Agency Guide

to the

Management and Applicant Information Resource System

(MAIRS)

Office of Administration

Division of Personnel

(Rev. September 18, 2009)

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Purpose of the Agency Guide

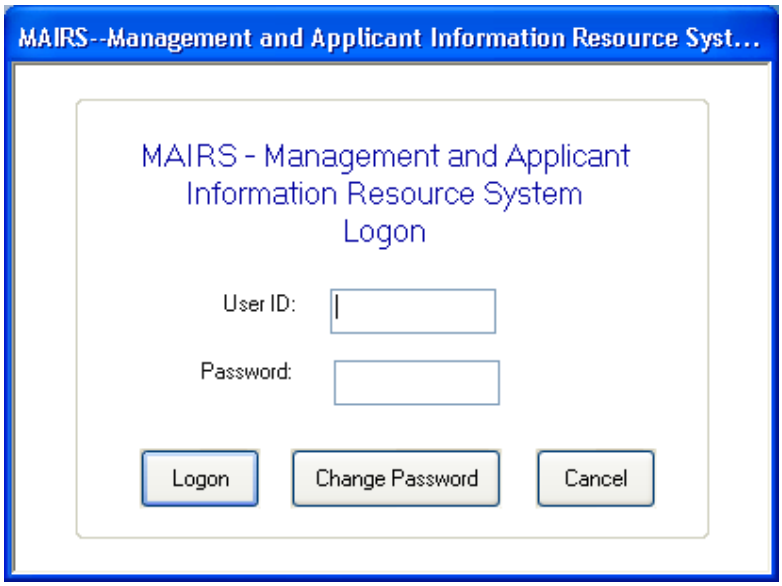
The purpose of this document is to provide agency users of MAIRS with an introduction to the system. This document includes:

- descriptions of the items on the menu bar that are beneficial to agencies,
- explanations of common symbols and graphics used in the system,
- detailed information regarding the certification process such as:
    - requesting certificates
    - certificate mail merge process
    - posting online certificates, etc.
- directions on how to find valuable applicant information such as:
    - an address,
    - work history, education, training
    - classes applied for,
    - applicant's responses to eligibility and rating questions,
    - exam scheduling information,
    - scores,
    - registers and certificates an applicant is on,
    - and helpful reference information.

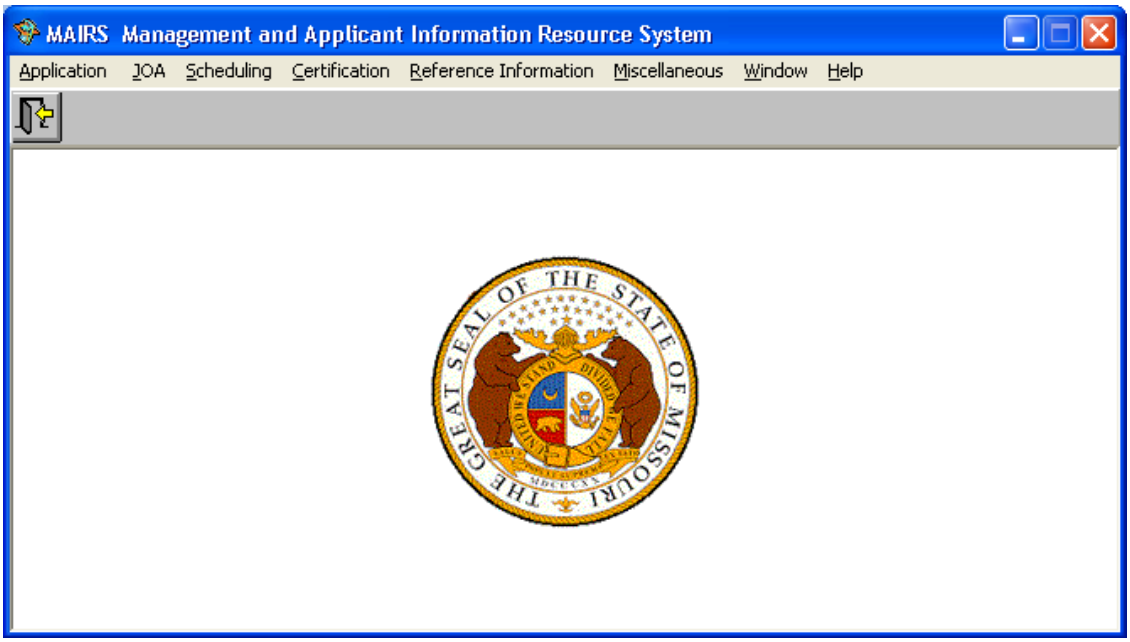
MAIRS, while providing a wealth of useful applicant, register, certificate and reference information, is also very complex and can seem intimidating at first glance. However, the system is actually very easy to navigate when looking for needed information or to accomplish a variety of tasks. Related MAIRS functions are logically grouped under several menu items, accessible from the menu bar on the Main Menu. Agency users are encouraged to first read this introductory document, and then to spend some time exploring the system by examining each menu item, as well as the many sub menus.

MAIRS Logon Procedure

Double-click on the MAIRS icon (see above) which should be located on the user's desktop. The 'Logon' dialog box shown below should appear.

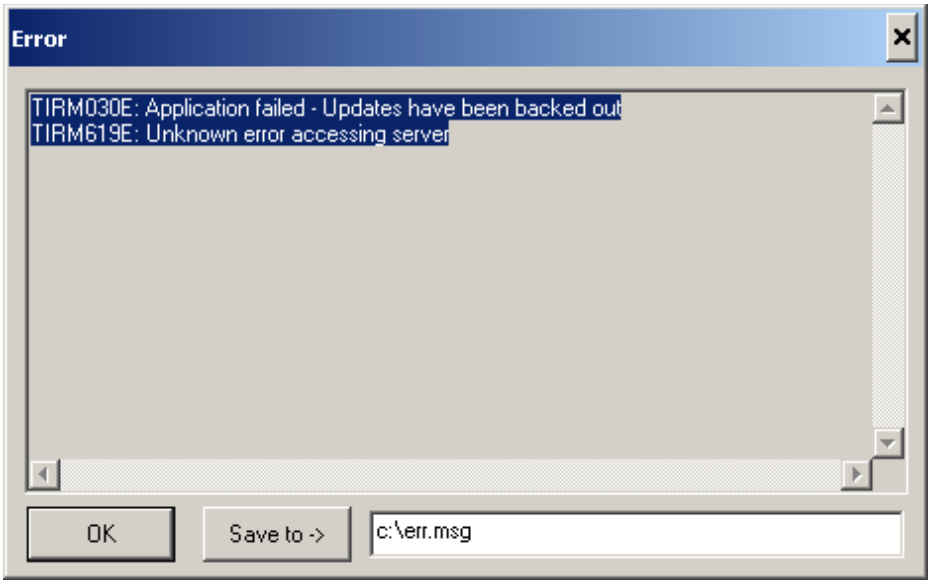


Enter your 'mainframe' userid (the same userid used to access SAMII, etc). Then enter your password. Press 'Logon' or press the 'Enter' key on the keyboard. The MAIRS main menu window should appear.

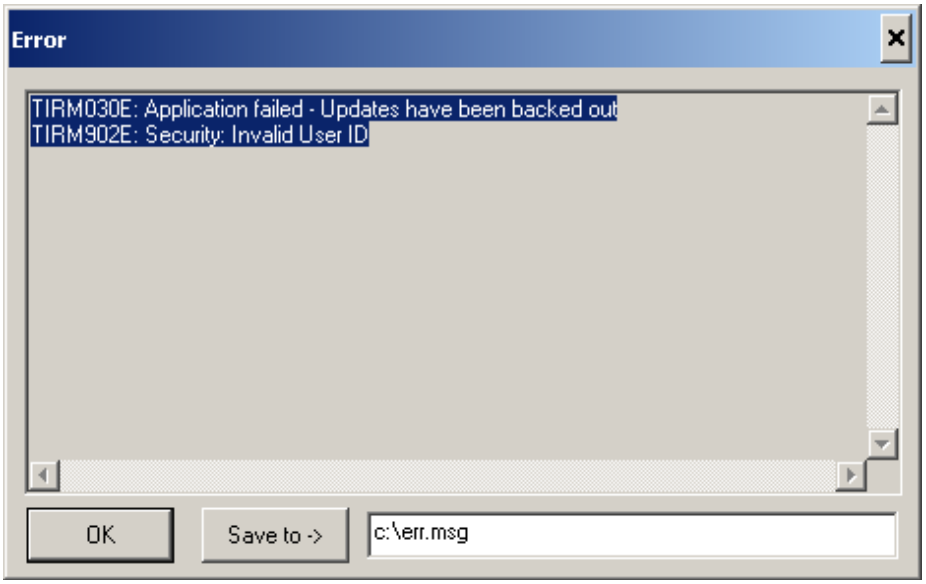


MAIRS Logon Procedure (cont'd.)

If the MAIRS main menu window does not appear but the following error is generated, you may not have access to MAIRS. Have your agency's MAIRS security contact send a request to OA ITSD to have your UserID added to the MAIRS security group.

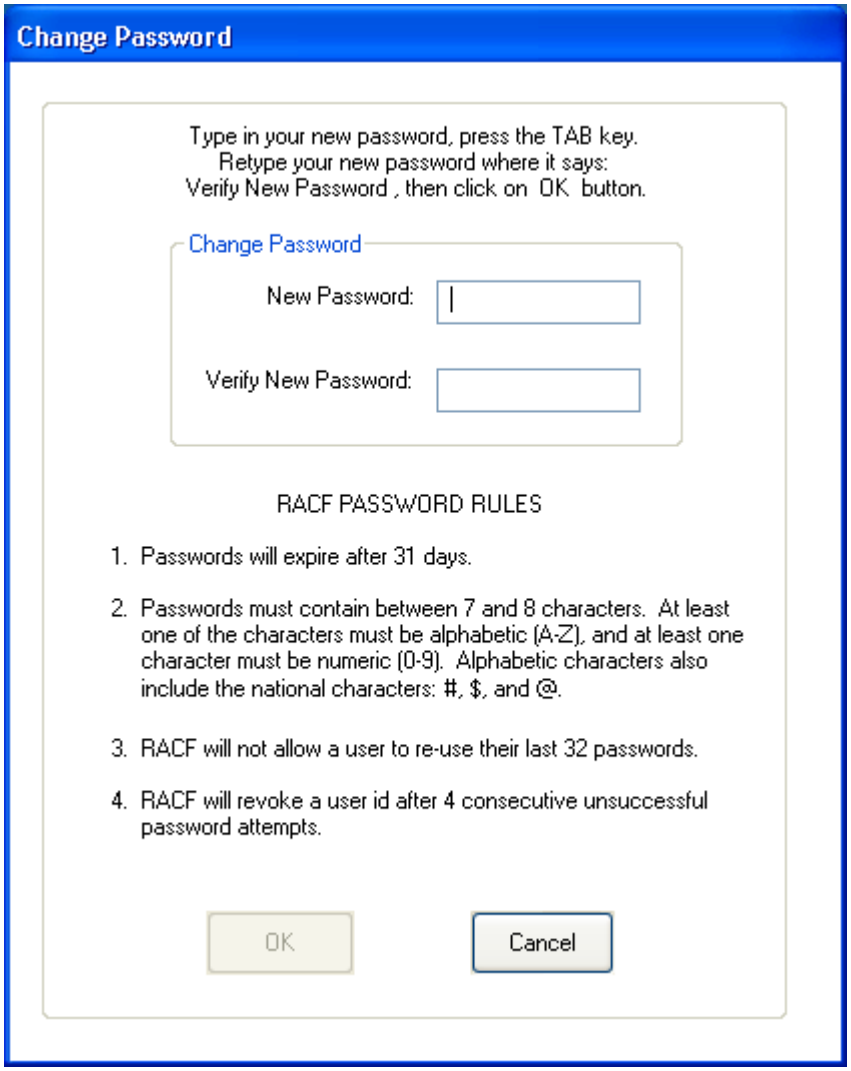


If the following error is generated, the UserID is invalid or has been revoked. A UserID will be revoked after four (4) unsuccessful password attempts. At that point it becomes necessary to have the UserID reset. The user should contact their agency MAIRS contact person to have their UserID reset.



MAIRS Logon Procedure (cont'd.)

A Users password will expire every 31 days (just as it does with SAMII). To change a password, click on 'Change Password' located at the bottom of the MAIRS logon window. The password rules are included on the 'Change Password' screen as shown below. Once you have created your new password and reentered it for verification purposes, click 'OK'.



Common Menu Buttons

Each window in MAIRS displays some or many of the 'pushbuttons' shown below. Pressing a 'pushbutton' will cause MAIRS to perform a specific action such as saving a data change, searching for information, copying data, or deleting information

Copier – copies data from one place to another

Diskette – Saves new or changed information.

Door – Returns to the previous window or exits MAIRS if on the main menu.

History – Accesses historical information.

Home – Will return to the MAIRS main menu.

MESH – Accesses MESH (**M**erit **E**mployment **S**ervice **H**istory) data, if any, for an applicant.

Magnifying Glass – Inquires/Searches for information.

Missouri – Accesses an applicant's availability.

Refresh – When viewing historical data, will restore window to current data.

Note – Used to view or create notes (Only accessible by Division of Personnel Staff).

Magnify/File – Search for other applications or for all positions at a ready to schedule status by applicant.

Down Chevron – Will move down to display the next page of data within a listing.

Up Chevron – Will move to the 'top' of a listing of displayed data.

Trash Can – Will result in selected data being deleted.

Common Menu Buttons (cont'd.)

Blank Paper – Used to create a new data item.

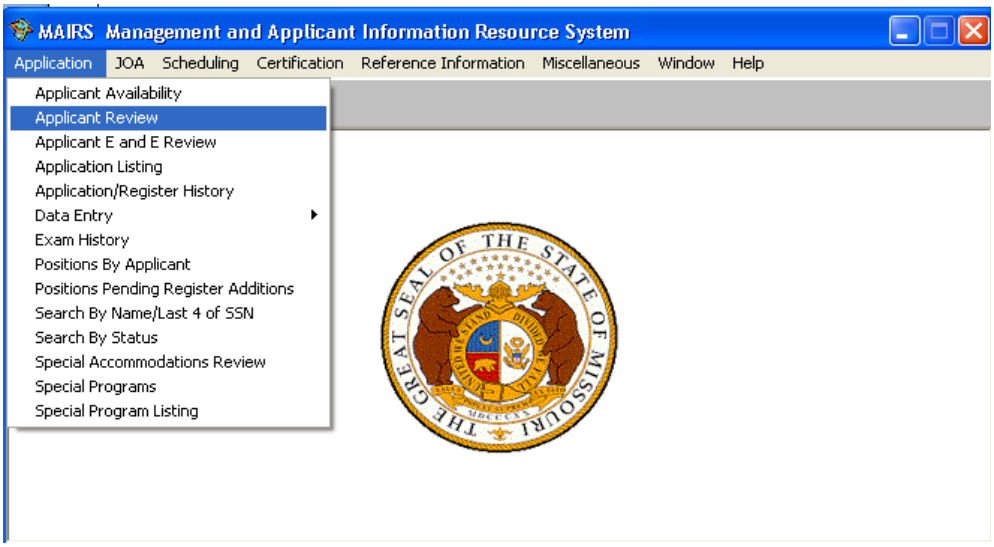
Button – De-selects (unselects) a data item.

Envelope – Will access an applicant's name and address or create mailing labels depending on which window accessed from.

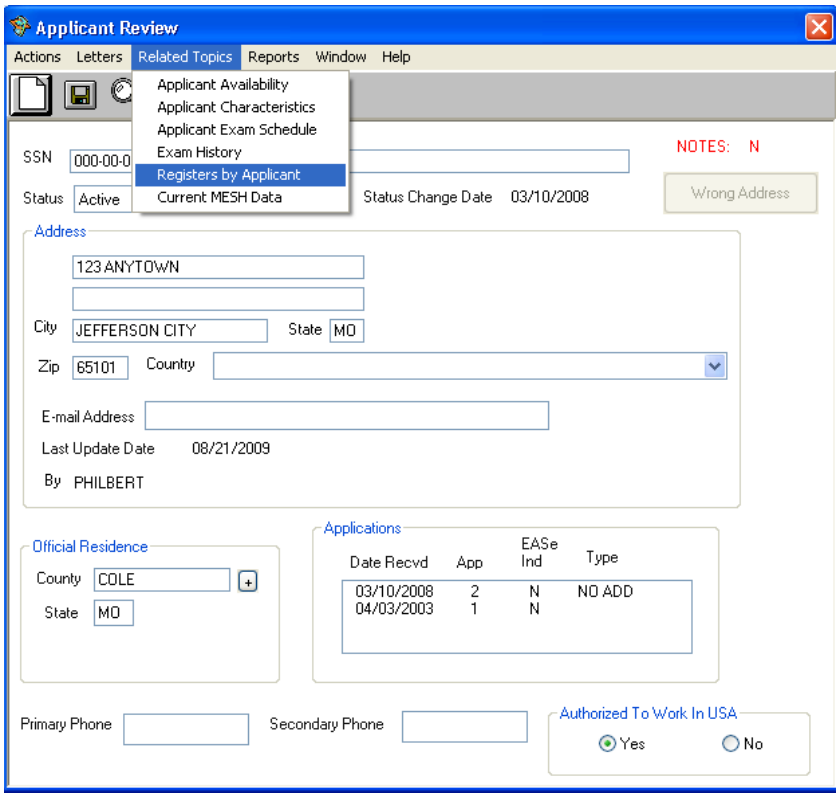
Plus Sign – Will display a listing of data for selection, such as class titles, etc.

The MAIRS Main Menu

Access to MAIRS begins with the Main Menu. The system's functionality is grouped into six broad categories, as shown below (Application, JOA, Scheduling, Certification, Reference Information and Miscellaneous).

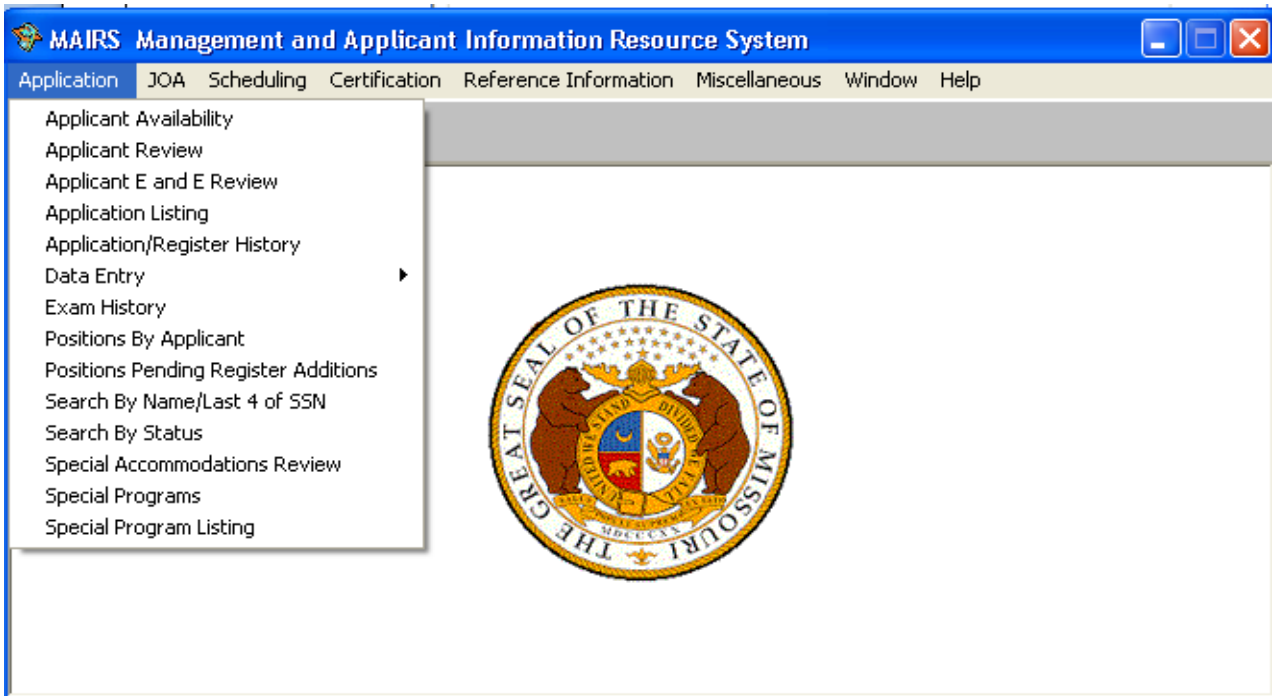


The menu bars of many of the windows in MAIRS contain the element, **Related Topics**, which enables a user to quickly 'jump' between one type of applicant information to another. For example, while using the **Applicant Review** sub-menu item accessed from the **Application** menu item, a user can view an applicant's register information simply by selecting **Related Topics** on the **Applicant Review** window and then clicking on **Registers by Applicant** (see below).



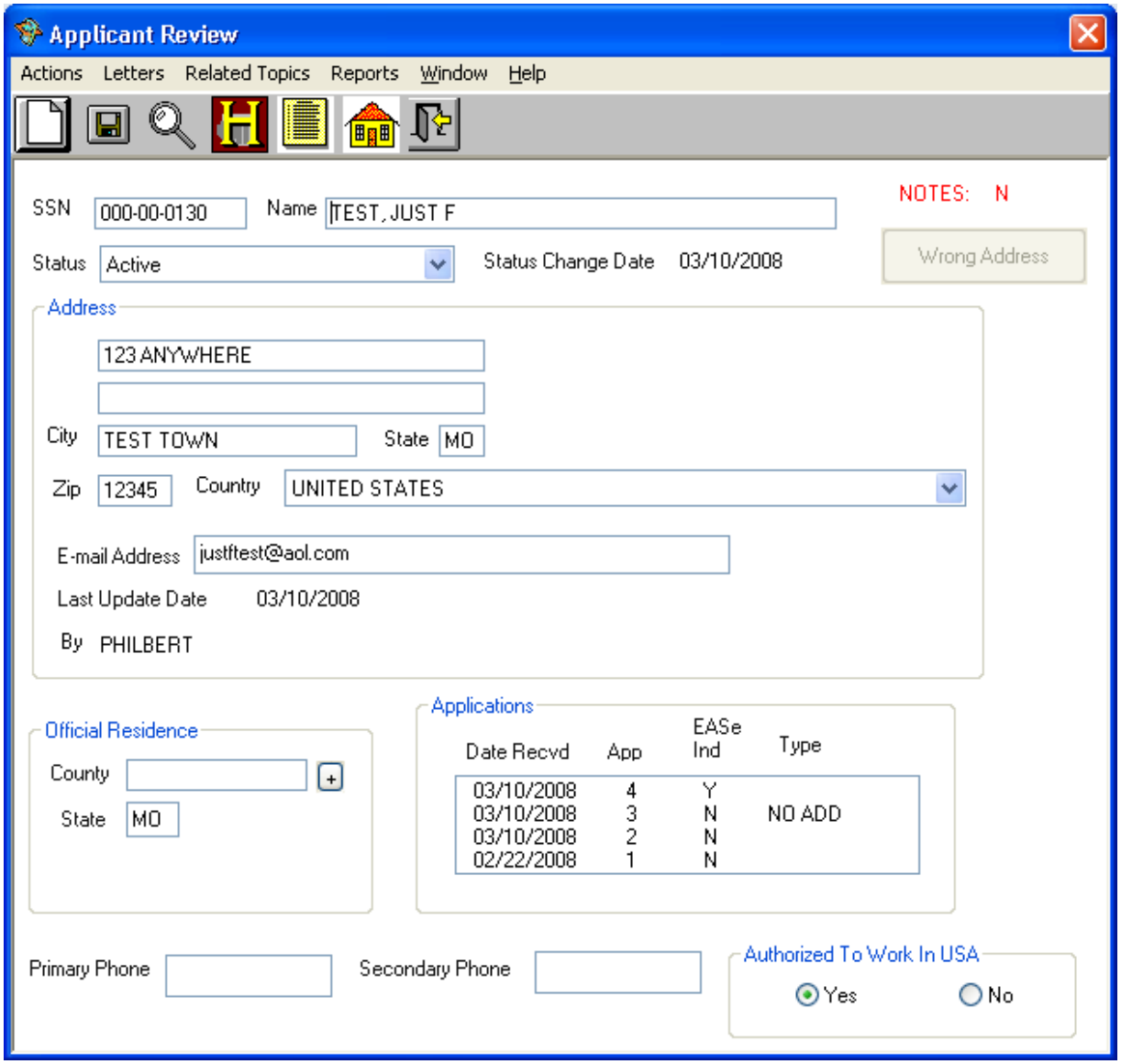
The Application Menu

The **Application** menu item, as suggested by the name, is a mechanism to access almost any data related to an applicant's application and is the MAIRS gateway to almost any information regarding an applicant. This is the part of MAIRS from where application data are entered, viewed, processed, and searched. Information about any applicant, such as availability for employment, responses to online eligibility and rating questions, application history, positions applied for, applicant's name and address, etc., can be located in most windows by simply entering the applicant's social security number (SSN). In almost all windows, with very few exceptions, the SSN must be entered ***including*** the dashes and preceding zeroes, as shown here: 999-09-9999. Searching for application-related information can also be initiated from the **Application** menu.



Applicant Review

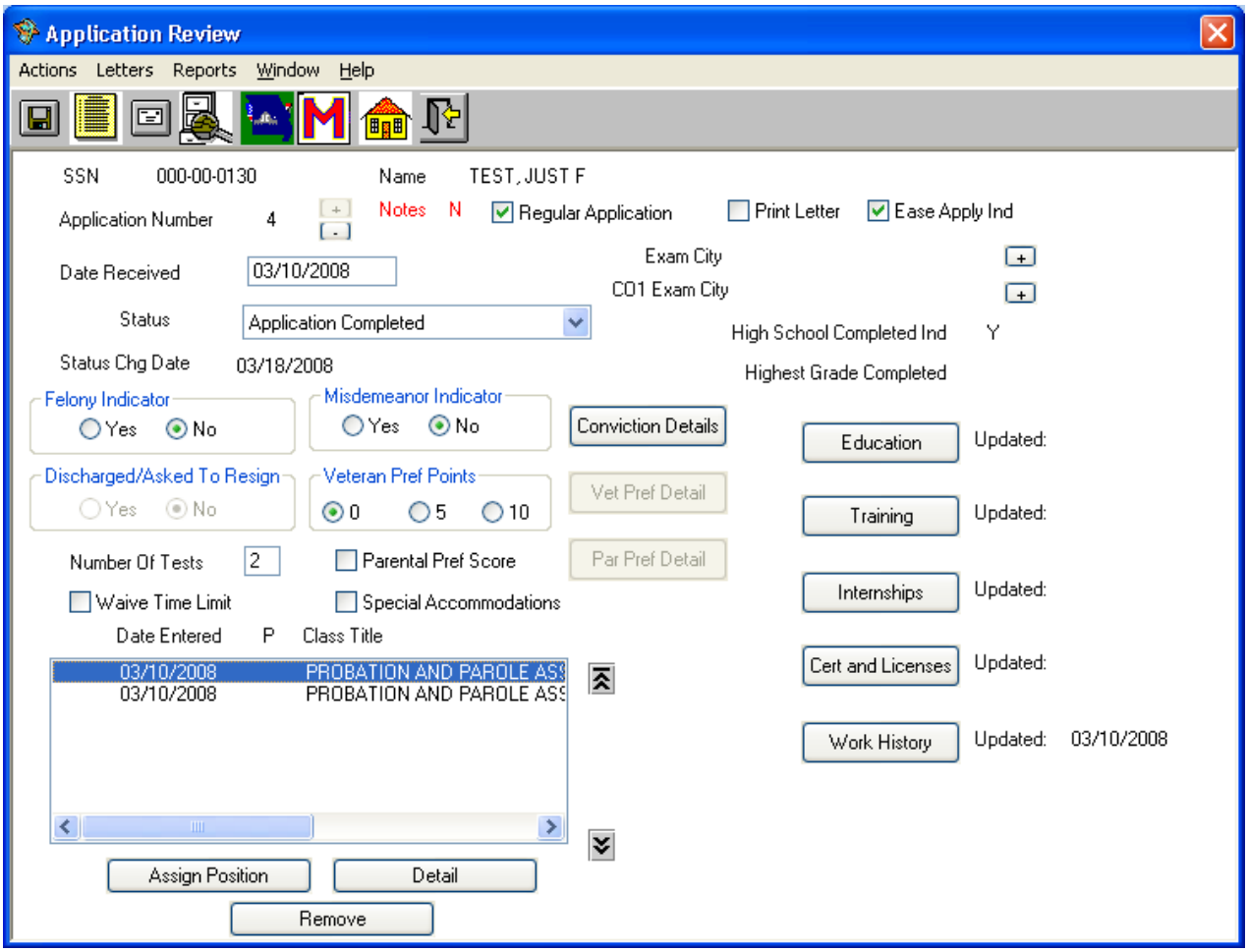
A very useful sub-menu item for tracking the progress of an application is **Applicant Review**. From this sub-menu item, data on all of an applicant's applications can be accessed and viewed, as well as information regarding each individual position on each application.



To display basic applicant data, enter the applicant's SSN then press the 'Inquire' icon on the toolbar, or press the 'Enter' key on the keyboard. Displayed information includes name and address, applicant status, official residence information, primary and secondary phone numbers, current applications, and authorization to work in the USA. An applicant's previous names may be viewed by pressing the 'History' icon. Applicant availability, exam scheduling, exam history, register, and MESH data may be accessed via the **Related Topics** item on the **Applicant Review** menu bar. If an applicant has registered with the EASe (Electronic Application System), a user can request a printable report of the applicants' application information by clicking the **Reports** item on the **Applicant Review** menu bar and then clicking on 'Applicant Information'. A "Y" under the 'EASe Ind' indicates that the applicant submitted the application online. An "N" indicates a paper application. At times, you may encounter an application that indicates "NO ADD" under the 'Type' of application. These records (applications) have been created by the Division of Personnel for internal use only and are not used to determine an applicant's eligibility.

