:
"*Alternate to (posting #) CO2 and (posting #) CO3*"



Correctional Counselor 1 and 2 positions have the <u>option</u> of posting together or separately

If posting together, alternate language must be included under the **Nature of Work** for both Correctional Counselor postings

Alternate language for Correctional Counselor 1, example:
"Alternate to (posting #) CC2"

CREATING JOB POSTINGS IN **RECRUITING (INSIGHT)**

STATE OF WEST VIRGINIA
DEPARTMENT OF HOMELAND SECURITY
DIVISION OF CORRECTIONS
AND REHABILITATION

DAVID L. KELLY
COMMISSIONER

DOUGLAS P. BUFFINGTON, II
ACTING CABINET SECRETARY

To: Tina Desmond, Director TD

From: Mandy Parsons, Assistant Director - Purchasing MP

Date: January 9, 2025

RE: Justification to Post and Hire

Agency: Division of Administrative Services

Title: Procurement Specialist

Number of Positions Requested: One (1)

Position Number: 0623PRI161

7-11-25

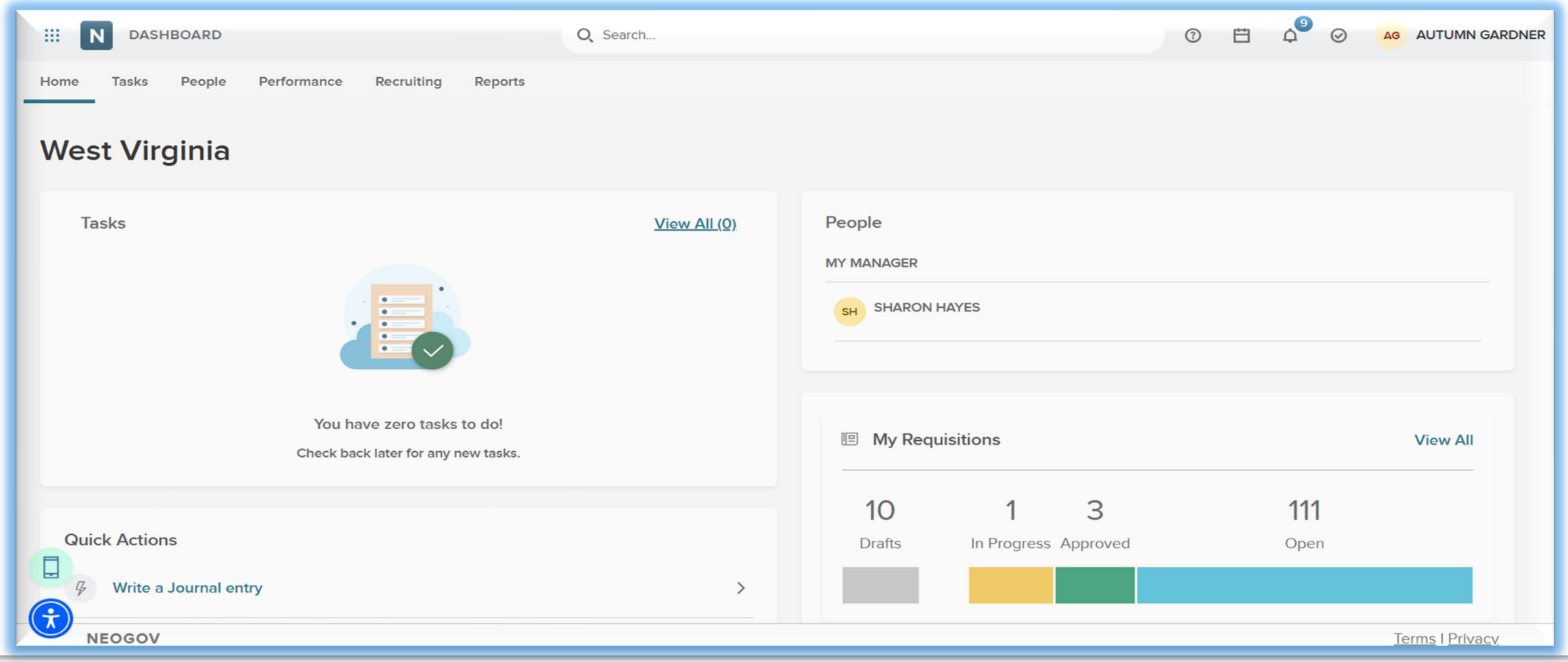
1. Why is the vacant position imperative to the operation of your Agency? (e.g., statutory or regulatory requirement, court order, service requirements, etc.)?

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

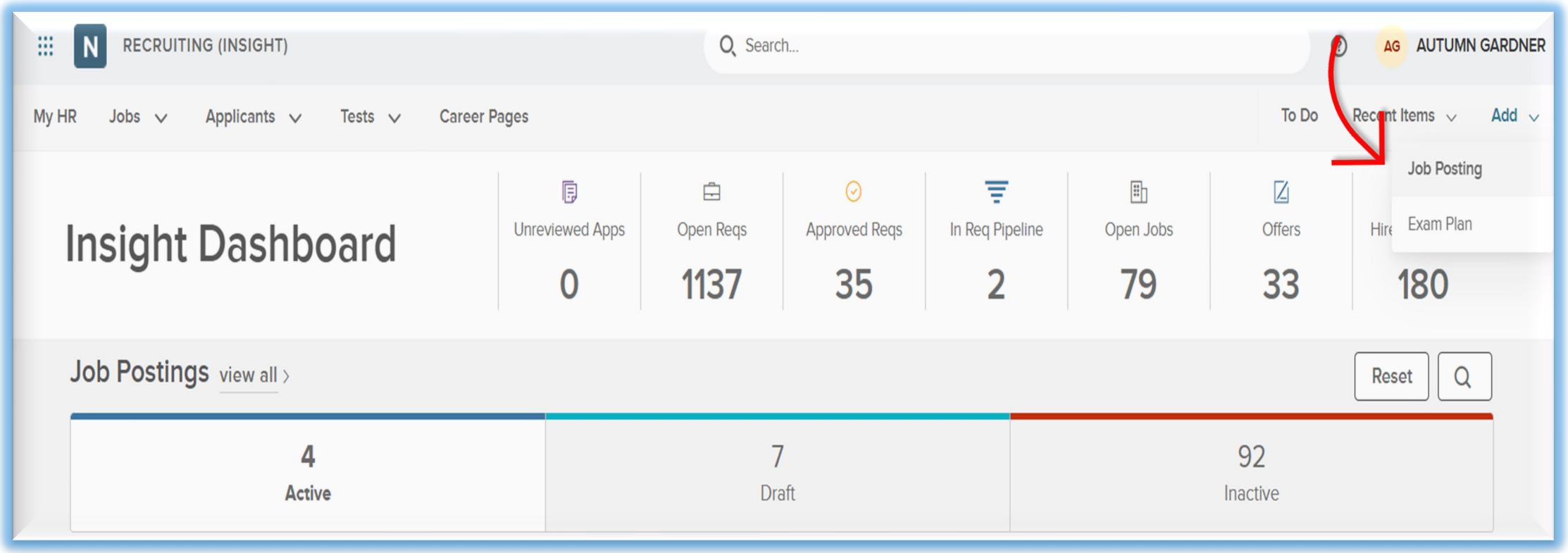
Navigate web browser to

https://www.neogov.com/

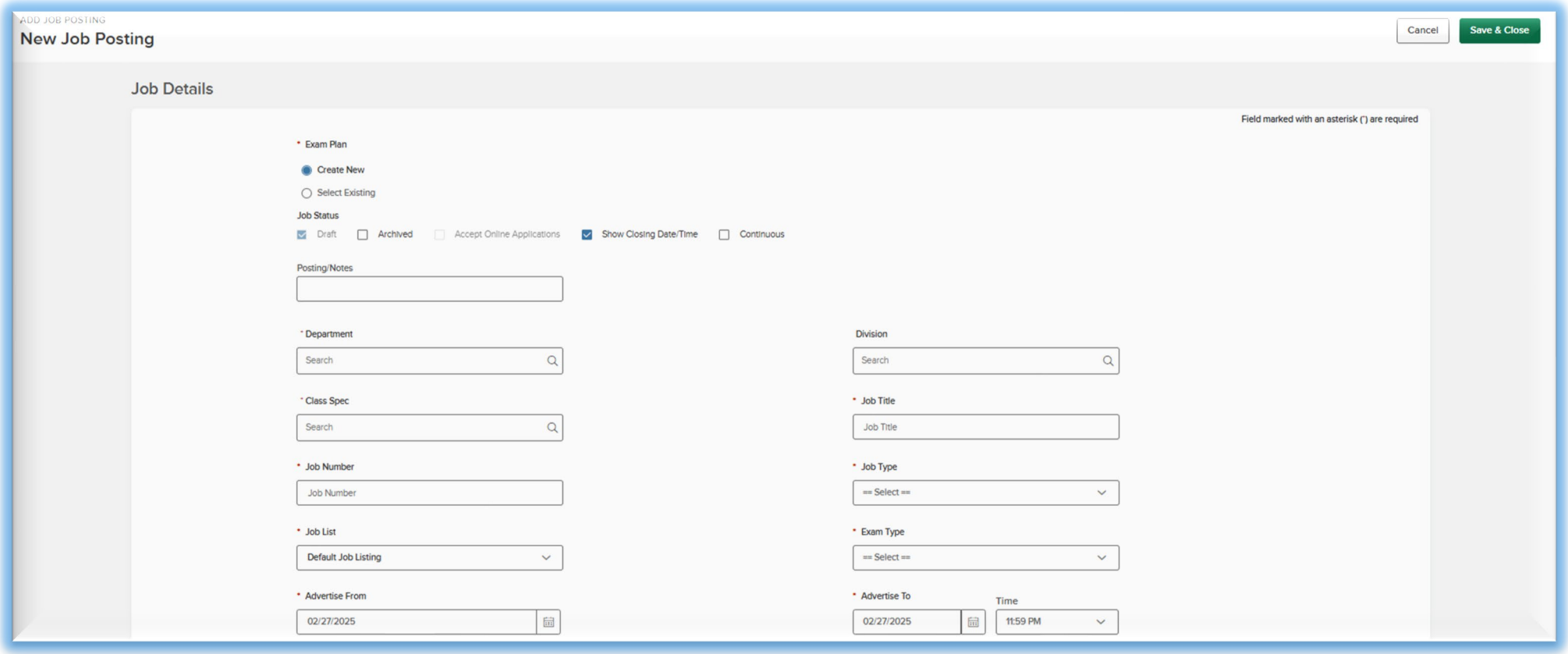


To create a job posting, navigate to the **Recruiting (Insight)** section

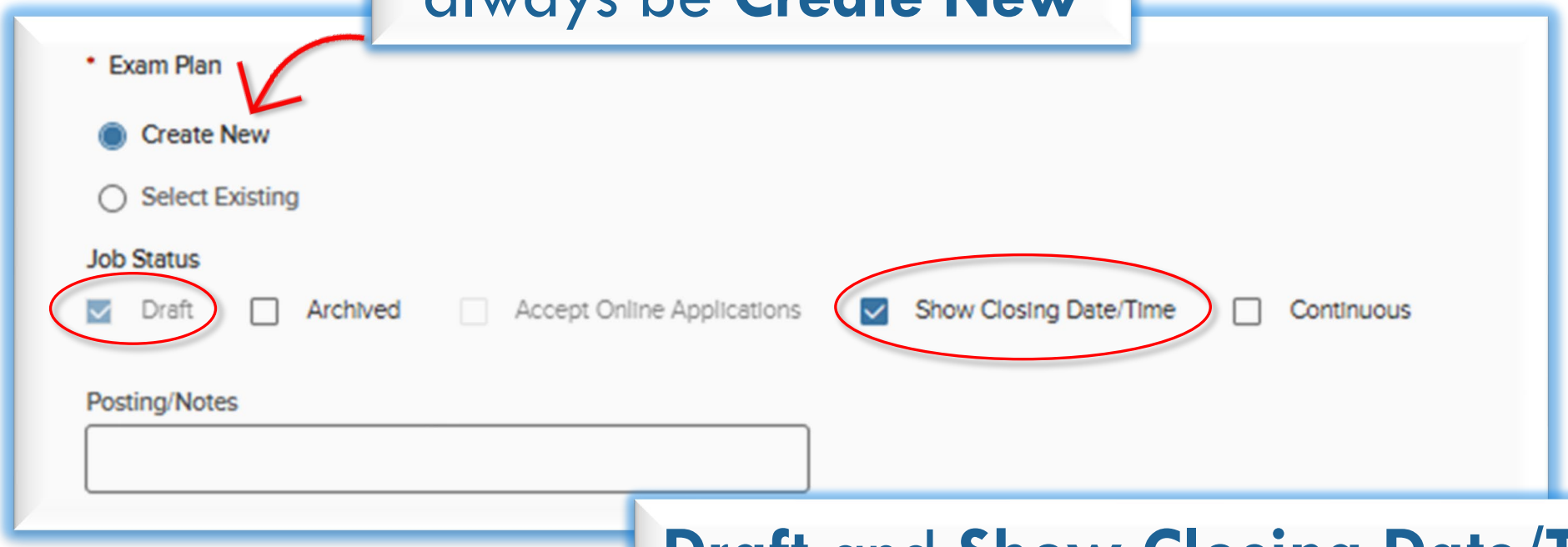
Click **Add**, then select **Job Posting**



You will now have this form on your screen:



