

Arkansas State Jobs Training Manual

Arkansas.gov
Live Help | Agencies | Online Services | State Directory

Sign in to ARStateJobs.com

You must login before applying for a job opening.

Username:

Password:

Remember Login Information

[Forgot password? Click here.](#)
[Need Help?](#)

Technical Support : 1-877-727-3468

Don't have an ARStateJobs account?
[Create an account now](#)

To find all jobs, leave fields empty and click "Search for Jobs"

Agency:

Position Number:

Job Description: Ex. ("director" or "chemist")

County or City: Ex. ("Little Rock" or "Pulaski")

[American Recovery and Reinvestment Act Jobs:](#) Include **Funded By ARRA**

Job Title <small>Link Opens in New Window</small>	Agency	Closing Date	ARRA
FINANCE PROGRAM ANALYST	Insurance Department	01/06/2012	
ECOLOGIST COORDINATOR	Arkansas Highway & Transportation Department	12/31/2011	
LICENSED ARCHITECT	Arkansas Highway & Transportation Department	12/31/2011	
ADMINISTRATIVE SPECIALIST III	Arkansas Highway & Transportation Department	12/30/2011	
AGENCY CONTROLLER II	Arkansas Highway & Transportation Department	12/30/2011	

Department of Finance and Administration Office of Personnel Management

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This is a screen shot of the home page that shows the links and options available to your agency. The notes explain the functions of the highlighted buttons or links.

The screenshot shows the Arkansas State Jobs website. At the top left is the Arkansas.gov logo. To its right are links for [Live Help](#), [Agencies](#), [Online Services](#), and [State Directory](#). The main header features a graphic with silhouettes of people, a laptop, and the Arkansas State Capitol dome, with the text "ARKANSAS State Jobs" and "The official employment website of the State of Arkansas". Below the header is a navigation bar with [Admin Home](#), [Jobs](#), [Preferences](#), [Search](#), and [Site Admin](#), along with a user greeting "Welcome, Ben Ellis".

A notice states: "NOTICE: If you are having trouble printing applications with page breaks, [click here.](#)"

The main content area is titled "Administration Tool for" and "Welcome, Ben Ellis [edit]". Below this is a section titled "Select From the Following Options:" containing a grid of links:

View Active Job Listings	Search
View Closed Job Listings	Print Applications
Add New Job Listing	Manage E-mail Response Templates
Edit Current Job Listing	Manage Job Options
Instructions	Change Account Information


Below the grid is the text "Department of Finance and Administration Office of Personnel Management". At the bottom, it states "Arkansas Government Jobs is hosted by the Information Network of Arkansas in conjunction with the Department of Finance and Administration Office of Personnel Management." and includes a copyright notice: "Copyright © 2011 State of Arkansas. All Rights Reserved." with links for [Accessibility](#), [Privacy](#), [Security](#), and [Acceptable Use](#).

Callout boxes provide the following explanations for the links:

- [View Active Job Listings](#): This link takes you to the active jobs page.
- [View Closed Job Listings](#): This link takes you to the list of closed jobs.
- [Add New Job Listing](#): This link takes you to the job posting page where you can post a new job.
- [Edit Current Job Listing](#): This link takes you to the list of active jobs where you can choose the job posting you would like to edit.
- [Instructions](#): This link takes you to instructions on how to use the AR State Jobs website.
- [Search](#): This link takes you to a search page where you can search for applicants.
- [Print Applications](#): This link takes you to a list of printing options.
- [Manage E-mail Response Templates](#): This link takes you to a page where you can create, modify, or delete your e-mail response templates.
- [Manage Job Options](#): This link takes you to a page where you can manage your job options.
- [Change Account Information](#): This link takes you to a page where you can change your name or password.

Active Jobs Page

This is a screen shot of the Active Jobs page that shows the list of jobs that are currently advertised for your agency. The notes explain the functions of the highlighted buttons or links.



ARKANSAS
State Jobs

The official employment website of the State of Arkansas

Admin Home **Jobs** Preferences Search Site Admin Welcome, Ben Ellis

Options: **Active Jobs** - Clicking any of these highlighted headers will sort the information from A-Z or 1-10. Clicking the header a second time will sort from Z-A or 10-1.

Options: [Post a new job](#) 👁️ = Preview Web Version 🗑️ = Delete Job 📄 = Duplicate Job

Click Job Title To Edit Job Posting Details

Class Code	Job Title	Position	Posted	Expires	Apps	Options
G101C	DHS AREA MANAGER	11111121	12/08/2011 9:50	12/08/2011 11:59	0	👁️ 🗑️ 📄
A076C	FINANCE PROGRAM ANALYST	11111118	11/29/2011 1:18 am	12/20/2011 11:59 pm	0	👁️ 🗑️ 📄
R025C	HUMAN RESOURCES ANALYST	11111114	11/29/2011 1:18 pm	12/20/2011 11:59 pm	9	👁️ 🗑️ 📄
		11111119	11/30/2011 9:03 am	12/22/2011 11:59 pm	5	👁️ 🗑️ 📄
X180C	INSURANCE LICENSING TECHNICIAN	11111117	11/29/2011 1:25	12/14/2011 11:59	7	👁️ 🗑️ 📄
X083C	INSURANCE LIFE & HEALTH COMP OFFICER	11111110	11/29/2011 1:25 pm	12/14/2011 11:59 pm	4	👁️ 🗑️ 📄
C084C	MAIL SERVICES SPECIALIST	11111116	11/29/2011 1:25 pm	12/14/2011 11:59 pm	8	👁️ 🗑️ 📄
G004C	MANAGING ATTORNEY	11111112	11/29/2011 1:25 pm	12/14/2011 11:59 pm	9	👁️ 🗑️ 📄
G120C	RISK CONSULTANT	11111120	12/07/2011 9:16 am	12/14/2011 11:59 pm	7	👁️ 🗑️ 📄
D022C	SYSTEMS SPECIALIST	11111113	11/29/2011 1:18 pm	12/14/2011 11:59 pm	10	👁️ 🗑️ 📄

Clicking on this number (which reflects the total number of applicants) will take you to the list of applicants for the position.

Clicking on the job title will take you to the job posting page where you can view, edit, or make changes to the job posting.

Clicking the "Eye" allows you to view the job posting just as the applicant would see it advertised on the website.

Clicking the "Trash Can" will delete the job posting.

Clicking the "Pages" will duplicate the job posting.

Applicant Page

This is a screen shot of the applicant page that shows the list of all those who have applied for the advertised position. The notes explain the functions of the highlighted buttons or links.

Arkansas.gov Live Help | Agencies | Online Services | State Directory

ARKANSAS State Jobs
The official employment website of the State of Arkansas

Admin Home **Jobs** Preferences Search Site Admin Welcome, Ben Ellis

Options: **Active Jobs** - **This link takes you to the Applicant Selection Record. The record is automatically populated with those applicants that meet the minimum qualifications for the position.**

Applicants for **RISK CONSULTANT (Pos # 11111120)**

To Send eMail: Select eMail Template and check box next to [] Click eMail button to preview.
To View Applications: Check box next to name; Click View button to see application in new window.
To Print Applications: Check box next to name; Click View button to see applications; Click Print.

Select eMail Template:
 Applicants interviewed and not selected

Show 10 entries

Click Name to View Application	Met MQ's	MQ Email Sent	Last Viewed	eMail	Interviewed	Hired
Daisy Beadle	Yes Screener: ben.ellis	12/08/2011 8:27 am	12/19/2011 8:44 am	<input type="checkbox"/>	12-08-2011	
Leroy Brown	Yes Screener: StickDog3	12/08/2011 8:28 am	12/19/2011 8:44 am	<input type="checkbox"/>	12-08-2011	Yes
Johnny Cash	Yes Screener: StickDog3	12/08/2011 8:29 am	12/19/2011 8:44 am	<input type="checkbox"/>		
John Doe	Yes Screener: StickDog3	12/08/2011 9:26 am	12/08/2011 9:24 am	<input type="checkbox"/>		
Lady Gaga	1		12/19/2011	<input type="checkbox"/>		

This is a drop-down box of previously established email responses that you may use to contact applicants.

Clicking the arrows along this row will sort the columns.

Clicking on the applicant's name will allow you to view the application.

The information in this field informs you whether or not the applicant met the MQ's and who screened the application.

	Click Name to View Application	Met MQs	MQ Email Sent	Last Viewed	eMail Check All	Interviewed	Hired																																				
	Daisy Beadle	Yes	12/08/2011	12/19/2011	<input type="checkbox"/>	12-08-2011																																					
<p>The green highlighted button informs you that an applicant has previously applied with your agency.</p>																																											
	Leroy Brown	Yes Screener: StickDog3	12/08/2011 8:28 am	12/19/2011 8:44 am	<input type="checkbox"/>	12-08-2011	Yes																																				
	Johnny Cash	Yes Screener: StickDog3																																									
<p>Clicking the highlighted button will allow you to view the applicant's history with your agency. Clicking the red highlighted button will then close the applicant's history.</p>																																											
<table border="1"> <thead> <tr> <th>Job Title</th> <th>Met MQ</th> <th>Date Applied</th> <th>Withdrawn Date</th> </tr> </thead> <tbody> <tr> <td>ADMINISTRATIVE SPECIALIST I</td> <td>Y Screener: StickDog3</td> <td>2011-11-29 14:43:53</td> <td></td> </tr> <tr> <td>CERTIFIED FINANCIAL EXAMINER</td> <td>Y Screener: StickDog3</td> <td>2011-11-29 14:43:53</td> <td></td> </tr> <tr> <td>HUMAN RESOURCES ANALYST</td> <td></td> <td>2011-11-29 14:43:53</td> <td></td> </tr> <tr> <td>INSURANCE INVESTIGATOR</td> <td>Y Screener: StickDog3</td> <td>2011-11-30 09:39:10</td> <td></td> </tr> <tr> <td>INSURANCE LICENSING TECHNICIAN</td> <td>N Screener: StickDog3</td> <td>2011-11-29 14:43:53</td> <td></td> </tr> <tr> <td>MAIL SERVICES SPECIALIST</td> <td></td> <td>2011-11-29 14:43:53</td> <td></td> </tr> <tr> <td>MANAGING ATTORNEY</td> <td></td> <td>2011-11-29 14:43:53</td> <td></td> </tr> <tr> <td>SYSTEMS SPECIALIST</td> <td></td> <td>2011-11-29 14:43:53</td> <td></td> </tr> </tbody> </table>								Job Title	Met MQ	Date Applied	Withdrawn Date	ADMINISTRATIVE SPECIALIST I	Y Screener: StickDog3	2011-11-29 14:43:53		CERTIFIED FINANCIAL EXAMINER	Y Screener: StickDog3	2011-11-29 14:43:53		HUMAN RESOURCES ANALYST		2011-11-29 14:43:53		INSURANCE INVESTIGATOR	Y Screener: StickDog3	2011-11-30 09:39:10		INSURANCE LICENSING TECHNICIAN	N Screener: StickDog3	2011-11-29 14:43:53		MAIL SERVICES SPECIALIST		2011-11-29 14:43:53		MANAGING ATTORNEY		2011-11-29 14:43:53		SYSTEMS SPECIALIST		2011-11-29 14:43:53	
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<input type="checkbox"/>	Lady Gaga	1	12/08/2011	12/19/2011	<input type="checkbox"/>
		Screener: StickDog3	8:28 am	8:44 am	
<input type="checkbox"/>	Willie Nelson	2	12/08/2011	12/19/2011	<input type="checkbox"/>
		Screener: StickDog3	8:30 am	8:44 am	
<input type="checkbox"/>	Charlie Sheen	1	12/08/2011	12/19/2011	<input type="checkbox"/>
		Screener: StickDog3	8:29 am	8:44 am	
Check all Uncheck all					

