

# 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) :

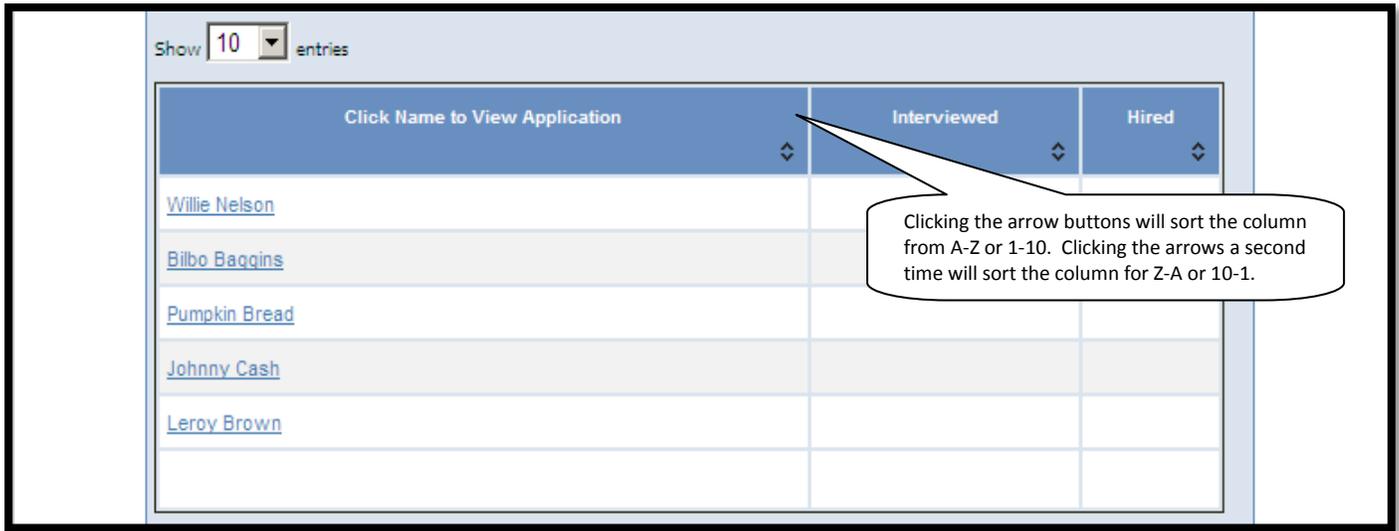
<https://www.ark.org/arstatejobs/index.php?ac:registerhiringofficial=1&key=4d69f351d76f42ee1160b8aba763148cdc448e73&email=wendy.eadle@dfa.arkansas.gov>

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 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".

The main content area displays a table of applicants for the position "MAIL SERVICES SPECIALIST (Pos # 11111115)". The table has three columns: "Click Name to View Application", "Interviewed", and "Hired". There are four rows of applicants: Willie Nelson, Pumpkin Bread, Bilbo Baggins, and Johnny Cash. Below the table, it says "Showing 1 to 4 of 4 entries".

At the bottom of the interface, there is a section for "Attachments:" with a text input field and a "Browse..." button. There is also a "Notify HR Admin of Hiring Decision" button.



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:

Hired	<input type="checkbox"/>
Interviewed	<input type="checkbox"/> <input type="text" value=""/> (mm/dd/yyyy)
Sex	<input type="text" value="-Select-"/>
Race	<input type="text" value="-Select-"/>
Military History	<input type="text" value="-Select-"/>
Veteran's Points	<input type="text" value=""/>
Date Contacted	<input type="text" value=""/>
Knowledge	<input type="text" value=""/>
Ability	<input type="text" value=""/>
Skills	<input type="text" value=""/>
Interview Score	<input type="text" value=""/>

Hiring Official Comments *(Saved at the bottom of the page)*

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:

Hired	<input type="checkbox"/>
Interviewed	<input checked="" type="checkbox"/> 12/29/2011 (mm/dd/yyyy)
Sex	<input type="text" value="Male"/>
Race	<input type="text" value="White/Not Hispanic Origin"/>
Military History	<input type="text" value="No"/>
Veteran's Points	<input type="text" value="0"/>
Date Contacted	<input type="text" value="12/25/2011"/>
Knowledge	<input type="text" value="25"/>
Ability	<input type="text" value="30"/>
Skills	<input type="text" value="25"/>
Interview Score	<input type="text" value="80"/>

Hiring Official Comments *(Saved at the bottom of the page)*

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.

