Kentucky
Personnel Cabinet
Serving the People Who Serve the People

Career Opportunities System *(COS)*

Agency Level 1 and 2 eLink

Division of Career Opportunities

What Class is and What Class is Not

Class 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

Class 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 IBM Kenexa BrassRing on Cloud™ 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: https://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

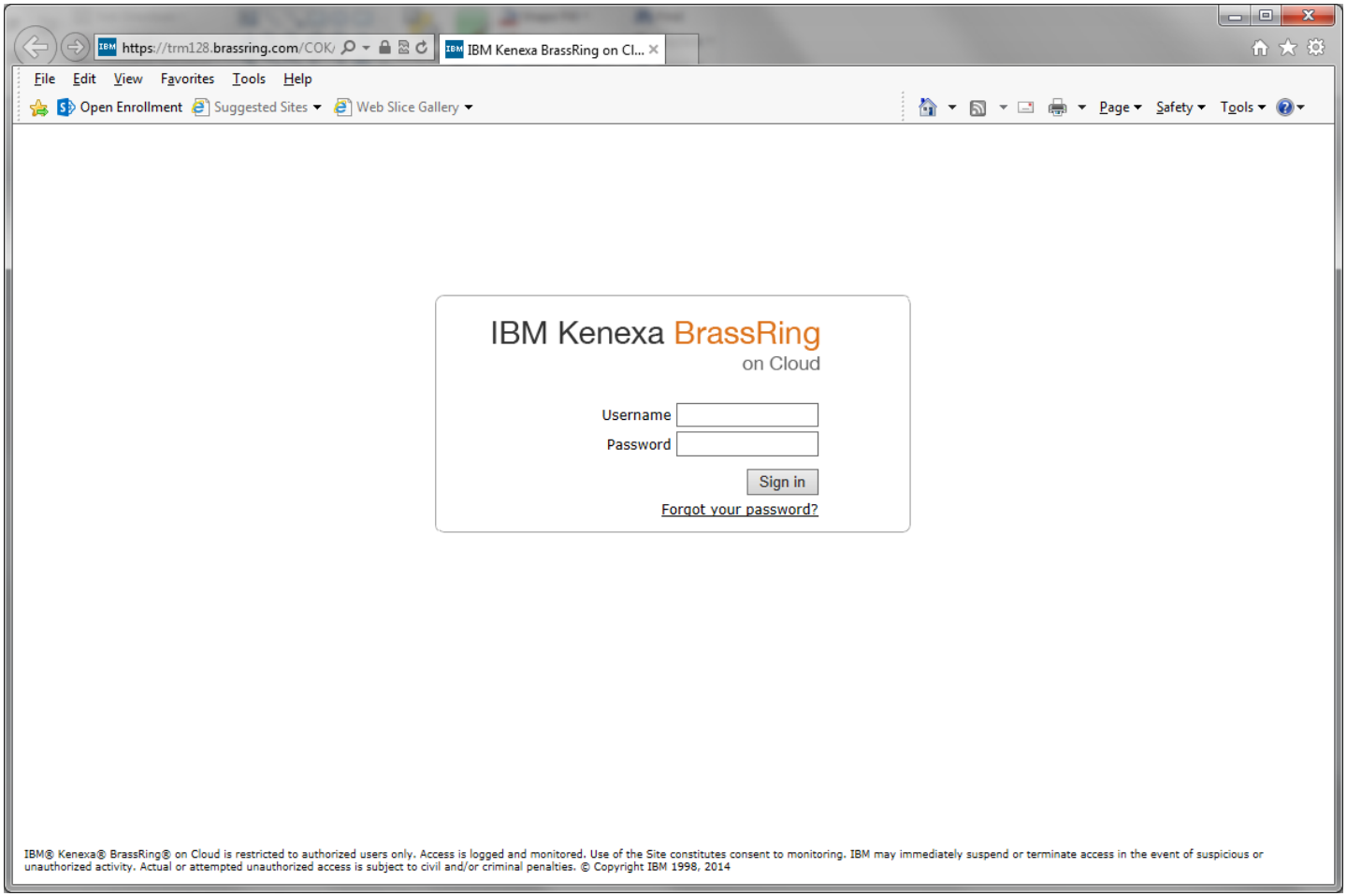
- Assigned once the requisition has been saved the first time

