HR Community – HRL Training

Job Posting Process

Presented by: Christi Crist – Program Management Officer
Co-leader: Antaja Gordon – Talent Acquisition Analyst
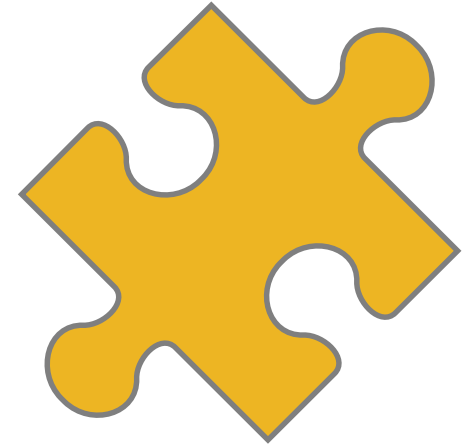
Agenda

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Why we are here	Introduction & Executive Summary
SAP (ePRB) & NEOGOV Recruiting Process	Review the seven (7) phases that make up the recruiting & hiring process
Job Announcement Form	Review the new Job Announcement Form & how it will be used
Questions & Additional Resources	Time to ask questions

Why we are here

➢Inform and educate
➢Micro-training
➢Communication

Executive Summary

➢ This training will serve as a series of micro-learnings over the next few months as OHRM works to improve the time-to-fill positions and update our Administrative Procedures and Guidance.

➢ During this training we will do a quick overview of the current recruitment, hiring, and selection process and then get into the new Job Announcement Form (JAF)

➢ Review the JAF and how it will alleviate the back and forth of the current draft job announcement approval process and how it will work to shorten our time period to post....

➢ The use of the JAF will begin July 1, 2022
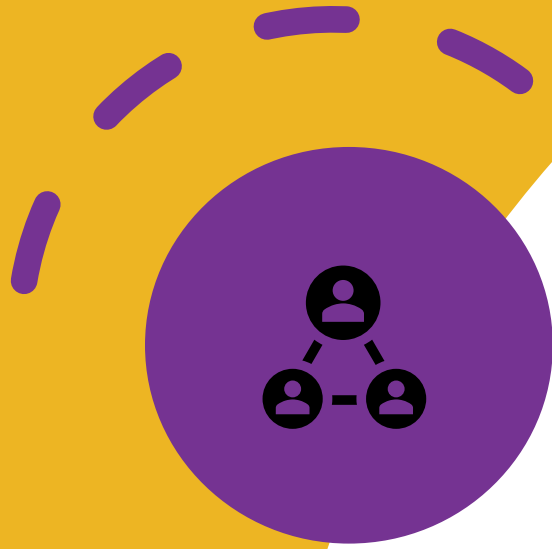
SAP (ePRB) & NEOGOV Overview
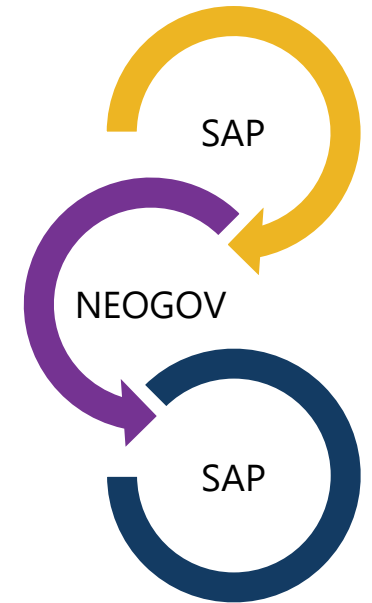
What is SAP & NEOGOV?

