DELAWARE EMPLOYMENT LINK
Linking you to the future…

HIRING MANAGER
System Guide

Delaware Department of
Human Resources

STATE OF DELAWARE

DEL TRAINING

Confidential –Not for Distribution

TABLE OF CONTENTS

Logging In

To gain access to the system you will need to submit a DEL access security form that can be found on [DHR's website](#).

A DEL security form must be submitted to the DHR Administrators at jobs@delaware.gov before you will be provided access to the system. The DEL website for Hiring Managers is found at id.delaware.gov and select the JobAps icon.
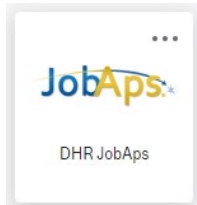
You will then be directed to your home page.

If you are a first-time user to JobAps, you will need to establish your profile. Go to the following link to create your profile: https://jobapscloud.com/de/admin?Create=1

Select "Create a New Account".

Get JobAps Account for State of Delaware

Please enter data for your JobAps account below. All fields are required.

Enter your email address and domain

Email Address	[ ] @delaware.gov

Password must be 8-10 characters and must contain at least one Alpha, AND one Numeric, AND one Special Character (e.g., Dk974397*)

Enter New Password	[ ] *** leave empty to keep current password
Re-enter New Password	[ ] *** leave empty to keep current password

Enter your name and department information

First Name	[ ]
Last Name	[ ]
Middle Initial	[ ]
Title	[ ]
Agency	Select One ▾
Phone Number	[ ]-[ ]-[ ]

If you supply an email address here, then Notices that you send will appear to come from this address and not your Email Address. Note: inserting your address as the sender may cause your notices to be rejected by the recipient's email provider.

Notices Email Address	[ ]

Indicate your position type

Position	☐ AgencyHR ☐ EmpServRep ☐ Ad Reviewer ☐ Posting Creator

[Submit Profile] [Reset Form]

Here you will need to enter information in these fields.
- Email address with a delaware.gov address (in box, enter just your firstname.lastname)the delaware.gov is already listed in the second box.
- Password- You will need to create your own password. Your password must contain 8-10 characters and contain at least one alpha, one numeric and one special character
- Name and Title
- For the Agency you will pick your agency and the **division that you work in**.
- Phone Number

You do not need to select a position

Then select "Submit Profile" and contact one of the DHR DEL Hiring Manager administrators to activate your access to the site:

Hope.Moody@delaware.gov
Sharae.Goff@delaware.gov

Once this is completed, you will log in using id.delaware.gov and selecting the JobAps logo.

Using DEL

In JobAps you will have a Home Tab, Request to Fill Tab, and an E-Lists (Referral) Tab.

You will find overview videos that are job aids for you from the vendor.

If you are a hiring manager that also has approval rights (This is a Hiring Manager that is a Fiscal Approver, Director, Department, or HR), you may see this section also:

On the Reqs tab, you will have a Status tab, a Create and Approve tab and an Archived Tab. The Status tab will show you all of the current requisitions in your department and their status. You can view the requisitions here, but you cannot make any changes. The Create and Approve button is where you will be able to create your request to fill in the system and route it electronically to your HR staff or Fiscal and Directors for approval, depending on your agency workflow. When a recruitment is deactivated, the requisition will automatically go to the Archived tab.

On the E-List Tab, you will have access to view your referral lists.

More detail on how to utilize each tab will found in this guide. Some tips are below on how to close out the tabs and logout of the system:

When you are finished with each page click 💾 **Save & Close** , or ☑ **Close** to exit the program.

WARNING: Do not close the program by clicking ❌ at the top of screen.

When you want to exit DEL completely, click **Logout** which is found at the top right side of the screen.

DEL-Hiring Manager Steps

Hiring Managers will have access to create Requisitions to fill, view referral lists, set up interview schedules, have the applicant self-schedule for interview through a link, disposition the referral list and send notices using system templates. Below are the major steps that you will need to follow.

PRIOR TO CREATING REQUISITIONS

- Ensure that you know the correct budget number (BP) for the vacant position prior to completing the Request to Fill. You can get this from your Agency HR before starting the requisition if you do not have it.
- Work with your Agency HR to determine if the location in PHRST is where the vacant position is located. If it is not, your Agency HR will need to correct the location in PHRST before you create the requisition.
- Ensure you have all Selectives/Preferred Qualifications, Functional Capability Evaluations (FCE), Writing Exercises, Conditions of Hire and/or Unique Posting Language approved through DHR before starting the requisition. Note: Agency HR will coordinate this with DHR Analyst.
- Know the email access the new hire will need. You will need to enter the model computer access after email on the requisition.
- Interview panel and dates should be established prior to starting RTF. Note: this can be added to the request by Agency HR later but should be part of your planning process to improve time to fill.

1. **CREATE REQUISTION (see page 8 for specifics)-**
   The Hiring Manager will complete the Request to fill (RTF) which is found on the Reqs tab of JobAps. The Hiring Manager will then **route** the completed form to their assigned Agency HR/Fiscal Approver/Director Approval (depending on agency workflow). Approvers will review and approve/deny. Once approved, Agency HR will create the posting.

