

# Agency Recruitment Selection Process

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NeoGov Insight

# NeoGov Insight – Agency Recruitment and Selection Process

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## 1.0 Overview

The NeoGov Insight implementation allows agencies to create and submit requisitions for job postings to MSPB. Once MSPB authorizes the requisition, posts the job opportunity, builds the list of eligible candidates and refers eligible candidates, state agencies will need to complete the hiring process. NeoGov allows agencies to schedule interviews, track offers, reject candidates, and make hires.

The agency user has links to view the following (navigational links located on the upper right side of the screen):

- My Requisitions – displays a listing of all requisitions for which a user has access to
- My List – displays referral lists by requisition
- Preferences – displays user information for requisition notifications
- Help and Support – provides links to training manuals
- Logout – allows the user to log out of the system

Menu Options (Post, Approval and Admin) will appear at the top of the screen under the navigational links (left of screen). To see additional details regarding Menu Options, refer to Section 8.0 Miscellaneous Information.

**NOTE:** The security rights assigned to a user will indicate what links a user will see when they sign on.

The steps outlined in sections *2.0 Create Requisition* – *6.0 Hire Approval* guides a user through a complete recruitment lifecycle from the perspective of a state agency.

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## 2.0 Create Requisition

The following outlines the steps to creating a requisition:

1. Log into the Online Hiring Center – Departments region of Insight
2. Click on **Open New Requisition**

The screenshot shows the top navigation bar of the NeoGov Insight OHC. It includes the logo, user name 'Logan Litchliter', and links for 'My Requisitions', 'My SME Review', 'My List', 'Preferences', 'Help & Support', and 'Logout'. Below the navigation bar, there are tabs for 'Post', 'Approvals', and 'Admin'. A welcome message is displayed, followed by a row of links: 'Open New Requisition', 'Show All Reqs. in My Dept.', 'Show Approval Detail', 'View Department Users', 'Show Filled Reqs.', and 'Show Cancelled Reqs.'. A search bar is located at the bottom of the page with a 'Go' button.

NOTE: Links are available to allow a user to perform the following:

- Show all Reqs in My Dept -- all requisitions in a department for which a user has access
- Show Approval Detail -- details associated with an approval (i.e. assignment, date, notes)
- View Department Users link -- all the users assigned to a department
- Filled Requisitions
- Cancelled Requisitions

3. Locate the appropriate class title, under the 'Requisition' column, click on **Create New**

The screenshot shows the search results page for the NeoGov Insight OHC. It includes a search bar with a 'Go' button and a table of results. The table has four columns: 'Class Code', 'Class Title', 'Positions', and 'Requisition'. The results show five rows of data, each with a class code, a class title, and a 'Create New' link under the 'Requisition' column.

Class Code	Class Title	Positions	Requisition
2950	<a href="#">ABC-AGENT-IN-CHARGE</a>	<a href="#">Positions</a>	<a href="#">Create New</a>
0200	<a href="#">ABC-ENFORCEMENT AGENT I</a>	<a href="#">Positions</a>	<a href="#">Create New</a>
0835	<a href="#">ABC-ENFORCEMENT AGENT II</a>	<a href="#">Positions</a>	<a href="#">Create New</a>
3319	<a href="#">ABC-ENFORCEMENT AGENT III</a>	<a href="#">Positions</a>	<a href="#">Create New</a>
0173	<a href="#">ACADEMIC TEACHER I</a>	<a href="#">Positions</a>	<a href="#">Create New</a>

NOTE: Use the search functionality to narrow the results displayed.

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4. Complete the following Fields on the requisition screen:
- **Desired Start Date** = This is the date the department wants the posting period to begin (MM/DD/CCYY)
  - **Requisition #** = Insight will populate this field each time a requisition is created
  - **Working Title** = Enter the name associated with the Class Specification type (Occupational Name).
  - **Vacancies** = Enter the number of vacancies the agency wants to fill with this requisition
  - **Department** = User will select the department associated with the requisition
  - **Division** = This is not a required field and no selections will be identified.
  - **Position** = Users will select the appropriate position number (PIN – Personal Identification Number).
    - **Multiple Positions** = Users may select multiple positions of the same class specification type by clicking on the document icon.
    - **Position Search** = Users may perform a search to identify the appropriate PIN. If a user selects the magnifying glass icon, a search box opens and users can search using “Starts with” or “Contains” filters.
    - **Position Information** = The following position information is displayed dynamically from the Insight Position Data table when the information icon is selected:
      - Position Code
      - Position Title
      - Job Type
      - Status
      - Standard Hours
      - FTE
  - **Hiring Manager** = User will select the name of the employee who has the authority to hire an applicant
  - **Job Term** = Full-Time or Part-Time
  - **List Type** = Insight will display the following options:
    - **Regular** = posting is open to all applicants and will appear on the ‘MSPB Career Center – Job Postings’ link of the MSPB website.
    - **Promotional Only** = posting is only open to permanent state employees that work for the hiring agency. The posting will appear on the ‘Agency Only Opportunities’ link on the MSPB website.
    - **Transfer** = posting is open to all state employees. The posting will appear on the ‘State Employee Opportunities’ link on the MSPB website.
  - **Skills** = This box will not be used.
  - **Requisition End Date** = This is the date the department wishes the job posting period to end (MM/DD/CCYY)
  - **Special Qualifications** = Special Qualifications are additional requirements used in conjunction with the minimum qualifications of a job class to designate specific skills, abilities, education, and/or experience necessary for a particular position. In no case

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shall the special qualifications exceed the minimum qualifications as outlined on the class specification for the job class.

- **County/Counties Name** = Identify the appropriate county/counties for the position. In order to choose more than one county, hold the Ctrl key when selecting.
- **Shift Schedule** = Identify the appropriate shift schedule.
- **Travel Schedule** = Identify the appropriate travel schedule for the position.
- **Is this position time-limited** = The department will choose whether this position will be time-limited or permanent
- **Agency Information** = If the agency wants to be identified on the posting enter name and address
- **Comments** = The department may enter in specific information related to the requested position(s)
- **No Approvals** = Check this box if no approvals are required. MSPB will still authorize the requisition even if this option is selected.
- **Approval Levels** = NeoGov allows for various approval groups to be added. If approvals are needed, select the approver(s) from the list boxes on the right side of the screen.

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Class Code: 4322  
 Creator: Wadsworth, Susan

\* Required

Desired Start Date:

\* Requisition #: [assigned when requisition is saved]

Working Title:

Vacancies:

\* Department: 0671 - EMPLOYMENT SECURITY

Division: === Select ===

Position: 0671-000514-000001593 - ES-EMPLOYMENT INTERV

**Position Search**

**Filter Options:**  
 Starts with  
 Contains

Position Code:  Search

Select a position: === Select ===

---

**Position Info**

Position Code **0671-000514-000001593**  
 Position Title **ES-EMPLOYMENT INTERVIEWER II**  
 Type **Part-Time**  
 Status **Vacant**  
 Reports To  
 Bargaining Unit  
 Standard Hours **39**  
 Head Count /  
 FTE **0/**

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\* Hiring Managers:

Available:	Assigned:
Adams, Sherry	
Addison, Gloria	
Cain, Cheryl	
Coleman, Alicia	
Galloway, Carlos	
Hampton, Crystal	

List Type: === Select ===

Skills:

Comments:

\* Requisition End Date:

Special Qualifications:

\* Select county/counties associated with position (if selecting multiple counties, hold the Ctrl key down and select all appropriate counties):  
 == Select ==  
 ADAMS  
 ALCORN  
 AMITE

\* Is this position Time-Limited?:  Yes  No

\* Travel Schedule: == Select ==

\* Schedule Shift: == Select ==

No Approvals

Approval 1: Department Approver

Must approve before next approval  
 Final approval

Approval 2: HR Director

Must approve before next approval  
 Final approval

Adams, Sherry  
 Addison, Gloria  
 Galloway, Carlos  
 Hampton, Crystal  
 Keaton, Tiry  
 Litchliter, Logan

Adams, Sherry  
 Addison, Gloria  
 Galloway, Carlos  
 Hampton, Crystal  
 Keaton, Tiry  
 Lockett, Adriane

Save Only Save and Release

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5. Click **Save and Release** to send the requisition to MSPB or the appropriate approver.

NOTE: The **Save Only** button retains the requisition information entered as a Draft Requisition.

NOTE: If approver(s) have been selected, the requisition is not sent to MSPB until at least one approver has performed the approval function.

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## 3.0 Requisition Approval

If the requisition requires agency approval, the following steps should be followed by the **selected** Approver:

1. Log into the Online Hiring Center – Departments region of Insight
2. Click on **Requisition** from the 'Approval' tab in the menu bar
3. Select the **Approve/Deny** link in the Action column under “Requisitions Awaiting My Action”

Post Approvals Admin

Welcome, Logan Litchliter My Requisition Approvals

[Show Approval Detail](#) | [Active Reqs.](#) | [Filled Reqs.](#) | [Cancelled Reqs.](#)

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 req. #, req. title or position #:

**Requisitions Awaiting My Action**  
1 record found.

Req #	Title	Position ID	Department	Division	Created	Creator	Status	Action
00171	Academic Teacher		0161 - DFA-FINA...		05/11/11	Litchliter, L	In Progress	<a href="#">Edit</a> <a href="#">Reassign</a> <a href="#">Approve/Deny</a> <a href="#">History</a>

[Company Information](#) | [Privacy Policy](#) | [Legal Terms](#)

NOTE: Users can elect to edit, modify the assignment, or review the history of a requisition.

4. Select the appropriate action:
  - **Approve** = the requisition is approved
  - **Deny** = the requisition is denied
  - **On Hold/Pending** = the requisition is placed in a pending status, and no further action is taken
  - **Cancel** = cancels the requisition and sends an email notification back to the individual who created the requisition

**00171 - ACADEMIC TEACHER I** \* Required

\* Approve/Deny

Note

5. Add comments if applicable and click on the **Save** button

## 4.0 Postings/Applications/Evaluation/Eligible and Referral Lists

Once a user selects the Save and Release button from the recruitment, the record is available for processing by MSPB. MSPB staff will authorize the requisition and generate a posting. Once applicants have applied for the position and closing period has ended, MSPB will push applicant records through the evaluation process, place eligible candidates on an eligible list, and then refer the applicants to the hiring agency.

If MSPB cancels the requisition, it will be routed back to the agency. The agency will be notified via email from their MSPB Consultant if a requisition is canceled. In order to see cancelled requisitions, click **Show Cancelled Requisitions**.



Welcome, [Logan Litchliter](#) My Requisitions

[Open New Requisition](#) | [Show All Reqs. in My Dept.](#) | [Show Approval Detail](#) | [View Department Users](#) | [Show Filled Reqs.](#) | [Show Cancelled Reqs.](#)

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 req. #, req. title or position #:

## 5.0 Hiring Manager

The hiring manager has the ability to schedule interviews, make an offer, hire an applicant, and track each option of the life cycle. The hiring manager also has the ability to generate notices/emails to referred applicants. The Hiring Manager now has the ability to print all applications they wish to review or only selected applications.

### 5.1 Schedule Interviews

This section provides instructions for an agency to schedule interviews.

1. Log into the Online Hiring Center – Departments region of Insight
2. Click **My List** in the toolbar at the top of the page.
3. Click **View** in the Candidates column on the row with the correct requisition.

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5 records found.  
Page 1 of 1

Req #	Title	Position ID	Department	Division	Hiring Mgr	Candidates	Applications	Last Referred
00001	Accountant/Auditor		Department of F...		Benson, Brenda Galloway, Carlos Litchliter, Logan McDade, Elma Jane Wadsworth, Susan Walker, Shelley	<a href="#">View</a>	<a href="#">Print</a>	02/25/11
00035	Branch Director II	232132	Department of F...	DFA-Human Resou...	Benson, Brenda Litchliter, Logan Wadsworth, Susan Walker, Shelley	<a href="#">View</a>	<a href="#">Print</a>	03/08/11
00041	EMERGENCY TELECOMMUNICATOR I		Department of F...		Batts, Sharetha Beard, Ryan Benson, Brenda Culrp, Lea Anne Dampier, Randy Galloway, Carlos Griffin, Iris Hartzog, Martha Hayes, Teresa Hill, Mary Hill, Valerie Jones, Linda Litchliter, Logan Luckey, Carlton Lunsford, Cheryl McDade, Elma Jane Owens, Ronna Perry, Susan Wadsworth, Susan Walker, Shelley Wadsworth, Susan	<a href="#">View</a>	<a href="#">Print</a>	03/11/11
00050	DIRECTOR V		Department of F...		Wadsworth, Susan	<a href="#">View</a>	<a href="#">Print</a>	03/16/11
00052	DIRECTOR V		State Personnel...		Griffin, Iris Litchliter, Logan Wadsworth, Susan	<a href="#">View</a>	<a href="#">Print</a>	03/17/11

NOTE: The Hiring Manager has the ability to print applications once the referred list is sent to the agency.