Presently the County utilizes two (2) systems, SAP & NEOGOV, for employee self service (ESS), position management and requisition management (recruiting and hiring).
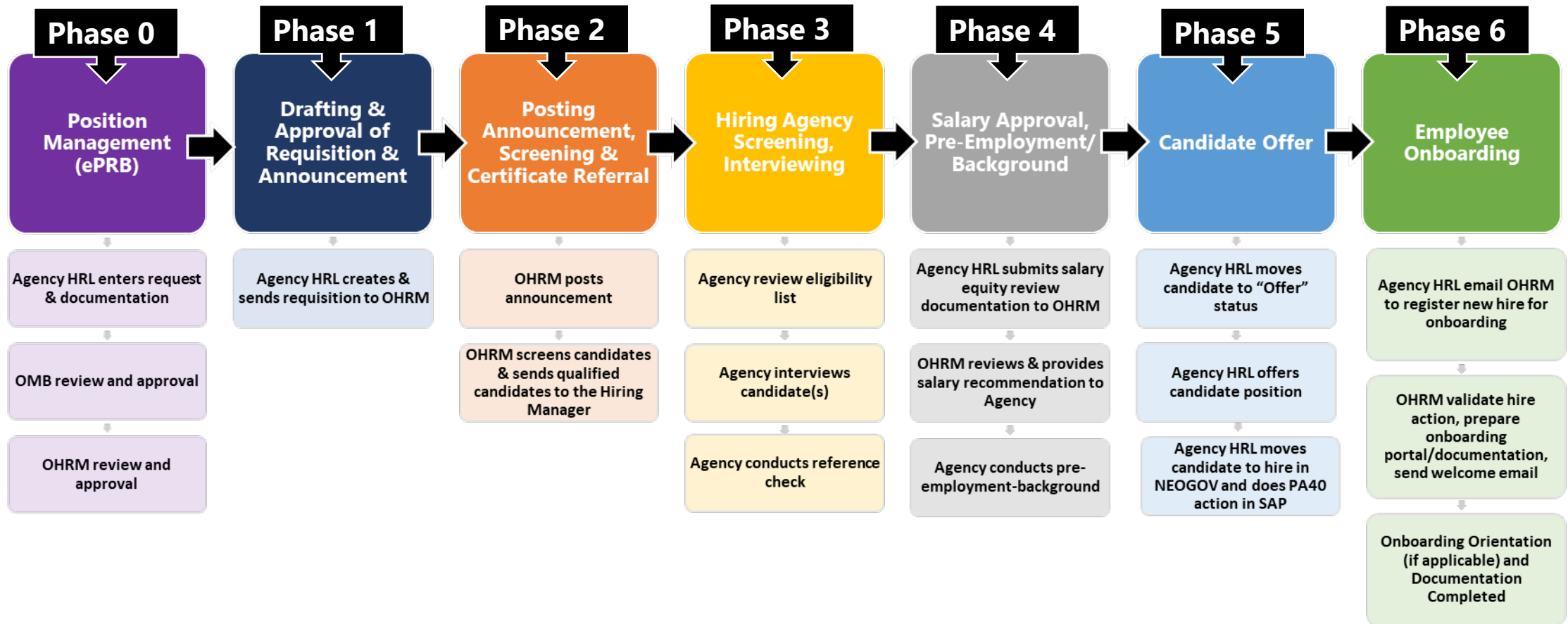
SAP

- **Employee Profile Management:** SAP serves as the County's HRIS system; therefore, employee's information is housed here (also known as employee self-service).
- **Position Management:** Creating, reallocating, backfilling, and approving positions for recruitment. This process is known as electronic position review board (ePRB). This process also involves the Office of Management & Budget (OMB) to review positions to ensure there is funding for the requested position and OHRM to ensure the position description matches the classification specifications.

NEOGOV

- NEOGOV is used for requisition management, also known as the County's applicant tracking system (ATS). NEOGOV is the system used to post job announcements, receive candidate applications, track candidate statuses as they move throughout the recruiting process, and for kicking off the hiring process of a selected candidate for hire.
- NEOGOV Online Hiring Center (OHC) is the platform where HRLs, Hiring Managers, Raters, and Subject Matter Experts (SMEs) view and access the requisitions and referred candidates on their prospective agency requisitions.

SAP

NEOGOV

SAP

SAP (ePRB) & NEOGOV Workflow

Phase 0

Position Management (ePRB)

- Agency HRL enters request & documentation
- OMB review and approval
- OHRM review and approval

Phase 1

Drafting & Approval of Requisition & Announcement

- Agency HRL creates & sends requisition to OHRM

Phase 2

Posting Announcement, Screening & Certificate Referral

- OHRM posts announcement
- OHRM screens candidates & sends qualified candidates to the Hiring Manager

Phase 3

Hiring Agency Screening, Interviewing

- Agency review eligibility list
- Agency interviews candidate(s)
- Agency conducts reference check

Phase 4

Salary Approval, Pre-Employment/ Background

- Agency HRL submits salary equity review documentation to OHRM
- OHRM reviews & provides salary recommendation to Agency
- Agency conducts pre-employment-background

Phase 5

Candidate Offer

- Agency HRL moves candidate to "Offer" status
- Agency HRL offers candidate position
- Agency HRL moves candidate to hire in NEOGOV and does PA40 action in SAP

Phase 6

Employee Onboarding

- Agency HRL email OHRM to register new hire for onboarding
- OHRM validate hire action, prepare onboarding portal/documentation, send welcome email
- Onboarding Orientation (if applicable) and Documentation Completed

