

## 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

- Log on to ATS

### To create the hiring list you will do the following:

- First you must find the announcement that 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

### First 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.
--	--------	------	-------	--------------	-------------	---------	-----------------

**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
<a href="#">Requested</a>   <a href="#">Approved</a>   <a href="#">Published</a>   <a href="#">Closed</a>   <a href="#">Search All</a>						

Approved Announcements (0)						
Announcement	Type	No Merge	Agency Location	Open Date Close Date	# Comp. Apps	# HL's
<a href="#">Requested</a>   <a href="#">Approved</a>   <a href="#">Published</a>   <a href="#">Closed</a>   <a href="#">Search All</a>						

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

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 01235080678 <a href="#">Master List</a>	OC		All State Agencies Statewide	O:1/1/2007 C:12/30/2007	1104	186
Administrative Assistant 2 01231037468 <a href="#">Master List</a>	OC		All State Agencies Statewide	O:11/21/2006 C:12/30/2007	789	105
Custodian 02010070874 <a href="#">Master List</a>	OC		All State Agencies Statewide	O:1/4/2007 C:12/31/2007	430	72
Customer Service Representative 1 01121006214 <a href="#">Master List</a>	OC		All State Agencies Statewide	O:8/3/2006 C:12/30/2007	1154	133
Customer Service Representative 2 01120026370 <a href="#">Master List</a>	OC		All State Agencies Statewide	O:4/17/2007 C:12/31/2007	400	5
Nurse, Licensed Practical 07676085982 <a href="#">Master List</a>	OC		All State Agencies Statewide	O:7/1/2006 C:12/31/2007	169	66
Nurse, Registered 07606025936 <a href="#">Master List</a>	OC		All State Agencies Statewide	O:7/1/2006 C:12/31/2007	221	43
Nurse, Registered Senior 07574090289 <a href="#">Master List</a>	OC		All State Agencies Statewide	O:7/1/2006 C:12/31/2007	128	60
Office Specialist 2 01239049455 <a href="#">Master List</a>	OC		All State Agencies Statewide	O:1/1/2007 C:12/31/2007	524	267
Technical Records Specialist 1 01104055310 <a href="#">Master List</a>	OC		All State Agencies Statewide	O:1/1/2007 C:12/31/2007	590	181
Technical Records Specialist 2 01103028800 <a href="#">Master List</a>	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	<a href="#">Get New Classification</a>	<b>Conditions of Employment</b> <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 -	<a href="#">Get New Announcement</a>	
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"> <li>Ahsahka</li> <li>Almo</li> <li>American Falls</li> <li>Arco</li> </ul>		
Agency	Division of Financial Management		
Limit search to:	<input type="text"/>		

Choose the conditions of 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 that the announcement was created for.
- To limit search - 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	<a href="#">Get New Classification</a>	<b>Conditions of Employment</b> <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 -	<a href="#">Get New Announcement</a>	
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"> <li>Boise</li> <li>Bonnerr Ferry</li> <li>Bovill</li> <li>Bruneau</li> </ul>		
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	<a href="#">Get New Classification</a>	<b>Conditions of Employment</b> <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 -	<a href="#">Get New Announcement</a>	
Met Min. Qualifications	<input checked="" type="checkbox"/>		
Received Passing Score	<input checked="" type="checkbox"/>		
City	Select to Delete (double-click) <input type="text" value="Boise"/>	Select to Add (double-click) <input type="text" value="Blackfoot"/> <input type="text" value="Bliss"/> <input type="text" value="Boise"/> <input type="text" value="Bonners Ferry"/>	
Agency	Division of Financial Management		
Limit search to:	<input type="text"/>		

