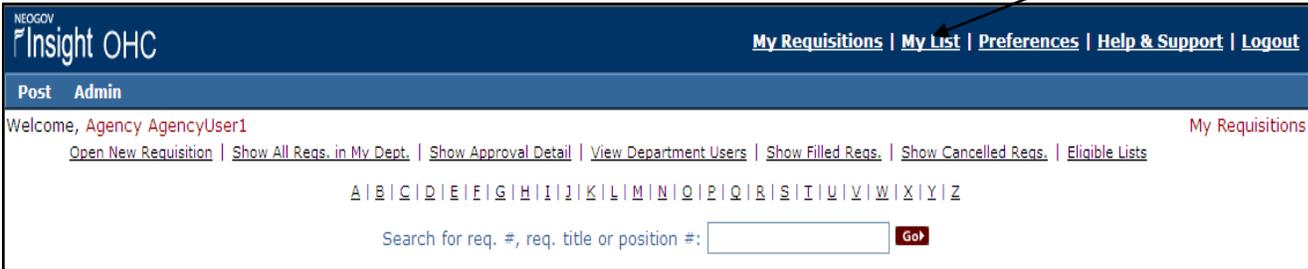


“Hiring” or “Rejecting” Layoff Candidate(s) 3

Introduction

Navigation Path: My List - View

Step	Action	Comments
1.	Log into the Online Hiring Center (OHC)	
2.	Click on “My List” in the upper right-hand corner	



NEOGOV **Insight OHC**

[My Requisitions](#) | [My List](#) | [Preferences](#) | [Help & Support](#) | [Logout](#)

[Post](#) [Admin](#)

Welcome, Agency AgencyUser1 My Requisitions

[Open New Requisition](#) | [Show All Regs. in My Dept.](#) | [Show Approval Detail](#) | [View Department Users](#) | [Show Filled Regs.](#) | [Show Cancelled Regs.](#) | [Eligible Lists](#)

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Search for req. #, req. title or position #:

3.	Click on “View” in the row of the applicable requisition in the “Candidates” column	
----	---	--



A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Search for req. #, list title, or position #:

[Show Archived Lists](#)

Search by hiring manager:

1 record found.
 Page 1 of 1

Req #	Title	Position ID	Department	Division	Hiring Mgr	Candidates	Applications	Last Referred
AGE-12551FEB1611-L	Secretary		Aging - Certifi...		AgencyUser1, Agency	View	Print	03/04/11

Page 1 of 1

If Selecting Candidate as “Hired”

Step	Action	Comments
4.	Mark the checkbox next to the candidate’s name	
5.	Choose “Hire” from the drop-down menu	
6.	Click “Go”	

Requisition #	AGE-12551FEB1611-L	Position Type	Full Time
Requisition Title	Secretary	Vacancies	1
Working Title	Secretary	HR Analyst	CertUser1, Cert
Department	Aging - Certification	HR Analyst Phone	
Exam Plan #	CS12551	HR Liaison	AgencyUser1, Agency
Exam Plan Title	Secretary	HR Liaison Phone	614-466-7907
Job	CS12551 Secretary		
Positions			
Comments:			

<input type="checkbox"/>	Name	Action Date	Total Score	Retention_Points	Seniority_Points	Person ID	Referred Rank	Referral Expires	Notices
<input checked="" type="checkbox"/>	Dalby, Trish	03/04/11	0.00		389	5881915	1	4/2/2011	N/A

Hire

1 record found.

7.	Edit or add any applicable information	
8.	Click the “No Approvals” checkbox	
9.	Click “Save and Release”	

* Required

Name:	Trish Dalby
Person ID:	5881915
Status:	Hired
* Offer Date:	<input type="text" value="03/11/11"/>
Offer Amount: \$	<input type="text"/>
Bonus Amount: \$	<input type="text"/>
* Answer Date:	<input type="text" value="03/11/11"/>
* Filled On Date:	<input type="text" value="03/11/11"/>
* Start Date:	<input type="text" value="03/11/11"/>
Orientation Date:	<input type="text" value="03/11/11"/>
Keep Active on Eligible List:	<input type="button" value="No"/>
Comments:	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>
2500 character limit	
Longevity :	<input type="text"/>
Pay Range :	<input type="text"/>
Step :	<input type="text"/>
Supervisor's Name :	<input type="text"/>
Type of Action :	<input type="text"/>
Position Number :	<input type="text"/>
No Approvals	<input checked="" type="checkbox"/>

If Selecting Candidate as “Rejected”

Step	Action	Comments
10.	Mark the checkbox next to the candidate’s name	
11.	Choose “Reject” from the drop-down menu	
12.	Click “Go”	

Requisition # AGE-12551FEB1611-L Requisition Title Secretary Working Title Secretary Department Aging - Certification Exam Plan # CS12551 Exam Plan Title Secretary Job CS12551 Secretary Positions Comments:	Position Type Full Time Vacancies 1 HR Analyst CertUser1, Cert HR Analyst Phone HR Liaison AgencyUser1, Agency HR Liaison Phone 614-466-7907																				
Referred																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th><input type="checkbox"/></th> <th>Name</th> <th>Action Date</th> <th>Total Score</th> <th>Retention_Points</th> <th>Seniority_Points</th> <th>Person ID</th> <th>Referred Rank</th> <th>Referral Expires</th> <th>Notices</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Dalby, Trish</td> <td>03/04/11</td> <td>0.00</td> <td></td> <td>389</td> <td>5881915</td> <td>1</td> <td>4/2/2011</td> <td>N/A</td> </tr> </tbody> </table>		<input type="checkbox"/>	Name	Action Date	Total Score	Retention_Points	Seniority_Points	Person ID	Referred Rank	Referral Expires	Notices	<input checked="" type="checkbox"/>	Dalby, Trish	03/04/11	0.00		389	5881915	1	4/2/2011	N/A
<input type="checkbox"/>	Name	Action Date	Total Score	Retention_Points	Seniority_Points	Person ID	Referred Rank	Referral Expires	Notices												
<input checked="" type="checkbox"/>	Dalby, Trish	03/04/11	0.00		389	5881915	1	4/2/2011	N/A												
Reject <input type="button" value="Go"/>	1 record found.																				

Step	Action	Comments
13.	Select the "Reason" from the drop-down menu taking into consideration the number of vacancies	For layoffs, you will select one of the CERT LAYOFF reasons <ul style="list-style-type: none"> CERT LAYOFF – Declined Job Offer CERT LAYOFF – No Reply
14.	Enter any applicable "Comments"	
15.	Click "Save"	

Requisition # AGE-12551FEB1611-L Requisition Title Secretary Working Title Secretary Department Aging - Certification Exam Plan # CS12551 Exam Plan Title Secretary Job CS12551 Secretary Positions Comments:	Position Type Full Time Vacancies 1 HR Analyst CertUser1, Cert HR Analyst Phone HR Liaison AgencyUser1, Agency HR Liaison Phone 614-466-7907
<div style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: 80%;"> <div style="display: flex; justify-content: space-between;"> Name: Trish Dalby 5881915 </div> <div style="margin-top: 5px;"> * Reason: CERT LAYOFF - No Reply <input type="button" value="v"/> </div> <div style="margin-top: 5px;"> Comments: <input style="width: 90%;" type="text"/> </div> <div style="display: flex; justify-content: flex-end; margin-top: 10px;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </div> </div>	