Requisition Folder (Req folder)

- Contains the applicants that self-nominate to your posting

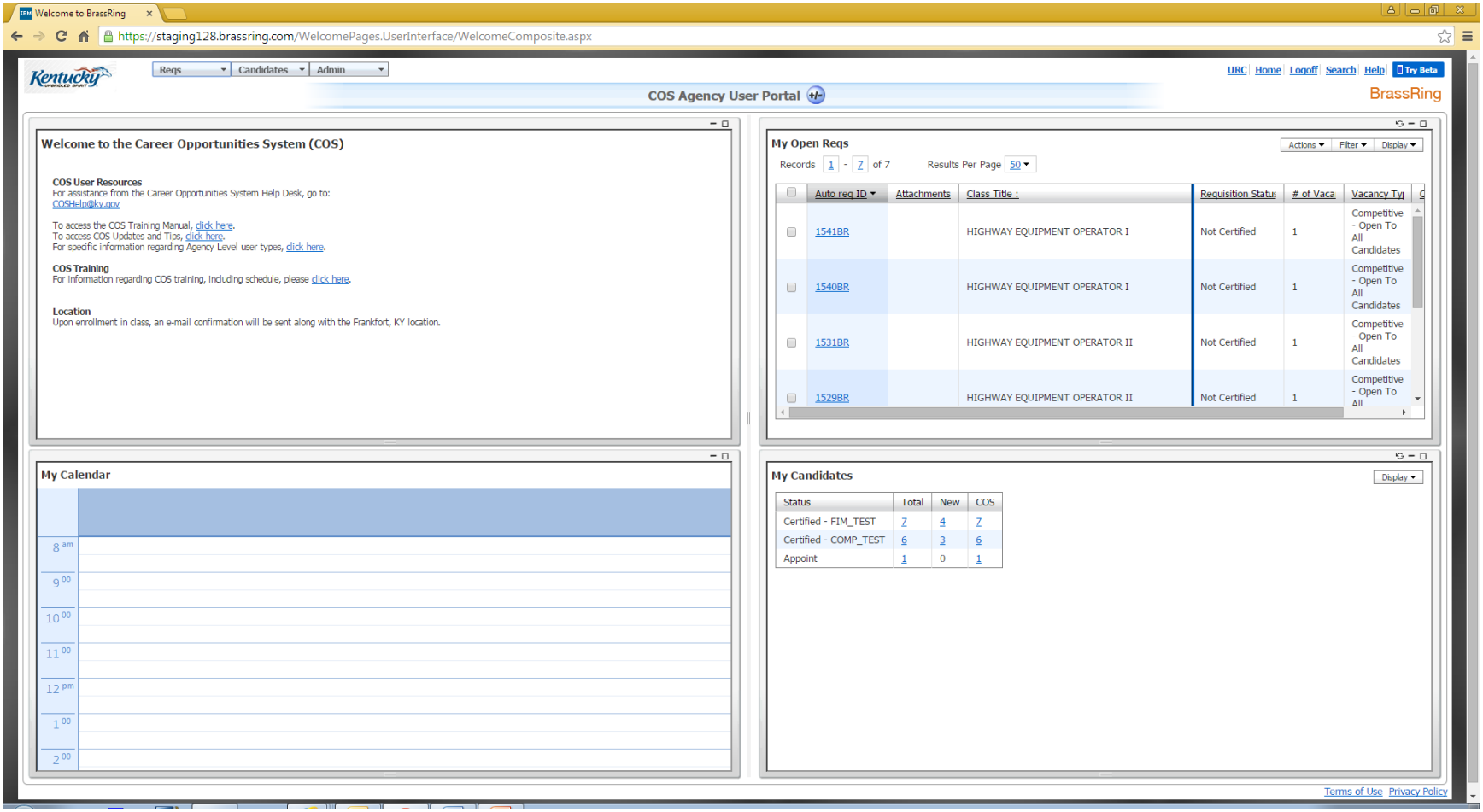
Welcome Screen

Log in to COS


https://trm128.brassring.com/COK/
IBM Kenexa BrassRing on Cl...
File Edit View Favorites Tools Help
Open Enrollment
Suggested Sites
Web Slice Gallery
Page
Safety
Tools
IBM Kenexa BrassRing
on Cloud
Username
Password
Sign in
Forgot your password?
IBM® Kenexa® BrassRing® on Cloud is restricted to authorized users only. Access is logged and monitored. Use of the Site constitutes consent to monitoring. IBM 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. © Copyright IBM 1998, 2014