- Put a check in the box next to the applicant you would like to schedule an interview.
- Choose **Schedule Interview** from the dropdown box, and click **Go**.

<input type="checkbox"/>	Name	Person ID	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Notices	Referral Expires	Disabled Vet	Veteran	RIF
<input type="checkbox"/>	<a href="#">Beard, William</a>	5318602	<a href="#">View</a>	P: (601) 988-7135	•	2923-mq	03/11/11	N/A				
<input type="checkbox"/>	<a href="#">Benson, Brenda</a>	5317641	<a href="#">View</a>		•	2923-160-20110311	03/11/11	N/A				
<input type="checkbox"/>	<a href="#">blow, ioe</a>	5318945	<a href="#">View</a>		•	2923-mq	03/11/11	N/A				
<input type="checkbox"/>	<a href="#">Schrute, Dwight</a>	5318946	<a href="#">View</a>			2923-160-20110311	03/11/11	N/A				
<input type="checkbox"/>	<a href="#">Tvson, Mike</a>	5318953	<a href="#">View</a>			2923-316-20110311	03/11/11	N/A				
<input type="checkbox"/>	<a href="#">Walker, Shelley</a>	5317207	<a href="#">View</a>		•	2923-316-20110311	03/11/11	N/A				

Schedule Interview

6 records found.

- Complete the required fields.

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\* Required

Name:	William Beard		
Person ID:	5318602		
* Date:	May	9	2011
* Time:	3 pm	:00	
Duration:	1 hr	:00	
Location:	<input type="text"/>		
Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
City:	<input type="text"/>		
State:	== Select ==		
Zip Code:	<input type="text"/>		
Phone:	<input type="text"/>		
Disposition:	Scheduled		
Comments:	<input type="text"/>		

7. Click **Save**.

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## 5.2 Make an Offer

This section provides instructions for an agency to track offers made to candidates.

1. Log into the Online Hiring Center – Departments region of Insight
2. Click **My List** in the toolbar at the top of the page.
3. Click **View** in the Candidates column on the row with the correct requisition.

5 records found.  
Page 1 of 1

Req #	Title	Position ID	Department	Division	Hiring Mgr	Candidates	Applications	Last Referred
00001	Accountant/Auditor		Department of F...		Benson, Brenda Galloway, Carlos Litchliter, Logan McDade, Elma Jane Wadsworth, Susan Walker, Shelley	<a href="#">View</a>	<a href="#">Print</a>	02/25/11
00035	Branch Director II	232132	Department of F...	DFA-Human Resou...	Benson, Brenda Litchliter, Logan Wadsworth, Susan Walker, Shelley	<a href="#">View</a>	<a href="#">Print</a>	03/08/11
00041	EMERGENCY TELECOMMUNICATOR I		Department of F...		Batts, Sharetha Beard, Ryan Benson, Brenda Culrp, Lea Anne Dampier, Randy Galloway, Carlos Griffin, Iris Hartzog, Martha Hayes, Teresa Hill, Mary Hill, Valerie Jones, Linda Litchliter, Logan Luckey, Carlton Lunsford, Cheryl McDade, Elma Jane Owens, Ronna Perry, Susan Wadsworth, Susan Walker, Shelley	<a href="#">View</a>	<a href="#">Print</a>	03/11/11
00050	DIRECTOR V		Department of F...		Wadsworth, Susan	<a href="#">View</a>	<a href="#">Print</a>	03/16/11
00052	DIRECTOR V		State Personnel...		Griffin, Iris Litchliter, Logan Wadsworth, Susan	<a href="#">View</a>	<a href="#">Print</a>	03/17/11

4. Put a check in the box next to the applicant you would like to make an offer.
5. Choose **Make Offer** from the dropdown box.

Interview Scheduled												
<input type="checkbox"/>	Name	Person ID	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Notices	Referral Expires	Disabled Vet	Veteran	RIF
<input type="checkbox"/>	<a href="#">Beard, William</a>	5318602	<a href="#">View</a>	P: (601) 988-7135	•	2923-mq 2923-316-20110311	03/11/11	N/A				
<input type="checkbox"/>	<a href="#">Walker, Shelley</a>	5317207	<a href="#">View</a>		•		03/11/11	N/A				

Make Offer

2 records found.

6. Click **Go**.

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7. Complete the required fields.

\* Required

Name:	Shelley Walker
Person ID:	5317207
* Status:	Answer Pending
* Offer Date:	<input type="text" value="05/09/11"/>
Offer Amount:	<input type="text" value="\$0.00"/>
Bonus Amount:	<input type="text" value="\$0.00"/>
Comments:	<div style="border: 1px solid gray; height: 60px; width: 100%;"></div>

8. Click **Save**.

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## 5.3 Hire an Applicant from a Referred List

This section provides instructions for an agency to hire an applicant.

1. Log into the Online Hiring Center – Departments region of Insight
2. Click **My List** in the toolbar at the top of the page.
3. Click **View** in the Candidates column on the row with the correct requisition.

5 records found.  
Page 1 of 1

Req #	Title	Position ID	Department	Division	Hiring Mgr	Candidates	Applications	Last Referred
00001	Accountant/Auditor		Department of F...		Benson, Brenda Galloway, Carlos Litchliter, Logan McDade, Elma Jane Wadsworth, Susan Walker, Shelley	<a href="#">View</a>	<a href="#">Print</a>	02/25/11
00035	Branch Director II	232132	Department of F...	DFA-Human Resou...	Benson, Brenda Litchliter, Logan Wadsworth, Susan Walker, Shelley	<a href="#">View</a>	<a href="#">Print</a>	03/08/11
00041	EMERGENCY TELECOMMUNICATOR I		Department of F...		Batts, Sharetha Beard, Ryan Benson, Brenda Culrp, Lea Anne Dampier, Randy Galloway, Carlos Griffin, Iris Hartzog, Martha Hayes, Teresa Hill, Mary Hill, Valerie Jones, Linda Litchliter, Logan Luckey, Carlton Lunsford, Cheryl McDade, Elma Jane Owens, Ronna Perry, Susan Wadsworth, Susan Walker, Shelley	<a href="#">View</a>	<a href="#">Print</a>	03/11/11
00050	DIRECTOR V		Department of F...		Wadsworth, Susan	<a href="#">View</a>	<a href="#">Print</a>	03/16/11
00052	DIRECTOR V		State Personnel...		Griffin, Iris Litchliter, Logan Wadsworth, Susan	<a href="#">View</a>	<a href="#">Print</a>	03/17/11

4. Put a check in the box next to the person you would like to hire.
5. Choose **Hire** from the dropdown box, and click **Go**.

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Referred												
<input type="checkbox"/>	Name	Person ID	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Disabled Vet	Veteran	RIF
<input type="checkbox"/>	<a href="#">Bob, Bob</a>	5319016	<a href="#">View</a>			0159-DIRECTOR I-V-GN	03/16/11	03/15/12	N/A			
<input type="checkbox"/>	<a href="#">Davis, Charlie</a>	5319022	<a href="#">View</a>			0159-DIRECTOR I-V-GN	03/16/11	03/15/12	N/A			
<input type="checkbox"/>	<a href="#">Jordan, Tom</a>	5319050	<a href="#">View</a>			0159-161-20110316	03/16/11	03/15/12	N/A			
<input type="checkbox"/>	<a href="#">Moore, Tony</a>	5319028	<a href="#">View</a>			0159-DIRECTOR I-V-GN	03/16/11	03/15/12	N/A			
<input type="checkbox"/>	<a href="#">Rain, Cindy</a>	5319019	<a href="#">View</a>			0159-DIRECTOR I-V-GN	03/16/11	03/15/12	N/A			
<input type="checkbox"/>	<a href="#">Smith, Toya</a>	5319024	<a href="#">View</a>			0159-DIRECTOR I-V-GN	03/16/11	03/15/12	N/A			
<input checked="" type="checkbox"/>	<a href="#">Sue, Penny</a>	5319013	<a href="#">View</a>			0159-DIRECTOR I-V-GN	03/16/11	03/15/12	N/A			
<input type="checkbox"/>	<a href="#">Williams, Bill</a>	5318437	<a href="#">View</a>		•	0159-161-20110316	03/16/11	03/15/12	N/A			

8 records found.

6. Complete the required fields.

NOTE: Be sure to include 6 digits for the PIN # (include leading zeros, example for PIN # 155 = 000155)

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\* Required

Name:	contract analyst - fail	
Person ID:	5319121	
Status:	Hired	
* Offer Date:	<input type="text" value="05/19/11"/>	
Offer Amount: \$	<input type="text"/>	
Bonus Amount: \$	<input type="text"/>	
* Answer Date:	<input type="text" value="05/19/11"/>	
* Filled On Date:	<input type="text" value="05/19/11"/>	
* Start Date:	<input type="text" value="05/19/11"/>	
Orientation Date:	<input type="text" value="05/19/11"/>	
Keep Active on Eligible List:	<input type="button" value="No"/>	
Comments: 2500 character limit	<input type="text"/>	
* Annual Salary (#####.##, decimal is required, no symbols) :	<input type="text"/>	
* PIN # :	<input type="text"/>	
* Appointment (Hire) Reason :	<input type="text" value="Lateral Transfer - No Pay Change"/> <input type="text" value="New Appoint - At Start Salary"/> <input type="text" value="New Appoint - Below Start Salary"/> <input type="text" value="New Appoint/Newly Elected - Non SPB, Non-Comply"/>	
* New Hire SSN (numbers only) :	<input type="text"/>	
* Gender :	<input type="button" value="== Select =="/>	
* Ethnicity :	<input type="button" value="== Select =="/>	
* Birth Date (mm/dd/yyyy) :	<input type="text"/>	
No Approvals <input type="checkbox"/>		
Approval 1	<input type="button" value="== Select =="/>	<input type="text"/>
Approval 2	<input type="button" value="== Select =="/>	<input type="text"/>

7. Click **Save and Release**.

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## 5.4 Reject Applicants

Applicants that are not selected for hire should be rejected. This section provides instruction on how to reject referred applicants.

1. From the 'View Applicants' screen, put a check in the box next to the applicant you would like to reject.
2. Choose **Reject** from the dropdown box, and click **Go**.

Interview Scheduled												
<input type="checkbox"/>	Name	Person ID	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Notices	Referral Expires	Disabled Vet	Veteran	RIF
<input type="checkbox"/>	<a href="#">Beard, William</a>	5318602	<a href="#">View</a>	P: (601) 988-7135	•	2923-mq	03/11/11	N/A				
<input type="checkbox"/>	<a href="#">Walker, Shelley</a>	5317207	<a href="#">View</a>		•	2923-316-20110311	03/11/11	N/A				

2 records found.

3. Select the appropriate reason for notification and enter any appropriate comments (if applicable)

\* Required

Name:	Shelley Walker	5317207
* Reason:	<input type="text" value="Declined Appointment"/>	
Comments:	<input type="text"/>	

4. Click **Save**.

# NeoGov Insight – Agency Recruitment and Selection Process

## 5.5 Notify Applicants

All applicants should be notified. This section provides instruction on how to notify referred applicants. Staff should select Email Notify for candidates who have elected to receive email notifications and Mail Merge for those who have elected to be notified by paper.

1. Click **My List** in the toolbar at the top of the page.
2. Click **View** in the Candidates column on the row with the correct requisition.
3. Select the candidate(s) you wish to notify, the type of action (Email Notify or Mail Merge) and click **Go**.