Showing 1 to 7 of 7 entries

Hiring Official Access
 Notify Hiring Official by email - all fields are required

From Email Address:

Hiring Officials Name:

Hiring Officials Email Address:

Current Hiring Officials

Screener	Name	Email	Date Issued	Status	Actions
StickDog3	ben	ben.ellis@dfa.arkansas.gov	12-08-2011	Authorized	Revoke Re-Issue

Attachments:

Attach a file:

[StickDog3 \(11-30-2011 10:48:44\) : A002C DFAAssistant AccountingAdministrator - F.doc \(Delete\)](#)

[blain \(11-30-2011 13:58:08\) : Test Tiff.pdf \(Delete\)](#)

You may select one, several, or all of the applicants that you wish to email by clicking in these boxes. The email template that you have selected from the drop-down box shown above will be the default email template used.

This email section is to be used to notify the hiring official that a list of applicants is ready for review. This provides the hiring official a daily email of links to view the applications of those applicants who have met the minimum qualifications of the position(s). This email might have multiple jobs listed. Emails will stop after 30 business days. If a hiring decision is made prior to the 30 day limit, you must REVOKE the hiring official's access to the filled position to discontinue receipt of this position on the daily emails.

You may revoke or reissue the hiring official privileges by selecting one of these buttons. If you are notified by a hiring official that a selection has been made prior to 30 business days, you must REVOKE permission to delete that position from the daily emails.

You may attach a file that will become part of the position record. Examples might be: job description, veteran forms, background checks, or additional hiring paperwork you wish to become part of the hiring record. Click the Browse button to locate the file you want to attach and click Upload File to attach the file.

Preferences Section

The Preferences section consists of four tabs:

- **E-mail Response Templates**
- **Job Defaults**
- **Specific Applicant Questions**
- **Change account information**



Instructions on how to use these tabs will be provided on the following pages.

E-mail Response Templates

The **E-mail Response Templates** section is where you can create email templates that are frequently used in communicating with applicants.

Admin Home Jobs Preferences Search Site Admin Welcome, Ben Ellis

Options: [E-mail Response Templates](#) - [Job Defaults](#) - [Specific Applicant Questions](#) - [Change Account Information](#)

[Back to Applicants](#)

Current E-Mail Templates | To Update: Edit Fields and Click Save Button

Template Name: Applicants interviewed and not selected
(Subject Line)

Body of Message:

We encourage you to continue to watch for advertisements on the Arkansas State Jobs website at www.arstatejobs.com for other positions with our Department.

Good luck in your search and thanks again for your interest in employment with the Arkansas Insurance Department.

Template Name: Applicants not interviewed
(Subject Line)

Body of Message:

Thank you for your recent interest in working with the Arkansas Insurance Department.

We were fortunate to have received a number of applications from people with strong backgrounds in this area, making our selection process a difficult task. We regret to inform you that you were not selected for an interview.

To add, modify, or delete an **E-mail Response Template**, select the **Preferences** tab and then click **E-mail Response Template** under options.

1. To add a new template, scroll down the page until you reach a blank template. To edit an existing template, scroll down to the desired template.

[Add New E-Mail Template](#) | Enter Information and Click Add Template Button

Template Name:
(Subject Line)

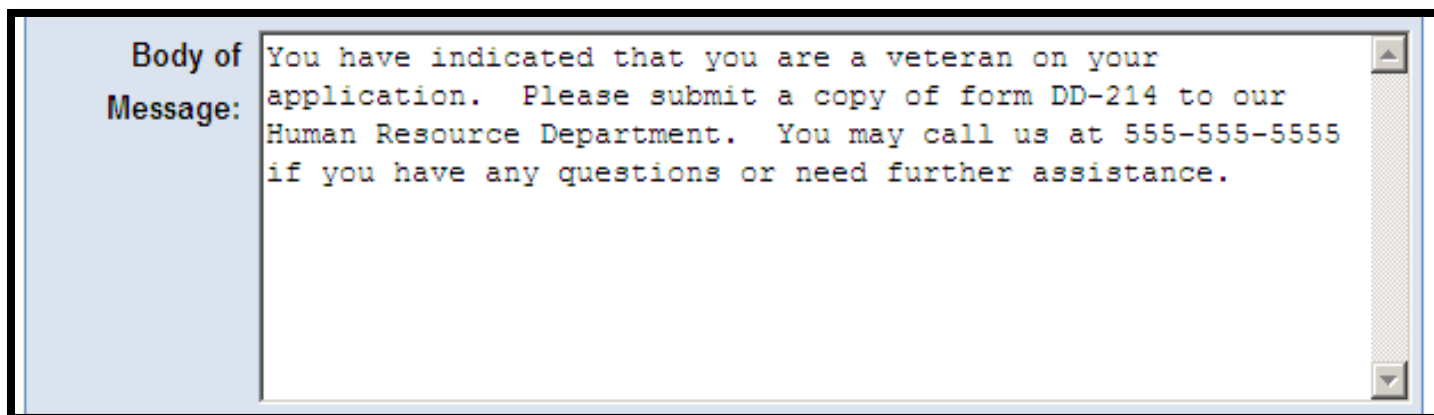
Body of Message:

2. Enter or edit the name of the template in the **Template Name** field.



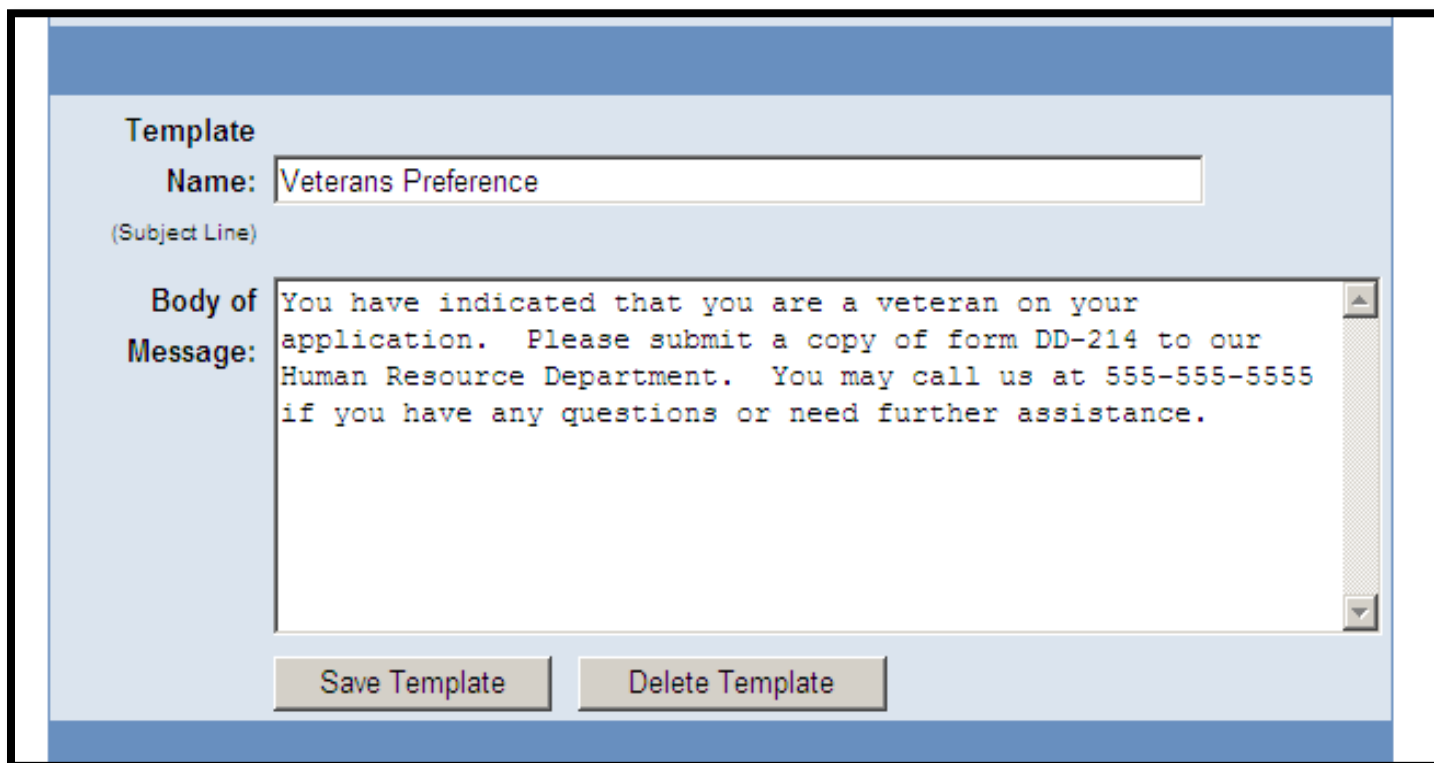
A screenshot of a form section titled "Template". It contains a label "Name:" followed by a text input field containing the text "Veterans Preference". Below the input field, the text "(Subject Line)" is visible.

