

**Questions and Answers:
SRIP Presentation of iMatchSkills
Thursday, March 9, 2006**

Q: Will all state agencies be required to use iMS?

A: Yes, this is the goal of the project.

Q: What will happen to the current application (PD100) and Appl/Cert?

A: The goal of this project is to eliminate all state applications currently in circulation and have applicants apply through iMS.

Q: Will each recruiter have his/her own password?

A: This is recommended. Each agency has their own account setup and will determine who has access to iMS. For assistance setting up additional usernames and passwords, please contact Oregon Employment Department (OED).

Q: Are JLR's (Job Listing Representatives) usernames and passwords attached to RACF's (mainframe authentication)?

A: No. iMS has its own authentication which means you can access iMS when the mainframe is down. Both employers and job seekers are encouraged to change their username and password every 90 days.

Q: How many work sites can be listed?

A: As many as needed for your agency's current or future needs.

Q: Where would agencies list positions that are Seasonal?

A: Seasonal positions will be posted on iMS.

Q: Why does our Clackamas worksite come up in iMS as Oregon City?

A: iMS is broken up by ZIP code into several match areas. Any job in the Clackamas ZIP code area would roll up to the Oregon City match area. There is a match area for each office the Employment Department has around the state.

Q: What location would be used if a position requires travel between two (2) work sites in Salem?

A: Specify the work site as being Salem with a general Salem ZIP code and include additional details in the job description. This way, all job seekers interested in working in Salem will be eligible to match to the job.

Q: Can the Listing Display Preference be changed?

A: Yes. This can be changed at any time.

Q: What happens to a job announcement on the close date?

A: The job announcement can be set up to have iMS close it automatically, or it can be done manually.

Q: At what stage would you tell iMS to manage the status of the job announcement (closing or opening)?

A: The status can be changed at any time during the life of the announcement on the job listing status screen. Status changes can also be set up in advance when the announcement is first entered into iMS.

Q: How long does a job announcement stay in iMS after the close date?

A: The job announcement is retained in iMS for 37 months after the close date.

Q: How are transcripts, licenses and certifications verified?

A: These can be verified once an applicant is brought in for an interview.

Q: What if the job announcement has test questions for an applicant to answer?

A: Most test questions are currently used to gain more information about an applicant's skill level. With iMS, an applicant can match to the skills a recruiter puts in the system, making test questions no longer necessary.

Q: Are there templates currently set up in iMS so agencies don't have to recreate announcements?

A: Yes. Currently, you can use the advanced search filters to find announcements you've opened in the past.

Q: What about falsification of information?

A: The current recruitment and policy standards will continue to be followed and enforced.

Q: What kind of communications will iMS send out to applicants?

A: This is being defined by Agency Representatives and will be more clearly defined as this project moves forward.

Q: When are records purged?

A: Each time an iMS user logs into the system to run a match, modify their record, or have contact with OED staff their record is updated and considered active for another 90 days. If nothing happens for 90 days, then the person's record is placed on "inactive" status, where it remains for an additional 73 months. E-mails are sent to warn individuals their record will be inactivated prior to this occurring. After 73 months of inactivity, however, the record will be purged. Again, the policies around retention periods are part of the Business Process that will be defined as this project moves forward.

Q: If a specific certificate or license is not listed in the system who would we contact to add it?

A: There is a feedback link at the bottom of each iMS screen for employers and job seekers to recommend new skills, licenses, and certificates. There will also be guidelines that will be defined on how these types of items are added into the system.

Q: How quickly are job seekers contacted?

A: By e-mail within a few hours, inside iMS instantaneously. If by mail, the letter is sent from the print plant the next day.

Q: What does the M with a circle around it mean on the match results screen?

A: This means the Employment Department has already matched the person with this job. If you place your mouse cursor over a status icon (such as the M within a circle), a description box will appear that explains the status for that job seeker.

Q: Is there going to be a place for job seekers to post their resumes?

A: If the job seeker uses the existing resume builder, the basic tool is functional, though not customizable at this time. This would be an enhancement to the current system, and OED is excited about the future abilities of the system.

Q: Can job seekers update their application at any time?

A: Yes. iMS is available to them on the World Wide Web and they can indicate when they are ready to have employers begin viewing their information.

Q: What if certain locations are not included on the location list?

A: The job seeker would choose the location nearest them. Since these locations are areas and cover the entire state, no portion of the state is left out. Job seekers who live in areas where they are more likely to commute to other areas (such as Eugene/Springfield) are encourage to include those match areas in their records as well.

Q: Must job seekers do a keyword search for a certain role or can they be matched to anything they might qualify for?

A: They will be matched to anything they qualify for, according to the filters they use/select on their match settings screen.

Q: Do job seekers have the option to filter for State of Oregon only?

A: A job seeker can choose to match only to certain employers. This must be set up by OED staff and limits the job seeker to only employers they have specified.

Q: What about individuals who are unable to access the internet?

A: A paper application that matches the iMS system is already available. These individuals can also go to their local Employment Office and have a representative assist them.

Q: How will job seekers apply for jobs if they are not identified as state jobs?

A: They will get the contact information regardless of who the employer is and be expected to follow the instructions in order to apply.

Q: What if job seekers are matching to jobs but do not respond to the employers?

A: This is an Employment Department concern as well. Currently, job seekers receiving unemployment insurance can be reported for possible issues with their claim eligibility. It's possible that future business processes will be looking at statuses for job seekers and employers through this project.

Information that will be more clearly defined by the Business Process:

- Required lists and certs
- Driving record checks that are required before the interview
- Integration with TeamSite (current application used to publish the State Jobs Page)

If you would like more information about the State Recruitment Improvement Project (SRIP) please access the link: <http://www.oregon.gov/DAS/HR/SRIP.shtml>.

If you would like to receive information about SRIP please click on the following link <http://listsmart.osl.state.or.us/mailman/listinfo/sripcomlist> and register. This will be one of our main sources for sending out communications regarding SRIP.