

# Civil Service On-line System

## Job Aid



### Attaching a File to a Requisition

This Civil Service On-line System Job Aid is meant to assist you in attaching files to a requisition in the Civil Service On-line System.

Often you will need to attach a file of completed forms/documentation, preferably a PDF scan, to a requisition.

Forms can be found on the [Appointing Authority Forms](#) page of our website.

Examples include but are not limited to the following:

- An [Examination Announcement Posting Certificate](#)
- A [Public Safety Eligibility Form](#)
- [Residency Verification Form](#)
- A Selective Certification Questionnaire
  - [Bilingual](#)   
  - [Emergency Medical Technician](#)   
  - [Gender-Based](#)   
- A [Notification of Employment Form \(NOE\)](#)
  - Signed by all hired candidates and by the Appointing Authority (AA), containing the effective dates of hire.
- A referral/certification, signed by the candidates and the AA.
- A [Certification & Report Supplement - PAR .09 Open Competitive List](#)
- A [Certification & Report Supplement - PAR .09 Departmental Promotional List](#)
  - A Certification & Report Supplement on which the names of all candidates willing to accept are listed in the order in which they appeared on the certification and signed by the AA.

**The system is currently configured to accept the following file types as attachments**

Suggested Application	Extension(s)
Acrobat Portable Document Format	pdf
Internet Explorer	htm
Internet Explorer	html
Microsoft Excel Spreadsheet	xls
Microsoft Excel Spreadsheet (2007)	xlsx
Microsoft Word Document	doc
Microsoft Word Document (2007)	docx
Notepad	txt
Rich Text Format File	rtf

**ATTACHING A FILE TO A REQUISITION**

SYSTEM DO's	SYSTEM DON'Ts
Contact your HRD Civil Service Liaison if you have questions	Delete any attachments

## How to Attach a File to a Requisition

Locate your requisition - You may need to select Show All Reqs in My Dept, Show Filled Reqs and/or Show Cancelled Reqs to view all requisitions associated with your assigned departments.

Select the title of your requisition to view it.

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Post Approvals Admin

[Open New Requisition](#) | [Show All Reqs. in My Dept.](#) | [Show Approval Detail](#) | [View OHC Users](#) | [Show Filled Reqs.](#) | [Show Cancelled Reqs.](#) My Requisitions

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Search for req. # or req. title:

**Open Requisitions**  
1 record found.  
Page 1 of 1

Req. #	Req. Title	Department	Division	Created	Action
03734	Fire Lt - Civil Service Online Training Example	HRD		04/04/16	<a href="#">Edit</a> <a href="#">Copy Req</a> <a href="#">Cancel</a> <a href="#">Reassign</a> <a href="#">History</a>

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Scroll to the bottom of the requisition to see the Attachments area.

Interviewer/Contact City : Boston  
Interviewer/Contact State : MA  
Interviewer Zip Code : 02108  
Interviewer/Contact Office Hours :  
Minimum Salary :  
Maximum Salary :  
Approvals None

**Attachments:** [Add New](#)

Attachment Title	Date Uploaded	File Name	Action
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Select the Add New link to open the File Attachment panel for the specific requisition.

## File Attachment Panel

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View Requisition \* Required

\* File Description

\* File Browse... No file selected.

Attach another file Upload

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### File Description

Type in a description of the files you plan to attach to the requisition.  
Example: 03734 firelt cert noe and forms

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View Requisition \* Required

\* File Description 03734 firelt cert noe and forms

\* File Browse... 03734\_firelt\_cert\_and\_forms.pdf

Attach another file Upload

### File

Browse to where the file is saved on your computer and select it, you will see the file name in the File field  
Please note you can attach more than one file at a time if you select **Attach another file** option

### Upload

When you are satisfied with the File Description and the files you can select the upload button to attach them to the requisition and the system will return you to the requisition with the files now attached

Interviewer/Contact Title :	Civil Service Unit
Interviewer/Contact Department :	Human Resources Division
Interviewer/Contact Street Address :	One Ashburton Place
Interviewer/Contact City :	Boston
Interviewer/Contact State :	MA
Interviewer Zip Code :	02108
Interviewer/Contact Office Hours :	
Minimum Salary :	
Maximum Salary :	
Approvals	None

Attachments: Add New

Attachment Title	Date Uploaded	File Name	Action
03734 firelt cert noe and forms	04/19/16	03734_firelt_cert_and_forms	Delete

However, if you are not sure you have selected the correct requisition or do not have the files you want to attach ready you can select **View Requisition** to return to the Requisition