2. **REVIEWING POSTING AND SUPPLEMENTAL QUESTIONS FOR ACCURACY-**
   a. DHR shares the completed posting and SQ with agency hiring manager to review for accuracy.
   b. After Agency approval, DHR enters a Web Posting date and the posting goes live.

3. **REVIEW REFERRAL LIST- (see page 21 for specifics)-**
   a. Notification will be sent by email when referral is created.
   b. Viewable on the E-list Tab
   c. Canvas list and schedule Interviews

4. **FINAL DISPOSTIONS AND NOTICES (see page 29 for specifics)-**
   Agency HR makes final updates/dispositions to Referral list.
   a. Disposition the Hired candidate(s)
   b. Disposition all that were interviewed and those that declined interview or offer.
   c. Return to Agency HR to "Deactivate" the recruitment

If you encounter questions while filling out the requisition. Save the requisition and contact your Agency HR to help with completion.

Creating a requisition:

THE REQ TAB:
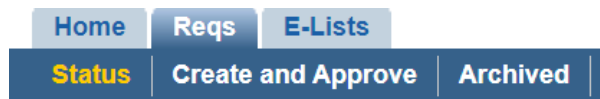
On the Reqs tab, you will have a a Status tab, a Create and Approve tab and and Archived Tab. The Status tab will show you all of the current requisitions in your department and their status. You can view the requisitions here but you cannot make any changes.

The Create button where you will be able to create your request to fill in the system and route it electronically to your HR staff or Fiscal and Directors approval depending on your agency workflow.

From the home screen, click **Reqs** tab and then the **Create and Approve** button. Then select the new button **NEW** to start creating a requisition.

- Fill out all the required fields on the requisition as noted below
- Once all fields are entered, you will "Save and Close" the requisition before routing to your HR.

To start, click **NEW**

Note: The top of the Requisition screen includes these options:

Save —Saves the requisition

Save & Close —Saves the requisition and closes the requisition

Print —Prints the requisition

Close —Exits the program WITHOUT saving.

Fields to Fill Out on a Requisition

Recruitment Number— [____] - [____] - [____] - leave blank (will auto-fill when Recruitment Plan is created)

Department and Class Information

Department and Class Information

Department	Division
Executive (10)	Select Executive (10)
Section	Job Code and Merit Title
	Select Class Title and Number
Working Title	
Only Show Referral / eList for Agency	List Derived from Class Number and Title
Select Agency	Select Job Class and Job Title
Type of Recruitment	Type of Eligible List
Select One	Select One

Department—Your assigned agency name will auto-fill due to your security access. If your agency is not correct, notify a DHR Administrator immediately to get it corrected.

Division— Select the appropriate division for the position being filled by clicking ⌄.

Section—**leave blank**. This area will automatically fill when the vacancy information and list requirements are entered.

Job Code and Merit Title—Select the job code and merit title by clicking ⌄. This job code should always match what is currently listed in PHRST. If you are filling a casual/seasonal or union position, choose the job code designated in PHRST that is associated with the position (ex. MXAA09, MUAH01, etc.)

Working Title- This is optional. If you wish to use a working title, enter the working title for the position. Example: Conservation Technician might use the working title of Mosquito Control Specialist.

10   Revised 3.4.24

Only Show Referral/eList for agency—Should be grayed out, if not **leave blank**

List Derived from Class Number and Title- This will only be used if you are underfilling a career ladder position, if the position is a Merit comparable Casual Seasonal position, or if the position is a Merit comparable exempt position.

> *Under-fill for Career Ladder Series*- **(see page 21 for more details)**
> Select the job code of the level the position is being filled at here. For example, if the position is an Engineer III in PHRST but you wish to hire an Engineer I, choose the Engineer III job code in 'Job Code and Merit Title' but choose the Engineer I job code in 'List Derived from Class Number and Title.' Hiring Managers should consult with Agency HR for the correct code. **Remember to under-fill a position outside of a career ladder, you must have authorization from DHR/Classification to do so before you start a requisition in DEL.**
>
> *Casual/Seasonal*- **(see page 22 for more details)**
> Enter the merit equivalent job code here. Hiring Managers should consult with Agency HR for the correct code.
>
> *Series Postings -* Contact your HR staff if you plan to post or hire for more than one class level (ex: Equipment Operator I-III) as this requires one requisition per each class level. This is only recommended for hard to fill classifications.

Type of Recruitment—Select type (Open Competitive, Non-Merit Casual/Seasonal, Non-Merit Exempt, Merit, or In-House) by clicking ⌄

> ➢ Open Competitive – Any person can apply to this type of recruitment.
> ➢ Non-Merit Exempt – Designated for exempt BPs per PHRST. Any person can apply to this type of recruitment, but it is exempt from the merit rules.
> ➢ Non-Merit Casual/Seasonal - Desginated for casual/seasonal BPs per PHRST. Any person can apply to this type of recruitment. Such employees are not covered by the Merit Rules, but may be covered by collective bargaining agreements and by other State and Federal laws such as the Fair Labor Standards Act, Title VII of the Civil Rights Act, the Family Medical Leave Act, etc.
> ➢ Merit – Designated for Merit positions per PHRST. Only employees who have satisfactorily completed the initial probationary period for a Classified position may apply to this type of recruitment.
> ➢ In-House - Designated for Merit positions per PHRST. Only employees who have satisfactorily completed the initial probationary period for a Classified position and currently work for that specific agency may apply to this type of recruitment.

