NEOGOV

OHC Training Guide

Phase 3

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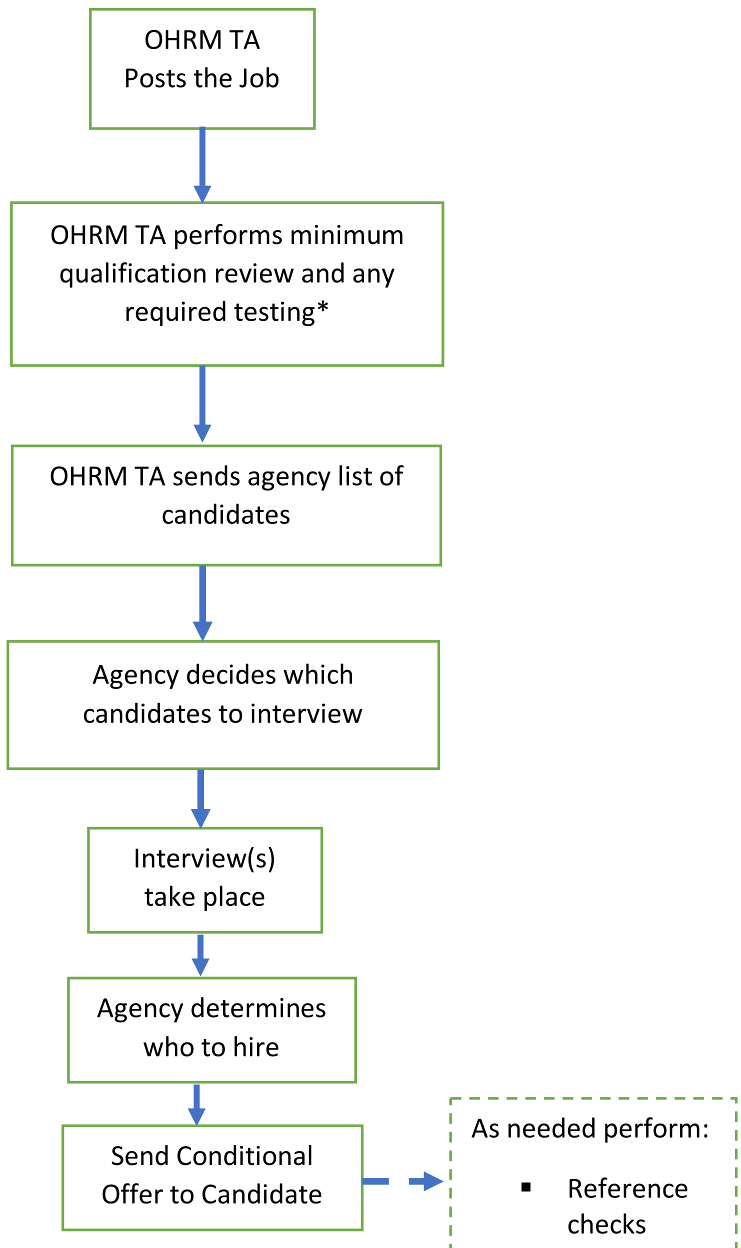
This document covers how to handle the referred list of candidates, including the interview stage.

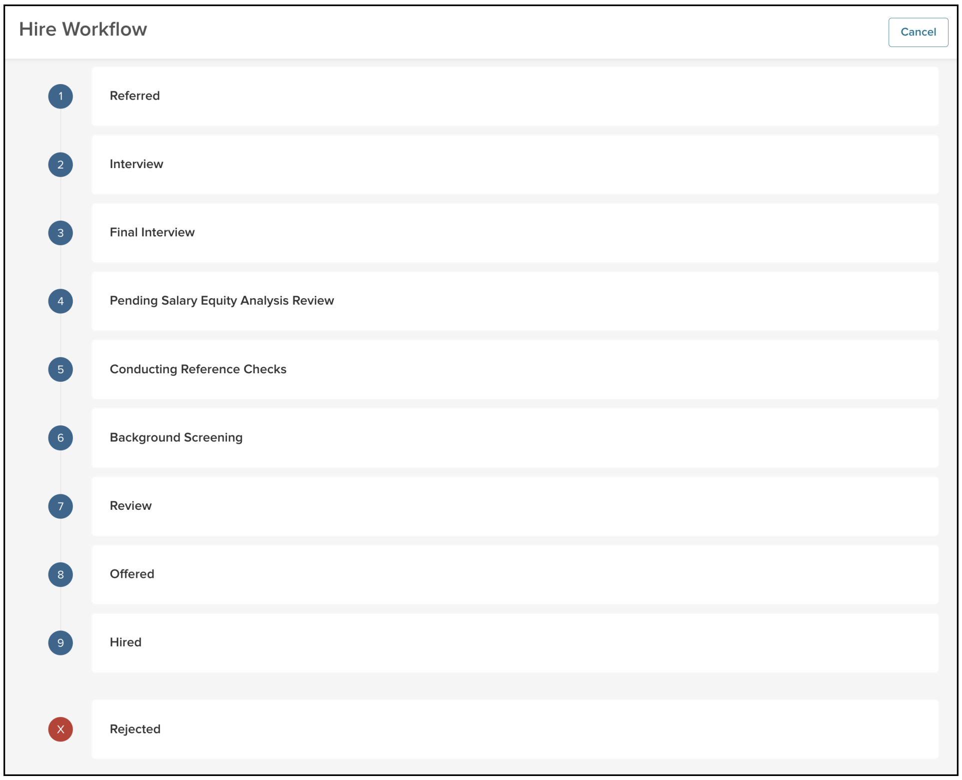
Section 1: Handling a Referred List of Candidates