Exam Plan should always be **Create New**



Draft and **Show Closing Date/Time** should always be checked

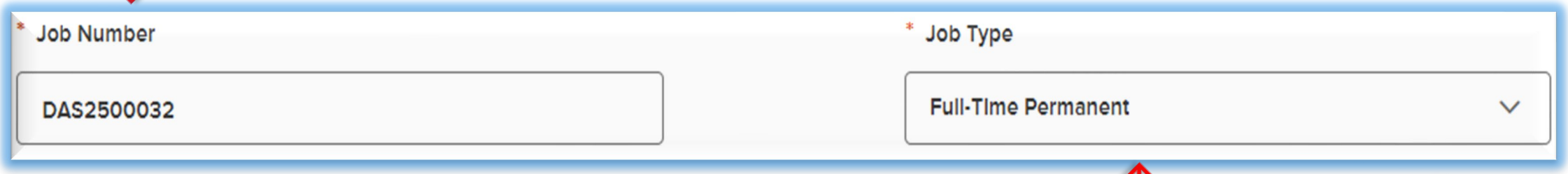
Begin typing the facility name to auto populate the **Department**

Begin typing the job title to auto populate the **Class Spec**

The **Job Title** will auto populate based on the **Class Spec**

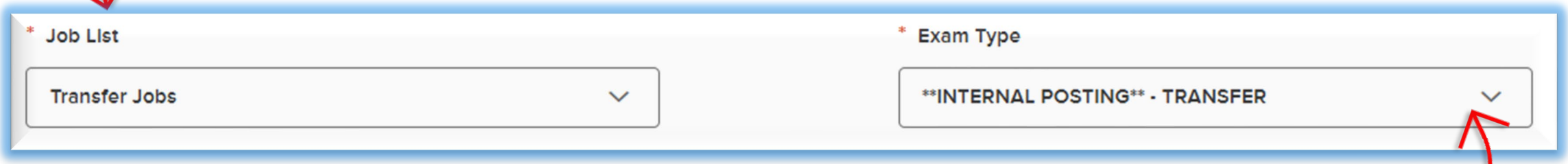
Job Number: same as *posting number*

* Remember, *posting numbers* and *position numbers* are different



Job Type: select *Full-Time Permanent*

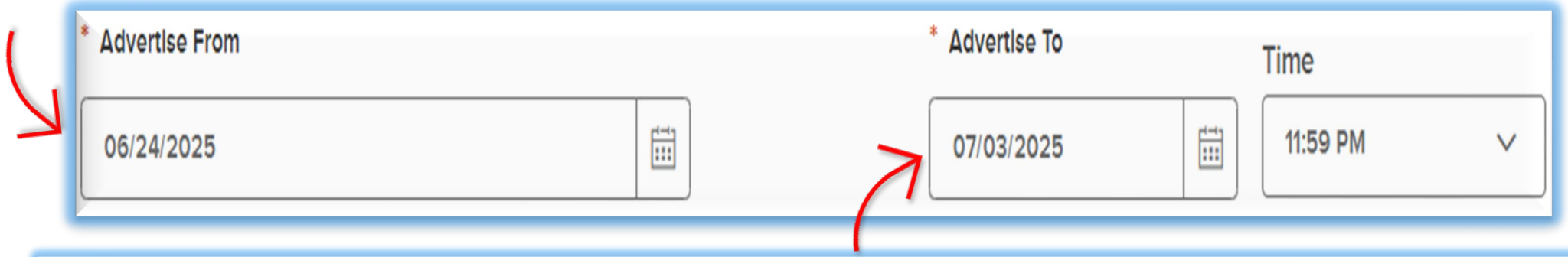
Job List: never select Default; *most positions will be* ***Transfer***, however, if you are posting a position that you plan to hire from within DCR, then select **Promotional**



Exam Type: select the same option selected in Job List

Job List and **Exam Type** must match

Advertise From: scheduled a minimum 3 <u>business</u> days out to allow for approval processing



Advertise To: 10 days from "**Advertise From**" date
Count the "**Advertise From**" date as day one
Leave the default **Time** of 11:59 pm

*Postings should never be scheduled to open on a weekend or holiday

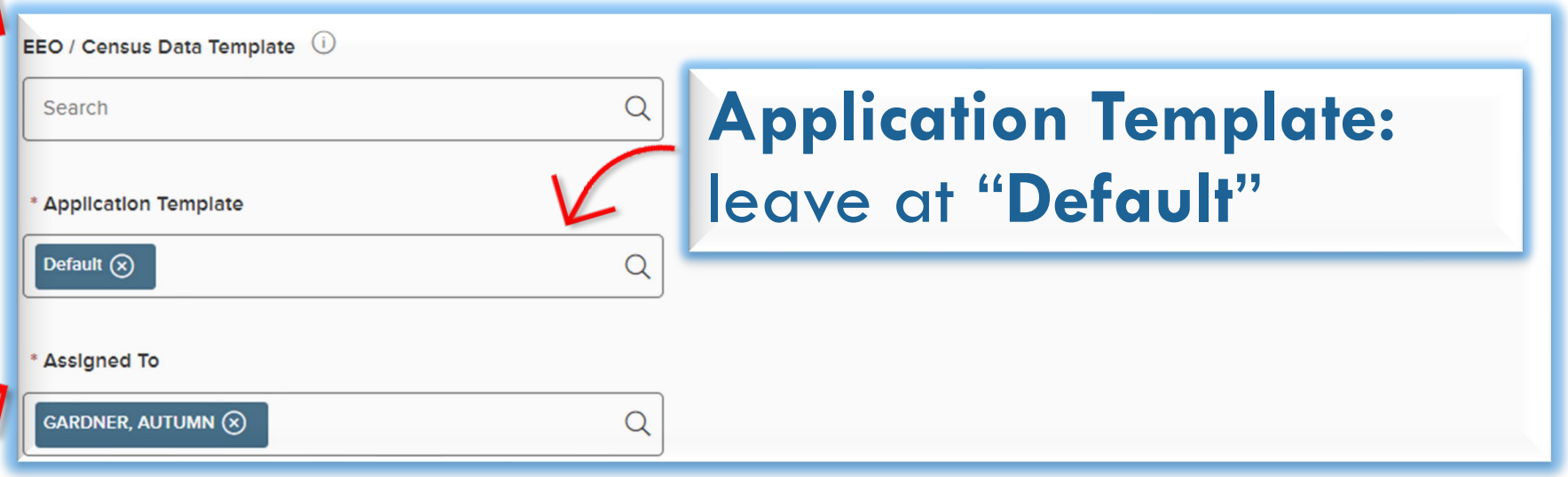
Category: select Corrections, or another applicable category

Reapply Period Days: always enter 10

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

Physical Address: enter facility address

EEO/Census Data Template: leave blank

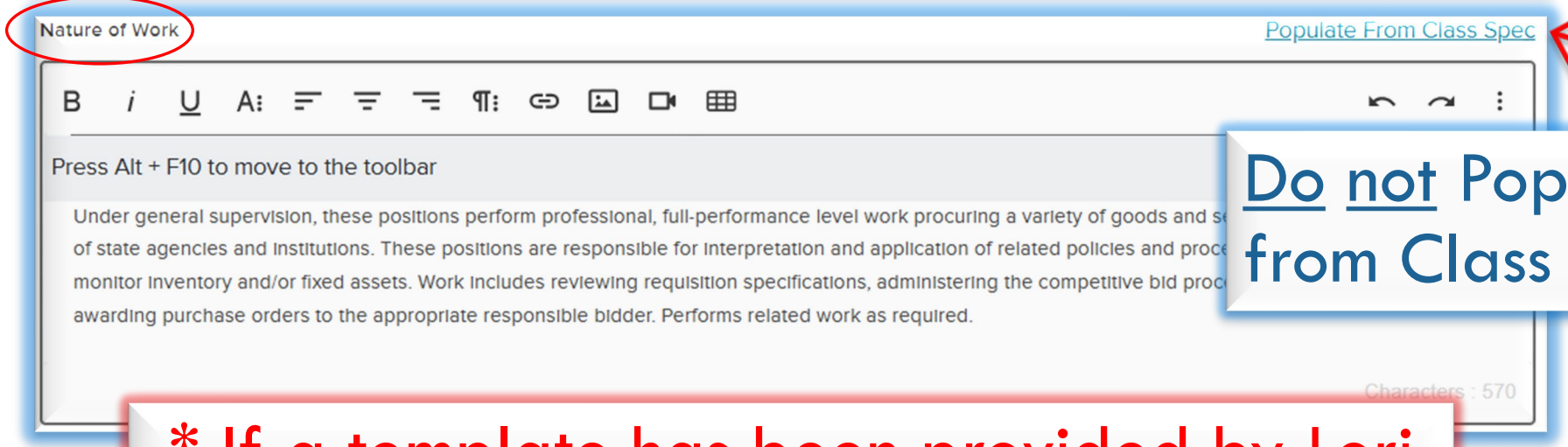


Application Template: leave at "**Default**"

Assigned To: the name of the person creating the posting

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

Nature of Work

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

Nature of Work

Press Alt + F10 to move to the toolbar

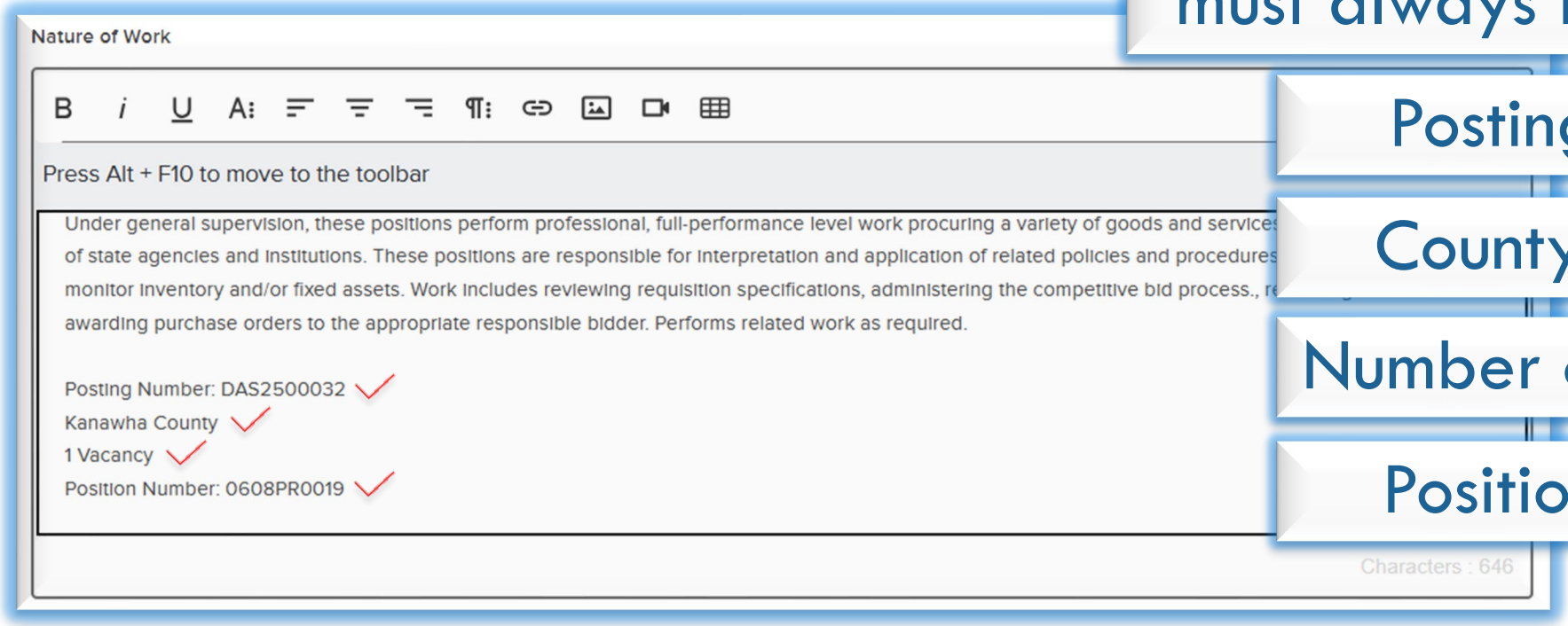
Promotional to DCR Only

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

Nature of Work



The following information must always be included:

- Posting Number
- County/Counties
- Number of Vacancies
- Position Number

Nature of Work

Posting: CAC2400021
Positions: 0608P00102, 0608P00138
Vacancies: 2
Greenbrier County

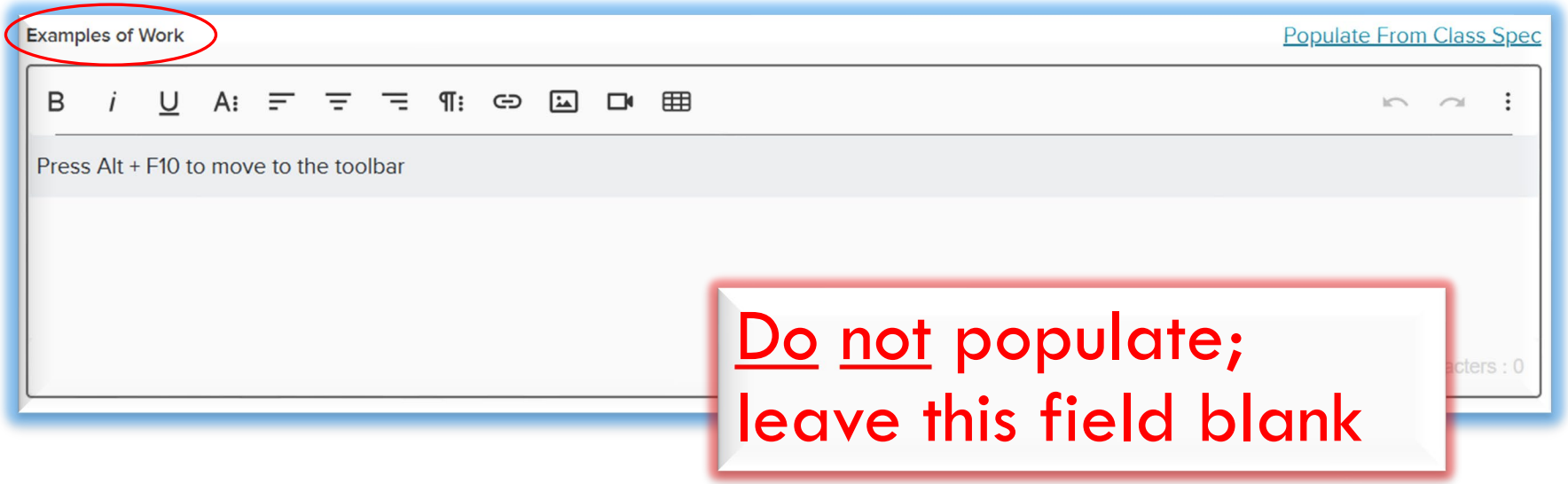
Alternate to posting CAC2400022 CO2, and CAC2400023 CO3

Posting: JSGS240020
Positions: 0608PJ0719, 0608PJ0720, 0608PJ0721
Vacancies: 3
Fayette County

Alternate to posting JSGS240021 for CC 2.

