

Viewing Layoff List

2

Introduction

This job aid explains how to view a layoff list.

Step	Action	Comments
1.	Log into the Online Hiring Center (OHC)	
2.	Click "My List" at the top right-hand corner	

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

3.	Enter the req. # or title	
4.	Click "Go"	

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 #:

Search by hiring manager: ▼

5.	Click on "View" in the row of the applicable requisition in the "Candidates" column	
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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 req. #, list title, or position #:

Show Archived Lists Search by hiring manager:

1 record found.
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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

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Step	Action	Comments
6.	Review the information of the candidate(s)	See "Creating a Notification Letter" for information on creating the letter to send to the candidate by certified mail.

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:			

Referred

Name	Action Date	Total Score	Retention_Points	Seniority_Points	Person ID	Referred Rank	Referral Expires	Notices
<input type="checkbox"/> Dalby, Trish	03/25/11	0.00		389	5881915	1	4/23/2011	N/A

== Select ==

1 record found.