Career Opportunities System
(COS)

Agency Level 1 and 2 eLink

Division of Career Opportunities

COS Training Material

Is Designed…

- To give you the basic knowledge and skills you need to perform your tasks in COS as well as to perform any related business processes
- To demonstrate how you can further develop your skills by using the classroom materials and online COS training material

is Not Designed…

- For your specific division or agency procedures and policies
- To be inclusive of all of the scenarios you may encounter in your current job role

Basic Terminology

Career Opportunities System (COS)

The Commonwealth's recruitment tool consists of two parts:

- The Kenexa 2x BrassRing™ website which Commonwealth employees use to perform their daily tasks
- The Talent Gateway which candidates use to search for and apply to posted vacancies

Form

- Basis of workflow and all actions in COS
- Used to document each step in an applicant's progress from initial application to appointment

Requisition (req)

- The request to fill a job vacancy is initiated by the agency
- The requisition *form* contains all information relative to a job vacancy
- A req is posted for a minimum of 10 days
- An agency may request that it be posted for longer than 10 days

Immediate Fill Requisition (req)

- “Immediate Fill” positions are generally not posted online for the standard 10 day minimum, but the agency may request to do so. Otherwise they are available for applicants to apply to 365 days per year as an “Immediate Fill” posting.

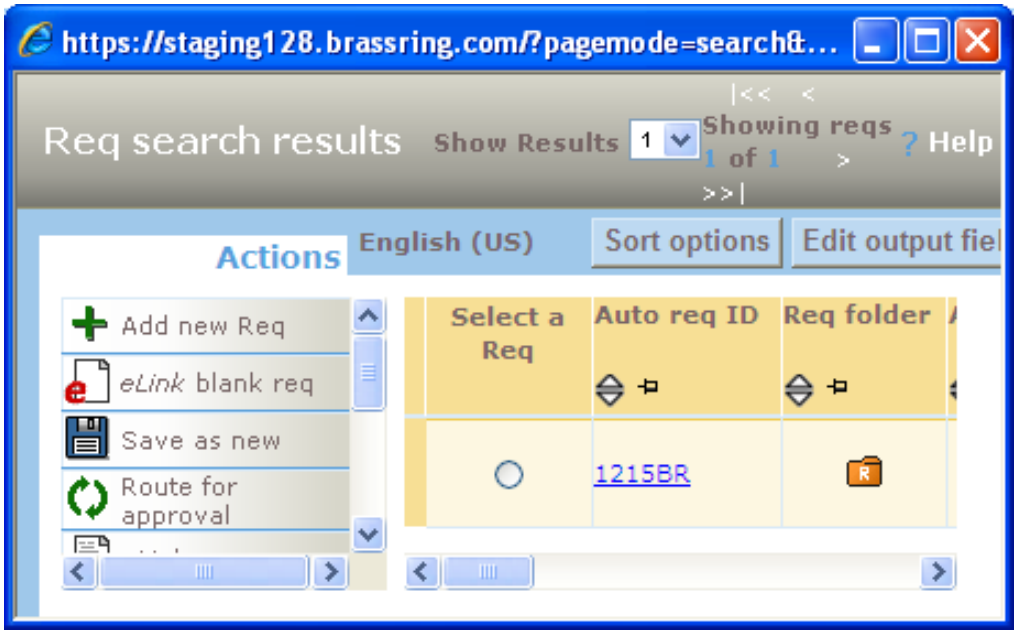
Preferred Skills Questions (PSQs)

- An agency-developed question relative to a skill set which the candidate responds to at the time of self-nomination
- The agency may then incorporate this as part of their evaluation process under 101KAR 2:066 Section 3
- A list of PSQs can be found at :
- http://hr.personnel.ky.gov/Pages/Reference-SystemCOS-PSQ.aspx

Auto req ID

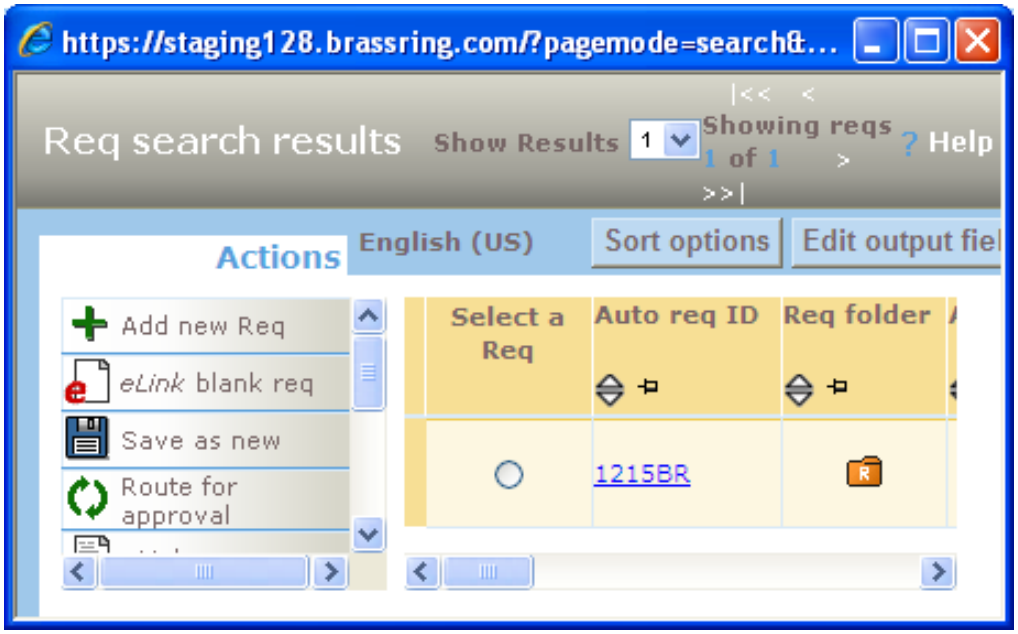
- The COS system-assigned, alpha-numeric code with the format xxxxxBR (where xxxxx is a five-digit number) unique to every requisition