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

Examples of Work



Minimum Qualifications

Minimum Qualifications

Populate From Class Spec

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 subst

experience for 30 credit hours of education.

AND

Experience: Two (2) years of full-time or equivalent part-time paid experience in a broad rang

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.

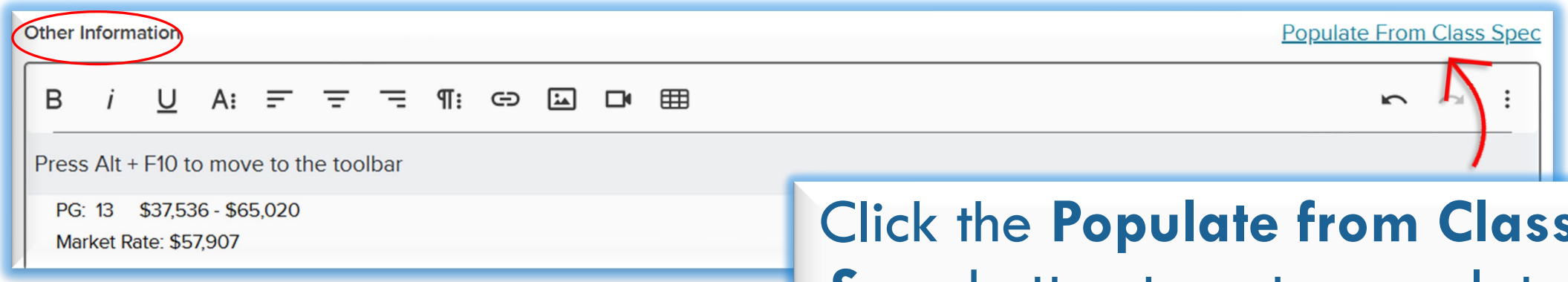
Promotional Only: One (1) year of full-time or equivalent part-time paid experience as a Procurement Associate or the equivalent.

Characters : 992

Click the **Populate from Class Spec** button to auto-populate

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

Other Information



Click the **Populate from Class Spec** button to auto-populate

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

Other Information

Enter the agency contact information, including email and mailing address for submission of applications

Other Information

Press Alt + F10 to move to the toolbar

PG: 13 $37,536 - $65,020
Market Rate: $57,907

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

Other Information

Other Information

Populate From Class Spec

Press Alt + F10 to move to the toolbar

PG: 13 $37,536 - $65,020
Market Rate: $57,907

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

Please include posting number **DAS2500032** on your application.

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

Make sure the posting number is **BOLD**

Other Information

Other Information

Press Alt + F10 to move to the toolbar

PG: 13 $37,536 - $65,020
Market Rate: $57,907

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

Please include posting number **DAS2500032** on your application.

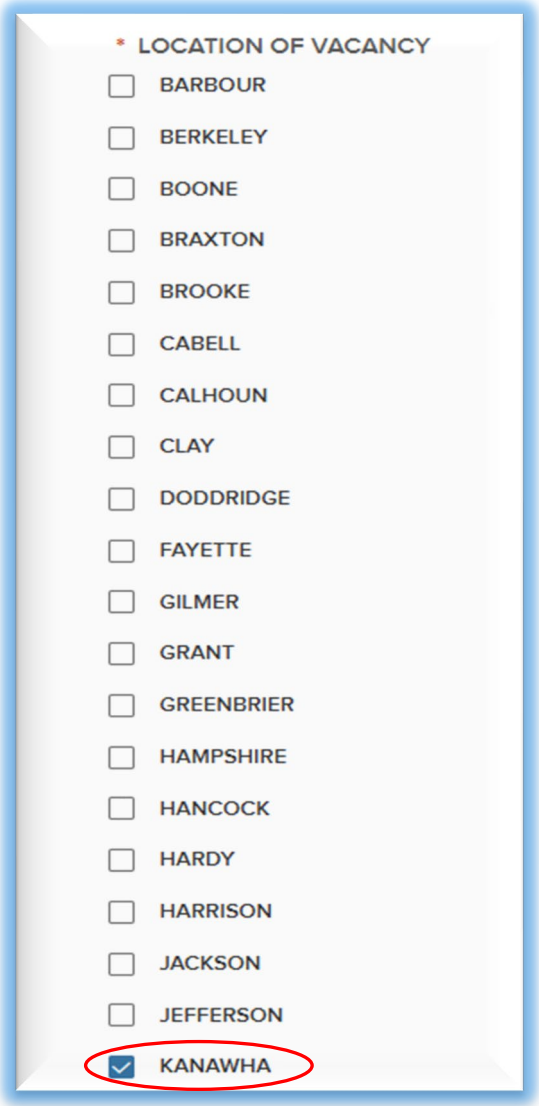
Applications of covered state employees mailed to DOP or completed via DOP's online method are not forwarded to the agency.

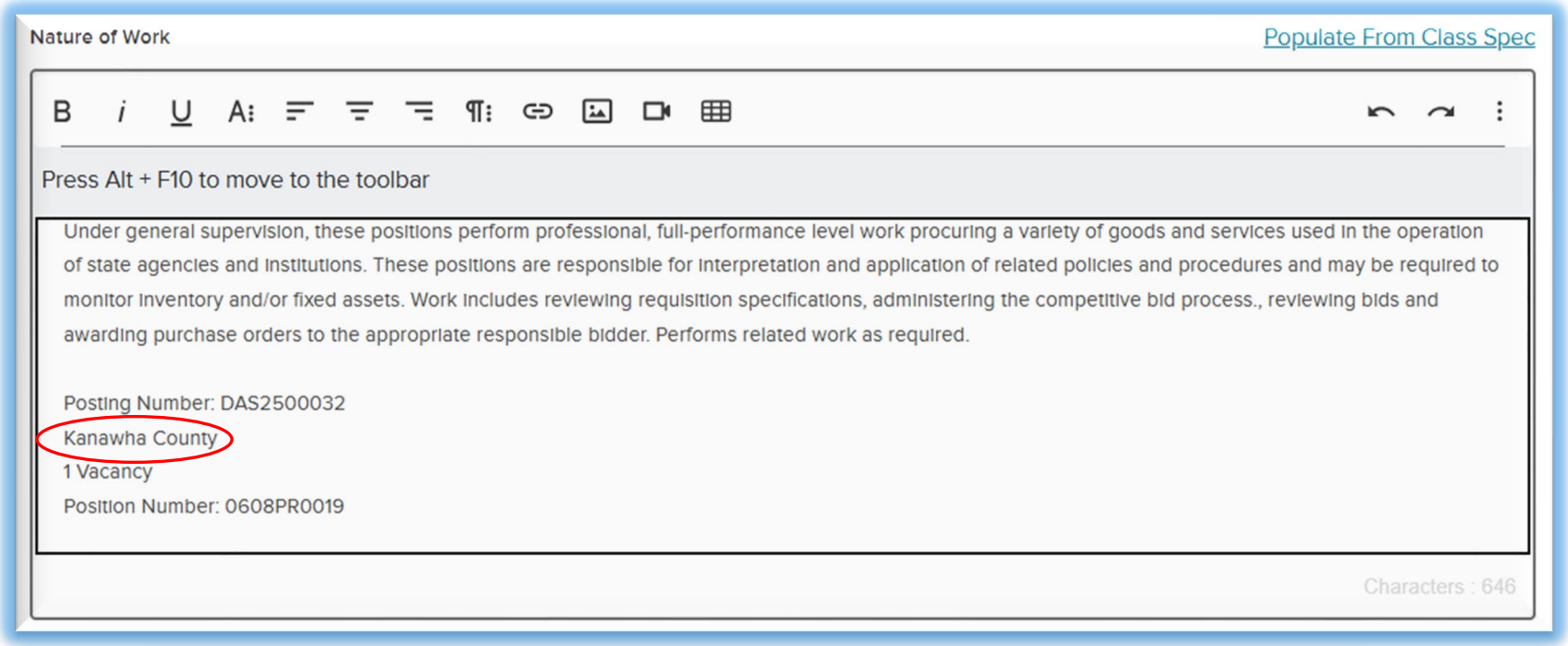
Characters : 351

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."**

Make sure the entire sentence is **BOLD**

Location of Vacancy





Select all the counties you listed under the **Nature of Work** section

- [ ] CLAY
- [ ] DODDRIDGE
- [x] FAYETTE
- [ ] GILMER
- [ ] GRANT
- [ ] GREENBRIER
- [ ] HAMPSHIRE
- [ ] HANCOCK
- [ ] HARDY
- [ ] HARRISON
- [ ] JACKSON
- [ ] JEFFERSON
- [x] KANAWHA
- [ ] LEWIS
- [x] LINCOLN
- [ ] LOGAN

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

Nature of Work

Populate From Class Spec

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
Counties: Fayette, Kanawha, Lincoln, Putnam
1 Vacancy
Position: 0608PR0019

Characters : 668

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

Auto Update

☐ Automatically update salary range information from Class Spec

* Minimum Salary: 37536.00

Maximum Salary: 65020.00

* Per: Year

* Based On: 2080 hours per year

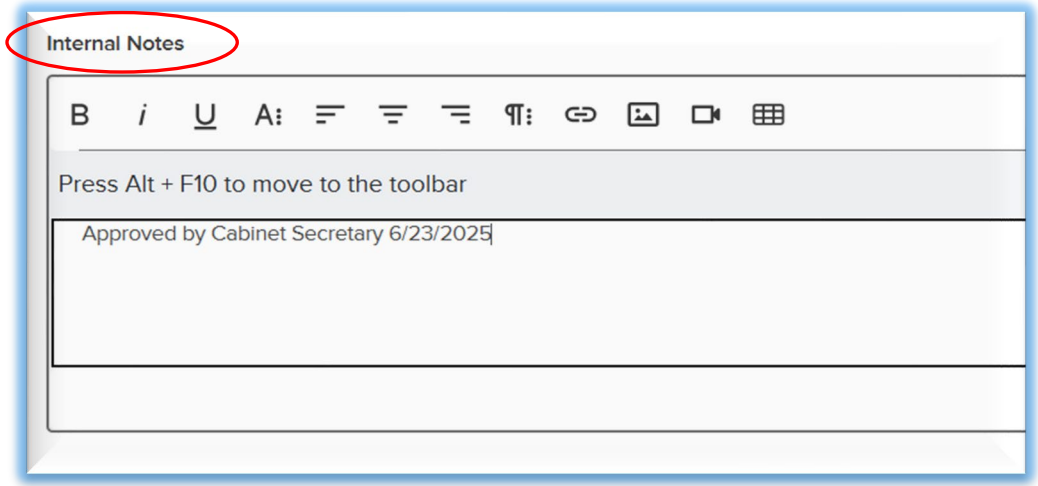
*Show Salary Breakdown

- ☐ Hourly
- ☐ Daily
- ☐ Weekly
- ☐ Biweekly
- ☐ Semi-Monthly
- ☑ Monthly
- ☑ Annually

DO NOT CHANGE:

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

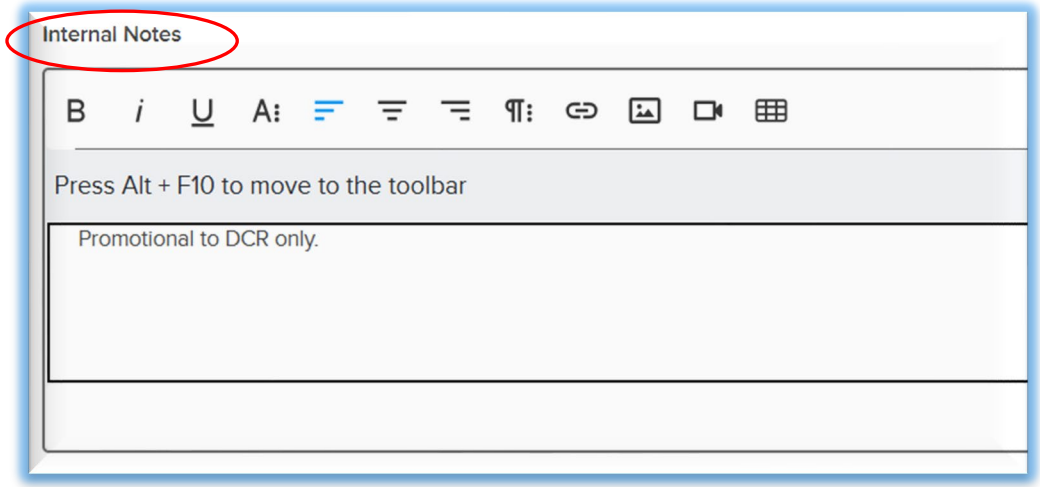
Internal Notes



Cabinet Secretary approval language (if applicable)

