

E-Recruit

Guide for Continuous Posting

State of North Carolina

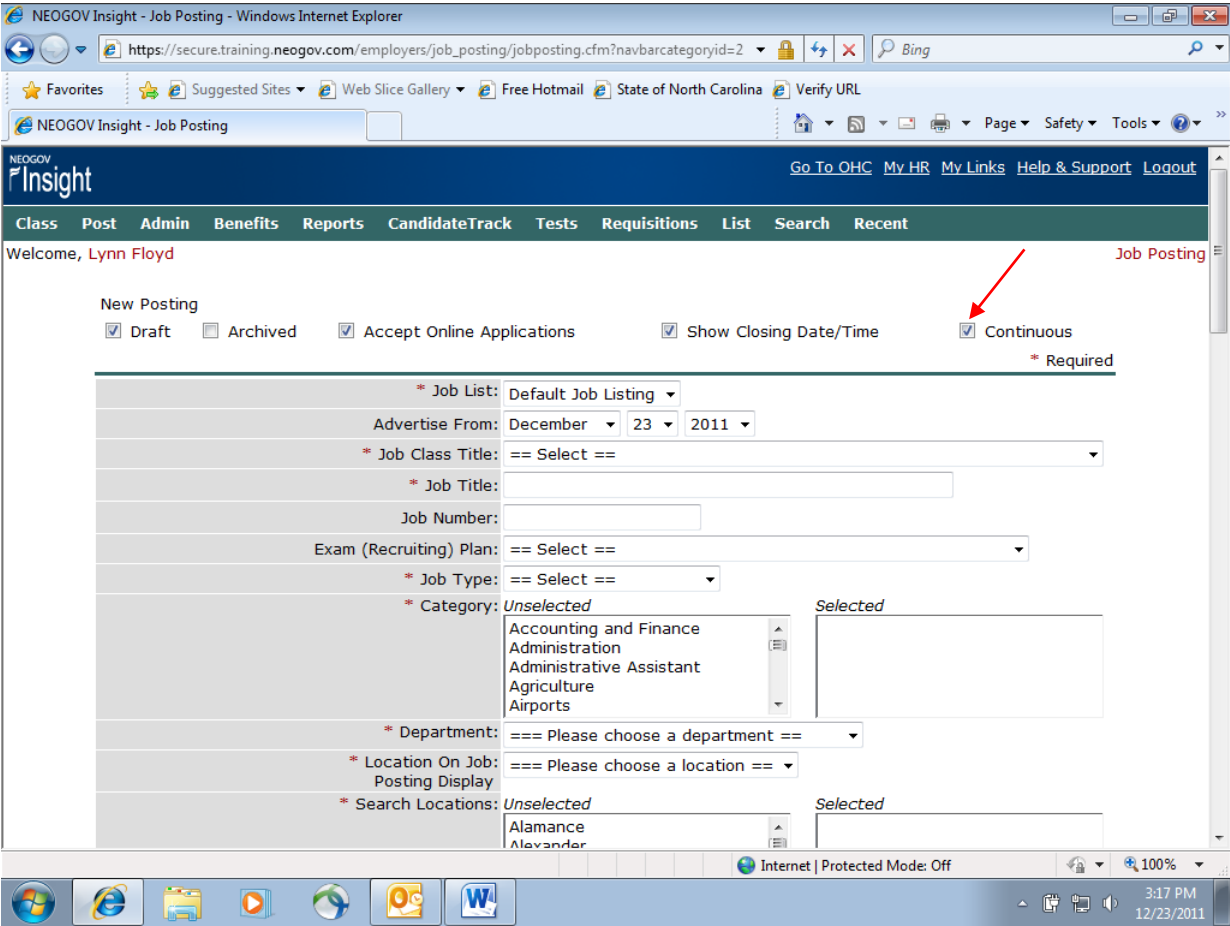
January 2012

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(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



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.

The screenshot shows a Windows Internet Explorer browser window displaying a webpage from <http://agency.training.governmentjobs.com/northcarolina/default.cfm>. The page shows 17 records found, with the current page being 1 of 90. A table of job listings is displayed with the following columns: Position, Emp. Type, Salary Range, and Closing Date. Red arrows point to the 'Continuous' entries in the Closing Date column.

