



NeoGov

“Recruiting outside the Box but Within Policy”

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Director, Career Counseling Center

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Overview

- **Goals**
To empower all applicants/employees in obtaining career goals through counseling, education, training and support
- **Location**
210 East Capitol Street, Suite 269
2nd floor of the Regions Building
- **Hours of Operation**
Monday through Friday, 8:00 a.m. through 5:00 p.m.
Closed on State Holidays

Overview (cont.)

- The Branch consists of a Director and four (4) SPB-Consultants
 - Adriane Terry
 - Denesia Lofton
 - Liz Severin
 - Vincent Kent
- There are six (6) customer workstations in the applicant room

Requisitions

Concerns:

- **Can I use more than one PIN on a requisitions?**
Solution: Yes (they must be identical twins)
- **If I have a position on recruitment with the same job title as another agency, what can I do to make sure applicants/employees apply for my position ?**

Solution: List the Agency name in the comments on the request. (It will be placed in agency information) Example: This position is with the Mississippi State Personnel Board

Requisitions (cont.)

- **My agency recruits for the same position in different divisions, when I receive my list I am not sure which PIN belongs to which department:**

Solution: The working title appears on the requisition under the requisition number field, this field can be used to identify your department or managers list. For example: Division Director (hiring Managers name) or Division Director (Payroll)

Requisition (cont.)

- **Is there a way to shorten my Referred List?**

Solution: specify a timeframe

Special Qualifications (special skills)

Requisitions (cont.)

- **Why do I get so many applicants that don't qualify on the referred list ?**

Solution: If the position is exempt we send all applications. **Non exempt** : Unfortunately, some people falsely answer the supplemental questions and pass the filters until they interview and are recommend for hire. (hires are manually evaluated by MSPB staff)

Suggestion: The supplemental questions identify qualified candidates. (courtesy evaluation can help in this process before making an offer to a candidate)

Requisitions (cont.)

- **Can I add additional hiring managers to review the referred list ?**

Yes, this is a great tool because it allows your agency to save time, money and expedites the hiring process.

This also ensures that your list will not expire before the hire is made.

Adding additional hiring managers will give them access to the list. However, approval is pending through the final approver.



Requisitions

Agency Request	
Class Title: ADMIN ASSISTANT II	
Class Code: 0011	
Creator: Nelson, Roger	* Required
Desired Start Date: 03/26/12 (This field is used to indicate the date that the agency would like the position posted online.)	
NOTE: As stated in the MSPB Policy and Procedure Manual: 3.4.2 Notice of Advertising Appointing authorities will notify the Executive Director of the Mississippi State Personnel Board within at least five (5) working days prior to all recruitment advertising; whether the advertising is donated, paid for by the agency, or sponsored and paid for by the Mississippi State Personnel Board.	
* Requisition #: 1146	
Working Title: Admin Assistant II	
Vacancies:	
* Department: 0941 - Transportation	
Division:	
Position: 941-004240-000000011 - ADMIN ASSISTANT II (When requesting a position for recruitment the position number must always be posted). The position will not be posted without this information, the request will be returned.	
Filter Options	<input checked="" type="radio"/> Starts with <input type="radio"/> Contains
Position Code:	<input type="text"/>
Select a position:	<input type="text" value="*** Select ***"/>
	Position Code 0941-004240-000000011 Position Title ADMIN ASSISTANT II Type Full-Time Status Vacant Standard Hours 40 FTE 1/
Hiring Managers: Worker, Anita	
List Type: Regular	
Skills:	
Comments:	(This field is for all comments pertaining to the position. This does not include assist

Requisitions (cont.)

