OLRS Communication

What? April 2014 Enhancements

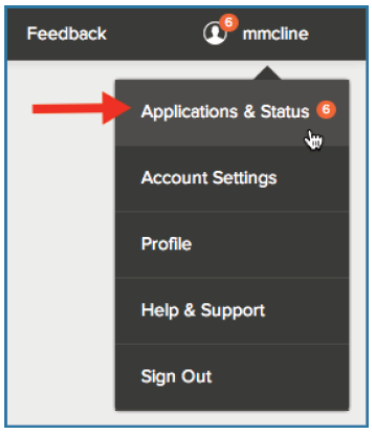
Who? OLRS Professional Users

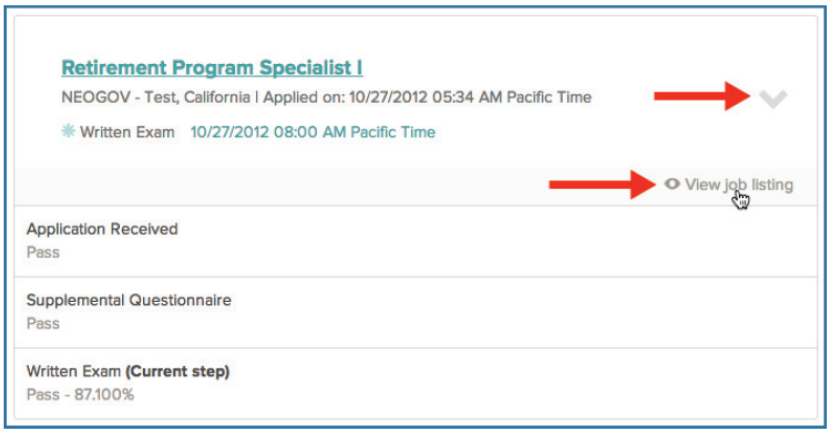
When? April 18, 2014

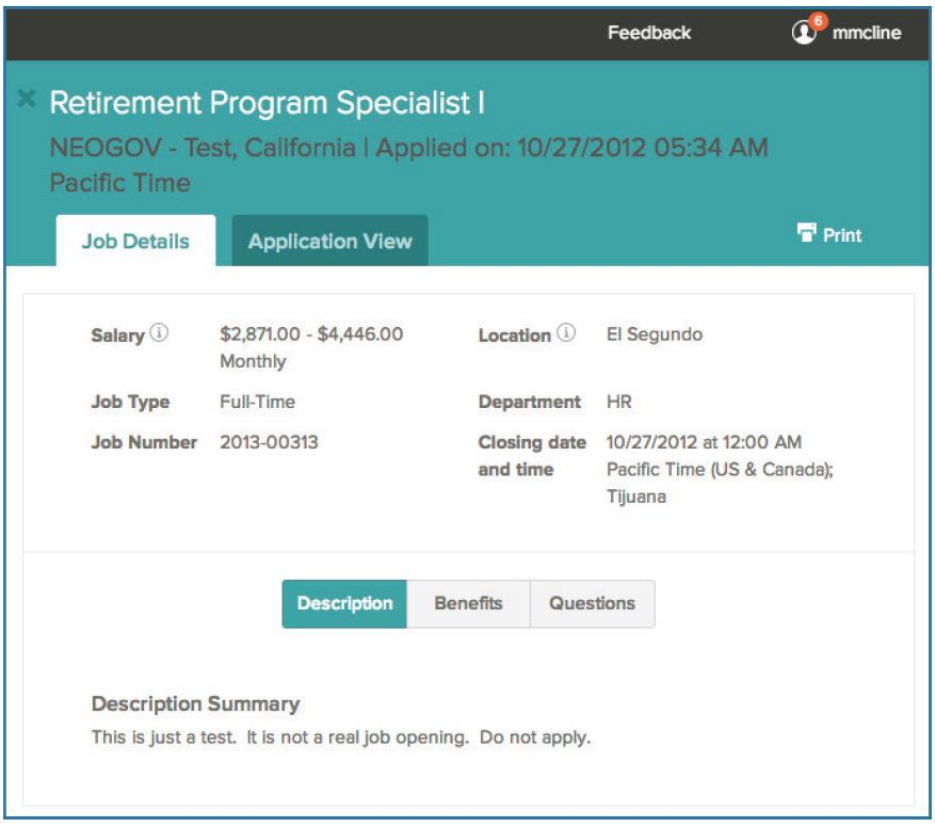
Overview: Over the course of this year, the online recruiting system will have several enhancement releases to improve the job seeker experience, the professional user's experience (Insight/OHC), and overall system performance. There has already been significant changes made to the system and more is coming based on customer feedback. *Please take the time to read the information provided below to become familiar with the additional changes that are coming.*

