

Viewing Anonymous List **E**

Introduction

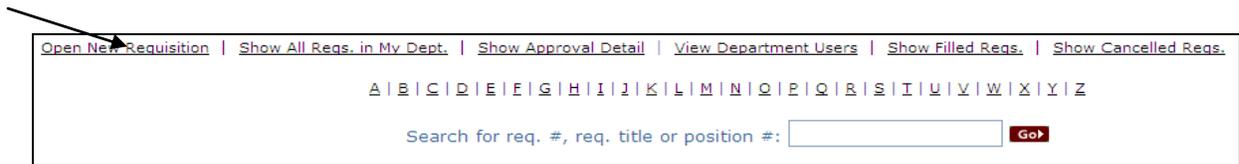
This job aid explains how to create a requisition to view how many candidates are on the layoff or certification eligible list. You may use the same requisition to check both lists.

Navigation Path: Open New Requisition – Create New

NOTES:

- You **MUST** create a requisition and **Save Only** to save as a **Draft**. If you **Save and Release** you must **immediately Cancel** the requisition.
- Even if there are zero names on the list, you must still submit a layoff requisition in order to receive internal or provisional authorization to hire.

Step	Action	Comments
1.	Log into the Online Hiring Center (OHC)	
2.	Click “Open New Requisition”	



3.	Search for the “Class Spec”.	You can search by entering the Class Title or Class Code or search alphabetically by class title.
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4.	Click “Create New”.	
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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 class title or class code:

1 record found.
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Class Code	Class Title	Positions	Requisition
16511	Account Clerk 1	Positions	Create New

Step	Action	Comments
5.	Enter "Requisition #"	The Requisition # should contain your department, class code, date and D to signify draft. (e.g. AGE-16511APR1811-D)
6.	Select your "Certification" Department	
7.	Select yourself as the "Hiring Manager"	
8.	Select "Job Term"	You MUST select one of the following: <ul style="list-style-type: none"> Full Time Part Time Temporary Intermittent
9.	Select the "County of Position" from the drop-down menu	
10.	Select "No" for "Follow up Requested"	
11.	Mark the "No Approvals"	
12.	Click "Save Only"	

* Required

Desired Start Date:	<input type="text"/>								
Requisition #:	AGE-16511APR								
Working Title:	<input type="text"/>								
Vacancies:	<input type="text"/>								
* Department:	Aging - Certification								
Division:									
* Hiring Managers:	<table style="width: 100%;"> <tr> <td style="width: 50%;">Available:</td> <td style="width: 50%;">Assigned:</td> </tr> <tr> <td>AgencyUser2, Agency</td> <td>AgencyUser1, Agency</td> </tr> <tr> <td style="text-align: center;">>></td> <td style="text-align: center;"><<</td> </tr> </table>	Available:	Assigned:	AgencyUser2, Agency	AgencyUser1, Agency	>>	<<		
Available:	Assigned:								
AgencyUser2, Agency	AgencyUser1, Agency								
>>	<<								
Job Term:	Full Time								
List Type:	=== Select ===								
Position Type:	<input type="radio"/> Existing Position (Replacement of Staff) <input type="radio"/> New Position								
Position Control:	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Position #</th> <th style="width: 25%;">First Name</th> <th style="width: 25%;">Last Name</th> <th style="width: 35%;">Vacancy Date</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;"> <input type="button" value="Add Another Vacancy"/> </td> </tr> </tbody> </table>	Position #	First Name	Last Name	Vacancy Date	<input type="button" value="Add Another Vacancy"/>			
Position #	First Name	Last Name	Vacancy Date						
<input type="button" value="Add Another Vacancy"/>									
Skills:	<input type="text"/>								
Comments:	<div style="border: 1px solid gray; height: 60px;"></div>								
Authorization Comments:									
* County of Position:	Wood County								
* Follow up Requested:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No								
No Approvals	<input checked="" type="checkbox"/>								

Step	Action	Comments
13.	Click the "Eligible Lists" link on the right-hand side of the page	

[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 #:

Step	Action	Comments
14.	Click on the "List Title" of the list you want to check	<ul style="list-style-type: none"> ▪ Certification Eligible – Normal "List Type" ▪ Layoff – At Risk "List Type"

List Title	List Type	Status	Active Candidates
Account Clerk 1	Normal	Active	12
Account Clerk 1	At Risk	Active	3

15.	Select the requisition you just created from the "Requisition Filter" drop-down	
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[Back to Eligible Lists](#)

Requisition Filter:

16.	After selecting the requisition, it will automatically filter the list	
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[Back to Eligible Lists](#)

Primary Sort:
 Secondary Sort:

Requisition Filter:

2 records found.
Page 1 of 1

2 candidates on list.

Job Types	Exam Score	Retention_Points	Seniority_Points	Layoff Agency 1	Status	Date Eligible	Expires
FULL	99.84				Active	01/21/11	
FULL	92.49				Active	01/21/11	

Step	Action	Comments
17.	In this example, there were 2 candidates out of 12 who met your criteria.	