3. Enter or edit the message in the **Body of Message** field.



A screenshot of a form section titled "Body of Message:". It contains a large text area with a scroll bar on the right. The text inside the text area reads: "You have indicated that you are a veteran on your application. Please submit a copy of form DD-214 to our Human Resource Department. You may call us at 555-555-5555 if you have any questions or need further assistance."

4. Click the **Save Template** button to save changes to your email response template.



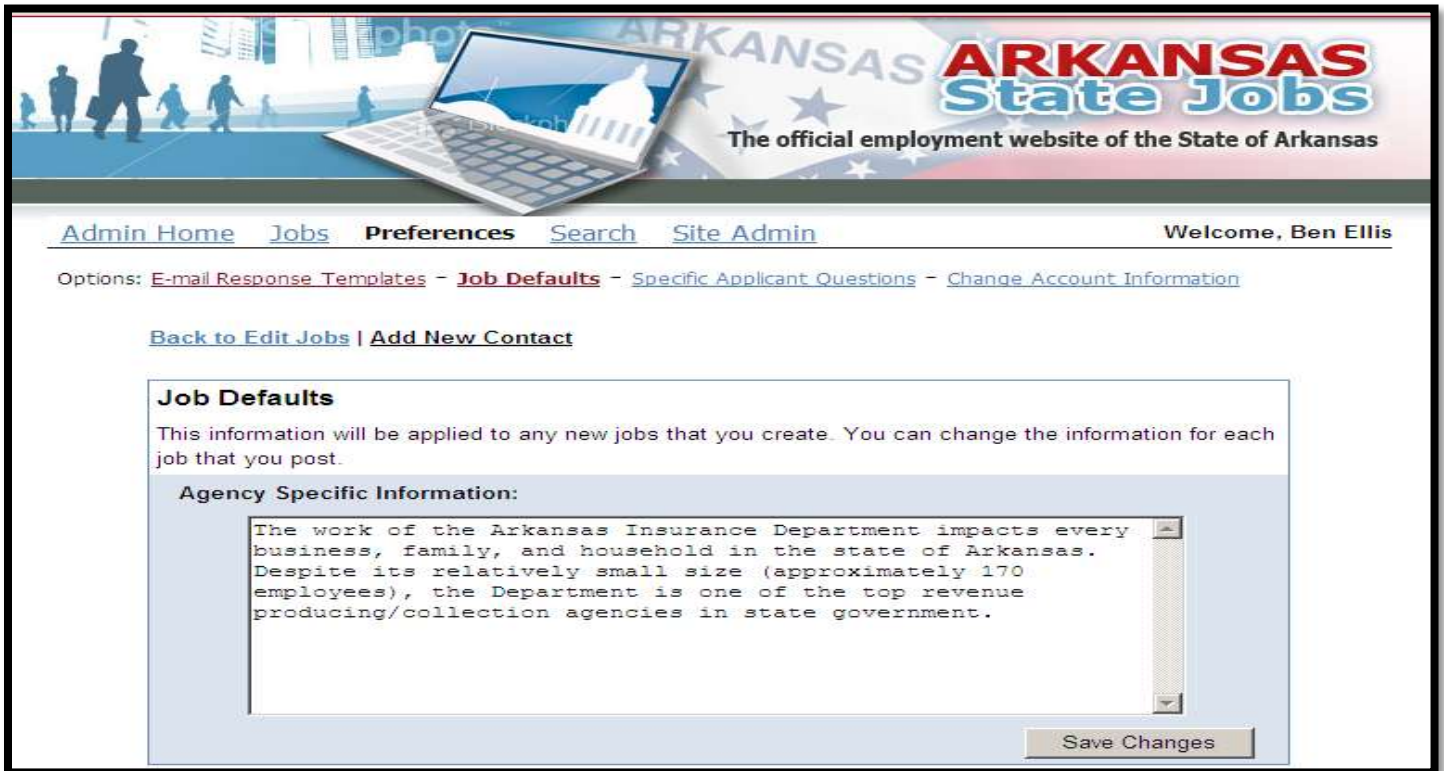
A screenshot of a dialog box titled "Template". It contains a "Name:" label and a text input field with "Veterans Preference". Below this is the label "(Subject Line)". Underneath is a "Body of Message:" label and a large text area with the same text as in the previous screenshot. At the bottom of the dialog are two buttons: "Save Template" and "Delete Template".

Your E-mail Response Template has been created and is ready to use when emailing applicants.

Note: To modify an existing template, be sure to click the **Save Template** button each time you make a change. The system will not save changes to multiple templates. **Be sure to save each template separately. This is especially important when setting up several email response templates.** If you would like to delete a template, select the **Delete Template** button under the previously established template you wish to delete.

Job Defaults

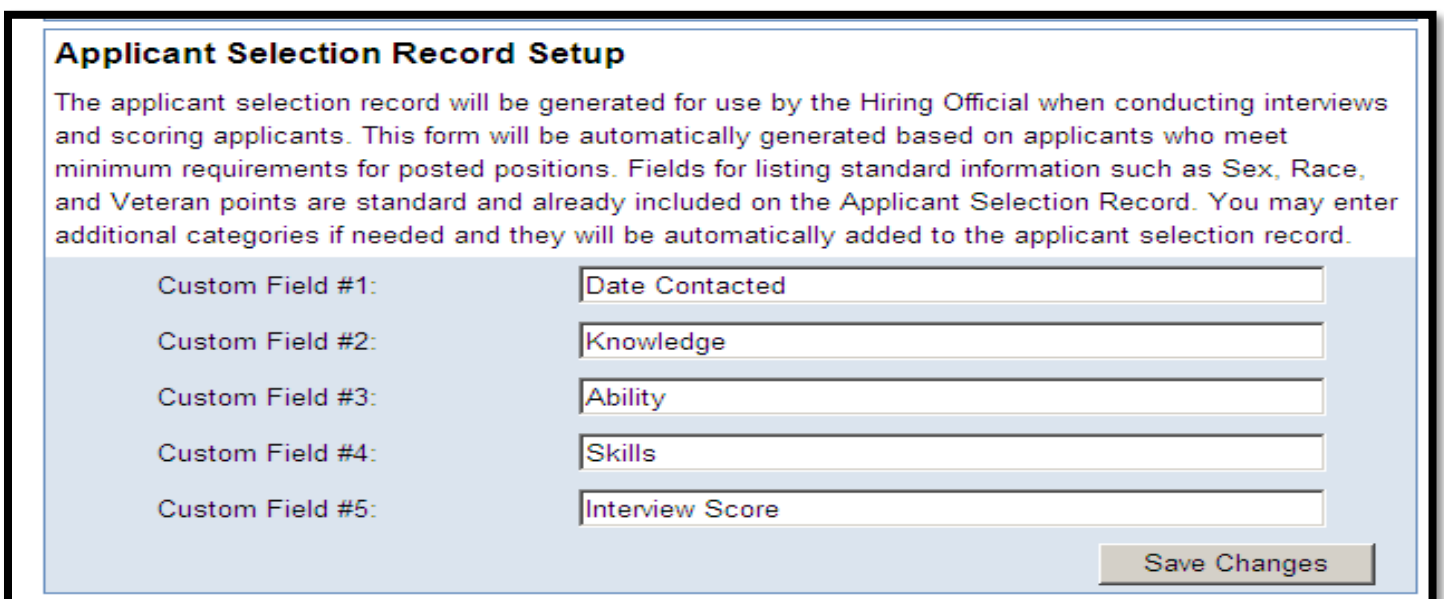
The **Job Defaults** section appears on all the job postings for your agency. This is an area on your job advertisement where you can provide the applicant with additional information about your agency.



The screenshot shows the 'Job Defaults' page in the Arkansas State Jobs system. At the top, there is a banner with the text 'ARKANSAS State Jobs' and 'The official employment website of the State of Arkansas'. Below the banner, there is a navigation menu with links: 'Admin Home', 'Jobs', 'Preferences', 'Search', and 'Site Admin'. On the right side of the menu, it says 'Welcome, Ben Ellis'. Below the menu, there are options: 'E-mail Response Templates', 'Job Defaults', 'Specific Applicant Questions', and 'Change Account Information'. The main content area has a heading 'Job Defaults' and a sub-heading 'Agency Specific Information:'. Below this, there is a text area containing the following text: 'The work of the Arkansas Insurance Department impacts every business, family, and household in the state of Arkansas. Despite its relatively small size (approximately 170 employees), the Department is one of the top revenue producing/collection agencies in state government.' At the bottom right of the text area, there is a 'Save Changes' button.

Select the **Job Defaults** tab and the screen above will appear. Click in the **Agency Specific Information** box and type in the information you wish the applicant to view when looking at a job posting. Be sure to click the **Save Changes** button to save any information you have typed in the box.

Also found on the **Job Defaults** page is the **Applicant Selection Record Setup** section. This is where you can customize the fields that appear on your applicant selection record. These fields are used by the hiring official and the responses will be automatically generated on the applicant selection record.



The screenshot shows the 'Applicant Selection Record Setup' page in the Arkansas State Jobs system. At the top, there is a heading 'Applicant Selection Record Setup'. Below this, there is a paragraph of text: 'The applicant selection record will be generated for use by the Hiring Official when conducting interviews and scoring applicants. This form will be automatically generated based on applicants who meet minimum requirements for posted positions. Fields for listing standard information such as Sex, Race, and Veteran points are standard and already included on the Applicant Selection Record. You may enter additional categories if needed and they will be automatically added to the applicant selection record.' Below the text, there are five rows, each with a label 'Custom Field #1:' through 'Custom Field #5:' and a corresponding text input field. The input fields contain the following text: 'Date Contacted', 'Knowledge', 'Ability', 'Skills', and 'Interview Score'. At the bottom right of the form, there is a 'Save Changes' button.

Be sure to click the **Save Changes** button when creating a new field, making a change, or deleting a field. Just like the Agency Specific Information, the Applicant Selection Record that you customize will be the permanent record for all jobs posted.

The last section on this page is the **Job Contacts** section. This is where you can establish and manage a list of contacts that you may choose from when posting a new position.

Job Contacts

This information will be applied to any new jobs that you create. You can change the contact information for each job that you post.