Comments:	(This field is for all comments pertaining to the position. This does not include special qualification requests. All Exempt positions should include a forwarding address. (Ex: MS State Personnel Board, Career Counseling Center, Attn: Adriane Lockett, 210 East Capitol Street, Jackson, MS 39201).
Requisition End Date (mm/dd/yyyy) :	10/21/2011 (This field is the closing date of the position.)
Special Qualifications :	(This field is for any special qualification request. We ask that all agencies place your request in the format that you would like your question posted on the position. Also include the preferred response to the special qualification. (Ex: What is your level of experience in Microsoft Access? Example: Beginner, Intermediate, Advanced).
City/Counties Associated with Position :	HINDS
Shift Schedule :	Day Shift Only
Travel Schedule :	None
Time Limited Position :	No
Approvals	None <input type="text"/>

Your List Types

Agency Request Options:

Regular

MSPB Advertises as:

Open to the Public

**Promotional Only & Department
Promotional Only**

Promotional: Only advertised for employees with the requesting agency

Regular and Promotional

Open to the public and employees of the agency

Transfer

Open to State Employees only

How it appears on the website

Regular & Regular and Promotional

Job Openings

**Promotional Only & Department
Promotional Only**

Agency Only Opportunities

Transfer

State Employees Opportunities

VERIFY,
VERIFY,
VERIFY!

Delay of Requisitions

Today we will discuss things that could **delay** the **posting** of your requisition!

Verify

- ✓ Verify Job Class Title
- ✓ Verify Status for all PINs
- ✓ Check County Code, does not match SPAHRS
- ✓ No PIN number on the requisition.
- ✓ PIN currently in use or on active recruitment

Verify

- ✓ Pending change in PINS (upward or downward)
- ✓ No separation date coded in SPAHRS
- ✓ Special Qualifications that exceed minimum
- ✓ Comments/Questions that may discriminate or solicit information that you would not be able to ask in an interview

Solutions

- ✓ Check SPAHRS to review the Job Class Title and Exemption Status
- ✓ Contact your SPAHRS consultant for assistance:
 - County Codes
 - Exemption Status
 - Upward or Downward of PIN
 - Separation of PIN
- ✓ **NEOGOV Consultant** will email you to inform you of any delays and advise you of what needs to be done to correct the pending delay.

***Once the position has closed,
what happens next????***

MSPB Sends Notifications (Emails or Letters)

Approved

Disapproved

Exempt

Applicant Status is Updated

- **Application Received** - MSPB staff successfully receives an application
- **Email Sent** - Application is evaluated for minimum qualifications. Applicants are placed on a Referred List which is forwarded to the hiring agency. A status update is sent to the applicant either electronically or by mail
- **Position is Filled** - Agency makes a hire

Agency can send notice to applicants by:

Select ADMIN on the homepage, and select notice template



Choose the appropriate Template (These templates are created by your agency, example templates are included that can be modified)



Post: Admin

Welcome, Use Ekics: [Show Inactive Templates](#) | [Add New Template](#)

Search for template name:

3 records found:
Page 1 of 1

Name	Description	Subject	Created By	Action
Job Offer Letter		Job Offer Letter	Che, H (OHC)	Copy
Michelle's Offer Notice (created in Inactive)		Job Offer Letter - standard	Che, H	Copy
Does Not Qualify		Does Not Qualify	Elise, L (OHC)	Edit Copy Archive

Preview the Template (modifications can be made here)

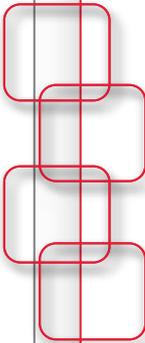
Example of Notifications that can be sent to Applicants

- You can notify applicants for an interview
- You can notify applicants to let them know if they have been chosen for an interview
- To notify of the final disposition of the position
- Hire/Rejection Letter

**When Will I Receive my Referred List?
Three (3) Working Days After the Position
Closes**

WHY??

