

## Entering Paper Applications

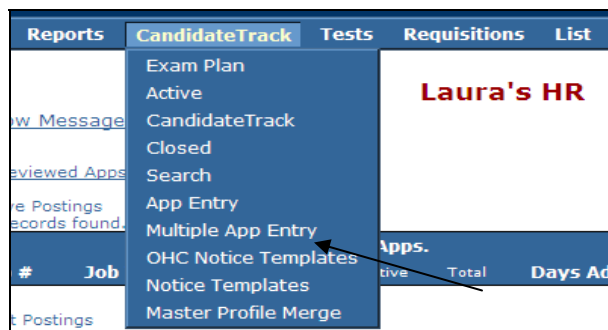
### Introduction

This job aid explains how to enter paper applications received from candidates by mail or fax into Insight. This will allow the paper applications to be screened along with the online applications.

**Navigation Path:** CandidateTrack – Multiple App Entry

**Note:** You will need a scanner in order to complete the steps outlined in this job aid.

Step	Action	Comments
1.	Using agency scanner and software, scan the application and save it to your desktop or other folder on your computer	
2.	Go to CandidateTrack – Multiple App Entry	<ul style="list-style-type: none"> <li>▪ Use Multiple App Entry even if you are only entering one application               <ul style="list-style-type: none"> <li>○ Allows you to search if the applicant has already been entered in the system</li> </ul> </li> </ul>



3.	Enter the required fields of first and last name and click “Search”	Enter Middle Initial, Former Last Name and Month and Day of Birth if application contains this information
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\* Required

\* First Name:

Middle Initial:

\* Last Name:

Former Last Name:   
(list only one; leave blank if none)

Month and Day of Birth: MM  / DD

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Step	Action	Comments
4.	Select either "New Applicant" or one of the applicants that already exists in the system and click "Submit"	

**Current Applicant:**

Last Name	First Name	Mid.	Address 1	City	State	Zip	Country	Former Last Name	DOB (mm/dd)
Smith	Joe								

The following applicants already exist in our database and meet one or more matching criteria as those on the current application. If you would like to assign this application to one of the following applicants, choose an applicant and click the 'Submit' button; otherwise, if you want to create a new applicant record, choose the 'New Applicant' option and click the 'Submit' button.

New Applicant

Person ID	Last Name	First Name	Mid.	Address 1	City	State	Zip	Country	DOB (mm/dd)
<input type="radio"/> 205060	Smith	Joe		123 Silly Lane	Columbus	OH	43219	US	
<input type="radio"/> 205062	Smith	Joe		123 Main St.	Columbus	OH	43204	US	02/04
<input type="radio"/> 205063	Smith	Joe		123 Main St.	Columbus	OH	43204	US	02/04
<input type="radio"/> 205064	Smith	Joe		123 Main St.	Columbus	OH	43204	US	02/04
<input type="radio"/> 205096	smith	joe	w	111 smith lane	columbus	HI	43111	US	

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5.	Select the job or jobs the applicant is applying for and click <input type="button" value="»"/> to move the jobs to the other side. Then click the "Submit" button.	<ul style="list-style-type: none"> <li>▪ You may search alphabetically or by entering the Job #</li> <li>▪ You can select more than one position at a time by clicking one job, then holding down the Ctrl (Control) key as you select an additional job(s)</li> <li>▪ You can also move each job over individually by clicking the <input type="button" value="»"/> button for each job</li> <li>▪ In this example, a new applicant was selected, this step is the same for new applicants and those previously entered</li> </ul>
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Applicant Status: **NEW**  
 First Name: **joe**  
 Middle Initial:  
 Last Name: **smith**  
 Former Last Name:  
 Birth Month/Day: /

**Please select jobs(s):**

Available Jobs      Search by Job #:

- Bridge Specialist 1 [20030000]
- Bridge Specialist 1 - djs [20021234 - djs]
- Bridge Specialist 1 CB
- Bridge Specialist 1 llsmmb [2005llsmmb]
- Bridge Specialist 1-tb [2007559]
- Bridge Specialist je [12345je]
- Bridge Specialist jp [12345]
- Bridgette Spec [20071965]
- Brutus Buckeye [#1 OSU Position]
- Bureau Chief [20038805]

Selected Jobs

- Administrative Assistant 2
- Bridge Specialist 1

Step	Action	Comments
6.	Complete the required fields in the first box	<ul style="list-style-type: none"> <li>▪ The required fields are marked with a red asterisk.               <ul style="list-style-type: none"> <li>○ Be careful when entering this information and confirm it is correct</li> </ul> </li> <li>▪ The Date and Time defaults to the time you are currently entering the application. You may need to edit these fields to match the date-stamp when the application was received</li> <li>▪ If this was a previously entered applicant, you only need to change the Date and Time if necessary and edit any fields that have changed since the applicant was last entered</li> <li>▪ You do not need to enter the fields in the first box not marked with the red asterisk, but we do suggest you enter all information included on the paper application.</li> <li>▪ <u>Do not</u> enter "Driver's License Number"               <ul style="list-style-type: none"> <li>○ This is confidential information that should not be stored in NEOGOV</li> </ul> </li> </ul>

Please correct highlighted fields \* Required

Former Last Name:   
(list only one; leave blank if none)

Month and Day of Birth: MM / DD

\* Date Received: October 22 2008

\* Time Received: 10 am :24

\* First Name: Joe

Middle Initial:

\* Last Name: Smith

\* Address: 123 Main St.