IBM Kenexa BrassRing on Cloud™

(AL1 and AL2 eLink users' Portal Panel view



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:**
- [Req fields (custom)] **Vacancy type:**
- [HR Status] **QA Review Pending**
- [HR Status] **QA Review Approved**
- [Req Fields (custom)] **Certificate Expiration Date:**

Creating a Requisition

In order to create a req in COS:

- Only the General Government Cabinet and agencies with Non-Merit and Technology positions need to obtain a Personnel Action Exemption (PAE). Forms and info are available on the HR Administrators website
- A **30 million number,** which is the position number is needed
- If the position number is newly established, then a request for a register may be made in COS once it can be validated in KHRIS
- A request for a register is made 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

Description of Job Duties

- Hiring agencies are encouraged to use the **** Description of Job Duties*** field to list *specifics* about the day-to-day duties of the job. Getting good results in hiring begins with including effective job descriptions in vacancy announcements.

- Conducting interviews for individuals who may not be given serious consideration for hire can be an inefficient use of agency resources.

- This also creates a hardship for the candidate who must sometimes expend significant time and money traveling to interviews for jobs which he or she has little to no chance of obtaining.

Description of Job Duties – cont.

- When creating a requisition, instead of copying from the more generic description included in the job specification, use 2-3 paragraphs to explain to the job candidate what this job involves and what the new recruit will be responsible for doing.

- This is especially true if there are specific criteria the hiring manager will use to screen candidates.

Description of Job Duties – cont.

- If state-specific program knowledge is preferred, consider posting the vacancy as *internal mobility* so that competitive (external) candidates will not be eligible for consideration.

- Use objective criteria; list preferences that help the candidate understand, objectively, if they fit the description. Instead of *"ability to manage large teams"* you could say *"prefers candidates who have managed teams with more than 10 direct reports for at least two years"*.

Location Varies - Guidelines

In some cases, work county assignment may depend on the employee's home county and/or travel requirements. When advertising this type of position in COS, please follow these instructions:

- When creating a requisition for the vacant position, indicate "Varies" in the *Location* field.

- Clearly explain the details of the work location in the first paragraph of the *Description of Job Duties* field. Specifically, indicate the counties and/or the region of the state in which the selected applicant will perform his or her duties. The remainder of the *Description of Job Duties* field can be used to list job duties and expectations of the position.

Location Varies – Guidelines cont.

- A correct work county must be assigned to the selected applicant after appointment. In the case of a traveling employee without a typical work station, the employee's work station should be designated as the employee's home address and the employee's work county should be designated as the county in which the employee resides. In other words, the employee's work county should be the same as the employee's home county.

- Therefore, before the selected applicant is appointed, initiate a work county change to the vacant position in KHRIS to ensure that the employee's work county will match the employee's home county.

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 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
- Position may be “Competitive” or “Full-Internal Mobility”
- Position may be “Full-time” or “Part-time”
- 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”
- Position may be “Competitive” or “Full-Internal Mobility”
- Position may be “Full-time” or “Part-time”
- 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 applicant responses to the “Preferred Skills Questions” for a given requisition and all questions from the Talent Gateway Form
- Select this form when eLinking candidate information

