

OLRS Communication

What? 2011 NEOGOV Insight Enterprise Spring Enhancements

Who? OLRs professional users

Why? Changes to the system

When? Distributed June 3rd

Message: On June 4th between 2:00 am and 7:00 am PST the Insight Enterprise system will be down for all users, this includes Insight-HR, OHC-Departments, and the job seeker portal. During this time the 2011 Spring Enhancements will be released in the system. The release notes were posted in the Insight Community site on May 19th for all users to review.

Among the enhancements is the ability for job seekers to select their attachment type when applying for a posting. The attachments types available are:

- Cover Letter
- License
- Other
- References
- Transcript

Note: Any attachments included in applications prior to the enhancement implementation date will be under the attachment type of "Other".

New Application Template Available: With the enhancement, the system administrator has the ability to mark specific attachment type(s) as mandatory on Application Templates. When an application template which has a required attachment type is selected on a posting by a recruiter, then when job seekers apply to that posting they must include that attachment type as part of their application. If the required attachment type(s) are not included in the application, then the job seeker receives a red error message and cannot submit their application until they have included the attachment type(s).

A new Application Template available to use beginning 6/6/2011, titled "App – Resume & Cover Letter Req." The template will appear in the **Application Template** dropdown option when creating a posting:

* Application Template: App - Resume & Cover Letter Req ▼

When job seekers apply to a posting which that application template was selected, they must include those two attachment types in their application. The text resume field is not available for the job seeker to type in their resume since it must be an attachment.

When using this application template, it is a best practice to include in your posting that a resume and cover letter for the position must be attached so that job seekers are able to create them prior to beginning the application process.

Additional Information: Another enhancement is the ability to use spell check on supplemental question text. A spell check icon (the same icon which appears in the posting text boxes) appears next to the question text box.

To view all of the enhancements, log into Insight, click on **Help & Support**, and then **Release Notes** in the right side bar under Insight Documentation.

Questions? Contact:

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Email Contact: servicecenter@dop.wa.gov

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