

January 31, 2014

Status: Training Phase  
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For more information Contact:  
[Recruiting Solution Project](#)

**Accomplishments:**

- System testing completed 1/21.
- UAT completed 1/23. Testing done by 33 folks, representing 15 agencies.
- Legacy process of posting job openings sun-setted 1/31/2014
- Recruiting Administrator and Hiring Managers 1/22 in Jamestown.
- Hiring Manager training the week of 2/3-2/7 in Bismarck at the WSI building.

**Next Steps:**

- 2/3-2/7 in Bismarck at the Ft. Totten room to build in agency job openings.
- Recruiting System live Wednesday, February 12th.
- March—HRMS will work with and follow up with Agencies that will be closing jobs and processing applications.
- A Big Thank-you to Jill and Mary at WSI for hosting training!



**ConnectND Recruiting Solutions**



*Our project to enable online employment applications is near **Go Live**. This project is an enterprise implementation of Recruiting Solutions and began in mid-May, with a go live planned for February 12, 2014. This project will encompass State Agencies. For more information click [www.nd.gov/hrms/](http://www.nd.gov/hrms/)*



**Tutorials at your fingertips!**  
*On the Employee Hub, under my Tutorials you will find assistance for Hiring Managers and Recruiters. These on-demand tutorials assist you in completing your job quickly, you could even print a copy of the tutorial if you like!*

**Go to page 2 to see your new search jobs page!**

**Training classes are now in ELM for both the:**

Recruiting Administrators

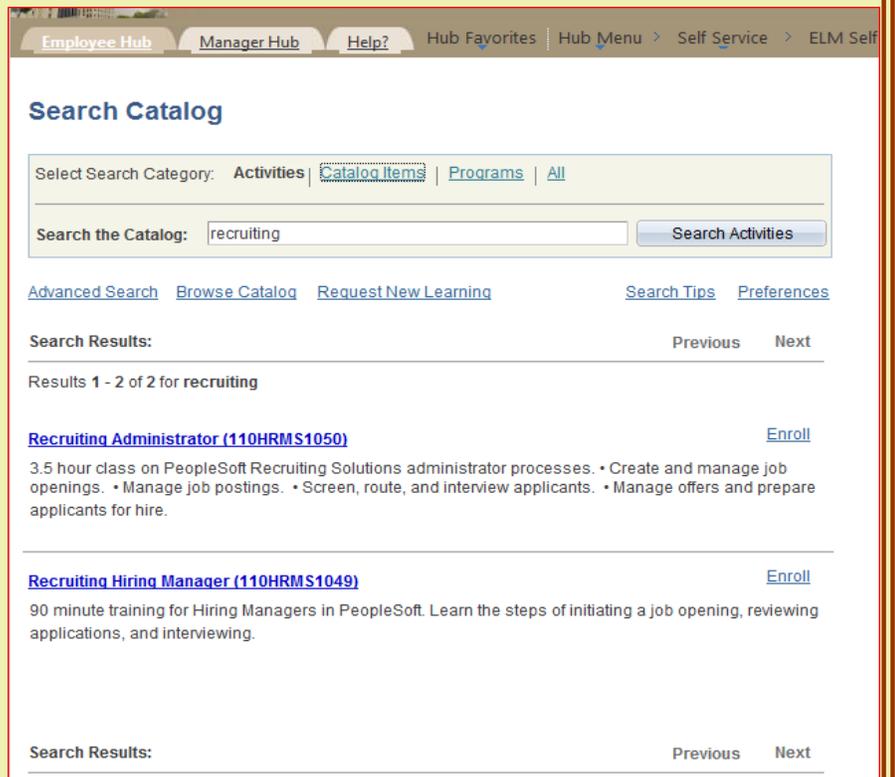
Hiring Managers

*We are offering both instructor led classes with hands on activities, and web-based versions.*



**From the Employee Hub, click my Training>Search Catalog**

*Simply click Catalog items, and type in the word "Recruiting" to see a list of classes you can enroll in on the next page. Classes are limited to 12 students.*



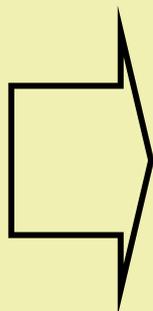
**Recruiting Hiring Manager**

90 minute training for Hiring Managers in PeopleSoft. Learn the steps of initiating a job opening, reviewing applications, and interviewing. Notice we have a web-based or classroom setting available!

