

ATS User Setup and Login

Setup new user in ATS

Login to ATS

You must be an Administrator (level 3) or for delegated agencies users at Creator (level 2) can be given permission to add users.

- From the menu links click on **Users**.

[My Agency Tasks](#) [Users](#) [Announcements](#) [Sign Out](#) [Main Menu](#) [ATS Manual](#)

Scroll to the bottom of the page and click on **Add New User**.

Wilson, David	1	A	View Profile	12/11/2012 1:57:55 PM	Edit
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[Add New User](#)

Security - Add User		
First <input type="text"/>	M.I. <input type="text"/>	Last <input type="text"/>
Mailing Address <input type="text"/>	Mailing City / State <input type="text"/>	Mailing Zip Code (00000) <input type="text"/>
Phone (000)000-0000 and Extension 00000 <input type="text"/>	Email <input type="text"/>	Agency <i>All Agencies</i>
Fax (000)000-0000 <input type="text"/>	Permission Level* <input type="text"/>	Temporary Password <input type="checkbox"/>
Status* <input type="text"/>	Reviewer <input type="text"/>	Will be Emailed to user <input type="checkbox"/>

* Required Field

[Add](#) [View Users](#)

- Must complete the fields that have a red asterisk (*), these are required fields to be completed.

The Status field has a drop down in which to make your selection. Of course when creating a new user you will choose active.

For users that are no longer with the agency you will want to edit their record and either choose Disabled (they will still appear on the agency list) or Terminated (they will not appear on the agency list, only on the DHR side)

Status drop down list

Active
Disabled
Terminated

The Permission level has a drop down in which to choose the level of access a user will have in ATS. Reviewer (level 1) is for hiring managers (their name will appear in the manager list to assign hiring lists), Creator (level2) (delegated agencies you must select what sections of ATS they will have, non-delegated they have the same as level 3 except user section), Administrator (level 3) for delegated agency they are the administrator with the majority of access as DHR but only for their

agency, for non-delegated agency they are the administrator and have ability to request announcement, hiring list, add users, complete hiring lists, etc.

Permission Level drop down list

Reviewer
Creator
Administrator

- Once the required fields are complete then you will click the Add button.

Security - Add User		
First Mel *	M.I. 	Last Rose *
Mailing Address 304 8th Street *	Mailing City / State Boise *, ID *	Mailing Zip Code (00000) 83702 *
Phone (000)000-0000 and Extension 00000 (208)123-4567 *	Email [redacted] *	Agency All Agencies
Status* Active ▾	Permission Level* Creator ▾	Temporary Password Will be Emailed to user

* Required Field

Add View Users

- If the user is for a delegated agency as level 2 you then must select what sections that person will have access.

User added successfully!
Temporary password has been sent to: [redacted]

Security - Update User		
First Mel *	M.I. 	Last Rose *
Mailing Address 304 8th Street *	Mailing City / State Boise *, ID *	Mailing Zip Code (00000) 83702 *
Phone (000)000-0000 and Extension 00000 (208)123-4567 *	Email [redacted] *	Agency All Agencies
Status* Active ▾	Permission Level* Creator ▾	Temporary Password Users can request at login
Status last changed: 8/16/2013 11:09:00 AM	Created by: -27 Updated by: -27	Created on: 8/16/2013 11:09:12 AM Updated on: 8/16/2013 11:09:12 AM

* Required Field

Security Roles (current roles are checked)
<input type="checkbox"/> Announcements (Create, Copy, Publish, Close, Search, Attach Exam to Announcement and View Exam Detail)
<input type="checkbox"/> Applicants (Search for Applicants, Review Applicant Scores, Edit Applicant Application)
<input type="checkbox"/> Classifications (Create, Edit, Delete)
<input type="checkbox"/> Exams (Create, Copy, Edit, Delete, Create Questions, Copy Questions, Delete Questions)
<input type="checkbox"/> Hiring_Lists (Draft, Request, Approve, Complete, Archive, Set Hiring List Manager Permission, Letters to Print and Email)
<input type="checkbox"/> SME (Assign, Review SME Scores)
<input type="checkbox"/> Users (Add, Edit, Delete)

Update Delete User View Users

- Once the selections are made be sure to click the Update button.

Security - Update User		
First Mel	M.I. []	Last Rose
Mailing Address 304 8th Street	Mailing City / State Bose ID	Mailing Zip Code (00000) 83702
Phone (000)000-0000 and Extension 00000 (208)123-4567	Email []@labor.ida	Agency All Agencies
Fax (000)000-0000	Permission Level* Creator	Temporary Password Users can request at login
Status* Active	Created by: 27 Updated by:	Created on: 8/16/2013 11:09:12 AM Updated on: 8/16/2013 11:20:03 AM

Status last changed: 8/16/2013 11:09:00 AM

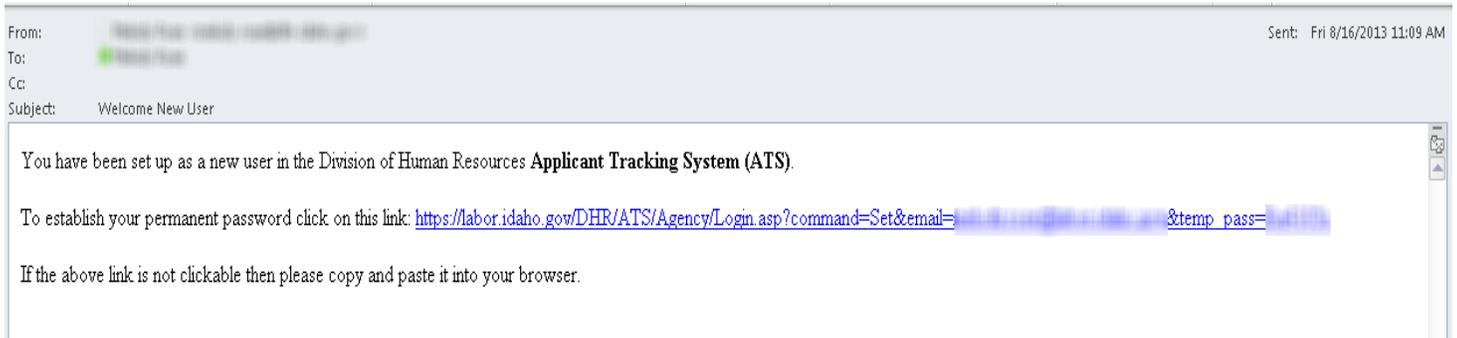
* Required Field

Security Roles (current roles are checked)
<input checked="" type="checkbox"/> Announcements (Create, Copy, Publish, Close, Search, Attach Exam to Announcement and View Exam Detail)
<input checked="" type="checkbox"/> Applicants (Search for Applicants, Review Applicant Scores, Edit Applicant Application)
<input type="checkbox"/> Classifications (Create, Edit, Delete)
<input type="checkbox"/> Exams (Create, Copy, Edit, Delete, Create Questions, Copy Questions, Delete Questions)
<input checked="" type="checkbox"/> Hiring Lists (Draft, Request, Approve, Complete, Archive, Set Hiring List Manager Permission, Letters to Print and Email)
<input checked="" type="checkbox"/> SME (Assign, Review SME Scores)
<input type="checkbox"/> Users (Add, Edit, Delete)

Update Delete User View Users

Login for brand new user -

Once the individual has been created as a user in ATS they will receive an email that states:



- When the user clicks on the link they will be taken to the following screen:

Division of Human Resources Applicant Tracking System

Please pick a new password for yourself.

Set New Password	
Email Address:	[redacted]@labor.idaho.gov
Temporary Password:	••••••
New Password: (Min. 7 characters)	[] <input type="button" value="Set"/>
Confirm New Password:	[]

- Help!**
- [Return to Login](#)
 - [I need my password reset](#)
 - [Only have a temporary password](#)
 - [Contact DHR](#)

- It has already populated the fields with the email and temporary password.
- Now the user can create their new password.

Division of Human Resources Applicant Tracking System

Please pick a new password for yourself.

Set New Password

Email Address:

Temporary Password:

New Password: Set

(Min. 7 characters)

Confirm New Password:

Help!

[Return to Login](#)

[I need my password reset](#)

[I only have a temporary password](#)

[Contact DHR](#)

- The new password is typed in twice and then click on **SET**. Be sure to remember the password that you are creating (as you can see it does not show).

Division of Human Resources Applicant Tracking System

New Password Set!

As a user of the Division of Human Resource's Applicant Tracking System (ATS), I am aware that I will have access to sensitive applicant and State of Idaho employee information. I am aware of my responsibility to maintain the confidentiality of all information in ATS. By proceeding to use ATS, I agree to comply with all privacy and confidential requirements.

User Sign In

Email Address: Login

Password:

Note: This system uses cookies and will not function if they are disabled.

Help!

[I need my password reset](#)

[I only have a temporary password](#)

[Contact DHR](#)

- Once you click on **SET** it now takes you to the Login screen. Type your password in and click on **LOGIN**.
- Now you are logged in and at the initial screen.

- What shows on the menu will depend on what was selected when the user is a level 2 (Creator)



Applicant setup and login

New applicant setup of password and resetting of password -

This is the process that a new applicant goes through in setting up their online account. Also it will show what they need to do to reset their password.

When the applicant clicks on the **Apply Online** button from an announcement it will take them to the login screen. This opens in a separate window from the announcement.

The applicant will Click on the **Sign Up** button as **1st Time Users**.

IDAHO Idaho Division of Human Resources

For the latest job openings, follow us on Twitter & Facebook:

[Twitter](#) [Facebook](#)

Apply Online

Sign in and create "My Account" - a great way for you to store your job search information. You may only apply for jobs that are currently open. To view current open state jobs [click here](#).

APPLICANTS: Effective July 1, 2013 the definition of veteran for veteran's preference has changed. Please check your 'Veteran's Preference' form in your online application account to be sure it is correct.

Instructions on how to start! (Requires Adobe Acrobat to open.)

Sign Up	1st Time Users
Sign In	Return Applicants

[Privacy Policy](#)

If you experience problems accessing or creating an account, it may be because the **cookies** on your computer are disabled.

[What are **cookies** and how do I enable them? \(.pdf\)](#)

Adobe Acrobat is required to view .pdf files. The software can be downloaded for free at www.adobe.com.



Apply Online - 1st Time User

[Return to Previous Page](#)

A User ID will be created for you consisting of the last 4 digits of your Social Security Number followed by your last name. (1234SMITH)

New Applicant Pre-Registration	
Social Security Number:	<input type="text"/> - <input type="text"/> - <input type="text"/> *
Last Name:	<input type="text"/> *
Email Address:	<input type="text"/>

* Required

Submit

[Privacy Policy](#)

The applicant will provide:

- SSN - the last 4 digits will be used as part of their **User ID** as stated in the **Red** outlined box.
- Last Name – this will be part of their **User ID** that will be created as stated in the **Red** outlined box.
- Email Address is not required. – If the applicant does not have an email address then there is currently not sufficient information to tell them how to get their temporary password.

When they complete the necessary information they will Click the **Submit** button.

Apply Online - 1st Time User

[Return to Previous Page](#)

A User ID will be created for you consisting of the last 4 digits of your Social Security Number followed by your last name. (1234SMITH)

New Applicant Pre-Registration	
Social Security Number:	<input type="text"/> - 12 - 3456 *
Last Name:	Rose *
Email Address:	<input type="text"/> @hotmail.com

* Required

Submit

[Privacy Policy](#)

Apply Online

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APPLICANTS: Effective July 1, 2013 the definition of veteran for veteran's preference has changed. Please check your 'Veteran's Preference' form in your online application account to be sure it is correct.

Instructions on how to start! (Requires Adobe Acrobat to open.)

You have been assigned the following User ID:

3456ROSE

We recommend you write it down as you will need it to sign in as an applicant.

Pick a new password for yourself. Your User ID is the last 4 digits of your Social Security Number followed by your last name. (1234SMITH)

Set New Password	
User ID: 3456ROSE	<input type="button" value="Continue"/>
Temporary Password: System Set	
New Password: <input type="text"/>	
(Min. 7 characters)	
Confirm New Password: <input type="text"/>	

Adobe Acrobat is required to view .pdf files. The software can be downloaded for free at www.adobe.com.

Applicant will now create their New Password. It must be at least 7 characters. They will then input the same password in the Confirm New Password field and click the Continue button.

Apply Online

Sign in and create "My Account" - a great way for you to store your job search information. You may only apply for jobs that are currently open. To view current open state jobs [click here](#).

APPLICANTS: Effective July 1, 2013 the definition of veteran for veteran's preference has changed. Please check your 'Veteran's Preference' form in your online application account to be sure it is correct.

Instructions on how to start! (Requires Adobe Acrobat to open.)

You have been assigned the following User ID:

3456ROSE

We recommend you write it down as you will need it to sign in as an applicant.

Pick a new password for yourself. Your User ID is the last 4 digits of your Social Security Number followed by your last name. (1234SMITH)

Set New Password	
User ID: 3456ROSE	<input type="button" value="Continue"/>
Temporary Password: System Set	
New Password: <input type="password" value="••••••"/>	
(Min. 7 characters)	
Confirm New Password: <input type="password" value="••••••"/>	

Adobe Acrobat is required to view .pdf files. The software can be downloaded for free at www.adobe.com.

Then the applicant will create their secret question and answer.

Apply Online

Sign in and create "My Account" - a great way for you to store your job search information. You may only apply for jobs that are currently open. To view current open state jobs [click here](#).

APPLICANTS: Effective July 1, 2013 the definition of veteran for veteran's preference has changed. Please check your 'Veteran's Preference' form in your online application account to be sure it is correct.

Instructions on how to start! (Requires Adobe Acrobat to open.)

New Password Set!

To help you in the event that you forget your password we ask that you enter a secret question with a single word answer that only you will know.

Examples:

What was the name of my first cat? *Mittens*

Where was I born? *Boise*

What is my favorite fruit? *Apple*

Secret Question	
Question: <input type="text"/>	<input type="button" value="Continue"/>
One Word Answer: <input type="text"/>	

Adobe Acrobat is required to view .pdf files. The software can be downloaded for free at www.adobe.com.

They will enter:

- Question
- One Word Answer

Then Click the Continue button.

Apply Online

Sign in and create "My Account" - a great way for you to store your job search information. You may only apply for jobs that are currently open. To view current open state jobs [click here](#).

APPLICANTS: Effective July 1, 2013 the definition of veteran for veteran's preference has changed. Please check your 'Veteran's Preference' form in your online application account to be sure it is correct.

Instructions on how to start! (Requires Adobe Acrobat to open.)

New Password Set!

To help you in the event that you forget your password we ask that you enter a secret question with a single word answer that only you will know.

Examples:

What was the name of my first cat? *Mittens*

Where was I born? *Boise*

What is my favorite fruit? *Apple*

Secret Question	
Question:	How many dogs do I have? <input type="button" value="Continue"/>
One Word Answer:	two

Adobe Acrobat is required to view .pdf files. The software can be downloaded for free at www.adobe.com.

Now they are ready to sign in to their online application.

When they complete this step they will receive an email indicating they have completed the new user registration.

New user registration complete



Idaho Division of Human Resources (idhr@dhr.idaho.gov) [Add to contacts](#) 1:15 PM |>

To: [Redacted]

You have completed the necessary registration to do online applications with the:

Division of Human Resources Applicant Tracking System For future access to your online application you will need the following:

User ID: Will consist of the last 4 numbers of your SSN and up to the first 10 letters of your last name. (e.g. 1234Smith)

Password: [Redacted]

Now they can sign in

Apply Online

Sign in and create "My Account" - a great way for you to store your job search information. You may only apply for jobs that are currently open. To view current open state jobs [click here](#).

APPLICANTS: Effective July 1, 2013 the definition of veteran for veteran's preference has changed. Please check your 'Veteran's Preference' form in your online application account to be sure it is correct.

Instructions on how to start! (Requires Adobe Acrobat to open.)

You are now registered to use Apply Online! system
Secret Question and Answer Set!

Your User ID is the last 4 digits of your Social Security Number followed by your last name. (1234SMITH)

Already signed up for APPLY ONLINE

Sign in now!

User ID:

Password:

Forgot your password?
Request Password Reset
Privacy Policy
Administrative Use

This system uses cookies, but no information is permanently written to your computer.
Adobe Acrobat is required to view .pdf files. The software can be downloaded for free at www.adobe.com.

If an applicant registers and does not complete the Personal section of their application then it will be difficult to search for them by name. You would need to have the SSN to be able to find them in ATS.

Applicant Search

Applicant #:	<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Enter New Applicant"/>
SSN:	<input type="text" value="000-12345"/>	
Last Name:	<input type="text"/>	
First Name:	<input type="text"/>	
Phone:	<input type="text"/>	

* Select at least one field to search by

Applicants found matching search criteria								
Applicant_no	SSN	Last Name	First Name	User ID	Temp Password	Security Status	Last Login	Command
240698	000-12345	Unknown	Unknown	3456ROSE	Fq3564s	A	8/13/2013 1:16:00 PM	<input type="button" value="View/Edit"/> <input type="button" value="Summary"/>

Now the applicant can complete the sections of the General Application and any applicable section under the Optional Information.

Applications [SIGN OUT](#)

[State Jobs](#)
[Help/Instructions \(.pdf\)](#)
[Applications](#)
[Exams Summary](#)
[Hiring Lists](#)
[Change Password](#)
[Secret Question](#)

Welcome to the State of Idaho's online job application. Thank you for your interest in employment with Idaho State Government.

To assist you in utilizing this application tool, please review some features and tips to help make the application process go smoothly.

- The boxes on the left serve as a checklist for completing the application. When you have completed the item then a checkmark will appear next to it. (Otherwise, it will be a red asterisk indicating the item is incomplete.)
- You have a completed application when all the items have checkmarks.
- Whenever you need to update your application, just click on the link for the item that needs to be revised.
- To easily maneuver through your application, please use the different links in the left hand boxes, rather than using the back button on the browser.
- You may also review a list of your applications, exams, hiring lists, etc. * by using the links above, rather than using the back button on the browser.
- You may receive messages that will appear in red. This information will provide you guidance on a specific recruitment.
- The browser of choice is Internet Explorer (IE). If you choose to use other browsers, you may experience intermittent issues when completing the application or taking an exam.
- The online application system works best when using a computer. When using other technological devices, you may experience difficulty using the system.

REVIEW OF EXAM SCORES: If you have questions or wish to have your score reviewed, please write a letter or send an e-mail using the agency contact information listed on the recruitment announcement."

Applications Filter

The Current Applications button displays applications created in the last 6 months.

Applications			
Announcement Title	Announcement No. (Status)	Application Date	Application Status
Click on the Title to view/edit application			

Returning applicant –

When a returning applicant (someone who already has an online application account) clicks on the Apply Online button on an announcement or clicks the My Account link on a web page it will take them to the screen that allows them to sign in.

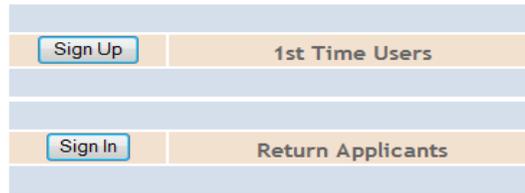


Apply Online

Sign in and create "My Account" - a great way for you to store your job search information. You may only apply for jobs that are currently open. To view current open state jobs [click here](#).

APPLICANTS: Effective July 1, 2013 the definition of veteran for veteran's preference has changed. Please check your 'Veteran's Preference' form in your online application account to be sure it is correct.

Instructions on how to start! (Requires Adobe Acrobat to open.)



[Privacy Policy](#)

If you experience problems accessing or creating an account, it may be because the **cookies** on your computer are disabled.

[What are cookies and how do I enable them? \(.pdf\)](#)

Adobe Acrobat is required to view .pdf files. The software can be downloaded for free at www.adobe.com.

They will click on the **Sign In** button for **Return Applicants**. They will be taken to the following screen.



Apply Online

Sign in and create "My Account" - a great way for you to store your job search information. You may only apply for jobs that are currently open. To view current open state jobs click [here](#).

APPLICANTS: Effective July 1, 2013 the definition of veteran for veteran's preference has changed. Please check your 'Veteran's Preference' form in your online application account to be sure it is correct.

Instructions on how to start! (Requires Adobe Acrobat to open.)

Your User ID is the last 4 digits of your Social Security Number followed by your last name. (1234SMITH)

Already signed up for APPLY ONLINE	
Sign in now!	
User ID: <input type="text"/>	<input type="button" value="Sign In"/>
Password: <input type="password"/>	
Forgot your password?	
Request Password Reset	
Privacy Policy	
Administrative Use	

This system uses cookies, but no information is permanently written to your computer.

Adobe Acrobat is required to view .pdf files. The software can be downloaded for free at www.adobe.com.

They will then sign in to their online account.

If they do not remember their password they can click **Forgot your password?**

Apply Online

Sign in and create "My Account" - a great way for you to store your job search information. You may only apply for jobs that are currently open. To view current open state jobs click [here](#).

APPLICANTS: Effective July 1, 2013 the definition of veteran for veteran's preference has changed. Please check your 'Veteran's Preference' form in your online application account to be sure it is correct.

Instructions on how to start! (Requires Adobe Acrobat to open.)

Enter your User ID and Social Security Number then you will be presented with your secret question. Your User ID is the last 4 digits of your Social Security Number followed by your last name. (1234SMITH)

Secret Question	
User ID: <input type="text"/>	<input type="button" value="Continue"/>
Social Security Number: <input type="text"/> - <input type="text"/> - <input type="text"/>	

Adobe Acrobat is required to view .pdf files. The software can be downloaded for free at www.adobe.com.

They will enter their **User ID** and **SSN** and Click the **Continue** button.

Apply Online

Sign in and create "My Account" - a great way for you to store your job search information. You may only apply for jobs that are currently open. To view current open state jobs [click here](#).

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Instructions on how to start! (Requires Adobe Acrobat to open.)

Enter your User ID and Social Security Number then you will be presented with your secret question. Your User ID is the last 4 digits of your Social Security Number followed by your last name. (1234SMITH)

Secret Question	
User ID:	3456rose <input type="button" value="Continue"/>
Social Security Number:	■■■■ - ■■■ - 3456

Adobe Acrobat is required to view .pdf files. The software can be downloaded for free at www.adobe.com.

It will bring up a screen with the Secret Question they created when they registered. They will fill in the One Word Answer to their secret question, then click the Continue button.

Apply Online

Sign in and create "My Account" - a great way for you to store your job search information. You may only apply for jobs that are currently open. To view current open state jobs [click here](#).

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Instructions on how to start! (Requires Adobe Acrobat to open.)

Enter the answer to your secret question in order to select a new password.

Secret Question	
User ID:	3456rose <input type="button" value="Continue"/>
Question:	How many dogs do I have?
One Word Answer:	■■■

Please [click here](#) to reset your password.

Adobe Acrobat is required to view .pdf files. The software can be downloaded for free at www.adobe.com.

If the answer is correct to the secret question it will present a screen that will allow them to create a New Password.

They will type in the **New Password** and type it again to **Confirm New Password**, then Click the **Continue** button.

Apply Online

Sign in and create "My Account" - a great way for you to store your job search information. You may only apply for jobs that are currently open. To view current open state jobs click [here](#).

APPLICANTS: Effective July 1, 2013 the definition of veteran for veteran's preference has changed. Please check your 'Veteran's Preference' form in your online application account to be sure it is correct.

Instructions on how to start! (Requires Adobe Acrobat to open.)

Pick a new password for yourself. Your User ID is the last 4 digits of your Social Security Number followed by your last name. (1234SMITH)

Set New Password	
User ID: 3456rose	<input type="button" value="Continue"/>
Temporary Password: System Set	
New Password: ●●●●●● (Min. 7 characters)	
Confirm New Password: ●●●●●●	

Adobe Acrobat is required to view .pdf files. The software can be downloaded for free at www.adobe.com.

Now that the New Password is Set, they can click on the **Sign In** button, the User ID and Password fields are already populated.

Apply Online

Sign in and create "My Account" - a great way for you to store your job search information. You may only apply for jobs that are currently open. To view current open state jobs click [here](#).

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Instructions on how to start! (Requires Adobe Acrobat to open.)

New Password Set!

Your User ID is the last 4 digits of your Social Security Number followed by your last name. (1234SMITH)

Already signed up for APPLY ONLINE	
Sign in now!	
User ID: 3456rose	<input type="button" value="Sign In"/>
Password: ●●●●●●	

- [Forgot your password?](#)
- [Request Password Reset](#)
- [Privacy Policy](#)
- [Administrative Use](#)

This system uses cookies, but no information is permanently written to your computer.

Adobe Acrobat is required to view .pdf files. The software can be downloaded for free at www.adobe.com.

If going through the Forgot your password process does not allow them to set a new password then the applicant can use the Request Password Reset by clicking the link below the sign in screen.



Apply Online

Sign in and create "My Account" - a great way for you to store your job search information.
You may only apply for jobs that are currently open. To view current open state jobs [click here](#).

APPLICANTS: Effective July 1, 2013 the definition of veteran for veteran's preference has changed. Please check your 'Veteran's Preference' form in your online application account to be sure it is correct.

Instructions on how to start! (Requires Adobe Acrobat to open.)

Your User ID is the last 4 digits of your Social Security Number followed by your last name. (1234SMITH)

Already signed up for APPLY ONLINE	
Sign in now!	
User ID:	<input type="text"/> <input type="button" value="Sign In"/>
Password:	<input type="password"/>

- [Forgot your password?](#)
- [Request Password Reset](#)
- [Privacy Policy](#)
- [Administrative Use](#)

This system uses cookies, but no information is permanently written to your computer.

Adobe Acrobat is required to view .pdf files. The software can be downloaded for free at www.adobe.com.

When the applicant click the Request Password Reset they will be required to provide the email address that is associated with their online account by filling it in the field shown below.



To reset your password, enter the email address associated with your account.

If the email is correct then the screen will change to the following indicating that an email has been sent to their email address to reset their password.



They will need to follow the instruction in the email to start the process of resetting their password.

Idaho Division Of Human Resources - Password Reset

Idaho Division of Human Resources (jdhr@dhr.idaho.gov) [Add to contacts](#) 2:16 PM |▶
To: t[redacted]@hotmail.com ▼

A password reset request has been received by the Division of Human Resources.
If you did not request this password reset, please reply to this email and let our office know.

If you did request a password reset, please use the link below to get it.
[https://labor.idaho.gov/DHR/ATS/StateJobs/apply/account/ManagePassword.aspx?e=t\[redacted\]@hotmail.com](https://labor.idaho.gov/DHR/ATS/StateJobs/apply/account/ManagePassword.aspx?e=t[redacted]@hotmail.com)

If you have problems with the link, please copy and paste it into your browser address bar
Reply to this email if problems continue.

Thank You,
Idaho Division of Human Resources.

When they click either the link in the email or copy and paste the link into the address field of their browser it will take them to the following field.

IDAHO Division of Human Resources

For the latest job openings, follow us on Twitter & Facebook:

Please verify that this is your account by entering the userID associated with the email address. If they match, you will be taken to the reset page.
Your User ID is the last 4 digits of your Social Security Number followed by your last name. (1234SMITH)

Please enter your User ID:

Please enter your email address: @hotmail.com

When they enter their User ID in the field and click the Change Password button, it will take them to the screen to allow them to create a New Password, Confirm New Password and then set that New Password.

Apply Online

Sign in and create "My Account" - a great way for you to store your job search information. You may only apply for jobs that are currently open. To view current open state jobs [click here](#).

APPLICANTS: Effective July 1, 2013 the definition of veteran for veteran's preference has changed. Please check your 'Veteran's Preference' form in your online application account to be sure it is correct.

Instructions on how to start! (Requires Adobe Acrobat to open.)

Pick a new password for yourself. Your User ID is the last 4 digits of your Social Security Number followed by your last name. (1234SMITH)

Set New Password	
User ID:	3456rose <input type="button" value="Continue"/>
Temporary Password:	System Set
New Password:	●●●●●●
(Min. 7 characters)	
Confirm New Password:	●●●●●●

Adobe Acrobat is required to view .pdf files. The software can be downloaded for free at www.adobe.com.

Apply Online

Sign in and create "My Account" - a great way for you to store your job search information. You may only apply for jobs that are currently open. To view current open state jobs [click here](#).

APPLICANTS: Effective July 1, 2013 the definition of veteran for veteran's preference has changed. Please check your 'Veteran's Preference' form in your online application account to be sure it is correct.

Instructions on how to start! (Requires Adobe Acrobat to open.)

[New Password Set!](#)

Your User ID is the last 4 digits of your Social Security Number followed by your last name. (1234SMITH)

Already signed up for APPLY ONLINE	
Sign in now!	
User ID:	<input type="text" value="β456rose"/> <input type="button" value="Sign In"/>
Password:	<input type="password" value="••••••"/>
Forgot your password?	
Request Password Reset	
Privacy Policy	
Administrative Use	

This system uses cookies, but no information is permanently written to your computer.

Adobe Acrobat is required to view .pdf files. The software can be downloaded for free at www.adobe.com.

If the applicant cannot reset their password through either process then they should contact DHR.

Applicant Services

Searching Applicants Information–

There are several ways to search for an applicant depending on the information you have. If you have very specific information about an applicant you can search that way and get directly to their online file such as Applicant Number or SSN.

- Sign on to ATS
- Click on Applicants on the menu bar.

Searching by name:

- The list of returned names is limited to 20.
- If you are searching with a common name such as ROSE you will want to have their first name also. Names are listed randomly and will not necessarily give you the list by alpha first name.
- It will also list all those that the name is part of.

[Tasks](#) [Applicants](#) [Agencies](#) [Announcements](#) [Classifications](#) [Exams](#) [SME](#) [Sign Out](#)

This search will return no more than 20 names ordered by Last Name.
Use additional criteria to narrow the search.

Applicant Search	
Applicant # :	<input type="text"/>
SSN:	<input type="text"/>
Last Name:	<input type="text"/>
First Name:	<input type="text"/>
Phone:	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/>	
<input type="button" value="Enter New Applicant"/>	
* Select at least one field to search by	

- When you search for ROSE the 20 names that are listed will not include anyone whose last name is ROSE because it chooses only the names that have ROSE as a part of the last name.

[Tasks](#) [Applicants](#) [Agencies](#) [Announcements](#) [Classifications](#) [Exams](#) [SME](#) [Sign Out](#)

This search will return no more than 20 names ordered by Last Name.
Use additional criteria to narrow the search.

Applicant Search	
Applicant # :	<input type="text"/>
SSN:	<input type="text"/>
Last Name:	rose <input type="text"/>
First Name:	<input type="text"/>
Phone:	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/>	
<input type="button" value="Enter New Applicant"/>	
* Select at least one field to search by	

This search will return no more than 20 names ordered by Last Name.
Use additional criteria to narrow the search.