Name	Telephone	E-Mail Address		
<input type="text" value="Ben Ellis"/>	<input type="text" value="555-555-5555"/>	<input type="text" value="ben.ellis@dfa.arkansas.gov"/>	<input type="button" value="Save"/>	<input type="button" value="Delete"/>
<input type="text" value="Wendy Beadle"/>	<input type="text" value="555-555-5555"/>	<input type="text" value="wendy.beadle@dfa.arkansa"/>	<input type="button" value="Save"/>	<input type="button" value="Delete"/>
<input type="text" value="Don Lukas"/>	<input type="text" value="555-555-5555"/>	<input type="text" value="don.lukas@dfa.arkansas.gov"/>	<input type="button" value="Save"/>	<input type="button" value="Delete"/>
<input type="text" value="Liz Rainwater"/>	<input type="text" value="555-555-5555"/>	<input type="text" value="liz.rainwater@dfa.arkansas.g"/>	<input type="button" value="Save"/>	<input type="button" value="Delete"/>
<input type="text" value="Kay Terry"/>	<input type="text" value="555-555-5555"/>	<input type="text" value="Kay.terry@dfa.arkansas.gov"/>	<input type="button" value="Save"/>	<input type="button" value="Delete"/>
<input type="text" value="Herb Scott"/>	<input type="text" value="555-555-5555"/>	<input type="text" value="herb.scott@dfa.arkansas.gov"/>	<input type="button" value="Save"/>	<input type="button" value="Delete"/>
<input type="text" value="DFA HR Office"/>	<input type="text" value="555-555-5555"/>	<input type="text"/>	<input type="button" value="Save"/>	<input type="button" value="Delete"/>

Add New Contact:
Telephone:
Email:

After entering in the required information (contact name, telephone, and email), be sure to click the **Add Contact** button to save your information. If you make a change to a previously established contact, select the **Save** button to the right of the contact. If you wish to delete a previously established contact, select the **Delete** button to the right of the contact's name and information.

Specific Applicant Questions

The **Specific Applicant Questions** section is where you can create questions that an applicant will be required to answer as part of the application process.

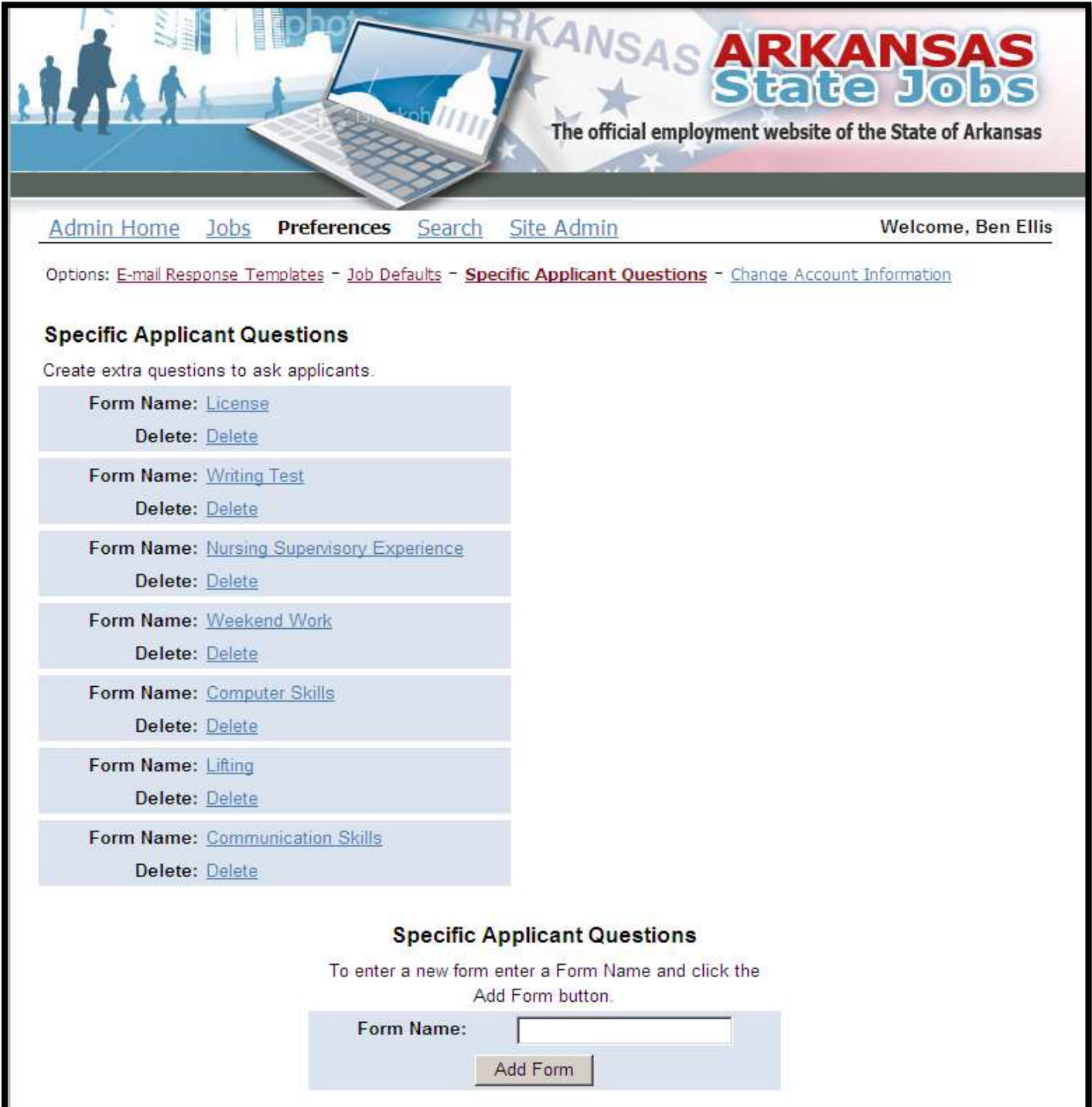
There are four different formats which you may use to formulate questions in order to get the best response. These are:

Text: Will allow the applicant to answer the question in their own words

Paragraph: Will allow the applicant answer the question in their own words

Select-one: Will allow the applicant to choose one answer from a list of responses

Select-multiple: Will allow the applicant to choose one or more answers from a list of responses



The screenshot shows the 'Specific Applicant Questions' management interface. At the top is a banner for 'ARKANSAS State Jobs' with the tagline 'The official employment website of the State of Arkansas'. Below the banner is a navigation menu with links for 'Admin Home', 'Jobs', 'Preferences', 'Search', and 'Site Admin'. A user greeting 'Welcome, Ben Ellis' is visible on the right. A breadcrumb trail shows the current location: 'Options: E-mail Response Templates - Job Defaults - **Specific Applicant Questions** - Change Account Information'. The main heading is 'Specific Applicant Questions' with the instruction 'Create extra questions to ask applicants:'. Below this is a list of existing question forms, each with a 'Form Name' and a 'Delete' link. The forms listed are: License, Writing Test, Nursing Supervisory Experience, Weekend Work, Computer Skills, Lifting, and Communication Skills. At the bottom, there is a section for adding a new form, titled 'Specific Applicant Questions', with the instruction 'To enter a new form enter a Form Name and click the Add Form button.' This section includes a text input field for 'Form Name:' and an 'Add Form' button.

[Admin Home](#) [Jobs](#) [Preferences](#) [Search](#) [Site Admin](#) Welcome, Ben Ellis

Options: [E-mail Response Templates](#) - [Job Defaults](#) - **[Specific Applicant Questions](#)** - [Change Account Information](#)

Specific Applicant Questions

Create extra questions to ask applicants:

Form Name: License	Delete: Delete
Form Name: Writing Test	Delete: Delete
Form Name: Nursing Supervisory Experience	Delete: Delete
Form Name: Weekend Work	Delete: Delete
Form Name: Computer Skills	Delete: Delete
Form Name: Lifting	Delete: Delete
Form Name: Communication Skills	Delete: Delete

Specific Applicant Questions

To enter a new form enter a Form Name and click the Add Form button.

Form Name:

Begin by entering the name of the form/question in the **Form Name** box. Then click the **Add Form** button.

Specific Applicant Questions

To enter a new form enter a Form Name and click the Add Form button.

Form Name:

After clicking the **Add Form** button you will see the form name at the bottom of the list. In this case, **Form Name: Degree**. Click on **Degree** to finish entering your question.

Specific Applicant Questions

Create extra questions to ask applicants.

Form Name: License
Delete: Delete
Form Name: Writing Test
Delete: Delete
Form Name: Nursing Supervisory Experience
Delete: Delete
Form Name: Weekend Work
Delete: Delete
Form Name: Computer Skills
Delete: Delete
Form Name: Lifting
Delete: Delete
Form Name: Communication Skills
Delete: Delete
Form Name: Degree
Delete: Delete

Specific Applicant Questions

To enter a new form enter a Form Name and click the Add Form button.

Form Name:

After clicking the highlighted **Degree** button you will be redirected to the following page where you can enter your question.

The screenshot shows a form editor interface. At the top, it says "Form Name: Degree" in red. Below that, it says "Edit Information in the Following Fields". The main text reads: "Text and Paragraph will let the applicant answer the question with their own words. Select-one and Select-multiple will allow the applicant to choose the answer. Separate Selects with commas. (Example: Benton, Bryant, Bauxite, Little Rock)".

The "Question:" field contains the text: "The accountant position requires that the applicant have an accounting or finance degree from an accredited college or university. Do you have an accounting or finance degree?".

Below the question field, there are four radio buttons for "Type": "Text", "Paragraph", "Select-one" (which is selected), and "Select-multiple".

Under "Select Options:", there is a text input field containing "Yes, No".

At the bottom of the form editor, there are two buttons: "Save" and "Delete".

At the very bottom of the screenshot, it says "Form Name: Degree" in blue.

Enter the question you wish to ask the applicant in the **Question box**. Next, select the type of response you wish the applicant to provide. (**Text, Paragraph, Select-one, or Select-multiple**) If you choose **Select-one** or **Select-multiple**, you must provide the applicant with a list of answers from which they must choose a reply.

At this point you have two options:

1. **Save and Close Form** - this action will save the form and allow you to choose the form/question from the list that appears on the job posting page.
2. **Save and Add Another Question** – this action will save the question and allow you to formulate another question and response for your applicant. This option is useful if you wish to ask several questions from your applicants or if you have a form you require to be completed by each applicant prior to the selection process.

