

**NeoGov Insight – MSPB
Frequently Asked Questions
(FAQs)**

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MSPB FAQs:

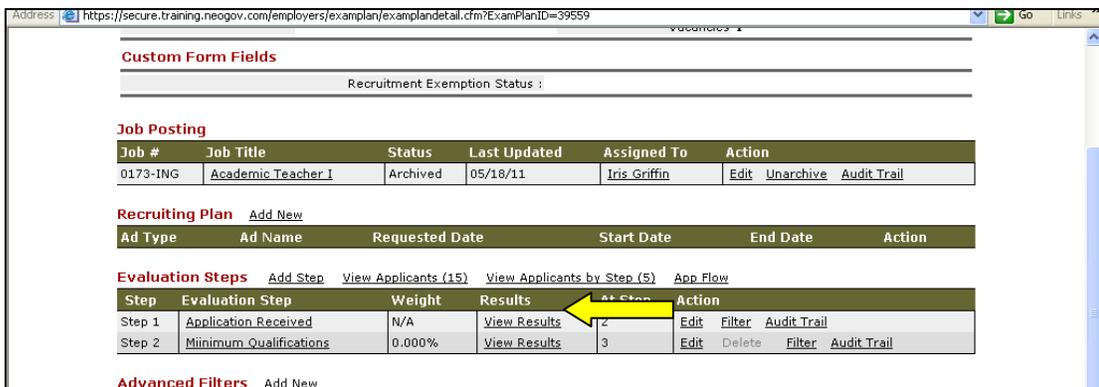
1. What are the major functions an MSPB analyst will perform on a daily basis?

MSPB will be performing the recruiter and analyst functions via the Insight – Human Resources side of the NeoGov system. This includes the following primary daily functions:

- Determining if any new requisitions have been submitted by agency/department users
- Checking to see if any new hires are awaiting authorization
- Submitting referred lists to agencies for which the posting period has expired (taking into account that paper applications must be processed prior to sending list)

2. Where do you go when questions arise regarding why an applicant failed minimum qualifications?

Click on “My HR” and then click on the Exam for the particular Job Classification/Job Posting. Once you are in the Exam Plan, scroll down to Evaluation Steps and find the “Minimum Qualifications” step. In the Results column for the “Minimum Qualifications” step, click on “View Results”. Scroll down to the Candidates Failed section and select “View” in the Details column for the applicant in question.

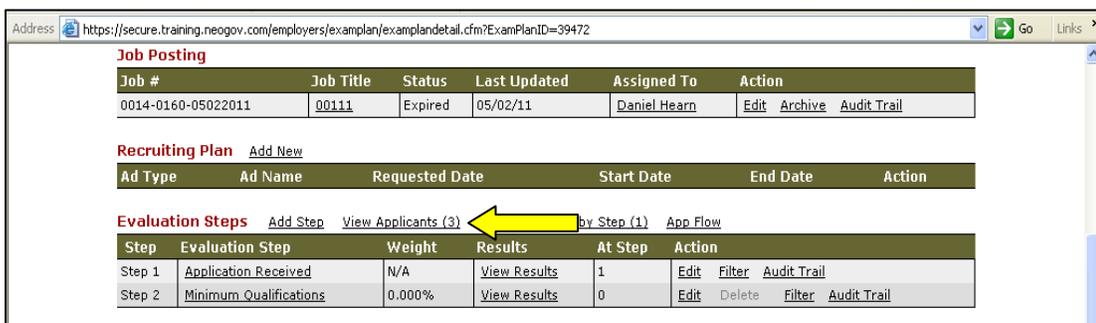
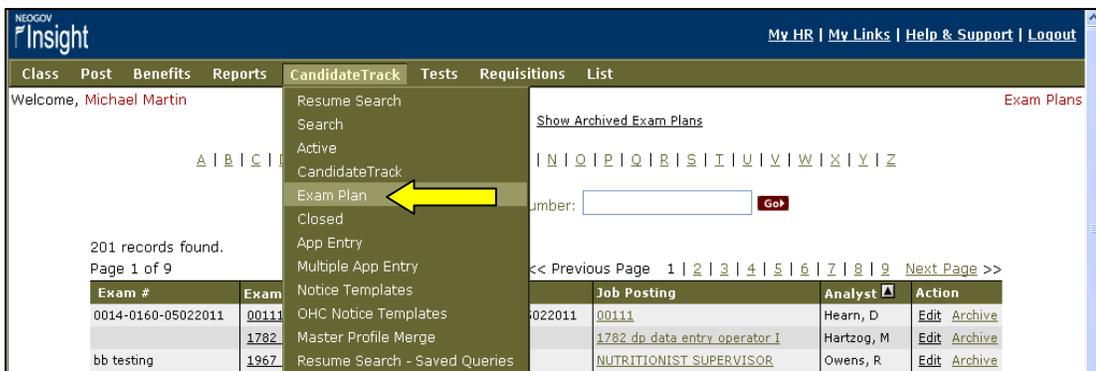


The screenshot displays the 'Evaluation Steps' section of the NeoGov Insight system. It includes a table with columns for Step, Evaluation Step, Weight, Results, and Action. A yellow arrow points to the 'View Results' link in the Results column for Step 2 (Minimum Qualifications).