Applicant Search	
Applicant # :	<input type="text"/>
SSN:	<input type="text"/>
Last Name:	rose
First Name:	me
Phone:	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/>	
<input type="button" value="Enter New Applicant"/>	
* Select at least one field to search by	

Applicants found matching search criteria							
Applicant_no	Last Name	First Name	User ID	Temp Password	Security Status	Last Login	Command
0000	Ambrose	James	XXXXXXXXXX	XXXXXX	A	10/22/2002 10:16:00 PM	<input type="button" value="View/Edit"/> <input type="button" value="Summary"/>
0001	Groseclose	Melissa	XXXXXXXXXX	XXXXXX	A	7/3/2005 1:40:00 PM	<input type="button" value="View/Edit"/> <input type="button" value="Summary"/>
10000	Rose	Melody	XXXXXXXXXX	XXXXXX	A	9/14/2007 9:41:00 AM	<input type="button" value="View/Edit"/> <input type="button" value="Summary"/>
0077	Rose	Pamela	XXXXXXXXXX	XXXXXX	A	1/22/2007 2:49:00 PM	<input type="button" value="View/Edit"/> <input type="button" value="Summary"/>
0000	Rose	Kimmell	XXXXXXXXXX	XXXXXX	A	7/9/2005 6:44:00 PM	<input type="button" value="View/Edit"/> <input type="button" value="Summary"/>
0700	Rose	Kimmell	XXXXXXXXXX	XXXXXX	A	10/31/2002 2:55:00 PM	<input type="button" value="View/Edit"/> <input type="button" value="Summary"/>
00100	Rose	Mel	XXXXXXXXXX	XXXXXX	A	12/19/2007 1:22:00 PM	<input type="button" value="View/Edit"/> <input type="button" value="Summary"/>

Viewing Applicant Record



Applications

 : Mel Rose

[SIGN OUT](#)

[Applications](#)
[Exams Summary](#)
[Hiring Lists](#)
[Services Rendered](#)
[Temporary Password](#)
[Applicant Summary](#)

Agency Menu

General Information

- [1. Personal](#)
- [2. Education](#)
- [3. Work History](#)
- [4. Cities](#)
- [5. Agencies](#)

Optional Information

- [7. Resume](#)
- [8. Skills](#)
- [9. Veterans' Preference](#)
- [Archived Vet Form](#)

Applications Filter

The Current Applications button displays applications created in the last 6 months.

Applications				
Announcement Title	Announcement No. (Status)	Application Date	Application Status	Command
Vocational Rehabilitation Assistant	01108047856 (Open)	12/19/2007	Started	<input type="button" value="Inactivate"/>

Click on the Title to view/edit application

State Employee

Create Application

Announcement no.

Refuse LTR Status

Class No.

Use the checklist to the left of the screen to navigate through the application process. **Do not use the back button on the browser.** Items in the General Information Area (left screen) must be completed for you to be considered for any specific position. Click on the items to complete or update them.

When all required fields have been completed a check mark will appear next to the item in the box. You can re-enter any of these fields to make changes simply by clicking on the field.

REVIEW OF EXAM SCORES: If you have any questions concerning your score, it is usually best to talk with a Division of Human Resources Representative.

The Division of Human Resources Rules provide for review of exam scores. If you wish to have your score reviewed, please write a letter or send an e-mail to the Administrator of the Division of Human Resources within 35 days of the date scored.

When you view the applicant's record it takes you to the Applications screen.

This will list the applications for the last 6 months. To view all of the announcements that the applicant applied for you will need to Click on the **All Applications button**.

This screen will show you the following:

- Announcement Title – this is the position title on the announcement.
- Announcement No. (Status) – this is the announcement number and the status of that announcement (open, closed, cancelled).
- Application Date – this is the date the applicant started this application.
- Application Status – this is the status of this application (started, completed, cancelled).
- Command – this allows you to Inactivate the application or Reactivate the application.

Announcement Title – When you **Click the Title** it takes you to the following screen:

[Applications](#) [Exams Summary](#) [Hiring Lists](#) [Services Rendered](#) [Temporary Password](#) [Applicant Summary](#)

[Agency Menu](#)

*The current announcement includes the following city(s) that you have not selected:
Coeur d'Alene
If you wish to be considered for a position in a city you must select it.*

Application Summary

Announcement #
01108047898
[Vocational Rehabilitation Assistant](#)
Application Status:
Started
[Status Detail](#)

Use the checklist to the left of the screen to navigate through the application process. **Do not use the back button on the browser. Click on "Applications" again to return to previous screen.** Items in the General Information Area (left screen) must be completed for you to be considered for any specific position. Click the items to complete them.

When all required fields have been completed a check mark will appear next to the item in the box.

Application Checklist

General Information

- ✓ 1. [Personal](#)
- ✓ 2. [Education](#)
- ✓ 3. [Work History](#)
- ✓ 4. [Cities](#)
- ✓ 5. [Agencies](#)
- ✓ 6. [Job Type/Shift](#)
- ✓ 7. [Reinstatement](#)

Optional Information

- 8. [Resume](#)
- 9. [Skills](#)
- 10. [Veterans' Preference](#)
[Archived Vet Form](#)

Qualifications & Exams

- * 11. [Vocational Rehabilitation Assistant](#)

Vocational Rehabilitation Assistant

View Announcement: [Click Here](#)

Announcement Closing Date: Wednesday, December 26, 2007

Announcement Status: Open

Application Date: Wednesday, December 19, 2007

Application Status: Started

[Continue Application at Reinstatement](#)

[Delete Application](#)

Special Considerations for this application

Ignore Minimum Requirements

Ignore Exam Requirements

Override Application Cancellation if not complete by closing

Applicant is to be considered as a:

Retention Points:

Layoff Expires: (MM/DD/YYYY)

Please note that a * indicates required information in your application checklist. You must complete all sections of your application marked with a * in order to complete your job application.

[State Employee](#)

Create Application

Announcement no.

[Create Application](#)

[Update Considerations](#)

For this example:

- The applicant has not started their exam
- They did not mark Coeur d'Alene as a city which is where the position is located based on the announcement

Active/Inactive Application –

- When an applicant is coded as hired, declined, fail to reply, etc on a hiring list and when the list is archived the system will **Inactivate** the application. Their application may also be **Inactive** due to a request from the applicant to do so. If the inactivation is done by ATS then there will be information in the **Services Rendered**. If the inactivation is done manually then there should be a not in the applicant account (see documentation/notes)

Applications				
Announcement Title	Announcement No. (Status)	Application Date	Application Status	Command
Administrative Assistant 1	01235049817 (Closed)	2/18/2006	Inactive	<input type="button" value="Activate"/>

- To reactivate this application you want to check and make sure that the score is still valid and once that has been verified you will Click the **Activate** button. You will be asked whether this is what you want to do.



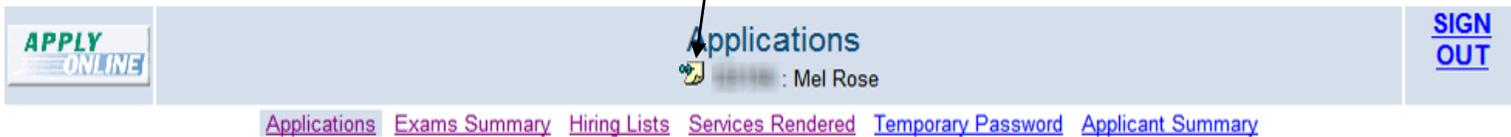
- Click on the **OK** button and then the application will be active.

Applications				
Announcement Title	Announcement No. (Status)	Application Date	Application Status	Command
Administrative Assistant 1	01235049817 (Closed)	2/18/2006	Complete	<input type="button" value="Inactivate"/>

Notes/Documentation

Whenever manual changes are being made to an applicant’s account a note/documentation should be made to their account.

To create a note you will want to click on the push pin next to the applicant’s number and name in their account.



When you click this
Exams –

- When you Click on the **Exams Summary** you will see information regarding their exams that they have completed.

[Applications](#) [Exams Summary](#) [Hiring Lists](#) [Services Rendered](#) [Temporary Password](#) [Applicant Summary](#)

[Agency Menu](#)

Application Summary

Announcement #
[Q1108047856](#)
[Vocational Rehabilitation Assistant](#)
 Application Status:
Started
[Status Detail](#)

Application Checklist

General Information

- ✓ 1. [Personal](#)
- ✓ 2. [Education](#)
- ✓ 3. [Work History](#)
- ✓ 4. [Cities](#)
- ✓ 5. [Agencies](#)
- ✓ 6. [Job Type/Shift](#)
- ✓ 7. [Reinstatement](#)

Optional Information

- 8. [Resume](#)
- 9. [Skills](#)
- 10. [Veterans' Preference](#)
[Archived Vet Form](#)

Qualifications & Exams

- * 11. [Vocational Rehabilitation Assistant](#)

Please note that a * indicates required information in your application checklist. You must complete all sections of your application marked with a * in order to complete your job application.

Use the checklist to the left of the screen to navigate through the application process. **Do not use the back button on the browser.** Items 1 - 7 in the Application Checklist (left screen) must be completed for you to be considered for any specific position. Click the items to complete them.

When all required fields have been completed a check mark will appear next to the item in the box.

REVIEW OF EXAM SCORES: If you have any questions concerning your score, it is usually best to talk with a Division of Human Resources Representative.

The Division of Human Resources Rules provide for review of exam scores. If you wish to have your score reviewed, please write a letter or send an email to the Administrator of the Division of Human Resources within 35 days of the date scored.

Exam Filter

The Current Exams button displays exams associated with applications created in the last 6 months.

Exams					
Exam Title	Announcement No.	Date Scored	Score Expires	Score	Status

- The exams that will show are those exams completed in the last 6 months. To see all exams Click on **All Exams** button.

Use the checklist to the left of the screen to navigate through the application process. **Do not use the back button on the browser.** Items 1 - 6 in the Application Checklist (left screen) must be completed for you to be considered for any specific position. Click the items to complete them.

When all required fields have been completed a check mark will appear next to the item in the box.

REVIEW OF EXAM SCORES: If you have any questions concerning your score, it is usually best to talk with a Division of Human Resources Representative.

The Division of Human Resources Rules provide for review of exam scores. If you wish to have your score reviewed, please write a letter or send an email to the Administrator of the Division of Human Resources within 35 days of the date scored.

Exam Filter

Current Exams

All Exams

The Current Exams button displays exams associated with applications created in the last 6 months.

Exams					
Exam Title	Announcement No.	Date Scored	Score Expires	Score	Status
Human Resource Specialist Sr. - Recruitment	05134077522	8/21/2007	10/30/2007	76	
Human Resources Program Manager (DHR)	05932077892	9/14/2007	3/12/2008	70	
Web Design Specialist	01700039935	5/17/2007		Did not meet min level	

You will see the following:

- **Exam Title** – this is the name of the exam that was attached to the announcement.
- **Announcement No.** – this is a link to view the announcement and also allows you to coincide that exam with the Announcement listed on the Applications screen. Many times you will need to look at both screens to determine which application is current and which exam (score) is still valid. This is critical when looking at announcements that are on *continuous recruitment, that have more than one exam and can be taken more than once during the opening time of the announcement.
- **Date Scored** – this is the date that their score was calculated and posted to their application.
- **Score Expires** – this is the date that the score will no longer be valid.
- **Score** – this is the score that they received for that exam. (Did not meet min level – they did not receive the minimum score to pass or did not meet the requirements of the position.)
- **Status** -

*** (Continuous recruitment example would be the Clerical/Secretarial announcements).**

This example shows someone who applied for the Office Specialist 2. They took the first exam MQ screen (MQS – LXR) on 1/20 and did not pass, they took it again on the same day and passed. Then they took the Written exam (Written exam – LXR) and passed. Then on 5/30 they took the MQ screen exam and passed and then took the Written exam and passed.

Exams					
Exam Title	Announcement No.	Date Scored	Score Expires	Score	Status
Office Specialist 2 (MQS - LXR)	01239049455	5/30/2007	11/26/2007	Passed	
Office Specialist 2 (MQS - LXR)	01239049455	1/20/2007	7/19/2007	Passed	
Office Specialist 2 (MQS - LXR)	01239049455	1/20/2007		Did not meet min level	
Office Specialist 2 (Written Exam - LXR)	01239049455	5/30/2007	8/28/2007	88	
Office Specialist 2 (Written Exam - LXR)	01239049455	1/20/2007	4/20/2007	72	

Hiring lists –

To view the hiring lists that an applicant’s name is on you will Click the **Hiring Lists** and you will see the lists from the last 6 months or Click the **All Hiring Lists** button to see all of the hiring lists that the applicant’s name is on.

[Applications](#) [Exams Summary](#) [Hiring Lists](#) [Services Rendered](#) [Temporary Password](#) [Applicant Summary](#)

If your name has been certified to a hiring list for possible consideration, you will see it listed below. Having your name certified to a hiring list is not a guarantee that you will be contacted for an interview, it simply means you are one of the applicants being considered.

Hiring List Filter

Current Hiring Lists

All Hiring Lists

The columns are the following:

HL No./ Disposition – this is the hiring list number and the disposition code

Position – this is the position title

Agency – this is the agency that has the hiring list

City – this is the city that the position is located

Date Created – this is the date the hiring list was created

Hiring Status – this is the status of the hiring list

Applications Sent					
HL No./ Disposition	Position	Agency	City	Date Created	Hiring Status

Disposition codes – this identifies the status of that applicant on the hiring list.

- 0 = None
- A = Hired
- AT = Hired Temp
- C = Considered Not Interviewed
- CH = Conditional Hire
- D1 = Declined Interview

- D2 = Declined Location
- D3 = Declined Duration of Position
- D4 = Declined Salary
- D5 = Declined Other – Give Reason
- D6 = Declined/Remain on Register
- D7 = Declined Job Offer
- FR = Failed to Reply
- I = Interviewed Not Selected
- NA = No Longer Available
- XX = Could Not Locate Applicant

Hiring Status –

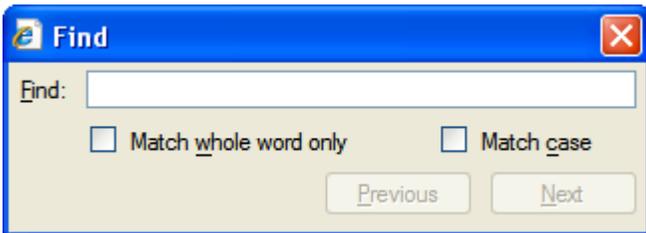
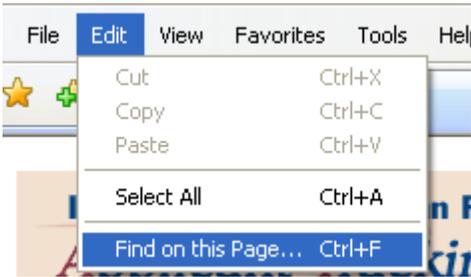
- Reviewing Applications – the department has not completed the selection process
- Canceled – the department has decided not to use this hiring list
- Selection Complete – the department has completed the selection from the hiring list

Applications Sent					
HL No./Disposition	Position	Agency	City	Date Created	Hiring Status
22025 / 0	Administrative Assistant 1	Boise State University	Boise	11/12/2007	Reviewing Applications
22002 / 0	Office Specialist 2	Human Rights Commission	Boise	11/8/2007	Reviewing Applications
21629 / C	Personnel Technician	Boise State University	Boise	10/4/2007	Selection Complete
21288 / I	Personnel Technician	Boise State University	Boise	9/5/2007	Selection Complete
21934 / 0	Administrative Assistant 1	Health and Welfare	Nampa	11/1/2007	Canceled
21844 / C	Disability Claims Adjudicator Trainee	Department of Labor	Boise	10/26/2007	Selection Complete
21794 / 0	Workforce Consultant	Department of Labor	Meridian	10/22/2007	Canceled
21521 / C	Workforce Consultant	Department of Labor	Twin Falls	9/26/2007	Selection Complete
21017 / C	Disability Claims Adjudicator Trainee	Department of Labor	Boise	8/10/2007	Selection Complete
21254 / I	Personnel Technician	Idaho Transportation Department	Boise	8/30/2007	Selection Complete
21044 / C	Customer Service Representative 2	Public Employee Retirement System of ID	Boise	8/14/2007	Selection Complete

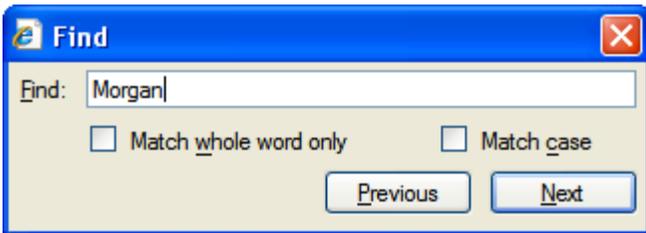
When you Click on the hiring list number it will take you to that hiring list to view that names. Note: You will only be able to see the list of names if the list was for your agency. In order to find the applicant’s name on the list you may need to use the **Find Function** from your Browser.

To do so you will need Click Edit from the menu bar, then Click Find on this Page.





- Type in their name and Click the Next button.



- It will take you to that name on the hiring list.



Services rendered -

[Applications](#) [Exams Summary](#) [Hiring Lists](#) [Services Rendered](#) [Temporary Password](#) [Applicant Summary](#)

These are the letters/emails sent to the applicant that were generated by ATS. Usually these are in regards to the disposition codes from the hiring lists.

Services Rendered				
Date delivered	Announcement No	Service	Served by	Command
3/7/2006 8:44:10 AM	08856096634	Declined Interview	Carrie Newell	Delete
2/27/2006 11:24:48 AM	01103010947	Could Not Locate Applicant	Carrie Newell	Delete
12/22/2005 9:03:10 AM	01235036551	Failed to Reply	Carrie Newell	Delete

This information provides you with specifics about the communications/correspondence sent to the applicant.

- Date delivered – this is the date and time that the letter/email was sent

- Announcement No – this is the announcement that the service was generated from
- Service – this is the type of action that generated the letter/email
- Served by – this identifies who sent the letter/email
- Command – this allows you to delete the service if it is an error

General Application

When an applicant has completed the required fields or entered appropriate entry an * (asterick) changes to a ✓ (checkmark) when complete.

General Information

- Personal – Name, address, phone numbers, e-mail, additional information, confidential information (EEO)
- Education – Schools attended beyond High School
- Work History – Entry of each employer, licenses, certifications
- Cities – Selection of cities willing to accept employment
- Agencies – Selection of agencies willing to work with

Optional Information

- Resume – Text box for general resume that becomes part of general application
- Skills – This section does not work properly, do not complete.
- Veterans' Preference – Form for determining eligibility for veterans' preference points.



Applications

 : Mel Rose

[SIGN OUT](#)

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Agency Menu

General Information

- ✓ 1. [Personal](#)
- ✓ 2. [Education](#)
- ✓ 3. [Work History](#)
- ✓ 4. [Cities](#)
- ✓ 5. [Agencies](#)

Optional Information

- 7. [Resume](#)
- 8. [Skills](#)
- 9. [Veterans' Preference](#)
- [Archived Vet Form](#)

Use the checklist to the left of the screen to navigate through the application process. **Do not use the back button on the browser.** Items in the General Information Area (left screen) must be completed for you to be considered for any specific position. Click on the items to complete or update them.

When all required fields have been completed a check mark will appear next to the item in the box. You can re-enter any of these fields to make changes simply by clicking on the field.

REVIEW OF EXAM SCORES: If you have any questions concerning your score, it is usually best to talk with a Division of Human Resources Representative.

The Division of Human Resources Rules provide for review of exam scores. If you wish to have your score reviewed, please write a letter or send an e-mail to the Administrator of the Division of Human Resources within 35 days of the date scored.

Applications Filter

Current Applications

All Applications

The Current Applications button displays applications created in the last 6 months.

Applications				
Announcement Title	Announcement No. (Status)	Application Date	Application Status	Command
Vocational Rehabilitation Assistant	01108047856 (Open)	12/19/2007	Started	<div style="border: 1px solid #ccc; padding: 2px 5px; text-align: center;">Inactivate</div>
Click on the Title to view/edit application				

State Employee

Create Application

Announcement no.

Create Application

Refuse LTR Status

Class No.

Remove LTR

Announcements

To create an announcement there are two methods, to copy a previous announcement and then modify to meet your needs or to create a new one that will require you to create all of your text from scratch.

We will begin with the easiest method.

Creating an Announcement by copying a previous announcement -

- Sign on to ATS
- Search for previous announcements to copy as a starting point in creating your new announcement.
- Click on **Announcements** on the menu bar.

The screenshot shows the top navigation bar with the logo for Idaho Division of Human Resources Applicant Tracking System and Agency Services. Below the navigation bar are links for My Agency Tasks, Users, Announcements, Sign Out, and Main Menu. There is a 'Create New Announcement' link and a row of filters: Requested, Approved, Published, Closed, and Search All. Below this are three tables: 'Requested Announcements (0)', 'Approved Announcements (0)', and 'Published Announcements (11)'. Each table has columns for Announcement, Type, No Merge, Agency Location, Open Date, Close Date, # Comp. Apps, and # HL's. The 'Search All' link in the first row is circled, and an arrow points from it to the instruction below.

- Click on the link **Search All**

The screenshot shows the same navigation bar as the previous image. Below it is a question: 'Which class would you like to find closed or canceled announcements for?'. Underneath is a search form titled 'Search for Class' with a text input field and a 'Search' button. The text input field contains the placeholder text: 'Enter all, or a portion, of Class Title or Class Code'.

- Type the Title, partial Title or Class Code.

Which class would you like to find announcements for?

Search for Class	
Enter all, or a portion, of Class Title or Class Code	<input type="text" value="financial"/>

- If you search by partial Title, you will get a list of all positions with that word in the title.
- Click on the Title for a list of announcements for that position.

Choose one of the following or try a [new search](#).

Classifications Found			
Class No	Class Title	# Comp. Apps	# HL's
04240	Financial Executive Officer	136	10
04241	Financial Officer	109	6
04242	Financial Manager	57	6
04244	Financial Specialist, Principal	302	41
04245	Financial Specialist, Senior	1136	103
04246	Financial Specialist	2791	126
04247	Financial Unit Supervisor	27	6
04248	Financial Technician	3336	241
04250	Financial Support Technician	2394	165
04408	Financial Institutions Bureau Chief	3	2
04413	Financial Institution Examiner, Commissioned Senior	0	0
04415	Financial Institution Examiner, Commissioned	1	1
04419	Financial Institution Examiner 3	6	3
04421	Financial Institution Examiner 2	41	5
04423	Financial Institution Examiner 1	204	4
04437	Financial Examiner / Investigator 4	0	0
04439	Financial Examiner / Investigator 3	0	0
04441	Financial Examiner / Investigator 2	0	0
04443	Financial Examiner / Investigator 1	0	0
05209	Financial Management Analyst, Senior	0	0

- If you search by Class Code, you will get a list of the announcements for that position, whether they are published, draft, closed, or cancelled.
- Click on the Announcement Number to view that individual announcement.

Which class would you like to find announcements for?

Search for Class

Enter all, or a portion, of Class Title or Class Code

[Announcements](#) [Main Menu](#)

Please Note: Results returned show announcements for all state agencies and all types of announcement status.

Announcements for which you would like to view applicants

Announcements							Openings		
Announcement No	No Merge	Open Date Close Date	Full/Part Time	Perm/Temp	Shifts	Status	Agency Name	Location	Status
Financial Specialist 04246017197 Master List 11 apps / 0 HL's	X	O:12/14/2007 C:12/28/2007	Full Time	Permanent		Published	Idaho Department of Juvenile Corrections	Meridian	Approved
Financial Specialist (Employer Service Center Manager) 04246056903 Master List 0 apps / 0 HL's	X	O:3/26/2007 C:4/4/2007	Full Time	Permanent		Draft	Public Employee Retirement System of ID	Boise	Draft
Financial Specialist 04246020444 Master List 31 apps / 2 HL's		O:12/20/2006 C:12/31/2006	Full Time	Permanent		Closed	Department of Water Resources	Boise	Approved
Financial Specialist 04246008252 Master List 19 apps / 0 HL's	X	O:5/17/2005 C:5/31/2005	Part Time	Permanent		Canceled	Idaho Department of Juvenile Corrections	Meridian	Canceled

- Find the announcement that you want to copy.
- Click on the title/announcement #.

- To copy the announcement, go to the middle of the page (just below the heading “Idaho Works Listing”) and Click on the **Copy** button.

The screenshot shows a web application interface. At the top, there is a header with a search bar, an 'Add Exam Selection' button, and a 'Detail' button. Below this is a section titled 'Internet Category(s)' with two dropdown menus for 'Category #1' (set to 'Accounting, Finance, Auditing') and 'Category #2'. To the right of these is a checkbox for 'Use Agency Logo' which is checked. Below the categories is a table with columns for 'Created By', 'Created Date', 'Updated By', and 'Updated Date'. The 'Created By' field shows '360 - Ranae Sanders' and the 'Created Date' is '8/13/2007 2:40:25 PM'. The 'Updated Date' is '8/22/2007 12:01:06 AM'. Below this is a section titled 'Idaho Works Listing' with a 'View / Edit All' button. At the bottom of this section are 'Update' and 'Copy' buttons, with the 'Copy' button circled in red. Below the listing is a section titled 'Instructions for pasting text into boxes below.' followed by an 'Announcement Text' editor. The editor has a rich text toolbar and contains the following text: 'The Department of Water Resources is accepting applications for a Financial Specialist'. Below this is a paragraph: 'This position is located in Idaho Falls Regional Office, performing the financial duties in Water District 01.' and another paragraph: 'The Financial Specialist performs various professional financial duties requiring application of accounting, auditing, and/or budgeting theory, principles, and practices.'

- To create the announcement you will need to add your opening.
- From **Opening(s)**:
 - o **Location** - Click the drop down and select the City where the opening is located.
 - o **PCN** – Either leave the default 9999 or highlight the 9999 and type in the correct PCN.
 - o **Status** – Click on the drop down list and select the appropriate status for the announcement.
 - **Draft:**
 - **Requested:**
 - **Approved:**
 - **Canceled:**
 - **Closed:**
 - **Delete:**

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This document can only be edited using Internet Explorer version 5.5 or higher

Opening(s)				
Agency Name *	Location *	PCN *	Status	Command
Division of Financial Management	▼	9999	Requested ▼	Added with Announcement

Announcement Details			
Class Title Financial Specialist Notes	Class Code 04246	Pay Grade: 38 \$15.57 - \$20.00 per hour	Publish Status
Working Title _____	Full or Part Time* Full Time ▼	Shifts/Period _____ ▼	Perm/Temp Permanent
Duration of Announcement _____	Proposed Opening Date* Nov ▼ 26 ▼ 2007	Proposed Closing Date Aug ▼ 21 ▼ 2007	<input checked="" type="checkbox"/> Do Not Merge Applicants <input type="checkbox"/> Allow Periodic Testing
Announcement No 04246024414	Announcement Type Open Competitive ▼	Announcement Status Requested ▼	
Qualifications Statements and Exams			
Announcement must be created before exams can be added.			
Internet Category(s)			
Category #1 Accounting, Finance, Auditing ▼		<input checked="" type="checkbox"/> Use Agency Logo	

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 [Announcements](#)
 [Sign Out](#)
 [Main Menu](#)

This document can only be edited using Internet Explorer version 5.5 or higher

Opening(s)				
Agency Name *	Location *	PCN *	Status	Command
Division of Financial Management	Boise ▼	9999	Requested ▼	Added with Announcement

Announcement Details			
Class Title Financial Specialist Notes	Class Code 04246	Pay Grade: 38 \$15.57 - \$20.00 per hour	Publish Status
Working Title _____	Full or Part Time* Full Time ▼	Shifts/Period _____ ▼	Perm/Temp Permanent
Duration of Announcement _____	Proposed Opening Date* Nov ▼ 26 ▼ 2007	Proposed Closing Date Dec ▼ 10 ▼ 2007	<input checked="" type="checkbox"/> Do Not Merge Applicants <input type="checkbox"/> Allow Periodic Testing
Announcement No 04246024414	Announcement Type Open Competitive ▼	Announcement Status Requested ▼	
Qualifications Statements and Exams			
Announcement must be created before exams can be added.			
Internet Category(s)			
Category #1 Accounting, Finance, Auditing ▼		<input checked="" type="checkbox"/> Use Agency Logo	

- In the Announcement Details you will need to change the Proposed Closing Date to be sure that it is after the opening date.
- In the middle of the page (under the “Idaho Works Listing”), Click the Create button. (NOTE: If you get a message about the announcement dates, click OK and change the proposed closing date.)

Opening(s)				
Agency Name *	Location *	PCN *	Status	Command
Division of Financial Management	Boise	9999	Requested	Added with Announcement

Announcement Details			
Class Title Financial Specialist Notes	Class Code 04246	Pay Grade: 38 \$15.57 - \$20.00 per hour	Publish Status
Working Title	Full or Part Time* Full Time	Shifts/Period	Perm/Temp Permanent
Duration of Announcement	Proposed Opening Date* Nov 26 2007	Proposed Closing Date Dec 10 2007	<input checked="" type="checkbox"/> Do Not Merge Applicants <input type="checkbox"/> Allow Periodic Testing
Announcement No 04246024414	Announcement Type Open Competitive	Announcement Status Requested	

Qualifications Statements and Exams
Announcement must be created before exams can be added.

Internet Category(s)	
Category #1 Accounting, Finance, Auditing	<input checked="" type="checkbox"/> Use Agency Logo
Category #2	

Created By: -2395 Created Date: Updated By: Updated Date:

Idaho Works Listing

Not Listed - [Add Listing](#) - [View / Edit All](#)

[Create](#)

- When you click the Create button your screen will show in green “Announcement Created”.
- You are ready to modify the announcement text, add exam, etc.

	Agency Services Division of Financial Management
My Agency Tasks Users Announcements Sign Out Main Menu	
This document can only be edited using Internet Explorer version 5.5 or higher	
Announcement Created	

Opening(s)				
Agency Name *	Location *	PCN *	Status	Command
Division of Financial Management	Boise	9999	Requested	Update
Division of Financial Management		9999	Requested	Add

Announcement Details			
Class Title Financial Specialist Notes	Class Code 04246	Pay Grade: 38 \$15.57 - \$20.00 per hour	Publish Status None Approved Does not Exist
Working Title	Full or Part Time* Full Time	Shifts/Period	Perm/Temp Permanent
Duration of Announcement	Proposed Opening Date* Nov 26 2007	Proposed Closing Date Dec 10 2007	<input checked="" type="checkbox"/> Do Not Merge Applicants <input type="checkbox"/> Allow Periodic Testing
Announcement No 04246024414	Announcement Type Open Competitive	Announcement Status Requested	

Look at the **Announcement Details** make the changes that are specific for your position, be sure to click on the Update button to save your changes.

Announcement Details			
Class Title Financial Specialist Notes	Class Code 04246	Pay Grade: 38 \$15.57 - \$20.00 per hour	Publish Status None Approved Does not Exist
Working Title <input type="text"/>	Full or Part Time* Full Time	Shifts/Period <input type="text"/>	Perm/Temp Permanent
Duration of Announcement <input type="text"/>	Proposed Opening Date* Nov 26 2007	Proposed Closing Date Dec 10 2007	<input checked="" type="checkbox"/> Do Not Merge Applicants <input type="checkbox"/> Allow Periodic Testing
Announcement No 04246024414	Announcement Type Open Competitive	Announcement Status Requested	
Qualifications Statements and Exams			
Exam Selection: Exams and Qualifications Statements tied to Class: <input type="text"/> <input type="button" value="Add Exam Selection"/>		<input type="button" value="Exams Attached - Modify"/>	
<input type="button" value="Detail"/> Click to Add other exams			
Internet Category(s)			
Category #1 Accounting, Finance, Auditing		<input checked="" type="checkbox"/> Use Agency Logo	
Category #2 <input type="text"/>			
Created By 180 - Melody Rose	Created Date 11/26/2007 8:57:41 AM	Updated By	Updated Date

- **Pay Grade** – provide the salary information you want to show on the announcement. Make sure that it is within the Pay Grade listed.
- **Working Title** – Complete this if you have another title that you want included on your announcement.
- **Full or Part Time** – Choose the type of opening you are recruiting for from the drop down. These are set to default on the application of the applicant under Job Type/Shift.
- **Shifts/Period** – Choose from the drop down the employment condition of the position. Please explain the particulars about the position in relation to what has been chosen. Example – Night employment: The working hours are from 11:00 pm to 7:30 am.
- **Duration of Announcement** – Type in the length of time the announcement will be out as well as a contact name for reference. This will not appear on the announcement.
- **Proposed Opening Date** – The default date is the date that announcement is created. Modify this date to indicate when the announcement will be published. Always verify the opening date before publishing.
- **Proposed Closing Date** – This is the date that you want the announcement to close. If you leave the date blank it will state on the announcement “Open until further notice”.
- **Do Not Merge Applicants** – Check this box if you want this register to include only the names from this recruitment. If you do not check this box the names will merge with names from other recruitments that used the same exam.
- **Allow Periodic Testing** – Check this box if your announcement will be open for an extended period of time, or if your announcement has no specific close date, and you will be developing multiple hiring lists from the applicant pool. This will allow applicants to retake their exam to during the announcement time period to keep a valid score on the register.
- **Announcement Type** – Choose the type of announcement that you will be using:
 - **Open Competitive** – Everyone can apply
 - **Dept Promo** – Departmental promotional allows only permanent classified employees of that agency to be considered.
 - **Statewide Promo** – Statewide promotional allows only permanent classified employees from any agency to be considered.
- **Announcement Status** – Draft, Requested are the main ones that are used.