Phase 0: Position Management (ePRB)

Position Management (ePRB)

- County positions in the Executive Branch (i.e., classified and exempt service positions) are subject to review and approval by the position review board (PRB). All positions, including creations, change/reallocations, and backfill (fast-track) must be fully approved through the electronic PRB (ePRB) workflow process prior to advertisement and/or the hiring of candidates within NEOGOV.
- The ePRB process has three (3) options: change position attributes (for position reallocations), change position attributes -fast track (for backfills), and new position create process.
- The HRL will need to upload the following documents when submitting a request:
  - Signed Justification Memo, sign by your agency AP (required)
  - Organization Chart (required)
  - Position Description (required)
  - Contract (LTGF positions) (if applicable)
  - Position Audit Recommendation from OHRM (if applicable)
  - Other supporting documentation to justify or explain the request

Guides and Documentation
- AP 208 – Methods and Procedures for Filling Position Vacancies
- ePRB Liaison Instructions
- FAQ - ePRB

Questions?

Phase 1: Drafting & Submission of Requisition

Drafting & Submission of Requisition

- Once a position has been approved through the ePRB process, it is now time for the HRL to create the requisition in NEOGOV. The purpose of creating a requisition is so that a candidate can be hired on that requisition, which is tied to a position number. In order for a candidate to be hired into the County, they must be in NEOGOV and attached to a requisition.
- When creating a requisition, you should ensure that a **position number** is selected before submitting. If the position number you're trying to use does not appear, try selecting a different "Department/Division". The division should match what was on your ePRB request.
- Anyone who needs to see the candidates referred should be entered into the **Hiring Managers** field.
- Multiple positions can be added to one (1) requisition, as long as they are in the same division and are the same exact Classification Title.
- The following attachments are required to be approved:
  - **Approved PRF**
  - **Position description**
  - **Job Announcement Form**

Guides and Documentation
- NEOGOV – OHC Help Center (you must have access to NEOGOV OHC to view)
  - Once in the Help Center, Insight 111: Create a Requisition and Route for Approvals is a video that will show you step by step how to create a requisition.
  - Insight 110: Online Hiring Center Overview is another helpful video that will show you an overview of the OHC function
  - Job Announcement Form

OHRM Office of Human Resources Management

Angela D. Alsobrooks
County Executive

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Phase 2: Posting Announcement, Screening & Candidate Referring

Posting Announcement, Screening & Candidate Referring

- Once the HRL has created the requisition and submitted in NEOGOV, it will be sent over to the OHRM Talent Acquisition department. During this step, a series of tasks and processes are completed.
  - **Task 1: Creation of job announcement**. For your position to be posted, the OHRM Talent Acquisition Analyst assigned to your prospective agency will create a job announcement that lists all the job duties, qualifications, and any additional information that the County is required to list in a job positing.
  - **Task 2: Creation of an exam plan**. An exam plan is a way that OHRM screens applicants to ensure they meet the qualifications of the job once the candidate has applied. The way this is conducted is by asking the candidate additional questions on their application, known as "supplemental questions".
  - **Task 3: Posting of Requisition**. Once job announcement and exam plan have been completed the OHRM Talent Acquisition Analyst posts the position, which is posted to PG County Careers Pages , Indeed, and PG County LinkedIn page.
  - **Task 4: Screening & Referring Candidates**. Once a job announcement closes, the OHRM Talent Acquisition Analyst will utilize the exam plan to screen the candidates and will refer all candidates over to the Hiring Managers and/or HRLs that meet minimum qualifications.

Phase 3: Hiring Agency Screening & Interviewing

Hiring Agency Screening & Interviewing

- Now that the agency has a list of qualified candidates, the action is on the hiring manager(s) and HRLs to screen and interview the referred candidates.
- HRLs or hiring managers (depending on the specific agency) are responsible for updating the candidate's statuses as they move throughout the recruitment process. To change the candidate status in NEOGOV you will select the "actions" drop down and select which action step they should move to.

Note: It is at this point that HRLs are to ensure all candidate's that were not selected be rejected and an appropriate rejection status be assigned.

Guides and Documentation
- NEOGOV – OHC Help Center (you must have access to NEOGOV OHC to view)
  - Once in the OHC Help Center, Insight 114: Referred List Actions is a video that will show HRLs and Hiring Managers the various steps in located the referred list, review candidates, send notices to candidates, rate candidates, make an offer to a candidate, hire a candidate, and reject candidates not hired.