Application Review

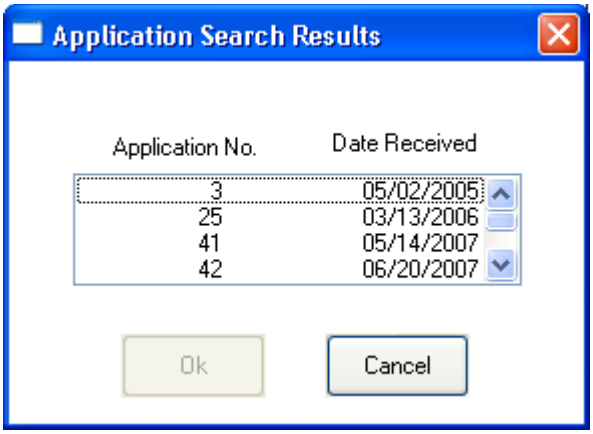
MAIRS users can also view data regarding a specific application by accessing the **Application Review** window. Information regarding the status of the application, the job classifications associated with that application, felony/misdemeanor information, veterans/parental preference information, whether an applicant has ever been discharged from employment, and information regarding an applicant's education, training, internships, certificates/licenses, work history, etc. can be found.



The user would simply double-click on the desired application date in the 'Applications' box in the lower right corner of the **Applicant Review** window (previous page) to display the **Application Review** window (shown above). A user can also search for other applications with the same job classification by selecting a job class on the **Application Review** window and then clicking 'Search' (file/magnifying glass) on the **Application Review** toolbar. If applicable, a user could even view an applicant's Merit Employee Service History (MESH) by clicking the "M" on the toolbar. If an applicant has registered with the EASe (Electronic Application System), a user can request a printable report of the applicants' application information by clicking the **Reports** item on the **Application Review** menu bar and then clicking on 'Applicant Information'.

Application Review (cont'd.)

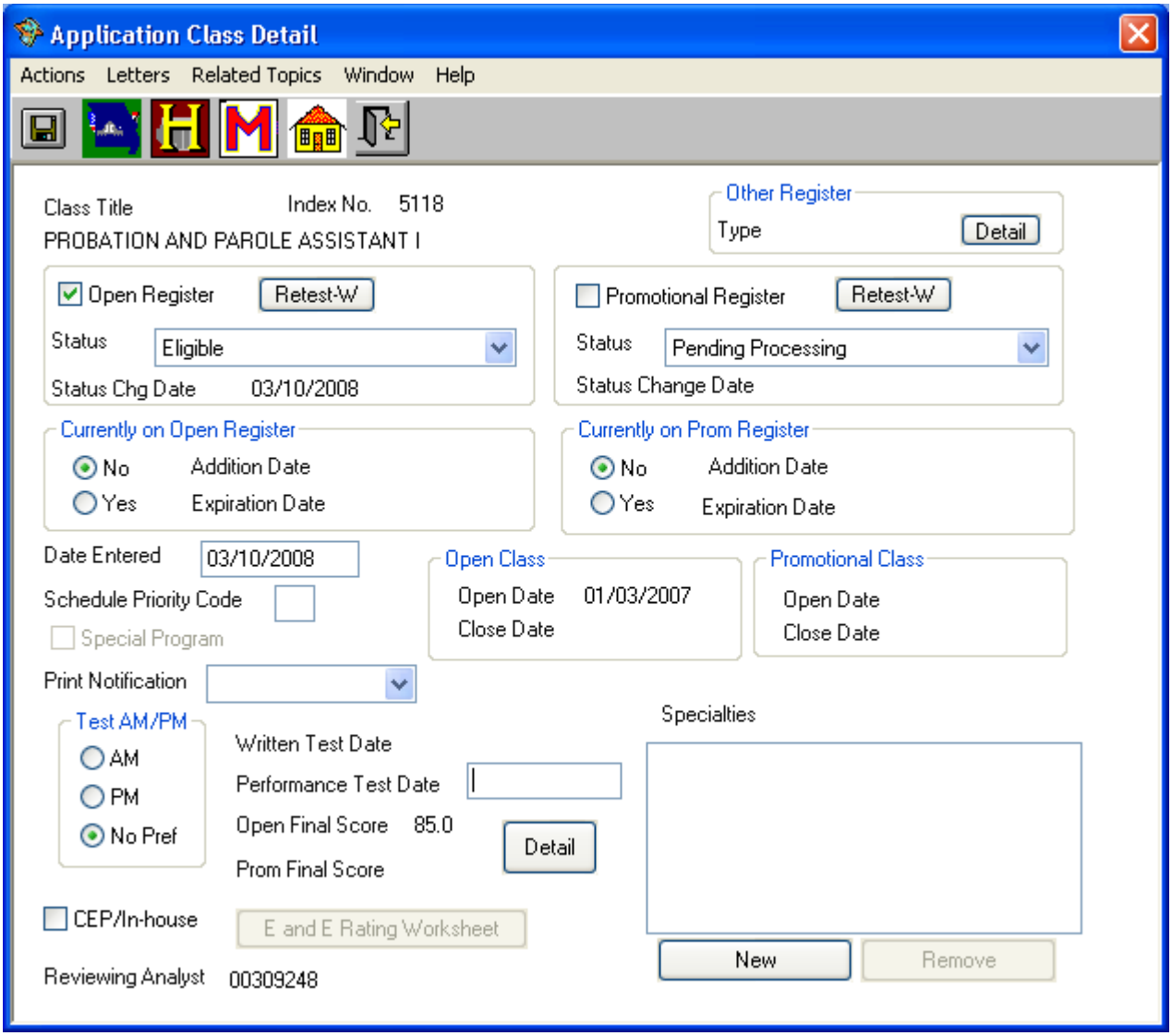
Users can also search for other applications that contain the same job classification by clicking on the job classification title on the **Application Review** window and then clicking the 'Search' button (filing cabinet with magnifying glass) (see previous page).



According to the **Application Search Results** window, there were four applications that contain the job classification of Probation and Parole Assistant I. By selecting a specific 'Application No.' and clicking 'OK', that specific application and job class are displayed on the **Application Review** window.

Application Class Detail

The **Application Class Detail** window provides a multitude of information regarding the job class applied for. The user can find information regarding the position status (eligible, pending information, ineligible online, ineligible-lack experience, etc.) as well as the position history, MESH (Merit Employee Service History) data if applicable, whether the applicant is currently on the open and/or promotional registers, whether the class is currently open or closed (open or promotional), test and final score information, specialty codes assigned, the reviewing analyst if appropriate (if an applicant applied online, the applicants ID may be displayed rather than the reviewing analysts' name).

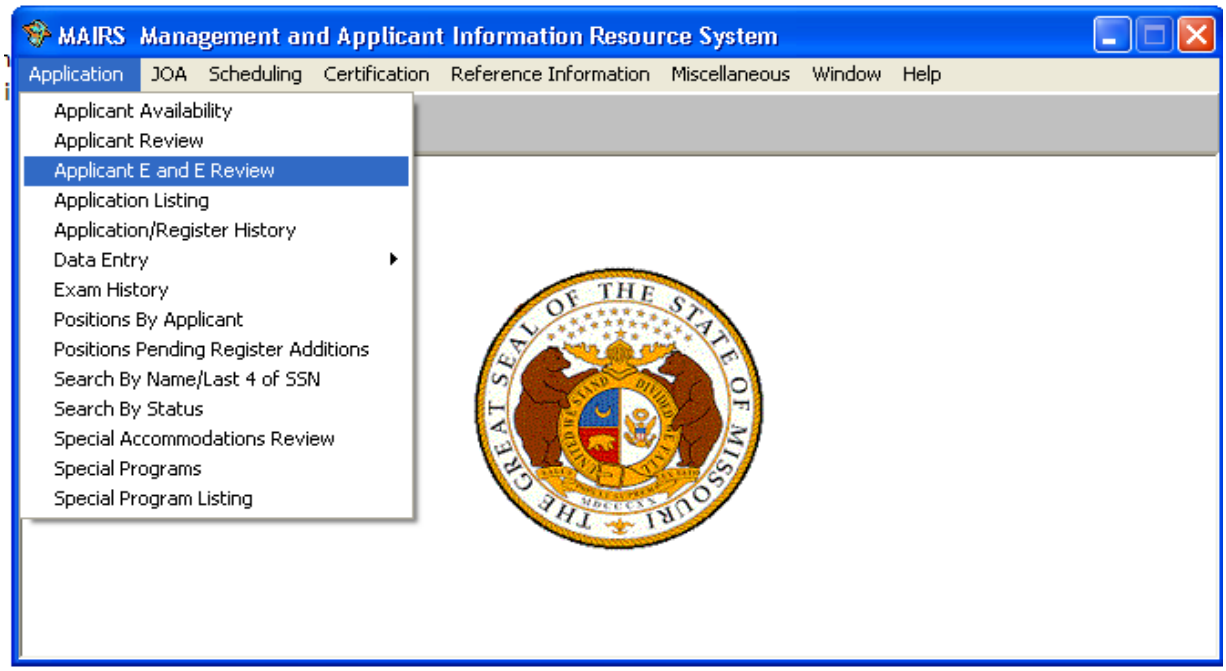


Accessing information specific to a job classification is as simple as double-clicking on the desired job class on the **Application Review** window (previous page). This brings up the **Application Class Detail** window shown above. This applicant is currently not active on the register for Probation and Parole Assistant I. The job class has been opened since January 3, 2007 on an open competitive basis. It has never been announced promotionally as evidenced by the lack of an open or close date in the 'Promotional Class' field.

Other information can be obtained by selecting **Related Topics** from the **Application Class Detail** menu bar.

Applicant E and E Review

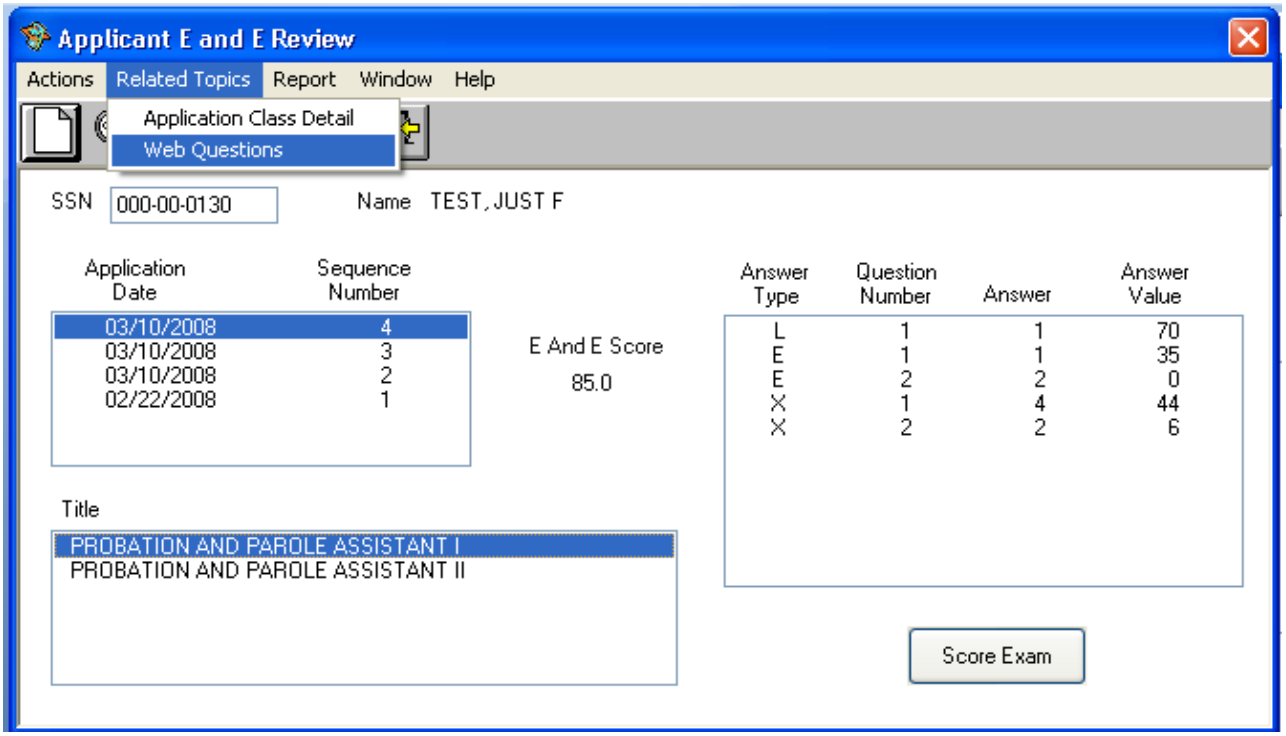
Another sub-menu item found under the **Application** menu is the **Applicant E and E Review** item. With this item, a user can view the eligibility and rating responses of an applicant that applied online for a particular job classification.



Applicant E and E Review (cont'd.)

To view an applicant's responses to the eligibility and rating questions presented online, enter the SSN of the applicant and then click 'Inquire' or press the 'Enter' key on the keyboard. Click on the application date of the application that contains the job classification you are inquiring about, and then click on the job class in the 'Title' box. The applicant's answers are displayed on the right side of the window.

Answer Types:
L = Eligibility
E = Education
X = Experience

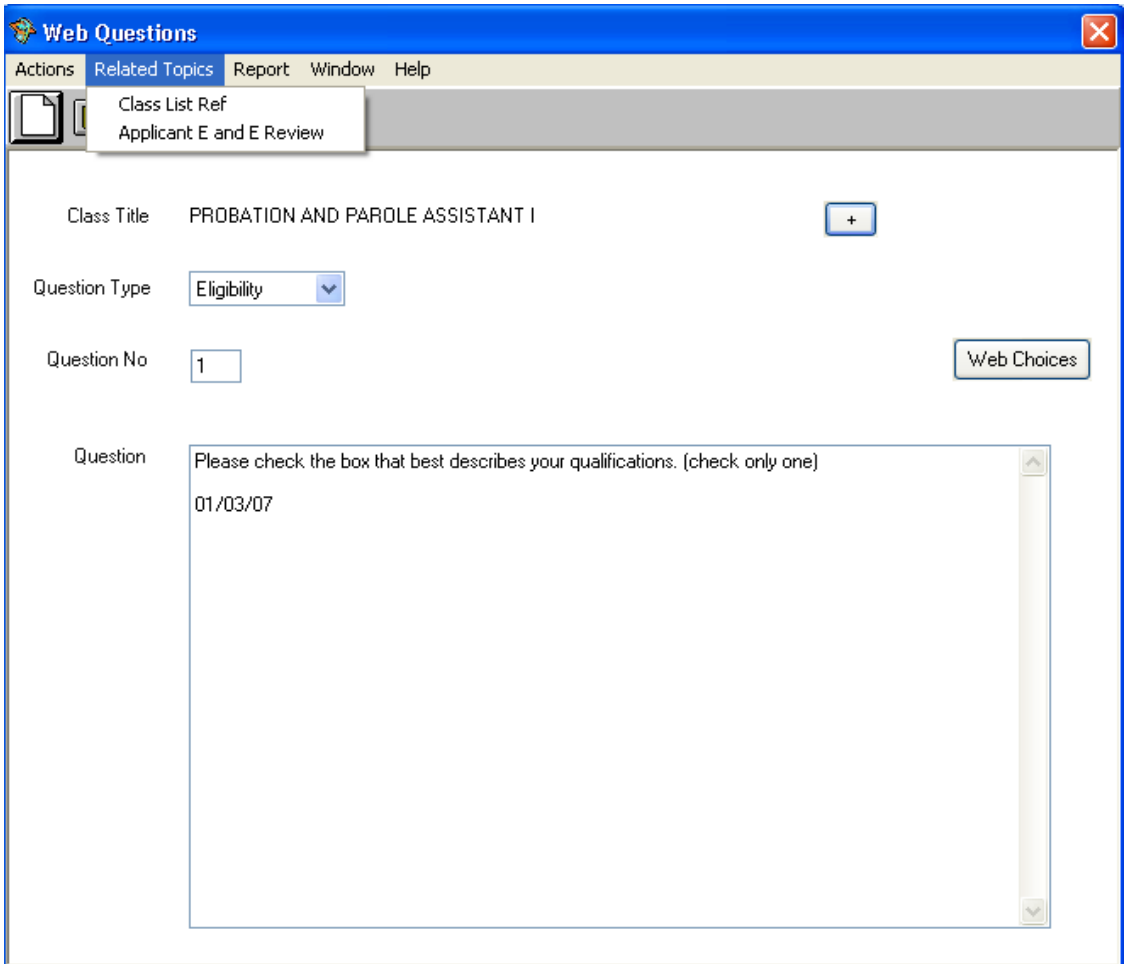


A user has the option of printing a report of the applicants' answers to eligibility and rating questions for specific job classifications by selecting **Report** from the **Applicant E and E Review** menu bar. A specific job classification must be highlighted in order for the **Report** option to be enabled. While all of the applications are displayed and all of the job classifications associated with each application are available for selection, not all job classifications have been converted to the online application process; therefore, selecting certain job classifications may result in no answers being displayed on the window.

A user can access the actual web questions for a specific job class by selecting the **Related Topics** menu item from the **Applicant E and E Review** menu bar and then selecting **Web Questions** (see next page).

Web Questions

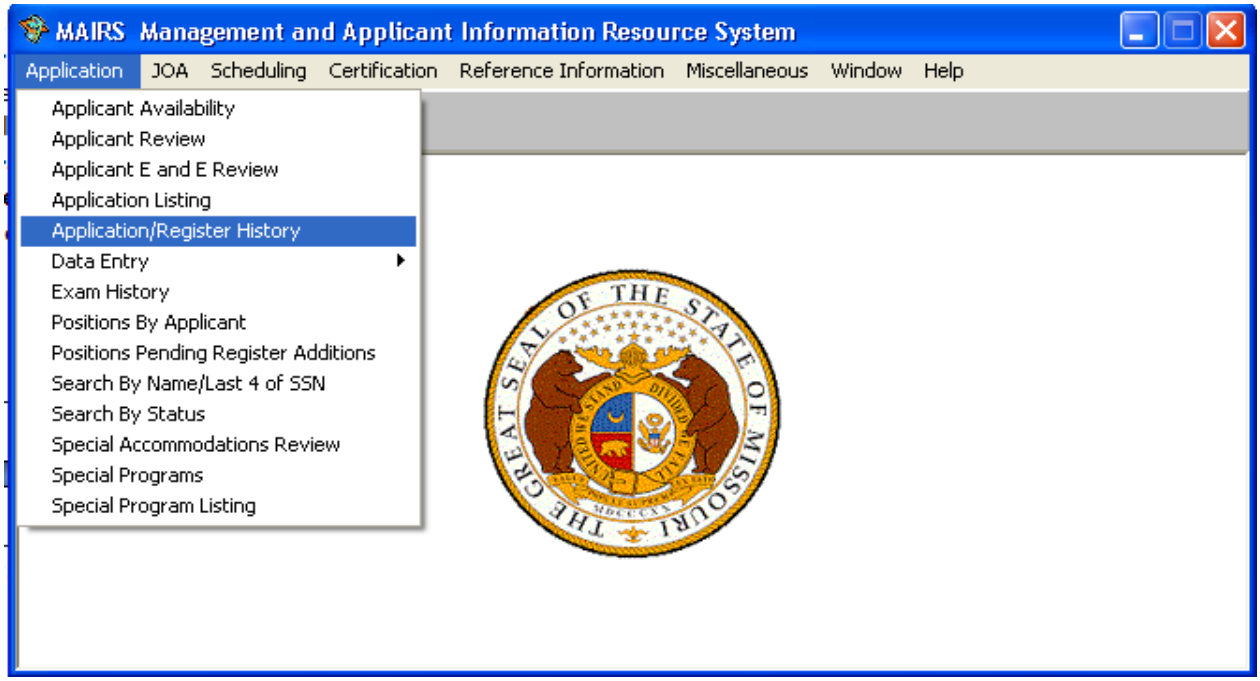
The **Web Questions** window allows a user to view the questions and choices for any job classification that has been implemented online through EASe.



When accessing the **Web Questions** from the **Applicant E and E Review** window, the job classification selected on the **Applicant E and E Review** window will appear when you open **Web Questions**. The user can select which question they want to view by selecting 'Eligibility', 'Education' or 'Experience' from the 'Question Type' drop down box. There will only be one 'Eligibility' question per job class. If a job class only has a written examination component, there will be no 'Education' or 'Experience' questions. If a job class has an Education and Experience component, there will be two 'Education' questions and two 'Experience' questions. To view a specific 'Education' or 'Experience' question, the user would enter the question number in the 'Question No.' field (i.e. if you want to view the first 'Education' question, enter a '1' in the 'Question No.' field). In order to view the web choices (responses available to applicants) for a particular question, click 'Web Choices' on the right side of the **Web Questions** window. The 'Web Choices List' will appear. To view a complete web choice, double click on the choice you wish to view. When finished viewing the choices, close out of the window. A user can also print a report of the questions for a particular job class by selecting the **Report** item from the **Web Questions** menu bar. A word document of the questions will be created and displayed at which point the user can print. Further details can be found on pages 136-139

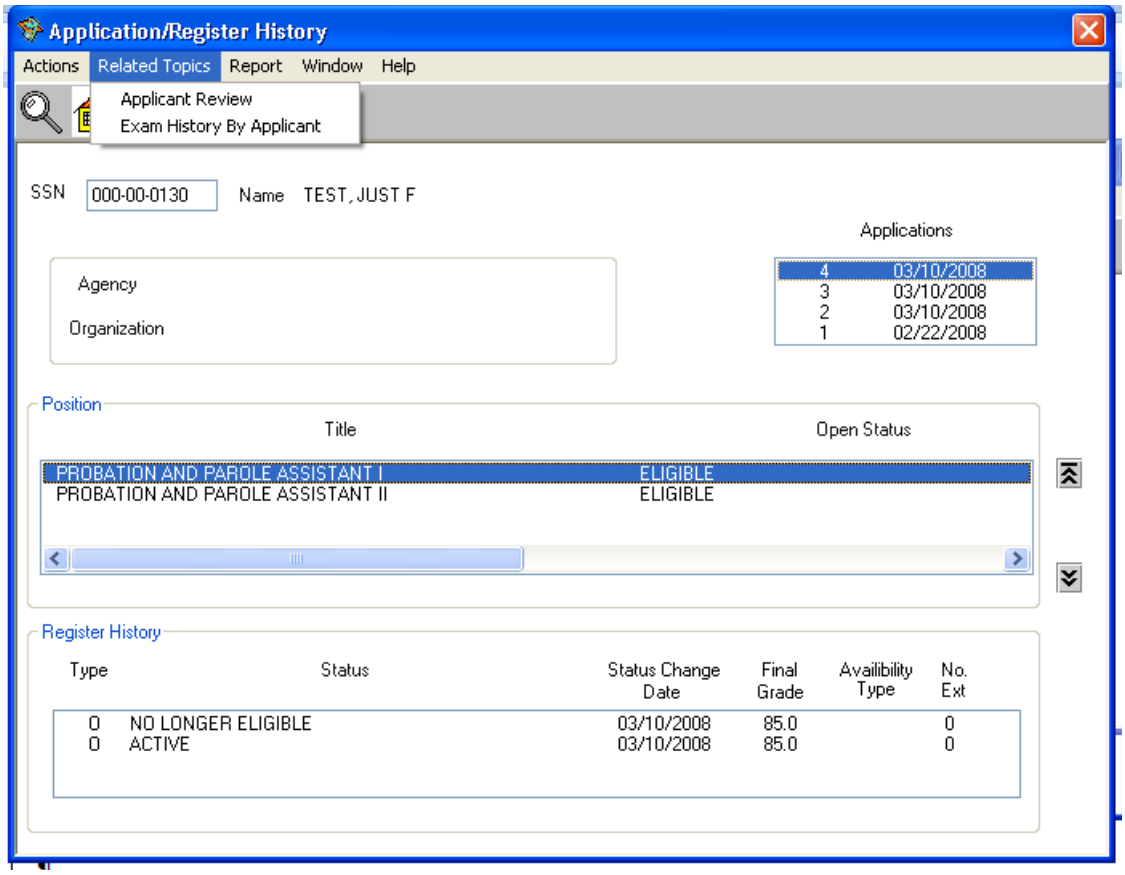
Application/Register History

The **Application/Register History** window provides the user with a history of an applicant's register statuses for a particular job classification. Information regarding the register type, register status change date, final grade, availability type and the number of extensions the applicant has been granted is also available.



Application/Register History (cont'd.)

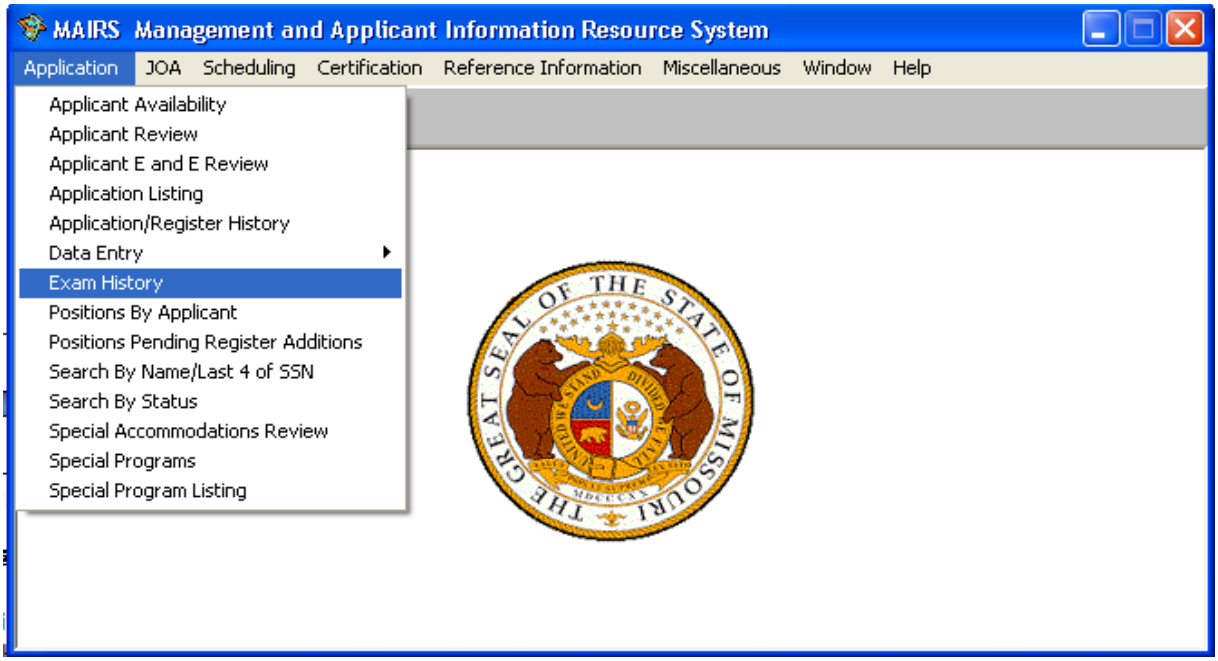
To access an applicant's register history, select **Application/Register History** from the **Application** menu. Enter the SSN of the applicant in question and then click 'Inquire' or press 'Enter' on the keyboard. Access to a particular job class is gained through the selection of the appropriate application date and then the specific job class the user is inquiring about. Information regarding that particular job class is then displayed in the 'Register History' box. By clicking on a class title that has a register history, user's can print a report of that history by selecting the 'Report' option from the menu bar.



The **Applicant Review** and **Exam History By Applicant** windows can be accessed from the **Related Topics** item on the **Application/Register History** menu bar.

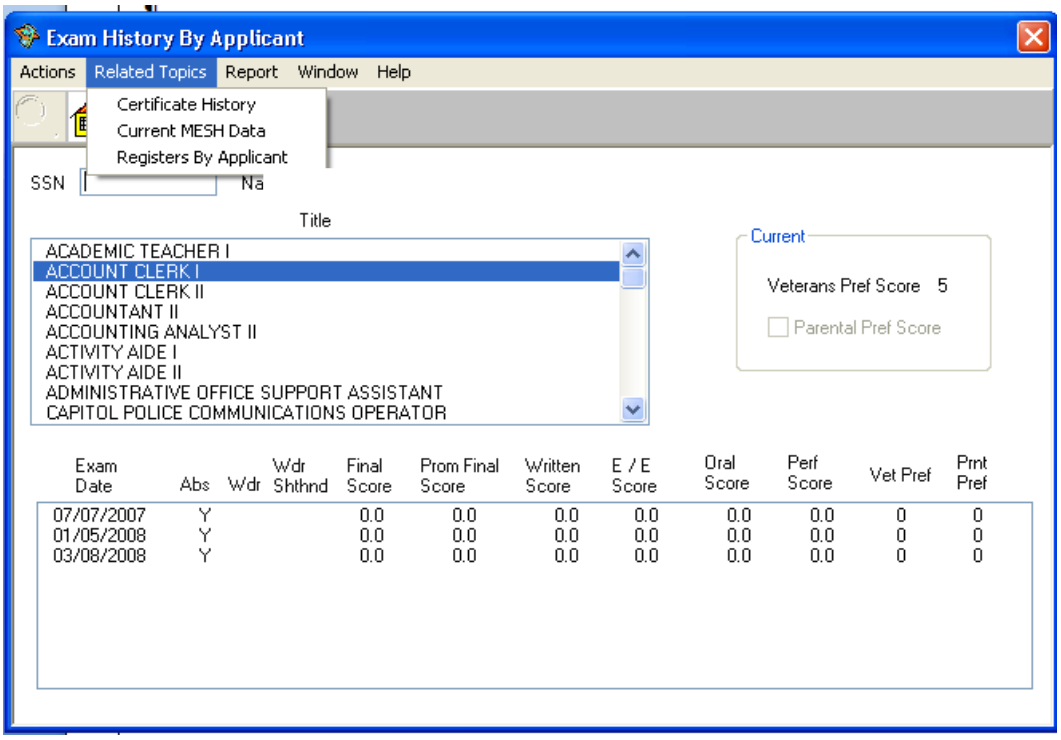
Exam History/Exam History By Applicant

As the window name implies, users are able to view an applicant's exam history. Information available would include the exam date, attendance, scores and preference points. The **Exam History By Applicant** window can be accessed by choosing **Exam History** from the **Application** menu.



