



# Workplace Alaska

State of Alaska Online Recruitment System

Soon to be **NEOGOV™**  
Powered by **Expect more.™**

# Hiring Manager Fact Sheet

## Pilot Program:

February 19, 2013\*

## Full Implementation:

March 18, 2013\*

\*These dates are tentative and therefore are subject to change

### What is changing?

Workplace Alaska is changing to a new third party software as service that will be powered by NeoGov.

### Why the change?

The current system uses an outdated technology and it has become increasingly difficult to maintain a user friendly environment or offer any improvements to the system.

### What does this mean to me?

As a Hiring Manager you will still go to <http://workplace.alaska.gov>, but the main page will have a new look and you will have a separate login button from applicants. You will be logging into the Online Hiring Center (OHC).

There will be updated processes, for how recruitments are handled in the OHC. Hiring Managers will fill out a "Requisition" (similar to an MJR), but this does not create a job posting. This sends a notice to your Agency HR who then create the job posting based on the information provided in the "Requisition". Once the job posting closes the Agency HR creates a "Referred List" to send to the Hiring Manager. Next, Hiring Managers will go through the process of reviewing applicants and deciding who they would like to hire. They then submit a "Hire Authorization Request" to their Agency HR.

With a new system and new processes there will be training provided to learn how to use the OHC. NeoGov provides online training and there will be a job aid to help with the transition. Your Agency HR might choose to offer supplemental training so be on the lookout for notices. You can access the training as needed so Hiring Managers do not need to transition to the new system until needed.

Revenue has graciously agreed to be the pilot program to start using the system first. They will start using the system on February 19, which means that <http://workplace.alaska.gov> will go to the new page starting on that date, but will provide a link to the old system so that applicants can find all job openings. All other agencies will start in the system on March 18.

### Who is NeoGov?

NeoGov is a third-party company that owns and maintains the online software that Workplace Alaska will be running off of. NeoGov implemented and maintains more than 900 public sector agencies in their recruitment software.