<u>Online Application</u>

Job Seekers Will Be Able to View Job Postings for Previously Submitted Applications
Job seekers can view the job postings they have applied to from the Applications & Status section of their online application.

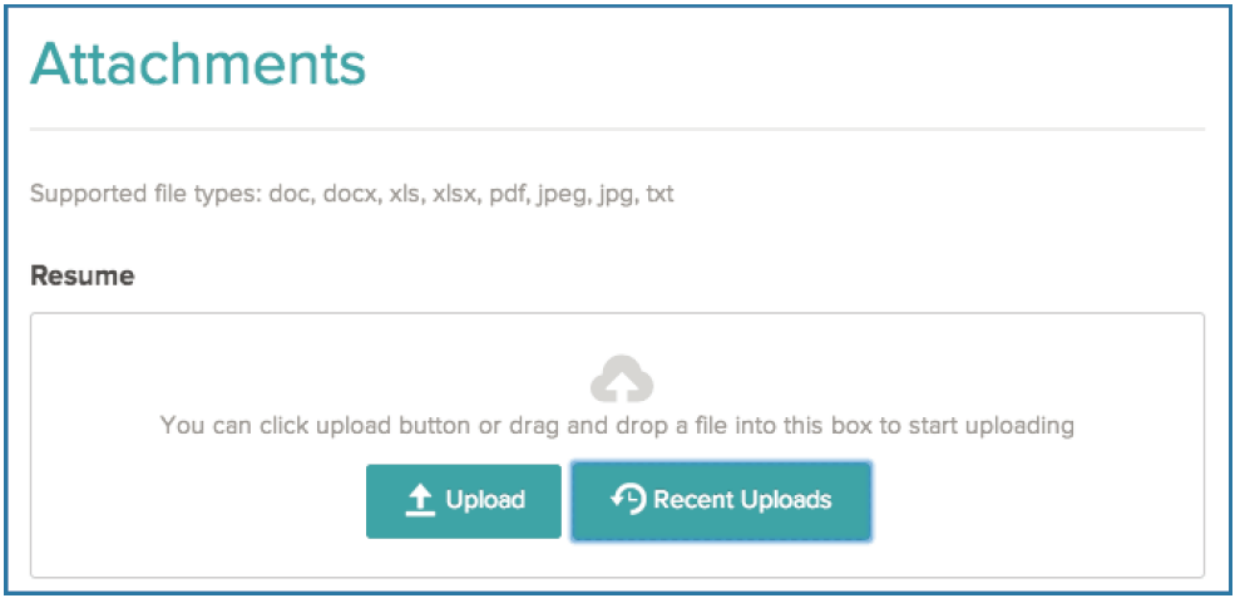






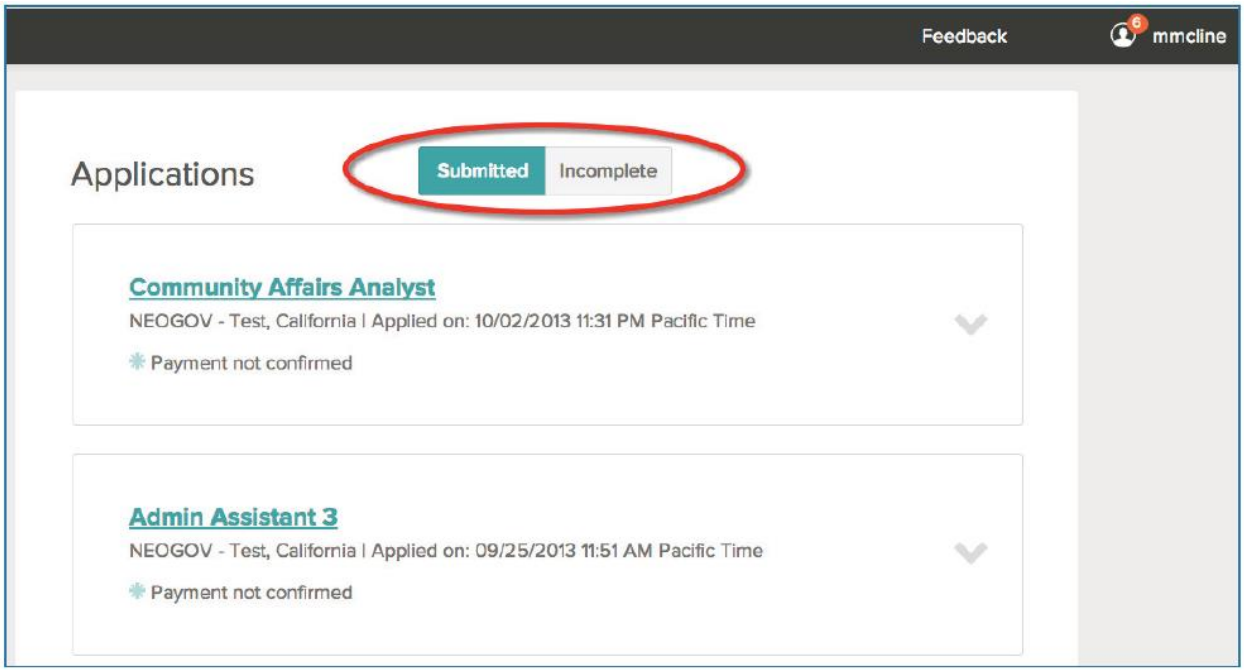
Job Seeker Attachment Improvement
Two improvements will be made to the Attachments portion of the online application to make the process more intuitive to job seekers:

- Job seekers will choose the attachment type before the section appears to upload a document or attach a recent upload.
- The buttons for uploading and attaching recent uploads have been modified to include text labels in addition to icons.



Job Seekers Application Page Update
The following enhancements will be made to the Applications page in the online application process:

- The title on the menu has been changed to “Applications & Status.”
- Tabs will be added to toggle between Submitted and Incomplete applications. The list will default to displaying submitted applications.
- The list of applications will no longer be limited to showing the first five applications. All applications in the list will display as the job seeker continues to scroll down.

