## With the implementation of the SCS Hiring Framework, three steps have been added when creating a draft job posting.

1. Attach the SCS Hiring Framework Generator to the Exam Plan.
2. Add the selected competencies and definitions to the Supplemental Information section.
3. Add Examples of Work from the SCS Hiring Framework Generator.
4. Add competency-specific Supplemental Questions.

## Export Competency Selections from the SCS Hiring Framework site

1. Once you have completed your competency selections using the SCS Hiring Framework, **download** your customized SCS Hiring Framework to attach to the exam plan of the draft job posting.
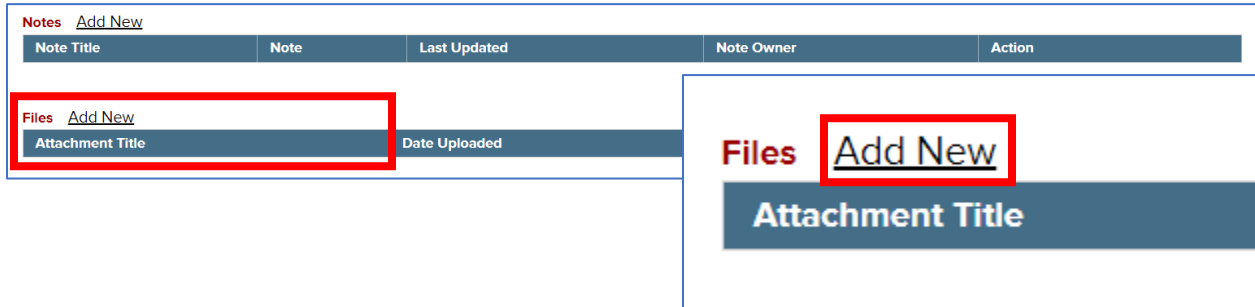
> Step 5: Select Interview Activites

Download the SCS Hiring Framework
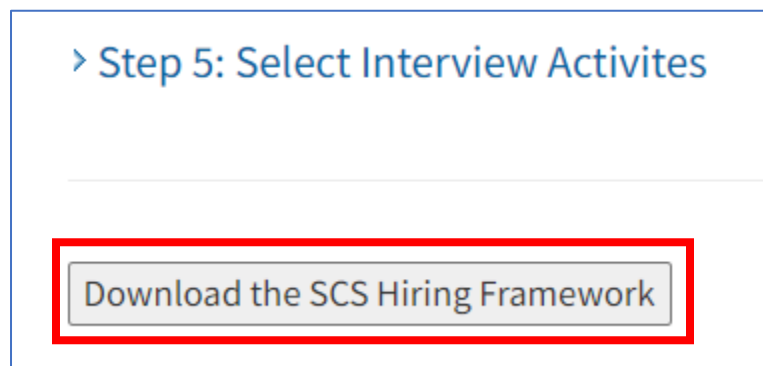
2. A PDF file will be generated. **Save the file** to your computer.

Attaching documents to Exam Plan in NEOGOV

1. On the Detailed Job Posting page, select **View Exam Plan** to get to the Exam Plan Detail page.
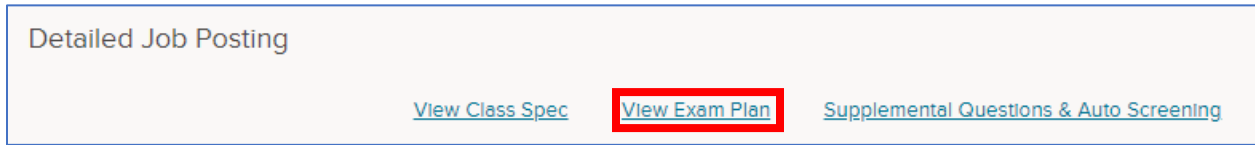
2. Once on the **Exam Plan Detail** page, scroll to the end of the page and select **Add New** in the **Files section**.

