**Defaulting on Job Postings:**

As of April 25th, the EEO/Veteran/ADA information is going to default on your job posting, please remove that information from your posting so that it is not a duplicate, they are also releasing a nicer print version of the posting.

**Recruitment Closeout Automation:**

We’re excited to announce that the new Recruitment Closeout Automation feature will allow you to do just that, saving you a lot of time by simplifying the process.

As an Insight user, you’ll have the option to close out recruitment after authorizing a hire, or you can initiate it from the exam plan details page at any time by clicking on the new Closeout Recruitment button.

If you have any hires pending authorization, you will need to authorize those before you are able to use the automated closeout feature. Authorizing your hires helps to ensure your reporting data and time-to-hire metrics are accurate.

The automated recruitment closeout feature will allow you to perform all of the following actions:

* Update requisition status to filled or canceled
* Inactivate the job posting
* Archive the job posting, exam plan, eligible list(s), and referred list(s).
* Lock the referred list (if you use this feature).
* Send a customized reminder email to your hiring manager if there’s information you want to communicate related to closing out the recruitment.
* Update the status message that applicants can view in their profile to “Position Filled” or something of that nature to let them know that the selection process has concluded.

Note: You may not see all of the above options if these actions have already been performed. If the Recruitment Closeout button does not appear on your exam plan or you are not prompted to close out recruitment after authorizing a hire, it’s because there are no closeout activities to perform.

A picture containing timeline

Description automatically generated

**Insight Modernization:**

Our major initiative to modernize Insight and the Online Hiring Center (OHC) continues with this release. Our primary goal with this initiative is to improve the overall user experience and to upgrade to the latest technology, resulting in a more modern and consistent look and feel throughout the entire NEOGOV product suite.

**With this Spring release, all the OHC pages have undergone modernization and are ready for the general launch.** OHC Users will notice a fresh look and feel of OHC but the functionality remains unchanged.

The following **Insight pages** have been updated as part of the modernization initiative and will be included in this release. We have updated the user interface (UI) and made some minor usability improvements like new sorting and filtering options on grid pages. However, the overall functionality remains largely unchanged.

|  |  |
| --- | --- |
| **Insight List Pages** | **Navigation** |
| Positions List | Insight Dashboard → Jobs Menu → Positions |
| Oral Exams List | Insight Dashboard → Tests Menu → Oral Exams |
| Performance Exams List | Insight Dashboard → Tests Menu → Performance Exams |
| Written Exams List | Insight Dashboard → Tests Menu → Written Exams |
| Rater and Proctors List | Insight Dashboard → Tests Menu → Raters and Proctors |
| Test Locations List | Insight Dashboard → Tests Menu → Test Locations |

|  |  |
| --- | --- |
| **Insight Admin Pages** | **Navigation** |
| Admin Settings Landing Page | Admin |
| Agency Preferences | Admin → Agency Preferences |
| Agency Information | Admin → Agency information |
| Salary Import and History | Admin → Salary Import and history |
| Agency Password Preferences | Admin → Agency password preference |
| Department Approval groups | Admin → Department Approval groups and add/edit |
| Benefits List | Admin → Benefits |

|  |  |
| --- | --- |
| **Insight Admin Configuration Settings** | **Navigation** |
| Configuration Settings | Admin → Configurations settings |
| Security Roles | Admin → Configuration Settings --> Security Roles and add/edit |
| Score Calculation | Admin → Configuration Settings --> Score Calculations |
| Testing Preferences | Admin → Configuration Settings --> Testing Preference |
| Login Time Rules | Admin → Configuration Settings --> Login time rule and add/edit |
| Exam Plan Configuration | Admin → Configuration Settings --> Exam plan |
| Application Fields | Admin → Configuration Settings --> Application fields |

|  |  |
| --- | --- |
| **Insight Admin Definition Tables** | **Navigation** |
| Definition Tables Landing Page | Admin → Definition tables |
| Bargaining Unit | Admin → Definition tables --> Bargaining unit and Add/edit |
| Eligible List Type | Admin → Definition tables --> Eligible list type |
| Exam Type | Admin → Definition tables --> Exam type |
| Locations | Admin → Definition tables --> Locations and add/edit |
| Physical Class | Admin → Definition tables --> Physical class and Add/Edit |
| Ad Name | Admin → Definition tables --> Ad name and Add/edit |
| Occupational Group | Admin → Definition tables --> Occupational group and add/edit |
| Attachment Type | Admin → Definition tables --> Attachment type and add/edit |
| Search Location | Admin → Definition tables --> Search location and add/edit |
| Application Template List | Admin → Definition tables --> Application template list |
| Job Type | Admin → Definition tables --> Job type and add/edit |
| Geographic Area | Admin → Definition tables --> geographical area and add/edit |
| Eligible Sublist Type | Admin → Definition tables --> Eligible sublist type and add/edit |