

Copying a Posting

Introduction

This job aid shows how to copy a job posting only. No exam plan or requisition will be associated with the job posting.

Navigation Path: Post – Job Postings

Step	Action	Comments
1.	Log into Insight – Human Resources	
2.	Go to Post – Job Postings	This is just one way to search for postings.



3.	Search for the posting you want to copy and click “Edit” next to the title	You can search by “Job Title”, “Job Code”, “Job Number” or “Recruiter”
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BS1000000	OHMS Analyst	Archived	06/10/08	06/11/08 12:00 AM	10/08/08	Sutherland, L	Edit	Delete
12345-LS	Public Health Nutritionist Sup...	Archived	03/19/08	03/29/08 05:00 PM	10/08/08	Sutherland, L	Edit	Delete
20074557	Social Worker 2	Expired	07/22/08	08/02/08 07:18 AM	12/12/08	Sutherland, L	Edit	Delete

4.	Click "Copy Job Posting" at the top left corner of the posting.	A pop-up message appears, click “OK”.
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[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:

* Advertise From:

* Advertise To:

Step	Action	Comments
5.	Select the Draft checkbox at the top.	Once the posting is completed and reviewed for accuracy, uncheck the Draft box to post on careers.ohio.gov .
6.	Edit the “Advertise From” and “Advertise To” dates and change the “Job Number” if necessary.	The “Advertise From” and “Advertise To” dates will default to the date you copied the posting.

[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:

* Advertise From:

* Advertise To:

* Class Spec:

* Job Title:

Job Number:

Exam Plan:

* Job Type:

* Category:

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

Clerical & Data Entry
 Human Resources

* Assigned To:

Step	Action	Comments
7.	Enter the Pay Range, Job Location, Hours of Work, Division and Promotional Bid; these fields do not copy from the original posting.	GovernmentJobs Location and Search Locations copy from the posting, but can be edited if necessary.

<p>* Government Locations</p>	<ul style="list-style-type: none"> AK-Anchorage AK-Fairbanks AK-Juneau AL-Birmingham AL-Montgomery AL-Northern/Huntsville AL-Southeast/Dothan 	<p>OH-Columbus</p> <p style="text-align: center;">Add ></p> <p style="text-align: center;">< Remove</p>
<p>* Search Locations:</p>	<ul style="list-style-type: none"> Fairfield County Fayette County Fulton County Gallia County Geauga County Greene County Guemsey County 	<p>Franklin County</p> <p style="text-align: center;">Add ></p> <p style="text-align: center;">< Remove</p>
<p>* Department:</p>	<p>REHABILITATION & CORRECTION - CENTRAL OFFICE</p>	
<p>* Location On Job Posting Display:</p>	<p>Franklin County</p>	
<p>* Reapply Period (Days):</p>	<p>1</p>	
<p>* Pay Range:</p>	<p><input type="text"/></p>	
<p>* Job Location:</p>	<p><input type="text"/></p>	
<p>Hours of Work:</p>	<p><input type="text"/></p>	
<p>Division:</p>	<p><input type="text"/></p>	
<p>* Promotional Bid:</p>	<p> <input type="radio"/> classified position (may include promotion, transfer or demotion) <input type="radio"/> classified position (may include permanent transfer) <input type="radio"/> unclassified position (may include promotion, transfer or demotion) <input type="radio"/> unclassified position (may include permanent transfer) <input type="radio"/> N/A </p>	

8.	Mark the radio buttons next to Application Information, EEO and ADA Information and Direct Deposit Information.	These fields are required for all postings.
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<p>* Application Information</p>	<p><input type="radio"/> ALL APPLICATIONS MUST CLEARLY INDICATE HOW THE MINIMUM QUALIFICATIONS & POSITION SPECIFIC MINIMUM QUALIFICATIONS, IF APPLICABLE, ARE MET. APPLICATIONS THAT DO NOT, WILL NOT BE GIVEN CONSIDERATION.</p>
<p>* EEO and ADA Information</p>	<p><input type="radio"/> The State of Ohio is an Equal Opportunity Employer and provider of ADA services.</p> <p>When contacted for an interview, an applicant who requires special accommodations due to a disability should notify the office at the time he/she is contacted so that proper arrangements can be made for the interview.</p> <p><input type="radio"/> The State of Ohio is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, religion, age, disability, military status in employment or the provision of services.</p> <p>When contacted for an interview, an applicant who requires special accommodations due to a disability should notify the office at the time he/she is contacted so that proper arrangements can be made for the interview.</p>
<p>* Direct Deposit Information</p>	<p><input type="radio"/> Ohio Revised Code Section 124.151(B) amended, requires all employees hired after June 15, 2002 to have compensation deposited directly to a financial institution of choice.</p>

Step	Action	Comments
9.	Make any other edits as needed.	(e.g. adjust "Reapply Period", "Job Location", etc.)
10.	Click the "Update" button at the bottom of the posting.	<ul style="list-style-type: none"> ▪ Supplemental Questions, if any were added to the original posting, will copy as well <ul style="list-style-type: none"> ○ Follow steps 11 – 14 to edit or add additional questions

Internal Notes (optional):





Step	Action	Comments
11.	Locate the posting on your my HR page and click "Edit"	It will be listed under your "Draft Postings" since you checked the "Draft" box when copying the posting.

Draft Postings 1 record found. Page 1 of 1					
Job #	Job Title	Last Updated	Class Spec	Exam	Action
20028547R	HR Assistant	07/02/09	View Spec		Edit Delete

12.	Click the Supplemental Questions link at the top of the posting next to "Copy Job Posting".	
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Copy Job Posting Supplemental Questions Item Bank Scoring Plan Job Interest Cards <input type="checkbox"/> Draft <input type="checkbox"/> Archived <input checked="" type="checkbox"/> Accept Online Applications <input type="checkbox"/> Show Closing Date/Time <input type="checkbox"/> Continuous

13.	Click "Add New Question" to add another question.	
14.	Click "Edit" next to the question you would like to change.	

20028547R Hr Assistant		Quick Sort Item Bank Scoring Plan Add New Question				Show Inactive Questions	
# Question		Cat.	Req.	Conf.	Emp.	Action	
1.	Are you currently employed with Agency X? <input type="radio"/> Yes <input type="radio"/> No		•			   	Edit Inactivate Up Down