- Assigned once the requisition has been saved the first time



Requisition Folder (Req folder)

- Contains the applicants that self-nominate to your posting

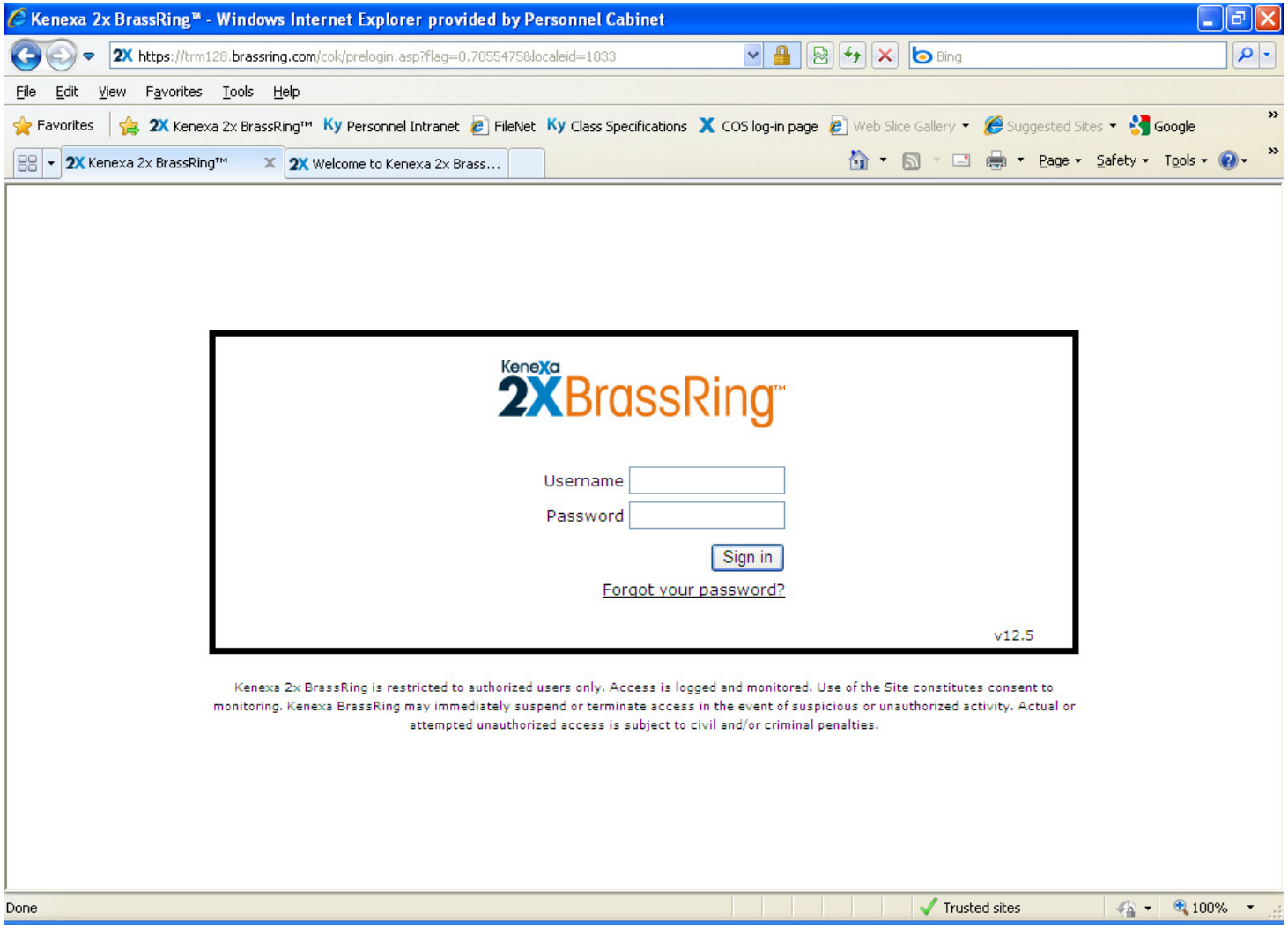


Course Overview

- Welcome Screen
- Creating a Requisition
- Talent Record
- Working a Register
- Setting Output Fields
- MQ Review v. Bypass Review
- Special Candidate Types
- eLinking
- Appointing a Candidate

Welcome Screen

Log in to COS


Kenexa 2x BrassRing™ - Windows Internet Explorer provided by Personnel Cabinet
https://trm128.brassring.com/cok/prelogin.asp?flag=0.7055475&localeid=1033
File Edit View Favorites Tools Help
Favorites
Kenexa 2x BrassRing™
Personnel Intranet
FileNet
Class Specifications
COS log-in page
Web Slice Gallery
Suggested Sites
Google
Welcome to Kenexa 2x Brass...
Page Safety Tools
Kenexa 2XBrassRing™
Username
Password
Sign in
Forgot your password?
v12.5
Kenexa 2x BrassRing is restricted to authorized users only. Access is logged and monitored. Use of the Site constitutes consent to monitoring. Kenexa BrassRing may immediately suspend or terminate access in the event of suspicious or unauthorized activity. Actual or attempted unauthorized access is subject to civil and/or criminal penalties.
Done
Trusted sites
100%

Kenexa 2x BrassRing™

(AL1 and AL2 eLink users' Portal Panel view

Welcome to Kenexa 2x BrassRing™ - Mozilla Firefox

File Edit View History Bookmarks Tools Help

2X Welcome to Kenexa 2x BrassRing™

https://staging128.brassring.com/WelcomePages.UserInterface/WelcomeComposite.aspx

Most Visited | Getting Started | Latest Headlines

Kentucky

Reqs | Candidates | Reports | Admin

URC | Home | Logoff | Search | Help

SS Support

Kenexa 2XBrassRing

Search Candidates
Search Reqs
1215

Welcome to the Career Opportunities System (COS)

COS User Resources
For assistance from the Career Opportunities System Help Desk, go to:
COSHelp@ky.gov

To access the COS Training Manual, click here.
To access COS Updates and Tips, click here.
For specific information regarding Agency Level user types, click here.