- **Referral of the List**
- **Re-Evaluation**
- **Paper Applications**
- **Substitution Request**
- **Creation of new postings**



Processing the Referred List

Applications Received

0613-0388-20150408Le Housekeeper Senior

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 applicant by Person ID: **Go▶**

Show Applications: ▼

[View Exam Plan](#) [Eligible List\(s\)](#)

Step 1: Application Received

[Step History](#) [Step Comments](#)

<input type="checkbox"/> Candidate ▼	Person ID ▼	Master Profile	Disposition ▼	SME	Email Notify ▼	Source ▼	Received ▼	Notices	Audit Trail
<input type="checkbox"/> Boles, Roslyn D	13626723	View	○ N/A		●	Online	04/09/15 10:01 AM	N/A	View
<input type="checkbox"/> Crump, Kimberly V 	18727547	View	○ N/A		●	Online	04/08/15 02:42 PM	N/A	View
<input type="checkbox"/> Weldon, Dena L	24047275	View	○ N/A		●	Online	04/08/15 08:33 AM	N/A	View

3 Records Found

Page: of 1

== Select Action == ▼

== Select Candidate(s) == ▼

Go▶

Step 2: Minimum Qualifications

[View Exam Plan](#) [Eligible List\(s\)](#)

Minimum Qualifications Evaluation Process

0613-0388-20150408Le Housekeeper Senior

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 applicant by Person ID: **Go**

Show Applications: ▼

[View Exam Plan](#) [Eligible List\(s\)](#)

Step 1: Application Received

[Step History](#) [Step Comments](#)

<input type="checkbox"/> Candidate	<input type="checkbox"/> Person ID	<input type="checkbox"/> Master Profile	<input type="checkbox"/> Disposition	<input type="checkbox"/> SME	<input type="checkbox"/> Email Notify	<input type="checkbox"/> Source	<input type="checkbox"/> Received	<input type="checkbox"/> Notices	<input type="checkbox"/> Audit Trail
0 Records Found									
Page: 1 of 1									
<input type="text" value="== Select Action =="/> <input type="text" value="== Select Candidate(s) =="/> <input type="button" value="Go"/>									

Step 2: Minimum Qualifications

[Step History](#) [Step Comments](#)

<input type="checkbox"/> Candidate	<input type="checkbox"/> Person ID	<input type="checkbox"/> Master Profile	<input type="checkbox"/> Disposition	<input type="checkbox"/> SME	<input type="checkbox"/> Email Notify	<input type="checkbox"/> Source	<input type="checkbox"/> Received	<input type="checkbox"/> Notices	<input type="checkbox"/> Audit Trail
<input type="checkbox"/> Boles, Roslyn D	13626723	View	● Fail - 0.00%		●	Online	04/09/15 10:01 AM	N/A	View
<input type="checkbox"/> Crump, Kimberly V	18727547	View	● Pass - 0.00%		●	Online	04/08/15 02:42 PM	N/A	View
<input type="checkbox"/> Weldon, Dena L	24047275	View	● Pass - 0.00%		●	Online	04/08/15 08:33 AM	N/A	View
3 Records Found									
Page: 1 of 1									
<input type="text" value="== Select Action =="/> <input type="text" value="== Select Candidate(s) =="/> <input type="button" value="Go"/>									

Eligible List

Approved Applicants

0613-0388-20150408Le Housekeeper Senior: Default List

[View Exam Plan](#) [Show Evaluation Steps](#) [Show Referrals](#)

[Include Active Candidates Only](#)

Primary Sort: Total Score Descending
 Secondary Sort: Name Ascending
 Show Ranks: Incrementally

Search by Name

2 records found.

Page 1 of 1

2 candidates on list.

	Name	PersonID	Date Received	Date Eligible	Hire Date	Email Notify	Status	Expires	List Type	RIF	Veteran	Disabled Veteran	Notices
<input type="checkbox"/>	Crump, Kimberly V.	 18727547	04/08/15	04/09/15		•	Active	08/08/15	Normal	No	No	No	
<input type="checkbox"/>	Weldon, Dena L.	24047275	04/08/15	04/09/15		•	Active	08/08/15	Normal	No	No	No	

Select Action

Send Email Notification

Select Candidate(s)

All Candidates

Referring Applicants to Agencies

Referred List (active 120 days)

Exam # **0613-0388-20150408Le**
 Exam Plan Housekeeper Senior
 List Name Default List

Referring to Requisition: 14392 - HOUSEKEEPER SENIOR

Comments (will be displayed on referred list that Hiring Manager sees):

2 records found.