Interview Scheduled												
<input type="checkbox"/>	Name	Person ID	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Notices	Referral Expires	Disabled Vet	Veteran	RIF
<input type="checkbox"/>	Beard, William	5318602	<a href="#">View</a>	P: (601) 988-7135	•	2923-mq	03/11/11	N/A				
<input checked="" type="checkbox"/>	Walker, Shelley	5317207	<a href="#">View</a>		•	2923-316-20110311	03/11/11	N/A				

2 records found.

4. Select the appropriate Template for notification
5. Click the **Generate Notices** button

NOTE: The user has the ability to customize the template by clicking the Edit Template button. Refer to section 8.0 Create OHC Notice Templates for instructions.

Requisition: 00041 - EMERGENCY TELECOMMUNICATOR I

Select Email Format:

Select Template:

Candidate	Person ID	Email	Date & Time Received
Walker, Shelley	5317207	walkersh@dfa.state.ms.us	03/11/11 10:35 AM

# NeoGov Insight – Agency Recruitment and Selection Process

6. Review the email notification or paper document
7. Select the **Send** button

[View Referred Candidates](#)

Requisition: 00041 - EMERGENCY TELECOMMUNICATOR I

**Email preview appears below. Email will NOT be sent until you click on the 'Send' button.**

Template: **you're hired**

Candidate	Person ID	Email	Date & Time Received
Walker, Shelley	5317207	walkersh@dfa.state.ms.us	03/11/11 10:35 AM

**Email 1** (To: walkersh@dfa.state.ms.us)

May 11, 2011

Shelley Walker  
test  
test, MS 12345

Dear Shelley:

We are happy to inform you that your are hired for Emergency Telecommunicator I.

Very truly yours,

State of Mississippi Human Resources Department

If you applied online, please verify you have received this message by visiting:  
[https://www.training.governmentjobs.com/js\\_login.cfm?topheader=mississippi&OHCResponseCode=44531](https://www.training.governmentjobs.com/js_login.cfm?topheader=mississippi&OHCResponseCode=44531)

## Mail Merge

[www.zealsoft.com](#)

[View Referred Candidates](#)

Requisition: 00244 - ADMIN ASSISTANT III

Template: **you're hired**

Candidate	Person ID	Date & Time Received
Smith, Valerie	5320190	05/19/11 08:00 AM

Template Name	Candidates	Mail Merge	Mailing Labels
you're hired	1		 Avery 5260 ▾

8. Applicants are notified.

NOTE: Select the Mail Merge icon to display the word document and print the word document. Users also have the ability to print mailing labels.

# NeoGov Insight – Agency Recruitment and Selection Process

## 6.0 Hire Approval

If the hire record requires agency approval, the following steps should be followed:

1. Log into the Online Hiring Center – Departments region of Insight
2. Under the 'Approval' tab in the menu bar, click on **Hires**
3. Select the **Approve/Deny** link

Req #	Title	Department	Division	Hire Name	Start Date	Hire	Steps	Action
00054	HISTORIAN III	0161 - DFA-FINA...		Montgomery, Susan	05/11/11		Details Show	Approve/Deny History

NOTE: Links are available to allow a user to perform the following:

- Show all approval steps = displays details regarding the approval process
- See Hire Details = displays details associated with the hire
- Steps = displays the status of the approval
- History = displays the approval history

4. Select the appropriate action and enter any comments (if applicable):

- **Approve** = the hire is approved
- **Deny** = the hire is denied

\* Required

\* Approve/Deny == Select ==

Comments

Save

5. Click the **Save** button

## NeoGov Insight – Agency Recruitment and Selection Process

---

### **7.0 Authorize Requisition/Upload to SPAHRS**

After the hire is saved, a record is created for MSPB staff to approve the hire. Once the hire is approved, a nightly batch creates a record in SPAHRS.

AGENCY DEPARTMENT USER STAFF WILL CONTINUE TO COMPLETE THE NECESSARY DETAILS IN SPAHRS ONCE THE INDIVIDUAL BEGINS WORK.

# NeoGov Insight – Agency Recruitment and Selection Process

## 8.0 Create OHC Notice Templates as a Department User

Agency users can create and view OHC Notice Templates if they have “Create OHC Notice Templates” and/or “Send OHC Notices” selected in his or her security profile.

1. Log into the Online Hiring Center – Departments region of Insight
2. Select Notice Templates from the ‘Admin’ pull-down menu



The screenshot shows the NeoGov Insight OHC Admin interface. The top navigation bar includes links for My Requisitions, My SME Review, My List, Preferences, Help & Support, and Logout. The main navigation menu has tabs for Post, Approvals, and Admin. The Admin tab is selected, and the Notice Templates section is active. The page displays a welcome message for Logan Litchlitter and a search bar for requisitions. The search bar is labeled "Search for req. #, req. title or position #:" and has a "Go" button.

3. Click Add New Template link



The screenshot shows the NeoGov Insight OHC Admin interface. The top navigation bar includes links for Post, Approvals, and Admin. The Admin tab is selected, and the Notice Templates section is active. The page displays a welcome message for Logan Litchlitter and a search bar for templates. The search bar is labeled "Search for template name:" and has a "Go" button. The "Add New Template" link is visible in the navigation menu.

4. Complete the OHC Template form, including:
  - **Name** – Notice template name
  - **Department Available** – Authorized users from the specified departments can copy this template
  - **Description** – Notice template description
  - **Subject** – Email template subject
  - **Reject Reason** – Associated reject reason (If applicable)
  - **Template** – Define the notice template text
    - A sample template is provided within the OHC
    - Available automatic text fields are located and defined at the bottom of the ‘OHC Notice Template’ form

## NeoGov Insight – Agency Recruitment and Selection Process

\* Required

* Name	<input type="text"/>	
* Department(s): (Select Department)	Available: 0051 - SC-SUPREME COURT 0054 - SC-ADMINISTRATIVE OFF OF COURTS 0055 - SC-COURT OF APPEALS 0071 - ATTORNEY GENERAL	Selected: <input type="text"/>
Description	<input type="text"/>	
* Subject	<input type="text"/>	
Reject Reason	== Select ==	
* Template	<input type="text"/>	

5. Click the **Save** button

6. The OHC Notice Template screen is displayed including the new template.

# NeoGov Insight – Agency Recruitment and Selection Process

## 8.1 Edit OHC Notice Templates from the OHC as a Department User

1. Log into the Online Hiring Center – Departments region of Insight
2. Select Notice Templates from the 'Admin' pull-down menu. A listing of previously created templates will appear.
3. Click **Edit** next to the specific template. (Department Users do not have access to edit notices created by other users.)

3 records found.  
Page 1 of 1

Name	Description	Subject	Created By	Action
<a href="#">you're hired</a>	you're hired	you're hired	Quinones, A (OHC)	<a href="#">Copy</a> <a href="#">Preview</a>
<a href="#">Regrets</a>	Rejection Notification - Educational Requirements Not Met	Job Application - ; Requisition #	Henderson, D (OHC)	<a href="#">Copy</a> <a href="#">Preview</a>
<a href="#">No Longer an Opening</a>	This position is no longer open to recruitment.	No Longer an Opening	Litchlitter, L (OHC)	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Archive</a> <a href="#">Preview</a>

Page 1 of 1

4. Make the appropriate changes.
5. Click the **Save** button
6. The OHC Notice Template screen is displayed including the new template.

## 8.2 Copy OHC Notice Templates from the OHC as a Department User

1. Log into the Online Hiring Center – Departments region of Insight
2. Select Notice Templates from the 'Admin' pull-down menu. A listing of previously created templates will appear.
3. Click **Copy** next to the specific template.

3 records found.  
Page 1 of 1

Name	Description	Subject	Created By	Action
<a href="#">you're hired</a>	you're hired	you're hired	Quinones, A (OHC)	<a href="#">Copy</a> <a href="#">Preview</a>
<a href="#">Regrets</a>	Rejection Notification - Educational Requirements Not Met	Job Application - ; Requisition #	Henderson, D (OHC)	<a href="#">Copy</a> <a href="#">Preview</a>
<a href="#">No Longer an Opening</a>	This position is no longer open to recruitment.	No Longer an Opening	Litchlitter, L (OHC)	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Archive</a> <a href="#">Preview</a>

Page 1 of 1

## NeoGov Insight – Agency Recruitment and Selection Process

4. A new window will open with a copy of the selected template. Click the **Copy** button.

**\* Required**

<b>* Name</b>	No Longer an Opening
Department(s):	0161 - DFA-FINANCE AND ADMINISTRATION
Description	This position is no longer open to recruitment.
<b>* Subject</b>	No Longer an Opening
Reject Reason	Considered
<b>* Template</b>	, Dear : This position is no longer open to recruitment.

5. When the template opens, make any necessary changes.
6. Click **Save**

### 8.3 Archive OHC Notice Templates from the OHC as a Department User

1. Log into the Online Hiring Center – Departments region of Insight
2. Select Notice Templates from the 'Admin' pull-down menu. A listing of previously created templates will appear.
3. Click **Archive** next to the specific template.

**NOTE:** Department Users do not have access to archive notices created by other users.

3 records found. Page 1 of 1				
Name	Description	Subject	Created By	Action
<a href="#">you're hired</a>	you're hired	you're hired	Quinones, A (OHC)	<a href="#">Copy</a> <a href="#">Preview</a>
<a href="#">Regrets</a>	Rejection Notification - Educational Requirements Not Met	Job Application - ; Requisition #	Henderson, D (OHC)	<a href="#">Copy</a> <a href="#">Preview</a>
<a href="#">No Longer an Opening</a>	This position is no longer open to recruitment.	No Longer an Opening	Litchlitter, L (OHC)	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Archive</a> <a href="#">Preview</a>

Page 1 of 1

4. A pop-up window will ask if you are sure you want to archive the specific template. Click the **OK** button.

**NOTE:** OHC Notices can also be created by HR Users from the Candidate Track menu in Insight and are assigned to one or more departments. Insight users have the ability to create OHC Notices and edit notices created by OHC Users.

# NeoGov Insight – Agency Recruitment and Selection Process

## 9.0 Miscellaneous Information

### 9.1 Post Menu Option

The 'Post' tab in the menu bar has only one option, Job Postings. If you click this button, the system will display all of the job postings the user can access. **Job #, Job Title, Status, Advertise From, Advertise To, Last Updated, and Assigned To** columns are displayed.

Post Approvals Admin						
Welcome, Logan Litchliter						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 jobs by title or code: <input type="text"/> <input type="button" value="Go"/>						
Search by recruiter: <input type="text" value="All"/>						
188 records found.		<< Previous Page 1   2   3   4   5   6   7   8 Next Page >>				
Job #	Job Title	Status	Adv. From	Adv. To	Last Updated	Assigned To
00001	Accountant/Auditor Manager	Expired	02/08/11	02/18/11 11:59 PM	03/22/11	McDade, E
00002	Accountant/Auditor	Archived	02/08/11	02/11/11 02:56 PM	03/31/11	Griffin, I
00004	BUREAU DIRECTOR II	Expired	02/08/11	02/22/11 11:59 PM	02/08/11	Jones, L
00004	BUREAU DIRECTOR II	Expired			03/11/11	Jones, L
00005	Accountant/Auditor	Archived	03/09/11	03/11/11 11:59 PM	05/02/11	Galloway, C
00007	Accountant/Auditor	Archived	02/08/11	02/16/11 11:59 PM	04/13/11	Wadsworth, S
00010	Accounting Auditor III	Expired	02/08/11	02/15/11 11:59 PM	02/08/11	Owens, R

### 9.2 Admin Menu Option: Notice Templates

Users with Administrator security access can manage Notice Templates in NeoGov. Under the 'Admin' tab in the menu bar, click **Notice Templates**. This page allows the user to edit, copy, and preview Notice Templates. Refer back to section 8.0 for instructions.

