WV DIVISION OF PERSONNEL

NEOGOV REFERENCE GUIDE

Entering a Job Posting into NEOGOV

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 Division of Personnel (DOP) Classification and Compensation (Class & Comp) section provides their final approval. Leave **Show Closing Date/Time** checked.
2. **Exam Plan** – This 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 it for approval. 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 –** This 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 your posting to advertise within your agency. **DO NOT SELECT DEFAULT.** The default list is used by DOP <u>only.</u>
10. **Exam Type** – Select the same as #9, **Transfer** or **Promotion** from the dropdown menu.
11. **Advertise From** – This 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 in which the position will be located. This field will only let you select one (1) 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.
16. EEO/Census Data Template - Not required.

17. **Application Template** – Leave at **Default**.
18. **Reapply Period (Days)** – ALWAYS enter the number 10. This number must be equal to the number of days the posting is open internally in order to post correctly.
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. Below is the format to use when completing your job description. A template is located on the DOP website, personnel.wv.gov under Agency Resources, Registers - Hiring Manager Assistance. The use of this template will ensure all needed information is included and that ALL internal job postings are uniform. 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;

Nature of Work:	***INTERNAL TO (AGENCY NAME) EMPLOYEES ONLY*** Posting Number County of Vacancy Number of Vacancies Position Number(s) Details of the job duties and responsibilities

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** - Below is the format to use when completing this section**.** The template is located on the DOP website, personnel.wv.gov under Agency Resources, Registers - Hiring Manager Assistance. The use of this template will ensure ALL needed information is included and that ALL internal job postings are uniform.   *Example;*

Other Information:

Populate From Class Spec

PG: 16 $38,157 - $70,589
Market Rate: $62,195

This job posting is ONLY for current and former eligible state employees to apply. If you are NOT a current or former state employee, please visit our website, www.personnel.wv.gov, to view and apply online for job titles opened to receive applications from the public.

Internal applications MUST be submitted directly to the contact person listed below by email or standard U.S. mail.

Agency Contact Name
Email Address
Mailing Address

Click on this link, Do I qualify to apply internally?, for instructions. You will also find links to the fillable PDF internal application, instructions on printing your online account application (if you do, it is not needed), and the internal job posting page.

 If you have a preference, additional requirement, or substitution, please place this language above the auto-populated pay information, not in the Nature of Work section.

24. OHF Only - Specific Facility - This is the facility that only OHF will select.
25. **Location of Vacancy** - This is the county where the vacancy is housed or the applicant shall report to once selected. If your vacancy is for multiple counties, please select the appropriate counties. Do not list counties that you want a register from or where the position may travel to if applicable.
26. **Auto-Update** – uncheck this box. The salary range will pull from the class spec and update accordingly.
27. **Minimum Salary** – auto populated.
28. **Maximum Salary** – auto populated.
29. **Per** – The dropdown defaults to year and can be changed accordingly.
30. **Based on** – dropdown box auto populates based on *hours per year
31. **Show Salary Breakdown** – defaults to check Monthly and Annually.
32. Salary Display – not required. **Do not check this box.**
33. **Internal notes** – If the position is a supervisory position over permanent employees, please list the number of employees and their classifications.
34. Supplemental Questions – **Always NO. This is for the Division of Personnel use only.**

35. Click **SAVE and CLOSE**.

The DOP address that appears at the bottom of the <u>printed</u> copy of the job posting should be covered/removed prior to distributing.

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

Creating a Requisition

The completion of the requisition form is **<u>required</u>** to begin the approval process for your internal job postings.

An approved job vacancy posting is required to obtain a list of names from the register.

From the main page (dashboard) hover over or click the plus sign (+) under your name in the top right corner and click on <u>Requisition</u>.

Instructions for each field of the requisition form. Items in **bold are required** fields. Required fields are marked with an asterisk in NEOGOV.

1. **Always fill in the first Requisition# box!** (This field is not marked with an asterisk). **Use the <u>Job Vacancy Posting Number</u> for the <u>Requisition #</u>** (the numbers should be exactly the same, except when reordering a list.)

2. **Use the search option to locate your <u>Department/Division</u> from the box**. There may be only one department to select. Large agencies may have facilities, district offices, etc. to select.

3. **For the Class Spec, you may type the job classification number or job title or use the search option. Be sure to select the correct title.** (Once the requisition has been created and saved, the title (job spec) <u>cannot be changed</u>. It would be necessary to cancel the requisition and create another one. This also applies to the Department/Division field). If you are requesting an office assistant register, please indicate TYPING or NON-TYPING in the comments box at the bottom of the requisition form.

