



JOB POSTING GUIDE

WV DIVISION OF PERSONNEL



Entering a job posting into NEOGOV

This will replace the existing Staffing Request in HRIS. The steps below will be within the **INSIGHT** side of NEOGOV.

From the main page (dashboard) go to the **Jobs** dropdown at the top and select **Postings**.

When the **Job Postings** page appears, **click the plus sign box** under the words **Job Postings**. This will take you to the **Add/Edit Job Posting** form. You can also access the job posting form by clicking the plus sign under your name at the top right of the page.

Instructions for each field of the Job Posting Form. Items in **bold are required** fields. Required fields are marked with an asterisk in NEOGOV. However, some fields not marked are still required as indicated in **bold**.

1. Uncheck the **Accept Online Applications** box. **Never uncheck Draft!!** The job posting will remain in draft status until the DOP Classification and Compensation (Class & Comp) section does their final approval. Leave **Show Closing Date/Time** checked.
2. **Exam Plan** – will always be **Create New**.
3. **Department** – begin typing to auto populate or search by clicking the magnifying glass to the right.
4. **Division** – not required.
5. **Class Spec** – You must enter the correct class spec for the job title. If you enter it incorrectly, you must correct it prior to releasing for approvals. Once the approvals are started, no edits can be made.
6. **Job Title** – auto populates based on what is entered in the Class Spec field.
7. **Job Number** – is the posting number.
8. **Job Type** – select the appropriate job type from the dropdown menu.
9. **Job List** – Select one, **Transfer** – Select this for Statewide internal postings, this will post on the internal postings page or select **Promotion** – this will not be posted on the internal posting page but you will be able to print out your posting to post within your agency. **DO NOT SELECT DEFAULT.** The default list is used by DOP only.
10. **Exam Type** – select the same as #9, **Transfer** or **Promotion** from the dropdown menu.
11. **Advertise From** –determines what dates the posting will appear/disappear on the job opportunities page. All postings must go through the approval levels and then be approved by Class & Comp prior to being posted on the job opportunities page. To accomplish this, your posting must be submitted to Class & Comp for approval three days prior to when the agency wants it to appear on the website.
12. **Advertise To** – defaults to 11:59 pm on the closing day. The posting will no longer appear on the job opportunities page once this time passes and has closed for internal application.
13. Enable Maximum Number of Applicants – do not check this box.
14. **Category** – Select the appropriate category for the job posting.
15. **Location on Job Posting Display** – enter the county the position is located in. This field will only let you select one county. If the posting is for multiple counties, be sure to include them in the job description under Nature of Work on the job posting form.

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- 16. EEO/Census Data Template - Not required.
- 17. **Application Template** – leave at **Default**.
- 18. **Reapply Period (Days)** – ALWAYS enter 10. Must be equal to the number of days the posting is open internally in order to post correctly. Applicants will not be able to reapply.
- 19. **Assigned to** – enter the name of the person entering the job posting.
- 20. **Nature of Work – Do not populate this field.** The agency’s job description is entered here and this must be the specific duties of the position. It is required that the **posting number, position number** and the **county/counties** the vacancy is in are listed. If this is promotional within your agency only, please add this to the top of your job description *****INTERNAL TO (AGENCY NAME) EMPLOYEES ONLY***** *Example;*

The screenshot shows a rich text editor interface. At the top is a toolbar with icons for Bold (B), Italic (i), Underline (U), Text Color (A:), Background Color, Bulleted List, Numbered List, Indent, Link, Image, Video, Table, Undo, Redo, and Full Screen. Below the toolbar is a text area with the following labels: JOB DESCRIPTION, POSTING NUMBER, POSITION NUMBER, and COUNTY/COUNTIES VACANCY COVERS. The text area is labeled "Nature of Work:" on the left side.

- 21. Examples of Work – **DO NOT POPULATE!!!**
- 22. **Minimum Qualifications** -- Click the **Populate From Class Spec** button to auto-populate. **Do not edit or change the auto-populated information.**
- 23. **Other Information** – **Populate from Class Spec - do not edit or change the auto-populated information** - and enter the agency contact information, including an email address, for electronic submission of applications.

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Please add verbiage to send applications to your agency and not DOP. *Example;*

Other Information:

PG: 07 \$21,700 - \$40,145

Market Rate: \$35,371

Email applications to both dena.k.butler@wv.gov and andrea.l.fouttinsley@wv.gov

Mail to Andrea Fout Tinsley, at 324 Fourth Avenue, Building 74 Room 332, South Charleston WV 25303.

Please include posting number NR21-67 on application.

Please note: Applications of covered state employees, mailed to DOP or completed via DOP's on-line method, are not forwarded to DNR.

- The DOP address listed at the bottom of the printed copy of the posting cannot be removed.
24. **Auto-Update** – uncheck this box. The salary range will pull from the class spec and update accordingly.
 25. **Minimum Salary** – auto populated.
 26. **Maximum Salary** – auto populated.
 27. **Per** – The dropdown defaults to year and can be changed accordingly.
 28. **Based on** – dropdown box auto populates based on *hours per year
 29. **Show Salary Breakdown** – defaults to check Monthly and Annually.
 30. Salary Display – not required. **Do not check this box.**
 31. **Internal notes** – If the position is a supervisory position over permanent employees, please list the number of employees and their classifications.
 32. Supplemental Questions – **Always NO. This is for the Division of Personnel use only.**
 33. Click **SAVE**.

You have completed the job posting form. Once submitted, changes cannot be made. If changes are necessary, please contact the Class & Comp section at 304-414-1856 immediately.

A requisition must be entered into the OHC side of NEOGOV to begin the approval process for this job posting. If this is for a reorder, the job posting form does not need to be completed.

A step-by-step tutorial for this process is available at:

<https://community.neogov.com/insight/w/training/66/module-03-create-a-job-posting>

We are always here to help! If you need assistance, reach out to us by calling Classification & Compensation at 304-414-1856 or Registers at 304-414-1854.

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