**The table below shows the different start dates for Hiring Manager—enroll online in ELM!**

Activity Code	Type	Start Date	Start Time	End Date	End Time	Price	Location			Add to Plan
12366	Web-based Training					0.00 USD	Not Applicable	<a href="#">View Details</a>	Enroll	Add to Plan
11995	Classroom	02/03/2014	1:00 PM CST	02/03/2014	2:30 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	<a href="#">View Details</a>	Enroll	Add to Plan
11994	Classroom	02/03/2014	10:30 AM CST	02/03/2014	12:00 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	<a href="#">View Details</a>	Enroll	Add to Plan
11996	Classroom	02/03/2014	3:00 PM CST	02/03/2014	4:30 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	<a href="#">View Details</a>	Enroll	Add to Plan
11997	Classroom	02/04/2014	8:30 AM CST	02/04/2014	10:00 AM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	<a href="#">View Details</a>	Enroll	Add to Plan
12023	Classroom	02/04/2014	3:00 PM CST	02/04/2014	4:30 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	<a href="#">View Details</a>	Enroll	Add to Plan
12019	Classroom	02/04/2014	1:00 PM CST	02/04/2014	2:30 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	<a href="#">View Details</a>	Enroll	Add to Plan
12012	Classroom	02/04/2014	10:30 AM CST	02/04/2014	12:00 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	<a href="#">View Details</a>	Enroll	Add to Plan
12016	Classroom	02/05/2014	10:30 AM CST	02/05/2014	12:00 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	<a href="#">View Details</a>	Enroll	Add to Plan
12020	Classroom	02/05/2014	1:00 PM CST	02/05/2014	2:30 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	<a href="#">View Details</a>	Enroll	Add to Plan
12013	Classroom	02/05/2014	8:30 AM CST	02/05/2014	10:00 AM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	<a href="#">View Details</a>	Enroll	Add to Plan
12024	Classroom	02/05/2014	3:00 PM CST	02/05/2014	4:30 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	<a href="#">View Details</a>	Enroll	Add to Plan
12025	Classroom	02/06/2014	3:00 PM CST	02/06/2014	4:30 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	<a href="#">View Details</a>	Enroll	Add to Plan
12021	Classroom	02/06/2014	1:00 PM CST	02/06/2014	2:30 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	<a href="#">View Details</a>	Enroll	Add to Plan
12017	Classroom	02/06/2014	10:30 AM CST	02/06/2014	12:00 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	<a href="#">View Details</a>	Enroll	Add to Plan
12014	Classroom	02/06/2014	8:30 AM CST	02/06/2014	10:00 AM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	<a href="#">View Details</a>	Enroll	Add to Plan
12018	Classroom	02/07/2014	10:30 AM CST	02/07/2014	12:00 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	<a href="#">View Details</a>	Enroll	Add to Plan
12015	Classroom	02/07/2014	8:30 AM CST	02/07/2014	10:00 AM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	<a href="#">View Details</a>	Enroll	Add to Plan
12026	Classroom	02/07/2014	3:00 PM CST	02/07/2014	4:30 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	<a href="#">View Details</a>	Enroll	Add to Plan
12022	Classroom	02/07/2014	1:00 PM CST	02/07/2014	2:30 PM CST	0.00 USD	WSI Workforce Safety and Insurance - Computer Lab	<a href="#">View Details</a>	Enroll	Add to Plan

Mock up of the new Job Search Page.



North Dakota  
**2 OMB**  
Human Resource Management Services

nd.gov Official Portal for North Dakota State Government

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- » New Job Applicant Tips
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Auxiliary aids and services are available upon request to individuals with disabilities.

600 E Boulevard Ave  
Dept 113  
Bismarck, ND 58505-0120

Phone - 701.328.3293  
Fax - 701.328.1475  
Email - recruiter@nd.gov

Employment Verification - 701.328.2677

Links to Other Job Openings

- Bismarck State College
- Dakota College at Bottineau
- Dickinson State University
- Lake Region State College
- Mayville State University
- Minot State University
- ND State College of Science
- North Dakota State University
- University of North Dakota

### Job Search

You can search and review jobs from this page without creating an account with us. When you are ready to apply, registering only takes a minute. Your online account allows you to upload your resume, apply for jobs and access our online career tools. If you wish to apply for more than one job, save those jobs using the Save Job button below and then you may submit one application for multiple jobs. If you are a current State employee, click here

Basic Search

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□

#### Latest Job Postings

Job Title	Job ID	Location	Business Unit	Posted Date	Save Job	Apply
1 PUBLIC UTIL ANALYST II	2920035	Bismarck, ND	Public Service Commission	01/29/2014	<input type="button" value="Save Job"/>	<input type="button" value="Apply"/>
2 ENVIRON SCIENTIST III	2920034	Bismarck, ND	Public Service Commission	01/29/2014	<input type="button" value="Save Job"/>	<input type="button" value="Apply"/>
3 GRAIN WAREHOUS INSPECTOR	2920033	Bismarck, ND	Public Service Commission	01/28/2014	<input type="button" value="Save Job"/>	<input type="button" value="Apply"/>
4 Document Processing Specialist	2920031	Bismarck, ND	Workforce Safety & Insurance	01/24/2014	<input type="button" value="Save Job"/>	<input type="button" value="Apply"/>
5 CRIMINAL INVESTIGATOR II	2920011	Bismarck, ND	Bank of North Dakota	01/07/2014	<input type="button" value="Save Job"/>	<input type="button" value="Apply"/>
6 IDENTIFICATION TECH II	2920012	Bismarck, ND	Bank of North Dakota	01/07/2014	<input type="button" value="Save Job"/>	<input type="button" value="Apply"/>
7 HUMAN RESOURCE OFFICER II	2920008	Bismarck, ND	Department of Transportation	01/07/2014	<input type="button" value="Save Job"/>	<input type="button" value="Apply"/>
8 GEN TRADES MAINT WKR I	2919984	Devils Lake, ND	School for the Deaf	01/02/2014	<input type="button" value="Save Job"/>	<input type="button" value="Apply"/>
9 AS PROGRAM INSPECTOR II	2920001	North West	Department of	01/02/2014	<input type="button" value="Save Job"/>	<input type="button" value="Apply"/>