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"/>
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"/>
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"/>
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"/>
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					<a href="#">Back to Set Criteria</a>
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 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.
			11/8/2007	2/6/2008	01235086678
			10/18/2007	1/16/2008	01235086678
			10/15/2007	1/13/2008	01235086678
			11/25/2007	2/23/2008	01235086678
			10/31/2007	1/29/2008	01235086678
			9/19/2007	12/18/2007	01235086678
			11/20/2007	2/18/2008	01235086678
			11/16/2007	2/14/2008	01235086678
			11/24/2007	2/22/2008	01235086678
			10/29/2007	1/27/2008	01235086678
			10/15/2007	1/13/2008	01235086678
			11/3/2007	2/1/2008	01235086678
			9/6/2007	12/5/2007	01235086678
			11/12/2007	2/10/2008	01235086678
			11/15/2007	2/13/2008	01235086678
			11/4/2007	2/2/2008	01235086678
			11/5/2007	2/3/2008	01235086678
			11/14/2007	2/12/2008	01235086678
			9/25/2007	12/24/2007	01235086678
			9/3/2007	12/2/2007	01235086678
			9/6/2007	12/5/2007	01235086678
			9/21/2007	12/20/2007	01235086678
			10/19/2007	1/17/2008	01235086678
			11/24/2007	2/22/2008	01235086678
			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.

		9/8/2007	12/7/2007	01235086678
	Transfer			01235086678
		10/4/2007	1/2/2008	01235086678
		10/6/2007	1/4/2008	01235086678
		11/11/2007	2/9/2008	01235086678
		9/13/2007	12/12/2007	01235086678
		10/5/2007	1/3/2008	01235086678
		10/17/2007	1/15/2008	01235086678
		10/11/2007	1/9/2008	01235086678
		10/25/2007	1/23/2008	01235086678
		11/18/2007	2/16/2008	01235086678
		9/4/2007	12/3/2007	01235086678
		11/29/2007	2/27/2008	01235086678
		10/11/2007	1/9/2008	01235086678
		11/19/2007	2/17/2008	01235086678
		9/21/2007	12/20/2007	01235086678
		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.

**Recent recruitment** – You may want to change this to 15 applicants, since the majority of these applicants should be available.

**Continuous recruitment** – You may want to stay with this number knowing that there are new names that would be available, OR you may want to increase the number of applicants because it is used by all agencies.

**Previous recruitment** – You may want to increase this number because the register is old and applicants may no longer be available.

Limit # of applicants to:

Limit # of applicants to:

- The # is changed to 15.
- 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 #22238**

<p><b>From:</b> 180 - Division of Financial Management  <b>Position:</b> <a href="#">Administrative Assistant 1</a>  <b>Number of Applicants on Hiring List:</b> 23  <b>City(s):</b> Boise  <b>Questions</b> <small>(Click to View)</small>  <b>MQ # Text Operator Score</b>                  1404 <a href="#">6430</a> = 100</p> <p><a href="#">Notes</a></p>	<p><b>Valid for 60 DAYS ONLY</b>  <b>Pay Grade:</b> <a href="#">32</a></p> <p><a href="#">Request</a> <a href="#">Delete</a></p> <p><b>Status:</b> Draft</p> <p><b>Date:</b> 12/3/2007  <b>By:</b> -2395 (Rose, Melody)  <small>Created by: -2395 (Rose, Melody)                  Created date: 12/3/2007 1:46:43 PM</small></p>	<p><b>Request No.:</b> 22238  <b>Dept. Internal No.:</b> <input type="text"/>  <b>Position Control No(s):</b> <input type="text"/>  <b>Beginning Hourly Salary:</b> <input style="background-color: yellow;" type="text"/> *  <b>Conditions:</b> full_time,  <b>Sorted by:</b> Random</p> <p><small>* Complete only if requesting to fill at an 'A' pay grade. If you have questions please contact DHR.</small></p>
--	--	--

Note: random ordering will result in the changing of the order every time the status is changed until the list is approved.

[Update](#) [Cancel](#)

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.
<a href="#">22238</a>	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.