Exam History/Exam History By Applicant (cont'd.)

Enter the SSN of the applicant in question and click 'Inquire' or press 'Enter' on the keyboard. Each of the job classifications that an applicant applied for will appear in the 'Title' box. By selecting a job classification from the 'Title' box, the exam history of that specific job classification will appear in the lower portion of the **Exam History By Applicant** window. If no information appears, that applicant was either determined ineligible for the job class or they have not completed the necessary examination process. Keep in mind that "Examination" could refer to either the written/performance/oral process or the Education and Experience (E&E) rating process. Therefore, if the information displayed does not contain an examination date, it is typically an E&E process. A user can identify the number of times an applicant was scheduled or applied for a job class and the scores they received. They can also identify whether an applicant was absent from an examination and/or is receiving veterans or parental preference points.



A complete report of an applicant's exam history (see next page) can be accessed from the **Report** item on the menu bar. The **Certificate History**, **Current MESH Data** and **Registers by Applicant** windows can be accessed from the **Related Topics** item on the menu bar.

Exam History/Exam History By Applicant (cont'd.)

Report Date: August 21, 2009 — STATE OF MISSOURI — Page 1

Office of Administration
Division of Personnel
Management and Applicant Information Resource System

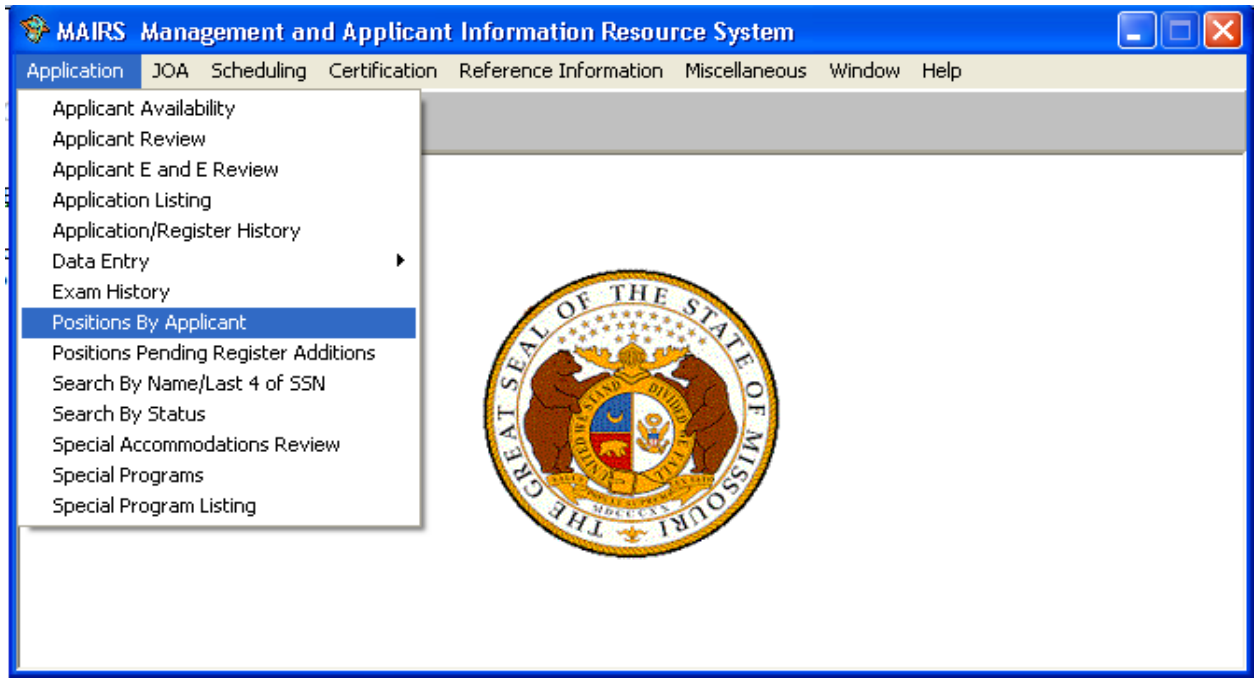
Exam History

TEST, JUST A — SSN: ***-**-0000
1234 FIFTH ST
ANYWHERE, MO 65000

CLASS	EXAM DATE	ABS	WD	WRITTEN SCORE	E&E SCORE	PERF SCORE	ORAL SCORE	VP	PP	FINAL GRADE	PROM FINAL
ACCOUNT CLERK I	03-08-2008	Y									
ACCOUNT CLERK I	01-05-2008	Y									
ACCOUNT CLERK I	07-07-2007	Y									
ACCOUNTANT II	03-08-2008	Y			70.0						
ACTIVITY AIDE I					73.0					73.0	
ACTIVITY AIDE I					73.0			5		78.0	
ACTIVITY AIDE I					73.0					73.0	
ACTIVITY AIDE II					76.0			5		81.0	
ADMINISTRATIVE OFFICE SUPPORT ASSISTANT					91.0			10		101.0	
ADMINISTRATIVE OFFICE SUPPORT ASSISTANT					91.0					91.0	
ADMINISTRATIVE OFFICE SUPPORT ASSISTANT					91.0					91.0	
ADMINISTRATIVE OFFICE SUPPORT ASSISTANT					91.0					91.0	
ADMINISTRATIVE OFFICE SUPPORT ASSISTANT					85.0					85.0	
CAPITOL POLICE COMMUNICATIONS OPERATOR					70.0					70.0	

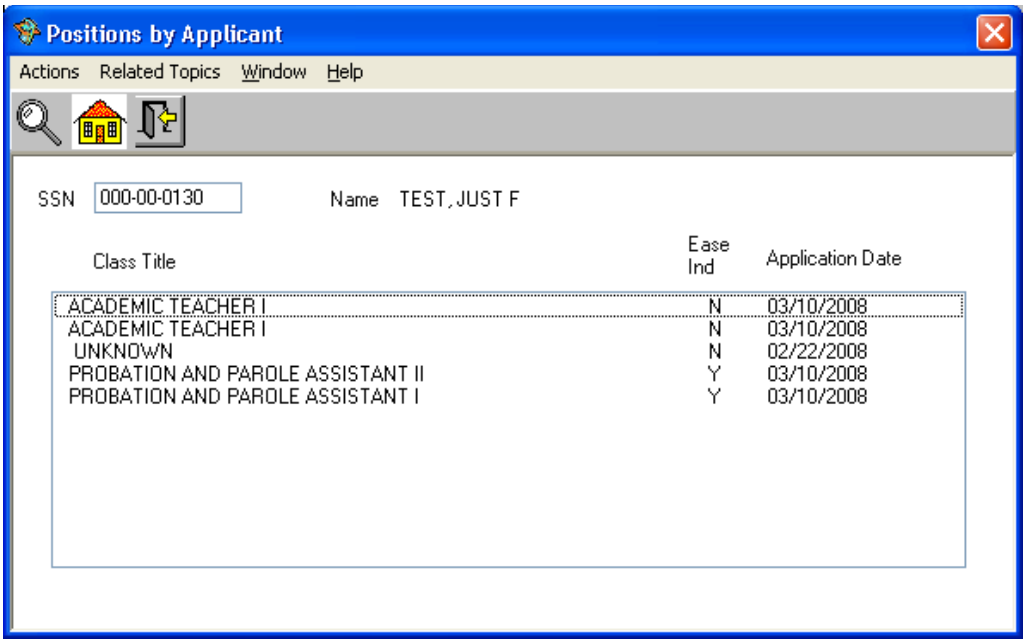
Positions By Applicant

If an agency user were interested in identifying all of the job classifications that an applicant applied for, they could do so by selecting the **Positions By Applicant** item from the **Application** menu.



Positions By Applicant (cont'd.)

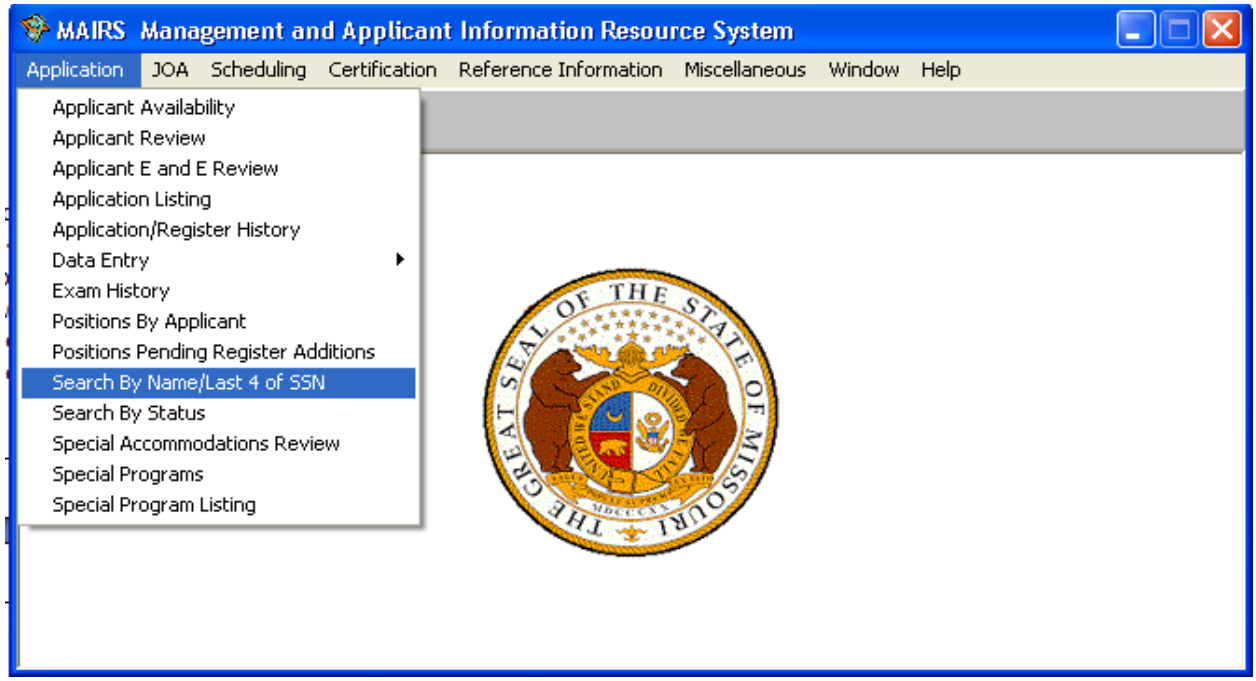
To access all of the positions an applicant has applied for, simply enter the social security number in the space provided on the **Positions By Applicant** window.



The applicant information will automatically appear after entering the last digit of the SSN. It is not necessary to click 'Inquire'. Once the **Positions By Applicant** information is displayed, a user can view more detailed information about a specific job classification by double clicking on a 'Class Title' at which point the **Application Class Detail** window for that job class will be displayed. The user can verify an applicant's eligibility for the job class as well as current register information, whether the job class is open or closed for recruitment, any specialty codes assigned, exam and score information, etc. (See page 14 for further details regarding the **Application Class Detail** window.)

Applicant Search By Name/Last 4 of SSN

One beneficial function of MAIRS is the ability to search for an applicant with only limited information. The **Applicant Search By Name/Last 4 of SSN** window is a good place to start and can be accessed from the **Application** menu.

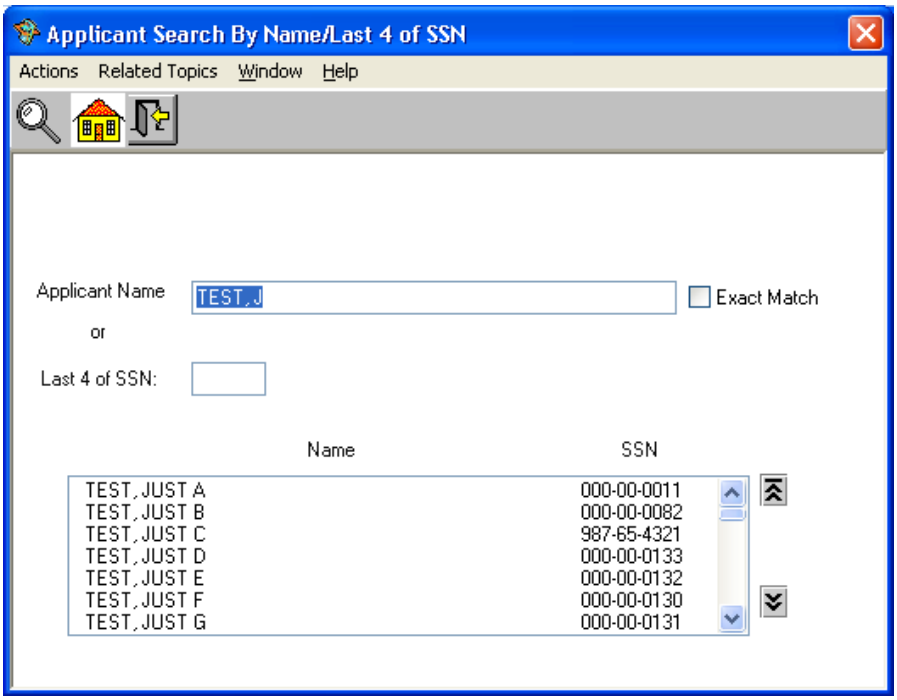


Applicant Search By Name/Last 4 of SSN (cont'd.)

To perform a search, input the applicant's last name, and first name if available, in the 'Applicant Name' field. A comma must separate last name from first name. Click 'Inquire' or press the 'Enter' key. Names of applicants that meet the search criteria will appear in the 'Name/SSN' box.

OR

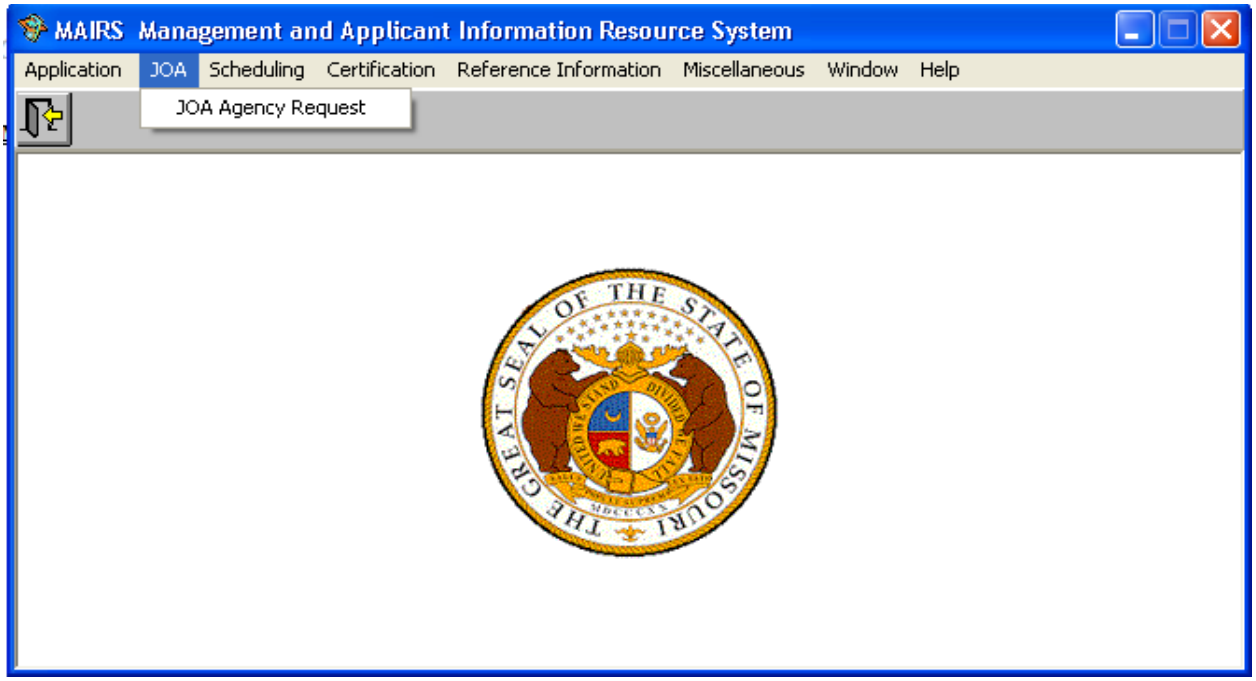
To search by the last four digits of an SSN, enter the last four digits in the 'Last 4 of SSN' field. Click 'Inquire' or press the 'Enter' key. Generally, there will be more than one applicant with the same last four digits. Therefore, it is important to match other identifying information of an applicant when using this search option (i.e. last four digits and name match).



The **Related Topics** item in the menu bar can provide access to specific information regarding an applicant such as availability information, certificate history, MESH data, etc. This can be done by selecting an applicants' name from the list, clicking **Related Topics** and then selecting the area of information you are interested in.

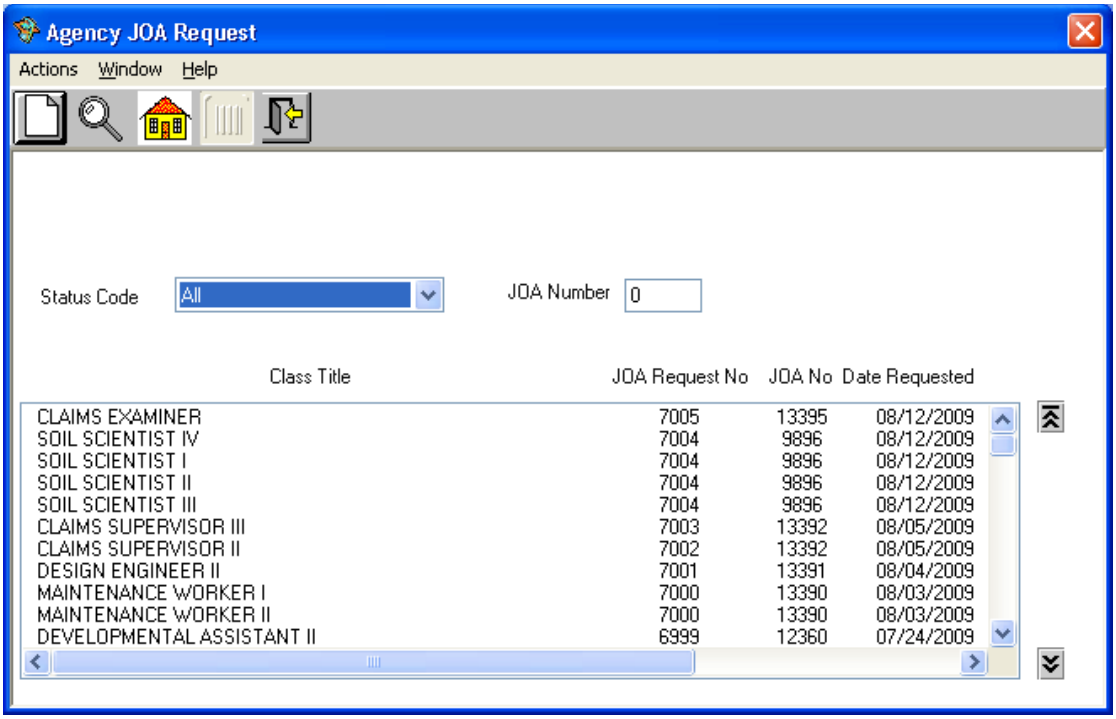
The JOA Menu

The **JOA** (Job Opportunity Announcement) menu item provides the opportunity to view an agency's job opportunity announcements at various stages (status's) of completion. Agencies may also request to open positions for recruitment from the **JOA** menu.



JOA Agency Request

Agencies can submit and review on-line requests for positions to be opened for recruitment by selecting the **Agency JOA Request** item under the **JOA** menu.



Information available includes the class title of the position, the JOA request number (internal MAIRS number), the JOA number (published JOA number), the date the announcement was requested and the status of the JOA. JOAs may be searched by any of the following statuses:

All
Initial Entry
Agency Review
Ready for DOP Review
Under Review
Approved to be Announced
Not to be Announced
Completed

Select the desired status from the drop down list and then press 'Inquire' on the tool bar. If the user knows the JOA number, they can access that JOA by entering the 'JOA Number' in the space provided and pressing 'Inquire'.

Details of a JOA request may be viewed by simply double clicking on the desired 'Class Title'. The **Create/Update JOA Request** window (see next page) will appear. The **Create/Update JOA Request** window provides specific details regarding the JOA request for that 'Class Title'.

Agency Users can also request a JOA by pressing 'New' (sheet of paper) on the toolbar. A **Create/Update JOA Request** window will open to allow the user to enter specific information regarding the JOA they are requesting (see next page).

Create/Update JOA Request

Create/Update JOA Request

JOA Request No 7007 Status Code Initial Entry Status Chg Date 08/21/2009

Class Title + Eligibles Recruited

Location of Vacancy
Agency 300
Organization 2350
Counties

Recommended Recruitment Period
Open Continuous
Minimum Time
Other Other Text

Recruitment Activities
Networking
Newspaper Advertisements
None
Other Other Text

Announcement Type
Open Competitive
Promotional
Department Wide

Vacancy Count
Current
Anticipated

Announcements Needed
Usual Distribution
Other Other Text

Requester
Name MAIRS
Title MAIRS/EASE ADMIN
Phone (573)522-8663

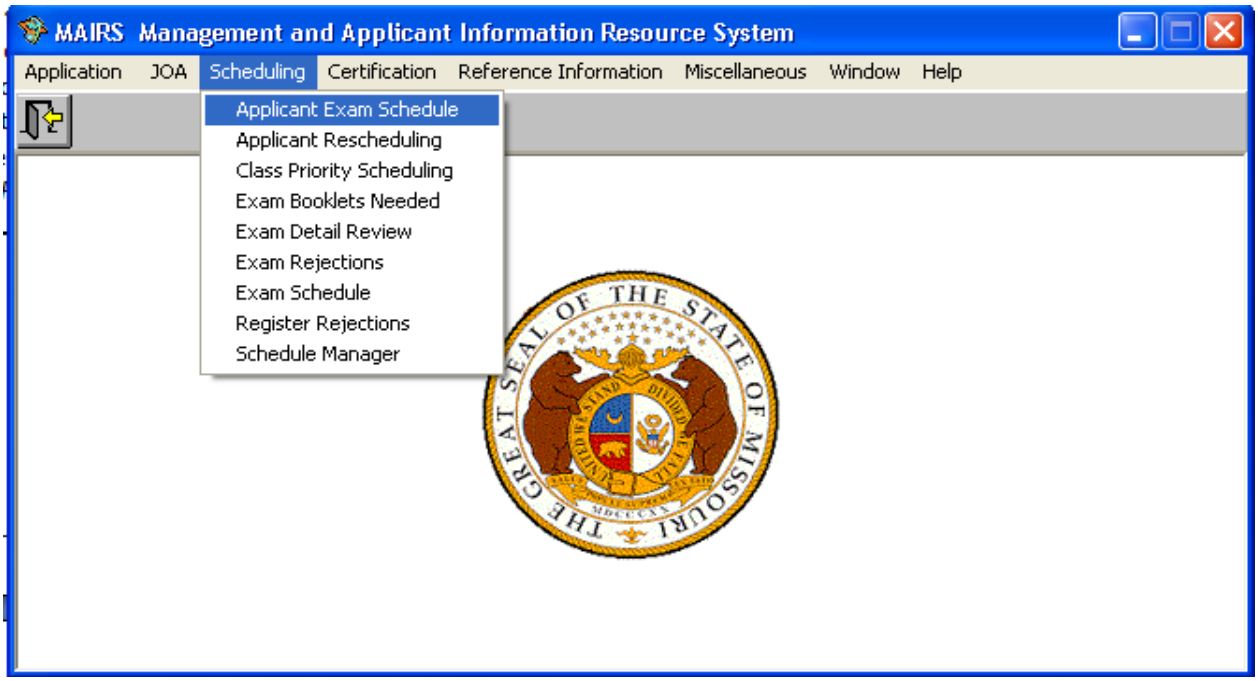
Examination Components
Use Current
Establish/Change
E/C Text Exam Components

Ok Additional Comments DOP Review Close

The 'Location of Vacancy' will automatically be generated with the users Agency/Org. information as well as the 'Requester' information when accessing a new **Create/Update JOA Request** window. The user should complete the other fields on the **Create/Update JOA Request** window. If selecting the 'Promotional' option under 'Announcement Type', the user should designate whether the promotional opportunity is 'Department Wide' by checking the box indicated. If 'Department Wide' is not checked, only those applicants currently employed in the 'Organization' indicated under 'Location of Vacancy' will be allowed to apply. If 'Department Wide' is checked, any applicant employed in the 'Department' indicated under 'Location of Vacancy' will be allowed to apply. Once all of the necessary fields are completed (i.e. counties, announcement type, vacancy count, recruitment period, recruitment activities, etc.), set the new JOA Request to the desired status (*Agency Review, Ready for DOP Review*, etc.), then press 'OK' to save the information. Press 'Close' to exit out of the **Create/Update JOA Request** window.

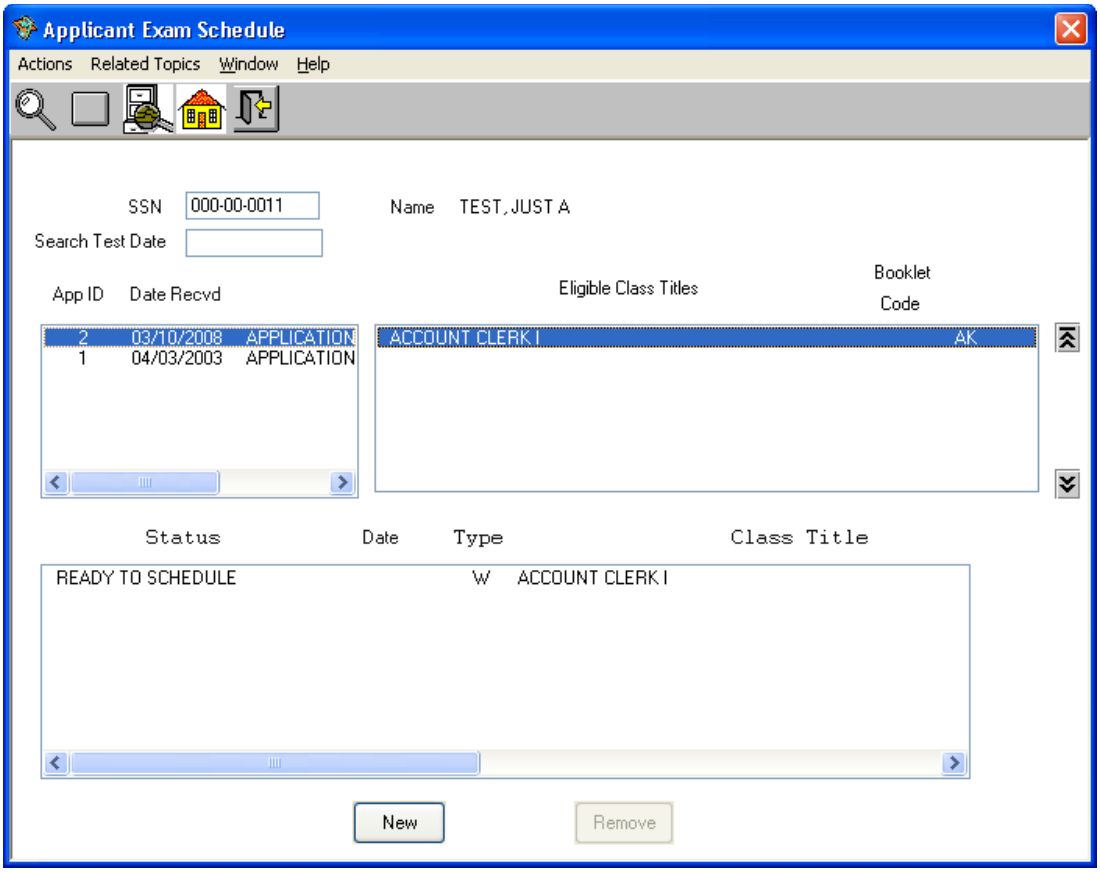
The Scheduling Menu

A variety of applicant exam scheduling information may be found under the **Scheduling** menu item. Examples of the type of scheduling information include exams, dates, times, locations and exam status which can be found by selecting the **Applicant Exam Schedule** option from the **Scheduling** menu. Other items within the Scheduling menu, all of which are utilized by the Division of Personnel, include exam scheduling management, exam scoring and monitoring.



Applicant Exam Schedule

The **Applicant Exam Schedule** window provides written exam scheduling information about an applicant. Such information includes current applications and classes, the exam booklet code, exam scheduling status, the type of exam, as well as the date, time, city and location of the exam.



To access an applicant's exam information, enter the SSN in the field provided to list the applicant's applications and the dates they were received. Select the desired application in order to list the classes associated with that application. Select a class to display exam scheduling information such as the status, type, time, city and location of exam. A search can also be done by entering a specific exam date in the field provided.

EXAM STATUSES

Ready to Schedule – Applicant has been determined eligible and is ready to be scheduled for an examination.

Awaiting Exam Scores – Applicant has been scheduled for the examination.

Awaiting Final Grade – Applicant has taken the examination but the final grade has not been computed yet.

