HR-020-010 Create and Post Job Requisition

As Agency Requisition Initiator, I want

- To see all current positions in my agency
- To initiate, submit, edit, and cancel
- To track the progress of the request
- To receive notifications
- To be able to view the budget rules
- To be able to route or identify internal agency approvers
- To be able to view and edit the draft/job posting
- To be able to designate the position as an underfill position
- To be able to post multiple work locations on one requisition
- To be able to update/change working title/preferred title
- To be able to identify the position as classified or non-classified
- To be able to identify benefitted or non-benefitted
- To be able to identify seasonal, full-time, part-time
- To be able to see and copy other agency announcements, exams and grading criteria

As DFM, I want

- To be able to receive notifications for exception requests
- To be able to view the budget rules
- To be able to view all current positions for the current agency
- The ability to approve or reject an exception
- To be able to track the progress of a request
- To be able to put comments on the request

As DHR/Agency, I want

- To see all current positions in my agency
- To initiate, submit, edit, and cancel
- To track the progress of the request
- To receive notifications
- To be able to view the budget rules
- To be able to approve, reject, and make comments on requisitions
- To be able to add minimum qualifications
- To add the salary range
- To be able to add correlating exam questions
- To complete the agency details (sales pitch) we are posting the requisition for
- To be able to identify if the role is for full time, part time, contracted
- To be able to customize agency logos
- To review position description prior to posting
- To be able to add/modify position specialties
- To be able to attach grading criteria for SME reviews
- To create the scoring plan, to determine if someone passes or fails

- To be able to select which job board the requisition should be posted in
- To be able to identify if the requisition had multiple openings attached to it
- To be able to identify a hiring manager
- The ability to update a position after it's posted
- To be able to view all requisitions no matter status statewide
- To be able to track the number of days a requisition is open
- To be able to restrict editing rights for particular fields on the posting (ex. Minimum qualifications, pay range, etc.)
- To be able to view audit trail of posting edits made
- To be able to route or identify internal agency approvers
- To be able to view and edit the draft/job posting
- To be able to designate the position as an underfill position
- To be able to post multiple work locations on one requisition
- To be able to update/change working title/preferred title
- To be able to identify the position as classified or non-classified
- To be able to identify benefitted or non-benefitted
- To be able to identify seasonal, full-time, part-time
- To be able to view candidates from other requisitions
- To be able to see and copy other agency announcements, exams and grading criteria

As Agency Leadership, I want

- To see all current positions in my agency
- To view all requisitions in my agency
- To be able to view a summary requisition status across the agency

As Agency Internal Approver, I want

- To approve, return, and deny an agency requisition.
- To add comments to a requisition.

HR-020-020 Internal Applicants Apply

As DHR/Agency, I want

- To be able to pull contact information for potential candidates that have subscribed for job boards
- To see who has started applications but not submitted them

As an Employee, I want

- To view all open positions
- To be able to apply to all open positions
- To create relevant job alerts
- To track my application status
- To view my exam score

- To edit my application
- To upload attachments
- To be able to identify statewide/internal promo vs external open competitive
- To be able to apply as an employee from the external site
- To be able to update my profile
- To be able to preview exam questions
- To access benefit information
- To be able to access technical assistance
- To be able to request accommodations for completing the application
- To be able to save my application and come back to it later
- To receive a notification if an announcement is closing, and I have not finished/submitted my application

HR-020-030 External Applicants Apply

As DHR/Agency, I want

- To be able to pull contact information for potential candidates that have subscribed for job boards
- To see who has started applications but not submitted them

As an External Applicant, I want

- To view all open positions
- To be able to apply to all open positions
- To create relevant job alerts
- To track my application status
- To view my exam score
- To edit my application
- To upload attachments
- To be able to identify statewide/internal promo vs external open competitive
- To be able to apply as an employee from the external site
- To be able to update my profile
- To be able to reset my password
- To be able to preview exam questions
- To access benefit information
- To be able to access technical assistance
- To be able to request accommodations for completing the application
- To be able to save my application and come back to it later
- To receive a notification if an announcement is closing and I have not finished/submitted my application

HR-020-040 Manage Talent Acquisition Events

As DHR/Agency, I want

- To be able to hire multiple people off on requisition
- To be able to add multiple positions to one requisition
- To be able to post multiple locations on one requisition
- To be able to pull top 25 for each opening as they become available
- To be able to use this for all types of positions in the state (seasonal, classified, non-classified, etc.)
- To be able to close and reset every 90 days to keep accurate and current
- To be able to view previous requisitions
- To be able to pull a report to see how many applicants came from the job fair
- To be able to pull a report with candidate info to notify them of other openings
- To be able to pull contact information for potential candidates that have subscribed for job boards
- To email potential candidates who have previously subscribed to a job board
- To be able to assist potential candidates in creating job alerts
- To be able to view applicant profile and all requisitions they applied for
- To be able create, update, close
- To be able to tag open source requisitions with position categories