COS Training
For information regarding COS training, including schedule, please click here.

Location
Upon enrollment in class, an e-mail confirmation will be sent along with the Frankfort, KY location.

My Open Reqs

Actions | Filter | Display

Records 1 - 6 of 6 Results Per Page 50

Auto req	Class Title :	Attachments	Cost Ce	# of Vacanc	Requisition St	Vacancy Type :	Post Ending D
1355BR	ADMINISTRATIVE BRANCH MANAGER	+	53721	1	Not Certified	Promotional - Open Only To State Merit Employees	20-Oct-201
1273BR	AUDIOLOGIST II	+	53767	1	Not Certified	Competitive - Open To All Candidates	
1215BR	OFFICE SUPPORT ASSISTANT II		55793	1	Run Certification	Competitive - Open To All Candidates	16-Oct-201
1354BR	OFFICE SUPPORT ASSISTANT II	+	55793	1	Not Certified	Competitive - Open To All Candidates	21-Oct-201
1352BR	TRAINING DEVELOPMENT SPECIALIST I	+	51000	1	Not Certified	Competitive - Open To All Candidates	21-Oct-201
	WORKFORCE					Competitive - Open	

My Candidates

Display

Status	Total	New	COS
0-Filed	32	32	32
Certified - FIM	5	5	5
Certified - COMP	6	6	6
Cert-Added to Register	1	0	1

My Calendar

8 am
9 00
10 00
11 00
12 pm

Your browser has not been configured to use the Outlook Calendar view. Microsoft Outlook 2003 or higher must be installed, and you must be running Internet Explorer 6.0 or higher.

My Open Reqs – portal panel

Select these column headings:

- [Req fields (standard)] **Auto Req ID**
- [Req fields (standard)] **Class Title:**
- [Req fields (standard)] **Attachments**
- [Req fields (custom)] **Requisition Status:**
- [Req fields (standard)] **# of Vacancies:**
- [HR Status] **QA Review Pending**
- [HR Status] **QA Review Approved**

Creating a Requisition

In order to create a req in COS:

- Receive the “Request for Personnel Action Exemption” (PAE) from the Governor’s office
- The **30 million number** is the position number and should be on the PAE- *unless it is a newly established position*
- Then, once the newly established position can be *validated* in KHRIS, a request for a register may be made in COS
- A request for a register is done by filling out a requisition form in COS

Create the requisition in COS

- All job vacancies that are posted in COS require the completion of a requisition form

- All fields labeled with a red asterisk (*) are required fields and must be completed

Creating and Routing a Requisition

- Route the requisition to the “Agency Approver”
  - Some agencies' business rules require approval of a requisition by a central office “approver”
  - Agencies not requiring a formal approval process will approve their requisitions themselves before routing the request to the Personnel Cabinet for final review and approval

Final approval of a requisition

- The Personnel Cabinet has final approval of a requisition
- A req may be placed on “Hold” for various reasons (the agency will be notified)
  - Incorrect information
  - Lacks approval by the “Agency Approver”
  - Does not match information on PAE or position number in KHRIS
- All Requisition Team members will receive an automatic email notification when final approval has been made by the Personnel Cabinet

10- Day Posting

- Automatically posted for a standard ten day period (includes weekends)
- All fields labeled with a red asterisk (*) are required fields and must be completed
- Description of Job Duties may be detailed
- Must indicate whether it is “Competitive” or “Full-Internal Mobility”
- May include “Preferred Skills Questions (PSQs)
- May add Requisition Team members

Immediate Fill

- All fields labeled with a red asterisk (*) are required fields and must be completed
- County location must be indicated
- Description of Job Duties may simply read "Immediate Fill"
- Must indicate whether it is "Competitive" or "Full-Internal Mobility"
- May not add additional PSQs to requisition
- May add Requisition Team members

Talent Record

Talent Record

- Electronic document that stores all information about a candidate including applications, resumes, system forms, HR Status history, communication, eLink history and attachments

Talent Gateway Form

- The form which contains the Merit Application for Employment

Job Response Form

- Contains the responses to the “Preferred Skills Questions” for a given requisition and all questions from the Talent Gateway Form that were answered by the applicant

Sending System Communications

- System communications are sent to candidates to provide them with information relevant to their self-nomination to a requisition
  - Agencies needing additional templates should contact the Register Branch
- These communications can be sent from the requisition folder or the candidate's Talent Record
  - In order to send information specific to the requisition, communications must be sent from the requisition folder