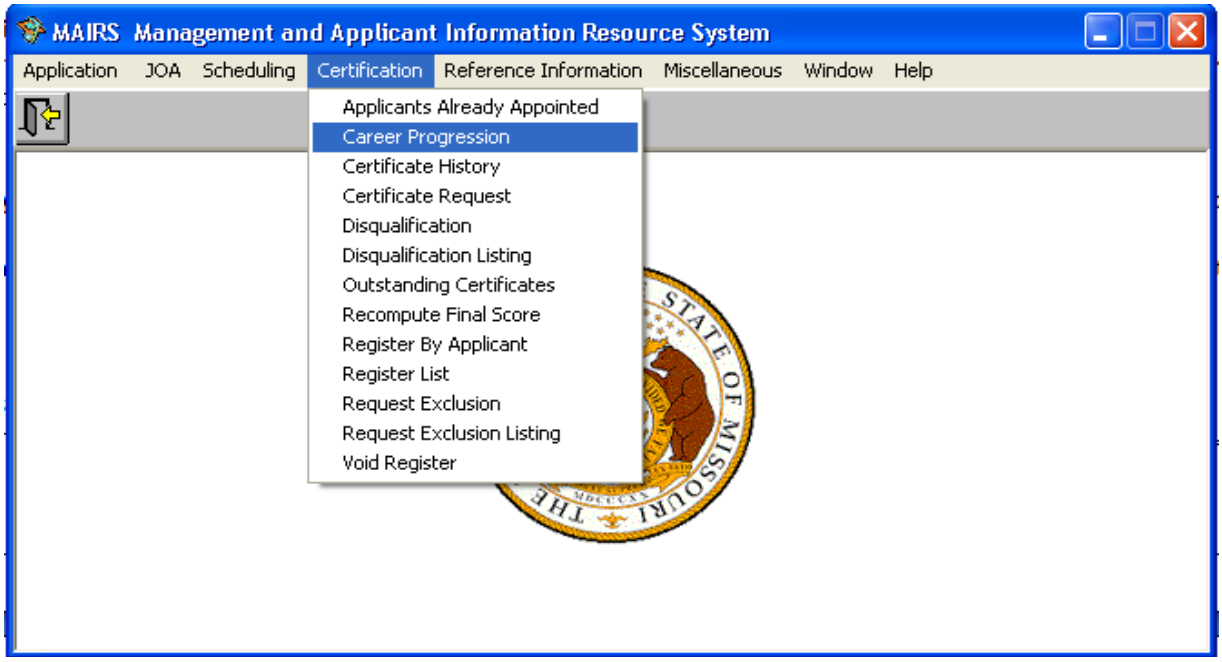
Ready to Print – The grade notice is ready to be sent to the applicant.

Completed – The examination process is completed.

To display all positions an applicant is ready to be scheduled for, click 'Positions Ready to Schedule' (file/magnifying class) located on the toolbar.

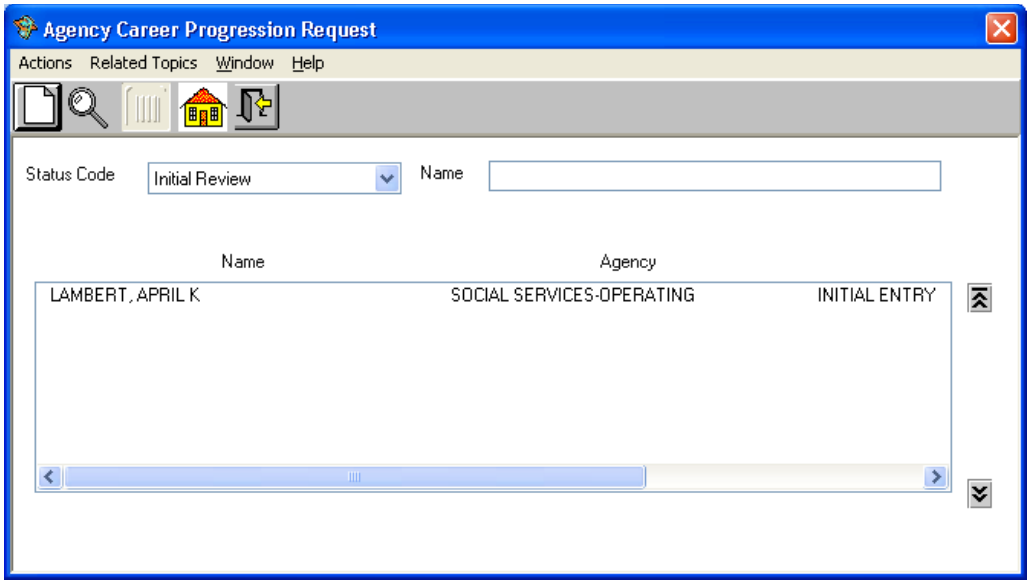
The Certification Menu

The **Certification** menu, in addition to the on-line certificate request capability, also consists of the means to examine existing certificates using a variety of criteria, as well as investigate the lists of applicants on any selected register. One of the most exciting components of MAIRS is the on-line entry, review and processing of certificates. Career progression promotions may also be requested on-line. The **Certification** menu, as shown below, also provides access to an applicant's certificate history, current registers and disqualification information; and displays applicants on any register. **Only those areas of benefit to agency users are described in this guide.**



Agency Career Progression Request

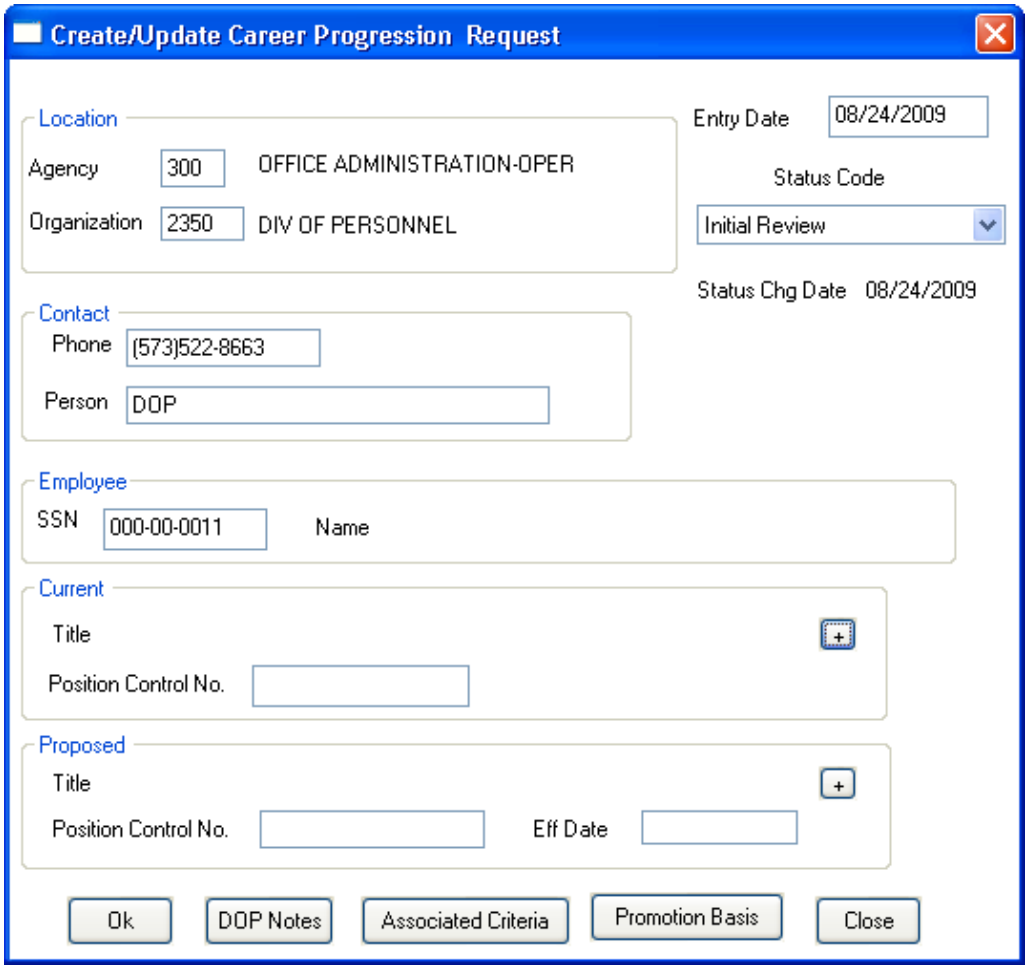
Agencies can submit a career progression request online by selecting **Career Progression** from the **Certification** menu (see previous page) to display the **Agency Career Progression Request** window shown below.



Clicking 'New' (sheet of paper) on the tool bar of the Agency Career progression Request window shown above will display the **Create/Update Career Progression Request** window (see next page).

Agency Career Progression Request (cont'd.)

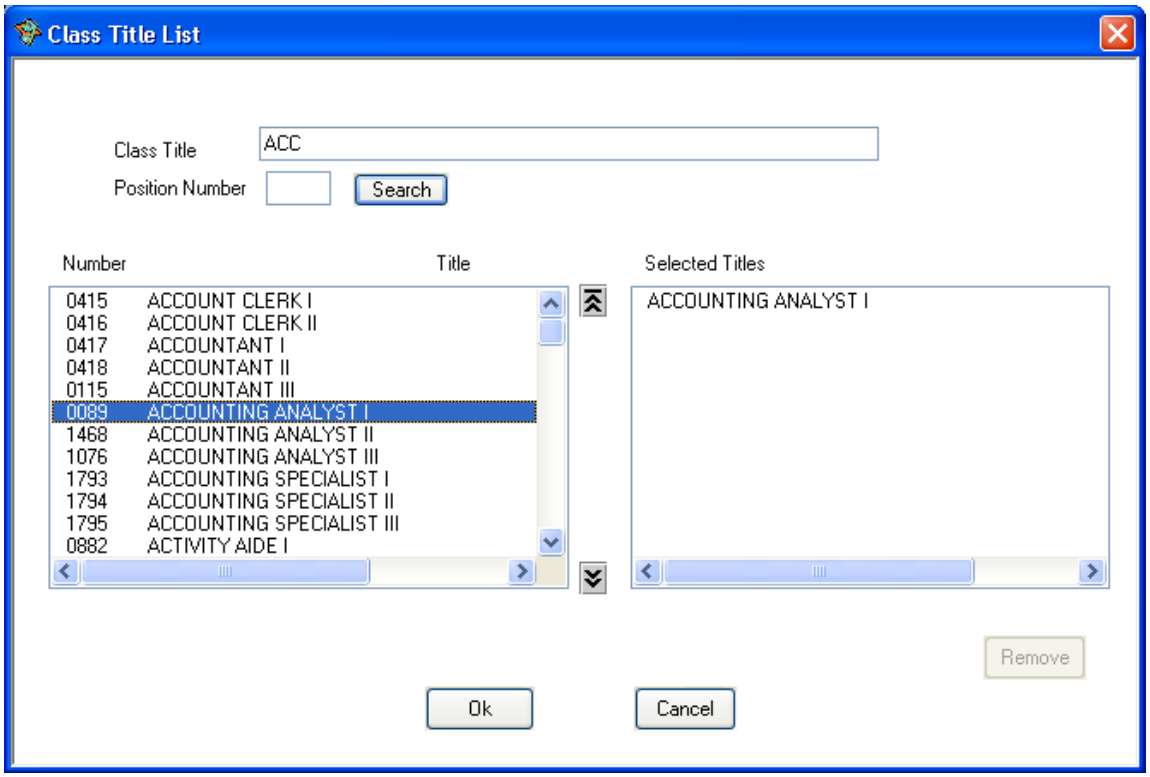
Completion of the **Create/Update Career Progression Request** window is necessary in order to gain approval by the Division of Personnel for an employee's career progression. It may be necessary for the agency to contact the Division of Personnel/Certification Unit to establish an employee record in MAIRS before proceeding.



The 'Location' and 'Contact' data default to the Users identifying information. Enter the social security number of the employee in the 'Employee' box. In the 'Current' box, select the employee's current class by pressing the 'Plus' (+) to the right of 'Title'. This will display the **Class Title List** window (see next page).

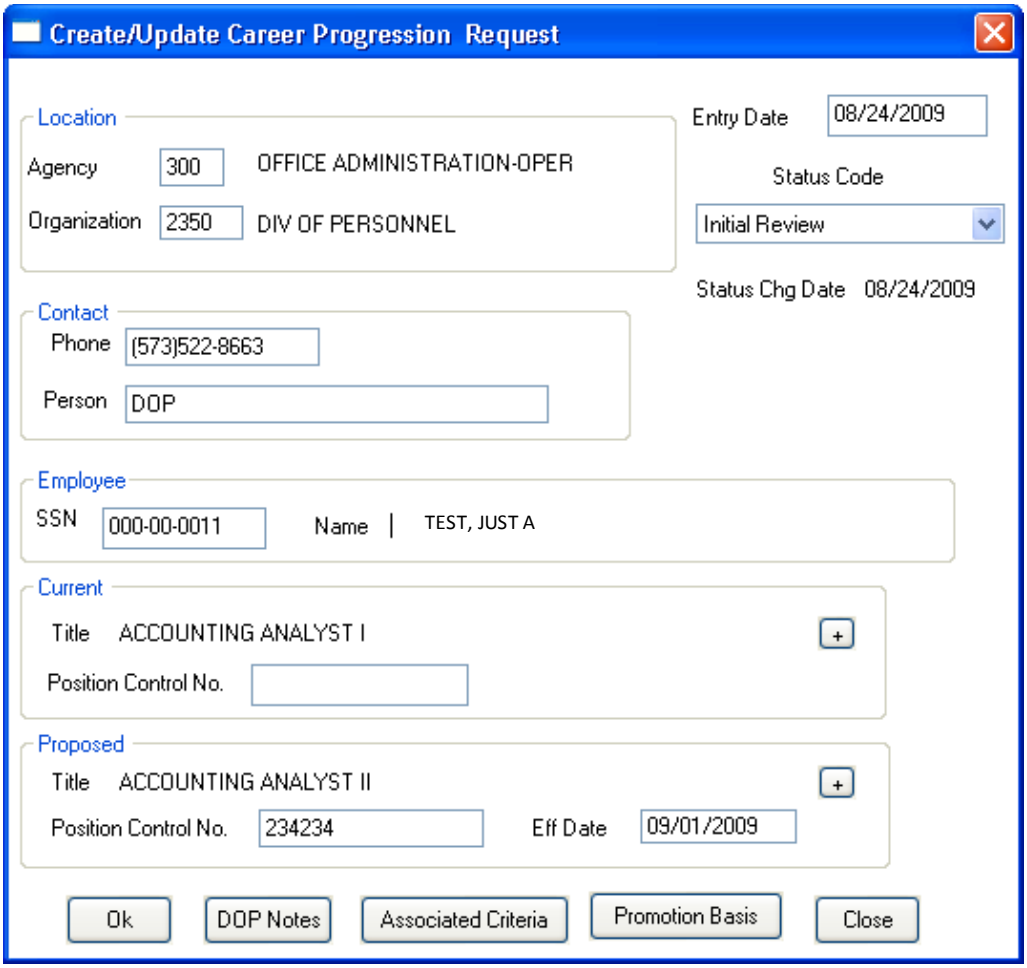
Create/Update Career Progression Request/Class Title List (cont'd.)

The user can search for the appropriate 'Class Title' by entering the first few characters of the title for which they are searching and then clicking 'Search'. Select the class title from the list on the left. It should appear in the 'Selected Titles' box on the right. If you've selected the wrong title, highlight the class title in the 'Selected Titles' box, click 'Remove' and then select the correct class title from the list on the left. Once you have selected the appropriate class title, click 'Ok'.



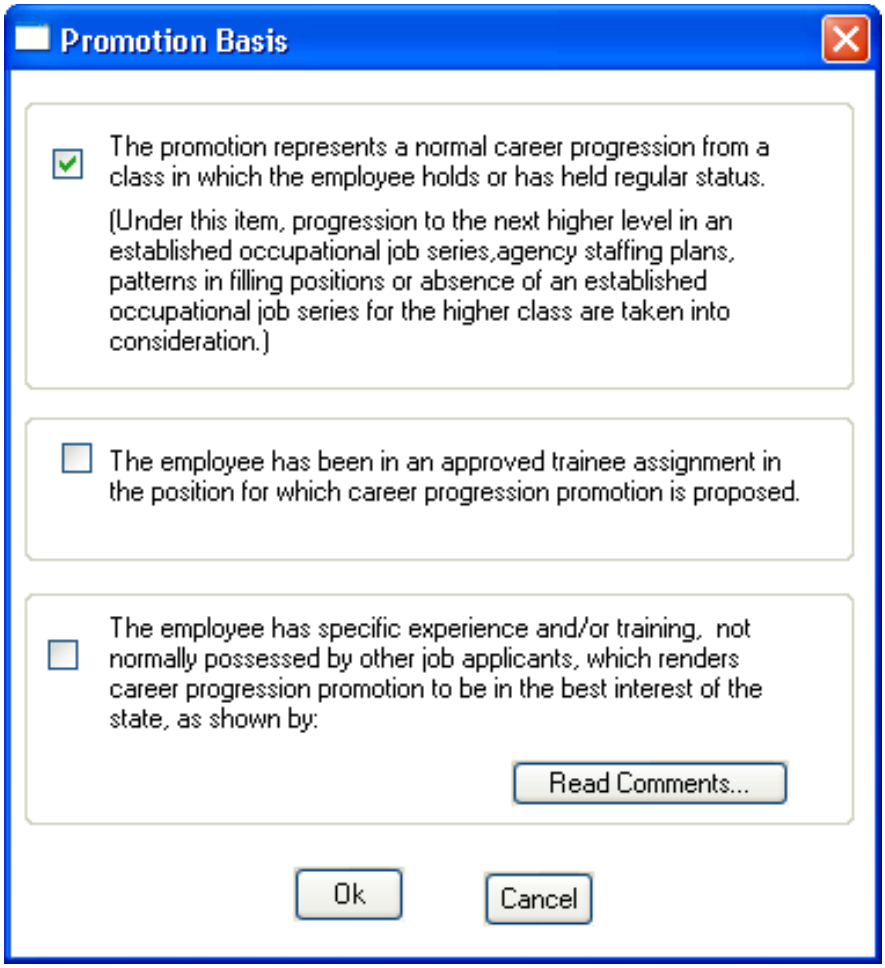
Create/Update Career Progression Request (cont'd.)

The class title will appear in the 'Current' box. Fill in the current 'Position Control No.' for that employee. Likewise, complete the information in the 'Proposed' box, but also enter the proposed effective date of the career progression into the 'Eff Date' box.



Create/Update Career Progression Request (cont'd.)

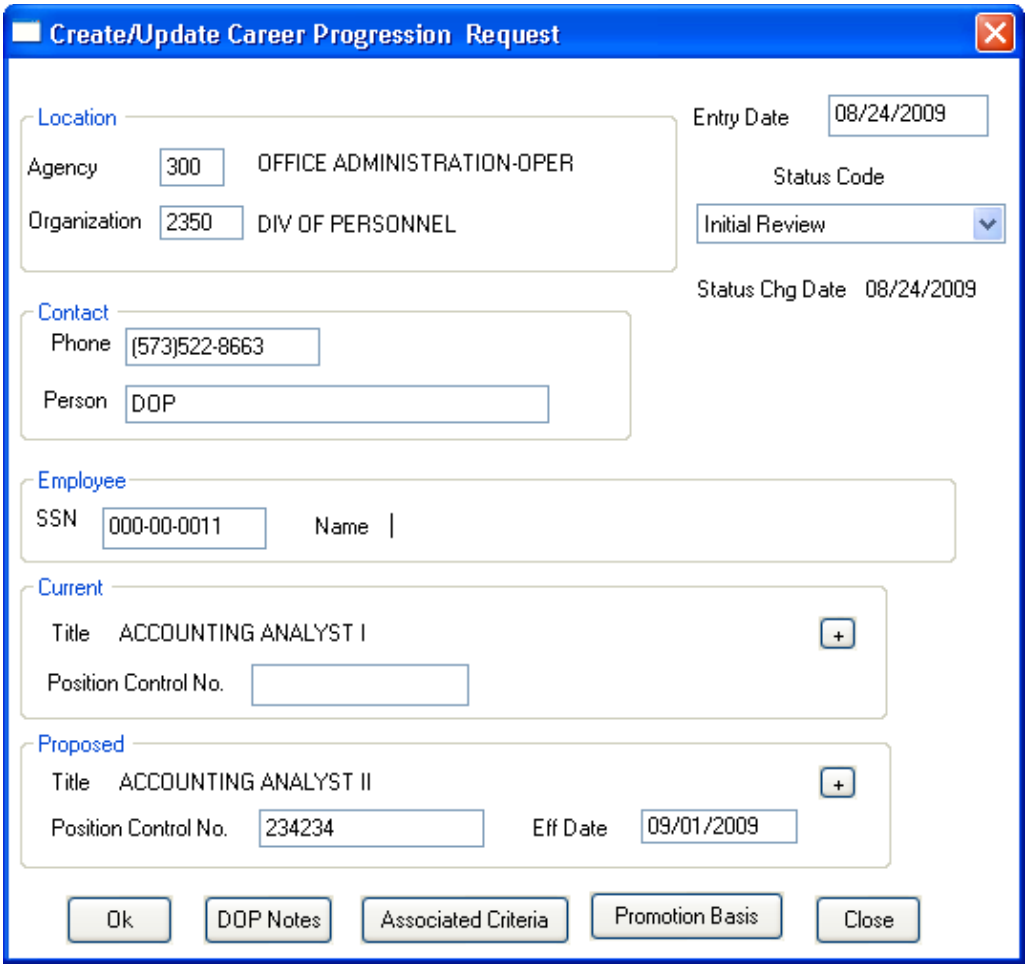
Agencies must indicate the basis for the requested career progression promotion. This is done by pressing the 'Promotion Basis' button located at the bottom of the **Create/Update Career Progression Request** window (see previous page).



Select the statement that best applies then press 'OK' to return to the **Create/Update Career Progression Request** window.

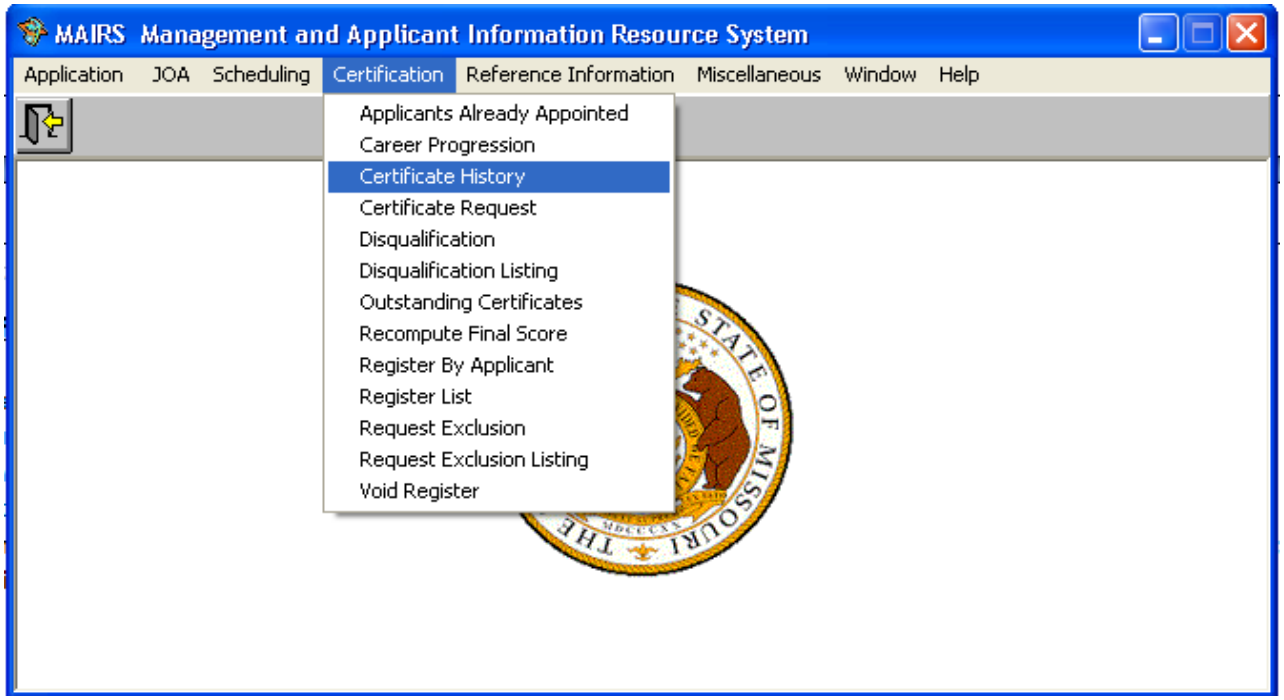
Create/Update Career Progression Request (cont'd.)

Once the request is completed, set the status from "Initial Review" to either "Agency Review", for further review by the agency; or set the status to "Ready for DOP Review", for review and approval by the Division of Personnel. Press 'Ok' and then 'Close' to exit the **Create/Update Career Progression Request** window.



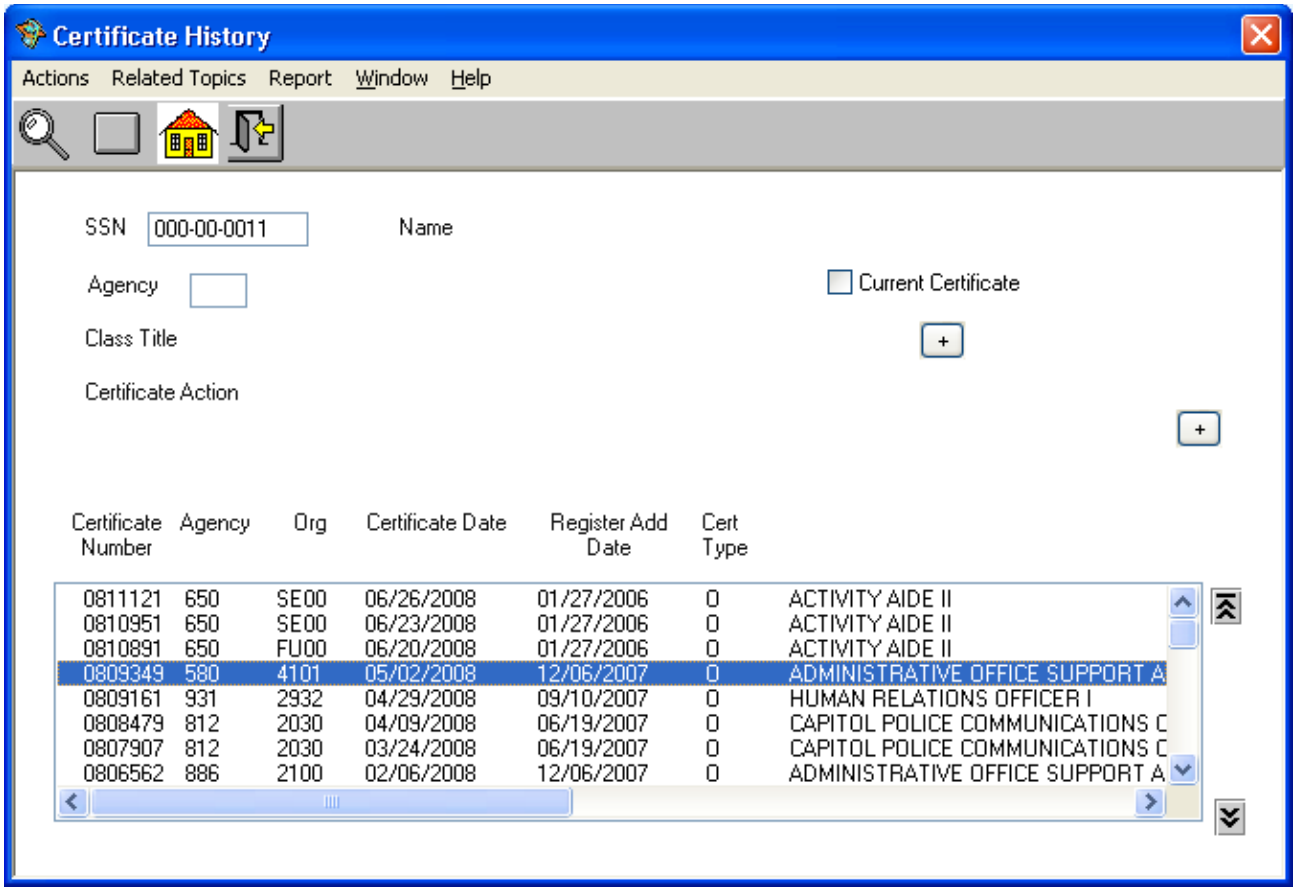
Certificate History

The certificate history of an applicant can be viewed by selecting **Certificate History** from the **Certification** menu. Information will include the certificate number; agency; organization; certificate date; register addition date; certificate type; class title; county; and the current status of any certificate the applicant has appeared on.



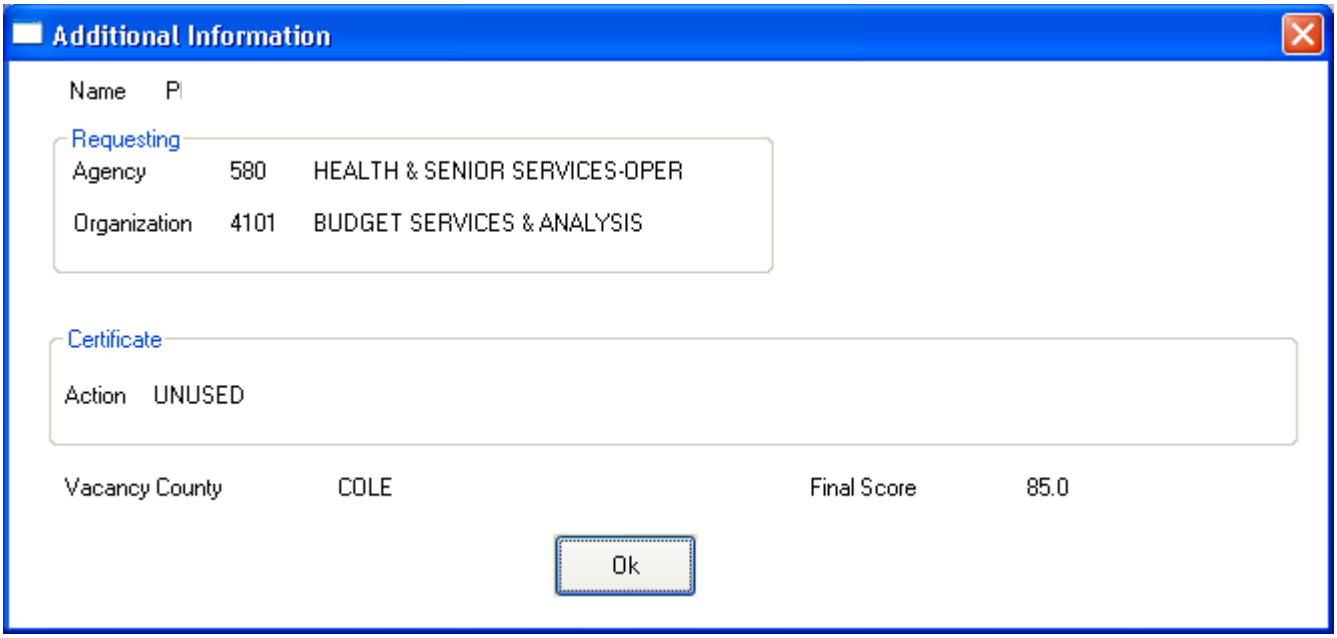
Certificate History (cont'd.)