Page 1 of 1

Candidate	Person ID	Rank	Total Score
Crump, Kimberly V	18727547	1	0.00
Weldon, Dena L	24047275	1	0.00

Hires

FM View

“We All Need It!”

Hire Issues

- Demographics do not match (NeoGov application must match any previous demographics SPAHRS)
 - No Periods (Bay **St.** Louis)
 - Race
 - Date of Birth
 - Address Change

Hire Issues (cont.)

- Name change
- No suffixes
- Middle name should not be spelled out in NeoGov application

Substitution Requests

Policy:

4.3.4 Substitution of Minimum Qualifications

An employee or applicant who possesses the substantial equivalent of the minimum qualifications may request in writing that the MSPB Executive Director substitute the substantial equivalent of education/training and experience for the minimum qualifications required for entry into an occupational class, thereby allowing the certification to a Referred List or in-service movement of an individual not otherwise meeting the stated minimum qualifications.

Advantages of the Job Interest Card

- **Job Interest Card**
Applicant completes a Job Interest Card to receive e-mail alerts on current job opportunities
- **Internal/External Recruitment Tools**
In-house announcements; Notification of current openings

Home » [Job Seekers](#)

Job Interest Cards

powered by
NEOGOV

Place a check in the box next to each job category for which you would like to receive email notifications, and fill out the required information in the 'Job Interest Card' section below, then click the 'Submit Request' button. For the next 12 months after you submit this form, you will receive an email notification each time a position opens with State of Mississippi whose category matches one of the categories you've chosen. We'll also send you a reminder email in 11 months to give you an opportunity at that time to extend your notifications for another year. To change the results, deselect and reselect the categories by using the [Clear All Categories/Select All Categories](#) links or by clicking on the check boxes.

Select Category	Select All Categories	Clear All Categories
<input type="checkbox"/> 911 Telecommunications	<input type="checkbox"/> Accounting and Finance	<input type="checkbox"/> Administration
<input type="checkbox"/> Administrative Assistant	<input type="checkbox"/> Agriculture	<input type="checkbox"/> Airports
<input type="checkbox"/> Allied Health	<input type="checkbox"/> Animal Control	<input type="checkbox"/> Animal Services
<input type="checkbox"/> Architecture	<input type="checkbox"/> Arts	<input type="checkbox"/> Arts, Design, Entertainment & Media
<input type="checkbox"/> Athletics & Fitness	<input type="checkbox"/> Attorney	<input type="checkbox"/> Audit
<input type="checkbox"/> Automotive	<input type="checkbox"/> Building & Grounds Cleaning and Maintenance	<input type="checkbox"/> Building & Safety
<input type="checkbox"/> Building Maintenance	<input type="checkbox"/> Business	<input type="checkbox"/> Career Exploration
<input type="checkbox"/> Child Care	<input type="checkbox"/> Child Support	<input type="checkbox"/> Clerical & Data Entry
<input type="checkbox"/> Code Enforcement	<input type="checkbox"/> Communications	<input type="checkbox"/> Community and Social Services
<input type="checkbox"/> Community Development	<input type="checkbox"/> Community Services	<input type="checkbox"/> Construction Maintenance
<input type="checkbox"/> Construction Trades	<input type="checkbox"/> Corrections	<input type="checkbox"/> Counseling
<input type="checkbox"/> Court Administration	<input type="checkbox"/> Criminology	<input type="checkbox"/> Custodial
<input type="checkbox"/> Customer Service	<input type="checkbox"/> Database Administration	<input type="checkbox"/> Development/Fundraising
<input type="checkbox"/> Dispatch	<input type="checkbox"/> Diversity Management/EEO	<input type="checkbox"/> Drivers

MSPB Career Center

- [How to Apply](#)
- [Applicant Login](#)
- [Job Openings](#)
- [Agency Only Opportunities](#)
- [State Employee Opportunities](#)
- [Job Interest Cards](#)

