Information Technology Policy

Enterprise Employment Application Platform Policy

ITP Number		Effective Date
ITP-BUS008		November 21, 2016
Category		**Supersedes**
Business		None
Contact		**Scheduled Review**
RA-ITCentral@pa.gov		November 2017

1. Purpose

The purpose of this Information Technology Policy (ITP) is to establish an enterprise-wide standard for the form and method of an enterprise employment application platform.

2. Scope

This Information Technology Policy (ITP) applies to all agencies, departments, boards, commissions and councils under the Governor's jurisdiction. Agencies not under the Governor's jurisdiction are strongly encouraged to follow this ITP.

3. Background

The Civil Service Act (Act of August 5, 1941, P.L. 752 No. 286, as amended) govern hiring and promotion in the classified service within the Commonwealth. Section 212(d) of the Act requires the State Civil Service Commission (SCSC) to utilize the form and method of employment application that is standard across departments and agencies that are under the Governor's jurisdiction for the purpose of entrance to, or promotion in, the classified service.

4. Definitions

- **Enterprise Employment Application Platform:** A technology solution that allows the enterprise to collect and store candidate and job related data and track and monitor the process of candidates through all stages of the hiring process.

5. Policy

Agencies are required to utilize the current enterprise employment application platform that is detailed in below product table. The platform provides the following services to agencies:

- Public-facing online employment application process
- Displays both non-civil service and civil service job opportunities (full-time, part-time, seasonal, internships, and other relevant workforce) with the Commonwealth
- Provides an electronic method for users to apply for Commonwealth job opportunities
  - Automated and manual workforce process workflows for agency human resources offices
  - A secured login method for users to build a personal profile, apply for job opportunities, and review job applications

Enterprise Employment Application Platform	Service Owner	Platform Gateway
NEOGOV	Office of Administration	http://employment.pa.gov

6. Responsibilities

- **Office of Administration (OA)** will be the service owner and provider of the enterprise employment application platform. OA will provide the necessary guidance and recommendations to Commonwealth agencies for the purpose of supporting the platform.

- **Commonwealth Agencies** will adhere to the requirements in this policy. Agencies that utilize custom and/or internal employment application platforms that are inconsistent or incompatible with the enterprise employment application platform are required to evaluate and plan for migrating or making compatible their internal solution to the enterprise employment application platform.

7. Related ITPs/Other References
Commonwealth policies, including Executive Orders, Management Directives, and IT Policies are published on the Office of Administration's public portal:
http://www.oa.pa.gov/Policies/Pages/default.aspx

- Management Directive 205.34 *Commonwealth of Pennsylvania Information Technology Acceptable Use Policy*

- Civil Service Act (Act of August 5, 1941, as amended, P.L. 752, No. 286, as amended), 71 P.S. §§ 741.1- 741.1005

8. Authority
Executive Order 2016-06, Enterprise Information Technology Governance

9. Publication Version Control

It is the user's responsibility to ensure they have the latest version of this publication, which appears on https://itcentral.pa.gov for Commonwealth personnel and on the Office of Administration public portal: http://www.oa.pa.gov/Policies/Pages/default.aspx. Questions regarding this publication are to be directed to RA-ITCentral@pa.gov.

10. Exemption from This Policy
In the event an agency chooses to seek an exemption, for reasons such as the need to comply with requirements for a federally mandated system, a request for waiver may be submitted via the Commonwealth of PA Procurement and Architectural Review (COPPAR) process. Requests are to be entered into the COPPAR Tool located at http://coppar.oa.pa.gov/. Agency CIO approval is required.

This chart contains a history of this publication's revisions:

Version	Date	Purpose of Revision
Original	11/21/2016	Base Document