Step	Evaluation Step	Weight	Results	Action
Step 1	Application Received	N/A	View Results	Edit Filter Audit Trail
Step 2	Minimum Qualifications	0.000%	View Results	Edit Delete Filter Audit Trail

3. What is the fastest way to view an application via an exam plan?

Select “Candidate Track” from the main menu, then click on “Exam Plan” in the drop-down menu and select the appropriate exam plan (Note: you can search by Exam Plan or Exam Number). Select “View Applicants” under Evaluation Steps, then select the candidate’s name. You can also click on “My HR” to find Exam Plans for any Active Postings, Draft Postings, Inactive Postings or Open Requisitions that you created.

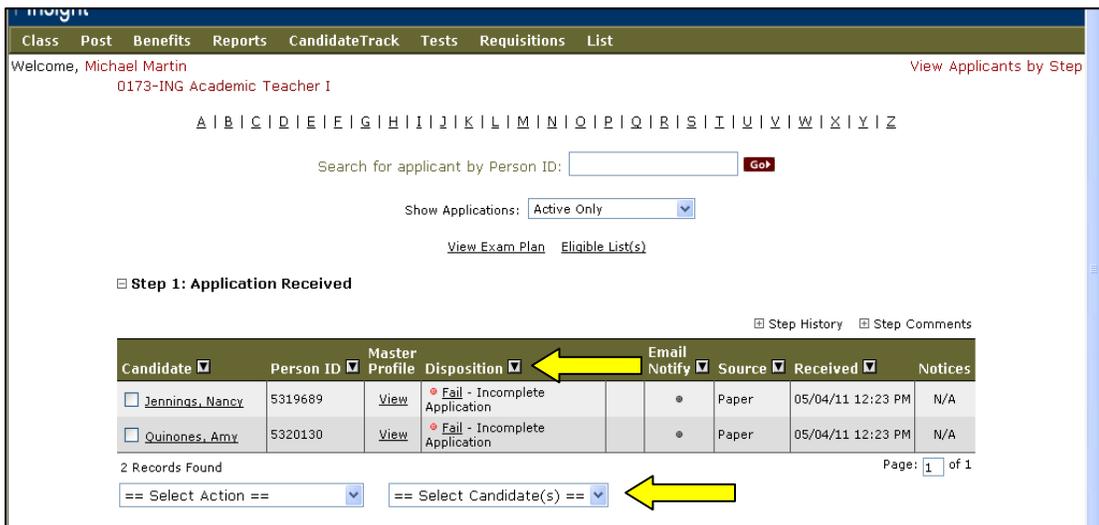


4. I created a job posting but it isn’t showing up under the Current Postings. Why?

The job posting is probably still in “Draft” status. Click on the “My HR” link at the top of the screen and check to see if the job listing shows up under “Draft Postings” section of the page. If so, click on the “Edit” link in the Action column, which will open up the job posting for editing. Now, double-check to see if the “Draft” checkbox is checked near the top of the screen (just above the “Job List” pulldown). If “Draft” is checked, then uncheck the box and click “Save” at the bottom of the screen to take the job posting out of “Draft” status. Just be sure that you have thoroughly reviewed the job posting before taking it out of “Draft” status and making it an “Active” job posting.

- I have selected the applicants and tried to move them forward to the next step in the Evaluation process but none of the applicants are showing up on the next step. Why?

Check under the “Disposition” column to see what is showing up there for your candidates. Does the action you are selecting in the “Select Candidate(s)” pull-down (ex – “Passing”, “Failing”, etc.) match up with any of the candidate’s Dispositions on your list?



- Whenever I try to refer a candidate or group of candidates, I select the Action from the pull-down box and select the Candidates from the appropriate pull-down box but there are no requisitions for me to choose from in the Requisitions pull-down box. Where is my requisition?

For your requisition to show up in the Requisition pull-down box when trying to refer a candidate from the Eligible List, the requisition must be in “Open” status. If the requisition is still in “Approved” status, the requisition will not appear as an option in the Requisition pull-down menu. Also, you must tie the exam plan associated with a job posting to the requisition.

- Who can I contact if I have questions?

For security questions, you can contact the MMRS Call Center at 601-359-1343 or via MASH email (mash@dfa.state.ms.us). Applicant or functional questions should be handled by MSPB.