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

Hiring List Updated

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 #22238		
<p>From: 180 - Division of Financial Management                      Position: <a href="#">Administrative Assistant 1</a>                      Number of Applicants on Hiring List: 23                      City(s): Boise                      Questions (Click to View)                      MQ # Text Operator Score                      1404 <a href="#">6430</a> = 100</p> <p><a href="#">Notes</a></p>	<p><b>Valid for 60 DAYS ONLY</b>                      Pay Grade: <a href="#">32</a></p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p>Windows Internet Explorer</p> <p>Request Approval of Hiring List: Are you sure?</p> <p>OK Cancel</p> </div> <p><small>Created by: -2395 (Rose, Melody) Created date: 12/3/2007 1:46:43 PM</small></p>	<p>Request No.: 22238                      Dept. Internal No.: <input type="text"/>                      Position Control No(s): <input type="text" value="1003"/>                      Beginning Hourly Salary: <input type="text" value=""/>                      Conditions: full_time,                      Sorted by: Random</p> <p><small>* Complete only if requesting to fill at an 'A' pay grade. If you have questions please contact DHR.</small></p>

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**.

Hiring List #22238		
<p>From: 180 - Division of Financial Management                      Position: <a href="#">Administrative Assistant 1</a>                      Number of Applicants on Hiring List: 23                      City(s): Boise                      Questions (Click to View)                      MQ # Text Operator Score                      1404 <a href="#">6430</a> = 100</p> <p><a href="#">Notes</a></p>	<p><b>Valid for 60 DAYS ONLY</b>                      Pay Grade: <a href="#">32</a></p> <p><input type="button" value="Approve"/> <input type="button" value="Delete"/></p> <p style="background-color: #e0e0e0; padding: 2px;"><b>Status: Requested</b></p> <p>Date: 12/3/2007                      By: -2395 (Rose, Melody)  <small>Created by: -2395 (Rose, Melody) Created date: 12/3/2007 1:46:43 PM</small></p>	<p>Request No.: 22238                      Dept. Internal No.: <input type="text"/>                      Position Control No(s): <input type="text" value="1003"/>                      Beginning Hourly Salary: <input type="text" value=""/>                      Conditions: full_time,                      Sorted by: Random</p> <p><small>* Complete only if requesting to fill at an 'A' pay grade. If you have questions please contact DHR.</small></p>

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):

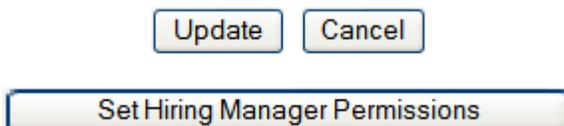
Once the hiring list has been approved the status changes to **Approved** and now you are ready to assign it to the hiring manager.



To assign the list to the hiring manager –

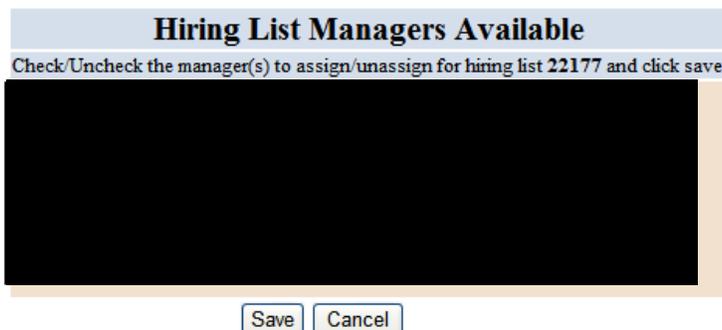
- Make sure they are setup as a user in ATS as a Level 1. – see ATS user setup and login section.
- Now their name will appear on the list.
- Only Level 1 user names will appear.

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, and document and code the list.

[Back To Hiring List](#)



- 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 10. Rules state that they do not have to interview all of the top ten candidates. They are required to hire from within the top ten available candidates.

Interviews do have to be offered for the following:

- If the applicant were placed on the register by Rule 936 – 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 ten 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.