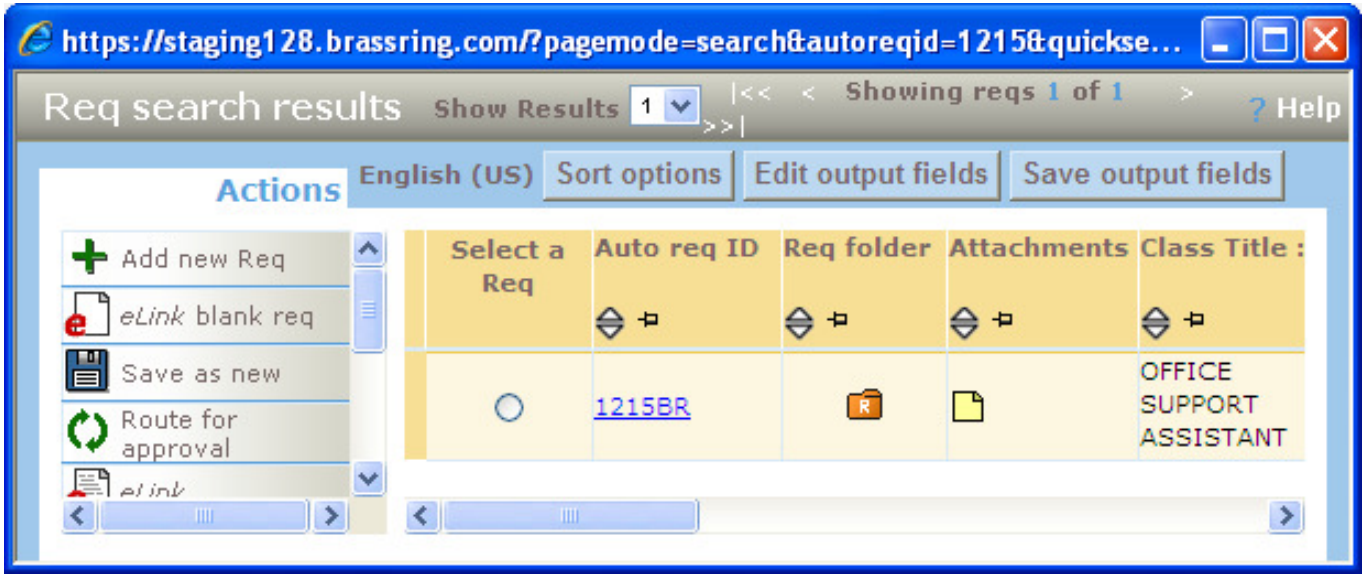
Working a Register

Register vs. Requisition

- **"Register" means any *official list of eligibles* for a particular class** and, except as provided in this chapter, placed in rank order according to the examination scores maintained for use in making original appointments or promotions to positions in the classified service; **(KRS.18A.005)**

Certified Register Report

- The agency will receive a notification from the Personnel Cabinet with the procedures defining the method of compliance *(Note: please see attached handout)*
- The certified register report will be “attached” to the requisition in COS
- This is seen as a yellow icon in the *Attachments* column



Certified Register Report (pdf)

LetterTemplateDwnld.asp (application/pdf Object) - Mozilla Firefox

https://staging128.brassring.com/Jetstream/500/Presentation/Template/ASP/Candidate/SendCommunication/LetterTemplateDwnld.asp?filename=^51fTmrBt1EP*B1pIFyCCrUX6sVhD87g7mlrMQptHIv13jY1X/PXOAJ.

Certified Register Report

Requisition #:	1215BR	Cert Num:	1215	Location:	Franklin County
Title:	OFFICE SUPPORT ASSISTANT II	# of Vacancies:	1	Position Number(s):	30999888
Is this a second Certified Register after all REMs have been considered?:	No	Agency Request #:		Vacancy Type:	Competitive - Open To All Candidates
Include EEO Data?:	No	Date Generated:	11/13/2012 10:29:28 AM	Position Type:	Full-time Merit (18A)
Requisition Creator:	IRELAND, AMY M (PERS)	Agency Contact:			

SSN	Last Name	First Name	Middle Initial	Candidate Type	Ranking Value	REM/STL - Months of Service	Veteran's Preference
0001	Edwards	April		COS	Full-time Internal Mobility	NA	
0003	Fort	Frank		COS	Full-time Internal Mobility	NA	Yes
0006	McAllister	Kate		COS	Full-time Internal Mobility	NA	
0010	Tabby	Darnell		COS	Full-time Internal Mobility	NA	
0011	Webb	Lois		COS	Full-time Internal Mobility	NA	
0002	Fields	Sally		COS	Competitive	NA	Yes
0004	Hall	Billy		COS	Competitive	NA	
0005	Hart	Susannah		COS	Competitive	NA	
0007	Meeks	Mike		COS	Competitive	NA	Yes
0008	Mountjoy	Liz		COS	Competitive	NA	
0009	Pope	Mary		COS	Competitive	NA	

Date Generated : 11/13/2012 10:29:28 AM

Page: 1 of 1

HR Status

10- Day Posting	Immediate Fill

- Candidates are certified out to the agency via the certified register report
- Certified – COMP
- Certified – FIM
- Certified - REM

Req Detail & Req History

Req Detail

Req detail 1215BR : OFFICE SUPPORT ASSISTANT II - Mozilla Firefox

https://staging120.brassring.com/webstream/500/presentation/template/asp/Req1AddReq/viewreq.asp?mode=viewautorequitorequid=749456folderid=975438selectlang=en

Req detail 1215BR : OFFICE SUPPORT ASSISTANT II

Help

Edit req | Save req as new | eLink req | Select job posting preview | Print req | Posting options

Put req on hold | Close req | Cancel req | Delete req

Req detail | Req history | Attachments | Notes

Req template: Merit Job Req

Job posting preview eLink history

Sender name	Recipient name/email	eLink sent	eLink opened
MYCOS20, MYCOS20	IRELAND, AMY M (PERS-AL3)	19-Apr-2012	