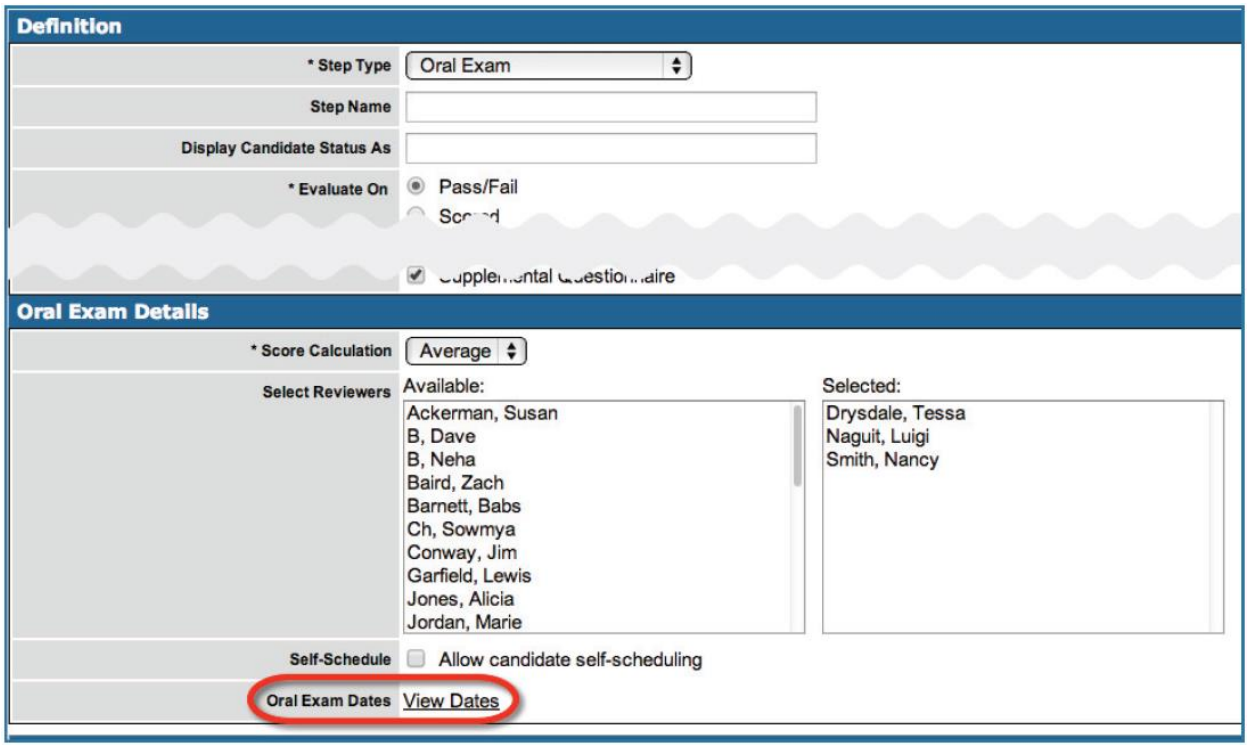


Insight

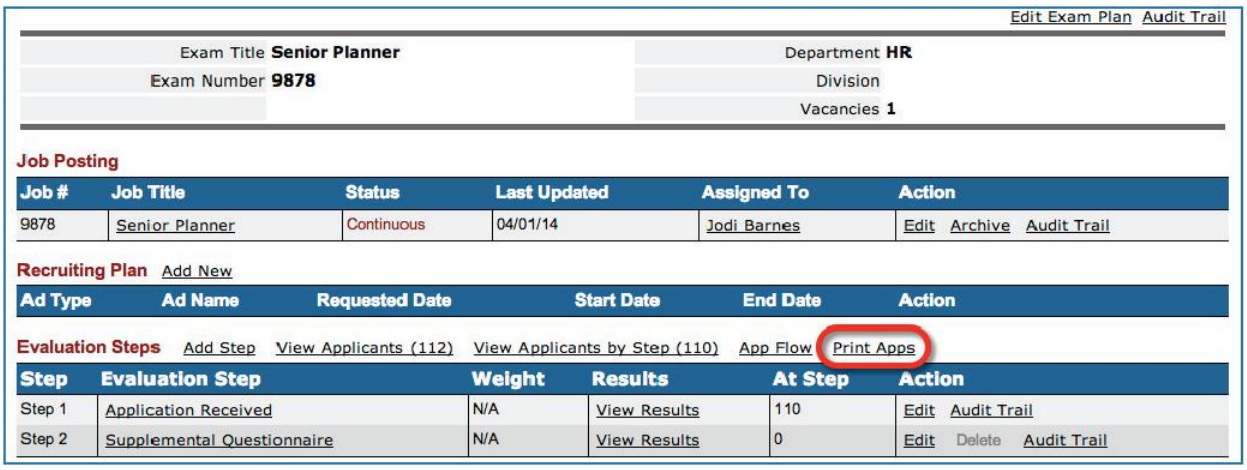
New Requisition Action Options on Exam Plans
The following new links have been added to the Requisitions section of the Exam Plan Detail page:

- Authorize – to change requisition status or user assignment.
- Referrals – to access the referred list for a requisition.
- Add New Requisition – dependent on your permissions requested by your agency.