Type of Eligible List—Should be grayed out, if not **leave blank**.

Telework Eligible

Telework Information

☐ Telework Eligible

If your position is eligible for remote work, you can check this box and it will appear at the top of the posting.

Vacancy Information

Vacancy Information

○ New Position   ○ Replacement   ☐ Dual Fill   If Replacement, fill out previous incumbent name

Shift Hours (ie. 7am - 3:30pm)

Weekends/Holidays Required   ○ Yes   ⦿ No

New Position—Select if vacancy is a newly established position.

Replacement*—Select if vacancy is to replace someone leaving position; if selected, enter previous incumbent name in field **(* this will apply to most requisitions)**

Dual Fill—Select if vacancy is a dual incumbency. **Dual Incumbency needs prior approval from DHR Compensation before you start the requisition. Agency HR will send an email to class_comp_hrm@delaware.gov**

Shift Hours— Leave blank unless position has hours other than 8:00 am to 4:30 pm or some slight variation. This field should be used when the position will be working a schedule that is different from the standard Monday-Friday 8:00 am-4:30 pm shift such as 3:00 pm to 11:00 pm or 11:00 pm to 7:00 am. This information will be transferred to the posting and allow applicants to decide if they want to work this shift. **Check with your Employment Service Analyst for approved language.**

Weekend/Holidays Required—Specify "yes" or "no"

Posting Duration

Posting Duration
Specify # of Calendar Days (no less than 7, no more than 180): 7

Enter the number of calendar days that this posting should remain open. Recruitments are typically open for 7 days. They can remain open for up to 180 days if they are on the approved hard to fill list. Consult with your Agency HR if you have questions or concerns.

Note: If the decision is made to post more than seven days, but less than 180 days, Agency HR must get approval from their DHR Analyst and indicate their justification for this in the "Notes to HR" comments field.

List Requirements

Budget Position—Click 🖶 to open the budget position (BP) chooser screen. This dropdown feeds from PHRST and the options will be associated with the division and job class you selected at the top of the requisition form. Select the appropriate BP number by double clicking the number or single clicking to highlight it and then click 🖶 Select on the bottom of the screen.

When you select the budget position, the pay grade, work location and number of hours will auto-populate in as you tab through the row. Select the employment term, schedule, and type by selecting the appropriate responses using the ⌄

#Vac—select the number of vacant budget positions you are requesting to fill for this posting by clicking ⌄.

Pay Grade—**Do not enter** any information in this field; this information will automatically fill when the budget position and the number of vacancies is entered. If it does not auto-fill, consult with your Agency HR to verify against PHRST and determine reason.

Note: If you do not see your budget position number listed consult with Agency HR to verify you have the correct number.

Employment Term—Select from the dropdown –Regular, Casual/Seasonal, Limited Term

Employment Schedule— Select from the dropdown- Full-time or Part-time.

Employment Type—Select from the dropdown-Anticipated Vacancy(s) or Actual Vacancy(s)

Position #:   If you are filling multiple vacancies at the same location, when you select the chooser

at the end of the row to select more BP's that are available. Select all that apply and click .
The numbers will appear on the "All Positions" line.

Location Detail—This information will auto fill in based on what is listed in PHRST

Some agencies can post a position and allow the incumbent to work from one of two locations. If this
is the case, click   to add another line and post the same classification in more than one location.

Please note: We prefer to have no more than 5 locations on a posting. Applicants will get a choice of
all locations and can choose one or multiple locations and then will appear only on the referral lists for
the location(s) they selected.

Notes: **leave this area blank**

All Positions: The BP number will appear on this line. If you are filling multiple vacancies at the
same location and click the **Position #** chooser at the end of the row, all the BP's that you select here
will also appear on this line. More details on this are below.

Posting More Than One Budget Position-
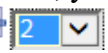
In certain situations, you may need to post more than one budget position number (BP) on one
requisition. Please check with your Agency HR to help you understand when this would be
appropriate.

To add more budget position numbers, you would follow these extra steps:

When adding budget position numbers to a line you must remember that they must all be at the same
location to be added to the row. If you have multiple budget position numbers in the same county, but
different locations, you will need to add another line to indicate they are at different locations.

Example: If you are posting for an Administrative Specialist I and have two openings at Haslet (BP# 1
and BP#2) and two openings at Barrett (BP# 3 and BP#4) you would have two lines in your
requisition; one for BP#1 and BP#2 and another line for BP#3 and BP#4.

To add these lines, follow these instructions:

For BP# 1 and #2, you would pull in BP# 1 as instructed above but change your   **#Vac**   in the

dropdown to   2 . At the end of that row, you will see another chooser

Budget Position #	#Vac	Pay Grade	Work Location	# Hrs	Employment Term	Employment Schedule	Employment Type	Pos #
00001169	2 ∨	008	McArdle Building ∨	37.5	Regular ∨	Full Time ∨	Actual Vacancy ∨	

Location Detail: McArdle Building

Notes:

All Positions:

Click on this chooser and a new window will appear as seen below

Select Position Control Number

Legend
Position Control Number Used on Another Requisiton.

Select Position	Filled
☑ 00001169	
☐ 00001175	
☐ 00061524	

Yes   Cancel

This window brings up all the available budget position numbers for the same class that are at the **same location** as the first number that you selected above. Each number has an open check box next to it. Put a check in the boxes next to the budget position number(s) you want to include in on this requisition.

