

Associating New Requisition & 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 slightly backwards; the requisition is created after the posting and the exam plan is created last.

Navigation Path: Open New Requisition

Step	Action	Comments
1.	Log into the Online Hiring Center	
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.
4.	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

Step	Action	Comments
5.	Enter "Desired Start Date", "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
6.	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
7.	Select your "Department"	The "Division" field is not available. *
8.	Select yourself as the "Hiring Manager" *	
9.	Select "Job Term", "List Type" and "Position Type"	These fields are also not required but are important for reporting

Step	Action	Comments
10.	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
11.	Enter any “Skills” or “Comments”	
12.	Click the checkbox next to “No Approvals” *	Approvals should be done outside of the system; follow current process for approving positions
13.	Click “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 of creating an exam plan

* Required

Desired Start Date	<input type="text"/>								
Requisition #	<input type="text"/>								
Working Title	<input type="text"/>								
Vacancies	<input type="text"/>								
* Department	=== Select === <input type="button" value="v"/>								
Division	=== Select === <input type="button" value="v"/>								
* Hiring Managers	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Available:</td> <td style="width: 10%; text-align: center;">>> <<</td> <td style="width: 40%;">Assigned:</td> </tr> <tr> <td><input type="text"/></td> <td></td> <td><input type="text"/></td> </tr> </table>	Available:	>> <<	Assigned:	<input type="text"/>		<input type="text"/>		
Available:	>> <<	Assigned:							
<input type="text"/>		<input type="text"/>							
Job Term	=== Select === <input type="button" value="v"/>								
List Type	=== Select === <input type="button" value="v"/>								
Position Type	<input type="radio"/> Existing Position (Replacement of Staff) <input type="radio"/> New Position								
Position Control	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Position #</th> <th style="text-align: left;">First Name</th> <th style="text-align: left;">Last Name</th> <th style="text-align: left;">Vacancy Date</th> </tr> <tr> <td colspan="4" style="text-align: center;"><input type="button" value="Add Another Vacancy"/></td> </tr> </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	<input style="height: 40px;" type="text"/>								
No Approvals	<input type="checkbox"/>								

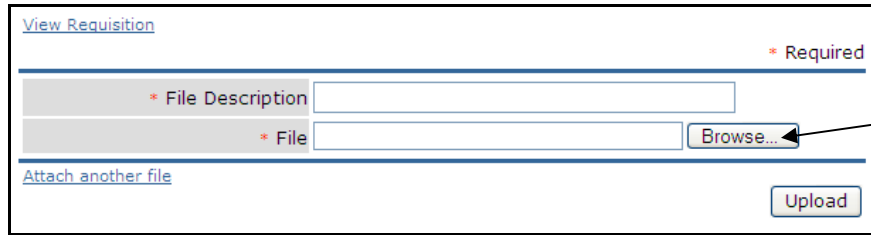
Step	Action	Comments
14.	To add an attachment to your requisition, find your requisition and click on the title	Your requisition will be listed under the "Approved Requisitions" section if you clicked "Save and Release" in the previous step; it will be listed under "Draft Requisitions" if you clicked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

Approved Requisitions
5 records found.
Page 1 of 1

Req. # <input type="button" value="v"/>	Req. Title <input type="button" value="v"/>	Position ID	Department <input type="button" value="v"/>	Division <input type="button" value="v"/>	Created <input type="button" value="v"/>	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