ORDER # (RANK)	NAME EMAIL	SCORE DHR ONLY	LAST SCORED	EXPIRES	ANN_NO	ADDRESS	PHONE	INTERVIEW DATE	DISPOSITION
[REDACTED]									

## 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 ten 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 ten. (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 ten 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 ten 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 ten 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 ten 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 ten 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 ten 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 ten 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 ten 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 ten.

**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 ten 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.

<a href="#">Notes</a>	Created by:-1371 (Hannah, Jennifer) Created date:11/20/2007 1:02:18 PM	Complete only if requesting to fill at an 'A' pay grade. If you have questions please contact DHR.
-----------------------	---	--

**PLEASE NOTE:**

\*\* Applicant may be eligible for reinstatement

◆ Veteran

◆◆ Veteran (classified position) shall be offered the opportunity for an interview if in the top ten eligible candidates; (non-classified position) veteran status shall be taken into consideration when making a hiring decision.

REMARKS:

- 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 #20758		
From: 194 - Division of Human Resources Position: <a href="#">Human Resource Associate</a> Number of Applicants on Hiring List: 3 City(s): Boise Questions <small>(Click to View)</small> <a href="#">MQ # Text Operator Score</a>  <a href="#">Notes</a>	Valid for 60 DAYS ONLY Pay Grade: <a href="#">34</a>  <input type="button" value="Complete"/>  Status: <span style="background-color: #e1eef6;">Approved</span> Date: 7/24/2007 By: -14 (Hodges, Patty) <small>Created by:-14 (Hodges, Patty) Created date:7/24/2007 10:22:31 AM</small>	Request No.: 20758 Dept. Internal No.: <input style="width: 50px;" type="text"/> Position Control No(s): <input style="width: 100px;" type="text"/> Beginning Hourly Salary: <span style="background-color: yellow;">          </span> * Conditions: full_time, Sorted by: Random  <small>* Complete only if requesting to fill at an 'A' pay grade. If you have questions please contact DHR.</small>

## 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 ten 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 #21996		
<b>From:</b> 290 - Idaho Transportation Department <b>Position:</b> <a href="#">Transportation Technician Senior</a> <b>Number of Applicants on Hiring List:</b> 2 <b>City(s):</b> Pocatello <b>Questions</b> <small>(Click to View)</small> <b>MQ # Text Operator Score</b>   <a href="#">Notes</a>	<b>Valid for 60 DAYS ONLY</b> <b>Pay Grade:</b> <a href="#">36</a>  <input type="button" value="Archive"/> <input type="button" value="Return to Agency"/>  <b>Status: Completed</b> <b>Date:</b> 12/13/2007 <b>By:</b> -2312 (EDMO, JANICE) <small>Created by: -2335 (Stephens, Le Ann)            Created date: 11/7/2007 3:20:35 PM</small>	<b>Request No.:</b> 21996 <b>Dept. Internal No.:</b> <input type="text" value="21996"/> <b>Position Control No(s):</b> <input type="text" value="4177"/> <b>Beginning Hourly Salary:</b> <input type="text" value=""/> <b>Conditions:</b> full_time, <b>Sorted by:</b> Random  <small>* Complete only if requesting to fill at an 'A' pay grade. If you have questions please contact DHR.</small>

- 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 has expired, or communication was generated in error.

Letters to Print and Email		
Quality Assurance Auditor - 05202089603		
Declined Interview	<a href="#">Click to send Email:</a> 1 <a href="#">Click to create Printable file:</a> 0	<input type="button" value="Delete"/>

- 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. 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	<a href="#">Click to send Email:4</a> <a href="#">Click to create Printable file:0</a>	<a href="#">Delete</a>
No Longer Available	<a href="#">Click to send Email:25</a> <a href="#">Click to create Printable file:7</a>	<a href="#">Delete</a>

## 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 will be inactivated from 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.