Req details OFFICE SUPPORT ASSISTANT II — Req status Open

Job Title : 8927 OFFICE SUPPORT ASSISTANT II
Class Title : OFFICE SUPPORT ASSISTANT II
Title Code : 9003
Agency : 55 - Personnel Cabinet
Requisition Creator : IRELAND, AMY M (PERS)
Agency Approver : IRELAND, AMY M (PERS)
Location : Franklin County
# of Vacancies : 1
Positions Remaining : 1
Department : DHRA/DCO
Agency Contact :
Agency Request # :
Cost Center 55793
Position Number(s) : 30999888
Work Schedule : 1st Shift
Vacancy Type : Competitive - Open To All Candidates
Position Type : Full-time Merit (10A)
Work Week : 1 - 37.5 hr/wk
Description of Job Duties : Test Req
Group : CLERICAL AND OFFICE MACHINE
Vacancy Keyword Categories : Administrative / Clerical
Human Resources / Personnel

Req History

Req detail 1215BR : OFFICE SUPPORT ASSISTANT II - Mozilla Firefox

https://staging120.brassring.com/webstream/500/presentation/template/asp/Req1AddReq/viewreq.asp?mode=viewautorequitorequid=749456folderid=975438selectlang=en

Req detail 1215BR : OFFICE SUPPORT ASSISTANT II

Help

Edit req | Save req as new | eLink req | Select job posting preview | Print req | Posting options

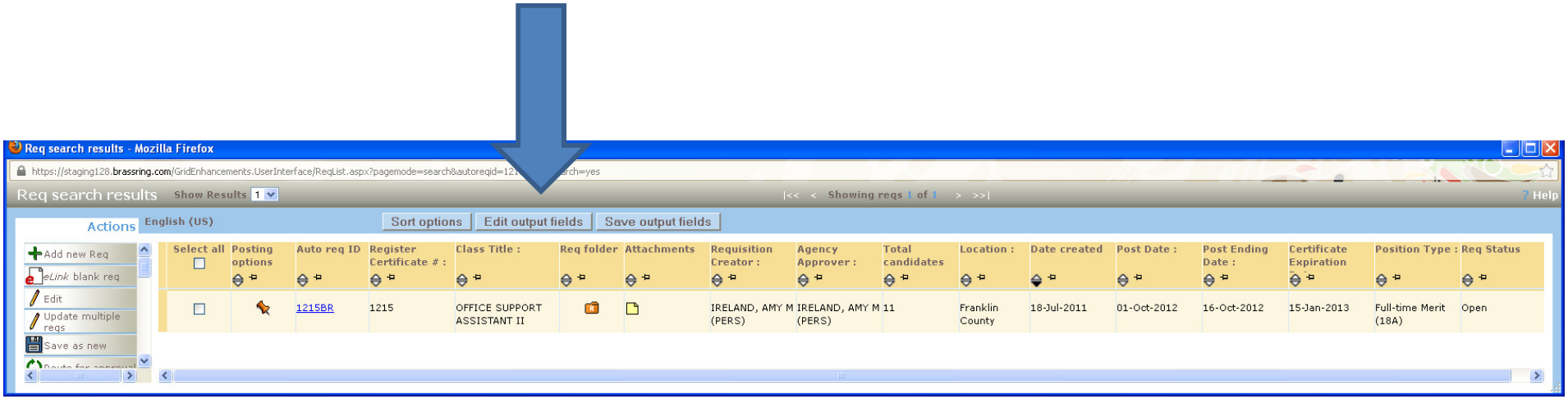
Put req on hold | Close req | Cancel req | Delete req

Req detail | Req history | Attachments | Notes

Req modified	16-Jan-2013	IRELAND, AMY M (PERS)
Req modified	13-Nov-2012	IRELAND, AMY M (PERS)
Req modified	17-Oct-2012	IRELAND, AMY M (PERS)
Req modified	17-Oct-2012	IRELAND, AMY M (PERS)
Req modified	17-Oct-2012	IRELAND, AMY M (PERS)
Req modified	17-Oct-2012	IRELAND, AMY M (PERS)
Req modified	16-Oct-2012	IRELAND, AMY M (PERS)
Req modified	26-Sep-2012	IRELAND, AMY M (PERS)
Req modified	16-Jul-2012	IRELAND, AMY M (PERS)
Req modified	16-Jul-2012	IRELAND, AMY M (PERS)
Req modified	20-Jun-2012	IRELAND, AMY M (PERS)
Req modified	14-Jun-2012	IRELAND, AMY M (PERS)
Req modified	14-Jun-2012	IRELAND, AMY M (PERS)
Req modified	13-Jun-2012	IRELAND, AMY M (PERS)
Req modified	13-Jun-2012	IRELAND, AMY M (PERS)
Req modified	13-Jun-2012	IRELAND, AMY M (PERS)

Setting Output Fields

Req search: Edit output fields



Edit output fields for req search:

- *ReqS: Posting Options*
- *ReqS: Auto req ID*
- *ReqS: Req Folder*
- *Req S: Attachments*
- *ReqS: Class Title*
- *ReqS: Total Candidates*
- *ReqS: Location*
- *Post Date*
- *Post Ending Date*
- *ReqS: Agency Approver*
- *ReqS: Requisition Creator*
- *ReqS: Req Status*
- *Certificate Expiration Date:*
- *ReqS: Date opened*

https://staging128.brassring.com/ - Edit output fields - Windows Internet Explorer provided by Personnel Cabinet

Edit output fields

? Help

Select a field and click 'Add' or 'Remove' to move it from one column to the other. When you are finished click 'Save'.

