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

Ø NEOGOV Insight - Job Posting - Windows Internet Explorer	
G v Image: https://secure.training.neogov.com/employers/job_posting/jc	obposting.cfm?navbarcategoryid=2 👻 🔒 😽 🗙 🔎 Bing 🖉 🗸
🚖 Favorites 🛛 🙀 🖉 Suggested Sites 👻 🖉 Web Slice Gallery 👻 🖉 Fre	e Hotmail 🔊 State of North Carolina 🏿 Verify URL
Se NEOGOV Insight - Job Posting	👌 🔻 🔝 👻 🖃 🖶 👻 Page 🕶 Safety 🕶 Tools 🕶 🔞 💌 🎽
reogov FInsight	Go To OHC My HR My Links Help & Support Logout
Class Post Admin Benefits Reports CandidateTrack	Tests Requisitions List Search Recent
Welcome, Lynn Floyd	Job Posting
New Posting	rations 🖉 Show Closing Date/Time 🖉 Continuous
	* Required
* Job List: D	efault Job Listing 👻
Advertise From: D	ecember • 23 • 2011 •
* Job Class Title: =	= Select == 🔹
* Job Title:	
Job Number:	
Exam (Recruiting) Plan: =	= Select == 🔹
* Job Type: =	= Select == •
* Category: Un	selected Selected
Ai Ai	dministration
A	dministrative Assistant
Â	irports 👻
* Department: =	== Please choose a department == 🔹 💌
* Location On Job: =	== Please choose a location == 🔹
* Search Locations: Un	selected Selected
A	lamance
	Solution of the second sec
🕙 🧭 🔅 😂 🚱	∽ 🛱 🛱 🗣 🕺 3:17 PM 12/23/2011

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.

🔗 Untitled Document - Windows Internet Explorer				
🕞 🕞 🗢 🛃 http://agency.training.governmentjobs.com	n/northcarolina/default.cfm	✓ 49 × 9 B	ing	+ م
Favorites	Gallery 🔻 🖉 Free Hotmail	State of North Carolina P Verify URI		
			🛛 📥 💌 Page 💌 Safety 💌	
Contract Document		in the second se	- age surey	
				^
Print this page				
17 records found.				
Page # 1 of 1 99				
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	\backslash
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	
Zookeener I	Permanent Full-Time	\$26 584 00 - \$40 305 00 Appually	01/06/12	
		\$20,001.00 \$10,000.00 \$ and any	01100112	
D # 1				-
	III			•
		Internet Protected Mo	de: Off 🛛 🖓 🔻	€ 100% -
🕗 🥭 🚞 🖸 🔇			- 🛱 🔁 🛛	

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

🥖 NEOGOV I	lnsight - Exam	(Recruitin	g) Plan Detail - \	Vindows Inter	met Explorer									x
O	https://s	ecure.train	ing.neogov.con	n/employers/e	examplan/examf	PlanDetail.cfm	?examPlanID=	:4319: 👻 🔒 🕚	47 ×	₽ Bing	1			ب م
- Eavorite		Suggeste	d Sites 👻 🖉 V	/eb Slice Galle	erv 🔻 🖉 Free b	Hotmail 🖉 Si	tate of North (Carolina 🖉 Ve	rify URI					
		(D))							- 5		🖶 🖛 Dog	a – Safatu	- Took - 🙆	_ »
	Insight - Exam	n (Recruitii	ng) Plan Detail					1	• D		Exa) •
	.,,, u								Edit Exa	am (Recru	uiting) Plan	Audit Trail	ing) Han bet	^
		Ex	am Title Healt	h Care Tecl	h		Depart	ment Dept of	Health	and Hu	man			
		Exam	Number 2012	-00645			Div	vision Murdocl	s h Deve	lopment	al Center			
							Vaca	ncies						
	Job Po	sting		_										
	Job #	645	Job Title Health Care T	sch C	itatus Iontinuous	Last Updat	ed As	signed To	Actio	Delete	Audit Trail			
	2012-00	045	nealth Care h		ontinuous	12/23/11	<u>L</u> Y	<u>III I IOyu</u>		Delete	Addic Trail			
	Recruit	tment A	dvertising	Add New										
	Ad Typ	e A	d Name	Requested	d Date	Start Da	ate E	nd Date	Actio	n				=
	Evalua	tion Sta		Niew App	licante (0) Vie	aw Applicants	by Step (0)	App Flow						
	Step	Evaluat	ion Step	2 VIEW App	ficants (0) Vie	Weight	Results	At Step	Actio	n				
	Step 1	Applicati	on Received			N/A	View Resul	<u>ts</u> 0	Edit	Audit Tra	ail			
	Step 2	Min E&E	+ KSA/Compe	tency Eval (Qualified)	N/A	View Resul	<u>ts</u> 0	Edit	Delete	Audit Tra	<u>ail</u>		
	Step 3	Most Qu	alified			N/A	View Resul	<u>ts</u> 0	Edit	<u>Delete</u>	Audit Tra	<u>iil</u>		
	Advan	od Filte	are Add Evalu	ation Step Fil	ter Add Eligibl	e List Filter								
	Title	ceurne	Created By			Filter Type	3		Actio	n				
	Eligible	Lists	Add New St	now Archived	Eligible Lists									
	List Na	ame	List Type	Exp	iration Date		# C Total	n List Active	Actio	n				
		List	Normal	N/A			0	0	Edit	View Ca	andidates <u>A</u>	Audit Trail		
	Requis	itions												
	Requis	Titlo		Positio	n Donau	rtmont		Date	Actio	n				
https://secure	Keq #	- rite	anlauan /filt/-	Code				Created	Actio	and Made	0#		■ ① 100%	-
nups://secure.		ov.com/er	npioyers/filter/e			/=4		🐨 internet	Protec	ted wode:	UIT	* <u>a</u>	3.51_01	
1	C 🛛		2 🕓									- 🕻 🗄	12/23/20	

