



Online Recruiting System Training

Training Sessions
May – June 2010





Welcome and Ground Rules

- Welcome and introductions
- Facility and emergency information
- Ground rules
 - Turn cell phones and pagers to vibrate, or turn off
 - Respect course start and end for breaks
 - Actively participate in activities
 - Share experiences and ideas
 - Maintain focus
 - Avoid side conversations
 - Have fun!



What the **NEOGOV** Insight Tool Provides

- An enterprise wide, web-based tool that supports the Governor's Shared Services Directive (09-02) – one place for job seekers to find and apply for state jobs
- Job posting, online job applications, applicant tracking, screening, requisition management, and reporting for state agencies
- Extensive online support and training for the recruiter community



Course Objectives

- Upon completion of this course, you should:
 - Understand the key roles used within the NEOGOV Insight system
 - Know how to use the key recruiting functions
 - Experience and use new terminology
 - Perform common recruiting activities in the system
 - Understand best practices for performing the states unique business processes (e.g., Layoff, GGTP, Certification, Veteran's Preference, Time to Hire, Candidate Quality)
 - Learn how and where to access NEOGOV and State resources



Agenda – Day 1

- Welcome
- Scope
- OLRS information
 - Key roles
 - Recruitment Life Cycle
- Overview of training materials
- Hands-on system activities
 - Creating a requisition and job posting and exam plan
 - Creating questions and the exam plan
 - Applying from the job seeker's perspective
- Individual activity



Agenda – Day 2

- Hands-on system activities
 - Certification
 - Reporting
 - Archiving
- Training activities
- Resources
- Closing out activities in E-Recruiting
- Preparing for job seeker go-live July 1
- Production labs
- Post go-live support
- Summary and wrap up



Training Materials

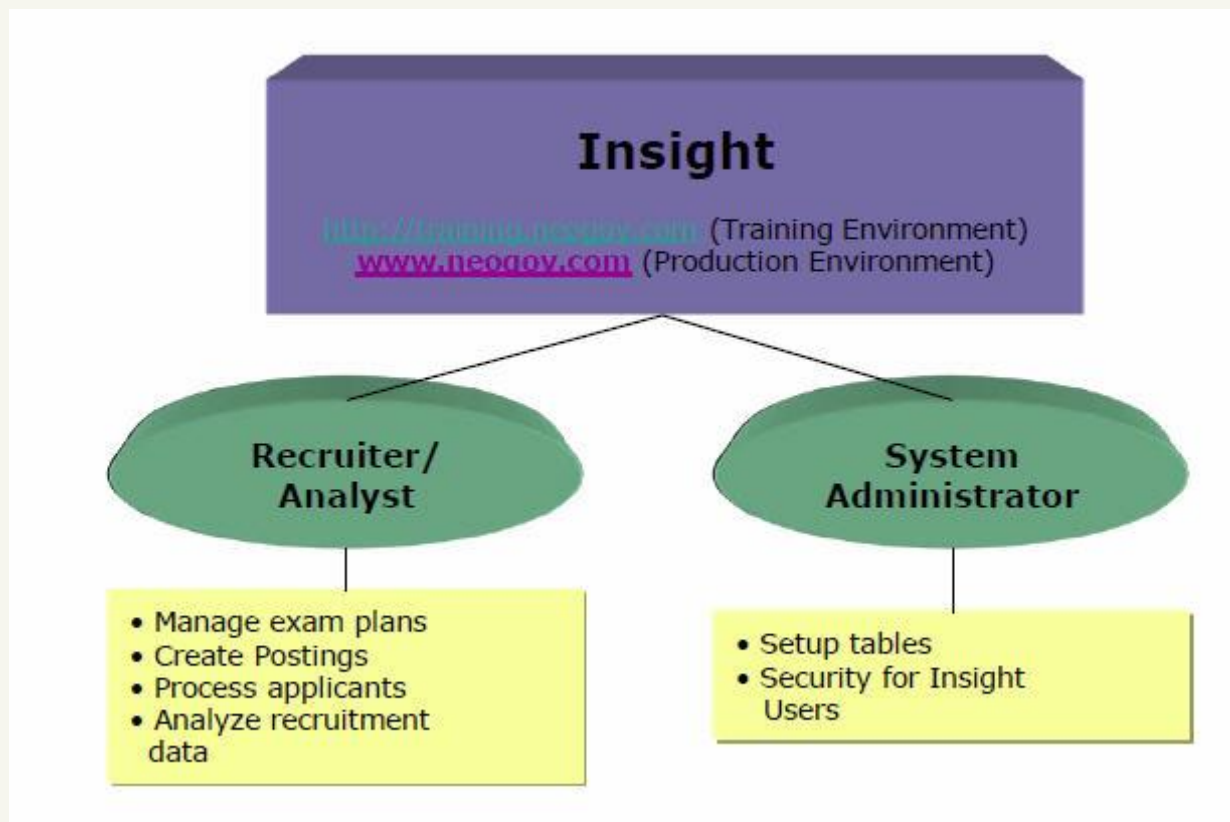
■ Key Handouts:

