

CIVIL SERVICE HIRING



CIVIL SERVICE HIRING MADE EASY

Civil service hiring is very different from other types of hiring. Fortunately, PeopleAdmin understands the complexity of merit-based hiring, and has developed a platform that reflects the way civil service hiring really works. Our civil service solution integrates assessments from any source, applies intelligent rules for qualifying and ranking applicants, manages eligible lists, and automates the certification process. Most importantly, we understand that every agency is different. That's why we made sure that workflows are fully configurable and rules for ranking and qualifying applicants are customized to reflect your process.

MANAGE APPLICATION PROCESS

With the ability to have multiple position types and both jobs and exams, you can configure the application processes to reflect your agency's methods. If an exam is required, job listings can be displayed for informational purposes only. Customize job requirements and list restrictions, such as city-wide or promotional.

Maximize your reach with RSS and "Quick link" URLs to integrate with popular job listing sites, as well as your agency's branded self-service portal. Applicants easily search, apply and track their status online. They are even notified automatically of status changes and exam dates, significantly reducing staff time spent dealing with individual applicants.

Enter test and assessment results or import the results from external systems such as Scantron. Include oral boards, written exams and preference points. Identify per posting which assessments are required for the application, and the steps to apply.

When combined with PeopleAdmin Applicant Tracking, this powerful new approach to talent management will enable institutions to hire the best talent by ensuring postings reflect organizational needs as they are today... not as they were when you last filled that position.

Key Benefits

- Manage large numbers of applicants efficiently, while ensuring compliance with hiring regulations.
- Reduce staff time by automating rules for weighting, ranking and selecting candidates.
- Create efficient processes that maintain discretion and security, impressing candidates and current staff alike.
- Ensure that your screening and selection process enables the most qualified candidates to rise to the top.
- Build the power of your employment brand while identifying and engaging the best talent available.

Configure minimum passing scores and weights for assessments, define rating criteria and assign review boards for panel reviews. Applicants are automatically ranked, matched to positions, or eliminated – without time-consuming database queries or manual application reviews.

Submit requisitions and generate eligible lists for multiple positions and departments. Freeze, extend, hold or expire eligible lists as needed. Certify applicants to departments and specific vacancies based on your agency’s rules and set how many times an applicant can decline an offer before being removed from the department’s eligible list.

EFFICIENT COMPLIANCE

As a public agency, compliance with hiring and civil service laws and regulations is critical. PeopleAdmin’s civil service solution facilitates efficient compliance that ensures human resources and management maintain a defensible audit trail of all changes, classification decisions, certifications, and EEOC guidelines. As you work, the system automatically creates an archive of what changed, who changed it, when it was changed and why – without the significant paper trail associated with the cumbersome and unreliable systems of the past. With access to current and historical position information, questions and requests can be handled promptly and at minimal cost. Sophisticated ad hoc reporting makes it easy to gather Equal Employment Opportunity compliance data, as well as historical analysis and metrics.

Rank	Unique Rank	Full Name	Employment/Experience (10.0%)	Written Exam (70.0%)	Review Board (Panel - 10.0%)				Supplemental Questions Score (10.0%)	Veteran's Preference (3.0 pts)	Disqualified?	Base Score	Adjustment	Total Score
					Panel	Judge 1	Score 1	Judge 2						
1	1	Jason Ewing	5 - 100.0 (10.0)	96.0 (67.2)	Oral Review Board 1	John Smith	4 - 800.0	Rick Johnson	5 - 100.0	0.0 (0.0)		128.4	0.0	128.4
2	2	Aaron Patterson	3 - 60.0 (6.0)	90.0 (63.0)	Oral Review Board 1	John Smith	4 - 800.0	Rick Johnson	3 - 60.0	0.0 (0.0)		119.4	0.0	119.4
3	3	Angelina Anderson	4 - 80.0 (8.0)	100.0 (70.0)	Oral Review Board 1	John Smith	3 - 60.0	Rick Johnson	4 - 800.0	0.0 (0.0)		113.6	0.0	113.6
4	4	Tyrone Carter	5 - 100.0 (10.0)	87.0 (60.9)	Oral Review Board 1	John Smith	4 - 800.0	Rick Johnson	5 - 100.0	0.0 (0.0)		107.3	0.0	107.3
5	5	Damen Fedorski	1 - 20.0 (2.0)	77.0 (53.9)	Oral Review Board 1	John Smith	3 - 60.0	Rick Johnson	4 - 800.0	0.0 (0.0)		107.1	0.0	107.1

Establish eligible lists automatically

Use powerful searching and filtering to identify top applicants

Search Supplemental Question Answers

+ Please indicate your highest degree completed. Includes Master's Degree

+ * How much experience do you have in a related position? Includes 3-5 years

search clear

Select search criteria to see a list of matching applicant.

ABOUT PEOPLEADMIN

PeopleAdmin provides web-based talent management solutions uniquely designed for higher education and government organizations; including modules for applicant tracking, position management, and performance management. PeopleAdmin’s solutions enable clients to automate and simplify their hiring workflow, improve candidate communication and selection, drive compliance through their process, and improve reporting methods. Delivered through a SaaS (Software-as-a-Service) model, PeopleAdmin solutions are rapidly deployed, easy-to-use and supported through a world-class customer service organization. [For more information visit www.peopleadmin.com](http://www.peopleadmin.com)