Phase 4: Salary approval, pre-employment & background

Salary approval, pre-employment/ background

- Once the agency has made their candidate selection and is ready to hire a candidate, they will need to complete an Internal Salary Equity Analysis Template and submit it, along with supporting documentation, to OHRMClassification@co.pg.md.us for review and approval by the OHRM Director.
- Once the agency receives the approved salary upon appointment e-mail notice from the OHRM you can proceed to Step 5.
- If your agency has any pre-employment & background practices, now would be the time to begin them, as well.

Guides and Documentation
- Internal Salary Equity Analysis Template

Phase 5: Candidate Offer

Candidate Offer

• Once the agency receives the approval from OHRM on the salary, HRLs can move the candidate to "offered" status and send the offer to the candidate.

• Once an agency has received the signed offer from the candidate and is ready to hire, the HRL completes the Hire Action form in NEOGOV by selecting "Move to Hire" when updating the candidate's action/status.

• The following fields must be completed in the hire form: **offer date, date offer accepted, offer amount, start date, orientation date, and filled date (*this date should be the day same as date offer accepted*).**

• Once the hire form is completed and approved, your OHRM Talent Acquisition Analyst will need to approve and authorize the hire. Please allow at least 48 hours to pass before logging into SAP to finalize the candidate hire.

• To finalize the hire, you must go into SAP and run a PA40 action on the candidate's record.

Guides and Documentation

• NEOGOV Hire Action Guide

• NEOGOV – OHC Help Center (you must have access to NEOGOV OHC to view)

  • Once in the OHC Help Center, Insight 114: Referred List Actions is a video that will show HRLs and Hiring Managers the various steps in located the referred list, review candidates, send notices to candidates, rate candidates, make an offer to a candidate, hire a candidate, and reject candidates not hired.

  • PA40 NEOGOV Additional Hire Data Instructions

Phase 6: Employee Onboarding

Employee Onboarding

- Immediately following the SAP action, the agency HRL must forward the new hire's full name including the middle initial, job title, salary schedule, and start date to the OHRM Core HR Division via email at OHRM-Onboarding@co.pg.md.us along with the new hire documents outlined in the OHRM memo dated August 26, 2019, to Appointing Authorities regarding onboarding and Administrative Procedure 214. Both documents can be referenced on the OHRM HR Community SharePoint site and the Checklist for Submission of Competitive and Non-Competitive Actions as abbreviated below:
  - **Offer letter signed by the Appointing Authority and the new employee acknowledging acceptance;**
  - **Approved Position Requisition Form (PRF) for the position being filled by the new employee;**
  - **County Employment Application (and resume if provided);**
  - **Applicable commitment agreements;**
  - **Applicable Personal Services Agreement (for Limited-Term-Grant-Funded employees);**
  - **Copy of the printed Personnel Information Document (PID); and**
  - **Submission of the Checklist for Submission of Competitive and Non-Competitive Actions**

Guides and Documentation
- employee onboarding resources section in the OHRM HR Community SharePoint site