Once ORHM has completed the posting of the job announcement and has prequalified the candidates, you will receive the list of referred candidates from OHRM that have met minimum qualifications. You will now continue the Phase 3 section by determining which candidates to interview and who to hire. Shown below is the basic workflow for the process of handling the referred list of candidates.



*All Administrative Aide (I-IV) and Public Safety Call Taker/Dispatcher (I-III) positions are required to pass an exam before being referred to the hiring agency.

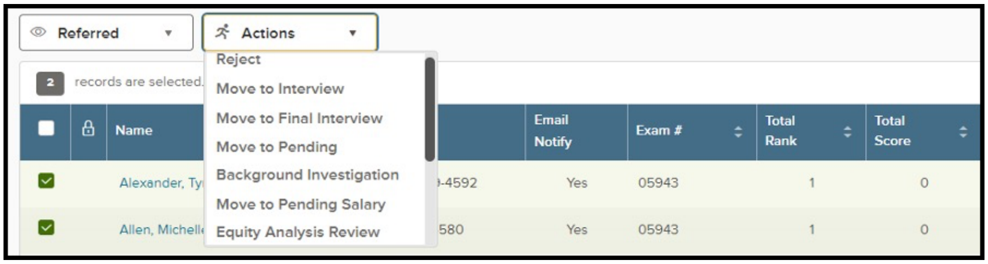
Within the OHC Dashboard, there is a workflow (shown below). You do not need to complete all the suggested steps listed there, nor do you have to perform them in the order that they are listed. These are suggested steps for you to follow. Keep in mind that these steps could vary depending on the job position that needs to be filled.



1.1 Update Candidate Status

1. To view the list of referred candidates, go to your OHC Dashboard and look for the *Requisition Title* column listed in the *My Candidates* section. Click on the appropriate Requisition Title to see the list of candidates from OHRM.

2. All candidates are initially in the *Referred* status. You can change their status by selecting the candidate(s) and then selecting a different status under the *Actions* dropdown. Repeat this action as often as needed as the candidates move through the interview/offer/hire process.



The table below defines each *Action* status.

Action Name	When to Move to Action
Reject	When you have decided that you do not want to proceed to the next step with this candidate. This can occur at any point in the interviewing process.
Interview	When a candidate is selected for their 1st interview.
Final Interview	When/if your agency has multiple interviews and this is the final one before selecting a candidate for the conditional offer.
Pending Salary Equity Analysis Review	When you send the salary equity packet to OHRM Classification & Compensation for review.
Conducting Reference Checks	When your agency begins the reference check process on a candidate(s).
Pending Background Investigation	When/if your agency has a candidate in a classification that requires a background investigation through the *OHRM Background & Compliance Division.
Offer	When you get the approved salary equity analysis back from OHRM and make the offer to the candidate.
Hired	When the candidate has accepted the offer and you are ready to hire the candidate.

**Contact PSI@co.pg.md.us if you have questions about if your position requires a background investigation.*

3. There are three (3) additional *Actions* which can be performed on the list of referred candidates. These are actions for notifying candidates or printing out applications in mass quantity.
   a. Send Notices
   b. Send Text Messages
   c. Print Apps

