

## ELECTRONIC MEMORANDUM

TO: Human Resources Directors

FROM: Sam Wilkins

DATE: October 22, 2007

SUBJECT: E-Recruitment Phase II

As you are aware, we are entering into Phase II of the implementation of the new E-recruitment system. Phase II focuses on adding your hiring managers into this process and giving them access to the Online Hiring Center (OHC) portion of the system. OHC training was held on Oct. 9 & 10 to prepare and assist agencies on training their hiring managers. The training was geared toward defining and demonstrating the different user roles and access within the OHC. One of the user roles that was highlighted in the OHC training was the HR Liaison role. HR Liaisons have the ability to:

- \* Create requisitions
- \* View requisitions and recruiting information throughout the entire agency to which they have been granted access.
- \* View the referred list for any requisitions within their department(s). They cannot, however, take action on a referred list unless they are designated as a hiring manager.
- \* View, add, edit, and inactivate OHC user accounts within their department(s). The use of HR Liaisons can be extremely helpful, particularly in large agencies where there are many users within a department.

We recommend that you assign at least one person within your agency as an HR Liaison, so that you will be able to enter your hiring managers into the system and manage their accounts. Because their access is so broad, it is important that this access only be granted to users who are truly working in an "HR Liaison" capacity and have a business reason to have access to all referred lists within their department(s). OHR will still have control over the Insight-HR users. If you need to add users or edit accounts within this side of the system, please continue to contact Terra Ellerbe at 734-4418 or [tellerbe@ohr.sc.gov](mailto:tellerbe@ohr.sc.gov).

When you are ready to give your hiring managers access to the Online Hiring Center, please send a list of users who will need HR Liaison access within your agency to [tellerbe@ohr.sc.gov](mailto:tellerbe@ohr.sc.gov). If you have any questions about the Online Hiring Center or the HR Liaison role, please contact OHR.