


2016 PTC-SC Annual Conference, November 3rd, 2016




NEOGOV Hacks for HR Practitioners

Panel Discussion

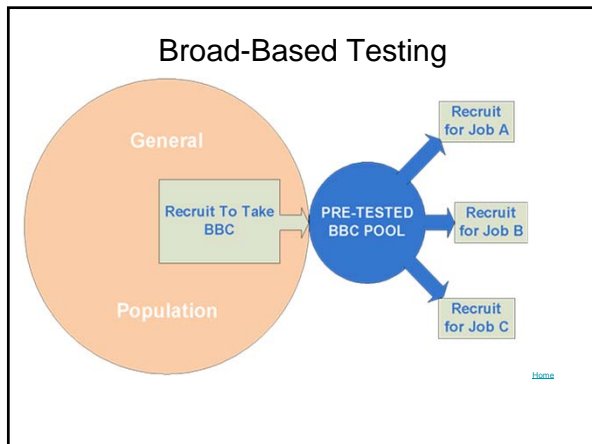
Moderated by
Frank Olmos Ed.D.
Sr. HR Analyst, LACOE

Caprice McDonald Special Projects Officer, City of Long Beach	Steve Rivera Sr. Personnel Analyst II, City of L.A.
Jennifer Revuelta HR Professional, County of L.A.	Terri Steele IPMA-SCP, Sr. HR Analyst, City of Pasadena
Ed Cavazos VP - Biz Dev, NEOGOV	Nick Manos Customer Success Specialist, NEOGOV

NEOGOV Hacks for HR Practitioners



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Advanced Filters

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Name:

Share Filter:

Add Group

Delete	Object	Field	Operator	Value
<input type="checkbox"/>	Applicant Master Profile	City	Equal (=)	Long Beach

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Advanced Filters

Exam Plan **ESAM.14 - ADMINISTRATIVE ANALYST I-IV**
 Evaluation Step **Writing Exercise**
[View Applicants By Step](#)
 Candidates Selected **22** Show Candidates

Add Filter

Title	Created By	Action
Applicant Step + Failed	Rob Pingleton	Apply View
Application Received Date Period (before) (PR)	Caprice McDonald	Apply View Edit
Applications Received Date Period (after) (PR)	Caprice McDonald	Apply View Edit
Apply as	Caprice McDonald	Apply View Edit
City Employee - current	Rob Pingleton	Apply View
Disabled Veteran	Rob Pingleton	Apply View
Dismissed Employee	Caprice McDonald	Apply View Edit
Disposition	Caprice McDonald	Apply View Edit
Email Notification Preference	Rob Pingleton	Apply View
Former CE	Caprice McDonald	Apply View Edit
Master Record Last Modified by	Caprice McDonald	Apply View Edit
N/A - showing as	Rob Pingleton	Apply View
Online Application	Caprice McDonald	Apply View Edit
Online Applications Only + Email notif	Rob Pingleton	Apply View
Other - showing as	Rob Pingleton	Apply View
Paper	Donna DeKrause	Apply View
Paper Apps + Passing	Rob Pingleton	Apply View
Paper Application	Rob Pingleton	Apply View
Resides in Long Beach (Dept LIB)	Caprice McDonald	Apply View Edit
Spouse Disabled Veteran	Rob Pingleton	Apply View
VA Prof Test?	Rob Pingleton	Apply View
VA Prof Test? + Paper App	Rob Pingleton	Apply View

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Advanced Filters

Exam Plan **ESAM.16 - CLERK TYPIST I-IV**
 Evaluation Step **Schedule for Mailage**
[View Applicants By Step](#)
 Candidates Selected **17** Show Candidates