Post Approvals Admin				
Welcome, Logan Litchliter				OHC Notice Templates
<a href="#">Show Inactive Templates</a>   <a href="#">Add New Template</a>				
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 template name: <input type="text"/> <input type="button" value="Go"/>				
1 record found.		Page 1 of 1		
Name	Description	Subject	Created By	Action
<a href="#">you're hired</a>	you're hired	you're hired	Quinones, A (OHC)	<a href="#">Copy</a> <a href="#">Preview</a>
Page 1 of 1				

# NeoGov Insight – Agency Recruitment and Selection Process

## 9.3 New Hire Declines Offer of Work/Does Not Report to Work

Circumstances may arise in which the individual hired by an agency and authorized by MSPB decides to decline the offer of work or fails to report for work. When this happens the steps outlined below should be followed:

1. Log into the Online Hiring Center – Departments region of Insight
2. Click My List in the toolbar at the top of the page.
3. Click View in the Candidates column on the row with the correct requisition.

5 records found.  
Page 1 of 1

Req #	Title	Position ID	Department	Division	Hiring Mgr	Candidates	Applications	Last Referred
00001	Accountant/Auditor		Department of F...		Benson, Brenda Galloway, Carlos Litchlitter, Logan McDade, Elma Jane Wadsworth, Susan Walker, Shelley	<a href="#">View</a>	<a href="#">Print</a>	02/25/11
00035	Branch Director II	232132	Department of F...	DFA-Human Resou...	Benson, Brenda Litchlitter, Logan Wadsworth, Susan Walker, Shelley	<a href="#">View</a>	<a href="#">Print</a>	03/08/11
00041	EMERGENCY TELECOMMUNICATOR I		Department of F...		Batts, Sharetha Beard, Ryan Benson, Brenda Culrp, Lea Anne Dampier, Randy Galloway, Carlos Griffin, Iris Hartzog, Martha Hayes, Teresa Hill, Mary Hill, Valerie Jones, Linda Litchlitter, Logan Luckey, Carlton Lunsford, Cheryl McDade, Elma Jane Owens, Ronna Perry, Susan Wadsworth, Susan Walker, Shelley Wadsworth, Susan	<a href="#">View</a>	<a href="#">Print</a>	03/11/11
00050	DIRECTOR V		Department of F...		Wadsworth, Susan	<a href="#">View</a>	<a href="#">Print</a>	03/16/11
00052	DIRECTOR V		State Personnel...		Griffin, Iris Litchlitter, Logan Wadsworth, Susan	<a href="#">View</a>	<a href="#">Print</a>	03/17/11

4. Select the individual previously hired and click the **Reject** option from the drop down option click **Go**.

www.zeallsoft.com

**Hired**

Name	Person ID	Phone	Email Notify	Exam Plan #	Action Date	Notices	Referral Expires	Disabled Veteran	Veteran	RIF	Hire
<input checked="" type="checkbox"/> Dent, Cicely	5321157			00400	06/08/11	N/A	9/5/2011	No	No	No	<a href="#">Details</a>

1 record found.

## NeoGov Insight – Agency Recruitment and Selection Process

- The system will display the Reject Candidate screen.
- Staff should select the appropriate reason for rejection (*Declined Appointment* or *No Show to Job*) and click **Save**

The screenshot shows a web application interface for rejecting a candidate. At the top, there is a table of requisition details:

Requisition #	00400	Position Type	
Requisition Title	ES-EMPLOYMENT INTERVIEWER II	Vacancies	
Working Title	ES-EMPLOYMENT INTERVIEWER II	HR Analyst	1234, SW
Department	0671 - EMPLOYMENT SECURITY	HR Analyst Phone	601.359.1344
Exam Plan #	00400	HR Liaison	Wadsworth, Susan
Exam Plan Title	ES-EMPLOYMENT INTERVIEWER II	HR Liaison Phone	601.359.1344
Job	400 ES-EMPLOYMENT INTERVIEWER II		
Positions	0671-005567-000001593		

Below the table is a form for entering rejection details:

Name: Cicely Dunk 5321157 \* Required

\* Reason: Declined Appointment

Comments: [Empty text area]

Buttons: Save Cancel

- In order to hire an individual from the previous referral list staff should perform the following:
  - If the hire record has a future date, delete the record from SPAHRS.
  - If the hire date has passed, contact MMRS at [MASH@dfa.state.ms](mailto:MASH@dfa.state.ms) or call 601.359.1343 to have the record deleted from SPAHRS.
  - If the new hire worked one day (or part of a day and leaves), the agency will enter a termination date in SPAHRS.

**NOTE:** In all the above scenarios the PIN will be identified as vacant and eligible for recruitment again the following day.

- The agency will submit a new requisition with a note in the comments section indicating that a new posting is not required and request that the eligible list be referred to the agency again.
- MSPB staff will authorize the requisition and associate the previous exam plan to the new requisition thereby sending the same referral list (excluding the individual who failed to report or declined the appointment) to the agency again so that a new candidate may be selected for hire.
- Once the agency receives the new referral list, they should perform the hire as outline in Section 5.3 **Hire an Applicant from Referral List**.

# NeoGov Insight – Agency Recruitment and Selection Process

## 9.4 How to Save Applications using Microsoft XPS Document Writer

1. Log into **OHC**.
2. Click on **My List**.
3. Click on the **Print** link next to the Requisition for which you would like to print applications.

NEOGOV Insight OHC - Referred Lists

NEOGOV Insight OHC [My Requisitions](#) | [My SME Review](#) | [My List](#) | [Preferences](#) | [Help & Support](#) | [Logout](#)

Post Approvals Admin

Welcome, **Shelley Walker** [Referred Lists](#)  
[Show All Lists in My Department](#)

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 req. #, list title, or position #:  [Go](#)

[Show Archived Lists](#) Search by hiring manager:

13 records found.  
Page 1 of 1

Req #	Title	Position Code	Department	Division	Hiring Mgr	Candidates	Applications	Last Referred
00282	ADMIN ASSISTANT III	0947-000051-000001046	0947 - STATE AI...		Cooper, Kim	<a href="#">View</a>	<a href="#">Print</a>	05/24/11
00283	ADMIN ASSISTANT III	0832-000019-000000013	0832 - REAL EST...		Walker, Shelley	<a href="#">View</a>	<a href="#">Print</a>	05/24/11
00393	ACCOUNTANT/AUDITOR II	0671-000035-000000004	0671 - EMPLOYE...		Walker, Shelley	<a href="#">View</a>	<a href="#">Print</a>	06/08/11
00394	ADMIN ASSISTANT VI	0711-000012-000000901	0711 - DPS-DIVI...		Walker, Shelley	<a href="#">View</a>	<a href="#">Print</a>	06/08/11
00397	ADMIN ASSISTANT II	0941-002964-000000011	0941 - TRANSPOR...		Walker, Shelley	<a href="#">View</a>	<a href="#">Print</a>	06/08/11
00398	DIVISION DIRECTOR I	7210-000240-000001960	7210 - EMERGENC...		Walker, Shelley	<a href="#">View</a>	<a href="#">Print</a>	06/08/11
00399	ACCOUNTANT/AUDITOR I	0374-000049-000000002	0374 - MH-MS ST...		Walker, Shelley	<a href="#">View</a>	<a href="#">Print</a>	06/08/11
00415	AUDITOR,INTERNAL	0181-004200-000000308	0181 - DEPARTME...		Walker, Shelley	<a href="#">View</a>	<a href="#">Print</a>	06/13/11
00416	SCHOOL ATTENDANCE OFFICER	0201-000198-000002433	0201 - EDUCATIO...		Walker, Shelley	<a href="#">View</a>	<a href="#">Print</a>	06/13/11
00417	STAFF OFFICER I	0155-000060-000002707	0155 - OFFICE O...		Walker, Shelley	<a href="#">View</a>	<a href="#">Print</a>	06/13/11
00418	ADMIN ASSISTANT II	0865-000006-000000011	0865 - ARTS COM...		Walker, Shelley	<a href="#">View</a>	<a href="#">Print</a>	06/13/11
00419	ADMIN ASSISTANT V	0411-002101-000000014	0411 - MDA-MISS...		Walker, Shelley	<a href="#">View</a>	<a href="#">Print</a>	06/13/11
00435	CLERK SENIOR	0181-000457-000000118	0181 - DEPARTME...		Walker, Shelley	<a href="#">View</a>	<a href="#">Print</a>	07/08/11

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# NeoGov Insight – Agency Recruitment and Selection Process

4. a. To print all applications, click on **Download All Applications**.

The screenshot shows the NeoGov Insight OHC interface. At the top, there is a navigation bar with links for 'My Requisitions', 'My SME Review', 'My List', 'Preferences', 'Help & Support', and 'Logout'. Below this, a sidebar lists various applicants with checkboxes, including Beasley, Pam (selected), Callis, Henry, Griffin, Iris, Halbert, Jim, Hartzog, Martha, Jackson, Randy, Lopus-anthony, Jennifer, Parker, Cindy, Parker, Peter, Quinones, Amy, Schrote, Dwight, Smith, Ann, Smith, Roy, Test, Susan, Thiapen, Nicole, and Ward, Hines. The main content area displays the 'STATE OF MISSISSIPPI EMPLOYMENT APPLICATION' for Pam Beasley. The application includes the state seal, contact information for the State of Mississippi, and a detailed form with sections for Personal Information, Preferences, and Education.

**STATE OF MISSISSIPPI EMPLOYMENT APPLICATION**

Received: 5/24/11 10:50 AM  
**For Official Use Only:**  
 QUAL: \_\_\_\_\_  
 DNQ: \_\_\_\_\_  
 Experience  
 Training  
 Other: \_\_\_\_\_

**PERSONAL INFORMATION**

NAME:(Last, First, Middle) Beasley, Pam SOCIAL SECURITY NUMBER: N/A  
 ADDRESS:(Street, City, State, Zip Code) 258 North Scranton Blvd, Scranton, Pennsylvania 12398  
 HOME PHONE: ALTERNATE PHONE: EMAIL ADDRESS:  
 LEGAL RIGHT TO WORK IN THE UNITED STATES?  
 Yes  No

**PREFERENCES**

PREFERRED SALARY: ARE YOU WILLING TO RELOCATE?  
 Yes  No  Maybe  
 WHAT TYPE OF JOB ARE YOU LOOKING FOR?  
 Regular  
 TYPES OF WORK YOU WILL ACCEPT:  
 Full Time  
 SHIFTS YOU WILL ACCEPT:  
 Day , Evening , Night  
 OBJECTIVE:

**EDUCATION**

DATES: From: To: NAME:  
 LOCATION:(City, State) DID YOU GRADUATE? DEGREE RECEIVED:  
 MAJOR: UNITS COMPLETED:

OR

- b. If you do not want all applications to print, place a check mark in the box next to the applicant's names that you would like to print. Click on **Download Selected Applications**.