- Draft is for an announcement that is in development.
- Requested is for when the announcement is ready to be finalized. This can be used by the agencies to assist with identifying where an announcement request is in the process. This is similar to how DHR knows that a non-delegated agency is ready for them to finalize their announcement.
- Approved may be used to indicate that the announcement has been reviewed and approved for publishing.
- **Exam Selection** – Attaching an exam section for a complete description.
- **Internet Category(s)** – For open competitive announcements you can have your announcement listed under two occupational categories (Accounting/Finance, General Professional, etc.) on the website. Department and statewide promotional announcements will only be posted under the Promotional Opportunities listings on the website.
- **Use Agency Logo** - If you have a logo for your agency in ATS, check this box if you want your logo posted on your announcement.

Be sure to click the **Update** button after making changes.

Completing the body of the announcement (Announcement Text)

This is your recruiting document and the section of the announcement that provides information (description and requirements of the position) to prospective applicants.

- Describes the job.
- Lists the minimum qualifications.
- Identifies other requirements, desirable qualifications, work locations, or any items that may be of interest to candidates.
- Describes the examination, how their score or ranking is determined and identify the minimum score needed to pass.
- Describe the application process and timelines if known.
- Include any details that may be of interest to applicants.

Be sure to click the **Update** button after making changes.

Since we copied a Water Resources announcement to use for the Division of Financial Management we need to review and modify the information to be sure it applies to this current recruitment. It is important when creating your recruiting document since it is a web page and individuals will be reading this on screen that you adhere to good web page design concepts.

Please see Announcement Design Guide

The Department of Water Resources is accepting applications for a Financial Specialist

This position is located in Idaho Falls Regional Office, performing the financial duties in Water District 01.

The Financial Specialist performs various professional financial duties requiring application of accounting, auditing, and/or budgeting theory, principles, and practices.

The Incumbent in this position will be responsible for:

- Research and analyze financial documents, accounting systems, financial statements, and other related documents.
- Research and analyze data for accuracy, trends, and variances to ensure acceptable business practices and procedures have been followed and for compliance with federal and state laws and regulations.
- Participate in the modification and implementation of financial related systems and enhancements.
- Analyze, monitor and complete financial reports for the Committee of Nine and water users.
- Responsible for accounts receivable, accounts payable and payroll, for the Water District and separate from IDWR.
- Assist in compiling Water District financial information, financial reports, the annual budget and ad hoc financial reports as requested.
- Manage Water District fund involving monitoring
- Work directly with independent auditors and customers of the Water District.

MINIMUM QUALIFICATIONS:

- Good knowledge of accounting principles and practices

DESIREABLE QUALIFICATIONS:

- Knowledge or experience in accounting
- Knowledge or experience using a personal computer to develop, analyze and report on financial data.

EXAMINATION:

Education and Experience. You must meet the minimum requirements to qualify for this position. Scoring is based on the information you provide. A minimum score of 35 is needed to pass. Test results will be available online when the review process is complete and if you do not Apply Online written notification will be sent.

HOW TO APPLY:

Use the **Apply Online** button to the left and follow the instructions. If you are unable to **Apply Online**, complete a State of Idaho Application and the exam questions on this announcement. For a paper application, click on Forms at the top of the screen.

To be considered, please add/select the following:

- **Department of Water Resources** under "Agencies"
- **Full-time employment** under "Job Type/Shift"
- **Idaho Falls** under "Cities"

**Thank you for your interest in employment with the
Idaho Department of Water Resources!**

For more information about employment at IDWR, please visit [IDWR Employment](#)

- Once you make changes, be sure you Click the **Update** button to save your changes.

[Instructions for pasting text into boxes below.](#)

Announcement Text

The Division of Financial Management accepting applications for a Financial Specialist

The Financial Specialist performs various professional financial duties requiring application of accounting, auditing, and/or budgeting theory, principles, and practices.

- Once you Update, scroll down to the Web View to check the changes that you made. (Just because your changes looked OK when you put them in the Announcement Text does not mean they will look the same after you update).
- Always Spell Check your announcement, whether you have copied an old one or started from scratch. To Spell Check you will need to highlight all the text in the Announcement Text and copy it into Word. Make sure the spelling is correct and then make changes to your announcement if you need to. **Do not copy the text from Word back into your announcement.**

Announcement Text

The Division of Financial Management accepting applications for a Financial Specialist

The Financial Specialist performs various professional financial duties requiring application of accounting, auditing, and/or budgeting theory, principles, and practices.

The Incumbent in this position will be responsible for:

- Research and analyze financial documents, accounting systems, financial statements, and other related documents.
- Research and analyze data for accuracy, trends, and variances to ensure acceptable business practices and procedures have been followed and for compliance with federal and state laws and regulations.
- Participate in the modification and implementation of financial related systems and enhancements.
- Analyze, monitor and complete financial reports.
- Responsible for accounts receivable, accounts payable and payroll.
- Assist in compiling financial information, financial reports, the annual budget and ad hoc financial reports as requested.

MINIMUM QUALIFICATIONS:

Path: p » strong » font » font » font

- Research and analyze financial documents, accounting systems, financial statements, and other related documents.
- Research and analyze data for accuracy, trends, and variances to ensure acceptable business practices and procedures have been followed and for compliance with federal and state laws and regulations.
- Participate in the modification and implementation of financial related systems and enhancements.
- Analyze, monitor and complete financial reports.
- Responsible for accounts receivable, accounts payable and payroll.
- Assist in compiling financial information, financial reports, the annual budget and ad hoc financial reports as requested.

 <p>People Making A Difference!</p> <p>IDAHO State Government</p> <p>People Making A Difference!</p> <p>Idaho State Government</p>  <p>Click Here!</p> <p>Division of Financial Management</p> <p>700 W. State Street Boise, Idaho 83720</p> <p>WEBSITE: dfm.idaho.gov</p> <p>If you have questions, please contact us at: (208) 429-5533</p> <p>EMAIL: phodges@dhr.idaho.gov</p>  <p>Click Here!</p>	<h2 style="text-align: center;">Financial Specialist</h2> <p>Open for Recruitment: November 26, 2007 - December 10, 2007 Announcement # 04246024414 Salary Range: \$15.57 - \$20.00 per hour Plus Competitive Benefits!</p> <p>Location(s):</p> <h3 style="text-align: center;">The Division of Financial Management accepting applications for a Financial Specialist</h3> <p style="text-align: center;">The Financial Specialist performs various professional financial duties requiring application of accounting, auditing, and/or budgeting theory, principles, and practices.</p> <p>The Incumbent in this position will be responsible for:</p> <ul style="list-style-type: none"> • Research and analyze financial documents, accounting systems, financial statements, and other related documents. • Research and analyze data for accuracy, trends, and variances to ensure acceptable business practices and procedures have been followed and for compliance with federal and state laws and regulations. • Participate in the modification and implementation of financial related systems and enhancements. • Analyze, monitor and complete financial reports. • Responsible for accounts receivable, accounts payable and payroll. • Assist in compiling financial information, financial reports, the annual budget and ad hoc financial reports as requested. <p>MINIMUM QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Good knowledge of accounting principles and practices <p>DESIREABLE QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Knowledge or experience in accounting • Knowledge or experience using a personal computer to develop, analyze and report on financial data. <p>EXAMINATION:</p> <p>Education and Experience. You must meet the minimum requirements to qualify for this position. Scoring is based on the information you provide. A minimum score of 35 is needed to pass. Test results will be available online when the review process is complete and if you do not Apply Online written notification will be sent.</p> <p>HOW TO APPLY:</p> <p>Use the Apply Online button to the left and follow the instructions. If you are unable to Apply Online, complete a State of Idaho Application and the exam questions on this announcement. For a paper application, click on Forms at the top of the screen.</p> <p>To be considered, please add/select the following:</p> <ul style="list-style-type: none"> • Division of Financial Management under "Agencies" • Full-time employment under "Job Type/Shift" • Boise under "Cities" <p style="text-align: center;">Thank you for your interest in employment with the Idaho Division of Financial Management!</p> <p>OVERTIME NOTICE: At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.</p> <p><small>Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.</small></p>
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Your announcement consists of information based on the type of exam that you will use, so you must decide which exam to attach to the announcement.

Attaching the Exam

Return to the middle of the screen and in the Announcement Details; go to the **Qualifications Statements and Exams**. Here you will choose the exam to be used for your recruitment. There are several steps to view all information before decided which exam to use or whether a new one needs developed. See the Exams section for creating exams.

- Under **Exam Selection** Click on the drop down menu to show all of the exams that are associated with this classification.

Qualifications Statements and Exams

Exam Selection:
Exams and Qualifications Statements tied to Class:

[Exams Attached - Modify](#)

- Financial Specialist - Lands
 - Financial Specialist - (PUC)
 - Financial Specialist - MQ only
 - Financial Specialist - DHW Management Services
 - Financial Specialist w/supporting documentation (Revised 2/07)
 - Financial Specialist - ISP
 - Financial Specialist w/supporting documentation

Now you will determine if there is a current exam that will meet your needs. As you can see from the list there are exams that are specific to an agency and others that have basic information. In order to determine if there is an exam that will meet your needs, first you want to discuss with the hiring supervisor what is needed to evaluate the applicant qualifications as they relate to the core minimum qualifications.

- To see the details of the exam, you will highlight the exam title in the drop down list and Click on the **Detail** button.

Qualifications Statements and Exams

Exam Selection:
Exams and Qualifications Statements tied to Class:

Financial Specialist - MQ only

[Exams Attached - Modify](#)

[Click to Add other exams](#)

Announcement Details

Close Window

WARNING: This is an existing exam and has been published. Any updates will be reflected to all applicants that have taken this exam. If creating a new exam from this existing one, please copy the exam first and then update the new exam.
***** Read Only *****

Update Exam

This Exam may only be edited by an Administrator

Title:	Financial Specialist - MQ only *
Type:	TRAEX *
Category:	04000 *
Short Description:	10-06 MQ only
Instructions:	Exam instructions: These positions are characterized by the inclusion of work that is analytical, creative, evaluative, and advisory in nature. The work draws upon and requires a thorough knowledge of the fundamental doctrines, theories, principles, and terminology of accountancy (GAAP).

- This screen shows you the following details:
- **Title** – This is usually the class title and any other descriptors
- **Type** of exam (Traex, Checklist, etc.)
- **Category** – Identifies the number group it belongs to based on class code.
- **Short Description** – May identify specifics about the exam that show what is different from other exams.
- **Instructions** – This should be basic information about the exam such as which questions are minimum requirements, specialties, ranking items, etc.
- **Class No.** – Must have the class code so that the exam will show in the drop down on the announcement request.
- **Scores valid for** – This is the time in days that a passing score will be valid.
- **Min. Passing Score** - The score that must be obtained to pass. This is calculated based on the exam plan.
- **Eligible to retest in** – This was used for specialized testing that is no longer used.
- **Scheduled Exam** – This was used for specialized testing that is no longer used.
- **Impact Exam** - This was used for specialized testing that is no longer used.

WARNING: This is an existing exam and has been published. Any updates will be reflected to all applicants that have taken this exam. If creating a new exam from this existing one, please copy the exam first and then update the new exam.

***** Read Only *****

Update Exam	
This Exam may only be edited by an Administrator	
Title:	Financial Specialist - MQ only *
Type:	TRAEX *
Category:	04000 *
Short Description:	10 -06 MQ only
Instructions:	<div style="border: 1px solid #ccc; padding: 5px;"> Exam instructions: These positions are characterized by the inclusion of work that is analytical, creative, evaluative, and advisory in nature. The work draws upon and requires a thorough knowledge of the fundamental doctrines, theories, principles, and terminology of accountancy (GAAP). You must meet one of the selections A-C in item #1 to be accepted. </div>
Class No.:	04246 Class Notes
Scores valid for:	90 Days Eligible to retest in: 0 Days (For scheduled or Impact exams only, 0 = can retest anytime)
Min. Passing Score:	70
Scheduled Exam:	<input type="checkbox"/>
Impact Exam:	<input type="checkbox"/>
* Required	

WARNING: This is an existing exam and has been published. Any updates will be reflected to all applicants that have taken this exam. If creating a new exam from this existing one, please copy the exam first and then update the new exam.

There are three buttons at the top that will provide you with information about the exam to help in determining if it is appropriate for your recruitment.

Edit Plan:

- To look at the Exam Plan Click on the **Edit Plan** button, this includes the following information:
 - Questions** - This shows all of the questions associated with this exam
 - Points/Weight (%)** - This is the percentage of the question score that goes toward the final score.
 - Minimum Score** – This identifies the minimum score that needs to be obtained in order to pass the question.

Exam: Financial Specialist - MQ only				
Order	Question	Points & Weight	Min. Score (0-100)	Command
Note: If an applicant does not meet the minimum score on any one question then the applicant gets an exam score of 0.				
Finance / General Professional				
1	For your application to be accepted, you must meet...	1 100.00%	70	Delete

Min Score:

*Note: The numbers above will not be updated until the update button is clicked.

Points are: 1

Weight of question 1 is 1 - 100.00%
 Min score of question 1 is 70
 Total minimum score for question 1 is: 70.00

Final Minimum score is 70

*NOTE: Use the Update button after calculating the minimum score if you want to save your work.

Preview Exam:

- To view the contents of the exam you will Click on the **Preview** button.

Exam: Financial Specialist - MQ only

Exam instructions: These positions are characterized by the inclusion of work that is analytical, creative, evaluative, and advisory in nature. The work draws upon and requires a thorough knowledge of the fundamental doctrines, theories, principles, and terminology of accountancy (GAAP).

You must meet one of the selections A-C in item #1 to be accepted.

1. For your application to be accepted, you must meet one of the following items A-C.

In the space below type the letter A-D that best represents your level of knowledge or experience.

AND

Attach your resume or detailed work history that clearly shows your specific accounting education/job duties and level of responsibility.

FOR EDUCATION: Identify your degree and accounting courses taken.

IF CLAIMING EXPERIENCE: Duties must have included responsibility for preparing and analyzing financial statements using Generally Accepted Accounting Principles (GAAP), work papers, budgets, tax and payroll records as well as providing input into the development of accounting systems. Work experience in bookkeeping and financial support activities will NOT be considered as qualifying experience or as experience applying Generally Accepted Accounting Principles (GAAP).

Typical background required:

These positions are characterized by the inclusion of work that is analytical, creative, evaluative, and advisory in nature. The work draws upon and requires a thorough knowledge of the fundamental doctrines, theories, principles, and terminology of accountancy (GAAP).

These positions use their professional background to prepare, analyze, and/or audit financial records and documents, accounting systems, financial statements, work papers, budgets, tax and payroll records, and other related documents. Generally incumbents prepare reports of findings, conclusions, or recommendations.

The information you provide will be used to validate your selection.

Incomplete information may result in a score reduction or non-acceptance.

A) I have a current professional certification as a CPA;

B) I have a Bachelor's or higher degree THAT INCLUDES 20 semester hours, or equivalent college coursework, in Accounting;

OR

I do NOT have a Bachelor's degree, BUT I have at least four years of professional work experience as an accountant, or equivalent, applying Generally Accepted Accounting Principles (GAAP), AND I have at least 12 semester credits in Accounting, to include Intermediate Accounting I and II.

C) I do NOT have a Bachelor's degree, BUT I have at least four years of professional work experience as an accountant, or equivalent, applying Generally Accepted Accounting Principles (GAAP);

OR

I have an Associate degree in Accounting AND at least two years of professional work experience as an accountant, or equivalent.

D) I have no college coursework in Accounting and I have less than four years of professional accounting experience as an accountant or equivalent.

In the space below type the letter A-D that best represents your level of knowledge or experience and provide a detailed resume or narrative work history that clearly shows your specific accounting education/job duties and level of responsibility.

Exam Grading Criteria:

- To view the grading criteria that the SME (subject-matter-expert) will use in their review/scoring, Click on the **Exam Grading Criteria** to determine if they are complete and applicable.

Grading Criteria For Financial Specialist - MQ only

Print

Close

Question #1

For your application to be accepted, you must meet one of the following items A-C.

In the space below type the letter A-D that best represents your level of knowledge or experience.

AND

Attach your resume or detailed work history that clearly shows your specific accounting education/job duties and level of responsibility.

FOR EDUCATION: Identify your degree and accounting courses taken.

IF CLAIMING EXPERIENCE: Duties must have included responsibility for preparing and analyzing financial statements using Generally Accepted Accounting Principles (GAAP), work papers, budgets, tax and payroll records as well as providing input into the development of accounting systems. Work experience in bookkeeping and financial support activities will NOT be considered as qualifying experience or as experience applying Generally Accepted Accounting Principles (GAAP).

Typical background required:

These positions are characterized by the inclusion of work that is analytical, creative, evaluative, and advisory in nature. The work draws upon and requires a thorough knowledge of the fundamental doctrines, theories, principles, and terminology of accountancy (GAAP).

These positions use their professional background to prepare, analyze, and/or audit financial records and documents, accounting systems, financial statements, work papers, budgets, tax and payroll records, and other related documents. Generally incumbents prepare reports of findings, conclusions, or recommendations.

The information you provide will be used to validate your selection.

Incomplete information may result in a score reduction or non-acceptance.

A) I have a current professional certification as a CPA;

B) I have a Bachelor's or higher degree THAT INCLUDES 20 semester hours, or equivalent college coursework, in Accounting;

OR

I do NOT have a Bachelor's degree, BUT I have at least four years of professional work experience as an accountant, or equivalent, applying Generally Accepted Accounting Principles (GAAP), AND I have at least 12 semester credits in Accounting, to include Intermediate Accounting I and II.

C) I do NOT have a Bachelor's degree, BUT I have at least four years of professional work experience as an accountant, or equivalent, applying Generally Accepted Accounting Principles (GAAP);

OR

I have an Associate degree in Accounting AND at least two years of professional work experience as an accountant, or equivalent.

D) I have no college coursework in Accounting and I have less than four years of professional accounting experience as an accountant or equivalent.

Grading Criteria:

Rater needs to review applicant response and determine what their rating should be. DO NOT ASSUME THEY SELECTED THE CORRECT LETTER TO DESCRIBE THEIR BACKGROUND.

A = 100

B = 85

C = 70

D = 0 fail

Grading

100 - A) I have a current professional certification as a CPA;

85 - B) I have a Bachelor's or higher degree THAT INCLUDES 20 semester hours, or equivalent college coursework, in Accounting;

OR

I do NOT have a Bachelor's degree, BUT I have at least four years of professional work experience as an accountant, or equivalent, applying Generally Accepted Accounting Principles (GAAP), AND I have at least 12 semester credits in Accounting, to include Intermediate Accounting I and II.

70 - C) I do NOT have a Bachelor's degree, BUT I have at least four years of professional work experience as an accountant, or equivalent, applying Generally Accepted Accounting Principles (GAAP);

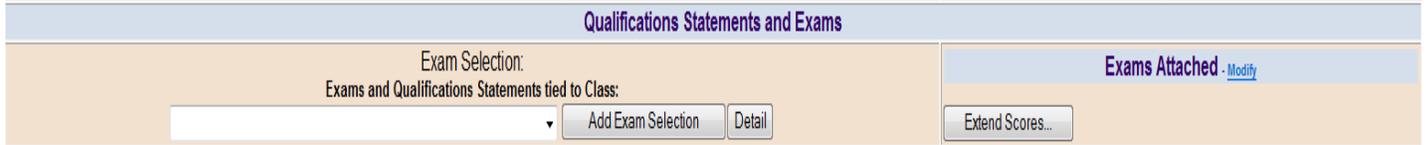
OR

I have an Associate degree in Accounting AND at least two years of professional work experience as an accountant, or equivalent.

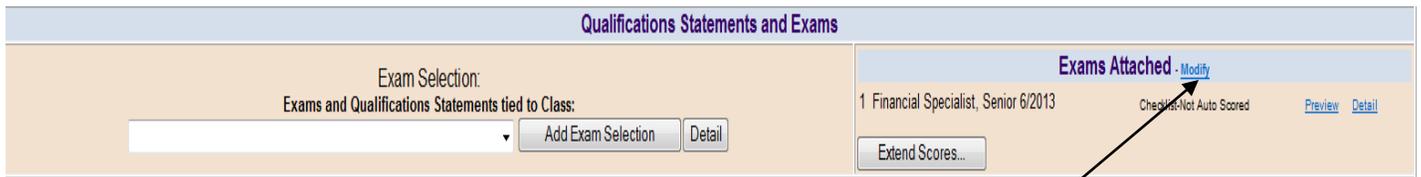
0 - D) I have no college coursework in Accounting and I have less than four years of professional accounting experience as an accountant or equivalent.

Attach the Exam: This information will help you determine what exam will work. Now you are ready to attach it to your announcement.

- In the **Qualifications Statements and Exams** section highlight the exam in the drop down list and then Click on the **Add Exam Selection** button



- The screen will refresh and show it as an attached exam.



If you attached the wrong exam you can remove it by clicking on the 'Modify' next to **Exams Attached**.

Then you click the 'Del' button in the **Command** column in the window that pops up.

Exams Attached				
Order	Title	Type	View	Command
1	Financial Specialist, Senior 6/2013	Checklist-Not Auto Scored	Preview	<input type="button" value="Del"/>

Note: The last exam in the list will always be the exam that is used for ranking on hiring lists.

[Close Window](#)

In the announcement you will need to refresh your screen for the announcement to show that the exam is no longer attached. Then follow the previous instruction to attach the correct exam.

If you are having issues with the look (format) of your announcement see instructions farther down in document about how to resolve formatting problems.

Publish the Announcement – Now based on the exam you have chosen, you can modify your announcement to coincide with that exam. For this announcement we will remove the Desirable Qualifications and change the minimum score.

- To publish the announcement you must change the Status of the Opening from **Requested** to **Approved** from the drop down menu and then Click the **Update** button under the Command column.

Opening(s)				
Agency Name *	Location *	PCN *	Status	Command
Division of Financial Management	Boise	9999	Approved	Update
Division of Financial Management		9999	Requested	Add

- After you update, the screen will refresh and the **Publish** button appears in the Announcement Details under the Publish Status section.

Opening(s)				
Agency Name *	Location *	PCN *	Status	Command
Division of Financial Management	Boise	9999	Approved	Update
Division of Financial Management		9999	Requested	Add

Announcement Details			
Class Title Financial Specialist Notes	Class Code 04246	Pay Grade: 38 \$15.57 - \$20.00 per hour	Publish Status Publish Does not Exist
Working Title	Full or Part Time* Full Time	Shifts/Period	Perm/Temp Permanent

- Click the **Publish** button to have it appear on the DHR website.
- **Note:** Always check the DHR website and verify that your announcement appears where it should and looks the way you intended. If it does not then go back into the announcement in ATS, make the changes, click the Update button and then click the Publish button again. Check it on the DHR website again and make sure that the changes appear.
- Now you are ready to add your announcement to Idaho Works.

Adding a published announcement to Idaho Works - Go to the middle of the Announcement screen and you will see **Idaho Works Listing**. **See Idaho Works Instructions below**

Created By 180 - Melody Rose	Created Date 11/26/2007 8:57:41 AM	Updated By 180 - Melody Rose	Updated Date 11/26/2007 11:32:26 AM
---------------------------------	---------------------------------------	---------------------------------	--

Idaho Works Listing	
Not Listed -	Add Listing - View / Edit All

Creating an Announcement from scratch.

- Sign on to ATS
- Click on **Announcements** on the menu bar.
- Click on **Create New Announcement**.

[My Agency Tasks](#) | [Users](#) | [Announcements](#) | [Sign Out](#) | [Main Menu](#)

[Create New Announcement](#)

[Requested](#) | [Approved](#) | [Published](#) | [Closed](#) | [Search All](#)

Requested Announcements ()						
Announcement	Type	No Merge	Agency Location	Open Date Close Date	# Comp. Apps	# HL's

[Requested](#) | [Approved](#) | [Published](#) | [Closed](#) | [Search All](#)

Approved Announcements ()						
Announcement	Type	No Merge	Agency Location	Open Date Close Date	# Comp. Apps	# HL's

[Requested](#) | [Approved](#) | [Published](#) | [Closed](#) | [Search All](#)

Published Announcements (11)						
Announcement	Type	No Merge	Agency Location	Open Date Close Date	# Comp. Apps	# HL's

- Search for the position as you did previously when creating an announcement from a previous one.

[My Agency Tasks](#) | [Users](#) | [Announcements](#) | [Sign Out](#) | [Main Menu](#)

What Classification would you like to create an announcement for?

Search for Class	
Enter all, or a portion, of Class Title or Class Code	<input type="text"/>

- Once you have your list of previous announcements for the position you will Click on **Create A New One.**

[My Agency Tasks](#) | [Users](#) | [Announcements](#) | [Sign Out](#) | [Main Menu](#)

Please Note: Results returned show announcements for all state agencies and all types of announcement status.

Add announcement to one of the following or [create a new one.](#)

Announcements							Openings		
Announcement No	No Merge	Open Date Close Date	Full/Part Time	Perm/Temp	Shifts	Status	Agency Name	Location	Status
Financial Specialist 04246063129 Master List 30 apps / 0 HL's		O:11/16/2007 C:11/30/2007	Full Time	Permanent		Published	Department of Parks and Recreation	Boise	Approved
Financial Specialist 04246015334 Master List 50 apps / 1 HL's	X	O:11/9/2007 C:11/23/2007	Full Time	Permanent		Closed	Division of Veterans Services	Boise	Approved

- This will give you a basic almost blank announcement template. The announcement text defaults to the classification job description.

Opening(s)				
Agency Name *	Location *	PCN *	Status	Command
Division of Financial Management	<input type="text"/>	9999	Requested <input type="text"/>	Added with Announcement

This announcement requires an opening

Announcement Details			
Class Title Financial Specialist Notes	Class Code 04246	Pay Grade: 38 <input type="text"/>	Publish Status
Working Title <input type="text"/>	Full or Part Time* Full Time <input type="text"/>	Shifts/Period <input type="text"/>	Perm/Temp Permanent
Duration of Announcement <input type="text"/>	Proposed Opening Date* Nov <input type="text"/> 26 <input type="text"/> 2007	Proposed Closing Date <input type="text"/>	<input type="checkbox"/> Do Not Merge Applicants <input type="checkbox"/> Allow Periodic Testing
Announcement No 04246074077	Announcement Type Open Competitive <input type="text"/>	Announcement Status Requested <input type="text"/>	
Qualifications Statements and Exams			
Announcement must be created before exams can be added.			
Internet Category(s)			
Category #1 <input type="text"/>		<input type="checkbox"/> Use Agency Logo	
Category #2 <input type="text"/>			
Created By -2395	Created Date	Updated By	Updated Date

Idaho Works Listing
Not Listed - <input type="button" value="Add Listing"/> - <input type="button" value="View / Edit All"/>

[Instructions for pasting text into boxes below.](#)

Announcement Text
<p>B I U ABC -- Styles -- -- Format -- -- Font family -- -- Font size --</p> <p> HTML</p> <p>NATURE AND SCOPE</p> <p>Incumbents use their professional background to prepare, analyze, and/or audit financial records and documents, accounting systems, financial statements, work papers, budgets, tax and payroll records, and other related documents. Generally incumbents prepare reports of findings, conclusions, or recommendations.</p> <p>Incumbents participate in or design, modify, and implement financial-related systems. Incumbents research and analyze data for accuracy, trends, and variances to ensure acceptable business practices and procedures have been followed and for compliance with federal and state laws and regulations.</p> <p>Incumbents require computer skills to analyze, research, and maintain financial data and develop financial documents/reports.</p> <p>Incumbents may conduct meetings and interviews, and may testify in legal proceedings.</p> <p>MINIMUM QUALIFICATIONS</p> <p>Good knowledge of accounting principles and practices.</p> <p>Path:</p>
<p>B I U ABC -- Styles -- -- Format -- -- Font family -- -- Font size --</p> <p> HTML</p> <p>Path:</p>

- Complete the sections marked with a red asterisk * by them.
 - **Agency Name**
 - **Location**
 - **PCN**
 - **Full or Part Time**
 - **Proposed Opening Date**

Opening(s)				
Agency Name *	Location *	PCN *	Status	Command
Division of Financial Management	Boise	9999	Requested	Added with Announcement

This announcement requires an opening

Announcement Details			
Class Title Financial Specialist Notes	Class Code 04246	Pay Grade: 38	Publish Status
Working Title	Full or Part Time* Full Time	Shifts/Period	Perm/Temp Permanent
Duration of Announcement	Proposed Opening Date* Nov 26 2007	Proposed Closing Date	<input type="checkbox"/> Do Not Merge Applicants <input type="checkbox"/> Allow Periodic Testing
Announcement No 04246074077	Announcement Type Open Competitive	Announcement Status Requested	

- Once those fields are complete then you can Click on the **Create** button in the middle of the form to actually create your announcement.

Internet Category(s)			
Category #1		<input type="checkbox"/> Use Agency Logo	
Category #2			
Created By -2395	Created Date	Updated By	Updated Date

Idaho Works Listing	
Not Listed -	Add Listing - View / Edit All



Instructions for pasting text into boxes below.	
Announcement Text	
<p>B I U ABC [List Icons] -- Styles -- -- Format -- -- Font family -- -- Font size --</p> <p>[Rich Text Editor Icons]</p> <p>NATURE AND SCOPE</p> <p>Incumbents use their professional background to prepare, analyze, and/or audit financial records and documents, accounting systems, financial statements, work papers, budgets, tax and payroll records, and other related documents. Generally incumbents prepare reports of findings, conclusions, or recommendations.</p>	

- Now complete the information needed in the **Announcement Details**.