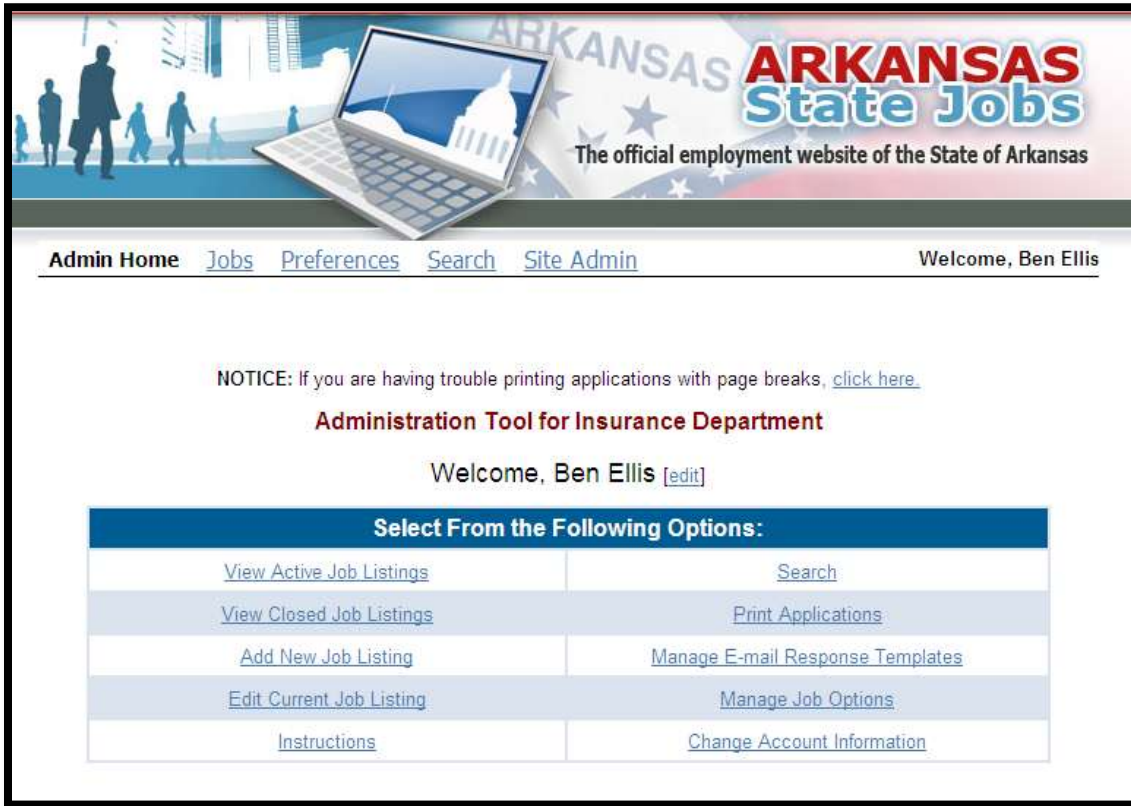
This is a close-up of the bottom section of the form editor. It shows the "Type:" radio buttons: "Text", "Paragraph", "Select-one" (selected), and "Select-multiple".

Below that, the "Select Options:" field contains "Yes, No".

At the bottom, there are two buttons: "Save and Close Form" and "Save and Add Another Question".

Job Posting Instructions

Begin by selecting the “Add New Job listing” button on the Admin. Home page. This will take you to the job posting page where you will enter the information required to post a new job.



The screenshot shows the 'Admin Home' page of the Arkansas State Jobs website. The header includes the site logo and navigation links: Admin Home, Jobs, Preferences, Search, and Site Admin. A welcome message for Ben Ellis is displayed. A notice about printing applications is present. The main content area is titled 'Administration Tool for Insurance Department' and includes a 'Welcome, Ben Ellis' message with an edit link. Below this is a table of options for job management.

Select From the Following Options:	
View Active Job Listings	Search
View Closed Job Listings	Print Applications
Add New Job Listing	Manage E-mail Response Templates
Edit Current Job Listing	Manage Job Options
Instructions	Change Account Information

You will see the following screen after clicking the “Add New Job Listing” button.

Instructions for the first section of the job posting page



The screenshot shows the 'Add/Edit Job Listing' form. The header includes navigation links and a welcome message. Below the header are options for 'Active Jobs', 'Closed Jobs', 'Printing Options', 'Search', and 'Upload'. A breadcrumb trail shows the user is on the 'Add Job' page. The form itself has a title 'Add/Edit Job Listing | Change Status to Close and Save' and a note that the following information is required. It includes fields for 'Status' (Active or Closed), 'Visibility' (Public or Internal), 'Type' (Full Time or Part Time), 'Posting Begins' and 'Posting Ends' dates, and a field for 'Allow Applicants to Re-apply every' days.

Options: [Active Jobs](#) - [Closed Jobs](#) - [Printing Options](#) - [Search](#) - [Upload](#)

[Back to Active Jobs](#) | [Closed Jobs](#) | [Add Job](#) |

Add/Edit Job Listing | Change Status to Close and Save

Posting Status | The following information is required. Open Until Further Notice:

Status: Active Closed Visibility: Public Internal

Type: Full Time Part Time

Posting Begins: Posting Ends:

Allow Applicants to Re-apply every days Leave blank if applicants should not be able to re-apply.

1. Select the **Status** button: This determines if the job listing is visible to applicants (**active**) or the position has been filled with an employee (**closed**).

2. Select the **Type** button: Is the job full or part time?

3. Select the **Visibility** button: Is the position to be advertised publicly or for internal applicants only?
4. Enter the date the **Posting Begins**: The default date for the posting is the current date. Be sure to use the correct format for entering dates (mm/dd/yyyy).
5. Select or enter the date the **Posting Ends**: There is a calendar that pops up to help you in your date selection. Be sure to use the correct format for entering dates (mm/dd/yyyy).
6. **Allow Applicants to Re-apply every ___ days**: This is for continuously posted positions and will allow you to set the number of days for which an applicant is able to re-apply for the position.

Instructions for the second section of the job posting page

7. Job Detail Search – You can search for the job in two ways.
 - By Class Code:** Enter the Class Code of the job such as C073C for an Administrative Specialist II position.
 - By Job Title:** Enter all or part of the job title such as administrative to pull up all the job titles with “administrative” in the name of the job.
8. After entering information into the **By Class Code** or **By Job Title** field, click the **Find** button. This will bring up a list of jobs that match either the class code or part of the job title you have entered. You can now select from the list to auto-populate the official job description.

Instructions for the third section of the job posting page

9. After selecting the job title, in this case C073C, most of the necessary information will be automatically populated into the job listing. However, there are a few fields in which you must enter required information:

- **Position Number:** This is the eight digit position number for the position.
- **Background Check:** Indicate whether or not a background check is required.
- **Position City:** This is the city where the position is located. This is not a required field, but it will be automatically populated on the applicant selection record.
- **Office:** This is the office where the position is located. This is not a required field, but it will be automatically populated on the applicant selection record.
- **Section:** This is the section where the position is located. This is not a required field, but it will be automatically populated on the applicant selection record.
- **This job is a result of the ARRA:** This indicates if the position is a result of ARRA funding.

Instructions for the fourth section of the job posting page

Summary

The Administrative Specialist II is responsible for researching and preparing special reports, examining and verifying documents, and performing general office duties. This position is governed by state and federal laws and agency/institution policy.

Typical Functions

accuracy, completeness, and compliance with laws and regulations, makes necessary corrections, and assigns file numbers. Provides information, assistance, and clarification to interested parties concerning agency/institution policies and procedures. Assists in developing or revising agency/institution policies, procedures, and directives based on research findings and compiles financial information used to formulate budget proposals and monitor expenditures. Performs other duties as assigned.

Special Job Dimensions

Knowledge, Abilities, and Skills

Knowledge of record keeping procedures. Knowledge of the principles and practices of mathematics and statistics. Knowledge of work-related subject area. Knowledge of computers and software applications. Ability to conduct research and compile data into report form. Ability to establish and maintain filing systems. Ability to operate standard office equipment. Ability to analyze documents to determine compliance with rules, regulations, and procedures. Ability to communicate both orally and in writing.

Minimum Education and/or Experience

The formal education equivalent of a high school diploma; plus two years of experience in a specialized or related area applicable to work performed. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

Preferred Qualifications

Certificates, Licenses, Registrations

Agency Specific Information

The work of the Arkansas Insurance Department impacts every business, family, and household in the state of Arkansas. Despite its relatively small size (approximately 170 employees), the Department is one of the top revenue producing/collection agencies in state government.

10. When you select the job from the drop down list, in this case C073C, the official job description will be automatically populated. The agency has the ability to add additional information into the **Preferred Qualifications** and the **Agency Specific Information** boxes. The rest of the boxes/fields are locked and are unable to be edited.

Instructions for the fifth section of the job posting page

Specific Applicant Questions

License
Writing Test
Nursing Supervisory Experience
Weekend Work
Computer Skills

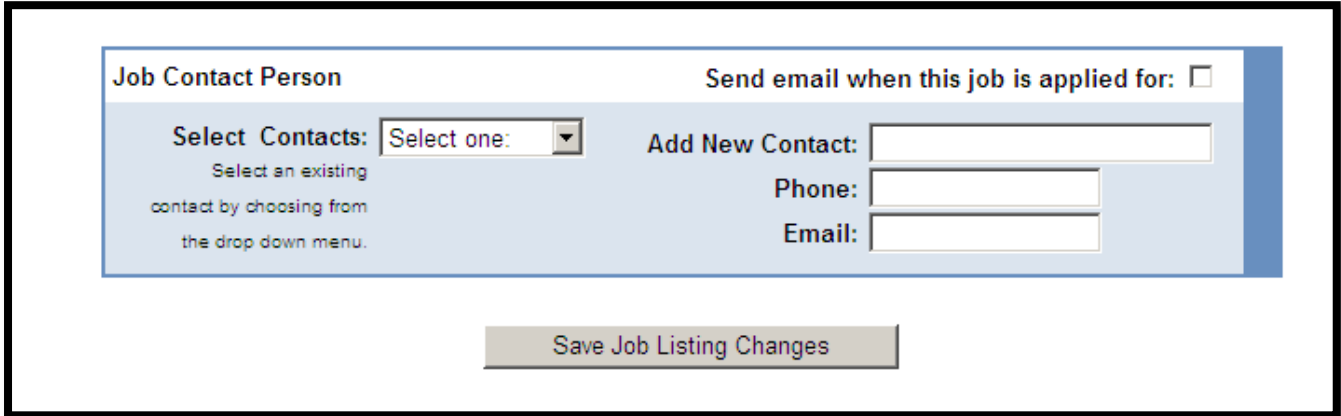
Hold down control key and click each name for multiple questions.