Available Values

Agency Contact :
Agency Request # :
Certificate Expiration Date :
Cost Center
Enter Special Entrance Rate :
Group :
Pay Grade :
Position Type :
Register Certificate # :
ReqS:Agency :
ReqS:Positions Remaining :
Salary Range
Selection Method :
Special Entrance Rate :
Work Week :

Selection details

Fields you can add to your search results

>> Add

<< Remove

Selected values

ReqS:Posting options
ReqS:AutoReqId
ReqS:Req folder
ReqS:Attachments
ReqS:Class Title :
ReqS:Total candidates
ReqS:Location :
ReqS:Req status
ReqS:Date opened
Post Date :
Post Ending Date :
ReqS:Agency Approver :
ReqS:Requisition Creator :
Requisition Status :

Selection details

Fields currently on your search results

Move up

Move down

Save Cancel

Req folder: Edit output fields

Req folder: 1215BR : OFFICE SUPPORT ASSISTANT II - Mozilla Firefox

https://staging128.brassring.com/GridEnhancements.UserInterface/candidateList.aspx?pagename=foldercontents&foldertyp… &folderid=97543&reqid=74945&foldername=1215BR-&reqstatus=0&hidreqcpage=1&hidselectlang=en&calledfrom=quicksearchreqpage

Req folder: 1215BR : OFFICE SUPPORT ASSIS Show Results 1-11 |<< < Showing candidates 1-11 of 11 > >>| ? Help

Actions << Back See req details Selected candidates : 0 Sort options | Set quick filters | Edit output fields | Save output fields | Filter this folder

- View
- eLink
- Update same status
- Move/Copy to req
- Move/Copy to folder
- Send communication
- Print resume/CV
- Update candidate type
- Add codes
- Remove from folder
- Stack duplicates
- Export (ASCII)
- Export grid (Excel)
- Prepare for bulk print
- View printable page

Select all	Candidate ref num	Name	SSN (###-##-####	HR status	Forms	HR status (click to update)	Updated by	HR status date	Candidate type	Ranking Value
1	386578	Edwards, April	068-11-0001			Certified - FIM	IRELAND, AMY M (PERS)	17-Oct-2012	COS	993
2	386579	Fields, Sally	068-11-0002			Certified - COMP	IRELAND, AMY M (PERS)	17-Oct-2012	COS	909
3	386943	Fort, Frank	068-11-0003			Certified - FIM	IRELAND, AMY M (PERS)	17-Oct-2012	COS	993
4	387025	Hall, Billy	068-11-0004			Certified - COMP	IRELAND, AMY M (PERS)	17-Oct-2012	COS	909
5	387265	Hart, Susannah	068-11-0005			Certified - COMP	IRELAND, AMY M (PERS)	17-Oct-2012	COS	909
6	387352	McAllister, Kate	068-11-0006			Certified - FIM	IRELAND, AMY M (PERS)	17-Oct-2012	COS	993
7	387455	Meeks, Mike	068-11-0007			Certified - COMP	IRELAND, AMY M (PERS)	17-Oct-2012	COS	909
8	387532	Mountjoy, Liz	068-11-0008			Certified - COMP	IRELAND, AMY M (PERS)	17-Oct-2012	COS	909
9	387662	Pope, Mary	068-11-0009			Certified - COMP	IRELAND, AMY M (PERS)	17-Oct-2012	COS	909
10	387668	Tabby, Darnell	068-11-0010			Certified - FIM	IRELAND, AMY M (PERS)	17-Oct-2012	COS	993
11	387685	Webb, Lois	068-11-0011			Certified - FIM	IRELAND, AMY M (PERS)	17-Oct-2012	COS	993

Edit output fields for req folder:

- *Candidate ref num*
- *Name*
- *[Talent-Gateway]SSN (###-##-####):*
- *HR status*
- *Forms*
- *HR status (click to update)*
- *Updated by*
- *HR status date*
- *Candidate type*

Edit output fields - Mozilla Firefox

2X brassring.com https://staging128.brassring.com/jetstream/500/presentation/template/asp/Candidate/MyCandidate/EditDisplayFields.asp?foldertype=fol

Edit output fields

? Help

Select a field and click 'Add' or 'Remove' to move it from one column to the other. When you are finished click 'Save'.

Available values

Address 1
Address 2
Agency referral
City
Codes
Communications
Country
Date last loaded
Degree
Educational institute
Email
Employer
Field of study
First name
GPA

Selection details

Fields you can add to your search results

>> Add

<< Remove

Selected values

Candidate ref num
Name
[Talent-Gateway]SSN (###-##-#####) :
HR status
Forms
HR status (click to update)
Updated by
HR status date
Candidate type

Selection details

Fields currently on your search results

Move up

Move down

Save Cancel

Filtering Folders

Filtering a req folder allows you to display applicants according to specific search criteria.

- You can search for candidates with specific skills
  - Education
  - Licenses
  - Etc.

- You can search for candidates based on how they answered (most) PSQs

Edit search fields

Welcome to Kenexa 2x BrassRing™ - Mozilla Firefox

File Edit View History Bookmarks Tools Help

2X Welcome to Kenexa 2x BrassRing™

2X brassring.com https://staging128.brassring.com/WelcomePages.UserInterface/WelcomeComposite.aspx

Most Visited Getting Started Latest Headlines

Kentucky

Reqs | Candidates | Admin

URC | Home | Logoff | Search | Help

ency User Portal

2XBrassRing™

Search Candidates
Search Reqs
1215

Filter: OFFICE SUPPORT ASSISTANT II

Edit search fields | Edit output fields | Load saved search : | Help

Search criteria View search criteria View entire folder

Search | Clear | Revert to last search

Candidates per screen : 50

Select candidate type(s)
All
Agency
Converted
COS
External
Selection details

Candidate ref num

Talent-Gateway

SSN (###-##-####) :

Last name

First name

Date last loaded Days back: 30

From: 18 Jun 2012

To : 18 Jul 2012

PS01 - Are you willing to travel throughout the Commonwealth, which may require overnight stays?
All
No
Yes
Selection details

PS11 - How many years of experience do you have in drafting reports, letters, and/or memos for someone else?
All
None
0 - 2+ years
3 - 4+ years
5 - 6+ years
Selection details

PS28 - On the following scale, how would you rate your proficiency in Microsoft Word?
All
None
Poor
Fair
Good
Selection details

PS29 - On the following scale, how would you rate your proficiency in Microsoft Excel?
All
None
Poor
Fair
Good
Selection details

PS31 - On the following scale, how would you rate your proficiency in Microsoft Outlook?
All
None
Poor
Fair
Good
Selection details

B = This field supports Boolean queries. Need help?