# NeoGov Insight – Agency Recruitment and Selection Process

NEOGOV  
Insight OHC

[My Requisitions](#) | [My SME Review](#) | [My List](#) | [Preferences](#) | [Help & Support](#) | [Logout](#)

Post Approvals Admin

Welcome, Shelley Walker
Download Applications

Select All | Clear All
Return to My List

Download All Applications
Download Selected Applications
< Previous | Next >

STATE OF MISSISSIPPI EMPLOYMENT APPLICATION		
	<p><b>STATE OF MISSISSIPPI</b>                      210 East Capitol Street Suite 800                      Jackson, Mississippi 39201                      601-359-1406  <a href="http://www.mspb.ms.gov">http://www.mspb.ms.gov</a></p> <p><b>Beasley, Pam</b>                      371-0012-05162011 ADMIN ASSISTANT III</p>	<p>Received: 5/24/11 10:50 AM</p> <p><b>For Official Use Only:</b>                      QUAL: _____                      DNQ: _____  <input type="checkbox"/> Experience  <input type="checkbox"/> Training  <input type="checkbox"/> Other: _____</p>
PERSONAL INFORMATION		
NAME:(Last, First, Middle) Beasley, Pam		SOCIAL SECURITY NUMBER: N/A
ADDRESS:(Street, City, State, Zip Code) 258 North Scranton Blvd, Scranton, Pennsylvania 12398		
HOME PHONE:	ALTERNATE PHONE:	EMAIL ADDRESS:
LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
PREFERENCES		
PREFERRED SALARY:		ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular		
TYPES OF WORK YOU WILL ACCEPT: Full Time		
SHIFTS YOU WILL ACCEPT: Day , Evening , Night		
OBJECTIVE:		
EDUCATION		
DATES: From: To:		NAME:
LOCATION:(City, State)	DID YOU GRADUATE?	DEGREE RECEIVED:
MAJOR:	UNITS COMPLETED:	

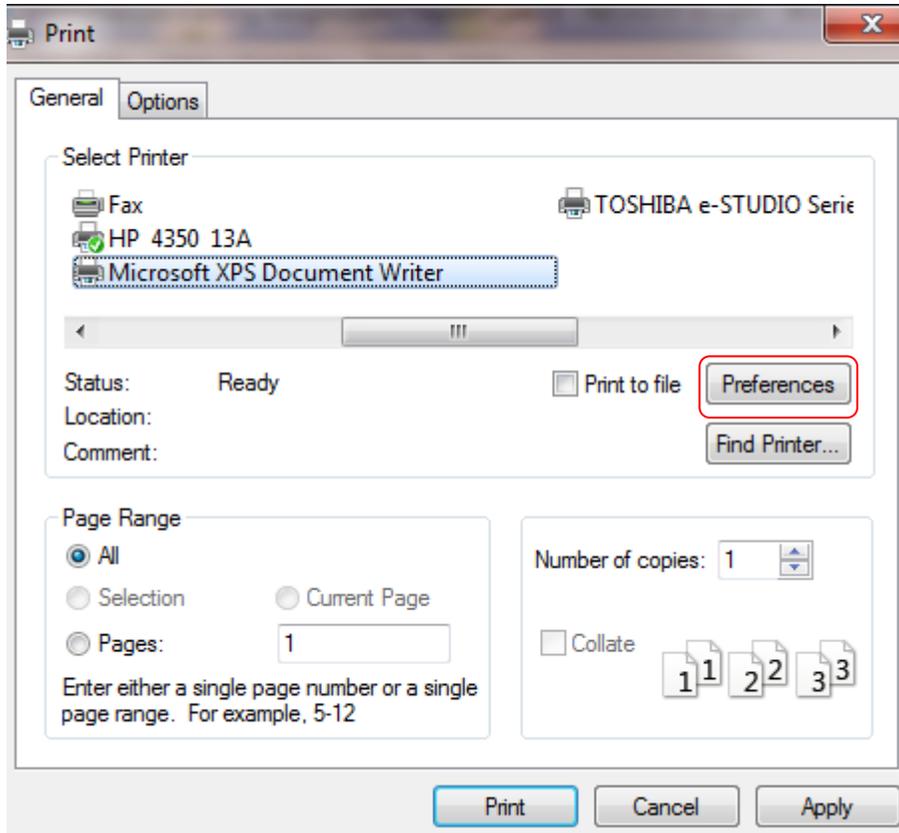
<input type="checkbox"/>	Beasley, Pam
<input type="checkbox"/>	Callis, Henry
<input checked="" type="checkbox"/>	Griffin, Iris
<input type="checkbox"/>	Halpert, Jim
<input type="checkbox"/>	Hartzog, Martha
<input type="checkbox"/>	Jackson, Randy
<input type="checkbox"/>	Lopas-anthony, Jennifer
<input type="checkbox"/>	Parker, Cindy
<input type="checkbox"/>	Parker, Peter
<input type="checkbox"/>	Quinones, Amy
<input type="checkbox"/>	Schrute, Dwight
<input type="checkbox"/>	Smith, Ann
<input type="checkbox"/>	Smith, Roy
<input type="checkbox"/>	Test, Susan
<input type="checkbox"/>	Thiipen, Nicole
<input type="checkbox"/>	Ward, Hines

5. Another browser window will open with the selected applications.
6. Click on **File** and then click on **Print**.

# NeoGov Insight – Agency Recruitment and Selection Process

STATE OF MISSISSIPPI EMPLOYMENT APPLICATION		
	<b>STATE OF MISSISSIPPI</b> 210 East Capitol Street, Suite 800 Jackson, Mississippi 39201 601-359-2725 <a href="http://www.mspb.ms.gov">http://www.mspb.ms.gov</a>	<b>Received:</b> 5/20/11 8:47 AM <b>For Official Use Only:</b> QUAL: _____ DNQ: _____ <input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Other: _____
	Griffin, Iris N 371-0012-05162011 ADMIN ASSISTANT III	
PERSONAL INFORMATION		
<b>NAME:</b> (Last, First, Middle) Griffin, Iris N		<b>SOCIAL SECURITY NUMBER:</b> N/A
<b>ADDRESS:</b> (Street, City, State, Zip Code) 123 State Blvd, State, Mississippi 39123		
<b>HOME PHONE:</b> (601) 555-1234	<b>ALTERNATE PHONE:</b>	<b>EMAIL ADDRESS:</b> iris.griffin@MSPB.MS.GOV
<b>LEGAL RIGHT TO WORK IN THE UNITED STATES?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
PREFERENCES		
<b>PREFERRED SALARY:</b> \$1,000,000.00 per year		<b>ARE YOU WILLING TO RELOCATE?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Maybe
<b>WHAT TYPE OF JOB ARE YOU LOOKING FOR?</b> Regular		
<b>TYPES OF WORK YOU WILL ACCEPT:</b> Full Time		
<b>SHIFTS YOU WILL ACCEPT:</b> Day		
<b>OBJECTIVE:</b>		
EDUCATION		
<b>DATES:</b> From: 7/1989 To: 8/1994		<b>SCHOOL NAME:</b> MUW
<b>LOCATION:</b> (City, State) Columbus, Mississippi		<b>DID YOU GRADUATE?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>MAJOR:</b> Music/Education		<b>DEGREE RECEIVED:</b> Bachelor's  <b>UNITS COMPLETED:</b> 170 - Semester
WORK EXPERIENCE		
<b>DATES:</b> From: 10/2000 To: Present		<b>EMPLOYER:</b> MSPB
<b>POSITION TITLE:</b> Director of E-Learning		
<b>ADDRESS:</b> (Street, City, State, Zip Code) Jackson, Mississippi		
<b>COMPANY URL:</b>	<b>PHONE NUMBER:</b>	<b>SUPERVISOR:</b>

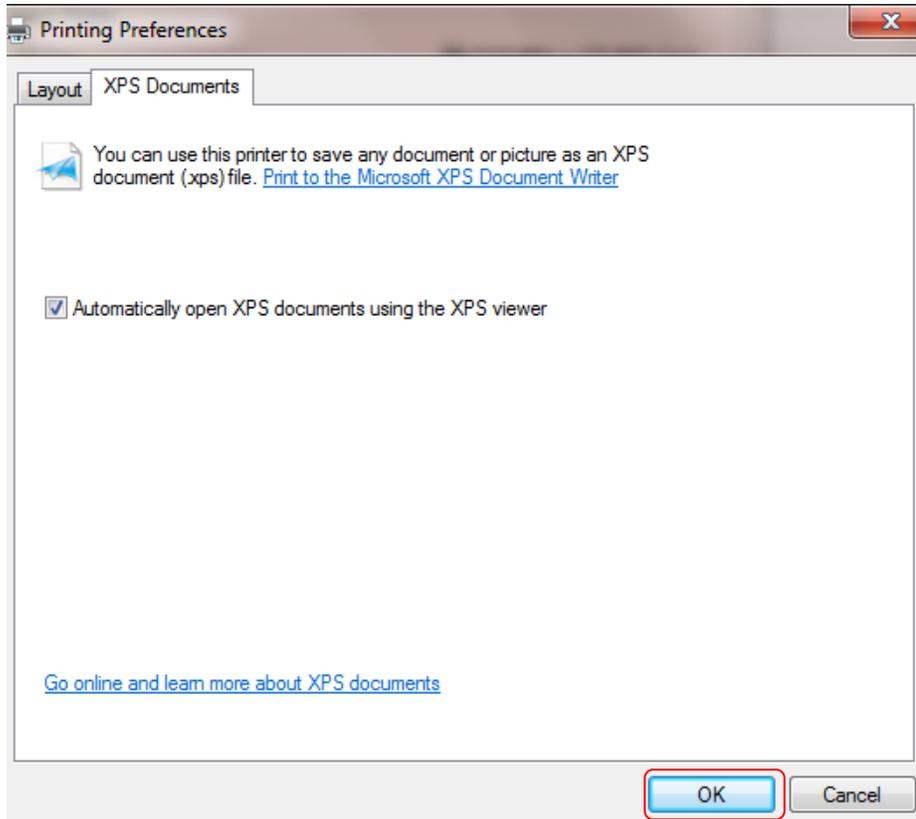
7. Select **Microsoft XPS Document Writer** for printer selection. Click **Preferences**.  
**NOTE:** If the Microsoft XPS Document Writer option is not available, the user will need to contact their IT department to have the application installed.



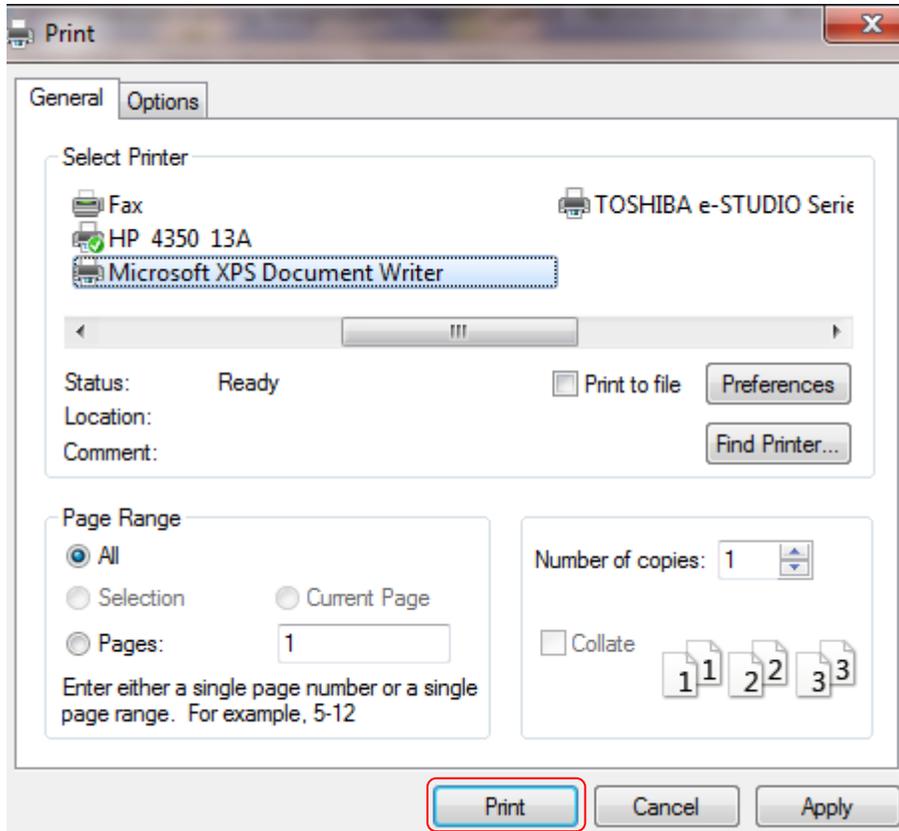
8. Select the **XPS Documents** tab. Put a check mark next to **Automatically open XPS documents using the XPS viewer**. Selecting this option will automatically open the XPS viewer when a user opens the document to view it.

