

OLRS Communication

What? August Release and Recruiting Records Retention

Who? OLRS Professional Users

When? August 24, 2013

August Release: On Saturday, August 24th, the following enhancements are scheduled to be released in the online recruiting system (OLRS).

OHC Subject Matter Expert (SME) review complete notice

A SME can send email when they have completed reviewing and rating applications. The notice is sent to the HR user assigned to the job posting, as well as any other SMEs assigned to review applications for that evaluation step.

Candidate	Master Profile	Last Updated	Updated By	At Step	Disposition	Assigned By	Comments
Newsbaum, Bill	View	04/08/08 2:53 PM	Cline, Michelle	Supplemental Questionnaire	Pass - 70.00%	Cline, Michelle	Add
Smith, Laquina	View	04/08/08 2:53 PM	Cline, Michelle	Supplemental Questionnaire	Pass - 70.00%	Cline, Michelle	Add

Navigation: OHC > My SME Review > click exam plan title > SME Review Complete

Eligible List Report includes comments

The Eligible List report now includes a column for comments from the eligible list.

Navigation: Insight > Reports > Eligible List > Eligible List Report

Standardized scoring of cumulative scores

When standardized scoring is used on the scored steps of an exam plan in Insight, you now have the ability to standardize the cumulative step score prior to placing candidates on the eligible list.

Standardized scoring is not yet available in the training environment.

Records Retention and Destruction: The [State Government Records Retention Schedule](#) for recruitment is 3 years after the position is filled, and then destroy. We previously communicated the recruitment records schedule in the [OLRS Communication on September 5, 2012](#).

Due to the disposition action, it is very important that the hire activity is completed on the selected candidate with an accurate **Answer Date** and **Start Date**. The current online recruiting system (OLRS) was implemented in July of 2010; therefore, there are records that can be purged (destroyed) from the system due to meeting the records retention schedule.

Hire Entered - Records where a hire is entered 3 or more years ago will be identified and purged out of the system, along with any other records associated to the hire (posting, requisition, exam plan, applications of other candidates not selected, etc.).

Posting, No Hire Entered - Records where a hire is not entered, but the job posting closed or went inactive over 3 or more years ago will be purged out of the system along with any other records associated to the posting (requisition, exam plan, applications, etc.).

Requisition, No Posting – Records where a requisition was created 3 or more years ago, but no candidates were referred will be purged out of the system.

Exam Plan, No Posting – Records where an exam plan was created 3 or more years ago, but no posting was associated with it will be purged out of the system, along with any associated requisitions.

Enterprise Services is working on the records destruction process directly with NEOGOV and will establish a routine time for the destruction of records (e.g., once a month, once a quarter, every 6 months). When the process is established, it will be communicated to the Insight community.

What you can do to help

- If you create a posting, but don't release it and don't enter any job seekers onto the posting, then you should delete the posting.
- Enter the Hire activity for the selected applicant in a timely manner.
- Records for volunteer recruitments **must be clearly labeled** since they are under a different record retention scheduled.

Remember if the record is still available, even after the retention date, then the record has to be provided in response to a public disclosure request. Each agency has access to their recruitment information in the OLRs and is responsible for fulfilling records requests and public disclosure requests as stated in [RCW's](#), [WAC's](#), and your agency Records Management Policy.

Reminders:

Assessment guidance and assistance

On the state's Human Resources website, hr.wa.gov, there are guidance documents to assist with [Assessment and Selection](#). The Assessment and Selection webpage

includes sample supplemental questionnaires and tips on creating questions. For one-on-one assistance, contact Mike Raich directly, mike.raich@des.wa.gov.

Remove access

When a staff member at your agency no longer needs access to system, send a request to servicecenter@des.wa.gov to have their Insight access removed. All of their assigned Postings and Requisitions will need to be reassigned by your agency's active Insight user. Your agency OHC Liaison inactivates the staff members OHC access.

Questions or need assistance with the OLRs? Contact:

Service Center: (360) 664-6400

Email Contact: servicecenter@des.wa.gov

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