Enter the SSN in the field provided. The user can view the certificate history of an applicant by 'Agency', 'Current Certification', 'Class Title' and/or 'Certificate Action'. Checking the 'Current Certificate' check box will display only those certificates that have not been audited by the Division of Personnel.



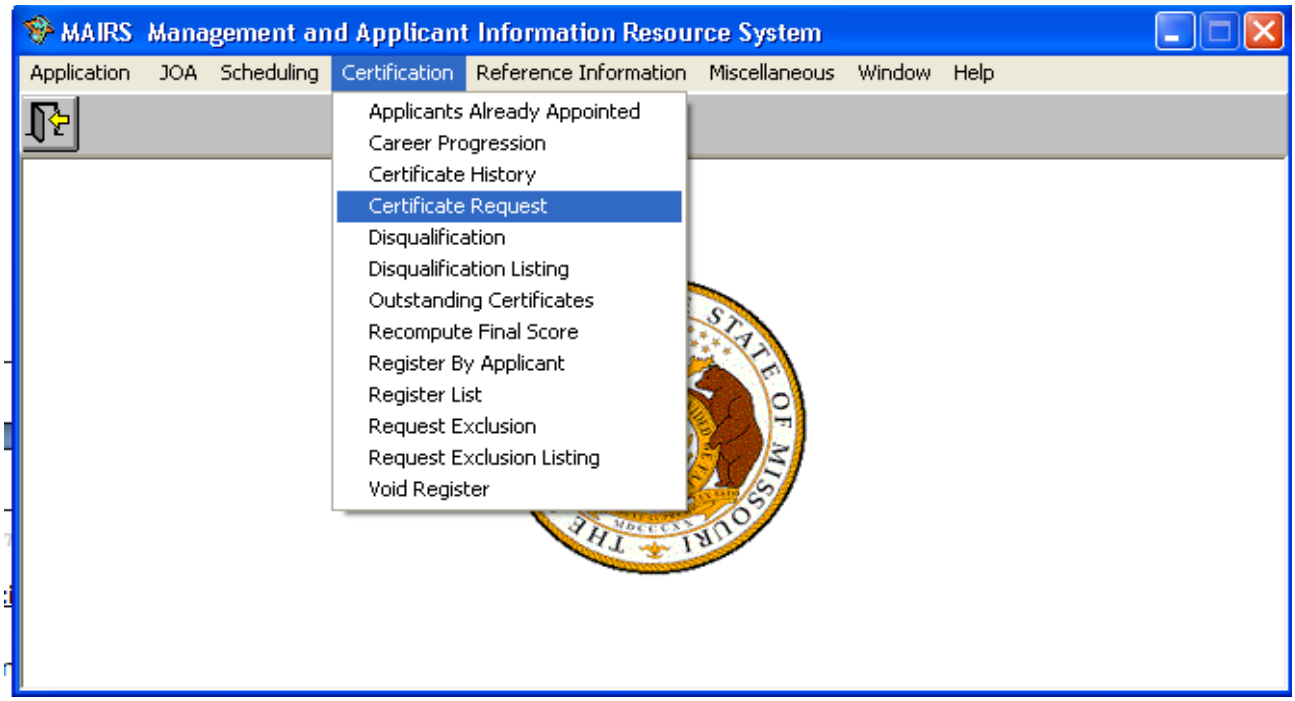
Certificate History (cont'd.)

Double clicking on a specific certificate (see **Certificate History** window on previous page) will display information such as the requesting agency/org., the certificate action, vacancy county and the final score of the applicant as shown below. Exit the **Additional Information** window by clicking 'OK'.



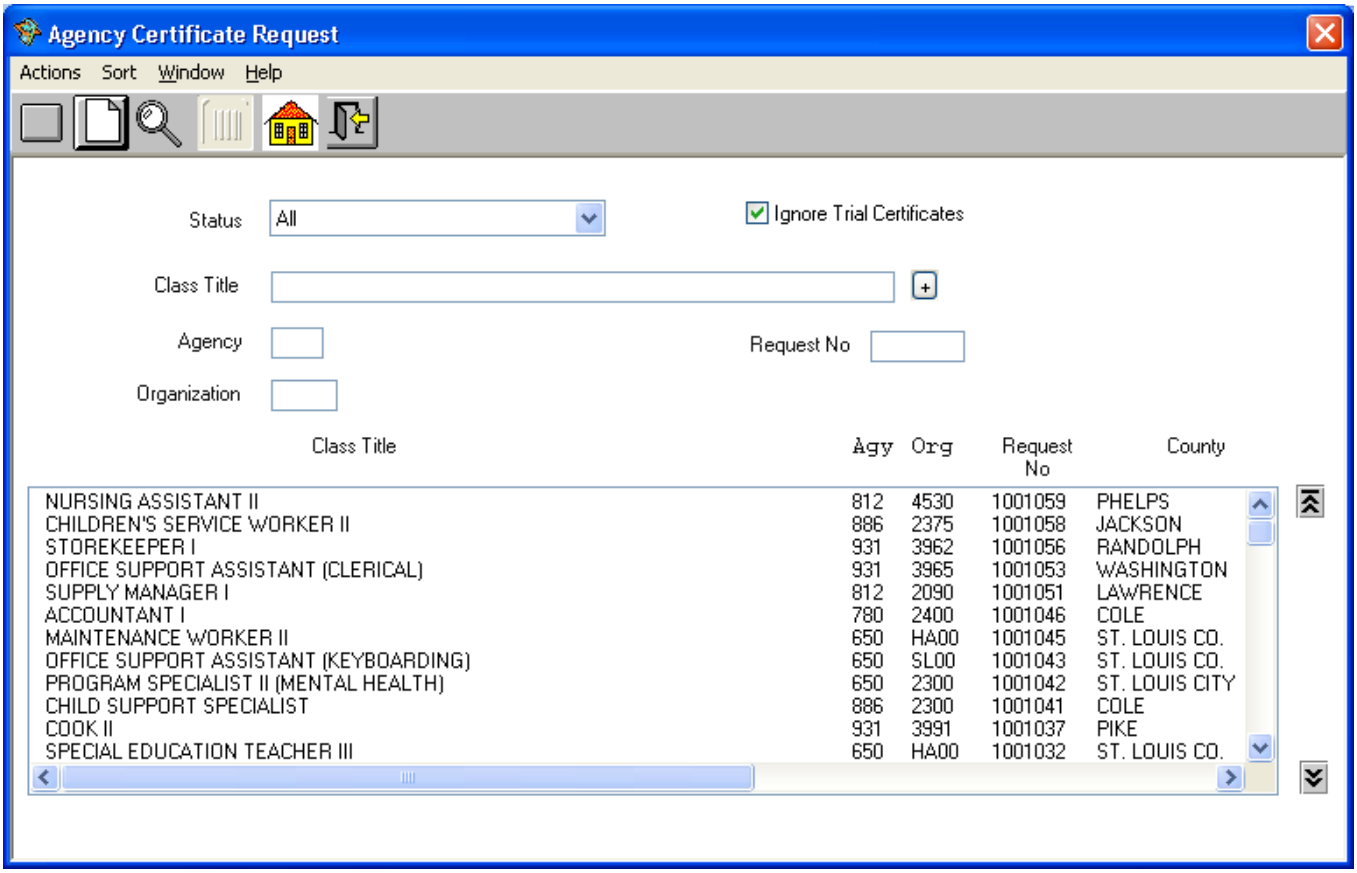
Certificate Request

Agencies can view a list of existing certificates, as well as create new certificates by selecting **Certificate Request** from the **Certification** menu.



Agency Certificate Request

The **Agency Certificate Request** window enables an agency to search and list existing certificates in a variety of ways. All of an agency's certificates can be listed; or, certificates may be searched and listed by selecting the desired status and class title. An individual certificate may be listed by simply entering the request number (i.e. 0606724) in the Request No. box at which point a **Create Update Certificate Request** window will automatically appear (see next page). To initiate other searches press 'Inquire' on the tool bar. Information listed includes the class title, certificate request number, county where position is located, status of the certificate, the certificate entry date and the certificate expiration date. The actual certificate request can be viewed by double-clicking on the desired certificate. This will again open the **Create Update Certificate Request** window (see next page).



Create Update Certificate Request

Create Update Certificate Request

Request No 1001065 + -
Entry Date
Trial Certificate
Status
Status Chg Date
Requesting
Agency
Org
Certificate Type
Reinstatement
Open
Reemploy
Promotion
Transfer
Agency Wide
Position Type
Full Time
Part Time
Temporary
Summer
Class Title +
Number Of Vacancies 0
Proposed Pay Rate 0.00 Pay Rates
Number of Candidates 0
Premium Pay Rate 0.00 Differentials
Certify To Score 0.0
DOP Received
Provisional
Provisional Authorized
Certificate Sent
Vacancy Location
Provisional Not Authorized
Certificate Closing
Register Exhausted
Additional Candidates
PMS Positions
Register Exhausted/Provisional Not Authorized
Remarks
Eligibles List
Ok
Return

Creation of a certificate request begins by pressing 'New' button (sheet of paper) on the **Agency Certificate Request** toolbar (see previous page). The **Create Update Certificate Request** window shown above will appear. Entering the requested information, selecting the desired certificate status, most commonly 'Ready for DOP (Division of Personnel) Review', and pressing 'OK' will generally result in the certificate status automatically being set to 'Generate Eligibles List'. At that status a search of the MAIRS database begins for applicants who meet the criteria entered on the certificate request. If there are any remarks in the 'Remarks' section of the request, if the position type is temporary and/or summer, or if the request involves a register that is coded for specialties, the certificate status will remain at 'Ready for DOP Review' and the eligibles list will not be generated. Once DOP reviews the certificate request and everything is in order, they will set the status to 'Generate Eligibles List' at which time the eligibles list will be generated. With the exception of some of the larger registers, providing a listing of eligibles typically takes less than a minute.

Following are step-by-step instructions for requesting a certificate:

1. Select the **Certificate Request** item from the **Certification** menu on the menu bar to display the **Agency Certificate Request** window.
2. Click on the 'New' icon on the tool bar. The certificate number is automatically assigned by the system.
3. MAIRS will automatically set the status of the certificate to 'Initial Entry' as the new certificate request is being created.

Create Update Certificate Request (cont'd.)

Create Update Certificate Request

Request No 1001065 + -
Entry Date
Trial Certificate
Status
Status Chg Date
Requesting
Agency
Org
Certificate Type
Reinstatement
Open
Reemploy
Promotion
Transfer
Agency Wide
Position Type
Full Time
Part Time
Temporary
Summer
Class Title +
Number Of Vacancies 0
Proposed Pay Rate 0.00 Pay Rates
Number of Candidates 0
Premium Pay Rate 0.00 Differentials
Certify To Score 0.0
DOP Received
Provisional
Provisional Authorized
Certificate Sent
Vacancy Location
Provisional Not Authorized
Certificate Closing
Register Exhausted
Additional Candidates
PMS Positions
Register Exhausted/Provisional Not Authorized
Remarks
Eligibles List
Ok
Return

4. If the certificate is a Trial Certificate, click the 'Trial Certificate' checkbox (upper right corner of the window).
5. The Agency and Organization codes will default to the codes of the agency user. Select the 'Class Title' for the certificate request by clicking on the '+' to open the **Class List Reference** window. Once the title has been selected and you have exited the **Class List Reference** window, press 'Ok' in the lower center of the **Create Update Certificate Request** window to populate the 'Requesting Agency and Org' codes. Departmental personnel staff can change these codes.
6. Click the appropriate checkbox of the desired 'Certificate Type': 'Reinstatement, Open, Promotion, Reemployment, and/or Transfer'. If 'Promotion' is checked, MAIRS will generate a list of names of your divisional employees from the applicable register. If you wish a list of your departmental employees, check the 'Promotion' box AND the 'Agency Wide' box.
7. Click the appropriate checkbox of the desired 'Position Type' (check only one type): **Full Time, Part Time, Temporary or Summer**.

Create Update Certificate Request (cont'd.)

Create Update Certificate Request

Request No 1001065 + -
Entry Date
Trial Certificate
Status
Status Chg Date
Requesting
Agency
Org
Certificate Type
Reinstatement
Open
Reemploy
Promotion
Transfer
Agency Wide
Position Type
Full Time
Part Time
Temporary
Summer
Class Title +
Number Of Vacancies 0
Proposed Pay Rate 0.00 Pay Rates
Number of Candidates 0
Premium Pay Rate 0.00 Differentials
Certify To Score 0.0
DOP Received
Provisional
Provisional Authorized
Certificate Sent
Vacancy Location
Provisional Not Authorized
Certificate Closing
Register Exhausted
Additional Candidates
PMS Positions
Register Exhausted/Provisional Not Authorized
Remarks
Eligibles List
Ok
Return

8. Enter the 'Proposed Pay Rate' by pressing 'Pay Rates', selecting the desired rate from the **Pay Grid Display** window, and pressing 'Ok'. When applicable, a 'Premium Pay Rate' may be selected in the same manner by clicking on 'Differentials'.

Pay Grid Display

Class Title
ACADEMIC TEACHER I

Grade Code A17

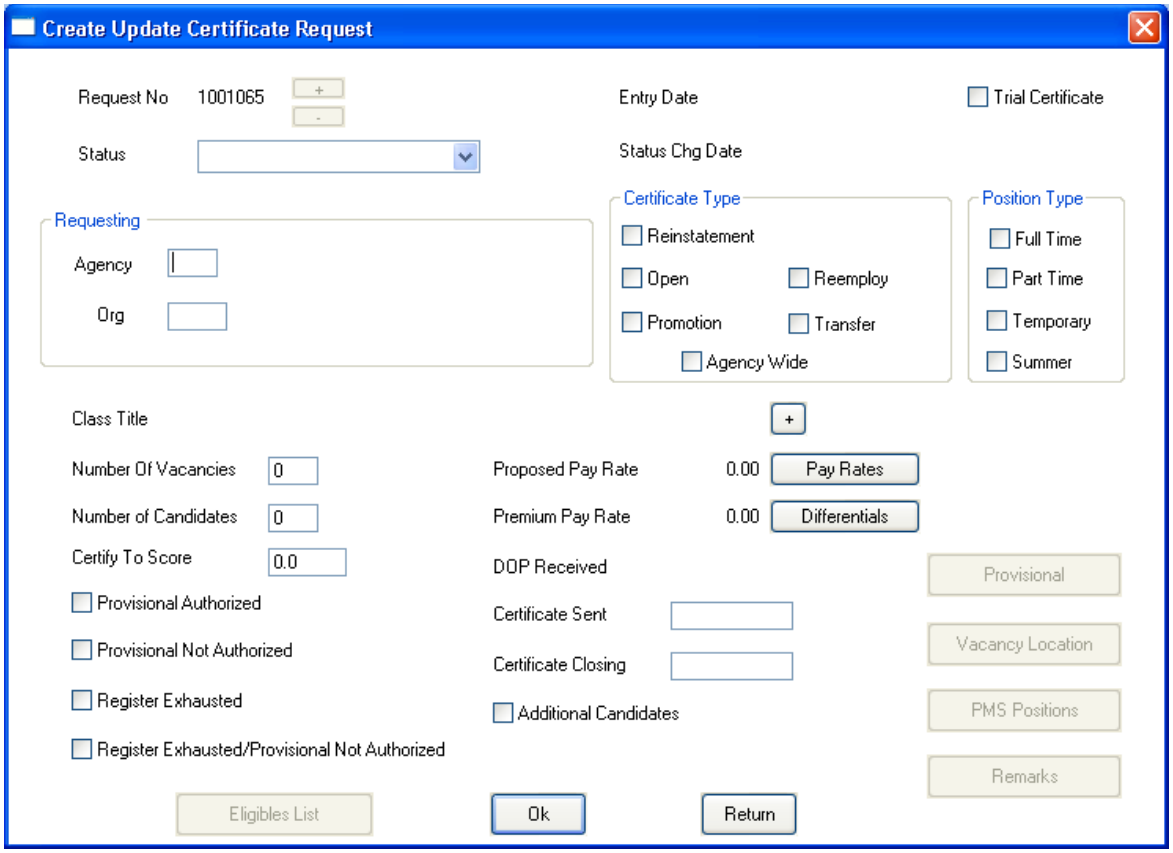
Semi-Monthly Minimum Salary 1,152.50

Semi-Monthly Maximum Salary 1,612.50

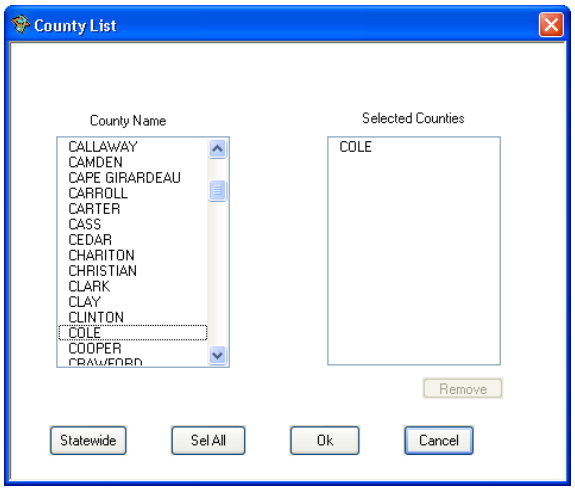
Pay Step Code	Semi-Monthly Pay Rate
D	1,152.50
E	1,172.50
F	1,191.50
G	1,210.00
H	1,232.50
I	1,254.00
J	1,276.00

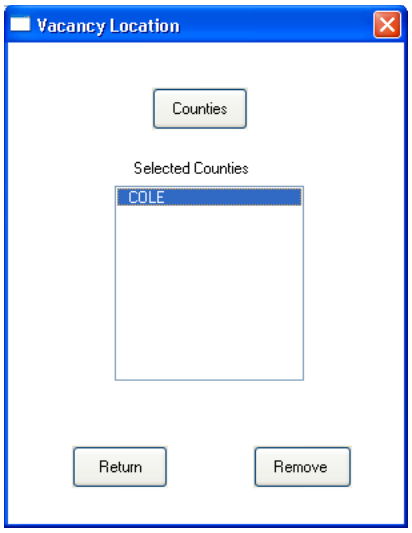
Ok Cancel

Create Update Certificate Request (cont'd.)

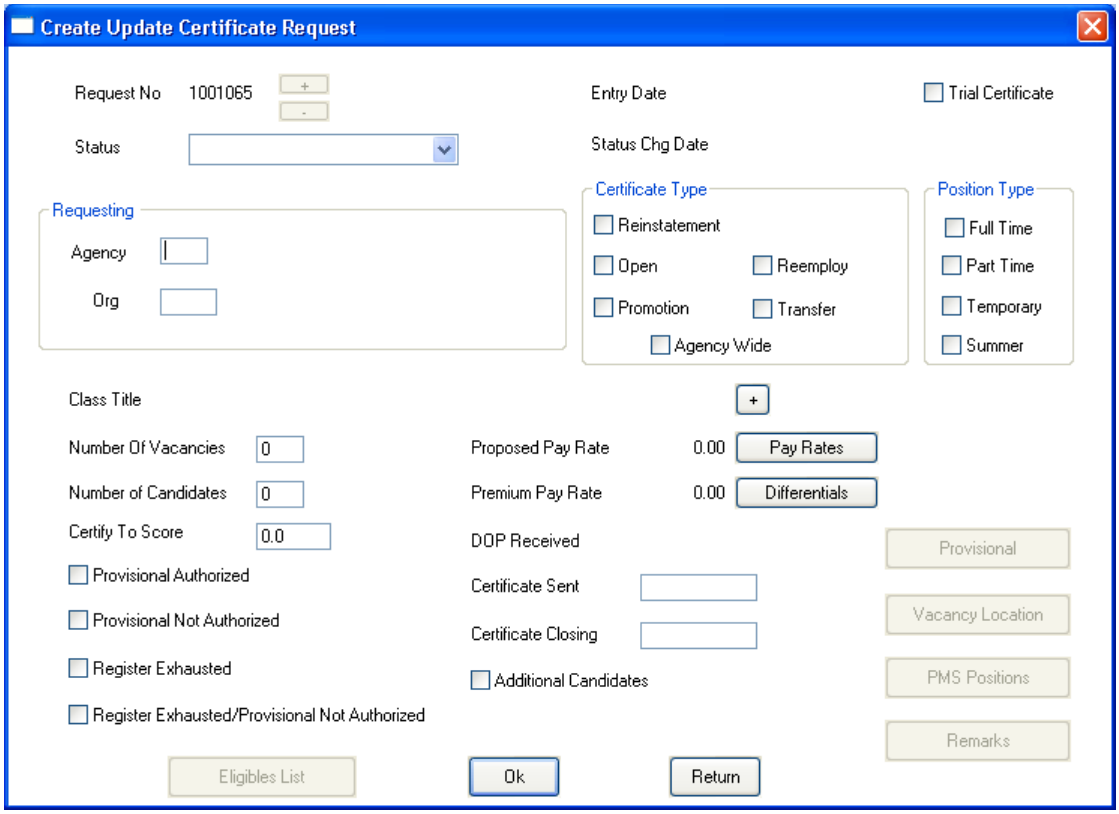


9. Select the county where the vacancy exists by clicking 'Vacancy Location', selecting the county from the **County List** window, and then pressing 'OK'. From the subsequent **Vacancy Location** window, the location may be confirmed by pressing 'Return'. If an error occurred in the initial selection of the vacancy location, you can delete the incorrect county by pressing 'Remove' and then select the correct county location by pressing 'Counties' to return to the **County List** window.

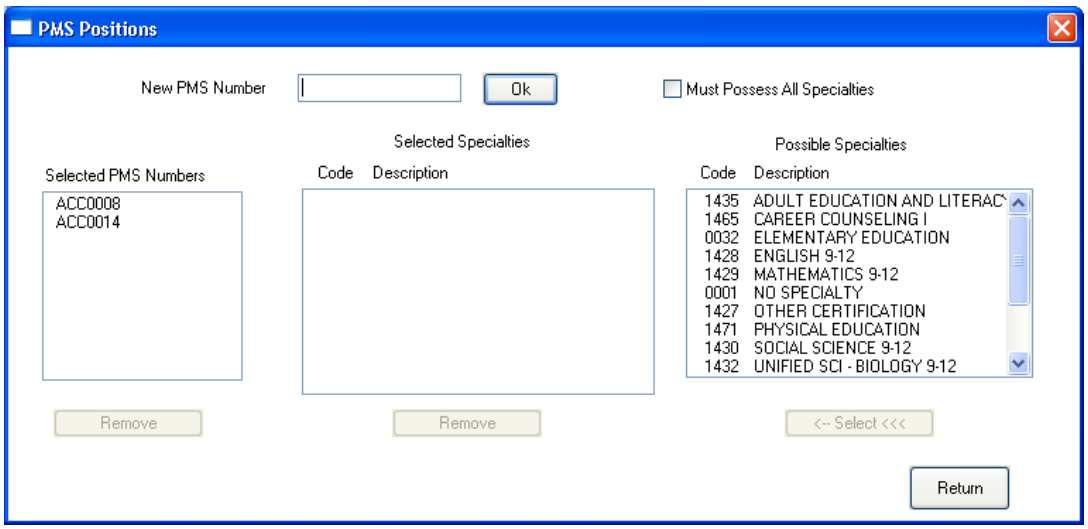




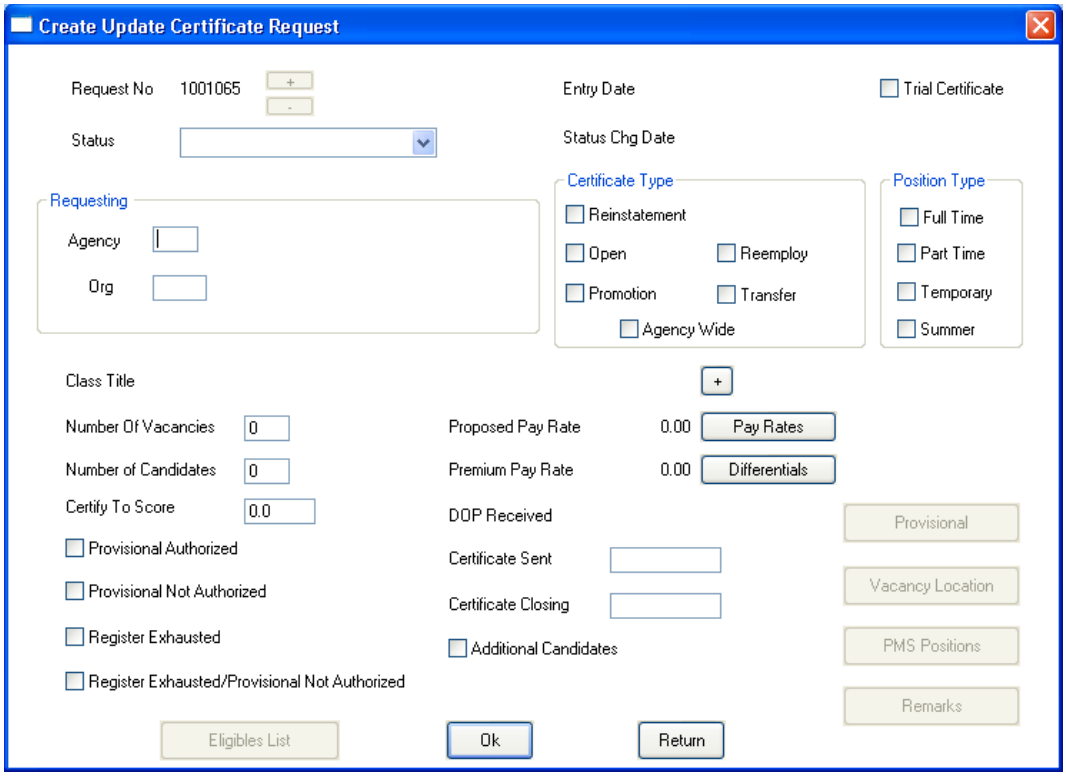
Create Update Certificate Request (cont'd.)



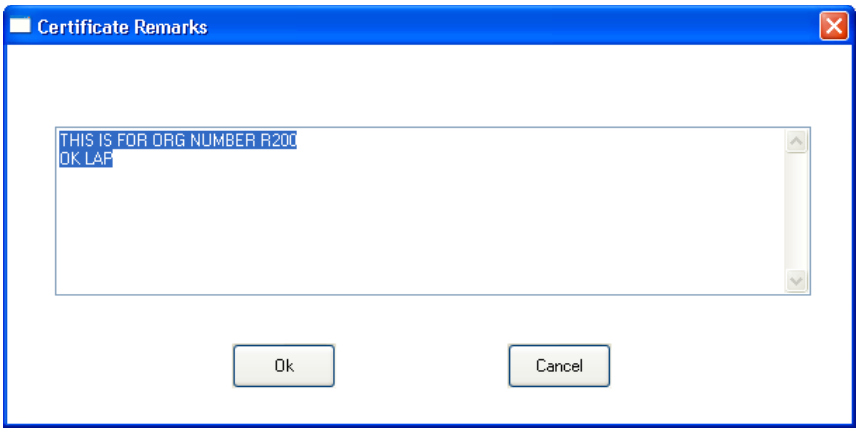
10. With the exception of Trial Certificates, a *valid* PMS number must be entered for each vacancy as indicated in the 'Number of Vacancies' box. Press 'PMS Positions' to display the **PMS Positions** window. Enter the valid PMS number in the 'New PMS Number' box. The PMS number, itself, should contain any necessary dashes. Click 'Ok' to add each PMS number to the 'Selected PMS Numbers' box. Specialties, if applicable, can be selected by first highlighting the PMS number in the 'Selected PMS Numbers' box, then clicking on the desired specialty(ies) in the 'Possible Specialties' box. Then click on '←Select<<<' which moves the selected specialty to the 'Selected Specialties' box in the center of the window. If multiple specialties are selected, MAIRS will generate a list of applicants who possess at least one of the codes selected. If the position requires applicants to possess **all** the specialty codes selected, click on the 'Must Possess All Specialties' box at the top of the **PMS Positions** window. When all PMS numbers have been added and all specialties have been selected, press 'Return'.



Create Update Certificate Request (cont'd.)



11. Once back on the **Create Update Certificate Request** window, enter the number of vacancies for which the certificate is requested into the 'Number of Vacancies' box. The default is 1.
12. Enter the number of candidates desired to appear on the certificate into the 'Number of Candidates' box. The default is 40.
13. If an agency wishes, they may certify down to a specific score by entering a score in the 'Certify To Score' field rather than entering the number of candidates in the 'Number of Candidates' field.
14. Remarks may be added to the certificate request by clicking 'Remarks', and entering remarks in the **Certificate Remarks** window. Typically, remarks are <u>required</u> if the agency is pulling a certificate for a broadband manager class or from a register that is coded for specialties. In this case, enter the org. number associated with the position code number. However, the 'Remarks' box can also be used as a communication tool between the agency and the Division of Personnel when circumstances warrant. Please note that if remarks are entered, the certificate will not generate immediately. The certificate will be held at "Ready for DOP Review" until the Certification Section has read and reviewed the remark entered.