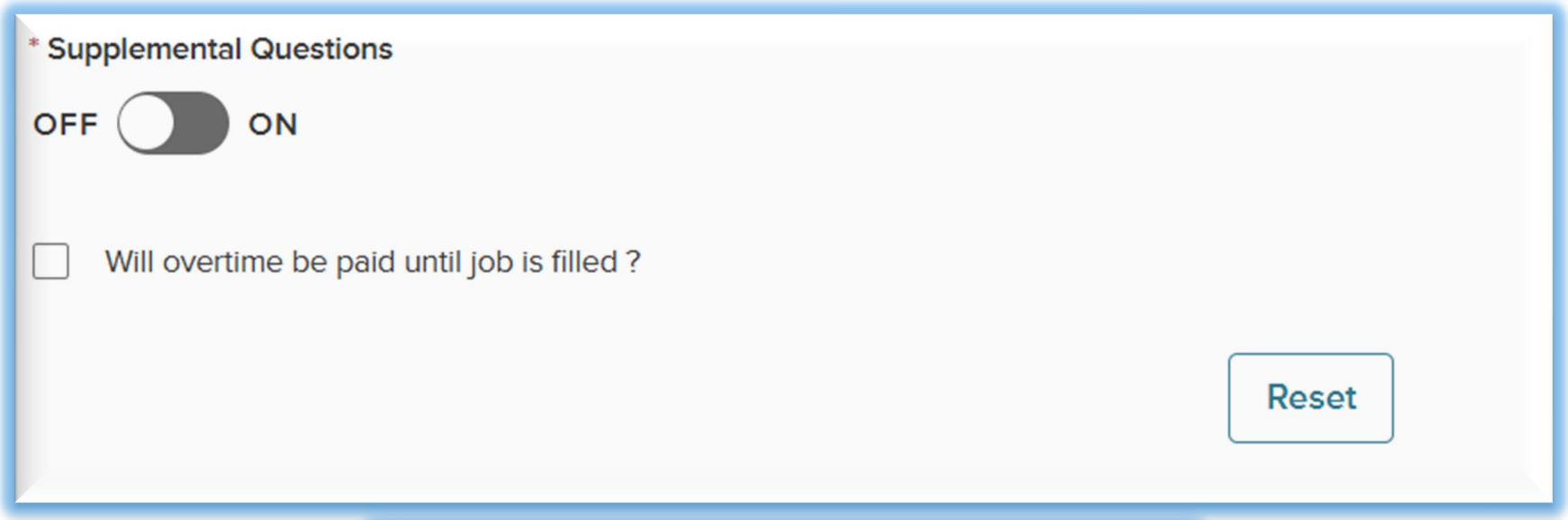
* **Internal Notes** section of *Posting*, must match **Comment Section** of *Requisition*

Internal Notes



If it is a promotional posting, add "Promotional to DCR Only"

* **Internal Notes** section of *Posting*, must match **Comment Section** of *Requisition*



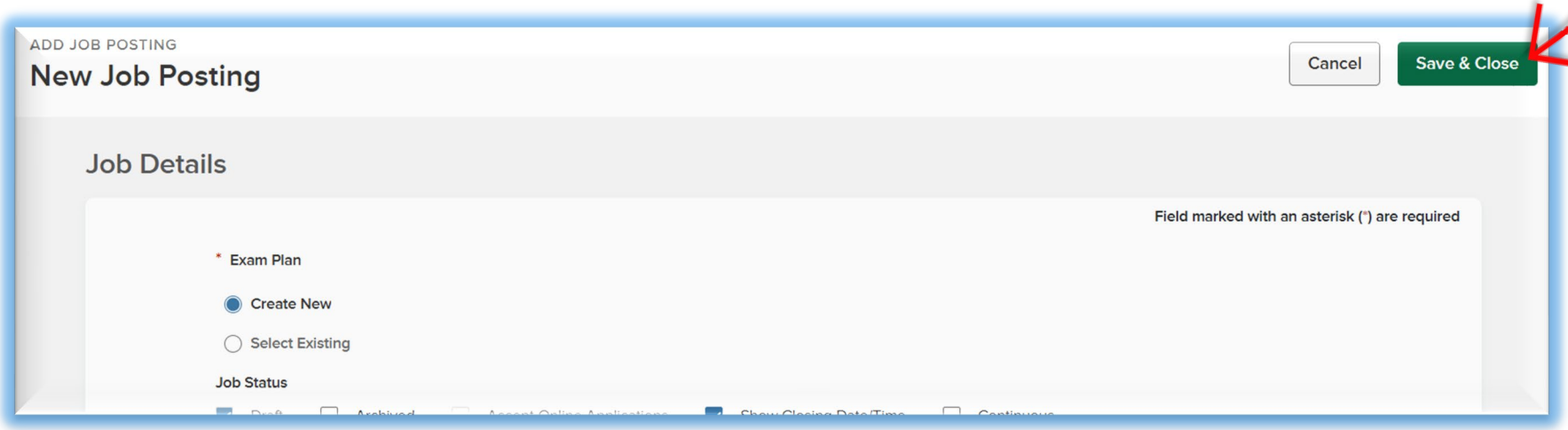
DO NOT CHANGE:

Supplemental Questions

Will overtime be paid?

Scroll back to the top of the form

Click **Save**



JOB NO. DAS2400032 Expired

Procurement Specialist

Hits	Active	Total
180	0	0

Edit Job

··· Actions

View Exam Plan | Supplemental Questions & Auto Screening | View Class Spec

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 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 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. Serves as a P-Card Coordinator within DHS, overseeing financial activities for multiple agencies and facilities. Requires prior experience as a P-Card holder, coordinator, or sub-coordinator.
Other duties as assigned.

MONTHLY
$2,694.67 - $4,985.00

ANNUALLY
$32,336.00 - $59,820.00

JOB TYPE
Full-Time Permanent

Select **Actions** then **Print** to save a copy of posting as a PDF

Remember:

Changes to job postings require the updated posting 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 non-business day

JOB POSTING'S 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 Number
    - Position Number
    - Number of Vacancies
    - County/Counties

JOB POSTING'S 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**

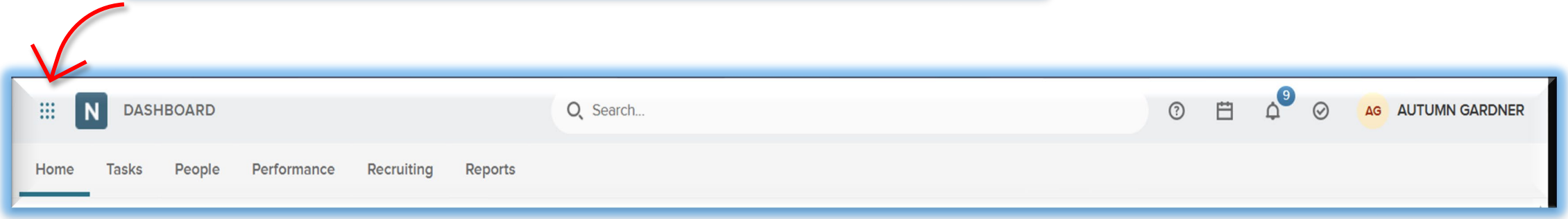
☐ **Internal Notes:**

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

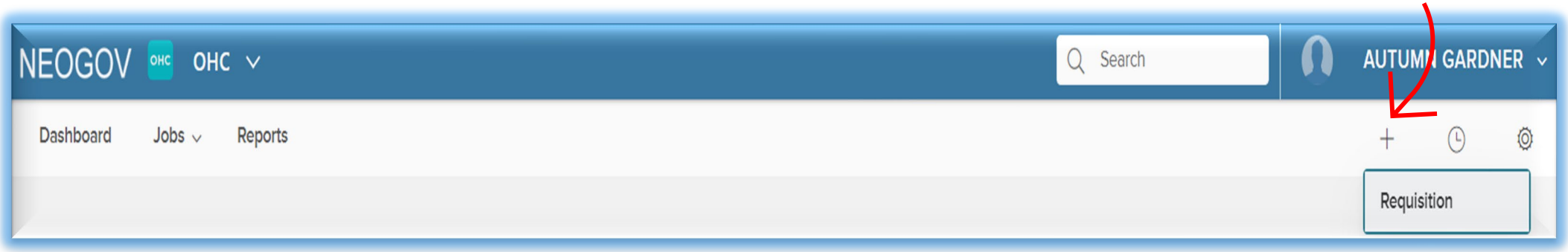
CREATING REQUISITIONS IN **HIRING CENTER (OHC)**

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 **Hiring Center (OHC)** section



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



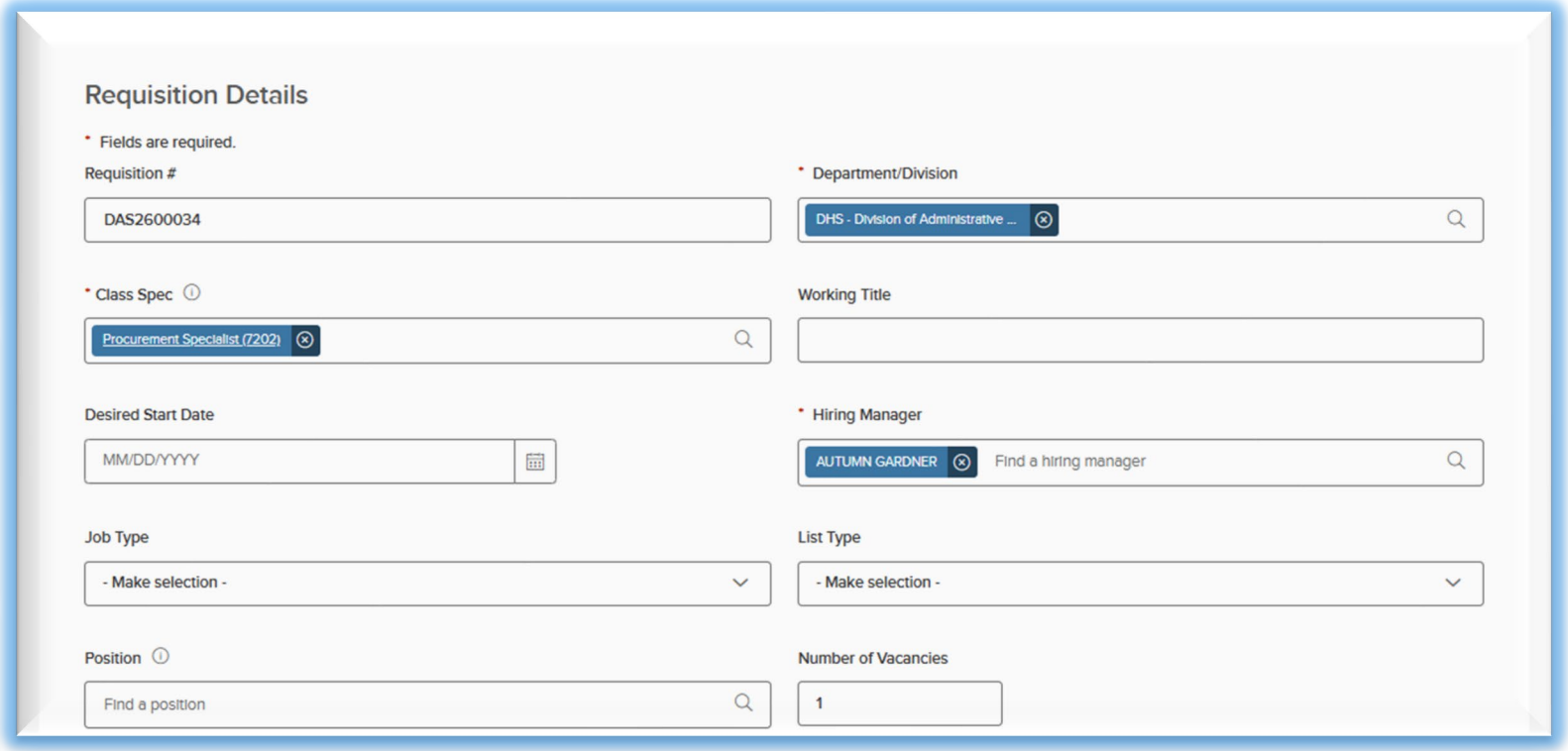
Requisition #: same as job posting number

Department/Division: facility name

Class Spec: job title

Hiring Manager: person responsible for register/job posting

Number of Vacancies: same as number of positions



Position Number(s): the number assigned to position

Posting/Requisition Number: job posting number

Enter the county/counties: matches counties listed under Nature of Work on Job Posting

* Position Number(s)	Section
0623PR1161	
Unit	Full-Time Equivalent
* Posting/Requisition Number	* Enter the county or counties in which the vacancy is located.
DAS2600034	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

- 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)

If, yes, Name of Provisional:

* Status

Classified

(DOP Class & Comp)
Approval Date

MM/DD/YYYY

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.