All information for any new hire must be submitted to CoreHR by 5 P.M. the Monday prior to their orientation date!
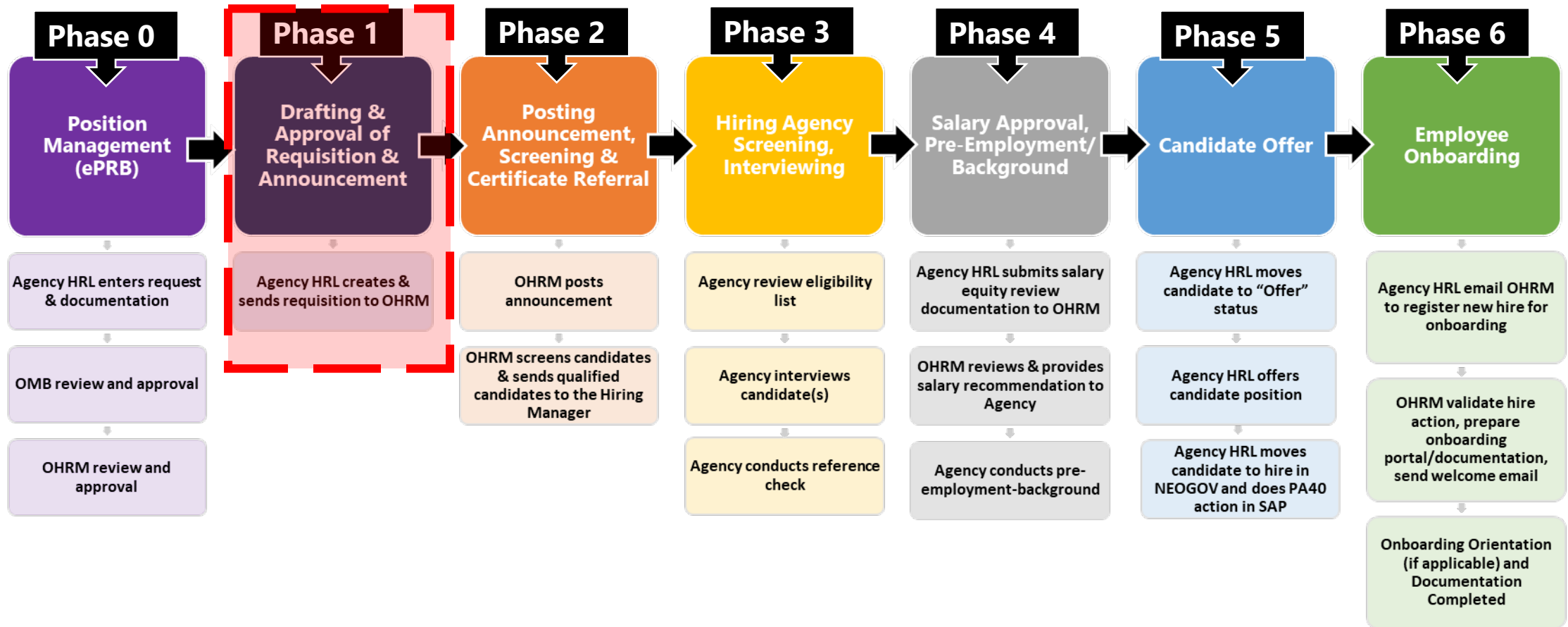
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Job Announcement Form Overview

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Job Announcement Form

❖ The purpose of the Job Announcement Form (JAF) is to reduce the time it takes for HRLs and OHRM TA staff to post a job announcement.

❖ The JAF will capture pertinent information from the agency (i.e., job duties, minimal qualifications, preferred qualifications, etc.) so that OHRM TA can post the position quicker.

❖ The JAF will be a required attachment when submitting your NEOGOV requisition to Talent Acquisition.

❖ The JAF will be located on the Teams HR Community Site inside the Forms & Instructions folder -> OHRM_JobPostingForm_06-2022.docx

Completing the Job Announcement Form

> **Hiring Manager:** Complete, sign, and send to your agency Human Resources Liaison with any required documentation by your agency to recruit.

> **Human Resource Liaison:** Review, sign, and attach this form in NEOGOV when creating a requisition.

> Contact **OHRMRecruitment@co.pg.md.us** with any questions.

- Hiring Managers should be first in completing this document
- Once the HRL receives it they should review it and ensure all necessary information is entered before it is sent over to the Talent Acquisition team
- The entire form must be completed when submitted. Any incomplete forms will be sent back to the HRL and will result in the requisition being posted