[Unselect All](#)

11. You may select one or more of the **Specific Applicant Questions** from the list that the applicant must answer as part of the application process. (To select more than one question, hold down the Ctrl button while making your selection.)

These questions are formulated prior to posting a new position and can be accessed from the **Specific Applicant Questions tab** on the **Options page**.

Instructions for the sixth section of the job posting page



The screenshot shows a form titled "Job Contact Person" with a blue header. On the right side of the header, there is a checkbox labeled "Send email when this job is applied for:". Below the header, on the left, is a "Select Contacts:" section with a dropdown menu currently showing "Select one:". Below the dropdown is the instruction: "Select an existing contact by choosing from the drop down menu." To the right of the dropdown is an "Add New Contact:" section with three input fields: a large one for the name, and two smaller ones for "Phone:" and "Email:". At the bottom center of the form is a grey button labeled "Save Job Listing Changes".

12. Either select a previously entered contact from the **Select Contacts** drop down list or enter your new contact information into the following fields:

- **Add New Contact**
- **Phone**
- **Email**

13. **Send email when this job is applied for** check box – make this selection if you wish to receive an email each time an applicant applies for the position.

14. Save your job listing to the website by clicking the **Save Job Listing Changes** button. This will make your job active and available to applicants.

Viewing Applications and Determining Minimum Qualifications

The following provides instructions on viewing applications and making the necessary entries to indicate if an applicant meets the minimum qualifications of the position.


One applicant, John Doe, has applied for the Finance Program Analyst (Pos # 11111116) position shown below. Next to the applicant's name is a highlighted green button that indicates that John Doe has applied for a position with the agency in the past.

Applicants for **FINANCE PROGRAM ANALYST (Pos # 11111116)**

To Send eMail: Select eMail Template and check box next to name; Click eMail button to preview.
To View Applications: Check box next to name; Click View button to see application in new window.
To Print Applications: Check box next to name; Click View button to see applications; Click Print.

Select eMail Template:
 Applicants interviewed and not selected

Show entries

Click Name to View Application	Met MQs	MQ Email Sent	Last Viewed	eMail Check All	Interviewed	Hired
 John Doe		Information has not been sent.	12/30/2011 9:48 am	<input type="checkbox"/>		
Check all Uncheck all				<input type="button" value="E-mail"/>		

Clicking the green button displays the history of the applicant with the agency.

Job Title	Met MQ	Date Applied	Withdrawn Date
FINANCE PROGRAM ANALYST	N Screener: ben.ellis	2011-12-30 09:46:16	
INSURANCE LICENSING TECHNICIAN	N Screener: ben.ellis	2011-12-07 13:12:40	
INSURANCE LIFE & HEALTH COMP OFFICER	Y Screener: ben.ellis	2011-11-30 09:32:14	
MANAGING ATTORNEY		2011-12-07 09:50:53	
RISK CONSULTANT	Y Screener: ben.ellis	2011-12-08 09:10:21	
SYSTEMS SPECIALIST		2011-12-07 09:50:53	

Clicking the applicant's name will display their application. You will notice a **Reviewers Comments** box on the right hand side of the screen. This comment section is to be used by the human resource reviewing official for making notes concerning the applicant. These notes are for internal use by the human resource officials and will not be visible when the applications are exported to the hiring official. When you enter a comment into the **Reviewers Comments** area be sure to click the **Save Comments** button.

[Back to Applicant Section](#)

Application for Employment: John Doe

Last Name: Doe	Mailing Address: 123 A Street
First Name: John	City: Little Rock
Middle Name:	State: AR
Home Phone: 123-456-7890	Zip Code: 77777
Work Phone: 123-456-7890	County:
Message Phone: 123-456-7890	E-mail Address: ben.elli@dfa.arkansas.gov

Jobs Applied For in Your Agency

Job Name	Closing Date	Position Number	Class Code
FINANCE PROGRAM ANALYST	01/06/2013	11111111	A675C

Job Name	How did you learn about Job	Apply before	What name did you use at the time
FINANCE PROGRAM ANALYST	www.arkstate.gov	No	

Employment Status Section

Will you accept employment anywhere in the State? Yes No
 If no, where would you accept employment? PULASKI SALINE

Will you accept any type of employment? Yes No
 If no, check which type(s) of employment you will accept:

Have you ever been employed by Arkansas State Government? Yes No
 If yes, what was your name at that time?

May we contact your current employer? Yes No
 May we contact your former employer(s)? Yes No

Professional Licenses
 Please list professional license(s) relevant to position(s) for which you are applying.
For City jobs only: License number, date of expiration and location state.

Reviewers Comments

[Save Comments](#)

At the bottom of the application is an area where you will indicate if the applicant meets the minimum qualifications. In addition, you have the ability to upload documents that are stored on your computer to the application for this particular position. This can be used for hiring documents such as veteran's preference forms, background checks, transcripts, and any additional hiring documents you would like to have attached to the application.

Type of Discharge: Honorable

Extra questions

Have you completed the necessary course work offered by the Society of Financial Examiners and are currently licensed as a Certified Financial Examiner? Yes

Attached Reviewer: John Doe

I don't have a reviewer.

Does applicant meet minimum qualifications?
 Yes, applicant meet minimum qualifications.
 No, applicant does not meet minimum qualifications.
 # minimum qualifications NOT met, please select reason below:
 Does Not Meet Education and/or Experience Qualification
 Does Not Meet License/Certification Requirements
 Other

[Clicks For My Review](#) [Save and Send](#)

Attachments

Attach a file: [Browse...](#) [Upload File](#)

No attached files

Hiring Official Actions

Not Reviewed
 Hired

Hiring Official	Reviewer	Name	Email	Date Issued	Status
Print Application					

Reviewers Comments

[Save Comments](#)

The minimum qualifications section of the application is shown below:

Does applicant meet minimum qualifications?

Yes, applicant meets minimum qualifications.

No, applicant does not meet minimum qualifications.

If minimum qualifications NOT met, please select reason below.

Does not meet education and/or experience qualifications

Does not meet licensure/certification requirements

Other

Needs Further Review Save and Send

The human resource reviewer indicates whether the applicant meets the minimum qualifications by selecting one of the following choices:

Yes - applicant meets the minimum qualifications.

No - applicant does not meet the minimum qualifications.

If you select the “**No**” option, you must make an additional selection to indicate the reason the applicant does not meet minimum qualifications for one of the following:

- **Does not meet education and/or experience qualifications**
- **Does not meet licensure/certification requirements**
- **Other**

Note: If you choose **Other** as a selection, you will be required to indicate why you have chosen **Other** in the supplied text box shown below.

The text you enter in this box will be the text that is sent to the applicant in the follow-up email.

Does applicant meet minimum qualifications?

Yes, applicant meets minimum qualifications.

No, applicant does not meet minimum qualifications.

If minimum qualifications NOT met, please select reason below.

Does not meet education and/or experience qualifications

Does not meet licensure/certification requirements

Other

If **Other**, Please complete the statement below explaining why the application did not meet the specifications for an email response.

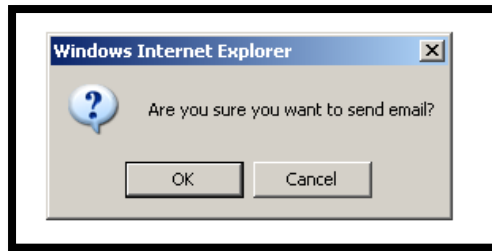
ATTENTION: The information you type in this box will be included in the email that is sent to the applicant.

Needs Further Review Save and Send

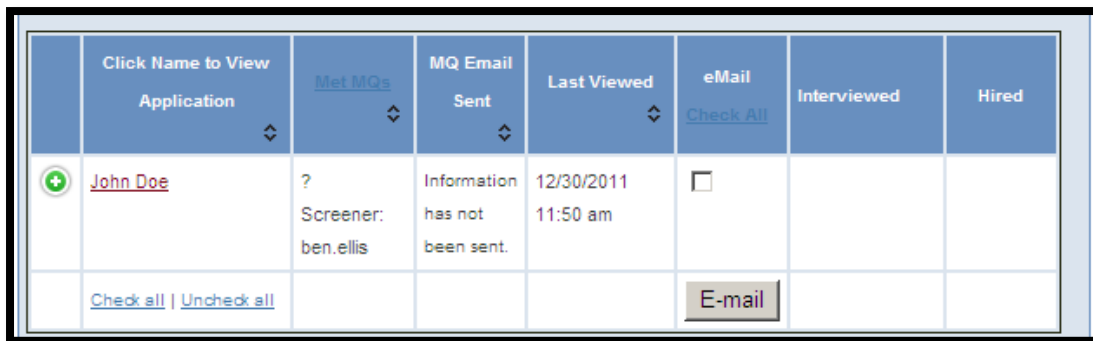
Clicking the **Save and Send** button once you have made the minimum qualification decision will send an email to the applicant informing them of whether or not they have met the minimum qualifications. **Before the email is sent, a pop-**


up box will confirm that you wish to send the email. Selecting the **OK** button will send the email to the applicant or you may select **Cancel** to remain on the application page.

Note: If you selected "Other", the text you entered in this box will be the text that is sent to the applicant in the follow-up email.