(DOP Class & Comp) Close Date

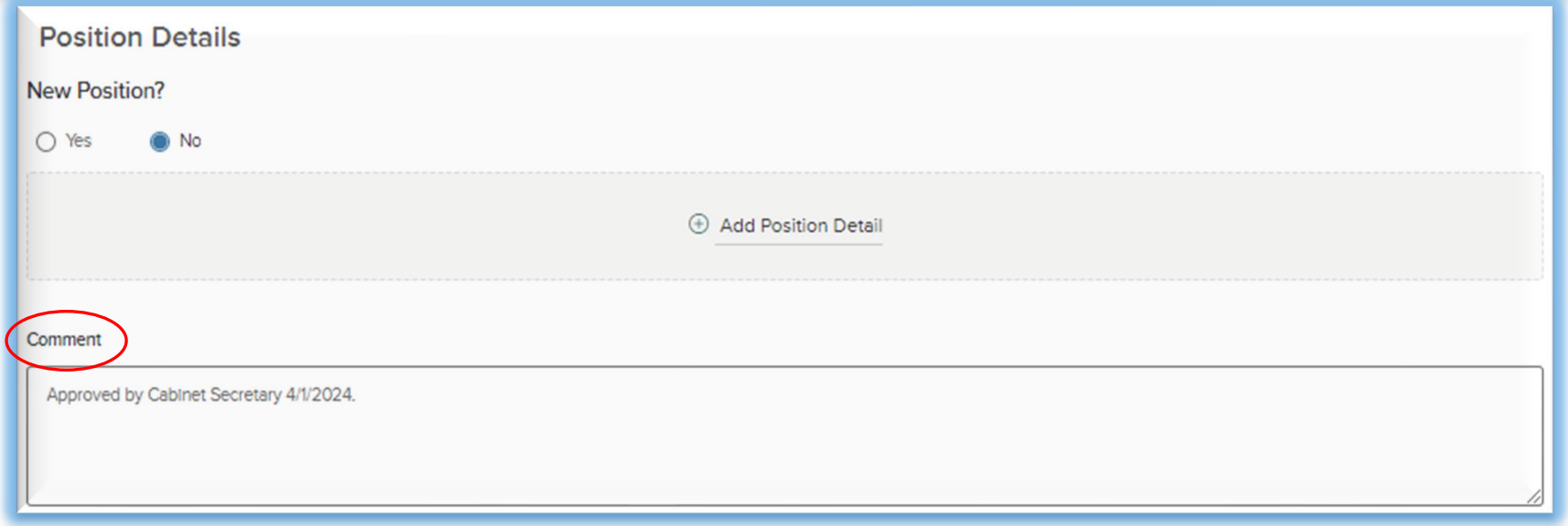
MM/DD/YYYY

Is this a Supervisory/Managerial Position?

If yes, list the number of employee's supervised and their job class title

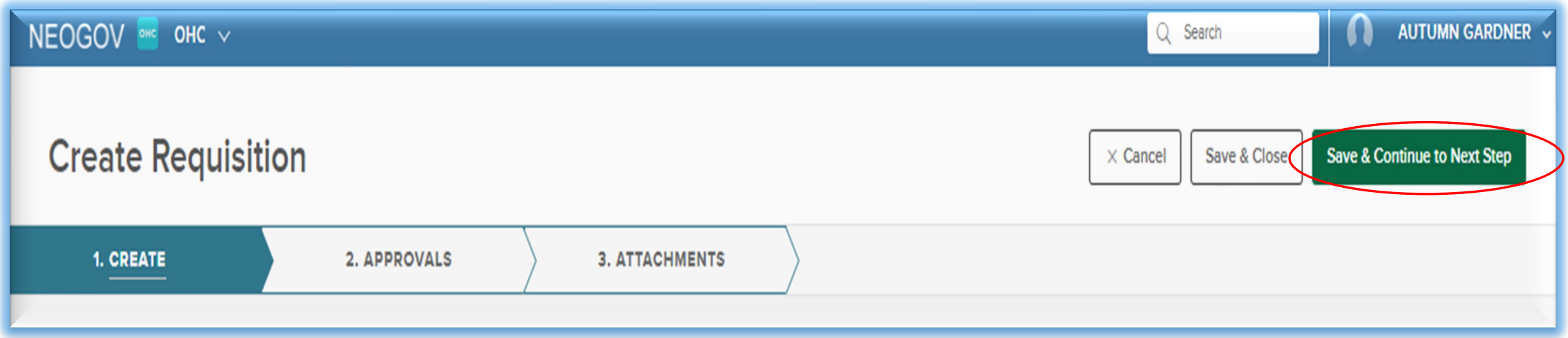
If no, type "N/A" (for Not Applicable)

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

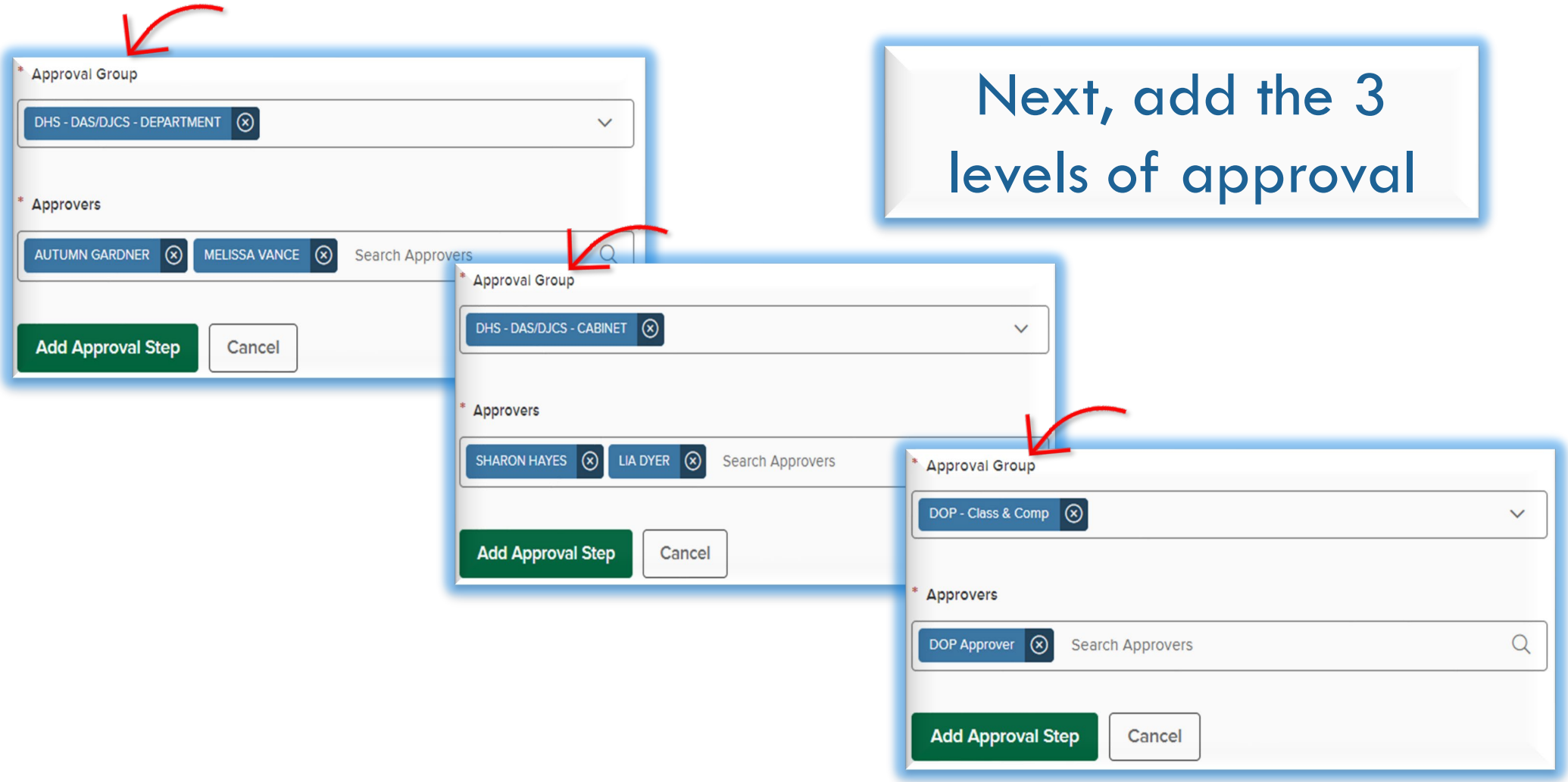


* **Comment** section of *Requisition*, must match **Internal Notes** section of *Posting*

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



Next, add the 3 levels of approval



Approvers:

(Facility) Department Level:

Melissa Vance

Autumn Gardner

(Facility) Cabinet Level:

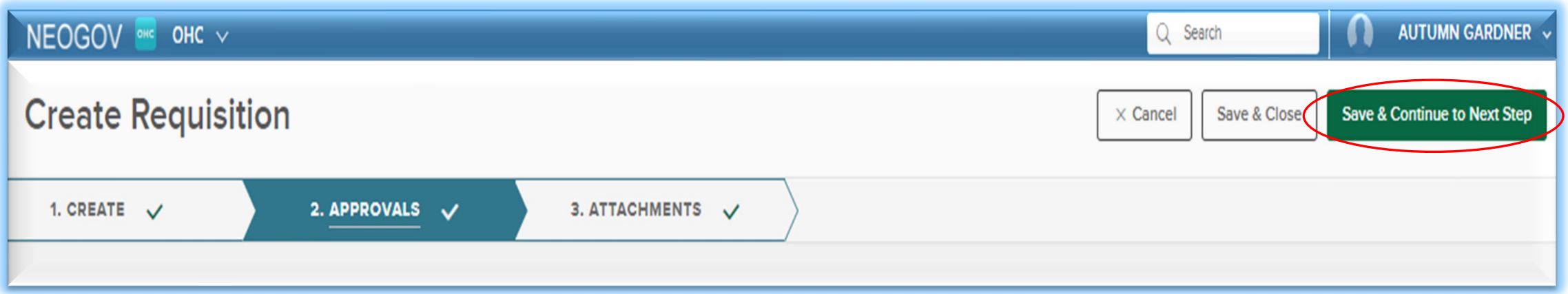
Sharon Hayes

Lia Dyer

DOP Level:

DOP Approver

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



Attachments:

Job Bulletin from Insight

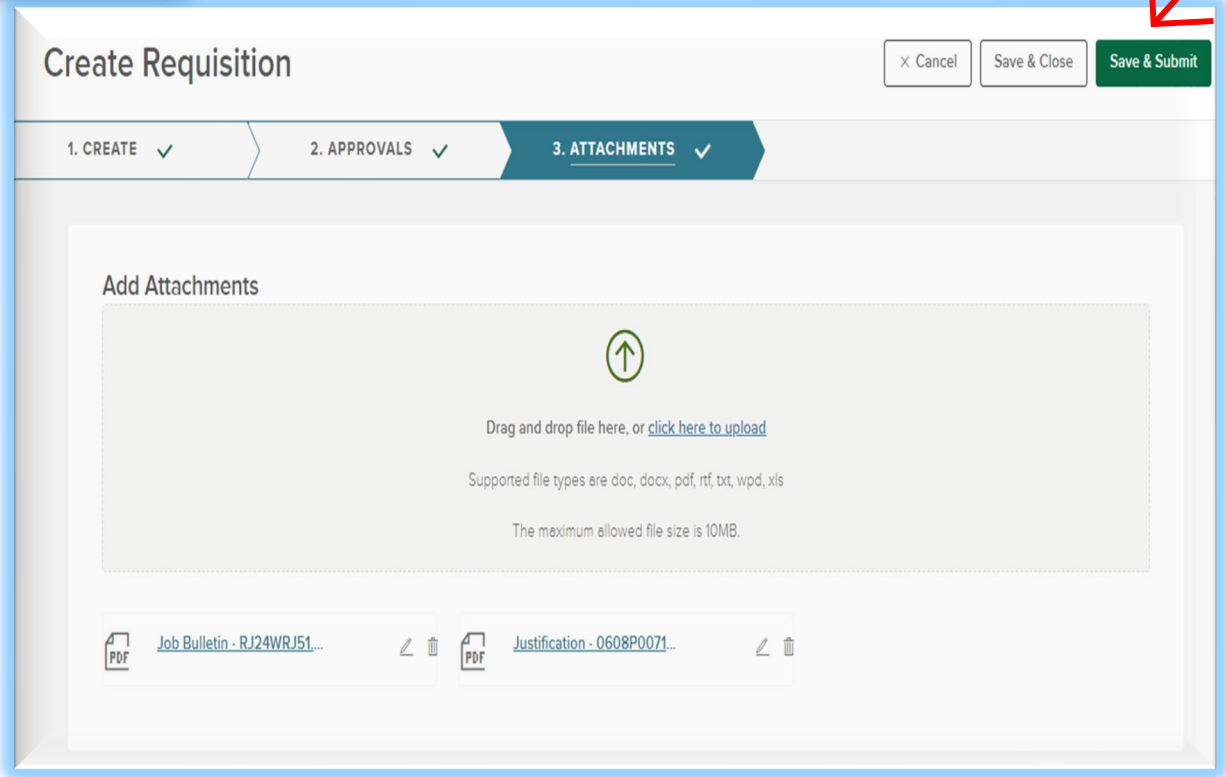
Justification to Post (if applicable)

Special Form (if applicable)