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
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

From your Exam (Recruiting) Plan for the specific vacancy posting, click on Default List under the Eligible List Heading.

The screenshot displays the 'Exam (Recruiting) Plan Detail' page. At the top, it shows the exam title 'Health Care Tech' and exam number '2012-00645'. The department is 'Dept of Health and Human Services' and the division is 'Murdoch Developmental Center'. Below this, there are several tables:

- Job Posting:** A table with columns: Job #, Job Title, Status, Last Updated, Assigned To, and Action. One entry is shown for job # 2012-00645, titled 'Health_Care_Tech', with status 'Continuous' and assigned to 'Lynn_Floyd'.
- Recruitment Advertising:** A table with columns: Ad Type, Ad Name, Requested Date, Start Date, End Date, and Action.
- Evaluation Steps:** A table with columns: Step, Evaluation Step, Weight, Results, At Step, and Action. It lists three steps: 'Application Received', 'Min E&E + KSA/Competency Eval (Qualified)', and 'Most Qualified'.
- Advanced Filters:** A table with columns: Title, Created By, Filter Type, and Action.
- Eligible Lists:** A table with columns: List Name, List Type, Expiration Date, # On List Total, # On List Active, and Action. The 'Default List' is highlighted with a red arrow.
- Requisitions:** A table with columns: Req #, Title, Position Code, Department, Date Created, and Action.

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”.

NEGOV Insight - Eligible List Detail - Windows Internet Explorer

https://secure.training.neogov.com/employers/examplan/dspEligibleListDetail.cfm?EligibleListID=