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

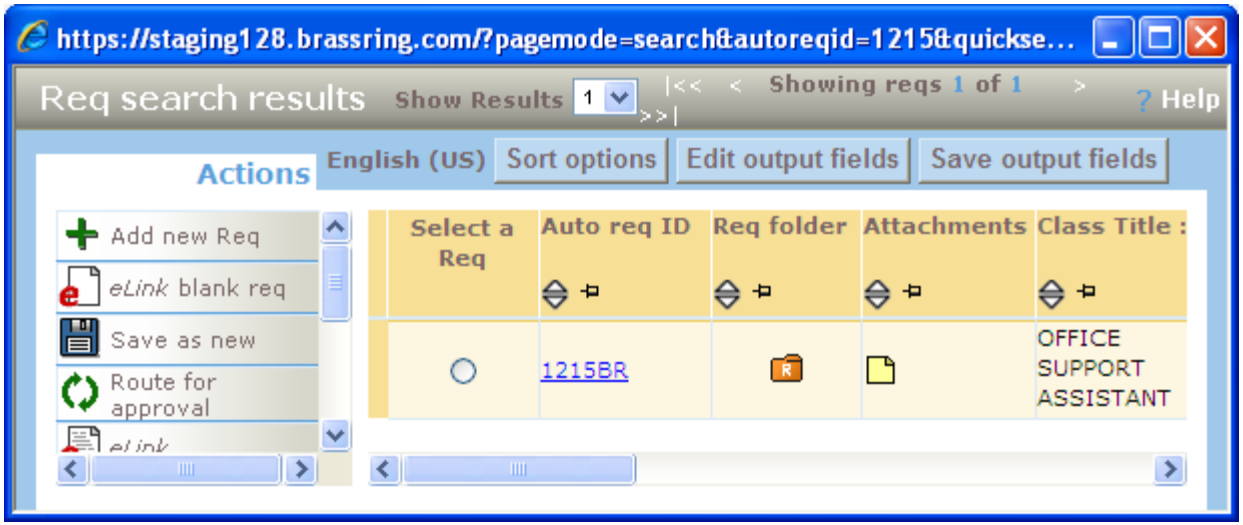
Working a Register

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 (33))**

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)

https://staging128.brassring.com/Jetstream/500/Presentation/Template/ASP/Candidate/SendCommunication/LetterTemplateDwnld.as...

https://staging128.brassring.com/Jetstream/500/Presentation/Template/ASP/Candidate/SendCommunication/Lette

Certified Register Report

Requisition #:	1215BR	**Cert Num:**	1215	**Location:**	Franklin County
Title:	OFFICE SUPPORT ASSISTANT II (COS Training use only")	**# 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:**	3/19/2013 2:28:57 PM	**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 : 3/19/2013 2:28:57 PM

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

View Req 1215BR : OFFICE SUPPORT ASSISTANT II (COS Training use only*) - Google Chrome

https://staging128.brassring.com/Requisition/View?reqid=74945&formtypeid=63&reqlanguage=en

ID: 1215BR
Status: Open
Template: Merit Job Req

Actions
- Edit
- Close
- Put On Hold
- Cancel
- Delete
- Save As New
- eLink
- Posting Options
- Posting Preview
- Print

Details | History | Attachments | Notes

*Job Title :	8927 OFFICE SUPPORT ASSISTANT II
*Class Title :	OFFICE SUPPORT ASSISTANT II (COS Training use only*)
*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 (18A)
*Work Week :	1 - 37.5 hr/wk
*Fair Labor Standards Act (FLSA) Designation:	NON-EXEMPT - The position(s) is/are not exempt from FLSA requirements for time and a half overtime compensation. The employee(s) will earn time and a half for time worked in excess of 40 hours per work week.
*Description of Job Duties :	Test Req
Group :	CLERICAL AND OFFICE MACHINE
*Vacancy Keyword Categories :	Administrative / Clerical Human Resources / Personnel
Selection Method :	n/a
Date of Last SM Revision :	REV. 08-05
Exam # :	
No. of Test Questions :	
*Pay Grade :	08

OK

Req History

View Req 1215BR : OFFICE SUPPORT ASSISTANT II (COS Training use only*) - Google Chrome

https://staging128.brassring.com/Requisition/View?reqid=74945&formtypeid=63&reqlanguage=en

ID: 1215BR
Status: Open
Template: Merit Job Req

Actions
- Edit
- Close
- Put On Hold
- Cancel
- Delete
- Save As New
- eLink
- Posting Options
- Posting Preview
- Print

