

# Job Candidate Connections

## Messaging from within Exam (Recruiting) Plan

Change the message from Step 2, 3, from “under review” to “position filled” (or something else) or provide a message to persons on the eligible list

Candidate sees message when opening “application status” link once signed into their account

[Edit Exam \(Recruiting\) Plan](#) [Audit Trail](#)

Exam Title	<b>Dragon Master (zookeeper)</b>	Department	<b>Dept of Environment &amp; Natural Resources</b>
Exam Number	<b>13-00066</b>	Division	<b>NC Zoological Park</b>
		Vacancies	<b>1</b>

### Job Posting

Job #	Job Title	Status	Last Updated	Assigned To	Action
1300066	<a href="#">Dragon Master - Zookeeper</a>	Adv. To 07/30/13 5:00 PM	07/08/13	<a href="#">Kassia Elliott</a>	<a href="#">Edit</a> <a href="#">Archive</a> <a href="#">Audit Trail</a>

### Recruitment Advertising [Add New](#)

Ad Type	Ad Name	Requested Date	Start Date	End Date	Action
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### Evaluation Steps [Add Step](#) [View Applicants \(5\)](#) [View Applicants by Step \(3\)](#) [App Flow](#)

Step	Evaluation Step	Weight	Results	At Step	Action
Step 1	<a href="#">Application Received</a>	N/A	<a href="#">View Results</a>	1	<a href="#">Edit</a> <a href="#">Audit Trail</a>
Step 2	<a href="#">Min E&amp;E + KSA/Competency Evaluation (qualified)</a>	N/A	<a href="#">View Results</a>	1	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Audit Trail</a>
Step 3	<a href="#">Most Qualified</a>	N/A	<a href="#">View Results</a>	1	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Audit Trail</a>

### Advanced Filters [Add Evaluation Step Filter](#) [Add Eligible List Filter](#)

Title	Created By	Filter Type	Action
Declaring Veteran's Preference ke 5/22/13	<a href="#">Kassia Elliott</a>	Evaluation Step Filter	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Un-share</a>

### Eligible Lists [Add New](#) [Show Archived Eligible Lists](#)

List Name	List Type	Expiration Date	# On List		Action
			Total	Active	
<a href="#">Default List</a>	Normal	N/A	2	1	<a href="#">Edit</a> <a href="#">View Candidates</a> <a href="#">Audit Trail</a>

From “Action” column on the right, select “edit” from Step 2 or Step 3 (this example is from Step 3 “Most Qualified” ) to open the box where you can edit the message



* Step Type	Other
Step Name	Most Qualified
Display Candidate Status As	under review
* Evaluate On	<input checked="" type="radio"/> Pass/Fail <input type="radio"/> Scored
Applicant Status	<input checked="" type="radio"/> Do Not Show This Step <input type="radio"/> Show This Step

Replace “under review” message with new message in the “Display Candidate Status” box; remember to press “save”.

Definition	
* Step Type	Other
Step Name	Most Qualified
Display Candidate Status As	position filled
* Evaluate On	<input checked="" type="radio"/> Pass/Fail <input type="radio"/> Scored
Applicant Status	<input checked="" type="radio"/> Do Not Show This Step <input type="radio"/> Show This Step  <input type="checkbox"/> Show Step Pass/Fail <input type="checkbox"/> Show Step Score <input type="checkbox"/> Show Step Disposition
Comments	
Prerequisite Steps	<input checked="" type="checkbox"/> Application Received <input type="checkbox"/> Min E&E + KSA/Competency Evaluation (qualified) <input type="checkbox"/> Most Qualified

Save Cancel

To easily recall the updated the message, use the comments box to make a note to yourself, OR within the notes section of the exam (recruiting) plan – *using the notes section lets you identify the change on the front page of the plan!*

From “notes” > Add New

Enter message & press “Save”

* Title	Step 3 msg update
Note	Msg . "under review" changed to "Position on hold pending budget finalization" 7/11/13 KE]

Save

Using the “notes” section lets you see the change on the front page of the exam (recruiting) plan.

[Eligible Lists](#) [Add New](#) [Show Archived Eligible Lists](#)

List Name	List Type	Expiration Date	# On List		Action
			Total	Active	
Default List	Normal	N/A	2	1	<a href="#">Edit</a> <a href="#">View Candidates</a> <a href="#">Audit Trail</a>

[Requisitions](#)

Req #	Title	Position Code	Department	Date Created	Action
1300066	<a href="#">Zookeeper II</a>	60033285	Dept of Environment & Natural ...	05/07/2013	<a href="#">Edit</a> <a href="#">Disassociate</a>

[Tasks](#) [Add New](#)

Subject	Status	Priority	Due Date	Assigned To	Action
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[Notes](#) [Add New](#)

Note Title	Note	Last Updated	Note Owner	Action
Step 3 msg update	Msg . changed to "Position on hold pending budget ...	07/11/2013	Elliott, Kassia	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Audit Trail</a>



[Files](#) [Add New](#)

Attachment Title	Date Uploaded	File Name	Action
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If the message has to do with a hold, once you resume application review, change the message back to “under review” or a message indicating the position will not be filled at this time (*if that is what the agency decided*).

Other:

Step 1 - “application received” message here cannot be edited; however you can send template based e-mails or print and mail letters from Step 1.

Eligible List - Messages can also be entered from the eligible list > Action column > Edit > type Message > Save

- Since the “do not show details” option does not exist for the eligible list, it is recommended you enter messages here only when the position is filled or a longer term delay is experienced - *otherwise applicants can see behind the scenes into pass/fail activity.*
- If a message you enter for persons on the eligible list is due to a delay, just remove the message, and save without a message when activity on the list referred resumes. The system then reverts to the Step 3 “**under review**” message for candidates checking their application status.