Add Filter

Title	Created By	Action
Applicant Step + Failed	Rob Pingleton	Apply View
City Employee - current	Rob Pingleton	Apply View
Disabled Veteran	Rob Pingleton	Apply View
Dismissed Employee	Caprice McDonald	Apply View
Email Notification Preference	Rob Pingleton	Apply View
N/A - showing as	Rob Pingleton	Apply View
Online Application	Rob Pingleton	Apply View
Online Applications Only + Email notif	Rob Pingleton	Apply View
Other - showing as	Rob Pingleton	Apply View
Paper	Donna DeKrause	Apply View
Paper Apps + Passing	Rob Pingleton	Apply View
Paper Application	Rob Pingleton	Apply View
Resides in Long Beach (Dept LIB)	Caprice McDonald	Apply View
Spouse Disabled Veteran	Rob Pingleton	Apply View
VA Prof Test?	Rob Pingleton	Apply View
VA Prof Test? + Paper App	Rob Pingleton	Apply View

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Advanced Filters

Exam Plan **EAGAN_3.4 - ADMINISTRATIVE ANALYST I-IV**
 Evaluation Step **Writing Exercise**
 View Applicants By Step
 Candidates Selected **22** Show Candidates

Add Filter

Title	Created By	Action
Applicant Step = Failed	Rob Pingsthom	Apply View
Application Received Date Period (Before) (PR)	Caprice McDonald	Apply View Edit
Applications Received Date Period (After) (PR)	Caprice McDonald	Apply View Edit
Capture all	Caprice McDonald	Apply View Edit
City Employee, current	Rob Pingsthom	Apply View
Disabled Veteran	Rob Pingsthom	Apply View
Dismissed Employee	Caprice McDonald	Apply View Edit
Disposition	Caprice McDonald	Apply View Edit
Email Notification Preference	Rob Pingsthom	Apply View
Former CE	Caprice McDonald	Apply View Edit
Master Record Last Modified by:	Caprice McDonald	Apply View Edit
N/A - showing as	Rob Pingsthom	Apply View
Online Application	Caprice McDonald	Apply View Edit
Online Applications Only = Email Notif	Rob Pingsthom	Apply View
Other - showing as	Rob Pingsthom	Apply View
Paper	Debra DeKrajan	Apply View
Paper Apps = Passing	Rob Pingsthom	Apply View
Paper Notifications	Rob Pingsthom	Apply View
Resides in Long Beach (Dept LIB)	Caprice McDonald	Apply View Edit Home
Spouse Disabled Veteran	Rob Pingsthom	Apply View
VA Pref Yes?	Rob Pingsthom	Apply View
VA Pref Yes? = Paper App	Rob Pingsthom	Apply View

Advanced Filters

Exam Plan **DEAN/DISAN_11 - CARRICULUM EXPERT**
 Evaluation Step **Web Report to Applicant**
 View Applicants By Step
 Candidates Selected **2** Show Candidates

Add Filter

Title	Created By	Action
Check Complete	Caprice McDonald	Apply View Edit
Check Types Complete (checkbox)	Caprice McDonald	Apply View Edit
Check Types Ready (checkbox)	Caprice McDonald	Apply View Edit
Check Types (checkbox)	Caprice McDonald	Apply View Edit
Check Types (checkbox)	Caprice McDonald	Apply View Edit
Check Types (checkbox)	Caprice McDonald	Apply View Edit
Application Step = Failed	Rob Pingsthom	Apply View
Application Received Date Period (Before) (PR)	Caprice McDonald	Apply View Edit
Applications Received Date Period (After) (PR)	Caprice McDonald	Apply View Edit
Capture all	Caprice McDonald	Apply View Edit
City Employee, current	Rob Pingsthom	Apply View
Disabled Veteran	Rob Pingsthom	Apply View
Dismissed Employee	Caprice McDonald	Apply View Edit
Disposition	Caprice McDonald	Apply View Edit
Email Notification Preference	Rob Pingsthom	Apply View
Former CE	Caprice McDonald	Apply View Edit
Master Record Last Modified by:	Caprice McDonald	Apply View Edit
N/A - showing as	Rob Pingsthom	Apply View
Online Application	Caprice McDonald	Apply View Edit
Online Applications Only = Email Notif	Rob Pingsthom	Apply View
Other - showing as	Rob Pingsthom	Apply View
Paper	Debra DeKrajan	Apply View
Paper Apps = Passing	Rob Pingsthom	Apply View
Paper Notifications	Rob Pingsthom	Apply View
Resides in Long Beach (Dept LIB)	Caprice McDonald	Apply View Edit Home
Spouse Disabled Veteran	Rob Pingsthom	Apply View
VA Pref Yes?	Rob Pingsthom	Apply View
VA Pref Yes? = Paper App	Rob Pingsthom	Apply View