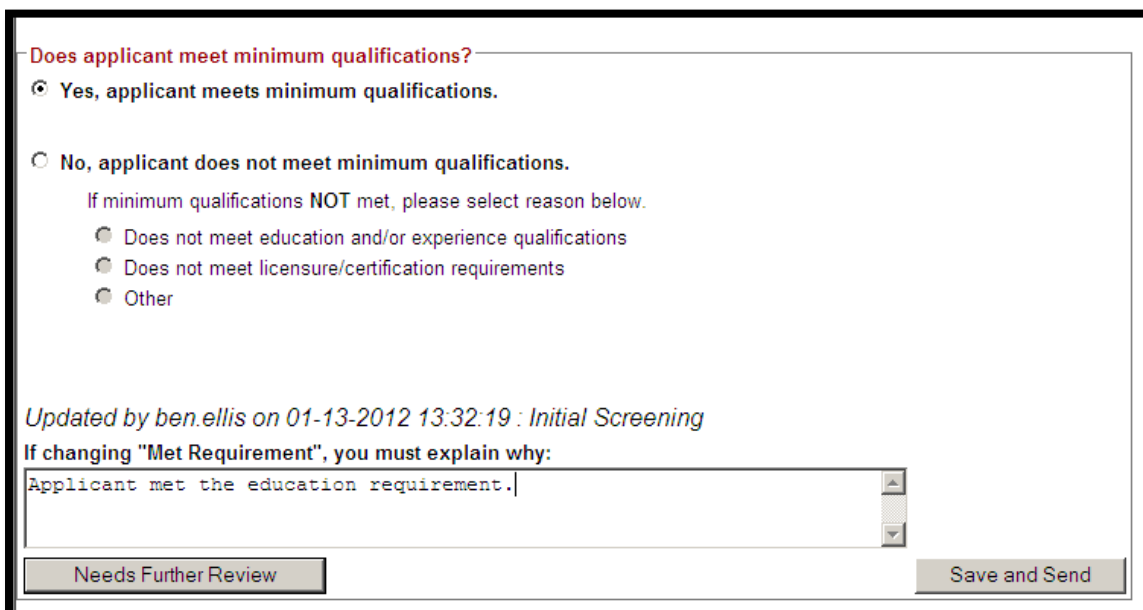
If you have reviewed the application but do not wish to make a minimum qualification decision at this time, you can select the **Needs Further Review** button. Clicking the **Needs Further Review** button will put a question mark indicator beside the applicant's name on the applicants page as shown below:



Click Name to View Application	Met MQs	MQ Email Sent	Last Viewed	eMail	Interviewed	Hired
 John Doe	? Screener: ben.ellis	Information has not been sent.	12/30/2011 11:50 am	<input type="checkbox"/>		
Check all Uncheck all				<input type="button" value="E-mail"/>		

You have the ability to change a previously determined minimum qualification decision. If a change is made, you must enter a short explanation describing why the decision was changed in the text box that shown below.

Note: The applicant will receive the automatically generated email informing them of the minimum qualification decision when you click the Save and Send button after making the change.



Does applicant meet minimum qualifications?

Yes, applicant meets minimum qualifications.

No, applicant does not meet minimum qualifications.

If minimum qualifications NOT met, please select reason below.

- Does not meet education and/or experience qualifications
- Does not meet licensure/certification requirements
- Other

Updated by ben.ellis on 01-13-2012 13:32:19 : Initial Screening

If changing "Met Requirement", you must explain why:

Applicant met the education requirement.

Hiring Official Instructions

These are the instructions for the hiring official and the actions required by the hiring official to review applications, indicate those interviewed, and record selection data.

After all the applications have been reviewed and it has been determined which applicants meet the minimum qualifications, a list of those applicants will be sent to the hiring official. The hiring official will receive a **daily** email for 30 business days which will provide a link to the position(s) to which the hiring official has been granted access to review. A daily email will be sent up to 30 business days or until a hiring decision has been made and sent to the HR Admin.

The hiring official would receive an email similar to the following example:

Below are links to the position vacancies to which you have been assigned as a Hiring Official. You will receive this summary email once a day, and must use the new links provided. Once you receive this email, any previous Hiring Official links you have received become inactive.

Information Network of Arkansas – MAIL SERVICES SPECIALIST (11111115) :

<https://www.ark.org/arstatejobs/index.php?ac:registerhiringofficial=1&key=4d69f351d76f42ee1160b8aba763148cdc448e73&email=wendy.eadle@dfa.arkansas.gov>

The hiring official will click on the hyperlink and be directed to a page that looks like the screen shot below:

The screenshot shows the Arkansas State Jobs website interface. At the top, there is a navigation bar with "Arkansas.gov" and links for "Live Help | Agencies | Online Services | State Directory". Below this is a banner with silhouettes of people and a laptop, with the text "ARKANSAS ARKANSAS State Jobs" and "The official employment website of the State of Arkansas".

The main content area is titled "Hiring Official Instructions". Below this, there is a section for "Applicants for MAIL SERVICES SPECIALIST (Pos # 11111115)". A button labeled "Applicant Selection Record" is visible. A dropdown menu shows "10" entries.

Click Name to View Application	Interviewed	Hired
Willie Nelson		
Pumpkin Bread		
Bilbo Baggins		
Johnny Cash		

Showing 1 to 4 of 4 entries

Buttons: "Notify HR Admin of Hiring Decision", "Attachments:", "Attach a file: [input] Browse...", "ben ellis (01-12-2012 13:39:09) : Veterans Preference.docx (Delete)", "Upload File"

Show **10** entries

Click Name to View Application	Interviewed	Hired
Willie Nelson		
Bilbo Baggins		
Pumpkin Bread		
Johnny Cash		
Leroy Brown		

Clicking the arrow buttons will sort the column from A-Z or 1-10. Clicking the arrows a second time will sort the column for Z-A or 10-1.

When the hiring official opens one of the applications, they will see the application along with the box on the right hand side of the page that will be used to enter information that will be automatically populated on the **Applicant Selection Record**:

[Back to Applicants Section](#)

Application for Employment: Willie Nelson

Last Name: <input type="text" value="Nelson"/>	Mailing Address: <input type="text" value="#1 Preacher's Way"/>
First Name: <input type="text" value="Willie"/>	City: <input type="text" value="Austin"/>
Middle Name: <input type="text"/>	State: <input type="text" value="AR"/>
Home Phone: <input type="text" value="555-555-5555"/>	Zip Code: <input type="text" value="70001"/>
Work Phone: <input type="text"/>	County: <input type="text" value="ARKANSAS"/>
Message Phone: <input type="text"/>	E-mail Address: <input type="text" value="ben.elias@dfa.arkansas.gov"/>

Jobs Applied For In Your Agency

Job Name	Closing Date	Position Number	Class Code
MAIL SERVICES SPECIALIST	12/29/2011	11111116	C084C

Job Name	How did you learn about Job?	Apply before	What name did you use at the time
MAIL SERVICES SPECIALIST	Work Force Services	No	

Employment Status Section

Will you accept employment anywhere in the State? Yes No

If no, where would you accept employment?

Will you accept any type of employment? Yes No

If no, check which type(s) of employment you will accept:

Have you ever been employed by Arkansas State Government? Yes No

If yes, what was your name at that time?

May we contact your current employer? Yes No

May we contact your former employer(s)? Yes No

Head

Interviewed (mm/dd/yyyy)

Sex

Race

Military History

Veteran's Points

Date Contacted

Knowledge

Ability

Skills

Interview Score

Hiring Official Comments (Scroll at the bottom of the page)

Here is a close-up of that box:

A screenshot of a web form for entering hiring information. The form is enclosed in a dashed border. It contains the following fields:

- Hired:
- Interviewed: [] (mm/dd/yyyy)
- Sex:
- Race:
- Military History:
- Veteran's Points:
- Date Contacted:
- Knowledge:
- Ability:
- Skills:
- Interview Score:

Below the form is a section labeled "Hiring Official Comments (Saved at the bottom of the page)" with a large text area and a "Save" button.

As applicants are selected for interviews, the hiring official enters the necessary information into this box. You will notice that the five boxes following the Veteran's Points (**Date Contacted, Knowledge, Ability, Skills, and Interview Score**) are all custom fields pre-determined by the agency.

The following is a sample of how that box might look once completed:

A screenshot of the same web form as above, but with sample data entered. The form is enclosed in a dashed border. It contains the following fields:

- Hired:
- Interviewed: 12/29/2011 (mm/dd/yyyy)
- Sex:
- Race:
- Military History:
- Veteran's Points:
- Date Contacted:
- Knowledge:
- Ability:
- Skills:
- Interview Score:

Below the form is a section labeled "Hiring Official Comments (Saved at the bottom of the page)" with a large text area and a "Save" button.

Once the information is entered into the box, you must click the **Save** button to save your information. Please note: In instances where multiple hiring officials are involved in the hiring decision, only the most recent entries will be recorded on the Applicant Selection Record. However, you may save multiple **Hiring Official Comments**. The **Hiring Official Comments** are saved at the bottom of the application shown below.

Note: The comments are recorded on both the application page and the comments section of the **Applicant Selection Record**.

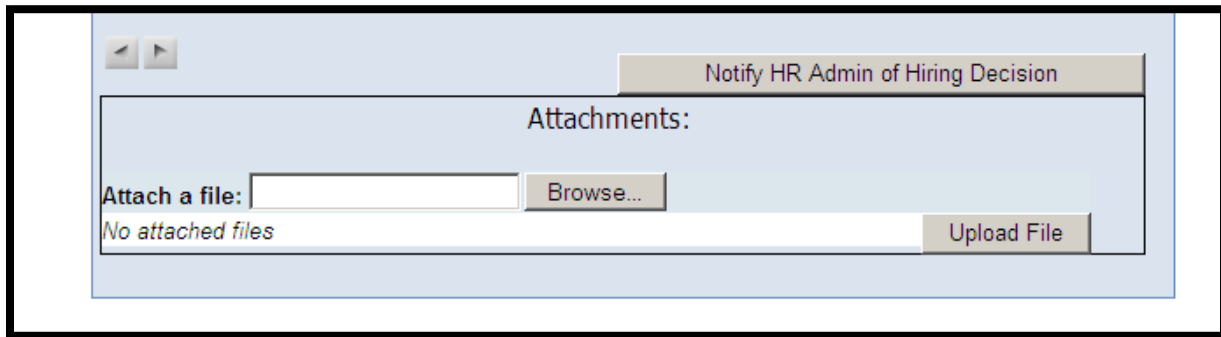
After interviewing the applicants and entering the necessary information, including the hiring selection, the hiring official will then **Notify the HR Admin of Hiring Decision** by selecting that button. This action sends an email to the human resource office letting them know that a hiring decision has been made for the position.