Link to Oral/Performance Exam Dates from Evaluation Step
Links will be added to the Oral and Performance Exam evaluation steps to allow users to access the exam date set-up. From the exam date set-up page, you can add and update exam dates as well as rosters for oral exams and written exams. This streamlines navigation for users when creating evaluation steps and scheduling exam dates.



Print Applications from Exam Plan
A new link to print applications will be added to the Exam Plan Detail page to allow for printing of applications directly from the exam plan rather than navigating to Candidate Track > Active/Closed.

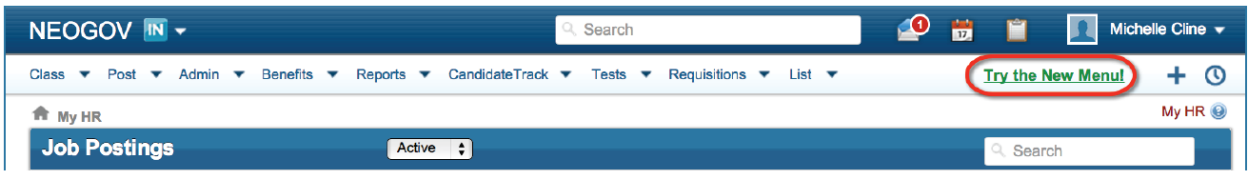


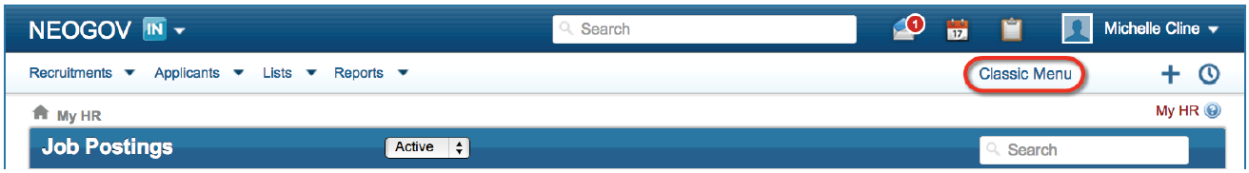
COMING SOON* Enhancements *COMING SOON

As more details about the **coming changes** (anticipated in June) are available, they will be shared with our Insight users. For example, the list pages for job postings, exam plans, and class specs will include the following new features:

- Ability to sort on any column
- Ability to reorder the columns by dragging and dropping
- Ability to filter on most columns by typing matching text in the column heading
- Advanced filtering capability
- Ability to export select data to a CSV or Excel file

Over the next few releases, changes will be made to streamline the Insight menu. When the new menu is available to use, you will see a link within Insight to "Try the New Menu!" You will be able to view how the new menu looks prior to the menu changing. Toggle back to the current menu view by clicking on "Classic Menu" when on the new menu view. **This may not be available until June or later**.





Reminders:

1. Your agency contact information should be included in the body of your job postings for job seekers with questions regarding the posting or recruitment process.

2. The EOE statement on your job postings needs to have your agency contact information.

3. Documents that contact sensitive information, including social security numbers, should not be required as an attachment on the application. **This includes DD214's or other military documents**. The documents should be requested outside of the system or request that the job seeker first redacts the sensitive information from the document prior to attaching it to their profile.

4. Do not use the copy and paste function when creating Supplemental Questions or entering in response options for Supplemental Questions. Doing so may copy over formatting which impacts how the job seeker views the question or the response options.

5. Do not include counties in the Search Locations on job postings other than the county(s) the position is actually located. When job seekers search on 'Benton County' and get results which include a position located in 'Pierce County - Lakewood,' they get frustrated and assume the search is not working correctly.

Questions or need assistance with the OLRS? Contact:

Service Center: (360) 664-6400
Email Contact: servicecenter@des.wa.gov

Want to review past communications? Visit OLRS Notices on the HR website.