Only attach PDF documents; word documents cannot be opened

Always attach corrected/updated postings

Save & Submit



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:**

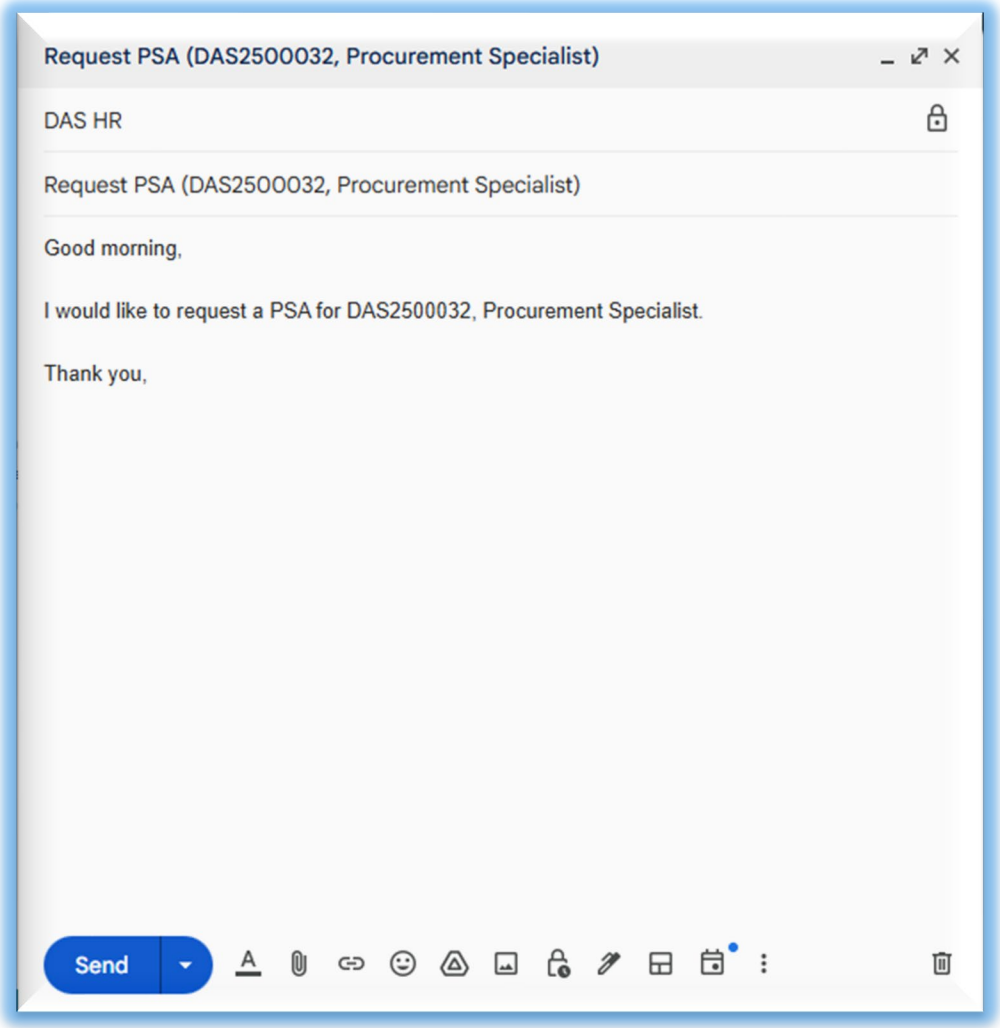
- Job bulletin
- Justification to post (if applicable)
- Special form (if applicable)

REQUESTING PUBLIC SERVICE ANNOUNCEMENTS (PSA)

All Public Service Announcements (PSA) must be requested through the Division of Administrative Services

Send email to: *DASHR@wv.gov*

Subject: Request PSA (Job Posting Number and Job Title)



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

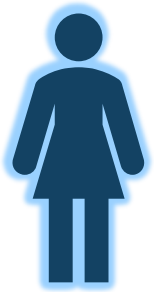
If the position does not supervise, you must enter N/A.

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

True

False

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



When a posting is created with the wrong posting number, a completely new posting must be created.

True

False

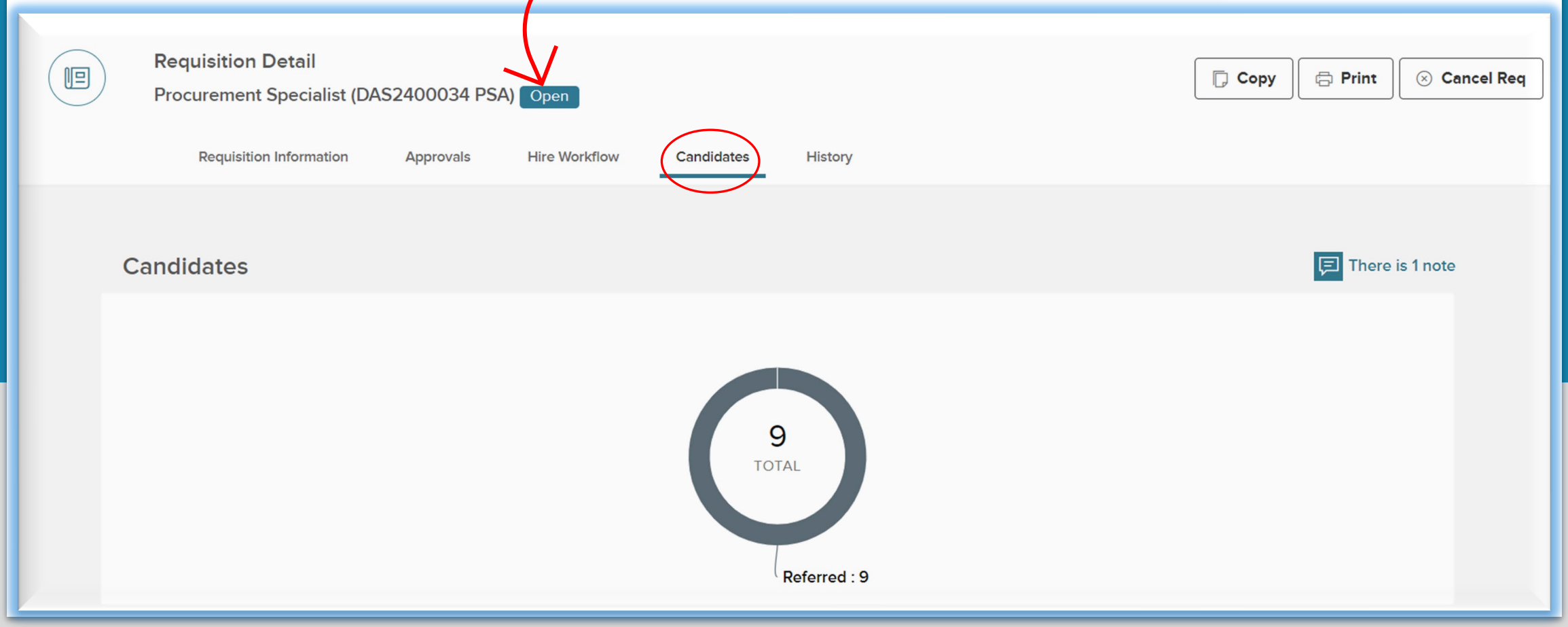
When a posting is created with an incorrect posting number, or any other errors, correct the original posting; a new posting should not be created.

APPLICATIONS AND REGISTERS

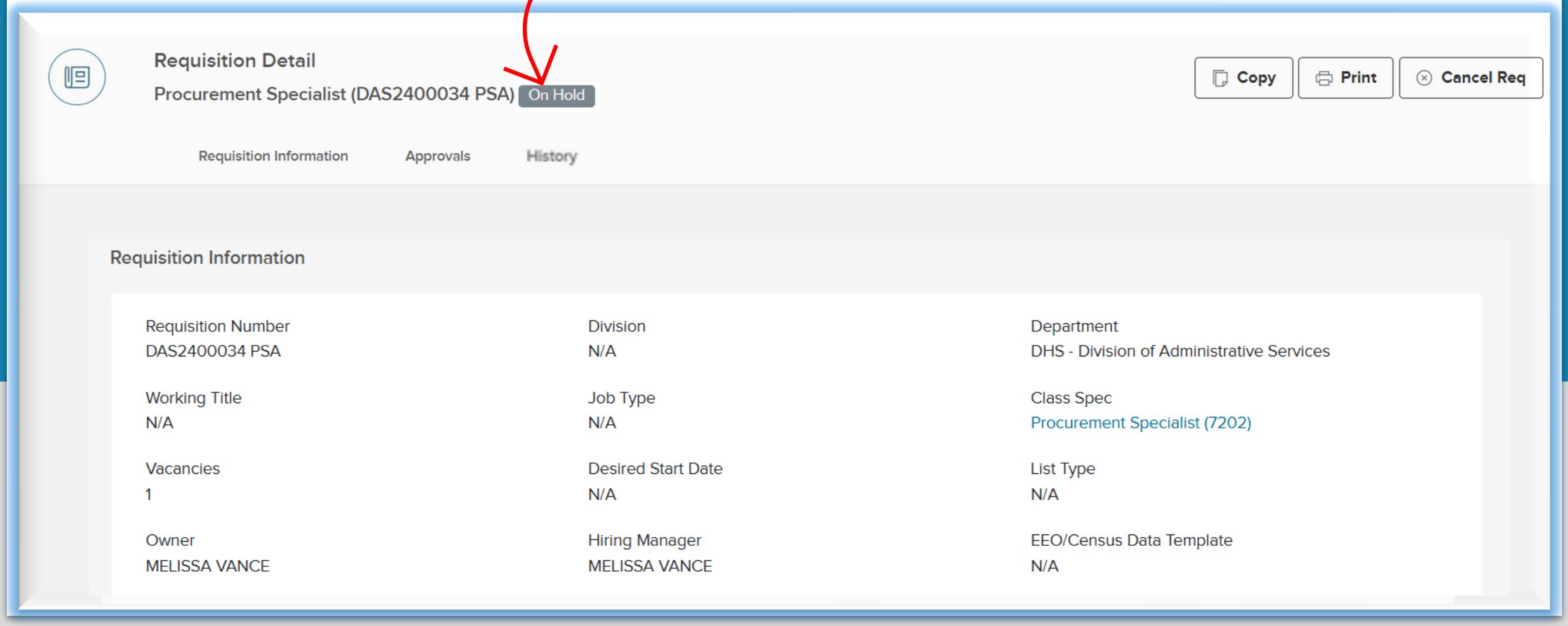
In Hiring Center (OHC)…

enter Posting Number

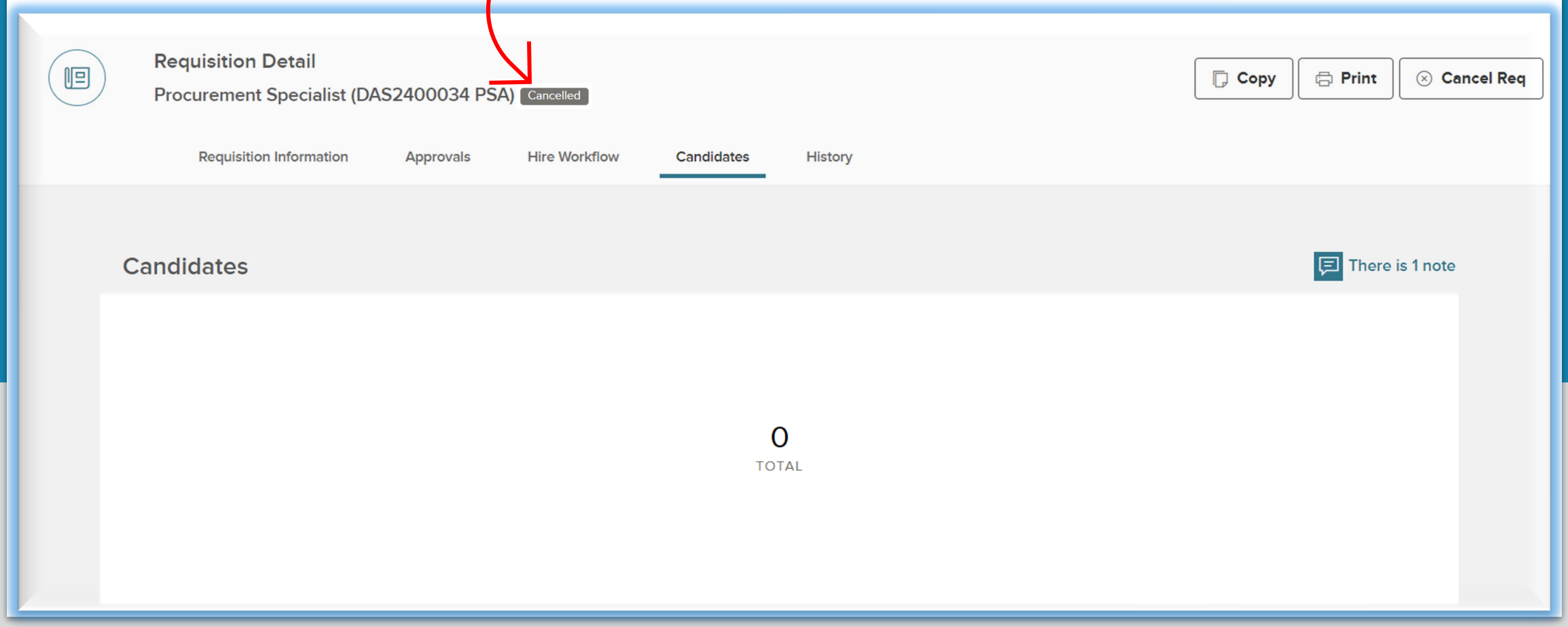
If the register is ready, it will show as “Open,” and the **Candidates** tab will be available



If the register shows as "Hold," candidates have not yet been uploaded to the requisition



If the register shows as “Cancelled,” there will be 0 candidates available



ACCESSING REGISTERS

In Hiring Center (OHC)…

enter Posting Number

If candidates are 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

Select all records, ensuring records on all pages are included

More

9 record(s) are selected.