Hiring Official Comments

ben.ellis@dfa.arkansas.gov (12-07-2011 10:09:02) : Not a good fit for the agency

Print Application

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.

Applicants for MAIL SERVICES SPECIALIST (Pos # 11111115)

Applicant Selection Record

Show 10 entries

Click Name to View Application	Interviewed	Hired
<a href="#">Willie Nelson</a>	12-29-2011	
<a href="#">Bibo Baggins</a>	12-29-2011	
<a href="#">Pumpkin Bread</a>	12-29-2011	
<a href="#">Johnny Cash</a>	12-29-2011	Yes
<a href="#">Leroy Brown</a>		

Showing 1 to 5 of 5 entries

Notify HR Admin of Hiring Decision

Attachments:

Attach a file:  Browse... Upload File

No attached files

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:

Insurance Department

Applicant Selection Record Form

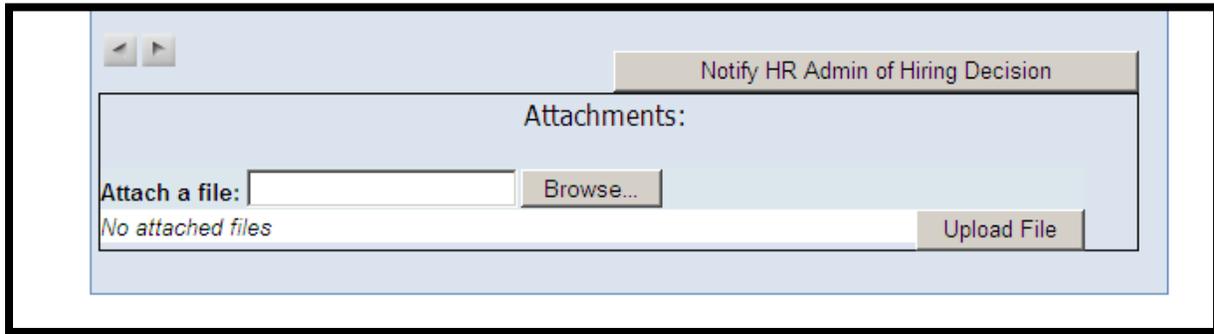
PART I - OFFICE REQUIRING POSITION

Job Title: MAIL SERVICES SPECIALIST Position #: 11111115

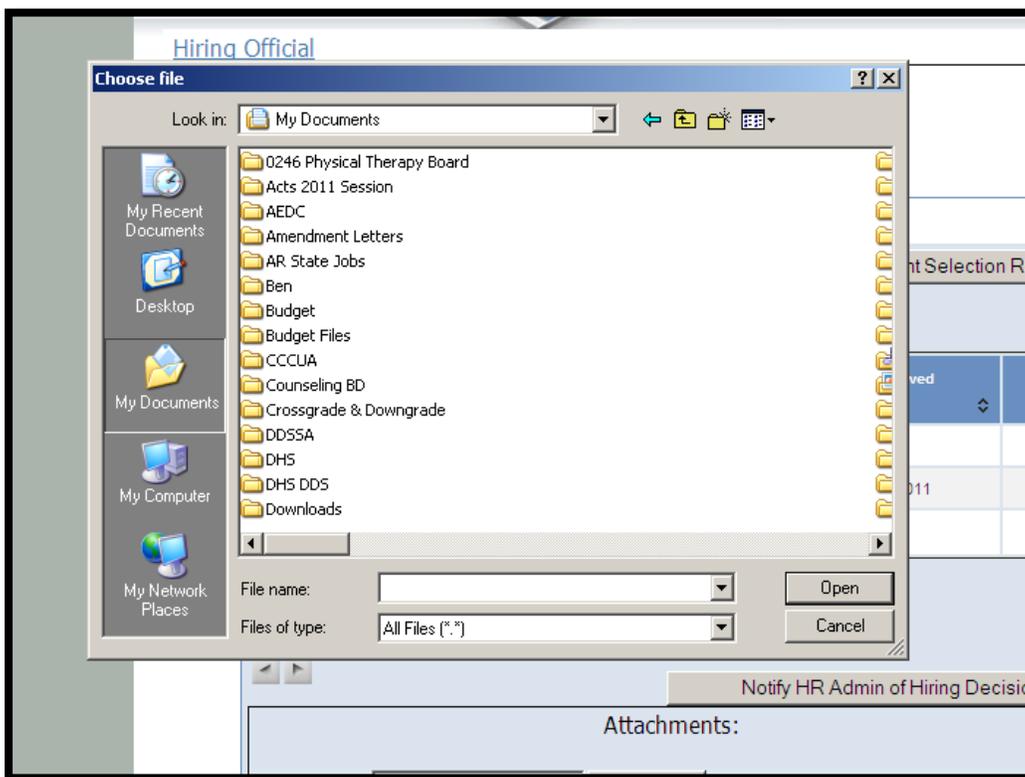
Office: Mail Section: Inter-office

Name of Applicant	Date Interviewed	Race	Sex	Primary Salary	Volunteer Points	Date Contacted	Knowledge	Ability	Skills	Interview Score	Hired	Comments
