

Creating a Posting without Requisition or Exam Plan

Introduction

This job aid explains how to create a job posting directly from the class spec without creating a requisition or exam plan.

Navigation Path: Class – Search Class Spec DB – Postings - Go

Step	Action	Comments
1.	Log into Insight – Human Resources	
2.	Go to Class – Search Class Spec DB	
3.	Find the Class Title you want to post and click the “Postings” link next to it	You can either search by Class Title or Class Code.

Code	Class Title	Postings
63121	Administrative Assistant 1	Postings
63122	Administrative Assistant 2	Postings
12115	Clerical Supervisor	Postings
63123	Administrative Assistant 3	Postings
63124	Administrative Assistant 4	Postings

4.	Click “Go” next to Add New Posting	<ul style="list-style-type: none"> ▪ If no one in your agency has created a posting for that classification, there will be no records shown. ▪ If other HR Users in your agency have created postings, you can copy their posting (See Copying a Posting Job Aid) or create a posting by following this job aid <ul style="list-style-type: none"> ○ Scroll to the bottom to find the “Go” button.
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Welcome, **Laura Sutherland** Job Postings - All

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 job title or job code:

Search by recruiter:

1 record found.
Page 1 of 1

Job #	Job Title	Status	Adv. From	Adv. To	Last Updated	Assigned To	Action
20010200	Administrative Assistant_3	Expired	06/18/08	06/28/08 05:00 PM	12/31/08	McFarlane, D	Edit Delete

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Add New Job Posting 

Step	Action	Comments
5.	Click the “Draft” checkbox.	<ul style="list-style-type: none"> Once posting is completed and checked for accuracy, uncheck the draft checkbox when ready to post on careers.ohio.gov. “Accepts Online Applications” and “Show Closing Date/Time” are checked by default when creating a posting
6.	Click the “Job List” drop-down menu to change it from “Default Job Listing”, for regular postings, to “Promotional Job Listing” to post internally. This allows positions to post on the “Internal Postings for Current State Employees” Web page.	<ul style="list-style-type: none"> The word “promotional” will <u>not</u> appear on posting If posting externally, you do not need to change any selection. Keep the selection as “Default Job Listing” <u>Never</u> mark the “Transfer” checkbox. This box is reserved for Civil Service Examinations only
7.	Change the “Advertise From” and “Advertise To” dates to match your posting period.	Clicking inside the date field will bring up a calendar to help you select your dates

Step	Action	Comments
8.	Enter “Job Title”, “Job Number” and “Job Type”.	<ul style="list-style-type: none"> ▪ Check the “Job Title” for spelling errors ▪ Do not use abbreviations or all capital letters in the “Job Title” ▪ Fields marked with a red asterisk are required ▪ Enter a “Job Number”; this makes it easier to locate the position <ul style="list-style-type: none"> ○ Especially true when you post multiple positions with the same title ▪ You can enter up to two PNs or indicate there are multiple PNs in the “Job Number” field
9.	Carefully choose the “Job Categories” keeping in mind applicants will use the categories to search for your position and will receive Job Interest Cards based on the categories you select.	<ul style="list-style-type: none"> ▪ Normally, you will select no more than three categories ▪ Miscellaneous should only be selected if no other category fits the position ▪ Make sure you select the categories that focus on the main duties or purpose of the position (e.g. select “Legal” and “Internship” for a legal intern)
10.	Copy and paste the “Job Duties” from the Position Description	The “Populate From Class Spec” button does not work for this field. Job Duties should be specific to the position.

63123-58

Draft
 Archived
 Accept Online Applications
 Show Closing Date/Time
 Continuous

* Required

* Job List: Default Job Listing

* Advertise From: 10/22/2008

* Advertise To: 10/22/2008 12 am :00

* Class Spec: Administrative Assistant 3

* Job Title: Administrative Assistant 3

Job Number: 2003333

Exam Plan: ==Select==

* Job Type: Full-Time, Permanent, Exempt


* Category:

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

Administrative Assistant

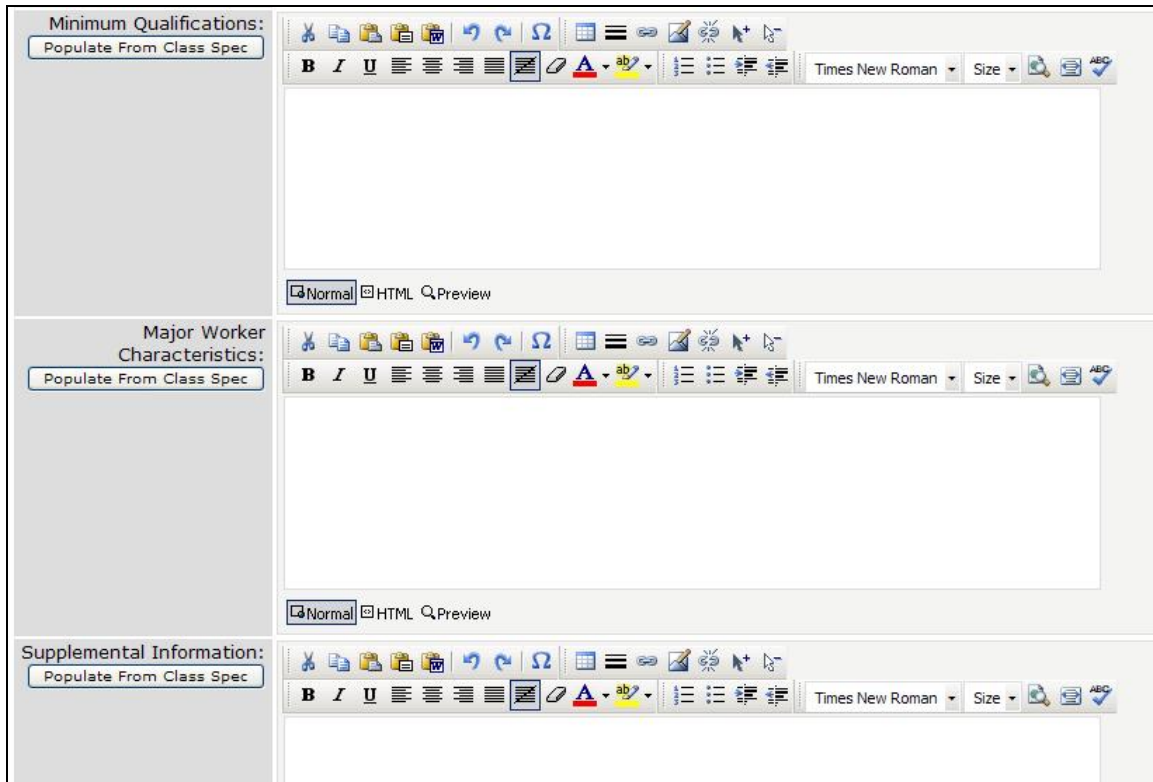
* Assigned To: McFarlane, Darryl

Job Duties:



Step	Action	Comments
11.	The “Minimum Qualifications” and “Major Worker Characteristics” can be populated automatically from the class specification by clicking the “Populate From Class Spec” button next to each section	Position-Specific Minimum Qualifications (PSMQs) can be added to the “Minimum Qualifications” box by manually typing the information under the Minimum Qualifications

Step	Action	Comments
12.	In the “Supplemental Information” box, add any other information such as “Unusual Working Conditions” or “Training and Development”.	<ul style="list-style-type: none"> ▪ The “Populate From Class Spec” button does not work for this field ▪ Be careful of text font, size and color in the “Job Duties”, “Minimum Qualifications”, “Major Worker Characteristics” and “Supplemental Information” boxes <ul style="list-style-type: none"> ○ When you populate the “Minimum Qualifications” and the “Major Worker Characteristics” from the class spec, they will populate in Verdana font size 10 ○ You will want to either match the font and size for the “Job Duties” and “Supplemental Information” to Verdana size 10 or change the “Minimum Qualifications” and “Major Worker Characteristics” font and size to match your choice for the “Job Duties” and “Supplemental Information” ○ The best way to keep the font consistent is to make changes in Word and then copy and paste into the posting instead of fixing it in NEOGOV ▪ Make sure the text is the same size and font in all boxes ▪ Bright colors are harder to read ▪ Use the spell-check feature and check grammar and punctuation



Step	Action	Comments
13.	If the position requires the applicant to be bilingual, choose the additional language from the drop-down menu	
14.	Leave the “Application Template” as Recruitment	The other template is for Civil Service Examination Postings
15.	For the “GovernmentJobs Location”, select the city or cities closest to your position’s physical work location.	<ul style="list-style-type: none"> ▪ Defaults to OH-Columbus ▪ GovernmentJobs.com is a job board specifically for NEOGOV’s customers <ul style="list-style-type: none"> ○ All positions posted on OHMS are also posted on GovernmentJobs.com. This gives our positions additional exposure from another source.

Step	Action	Comments
16.	For the “Search Locations”, choose the county of the physical work location of the position.	More than one county or “Various Counties” should only be selected if the position requires the applicant to work in multiple counties
17.	Select your Department from the drop-down menu	
18.	For the “Location On Job Posting Display”, choose the county of the physical location of the position.	If “Search Locations” is listed as “Various Counties” or multiple counties are chosen – choose the county of the position headquarters
19.	Adjust the “Reapply Period” as necessary	<ul style="list-style-type: none"> ▪ Defaults to 1 day, which means an applicant can reapply every 24 hours. If you do not want to allow applicants to apply more than once for your posting, make the reapply period greater than the number of days of the posting period (e.g. for a 10 day posting, make the reapply period 11) ▪ A benefit of allowing applicants to re-apply is they have the ability to fix their own applications (e.g. forgot to include attachment, change of address, phone number, etc.) <ul style="list-style-type: none"> ○ You have the ability to search for duplicate applications, keep the most recent application and delete the others. ▪ For continuous postings, we suggest making the reapply period 30, 60 or 90 days to allow applicants to reapply if something changes on their application
20.	Enter the “Pay Range”, physical “Job Location” and “Hours of Work”	If position requires work in multiple counties, list the headquarters of the position in the “Job Location” field.
21.	Enter “Division” if applicable	