Announcement Details			
Class Title Financial Specialist Notes	Class Code 04246	Pay Grade: 38 \$15.57 - \$20.00 per hour	Publish Status None Approved Does not Exist
Working Title	Full or Part Time* Full Time	Shifts/Period	Perm/Temp Permanent
Duration of Announcement	Proposed Opening Date* Nov 26 2007	Proposed Closing Date Dec 10 2007	<input checked="" type="checkbox"/> Do Not Merge Applicants <input type="checkbox"/> Allow Periodic Testing
Announcement No 04246024414	Announcement Type Open Competitive	Announcement Status Requested	
Qualifications Statements and Exams			
Exam Selection: Exams and Qualifications Statements tied to Class: <input type="text"/> Add Exam Selection <input type="button" value="Detail"/> Click to Add other exams		Exams Attached - Modify	
Internet Category(s)			
Category #1 Accounting, Finance, Auditing		<input checked="" type="checkbox"/> Use Agency Logo	
Category #2			
Created By 180 - Melody Rose	Created Date 11/26/2007 8:57:41 AM	Updated By	Updated Date

- **Pay Grade** – provide the salary information you want to show on the announcement. Make sure that it is within the Pay Grade listed.
- **Working Title** – Complete this if you have another title that you want included on your announcement.
- **Full or Part Time** – Choose the type of opening you are recruiting for from the drop down. These are set to default on the application of the applicant under Job Type/Shift.
- **Shifts/Period** – Choose from the drop down the employment condition of the position. Please explain the particulars about the position in relation to what has been chosen. Example – Night employment: The working hours are from 11:00 pm to 7:30 am.
- **Duration of Announcement** – Type in the length of time the announcement will be out as well as a contact name for reference. This will not appear on the announcement.
- **Proposed Opening Date** – The default date is the date that announcement is created. Modify this date to indicate when the announcement will be published. Always verify the opening date before publishing.
- **Proposed Closing Date** – This is the date that you want the announcement to close. If you leave the date blank it will state on the announcement “Open until further notice”.
- **Do Not Merge Applicants** – Check this box if you want this register to include only the names from this recruitment. If you do not check this box the names will merge with names from other recruitments that used the same exam.
- **Allow Periodic Testing** – Check this box if your announcement will be open for an extended period of time, or if your announcement has no specific close date, and you will be developing multiple hiring lists from the applicant pool. This will allow applicants to retake their exam to during the announcement time period to keep a valid score on the register.
- **Announcement Type** – Choose the type of announcement that you will be using:
 - **Open Competitive** – Everyone can apply
 - **Dept Promo** – Departmental promotional allows only permanent classified employees of that agency to be considered.
 - **Statewide Promo** – Statewide promotional allows only permanent classified employees from any agency to be considered.
- **Announcement Status** – Draft, Requested are the main ones that are used.
 - Draft is for an announcement that is in development.

- Requested is for when the announcement is ready to be finalized. This can be used by the agencies to assist with identifying where an announcement request is in the process. This is similar to how DHR knows that a non-delegated agency is ready for them to finalize their announcement.
- Approved may be used to indicate that the announcement has been reviewed and approved for publishing.
- **Exam Selection** – Attach exam section for a complete description.
- **Internet Category(s)** – For open competitive announcements you can have your announcement listed under two occupational categories (Accounting/Finance, General Professional, etc.) on the website. Department and statewide promotional announcements will only be posted under the Promotional Opportunities listings on the website.
- **Use Agency Logo** - If you have a logo for your agency in ATS, check this box if you want your logo posted on your announcement.

The main work that needs to be completed is the body or text of the announcement. As you can see all you have within the body is basic information from the job specification.

 <p style="text-align: center;">People Making A Difference!</p> <p style="text-align: center;">Idaho State Government</p> <p style="text-align: center;">People Making A Difference!</p> <p style="text-align: center;">Idaho State Government</p> <div style="text-align: center;">  <p>Click Here!</p> </div> <p>Division of Financial Management</p> <p>700 W. State Street Boise, Idaho 83720</p> <p>WEBSITE: dfm.idaho.gov</p> <p>If you have questions, please contact us at: (208) 429-5533</p> <p>EMAIL:</p>	<h2 style="text-align: center;">Financial Specialist</h2> <p>Open for Recruitment: November 26, 2007 - Open until further notice Announcement # 04246074077 Salary Range: -Plus Competitive Benefits!</p> <p>Location(s):</p> <p>NATURE AND SCOPE</p> <p>Incumbents use their professional background to prepare, analyze, and/or audit financial records and documents, accounting systems, financial statements, work papers, budgets, tax and payroll records, and other related documents. Generally incumbents prepare reports of findings, conclusions, or recommendations.</p> <p>Incumbents participate in or design, modify, and implement financial-related systems. Incumbents research and analyze data for accuracy, trends, and variances to ensure acceptable business practices and procedures have been followed and for compliance with federal and state laws and regulations.</p> <p>Incumbents require computer skills to analyze, research, and maintain financial data and develop financial documents/reports.</p> <p>Incumbents may conduct meetings and interviews, and may testify in legal proceedings.</p> <p>MINIMUM QUALIFICATIONS</p> <p>Good knowledge of accounting principles and practices.</p>
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Completing the body of the announcement (Announcement Text)

This is your recruiting document and the section of the announcement that provides information (description and requirements of the position) to prospective applicants.

- Describes the job.
- Lists the minimum qualifications.
- Identifies other requirements, desirable qualifications, work locations, or any items that may be of interest to candidates.

- Describes the examination, how their score or ranking is determined and identify the minimum score needed to pass.
- Describe the application process and timelines if known.
- Include any details that may be of interest to applicants.

Information about formatting: There can be challenges when completing this section. Many times information is available from many sources such as Word documents, other announcements, email. When you copy and paste information from various sources into the announcement template you will encounter formatting issues.

To resolve this issue you must do the following:

- Highlight all the information that is in the Announcement Text. To do this, set your cursor on the highlighted text, click the right mouse button, from the menu box, click Copy.
- Open Notepad. From the menu Click Edit, Click Paste and this will copy the text into Notepad. This will strip all formatting from the text.
- Go back to the browser window for ATS and delete the text in the Announcement Text
- Update the announcement by clicking the Update button in the middle of the announcement form
- Return to Notepad and highlight the text in Notepad and choose Edit from the menu and click Copy.
- Then go to ATS and copy the text into the Announcement Text.
- Update the announcement by clicking on the Update button in the middle of the announcement form.

Now format the announcement in ATS by using the formatting tools available in the Announcement Text section.



Format the announcement using the Design guidelines as previously mentioned.

NOTE: It is much easier to copy an existing announcement and modify it to fit your needs. Even if you copy a previous announcement and then try to add information by copying and pasting from other sources you will encounter many of the formatting issues described above. Therefore you will want to follow the same steps for stripping the formatting and then use the tools to format the text.

Now complete the rest of the process as previously described.

Closing announcements – Process for changing the closing date on announcements.

Announcements can be lengthened however they should not be shortened. Many applicants may see an announcement and determine when they will complete their application. If you shorten the closing date you are changing the intent and miss qualified applicants.

If you have posted an announcement that is open until filled (no current closing date) you should unpublish your announcement, change the closing date (can be either the current day or later). Then the system will remove it from the website at midnight, flag those applications started so they can be completed within the 24 hour grace period and then if not completed will be cancelled.

This will then complete the applications and not leave them in a status that may allow applicants to complete applications when you are not intending on having additional applications to process.

Cancelling announcements

There are certain factors that you want to consider before cancelling an announcement. If you have posted an announcement and no one has applied then you do not need to cancel, you may want to delete it. You have made hires from a hiring list created from the recruitment (announcement) you do not want to cancel it. If the announcement is in draft, requested, approved status and never been published you do not want to cancel it.

To cancel an announcement, you will make sure that it is not published, has no applications assigned to SMEs. You will then change the Announcement Status to cancelled.

This will cancel all applications and generate correspondence in the system. You will need to send the emails, print and send letters for that cancelled announcement.

Deleting announcements

You will only delete an announcement that has never been published, does not have any applications associated with it (check masterlist).

To delete an announcement you will need to delete the opening, once you do that you will see a Delete button in the middle of the screen. If you delete the opening and then go to another screen within ATS you will no longer see the announcement however that does not mean that it is deleted. Please notify DHR about this then they will be able to finish the deleting of the announcement.

Adding your announcement to Idaho Works –

Once you have published your announcement you will need to post it to Idaho Works. You do not need to post departmental and statewide promotional announcements to Idaho Works.

- Click on the announcement title and scroll to the section below **Internet Category(s)**. Here you will find the **Idaho Works Listing**.
- Click on the **Add Listing** button.

Category #1 Purchasing, Storekeeper, Inventory Control		Internet Category(s)	
Category #2		<input checked="" type="checkbox"/> Use Agency Logo	
Created By 185 - Debbie Denardi	Created Date 8/7/2013 3:24:31 PM	Updated By 194 - Chris Eismann	Updated Date 8/8/2013 11:46:22 AM
Idaho Works Listing			
Not Listed - <input type="button" value="Add Listing"/> - <input type="button" value="View / Edit All"/>			

- A separate window will open with base information that you can complete as part of the Idaho Works listing



To help job seekers get the correct information about your job, update the information below before sending the job to Idaho Works	
Title	Liquor Store Clerk
Announcement Number	01586008348
Pay	from \$ 0 to \$ 0 per Hour
Salary Comments	
Hours Per Week	40
Shift	Days
Job Duration	Over 150 Days
Minimum Experience	0 years 0 months
Education	N/A
Drivers License	Unknown
Occupational License/Certification	<input type="radio"/> Yes <input checked="" type="radio"/> No
Send to National Job Bank?	Do Not Send To National Job Bank

- Once you have completed the information that you want to include in the Idaho Works listing then you can click the button **Send To Idaho Works**.

To help job seekers get the correct information about your job, update the information below before sending the job to Idaho Works

Title	Liquor Store Clerk		
Announcement Number	01586008348		
Pay	from \$ 10.10	to \$ 10.10	per Hour ▾
Salary Comments	<input type="text"/>		
Hours Per Week	40		
Shift	Days ▾		
Job Duration	Over 150 Days ▾		
Minimum Experience	0 ▾ years	0 ▾ months	
Education	N/A ▾		
Drivers License	Unknown ▾		
Occupational License/Certification	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Send to National Job Bank?	Do Not Send To National Job Bank ▾		

After you click the button to send to **Idaho Works** it will refill the window with the **Idaho Works ID#**. You can click the link for the ID# and then you will need to sign into Idaho Works if you are wanting to update that listing. **Contact DHR if you are not setup to sign into Idaho Works**. When you are done click the **Close** button. That will close that window.

Idaho Division of Human Resources
Applicant Tracking System

Agency Services

Your job announcement has been added to Idaho Works.
Use the link below to view it.

[ID1468969](#)

- You will be returned to your window opened in the announcement. You will need to refresh your screen in order for it now to show that you have it listed on **Idaho Works**.

Internet Category(s)			
Category #1 Purchasing, Storekeeper, Inventory Control		<input checked="" type="checkbox"/> Use Agency Logo	
Category #2			
Created By 185 - Debbie Denardi	Created Date 8/7/2013 5:24:31 PM	Updated By 194 - Chris Eismann	Updated Date 8/8/2013 11:46:22 AM
Idaho Works Listing			
Listed as Job Order # ID1468909 - View - View / Edit All			
		Update	Copy

We are going to go through an exam example that will describe how to put together an Edit Plan so that the system calculates the final score as intended.

This is all influenced by the type of questions used (paragraph, y/n, multiple choice) also whether they are minimum qualifications, mq specialties, ranking/extra credit questions and if they are pass/fail or have background/not have background, levels that distinguish candidates..

We will provide a sample of how each component determines that mathematical calculation to determine the minimum passing score as well as the final score.

Our exam is going to have the following components.

Minimum qualifications (mqs) whether we are using a current exam or creating a new one you need to be sure that the minimum qualifications used on the exam are the same as those on the class spec.

Mq specialty must also be on the class spec.

Ranking/extra credit items should be job related and identify background that will truly help distinguish the better candidates and not discriminate or be specific to a single individual.

Our example exam will have 3 mqs, 1 mq specialty, and 2 ranking items.

MQs

Question 1 – is a paragraph question that a SME will score according to developed grading criteria with a 70, 85, 100.

Question 2 – is a yes/no question that will be pass/fail.

Question 3 – is a multiple choice that the applicant will select which one best describes their background with the following values – 0, 70, 85, 100

MQ specialty required

Question 4 – is a yes/no question that will be pass/fail

Ranking items

Question 5 – is a multiple choice that the applicant will select which one best describes their background with the following values – 0, 70, 85, 100

Question 6 – is a paragraph question that a SME will score according to developed grading criteria that will address they have the background 100 or that they do not have the background 0.

We assume that the mqs, mq specialty and ranking items were developed with a SME. all of the information shown below was by using a Word document to communicate with

the SME and determine how to word the questions, develop the typical statements, develop the grading criteria and then determine the weights of each question on the exam. This manual does not address how to develop an exam but how to use ATS (tool) to create or setup the exam to be used through the recruitment process.

Exam: ATS Training Manual - Example of New Exam

The test for this position is an evaluation of your related background. Questions #1-#3 are minimum requirement. Question #4 is a specialty that is required for the current opening. Questions #5 - #6 are ranking items that are not required however if you have related background it may increase your score.

Where required be sure to describe all of your related education, training, and experience. For any education and training, describe the course title(s), the content, and hours/credits of each. For experience, describe job duties, employers, and employment dates.

For some items, typical guides are provided indicating the minimum standards required.

1. Describe how have you have gained some knowledge of Human Resource Management concepts.

This is typically gained by six months or more of work experience providing assistance and administrative support to employees and management in areas such as performance evaluation systems, employee relations, employment compliance activities, salary administration, job analysis and classification and employee benefit programs or other closely related professional-level human resources activities OR through successful completion of a college-level course covering human resources concepts; OR a training course or seminars of approximately 30 hours or more specifically covering human resource concepts.

Grading Criteria:

70- This is typically gained by six months or more of work experience providing assistance and administrative support to employees and management in areas such as performance evaluation systems, employee relations, employer compliance with human resource laws, rules and regulations, salary administration, job analysis and classification and employee benefit programs or other closely related professional-level human resources activities OR through successful completion of a college-level course covering human resources concepts; OR a training course or seminars of approximately 30 hours or more specifically covering human resource concepts.

85-Approximately one year or more of work experience providing a broad range of assistance and administrative support to employees and management in areas such as performance evaluation systems, employee relations, employment compliance activities, salary administration, job analysis and classification and employee benefit programs or other closely related professional-level human resources activities OR through successful completion of two college-level courses covering human resources concepts OR training courses or seminars of approximately 60 hours or more

specifically covering human resource concepts OR an Associate's Degree or higher, in Business, Human Resources or a related field.

100-Approximately eighteen months or more of work experience providing a comprehensive array of technical services and administrative support to employees and management in areas such as performance evaluation systems, employee relations, employment compliance activities, salary administration, job analysis and classification and employee benefit programs or other closely related professional-level human resources activities OR a Bachelor's Degree or higher, in Business, Human Resources or a related field.

2. Do you have specific training and experience using a personal computer and software for word processing, spread sheets and desk top publishing?

Typically gained by formal training in each of the three software packages and at least three months of applied experience, OR if you have at least 6 months of experience using this software.

Yes

No

3. What is your experience counseling employees on human resource matters?

Typically gained through at least one year of work experience where a delegated responsibility of the job was providing counseling to employees on human resource matters such as explaining benefit options, grievance/problem-solving issues, workplace issues, career development.

Choose the selection that best describes your experience.

A) I have less than one year of work experience where a delegated responsibility of the job was providing counseling to employees on human resource matters such as explaining benefit options, grievance/problem-solving issues, staffing issues, recruitment.

B) I have at least one year of work experience where a delegated responsibility of the job was providing counseling to employees on human resource matters such as explaining benefit options, grievance/problem-solving issues, staffing issues, recruitment.

C) I have at least two years of work experience providing counseling on at least three of the four areas listed above.

D) I have at least three years of experience as outlined in "C" and have been involved in

counseling on sexual harassment and/or respectful workplace issues. Counseling at this level should include providing advice and counsel to management.

4. (1111) Specialty Area: ATS Experience

Do you have experience working with the State of Idaho's Applicant Tracking System (ATS) to include hiring lists, announcements, users, etc.?

Typically this background is gained through at least two years of experience working with the ATS system creating and requesting announcements and hiring lists, setting up users; OR, at least one year of experience working with the ATS system creating, finalizing, publishing announcements and approving, assigning and archiving hiring lists, setting up new users.

Yes

No

5. (Ranking Item) I have at least 6 months of experience processing and approving, and reviewing for accuracy, personnel actions on the Idaho State Paperless On-line Personnel System (IPOPS).

This item is not required for this position but may increase your score.

Yes

No

6. (Ranking Item) How have you gained good knowledge of training methods?

Typically this background is gained through the completion of classes or workshops (16 hours) covering communication concepts, learning styles, course design, and presentation skills; OR experience presenting formal training sessions to groups.

Choose the selection that best describes your background.

This item is not required for this position but may increase your score.

A) I have not completed classes or workshops (16 hours) covering communication concepts, learning styles, course design, and presentation skills; OR I do not have experience presenting formal training sessions to groups.

B) I have completed classes or workshops (16 hours) covering communication concepts, learning styles, course design, and presentation skills; OR I have experience presenting formal training sessions to groups.

C) I have completed a 40 hour train the trainer course; OR I have one year of experience presenting training on a variety of topics to several groups on a regular basis.

D) I have completed a 40 hour train-the-trainer course and I have two years of experience presenting training on a variety of topics to several groups on a regular basis; OR I have two years of experience where responsible for performing needs analysis, curriculum development, presentation and evaluation of training.

Exam: ATS Training Manual - Example of New Exam				
Order	Question	Points & Weight	Min. Score (0-100)	Command
Note: If an applicant does not meet the minimum score on any one question then the applicant gets an exam score of 0.				
General Questions				
1	Describe how have you have gained some knowledge of Human Resource Management concepts.	35 35.00%	70	
Office Support				
2	Do you have specific training and experience using a personal computer and software for word processing, spread sheets and desk top publishing?	0 0.00%	100	
General Questions				
3	What is your experience counseling employees on human resource matters?	45 45.00%	70	
MQ Specialties				
4	(1111) Specialty Area: ATS Experience Do you have experience working with the State of Idaho's Applicant Tracking System (ATS) to include hiring lists, announcements, users, etc.?	0 0.00%	100	
Office Support				
5	(Ranking Item) I have at least 6 months of experience processing and approving, and reviewing for accuracy, personnel actions on the Idaho State Paperless On-line Personnel System (IPOPS).	5 5.00%	0	
Training				
6	(Ranking Item) How have you gained good knowledge of training methods?	15 15.00%	0	

Min Score:

Exams

Creating a New Exam -

- Log on to ATS
- From the Main Menu, click on **Exams**.

[Tasks](#) [Applicants](#) [Agencies](#) [Announcements](#) [Classifications](#) [Exams](#) [SME](#) [Sign Out](#)

- After clicking on Exams, the following screen will appear. Click on the **Add New Exam** button.

The screenshot shows a web interface for the 'Exams' section. At the top, there are navigation links: 'Main Menu', 'Exams', and 'Questions'. Below these is a status bar indicating 'Selected Exam: None Selected'. A prominent button labeled 'Add New Exam' is centered. Below the button is a section titled 'Exams' containing a 'Category:' dropdown menu, a search box with the label 'Search by word or phrase:' and a 'Search' button, and radio buttons for 'Select Exam Status' with options 'Current', 'Archived', and 'Current & Archived'. The 'Archived' option is selected. At the bottom of this section is the text 'Select an Exam category'.

- Below is the screen that appears when you click on the Add New Exam button. The Title, Type, and Category are required fields and must be filled in for all three areas before you can proceed. (Note: All areas with a red asterisk beside them are required fields.)

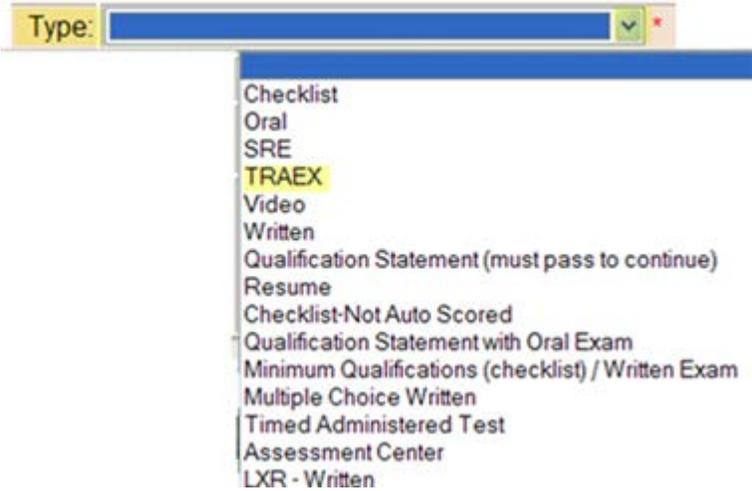
Add Exam	
Title:	<input type="text"/> *
Type:	<input type="text"/> *
Category:	<input type="text"/> *
Short Description:	<input type="text"/>
Instructions:	<div style="border: 1px solid gray; height: 100px;"></div>
Class No.:	<input type="text"/>
Scores valid for:	<input type="text" value="180"/> Days Eligible to retest in: <input type="text" value="0"/> Days (For scheduled or Impact exams only, 0 = can retest anytime)
Min. Passing Score:	<input type="text" value="70"/>
Scheduled Exam:	<input type="checkbox"/>
Impact Exam:	<input type="checkbox"/>
* Required	

XX

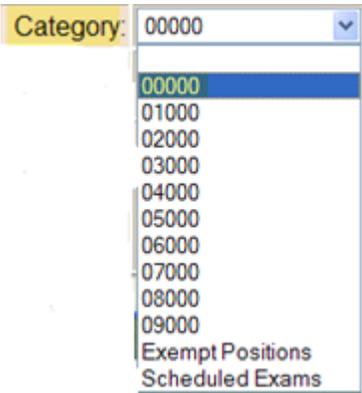
- Title:** Titles of exams should match the official classification title if possible. If an exam has already been developed for a classification and the title has already been used, you will need to change the title by adding a word, date, character, agency, etc. to it (example: an exam for ATS Training Manual - Example of New Exam has already been developed however, because one of the minimum qualifications has changed, you need to develop a new exam. You could make the title of the new exam ATS Training Manual - Example of New Exam (11/07). Adding the (11/07) to the title will distinguish the new one from the old one in the data base.

Add Exam	
Title:	<input type="text" value="ATS Training Manual - Example of New Exam (11/07)"/> *

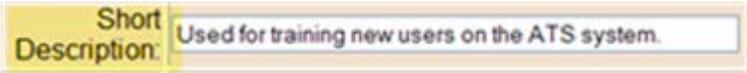
- Exam Type:** Click on the drop down button and click on the exam type that your new exam will be. For this example, I have chosen the exam type TRAEX. Click on your choice and it will appear in the blank box labeled Type.



- **Exam Category:** Click on the dropdown button and choose a category. The categories are by class code. (Example: Category 00000 would mean that the classification you are developing a new exam for has a class code that starts with the numbers 00. The class code we are using for our example of ATS Training Manual - Example of New Exam (11/07) is 00001 so you would choose the category 00000.)



- **Short Description:** When searching the data base for your exam, if there is more than one exam that has been developed for the classification, your short description will help you correctly identify yours without having to read through any other exams that have been developed for that same classification.



- **Instructions:** This information is used to describe to the applicant what to expect on an examination. Below is an example of what the instructions for a TRAEX (rating of education and training) exam might look like. You can create new instructions for your exam by just typing them into the instruction box or, if you know of an existing exam that is similar, you can search for that exam in the data bank, copy the instructions, paste them into your new exam, and then make any changes you need to make. This section is typically not filled out until you have developed your entire exam and know how many and what types of questions are on the exam.

Instructions: The test for this position is an evaluation of your related background. Item #1 is a minimum requirement. Items #2 - #4 are not required for all positions, but are required for the current opening. For each item, describe all of your related education, training, and experience. For any education and training, describe the course title(s), the content, and hours/credits of each. For experience, describe job duties, employers, and employment dates. For some items,

- **Class No:** The Class No. is the class code for the classification you are developing the new exam for. In this example, we are using class code 00001 for the classification of ATS Training Manual - Example of New Exam. (Note: This example is not a real class code number).

Class No.:

- **Scores valid for:** This determines the expiration date of the applicant's score after they have taken this exam. The system defaults to 180 days if you do not enter anything in this box. If you want to make the scores valid for a longer or shorter period of time, type the number of days you want in the box and click on the update button. This specific exam will then default to the new number of days that you have entered.

Defaults to: Days

Changed to: Days

- **Min. Passing Score:** This is the minimum score an applicant must achieve in order to pass the exam. This score is automatically calculated and filled in for you after you have added all of your questions, attached a weight to each question that will count towards the passing point, and entered a minimum score for each question when appropriate. This information is contained on the Edit Plan page and will be covered later in this manual. (Note: When you are copying an exam, the old Min. Passing Score will copy into the new exam. After you have calculated your new passing point, it will automatically change this score for you.)

Min. Passing Score:

- **Eligible to retest in:** This box should be left blank (the system defaults to 0). It was created for an exam type that is no longer in existence.

Eligible to retest in: Days (For scheduled or Impact exams only, 0 = can retest anytime)

- **Scheduled Exam & Impact Exam:** These two boxes should be left blank. They were created for an exam type that is no longer in existence.

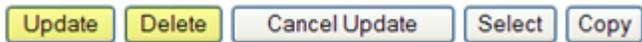
Scheduled Exam:

Impact Exam:

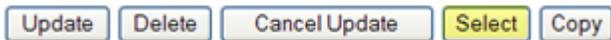
- After filling in all of the above information, click on the Add button at the bottom of the screen. This will add your exam to the data base.



- After adding the exam to the data base, notice that an Update and Delete button now appear at the bottom of the page instead of an Add button. Every time you make a change to this page, you will need to click on the Update Button to save your changes. If you have not attached your exam to an announcement, you can click on the Delete button and it will delete your exam from the data base. If your exam has been used, the system will not let you delete it.



- After you have added your exam to the data base, click on the Select button. (You must select the exam before you can add questions to it.)



- When you click on the Select button, a screen will open that is called the Edit Plan screen (see screen below). Once you have selected the exam and the Edit Plan screen appears, click on the Close Window button. Each time you add a question to your exam, this screen will pop up to show you your progress.

Edit Plan

Exam: ATS Training Manual - Example of New Exam (11/07)				
Order	Question	Points & Weight	Min. Score (0-100)	Command
Note: If an applicant does not meet the minimum score on any one question then the applicant gets an exam score of 0.				

Min Score:

*Note: The numbers above will not be updated until the update button is clicked.

Points are: 0

Final Minimum score is 0

*NOTE: Use the Update button after calculating the Minimum score if you want to save your work.

- On the Edit Plan screen, there is a button for Calculate Minimum Score. The minimum score is the passing score that applicants have to achieve to pass your exam. The minimum score is not calculated automatically until after you have added all of your questions to the exam. (Passing points will be covered later in this section.)

Min Score:

- After adding and then selecting your exam and closing the Edit Plan page, the name of your exam will appear next to the words Selected Exam at the top of the page. (Clicking on the exam title takes you back into the instruction page (the information that you just added to the data base). In order to click on the exam title, you must click on the Questions button first which enables the Selected Exam link.)

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Selected Exam: [ATS Training Manual - Example of New Exam \(11/07\)](#) | [Edit Plan](#) | [Preview](#) | [Exam Grading Criteria](#)

Exams	
Category:	<input type="text" value=""/>

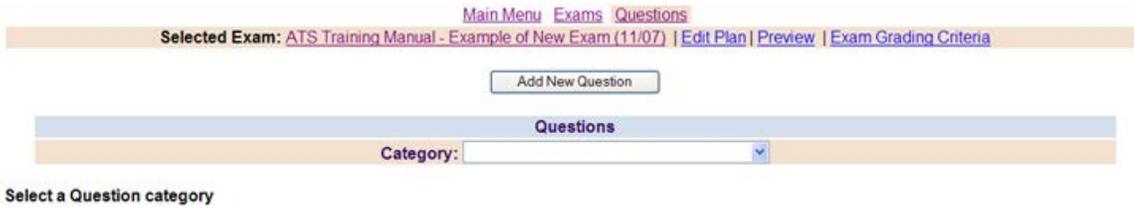
Adding an Existing or Revised Question to your New Exam

- The next step in creating a new exam is to start adding questions. You can create a brand new question, search for an existing question to add to your exam, or copy an existing question and revise it. To start, click on the Questions button at the top of the page. From here, you can do all three.

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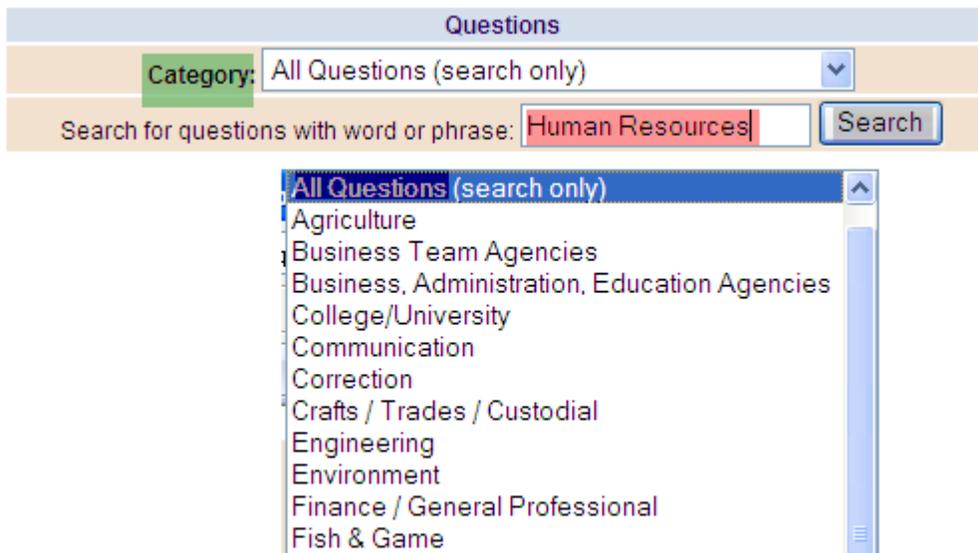
- After clicking on Questions, the following screen will appear.



Checking for Existing Questions: Before you create and add a new question to the data base, you will need to check to see if there is an existing question that might work for you.

To do this:

- Click on the drop down button under **Category** as shown below.
- Click on the **All Questions** (search only) category.
- Type a word or phrase such as **Human Resources** into the search box.
- Click on the **Search** button. (This will display all of the questions in the data base that have the words Human Resources in them.)



- After you click on the Search Button, a screen will pop up that contains all of the questions in the data base that have the word or phrase that you have typed into the search box (see example #1 below). This screen gives you information on the type of question it is, the category it is under in the data base, the number of answers for that question, the number of times the question has been used on an exam, and an Add to Exam button.

Example #1

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Questions

Category: All Questions (search only)

Search for questions with word or phrase:

No.	Question <small>(Click to edit)</small>	Description <small>(Click to edit)</small>	Type <small>(Click to edit)</small>	Category <small>(Click to filter)</small>	No. Answers <small>(Click to edit)</small>	No. Times Used <small>(Click for report)</small>	Command
7471	EXTRA CREDIT Background in the following area is desirable. Please describe your experience in huma	HR business partner	Paragraph	Business Administration, Education Agencies	1	1	<input type="button" value="Add to Exam"/>
10121	Please describe your experience in human resources as a strategic business partner with management.	Copy of question # 7471	Paragraph	Business Administration, Education Agencies	1	0	<input type="button" value="Add to Exam"/>
9236	Ranking Item: Please describe your experience in human resources as a strategic business partner wit	Copy of question # 7471	Paragraph	Business Administration, Education Agencies	1	1	<input type="button" value="Add to Exam"/>

- If you place your cursor over a question on this list, most of that question is displayed so you can read it without having to open it (see example #2).