## NeoGov Insight – Agency Recruitment and Selection Process

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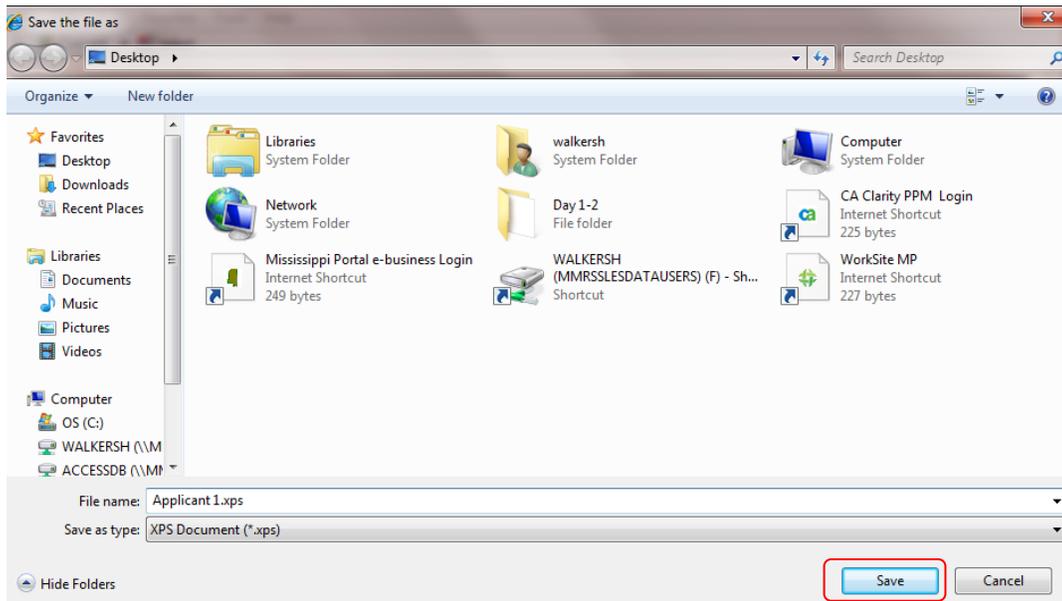


9. Click **OK**.
10. Click **Print**.



11. Save the document to a location of your preference. The File Name should end in extension .xps and the Save as type should be XPS Document (\*.xps).

## 12. Click **Save**.



13. The file can now be emailed, printed, or viewed. Email the document as you normally would an attachment. To print or view the application, go to the location where the document was saved and open it. The document should open using the XPS Viewer. However, if a user is unable to view the XPS document, their IT department will need to download the Microsoft XPS Viewer onto their pc. Download information can be found at <http://windows.microsoft.com/en-US/windows-vista/What-is-the-XPS-Viewer>.

## 9.5 Contact Information

For any questions regarding policy/procedure or security issues contact the following:

MSPB for functional questions at 601-359-1406

MAGIC for security questions at 601-359-1343

# NeoGov Insight – Agency Recruitment and Selection Process

## 10.0 NeoGov User's Quick Help Guide

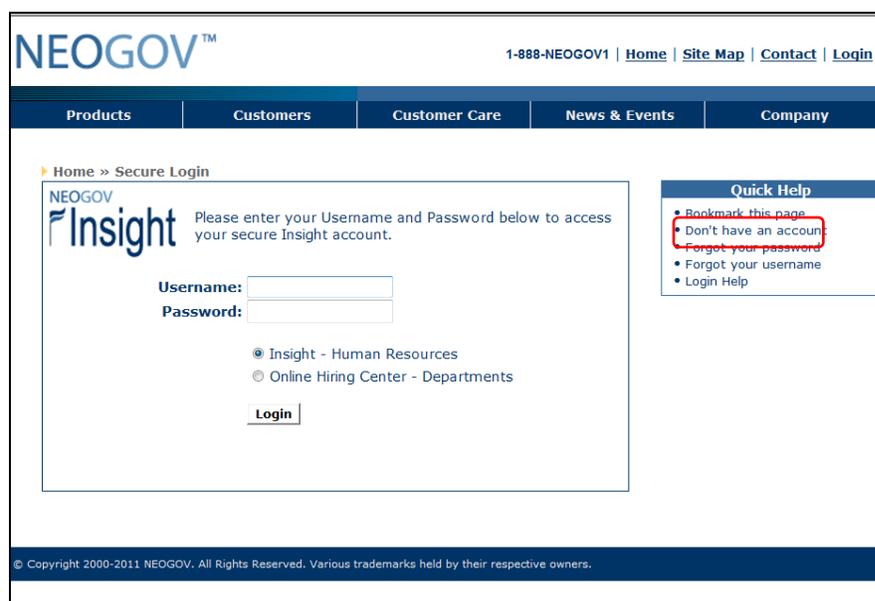
The following section gives instruction on how to create your user account, how to reset the password of an existing user and how to request the Username of an existing user. and The NeoGov training environment is accessible via [www.training.neogov.com](http://www.training.neogov.com). The production environment is accessible via [www.neogov.com](http://www.neogov.com).

### 10.1 Requesting a new NeoGov account

1. Click **Login** at top Right side of window.

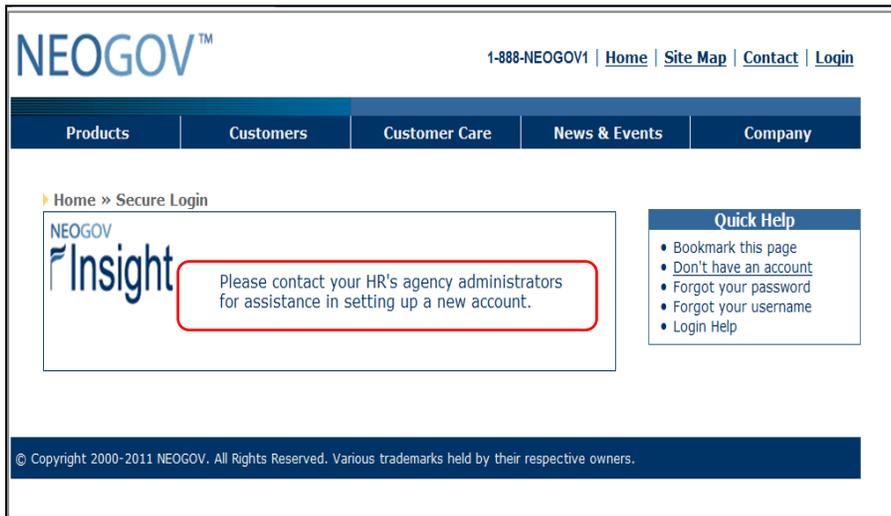


2. In the 'Quick Help' menu on the right side of the screen, click **Don't have an account**.

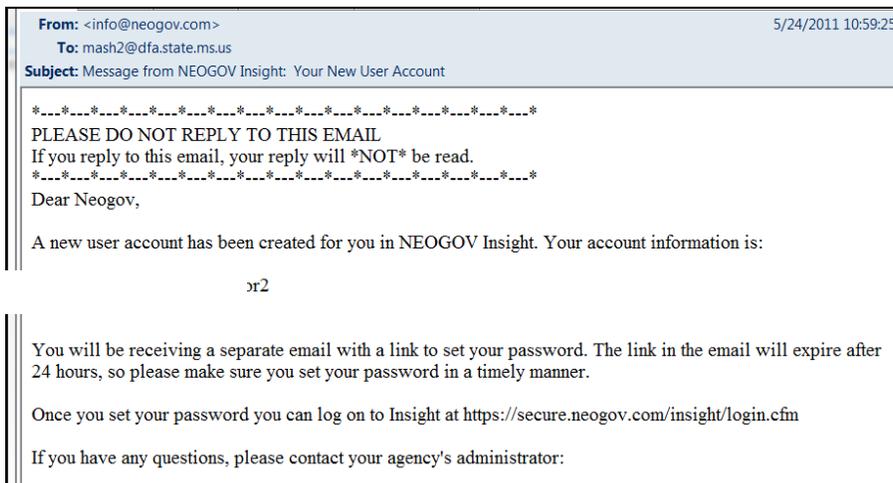


# NeoGov Insight – Agency Recruitment and Selection Process

3. To contact the administrator, perform one of the following:
  - a. Email MMRS Call Center at [MASH@dfa.state.ms.us](mailto:MASH@dfa.state.ms.us). In the email subject line, type **NeoGov Security**.
  - b. Contact MMRS via the Call Center at 601-359-1343 option 1 (security), sub-option 4 (NeoGov) and the call will be redirected to the Security Administrator.
  - c. Contact MMRS via Fax 601-359-6551.



4. After NeoGov Account has been created by the NeoGov System Administrators you will be receiving two auto-generated e-mails.
5. The 1st E-mail that will be generated is a **Welcome E-mail** welcoming you to the NeoGov Insight System. The e-mail will also include your **username**.





# NeoGov Insight – Agency Recruitment and Selection Process

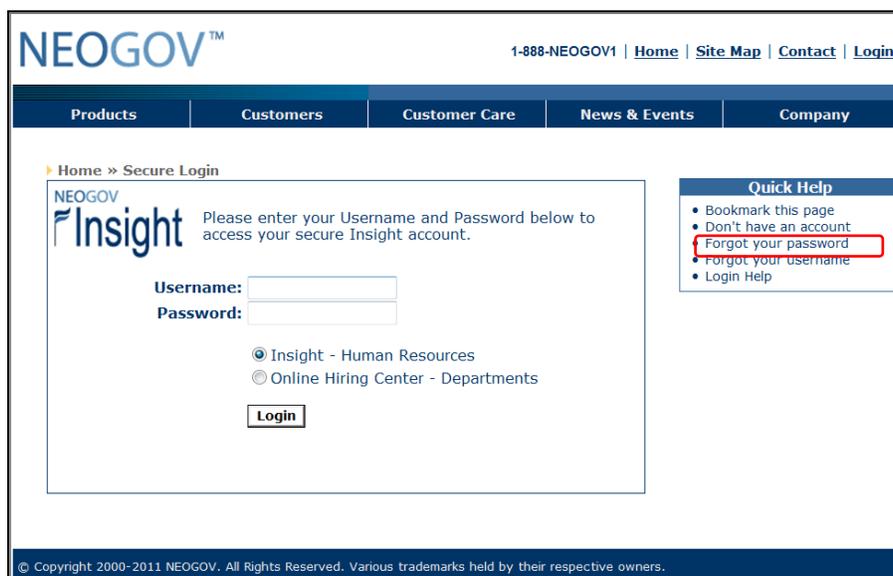
## 10.2 Existing User Requesting Password

Users having troubling logging into NeoGov due to not remembering their password can troubleshoot this issue using the 'Quick Help' menu on the NeoGov webpage.

1. Click **Login** at top Right side of window.

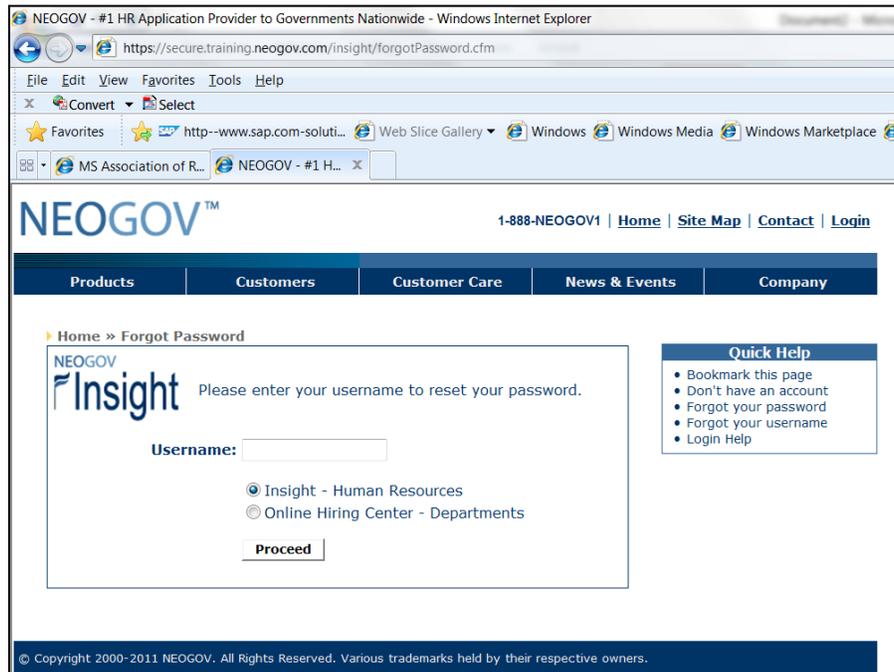


2. In the 'Quick Help Menu' on the right side of the screen, click **Forgot Your Password**.

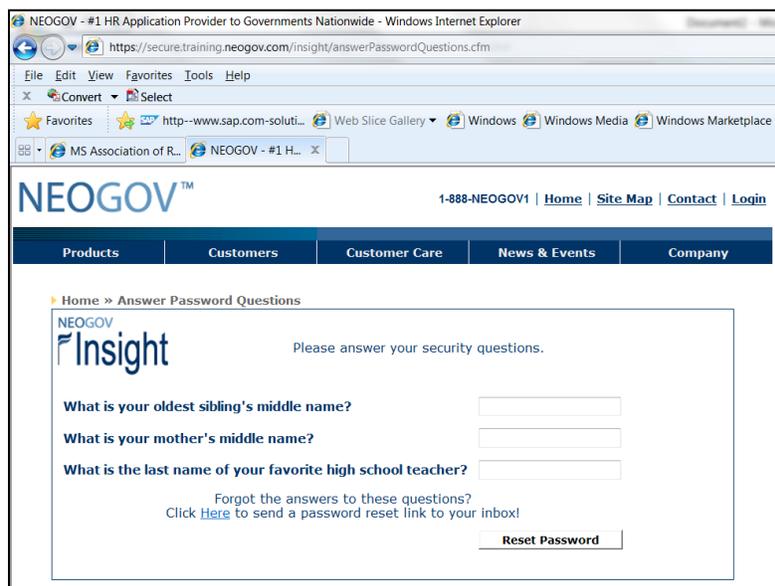


# NeoGov Insight – Agency Recruitment and Selection Process

3. The Screen will prompt the user to enter the username to reset the password.



4. Click **Proceed**.
5. Answer the Security questions that were submitted at the time of account activation. Click **Reset Password**.
6. If the users does not remember the answers to the questions, click on the **Here** link to have an email sent to the user - to reset the password.



