E-Recruit

Guide for Continuous Posting

State of North Carolina

January 2012



E-Recruit Guide for Continuous Posting

(For classifications that have been approved for Continuous Posting by the NC State Personnel Commission.)

From the Job Posting screen, click on the checkbox for Continuous Posting

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You will notice that the "Advertise To" field no longer shows.

Continue with the job posting, completing the necessary fields;

Once completed and you are ready to post, uncheck the draft box, scroll down, and hit "Save";

The posting will appear on the OSP job opportunities webpage, noted as Continuous under the Closing Date column.

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Position	Emp. Type 🔳	Salary Range 🔳	Closing Date 🔳	
Accountant	Permanent Full-Time	\$39,580.00 - \$63,118.00 Annually	12/31/11	
Acct Clerk	Permanent Full-Time	\$22,915.00 - \$32,299.00 Annually	12/31/11	
Attorney - Service to Agencies	Permanent Full-Time	\$63,695.00 - \$106,787.00 Annually	01/31/12	
Attorney II - Service to State Agencies	Permanent Full-Time	\$63,695.00 - \$106,787.00 Annually	12/31/11	-
Auditor - Test CP	Permanent Full-Time	\$35,585.00 - \$99,141.00 Annually	Continuous 📐	
Da Victim-witness/legal Assistant	Permanent Full-Time	\$28,017.00 - \$45,421.00 Annually	01/05/12	
Driver	Permanent Full-Time	\$22,703.00 - \$31,183.00 Annually	12/31/11	
Economic Developer	Permanent Full-Time	\$3,487.50 - \$7,040.92 Monthly	12/24/11	\[\] \[\[\] \[
NEW! Giraffe Keeper	Permanent Full-Time	\$26,584.00 - \$40,305.00 Annually	12/23/11	
NEW! Health Care Tech	Permanent Full-Time	\$24,861.00 - \$37,336.00 Annually	Continuous	\rightarrow
NEW! Health Care Technician I	Permanent Full-Time	Depends on Qualifications	12/31/11	~
Health Care Technician I	Permanent Full-Time	\$24,861.00 - \$37,336.00 Annually	Continuous 🗡	
NEW! Lion Keeper	Permanent Full-Time	\$28,484.00 - \$43,576.00 Annually	01/31/12	
SBI Pilot I	Permanent Full-Time	\$38,174.00 - \$61,632.00 Annually	12/31/11	
Wizard of Compensation	Permanent Full-Time	\$52,638.00 - \$88,214.00 Annually	12/24/11	
NEW! YPA	Permanent Full-Time	\$2,295.33 - \$3,493.25 Monthly	12/31/11	
Zookeeper I	Permanent Full-Time	\$26,584.00 - \$40,305.00 Annually	01/06/12	
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From your Exam (Recruiting) Plan for the specific vacancy posting, click on Default List under the Eligible List Heading.

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On the Eligible List Detail screen, complete the:

"Display Candidate Status" field with the appropriate status (we suggest "Under Review");

"Days Candidate Eligible" field – enter the days the candidate can remain active. This will be specific to each agency, depending on the agency practice. If an agency currently keeps applications for continuous postings active for 3 months, then enter 90 days; if active for 6

months, then enter 180 days, etc. This configuration enables the "clock" to begin counting down as each candidate is placed on the eligible list;



Click on "Save".

Candidates will move through the evaluation steps and then be placed on the Eligible List as appropriate. Applicants can be added to the Eligible List as often as necessary. From the screen shot below, you can see when the candidates are placed on the Eligible List from the Date Eligible column and see when each candidate will become inactive from the Date Expired column (in the example below, the Days Candidate Eligible = 180 days). The Date Received column is when the applicant applied for the opportunity.

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From this eligible list, the HR recruiter/analyst can create a referred list to send to the hiring manager.

From the Select Action dropdown box, select "Refer";

From the Select Candidate(s) dropdown box, select the candidates you want to refer (if all, can select "All Candidates", if the HR recruiter/analyst only wants to send selected candidates to the hiring manager, then make sure the box to the left of the candidates name is selected, then from the dropdown box, chose "Selected Candidates");

From the Requisition dropdown box, select the requisition that you are currently working with;

Then click "Go".

The next screen will show the candidates selected for referral to the hiring manager with a text box for the HR Recruiter/Analyst to add comments for the hiring manager. Then click on "refer".

The system will bring up your Referred Lists. Find the list you are working on and scroll over to the Action column and click on "Edit".

From the "Edit Referred List" screen, fill in the "Display Candidate Status As" box with what you would like the applicant to see when the applicant checks on the status of the application (from the Job Candidate menu page). We suggest "referred to hiring manager".

The system defaults to 2 days under the Referral List Notification Days. This means the system will send an e-mail to the HR Recruiter/Analyst if the hiring manager does not take action on the referred candidates within 2 days. (This is merely a reminder to the HR Recruiter/Analyst – it does not take any action on the referred candidates). The number of days can be changed from this screen.

The HR Recruiter/Anallyst will then complete the Referred List Expiration Days field to indicate the number of days the referred list will be active. In the example above, we selected 30 days. Each candidate, once referred, will be active on the Referred List for 30 days. After 30 days, the hiring manager can not take action on the candidate.

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Then click "Save".

The hiring manager will see the following screen after logging in to the system and selecting the appropriate Referral List:

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In this situation, the HR Recruiter/Analyst made 3 separate referrals on the same day. The date the candidate was referred is noted in the "Action Date" column. The hiring manager will also see the date when the referrals expire in the "Referral Expires" column.

From this Referral List, the hiring manager will proceed through their established selection processes.