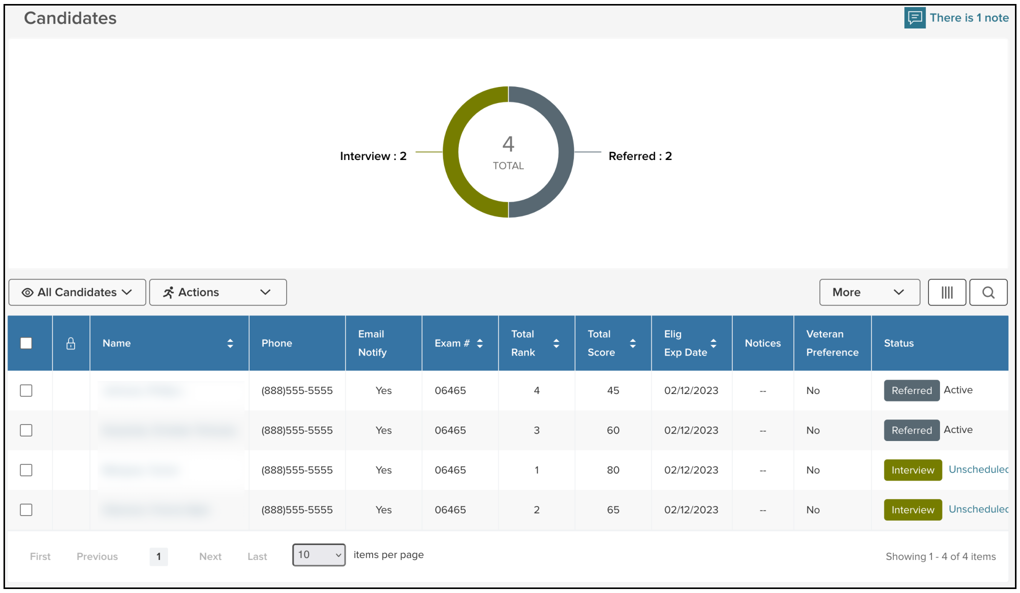
☛ Note: If you find that there is not a Notice or Text Message available from the options that relates to the message you want to send out, please email OHRMRecruitment@co.pg.md.us to request that a new template be added. You will need to supply in the body of the e-mail the verbiage you would like to send out.

1.2 Moving Candidates through the Workflow

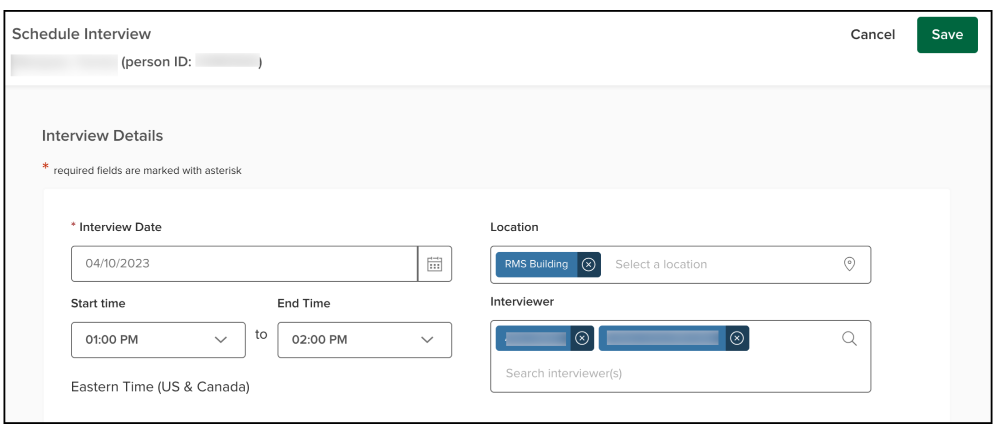
Now that you have the basics for this phase, you will go through the steps explained below.

☛ Note: If you notice that there is a lock icon next to a candidate's name, that means the candidate's profile has been locked and you are unable to move the candidate(s) to the next step in the hiring process. You will need to reach out to your designated OHRM TA Analyst or send an email OHRMRecruitment@co.pg.md.us.

1. Select the candidates that you wish to interview. To move the candidates to the *Interview* stage, select the candidate's name and then *Move to Interview* from the *Action* dropdown menu. Repeat for each candidate who will be interviewed. The wheel showing the number of candidates will update as you move the candidate through the process.



2. (*Optional*) Now that you have candidates to interview, you need to schedule the interview time. Click on the *Interview* button on the far right and the *Schedule Interview* window will open on the side. Fill in the appropriate information for the interview and save. Repeat for each candidate being interviewed.



3. For any candidates who you are not interviewing, they can be moved to the *Reject* status now or later in the process.

4. Once you have your successful candidate, you can make a tentative selection. At this point, the agency HR team can send the candidate a conditional offer. This is where an agency will also do the background and reference checks (if needed).

☛ Notes:

- A conditional offer is one that notifies the candidate that they've been selected but there is no confirmed salary. A salary analysis and background screening will be done. After the analysis and background screening are completed, the formal offer will go out.
- If you decide to utilize the *Hire Workflow* that is part of your OHC Dashboard, you can see a summary of how the candidates are moving through the workflow. A sample of this is shown below.