## NeoGov Insight – Agency Recruitment and Selection Process

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7. After answering the questions the user will be prompted to enter their username, new password and to confirm the password. Password requirements are listed below.

Home » Reset Password

**NEOGOV**  
**Insight**

Please enter your username and new password below to access your secure Insight account.

- Your password cannot contain user's first name
- Your password cannot contain user's username
- Your password must contain at least one letter (any case)
- Your password cannot contain user's last name
- Your password cannot contain user's ID
- Your password must contain at least one uppercase letter
- Your password must be at least 8 characters long
- Your password must contain at least one lowercase letter
- Your password must contain at least one number

Username:

Password:

Confirm Password:

**Quick Help**

- [Bookmark this page](#)
- [Don't have an account](#)
- [Forgot your password](#)
- [Forgot your username](#)
- [Login Help](#)

**VeriSign Trusted**  
VERIFY

8. Click **Set Password**.
9. The Password reset will take effect immediately and the user will be able to login using their username and newly set password.

# NeoGov Insight – Agency Recruitment and Selection Process

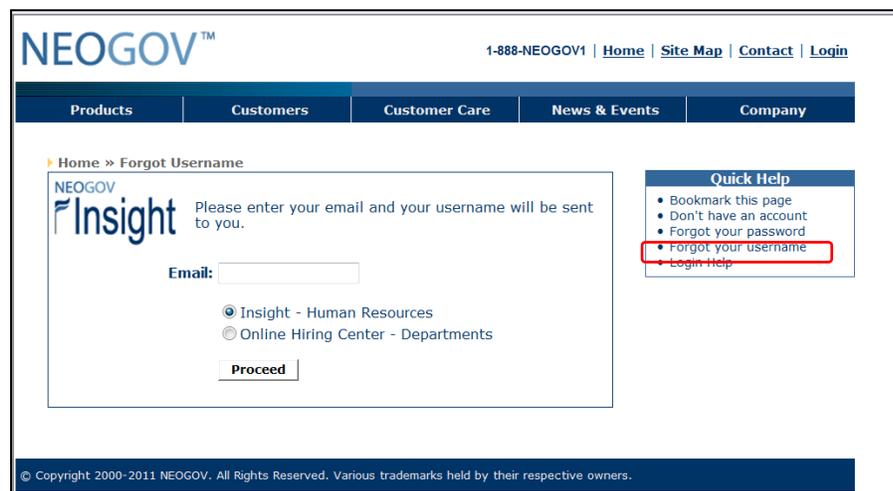
## 10.2 Existing User Requesting Username

Users having troubling logging into NeoGov due to not remembering their username can troubleshoot this issue using the 'Quick Help' menu on the NeoGov webpage.

1. Click **Login** at top Right side of window.



2. In the 'Quick Help Menu' on the right side of the screen, click **Forgot Your Username**.

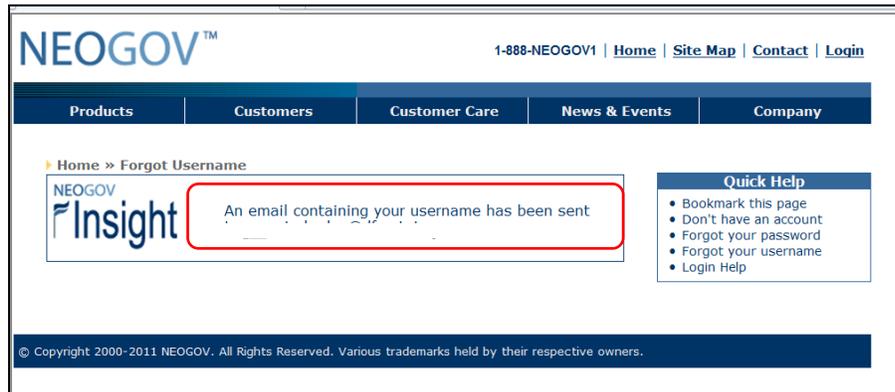


3. The screen will prompt the user to enter their email address that was used during the time of account activation.
4. Click **Proceed**.

# NeoGov Insight – Agency Recruitment and Selection Process

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5. An e-mail containing the username will be sent to the account that was entered.



# NeoGov Insight – Agency Recruitment and Selection Process

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## 11.0 New Hire Reports - NeoGov to SPAHRS

All new hire records that have been authorized by MSPB staff will be identified in a nightly batch and processed. Once the record is uploaded to SPAHRS, agencies should continue to transmit the record for approval in SPAHRS. If errors occur or records fail validation edits reports will be generated for agencies to view and take appropriate action. A report will be generated when records have been successfully loaded to SPAHRS. These reports will be loaded into FMVIEW and each agency will have the ability to view records that were rejected or successfully loaded.

NOTE: Staff will only see those records for which their agency has been granted access.

The following six reports have been created:

- PH1141A-AGY# INVALID DATA REPORT

This report was developed to identify validation errors before the records are sent to SPAHRS for processing. The following error messages that can appear on the report include:

```
#ERROR-MSG(1) := 'Invalid Hire Date'  
#ERROR-MSG(2) := 'Invalid Birth Date'  
#ERROR-MSG(3) := 'SSN must be numeric'  
#ERROR-MSG(4) := 'Salary must be numeric'  
#ERROR-MSG(5) := 'Salary is too large'  
#ERROR-MSG(6) := 'Pin must be numeric'  
#ERROR-MSG(7) := 'Invalid SSN - too long'  
#ERROR-MSG(8) := 'Check Salary amount'  
#ERROR-MSG(9) := 'Invalid PIN – too long'
```

If a record passes all of these validations, an attempt is made to load the record to SPAHRS. If there are no records in the file, the following message will be displayed: INVALID DATA, NO RECORDS TO PROCESS. No further reports will be generated when there are no records to process.

- PH1141B-AGY# NEW HIRES UPLOAD ERRORS REPORT

This report will identify records that attempted to load into SPAHRS but, due to an error in storing the data to the DEMO (Demographic) or Employee Agency PIN (EAP) screen, were rejected. Examples: the address and/or name contains a special character(s), the SSN identified is already in an existing position and does not have an end date, etc.

- PH1141C-AGY# RECORDS NOT LOADED TO SPAHRS

This report will identify any records that did not load to SPAHRS. This includes records from the NEW HIRES UPLOAD ERRORS REPORT and any other records which, for whatever reason, did not load. Ideally, the NEW HIRES UPLOAD ERRORS report and this report will match.

- PH1141D-AGY# DEMOGRAPH DATA MISMATCH ERROR REPORT

This report will identify any records that have existing data in SPAHRS but the first or last name or Date of Birth (DOB) listed in SPAHRS did not match the information being sent across from NeoGov. Example includes if the individual's first and last name match

## NeoGov Insight – Agency Recruitment and Selection Process

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but the date of birth from NeoGov is listed as 01/01/1974 while SPAHRS has a date of birth of 01/11/1974, then this will result in an error.

- **PH1141E-AGY# NO DATA FOR AGENCY**

This report will be generated when an agency has had no new hire records authorized by MSPB. If the agency does have a hire that has been authorized by MSPB, this report will not be created.

- **PH1141F-AGY# NEOGOV RECORDS LOADED TO SPAHRS**

This report will identify all new hire records that were authorized by MSPB and successfully loaded to SPAHRS.

NOTE: Security for FMVIEW is maintained by MMRS staff. To view and print security authorization forms and instructions, access the MMRS website, select the FMVIEW application and then select the Security option.

NOTE: Agencies will have to enter the report number, a hyphen and their agency number in the SYSOUT ID field of FM view in order to see the report(s). Refer to Appendix A for a complete list of the reports.

NOTE: Agencies will only be viewing the reports if they have hired an individual through NeoGov. If an agency fails to see their new hire in SPAHRS, they should access FMView to determine if the record rejected.

# NeoGov Insight – Agency Recruitment and Selection Process

## 11.1 Action Required for Reprocessing Rejected Records

Agencies should access FMVIEW and determine if any records rejected for which a hire was authorized. The appropriate corrections will need to be made to the new hire's information by the hiring agency and the new hire will then be resent to MSPB staff to authorize the hire.

The hiring agency should follow the steps outlined below:

1. Select **My List** from the menu option
2. Select the **View** link located beneath the Candidates column for the appropriate position.
3. The system will display the Referred Candidates screen and display individuals that were referred and any action the state has taken on the applicant and it will identify the individual who was selected for hire.
4. Place a check mark beside the hired individual and Reject the candidate that has been selected.
5. Select **Go**.

Name	Person ID	Phone	Email Notify	Exam Plan #	Action Date	Notices	Referral Expires	Disabled Veteran	Veteran	RIF
<input checked="" type="checkbox"/> Compton, Bob	5321192		•		06/08/11	N/A	9/5/2011	No	No	No

== Select ==  1 record found.

Rejected

Name	Person ID	Phone	Email Notify	Exam Plan #	Action Date	Notices	Referral Expires	Disabled Veteran	Veteran	RIF	Rejection
------	-----------	-------	--------------	-------------	-------------	---------	------------------	------------------	---------	-----	-----------

== Select ==  No records found.

6. The system displays the Reject Candidate screen and the user should select the *Hire Correction - New Hire Integration Reject* reason.
7. Select **SAVE**.

Exam Plan Title **Facilities Repairer I** HR Liaison Phone **601-359-6605**

Job **1895-01 FACILITIES MAINT REPAIRER I**

Positions **0245-000014-000001895**

\* Required

Name: Bob Compton 5321192

\* Reason: Considered

Comments: == Select ==

- Considered
- Declined Appointment
- Falsification of documentation
- Failed to Respond
- Does Not Meet Minimum Qualifications
- No Show to Job
- No Show for Interview
- Hire Correction - New Hire Integration Reject

8. After rejecting the candidate, the hiring agency should immediately select the candidate from the rejected list and hire the applicant again.

# NeoGov Insight – Agency Recruitment and Selection Process

## 9. Select Go.

The screenshot displays a web interface for managing recruitment records. At the top, there is a section for 'Hired' records, which is currently empty, showing 'No records found.' Below this is a section for 'Rejected' records. A table lists one record: Bob Compton, with a Person ID of 5321192. The record is checked, and a dropdown menu is open over it, showing options: '== Select ==', 'Schedule Interview', 'Make Offer', 'Hire', and 'Reject'. The 'Hire' option is selected. The interface also includes a 'Go' button, a search filter, and footer information including 'Copyright © 2011 NEOGOV, Inc. All rights reserved. Patent Pending.' and 'Internet'.