Click   Yes   and the window will close. The row will now reflect your choices:

00001169	3 ∨	008	McArdle Building ∨	37.5	Regular ∨	Full Time ∨	Actual Vacancy ∨	

Location Detail: McArdle Building

Notes:

All Positions: 00001169,00001175,00061524

To add another location to the posting for BP's 3 and 4, you would add another line of budget numbers by clicking the ✚ and a new line will appear and seen below.

Budget Position #	#Vac	Pay Grade	Work Location	# Hrs	Employment Term	Employment Schedule	Employment Type	Pos #
00001169	3	008	McArdle Building	37.5	Regular	Full Time	Actual Vacancy	

Location Detail: McArdle Building
Notes:
All Positions: 00001169,00001175,00061524

Budget Position #	#Vac	Pay Grade	Work Location	# Hrs	Employment Term	Employment Schedule	Employment Type	Pos #
00063733	1	008	Carvel State Offic	37.5	Select one	Select one	Select one	

Location Detail: Carvel State Office Building
Notes:
All Positions:

Again, you will need to select one Budget Position number from the chooser on the left and since you have another BP at this location just repeat the steps above by clicking the chooser at the end of the row to add the additional BP.

Remember to have multiple budget position numbers on one line, **all jobs must have the same class code, be in the same Department, same location and have similar or same job duties.**

Note: If you have multiple locations, when you create your referral list HR will create a separate list for each location.

Summary Statement

Summary Statement

If desired you may replace the generic statement by providing a general overview of the duties of this position in space provided below. (600 character limit)

The summary statement is the best way to reflect to potential candidates the **duties and responsibilities** of the position. Each class has a generic statement, but we highly suggest that you create a customized summary statement for your posting. Add the statement in this box but remember it can only be 600 characters.

Additional Posting Requirements

Reminder: All the additional posting requirements listed below require DHR approval prior to creating the request to fill.

Select all that apply—

Additional Posting Requirements – (Check box to include additional posting requirement(s).)

☐ Selective Requirement ☐ Preferred Qualification ☐ Writing Exercise ☐ Functional Capability Evaluation ☐ Union Covered ☐ Condition Of Hire

Alternative Work Arrangement Information: ☐ Telework Schedule ☐ Alternative Work Schedule(AWS) ☐ Both Schedules Tel/AWS

Selective Requirement/Preferred Qualification

Selective - A selective is treated as a job requirement. If the applicant does not possess the knowledge or experience in the selective, they will be eliminated from moving forward in the process.

Preference - A preference is something the agency is requesting the applicant have knowledge or experience in but will not eliminate the applicant from the process.

If a selective or preference has been approved by DHR, insert the exact wording that was approved along with the DHR analyst that approved it. If it was a pre-approved request, instead of inserting the DHR analyst name, just indicate that is a pre-approved request. Selectives or preferences that have yet to go through the approval process must be submitted to DHR-Class-Comp mailbox. Please contact Agency HR to begin this request process.

Writing Exercise or Functional Capability Evaluation—no justification or text needed in the box, just check the box.

Alternative Work Arrangement Information: If your position allows Telework, Alternative work Schedule, or both, you would check the appropriate box, so that the posting contains additional information for the applicant (we have statements that connect to policy). In the block you can give more specifics of the arrangement if needed.

External Advertising

External Advertising

☐ Newspaper ☐ Specialized Locations (List Journals, Websites, etc.)

Advertising- Select all that apply if you are advertising. This information along with the information included in the planner will be used to support the days posted request.

Notes to Hiring Agency HR

This is the area where you would include any special language, requirements, etc. that you want on the posting.

Email Addresses:
These are required fields and will direct DTI on who to model email access/shared drives and badge access after. In most cases it is probably the person exiting the position. You must enter an email address ending with @delaware.gov. **Please verify that you are using the email as found in DTI's Active Directory. Re-check for spelling errors.**

Email Address•of Employee to model New Hire's Computer Access

Email Address of Employee to model New Hire's Badge Access

Attachments

You must first Save changes to create the Requisition record before attaching supporting documents.
Upload Attachment

This is where you can attach Director and fiscal approval emails if not approved in system. You will need to save the requsition and then go back in and attach the documents. **Do not route to HR before you save and attach approvals.**

Contact Information

Contact Information

HiringMgrName

HiringMgrPhone

Send Referral List to

Get Email Addresses
Hiring Manager's Email Address

Person Responsible for Recruitment, Planning & Testing

Contact Phone

HiringMgrName—list the first and last name of the Hiring Manager

HiringMgrPhone—list the Hiring Manager's phone number

Send Referral List to—Do not enter anything here

Get Email Addresses -*do not enter anything in this section*

Hiring Manager's Email Address- This field is required. **Make sure you check your spelling**
Please note: When a candidate is hired in the system, IT will contact this email contact to confirm the computer access that the new employee will need.

Hiring Manager's Email Address

Person Responsible for Recruitment, Planning, & Testing—This is your Agency HR contact who will be responsible for this recruitment.

Contact Phone—Enter the Agency HR phone number

Human Resources Notes—this field is to list any notes that your Agency HR may need to convey to DHR.