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.

C NEOGOV	/ Insight - Eli	gible Candi	idates - F	Road Rui	nner High S	peed Or	line										PX
00-	https://s	ecure, training	neogov.c	om/employ	/ers/list/dspElig	jibleCandio	lates.cfm?	ListID=44062	•	~ 🔒	84	×P	Web Sear	ch			P -
File Edit	View Eavoriti	es Tools	Help														
× Sileey	🚯 Current us	ser:ok 👻 🛛 🎙	🥑 Ban site	- 🧶 A	llow site 🔻			🔍 Safe	Search								
🔶 Favorites	: 🛛 🍰 👿 GO).HRW 📗 R	eference, F	Facts, New	/s - F 🏉 :	Suggested	Sites 👻	🤌 Free Hotm	iail 🙋 W	eb Slice	Gallery 🔻						
6 NEOGOV	Insight - Eligible	Candidates										- 🔊 -	-	Pag	ie 🔹 Safety 🕶	Tools 👻 🌘	∂
^{™EOGOV} FInsigh i	t										<u>Go To</u>	<u>ohc</u> My	<u>/HR M</u>	<u>y Links</u>	Help & Suppo	ort Log	out ^
Class F	Post Admi	in Benef	its Re	ports	Candidate	eTrack	Tests	Requisi	tions	List	Search	Recen	t				
Welcome,	Lynn Floyd														Eligible	Candid	ates
	2012-0064	5 Health C	Care Tec	<u>:h</u> : Defa	ult List												
	<u>View Exam (</u>	Recruiting)	Plan Sho	ow Evalu	ation Steps	Show Ra	inks Seq	uentially St	now Refe	rrals	Primary S	Sort: Tot	al Rank	v	Ascending 🔽		
	Include Activ	ve Candidate	es Only							5	Secondary S	Sort: Nar	me	× 1	Ascending V		
					Searc	ch by N	ame				Go⊁				Sort	J	
	4 records for	und.			A State			1									
	Page 1 of 1																
	4 candidates	on list.				- "		<u> </u>		<i>c</i> 1							
	Nar	me	Master Profile	Date Receive	Date ed Eligible	Email Notify	Status	Expires _	Veri Promo	fied Prior	ity - RIF F	ified Priority	veı Veter -	an's Pre	ef Comments		
	Day, Su	unny 🖉	View	12/23/1	1 12/26/11		Active	06/24/12			N	lo	١	(es	Add		
	Poppins	, Mary	View	12/23/1	1 12/26/11		Active	06/24/12							<u>Add</u>		
	Quinone	es, Amy	View	12/23/1	.1 12/26/11		Active	06/24/12							Add		
	Sampra	as, Pete	View	12/23/1	1 12/26/11		Active	06/24/12							Add		
	Select Act	ion		Se	elect Candi	date(s)											
	== Select	==		× =	= Select =	=		*									
	307																
																	_
					<u>Company</u>	Inform	ation	Privacy P	olicy	Lega	al Terms						
				Cop	oyright © 200	00-2011	NEOGOV,	Inc. All righ	its reserv	ed. Pa	itent Pendin	g.					~
												0	Internet			a 100%	, • ,;
🛃 start		9 6 0	0	💿 Apple -	Suppo	🕒 Inbo	< - Micros.	🔯 Rei	movable Di	is	👜 Continu	ous Po	6 N	EOGOV Ins	ig 🔇 🙆	M 🕢 12	:00 PM

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.

