

OLRS Communication

- What?** Insight Enhancements
- Who?** OLRs Professional Users, Job Seekers
- When?** January 12th and 14th

Insight Enhancements – Implementation January 12th:

New Insight Menu

Since February of 2015, Insight users have been able to toggle between the Classic Insight Menu and the New Insight Menu. This allowed us to get used to the new menu, but still be able to access the classic menu when needed. The classic menu will be sunset the evening of January 12th. When Insight users log into the system on January 13th, you will be using the New Insight Menu.

The new menu has been streamlined and reorganized for a simpler and more intuitive user experience.

You can view the [mapping of the classic menu to the new menu](#).

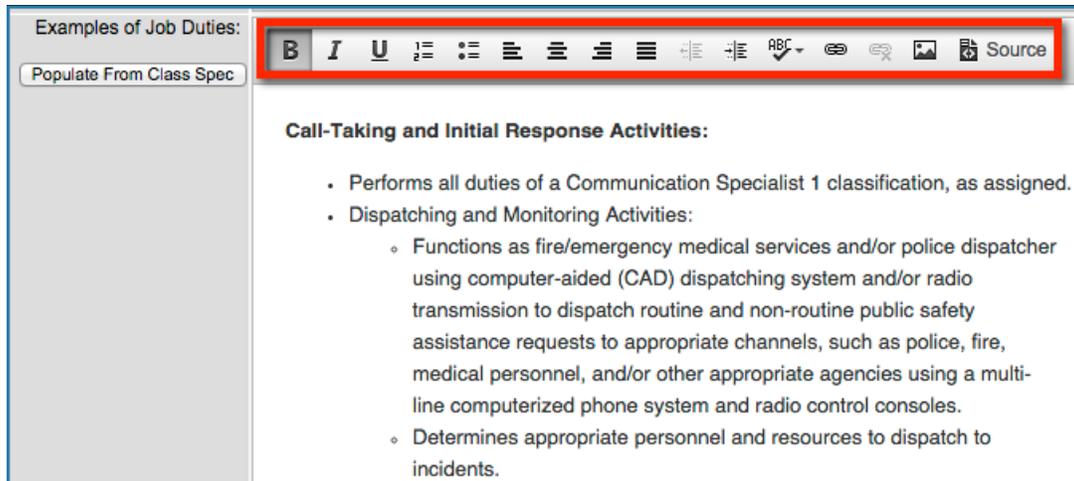
The OLRs User Guides on [Online Recruiting System](#) webpage have been updated to reflect the new menu.

Insight - New Rich Text Editor

The new Rich Text Editor for formatting text in job postings will be fully implemented. The benefits of the new Rich Text Editor include:

- Simplified, efficient and hassle free.
- Cleaner copying of text from Microsoft Word means more reliable end results.
- Removal of formatting features that commonly result in inconsistent appearance of content across the job opportunities site.
- Improved mobile compatibility
- Improved Section 508 compliancy.

Example of Rich Text Editor on Job Posting:



Notice that the ability to insert a table is no longer available. If a table or grid is needed, you can create one outside of the OLRs and then insert it as an image.

NEOGOV, the system provider, is working with the state to move all of our images that are currently within our job posting Image Library into the New Rich Text Editor. However, if the Image Library contains an image that you no longer have saved in another location, you may want to save the image outside of the OLRs and then add it back in after the enhancement, if it didn't move over automatically. NEOGOV has said that the images on active job postings will not be impacted.

Job Seeker Enhancements – Implementation January 14th:

In September 2015, NEOGOV released the social login feature for Jobseekers. This feature allows new jobseekers to create their account using their login credentials for LinkedIn or Facebook. Once the jobseeker creates their online application profile using one of these social media accounts, they can login in the future using the credentials from that account.

On the evening of January 14th, 2016, NEOGOV will be releasing an enhancement to this feature that allows existing jobseekers to link their account to their LinkedIn or Facebook account that uses the same email address. The user can then login to their jobseeker account using either their Facebook or LinkedIn credentials or by using the jobseeker account credentials they created previously.

The purpose of this enhancement is to make it easier for jobseekers to access their account, having fewer passwords that they need to remember for the numerous websites that they access.

****Coming 2016****

New OHC Menu

A new OHC Menu will look similar to the Insight My HR page, as well as have some of the functionality currently available only in Insight. Additional information will be shared once it is available.

Notice Templates

How Insight Notice Templates are created will be more intuitive and will have by agency security (notices can be created for one agency to view and use).

Insight - Table Grid for Postings, Exam Plans & Class Specs

The list pages for job postings, exam plans, and class specs will be upgraded. These list pages for postings, exam plans and class specs will include the following new features:

- Ability to sort on any column.
- Ability to reorder the columns.
- Ability to filter on most columns using text.
- Advanced filtering capability.
- Ability to export selected data to CSV or Excel file.

Job Seeker Inbox

Job seekers will be able to log into their account to view an Inbox with notices sent to them from the online recruiting system. Notices will still be emailed to the job seeker, but we have heard that some email providers put the notices into a “Junk” or “Spam” folder, or the job seeker doesn’t see them.

Other News:

DES Online Recruiting System (OLRS) Training class on February 25 – 26th. View the [flyer](#) for full details. *Registration is through the LMS.*

1. Log into the [LMS](#).
2. Click on **Course Catalog**.
3. In the “Search for” field, type in **online recruiting**.
4. Click on **Go**.
5. Click on **Scheduled Classes** for the *DES Online Recruiting System (OLRS) Training*.
6. Follow the onscreen prompts from there.

Any questions regarding the LMS should be directed to your agency training representative (listed in the “Contact Us” tab of the LMS) or send an email for assistance to solutionscenter@watech.wa.gov.

Have a question or need assistance with the OLRS, send a detailed email to solutionscenter@watech.wa.gov.

OLRS Communications are sent to OLRS users with active Insight roles. Want to review past communications? Visit [OLRS Notices](#) on the HR website.