3. Once on the **File Attachment** page, type in the **File Description** name (*Recommended: SCS Hiring Framework*).
   Then, select **Choose File** to locate the SCS Hiring Framework PDF you saved to your computer.
   Select **Upload** to attach the document to the Exam Plan.
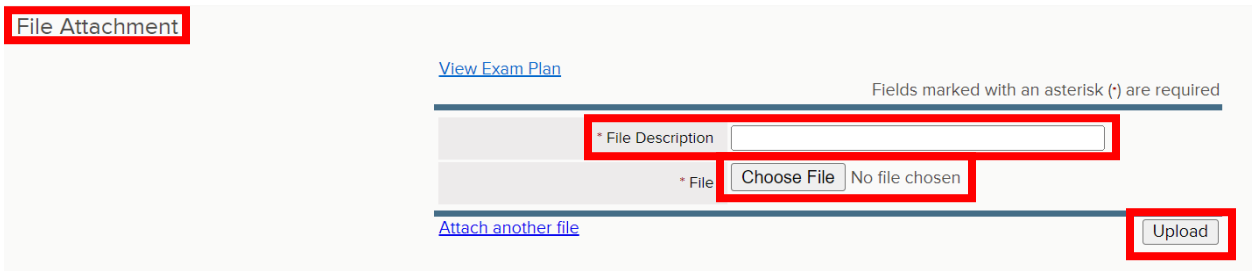
4. Once Upload is selected, you are brought back to the Exam Plan Detail page.
   Scroll down to verify that the document has successfully been attached.

Attaching competencies and definitions to Supplemental Information

1. When editing your draft posting, be sure to include your competency selections within the Supplemental Information section.
   Copy and paste competencies and their corresponding definitions from the bullet points that were selected to craft your Competency Map on your SCS Hiring Framework PDF.

⌄ Competency Map

Core Competency Map

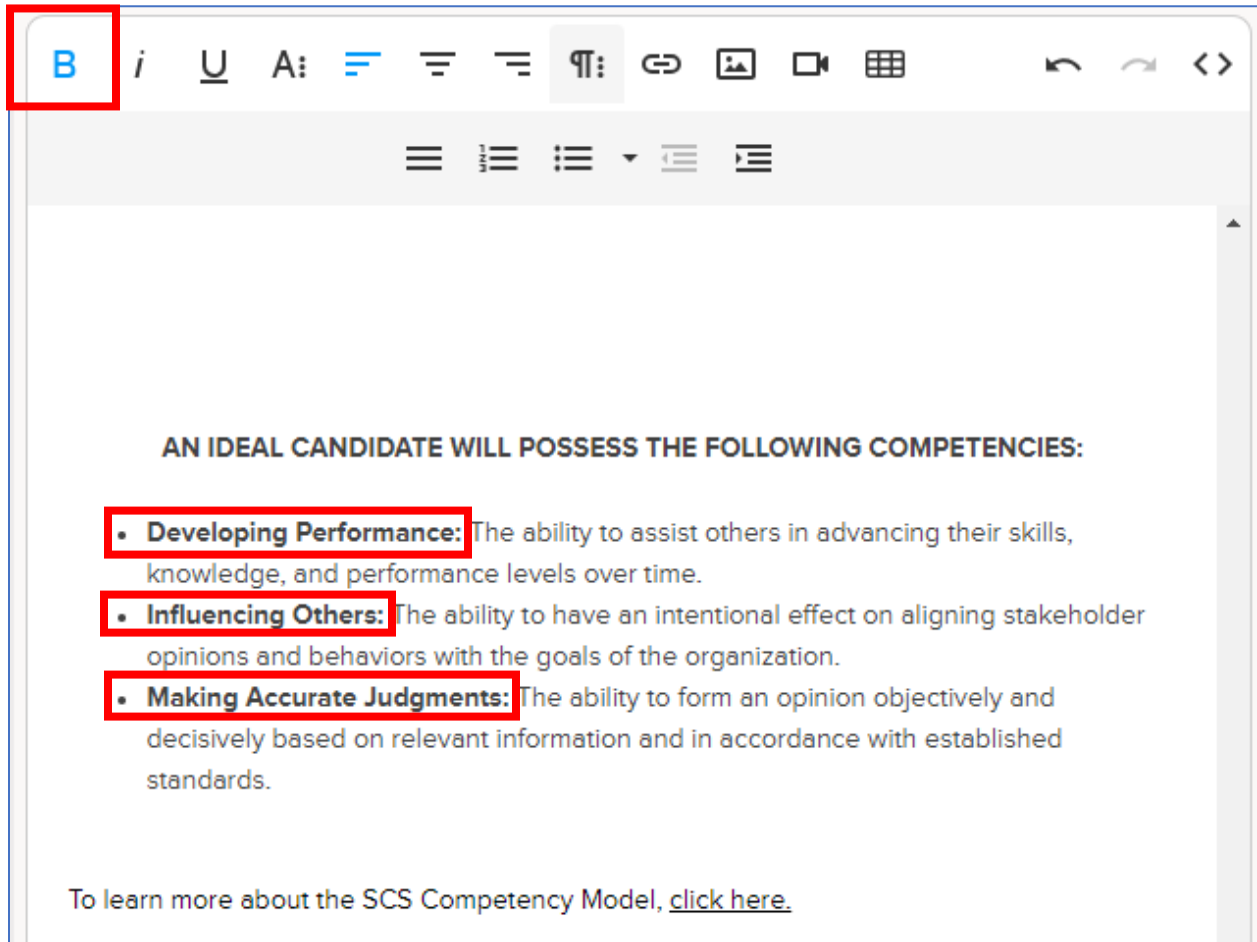| Competency Name	NeoGov Search Code	Cluster	Buy/Grow
Developing Performance	DPe	People	Grow
Displaying Expertise	DE	Results	Grow
Influencing Others	IO	People	Buy
Making Accurate Judgments	MAJ	Thought	Buy
Managing Projects	MPr	Results	Grow
Thinking Critically	TCr	Thought	Grow
Thinking Strategically	TS	Thought	Buy
Training Others	TO	People	Buy
Using Data	UD	Results	Grow