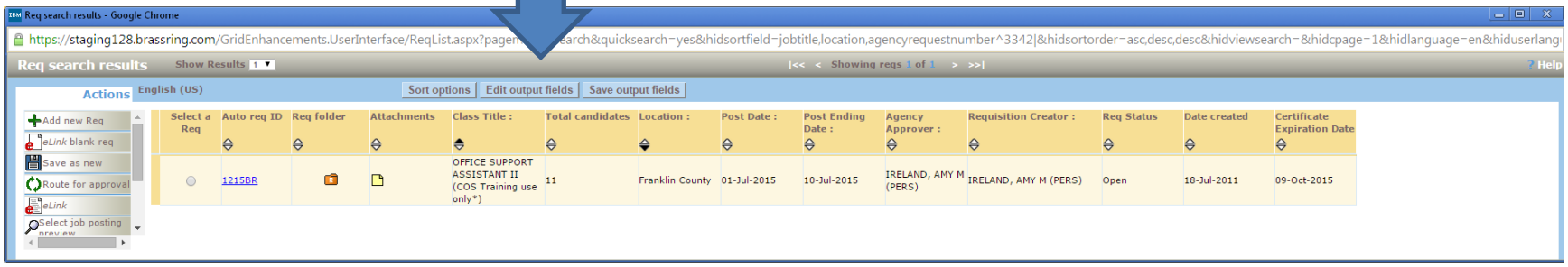
Details | History | Attachments | Notes

Req modified	28-Jan-2015	WALKER, KAREN (PERS)
Req modified	28-Jan-2015	WALKER, KAREN (PERS)
Req modified	22-Jul-2014	IRELAND, AMY M (PERS)
Req modified	16-Jul-2014	IRELAND, AMY M (PERS)
Req modified	23-Apr-2014	IRELAND, AMY M (PERS)
Req modified	23-Jan-2014	IRELAND, AMY M (PERS)
Req modified	17-Dec-2013	IRELAND, AMY M (PERS)
Req modified	14-Nov-2013	IRELAND, AMY M (PERS)
Req modified	24-Sep-2013	IRELAND, AMY M (PERS)
Req modified	26-Aug-2013	IRELAND, AMY M (PERS)
Req modified	16-Jul-2013	IRELAND, AMY M (PERS)
Req modified	16-May-2013	IRELAND, AMY M (PERS)
Req modified	14-May-2013	IRELAND, AMY M (PERS)
Req modified	13-May-2013	IRELAND, AMY M (PERS)
Req modified	19-Mar-2013	IRELAND, AMY M (PERS)
Req modified	20-Feb-2013	IRELAND, AMY M (PERS)
Req modified	20-Feb-2013	IRELAND, AMY M (PERS)
Req modified	25-Jan-2013	IRELAND, AMY M (PERS)
Req modified	24-Jan-2013	IRELAND, AMY M (PERS)