Page 1 of 1

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



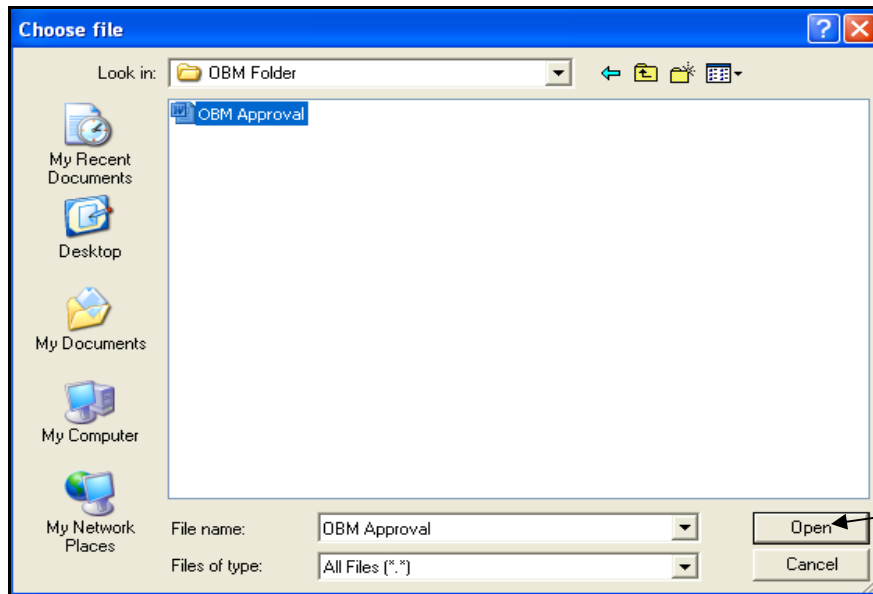
View Requisition * Required

* File Description

* File

[Attach another file](#)

16.	Locate your file, select the file name and click "Open"	
-----	---	--



17.	Click "Upload" to attach the file to your requisition or click "Attach another file" to add another file	
-----	--	--

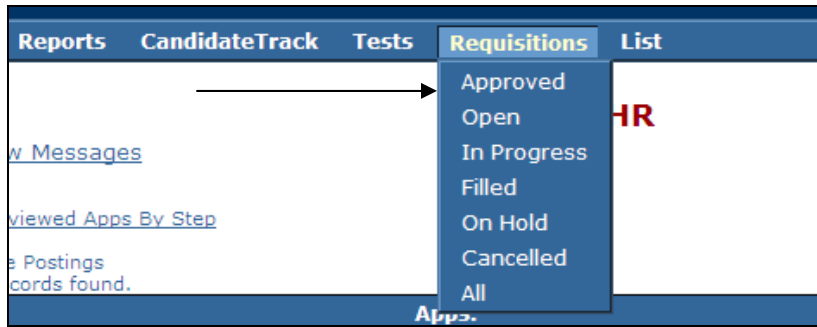
View Requisition * Required

* File Description: OBM Approval

* File: C:\Documents and Settings\LSutherland\ Browse... Upload

[Attach another file](#)

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



20.	Find your requisition and click "Authorize"	You can search either by "Requisition Title" or "Position #"
-----	---	--

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

21.	Change the "Status" to "Open" and choose yourself as the "Analyst"	Do not select "Existing Exam Plan", you will be creating an Exam Plan in the next steps
-----	--	---

Step	Action	Comments
22.	Enter any "Comments" if applicable and click the "Save" button	

Administrative Assistant 3 * Required

* Status:

* Analyst:

Existing Exam Plan:

Sort by Job Title

Comments:

23.	Click on "My HR"	You will see your requisition under "Open Requisitions".
24.	Click "Create Exam"	You will now create the exam plan.

Open Requisitions
1 record found.
Page 1 of 1

Req # ▲	Req. Title ▲	Position ID	Department	Rcvd. ▲	Exam	#	Rel.	Action
20002000	Administrative Assistant 3		Administrative Services	04/27/09	Create Exam	0		Authorize Edit

Step	Action	Comments
25.	Edit the "Class Spec", "Job Title", "Exam Number" and "Vacancies" fields as necessary	<ul style="list-style-type: none"> ▪ These fields carry over from the requisition, but can be edited if mistakes were made ▪ The "Exam Number" automatically populates as the "Requisition #" <ul style="list-style-type: none"> ○ We recommend not editing this field unless you are associating multiple requisitions with the same exam plan
26.	Select the "Exam Type" and the "Job Type"	<ul style="list-style-type: none"> ▪ These fields do not carry over from the requisition ▪ You will choose "Open", "Open and Promotional" or "Promotional" for the "Exam Type" ▪ "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.
27.	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
28.	Locate your posting either on your "My HR" page or by going to Post – Job Postings	Although, you will be on the Exam Plan page, as shown below, DO NOT click "Add New" next to "Job Posting". Instead, follow instructions listed to the left.

[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

29.	Click "Edit" next to the posting	
-----	----------------------------------	--

Laura's HR

[Show/Hide Messages](#)

[Unreviewed Apps By Step](#)

Active Postings
No records found.

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

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

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

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
31.	Click "Update" at the bottom of the posting.	This will associate the Exam Plan and Requisition with the Job Posting.

Internal Notes (optional):

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