Example #2

Questions

Category: All Questions (search only)

Search for questions with word or phrase:

No.	Question <small>(Click to edit)</small>	Description <small>(Click to edit)</small>	Type <small>(Click to edit)</small>	Category <small>(Click to filter)</small>	No. Answers <small>(Click to edit)</small>	No. Times Used <small>(Click for report)</small>	Command
7471	EXTRA CREDIT Background in the following area is desirable. Please describe your experience in huma	HR business partner	Paragraph	Business Administration, Education Agencies	1	1	<input type="button" value="Add to Exam"/>
10121	Please describe your experience in human resources as a strategic business partner with management.	Copy of question # 7471	Paragraph	Business Administration, Education Agencies	1	0	<input type="button" value="Add to Exam"/>
9236	Ranking Item: Please describe your experience in human resources as a strategic business partner wit	Copy of question # 7471	Paragraph	Business Administration, Education Agencies	1	1	<input type="button" value="Add to Exam"/>

- Once you have found an existing question that will work for you, you can either click on the Add to Exam button located on the right hand side of the screen;

No.	Question <small>(Click to edit)</small>	Description <small>(Click to edit)</small>	Type <small>(Click to edit)</small>	Category <small>(Click to filter)</small>	No. Answers <small>(Click to edit)</small>	No. Times Used <small>(Click for report)</small>	Command
7471	EXTRA CREDIT Background in the following area is desirable. Please describe your experience in huma	HR business partner	Paragraph	Business Administration, Education Agencies	1	1	<input type="button" value="Add to Exam"/>
10121	Please describe your experience in human resources as a strategic business partner with management.	Copy of question # 7471	Paragraph	Business Administration, Education Agencies	1	0	<input type="button" value="Add to Exam"/>
9236	Ranking Item: Please describe your experience in human resources as a strategic business partner wit	Copy of question # 7471	Paragraph	Business Administration, Education Agencies	1	1	<input type="button" value="Add to Exam"/>

- OR, you can open the question by clicking on it and then click on the Add to Exam button at the bottom of the screen as shown below. Either way, this will add the question you have selected to your exam and open the Edit Plan page.

Update Exam Question	
Question:	Please describe your experience in human resources as a strategic business partner with management. Include examples of using analyses and modeling in addressing HR issues with the organization. Identify levels of management you * 3725
Type:	Paragraph *
Category:	Business, Administration, Education Agencies *
Short Description:	Copy of question # 7471
MQ Specialty #:	
Help:	Typically gained by experience working with management in developing business strategies to establish human resource policies and practices that support these business needs. 2823
Grading Criteria:	Consider the size of organization and complexity of organizational issues. 70: Experience in understanding the business needs and consulting with first level management in an organization. 49547
* Required	

Answers		
#	Text	Weight
1	Please respond below:	100 %

Weights total: 100.00 (This is the highest the applicant can score)

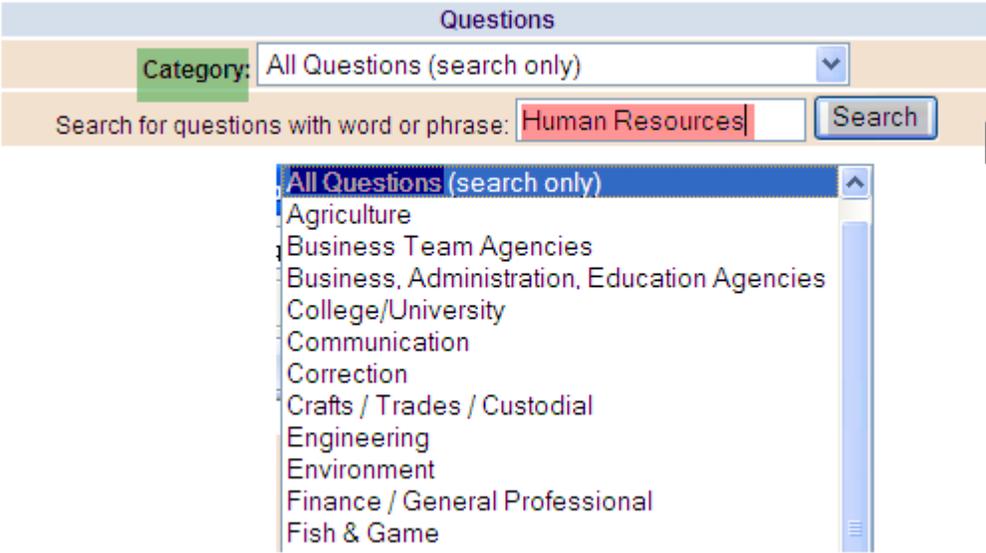
- When you add your question to the exam the Edit Plan page will appear. On the Edit Plan page, you will see:
- The question you added to your exam appears as **question #1**.
- A place for you to add the **weight** for this specific question.
- A place for you to add the **minimum score** for this specific question.
- A **Delete** button on the right hand side of the screen (this allows you to remove the question from the exam you are working on but does not delete it from the data base).
- You can also see the **Calculate Minimum Score** button and the **Min Score** box on the Edit Plan page. These two boxes will be filled in after you have finished adding questions to your exam.

Exam: ATS Training Manual - Example of New Exam (11/07)				
Order	Question	Points & Weight	Min. Score (0-100)	Command
Note: If an applicant does not meet the minimum score on any one question then the applicant gets an exam score of 0.				
Business, Administration, Education Agencies				
1	Please describe your experience in human resources...	0 %	0	Delete
<input type="button" value="Calculate Minimum Score (alt-c)"/>		Min Score	NaN	

Revising an Existing Question

To revise an existing question, you will need to search the data base to see if there is an existing question that might be close to what you are looking for. To do this:

- Click on the drop down button under **Category** as shown below.
- Click on the **All Questions** (search only) category.
- Type a word or phrase from the question you are looking for into the search box. (Example: **Human Resources**)
- Click on the **Search** button. (This will display all of the questions in the data base that have the words Human Resources in them.)



- After you click on the Search Button, a screen will pop up that contains all of the questions in the data base that have the word or phrase that you have typed into the search box (see example #1 below). This screen gives you information on the type of question it is, the category it is under in the data base, the number of answers for that question, the number of times the question has been used on an exam, and an Add to Exam button.

Example #1

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Questions

Category: All Questions (search only)

Search for questions with word or phrase:

No.	Question <small>(Click to edit)</small>	Description <small>(Click to edit)</small>	Type <small>(Click to edit)</small>	Category <small>(Click to filter)</small>	No. Answers <small>(Click to edit)</small>	No. Times Used <small>(Click for report)</small>	Command
7471	EXTRA CREDIT: Background in the following area is desirable. Please describe your experience in huma	HR business partner	Paragraph	Business Administration, Education Agencies	1	1	<input type="button" value="Add to Exam"/>
10121	Please describe your experience in human resources as a strategic business partner with management.	Copy of question # 7471	Paragraph	Business Administration, Education Agencies	1	0	<input type="button" value="Add to Exam"/>
9236	Ranking Item: Please describe your experience in human resources as a strategic business partner sit	Copy of question # 7471	Paragraph	Business Administration, Education Agencies	1	1	<input type="button" value="Add to Exam"/>

- If you place your cursor over a question on this list, most of that question is displayed so you can read it without having to open it (see example #2).

Example #2

Questions						
Category: All Questions (search only)						
Search for questions with word or phrase: experience in human re: Search						
No.				No. Answers (Click to edit)	No. Times Used (Click for report)	Command
7471	EXTRA CREDIT Background: describe your experience in h			1	1	Add to Exam
10121	Please describe your experience in human resources as a strategic business partner with management.	Copy of question # 7471	Paragraph	1	0	Add to Exam
9236	Ranking Item: Please describe your experience in human resources as a strategic business partner wit	Copy of question # 7471	Paragraph	1	1	Add to Exam

- If you determine that there is not already a question in the data base that is appropriate for your exam, however, you have found one that is very close and you can use it if you change a few words, etc. you can copy the old question and make it into a question that will work for you.

To Copy and Revise a Question:

- Click on the Questions button at the top of the screen.

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Questions	
Category: All Questions (search only)	
Search for questions with word or phrase: <input type="text"/> Search	

- Click on the drop down button under **Category** as shown below.
- Click on the **All Questions** (search only) category.
- Type a word or phrase such as **Human Resources** into the search box.
- Click on the **Search** button. (This will display all of the questions in the data base that have the words Human Resources in them.)

Questions

Category:

Search for questions with word or phrase:

- All Questions (search only)
- Agriculture
- Business Team Agencies
- Business, Administration, Education Agencies
- College/University
- Communication
- Correction
- Crafts / Trades / Custodial
- Engineering
- Environment
- Finance / General Professional
- Fish & Game

- When you find the question that you want to copy, click on the question to open it.

5173	Describe your experience summarizing data and preparing informational reports using word processing	Copy of question # 3852	Paragraph	Correction	1	0	<input type="button" value="Add to Exam"/>
2917	Describe your specific training and experience using a personal computer and software for word proce	Education Specialist Exam	Paragraph	Business, Administration, Education Agencies	1	1	<input type="button" value="Add to Exam"/>
4688	Do you have at least 6 months experience using computer software	Copy # 3732 Changed wording and time length	T/F or Y/N	Office Support	2	1	<input type="button" value="Add to Exam"/>

- The following screen will open. Notice there are two big red warning statements indicating that you need to copy this question if you want to make changes to it. (PLEASE REMEMBER TO DO THIS).

WARNING: This is an existing question and has been published. Any updates will be reflected on any exam this question is attached to. If creating a new question from this existing one, please copy the question first and then update the new question.

- Click on the Copy button at the bottom of this screen.

Update Exam Question	
This Question may only be edited by an Administrator	
Question:	Describe your specific training and experience using a personal computer and software for word processing, spread sheets and desk top publishing. * 3855
Type:	Paragraph *
Category:	Business, Administration, Education Agencies *
Short Description:	Education Specialist Exam
MQ Specialty #:	
Help:	Typically gained by formal training in each of the three software packages and at least three months of applied experience, OR if you have at least 6 months of experience using this software. If you have a degree in computer 2635
Grading Criteria:	70 - Candidate has coursework in each of the three software packages and at least three months of applied experience using that software. OR has at least 6 months of experience using the software. 49430
* Required	

WARNING: This is an existing question and has been published. Any updates will be reflected on any exam this question is attached to. If creating a new question from this existing one, please copy the question first and then update the new question.

Answers		
#	Text	Weight
1	Your Answer	100 %

Weights total: 100.00 (This is the highest the applicant can score)

When you click on the “Copy” button, the following screen will pop up. Notice at the top of the screen there is a notation indicating that the question has been copied and the “Short Description” indicates that this is now a copy of the previous question.

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Selected Exam: [ATS Training Manual - Example of New Exam \(11/07\)](#) | [Edit Plan](#) | [Preview](#) | [Exam Grading Criteria](#)

Question copied

Update Exam Question	
Question:	Describe your specific training and experience using a personal computer and software for word processing, spread sheets and desk top publishing. * 3855
Type:	Paragraph *
Category:	Business, Administration, Education Agencies *
Short Description:	Copy of question # 10123
MQ Specialty #:	<input type="text"/>
Help:	Typically gained by formal training in each of the three software packages and at least three months of applied experience, OR if you have at least 6 months of experience using this software. If you have a degree in computer 2635
Grading Criteria:	70 - Candidate has coursework in each of the three software packages and at least three months of applied experience using that software. OR has at least 6 months of experience using the software. 49430

Answers		
#	Text	Weight
1	Your Answer	100 %

Weights total: 100.00 (This is the highest the applicant can score)

Update
Delete
Cancel
Copy

Add to Exam

Add New Question

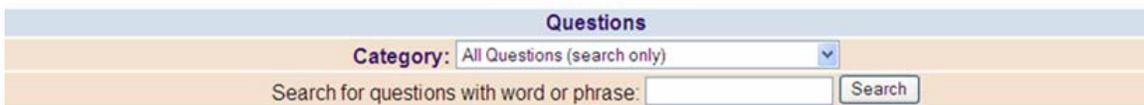
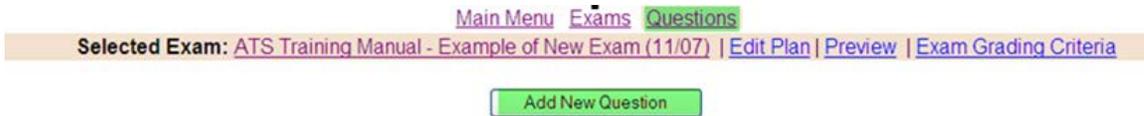
- After you have copied the question but before you make any changes to it, click on the Add to Exam button. This will bring up the Update Plan screen again to show you that the question has been added. Close this screen and then you can make any changes to the question that you feel are appropriate without affecting other exams that the original question has been attached to.
- If the change you want to make is in the question, click in the question box, make your changes, and then click on the update button. If the change you want to make is in the help section, click in that box, make your changes, and then click on the update button, etc. Remember to click on the Update button each time you make a change. This will ensure that all of your changes are saved.
- Also, since this is a copied question, the Help Statement and the Grading Criteria were developed for the original question. Remember to check both areas and make any changes that need to be made in order to match the revised question that you have developed.

Creating a New Question

- After searching the data base and determining that there is not an existing question that matches your requirements, you can create a new question for your exam.

To do this:

- Click on the Questions button at the top of the page.
- Click on the Add New Question button.



- Clicking on the Add New Question button brings up the following screen. (This screen is blank when it appears.)

This screenshot shows the 'Add Exam Question' form. The form includes the following fields and controls:

- Question:** A large text area for entering the question text, with a character count of 4000.
- Type:** A dropdown menu for selecting the question type, marked as required with a red asterisk.
- Category:** A dropdown menu for selecting the question category, marked as required with a red asterisk.
- Short Description:** A text input field for a brief description of the question.
- MQ Specialty #:** A text input field for the question's specialty number.
- Help:** A text area for providing additional information or help, with a character count of 3000.
- Grading Criteria:** A text area for defining the grading criteria, with a character count of 50000.

A red asterisk and the text '* Required' are displayed at the bottom left of the form.

Add the question and then define the answer choices.

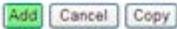


- To create your new question, fill in the following

- **“Question”** - Type your question in this box.
- **“Type”** - Click on the drop down button under “Type”. When the list of question types comes up, click on the type of question you want your question to be.
- **“Category”** - Click on the drop down button under “Category”. When the list of categories comes up, click on the category you want your question to be under in the data base.
- **“Short Description”** - Enter a brief statement about your question to help identify it when you are searching the database for that specific question.
- **“M.Q. Specialty #”** - M.Q. Specialties are additional qualifications that may or may not be required for a specific position within that classification. Each specialty has a number attached to it to identify it as a Specialty and not a Minimum Requirement. This box is where you type in that identifying number.
- **“Help”** - This box is where you type in the minimum or “70” level that is required to meet this minimum qualification question. The applicant will see this as a “Typically this background is gained through” statement when answering this question on the exam.
- **“Grading Criteria”** - This box is where you type in the three levels of criteria (70, 85, and 100) used by the subject matter expert (SME) when scoring this specific question on the exam. (The SME System is covered under another section in this manual.)

- When you are finished creating your question, click on the Add button at the bottom of the screen. This will add your question to the data base but not to your exam.

Add the question and then define the answer choices.



- When you click on the Add button, the following screen appears:

[Main Menu](#)
[Exams](#)
[Questions](#)
[Exam Categories](#)
[Exam Types](#)
[Question Categories](#)
[Question Types](#)
[Scheduled Exams](#)

Selected Exam: [ATS Training Manual - Example of New Exam \(11/07\)](#) | [Edit Plan](#) | [Preview](#) | [Exam Grading Criteria](#)

Update Exam Question	
Question:	Please describe your experience working with the State of Idaho's Applicant Tracking System to include developing exams, job classifications, hiring lists, announcements, etc. * 3825
Type:	Paragraph *
Category:	Finance / General Professional *
Short Description:	created for the ATS Training Manual Example Exam
MQ Specialty #:	
Help:	Typically this background is gained through at least one year of experience working with the ATS system as an agency user creating announcements and hiring lists. 2838
Grading Criteria:	70 - One year of experience working with the ATS system as an agency user creating announcements and hiring lists. 85 - Two years of experience working with the ATS system as an agency user creating and 49418

* Required

Answers		
#	Text	Weight
1	Answer - 1	0 %

Weights total: 0.00 (This is the highest the applicant can score)

- To add your question to the exam, click on the **Add to Exam** Button. This will bring up the Edit Plan screen which shows that your question has been added to your exam. After adding your question, close the Edit Plan screen. Your question will still be on the screen so you can now make updates and/or complete the question. In the **Answer Box** located at the bottom of the screen, leave the word **Answer** inside the box and delete the **-1**. In the **Weight** box a 0 will show up. Change this 0 to 100. This indicates that 100% of the score for this specific question is based on this one answer.
- After completing your question, at the bottom of the page, you will be able to see the Web View of your question (see example below). This is what the applicant will see when the exam is attached to an announcement and published.

[Web View](#)

Please describe your experience working with the State of Idaho's Applicant Tracking System to include developing exams, job classifications, hiring lists, announcements, etc.
 Typically this background is gained through at least one year of experience working with the ATS system as an agency user creating announcements and hiring lists.

Answer

General Information on Passing Points

Exam questions are created using minimum qualifications from a classification. The Subject Matter Experts (SME's) who helped determine those minimum qualifications would ideally be the ones you would confer with to develop your exam and they also have input into the weights of each question. Minimum Qualifications are created by determining which domains of a job are the most critical to getting the job done.

A major consideration in determining the weight of a question is the importance of that minimum in performing the duties of the job compared to all of the other minimums. You would have your SME compare the importance of each minimum qualification; weigh one against the other to determine which is most important.

The most important area needed to perform the duties of the job would get the highest weight.

The weights would typically add up to 100%. As you fill in the Points & Weights boxes, the system will automatically change the percentages.

Exam: ATS Training Manual - Example of New Exam (11/07)				
Order	Question	Points & Weight	Min. Score (0-100)	Command
Note: If an applicant does not meet the minimum score on any one question then the applicant gets an exam score of 0.				
Business Team Agencies				
1	Describe how have you have gained some knowledge o...	0 %	0	Delete
Business, Administration, Education Agencies				
2	Describe your specific training and experience usi...	0 %	0	Delete
Communication				
3	How have you gained some knowledge of consulting a...	0 %	0	Delete
Finance / General Professional				
4	Describe your experience counseling employees on h...	0 %	0	Delete
MQ Specialties				
5	Ranking Item: This background is not required howe...	0 %	0	Delete
Finance / General Professional				
6	(1111) Specialty Area: ATS Experience Please de...	0 %	0	Delete

Min Score:

*Note: The numbers above will not be updated until the update button is clicked.

SME System

The announcement has closed, it is past the grace period (24 hours after the closing to allow applicants to complete their application), and you need to assign the completed applications to a subject-matter-expert (SME).

Do you have applications that need to be scored? Here is one way to check by using the SME System.

- Sign on to ATS
- From the **Tasks** screen you will click on the **SME** link at the top menu.

You will see the list of finished assignments and the list of assignments not completed. This will list only those announcements that are for your agency.

Guides for choosing who will be an appropriate SME are as follows:

- Must be in the same paygrade or above
- Knowledgeable about the position, field of work, technical aspects of the job
- Not be involved in the selection process if at all possible
- You want someone who can assess the qualifications of the applicants based on the overall requirements for the classification and rank them accordingly.

Now that you have identified who will be the SME, you need to see if they are setup on the system.

- To do this will click on **Create/Edit SME**

[Main](#) [View Assignments](#) [Assign SME](#) [Create/Edit SME](#) [SME Report](#) [Help](#)

Then you will see the following selections on the page.

- Create a new SME – This will take you through the process of setting up a new SME
- Edit/View Active SMEs – This will take you to the list of Active SMEs on the system
- Edit/View Inactive SMEs – This will take you to the list of Inactive SMEs on the system

[Main](#) [View Assignments](#) [Assign SME](#) [Create/Edit SME](#) [SME Report](#) [Help](#)

Create a new SME	<input type="button" value="GO"/>
Edit/View Active SMEs	<input type="button" value="GO"/>
Edit/View Inactive SMEs	<input type="button" value="GO"/>

Setup new SME

- Click on Create a new SME

[Main](#) [View Assignments](#) [Assign SME](#) [Create/Edit SME](#) [SME Report](#) [Help](#)

[<< Back](#) * = Required Field

Add/Update SME

*First Name	<input type="text"/>
*Last Name	<input type="text"/>
*Phone	<input type="text"/>
Phone Ext	<input type="text"/>
*Email	<input type="text"/>
Job Title	<input type="text"/>
Agency	<input type="text"/>
*Status	<input type="text" value="Active"/>

Complete this information with the information to be sure that correspondence is sent to the correct email and if telephone is needed to make it easier to make that contact. Be sure to provide their Job Title to be sure that when they are assigned to be a SME they meet the guides (paygrade, knowledge base, etc.)

[<< Back](#) * = Required Field

Add/Update SME

*First Name

*Last Name

*Phone

Phone Ext

*Email

Job Title

Agency

*Status

- When complete Click on **Add SME** button.

Mel Rose has been successfully added as a SME.

[<< Back](#) * = Required Field

Add/Update SME

*First Name

*Last Name

*Phone

Phone Ext

*Email

Job Title

Agency

*Status

 [View/Add Notes](#)

Then your page will look like this showing that adding the SME was successful.

The SME will receive an email that will give them the website and their temporary password. They will be required to setup their permanent password by following the instructions in the email.

Once you have added them to the system you can now assign them as the SME for the recruitment that you need applications reviewed.

Assigning a SME

Once you have identified the SME(s) and know they are setup in the system you can now assign them to the applications that they need to review.

- From the menu click on Assign SME

NOTE: If assigning more than one SME you must assign them at the same time.

[Main](#) [View Assignments](#) [Assign SME](#) [Create/Edit SME](#) [SME Report](#) [Help](#)

- Step #1** - Find the announcement from either the ***Closed Announcements*** or ***Published Announcements***.

Step #1 of 4, Select an Announcement

Note: Announcements are sorted alphabetically by title. If the announcement is over 14 days old the row will be light yellow.

* Closed Announcements *

	Announcement Title	Close Date	Announcement No.
<input type="button" value="Select"/>	Engineer, Associate	1/1/2008 12:01:05 AM	03702032157
<input type="button" value="Select"/>	Engineer-In-Training	1/1/2008 12:01:05 AM	03700073271
<input type="button" value="Select"/>	Engineering Assistant, Transportation Staff	10/25/2007 12:01:04 AM	03012034856
<input type="button" value="Select"/>	Institution Administrator, Assistant	1/15/2008 12:01:04 AM	07918040506
<input type="button" value="Select"/>	ISP Trooper	12/15/2005 12:01:04 AM	08016060605
<input type="button" value="Select"/>	ISP Trooper	2/17/2005 12:57:34 PM	08016019782
<input type="button" value="Select"/>	Painter	1/12/2008 12:01:04 AM	06556098761

* Published Announcements *

	Announcement Title	Announcement No.
<input type="button" value="Select"/>	Agriculture Program Manager	00180036579
<input type="button" value="Select"/>	Analyst 3	07044042299
<input type="button" value="Select"/>	Architect, Project	06500069719

- Click the **Select** button next to the **Announcement Title** that you need to assign to a SME.

<input type="button" value="Select"/>	ISP Trooper	12/15/2005 12:01:04 AM	08016060605
---------------------------------------	-------------	------------------------	-------------

Step #2 – This will show the Exam Title, Exam No. and Exams Needing Assignment – number of applications needing reviewed.

- Click the **Select** button next to the **Exam Title** if this is the correct one.

Step #2 of 4, Select an exam for announcement: ISP Trooper

[<< Back to Step #1](#)

	Exam Title	Exam No.	Exams Needing Assignment
<input type="button" value="Select"/>	ISP Trooper - PS.com	1298	81

NOTE: If you need to return to the previous step Click on the link **<<Back to Step #?**

Step #3 – This will list all of the SMEs that are setup and active in the system. Notice that it tells us we are at Step #3 of 4.

Step #3 of 4, Select the SME(s) for announcement: ISP Trooper. Exam Title: ISP Trooper - PS.com.

Note: SMEs are in order by last name.

[<< Back to Step #2](#)

Select SME	Last	First	View Notes	History
<input type="checkbox"/> Top of Page	Adkins	Teresa	View Notes	View
<input type="checkbox"/> Top of Page	Ackerman	Steve	View Notes	View
<input type="checkbox"/> Top of Page	Adrian	Judy	View Notes	View
<input type="checkbox"/> Top of Page	Adrian	Wanda	View Notes	View
<input type="checkbox"/> Top of Page	Alford	Christina	View Notes	View
<input type="checkbox"/> Top of Page	Allen	Jennifer	View Notes	View

- Find the SME that you are going to select to review your applications.
- When you find the SME then Click on the box next to their name.
- * If you are choosing more than one SME, select all the names at this time.

<input checked="" type="checkbox"/> Top of Page	Rose	Melody	View Notes	View
---	------	--------	----------------------------	----------------------

<input checked="" type="checkbox"/> Top of Page	Hodges	Patty	View Notes	View
---	--------	-------	----------------------------	----------------------

- Once you have selected the SME(s) then click on Top of Page link next to the checkbox. That will take you to the top of the page to go to the next step.

Step #3 of 4, Select the SME(s) for announcement: ISP Trooper. Exam Title: ISP Trooper - PS.com.

Note: SMEs are in order by last name.

[<< Back to Step #2](#)

Select SME	Last	First	View Notes	History
------------	------	-------	------------	---------

- Now click on **Move to next step** button.

This will allow you to select a due date, as well as being able to make sure that this is the correct Announcement, Exam and SMEs. If you need to go back to make changes use the **<<Back to Step #?** link.

Step #4 of 4, Choose a due date, then assign & notify.

[<< Back to Step #3](#)

Today's Date is: 12/7/2007
Due Date:

< December 2007 >						
Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Announcement Title: *ISP Trooper*
Announcement No: *08016060605*
Exam Title: *ISP Trooper - PS.com*
Exam No: *1298*
Number of Exams to Grade: *81*
SME(s):

- Patty Hodges
- Melody Rose

Assign & Notify

- Choose the Due Date from the calendar.
- Then click on the **Assign & Notify** button.

Today's Date is: 12/7/2007
Due Date:

< December 2007 >						
Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Announcement Title: *ISP Trooper*
Announcement No: *08016060605*
Exam Title: *ISP Trooper - PS.com*
Exam No: *1298*
Number of Exams to Grade: *81*
SME(s):

- Patty Hodges
- Melody Rose

Assign & Notify

- The SME will receive the following email as well as CC you.

From: Melody Rose [mailto:mrose@dhr.idaho.gov]
Sent: Friday, December 07, 2007 8:47 AM

To: Melody Rose
Cc: mrose@dhr.idaho.gov
Subject: You have been assigned exams to grade from the State of Idaho Human Resources

Thank you for taking the time to assist us in scoring the exams for the position of "ISP Trooper - PS.com". Please go to our online SME rating system at <https://ats.dhr.idaho.gov/SME> to view the instructions for getting started. When signing into the SME rating system, please use the following user name: melody.rose@labor.idaho.gov

Please feel free to respond to this email if you have questions or comments.

- You will be able to see under the **Assignments Waiting Completion** that you have completed the assigning of the SME(s).

Assignments Waiting Completion

Assignment	Exam	SME	#Graded/#Exams	Date Assigned	Last Login	Due Date
ISP Trooper (08016060605) (Assigned by Rose, Melody)	ISP Trooper - PS.com	Hodges, Patty (Reassign)	0/41	12/7/2007 8:46:25 AM	12/6/2007 7:09:58 AM	12/15/2007
ISP Trooper (08016060605) (Assigned by Rose, Melody)	ISP Trooper - PS.com	Rose, Melody (Reassign)	0/40	12/7/2007 8:46:27 AM	11/29/2007 2:27:10 PM	12/15/2007

Information:

- Assignment – Position title, announcement number, who assigned the application.
- Exam – Name of the exam used and that the SME will be evaluating.
- SME – Name of the SME(s) and a Link to be able to reassign the application assigned to the SME.
- #Graded/#Exams – Shows the number of applications scored by the SME and number of applications assigned to the SME.
- Date Assigned – This is the date that the applications were assigned to the SME.
- Last Login – Shows the last time that the SME logged in.
- Due Date – This is the date that was chosen as a suggested completion date for the SME.

If the applications have not been completed and returned the background on the screen for these will change to yellow to emphasize the fact that they have not been completed. At this time you may need to extend the date, or check with the SME(s) to see if they are not able to complete the review, they may need to be reassigned to another SME so they can get completed.

Reassigning the applications – If you need to reassign the applications back to DHR first before choosing another SME.

- First click on the **(Reassign)** link below the name of the SME.

Assignments Waiting Completion

Assignment	Exam	SME	#Graded/#Exams	Date Assigned	Last Login	Due Date
IT Systems Integration Analyst (01641013561) (Assigned by (Name, State))	IT Systems Integration Analyst - Systems Administration	(Reassign)	0/2	6/7/2013 6:18:40 PM	6/5/2013 4:42:48 PM	6/21/2013

- This opens in a separate window from your initial window. Here you will reassign the applications that were assigned to the SME listed above to DHR.

Reassign SME

Note: To Reassign the assignment back to DHR select "Return Assignment to DHR" from the drop down box. Check the "Reassign All Exams" check box to reassign all the exams in the assignment (this includes the exams that the SME has rated). **Do not check** the "Reassign All Exams" check box if you do not want to reassign the exams that have already been rated by the SME.

SME: Rose, Melody
Assignment: ISP Trooper
Exam: ISP Trooper - PS.com
Exams Graded: 0
Total Exams: 40

Select New SME	Pick a Due Date																																																	
<input style="width: 100%;" type="text"/>	<div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center;">< December 2007 ></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Mo</td> <td style="text-align: center;">Tu</td> <td style="text-align: center;">We</td> <td style="text-align: center;">Th</td> <td style="text-align: center;">Fr</td> <td style="text-align: center;">Sa</td> <td style="text-align: center;">Su</td> </tr> <tr> <td style="text-align: center;">26</td> <td style="text-align: center;">27</td> <td style="text-align: center;">28</td> <td style="text-align: center;">29</td> <td style="text-align: center;">30</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">6</td> <td style="text-align: center;">7</td> <td style="text-align: center;">8</td> <td style="text-align: center;">9</td> </tr> <tr> <td style="text-align: center;">10</td> <td style="text-align: center;">11</td> <td style="text-align: center;">12</td> <td style="text-align: center;">13</td> <td style="text-align: center;">14</td> <td style="text-align: center;">15</td> <td style="text-align: center;">16</td> </tr> <tr> <td style="text-align: center;">17</td> <td style="text-align: center;">18</td> <td style="text-align: center;">19</td> <td style="text-align: center;">20</td> <td style="text-align: center;">21</td> <td style="text-align: center;">22</td> <td style="text-align: center;">23</td> </tr> <tr> <td style="text-align: center;">24</td> <td style="text-align: center;">25</td> <td style="text-align: center;">26</td> <td style="text-align: center;">27</td> <td style="text-align: center;">28</td> <td style="text-align: center;">29</td> <td style="text-align: center;">30</td> </tr> <tr> <td style="text-align: center;">31</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">6</td> </tr> </table> </div>	Mo	Tu	We	Th	Fr	Sa	Su	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6
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10	11	12	13	14	15	16																																												
17	18	19	20	21	22	23																																												
24	25	26	27	28	29	30																																												
31	1	2	3	4	5	6																																												

Reassign All Exams

- From the drop list below **Select Return Assignment to DHR** which will be the first selection item on the list.