OK

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

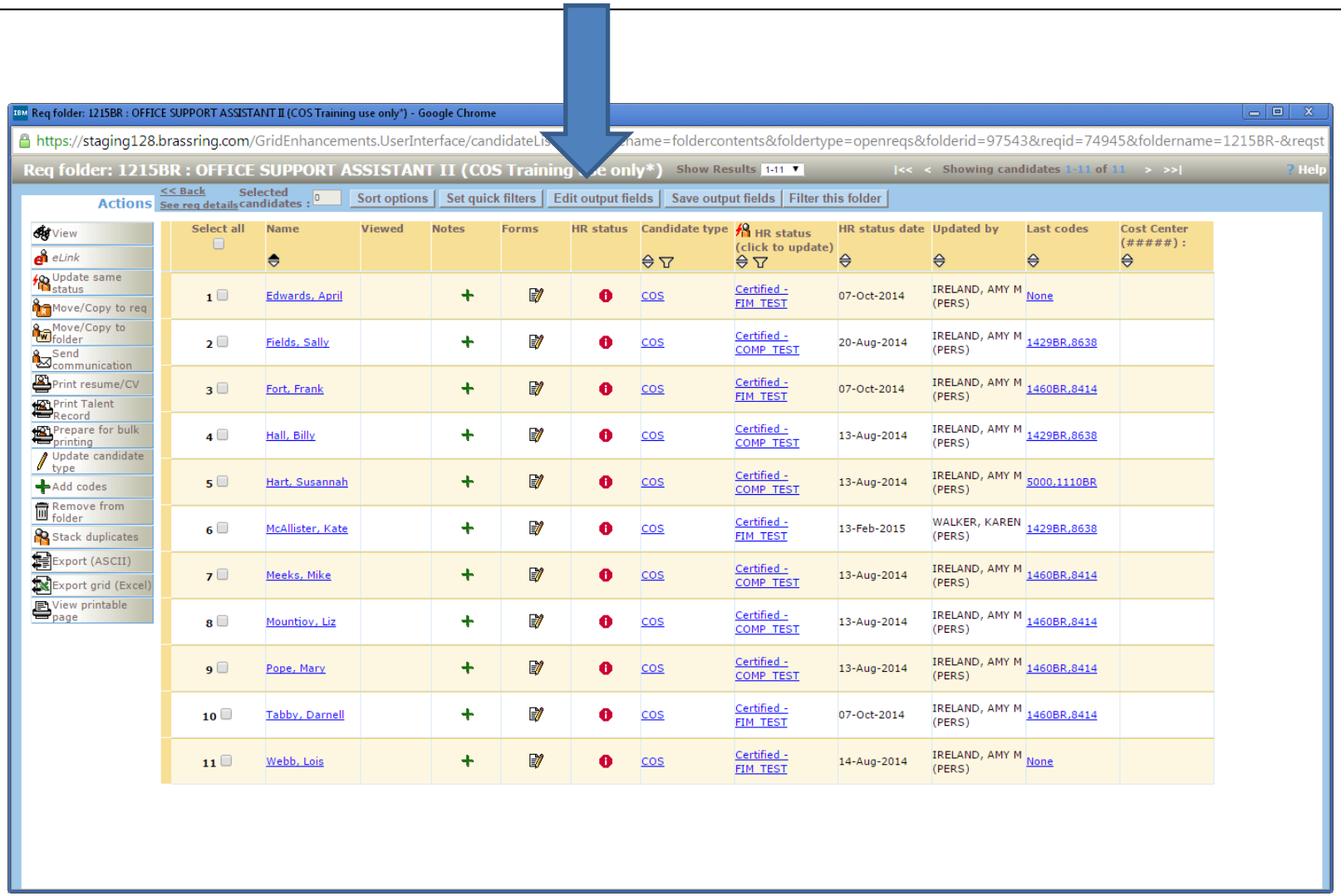
Fields currently on your search results

/\ Move up

V Move down

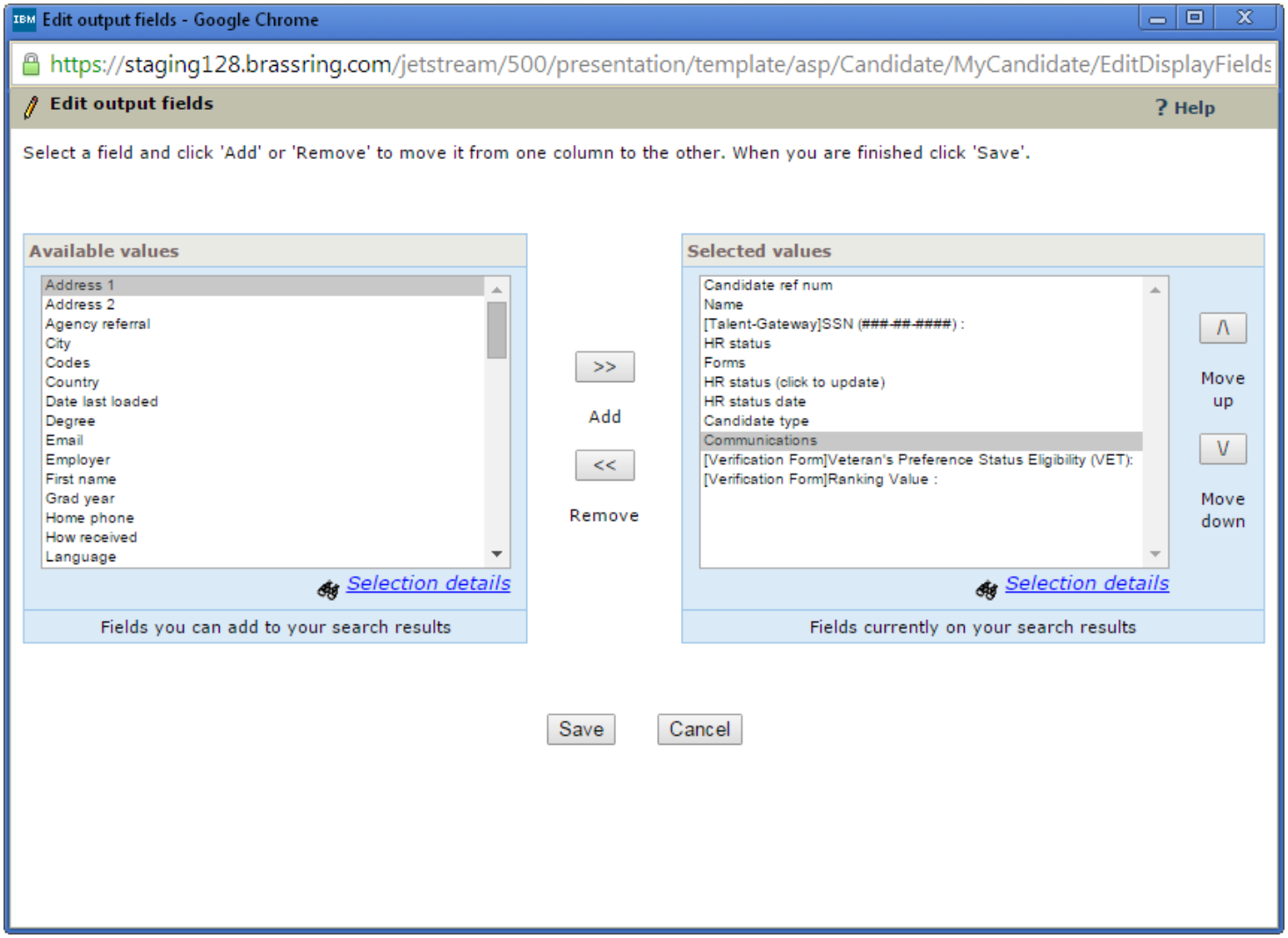
Save Cancel

Req folder: Edit output fields



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*
- *Communications*


Edit output fields - Google Chrome
https://staging128.brassring.com/jetstream/500/presentation/template/asp/Candidate/MyCandidate/EditDisplayFields
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
Country
Date last loaded
Degree
Email
Employer
First name
Grad year
Home phone
How received
Language
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)
HR status date
Candidate type
Communications
[Verification Form]Veteran's Preference Status Eligibility (VET):
[Verification Form]Ranking Value :
Selection details
Fields currently on your search results
Move up
Move down
Save
Cancel