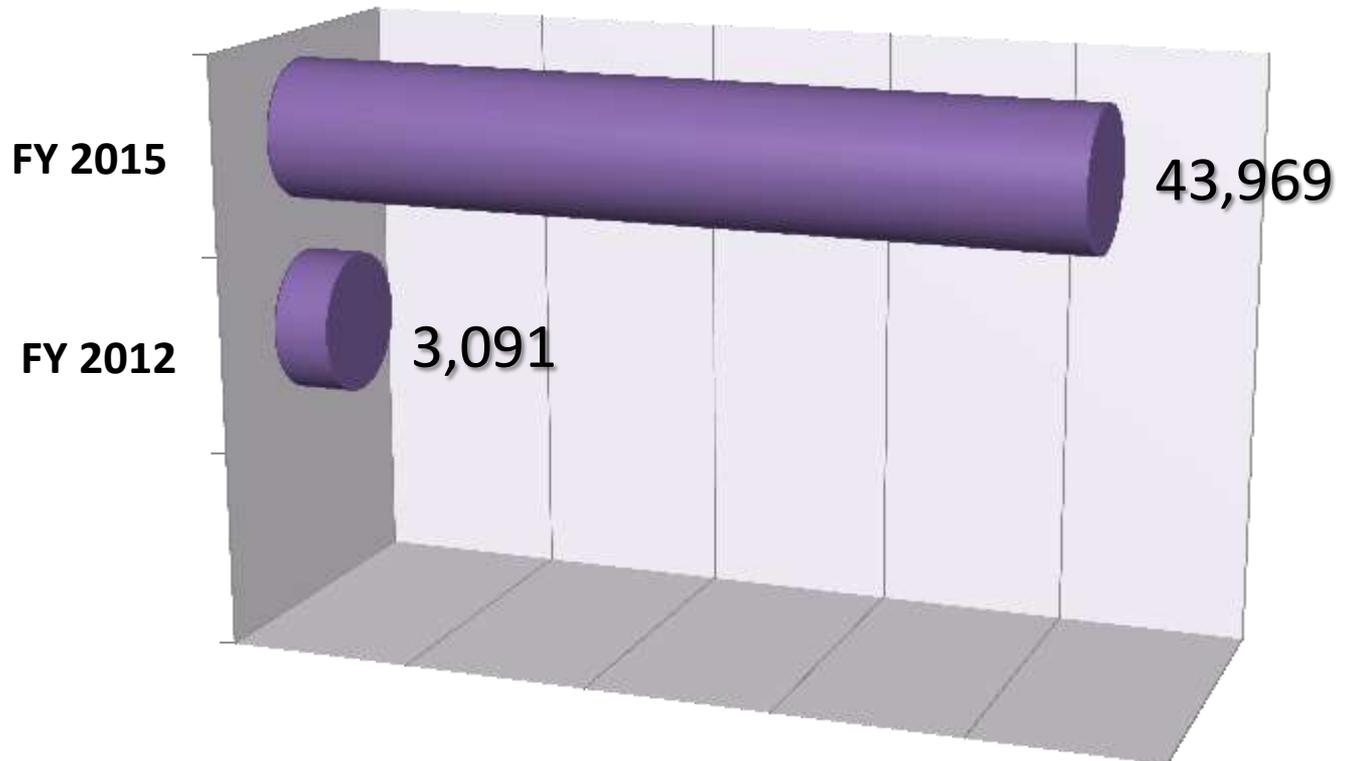
MSPB Applicant Care Center

- [Quick Help-Username/Password](#)
- [FAQs](#)

MSPB General Information

- [Events](#)
- [Job Descriptions](#)

Job Interest Card Statistics



Security Access to NeoGov

- Please make sure to fill out all the proper paperwork needed to grant new employees the access needed for NeoGov and turn them in to MMRS
- When an employee is no longer employed with your agency, please contact MMRS so that the employee's access to NeoGov will be terminated

Questions



Provided By:
Mississippi State Personnel Board
Career Counseling Center
601-359-1406