

Civil Service Hiring → NEOGOV Vacancy-Based Postings



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Last year, NEOGOV went live for all non-civil service job postings and for internal civil service postings.

We **thank you** for your support and teamwork throughout that transition.

Now, we are simplifying things further by utilizing **vacancy-based postings** - both civil and non-civil service!

What's changing:

All job vacancies will be posted on the Commonwealth of PA's NEOGOV Employment site: **employment.pa.gov**.

This provides a **one-stop shop** for applicants seeking commonwealth employment.

All applicants will apply for civil and non-civil service jobs at **employment.pa.gov**.

Job seekers will apply for **specific vacancies** rather than a general job title.



For many jobs, applicants will be scored based upon an **experience & training** assessment method rather than by taking a written civil service exam.

Some civil service jobs will still require an **exam**. However, job seekers will now apply to specific vacancies *after* taking their exam.

Exams will be posted on **employment.pa.gov**, too.

What this means to YOU:



Commonwealth recruiters can market **your job** vacancy with creative and **appealing selling points** specific to your job opening.

This means that when you get a candidate list, you will know each applicant is not only qualified, but also **interested in your particular vacancy.**



This is similar to how the private sector recruits and hires. Using this approach will help the commonwealth better **compete for talent**.

What WE need from you:

An updated and accurate
position description!



Now, we can advertise your specific vacancy.

To get the right candidates, **we have to post the right details.** This is where we need your help.



When you want to fill a vacancy, make sure the position description is updated and accurate.

To make it easy, we put together a **quick reference guide** with tips for how to write a position description.

We attached the document, called *The Fundamentals of Position Descriptions*, to the email we sent you.

We will do everything we can to make the transition as smooth as possible.

At the start of this transition to vacancy-based postings, **you may experience some delays** while civil service written exams are being converted to the experience & training assessment method.

We appreciate your patience, and we will be available to assist with navigating the new process.

Our goal is to make hiring easy and effective!



If you have any questions, or for assistance in writing position descriptions, please work with your human resources office.

THANK YOU!

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