Welcome, Lynn Floyd

Exam # 2012-00645
Exam (Recruiting) Plan Health Care Tech
List Name Default List

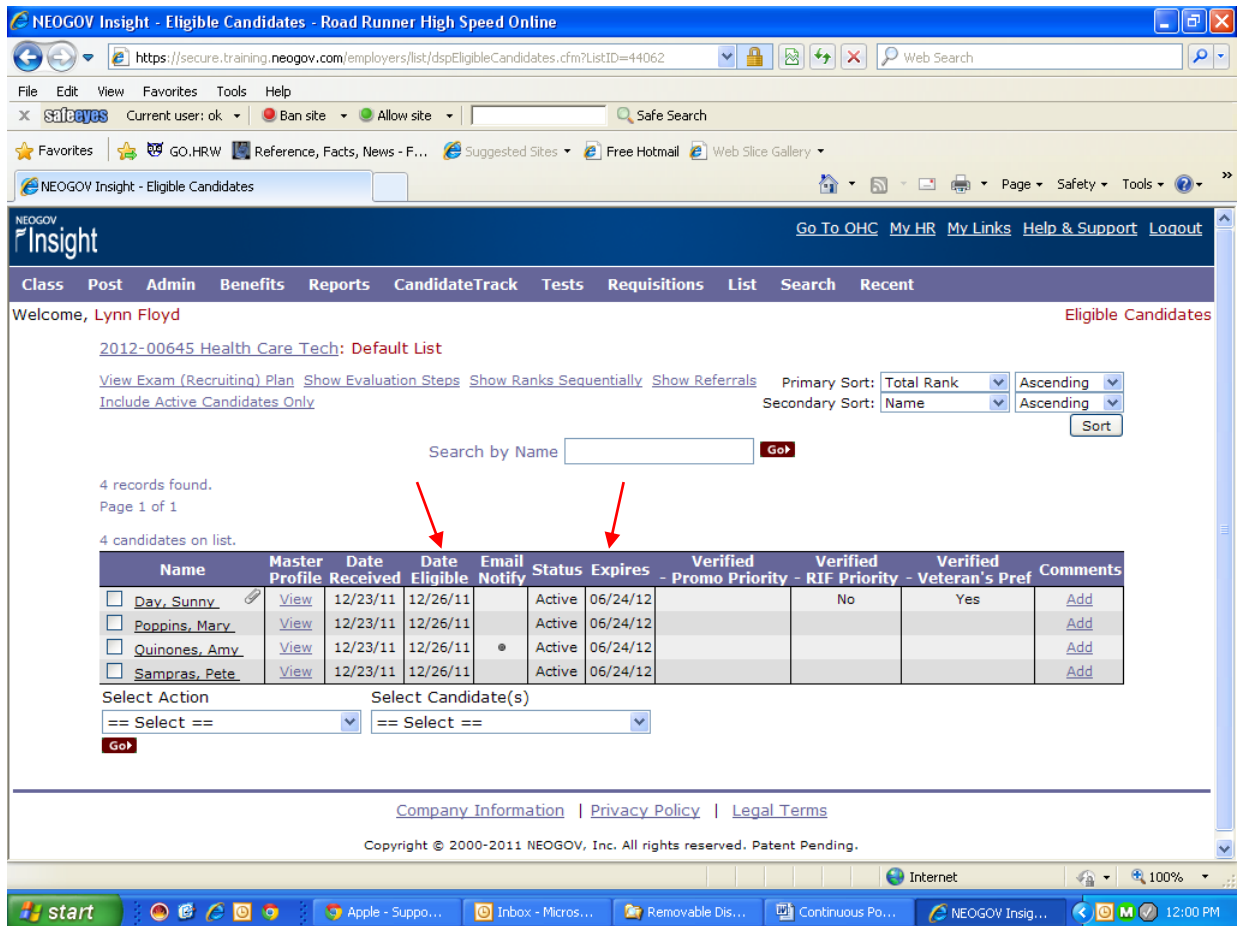
* Required

* List Name	Default List
Display Candidate Status As	under review
Promulgation Date	December 23 2011
Expiration Date	= Month = = Day = = Year =
Days Candidate Eligible	180
* Exam Score Decimal Places	2
* Total Score Decimal Places	2
* Calculate Exam Score Based on	<input type="radio"/> Rescaled Score <input checked="" type="radio"/> Percentage Score
Banded Score (Low) Cutoff Values (separate with commas)	
Band Scores Based On	<input checked="" type="radio"/> Exam Score <input type="radio"/> Total Score
Duplicate Handling	Allow Duplicates
List Type	Normal
List Status	Active
Comments	

Save Cancel

Internet | Protected Mode: Off 3:59 PM 12/23/2011

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.



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".

