

## OLRS Communication

**What?** June/July 2013 Release Notes, Scheduled Training Sessions, Reminders

**Who?** OLRs Professional Users

**When?** July 3, 2013

**Message:** On Wednesday, July 3<sup>rd</sup>, the system will be unavailable from 12:01 am to 4:00 am PDT for system enhancements implementation. The following enhancement will be implemented in Insight during this time; however it will **not** be available in the training environment until later in the month. *We recommend that you do not use this functionality until it is in the training environment and validation can be done with test recruitments and 'fake' job seekers to analyze the results.*

### New standardized scoring option

A new scoring option will be added to provide the ability to standardize scores within an evaluation step. With this option, users can enter the mean and standard deviation to be used to calculate z-scores for each applicant's score on an evaluation step. When standardized scores are used within an exam plan, they must be used for any scored and weighted evaluation step within that exam plan to ensure parity in the calculation of an overall score. Because this type of standardized scores will typically range from -2 to 2, when placing candidates on the eligible list, the user will provide a mean and standard deviation to convert the score back to a 100-point scale. **Additional information about this functionality will be shared once available.**

The screenshot shows a 'Scoring' configuration window with the following fields and options:

- \* Calculate Final Score Based On:  Rescaled Score  Percentage Score  Standardized Score
- \* Final Score Weight: 100 % Max: 100%
- \* Calculated Score Decimal Places: 4
- \* Cut-off Raw Score: 75.8235
- \* Mean: 75.8235
- \* Standard Deviation: 7.551782
- \* Test Score Reuse: Do not auto-populate previous test score
- Capture T-Score:  Yes  No

Red circles highlight the 'Standardized Score' radio button, the 'Mean' field, and the 'Standard Deviation' field.

Navigation: CandidateTrack > Exam Plan > view > Add/Edit Evaluation Step

### OLRS Training Sessions:

The Online Recruiting System training for new system users or those who would like a refresh is scheduled for August 29-30. See the [flyer](#) for registration information.

The OLRs Advanced Scoring Workshop is scheduled for September 12<sup>th</sup>. This workshop is for system users who are proficient in the system and would like to learn how to create advanced scoring plans within the OLRs. This workshop includes tips and best practices on developing and scoring questions. See the [flyer](#) for details and registration information.

## Reminders:

### Notice Templates

1. **DON'T** select a Reject Reason when creating or editing a Notice Template. The Reject Reason field should remain on –SELECT-. If a notice is assigned a reject reason, then that notice is the only one that will appear to a recruiter who has selected that reject reason for their applicant.
2. **DON'T** precede the name of your Notice Template with an asterisk. This naming convention has been reserved for templates created and maintained by DES for statewide use.
3. **DO** precede your Notice Template name with your agency acronym.
4. **ARCHIVE** notice templates that are no longer needed.
5. **EDIT** an existing notice when communicating specific information instead of creating new unique notices which clutter up the Notice Template dropdown for all users. The edit option appears after you have selected a notice to send to one or more applicants.

### 3% Temporary Salary Reduction ended June 29, 2013

The temporary salary reduction which took effect July 1, 2011 ended June 29, 2013. Language within job postings regarding the reduction should be removed. The salary listed on postings should be reviewed and edited if it was listed with the 3% reduction included. Additional information, including a Q&A can be found on the [Temporary Salary Reduction](#) webpage.

### IE7 and Firefox16

Effective June 30, 2013, NEOGOV no longer supports Internet Explorer 7 (IE7) or Firefox 16 or below for their professional users. Browsers that will be supported as of July 1<sup>st</sup> are:

- Internet Explorer 8, 9, 10
- Firefox 17, 18, 19

For job applicants, NEOGOV will continue to support browsers used by 5% or more of the job seekers.

### **Questions or need assistance with the OLRs? Contact:**

Service Center: (360) 664-6400

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

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