

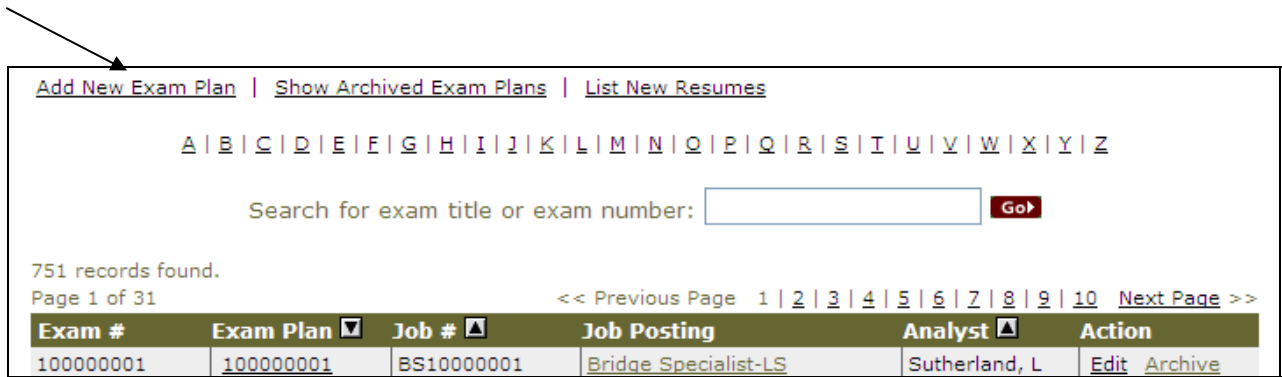
Associating New Exam Plan with Existing Job Posting

Introduction

This job aid explains how to create an exam plan and requisition after a job posting has been created. The exam plan and requisition can be created at any time; before the job is posted, during the posting period or after the posting has expired. This job aid assumes a posting has already been created without the exam plan or requisition. It shows the process completely backwards; the exam plan is created after the posting and the requisition is created last.

Navigation Path: CandidateTrack – Exam Plan – Add New Exam Plan

Step	Action	Comments
1.	Log into Insight – Human Resources	
2.	Go to CandidateTrack – Exam Plan	
3.	Click “Add New Exam Plan” in the upper left-hand corner	



4.	Select the appropriate “Class Spec”	
5.	Enter the “Job Title”	
6.	Enter an “Exam Number”	This field is not required, but is recommended to help you locate your exam plan at a later time.

Step	Action	Comments
7.	Enter the number of vacancies if known	This is not a required field.
8.	Select "Exam Type", "Job Type" and "Department"	<ul style="list-style-type: none"> ▪ You will choose "Open", "Open and Promotional" or "Promotional" for the "Exam Type" <ul style="list-style-type: none"> ○ "Open" means the position is open only externally. ○ "Open and Promotional" means the position is open externally and internally. ○ "Promotional" means the position is open only internally. ▪ "Division" is not an available field.* ▪ The State of Ohio does not use "Job Line". ▪ Agencies who print bulletins for outlying areas may want to use "Print Bulletins" and "Number of Bulletins" for automation and tracking of the process.
9.	Enter any applicable "Comments" and click the "Save" button	

* Required

* Class Spec: ▼

* Job Title:

Exam Number:

Vacancies:

* Exam Type: ▼

* Job Type: ▼

* Department: ▼

Division: ▼

Job Line: Yes No

Print Bulletins: Yes No

Number of Bulletins: Fold-out: Yes No

Comments:

Step	Action	Comments
10.	Locate your posting either on your "My HR" page or by going to Post – Job Postings	You will see the Exam Plan page. Do not click "Add New" next to "Job Posting".

[Edit Exam Plan](#)

Exam Title Administrative Assistant 3	Department Administrative Services
Exam Number 20002000	Division
	Vacancies 1

Job Posting [Add New](#)

Job #	Job Title	Status	Last Updated	Assigned To
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11.	Click "Edit" next to the posting	
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Laura's HR

[Show/Hide Messages](#)

[Unreviewed Apps By Step](#)

Active Postings
No records found.