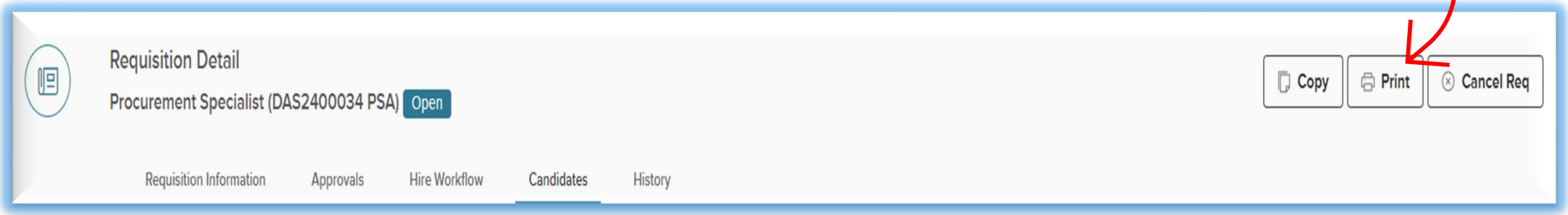
Clear Selection

		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

Scroll back to the top of the page and select **Print**



A new page will open in browser

Right click and select **Print**

OHC - Requisition Details | OHC - Requisition Candidates

https://secure.neogov.com/hiring/center/print/requisition/9c0bf58aa2698cd759951ac49fdc59de/candidates/Referred/undefined/undefined/undefined?columns=lock,name,masterProfile,phone,referredRank,bandedRank,examPlanNumber,...

Relaunch to update

Referred List Report

Requisition Information

Division
N/A

Department
DHS - Division of Administrative Services

Class Spec
Procurement Specialist (7202)
Procurement Specialist (7202)

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
$

TRACY DENNIS

Section
N/A

Posting/Requisition Number
DAS2400034 PSA

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

cancy is located.

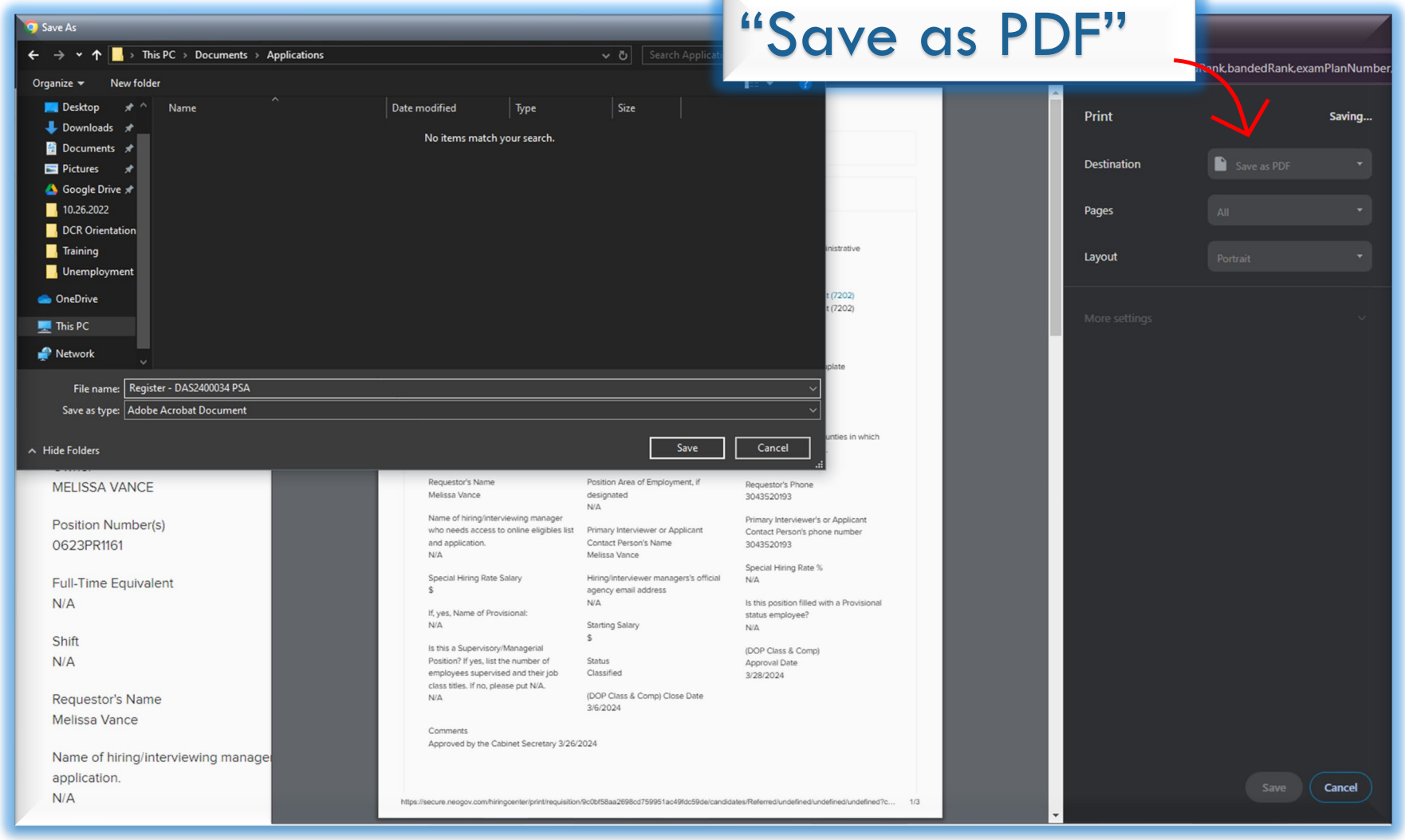
erson's phone number

employee?

N/A

Back Alt+Left Arrow
Forward Alt+Right Arrow
Reload Ctrl+R
Save as... Ctrl+S
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 NEW
Adobe Acrobat: PDF edit, convert, sign tools
View page source Ctrl+U
Inspect

“Save as PDF”


Save As
This PC › Documents › 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
Hide Folders
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 manage
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 managers'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
Print
Saving...
Destination
Save as PDF
Pages
All
Layout
Portrait
More settings
Save
Cancel

ACCESSING APPLICATIONS

In Hiring Center (OHC)…

enter Posting Number

If candidates are 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

Select all records, ensuring records on all pages are included

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**

Referred | Actions | More

9 record(s) are selected.

Clear Selection

- Reject
- Move to Interview
- Move to Offered
- Move to Hire
- Print Apps

		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
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☑		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

Print Applications

Cancel

Continue

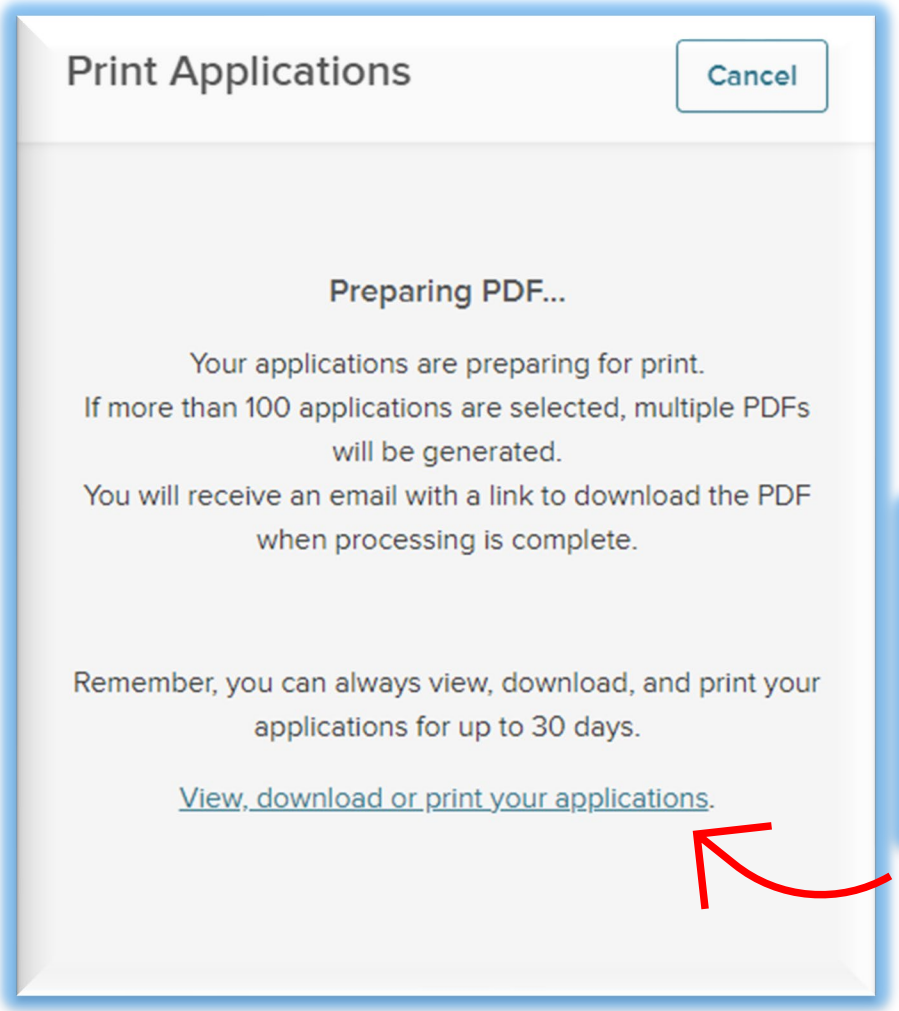
You've selected **9** applications to print.

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**

Select **Create PDF with Applications and Attachments**



Follow this link to go to the **Print Applications** screen

Print Applications

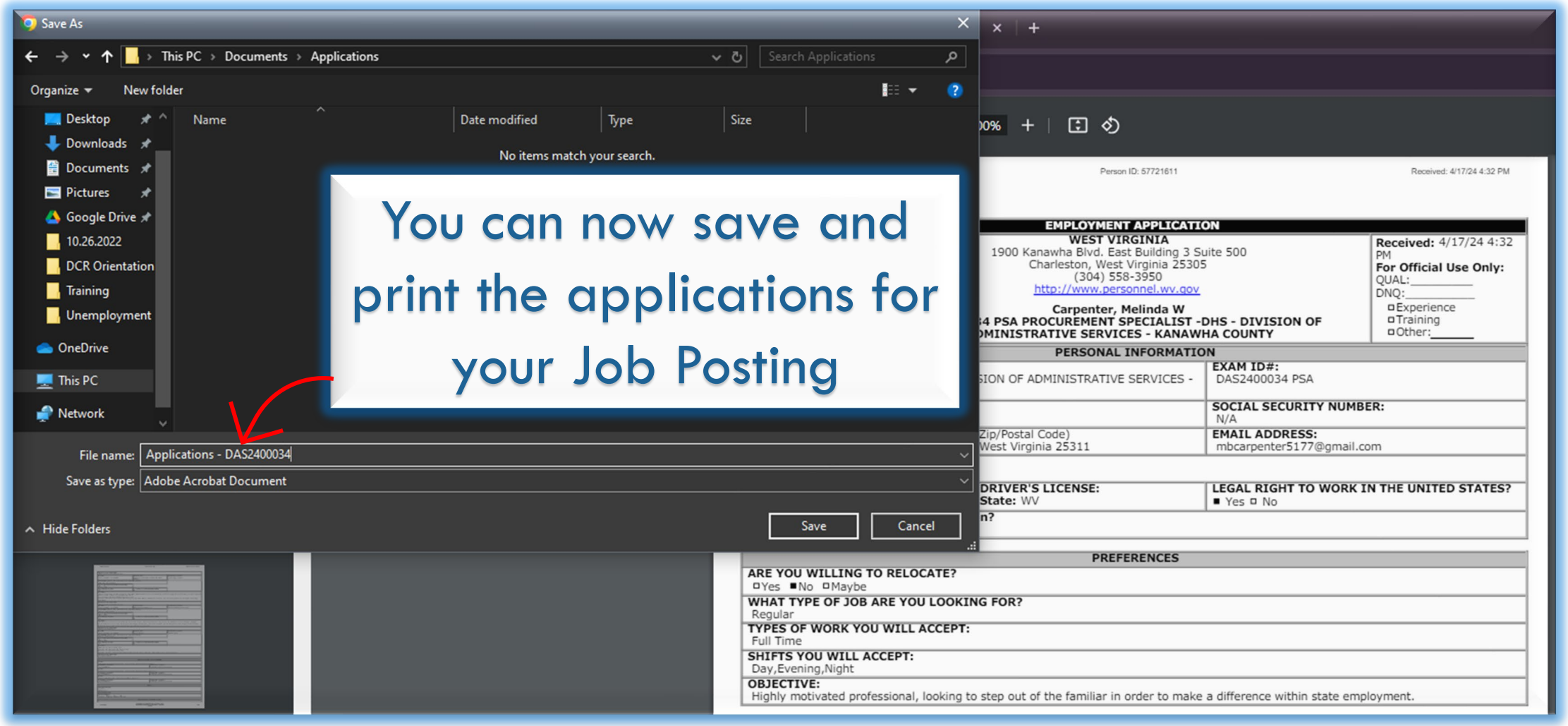
Follow the **view** link to access the applications

Job #	Job Title	Total Applications	Report Type	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			ications Only	05/13/2024 11:05 AM	05/13/2024 11:06 AM	View
9202Cas			ications Only	05/13/2024 10:59 AM	05/13/2024 10:59 AM	View
9206Cas			ications Only	05/06/2024 03:19 PM	05/06/2024 03:19 PM	View
8905Zas			ications Only	03/22/2024 09:46 AM	03/22/2024 09:47 AM	View
7984DSas			ications Only	03/14/2024 11:27 AM	03/14/2024 11:27 AM	View
7202Vas			ications Only	03/05/2024 08:45 AM	03/05/2024 08:45 AM	View

First Previous

Showing 1-8 of 8 items

Once the applications are finished processing, the Job Number will populate and the applications will be ready to view