4. Working Title IS **NOT REQUIRED** AND **<u>MUST BE LEFT BLANK</u>**. If the working title is different from the official job title, it will result in your referred list having the incorrect job title. **LEAVE THIS FIELD BLANK!**

5. Desired start date (not required)

6. **The Hiring Manager is the person who will be managing the list (printing applications, entering contact results, etc.). Use the search option to locate the name of the person(s) who will manage the list.**

7. Job Type (permanent full-time, permanent part-time, etc.). (not required)

8. List type is most often "Regular". (not required)

9. **Enter the number of approved vacancies. THIS IS A REQUIRED FIELD!!**

10. EEO/Census Data Template is a new field that has been recently added. It is not required.

11. **Position Number(s) is required.**

12. Section is not required.

13. Unit is not required.

14. Full-Time Equivalent is not required.

15. **Posting/Requisition Number is required.** Be sure this number matches exactly what is on your job posting.

16. **Enter the county or counties in which the vacancy is located**. DO NOT PUT "STATEWIDE" UNLESS POSTING IS APPROVED FOR ALL COUNTIES. Please include in your job description, Nature of Work on the job posting form.

17. Shift is not required.

18. Position Area of Employment, if designated.

19. **Requestor's Phone** is for the requester of the list to put their contact number.

20. **The Requestor's Name** should be the person who can answer questions about the posting and requisition.

21. **Primary Interviewer** or Applicant Contact Person's name.

22. **Primary Interviewer's** or Applicant Contact Person's phone number.

23. Name of hiring/interviewing manager who needs access to online eligibles list and application.

24. Hiring/Interviewer manager's official agency email address

25. Special Hiring Rate % – See Comp Plan.

26. Special Hiring Rate Salary – See Comp Plan.

27. Starting Salary – Not required.

28. Is this position filled with a Provisional status employee is not required.

29. If yes, Name of Provisional is not required.

30. **Status** should be marked Classified for employees covered under the merit system. At-will employees should be marked Exempt. Most requisitions are for classified positions.

31. (DOP Class & Comp) Approval Date – **for Division of Personnel use only.**

32. (DOP Class & Comp) Close Date – **for Division of Personnel use only.**

33. Is this a Supervisory/Managerial Position? If yes, list the number of employees supervised and their job class titles. If not, please put N/A.

34. Position Details – New Position? Is not required.

Save & Continue to Next Step to continue. If you need to stop and come back later, click Save & Close. This will put the requisition into Draft status.

35. The second page is the Approval Workflow. This page is where the agency and/or department and the DOP's Class & Comp approvers will be added.

Select Add Approval Group.

On the next page, choose your first level Approval Group which will be your agency or department depending upon your agency's internal setup. Also, select the agency or department approver. After you have entered all of your agency/department Approval Groups and Approvers you **MUST** add Class & Comp as the **final** approval group and select <u>DOP Approver</u> as the approver and not an individual. You will click Add Approval Step for each Approver Group you enter. Once you have entered all approvers you will select **Save & Continue to Next Step**.

If you are not sure about your approval levels or whom the approvers are you will need to contact Class & Comp. If the level approvers are not set up in the correct order this will cause delays. Once the requisition reaches each level for approval, the assigned approvers will receive an email notification stating action is needed.

If you are an approver, when you receive an email notification the requisition to be approved is located in **OHC** under **My Tasks** and will appear as **In Progress**. Select the requisition to Approve, Deny, or Hold. Be sure to review the posting form and requisition form for errors before approving. If everything is correct, **Save & Continue to Next Step**.

If this is a **REORDER** request, select **NO APPROVALS** and **<u>do not</u>** complete a Job Posting form. A reorder request will **not** need to go through the approval process again. If you are unsure, please contact Registers Staff.

36. The **Attachment Tab** is where a word document containing the job description will be uploaded. This is the same information that is listed in the Nature of Work field on the job posting form. This is what will appear on the internal job posting page, so make sure it has been proofread and is free of any errors. You must include your contact information, including an email address, so applicants can email their electronic applications directly to the hiring agency. It is also required that the posting number, position number, and the county/counties the vacancy is in are listed.

In addition to the job description, please update the State Budget Office approval at this step if the position(s) have been vacant for over 12 months. Please contact Class & Comp if you have any questions.

Hit **Save & Submit**. This will enter the requisition into the approval workflow.

The requisition will show as **In Progress** as it goes through all the approval steps. Class & Comp will take the job posting form out of **Draft** which will post the vacancy on the internal posting page. The status of the requisition will then change from **In Progress** to **Approved**.