HUMAN RESOURCES USE ONLY (only HR can fill out the items below)

HR Notes and Comments

If the requisition is not ready for routing:

Save & Close —Click Save and close to save the information you just entered. **This will allow you to return and finish later. Remember to go back in and attach your approvals before routing to HR.**

Close —Will *not* **save** the requisition data; it just closes the program

List your Interview Panel and Proposed Interview Date:

After saving and closing your requisition, you may go back in and enter your interview panel members under Requisition Supporting Information.

Requisition Supporting Information

Interview Panel Member 1 Name	Mary Smith
Interview Panel Member 2 Name	John Roberts
Interview Panel Member 3 Name	Sue Jones

Interview Date: 11/28/2022

Interview Location	Haslet Armory, Dover DE

Conference Room Reserved ✓

If the requestion is complete and ready for routing to HR:

Click "Save and Close" on the bottom of the requisition. This will take you to the main page where you will see your requisition.

 Select the radio button next to the requisition.

Then select the "Route" Icon on the bottom of the page.

 A popup box will appear:

—Click to display the dropdown menu and select ROUTE TO next approver (this will vary) or the next approver in your agency's workflow- This will send the approver an email saying it is ready to approve.

 You can still review the requisition by selecting the radio button of the requisition that you want to review and then select the review icon at the bottom of the page.

If you want to print a hard copy of the requisition for your records, select [Print icon] **Print** at the top of the screen prior to selecting the close icon.

Once you have routed to HR, you will be able to view the requisition but not make changes. Any further changes will be done by HR or they can route back to you and deny the requisition so that you can make additional changes.

Viewing Requisitions that have been Routed to HR

After a requisition has been created and routed to HR, you will be able to use the filters on the create and approve tab to find and view the requisitions that you have created and those that have not been deactivated.

Assigned To: All Users	Agency: Judicial (02)	Req ID:	
Pending User: All Users	Job Title:	Created on/before:	
Created By: All Users	Job Class:	Created on/after:	
Vacancy PIN:		Show Inactive Requisitions	

NEW   **Filter**   **Reset**   **Clear**   print

Req ID	Create Date	Start Date	Job Title	Job Class	Status	Pending User	Pending Action

You can use these buttons to filter your results, reset your search or clear your search

Filter   **Reset**   **Clear**

You will see a **Req ID** in front of your requisition. Select the requisition you are looking for by putting your cursor on the correct line and double clicking. The line will turn blue as seen below and will open the requisition.

	Req ID	Create Date	Start Date	Job Title	Job Class
⦿	23491	8/7/2018	--/--/--	Administrative Specialist II	MAAA02
○	17769	1/31/2017	--/--/--	General Clerical	MXAA09
○	12672	11/19/2014	11/19/2014	Accountant	MABB01
○	12657	11/17/2014	11/17/2014	Accountant	MABB01
○	12631	11/13/2014	11/13/2014	Accounting Specialist	MABA02
○	10571	9/12/2013	--/--/--	Assistant Chief of Fiscal and Policy Analysis	MABH04
○	10409	8/14/2013	--/--/--	Deputy Pension Administrator	MACZ01

Number of records: 7

Under-filling a Position

When creating a requisition for a position that you are under-filling, follow these steps:

Fill out all the required fields on the requisition as instructed earlier.

After verifying what flowed from PHRST to the Job Code and Merit Title box is correct,

Job Code and Merit Title

MACB03 - Human Resources Specialist III   ⬅——————   ⌄

you will need to select the job title you are under filling the position at in the "List Derived from Class

List Derived from Class Number and Title

MACB01 - Human Resources Specialist I   ⌄

Number" and Title box.   ⬅——————

By doing this, the posting and supplemental questionnaire will pull over the approval level requirements and applicants will be screened accordingly.

If you have questions about this, contact your Agency HR.

Creating a Casual/Seasonal Requisition

When creating a requisition for a Casual/Seasonal, you must know the merit equivalent job code before starting the requisition. Follow these steps:

Fill out all the required fields on the requisition as instructed earlier.

The class title that flows from PHRST will be a Casual/Seasonal code.

Job Code and Merit Title

MXAA09 - General Clerical   ⬅——————   ⌄

You will then need to select the merit equivalent job title you are filling the position as in the "List Derived from Class Number" and Title box.

List Derived from Class Number and Title

MABA12 - Accounting Specialist   ⬅——————   ⌄

E-List Tab-Viewing Referral Lists

Go to the **E-Lists** tab and you will see this screen:

You will be able to view all referral lists that are associated with requisition that you created. If you did not create the referral list and need to view it, you will need to contact your Agency HR.

To review the referral list, you will select View Referral List (s).

You can also add filters if you want to narrow it down more.
Examples:
- If you want to see all of your referrals, you can select View Referral list(s) or enter your agency and division
- If you want to see a specific referral you can enter the referral number or the recruitment number and then view Referral List(s)

Once filtered you will see something like this on the bottom of the screen:

⊞ 📁 (1 Aps) Ref #21627 (Class MFDB02) Management Analyst II (Herman Holloway Campus / Full Time / List Expires: 10/2/2023 5:00:00 PM)

If you select ⊞ it will expand your list to this where you can select the entire referral list or look at each application by selecting the name.