Advanced Filters

Exam Plan **EDMAN_12 - DEPARTMENT LIBRARIAN**
 Evaluation Step **Application Received**
 View Applicants By Step
 Candidates Selected **6** Show Candidates

Add Filter

Title	Created By	Action
Applicant Step = Failed	Rob Pingsthom	Apply View
Application Received Date Period (Before) (PR)	Caprice McDonald	Apply View Edit
Applications Received Date Period (After) (PR)	Caprice McDonald	Apply View Edit
Capture all	Caprice McDonald	Apply View Edit
City Employee, current	Rob Pingsthom	Apply View
Disabled Veteran	Rob Pingsthom	Apply View
Dismissed Employee	Caprice McDonald	Apply View Edit
Disposition	Caprice McDonald	Apply View Edit
Email Notification Preference	Rob Pingsthom	Apply View
Former CE	Caprice McDonald	Apply View Edit
Master Record Last Modified by:	Caprice McDonald	Apply View Edit
N/A - showing as	Rob Pingsthom	Apply View
Online Application	Caprice McDonald	Apply View Edit
Online Applications Only = Email Notif	Rob Pingsthom	Apply View
Other - showing as	Rob Pingsthom	Apply View
Paper	Debra DeKrajan	Apply View
Paper Apps = Passing	Rob Pingsthom	Apply View
Paper Notifications	Rob Pingsthom	Apply View
Resides in Long Beach (Dept LIB)	Caprice McDonald	Apply View Edit Home
Spouse Disabled Veteran	Rob Pingsthom	Apply View
VA Pref Yes?	Rob Pingsthom	Apply View
VA Pref Yes? = Paper App	Rob Pingsthom	Apply View

Report Subscriptions

Subscription E-mail

The screenshot shows an Outlook window with a subscription confirmation email. The email header includes 'From: Admin@Step.com', 'To: DML7', and 'Subject: 2017_Open and Provisional vs. results at 2015.201.2016.06'. The body of the email is mostly blank, with a 'Home' link at the bottom right.

Examination Sub-Steps

Step	Evaluation Step	Weight	Results	At Step	Action
Step 1	Application Received	N/A	View Results	65	Edit Audit Trail
Step 2	TUCKER STEP	N/A	View Results	0	Edit Delete Audit Trail
Step 3	RBA	0.000%	View Results	15	Edit Delete Audit Trail
Step 4	Performance Exam	20.000%	View Results	0	Edit Delete Audit Trail
Step 4A	Intermediate Excel	50.000%	View Results	0	Edit Delete Audit Trail
Step 4B	Situational Judgement Examination	50.000%	View Results	0	Edit Delete Audit Trail
Step 4C	Skip	0.000%	View Results	0	Edit Delete Audit Trail
Step 5	Writing Exercise	30.000%	View Results	28	Edit Delete Audit Trail
Step 6	Oral Exam	50.000%	View Results	1	Edit Delete Audit Trail
Step 7	Spanish/English Bilingual Exam	N/A	View Results	0	Edit Delete Audit Trail
Step 8	Checklist	N/A	View Results	0	Edit Delete Audit Trail

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Examination Sub-Steps

Step 4	<u>Performance Exam</u>	20.000%
Step 4A	<u>Intermediate Excel</u>	50.000%
Step 4B	<u>Situational Judgement Examination</u>	50.000%

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Thank you.