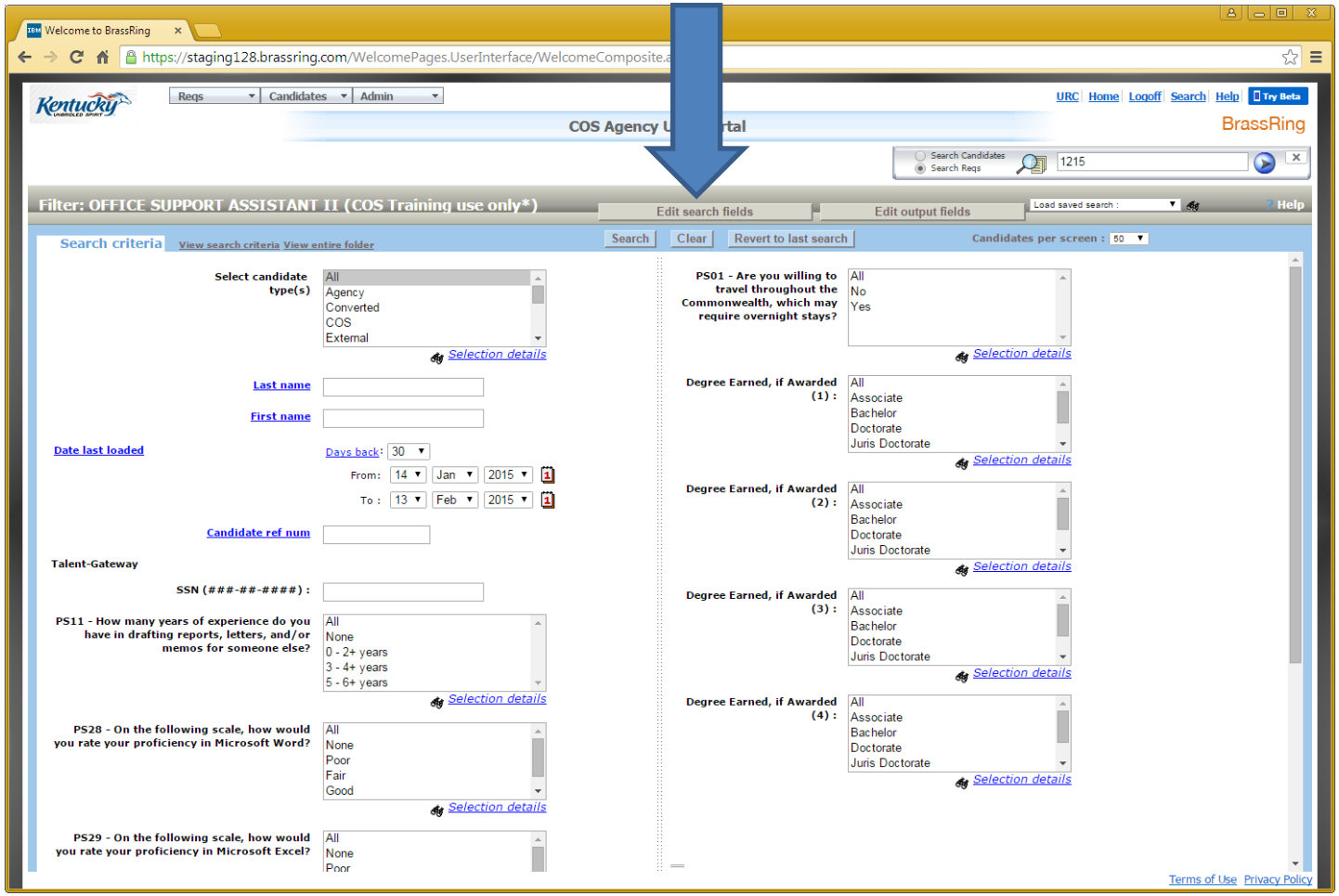
Filtering Folders

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



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 113, KRS 18A.130, KRS18A.135

Reemployment Candidates – cont.

- A certified register report is generated and will contain only the REM candidates who applied.

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

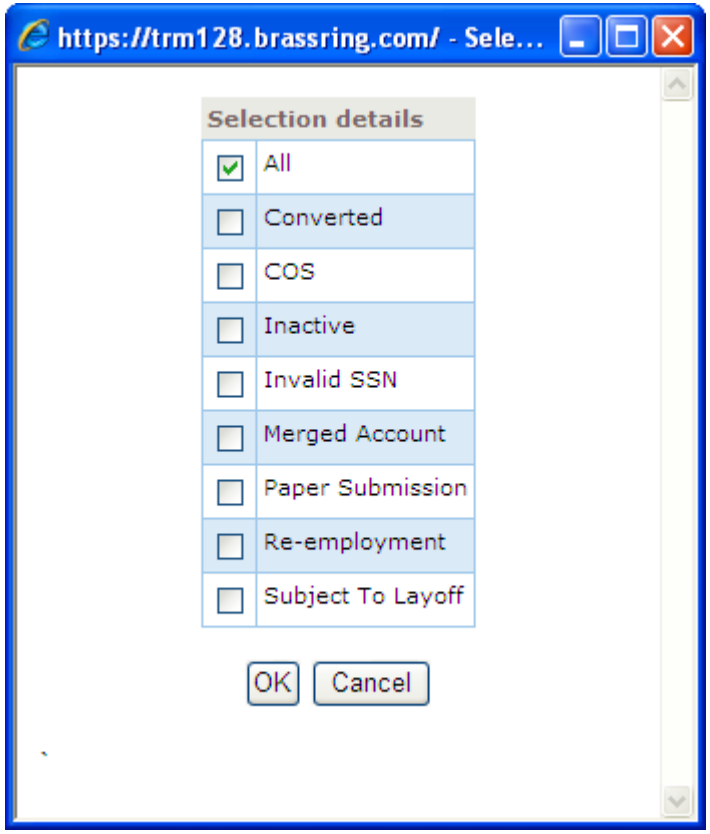
Veteran's Preference – "Yes"

- 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



Merged Account

- An account where multiple applicants have shared COS logins and passwords, and mixed their contact information and job histories. A merged account cannot be reliably used to determine an individual’s qualifications.

Certified Register Additions

- Any applicant requesting to be added to the certified register must contact the COS help desk
- Decisions to add candidates are made on a case-by-case basis
- The Personnel Cabinet will notify the HR Administrator via email
- HR status will show Cert- Added to Register

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 HR status in COS 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.