Create Update Certificate Request (cont'd.)

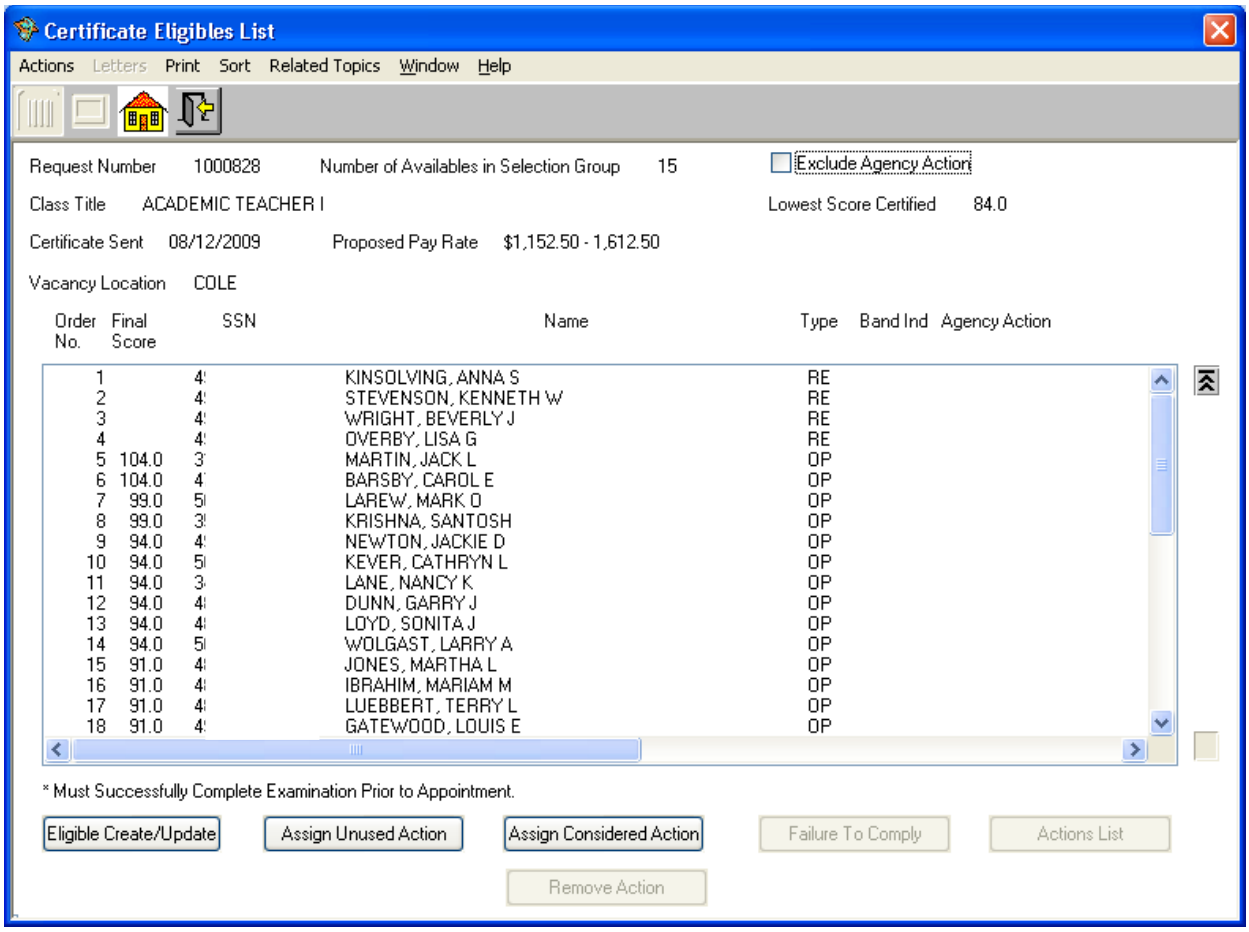
Create Update Certificate Request

Request No 1001065 + -
Entry Date
Trial Certificate
Status
Status Chg Date
Requesting
Agency
Org
Certificate Type
Reinstatement
Open
Reemploy
Promotion
Transfer
Agency Wide
Position Type
Full Time
Part Time
Temporary
Summer
Class Title +
Number Of Vacancies 0
Proposed Pay Rate 0.00 Pay Rates
Number of Candidates 0
Premium Pay Rate 0.00 Differentials
Certify To Score 0.0
DOP Received
Provisional
Provisional Authorized
Certificate Sent
Vacancy Location
Provisional Not Authorized
Certificate Closing
Register Exhausted
Additional Candidates
PMS Positions
Register Exhausted/Provisional Not Authorized
Remarks
Eligibles List
Ok
Return

15. A certificate may be cancelled <u>only</u> while the certificate status is set to 'Initial Entry or Agency Review'. If the certificate is at any other status, contact the Division of Personnel to cancel.
16. When the certificate request is complete, set the Status to 'Agency Review' for further examination by the requesting agency, if desired. Otherwise, set the status to 'Ready for DOP Review'. Unless certain certification conditions require further review by the Division of Personnel (i.e. if there are any remarks in the remarks section of the request, if the position type is temporary and/or summer, if the request involves a register that is coded for specialties), MAIRS will automatically set the status to 'Generate Eligibles List'. When the eligibles list is generated, the status will change to 'Certificate Issued to Agency.' The remaining fields in the **Create Update Certificate Request** window are completed by MAIRS, depending upon a number of certification factors. Special attention should be given to the 'Provisional Authorized', 'Provisional Not Authorized', 'Register Exhausted' and 'Register Exhausted/Provisional Not Authorized' boxes after the certificate has been issued. A checked box will communicate vital information regarding other possible appointment methods.

Create Update Certificate Request (cont'd.)

17. To view the list of eligibles, click 'Eligibles List' at the bottom of the **Create Update Certificate Request** window. The information presented in the **Certificate Eligibles List** window includes the Order No. (on the certificate), the Final Score, SSN, Name, Type, Band Ind (for Broadbanded classes) and the Agency Action reported for each eligible (an agency action must be entered by the agency before returning the certificate to the Division of Personnel for auditing and typically reports the response of the applicant to the agency's letter of inquiry, i.e. declination, waiver, failure-to-comply, etc.) 'Type' refers to the type of register/list from which the eligible was selected. 'Type' codes and explanations are shown below.



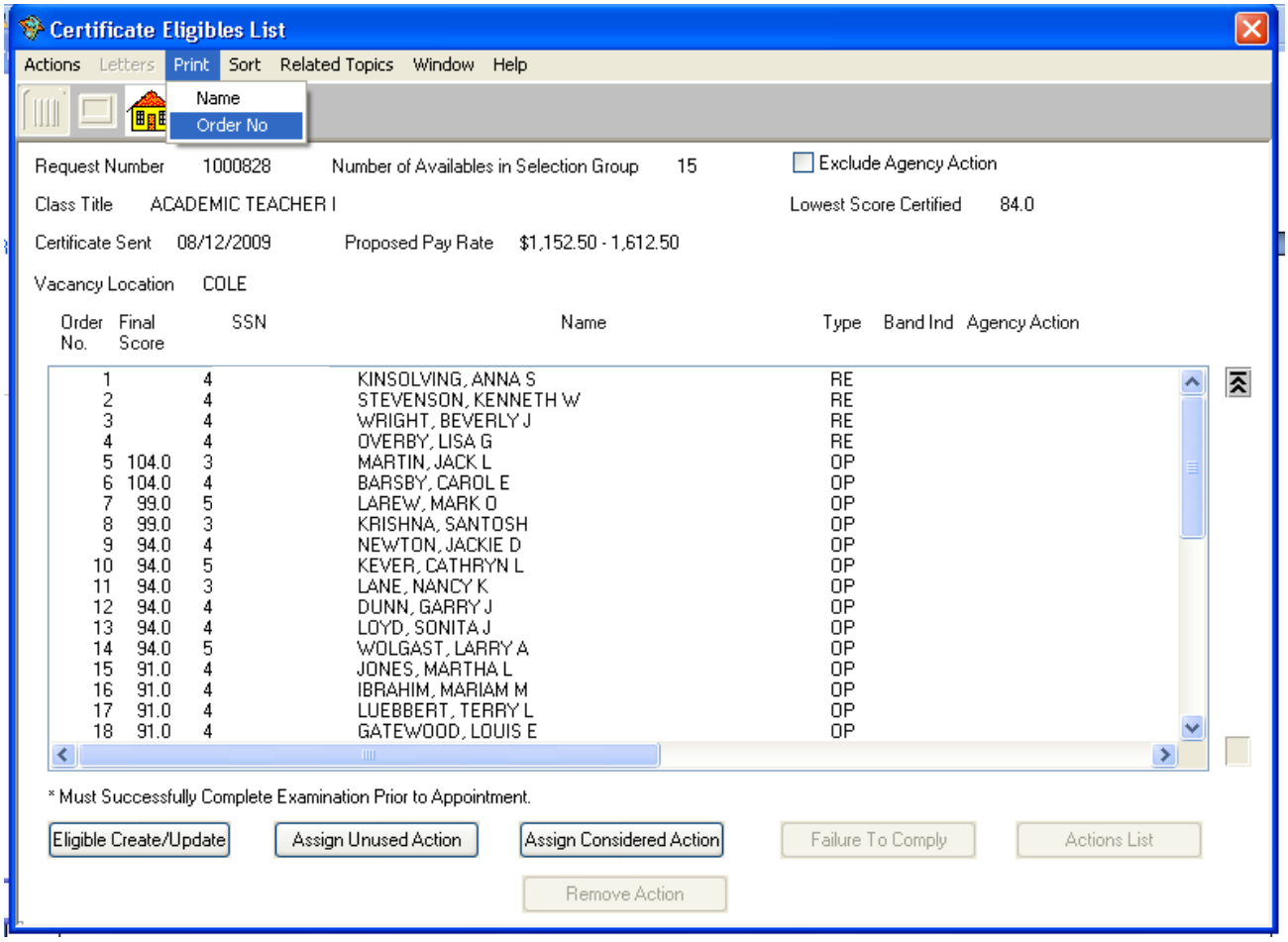
Register Type Codes

Online Certificate List Codes	Printed Certificate List Codes	Explanation
OP	OPEN	Open register
PP	PROMOTIONAL PORTION	Promotional portion of the open register
PR	PROMOTIONAL	Promotional register
RE	REINSTATEMENT	Reinstatement register
RM	REEMPLOYMENT	Reemployment list
TR	TRANSFER	Transfer list

Printing and Mail Merging

MAIRS can print a listing of the certificate for an agency's use. Microsoft Word must be installed on the User's PC in order for this feature to be operational. A printed listing of the certificate may be produced by selecting **Print** from the menu bar of the **Certificate Eligibles List,** then choosing the printing order desired: either alphabetically by name, or descending order by final grade. When determining your selection group for appointment, **ALWAYS** use the "Order No." print option of the eligibles list. (Example of printed certificate shown on next page.)

*(**Important Note**: When requesting a printed certificate from MAIRS, Microsoft Word **must not** be running. MAIRS, itself, will open Word to create the printed certificate.)*



Printing and Mail Merging (cont'd.)

CERTIFICATE NUMBER: 1000519

CERTIFICATE SENT: 07-29-2009

NOTE: Applicant must begin work by 10-27-2009

AUTHORIZED SELECTION GROUP: 15 available eligibles

REQUESTING AGENCY: CORRECTIONS-OPERATING / JCCC-JC

CLASS TITLE: COOK II

POSITION TYPE: FULL-TIME

LOCATION: COLE

PROPOSED PAY RATE: $916.00 - $1,230.00

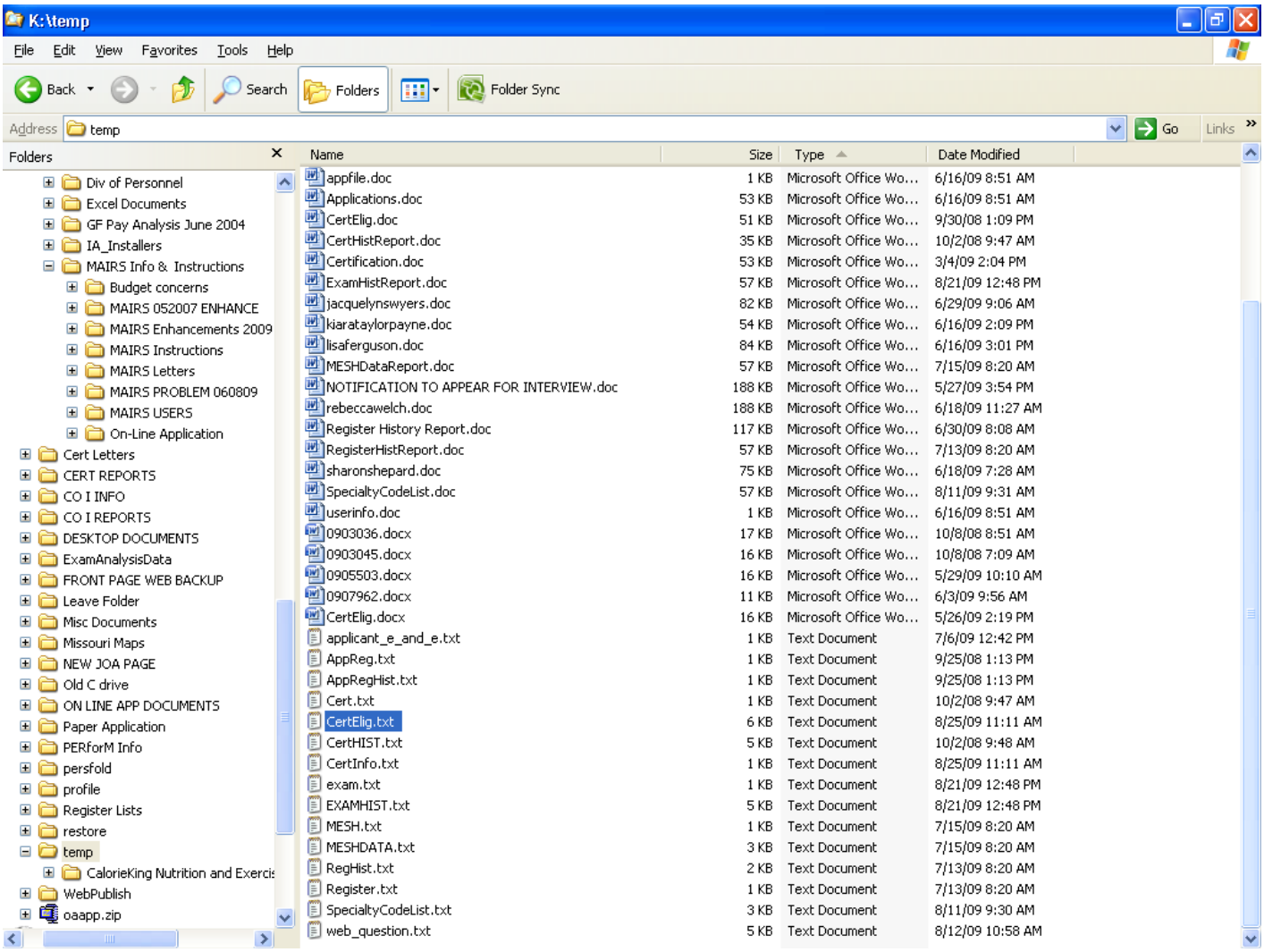
PREMIUM: $1,025.92 - $1,377.60

---WORLEY,

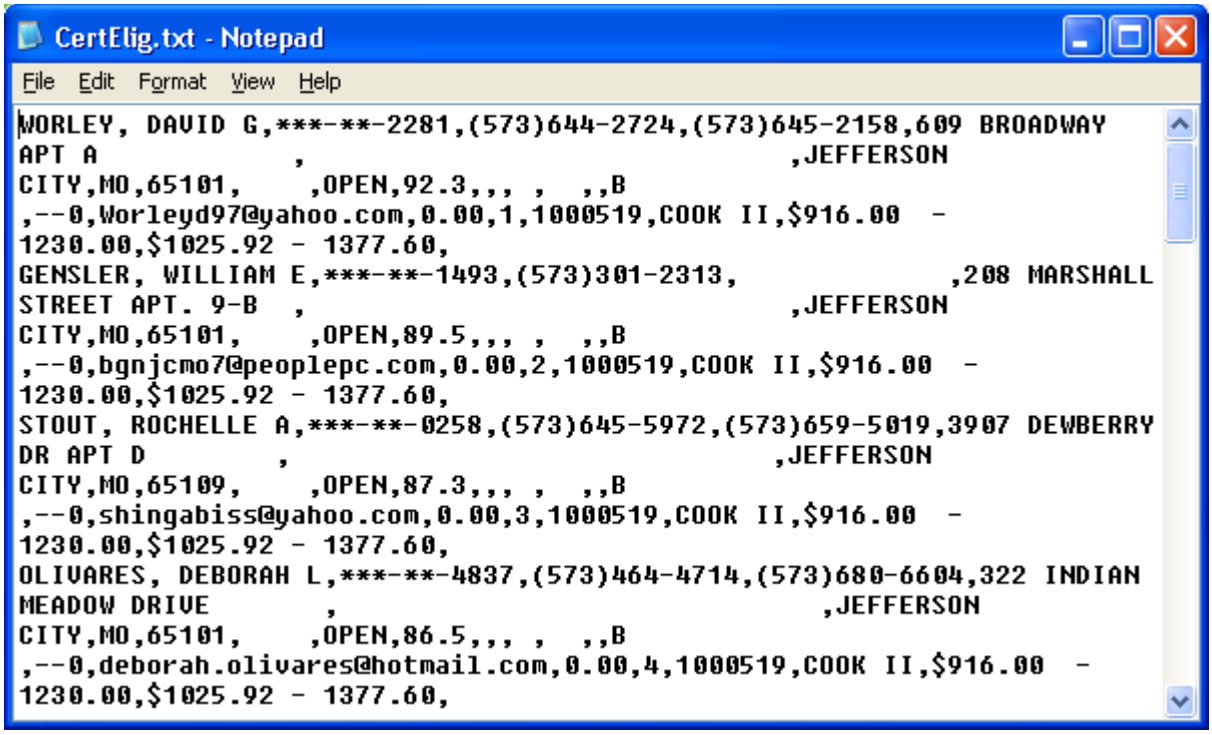
DAVID G 609 BROADWAY APT A JEFFERSON CITY, MO 65101 e-mail: Worleyd97@yahoo.com	# 1	OPEN SSN: ***-**-2281	P (573)644-2724 S (573)645-2158	92.3
GENSLER, WILLIAM E 208 MARSHALL STREET APT. 9-B JEFFERSON CITY, MO 65101 e-mail: bgnjcmo7@peoplepc.com	# 2	OPEN SSN: ***-**-1493	P (573)301-2313 S	89.5
STOUT, ROCHELLE A 3907 DEWBERRY DR APT D JEFFERSON CITY, MO 65109 e-mail: shingabiss@yahoo.com	# 3	OPEN SSN: ***-**-0258	P (573)645-5972 S (573)659-5019	87.3
OLIVARES, DEBORAH L 322 INDIAN MEADOW DRIVE JEFFERSON CITY, MO 65101 e-mail: deborah.olivares@hotmail.com	# 4	OPEN SSN: ***-**-4837	P (573)464-4714 S (573)680-6604	86.5
DAVIS, TIMOTHY M 3911 SCARBOROUGH WAY JEFFERSON CITY, MO 65109 e-mail: luv4lyphe@yahoo.com	# 5	OPEN SSN: ***-**-6691	P (503)468-9588 S	86.3
DUNSEITH, ROBERT D 220 CO. RD. 408 HARRISBURG, MO 65256 e-mail: Rddunseith@centurytel.net	# 6	OPEN SSN: ***-**-8397	P (573)443-3578 S (573)864-0217	85.5
JAMESON, RICHARD PO BOX 1025 CAMDENTON, MO 65020 e-mail: rirch3@yahoo.com	# 7	OPEN SSN: ***-**-1672	P (417)350-3372 S	85.0
MAY, LINDA L 160 HYW FF ELDON, MO 65026 e-mail: linda_may@att.net	# 8	OPEN SSN: ***-**-4200	P S (573)280-8980	84.3

Printing and Mail Merging (cont'd.)

In the process of printing a certificate listing (sample on previous page), MAIRS creates a comma-delimited file. Previously this file was created on the user's hard drive ('C:\CertElig.txt'). With the MAIRS upgrades performed on September 24, 2008, this file can be created on a different drive (i.e. C:\temp or K:\temp). **The user's IT contact is responsible for the placement of this file on the user's computer and should notify the user of its whereabouts.**



Printing and Mail Merging (cont'd.)



CertElig.txt - Notepad

File Edit Format View Help

```
WORLEY, DAVID G,***-**-2281,(573)644-2724,(573)645-2158,609 BROADWAY
APT A            ,                                ,JEFFERSON
CITY,MO,65101,    ,OPEN,92.3,,, ,  ,,B
,--0,Worleyd97@yahoo.com,0.00,1,1000519,COOK II,$916.00  -
1230.00,$1025.92 - 1377.60,
GENSLER, WILLIAM E,***-**-1493,(573)301-2313,             ,208 MARSHALL
STREET APT. 9-B  ,                                ,JEFFERSON
CITY,MO,65101,    ,OPEN,89.5,,, ,  ,,B
,--0,bgnjcmo7@peoplepc.com,0.00,2,1000519,COOK II,$916.00  -
1230.00,$1025.92 - 1377.60,
STOUT, ROCHELLE A,***-**-0258,(573)645-5972,(573)659-5019,3907 DEWBERRY
DR APT D        ,                               ,JEFFERSON
CITY,MO,65109,    ,OPEN,87.3,,, ,  ,,B
,--0,shingabiss@yahoo.com,0.00,3,1000519,COOK II,$916.00  -
1230.00,$1025.92 - 1377.60,
OLIVARES, DEBORAH L,***-**-4837,(573)464-4714,(573)680-6604,322 INDIAN
MEADOW DRIVE       ,                                ,JEFFERSON
CITY,MO,65101,    ,OPEN,86.5,,, ,  ,,B
,--0,deborah.olivares@hotmail.com,0.00,4,1000519,COOK II,$916.00  -
1230.00,$1025.92 - 1377.60,
```

As shown above, the file may contain the following applicant information: Last Name, First Name, Social Security Number, Primary Phone Number (if any), Secondary Phone Number (if any), Address Line 1, Address Line 2 (if any), City, State, Zip Code, Extended Zip Code, Register Type Code, Final Grade, Layoff Agency*, Layoff Organization*, Indicator, Agency Action, Action Text, BroadBand Indicator, Appointment Date, Email Address, Salary, order no., certificate no., class title, proposed pay range, premium pay range and country (if not United States). As indicated above, the fields are comma delimited. Where just a comma appears, no information was available for that field.

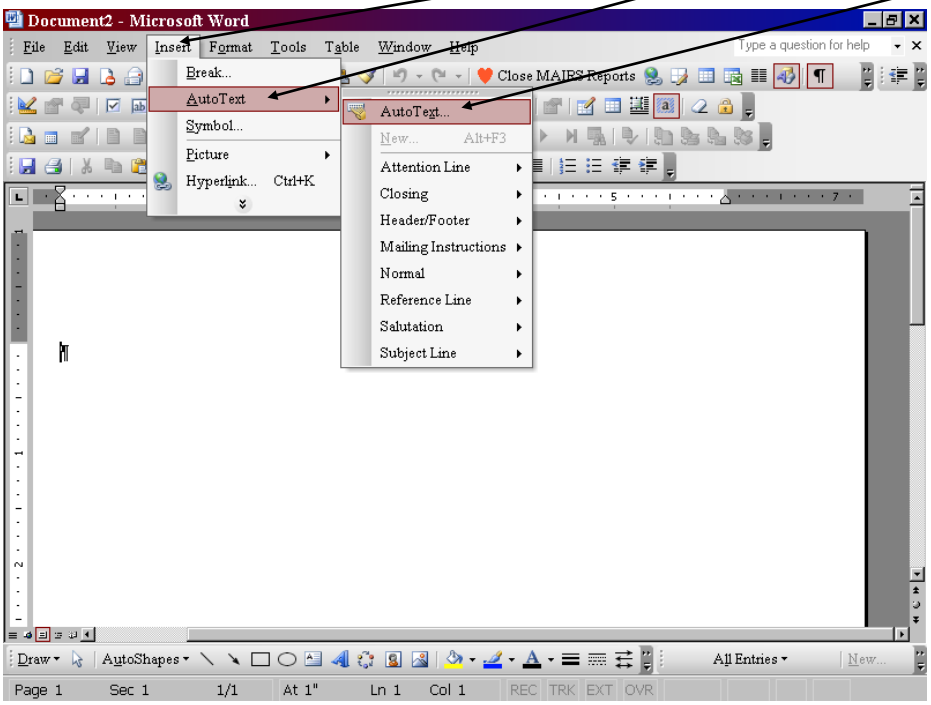
*Information shown for eligibles on Reinstatement registers

The mail merge process requires the creation of an **auto text entry/building block** of the comma-delimited fields, a **data source** and a **mail merge letter**. Pages 56-111 contain the steps necessary for this process. Instructions are provided for Word 2003 and Word 2007. Some agencies have experienced problems with creating auto text/building block entries, which are used in the creation of a data source within Word 2003 and 2007; therefore, a new process for creating a data source using Excel has also been provided (pages – 97-111 - while instructions are provided using Excel 2007, the process is very similar for Excel 2003).

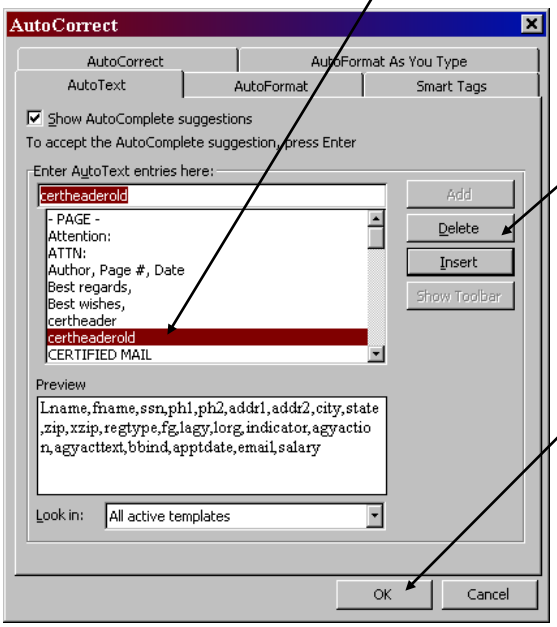
CERTIFICATE MAIL MERGE PROCESS – MS Word 2003

DELETING AN EXISTING AUTOTEXT ENTRY (Word 2003)

1. Open a blank Word document. Click "Insert", "AutoText" and then "AutoText".



2. Select the appropriate AutoText entry from the list provided (in this example "certheaderold"). Once you've selected the appropriate AutoText entry, click "Delete" and then "OK" to exit the window.



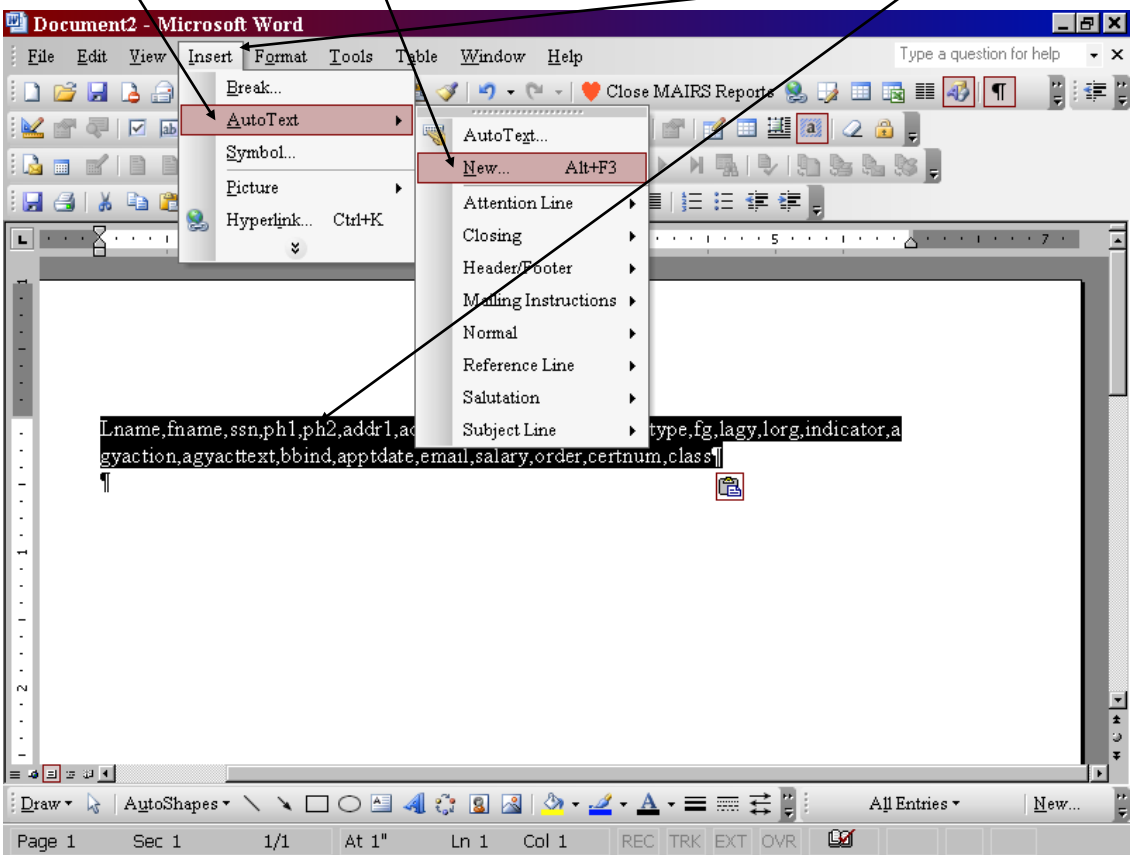
Printing and Mail Merging (cont'd.)