⊟ 📁 (1 Aps) Ref #21627 (Class MFDB02) Management Analyst II (Herman Holloway Campus / Full Time / List Expires: 10/2/2023 5:00:00 PM)
　📄 View Referral Report
　📄 TEST, TOM | Expires On:

If you select "View Referral Report" the Referral list will open and you will see this:

Share: [Select One ▾]

Return To HR: [HiringMickey Gray]

State of Delaware
Referral List #21627
Expires on 10/2/2023 5:00:00 PM

Certified List Number:	21627	Certified List Created:	10/2/2022 9:43:21 AM
Req ID:	22703	WorkOrderNumber:	
Allocated Class Title:	Management Analyst II	Req. List Type:	
Allocated Class:	MFDB02	Number of Vacancies:	1
List Derived from Class:	0	Location of Vacancy:	Herman Holloway Campus
Department:	DHSS/Social Services (3507)	Position Type:	Full Time
Division:		Specialty:	
Budget Center:	-	EmpServRep:	Mickey Gray
Language:		Analyst:	
Recruitment Number:	100222-MFDB02-350700	Notes:	
PCN:	00067053		

Expand Click to View Previous Lists

⊙ Show Attachments

Send Notices for [100222-MFDB02-350700 ▾]

ⓘ	📧Edit/View Selected	🖨Print Batch	📅Schedule Applicants				

| ⏮ ◀ 1 ▶ ⏭ | | Page: 1 of 1 Go | Page size: 1 Change | | | | Item 1 to 1 of 1 |

List Order	Name	Easy ID	R1	R2	R3	Action Taken	Comments	Details
1	TEST, TOM	tom-70-5544	100222	MFDB02	350700	History		☐ Approve Hire Hire Detail

| ⏮ ◀ 1 ▶ ⏭ | | Page: 1 of 1 Go | Page size: 1 Change | | | | Item 1 to 1 of 1 |

To view the applications, you would highlight the name of the applicant (s) and then select Edit/View Selected.

It will open to this(screen shot below), where you can select the name and the application opens for review. You can close and continue looking at other applications to decide who you wish to interview.

The system also allows you to set up interview panels and send notices to applicants to self schedule.

Scheduling Candidates in the System:

Once you have determined who to interview, you will be able to set up interview panels that will allow the applicants to self schedule.

You will need to set their disposition to SI –Schedule for Interview.

To do this highlight the applicant on the referral list and select

Then go toAction taken and from the dropdown find SI -Schedule for Interview in the drop down.

To save select:

Next you will need to find this icon
You will see this screen:

Ref Interview Scheduler - Ref Number: 21627

| Scheduling | Define Panels |

Scheduling for List:
Applicants in the Ref Report are displayed in the list below.

print

	Name	EzID	City	Zip	Phone	Email
○	TEST, TOM ()	tom-70-5544	GEORGETOWN	19946		tomtest@gmail.com

Number of records: 1

Save Schedule   Send Notices for [100222-MFDB02-350700 ▽]
Auto-Schedule Active Panels   Clear Active Panels   Expand/Collapse All Panels

No panels defined

Save Schedule   Send Notices for [100222-MFDB02-350700 ▽]

You will go to the "Define Panels" tab and set up the dates and times that you wish to interview.

Save   Reload Original Values

Length of Interview	[0 ▽] Hours [30 ▽] minutes
Minutes Between Interviews	[5 ▽] minutes
Prep Time	[0 ▽] minutes (Number of Minutes to arrive before appointment)
Individual Applicant Appointments	☐ (By checking this box each applicant will be assigned to a unique appointment slot)

	Panel	Date	Start	End	Expires	Max Slots	Location	Active
● ✕	1	[____] 📅	[Start ... ▽]	[End ... ▽]	[_____] 📅	[____]	[_____]	☐
●								

Save   Reload Original Values

At the top of the page, you will define the length of each interview, how many minutes between interviews, and if you want prep time before each candidate arrives. You will want to always check Individual Applicant Appointments (when you enter the dates and location and save the system will generate the list of times based on your criteria).

Next enter the dates, times, when the interview window expires, how many slots you want, and a location. The expiration date should be listed as the day before the interview so that applicants cannot continue to schedule. The Active button can be checked now or later when you are ready to send notices. The system will automatically filter panels based on your criteria.
SAVE your panels.

Scheduling Tab:

Next go to the scheduling tab and you will see this:

Scheduling for List:

Applicants in the Ref Report are displayed in the list below.

print

	Name	EzID	City	Zip	Phone	Email
○	TEST, TOM ()	tom-70-5544	GEORGETOWN	19946		tomtest@gmail.com

Number of records: 1

💾 Save Schedule   ✉ Send Notices for   [100222-MFDB02-350700 ▾]

Auto-Schedule Active Panels   Clear Active Panels   Expand/Collapse All Panels

Panel 1   ⬆

Date: Friday, October 7, 2022   **Expires:** Saturday, October 8, 2022
Start/End: 9:00 am - 10:40 am   **Status:** Active
Location: 122 State St., Dover, DE   **Available:** 3 of 3   auto-schedule panel   clear panel   print

	Appt	Start/End	Applicant Name	Admin Confirmed	Applicant Confirmed
○	1	9:00 am - 9:30 am		☐	--
○	2	9:35 am - 10:05 am		☐	--
○	3	10:10 am - 10:40 am		☐	--