Apps.								
Job #	Job Title	Hits	Active	Total	Days Adv.	Adv. To	Exam	Action

Draft Postings
1 record found.
Page 1 of 1

Job #	Job Title	Last Updated	Class Spec	Exam	Action
20002000	Administrative Assistant 3	04/27/09	View Spec		Edit Delete

12.	Click the drop-down next to "Exam Plan" and choose the Exam Plan you just created	
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63123-58

[Copy Job Posting](#) | [Supplemental Questions](#) | [Item Bank](#) | [Scoring Plan](#) | [Job Interest Cards](#)

Draft
 Archived
 Accept Online Applications
 Show Closing Date/Time
 Continuous

* Required

* Job List: Default Job Listing

* Advertise From: 4/25/2009

* Advertise To: 5/25/2009 11 pm :59

* Class Spec: Administrative Assistant 3

* Job Title: Administrative Assistant 3

Job Number: 20002000

Exam Plan: ==Select==

* Job Type: Full-Time, Permanent, Exempt

* Category:

- 911 Telecommunications
- Accounting and Finance
- Administration
- Agriculture
- Airports
- Animal Control
- Animal Services

Administrative Assistant

Step	Action	Comments
13.	Click "Update" at the bottom of the posting.	<ul style="list-style-type: none"> ▪ This will associate the Exam Plan with the posting. ▪ You may stop here if you do not need to create a Requisition.

Internal Notes (optional):

14.	Log into the Online Hiring Center	
15.	Click "Open New Requisition"	

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

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
16.	Search for the "Class Spec".	You can search by entering the Class Title or Class Code or search alphabetically by class title.
17.	Click "Create New".	

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:

47 records found.
Page 1 of 2

<< Previous Page 1 | 2 Next Page >>

Class Code	Class Title	Positions	Requisition
63121	Administrative Assistant 1	Positions	Create New
63122	Administrative Assistant 2	Positions	Create New
63123	Administrative Assistant 3	Positions	Create New
63124	Administrative Assistant 4	Positions	Create New

18.	Enter "Desired Start Date" and "Requisition #"	<ul style="list-style-type: none"> We recommend creating your own numbering system that includes some combination of numbers, the date, division or job code (e.g. 09MIS001) If you are creating multiple requisitions, due to multiple vacancies, for the same exam plan, we recommend using the same number but adding a letter to the end (e.g. 09MIS001a, 09MIS001b, etc.) We recommend creating a requisition with a unique number for each vacancy
19.	Enter "Working Title" and "Vacancies"	<ul style="list-style-type: none"> These fields are not required, but are important for reporting purposes. <ul style="list-style-type: none"> See the Copying a Requisition job aid for instructions on copying a requisition

Step	Action	Comments
20.	Select your "Department"	The "Division" field is not available. *
21.	Select yourself as the "Hiring Manager" *	
22.	Select "Job Term", "List Type" and "Position Type"	These fields are also not required but are important for reporting
23.	Click the "Add Another Vacancy" button to populate the "Position Control" fields.	<ul style="list-style-type: none"> ▪ For new positions, enter N/A for any unknown fields, except "Vacancy Date" which must contain a date <ul style="list-style-type: none"> ○ Information must be entered in each field ▪ If it's an existing position, you do not have to enter the employee who is vacating the position, but you must enter something in the fields
24.	Enter any "Skills" or "Comments"	
25.	Click the checkbox next to "No Approvals" *	Approvals should be done outside of the system; follow current process for approving positions
26.	Click "Save" or "Save and Release" *	<ul style="list-style-type: none"> ▪ "Save" will save the requisition as a draft <ul style="list-style-type: none"> ○ You will need to log into the OHC, edit the requisition and click "Save and Release" when you are ready to continue the posting process ○ "Save and Release" will allow you to immediately continue the process

* Required

Desired Start Date

Requisition #

Working Title

Vacancies

* Department

Division

* Hiring Managers Available: Assigned:

Job Term

List Type:

Position Type Existing Position (Replacement of Staff)
 New Position

Position #	First Name	Last Name	Vacancy Date
<input type="button" value="Add Another Vacancy"/>			

Skills:

Comments:

No Approvals

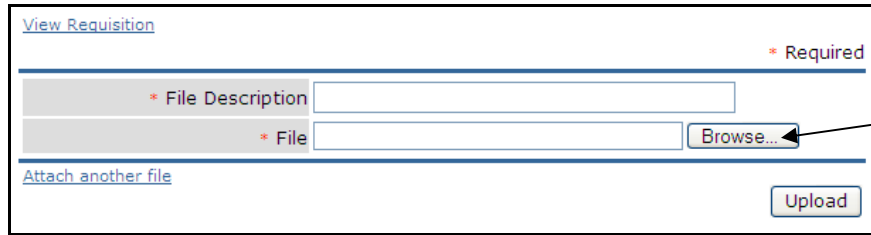
Step	Action	Comments
27.	To add an attachment to your requisition, find your requisition and click on the title	Your requisition will be listed under the “Approved Requisitions” section if you clicked “Save and Release” in the previous step; it will be listed under “Draft Requisitions” if you clicked “Save Only”.

Approved Requisitions
 5 records found.
 Page 1 of 1

Req. #	Req. Title	Position ID	Department	Division	Created	Action
20002000	Administrative Assistant 3		Administrative Services		07/16/09	Edit Copy Req Cancel History
818181	Environmental Specialist 4		Administrative Services		11/26/08	Edit Copy Req Cancel History
20071234mrd	HR Assistant	NA	Ohio Housing Finance Agen...		02/02/09	Edit Copy Req Cancel History
222222	Nurse 1		Administrative Services		08/07/08	Edit Copy Req Cancel History
211111	Social Worker 2		Administrative Services		08/07/08	Edit Copy Req Cancel History

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Step	Action	Comments
28.	Enter a "File Description" and then click "Browse" to locate your file	



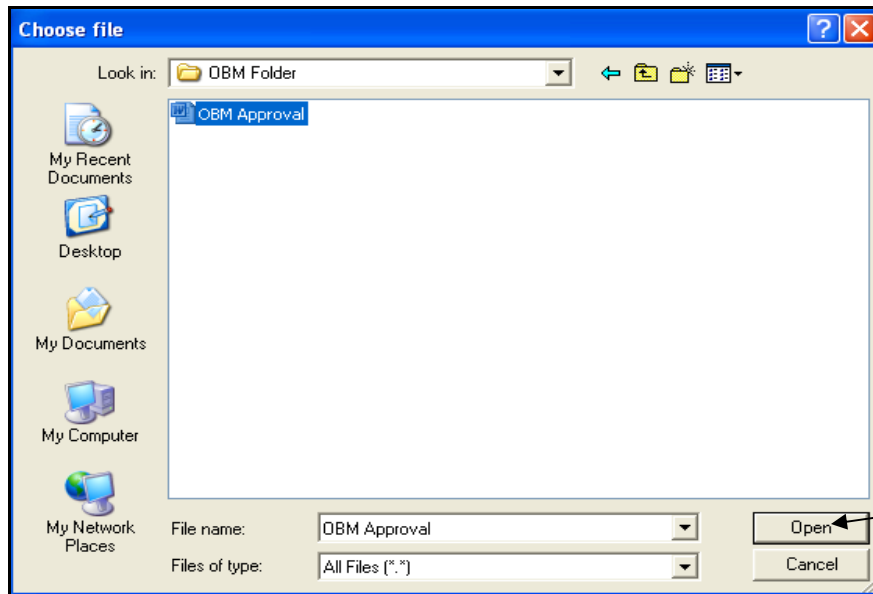
View Requisition * Required

* File Description

* File

[Attach another file](#)