- Training Guide
- User Guides (e.g., Layoff, GGTP, Certification, Veteran's Preference)
- Activities

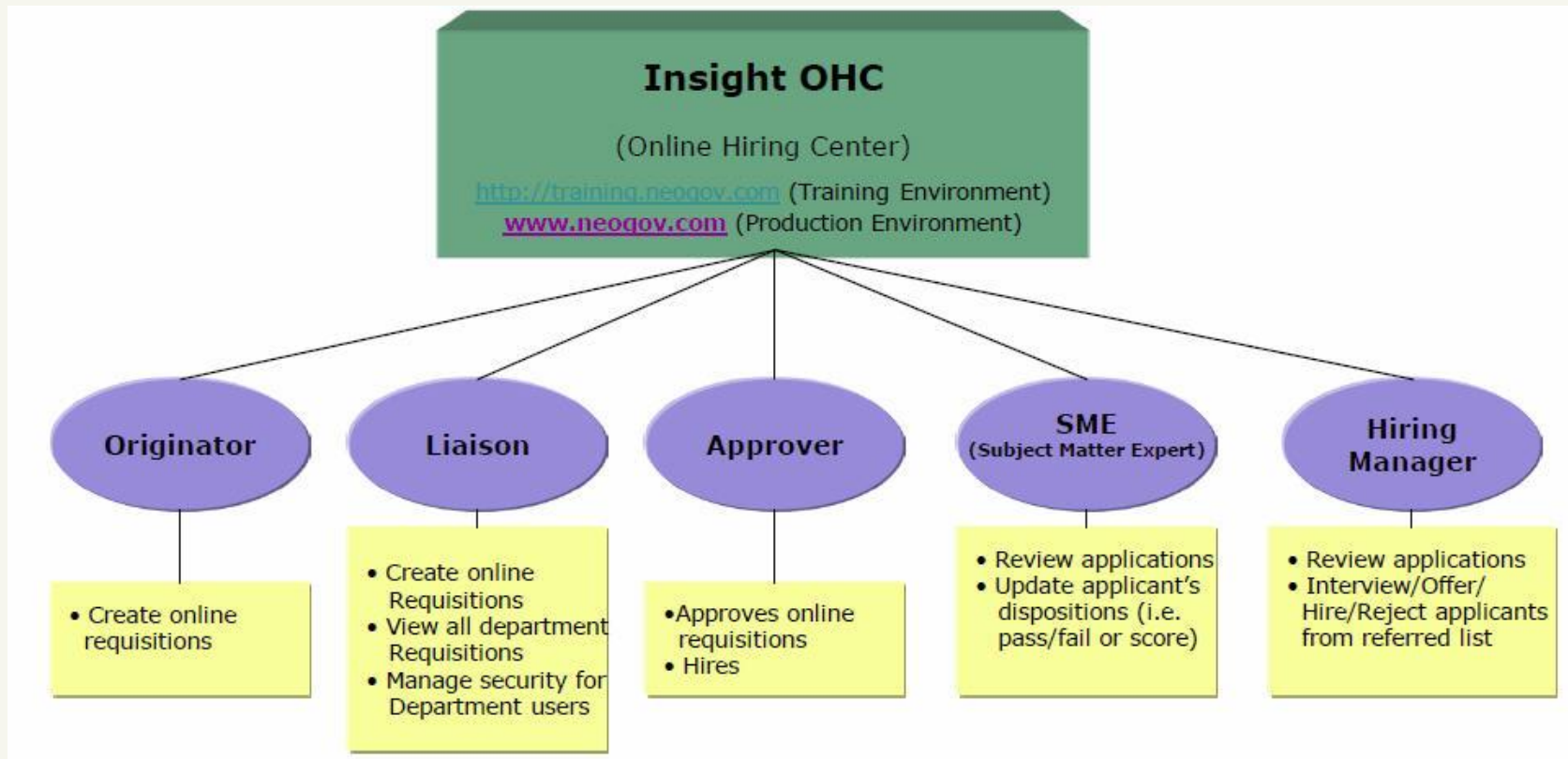
■ Other Handouts:

- Recruiter Tips
- Course Evaluation

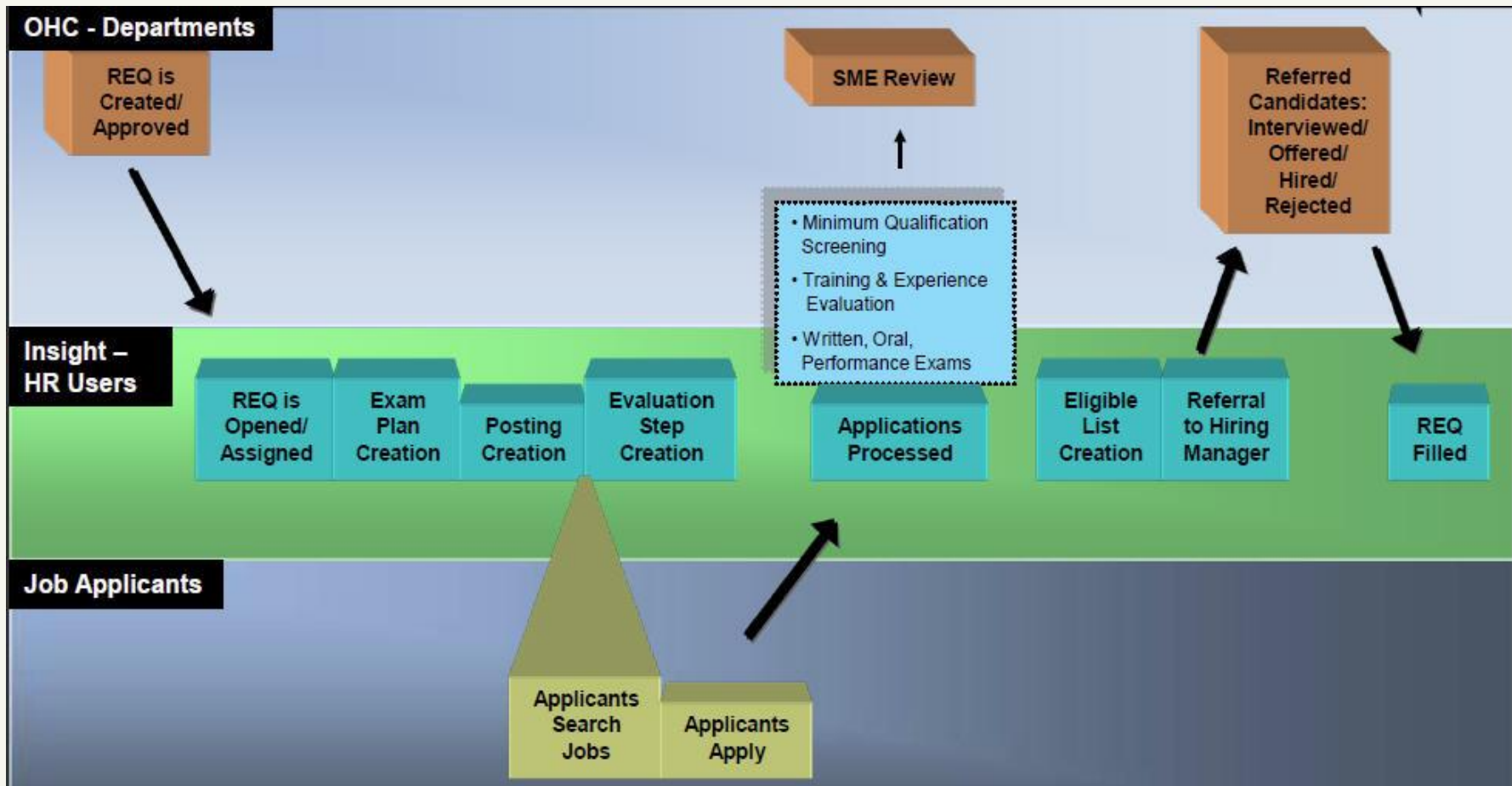
NEOGOV Insight - HR Users



NEOGOV Insight – Online Hiring Center



NEOGOV Insight – Recruitment Life Cycle





OLRS Recruitment Life-Cycle Overview





Question and Answer





Welcome to Day 2





Agenda – Day 2

- Hands-on system activities
 - Certification
 - Reporting
 - Archiving
- Training activities
- Resources
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OLRS Recruitment Life-Cycle Overview





Benefits of Statewide or Agency Pools

- **Improved Time to Hire:** You will have immediate access to readily available applicants without having to advertise your position, decreasing your time to hire
- **Shared Services:** Increased efficiencies by not duplicating recruitment efforts
- **Job Seeker Convenience:** Job seekers only have to apply once to be considered for various openings at multiple agencies
- **Fresh Applicants:** Applications can be set to automatically expire after a specified period of time reducing the number of “stale” or uninterested job seekers in the pool
- **Veteran’s Preference:** For pools maintained centrally, Veteran’s Preference will be applied to all pre-certification activities, saving you time and reducing liability
- **Talent Pipeline:** Having centralized pools allows agency and DOP recruiters to build and maintain a pipeline of new talent through strategic recruiting initiatives, hiring events, and job fairs



Resources

- State of Washington training materials
- Washington specific user guides