Panel 2   ⬆

Date: Saturday, October 8, 2022   **Expires:** Sunday, October 9, 2022
Start/End: 1:00 pm - 2:05 pm   **Status:** Active
Location: 122 State St., Dover, DE   **Available:** 2 of 2   auto-schedule panel   clear panel   print

	Appt	Start/End	Applicant Name	Admin Confirmed	Applicant Confirmed
○	1	1:00 pm - 1:30 pm		☐	--
○	2	1:35 pm - 2:05 pm		☐	--

💾 Save Schedule   ✉ Send Notices for   [100222-MFDB02-350700 ▾]

When ready to invite applicants make the panels active on the define tab and on this tab select the radio button on all candidates that you want to invite to an interview. Remember they must be at a disposition of SI. Make sure you review the selections before sending notices as you do not want to invite the wrong candidates. Save the schedule and then send notices to the applicants)more on this below). They will get an email that directs them to self schedule.

They will go to their "My Applications" on Statejobs.delaware.gov, log in and pick a time. When they save the time, it will not be available for others to select and you will see that the applicant has confirmed on this screen.

Note: The Auto-Schedule Active Panels will insert applicants into a certain time slots for you and not give the applicants a choice of date or time. We feel this is not as customer friendly to the applicant so we suggest not using this.

To invite the applicants to self schedule, you will send notices directly from the Referral list

scheduling window by selecting   ✉ **Send Notices for**   [100222-MFDB02-350700 ▾]

(Your recruitment number will autopopulate the box.)

28   Revised 3.4.24

When selected you will land here:

Check the box of all the candidates that you wish to send the notice to:
(Note: You can also use the Select All filter at the top selecting all candidates to receive the notice)

Then go to the **Template Tab.**

You will select the radio button of the first template

When you do this a preview of the template will show below.
Next go to the Preview tab. This will generate a copy of the notice that will be sent. If this is correct, you will then go to the Send tab. On this tab you will enter a subject. We suggest State of Delaware Department of [Agency] – Invitation to Interview Recruitment #

Attachments:
If you have any attachments that you want to send to the candidate, you can add files to the email. This could include directions, who to ask for when they arrive, the reference contact information form and any other pertinent information you want to share about the interview.

When done, they send notices using the button below. You do not use the print button as the system assumes you are mailing those.

Send Notices   Print

You will then see this screen and if the notices sent correctly you will see the number sent in the E-mail Metrics box. The notice will also be store on the applicants profile which HR can access.

Bulk Email Send Status

Batch Number	91629
Send Status	Send complete.
E-Mail Metrics	1 of 1 emails sent, 0 emails skipped.
Printable Notices	Notices to print: 0

Applicant View:

Once your emails have been sent, the applicant will log into the system:

Delaware Employment Link
Explore. Apply. Succeed.

OPEN JOBS   MY APPLICATIONS   NOTIFY ME OF NEW JOBS   CLOSED JOBS   JOB DESCRIPTIONS

Schedule for Interview

UserID [   ]   Forgot Your UserID?

Password [   ]   Forgot Your Password?

[Schedule Interview]   [Clear Form]

They will see the panel of times available and select the one they want:

Schedule for Interview

Select from the available appointments.

○ mg-MACB04-mg Human Resources Specialist IV (21628)

Select

Schedule for Interview

1 M St. Santa Barbara, CA 805-450-8471
Tuesday, October 11, 2022

○ 09:00 AM - 09:30 AM
○ 09:35 AM - 10:05 AM
○ 10:10 AM - 10:40 AM
○ 11:20 AM - 11:50 AM

Submit

Once they have selected the time and submitted, you will return to your referral list and look under Schedule Interviews to see their name and confirmed time.

Select:

▶ Show Panel 1

This screen opens and you will see the name and that the applicant has confirmed. You can send a confirmed email to the candidate with any more information you wish to share.

Panel 1 - Past Date

Date: Friday, October 7, 2022
Start/End: 9:00 am - 10:40 am
Location: 122 State St., Dover, DE

Expires: Saturday, October 8, 2022
Status: Active
Available: 3 of 3

auto-schedule panel   clear panel   print

	Appt	Start/End	Applicant Name	Admin Confirmed	Applicant Confirmed
○	1	9:00 am - 9:30 am		☐	--
○	2	9:35 am - 10:05 am		☐	--
○	3	10:10 am - 10:40 am		☐	--

After the Interviews:

Dispositioning Applications on a Referral List

Dispositioning the candidates is a critical step. It should be done as soon as hiring decisions are made. In the near future, DTI will receive a list of all hires made in the system nightly that will allow them to create a "mydelaware.gov" access portal for the new employees. They will reach out to the hiring manager listed on the requisition to determine accesses needed. The sooner you put your hires in the system the smoother their onboarding will be.

Once you have interviewed, you will come back into the referral list and find each applicant you interviewed. Enter the date of the interview and the action taken. You will only do this on the candidates that you select for an interview. They should already be dispositioned to SI. You will change this to the appropriate disposition like H-Hire or INS-Interviewed not selected. It is helpful to note in comments your 1st, 2nd and 3rd choice.

Note: If you decide to reject the entire list you must give job related reasons in the comments box as to why you are not selecting the candidates. You must do this on every candidate on the list.

