



## Instructions to update job postings in the Recruitment Management System for the Alternative Hiring Process

The Commonwealth of Virginia is committed to inclusive hiring. Effective April 5, 2022, RMS was updated to include information for applicants regarding the Alternative Hiring Process established to provide priority consideration in the recruitment process for individuals with disabilities. AHP applicants are required to designate their interest in being considered for employment through the Alternative Hiring Process by selecting this option when completing their application.

The following instructions will guide you through the process to add the AHP option as a supplemental question to ensure the AHP option is reflected appropriately for your postings.

### ***New Postings created after April 5, 2022***

For new job postings created, the system has been updated and the supplemental question related to AHP will automatically appear:

<input type="text" value="3"/>	<input checked="" type="checkbox"/>	Uncategorized	Are you requesting consideration through the Alternative Hiring Process and have you received an approved Certificate of Disability?	active
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### ***Postings created by copying previously used posting:***

The following instructions will guide you on how to add the supplemental questions for the Alternative Hiring Process to a posting created from a posting. ***Please note that any drafts created prior to the changes made on April 5, 2022 will also need to be updated to include the supplemental question using these steps.***

**Step 1,** login and select Postings & Main.



**Step 2.** Once you have selected Main you will need to choose the red tab and select Create New Posting



**Step 3.** When you select Create New Posting the box below will appear and you will need to select Create from Posting.

**Create New**

### What would you like to use to create this new posting?

**Create from Position Type**  
Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

**Create from Posting** ←  
Uses an existing posting as a template and automatically copies in most information.

**Step 4.** When you have selected Create from Posting you can either search for the posting you are looking to re-create or you may select from a current postings listed below.

## Main Postings

Saved Searches ▾  Search

Posted Postings ✕

"Posted Postings" 11

Position Number	Working Title	Hiring Agency (1)	Hiring Agency (2)	Active Applications	Job Posting Number	Workflow State	Job Open Date	Job Close Date	Type of Recruitment	(Actions)
Rq249	Steam Plant Shift Lead Operator + \$5,000 Sign-on Bonus	VA Commonwealth Univ (236)	VA Commonwealth Univ (236)	0	1089127	Posted (Managers can view applicants)	11/05/2021		General Public - G	Actions ▾

**Step 5.** Once you have selected the posting that you want to re-create you will select Create Posting from this Posting

Home Postings ▾ Hiring Proposals ▾ Shortcuts ▾

Postings / Main / Steam Plant Shift Lead Operator + \$5,000 Sign-on Bonus (Posted (Managers can view applicants)) / Summary Search Results: Ne



\* Required Information

**Step 6.** Once you have created the posting from another posting choose Posting Specific Questions and then select Add a question.

Editing Posting

- Posting Details
- Recruitment Cost
- Screening Criteria
- Applicant Documents
- Posting Specific Quest...
- Guest User
- Visual Race-Gender/Scr...
- Summary

Posting Specific Questions

Save << Prev Save & Continue

Adding New Posting Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

Adding Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.

Included Supplemental Questions

Add a question

**Step 7.** When you select Add a question you will need to go to the Keyword box and type in "Alternative Hiring Process" as shown below. Once you have type this in the box the question will appear and you will need to check the block and hit submit.

Available Supplemental Questions

Category: Any Keyword: alternative hiring process

Add	Category	Question
<input checked="" type="checkbox"/>	Uncategorized	Are you requesting consideration through the Alternative Hiring Process and have you received an approved Certificate of Disability?

Displaying 1

Can't find the one you want? Add a new one

Submit Cancel

**Step 8.** Once submit has been selected you will see this box appear and the question has been added to the posting that you have created.

Position	Required	Category	Question	Status
1	<input checked="" type="checkbox"/>	Uncategorized	Do you have an Interagency Placement Screening Form (Yellow Form) as issued under Policy 1.30 Layoff? (Commonwealth of Virginia Employees Only);	active
2	<input checked="" type="checkbox"/>	Uncategorized	Do you have a Preferential Hiring Form (Blue Form) as issued under Policy 1.30 Layoff? (Commonwealth of Virginia Employees Only)	active
3	<input checked="" type="checkbox"/>	Uncategorized	How did you find this employment opportunity?	active
4	<input checked="" type="checkbox"/>	Uncategorized	Please specify the actual source from your response to question #3 above (Name of newspaper, Journal Title, Job Board, Career Fair, Agency Website, Social Media Type, etc.) If unknown or none, enter: N/A.	active
5	<input type="checkbox"/>	Uncategorized	Are you requesting consideration through the Alternative Hiring Process and have you received an approved Certificate of Disability?	active <input checked="" type="checkbox"/>

**Step 9:** To make sure the questions appear in the correct order, update the position numbers by changing #5 to #3, move #3 to 4 and #4 to 5 and save the action. The picture below show how it will look on the new posting you have created.

Position	Required	Category	Question	Status
1	<input checked="" type="checkbox"/>	Uncategorized	Do you have an Interagency Placement Screening Form (Yellow Form) as issued under Policy 1.30 Layoff? (Commonwealth of Virginia Employees Only);	active
2	<input checked="" type="checkbox"/>	Uncategorized	Do you have a Preferential Hiring Form (Blue Form) as issued under Policy 1.30 Layoff? (Commonwealth of Virginia Employees Only)	active
3	<input checked="" type="checkbox"/>	Uncategorized	Are you requesting consideration through the Alternative Hiring Process and have you received an approved Certificate of Disability?	active <input checked="" type="checkbox"/>
4	<input checked="" type="checkbox"/>	Uncategorized	How did you find this employment opportunity?	active
5	<input checked="" type="checkbox"/>	Uncategorized	Please specify the actual source from your response to question #4 above (Name of newspaper, Journal Title, Job Board, Career Fair, Agency Website, Social Media Type, etc.) If unknown or none, enter: N/A.	active