Step	Action	Comments
22.	Select the appropriate "Promotional Bid" category	<ul style="list-style-type: none"> ▪ (e.g. classified, unclassified, N/A , etc.) ▪ "Application Information", "EEO and ADA Information" and "Direct Deposit Information" are automatically selected when creating a posting <ul style="list-style-type: none"> ○ You do not need to type this in the "Supplemental Information" field; it appears on every posting.
23.	The salary information automatically updates from the class specification. Make adjustments if needed by following steps in the "Comments" section.	<ul style="list-style-type: none"> ▪ The "Auto-Update" box is automatically marked when creating a posting, if you want to change the salary shown, uncheck the "Auto-Update" checkbox and make the necessary changes ▪ To change the salary displayed on the posting for a College Intern or Administrative Staff posting, for example, uncheck the "Auto-Update" checkbox and enter the salary information you want to show ▪ To make the salary show as "Negotiable" or "Depends on Qualifications", check the box next to "Salary Display" and select the appropriate choice from the drop-down menu

If bilingual, which language is desired?	==None	
Application Template:	Recruitment	
* Government Jobs Location	AK-Anchorage AK-Fairbanks AK-Juneau AL-Birmingham AL-Montgomery	Add > < Remove
		OH-Columbus
* Search Locations:	Out of State Adams County Allen County Ashland County Ashtabula County	Add > < Remove
* Department:	TAXATION	
* Location On Job Posting Display	=== Please choose a LOCATION ==	
* Reapply Period (Days):	1	
* Pay Range		
* Job Location		
* Hours of Work		
Division		
* Promotional Bid:	<input checked="" 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	

Step	Action	Comments
24.	The salary information automatically updates from the class specification. Make adjustments if needed by following steps in the "Comments" section.	<ul style="list-style-type: none"> ▪ The "Auto-Update" box is automatically marked when creating a posting, if you want to change the salary shown, uncheck the "Auto-Update" checkbox and make the necessary changes ▪ To change the salary displayed on the posting for a College Intern or Administrative Staff posting, for example, uncheck the "Auto-Update" checkbox and enter the salary information you want to show ▪ To make the salary show as "Negotiable" or "Depends on Qualifications", check the box next to "Salary Display" and select the appropriate choice from the drop-down menu

Step	Action	Comments
25.	Enter any "Internal Notes" about the position	
26.	Indicate whether there are "Supplemental Questions" and click the "Add" button	

* Application Information: **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.**

* Direct Deposit Information: 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.

* EEO and ADA Information: **The State of Ohio is an Equal Opportunity Employer and provider of ADA services.**

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.

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.

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.

Salary Information

Auto-Update: Automatically update salary information from Class Specification.

* Minimum Salary:

Maximum Salary:

* Per: * Based on 2080.00 hours per year

* Show Salary Breakdown: Hourly Daily Weekly Biweekly Semi-Monthly Monthly Annually

Salary Display: Check this box to show salary as

Internal Notes (optional):

Spell Check

* Supplemental Questions Yes No

27.	Select the question(s) from the "Item Bank" by clicking the link in the right-hand corner or type the question in the space provided.	
28.	Select the "Response Format" (i.e. "Text Answer", "Select From Choices Answer" or "Yes/No Answer").	<ul style="list-style-type: none"> ▪ "Select From Choices Answer" and "Yes/No Answer" give the best results because you can create an advanced filter to narrow the applicant pool when screening applications. ▪ You must use "Select From Choices Answers" to use the auto-scoring feature.

Step	Action	Comments
29.	Select the "Input Type" if entering your question directly	<ul style="list-style-type: none"> ▪ Choose the "Width" and the number of "Rows" if the "Input Type" is "Text" <ul style="list-style-type: none"> ○ If you are asking for an explanation or description of something in your question, we recommend a "Width" of 50 and 12 "Rows" to allow the applicant plenty of room to answer
30.	Select whether the candidate is required to answer, if the question is confidential or employer use only	<ul style="list-style-type: none"> ▪ Confidential information shouldn't be requested on a supplemental question ▪ "Employer Use Only" questions can't be viewed by the applicant and must be answered by the HR User <ul style="list-style-type: none"> ○ Example of "Employer Use Only" question: "Did applicant send their college transcripts?"
31.	Click "Save"	<ul style="list-style-type: none"> ▪ Create additional Supplemental Questions if necessary ▪ To return to the posting, click the red title in the upper left-hand title.

[Item Bank](#) | [Scoring Plan](#)

* Required

* Question

* Response Format Text Answer Select From Choices Answer Yes/No Answer

* Input Type Text Width 5 Rows 1

* Is the candidate required to answer the question? Yes No

Confidential Question Yes No

Employer Use Only Yes No

***Remember to view your posting and supplemental questions on careers.ohio.gov! See Supplemental Question Job Aid for more information on creating supplemental questions.**