CREATING A NEW AUTOTEXT ENTRY (Word 2003)

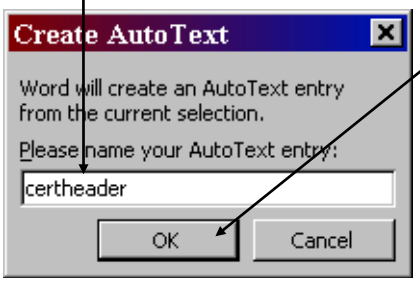
1. To create a new AutoText entry, highlight the string of text below (includes new header fields (proposedpay,premiumpay,country) from the upgrades to MAIRS on June 8, 2009). Copy and paste the string of text into a blank Word document.

Lname,fname,ssn,ph1,ph2,addr1,addr2,city,state,zip,xzip,regtype,fg,lagy,lorg,indicator,agyaction,agyacttext,bbind,apptdate,email,salary,order,certnum,class,proposedpay,premiumpay,country

2. Once you have pasted the string of text in the blank Word document, highlight it, click on "Insert", "AutoText", and then "New".



3. Name your AutoText entry and click OK. Your new AutoText entry has now been created.



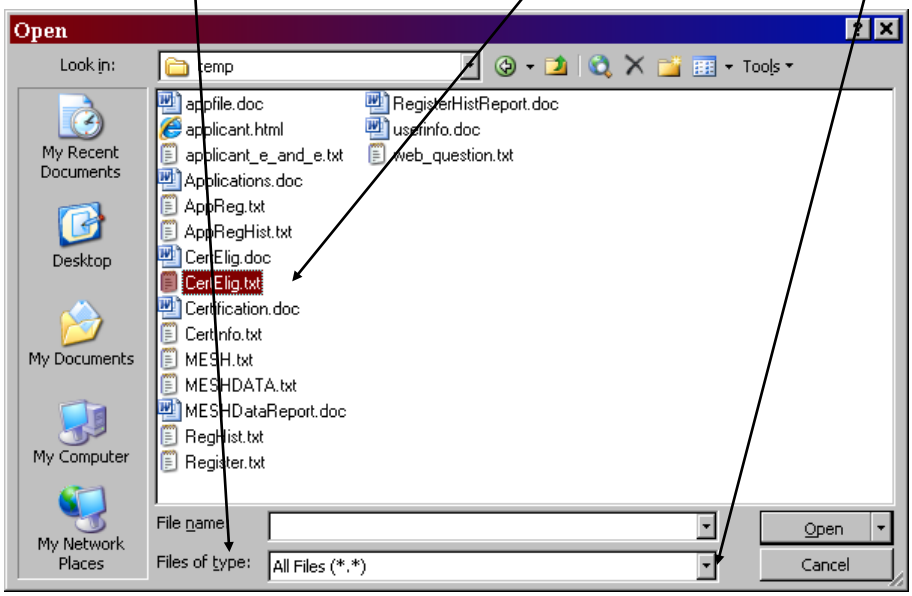
Printing and Mail Merging (cont'd.)

HOW TO CREATE THE MAIL MERGE DATA SOURCE (Word 2003)

(Note: The information below may vary slightly from what you see on your PC depending on which version of Microsoft Word you are using.)

1. Complete your certificate request, and select "print" and "order no." from the Certificate Eligibles List window in MAIRS. Behind the scenes, this creates the file "CertElig.txt" on a drive set up by your IT contact (i.e. "C:\temp\CertElig.txt", "K:\temp\CertElig.txt", etc.)

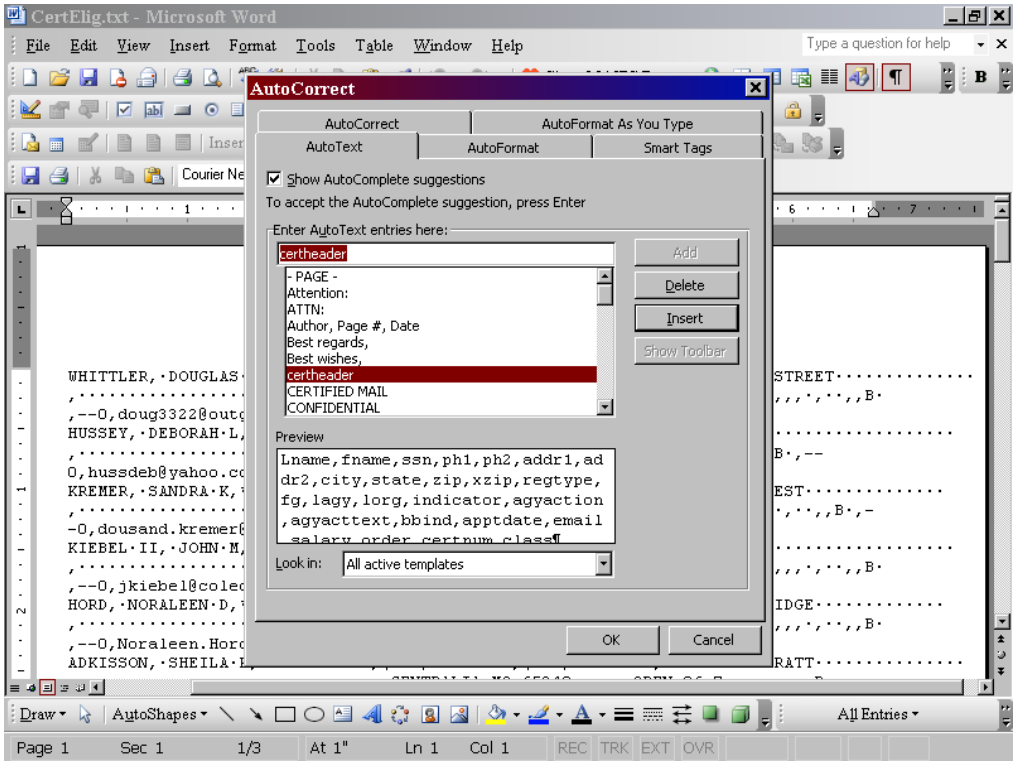
2. Open a blank MS Word document. In Word, open the "CertElig.txt" file. If you don't see "CertElig.txt" listed, change the field "Files of Type" by using the drop down arrow to show "All Files".



Printing and Mail Merging (cont'd.)

HOW TO CREATE THE MAIL MERGE DATA SOURCE (Word 2003)

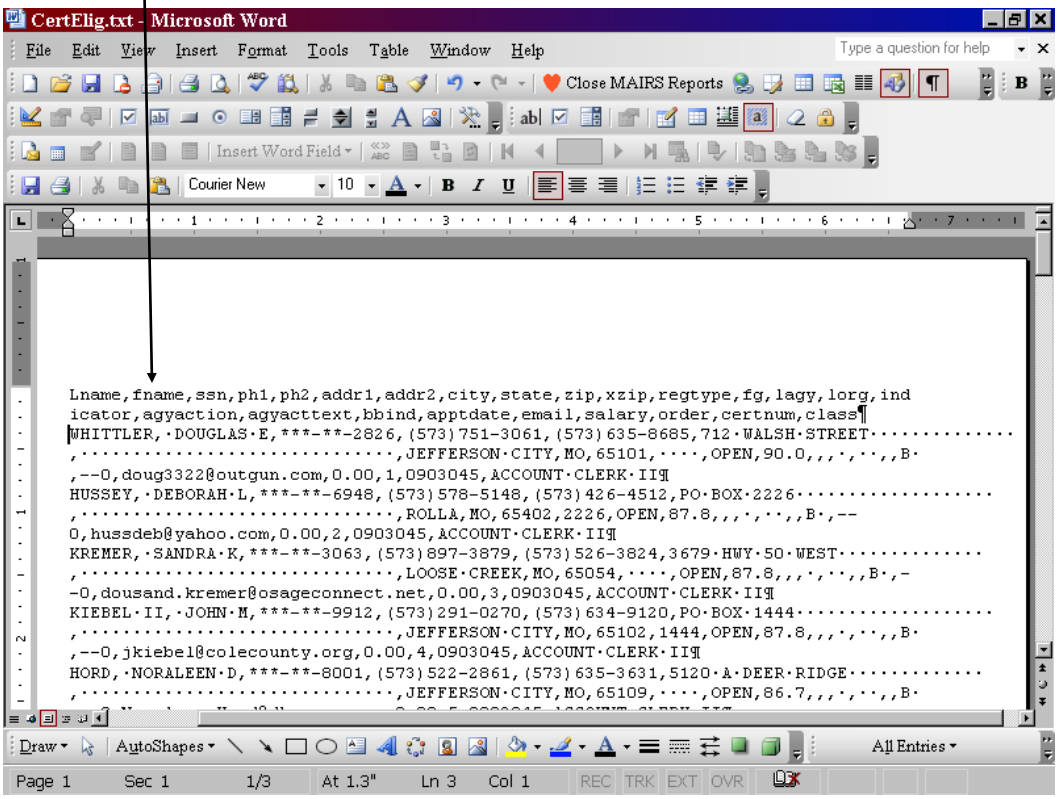
3. Place your cursor in the very first line before the first applicants' record. Insert the auto text entry created earlier. (Click on "Insert", "Auto Text", select the name of your auto text, and click "Insert".)



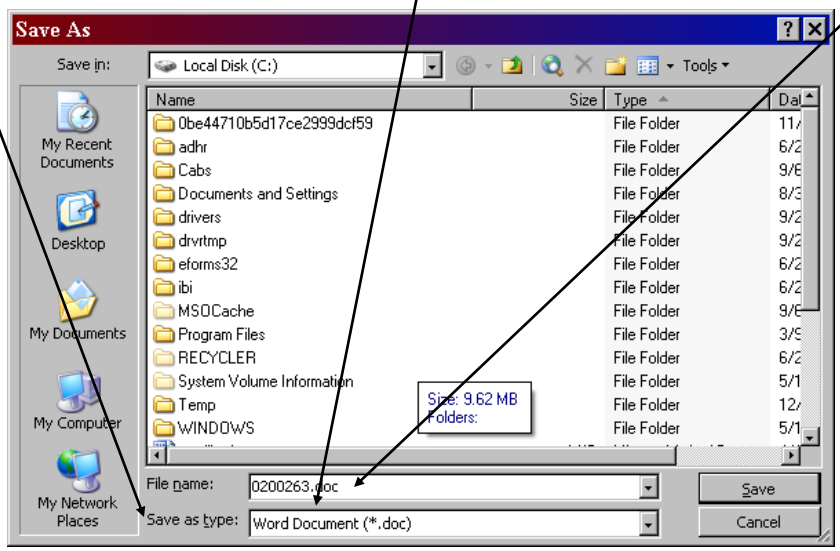
Printing and Mail Merging (cont'd.)

HOW TO CREATE THE MAIL MERGE DATA SOURCE (Word 2003)

As shown below, the autotext entry was inserted at the beginning of the "CertElig.txt" data



4. Save your data source as a "**Word Document**". You may want to save it as your certificate number. **Be sure the "Save as type:" field is showing "Word Document" and not "Text Only".**



2. Close your Data Source. You're ready to do the Mail Merge

Printing and Mail Merging (cont'd.)

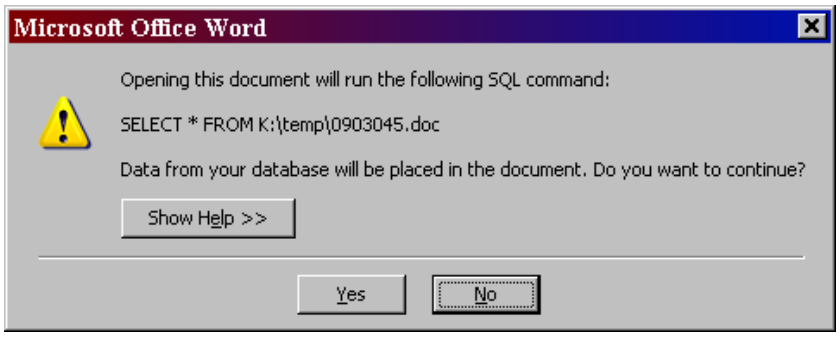
CREATING A NEW MERGE DOCUMENT OR ADDING NEW HEADER FIELDS TO AN EXISTING MERGE DOCUMENT (Word 2003)

1. To create a new merge document, simply type the availability letter using your preferred wording. (For your convenience, several sample letters can be found on pages 112-114

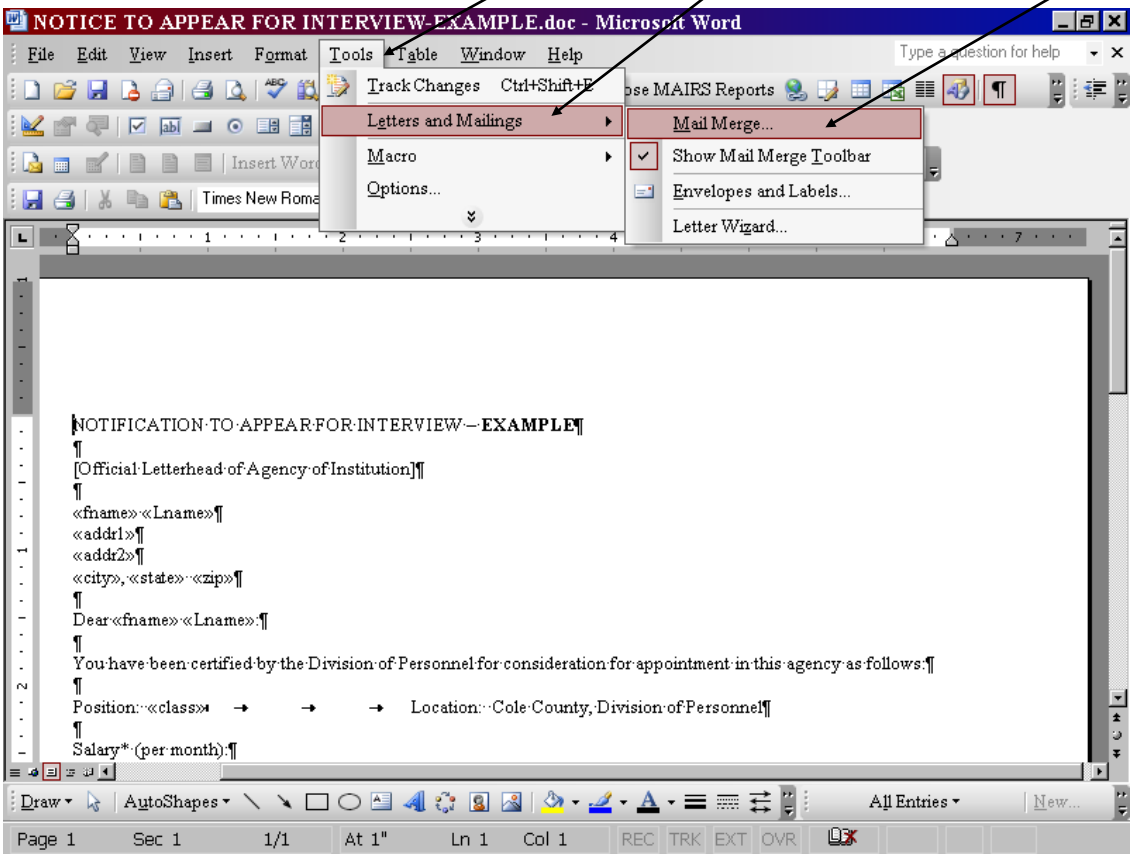
OR

2. Open your existing merge document (availability letter with merge fields already in place).

   When opening an **existing** merge document, the following message will typically appear. Select "No". You will be allowed to choose your data file later in the process.



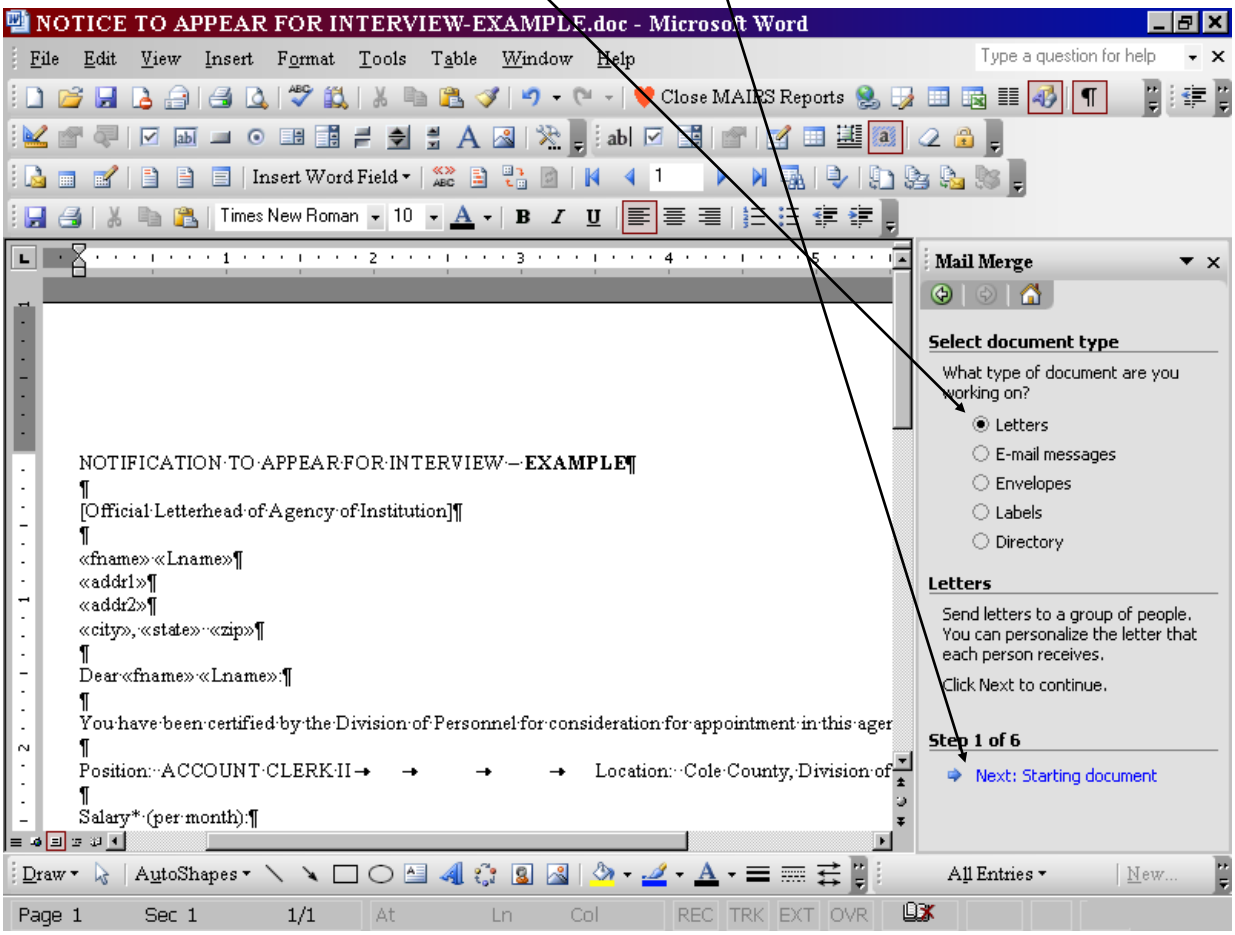
2. Once the document is open, select "Tools", "Letters and Mailings" and then "Mail Merge".



Printing and Mail Merging (cont'd.)

CREATING A NEW MERGE DOCUMENT OR ADDING NEW HEADER FIELDS TO AN EXISTING MERGE DOCUMENT (Word 2003)

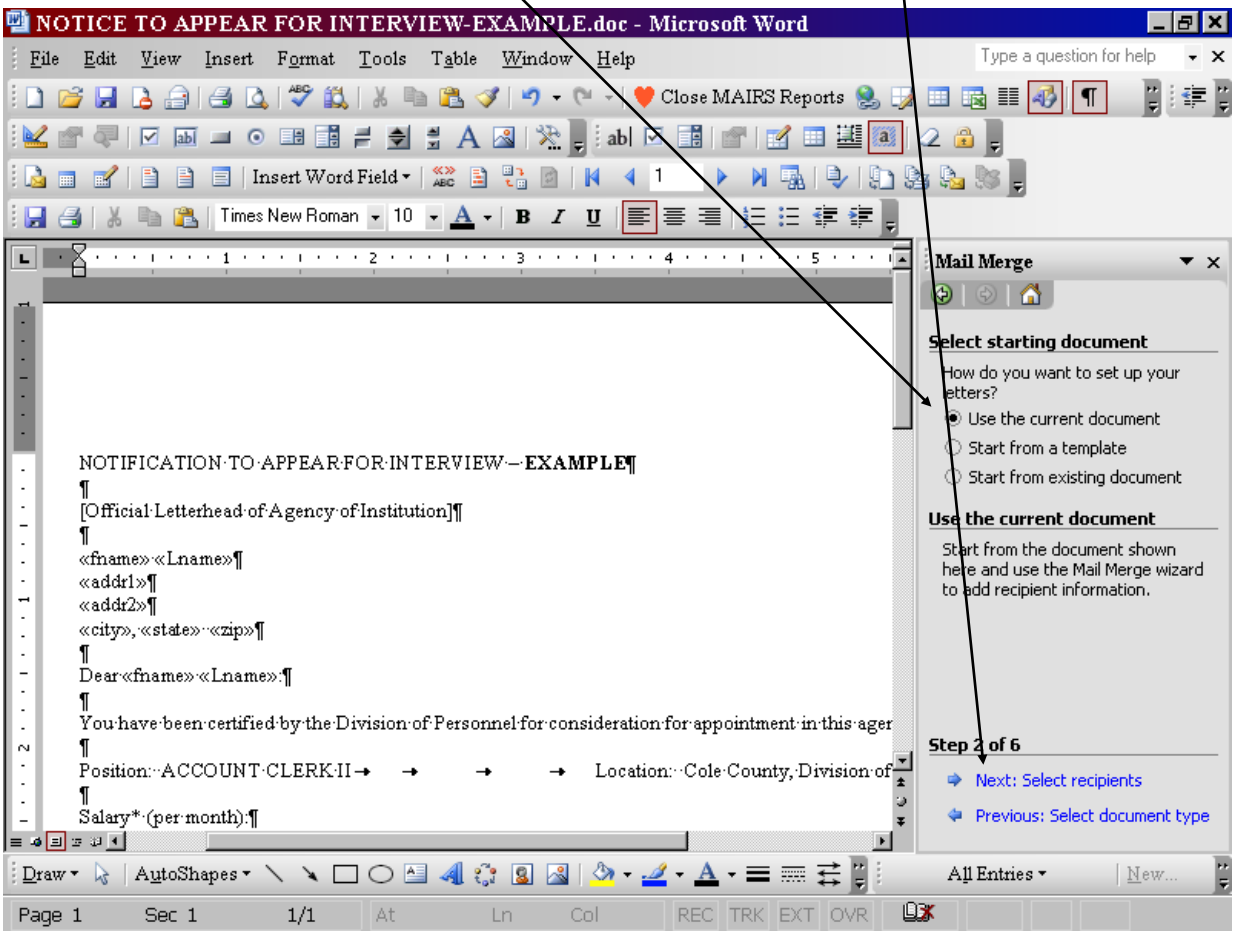
3. The document type defaults to "Letters". Click "Next: Starting Document".



Printing and Mail Merging (cont'd.)

CREATING A NEW MERGE DOCUMENT OR ADDING NEW HEADER FIELDS TO AN EXISTING MERGE DOCUMENT (Word 2003)

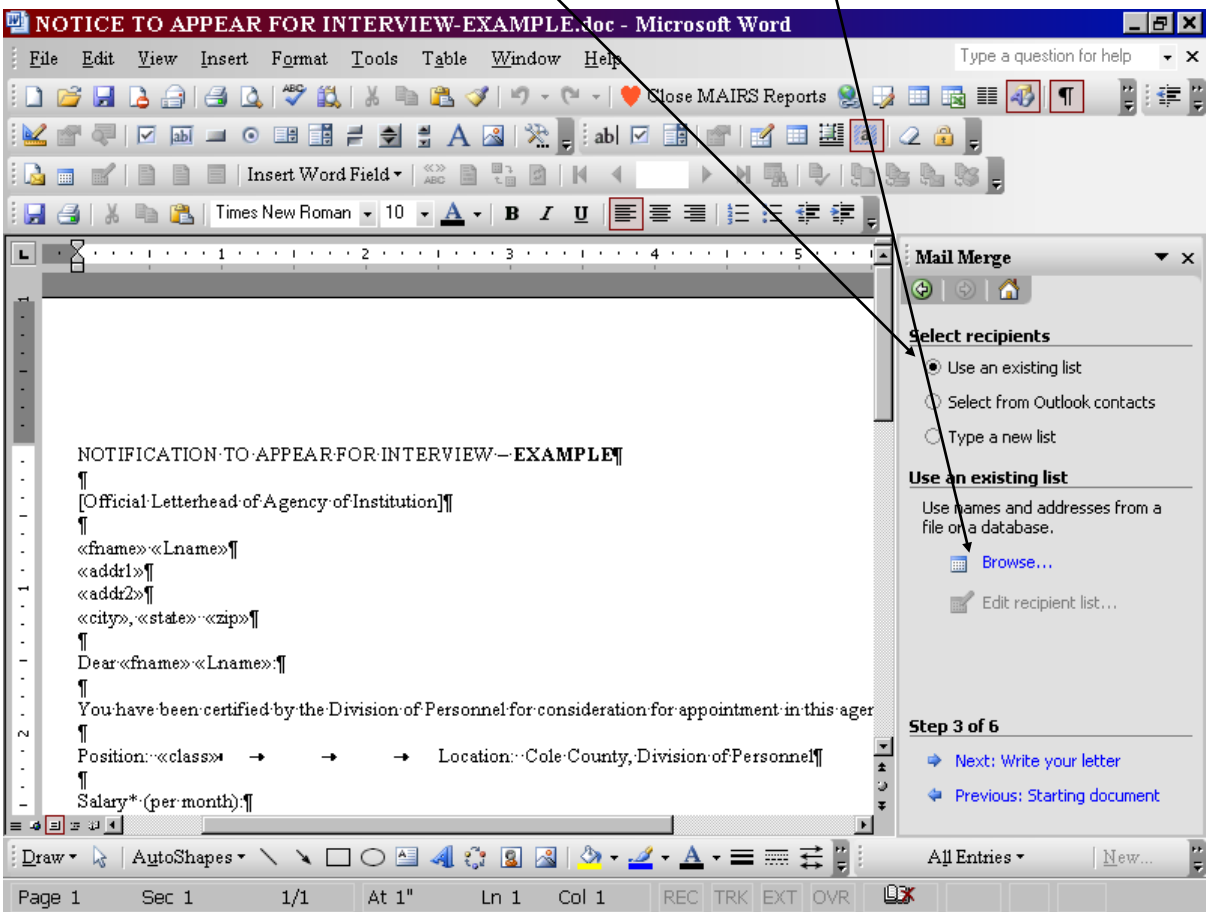
4. The document defaults to "Use the current document". Click "Next: Select recipients".



Printing and Mail Merging (cont'd.)

CREATING A NEW MERGE DOCUMENT OR ADDING NEW HEADER FIELDS TO AN EXISTING MERGE DOCUMENT (Word 2003)

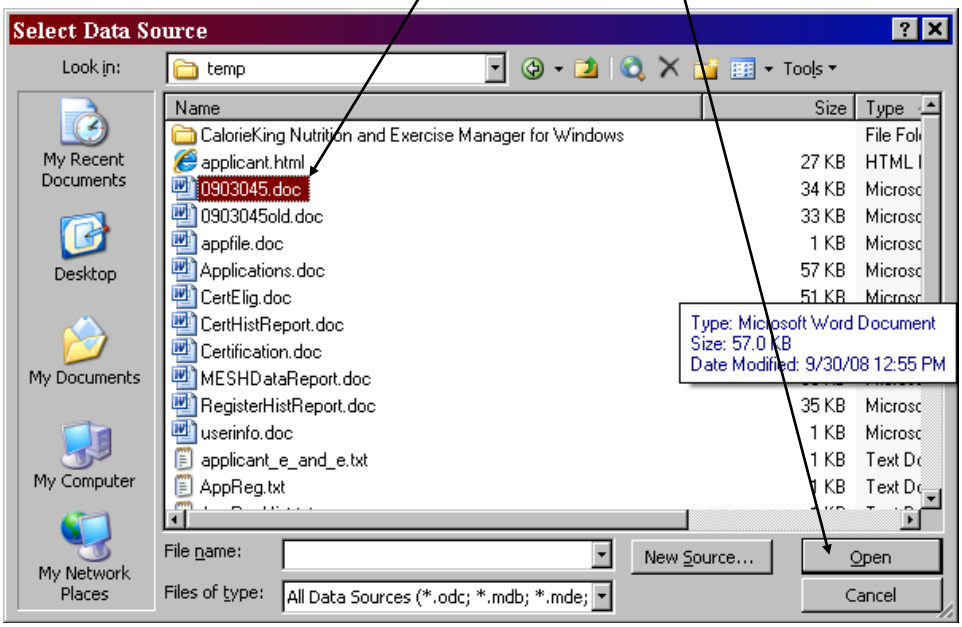
5. The document defaults to "Use an existing list". Click "Browse" to open the appropriate file which contains your data source.