Reassign SME

Note: To Reassign the assignment back to DHR select "Return Assignment to DHR" from the drop down box. Check the "Reassign All Exams" check box to reassign all the exams in the assignment (this includes the exams that the SME has rated). **Do not check** the "Reassign All Exams" check box if you do not want to reassign the exams that have already been rated by the SME.

SME: ~~Thomas, Steve~~
 Assignment: IT Systems Integration Analyst
 Exam: IT Systems Integration Analyst - Systems Administration
 Exams Graded: 0
 Total Exams: 2

Select New SME	Pick a Due Date
Return Assignment to DHR ▾	<div style="border: 1px solid black; padding: 5px;"> < August 2013 > Mo Tu We Th Fr Sa Su 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 </div>
<input type="checkbox"/> Reassign All Exams	Reassign Assignment

- If you want to start over with a new SME reviewing the applications you will put a checkmark by the **Reassign All Exams**. This will remove all scores from the previous SME.
- If you want to only reassign the applications that the SME has not scored, **DO NOT** put a checkmark by the **Reassign All Exams**.

Select New SME	Pick a Due Date
Return Assignment to DHR ▾	<div style="border: 1px solid black; padding: 5px;"> < August 2013 > Mo Tu We Th Fr Sa Su 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 </div>
<input checked="" type="checkbox"/> Reassign All Exams	Reassign Assignment

- The original SME whose applications are being reassigned will receive an email.

Human Resources has reassigned all your exams titled, "ISP Trooper - PS.com" to another Subject Matter Expert. Thank you for your subject matter expertise.

Please feel free to respond to this email if you have questions or comments.

Now follow the procedure to assign the applications to another SME.

Assigning SME – when you have identified who the SME(s) will be, be sure to make contact with them first. If they are a first time SME you will want to talk with them about reviewing the applications. Emphasize reading the information about being a SME and the confidentiality of being a SME. You also may want to go through an application review with them, explain the rating guidelines, scoring, application summary and impartial review and then final submission back when completed. You may want to do this with SME(s) that may not have reviewed for awhile just as a refresher.

Quality Control (QC) applications -

- When the SME has finished scoring and returned the application you will see that assignment listed in the **Finished Assignments** screen.

Finished Assignments

Assignment	Exam Title	SME	Total Exams	Submitted Date
Transportation Technician Principal, Maintenance	Transportation Technician Principal, Maintenance	Mark Davel	4	12/6/2007 10:44:32 AM
Clinical Supervisor	Clinical Supervisor-Correction	Ernie Stone	2	12/6/2007 12:34:27 PM
Project Manager	Natural Resource Project Manager (10/07)	Mark Davel	1	12/10/2007 5:31:42 PM
Analyst 3	ANALYST 3 - DEQ (Revised 2/06)	Mark Davel	3	12/11/2007 10:41:52 AM
Engineer-In-Training	ENGINEER-IN-TRAINING - DEQ	Ernie Stone	1	12/11/2007 1:01:18 PM

- In order to do your QC, you will need to go in and view the scored applications.
- To view the scored application you will Click on the title of the position listed under the **Assignment** column.
- This will show you
 - Assignment - which is the position title.
 - Exam Title - which is the title of the exam attached to the announcement.
 - SME - that reviewed these applications.
 - Submitted Date – date SME submitted the assign back.
 - Total Exams – number of applicants.
 - Announcement No: - announcement number for the recruitment.
 - Who assigned the SME – the person that made the assignment.

- Apply All Exams button – used to apply the scores to the applicant files.
- Return Exams to SME button – used to return the assignment to the SME.

[<< Back](#)

Assignment: Transportation Technician Principal, Maintenance
 Exam Title: Transportation Technician Principal, Maintenance
 SME: [John Jones](#)
 Submitted Date: 12/6/2007 10:44:32 AM
 Total Exams: 4

Announcement No: 03642004537
[View Notes](#)
 Assigned By: [John Jones](#)

Apply All Exams
Return Exams to SME

Note: If the applicant was auto failed by the SME, the row will be Light Yellow. If the applicant has a previous score, click on their name to view their previous applications.

Applicant	Score	Apply Score	View Exam	Previous Score	Rule 936
Troyan, David	Failed	Apply Score	View Exam		
Adrienne, Gregory	Failed	Apply Score	View Exam		
Merrill, Lisa	70	Apply Score	View Exam		Rule 936
Cathleen, George	75	Apply Score	View Exam	94 94	Rule 936

- Applicant – name of applicant who applied for the position.
- Score – the score that the SME gave the applicant.
- Apply Score – allows you to apply the score for that individual.
- View Exam – allows you to view the application/exam for that applicant.
- Previous Score – shows any previous scores the applicant reviewed for this exam.
- Rule 936 – allows you to apply the rule 936 that waives the exam and does not post the score given by the SME.

To QC:

- Review all applicants that have a **Failed** in the **Score** column.
 You want to review the notes from your SME to be sure you have sufficient documentation showing why the applicant does not qualify to be able to provide feedback to the applicant as well as for an appeal of the decision.
- Review applicants that have a different score than previously given.
 If there is a discrepancy such as in the example above, you want to evaluate why there is a change in the score. If an applicant provides the same information as previous applications and there has not been any changes in the grading criteria there should not be any difference because this is the same exam. Talk with the SME regarding the discrepancy before changing their score. If you do not make the change be sure you have documentation to support the current score in case it is challenged or appealed.

If you need to have the SME to take a look at all of the applications Click on **Return Exams to SME** button and they will be returned to the SME (they will NOT receive another email, you will need to let them know that the applications have been returned to them). Then you will start the process over again once they return the applications after the second review. This will not erase the scores.

If you are ready for the scores to be applied so you can create your hiring list then Click on **Apply All Exams** button. Now you can create the hiring list and assign to the hiring manager(s).

New SME password setup -

- When you create a new SME they will receive an email.

From: Melody Rose [mailto:mrose@dhr.idaho.gov]
Sent: Wednesday, December 12, 2007 7:45 AM
To: Melody Rose
Cc: mrose@dhr.idaho.gov
Subject: You have been added as a Subject Matter Expert for your agency

You have been added as a Subject Matter Expert (SME) in the DHR ATS system. Your account has been issued a temporary password, and you will not be able to log into the SME system until you create a new, permanent password. The link below will take you to a page where you can create a permanent password. Please do this as soon as possible.

Change password with this link:

https://ats.dhr.idaho.gov/SME/login.aspx?command=Set&email=mrose@cl.idaho.gov&temp_pass=Gb3917s

- To create their permanent password they need to click on the link above that will take them to this page.

Idaho Division of Human Resources
Subject Matter Expert System

12/12/2007
 Welcome to the Subject Matter Expert System
 Please Login

You were selected as a Subject Matter Expert based on your knowledge and professionalism. Your work will be important in providing quality job candidates to state agencies. Confidentiality is critical in maintaining the integrity of the merit system.

- By scrolling to the bottom of the page they will have the following information. By clicking on the link it has populated the SME email address and the temporary password. The SME must now set their permanent password.

Set New Password	
Email Address:	<input type="text" value="mrose@cl.idaho.gov"/>
Temporary Password	<input type="text" value="....."/>
New Password: (Min. 7 characters)	<input type="text"/>
Confirm New Password:	<input type="text"/>
	<input type="button" value="Set"/>

Note: This system uses cookies and JavaScript. It will not function if they are disabled.

[Help!](#)

[I forgot my password](#)
[I only have a temporary password](#)
[Contact DHR](#)

- They will type in the new password and then type it in again.

Set New Password	
Email Address:	<input type="text" value="mrose@cl.idaho.gov"/>
Temporary Password	<input type="text" value="....."/>
New Password: (Min. 7 characters)	<input type="text" value="....."/>
Confirm New Password:	<input type="text" value="....."/>
	<input type="button" value="Set"/>

Note: This system uses cookies and JavaScript. It will not function if they are disabled.

Help!
I forgot my password
I only have a temporary password
Contact DHR

- Then they will Click the Set button.
- It then returns them to the SME login screen to login with their email and their new password that they just set.

By logging, into the system, I hereby declare that I have read and understand the confidentiality and instructions as outlined above.

Password has been reset for mrose@cl.idaho.gov. Please log in.

User Sign In	
Email Address:	<input type="text"/>
Password:	<input type="text"/>
	<input type="button" value="Login"/>

Note: This system uses cookies and JavaScript. It will not function if they are disabled.

Help!
I forgot my password
I only have a temporary password
Contact DHR

SME forgot their password.

If the SME forgot their password they can Click on **I forgot my password** and the system will send them an email with the website and temporary password. By following the instructions in the email, the SME will be able to set a new permanent password.

User Sign In	
Email Address:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	

Note: This system uses cookies and JavaScript. It will not function if they are disabled.

Help!
I forgot my password
I only have a temporary password
Contact DHR

Request New Password	
Email Address:	<input type="text"/>
<input type="button" value="Request"/>	

Note: This system uses cookies and JavaScript. It will not function if they are disabled.

Help!
I forgot my password
I only have a temporary password
Contact DHR

They will type in their email address and Click on the **Request** button to the right.

The page will refresh showing that the temporary password has been sent.

Temporary password has been sent to: mrose@cl.idaho.gov

Request New Password	
Email Address:	<input type="text" value="mrose@cl.idaho.gov"/>
<input type="button" value="Request"/>	

Note: This system uses cookies and JavaScript. It will not function if they are disabled.

Help!
I forgot my password
I only have a temporary password
Contact DHR

The SME will receive an email that states.

From: ATSDDevelopers@labor.idaho.gov [mailto:ATSDDevelopers@labor.idaho.gov]
Sent: Wednesday, December 12, 2007 7:58 AM

To: Melody Rose

Subject: Temporary Password

You have been setup as a new user on the division of Human Resources **Subject Matter Expert (SME)** system. You will need to establish your permanent password.

The TEMPORARY password is: Bb4672s

To establish your permanent password go the following web page:

HTTPS://ATS.DHR.IDAHO.GOV/SME/login.aspx?command=Set&email=mrose@cl.idaho.gov&temp_pass=Bb4672s

If the above link is not clickable then please copy and paste it into your browser.

There are several methods they can use to set their new password.

1. To click on the link in the email and follow through the steps as explained before.
2. As the email states, copy and paste the link into the address of their browser and again follow the steps as explained before.
3. Click on the link on the webpage I only have a temporary password and follow these steps.
 - a. Type in their email address in the field.
 - b. Copy the TEMPORARY password in the email and paste it in the temporary password field.
 - c. Type their new password and type it again to confirm it.
 - d. Click on the Set button.

Set New Password	
Email Address:	<input type="text" value="mrose@cl.idaho.gov"/>
Temporary Password	<input type="password" value="••••••"/>
New Password: (Min. 7 characters)	<input type="password" value="••••••••"/>
Confirm New Password:	<input type="password" value="••••••••"/>
	<input type="button" value="Set"/>

Note: This system uses cookies and JavaScript. It will not function if they are disabled.

Help!

[I forgot my password](#)
[I only have a temporary password](#)
[Contact DHR](#)

The screen refreshes to the login page and now they can login to the SME system.

Password has been reset for mrose@cl.idaho.gov. Please log in.

User Sign In

Email Address:

Password:

Note: This system uses cookies and JavaScript. It will not function if they are disabled.

Help!

[I forgot my password](#)
[I only have a temporary password](#)
[Contact DHR](#)

NOTE: If you have users that are both setup on ATS and SME, they need to know that their login may be exactly the same however the login page will be different depending on whether they logging into ATS or SME. They are able to request a temporary password and then set their new password. When working with staff be sure you know whether they are trying to login to ATS or login to the SME system.

Reports

If you want to see what SMEs have reviewed applications for a particular position you would Click on SME Report from the menu.

[Main](#)
 [View Assignments](#)
 [Assign SME](#)
 [Create/Edit SME](#)
 [SME Report](#)
 [Help](#)

Then you will search for the position either by title or class code.

Note: You must click the "find" button to have it search.

Note: You must click the "find" button to have it search.

Click on the **Find** button and it will take you to the classification title of the position. From there you will Click on **View History**.

04245	Financial Specialist, Senior	View History	Top of Page
-------	------------------------------	------------------------------	-----------------------------

In a separate window you will see the list of all SMEs who have been assigned to this position.

Close

Name	Email	Phone	Announcement No.	Agency (if any)	Assignment Date
Jeffrey Scott	jeffscott@dc.state.ga.gov	888-2187	04245011397	Department of Correction	10/22/2007 3:39:31 PM
Walter Scott	wscott@dc.state.ga.gov	770-324-3000	04245099626	Health and Welfare	10/19/2007 8:37:11 AM
Walter Scott	wscott@dc.state.ga.gov	770-324-3000	04245085144	Department of Water Resources	9/17/2007 8:58:18 AM

This lists the name of the SME, their email, phone number, the announcement number, and the agency that the announcement was posted for, and when they were assigned to review the applications.

From this list you can Click on the **Name** and it will open the SME's user file.

<< Back * = Required Field

Add/Update SME

*First Name

*Last Name

*Phone

Phone Ext

*Email

Job Title

Agency v

*Status v

[View/Add Notes](#)

To return back to the list of SME for that position Click on the link <<**Back**.

If you want to see the announcement for the position that they reviewed the applications for you can Click on the **Announcement No** (number) and a separate window will open with the announcement information.

This document can only be edited using Internet Explorer version 5.5 or higher

Opening(s)				
Agency Name *	Location *	PCN *	Status	Command
Department of Fish and Game	Boise	1025	Approved	Update
Department of Fish and Game	Boise	1065	Approved	Update
		9999	Requested	Add

Announcement Details			
Class Title Financial Specialist, Senior Notes	Class Code 04245	Pay Grade: 39 \$16.58 - \$27.63 per hour	Publish Status <input type="button" value="Publish"/> <input type="button" value="UnPublish"/> Last Published 10/1/2007
Working Title <input type="text"/>	Full or Part Time* Full Time	Shifts/Period <input type="text"/>	Perm/Temp Permanent
Duration of Announcement 2 weeks - Karena	Proposed Opening Date* October 01 2007	Proposed Closing Date October 20 2007	<input type="checkbox"/> Do Not Merge Applicants <input type="checkbox"/> Allow Periodic

Instructing a SME:

Idaho Division of Human Resources Subject Matter Expert System

8/12/2013
Welcome to the Subject Matter Expert System
Please Login

You were selected as a Subject Matter Expert based on your knowledge and professionalism. Your work will be important in providing quality job candidates to state agencies. Confidentiality is critical in maintaining the integrity of the merit system.

In order to maintain the confidentiality of the process, we ask the following:

- Refrain from participating in any briefing sessions with potential applicants regarding job duties, possible exam questions, or how to take a particular test.
- Exam materials are confidential. Do not retain copies, notes, or electronic files pertaining to exam materials.
- All applications and rating materials belong to the Division of Human Resources.
- No other person should have access to applications or examination materials without prior approval from Division of Human Resources staff.
- It is important not to discuss the examination material, applications, names of applicants or non-applicants, or ratings of applications with anyone other than Division of Human Resources staff. The fact that you are serving as a subject matter expert is confidential information to protect you, and should not be communicated to anyone other than your human resources office and your immediate supervisor. Likewise, your name will remain anonymous to applicants.
- Your integrity is important to the process. You should have no conflict of interest. Please advise the Division of Human Resources staff if you supervise or are personal friends or relatives with anyone who may be applying for positions for which you serve as a subject matter expert.
- Please notify us of any circumstance where you believe the confidential nature of the materials or the process may have been compromised.

If you have questions regarding your service as a subject matter expert, please [contact DHR](#). Thank you for your time, expertise, and assistance in this process.

By logging in, into the system, I hereby declare that I have read and understand the confidentiality and instructions as outlined above.

User Sign In	
Email Address:	<input type="text"/>
Password:	<input type="password"/>
	<input type="button" value="Login"/>

Note: This system uses cookies and JavaScript. It will not function if they are disabled.

[Help!](#)
[I forgot my password](#)
[I only have a temporary password](#)
[Contact DHR](#)

Subject Matter Expert Help

Thank you for taking the time to help us with this portion of the recruitment and hiring process. This help document is broken down into the following sections:

- [Getting Started](#)
- [Grade an Exam](#)
 - [Grading Criteria, Applicant & Answer Summary, Navigation Bar](#)
 - [Scoring Questions](#)
 - [Posting an Applicant Note](#)
 - [Auto Fail Option](#)
 - [Submitting Question Scores](#)
- [Final Notes](#)

Getting Started

Click on the job title under the assignment column to view the exams you are to grade.

A summary box of your assignments will be at the top of the page. This summary includes: announcement name, exam name, due date, total exams, and the number of exams that have been graded so far (this number changes as you score the exams).

A list of applicants whose exams need to be graded will be presented on the page as shown in “Figure A” below. To grade an exam or update a score on an exam, click the “**Grade Exam**” button under the grade exam column. Once you click on the Grade Exam button and complete the scoring process for an applicant, the row their name appears in will be highlighted in light yellow. When all of the exams have been graded, a button will appear labeled “**Submit Exams to DHR**”. Your assignment will not be complete until you have clicked this button. Once you have clicked on this button, you will no longer be able to update/change any scores. Please remember to submit your assignment back to DHR (Division of Human Resources) before the due date.

Figure A
Exams Associated with an Assignment

[<< Back](#)

Assignment: Account Collection Specialist
 Exam Title: Account Collection Specialist
 Due Date: 8/29/2004
 Total Exams: 10
 Graded Exams: 2

Note: If the applicant's exam has been graded the row will be marked light yellow.

Exams		
Applicant Exam No.	Grade Exam	Score
Cumber, Paula	Grade Exam	100
Shropshire, Sharon	Grade Exam	
Alford, William	Grade Exam	Failed
DiLorenzo, Joseph	Grade Exam	
Monahan, Kathleen	Grade Exam	

Grading an Exam

Grading Criteria, Applicant & Answer Summary, Navigation Bar

Figure B

Navigation Bar (Questions marked white need to be scored)



Click on the “**Exam Grading Criteria**” link to view the grading criteria. This is the criteria you will use to rate each applicant. Please review the criteria before you begin scoring the questions. Individual questions will also have the grading criteria displayed at the bottom of the question.

Click on the “**View Applicant Summary**” link to view a summary of background information submitted by the applicant. This information includes education and work history. If the applicant submitted a generic resume, it will also be shown. This information can be used to help you in making scoring decisions but should not substitute for a required narrative response to a question.

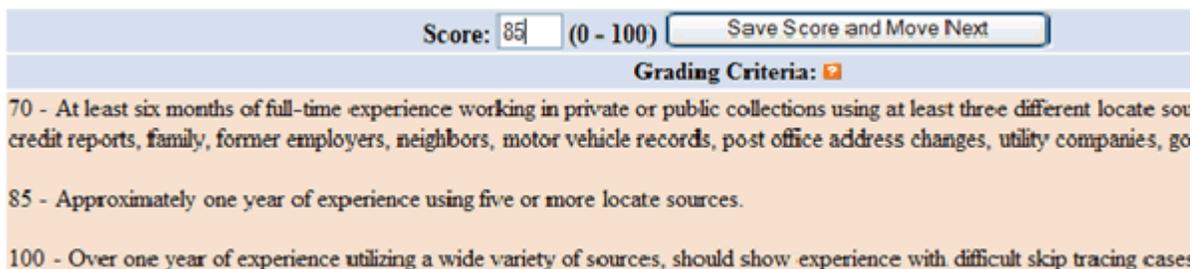
Click on the “**View Answer Summary**” link to view the applicant’s answers for the entire exam on one page. This allows you to easily read through all of the applicant’s answers and then score each question individually.

Questions that need to be scored will have a white background in the navigation bar (as shown in Figure B). Some questions are auto graded by the system and will not have the white background on the navigation bar.

Scoring Questions

Figure C

Scoring a Question



After you have entered a score in the score box, you must click the “**Save Score and Move Next**” button (see Figure C above) in order for the question to be graded. Clicking on this button will display a confirmation that the score was saved and move you to the next question in the exam. By clicking on the question number on the navigation bar, you can return to any question to see how you scored that question or to change the score.

Posting an Applicant Note

If you enter a score of 0 in the score box for any question, or if you are going to auto fail an applicant, you must explain the failing score in the Applicant Note section. Please be specific. This information will be helpful in explaining to the applicant why they failed. If you use the “**Auto Fail**” button, a message box will appear that will direct you to the Applicant Note section. This same message box will appear if you enter a score of “0” in the score box on each question and then click on the “**Submit Question Scores**” button.

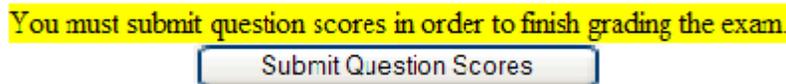
To post an applicant note, just click on the “**Post Applicant Note**” button. Click on the “**Add a New Note**” button. In the subject area, put in the title of the exam. Then click in the notes field and type your note with the date and your name.

Auto Fail Option

The “Auto Fail” button is useful if you have reviewed an answer to a question and you have determined that the applicant does not meet the minimum level required to pass in this area. You can click on the “Auto Fail” button and the system will automatically fail this applicant on all questions without you having to review the remaining answers. (Please post an applicant note to show the question number and why they failed if the auto fail option is used).

Submitting Question Scores

Figure D
Submitting Question Scores



Once you have scored all of the questions in the exam, you must click the “**Submit Question Scores**” button in order for the scoring to be complete. This button will appear once you have entered a score in the score box of the last question (see Figure D above).

Final Notes

If you have any questions concerning your scoring assignment, please do not hesitate to contact your DHR representative at (208) 334-2263. Please remember that you have to submit the exams you score back to DHR in order for your assignment to be complete. This is accomplished by clicking the “**Submit Exams to DHR**” button. Please try to finish your assignment before the due date. Thank you for your assistance.

Hiring lists

You have an opening that needs to be filled; you will fill it by generating a hiring list from:

- An existing register
- New recruitment

To create the hiring list you will do the following:

- First you must find the announcement from which you will be pulling the list of names.

It can be from an announcement that is:

- Currently published as a continuous recruitment
- Closed and the scores are still valid
- A new recruitment that has just closed and the scoring completed

To find the announcement click on **Announcements**.

Idaho Division of Human Resources
Applicant Tracking System

Tasks
ATS Administration

[Tasks](#) [Applicants](#) [Agencies](#) [Announcements](#) [Classifications](#) [Exams](#) [SME](#) [Sign Out](#)

New Announcement Requests			
Announcement Title	Agency	City	Created Date

Letters to Print and Email

Hiring List Requests						
HL No. <small>(Click to View)</small>	Agency	City	Class	Announcement	Status Date	Agency Req. No.

Hiring List Completed							
HL No. <small>(Click to View)</small>	Agency	City	Class	Announcement	Status Date	Expires	Agency Req. No.

This will take you to a screen to be able to find a published, recent closed for your agency or to search for the announcement.

Idaho Division of Human Resources
Applicant Tracking System

Agency Services
Division of Financial Management

[My Agency Tasks](#) [Users](#) [Announcements](#) [Sign Out](#) [Main Menu](#)

[Create New Announcement](#)

[Requested](#) | [Approved](#) | [Published](#) | [Closed](#) | [Search All](#)

Requested Announcements (0)							
Announcement	Type	No Merge	Agency Location	Open Date	Close Date	# Comp. Apps	# HL's

[Requested](#) | [Approved](#) | [Published](#) | [Closed](#) | [Search All](#)

Approved Announcements (0)							
Announcement	Type	No Merge	Agency Location	Open Date	Close Date	# Comp. Apps	# HL's

[Requested](#) | [Approved](#) | [Published](#) | [Closed](#) | [Search All](#)

Published Announcements (11)							
Announcement	Type	No Merge	Agency Location	Open Date	Close Date	# Comp. Apps	# HL's

For a Published announcement on continuous recruitment:

- Click on the **Published** link to take you to the section of the screen with all of the published announcements for your agency and all agencies.

Published Announcements (11)						
Announcement	Type	No Merge	Agency Location	Open Date Close Date	# Comp. Apps	# HL's
Administrative Assistant 1 01235086578 Master List	OC		All State Agencies Statewide	O:1/1/2007 C:12/30/2007	1104	186
Administrative Assistant 2 01231037468 Master List	OC		All State Agencies Statewide	O:11/21/2006 C:12/30/2007	789	105
Custodian 02010070874 Master List	OC		All State Agencies Statewide	O:1/4/2007 C:12/31/2007	430	72
Customer Service Representative 1 01121006214 Master List	OC		All State Agencies Statewide	O:8/3/2006 C:12/30/2007	1154	133
Customer Service Representative 2 01120026370 Master List	OC		All State Agencies Statewide	O:4/17/2007 C:12/31/2007	400	5
Nurse, Licensed Practical 07676085982 Master List	OC		All State Agencies Statewide	O:7/1/2006 C:12/31/2007	169	66
Nurse, Registered 07606025936 Master List	OC		All State Agencies Statewide	O:7/1/2006 C:12/31/2007	221	43
Nurse, Registered Senior 07574090289 Master List	OC		All State Agencies Statewide	O:7/1/2006 C:12/31/2007	128	60
Office Specialist 2 01239049455 Master List	OC		All State Agencies Statewide	O:1/1/2007 C:12/31/2007	524	267
Technical Records Specialist 1 01104055310 Master List	OC		All State Agencies Statewide	O:1/1/2007 C:12/31/2007	590	181
Technical Records Specialist 2 01103028800 Master List	OC		All State Agencies Statewide	O:2/12/2007 C:12/31/2007	351	24

There are a couple of ways to go about creating a hiring.

- The first way is to click on the **# Comp. Apps** next to the announcement that you are creating your hiring list from. In this case we will choose Administrative Assistant 1. So click on 1104 in the # Comp. Apps column.
- Another way is to click on the **Master List**, from there click on the **View Set Criteria** button.

Announcement Details			
Announcement No.	04338038555	<input type="button" value="New Search"/>	<input type="button" value="View Announcement"/> <input type="button" value="View Set Criteria"/>
Classification	Tax Auditor 1		
Applicant Count	26		
Agency	City		
Idaho Tax Commission	Boise		
Order	Exam		
1	Tax Auditor 1 3/08		

Select Criteria for Applicant Match:

Select Criteria for Applicant Match			
Class Code	01235 - Administrative Assistant 1	Get New Classification	Conditions of Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> 6 Month <input type="checkbox"/> 9 Month <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Service <input type="checkbox"/> Shift <input type="checkbox"/> Night
Announcement No.	01235086678 -	Get New Announcement	
Met Min. Qualifications	<input type="checkbox"/>		
Received Passing Score	<input type="checkbox"/>		
City	Select to Delete (double-click) <input type="text"/> Select to Add (double-click) <input type="text"/> <ul style="list-style-type: none"> Ahsahka Almo American Falls Arco 		
Agency	Division of Financial Management		
Limit search to:	<input type="text"/>		

Choose the conditions for the position that will be used to filter the applicants in the creation of the hiring list

- ✓ - Met Min Qualifications & Received Passing Score
- ✓ - Conditions of Employment those that apply to the position you are filling
- City – Find the city and double click so it will appear in the left column field
- Agency – Choose the agency from the drop down list – this will default to the agency for which the announcement was created.
- To limit search – This is when filling department promo or statewide promo, so select ‘Employees of Selected Agency’ for department promotional and ‘State Employees’ for statewide promotional

Select Criteria for Applicant Match			
Class Code	01235 - Administrative Assistant 1	Get New Classification	Conditions of Employment <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> 6 Month <input type="checkbox"/> 9 Month <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Service <input type="checkbox"/> Shift <input type="checkbox"/> Night
Announcement No.	01235086678 -	Get New Announcement	
Met Min. Qualifications	<input checked="" type="checkbox"/>		
Received Passing Score	<input checked="" type="checkbox"/>		
City	Select to Delete (double-click) <input type="text"/> Select to Add (double-click) <input type="text"/> <ul style="list-style-type: none"> Boise Bonnors Ferry Bovill Bruneau 		
Agency	Division of Financial Management		
Limit search to:	<input type="text"/>		

- Filter for MQ Specialties – First you need to determine what specialties are required for filling the position. Specialties are usually designated by a number before the description of the qualification. This is used only if the exam has all available specialties for that position. If the exam is developed to require the specialties be met to pass the exam, then you do not need to do this.

Exam Questions List			
Number	Exam Type	Question	Applicant answer
5645	Checklist	(0806) Specialty Area: Lease/Contract Account Management: I have at least one (1) year of work experience performing lease/contract account management activities such as: accounts payable and accounts receivable data entry; account billing and collection; account reconciliation; tracking and reconciling account data across multiple databases or software applications; and creating and generating related reports and correspondence.	<input type="text" value="v"/>
6023	Checklist	(1843B) Specialty Area: Microsoft Excel (Financial Emphasis). I have experience creating formulas and employing built-in calculation functions to perform complex financial, statistical or analytical calculations in MICROSOFT EXCEL or equivalent spreadsheet software.	<input type="text" value="v"/>
6025	Checklist	(1822) Specialty Area: Microsoft Access I have experience creating, formatting, editing, sorting, filtering, printing and storing data in pre-designed tables using a database software program such as MICROSOFT ACCESS.	<input type="text" value="v"/>
6429	Checklist	(1810C) Specialty Area: Microsoft Word. I certify that I can operate word processing software (such as Microsoft Word) and equipment at the rate of 40 wpm or more and produce merged documents, specialized tables, reports (columns), correspondence, forms (creating and using templates), and graphics.	<input type="text" value="v"/>
6430	Checklist	(1404B) Specialty Area: Keyboard/Type - 50 I certify I can keyboard/type at the rate of 50 net wpm or more.	<input type="text" value="v"/>
6431	Checklist	(1406B) Specialty Area: Keyboard/type - 60 I certify I can keyboard/type at the rate of 60 net wpm or more.	<input type="text" value="v"/>
6432	Checklist	(1840B) Specialty Area: Microsoft Excel (complex data analysis). I have at least one year of experience using spreadsheet software such as Microsoft Excel to create and modify electronic worksheets and design and print graphs. Includes complex data analysis using tools such as Pivot tables.	<input type="text" value="v"/>
6434	Checklist	(1471B) Specialty Area: I have a good knowledge of medical terminology and medical documents.	<input type="text" value="v"/>
6438	Checklist	(5200B) Specialty Area: Supervisory Practices. I have gained some knowledge of supervisory practices through completion of a class or seminar (of more than 1 day) specifically covering supervisory practices or the elements of supervision; OR completion of a college-level personnel related course covering supervisory practices; OR lead work experience that involved work assignment, direction, and monitoring of staff (such experience on a fill-in basis is non-qualifying unless for a period equivalent to a minimum of three months or more - they do not have to be consecutive months).	<input type="text" value="v"/>
6442	Checklist	(0200B) Specialty Area: BILINGUAL (SPEAK). I am able to speak English & Spanish fluently. If you select 'yes' you may be assessed on your abilities during a hiring interview.	<input type="text" value="v"/>
6443	Checklist	(0201B) Specialty Area: BILINGUAL (READ & WRITE). I can read and write Spanish and English fluently. If you select 'yes' you may be assessed on your ability to read and write English & Spanish during a hiring interview.	<input type="text" value="v"/>
6444	Checklist	(1441B) Specialty Area: Dictation/Transcription. I have three or more months of experience using dictation/transcription equipment to frequently transcribe tapes; OR, I have successfully completed office administration coursework which included hands-on application of transcription skills.	<input type="text" value="v"/>

Example - If the current opening needs someone who types 50 words per minute then you would select the following:

- 6430 – Checklist - (1404B) Specialty Area: Keyboard/Type - 50 I certify I can keyboard/type at the rate of 50 net wpm or more.
- To filter for those applicants who marked ‘Yes’ they can type 50 wpm, from the drop down the equal sign (=) would be chosen and in the box next to it, you would type 100. The 100 identifies those that marked ‘Yes’ on their response to this question.