🖉 NEOGOV Insight - Edit Referred List - Road Runner High Speed Online 🕝 🕞 💌 😰 https://secure.training.neogov.com/employers/list/reflistedit.cfm?ReqID=56091&searchletter=H&se 💌 🔒 🔯 😽 🔀 🖉 Web Search 0-File Edit View Favorites Tools Help Safe Search 🗶 😚 🕄 🐨 🗴 🐨 🗙 🐨 🗶 🐨 🐨 🖉 🗶 🐨 🐨 🖉 🗶 🗶 San site 👻 🖉 Allow site 🔹 🗌 🖕 Favorites 🛛 🚖 🐺 GO.HRW 📗 Reference, Facts, News - F... 🛛 🎉 Suggested Sites 🔻 💋 Free Hotmail 🙋 Web Slice Gallery 👻 🏠 🔹 🔝 🕤 🖃 🚔 🔹 Page 🔹 Safety 🔹 Tools 🔹 🔞 🔹 A NEOGOV Insight - Edit Referred List Go To OHC My HR My Links Help & Support Logout 'Insight Class Post Admin Benefits Reports CandidateTrack Tests Requisitions List Search Recent Welcome, Lynn Floyd Edit Referred List Requisition # 2012-00645 Requisition Title Health Care Technician I Position Type Permanent Full-Time Working Title HR Liaison Phone 919-807-4835 HR Liaison Floyd, Lynn Hiring Manager Phone 919-807-4835 liring Manager Floyd, Lynn Required Display Candidate Status As referred to hiring manager Ref List Notification Days 2 days Referred List Expiration Days 30 Referred List Expiration Date Save Company Information | Privacy Policy | Legal Terms Copyright © 2000-2011 NEOGOV, Inc. All rights reserved. Patent Pending. 😜 Internet - 🔩 100% 🔹 🕘 🗭 🏉 🧿 🧿 🧊 Apple - Suppo... 🛃 start 🕘 Inbox - Micros... Removable Dis... 👜 Continuous Po.. Steele NEOGOV Insig... 🔇 🖸 📶 🕢 12:24 PM

Then click "Save".

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

🥟 NEOGOV Insight OHC - Referred Candidates - I	Road Runner High Speed Or	nline				_ ₽ 🛛				
🚱 🕤 💌 🔊 https://secure.training.neogov.com/OHC/dspMyReferredCandidates.cfm?ReqID=560918ReqTitle=I 🔽 🔒 🔯 🐓 🗙 🔎 Web Search										
File Edit View Favorites Tools Help										
🗙 🗺 📴 🐨 Current user: ok 👻 🔍 Ban site 👻 🥥	Allow site 👻	🔍 Safe Searc	:h							
	<i>(</i>									
😭 Favorites 🛛 😭 🧐 GO.HRW 📗 Reference, Facts, N	ews - F 🟀 Suggested Sites 🔻	🏉 Free Hotmail 🧯	Web Slice Ga	allery 🔻						
€ NEOGOV Insight OHC - Referred Candidates				🔄 🚹 🔹 🔝 🛸	🖃 🖶 🔻 Page	🔹 Safety 🕶 Tools 🕶 🔞 🕶 🎽				
						^				
Requisition #	2012-00645	F	osition Type	Permanent Full-Time						
Requisition Title	Health Care Technician I		Vacancies							
Working Title			HR Analyst	Floyd, Lynn						
Department	Department Dept of Health and Human Services HR Analyst Phone									
Exam (Recruiting) Plan #	2012-00645		HR Liaison	Floyd, Lynn						
Exam (Recruiting) Plan Title	Exam (Recruiting) Plan Health Care Tech HR Liaison Phone 919-807-4835									
dot	2012-00645 Health Care Tech									
Positions	60050790									
Comments:	12/26/11 [L. Floyd]: Here are th	ree candidates for yo	ur review and	consideration. Let us l	know if we can					
	help you.									
	thanks									
	12/26/11 [L. Floyd]: Another ca	ndidate for your cons	ideration.							
	thanks									
		101 × 10 × 11								
	12/26/11 [L. Floyd]: Another ca	indidate for considera	tion.							
	thanks									
						· · · · · · · · · · · · · · · · · · ·				
		Referred								
	_					¥				
Name Master Phone	Email Exam	Action Notices	, Verified -	Verified - RIF	Verified -	Elig Referral				
Profile	Plan #	Date	Promo Prio	nty Phonty	veterali s prei v	comments expires				
Day, Sunny de View	00645	12/26/11 N/A		No	Yes	1/24/2012				
Poppins, Mary View	2012- 00645	12/26/11 N/A				1/24/2012				
Quinones, Amy View	· 2012- 00645	12/26/11 N/A				1/24/2012				
Sampras, Pete View	2012- 00645	12/26/11 N/A				1/24/2012				
Wall, Austin View	. 2012-	12/26/11 N/A				1/24/2012				
Done				😜 I	nternet	🖓 🕶 🔍 90% 💌 💡				
🛃 start 📄 🙆 🙆 🏉 🧿 🧿 Appl	le - Suppo 🔘 Inbox - Micro	s 🏠 Removal	le Dis	Continuous Po		🔇 🖸 M 🕢 12: <u>26 PM</u>				

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.