Name	Person ID	Phone	Email Notify	Exam Plan #	Action Date	Notices	Referral Expires	Disabled Veteran	Veteran	RIF
<input checked="" type="checkbox"/> Compton, Bob	5321192				06/08/11	N/A	9/5/2011	No	No	No

## 10. The system will display the Hire screen and staff should enter the required fields.

This process will allow the hiring agency to correct the new hire's information and resubmit the applicant to MSBP for authorization of the hire.

- If the rejected record appeared on the INVALID DATA REPORT, staff should ensure that all the required fields have corrected data entered when selecting the record for hire. Potential errors include:
  - Invalid Hire Date: Must be a valid date
  - SSN must be numeric: The SSN cannot contain dashes or special characters
  - Salary must be numeric: The salary field should not contain the \$ symbol and should contain the decimal and cents.
  - Salary is too large: The salary amount should not exceed 999,999.99
  - PIN must be numeric: The PIN should not contain any alpha or numeric characters
  - Invalid SSN – too long: The SSN field should only contain nine digits, no dashes or slashes
  - Check Salary amount: The salary should contain two digits following the decimal.
  - Invalid PIN – too long: The PIN should be a six digit number, no alpha or special characters. You should enter leading zeros when applicable.
- If the rejected record appeared on the NEW HIRES UPLOAD ERRORS REPORT, staff should reprocess the record and ensure the correct information has been entered in the required fields on the Hire Screen. If the agency is unsure what action is required based upon the error message, they should contact their MSPB consultant. If MSPB has questions, they will contact the Magic Help Desk for assistance.
- If the rejected record appeared on the RECORDS NOT LOADED TO SPAHRS, staff should reprocess the record and ensure the correct information has been entered in the required fields on the Hire Screen. Remember this report identifies any records that were rejected on the NEW HIRES UPLOAD ERRORS REPORT. YOU DO NOT HAVE TO REPROCESS THE RECORDS TWICE. If you do identify a record on this report that

# NeoGov Insight – Agency Recruitment and Selection Process

**did not** show up on the NEW HIRES UPLOAD ERRORS REPORT, please notify MMRS at [MAGIC@dfa.state.ms.us](mailto:MAGIC@dfa.state.ms.us) or call the MMRS Call Center at 601-359-1343.

- If the rejected record appears on the DEMOGRAPHIC DATA MISMATCH ERROR REPORT, staff should reprocess the record and ensure the correct information has been entered in the required fields on the Hire Screen. The first and last name as well as the date of birth should match what is in SPAHRS. If SPAHRS is incorrect, you must correct the record in SPAHRS before resubmitting the hire again.

ght OHC
My Requisitions | My List | Preferences | Help & Support

**Approvals**

ne, Michael Martin

Requisition # <b>00411</b>	Position Type <b>Full-Time</b>
Requisition Title <b>FACILITIES MAINT REPAIRER I</b>	Vacancies <b>1</b>
Working Title <b>Facilities Repairer I</b>	HR Analyst <a href="#">Martin, Michael</a>
Department <b>0245 - LIBRARY COMMISSION</b>	HR Analyst Phone
Exam Plan #	HR Liaison <a href="#">Martin, Michael</a>
Exam Plan Title <b>Facilities Repairer I</b>	HR Liaison Phone <b>601-359-6605</b>
Job <b>1895-01 FACILITIES MAINT REPAIRER I</b>	
Positions <b>0245-000014-000001895</b>	

Position Code <b>0245-000014-000001895</b>
Position Title <b>FACILITIES MAINT REPAIRER I</b>
Type <b>Full-Time</b>
Status <b>Vacant</b>
Standard Hours <b>40</b>
FTE <b>1/</b>

\* Required

Name: Bob Compton	
Person ID: 5321192	
Status: Hired	
* Offer Date: <input type="text" value="06/21/11"/>	
Offer Amount: \$ <input type="text" value="28500.00"/>	
Bonus Amount: \$ <input type="text" value="0.00"/>	
* Answer Date: <input type="text" value="06/21/11"/>	
* Filled On Date: <input type="text" value="06/21/11"/>	
* Start Date: <input type="text" value="06/21/11"/>	
Orientation Date: <input type="text" value="06/21/11"/>	
Keep Active on Eligible List: <input type="button" value="No"/>	
Comments: <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>	
* Annual Salary (####.##- decimal is required, no symbols): <input type="text" value="28500.00"/>	
* PIN #: <input type="text" value="123"/>	
* Appointment (Hire) Reason: <div style="border: 1px solid gray; padding: 2px;">                 New Appoint - New Hire Flex Requested                  New Appoint - Recruitment Flex Awarded                  New Appoint - At Start Salary                  Promotion - Intra-Agency with Flex (w/in Master AG)             </div>	
* New Hire SSN (numbers only): <input type="text" value="123456789"/>	
* Gender: <input type="button" value="Male"/>	
* Ethnicity: <input type="button" value="White"/>	
* Birth Date (mm/dd/yyyy): <input type="text" value="05/23/1977"/>	

No Approvals

Approval 1	<input type="button" value="Select"/>	
Approval 2	<input type="button" value="Select"/>	

## NeoGov Insight – Agency Recruitment and Selection Process

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11. Once MSPB authorizes the hire, a new record is added to the nightly New Hire Integration process and will attempt to load to SPAHRS again.

NOTE: Be sure to click “Save and Release” to send the new hire’s information to MSBP for approval.

# APPENDIX A

## Appendix A. New Hire Reject Reports

### A.1 Invalid Data Report

ID: PHOMNH17		STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM						PAGE: 1	
JOB: PH114125		NEW HIRE FILE FROM NEOGOV						DATE: 06/22/2011	
STEP: STEP01		INVALID DATA REPORT						TIME: 11:54 AM	
AGCY	NEGOV ID	FNAME	LNAME	HIRE DT	BIRTH DT	PIN	SALARY	ERROR	
0601	5317206	CARLOS	GALLOWAY	06020011	02161970	218	00003427928	INVALID HIRE DATE INVALID BIRTH DATE	
0161	5317208	SUSAN	MONTGOMERY	05262011	21011974	313	00002500000	INVALID BIRTH DATE	
0160	5317211	IRIS	GRIFFIN	05042011	03041971	123	00000000000		
0181	5317211	IRIS	GRIFFIN	05242011	05251980	124	00001680777	INVALID SSN - TOO LONG CHECK SALARY AMOUNT SSN MUST BE NUMERIC	
0301	5317211	IRIS	GRIFFIN	05312011	08261975	75	000034R0000	SALARY MUST BE NUMERIC	
0071	5317581	BILL	SMITH	05052011	02051977	12345	00132589400	SALARY IS TOO LARGE	

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ID: PROMNH17  
 JOB: PH114125  
 STEP: STEP01

STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM  
 NEW HIRE FILE FROM MEOGOV  
 INVALID DATA REPORT

PAGE: 2  
 DATE: 06/22/2011  
 TIME: 11:54 AM

AGCY	MEOGOV ID	FNAME	LNAME	HIRE DT	BIRTH DT	PIN	SALARY	ERROR
0401	5317639	DELARCE	HENRY	05312011	01061970	S	00000552175	
								CHECK SALARY AMOUNT
0941	5318719	MICHAEL	SCOTT	05132011	09121967	2359	00000000000	
								CHECK SALARY AMOUNT
0161	5318844	ANN	MYERS	05092011	05251987	457547212558	00005500057	
								INVALID PIN - TOO LONG

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## A.2 Demograph Data Mismatch Error Report

ID: PHOMNE2T  
JOB: PH114139  
STEP: STEP02

STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM  
DEMOGRAPH DATA MISMATCH ERROR REPORT

PAGE: 1  
DATE: 06/15/2011  
TIME: 1:29 PM

NEOGOV ID	FNAME	LNAME	BIRTH DT	AGENCY	PIN	SALARY	HIRE DT	GENDER	ETHNICITY
5321298	SALLY	BIRD	05191987	0181	124	17097.96	06102011	2	2

# NeoGov Insight – Agency Recruitment and Selection Process

## A.3 New Hire Upload Errors Report

ID: PHOMNH2T JOB: PH114129 STEP: STEP02	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM NEW HIRE UPLOAD ERRORS REPORT				PAGE: 1 DATE: 06/10/2011 TIME: 10:15 AM
ERROR PID	MSG-NO	PROG ERROR MSG	ERROR FIELD	ERROR MSG	
000000568383 DEMOGRAPH	8012	PHOMDMLX STORE DEMO REC 000000568383-X	PERSON-ID-EMPLOYEE-T DEMOGRAPH	000000568383-X ALREA	
000000568384 DEMOGRAPH	8012	PHOMDMLX STORE DEMO REC 000000568384-X	PERSON-ID-EMPLOYEE-T DEMOGRAPH	000000568384-X ALREA	
000000307856 PRPINTA	7058	PHOMCWON STR-EMPL-AGCY-PIN USED, COMPONENT	PIN-CHANGE-REASON-CD 7058E PRPINTA CANNOT BE USED, 2012-NFLX NOT BEEN APPROVED BY SPB		
000000568388 DEMOGRAPH	8012	PHOMDMLX STORE DEMO REC 000000568388-X	PERSON-ID-EMPLOYEE-T DEMOGRAPH	000000568388-X ALREA	
000000434820 CHARACTER => * <=	7001	PHOMDMLX UPDI DEMO-REC AT POSITION 10	ADDR-MAILING-STREET- 7001E INVALID CHARACTER => * <		
000000568393 DEMOGRAPH	8012	PHOMDMLX STORE DEMO REC 000000568393-X	PERSON-ID-EMPLOYEE-T DEMOGRAPH	000000568393-X ALREA	
000000568396 CHARACTER => - <=	7001	PHOMDMLX STORE DEMO REC AT POSITION 14	ADDR-MAILING-STREET- 7001E INVALID CHARACTER => - <		
000000568397 DEMOGRAPH	8012	PHOMDMLX STORE DEMO REC 000000568397-X	PERSON-ID-EMPLOYEE-T DEMOGRAPH	000000568397-X ALREA	
000000568398 CHARACTER => # <=	7001	PHOMDMLX STORE DEMO REC AT POSITION 11	ADDR-MAILING-CITY 7001E INVALID CHARACTER => # <		
000000568399 CHARACTER => # <=	7001	PHOMDMLX STORE DEMO REC AT POSITION 17	ADDR-MAILING-STREET- 7001E INVALID CHARACTER => # <		

# NeoGov Insight – Agency Recruitment and Selection Process

## A.4 Records Not Loaded to SPAHRS Report

NEOGOV ID	FNAME	LNAME	MNAME	ADDRESS1	AGENCY	PIN	HIRE DT	BIRTH DT
5318450	IRIS	GRIFFIN	N	123 RIGHTONE DRIVE	0181	111	05162011	03201975

# NeoGov Insight – Agency Recruitment and Selection Process

## A.5 No Data for Agency

www.zealsoft.com

(New)  
ID: PHOMNH2T  
JOB: PH114125  
STEP: STEP02

E

STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM  
NEOGOV NEW HIRE FILE  
NO DATA FOR AGENCY: [REDACTED]

PAGE: 1  
DATE: 11/01/2011  
TIME: 11:41 AM

ERRORS MAY EXIST IN ONE OR MORE OF THE 1141 SERIES  
(A,B,C,D,E OR F) REPORTS; PLEASE REVIEW ALL APPLICABLE  
ERRORS IN 1141 SERIES

\*\*\*\*\* NO RECORDS TO PROCESS \*\*\*\*\*

## A.6 NeoGov Records Loaded to SPAHRS

www.zealsoft.com

(new)  
ID: PHOMNH2T  
JOB: PH114125  
STEP: STEP03

STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM  
NEOGOV RECORDS LOADED TO SPAHRS

PAGE: 1  
DATE: 11/01/2011  
TIME: 3:57 PM

AGENCY	NEOGOV ID	FNAME	LNAME	BIRTH DT	PIN	SALARY	HIRE DT	GENDER	ETHNICITY
[REDACTED]	9951500	BRAD	SKELTON	04291975	86	37526.55	11072011	1	2
[REDACTED]	10051758	PAMELA	HINDMAN	04241960	102	56695.23	10242011	2	2