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.
You can now save and print the applications for your Job Posting
File name: Applications - DAS2400034
Save as type: Adobe Acrobat Document
Hide Folders
Save
Cancel
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
Carpenter, Melinda W
4 PSA PROCUREMENT SPECIALIST -DHS - DIVISION OF
DMINISTRATIVE SERVICES - KANAWHA COUNTY
Received: 4/17/24 4:32 PM
For Official Use Only:
QUAL:
DNQ:
Experience
Training
Other:
PERSONAL INFORMATION
SION 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
n?
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

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

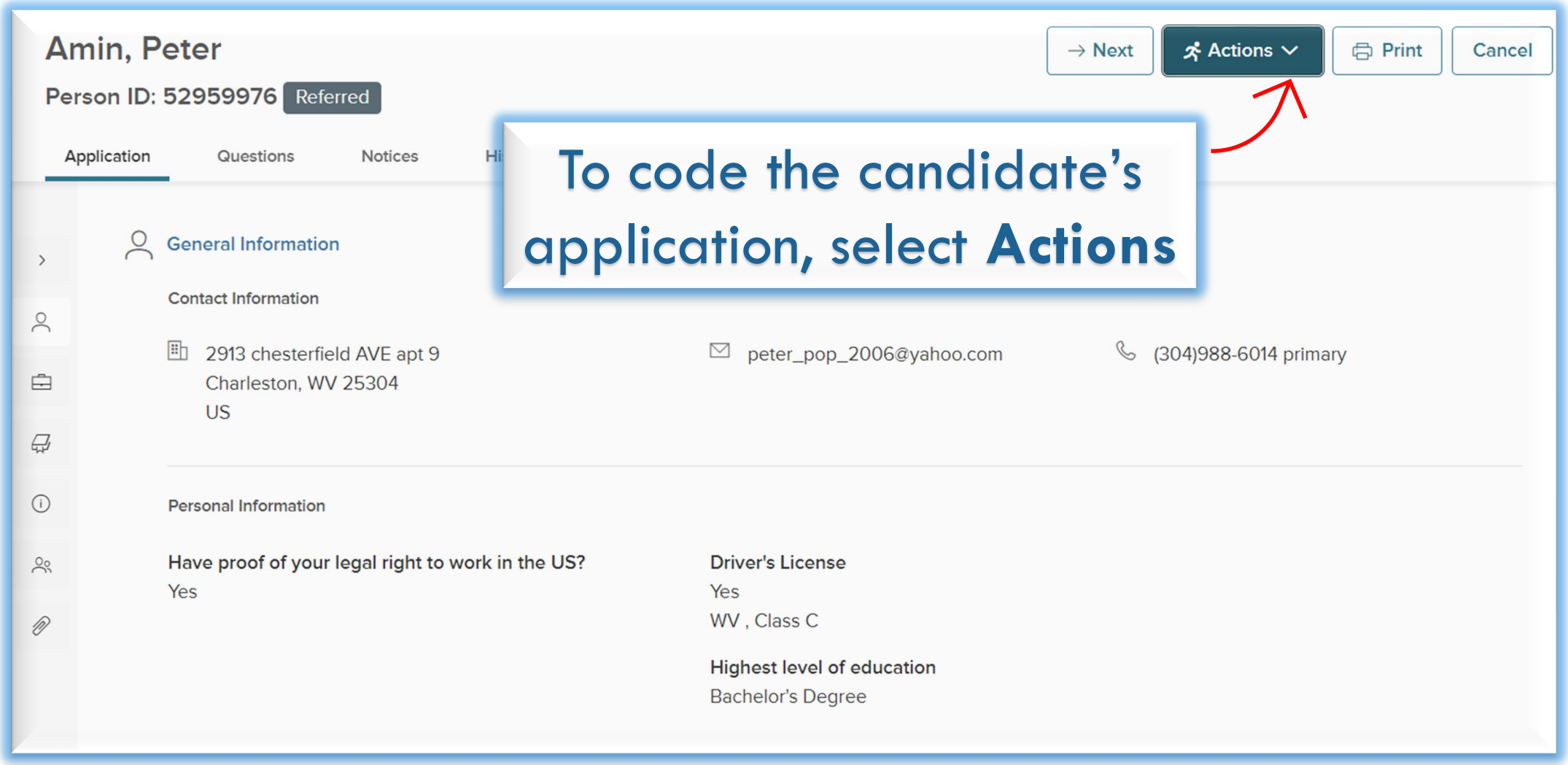
In Hiring Center (OHC)…

enter Posting Number

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

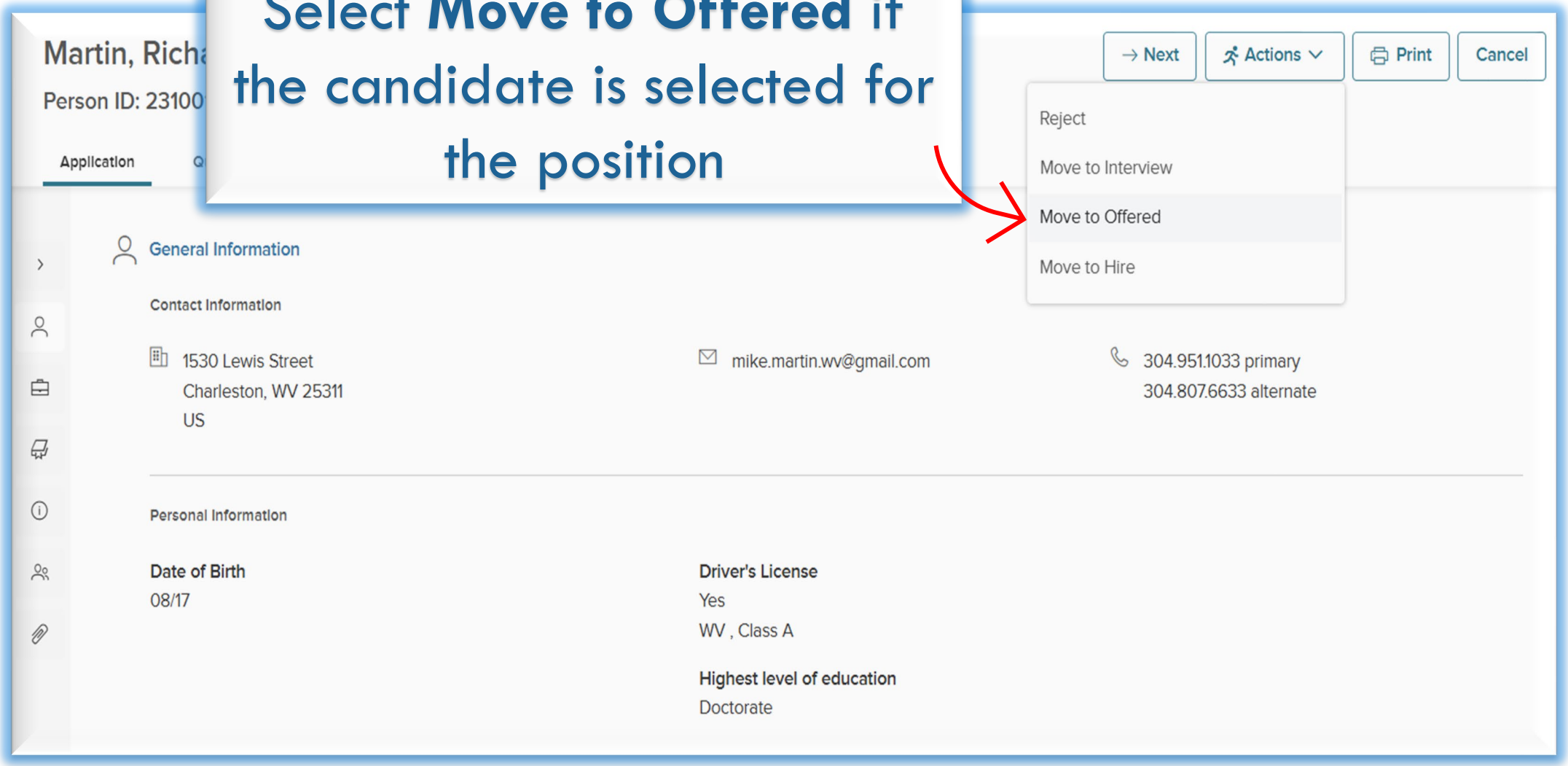
Referred | Actions

		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



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

Select **Move to Offered** if the candidate is selected for the position



Select **Reject** to code the rejection reason

Martin, Richard

Person ID: 23100115 R

→ Next | Actions | Print | Cancel

- Reject
- Move to Interview
- Move to Offered
- Move to Hire

Application | Questions | Notices | History | Notes

General Information

Contact Information

1530 Lewis Street
Charleston, WV 25311
US

mike.martin.wv@gmail.com

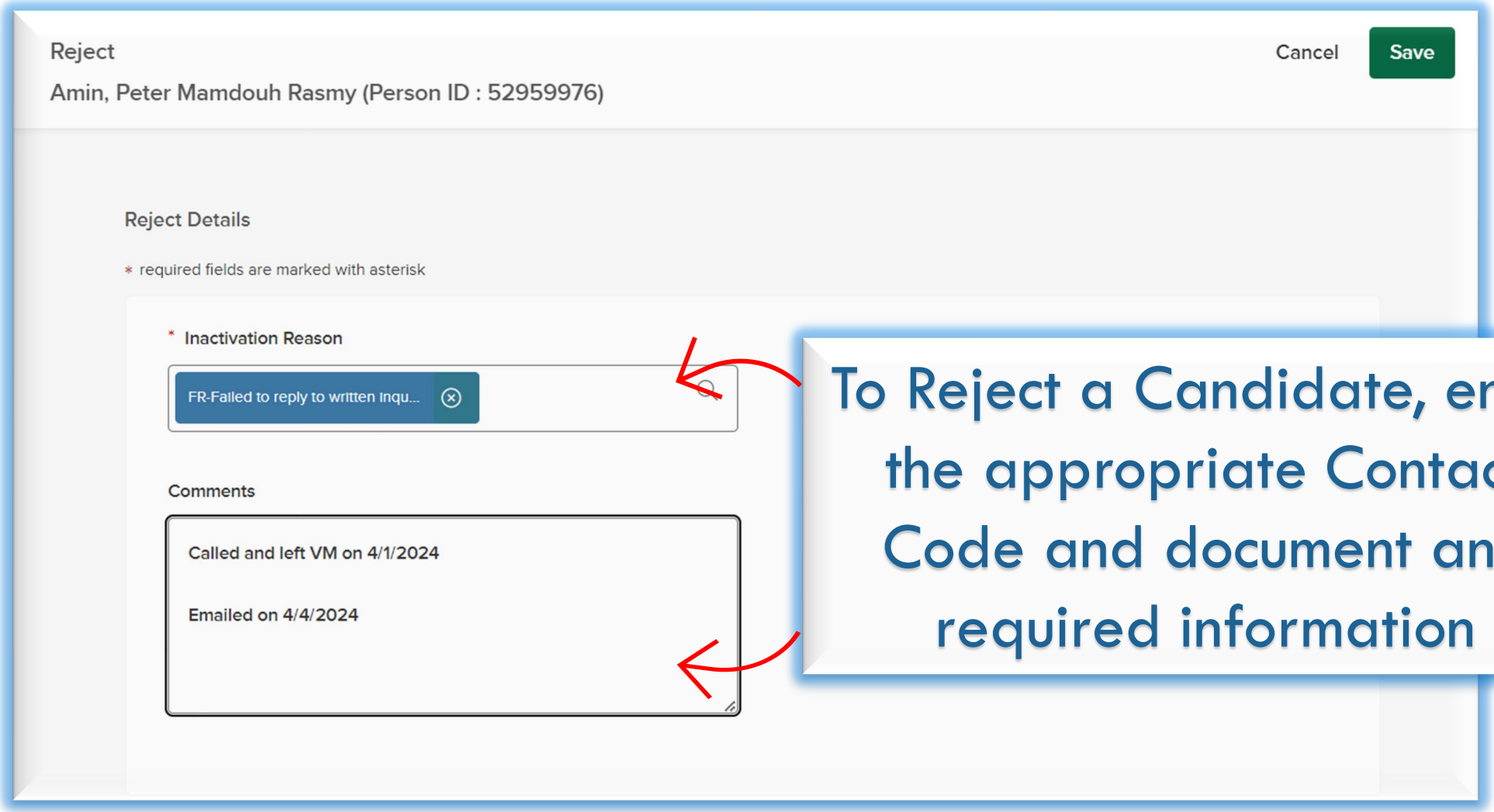
304.951.1033 primary
304.807.6633 alternate

Personal Information

Date of Birth
08/17

Driver's License
Yes
WV , Class A

Highest level of education
Doctorate



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

Request additional names using this link:

https://docs.google.com/forms/d/e/1FAIpQLSdyIvuzQWEMvfdDxUV8f1HUx8EA46HuD6TT8J-eLDMVP-lyFA/viewform

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

Do not create a new posting or requisition, additional names will be loaded onto the register for the original posting

west virginia
DIVISION OF PERSONNEL

Request for Additional Names

This form is to be completed by OHC and Insight HR users who received lists from continuous postings under the following circumstances:

1 - The hiring manager is working on hiring a position and has worked the list (including entering contact codes). He or she did not find a suitable candidate and wants to check to see if any additional people have applied
2 - Hiring manager is working on a requisition with multiple positions and hasn't been able to fill all of them.

Please note, only those affiliated with the hiring roles of the position within NEOGOV Insight/OHC can submit these requests.

autumn.r.gardner@wv.gov Switch account

* Indicates required question

Email *

Your email

Is the requisition marked as Filled or Cancelled? If "Yes" enter a requisition for a reorder. *

- Yes
- No

CONTACT US

Please reach out via chat, email, or phone to:

melissa.d.vance@wv.gov

304.352.0193

autumn.r.gardner@wv.gov

304.414.3402