Go to the **E-Lists** and find your referral list

⊟ 📁 (1 Aps) Ref #21627 (Class MFDB02) Management Analyst II (Herman Holloway Campus / Full Time / List Expires: 10/2/2023 5:00:00 PM)
   📄 View Referral Report
   📄 TEST, TOM | Expires On:

Click on 📄 <u>View Referral Report</u>

You will get a summary of the applicants as referred to on page 22. Each applicant will have a place to

enter the Action Date (you can enter the date or choose from the calendar icon- 🗓)
Enter Action Taken (from the drop down). You will need to do this for every candidate that you interviewed.

Action Date:	Action Taken:
🗓	Any ⌄

Click on the drop down and you will pick a disposition from the list. Make sure you select H for the candidate you are making the offer to.

```
Select a Code
H - Hired
AR - App Reviewed - Not Selected For Interview
DI - Contacted - Declined Interview
NR - Contacted - No response
NS - Contacted - No show to interview
DO - Declined Offer
DS - Declined Offer - Salary
INI - Interviewed - Not Interested
INS - Interviewed - Not Selected
NP - No Show - Physical Agility
NI - Not Selected For Interview
RM - Removed from Eligibility List
W - Voluntarily Withdrew From List
```
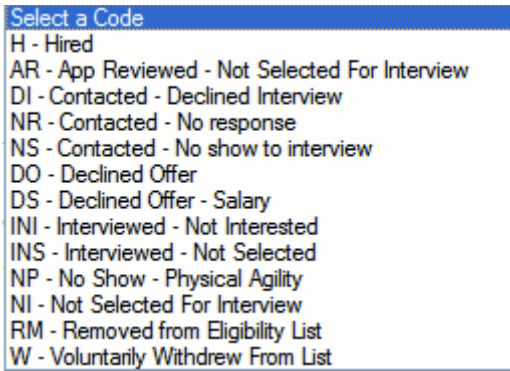
In the comments box notate your 1st, 2nd and 3rd choice. For all others you will in most cases enter INS-*Interviewed Not Selected* but if any of the other dispositions are more appropriate, choose that disposition. You will make your comments about the interviews on your interview notes..

When complete, select [**Update Selected**] to save your changes.

Interview documentation must be uploaded to the referral list. Collect all forms from your panel and scan. Upload this to the referral list by selecting:

Show Attachments

- Select the arrow and you will see this:

Upload Attachment

Then enter a description-example "Interview Notes 102322 MAAA01 350500 "
Choose your file
Check Hiring Dept. and Upload

Upload a Document

1   Enter a short description of the file you are uploading.

2   Click on the Choose File button to select the file to be uploaded.
Choose File   No file chosen

Only these file types can be uploaded:
jpg jpeg gif png pdf doc docx xls xlsx txt rtf

*The maximum file size you may upload is **1MB**.*

Viewable By:
☑ Human Resources   ☑ Hiring Department

When you are done click on the Upload button.

Upload   Cancel

Finalizing the Hire with Human Resources

When you interviewed the candidates, you should have asked them for a list of references. Once you make your selection, you should conduct references on the selected candidate. HR is looking for two supervisory references, but if you have trouble getting them- reach out to Central Talent Acquisition at DHR_Central_Recruitment@delaware.gov for guidance.

If the applicant is a current state employee, you will want to request from HR an interagency reference check also.

Once you receive satisfactory references start putting together your hiring packet.

It should include:

- The Candidate Selection Statewide Checklist
    - Name of Selected Candidate
    - Recruitment Number
    - BP that you are hiring into
    - The interview dates
- The Referral Action Form with a list of all candidates interviewed and the Dispositions. (Note: if you disposition on the referral list in JobAps, you can notate this on your checklist.)
- The Reference Release form for all Candidates interviewed

    Revised 3.4.24

- The Completed References for the Selected Candidate
- Request for Interagency Reference Check if applicable
- Signed Nepotism Form on all interviewed candidates
- Interview notes from all panel members on all Interviewees
- Any Writing Samples given at interview
- Any verification of Licenses received

You will email the hiring packet this in the order listed above to DHR_Central_Recruitment@delaware.gov **and cc** DHSS_HR_HiringPackets@delaware.gov

Once the hiring packet is reviewed, HR will contact you to make the offer.

NOTE: You can not make an offer until you get formal approval from HR.

Once the candidate accepts, you will email:
DHSS_HR_HiringPackets@delaware.gov and let them know:

- Conditional Offer Date- Date they accepted
- Start Date- Date they will officially start

Letter Templates in DEL

Below is a copy of the scheduling template in DEL that you will be sending to applicants to self schedule. Remember when you are selecting a template make sure you preview it to ensure you are sending the correct notice to the applicants.

<u>Schedlink –</u>
<u>Self Schedule Notice</u>

Subject Line: **State of Delaware, Department of [Agency] -** Invitation to Interview

Dear **[FIRST NAME],**
Thank you for your application to the **[JOB TITLE]** [**Recruitment Number]**at **[Agency]**.
We would like to invite you to interview for the role. We have sent you a link to self-schedule at statejobs.delaware.gov under "My applications". Log in and select an available time and date and submit. Once confirmed we will follow up with an email/phone call that will give your further details.

We look forward to speaking with you.

Thank you for considering the State of Delaware as your employer.

Finalizing the Hire