Click Name to View Application	Interviewed	Hired
Wille Nelson	12-29-2011	
Bilbo Baggins	12-29-2011	
Pumpkin Bread	12-29-2011	
Johnny Cash	12-29-2011	Yes
Leroy Brown		

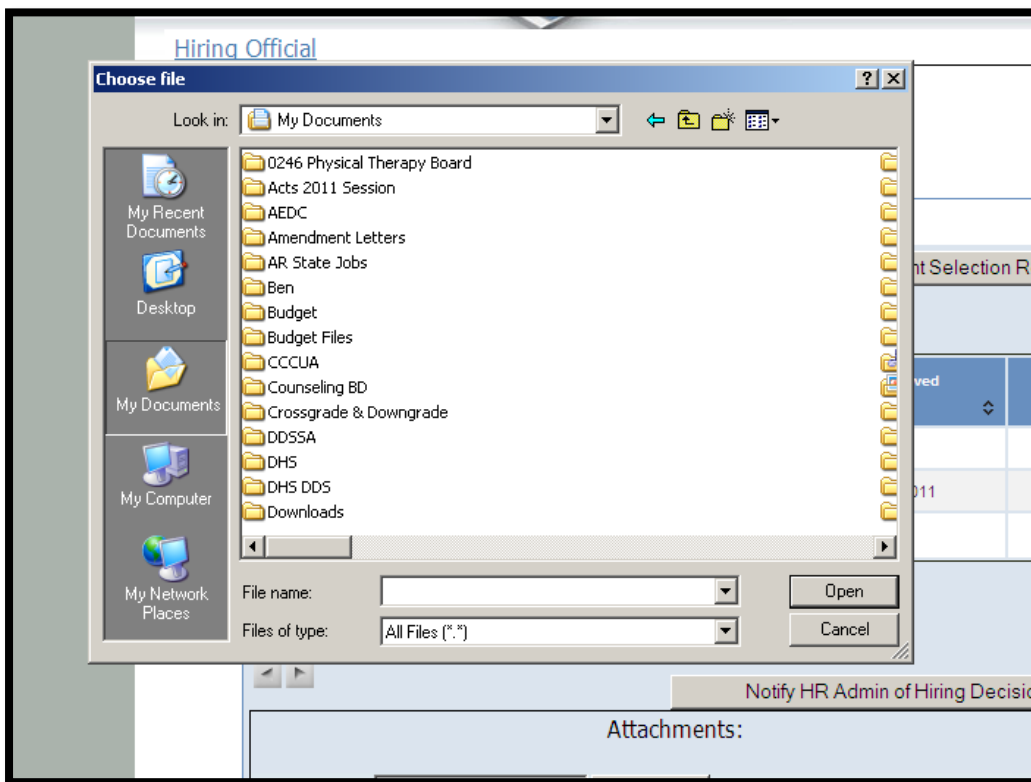
When the information is entered into the box on that applicant’s application page, the **Applicant Selection Record** is automatically populated. You can see that information from this example:

Name of Applicant	Date Interviewed	Race	Sex	Military History	Veterans Points	Date Contacted	Knowledge	Ability	Skills	Interview Score	Hired	Comments
Wille Nelson	12-29-2011	White/Not Hispanic Origin	Male	No	0	12/25/2011	25	36	25	80		Good applicant
Johnny Cash	12-29-2011	White/Not Hispanic Origin	Male	Yes	5	12/23/2011	30	25	30	85	Yes	Seems like a great applicant. Would work out well in the office.
Bilbo Baggins	12-29-2011	Other (Not sure)	Male	No	0	12/24/2011	15	20	15	50		Not a good fit
Leroy Brown												
Pumpkin Bread	12-29-2011	Black/Not Hispanic Origin	Female	No	0	12/23/2011	25	30	10	60		Might be good
Hiring Official(s): Wendy Beadie, Ben											12-29-2011	

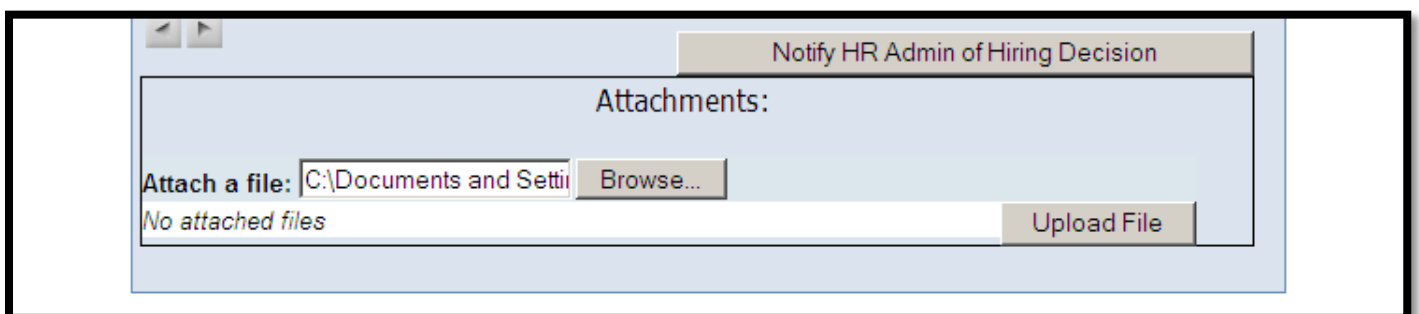
The hiring official has the ability to upload forms, files, or other information stored on their computer by using the **Browse** and **Upload File** feature shown below:



The **Browse** and **Upload File** feature works the same way as if you would attach a file to an email. Select the **Browse** button and a "choose file" box will be displayed:



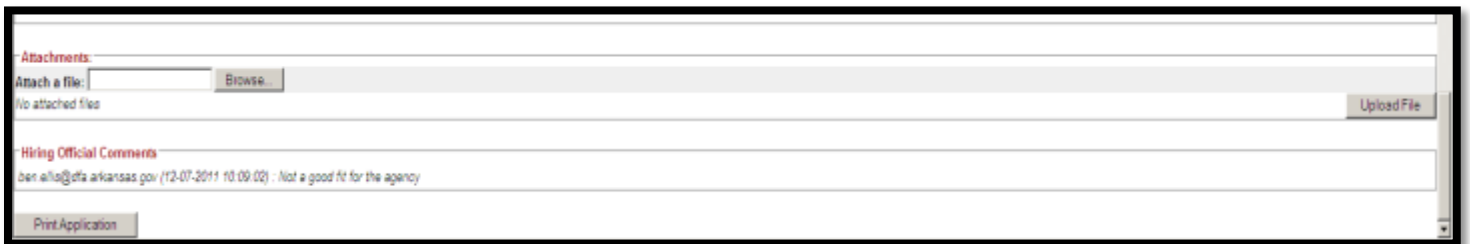
Click on the file you wish to attached and then click the **Open** button. You will see the file name displayed in the "attach a file" field shown below.



The final step is to select the **Upload File** button. You will now see that the file has been uploaded and the file name displayed. You may delete the file by selecting the delete button next to the file name.



This attaches a file to the **Position**. You may also attach a file to an individual application. You may use this feature if an applicant provided a file or form such as a transcript or veterans DD-214 file during the interview process. You will find the same attachment feature at the bottom of the application page shown below.



This attachment feature works in the same way as previously described.

Once the hiring official has used the **Notify HR Admin of Hiring Decision** button, the HR Admin will receive an email letting them know a hiring decision has been made for the position. The email will look similar to the following:

Hiring Official : Ben.ellis@dfa.arkansas.gov has requested you be notified that a hiring decision has been made for MAIL SERVICES SPECIALIST (Position #: 11111115).

<https://dev.ark.org/arstatejobs/>

The HR office will then log into the website to view the hiring decision, Applicant Selection Record, and any files associated with the applicants or position. Upon receipt of this notification, the HR office will revoke the hiring official's access to the now filled position.

Closing the Position

These are the instructions for closing a position once a hiring decision has been made and the position has been filled. This moves the position off the active jobs page and is the last step in the process.

Select the job title of the position you wish to indicate as a closed position. In this example we will use the C037C Administrative Analyst position number 77777777. Click the job title “Administrative Analyst”.

Options: [Active Jobs](#) - [Closed Jobs](#) - [Printing Options](#) - [Search](#) - [Upload](#)

Options: [Post a new job](#) = Preview Web Version = Delete Job = Duplicate Job

Click Job Title To Edit Job Listing Details

Class Code	Job Title	Position	Posted	Expires	Apps	Options
C037C	ADMINISTRATIVE ANALYST	77777777	01/13/2012 11:11 am	01/27/2012 11:59 pm	0	
C056C	ADMINISTRATIVE SPECIALIST III	11111140	01/12/2012 2:20 pm	01/27/2012 11:59 pm	1	
A076C	FINANCE PROGRAM ANALYST	11111116	12/22/2011 8:31 am	01/25/2012 11:59 pm	2	
A076C	FINANCE PROGRAM ANALYST	11111130	01/12/2012 2:20 pm	01/27/2012 11:59 pm	0	
A098C	FISCAL SUPPORT SPECIALIST	11111141	01/12/2012 2:20 pm	01/17/2012 11:59 pm	0	
X123C	INSURANCE INVESTIGATOR	11111132	01/12/2012 2:20 pm	01/27/2012 11:59 pm	0	
X083C	INSURANCE LIFE & HEALTH COMP OFFICER	11111118	11/29/2011 1:27 pm	12/12/2011 11:59 pm	4	
X083C	INSURANCE LIFE & HEALTH COMP OFFICER	11111134	01/12/2012 2:20 pm	01/27/2012 11:59 pm	0	
C084C	MAIL SERVICES SPECIALIST	11111115	11/29/2011 1:22 pm	12/28/2011 11:59 pm	8	
C084C	MAIL SERVICES SPECIALIST	11111135	01/12/2012 2:20 pm	01/27/2012 11:59 pm	0	

After clicking the job title you will be directed to the job posting screen shown below.

[<Back to Active Jobs](#) | [Closed Jobs](#) | [Add Job](#) |

Add/Edit Job Listing | Change Status to Close and Save

Posting Status | The following information is required. Open Until Further Notice:

Status: Active Closed Visibility: Public Internal

Type: Full Time Part Time

Posting Posting
Begin: (mm/dd/yyyy) Ends: (mm/dd/yyyy)

Allow Applicants to Re-apply every days Leave blank if applicants should not be able to re-apply.

Job Detail Search | Enter a complete class code or enter part of a job title.

By Class Code: OR By Job Title:

Job Listing Details

Position Number: Class Code:

Title:(Required)

The current status of this position is “Active”. Simply select the “Closed” button shown below.



The screenshot shows a web form titled "Add/Edit Job Listing | Change Status to Close and Save". At the top, there are navigation links: "Back to Active Jobs", "Closed Jobs", and "Add Job". Below the title, there is a section for "Posting Status" with a note: "The following information is required:". The "Status" dropdown menu is open, showing "Active" and "Closed" (which is selected). Other options include "Visibility" (Public/Internal), "Type" (Full Time/Part Time), "Posting Begins" (01/13/2012), "Posting Ends" (01/27/2012), and "Allow Applicants to Re-apply every" days.

After selecting the “Closed” button, scroll down to the bottom of the job posting page and click the “Save Job Listing Changes” button shown below.



This action will move the position to the **Closed Jobs** page. You can access the closed job at any time and view all the records and attachments that are associated with that position.

This completes the hiring process.