- NEOGOV resources
 - Online Community
 - Training classes
 - Tutorials
- My Links:
 - Recruiter resources, tips and FAQs
- DOP Recruitment team
- DOP website
- Use of training environment to practice through June 30



Closing Out Activities in E-Recruiting

- Job seekers will have access thru June 30
- Recruiters will have access thru noon on July 16
 - Close postings
 - Close out hire activities
- Information will be available through DOP Centralized Administrator to support public records requests through the required retention period



Preparing for Job Seeker Go-live - July 1

- PayDay FYIs for employees
 - May 10 and June 10
- Determine immediate recruiting needs
- Ensure job analysis completed
- Assess effectiveness of existing screening tools/processes
- Attend one or more Production Lab sessions
 - Course Code: 01-16-HR74
 - Lab Locations: Olympia or Lacey



Post Go Live Support

■ Job seeker support

- Technical problems (e.g., Passwords and Logon) - NEOGOV
- General questions – DOP Service Center
- Specific questions about the recruitment will be referred to the agency conducting the recruitment

■ Recruiter and hiring manager support

- Online tools and resources
- Agency power user
- If agency power user unable to answer question, they will create a ticket with DOP Service Center



Question and Answer





Training Evaluation

Thank you for attending! Please take the time to complete the training evaluation provided. Your feedback is important to us!





**Thank you
for your
participation!**