If this is for a **TRANSFER** posting, Staffing & Recruitment will see the approved requisition and refer a list of eligibles from the competitive register. This will change the status from **Approved** to **Open**. If there are no available names your requisition status will be changed from **Approved** to **Canceled** and you will be notified with instructions to request a Public Service Announcement (PSA).

If this is for a **PROMOTIONAL** posting, a referred list is not needed, so the requisition will be canceled. Be sure you have added the verbiage to the posting to indicate that it is an internal posting.

Step-by-step tutorials:

Creating a requisition with approval levels:

https://community.neogov.com/insight/w/training/486/insight-111-create-a-requisition-and-route-for-approvals

Approve or deny a requisition:

https://community.neogov.com/insight/w/training/487/insight-112-approve-or-deny-a-requisition

Official Contact (Rejection) Codes for use in NEOGOV:

C - Considered - Given due consideration based on application

DE - Deceased

DNR - Did Not Report for a scheduled interview

DNQ - Does Not Qualify per minimum qualifications

DW - Declined/refused job - **DOP USE ONLY**

EMP - Hired from another requisition **for this job title** within this division. DO NOT USE for temporary employees

EMPD - Permanently employed within this division in an equal or higher pay grade

FTT - Failed Typing Test given by hiring agency

FR - Failed to Reply to written inquiry or phone message. REQUIRED - enter when and how the applicant was contacted in the comments field. Example: 10/02/23 - Email, 10/02/23 - Phone, 10/02/23 - USPS

IH - Internal Hires - **DOP USE ONLY**. Applicants that appear on the referred list but were processed as reinstatement, transfer, or promotion and not actually hired from the register

MO - Moved from given address (Send returned envelope to our office by email or fax)

NA - Not Available - Applicant indicated they were not available for this vacancy

NC - Not Contacted - Applicants not contacted and they have not been given due consideration based on their application

NI - Not Interested - Applicant indicated they were not interested in this vacancy

NIS - Not Interested in Salary - Applicant indicated they were not interested in the salary

NS - Not Suitable - Failed a required background check

NS - Not Suitable - Failed a required drug screening

NS - Not Suitable - DCR ONLY - Failed the Corrections Selection Inventory (CSI) exam.

NS - Not Suitable - Does not have a required driver's license

NS - Not Suitable - Does not have a required high school diploma or GED

OTHER / PO - Other / Passover - Reason must be listed in comments. An applicant must be marked as "OTHER / PASSOVER" on three (3) consecutive referrals for the same job title. Once this has been done, a written request must be made to the Director of the DOP requesting that the applicant be omitted from any future referrals to the agency for that specific job title for a period of no less than one year. See section 8.2.d. of the Administrative Rule.

The request must be approved by the Director before the applicant will be removed from referrals.

Instructions for Entering Contact Codes in NEOGOV

Applicants are rejected from the main page of the referred list. Select the applicant or applicants by checking the box next to their name(s). Click the "Actions" box and choose the appropriate action (reject, move to interview, move to offer, etc.). You may select applicants with the same reject code together. Applicants with different rejection codes must be processed separately. Click on the 🔍 icon in the Reject Reason to show and select the appropriate rejection codes. Once an applicant is rejected, the graphic will change. The graphic will break down and show the number of referred, rejected, offered, etc. You can click the graphic to view a group of applicants that has been rejected or referred. Do not use **MOVE TO HIRE**, use **MOVE TO OFFERED**.

The contact reasons that will result in an applicant being removed from a register are Not Available, Not Interested, Not Interested in Salary, Not Suitable (must have a valid reason), Failed to Reply, Did Not Report for a Scheduled Interview, and possibly Other (must have a valid reason and prior approval from Registers staff). Notification will be sent to the applicant when they are removed from the register. If the applicant wishes to remain on the register, they may request to do so by replying to the notice. Phone calls will not do. If the list is referred for multiple counties, applicants will not be removed based on contact codes.

When selecting an applicant(s), mark them as **OFFERED** in NEOGOV. The Staffing & Recruitment staff will change them to **HIRED** or **INTERNAL HIRE** in NEOGOV once the hiring packet is processed.

If an offer was not made the contact codes still need to be entered and the requisition can be canceled. Then Staffing & Recruitment will finish processing the list and archive it.

We are always here to help if you need assistance. To answer questions regarding internal job postings, requisitions, referred lists, public service announcements (PSA), or just general questions please contact Staffing & Recruitment at 304-414-1852 or Tracy Dennis, tracy.l.dennis@wv.gov or Candy Hodges, candace.n.hodges@wv.gov