Selected Core Competencies:
- **Developing Performance:** The ability to assist others in advancing their skills, knowledge, and performance levels over time.
- **Influencing Others:** The ability to have an intentional effect on aligning stakeholder opinions and behaviors with the goals of the organization.
- **Making Accurate Judgments:** The ability to form an opinion objectively and decisively based on relevant information and in accordance with established standards.

2. Paste both the competency and definition into the Supplemental Information section.
   The content will be pasted without any formatting.
   To create a bullet point list, select the **More Paragraph icon** and then the **Unordered List icon** to format.

3. If you'd like to further customize this content, you can format the competency names in bold to highlight these for applicants.
   Select the **B icon** (or use Ctrl + B on your keyboard).

AN IDEAL CANDIDATE WILL POSSESS THE FOLLOWING COMPETENCIES:

- **Developing Performance:** The ability to assist others in advancing their skills, knowledge, and performance levels over time.
- **Influencing Others:** The ability to have an intentional effect on aligning stakeholder opinions and behaviors with the goals of the organization.
- **Making Accurate Judgments:** The ability to form an opinion objectively and decisively based on relevant information and in accordance with established standards.

To learn more about the SCS Competency Model, click here.

4. Save your draft posting once all information has been entered.

Attaching Examples of Work in NEOGOV

1. There are three (3) different options for completing the Examples of Work section of your job posting:
   a. Examples of Work from the job specification, as produced in the SCS Hiring Framework (or Auto-Populate function within NEOGOV).
   b. Duties as listed in the current, approved position description.
   c. Agency created duties that incorporate the competencies and/or position description.

Examples of Work from the SCS Hiring Framework Generator (Using the Auto-Populate Function within NEOGOV)

1. When editing your draft job posting, you can copy and paste directly from the SCS Hiring Framework Generator PDF or utilize the auto-populate function within NEOGOV.

Note: The Auto-Populate function can only be used once. If you leave your draft posting before using this function when the draft posting is first created, you will not be able to use it in the future.