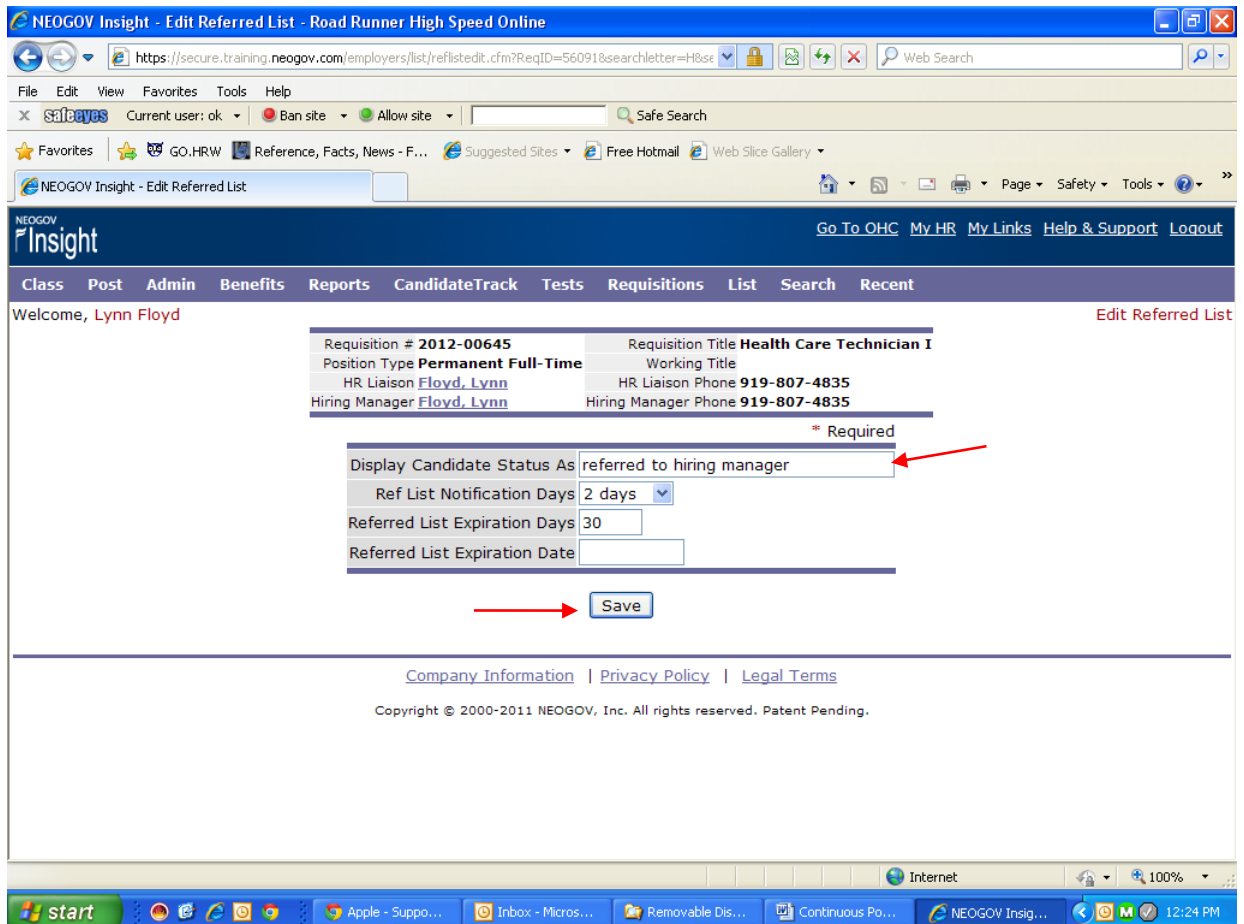
The system will bring up your Referred Lists. Find the list you are working on and scroll over to the Action column and click on “Edit”.

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/Analyst 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.

Then click “Save”.



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

The screenshot shows a web browser window with the URL <https://secure.training.neogov.com/OHC/dspMyReferredCandidates.cfm?ReqID=56091&ReqTitle=>. The page displays details for a requisition and a list of referred candidates.

Requisition Details:

- Requisition #: 2012-00645
- Requisition Title: Health Care Technician I
- Working Title: Health Care Tech
- Department: Dept of Health and Human Services
- Exam (Recruiting) Plan #: 2012-00645
- Exam (Recruiting) Plan Title: Health Care Tech
- Job: 2012-00645 Health Care Tech
- Positions: 60050790
- Position Type: Permanent Full-Time
- Vacancies: (blank)
- HR Analyst: [Floyd, Lynn](#)
- HR Analyst Phone: (blank)
- HR Liaison: [Floyd, Lynn](#)
- HR Liaison Phone: 919-807-4835

Comments:

- 12/26/11 [L. Floyd]: Here are three candidates for your review and consideration. Let us know if we can help you.
thanks
- 12/26/11 [L. Floyd]: Another candidate for your consideration.
thanks
- 12/26/11 [L. Floyd]: Another candidate for consideration.
thanks

Referred Candidates Table:

Name	Master Profile	Phone	Email Notify	Exam (Recruiting) Plan #	Action Date	Notices	Verified - Promo Priority	Verified - RIF Priority	Verified - Veteran's Pref	Elig Comments	Referral Expires
<input type="checkbox"/> Day, Sunny	View			2012-00645	12/26/11	N/A		No	Yes		1/24/2012
<input type="checkbox"/> Poppins, Mary	View			2012-00645	12/26/11	N/A					1/24/2012
<input type="checkbox"/> Quinones, Amy	View		•	2012-00645	12/26/11	N/A					1/24/2012
<input type="checkbox"/> Sampras, Pete	View			2012-00645	12/26/11	N/A					1/24/2012
<input type="checkbox"/> Wall, Austin	View		•	2012-00645	12/26/11	N/A					1/24/2012

Two red arrows point to the word "Referred" above the table and the "Referral Expires" column header.

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.