6430	Checklist	(1404B) Specialty Area: Keyboard/Type - 50 I certify I can keyboard/type at the rate of 50 net wpm or more.	<input type="text" value="v"/>
6431	Checklist	(1406B) Specialty Area: Keyboard/type - 60 I certify I can keyboard/type at the rate of 60 net wpm or more.	<input type="text" value="v"/>
6432	Checklist	(1840B) Specialty Area: Microsoft Excel (complex data analysis). I have at least one year of experience using spreadsheet software such as Microsoft Excel to create and modify electronic worksheets and design and print graphs. Includes complex data analysis using tools such as Pivot tables.	<input type="text" value="v"/>
6434	Checklist	(1471B) Specialty Area: I have a good knowledge of medical terminology and medical documents.	<input type="text" value="v"/>
6430	Checklist	(1404B) Specialty Area: Keyboard/Type - 50 I certify I can keyboard/type at the rate of 50 net wpm or more.	= <input type="text" value="100"/>

- Now that all selections are made, you can start the process to create the hiring list.

Select Criteria for Applicant Match			
Class Code	01235 - Administrative Assistant 1	Get New Classification	Conditions of Employment
Announcement No.	01235086678 -	Get New Announcement	<input checked="" type="checkbox"/> Full Time
Met Min. Qualifications	<input checked="" type="checkbox"/>		<input type="checkbox"/> Part Time
Received Passing Score	<input checked="" type="checkbox"/>		<input type="checkbox"/> Temporary
City	Select to Delete (double-click)	Select to Add (double-click)	<input type="checkbox"/> 6 Month
	<input type="text" value="Boise"/>	<input type="text" value="Blackfoot"/> <input type="text" value="Bliss"/> <input type="text" value="Boise"/> <input type="text" value="Bonners Ferry"/>	<input type="checkbox"/> 9 Month
Agency	<input type="text" value="Division of Financial Management"/>		<input type="checkbox"/> Seasonal
Limit search to:	<input type="text"/>		<input type="checkbox"/> Limited Service
			<input type="checkbox"/> Shift
			<input type="checkbox"/> Night

Exam Questions List			
Number	Exam Type	Question	Applicant answer
5645	Checklist	(0806) Specialty Area: Lease/Contract Account Management: I have at least one (1) year of work experience performing lease/contract account management activities such as: accounts payable and accounts receivable data entry; account billing and collection; account reconciliation; tracking and reconciling account data across multiple databases or software applications; and creating and generating related reports and correspondence.	<input type="text" value=""/> <input type="text" value=""/>
6023	Checklist	(1843B) Specialty Area: Microsoft Excel (Financial Emphasis). I have experience creating formulas and employing built-in calculation functions to perform complex financial, statistical or analytical calculations in MICROSOFT EXCEL or equivalent spreadsheet software.	<input type="text" value=""/> <input type="text" value=""/>
6025	Checklist	(1822) Specialty Area: Microsoft Access I have experience creating, formatting, editing, sorting, filtering, printing and storing data in pre-designed tables using a database software program such as MICROSOFT ACCESS.	<input type="text" value=""/> <input type="text" value=""/>
6429	Checklist	(1810C) Specialty Area: Microsoft Word. I certify that I can operate word processing software (such as Microsoft Word) and equipment at the rate of 40 wpm or more and produce merged documents, specialized tables, reports (columns), correspondence, forms (creating and using templates), and graphics.	<input type="text" value=""/> <input type="text" value=""/>
6430	Checklist	(1404B) Specialty Area: Keyboard/Type - 50 I certify I can keyboard/type at the rate of 50 net wpm or more.	= <input type="text" value=""/> 100

- To select the applicants, go to the bottom of the page and click on

Search for Applicants

- You now will get a listing of all applicants that meet the criteria as well as those who do not.

Selected Criteria		Back to Set Criteria							
City	Agency	Passing Score	Met MQ's	Class / Announcement					
Boise	Division of Financial Management	Y	Y	01235 - Administrative Assistant 1 01235086678 -					
Conditions of Employment									
Full Time Part Time Permanent Temporary 6 Month 9 Month Seasonal Limited Service Shift Night									
	Y	N	N	N	N	N	N	N	N
Exam Questions									
Exam Type	Question No	Operator	Score						
Checklist	6430	=	100						

Applicants which meet Selected Criteria					
Name	Applicant No.	Special	Eligible	Expires	Announcement No.
Demeter, Jennifer J	5015807		11/8/2007	2/6/2008	01235086678
Laffont, Valerie	5015807		10/18/2007	1/16/2008	01235086678
Carson, Lauren E	5001728		10/15/2007	1/13/2008	01235086678
Leak, Katherine C	1100000		11/25/2007	2/23/2008	01235086678
COHEN, SUZANNE M	5000001		10/31/2007	1/29/2008	01235086678
Stevenson, Vicki J	5015800		9/19/2007	12/18/2007	01235086678
Werner, Wyatt P	5015801		11/20/2007	2/18/2008	01235086678
Boyer, Anne	1100028		11/16/2007	2/14/2008	01235086678
Coffey, Grace	5001500		11/24/2007	2/22/2008	01235086678
Wason, Kimberly E	5000000		10/29/2007	1/27/2008	01235086678
Hsu, Kristen E	5015800		10/15/2007	1/13/2008	01235086678
Striegel, Doretha A	5001500		11/3/2007	2/1/2008	01235086678
BURKHARDT, JANE D	5000000		9/6/2007	12/5/2007	01235086678
Griffin, Meredith F	5001500		11/12/2007	2/10/2008	01235086678
Harris, Nancy L	5015800		11/15/2007	2/13/2008	01235086678
Mateo, Nancy C	5015801		11/4/2007	2/2/2008	01235086678
Olson, Tamara D	5015800		11/5/2007	2/3/2008	01235086678
Goodrich, Vicki M	5015800		11/14/2007	2/12/2008	01235086678
Thompson, Pamela M	5015800		9/25/2007	12/24/2007	01235086678
Briggs, Sarah E	1101500		9/3/2007	12/2/2007	01235086678
Frank, Christine A	5000000		9/6/2007	12/5/2007	01235086678
Hallford, Mark A	5000000		9/21/2007	12/20/2007	01235086678
Harville, Tracy L	1100000		10/19/2007	1/17/2008	01235086678
Tanner, Kim E	5001500		11/24/2007	2/22/2008	01235086678
Swain, Joanna D	1100000		9/14/2007	12/13/2007	01235086678

Those applicants crossed off do not meet one or more of the criteria or filters you chose for your hiring list.

POPCO, CEDORWA, G A	4/20/07		9/8/2007	12/7/2007	01235086678
Weaver, Sheila; G A	1/2/08	Transfer			01235086678
Harris, Patricia; H A - C	10/2/07		10/4/2007	1/2/2008	01235086678
Shockey, NINA; J A - C	10/1/07		10/6/2007	1/4/2008	01235086678
Coche, Amanda; M A - C	11/11/07		11/11/2007	2/9/2008	01235086678

Fisher, James S. C - Q	9/20/07		9/13/2007	12/12/2007	01235086678
Green, Eric J C - Q	10/5/07		10/5/2007	1/3/2008	01235086678
Johnson, Charles D CO	10/17/07		10/17/2007	1/15/2008	01235086678
Smith, James D CO	10/11/07		10/11/2007	1/9/2008	01235086678
Wynn, James D CO	10/25/07		10/25/2007	1/23/2008	01235086678
Waters, James G CO	11/18/07		11/18/2007	2/16/2008	01235086678
Wynn, Alan Dwayne CO	9/4/07		9/4/2007	12/3/2007	01235086678
Wright, John CO	11/29/07		11/29/2007	2/27/2008	01235086678
Wright, Katherine M CO	10/11/07		10/11/2007	1/9/2008	01235086678
Wynn, Mark E CO - Q	11/19/07		11/19/2007	2/17/2008	01235086678
Wynn, Michael D Q	9/21/07		9/21/2007	12/20/2007	01235086678
Wynn, Jennifer D Q	10/17/07		10/2/2007	12/31/2007	01235086678

Cut Reasons

- A - Agency
- bA - Blocked Agency
- bC - Blocked Class
- C - City
- CO - Conditions
- P - Probationary Employee (Will not be cut from Open Competitive hiring lists)
- Q - Question Score

Cut Reasons –

- **A – Agency:** Applicant did not choose the agency that the hiring list being generated for.
- **bA – Blocked Agency:** Applicant has been blocked from that agency – removed by agency request and approved by DHR.
- **bC – Blocked Class:** Applicant has been blocked from that classification – removed by agency request and approved by DHR.
- **C – City:** Applicant did not choose the city that the hiring list is being generated for.
- **CO – Conditions:** Applicant did not choose one or more of the conditions of employment that has been selected. Full-time, part-time, etc.
- **P – Probationary Employee:** Applicant is entrance probation and does not meet the status requirement for promotional hiring list.
Note: If you have an applicant that is crossed off for P and the list is limited to departmental or statewide promotional then you need to check on the status of the applicant. If you know that the person is permanent then it needs to be verified that the proper employee transaction has been processed. IPOPS transaction must be processed, EIS updated and ATS updated. This can take 1-2 weeks to complete depending on the timelines of each process.
- **Q – Question Score:** Applicant does not meet one or more of the specialty(ies) requirements.

Now you are ready to create your hiring list. The number of applicants returned is based on the number identified in the Limit # of applicants to box. It defaults to 25. You can change this depending on some of the following factors.

Continuous recruitment – You may want to increase the number of applicants because there may be other hiring list created being used by other agencies.

Previous recruitment – You may want to increase this number because the register is old and applicants may no longer be available.

Note: Even though there may be more than 25 on the list that are ranked above 25 the hiring manager cannot offer employment to those individuals unless there are sufficient number of candidates in the top 25 not available.

Limit # of applicants to:

- Now Click **Create Hiring List** button to get a **DRAFT** of the hiring list.

Confidentiality of ALL information is necessary. It is important that you do not discuss the applications, placement of applicants, names that appear or do not appear on the hiring list with anyone other than your Human Resources Office or the Division of Human Resources.

Hiring List #42442		
From: 180 - Division of Financial Management Position: Administrative Assistant 1 Number of Applicants on Hiring List: 45 City(s): Boise Questions <small>(Click to View)</small> MQ # Text Operator Score 1404 6430 = 100 Notes	Valid for 60 DAYS ONLY Pay Grade: H <input type="button" value="Request"/> <input type="button" value="Delete"/> Status: Draft Date: 8/2/2013 By: -27 (Rose, Melody) <small>Created by: -27 (Rose, Melody) Created date: 8/2/2013 10:40:06 AM</small>	Request No.: 42442 Dept. Internal No.: <input type="text"/> Position Control No(s): <input type="text"/> Conditions: full_time Sorted by: Random

Note: random ordering will result in the changing of the order every time the status is changed until the list is approved.

At this stage you can verify the information, decide if this is what your hiring supervisor needs and are ready to request.

Options:

- You can add a Dept. Internal No. if you use a method of keeping track of your lists internally.
- You can add the Position Control No(s). to assist in keeping track of what hiring lists are used to fill what positions.
- You can Delete the list at this point if it is determined that it is not needed
- You can Request the list to allow the approval of it.

Note: If you have a list that is in **DRAFT** you can find it by going to **My Agency Tasks**. All Draft lists are under the **Hiring List Drafts** category. To view the list Click on the hiring list number under the **HL No.** column.

[My Agency Tasks](#) [Users](#) [Announcements](#) [Sign Out](#) [Main Menu](#)

Tasks

Announcements Closed - No Hiring List

Announcement Title <small>(Click to View)</small>	# Comp. Apps <small>(Click to View)</small>	City	Closed Date

Hiring List Drafts

HL No. <small>(Click to View)</small>	City	Class	Announcement	Status Date	Agency Req. No.
22238	Boise	01235	01235086678 Administrative Assistant 1	12/3/2007 1:46:43 PM	

Requested Hiring Lists

HL No. <small>(Click to View)</small>	City	Class	Announcement	Status Date	Agency Req. No.

Hiring Lists Approved

HL No. <small>(Click to View)</small>	City	Class	Announcement	Status Date	Expires	Agency Req. No.

Request the hiring list –

- If the list is ready to move to the next step of the process you will need to **Request** it. When you Click on the **REQUEST** button you will get a confirmation box to make sure you are ready to move the list through the process.

Confidentiality of ALL information is necessary. It is important that you do not discuss the applications, placement of applicants, names that appear or do not appear on the hiring list with anyone other than your Human Resources Office or the Division of Human Resources.

Hiring List #42442		
From: 180 - Division of Financial Management Position: Administrative Assistant 1 Number of Applicants on Hiring List: 45 City(s): Boise Questions <small>(Click to View)</small> MQ # Text Operator Score 1404 6430 = 100	Valid for 60 DAYS ONLY Pay Grade: H	Request No.: 42442 Dept. Internal No.: <input type="text"/> Position Control No(s): <input type="text"/> Conditions: full_time, Sorted by: Random
<div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 0 auto;"> Message from webpage ✖ <div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 5px auto;"> ? Request Approval of Hiring List: Are you sure? <div style="text-align: center; margin-top: 5px;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </div> </div> </div>		

Note: random ordering will result in the changing of the order every time the status is changed until the list is approved.

- Once you click 'Yes' it will change the status of the hiring list to **Requested**.

Confidentiality of ALL information is necessary. It is important that you do not discuss the applications, placement of applicants, names that appear or do not appear on the hiring list with anyone other than your Human Resources Office or the Division of Human Resources.

Hiring List #42442		
From: 180 - Division of Financial Management Position: Administrative Assistant 1 Number of Applicants on Hiring List: 45 City(s): Boise Questions <small>(Click to View)</small> MQ # Text Operator Score 1404 6430 = 100	Valid for 60 DAYS ONLY Pay Grade: H <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Approve"/> <input type="button" value="Delete"/> </div> Status: Requested Date: 8/2/2013 By: -27 (Rose, Melody) <small>Created by: -27 (Rose, Melody) Created date: 8/2/2013 10:40:06 AM</small>	Request No.: 42442 Dept. Internal No.: <input type="text"/> Position Control No(s): <input type="text"/> Conditions: full_time, Sorted by: Random

Note: random ordering will result in the changing of the order every time the status is changed until the list is approved.

- You are still able to **Delete** the list if it is determined that it is not correct or the position will not be filled at this time.

Approving the hiring list:

- In order to assign the list to a hiring manager you will need to **Approve** the list. Click on the **Approve** button, you will get a confirmation box that you will need to Click the **OK** button to complete the approval of the list.



Assign to the hiring manager(s):

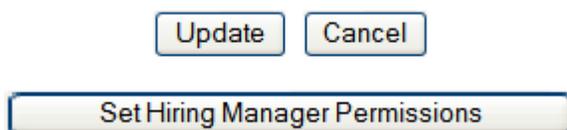
Once the hiring list has been approved the status changes to **Approved** and now you are ready to assign it to the hiring manager.



To assign the list to the hiring manager –

- Make sure they are setup as a user in ATS as a Level 1. – see ATS user setup and login section.
- Now their name will appear on the list.
- Only Level 1 user names will appear.

To assign the Hiring Manager(s) click on the **Set Hiring Manager Permissions** button.



- Choose the manager(s) that you want to allow seeing the list by clicking in the Box in front of their name (you will see a check mark). This will allow them to look at the applications, document and code the list.

[Back To Hiring List](#)

Hiring List Managers Available

Check/Uncheck the manager(s) to assign/unassign for hiring list 22177 and click save.

<input type="checkbox"/> Aaron Wilkins	<input type="checkbox"/> Collins/Dean	<input type="checkbox"/> Bob Wilkins	<input type="checkbox"/> Matt Pughier
<input type="checkbox"/> Bridget/Chapp	<input type="checkbox"/> Ellen/Dean	<input type="checkbox"/> Lee/Travis	<input checked="" type="checkbox"/> Jill Roberts
<input type="checkbox"/> Dan/Conrad	<input type="checkbox"/> James/Lalor	<input type="checkbox"/> David/Travis	<input type="checkbox"/> Sandy/Tilly
<input type="checkbox"/> Karen/Dean	<input checked="" type="checkbox"/> Steve Wilkin	<input type="checkbox"/> Chuck/Dean	<input type="checkbox"/> Steve/Travis
<input type="checkbox"/> Tamara/Staffing			

Save Cancel

- Then click the **Save** button. Those Manager(s) that were selected will receive an email stating they have been assigned the list.

Coding hiring lists.

Your hiring manager will be able to review the applicant's information to determine who they want to interview out of the top 25. Rules state that they do not have to interview all of the top 25 candidates. They are required to hire from within the top 25 available candidates.

Interviews do have to be offered for the following:

- If the applicants were placed on the register by Rule 936 (ref. DHR rule 093.06 Waiver of Examination) – where there were 10 or less applicants (who meet the minimum qualifications based on review by SME) and the exam was waived.
- If there is a Layoff candidate from another agency – Layoff candidates from the agency must be offered the position before anyone else is considered.
- If there are veterans in the top 25 who have a  double diamond in front of their name on the list.

When coding the hiring list, the more information the supervisor provides assist with calls from applicants and ensures that the supervisor has completed the selection as required.

PLEASE NOTE:

 Veteran

 Veteran (classified position) shall be offered the opportunity for an interview if in the top 25 eligible candidates; (non-classified position) veteran status shall be taken into consideration when making a hiring decision.

✓ Current or Former State Employee. Per DHR Administrative Rule 220.04: When an employee seeks a transfer, reemployment, or promotion between agencies, the appointing authority of the hiring agency, or designee, is entitled to examine the employee's service record and performance information before the hiring decision is made.

ORDER # (RANK)	NAME EMAIL	SCORE DHR ONLY	LAST SCORED	EXPIRES	ANN_NO	ADDRESS	PHONE	INTERVIEW DATE	DISPOSITION
Layoff	 [Name] [Email]				07000061223	[Address]	[Phone]		No Longer Available
	REMARKS:	Reinstated to PCN 0426 - Region 3 Benefits effective 6/18/2013							
Layoff	 [Name] [Email]				07000061223	[Address]	[Phone]		Declined Job Offer
	REMARKS:	Called by Kim Lafferty at 1:30, 6/26/13. She declined job offer and stated she did not want							
Layoff	 [Name] [Email]				07000061223	[Address]	[Phone]		No Longer Available
	REMARKS:	Reinstated to PCN 0430 - Region 4 Intake effective 07/01/13							
1	 [Name] [Email]	110	6/4/2013	9/2/2013	07000061223	[Address]	[Phone]		Considered Not Interviewed
	REMARKS:								
1	 [Name] [Email]	110	5/13/2013	8/11/2013	07000061223	[Address]	[Phone]		Considered Not Interviewed
	REMARKS:								
1	  [Name] [Email]	110	5/9/2013	8/7/2013	07000061223	[Address]	[Phone]		Considered Not Interviewed
	REMARKS:								
1	  [Name] [Email]	110	3/26/2013	6/24/2013	07000061223	[Address]	[Phone]	7/18/2013	Interviewed Not Selected
	REMARKS:	interview scheduled							

Sample letter from HR to hiring supervisors.

(DATE)

To: Managers and Supervisors

From: (NAME)
(TITLE)

Subject: Hiring Lists

The Division of Human Resources has provided an enhancement to the Applicant Tracking System (ATS). This software is used to generate hiring lists and view or print applications. The enhancement allows (DEPT) human resources staff to assign hiring lists to supervisors. This will allow supervisors to review the hiring list and the applications on-line. Supervisors will also be able to print applications as needed. In order to print an application, just click on the applicants name on the hiring list and the application will open with a print icon.

Once a supervisor has made a hiring decision from the hiring list they will need to enter the disposition codes on-line. When the dispositions codes have been entered, click on update so the data is saved. The supervisor should notify Human Resources by e-mail that a hire has been made and the hiring list is ready for review and approval. This e-mail should be sent to (EMAIL ADDRESS).

When hiring from DHR hiring lists please remember the following to ensure the final hiring decision can be approved.

1. A reasonable effort to contact applicants on the hiring list should be made. One of the best methods is to send all eligible applicants a letter or an e-mail. If either of these methods is used, supervisors should allow applicants seven (7) days to respond. It should be noted on the hiring list either in the remarks or notes section the date the letter or e-mail was sent. *
2. Applicants may also be contacted by phone. Notes should be made in either the remarks or notes section the date the contact was made. Supervisors should also note if they left a message on an answering machine or voice mail, or if they left it with a member of the household. In the case of the latter it is helpful to obtain the name of the individual and make note.
3. If the applicant can't be contacted the reason should be documented. Remark and/or notes must indicate if it was a problem with the address, disconnected phone or an e-mail address didn't work.
4. If names appear on the hiring list that have been on previous lists they should either be contacted or coded C (considered but not interviewed) This should happen even if they have not responded or have declined interviews previously. If they are not contacted they remain part of the top 25 eligible candidates.
5. Supervisors are required to use two different methods of contacting an applicant before coding an individual as FR (Failed to Reply) or XX (unable to contact).

Once a hiring list is coded and ready for review by Human Resources, it will be reviewed to ensure the procedures listed above have been followed. If the documentation process has not been completed the supervisor will be advised the hire cannot be approved.

The (DEPT) Human Resource office sends e-mails and/or letters to applicants based on the coding the supervisors provided. Applicants are allowed seven (7) days to respond to the coding and indicate if it was accurate. Failure to code and document the hiring process accurately can result in the hire being invalidated.

* Notes can be made by clicking on the yellow icon on the top left hand side of the hiring list. Remarks can be made in the section immediately below the applicants name on the hiring list.

Also as they document and code their hiring list provided are definitions of the various codes to better assist them in selecting the appropriate based on the information provided in the remarks of the candidates on the hiring list.

Hiring Lists and Disposition Codes.

The following information is to help supervisors code hiring lists accurately. Letters are sent to applicants based on the coding you provide. These letters allow the applicant to respond and advise us if the coding is not correct. If you have any questions or concerns when coding a list please contact (enter agency contact information.)

Please provide detailed information on dates, method of contact and applicant comments. This information must be put in the remarks section for each individual applicant on the hiring list.

Please use the notes section of the hiring list for general information on the overall use of the hiring list.

CH Conditional Hire This code is used when a job offer has been made and accepted by the candidate, but the agency has not completed the final screening process, e.g. pre-employment background check, license requirements, drug testing, etc. The hire will not be final until such items have been completed.

C Considered but not Interviewed This code indicates the application has been reviewed but the candidate was not scheduled for an interview. This decision may be based on the candidate not being as well qualified as others in the top ten or because of prior interviews or knowledge of the individual. The candidate still remains part of the top 25. (This code does not get a letter.)

XX Could Not Locate Applicant This code is used when efforts to contact the candidate have failed because the candidate is no longer at the address, phone number or e-mail address provided. At least two of the three methods of contact must be used before using this code. This code removes the candidate from the top 25 and will also inactivate them from the general hiring list for this position.

D3 Declined Duration of Position This code is used when the candidate has declined an interview or job offer because the position is limited service, part-time, temporary, etc. This code removes the candidate from the top 25 and will also inactivate them from the general hiring list for this position.

D1 Declined Interview This code indicates the candidate declined the offer of an interview with no specific reason provided. This code removes the candidate from the top 25 and will also inactivate them from the general hiring list for this position.

D6 Declined/Remain on Register This code indicates the candidate has declined the opportunity to interview or a job offer with the agency but would like to remain on the register. It is helpful to advise the candidate they may need to update their application if they don't want to work for the agency. This code removes the applicant from consideration for this position.

D7 Declined Job Offer This code is used when a job offer is made and the candidate declines. It is helpful if you can obtain more information on why the candidate has declined the offer. This information can be placed on the hiring list for future reference. This code removes the candidate from the top 25 and will also inactivate them from the general hiring list for this position.

D2 Declined Location This code is used when the candidate is not interested in working in the city where your vacancy is located. This code removes the candidate from the top 25 and will also inactivate them from the general hiring list for this position.

D5 Declined Other- Give Reason This code is used for any other reason that is not specifically listed on other codes. One of the most frequent uses of this code is when the candidate was scheduled for an interview and fails to show up for the interview. This code removes the candidate from the top 25 and will also inactivate them from the general hiring list for this position.

D4 Declined Salary This code is used when the candidate turns down an interview or a job offer because of the amount of pay you offered. It is helpful if you indicate in the remarks section the amount of pay offered and turned down. This code removes the candidate from the top 25 and will also inactivate them from the general hiring list for this position.

FR Failed to Reply This code is used for candidates that have had at least two of the three methods of contact used and did not respond e.g. the supervisor left a voice mail and sent an e-mail and the candidate did not respond within the time period specified in the message. If you leave a message with someone, it is a good idea to make a note of the person's name. This code removes the candidate from the top 25 and will also inactivate them from the general hiring list for this position.

A Hired Classified Employee This code is used when a candidate has accepted the job and all the pre-employment screening is completed.

AT Hired Temp This code is used when a temporary hire is made from a classified hiring list. With this code an employee can be converted from a temporary to a classified position after 1040 hours of service (approximately six months full time employment). Please contact your HR representative for further guidance.

I Interviewed Not Selected This code is used when the candidate has been interviewed, and remains interested in the position but is not hired. The candidate remains as one of the top 25.

NA No Longer Available This code is used when the candidate advises you they are no longer seeking employment for this job classification in your agency or any other agency. This code removes the candidate from the top 25 and will also inactivate them from the general hiring list for this position.

Completing the Hiring List -

- Once the hiring supervisor has documented and coded the hiring list, they need to Click on the **Update** button to save the changes.
- The **Update** button appears on the hiring list below the details of the list or at the bottom of the hiring list below the remarks of the last applicant.



PLEASE NOTE:

- Veteran
- Veteran (classified position) shall be offered the opportunity for an interview if in the top 25 eligible candidates; (non-classified position) veteran status shall be taken into consideration when making a hiring decision.
- Current or Former State Employee. Per DHR Administrative Rule 220.04: When an employee seeks a transfer, reemployment, or promotion between agencies, the appointing authority of the hiring agency, or designee, is entitled to examine the employee's service record and performance information before the hiring decision is made.



- To finalize the list they will need to Click on the **Complete** button in the details area.
- Now it is ready for the HR office to do the final review and archiving.

Hiring List #42205		
From: 360 - Department of Water Resources Position: IT Programmer Analyst Number of Applicants on Hiring List: 6 City(s): Boise Questions <small>(Click to View)</small> MQ # Text Operator Score	Valid for 60 DAYS ONLY Pay Grade: K Complete Status: Approved Date: 7/10/2013 By: John Chamberlain <small>Created by: John Chamberlain Created date: 7/10/2013 3:12:40 PM</small>	Request No.: 42205 Dept. Internal No.: <input type="text"/> Position Control No(s): <input type="text"/> Conditions: full_time, Sorted by: Random

Archiving hiring lists

Once the hiring supervisor has completed the list with all proper documentation and coding, HR needs to review all information to be sure that it is complete and if a hire was made that the individual was in the top 25 of available candidates to ensure a legal hire. When the review has been completed then HR can Archive the list.

- To archive the list you will Click on the **Archive** button in the detail section of the list.

Hiring List #42035		
From: 260 - Department of Fish and Game Position: Utility Craftsman Number of Applicants on Hiring List: 19 City(s): Boise Questions <small>(Click to View)</small> MQ # Text Operator Score	Valid for 60 DAYS ONLY Pay Grade: ! <input type="button" value="Archive"/> <input type="button" value="Return to Agency"/> Status: Completed Date: 7/24/2013 By: John Stangor, HRM Created by: John Stangor, HRM Created date: 8/24/2013 10:11:59 AM	Request No.: 42035 Dept. Internal No.: <input type="text"/> Position Control No(s): 6067 Conditions: full_time, Sorted by: Random
Notes		

- ATS will generate emails and printable letters for all of those applicants that were coded Decline, Fail to Reply, Could Not Locate, No Longer Available. HR is responsible for sending the emails and printing and mailing all letters generated by the system. **Only delete this communication if applicant scores have expired or communication was generated in error.**

Letters to Print and Email		
Quality Assurance Auditor - 05202089603		
Declined Interview	Click to send Email: 1 Click to create Printable file: 0	<input type="button" value="Delete"/>

Important: This coding and communications will inactivate the applicant's application for that announcement that the list was generated from. It will also record in their online record that they were sent this correspondence. If you delete the letter/email because it was generated in error, be sure to go into the applicant's file and reactivate their application.

To send email –

- Click on the link **Click to send Email**. This will show the letter that will be sent as well as the applicant's name and their email address.

Declined Interview

FLNAME
MADDR

DATE: *DATE*
ANNOUNCEMENT: *ANN#*
POSITION: *ANNTITLE*

Dear *SAL* *FLNAME*:

Thank you for your interest in employment with the State of Idaho.

Your name was included on a hiring list for the position *ANNTITLE*. Our records indicate you either declined an opportunity to interview, or you declined a job offer.

In today's competitive labor market, it is quite common for an applicant's availability to change. If you have any questions or are still interested in this position, please contact our office at *AGYEMAIL* OR *AGYPHONE*.

DO NOT REPLY to this email. All questions and concerns should be directed to the contact information listed above.

If you applied on-line, please update your application checklist to accurately reflect the conditions of employment (cities, agencies, full-time, part-time...etc.) you would be willing to accept. Also, make sure your address, phone number and e-mail address (if provided) are up to date.

To keep hiring lists current, you may receive this type of inquiry each time your name is sent out on a hiring list and you decline either an interview or a job offer.

[Send Email/Post Service](#)

Richard A Thompson - rthompso@spro.net

- Click on the **Send Email/Post Service** button and the email will be sent to this person at the email from their account. If it is sent with no issues you will remain in the same screen however at the top will be the statement "Emails sent and services posted". If it stays within the same screen and the message at the top states

This message will change when the sending is complete. Please wait!

it means there is an issue with one or more of the emails. It may be that the email address does not meet the proper format username@domainname or is missing an email address. Scroll down to the list and you will see an error below the person that has a problem with their email address similar to this:

```
error '8004020f'
/EmailLetter.asp, line 280
```

You will need to go to the applicant's record and correct the email address before you can send the correspondence. The system will not send any of the emails as long as you have issues with one of them. Once you have corrected the applicant's file then you can go back to the Tasks screen and send the emails.

Correctional Specialist - 09213035004		
Declined Job Offer	Click to send Email:4 Click to create Printable file:0	Delete
No Longer Available	Click to send Email:25 Click to create Printable file:7	Delete

To print letter –

- Click on the link **Click to create Printable file.**

This will take you to the letter that will be printed with the names of the individuals who will receive the printed letter.

No Longer Available

FLNAME
MADDR

DATE: *DATE*
ANNOUNCEMENT: *ANN#*
POSITION: *ANNTITLE*

Dear *SAL* *FLNAME*:

Thank you for your interest in employment with the State of Idaho.

Your name was included on a hiring list for the position *ANNTITLE*. Our records indicate you are no longer available for consideration and therefore declined an opportunity to interview for this position.