2. If you are using the Auto-Populate function: After scrolling to the Example of Work section, select **Populate From Class Spec**. Once selected, the box will reflect the Examples of Work as listed in the job specification.
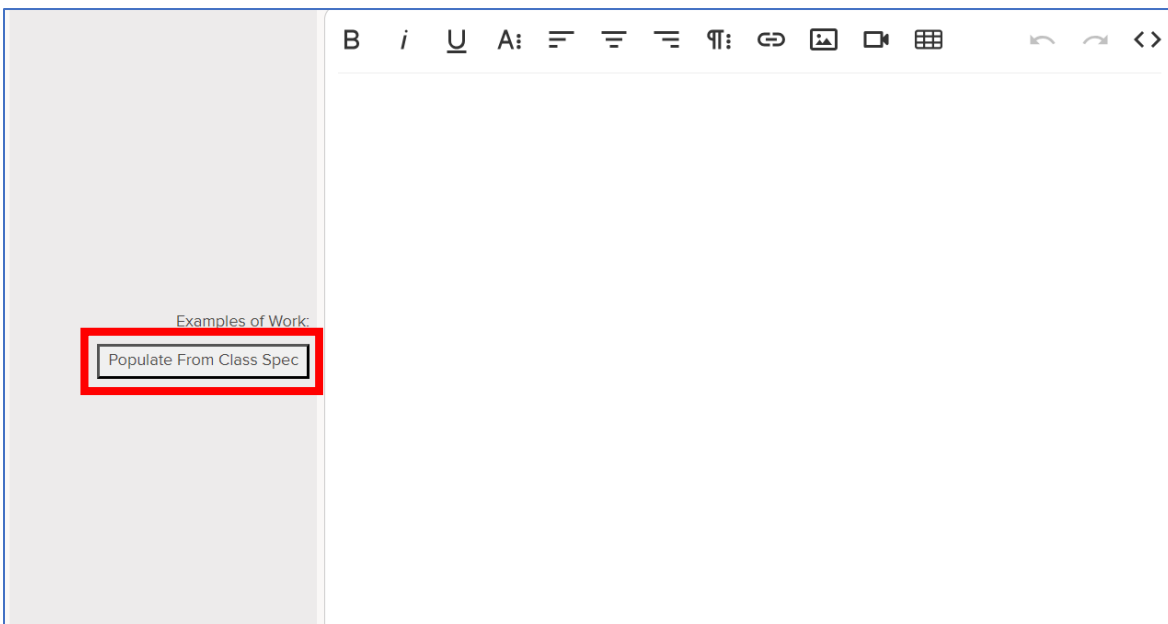
Note: This Auto-Populate function pulls from the Class Spec entered in the posting. Ensure that you are using the correct Class Spec (job code) to pull in the correct Examples of Work on your posting.

3. If you do not wish to use the Auto-populate function and want to copy and paste the Examples of Work from the SCS Hiring Framework Generator PDF, simply **copy and paste** the generated Examples of Work from the PDF into the Examples of Work section of your posting.

⌄ Work Tasks

Provides consultation to state agencies on State Civil Service rules, guidelines and procedures.

Ensures compliance by conducting comprehensive reviews of agency personnel actions and providing guidance as necessary.

Assists in the review of selected groups of positions to determine the appropriateness of allocations and the equity of pay grade assignment through application of an established evaluation system.

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Examples of Work:

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4. Save your <u>draft</u> posting once all information has been entered.

Using Position Description Duties for the Examples of Work section

1. First, verify that your position description is current and approved.
2. **Copy and paste** the duties listed in the position description into the Examples of Work section of the posting.
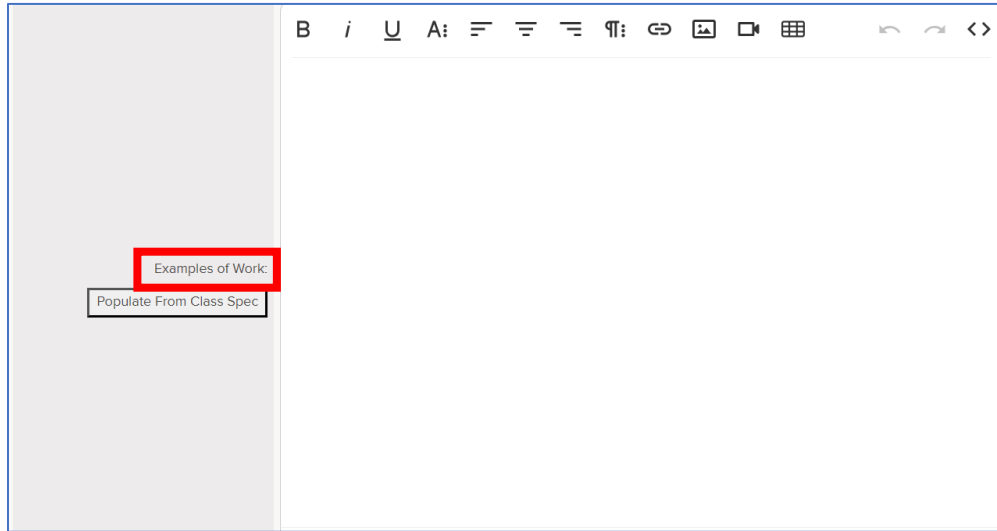
3. Save your <u>draft</u> posting once all information has been entered.

