

Civil Service On-line System

Job Aid



On-line Hiring Center (OHC) User Roles & Tasks

May 2016

On-line Hiring Center (“OHC”) Users

OHC users are those individuals who carry out employing tasks from the perspective of the hiring department. Some of these tasks include: creating requisitions, approving requisitions, reviewing applications, conducting interviews and hiring candidates. An OHC user can be assigned to more than one role, for example, someone may have the role of creating requisitions (an Originator or HR liaison) as well as the role of hiring candidates from referred lists (a hiring manager).

A critical responsibility for all OHC Users is forwarding communications from the Mass. Civil Service Unit to all interested personnel such as Appointing Authorities.

OHC Roles

Originator	Originators are restricted to only submit requisitions and view the requisitions they have created.
HR Liaison	HR Liaisons are essentially originators with “super user” permissions. They create requisitions, view the requisitions they have created as well as requisitions of others in their assigned department. Additionally, HR liaisons have access to referred lists where they can interview, offer, hire and reject candidates.
Hiring Manager	Hiring managers have access to referred lists where they can interview, offer, hire and reject candidates.
Approver	Requisitions and/or hire actions are routed to approvers where they have the ability to approve or deny.
Create OHC Notice Templates	If selected, notice templates created by the OHC user can be accessed by any other OHC within their assigned department.
Send OHC Notices	If selected, the OHC user can send any notice templates designated for their assigned department.

Task	Originator	HR Liaison	Hiring Manager	Approver
Create requisitions	X	X		
Approve/deny requisitions				X
See candidates’ applications		X	X	X
Send notices to candidates (if OHC user’s Send OHC Notices field is selected)		X		
See and take action on assigned referred lists		X	X	
Attach documentation to requisitions			X	
Approve/deny hires				X

Contact your Civil Service Liaison if you have any questions: [Contact Civil Service Unit](#)