Willie Nelson	12-29-2011	White/Not Hispanic Origin	Male	No	0	12/29/2011	25	38	25	60		Good applicant
Johnny Cash	12-29-2011	White/Not Hispanic Origin	Male	Yes	5	12/23/2011	30	25	30	60	Yes	Seems like a great applicant. Would work out well in the office.
Bibo Baggins	12-29-2011	Other (Not sure)	Male	No	0	12/24/2011	15	28	15	50		Not a good fit
Leroy Brown												
Pumpkin Bread	12-29-2011	Black/Not Hispanic Origin	Female	No	0	12/23/2011	25	38	10	60		Might be good
Hiring Official(s): Wendy Beadle, Ben											12-29-2011	

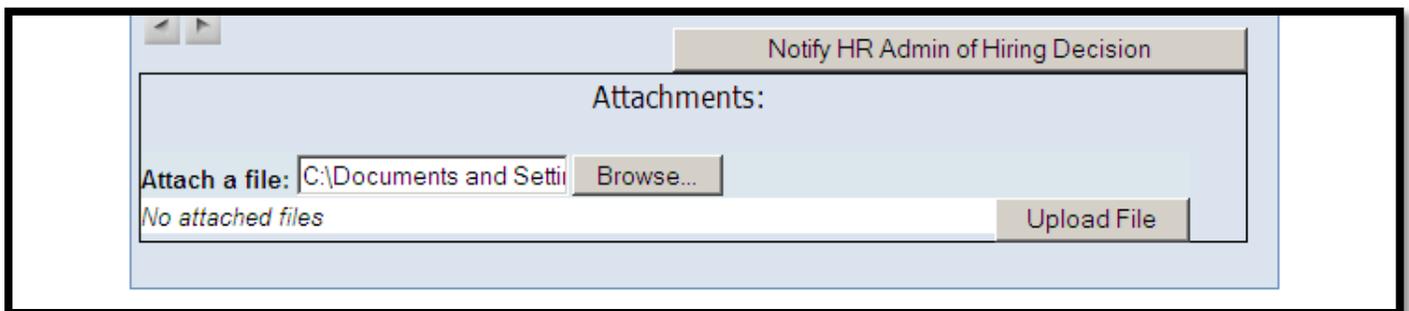
The hiring official has the ability to upload forms, files, or other information stored on their computer by using the **Browse** and **Upload File** feature shown below:



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:



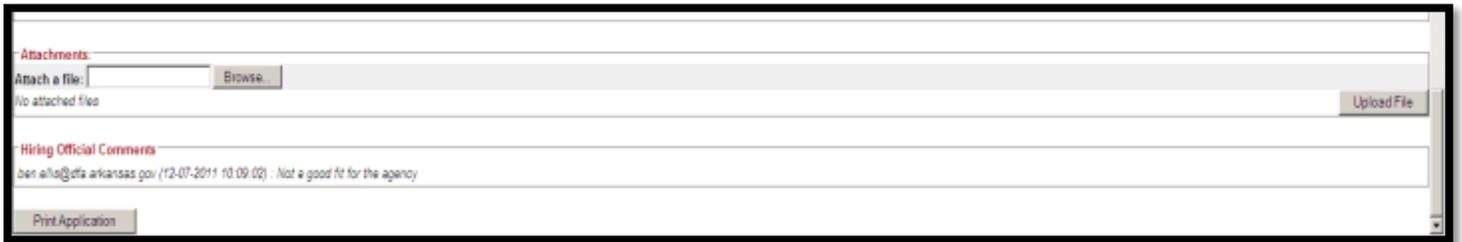
Click on the file you wish to attached and then click the **Open** button. You will see the file name displayed in the "attach a file" field shown below.



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](mailto: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.