Agency-created duties with the SCS Hiring Framework Generator

1. If you utilized the text box on the SCS Hiring Framework Generator to craft Examples of Work that align with the chosen competencies, those will be listed in the Work Tasks section of the SCS Hiring Framework PDF.

   Copy and paste the work tasks into the Examples of Work section of the job posting.
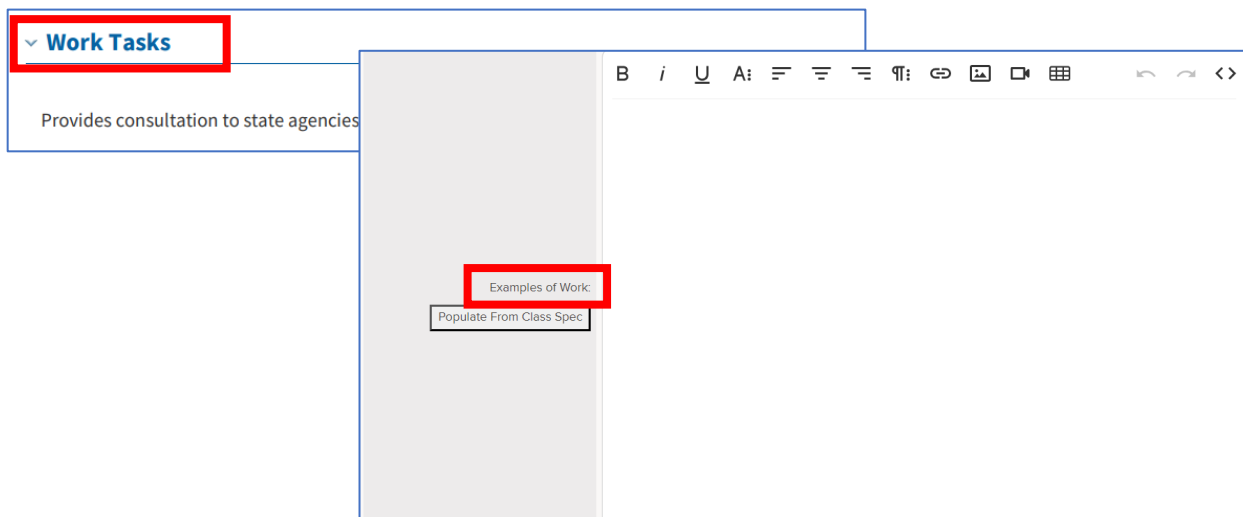
2. Save your <u>draft</u> posting once all information has been entered.

Adding competency-specific Supplemental Questions

2. On your SCS Hiring Framework PDF, the core competencies will populate in a table. The **second column** on this table is labeled **NeoGov Search Code**.

⌄ Competency Map

Core Competency Map

Competency Name	NeoGov Search Code	Cluster	Buy/Grow
Developing Performance	DPe	People	Grow
Displaying Expertise	DE	Results	Grow
Influencing Others	IO	People	Buy
Making Accurate Judgments	MAJ	Thought	Buy
Managing Projects	MPr	Results	Grow
Thinking Critically	TCr	Thought	Grow
Thinking Strategically	TS	Thought	Buy
Training Others	TO	People	Buy
Using Data	UD	Results	Grow

3. Using the NeoGov Search Code, we'll search for the corresponding question within the NeoGov Item Bank.

4. When on the Detailed Job Posting screen, select **Supplemental Questions** to begin adding your questions.

   Remember, SCS recommends adding 3-5 competency-specific supplemental questions.

