

OLRS Communication

- What?** Data clean up
- Who?** OLRs professional users
- Why?** Fiscal Year End
- When?** Distributed June 11th, 2012

Message: July 1, 2012 marks the 2 year anniversary of the state's new online recruiting system (OLRS), NEOGOV Insight Enterprise, go-live and the end of the fiscal year.

From July 1, 2010 to the end of May 2012 there have been 83 agencies that have used the OLRs for a total of:

- 12,953 Job Postings
- 503,856 On-Line Applications Submitted
- 10,093,021 Job Posting Hits
- 8,435 Hires Entered

On July 10th, the fiscal year end data will be reported out of the OLRs, including all hires entered. **Please have your data entered by the 9th so it will be reflected on the next OLRs GMAP reports – Time to Hire and Candidate Quality.** When entering the hire data on the personnel action form, be sure to include the appointment type.

Data Clean Up: This is a good time for data clean up, including archiving recruitment tools. Don't remember how to archive? View archive process steps in the 2011 notice [OLRS Archive Process](#).

Update Access: OHC Liaisons should review their agency OHC users and inactivate those who no longer need system access. To inactivate an Insight user, send a request with the user's name to the DES HR Service Center at servicecenter@dop.wa.gov. As system users go off staff or no longer need to use the system, it is important to remove their access to recruitment data and records.

Additional Information:

- Do you have new users performing activities in the Online Hiring Center (OHC)? There are now user guides per OHC role available on the [Online Recruiting System website](#).
- The OLRs Advanced Scoring workshop is scheduled for August 2nd. [Click here](#) to view the flyer, including how to register.

Coming Soon: You may receive a survey requesting your feedback on your experience using the OLRS. A separate survey will be sent to job seekers after they have successfully applied beginning in August. The results of both surveys will be shared.

Questions? Contact:

DES HR Service Center: (360) 664-6400

Email Contact: servicecenter@dop.wa.gov

Want to review past communications? Visit [OLRS Notices](#) on the HR website.