Privacy Policy

MQ Review
v.
Bypass Review

HR Status

10- Day Posting	Immediate Fill

Candidates are certified out to the agency via the certified register report:

- Certified – COMP
- Certified – FIM
- Certified - REM

MQ Review Requests

- Agency determines candidates to be considered for interview, including veterans identified as such on the certified register report
- Interviews are not to be conducted prior to review for minimum qualifications by the Personnel Cabinet
- Agency submits request via e-mail or e-link with req ID and names to PERS.MQR@Ky.gov

  - **Do <u>not</u> put SSN's in e-mail**
  - Subject line of e-mail to be: XXXXXBR MQR
  - MQR e-mail will be accepted from any Requisition Team member or Requisition Creator

MQ Review Requests - cont.

Minimum Qualification (MQ) reviews are conducted by the Personnel Cabinet's Division of Career Opportunities (DCO). HR Statuses shall be updated as follows:

- *6 - Approved MQ* – Agency may proceed with offer of interview
- *7 - Rejected MQ* – Agency shall not consider this candidate
- *5 - Inconclusive MQ* – Agency shall not consider this candidate

DCO e-mails Requisition Team members when the MQR is complete.

HR Status Workflow: 10 – Day Posting

- Certified - FIM / COMP / REM
- 4 - MQ Review Requested *(Note: Agency may update to this status)*
- 6 - Approved MQ *(Note: only the Personnel Cabinet may update to this status)*
- Interview Offered *(Note: Agency may update to this status)*
- QA Review Pending *(Note: Agency may update to this status)*
- QA Review Approved / Rejected *(Note: only the Personnel Cabinet may update to this status)*
- Appoint *(Note: Agency may update to this status)*
- Appointment Form PC Review Complete *(Note: only the Personnel Cabinet may update to this status)*

What causes Inconclusive MQ?

5 - Inconclusive MQ

- Incomplete Application
  - Dates of employment not listed
  - Job duties not listed
  - Number of hours worked left blank
  - Certifications/Licenses not listed
  - Education information incomplete
    - semester hours earned
    - graduation dates

6- Approved MQ

Upon DCO completion of the MQ review, the agency:

- Reviews the requisition folder containing the "6 - Approved MQ" candidates
- Conducts interviews as appropriate
- Selects candidate(s) for QA review by the Personnel Cabinet by setting their HR Status to "QA Review Pending"

Bypass of Personnel Cabinet Review

Immediate Fill requisitions only:

- Applications for these titles are reviewed prior to register certification
- Agency updates designated candidates' HR statuses to *Bypass Pers Cab Review*
- This bypass shall only be used for Immediate Fill requisitions that were not posted for a 10-day period
- Agency proceeds with selection process and update of HR Statuses as appropriate

HR Status Workflow: Immediate Fill

- Certified – FIM/ COMP/ REM
- Bypass Pers Cab Review *(Note: Agency may update to this status)*
- Interview Offered *(Note: Agency may update to this status)*
- QA Review Pending *(Note: Agency may update to this status)*
- QA Review Approved/ Rejected *(Note: only the Personnel Cabinet may update to this status)*
- Appoint *(Note: Agency may update to this status)*
- Appointment Form PC Review Complete *(Note: only the Personnel Cabinet may update to this status)*

Personnel Cabinet HR Statuses

These HR Statuses are ***exclusive*** to the Personnel Cabinet and are not to be used by COS agency users:

- Admin Req Closure
- 6 - Approved MQ (*Note: okay to update "from" this status*)
- 7 - Rejected MQ
- 5 - Inconclusive MQ
- QA Review Approved (*Note: okay to update "from" this status*)
- QA Review Rejected
- QA Review Incomplete
- Appointment Form PC Review Complete

Special Candidate Types

Reemployment Candidates

- Is a former state employee who had merit status and was laid-off through no fault of their own
- By law, REMs have re-hire rights that supersede those of all other applicants
- *For guidance regarding Reemployment:* KRS 18A.110, KRS 18A.113, KRS 18A.130, KRS18A.135

Reemployment Candidates – cont.

- A certified register report is generated and will contain all of the REM candidates who applied, as well as all of the internal mobility candidates

Veteran Candidates

In accordance with KRS 18A.150, prior to making an appointment to a merit job posting, the agency must:

- **Offer an interview to at least five candidates with Veterans' preference**

Veteran Candidates – cont.

If the number of qualified veterans submitted for MQ Review does not satisfy KRS 18A.150, then the following:

- If no veterans are submitted for MQ Review, and there are eligible veterans on the certified register report, the MQ Review request will be returned to the agency

- If eligible veterans are submitted for MQ Review, and less than five are approved, all remaining veterans on the certified register report will be reviewed for minimum qualifications; those with an Approved MQ will be listed in an email to the agency

