

## OLRS Communication

**What?** Human Resource Management (HRM) Reports

**Who?** OLRS professional users

**Why?** Accurate reporting

**When?** Distributed 12/8/2010

**Message:** For agencies that are using the online recruiting system for their end-to-end recruitment process, it is very important to enter the hire information on the selected candidate in the system on or before the 10<sup>th</sup> of the following month. This will ensure that the hire data is reported accurately.

The hire data received from agencies is used by DOP for the [Governor's GMAP](#) sessions on Government Reform. DOP uses the **Time to Hire** and **Candidate Quality** reports within the online recruiting system and collects data directly from agencies to create the GMAP presentation. (To view previous presentations, visit the [GMAP Presentations \(HR\)](#) webpage.)

In January, DOP will be presenting the Governor with comparisons of the online recruiting system statistics to hires entered in HRMS. This information will be gathered from the agency data on the **Time to Hire** and **Candidate Quality** reports, as well as statistics on all hires entered into the system (e.g., job class, diversity, new hire). Your help in entering your hires into the online recruiting system will ensure accurate data is provided to the Governor.

Guidance on the **Time to Hire** and **Candidate Quality** reports, including the **Candidate Quality questionnaire** in Word format, can be found on the [Online Recruiting System](#) webpage.

Process steps which need to be completed in order to be certain that accurate data is reported:

1. Date entered on the Requisition in the 'HR Received Request to Start Hire Process' field.
2. Date entered in the 'Answer Date' field on selected candidate when the Offer or the Hire is completed.
3. Offer is in pending until it is Accepted or Rejected.
  - a. To be hired candidate - the offer must be **Accepted** prior to the candidate being moved to **Hire** status.
  - b. Offer made and rejected or rescinded - the offer needs to be **Rejected** prior to being moved to **Rejection Pending**.
  - c. To enter the answer, click on the **Pending** link in the Offer column of the Offer Pending table within OHC.

Offer Pending							
<input type="checkbox"/> Name	Master Profile	Phone	Date Referred	Elig Exp Date	Elig List Type	Notices	Offer
<input type="checkbox"/> Candidate: Hired	<a href="#">View</a>		06/04/10		Normal	N/A	<a href="#">Pending</a>

4. The Hire action must be **Authorized** in Insight.
5. The referral list should be locked which will change the requisition status to Filled (Locked).

**Additional Information:** Notice was received from NEOGOV on 12/3/10 that the error with the Ad Hoc beta reports was cleared.

**Questions? Contact:**

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Email Contact: [servicecenter@dop.wa.gov](mailto:servicecenter@dop.wa.gov)

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