As a Candidate, I want

- To be able to easily find and apply for jobs (Job fair, open source)
- To be able to learn more about the agency

HR-020-050 Screen Candidates

As DHR/Agency, I want

- To be able to review previous grading criteria
- To be able to identify and process veteran's preference
- To add SMEs to the system
- To view SME history by job
- To be able to identify layoff eligible candidates
- To be able to create and view comments of layoff eligible contact
- To be able to score, rank, and identify top 25 candidates
- To be able to view candidate's exam history and see notes
- To be able to override SME scores
- To send SME scores back to SME for additional review
- To update the assigned SME
- To assign to multiple SMEs to divide out the number of applications
- To be able to either print or save PDF of candidate's application
- To bulk print candidate applications from the hiring list
- To receive notification that the SME has completed the review
- To view SME progress before final submission

- Send list of candidates to the manager for review
- To update or edit candidate's applications
- To process applicants through scoring buckets
- To be able to add comments to candidate's profile
- To generate notifications of phone screen details
- To limit score choices
- The ability to assign SME reviews without candidate identifying information
- Require SME comments for failed candidates
- To be able to add comments about SME
- To create SME assignment due dates
- To send SME assignment due date reminders
- To be able to view internal candidate's past performance
- To send reminder notification to agency screener

As SME, I want

- To be able to score candidate questions
- To view all candidate materials
- To limit the PII access for a SME
- To view/ the grading criteria
- To accept or decline SME assignment
- To be able to review and edit scores prior to submission
- To be able to submit final score reviews
- To access tutorials on how to perform SME functions
- To provide comments for score review
- The option to auto-fail a candidate
- To be able to look up candidate by phone number
- To be notified when exams or additional exams are sent

As Agency Candidate Screener, I want

- To be able to review all appropriate application materials for referred candidates
- To be able to identify veteran's preference candidates and layoff eligible candidates
- To identify current state employees and their current agency
- To identify action taken with each candidate (considered, not interviewed, call for interview)
- To be able to schedule phone screeners
- To conduct the phone screens
- To identify candidates to interview
- To identify candidates required to interview

As the Candidate, I want

- To receive notification of failure to meet minimum qualifications
- To view score
- To know how to appeal score

- To know application status
- To identify contact for scoring questions
- To identify who to contact with overall recruitment questions

As Agency Leadership, I want

- To view candidate status

HR-020-060 Manage Interview Scheduling

As DHR/Agency, I want

- To be able to send interview dates/time to interview team
- To be able to view the candidate's application
- To be able to print or send electronic copies to the interview team
- To include web conference link if necessary

As the candidate, I want

- To receive notification of interview logistics

As a hiring manager, I want

- To see status and interview logistics

HR-020-070 Interview and Select Candidates

As DHR/Agency/Manager, I want

- To print applicant applications to share with interview team
- To initiate reference check
- To assign a pre-offer screening package
    - May include skills assessments
- To update selected candidate status
- To attach documentation to application

As Candidate, I want

- To see application status
- To update references

HR-020-080 Prepare and Extend Job Offer

Agency Leadership, I want

- To be able to review and approve an offer
- To be able to deny an offer

- To receive notifications when an offer needs reviewed
- To be able to add notes to an offer
- To be able to reject offer conditions and add comments
- To receive notification and approve top candidate and requisition/position information
- To receive a reminder if I have not approved/denied the offer

As the manager, I want

- To receive notifications if an offer is approved/denied by agency leadership
- To receive notification when the candidate has signed/accepted the offer
- To have access to the candidate profile to access contact information
- To add notes in the candidate profile after extending a verbal offer

As DHR/Agency, I want

- To be able to review compensation reports to come up with offer amount
- To be able to update the offer with the hiring manager
- To send an offer request to agency leadership
- To be able to add notes when submitting an offer request to agency leadership
- To receive notifications if the offer is approved/rejected by agency leadership
- To view notes when the request is returned by agency leadership
- To prepare and send offer to candidate
- To be able to update offer and resend to candidate
- To be able to customize the candidate offer
- To receive notifications when the candidate has acted on the offer (signed)
- To see status of all job offers for all requisitions
- To be able to send reminder notifications to manager, agency leadership and candidate

