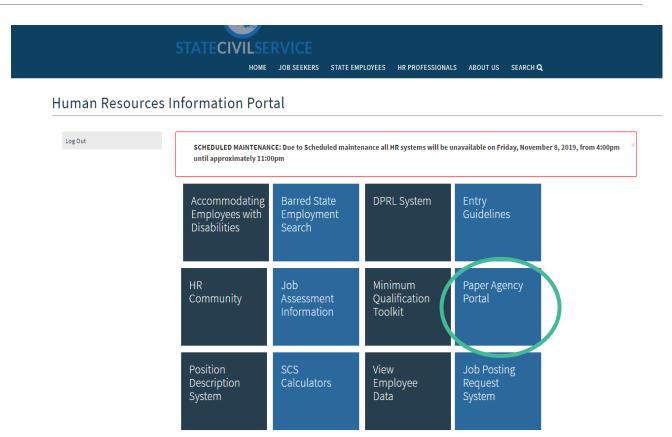
# Paper Agency Job Posting Request Instructions

GC 2020 - 004 JANUARY 14, 2020



## Getting Started

- Log into HR Info Portal
- Click 'Paper Agency Portal' icon to get started!



### Paper Agency Portal Menu

HOME JOB SEEKERS STATE EMPLOYEES HR PROFESSIONALS ABOUT US SEARCH 🔾

#### Paper Agency Portal Menu

Upload Personnel Action / Posting Request Form

Click here to submit a new request!

Submit Personnel Action Form(s) to State Civil Service.

HR Dashboard

Click here to view the status of items already submitted.

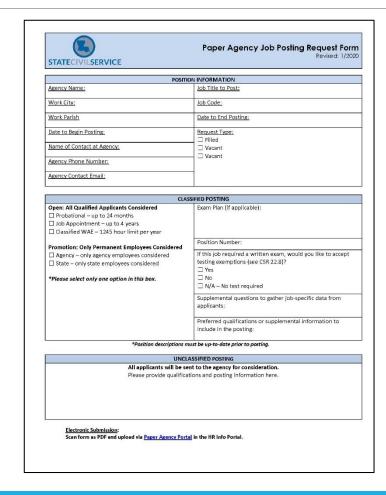
View your agency's pending & completed Personnel Action Forms.

#### **Incumbent Name Inquiry**

Search for your agency's pending or completed Personnel Action Forms by incumbent name.

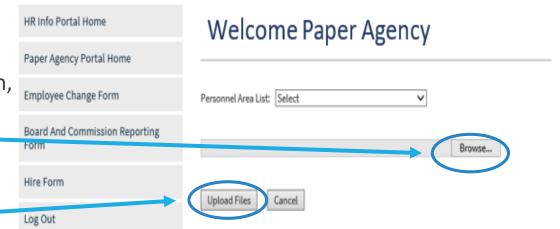
### Submit a New Request

- Agency fills out form completely
  - All fields are required with the exception of the Exam Plan, Supplemental Questions, Preferred Qualifications or Supplemental Information to be included in the posting
  - Save or scan the form as a PDF



### Submit a New Request

- Agency selects their personnel area
- The agency will then click the "Browse..." button, locate the PDF file of the Job Posting Request Form saved on their computer
- The agency will then click the Upload Files button



### Submit a New Request

• Once the Agency clicks the "Upload Files Button," they will receive a message indicating the request was uploaded successfully.



### Paper Agency Dashboard

Welcome Paper Agency

 Once the request has been received and logged in by SCS, the requests will appear on the agency's Paper Agency Dashboard.

#### Completed 104 Change Forms completed. 1 2 3 4 5 6 7 Request Posting Job **Posting Open Posting Close** Consultant Log # View **Employee Name** Agency Date Completed T. Kelly SCS-111333 1/28/2020 2/10/2020 Paper Agency Post a Vacancy

• If the request is to post a vacancy or to post a new continuous posting, once the posting has been made live, the Job Number and Posting dates will appear on the Paper Agency Dashboard.

### Paper Agency Dashboard

#### Request Status Definitions

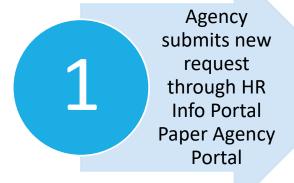
#### Pending

- The request has been received by SCS and assigned to a consultant that will process your request
- Completed (Different meanings based upon initial request type)
  - The posting has closed and the eligible list and adhoc reports have been completed and attached to the log on the Paper Agency Dashboard. (I want to post a new vacancy)
  - The new continuous posting is live in LaCareers. (I want to post a new continuous posting)
  - The eligible list and adhoc reports have been completed and attached to the log on the Paper Agency Dashboard. (I want to obtain an eligible list from an existing continuous posting)

#### Canceled

 Agency's request has been canceled. The reason may be in the comments section. (Will be used for any requests that are canceled)

### Simple as 1, 2, 3!











- This system replaces the following:
  - Emails that are currently being submitted to the Workflow email addresses when the agency initially makes a request for a posting
    - > Agency now submits all requests through HR Info Portal, Paper Agency Portal
  - Emails that are being submitted once the posting is made live
    - Agency will now monitor dashboard to see if request was 'Completed'
  - Emails that are being submitted to request an eligible list from a continuous posting
- Agencies will still submit CPG eligibility questions via email to the respective consultants assigned to the posting.

### Transition - Next Steps

- Effective January 21, 2020:
  - Paper Agencies will begin using the new Paper Agency Job Posting Request Form.
  - SCS-LaCareersWorkflow1@la.gov, SCS-LaCareersWorkflow2@la.gov, SCS-LaCareersWorkflow3@la.gov and SCS-LaCareersWorkflow4@la.gov email addresses will be deactivated.
  - Continuous Postings
    - All current continuous postings will remain active in NEOGOV; if agency would like to request an eligible list, please
      do so using the new paper agency posting process.
    - SCS asks that you take a look at current continuous postings for your agency and assess their current need. If you
      determine that your agency's continuous posting is no longer needed, please contact the assigned consultant to
      discuss cancelling.