OHRM Office of Human Resources Management

Job Announcement Form

PART I. REQUISITION INFORMATION
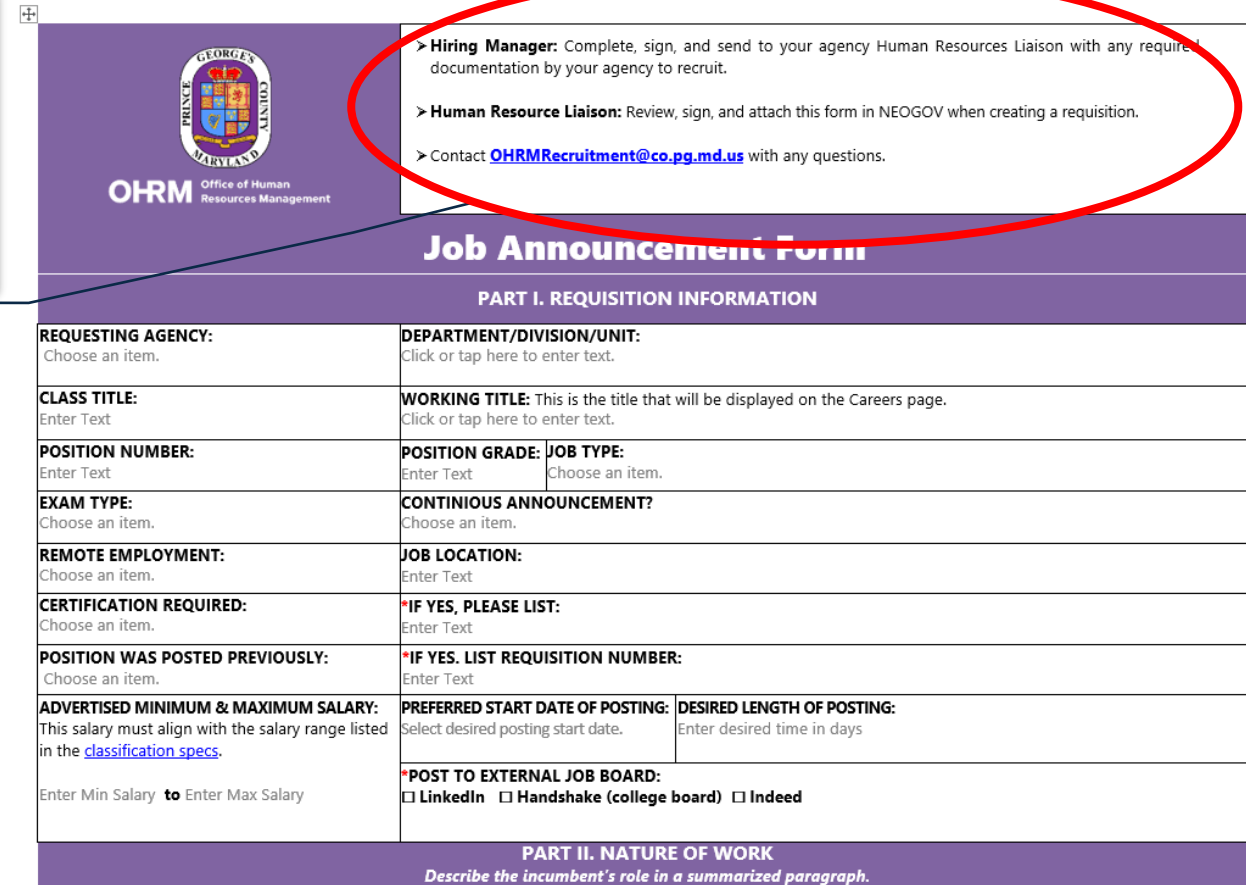
REQUESTING AGENCY: Choose an item.	DEPARTMENT/DIVISION/UNIT: Click or tap here to enter text.	
CLASS TITLE: Enter Text	WORKING TITLE: This is the title that will be displayed on the Careers page. Click or tap here to enter text.	
POSITION NUMBER: Enter Text	POSITION GRADE: Enter Text	JOB TYPE: Choose an item.
EXAM TYPE: Choose an item.	CONTINIOUS ANNOUNCEMENT? Choose an item.	
REMOTE EMPLOYMENT: Choose an item.	JOB LOCATION: Enter Text	
CERTIFICATION REQUIRED: Choose an item.	*IF YES, PLEASE LIST: Enter Text	
POSITION WAS POSTED PREVIOUSLY: Choose an item.	*IF YES. LIST REQUISITION NUMBER: Enter Text	
ADVERTISED MINIMUM & MAXIMUM SALARY: This salary must align with the salary range listed in the classification specs. Enter Min Salary **to** Enter Max Salary	PREFERRED START DATE OF POSTING: Select desired posting start date.	DESIRED LENGTH OF POSTING: Enter desired time in days
	*POST TO EXTERNAL JOB BOARD: ☐ LinkedIn ☐ Handshake (college board) ☐ Indeed	

PART II. NATURE OF WORK
Describe the incumbent's role in a summarized paragraph.

Part I – Requisition Information

PART I – Requisition Information

Complete this section in its entirety.

1. Department/Division/Unit must match what will is entered on the requisition
2. Continuous Announcement means that there will be a recruiting/screening plan set up with the OHRM Talent Acquisitions team. If you select "No" the position will be posted with a closing date.
3. Job Location is the location in which the incumbent will be located most of their time.
4. Advertised Minimum & Maximum Salary does NOT have to be the entire classification specs range, it can be the range in which the position is budgeted.