In today's competitive labor market, it is quite common for an applicant's availability to change. If you have any questions or are still interested in this position, please contact our office at *AGYEMAIL* OR *AGYPHONE*.

DO NOT REPLY to this email. All questions and concerns should be directed to the contact information listed above.

If you applied on-line, please update your application to accurately reflect the conditions of employment (cities, agencies, full-time, part-time...etc.) you would be willing to accept. Also, make sure your address, phone number, and e-mail address (if provided) is up to date.

To keep hiring lists current, you may receive this type of inquiry each time your name is sent out on a hiring list and you decline either an interview or a job offer.

Internet Explorer 6.0 or 7.0 is required to print letters.

[Delete](#)
[Delete](#)
[Delete](#)
[Delete](#)

Printed letters are setup in ATS to print on letterhead with the agency information on a left had column. Be sure that you have letterhead with this setup to print the correspondence on before printing the letters.

- You can first preview the letters before sending them by Clicking on the **Print Preview** button.
- You can send the letters to the printer by Clicking the **Print** button. The names will remain on the screen to allow you to make sure that they were printed correctly.
- Once they are printed correctly, you will Click on the **Post Service** button. This will post to the applicant's file that you have sent this correspondence, **their application has already been inactivated for that announcement** and it will return you to your Tasks screen in ATS. If you do not verify that the letters printed correctly you will not be able to reprint them.

****** See **Applicant Services** regarding assisting applicant's who have received this correspondence.

Classifications

This section is used for modifying a Class Spec (classification specification). Addition of a Class Spec to ATS is reserved for DHR. Please contact a DHR representative if you have questions.

Modifying class spec -

When modifying Class Specs you need to be sure that the changes you are making are based on job analysis and have been discussed with SMEs (subject matter experts) and agency management.

Revisions may be made to agency specific classifications by that agency only. The only revision that may be made to general classifications is the addition of mq specialties using job analysis as when modifying agency specific classifications. (MQ specialties for general classifications that have standardized examinations such as online timed testing (LXR) will be conducted by DHR. Please contact a DHR representative if you have questions.)

Finding Classifications in ATS –

- Sign on to ATS
- Click on **Classifications** from the Main Menu.

[Tasks](#) [Applicants](#) [Agencies](#) [Announcements](#) [Classifications](#) [Exams](#) [SME](#) [Sign Out](#)

- To find the specific classification you can either choose the letter of the first word in the title or the number of the class code (minus the first zero).

Click on a letter to view the classification titles beginning with that letter.
Click on a number to view the classification titles beginning with that class code number.

[Classification Change Report](#)

System Classifications - ()						
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 0 1 2 3 4 5 6 7 8 9 Inactive						
Class Code <small>(Click to edit)</small>	Classification <small>(Click to edit)</small>	Last Update	Updated By	Published	# Comp. Apps <small>(Click to view)</small>	# HL's <small>(Click to view)</small>

[Add New Classification](#)

- When you Click on the letter it will list all of the class specs starting with that letter
- OR
- When you Click on the number that is the beginning number of the class code (minus the first leading zero) it will list all of the class specs whose class code starts with that number.

For example - Financial Management Analyst, Senior.

- We could choose 'F' to find the class spec.

[Classification Change Report](#)

System Classifications - (F)						
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 0 1 2 3 4 5 6 7 8 9 Inactive						
Class Code (Click to edit)	Classification (Click to edit)	Last Update	Updated By	Published	# Comp. Apps (Click to view)	# HL's (Click to view)
03042	Facilities Manager	6/13/2006 11:42:01 AM	-7	True	0	0
07581	Facility Administrator, Nursing Home	6/13/2006 11:42:13 AM	-7	True	0	0
05280	Facility Scheduling Coordinator	4/27/2007 5:18:24 PM	-17	True	87	4
06604	Facility Services Manager	11/2/2006 9:06:28 AM	-13	True	0	1
09097	Family and Children's Services Interstate Compact Officer	6/13/2006 2:04:00 PM	-7	True	178	5
06501	Field Representative, Senior	6/13/2006 3:58:23 PM	-7	True	0	0
04443	Financial Examiner / Investigator 1	8/27/2007 10:32:24 AM	-1391	True	0	0
04441	Financial Examiner / Investigator 2	4/9/2007 10:29:35 AM	-17	True	0	0
04439	Financial Examiner / Investigator 3	4/9/2007 10:31:10 AM	-17	True	0	0
04437	Financial Examiner / Investigator 4	4/9/2007 10:32:44 AM	-17	True	0	0
04240	Financial Executive Officer	7/21/2006 3:51:11 PM	-13	True	136	10
04423	Financial Institution Examiner 1	12/7/2007 10:46:10 AM	-17	True	204	4
04421	Financial Institution Examiner 2	6/14/2006 8:06:11 AM	-7	True	41	5
04419	Financial Institution Examiner 3	6/14/2006 8:06:22 AM	-7	True	6	3
04415	Financial Institution Examiner, Commissioned	6/14/2006 8:06:32 AM	-7	True	1	1
04413	Financial Institution Examiner, Commissioned Senior	6/14/2006 8:06:43 AM	-7	True	0	0
04408	Financial Institutions Bureau Chief	6/14/2006 8:09:47 AM	-7	True	3	2
05209	Financial Management Analyst, Senior	4/27/2007 5:19:41 PM	-17	True	0	0
04242	Financial Manager	6/14/2006 8:10:11 AM	-7	True	57	6
04241	Financial Officer	6/14/2006 8:10:21 AM	-7	True	109	6

Or

- We could choose '5' for the class code of 05209.

[Classification Change Report](#)

System Classifications - (5)						
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 0 1 2 3 4 5 6 7 8 9 Inactive						
Class Code (Click to edit)	Classification (Click to edit)	Last Update	Updated By	Published	# Comp. Apps (Click to view)	# HL's (Click to view)
05114	Organizational Development Specialist	6/13/2006 11:44:56 AM	-734	True	0	2
05120	Training and Development Manager	6/14/2006 12:50:47 PM	-23	True	35	3
05122	Training Specialist	6/14/2006 12:51:05 PM	-23	True	713	30
05126	Trainer, Associate	6/14/2006 12:50:39 PM	-23	True	201	10
05130	Human Resource Manager	6/12/2006 9:20:35 AM	-1613	True	0	0
05131	Human Resource Officer	6/12/2006 9:20:15 AM	-1613	True	49	4
05133	Performance Development Specialist	6/12/2006 10:14:53 AM	-14	True	0	0
05134	Human Resource Specialist, Senior	7/3/2007 3:14:29 PM	-145	True	589	42
05141	Human Resource Specialist	6/12/2006 9:19:21 AM	-1613	True	1392	42
05146	Employee Benefits Specialist	4/27/2007 5:22:10 PM	-17	True	1	1
05158	Human Resource Associate	10/1/2007 10:25:29 AM	-27	True	1057	30
05159	Personnel Technician	2/20/2007 3:39:38 PM	-1452	True	936	47
05172	Human Resources Unit Supervisor	3/29/2007 8:14:09 AM	-14	True	34	2
05200	Quality Assurance Manager	8/10/2007 11:44:59 AM	-17	True	0	0
05202	Quality Assurance Auditor	8/10/2007 11:30:12 AM	-17	True	15	2
05206	Management Analyst	6/13/2006 3:20:32 PM	-1419	True	328	6
05207	Management Analyst, Senior	6/13/2006 3:21:18 PM	-1419	True	123	9
05209	Financial Management Analyst, Senior	4/27/2007 5:19:41 PM	-17	True	0	0
05224	Deputy Director, Commerce	6/14/2006 11:18:19 AM	-23	True	0	0
05226	Economist, Chief - DFM	6/12/2006 9:17:37 AM	-7	True	0	0

- Click on the title or class code to select the class spec needed.

Components of the Classification - Classification – Update screen:

Classification - Update			
Class Code: <input type="text" value="05209"/> * Notes Proposed Class Code: <input type="text"/>	Title: <input type="text" value="Financial Management Analyst, Senior"/> * Proposed Title: <input type="text"/> <input type="button" value="ChangeTitle"/>	Adopted Date: <input type="text"/> Revised Date: <input type="text" value="4/22/2007"/> Last published: 4/27/2007 5:19:41 PM	
Class Change Reasons: At least one change reason must be selected before the classification can be updated.			
Change Reasons: <input type="text" value="Title Change"/> <input type="text" value="Factoring Change"/> <input type="text" value="Description Change"/> <input type="text" value="M. Q. Change"/>		Reason(s) for Update: <input type="text"/>	
<input type="button" value="Add >>"/>		<input type="button" value="<< Remove"/>	
Pay Grade: <input type="text" value="44"/> * FLSA Code: <input type="text" value="A"/> * FGC Code: <input type="text" value="b"/> * EEO Code: <input type="text" value="02"/>	Know How: <input type="text" value="F"/> <input type="text" value="1"/> <input type="text" value="3"/> <input type="text" value="304"/> Problem Solving: <input type="text" value="E"/> <input type="text" value="4"/> <input type="text" value="43"/> % Accountability: <input type="text" value="E"/> <input type="text" value="3"/> <input type="text" value="C"/> <input type="text" value="132"/> Points: 568	Plus/Minus: <input type="text" value="L"/> PE: <input type="text"/> EN: <input type="text"/> HZ: <input type="text"/> SA: <input type="text"/> Total ACES: 0 Total HAY Points: 568 Market Points <input type="text" value="500"/> * Total Points: 541 <small>Total Points reflect Hay Points weighted 60% and Market Points weighted 40%</small>	<input type="button" value="Publish"/> <input type="button" value="Un-Publish"/> <input type="button" value="Update"/> <input type="button" value="Archive Text"/> Benchmark Class: <input checked="" type="checkbox"/> Payline Exception: <input type="checkbox"/> Critical Recruitment: <input type="checkbox"/>

- Class Code and Proposed Class Code - changes are reserved for DHR
- Title and Proposed Title - changes need to be coordinated with DHR so that changes can be made with the State Controller's Office and the EIS class directory and meet standard naming conventions.
- Adopted date – this is the date that the classification was approved by DHR.
- Revised date – this is the date that any change to the classification was made.
- Last published – this is the date that the class spec was published to the DHR website.
- Class Change Reasons when modifying a class spec -
 - Title Change – when making title changes you will need to coordinate with DHR so that changes can be made with the State Controller's Office and the EIS class directory.
 - Factoring Change – these changes are reserved for DHR that include pay grade, FLSA code, FGC code, EEO code, Know How, Problem Solving, Accountability, etc.
 - Description Change – any changes that are made to Class Purpose, General Information, Principal Accountabilities,
 - MQ Change – any deletions, additions or modifications of the minimum qualifications identified on the class spec.
 - MQ Specialty Change – any additions, modifications to specialties identified on the class spec.
- Factoring Information – This includes Pay Grade, FLSA Code, etc. and Know How, Problem Solving, etc. and Aces, Points are reserved for DHR.
- Publish – this is the function when you want to publish the class spec to the DHR website.

- Unpublish – this is the function when you want to unpublish the class spec from the DHR website.
- Update – this is the function to save any changes made to
- Archive Text
- Benchmark Class, Payline Exception, and Critical Recruitment – these selections are reserved for DHR.
- Deletion of a Classification – this is reserved for DHR.

Body of the Classification –

This includes the following (not all sections are used for all classifications):

Class Purpose:
 To analyze program and public policies, issues and needs; develop, implement, and coordinate policy improvement initiatives; plan and recommend organization structure and controls for financial management and related operations of state government; perform related work.

General Information:
 This position uses a vast array of problem solving techniques, interpersonal skills, communication techniques, creative thinking skills, and reasoning skills and abilities. These are used to identify, understand and synthesize diverse cultural, social, organizational and technical processes in the following.

Principal Accountabilities:
 facilitates activities among state departments and other units of government to achieve effective program operations.

4. Department technical assistance. Typical responsibilities: reviews State Code, Executive Orders, Attorney General Opinions, and federal regulations to advise departments and related public and private sectors on financial and management issues; advises departments on the budget development process; develops policies and procedures and provides training; approves allotment requests, staffing levels, program structures, grant applications, and other financial-control activities.

5. Management, training and supervision. Typical responsibilities: serves as team leader for multiagency or complex functional activities; advises and counsels decision-makers on appropriate management practices and procedures; may train other division personnel and provide input to supervisor for performance evaluations; may manage student intern projects.

Distinguishing Characteristics:

Nature and Scope:

Examples of Work:

Class Purpose:

This section describes the type of work and responsibilities that characterizes the class. The first statement is an overview with the following statements providing additional details.

General Information:

This section provides an outline of work to adequately describe a class of work. Special factors about the particular class of work may include such areas as extensive travel requirements, exposure to inclement weather or hazardous working conditions, shift work, etc.

Principal Accountabilities:

This section illustrates specific duties assigned to positions in the class in terms of typical examples rather than an all inclusive list of assignments. It does not define or limit the duties that may be assigned to an employee, and individual positions in the class will involve duties that are not listed.

Distinguishing Characteristics:

This section shows differences of classes within a series from one another. They describe the duties and responsibilities that separate the class from the next lower level, and if necessary, from the next higher level class in the series.

Nature and Scope:

This section provides a clear, concise overview of the work performed by the position.

Examples of Work:

This section provides specific work in more detail to help in making distinctions in the work being done especially in a classification series.

Minimum Qualifications:

Good knowledge of accounting principles and practices.

Experience: developing and preparing financial documents; using a personal computer to develop, analyze, and report on financial data; analyzing financial activities and recommending management action.



Specialty Areas:

Some positions may be filled by specialty areas such as:

Experience: using Navision accounting software; performing financial analysis using 4th generation query tools (Business Objects, Oracle, or similar); developing a budget and preparing financial reports.

Some knowledge of state budget processes.

Good knowledge of supervisory practices.



Minimum Qualifications:

These describe the minimum level of qualifications for an applicant to be able to perform the essential functions of the job. The lowest level of acceptable education and/or experience required of an individual such that the individual could reasonably be expected to satisfactorily perform the duties of the position. Are they practical in the sense that they are obtainable in the general labor market? They should normally be set to be reasonable and consistent with normal expectations of acceptable proficiency within the work force.

Specialty Areas:

These also describe the minimum level of qualifications for an applicant to be able to perform the essential functions of the job. However, they are only for certain positions.

FINANCIAL SPECIALIST, SENIOR

CLASS NO. 04245

CLASS PURPOSE

To perform a full range of advanced professional financial duties requiring the application of accounting and/or auditing theory, principles, and practices; perform related work.

GENERAL INFORMATION

Some positions may require moderate to extensive travel.

DISTINGUISHING CHARACTERISTICS

This class is the second of six levels of professional accounting-related classes. Incumbents: 1) independently manage, control, and monitor a wide range of diverse, advanced financial functions as the sole or lead financial professional in an agency, region, or district; 2) performs as the senior specialist of a large or complex financial function; OR, 3) performs equivalent-level functions in which advanced professional financial skills are clearly required.

Contact with individuals outside a department to explain or defend actions and conclusions, respond to inquiries, or resolve sensitive and complex problems can vary.

Some positions may supervise the staff and activities of a financial unit or an agency financial operation.

NATURE AND SCOPE

Incumbents use their seasoned professional background to develop budgets, develop and maintain accounting systems, prepare complex financial documents, plan and review financial operations, and handle difficult or sensitive financial matters. They supervise or may conduct audits of increasing complexity and size. Incumbents supervise the preparation of or prepare and explain documents of findings and conclusions concerning the policies, procedures, operational methods, and financial position of an agency.

Incumbents design, modify, and implement financial-related systems or have a significant role in their development. They may audit financial data for completeness and compliance with federal and state laws and regulations. They participate in developing policies and procedures for financial reporting systems and conduct research into the financial needs of an agency.

Incumbents apply strong background in information technology to analyze, research, and maintain financial data, develop financial documents, and resolve problems.

Senior Financial Specialists analyze technical financial problems and provide professional assistance and advice concerning their solutions.

Consequences of actions in some positions may have legal implications.

MINIMUM QUALIFICATIONS

Good knowledge of accounting principles and practices.

Experience: developing and preparing financial documents; using a personal computer to develop, analyze, and report on financial data; analyzing financial activities and recommending management action.

SPECIALTY AREAS

Some positions may be filled by specialty areas such as:

Experience: using Navision accounting software; performing financial analysis using 4th generation query tools (Business Objects, Oracle, or similar); developing a budget and preparing financial reports.

Some knowledge of state budget processes.

Good knowledge of supervisory practices.

REVISED: 8/2/2007

[Pay Grade: 39](#)

Overtime Code: A

Modifying the Class Spec –

Take a snap shot of the class spec before making any changes.

- From the initial page of the class spec you will Click on the **Archive Text** button

Publish
Un-Publish

Update
Archive Text

Benchmark Class:

Payline Exception:

Critical Recruitment:

- It will open a browser window with information from the class spec to include all factoring information, class description components, as well as the notes associated with the classification.
- To copy the factoring and class description –
 - Highlight all of the information that you will be saving in a note in the class spec record, Right Click and choose Copy.

The screenshot shows a web browser window titled "Classifications - Windows Internet Explorer" with the URL https://ats.dhr.idaho.gov/classificationtext.asp?class_no=05209. The page displays the following information:

Class Code: 05209	Title: Financial Management Analyst, Senior Proposed Title:	Adopted Date: Revised Date: 4/22/2007 Last published: 4/27/2007 5:19:41 PM
Pay Grade: 44	Know How: F I 3 304	Plus/Minus: L
FLSA Code: A	Problem Solving: E 4 43% 132	PE: EN: HZ: SA:
FGC Code: b	Accountability: E 3 C 132	Total ACES: 0
EEO Code: 02	Points: 568	Total HAY Points: 568
Updated by: -17 Updated on: 4/27/2007 5:19:41 PM		Total Points: 541 Total Points reflect Hay Points weighted 60% and Market Points weighted 40%
Created by: 000-Import Created on: 5/24/2001 12:06:21 PM		Benchmark Class: Yes Payline Exception: No Critical Recruitment: No

Required

FINANCIAL MANAGEMENT ANALYST, SENIOR CLASS NO. 05209

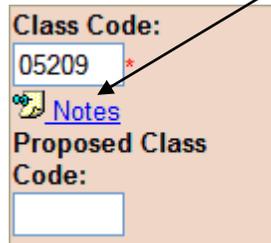
CLASS PURPOSE

Class Purpose To analyze program and public policies, issues and needs; develop, implement, and coordinate policy improvement

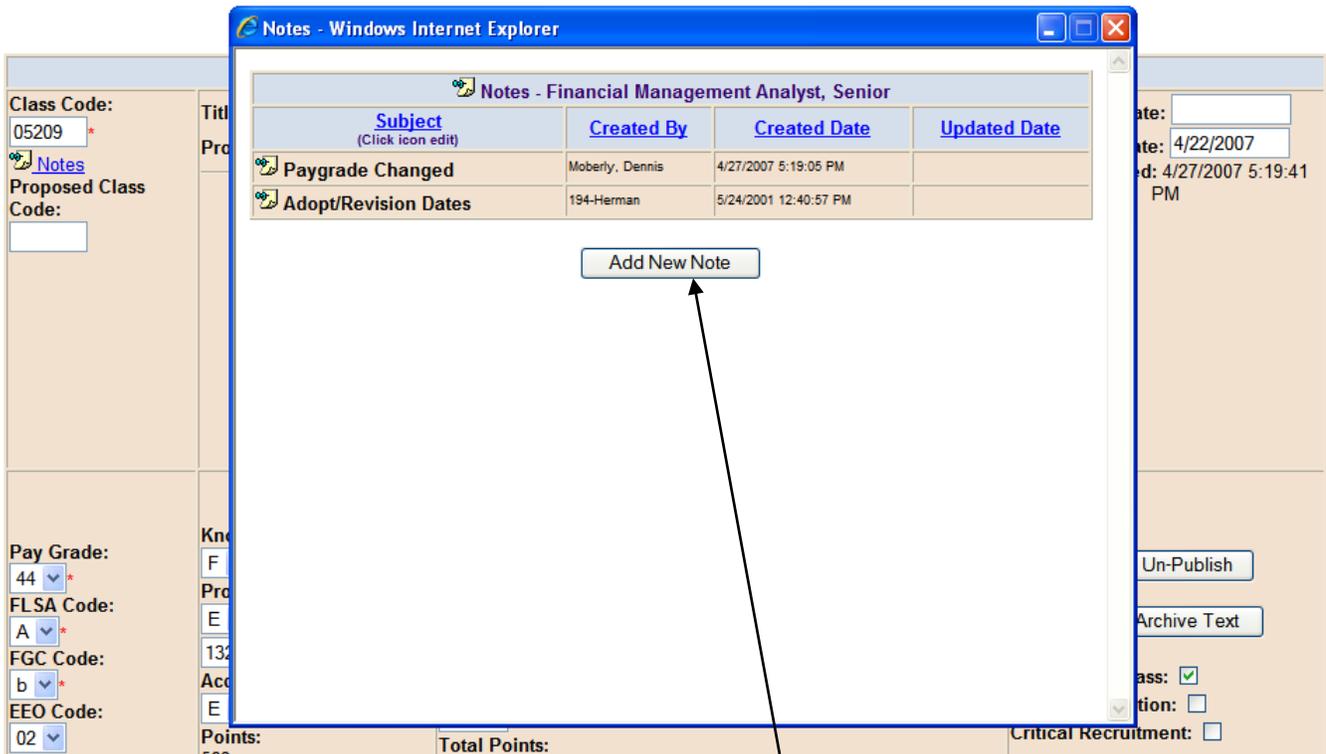
To analyze p Done

To save the information (factoring and job description) in the Notes section for the classification.

- From the Classification Update screen, Click on the Notes link.



- A separate window will open showing all Notes associated with the Classification.



- To create a note you will Click the **Add New Note** button.
- Subject – Type in a description (archived class spec) and a date.

Notes - Financial Management Analyst, Senior (Save Note)

Subject: Created By:

Note:

5000 Characters Left

Created on: Updated on:

Save Note View Notes

- Note – Copy the information that you copied from the Archive Text window.

Notes - Financial Management Analyst, Senior (Save Note)

Subject: Archived class spec - 12/07 Created By:

Note:

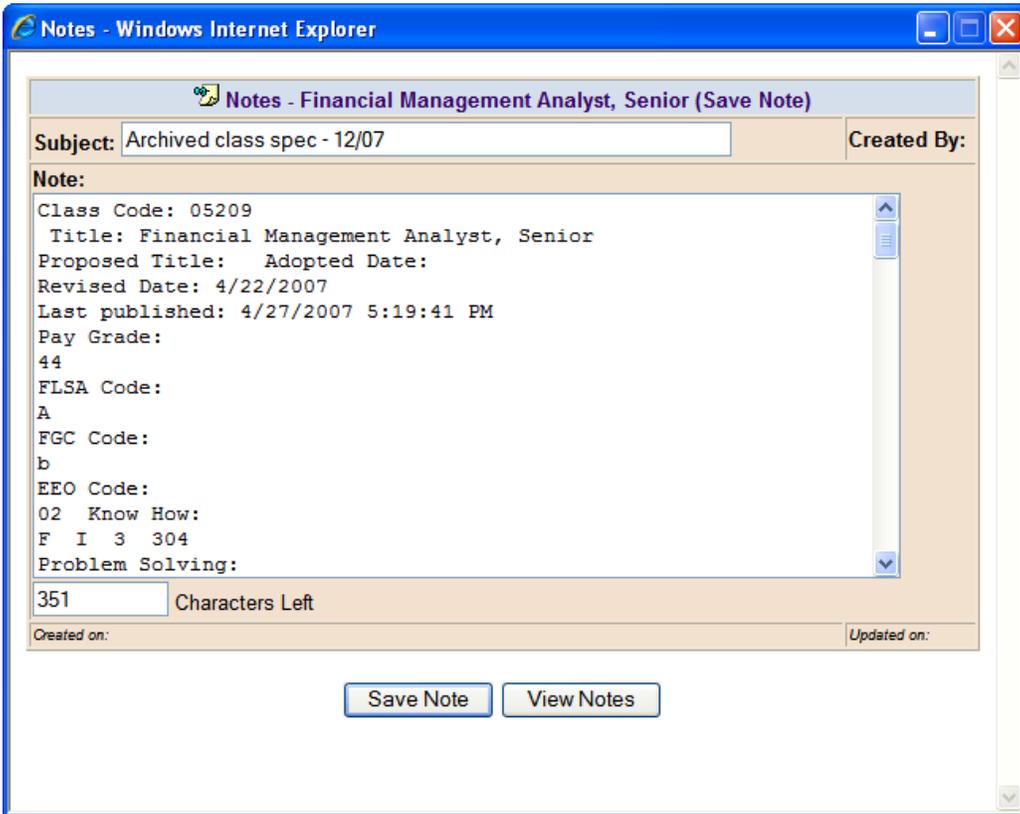
Class Code: 05209
 Title: Financial Management Analyst, Senior
 Proposed Title: Adopted Date:
 Revised Date: 4/22/2007
 Last published: 4/27/2007 5:19:41 PM
 Pay Grade:
 44
 FLSA Code:
 A
 FGC Code:
 b
 EEO Code:
 02 Know How:
 F I 3 304
 Problem Solving:

351 Characters Left

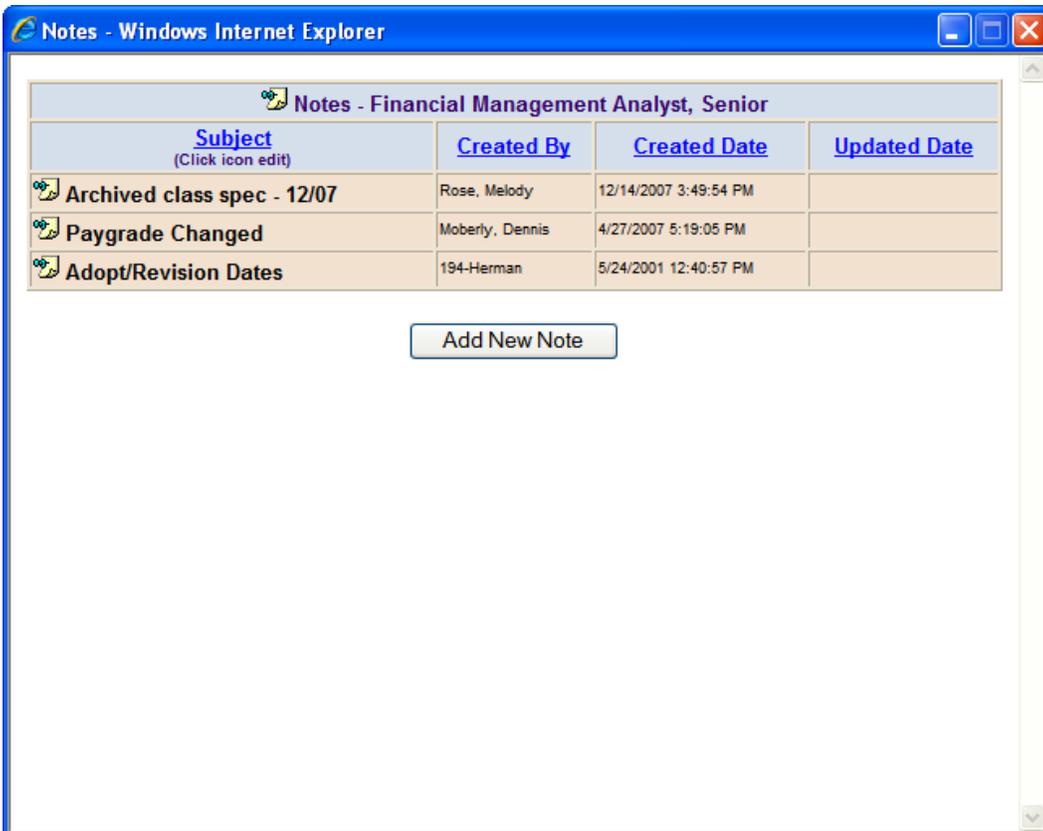
Created on: Updated on:

Save Note View Notes

- Save – To save the note Click the **Save Note** button.
- NOTE: If there is too much information, you may have to create two notes to contain it. Just make sure your subject (title) is clear so you can retrieve the data at some future point.



- Click the **View Notes** button and you will see the note with the Archived Class Spec.



Making changes to the Class Spec.

Now you are ready to make changes to the class spec, one change at a time.

For example we will change the 1) description and the 2) minimum qualifications and add a 3) mq specialty.

1) Description -

- Change the description – this can include changes to class purpose, general information, principal accountabilities, distinguishing characteristics, nature and score, examples of work.
- Choose the Change Reason DESCRIPTION CHANGE and click the Add button so it will appear in the right hand column.
- Click on the Update button.

2) Minimum Qualifications –

- Make the change to the Minimum Qualifications
- Choose the M. Q. CHANGE Change Reason and click the Add button so it will appear in the right hand column.
- Click on the Update button.

3) MQ Specialty –

- Add the MQ Specialty
- Choose the M. Q. SPECIALTY CHANGE Change Reason and click the Add button so it will appear in the right hand column.
- Click on the Update button.

Classification - Update				
<p>Class Code: 05209 *</p> <p>Notes</p> <p>Proposed Class Code: <input type="text"/></p>	<p>Title: Financial Management Analyst, Senior *</p> <p>Proposed Title: <input type="text"/> <input type="button" value="ChangeTitle"/></p> <p>Class Change Reasons: At least one change reason must be selected before the classification can be updated.</p> <p>Change Reasons: <input type="button" value="Add >>"/></p> <ul style="list-style-type: none"> Title Change Factoring Change Description Change M. Q. Change 		<p>Reason(s) for Update: <input type="text"/></p> <p><input type="button" value=" << Remove"/></p>	<p>Adopted Date: <input type="text"/></p> <p>Revised Date: 4/22/2007</p> <p>Last published: 4/27/2007 5:19:41 PM</p>
<p>Pay Grade: 44 *</p> <p>FLSA Code: A *</p> <p>FGC Code: b *</p> <p>EEO Code: 02</p>	<p>Know How: F I 3 304</p> <p>Problem Solving: E 4 43 %</p> <p>Accountability: E 3 C 132</p> <p>Points: 568</p>	<p>Plus/Minus: L</p> <p>PE: EN:</p> <p>HZ: SA:</p> <p>Total ACES: 0</p> <p>Total HAY Points: 568</p> <p>Market Points 500 *</p> <p>Total Points: 541</p> <p><small>Total Points reflect Hay Points weighted 60% and Market Points weighted 40%</small></p>		<p><input type="button" value="Publish"/> <input type="button" value="Un-Publish"/></p> <p><input type="button" value="Update"/> <input type="button" value="Archive Text"/></p> <p>Benchmark Class: <input checked="" type="checkbox"/></p> <p>Payline Exception: <input type="checkbox"/></p> <p>Critical Recruitment: <input type="checkbox"/></p>

To complete the changes to the Class Spec you will need to do the following:

Revised Date –

- Change to the new Revised Date in the field
- Click the Update button.

Publish –

- Click the Publish button.
- A confirmation box will appear, “Are you sure you want to publish?”, if ready select “OK”.

To check the changes be sure to go to the DHR website, find Job Description, and view it to be sure that all the changes you made appear on the website.

Whenever you update the Class Spec in ATS the data has been saved in the database.

Documentation –

Whenever you make changes to your class specs it is important to provide documentation to the changes made as well as information used to support these changes. It should include SMEs/Supervisors that you worked with regarding these changes. Communications such as emails, phone conversations, meeting minutes with specifics regarding the justification/reasoning behind the changes made.