29.	Locate your file, select the file name and click "Open"	
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30.	Click "Upload" to attach the file to your requisition or click "Attach another file" to add another file	
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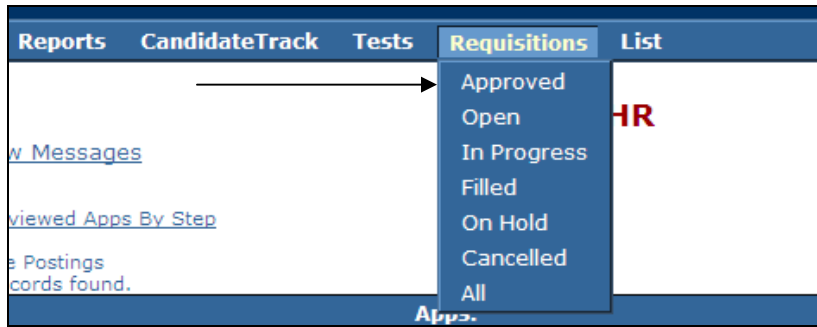
View Requisition * Required

* File Description

* File

[Attach another file](#)

Step	Action	Comments
31.	Log out of the OHC and log back into Insight	You will notice your requisition under "Approved Requisitions" before you log out of the OHC
32.	Go to Requisitions – Approved	



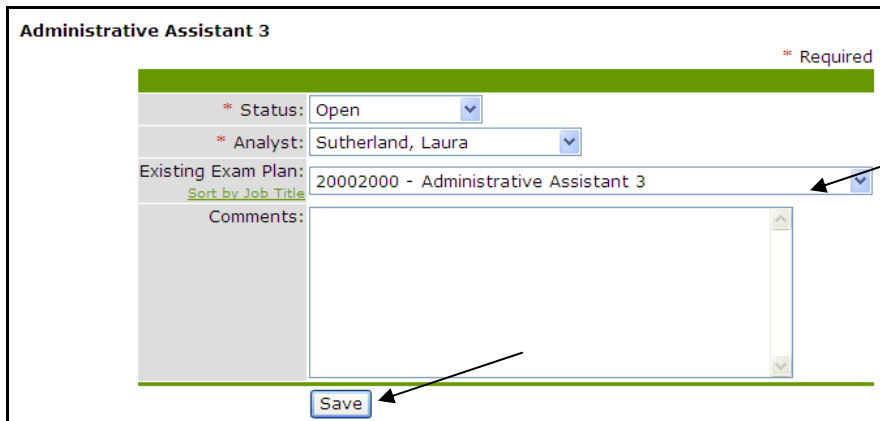
33.	Find your requisition and click "Authorize"	You can search either by "Requisition Title" or "Position #"
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1 record found.
Page 1 of 1

Req #	Title	Position ID	Department	Assigned	Created	Received	Creator	Status	Action
20002000	Administrative Assistant 3		Administrative Servi...		04/27/09 12:35 PM	04/27/09 12:35 PM	Sutherland, L	Approved	Authorize History

Page 1 of 1

Step	Action	Comments
34.	Change the “Status” to “Open” and choose yourself as the “Analyst”	<ul style="list-style-type: none"> ▪ Select “Existing Exam Plan” to associate the Requisition with your previously created Exam Plan and job posting <ul style="list-style-type: none"> ○ Only one posting can be associated with each Exam Plan
35.	Enter any “Comments” if applicable and click the “Save” button	Your Requisition, Exam Plan and Posting will now be linked together.



The screenshot shows a web form titled "Administrative Assistant 3" with a green header bar. The form contains several fields:

- * Status: Open (dropdown menu)
- * Analyst: Sutherland, Laura (dropdown menu)
- Existing Exam Plan: 20002000 - Administrative Assistant 3 (dropdown menu with a "Sort by Job Title" link below it)
- Comments: A large text area for entering notes.
- Save: A button at the bottom center.

 Two arrows are present: one pointing to the "Existing Exam Plan" dropdown menu and another pointing to the "Save" button. A "* Required" label is visible in the top right corner of the form area.

*** These steps may change when the Online Hiring Center (OHC) is fully implemented.**