Note: Fields with a red asterisk, "", are optional to complete. All other fields must be completed or else the form will be returned back to Human Resource Personnel, which will delay the job announcement being posted.*

PART I. REQUISITION INFORMATION

REQUESTING AGENCY: Choose an item.	DEPARTMENT/SECTION/UNIT: Click or tap here to enter text. **1.**
CLASS TITLE: Enter Text	WORKING TITLE: This is the title that will be displayed on the Careers page. Click or tap here to enter text.
POSITION NUMBER: Enter Text	POSITION GRADE: Enter Text / JOB TYPE: Choose an item.
EXAM TYPE: Choose an item.	CONTINIOUS ANNOUNCEMENT? Choose an item. **2.**
REMOTE EMPLOYMENT: Choose an item.	JOB LOCATION: Enter Text **3.**
CERTIFICATION REQUIRED: Choose an item.	*IF YES, PLEASE LIST: Enter Text
POSITION WAS POSTED PREVIOUSLY: Choose an item.	*IF YES. LIST REQUISITION NUMBER: Enter Text
ADVERTISED MINIMUM & MAXIMUM SALARY: This salary must align with the salary listed in the classification specs. **4.** Enter Min Salary **to** Enter Max Salary	PREFERRED START DATE OF POSTING: Select desired posting start date. / DESIRED LENGTH OF POSTING: Enter desired time in days
	*POST TO EXTERNAL JOB BOARD: ☐ LinkedIn ☐ Handshake (college board) ☐ Indeed

Part II – Nature of Work

PART II – Nature of Work

1. Enter a paragraph summarizing the job duties and responsibilities of the role.

PART II. NATURE OF WORK

Describe the incumbent's role in a summarized paragraph.

Click or tap here to enter text.

Example – "This is a professional position that performs budgetary, fiscal, and administrative responsibilities in conjunction with the administration of several program areas within the Department of Social Services, under the direct fiscal support in the completion of daily activities of the Department of Social Services. Work is performed in accordance with established County, state, and Federal policies, procedures, and regulations"

Part III, IV, & V – Examples of Work, Minimum & Preferred Qualifications

PART III – Examples of Work

2. Enter a bulleted list of duties associated with the role.

PART IV – Minimum Qualifications

3. Enter a bulleted list of minimum qualifications for the role.

   The minimum qualifications for education and years' experience must match what is listed on the classification specs.

PART V – Preferred Qualifications

4. Enter a bulleted list of preferred qualifications for the role.

PART III. EXAMPLES OF WORK
Create a bulleted list of duties located on the Position Description (Form 544).

Click or tap here to enter text.
- Develops budgetary and program data for assigned Departmental program areas.
- Leads supporting and program staff in the development of program budgets, preparing program budgets and preparing internal reports as requested.

PART IV. MINIMUM QUALIFICATIONS
Create a bulleted list of education and experience minimum qualifications using the classification specs.

Click or tap here to enter text.
- Bachelor's degree in Accounting, Finance, Quantitative Analyses or Business Administration or a related field.
- At least two (2) years of professional accounting experience.

PART V. PREFERRED QUALIFICATIONS
Create a bulleted list of preferred qualifications (i.e., experience above the minimum qualifications).

Click or tap here to enter text.
- Master's degree in Human Services, Education, Management, Public Administration, or other closely related fields,
- Plus 5-7 years of experience to include program coordination and community outreach:
  - Assessing and developing community resources for students and families and linking them to those services.

Part VI – Conditions of Employment

PART VI – Conditions of Employment

5. Enter any conditions of employment (e.g., rules, requirements, policies, etc.) in this section.

PART VI. CONDITIONS OF EMPLOYMENT
*Please refer to the **classification specs** for position specific conditions of employment.*

Click or tap here to enter text.
Applicants who meet the minimum qualifications will be invited to participate in an online examination to demonstrate proficiency in administrative duties and computer software programs. Applicants must pass the online proficiency examination to be considered for this position.

➤ Conditions of employment are specific conditions, such as online exams, drug tests, etc. that a candidate must pass in order to qualify for this position.

➤ Job specific conditions of employment can be found in the classification specs, which are online and the same ones where you find the min quals.

Part VII – Agency Approvals & Additional Comments

PART VII – Agency Approvals

6. This section must be completed by the Hiring Manager and the agency HR Liaison or other agency HR Personnel.

Additional Comments

7. If you are posting to other job boards, please list them here.
8. If there is anything else you'd like to add about this position that wasn't covered, add it here.

PART VII. AGENCY APPROVALS

By typing your name into the signature field(s) below, you are authorizing OHRM to use the information in this form to create and post a job announcement for the position listed.

Date: Select Date   Hiring Manager Signature: Click or tap here to enter text.

Date: Select Date   Human Resources Personnel Signature: Click or tap here to enter text.

ADDITIONAL COMMENTS

Should any additional comments be noted regarding the creation of the requisition and posting of this job announcement, please list below.

Job Announcement Form – Next Steps

➢ Once the requisition is submitted over to the OHRM TA team, phase 2 begins.

➢ Your OHRM TA Analyst will review the form, ensure that all fields are completed, and will then create the job posting and post the position.