\* City: Columbus

\* State: Ohio

\* Zip Code: 43215

Country: US

Home Phone: 614-555-1234

Alternate Phone:

Email:

\* Notification Type: Paper

Do you possess a valid Driver's License?  Yes  No  No Response

Driver's License State: Ohio

Driver's License Number:

Driver's License Class: --

Can you, after employment, submit proof of your legal right to work in the United States?  Yes  No  No Response

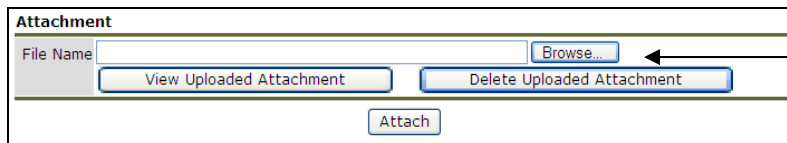
Step	Action	Comments
7.	Answer the Agency-Wide Supplemental Questions	<ul style="list-style-type: none"> <li>▪ Since you'll be attaching the paper application to the record in a later step, the answers are not required even though they are marked with a red asterisk</li> <li>▪ However, it is important to answer the questions if you want to run reports based on applicant responses</li> <li>▪ If the applicant is an existing applicant, you will only need to answer questions 5, 6 and 9 and edit the other answers as needed                             <ul style="list-style-type: none"> <li>○ The rest of the answers will carry over if they were entered on the previous application</li> </ul> </li> </ul>

Step	Action	Comments
8.	Answer the Job-Specific Questions	<ul style="list-style-type: none"> <li>▪ You will have to answer these questions for new and existing applicants</li> <li>▪ These answers are also not required even if marked with red asterisk               <ul style="list-style-type: none"> <li>○ We suggest answering the questions if you want to screen the applicant in the system by using filtering or auto-scoring</li> <li>○ You may want to contact the applicant directly if they did not provide the answers to these questions</li> </ul> </li> </ul>

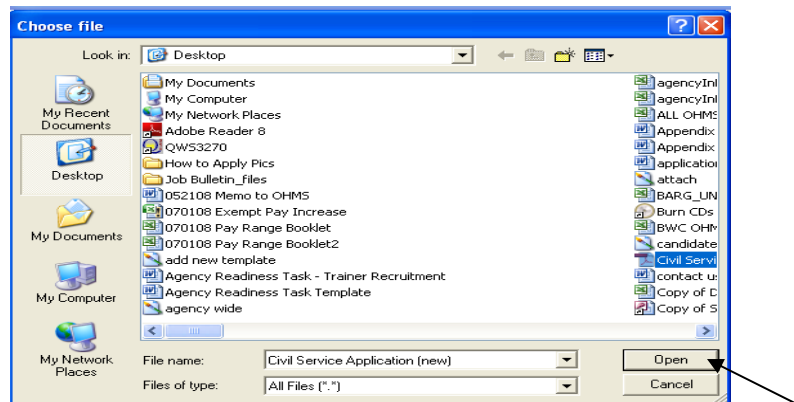
Agency-Wide Supplemental Questions		* Required
* 1.	<b>SUMMARY OF QUALIFICATIONS</b> - In the area below, briefly describe the experience, education, training and other factors that qualify you for the position or examination for which you are applying. Refer to the <b>Minimum Qualifications</b> and any <b>position-specific qualifications</b> posted for this position or examination.	Bachelor's degree in business from OSU
* 2.	Please list below the specific course work areas at the high school level or beyond relevant to the position or examination for which you are applying. Also indicate the number of courses you have successfully completed in each area. NOTE: A transcript may not be substituted for this section, although you may be required to submit a transcript.	Statistics, Calculus, Accounting, Finance
* 3.	Are you a current state of Ohio employee?	<input type="radio"/> Yes <input checked="" type="radio"/> No
* 4.	If you are a current state of Ohio employee, please provide your Employee ID number. If you are not a current state of Ohio employee, please type N/A.	N/A
* 5.	If you are <b>not</b> a current state of Ohio employee, have you ever been employed by the state of Ohio? (If you are a current state of Ohio employee, please select N/A.)	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A
* 6.	If you were previously employed by the state of Ohio, please choose one of the following:	<input type="radio"/> Employment ended prior to 12-01-2004. <input type="radio"/> Employment ended on or after 12-01-2004. <input checked="" type="radio"/> N/A - Not previously employed by the state of Ohio or current state employee.

Job-Specific Questions - [Bridge Specialist 1]		* Required
* 1.	Are you afraid of heights?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Step	Action	Comments
9.	Attach the application by clicking the “Browse”.	You can only attach one document



10.	Locate the application file you scanned in Step 1 of this job aid and click “Open”.	
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11.	Click the “Attach” button	<ul style="list-style-type: none"> <li>▪ To make sure the correct document was selected, click “View Uploaded Attachment”</li> <li>▪ If wrong attachment was selected, click “Delete Uploaded Attachment” and repeat steps 9 – 11 to attach the correct application.</li> </ul>
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**Attachment**

File Name: C:\Documents and Settings\LSutherland\Desktop\Civil Ser

Step	Action	Comments
12.	Click "Save & Enter Another Application" to enter another application or "Save & Exit App. Entry" if you do not need to enter any more applications	