As the candidate, I want

- To receive an offer
- To view the status of my offer
- To receive notifications when my offer has been sent
- To be able to sign and submit the offer
- To be able to attach documentation to the offer
- To decline an offer
- To add notes when I send my offer back
- To receive a reminder if I have not responded to the offer
- To be able to review benefits prior to accepting position

HR-020-090 Perform Pre-Hire Due Diligence

As DHR/Agency, I want

- To be able to select appropriate pre-hire packages from a list
- To be able to customize pre-hire packets depending on candidate type (internal/external)
- To be able to access historical/archived activities and documents
- To be able to initiate activities for candidates
- To view results of completed tasks received from the candidate
- To be able to request additional information from candidates
- To be able to add/edit pre-hire packages
- To be able to attach documentation to send to candidates
- To be able to review results with appropriate stakeholders
- To be able to add notes to the candidate profile
- To be able to document if the candidate passed or failed
- To be able to update the candidate status
- To review the status of pre-hire activity/completion
- To be able to return activities to the candidate and add comments
- To be able to print and send pre-hire activities
- To be able to do the pre-hire due diligence before the offer
- To be able to send reminder notifications to the candidate
- To be able to reassign tasks to applicant if they missed completing them the first time
- To be able to update the candidate status
- To be able to see the status of all pre-hire due diligence for all requisitions
- To be able to coordinate with 3rd party vendors for: background checks, pre-employment drug test, driving record review

As the candidate, I want

- To be able to receive assigned activities
- To be able to complete assigned activities
- To be able to add comments
- To be able to provide more information if requested
- To be able to submit completed activities
- To receive notifications if more information is needed
- To receive notifications when my status is updated
- To receive notification if I pass or fail my new hire activities
- To receive reminder notifications if I have not completed the tasks
- To be able to respond if I forgot something initially
- To be able to attach documentation and send it back to DHR/Agency
- To identify the expected timeframes and to be updated on pre-employment requirements

HR-020-100 Prepare Rejection Notification

As the manager, I want

- To be able to notify HR I want to reject a candidate
- To be able to see the status of candidates
- To be able to communicate to non-selected applicants that have potential for another position

As DHR/Agency, I want

- To move a candidate to rejection status
- To receive notification from the manager that they want to reject a candidate
- To notify the candidate they have been rejected
- To add notes in the candidate profile
- To be able to see the status of candidates
- To be able to move candidates to rejected status and send the notification, if applicable, based on the rejection reason
- To be able to receive responses from candidates and to be able to respond
- To be able to see past rejection notifications for each candidate
- To be able to send automatic emails to non-selected applicants – chose who those go to.
- To be able to hire someone not selected from this recruitment for another position within the same classification (add an additional PCN to the hiring list)

As the candidate, I want

- To receive notification that I was not selected for the position
- To view status in my candidate profile
- To be able to respond to the notification

HR-020-110 Manage Position Requisitions

As DHR/Agency, I want

- To review the applicant pool
- To close a requisition
- To notify applicants when a requisition status has been updated
- To edit a requisition
- To put a requisition on hold
- To release a requisition that was previously on hold
- To repost a requisition
- To notify applicants if there has been a change to the requisition
- To review sourcing options with manager
- To send notifications to the manager
- To add notes to the requisition
- To send notifications to candidates

- To be able to see the status of all position requisitions
- To be able to post on other job boards

As the manager, I want

- To be able to review the applicant pool
- To review sourcing options with HR
- To receive notifications if a requisition is revised
- To request to put a requisition on hold
- To be able to see the status of my position requisitions

HR-020-120 Rescind Offer

As DHR/Agency, I want

- To be able to attach documentation
- To assign a reason for rejection
- To be able to cancel the hire
- To be able to update the position
- To be able to update the status and send appropriate rejection notices
- To be able to communicate with downstream systems
- To notate in the candidate's profile
- To notate if the candidate was internal or external
- To be able to go back to the other candidates from the requisition to consider them
- To be able to track rescinded offers and reasons for future recruitments

As the manager, I want

- To receive notification of separation if person was already hired
- To be able to request the position be reposted
- To be able to see the status of the candidate and if the rescind offer has processed
- To be able to go back to the other candidates from the requisition to consider them.
- To view information as to why my offer was rescinded

HR-020-130 Identify Critical Workforce Segments

As DHR/Agency, I want

- To be able to identify CWS
- To be able to pull reports of CWS

- Able to add, remove or update CWS
- To be able to see other agencies CWS

As Agency Leadership, I want

- To be able to identify CWS
- To be able to pull reports of CWS
- To be able to see other agencies CWS