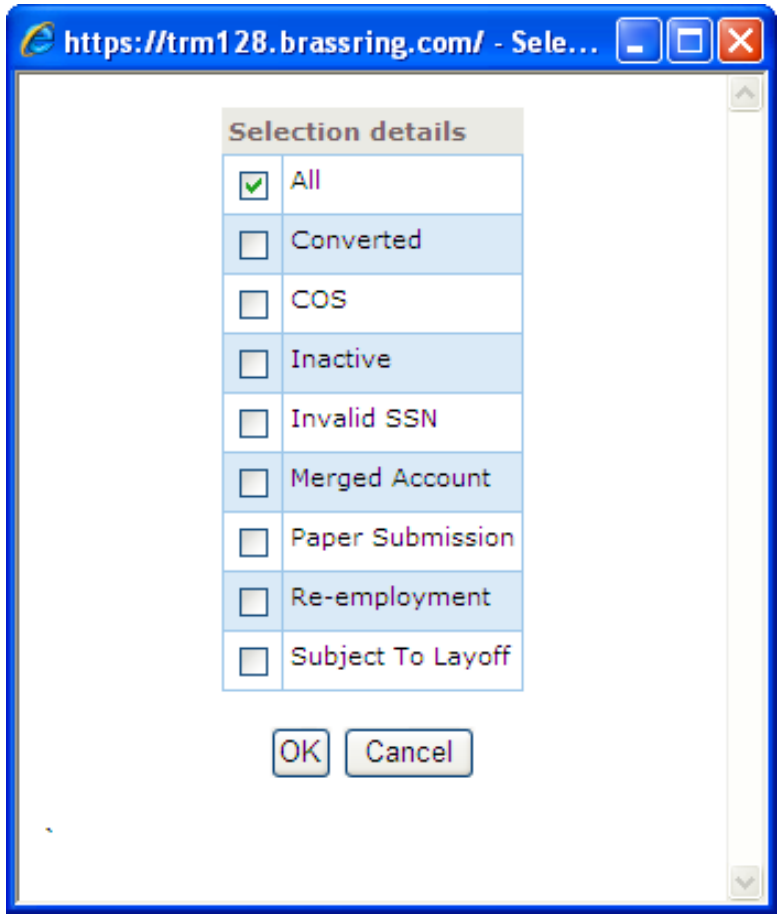
Veteran's Preference – "Yes"

- The certified register report is the official source for compliance regarding the verification of veteran's preference- those candidates who have verified their veterans' preference with the Personnel Cabinet are identified with a "**Yes**" in the Veteran's Preference column of the certified register report.

- The statutory obligation to *offer* an interview only includes those with preference at the *exact time of certification.*

Candidate type

- Converted
- COS
- Inactive
- Invalid SSN
- Merged Account
- Paper Submission
- Re-employment
- Subject to Layoff



eLinking

eLink

Link embedded within an e-mail which can be sent to non-COS users in order to give them *limited* access to COS functions such as:

- reviewing applications
- reviewing newly created reqs

Sending eLinks

- eLinks are intended to be sent to allow limited access into the Talent Records of candidates chosen by the eLink sender.
- The eLink sender determines what the eLink recipient will be able to view

Sending eLinks – cont.

It is recommended that you:

- eLink only the Job Response Form
- Send only 30 at a time; no more than 50 at a time
- Use Firefox instead of Internet Explorer (it's faster)
- Practice by sending eLinks to yourself

Accessing eLinks

In order to access information from an eLink:

- eLinks allow non-users limited access to COS without requiring a user type and system-wide training
- The eLink recipient will access the eLink via email
- ***Access is limited to four clicks or seven days***

Accessing eLinks – cont.

In order to access information from an eLink:

- Recipients click open each hyperlink received via email for each individual
- Select the “forms” tab to view the form that was eLinked
- ***Access is limited to four clicks or seven days***

Appointing a Candidate

QA Review

- The HR status of "QA Review Pending" is used by the agency to identify selected candidates in need of a background check
- These candidates have already gone through the interview process and *may* be extended a job offer pending the background check
- The Personnel Cabinet will perform a background check on the candidate

QA Review – cont.

- The Personnel Cabinet will conduct a background check through the Administrative Office of the Courts (AOC) on those candidate(s) that the agency flags for potential appointment
- The HR status is then updated to “QA Review Approved” by the Personnel Cabinet once the background check has been completed

KHRIS and COS

- Once the candidate's HR status has been set to "QA Review Approved" by the Personnel Cabinet, the agency may move the selected candidate to "Appoint" in COS prior to the end of the "Certificate Expiration Date"
- Then the agency may appoint directly into KHRIS
- KHRIS will route the "Appoint" to the proper channels for approval

Appoint

- The hiring agency updates a candidate's COS HR status to *Appoint* to indicate an impending register action in KHRIS.
- The agency must set the HR Status to "Appoint" prior to the end of the Certificate Expiration date
- *However*, an Appoint status set more than 30 days ago is a red flag that requires investigation

Appoint – cont.

Common reasons for the lingering *Appoint* status:

- The hiring agency decided not to move forward with the action
- The effective date of the register action has been legitimately delayed
- The hiring agency initiated an action that was not a register action (lateral transfer or demotion)
- The register action did not appear in the Register Branch worklist as expected

Appoint – cont.

- If determined to be a register action, the “Appoint” HR status is reviewed retroactively
- If determined to be a non-register action, the COS HR status is changed to “Interview – Considered”
- If there is no action and the register has expired, the COS HR status is changed to “Interview – Considered” and closed the req
- If there is no action and the register has not expired, DCO will consult with the hiring agency prior to changing the HR status

Agency Guidelines

- It is improper to be a candidate for a merit vacancy where you serve as a COS req creator, agency approver, Requisition Team member, or agency contact.
- ***Please contact the Personnel Cabinet for assistance*.**
- HR Administrators are meant to be the first point of contact for questions from Requisition Team members (Agency Level 3, Agency Level 4, and hiring managers) regarding reqs.

Help Desk Support

If you experience technical difficulties accessing COS, or once you are in COS, please use the following resource:

COS Help Desk: COSHelp@ky.gov

Please be as detailed as possible when sending an e-mail requesting assistance.