➢ Once the position is posted, your designated TA Analyst will e-mail you the careers page link, notifying you that the position has been posted.
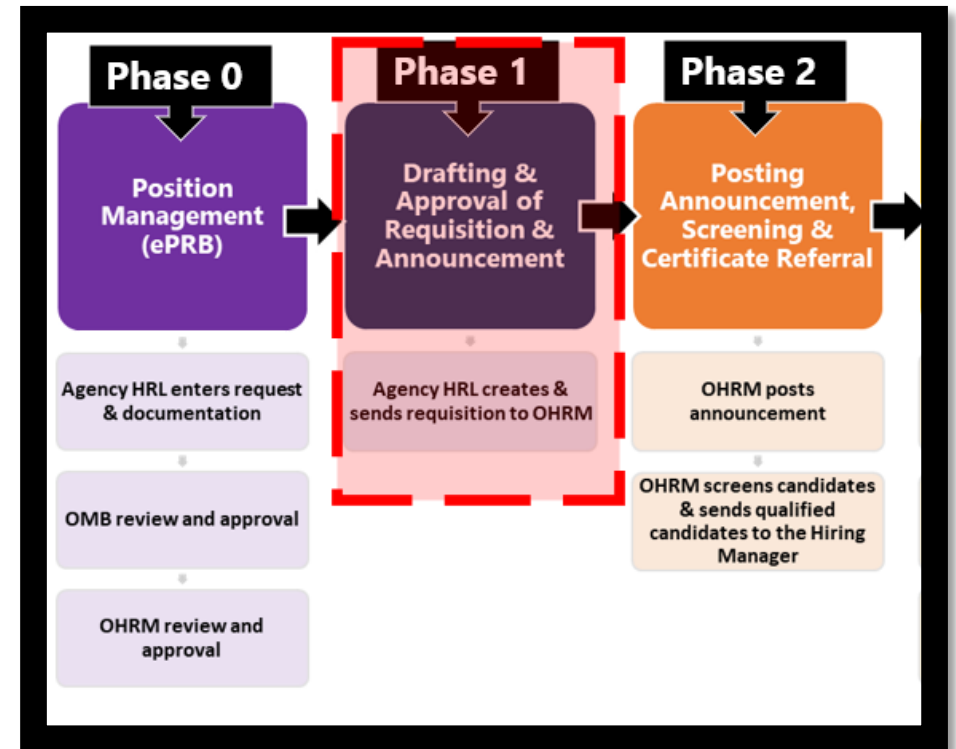
Questions?

Additional Info

- **HR Community Teams Document Library** – this library has access to information regarding the HR Community Meetings, Employee Onboarding, Classification and Compensation, and much more! If you don't have access to the HR Community Teams site, please e-mail OHRM@co.pg.md.us to request access.

- **Need access to NEOGOV OHC?**
E-mail OHRMRecruitment@co.pg.md.us with the subject line **Request for NEOGOV Access – Employee Name – Employee Title.** In the body of the e-mail, please supply the following info:
  - Which Online Hiring Center (OHC) role (HRL, Hiring Manager, or SME) the employee will need.
  - Which divisions within the agency the employee will need access.

OHRM Directory

For a full list of services and the associated email address and phone number, visit OHRM's website at https://www.princegeorgescountymd.gov/637/Contact-Us.

	Division	Email
Office of the Director	Director's Office	OHRM@co.pg.md.us
	Occupational Medical Services	disabilityleave@co.pg.md.us fmla@co.pg.md.us
	Employee & Labor Relations	EmployeeRelations@co.pg.md.us
	Level Up Employee Wellness Program	LevelUp@co.pg.md.us
People Operations	Core HR	CoreHR@co.pg.md.us
	HR Service Management Unit – Records Management Team	HRService@co.pg.md.us
	HR Service Management Unit – Policy & Planning Team	OHRMPolicy@co.pg.md.us
	Learning, Performance, and Organizational Development	LPOD@co.pg.md.us EmployeePerformance@co.pg.md.us
Benefits, Pensions & Retirement Services	Benefits Administration	Benefits@co.pg.md.us
	Retirement Services	Pensions@co.pg.md.us
	Pensions	PGCDeferredComp@co.pg.md.us
Talent Management and Acquisition	Classification and Compensation	OHRMClassification@co.pg.md.us
	Public Safety Examinations	OHRMExamination@co.pg.md.us
	Recruitment	OHRMRecruitment@co.pg.md.us
	Public Safety Investigation	PSI@co.pg.md.us
	Summer Youth Enrichment Program	SYEP@co.pg.md.us