Detailed Job Posting				Edit	Print Job Bulletin
	View Class Spec	View Exam Plan	Supplemental Questions & Auto Screening		

5. Select **Item Bank** at the top-right of the screen to access the bank of questions.

SUPPLEMENTAL QUESTIONS
New Job Posting   Cancel   Previous   Save & Close

✓ Job Details
✓ Supplemental Questions

Enable Auto-Screening ⓘ Off ◯ On   Show Inactive Questions | Add New Question | Item Bank

#	Question	Cat.	Req.	Conf.	Emp.	Action

Show Inactive Questions | Add New Question | Item Bank

6. Using the **search bar**, type in the corresponding NeoGov Search Code from the chart followed by a colon (:) to populate the questions you will need to add to your postings.
Click **Go** or press Enter on your keyboard to execute the search.

Note: You can also search using the competency name to populate the corresponding questions.

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Reset Alphabet Search

Search for question(s): | DPe: | | Go |

Note: Questions can also be found in the Miscellaneous category.

Show All Items

Accounting and Finance (3)	Administration (10)	Administrative Assistant (16)
Attorney (4)	Audit (2)	Building & Safety (3)
Building Maintenance (4)	Business (1)	Clerical & Data Entry (13)
Communications (1)	Corrections (34)	Custodial (3)
Drivers (8)	Economic Development (8)	Education (25)
Engineering (2)	Environmental Services (25)	Facility Management (1)
Health Services (8)	Housing (73)	Human Resources (27)
Human Services (8)	IT and Computers (7)	Laboratory (5)
Law Enforcement (12)	Maintenance (9)	Management (2)
Miscellaneous (116)	Natural Resources (4)	Nursing (19)
Pharmacy (2)	Probation (6)	Program Management (2)
Purchasing (1)	Records Management (1)	Risk Management (1)
Social Services (3)	Software (1)	Student Services (1)
Tax Administration (2)	Training (2)	Transportation (29)
Warehouse (1)		

7. **Two records** should populate. You will need to add both to your job posting.

2 records found.
Page 1 of 1

Type	Item	Basket	Action
Miscellaneous	DPe: Explain your rating by providing specific and relevant examples in the box below.	Add	Edit Delete Copy
Miscellaneous	DPe: Rate your ability to develop performance based on our definition: The ability to assist others in advancing their skills, knowledge, and performance levels over time.	Add	Edit Delete Copy

Page 1 of 1

8. Click **Add** to select the question (adding to your "basket"). To ensure the questions are listed in the correct order, first add the record that lists the competency definition.
These questions begin with "Rate your ability to..."

Note: Once you add a question, the Item Bank will reset, and you will need to search again using the NeoGov Search Code to add the other question.

Type	Item	Basket	Action
	2 records found. Page 1 of 1		
Miscellaneous	DPe: Explain your rating by providing specific and relevant examples in the box below.	Add	Edit Delete Copy
Miscellaneous	DPe: Rate your ability to develop performance based on our definition: The ability to assist others in advancing their skills, knowledge, and performance levels over time.	Add	Edit Delete Copy
Page 1 of 1			

Note: You'll know which question has already been added to your basket because once you've added a question, you'll have the option to Remove the question.

Type	Item	Basket	Action
	2 records found. Page 1 of 1		
Miscellaneous	DPe: Explain your rating by providing specific and relevant examples in the box below.	Add	Edit Delete Copy
Miscellaneous	DPe: Rate your ability to develop performance based on our definition: The ability to assist others in advancing their skills, knowledge, and performance levels over time.	Remove	Edit Delete Copy
Page 1 of 1			

9. Once you've added all the questions you'd like to add, it is time to "checkout." Here, you can verify if all questions were successfully added to your "basket" and proceed to "checkout" with your questions.

Type	Item	Basket
Miscellaneous	DPe: Rate your ability to develop performance base...	Remove
Miscellaneous	DPe: Explain your rating by providing specific and...	Remove
2 items in the basket.		Checkout

10. You'll be brought back to the Supplemental Questions page. Verify that all questions have successfully been added and are in the correct order ("Rate your ability to..." followed by "Explain your rating...").

Note: If your questions need to be rearranged, you can either drag and drop by hovering over the dotted area to the left of the question or use the Up and/or Down arrows to adjust.

Drag and drop to reorder questions	DPe: Explain your rating by providing specific and relevant examples in the box below.	·		Edit Inactivate Audit trail Up Down