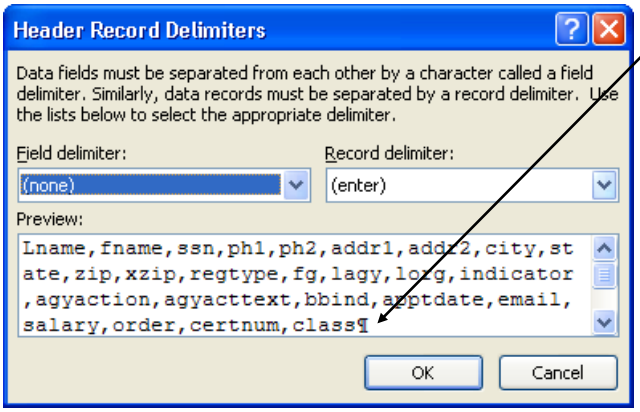
Printing and Mail Merging (cont'd.)

CREATING A NEW MERGE DOCUMENT OR ADDING NEW HEADER FIELDS TO AN EXISTING MERGE DOCUMENT (Word 2003)

6. Select the appropriate data source and click "Open".



If the following window appears when opening a data source, the AutoText entry did not contain the correct string of header text. As shown in the window below, "proposedpay,premiumpay,country" should appear at the end of the string of text; however it is missing.



Go back to your data source document and make sure the headers shown on the document appear as shown below.

Lname,fname,ssn,ph1,ph2,addr1,addr2,city,state,zip,xzip,regtype,fg,lagy,lorg,indicator,agyaction,agyacttext,bbind,apptdate,email,salary,order,certnum,class,proposedpay,premiumpay,country

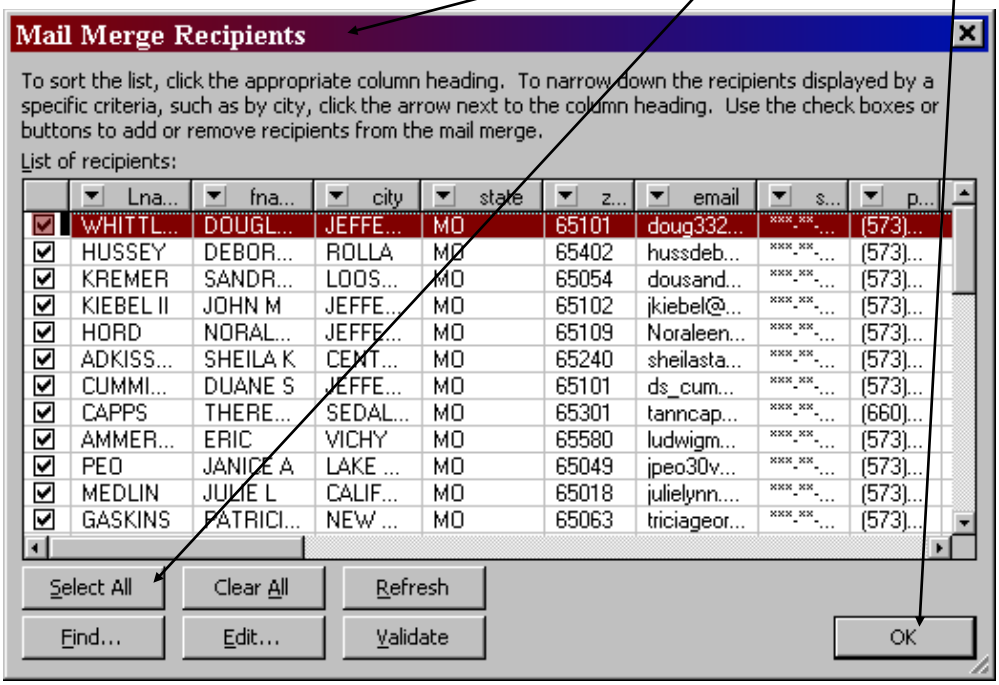
If it doesn't appear as shown here, you will need to recreate your AutoText entry with the appropriate string of text and reapply it to your data source document. See pages 56-57 for information on how to delete the old AutoText and create a new one.

Printing and Mail Merging (cont'd.)

CREATING A NEW MERGE DOCUMENT OR ADDING NEW HEADER FIELDS TO AN EXISTING MERGE DOCUMENT (Word 2003)

If you have used the correct AutoText entry, the window "Mail Merge Recipients" should appear.

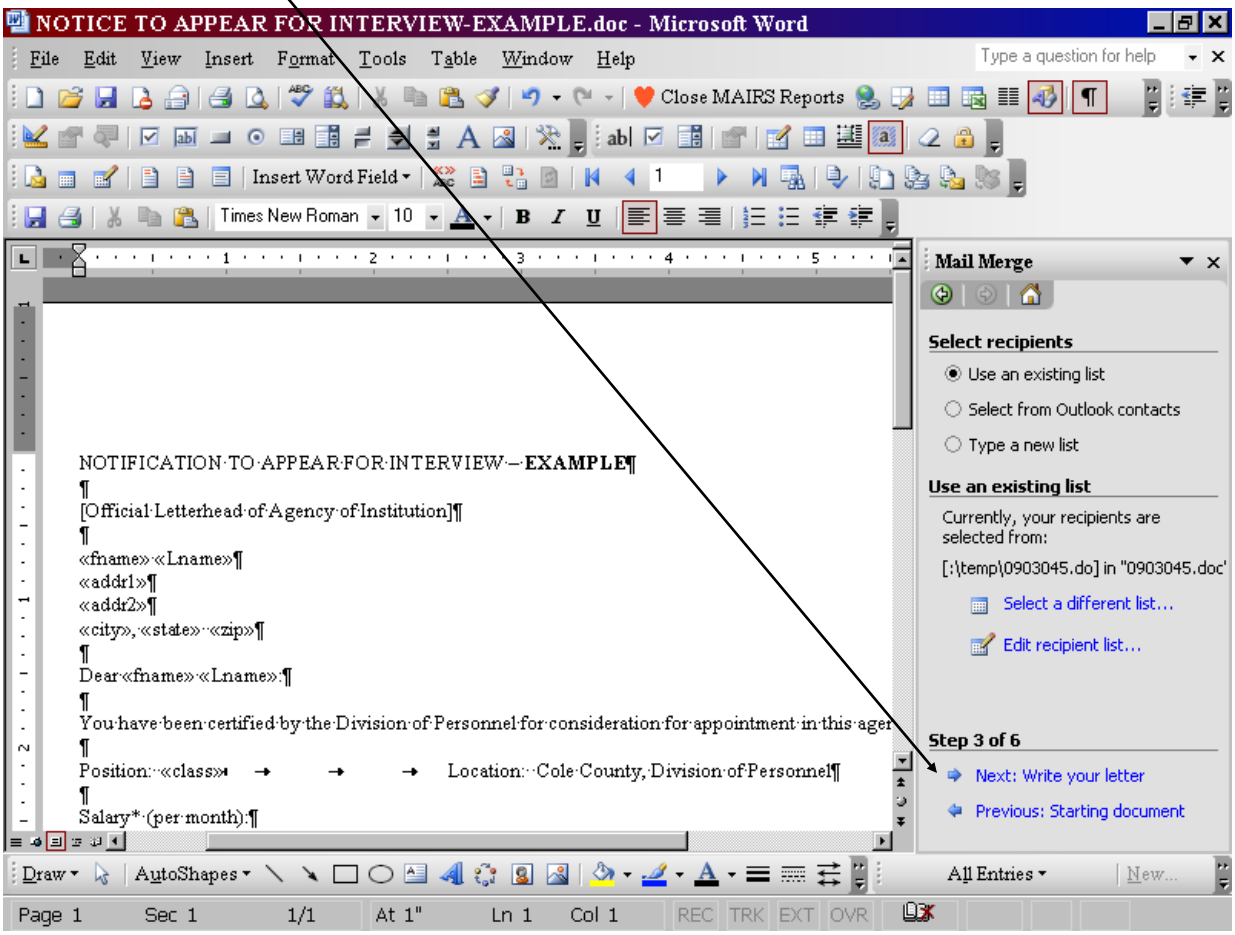
7. On the "Mail Merge Recipients" window click "Select All" and then "OK".



Printing and Mail Merging (cont'd.)

CREATING A NEW MERGE DOCUMENT OR ADDING NEW HEADER FIELDS TO AN EXISTING MERGE DOCUMENT (Word 2003)

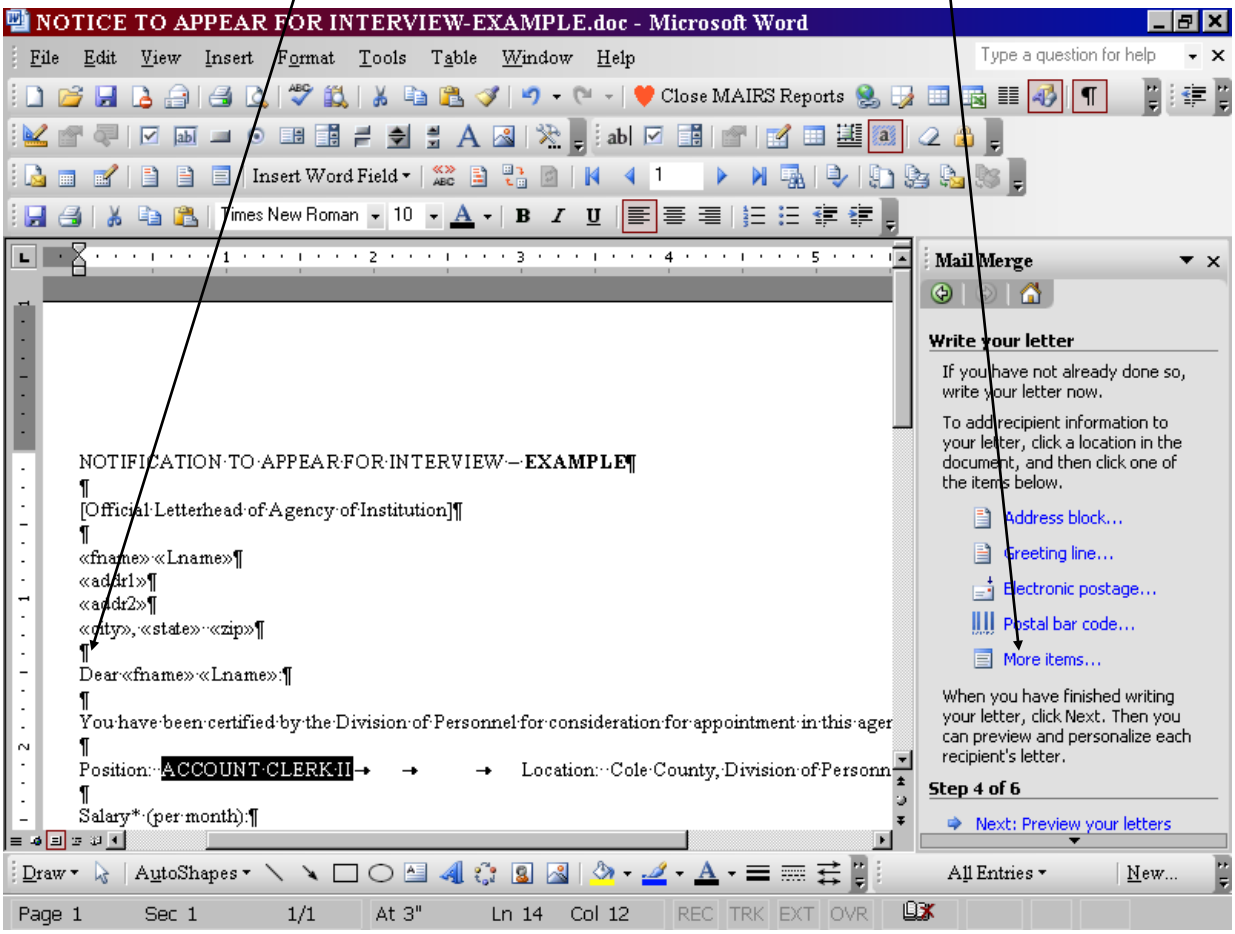
8. Click "Next: Write your letter".



Printing and Mail Merging (cont'd.)

CREATING A NEW MERGE DOCUMENT OR ADDING NEW HEADER FIELDS TO AN EXISTING MERGE DOCUMENT (Word 2003)

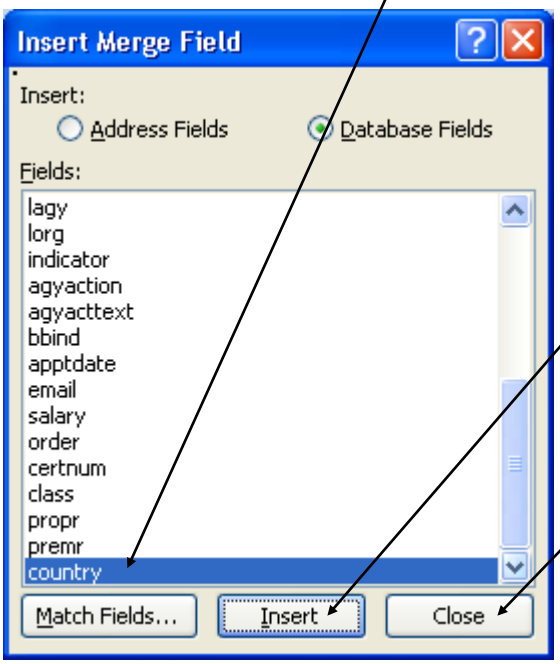
9. To add any of the new header fields (proposedpay,premiumpay,country) to your existing merge document, place your cursor at the point in your document where you want to add the new field (i.e., add the "country" field to the address block by putting your cursor on the line below "city, state, zip"). **It is highly recommended that you incorporate the country field into your merge letters to ensure proper addressing for applicants who reside out of the country (remember – United States will not display, only foreign countries will appear in this field.** Click "More items…" to display the list of merge fields (see next page).



Printing and Mail Merging (cont'd.)

CREATING A NEW MERGE DOCUMENT OR ADDING NEW HEADER FIELDS TO AN EXISTING MERGE DOCUMENT (Word 2003)

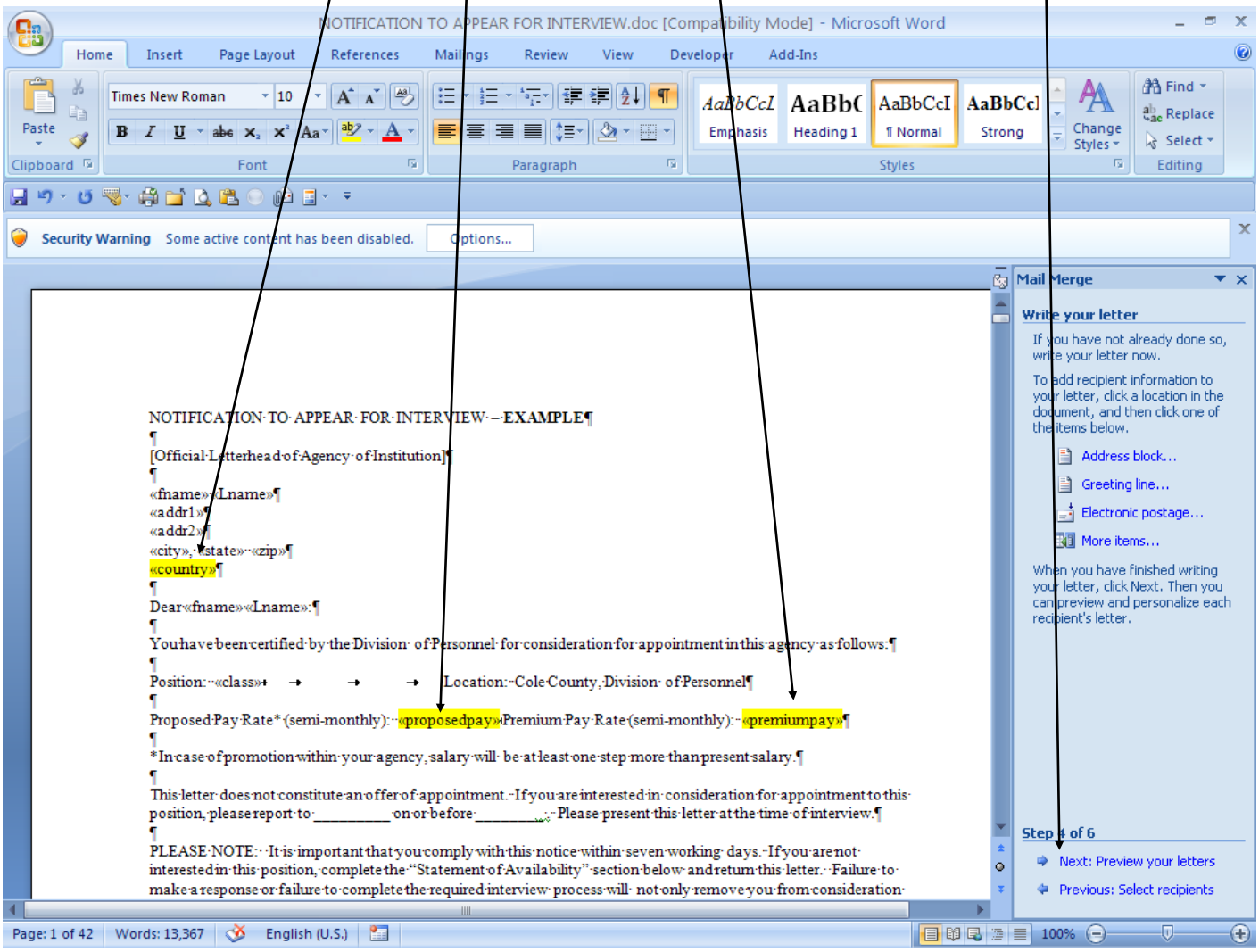
10. Select the appropriate merge field from the list provided. Click "Insert" and then "Close". Repeat this process for each field you wish to add to your letter.



Printing and Mail Merging (cont'd.)

CREATING A NEW MERGE DOCUMENT OR ADDING NEW HEADER FIELDS TO AN EXISTING MERGE DOCUMENT (Word 2003)

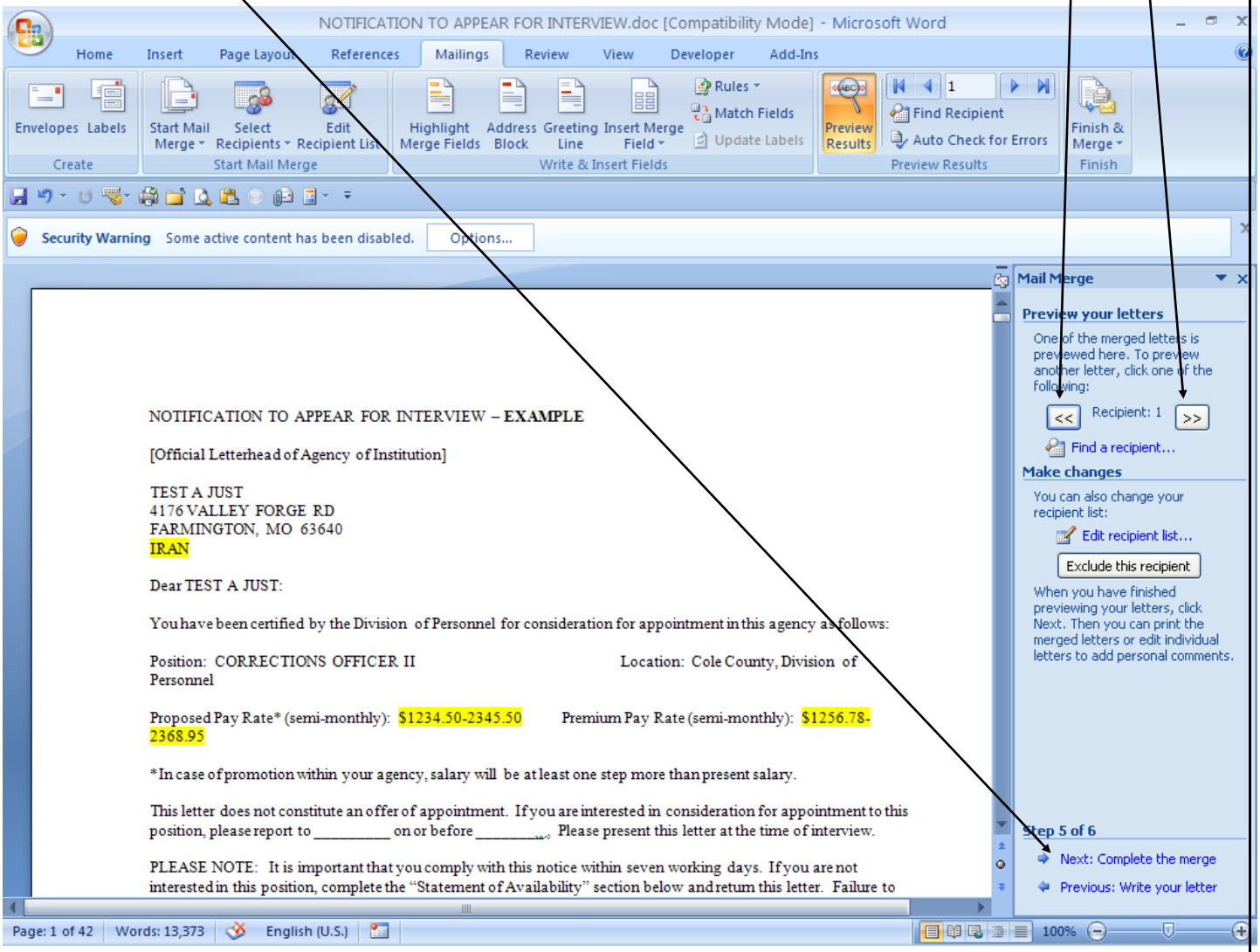
11. Once you have inserted the desired merge fields within your letter, click "Next: Preview your letters". In the example below "country", "proposedpay" and "premiumpay" were added to the existing merge document.



Printing and Mail Merging (cont'd.)

CREATING A NEW MERGE DOCUMENT OR ADDING NEW HEADER FIELDS TO AN EXISTING MERGE DOCUMENT (Word 2003)

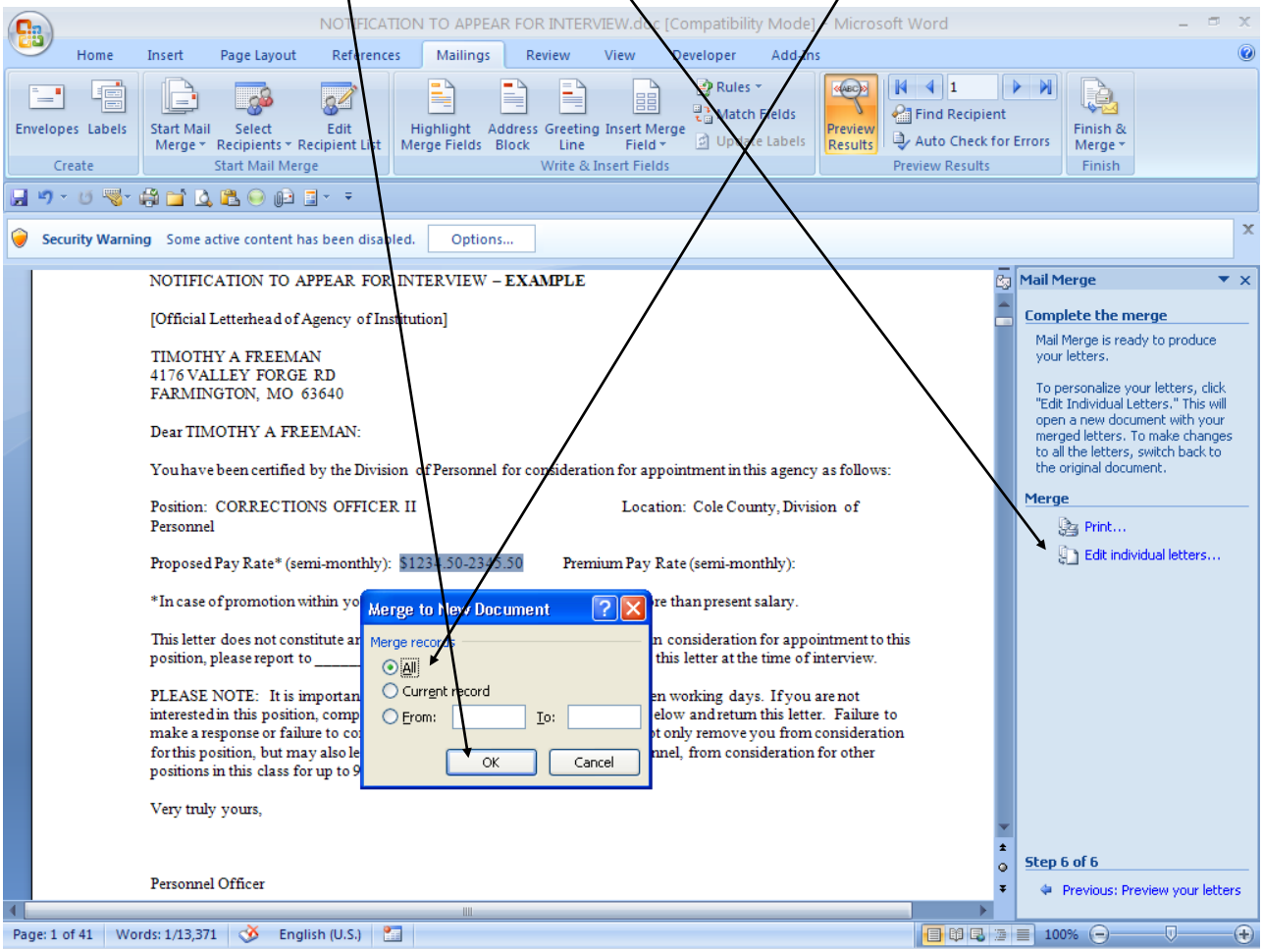
12. One of the merged letters is previewed here. You can preview each letter by clicking the << or >>, depending on which record you want to preview. Once you are sure the letter is to your specifications, click "Next: Complete the merge".



Printing and Mail Merging (cont'd.)

CREATING A NEW MERGE DOCUMENT OR ADDING NEW HEADER FIELDS TO AN EXISTING MERGE DOCUMENT (Word 2003)

13. To complete the merge, click "Edit individual letters…" and then "All" in the "Merge to New Document" window. Then click "OK". This will allow the user to edit each individual letter, if necessary, before printing.

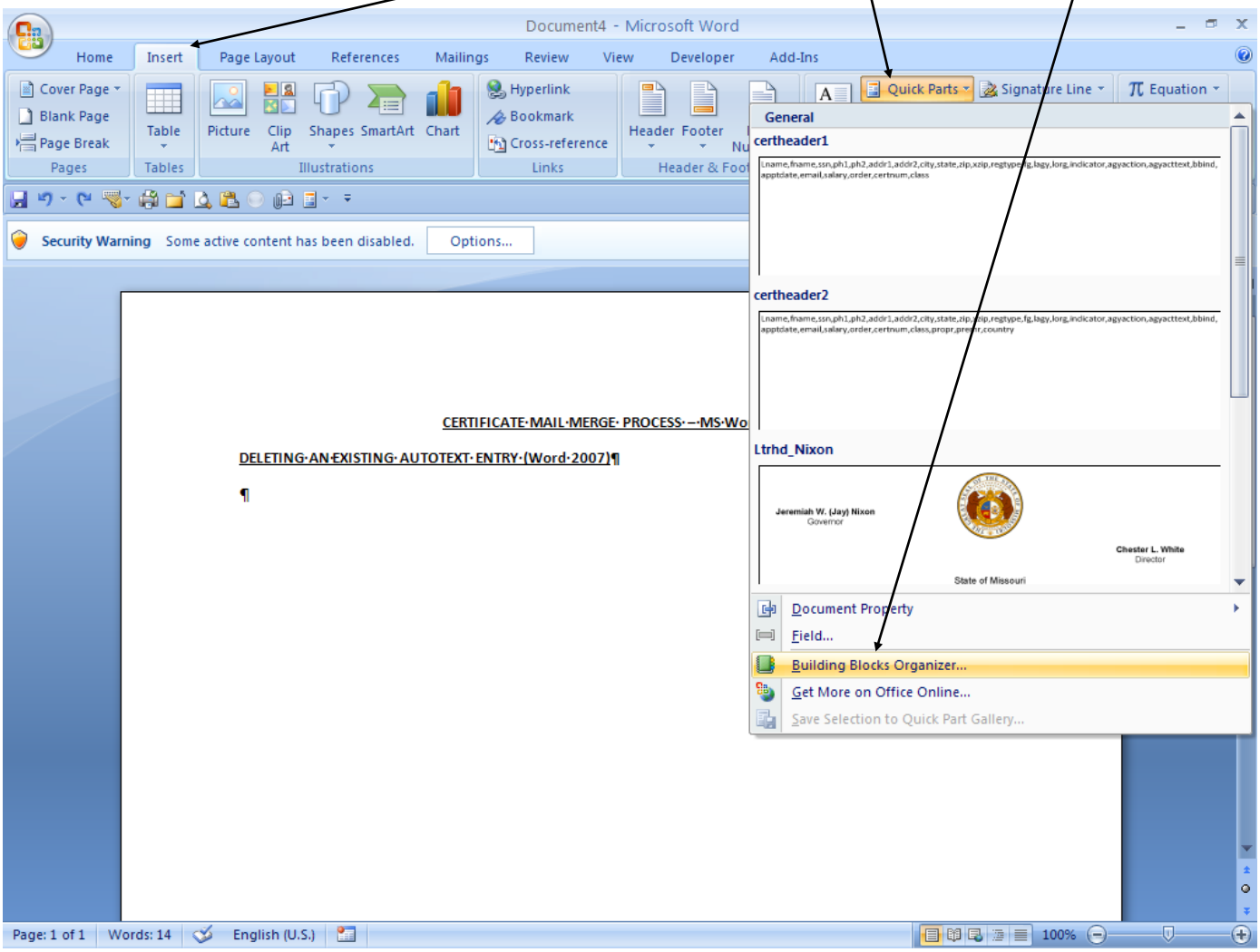


Edit any individual letters you desire and then print for mailing purposes.

Printing and Mail Merging (cont'd.)

DELETING AN EXISTING BUILDING BLOCK (QUICK PART/AUTOTEXT) ENTRY (Word 2007)

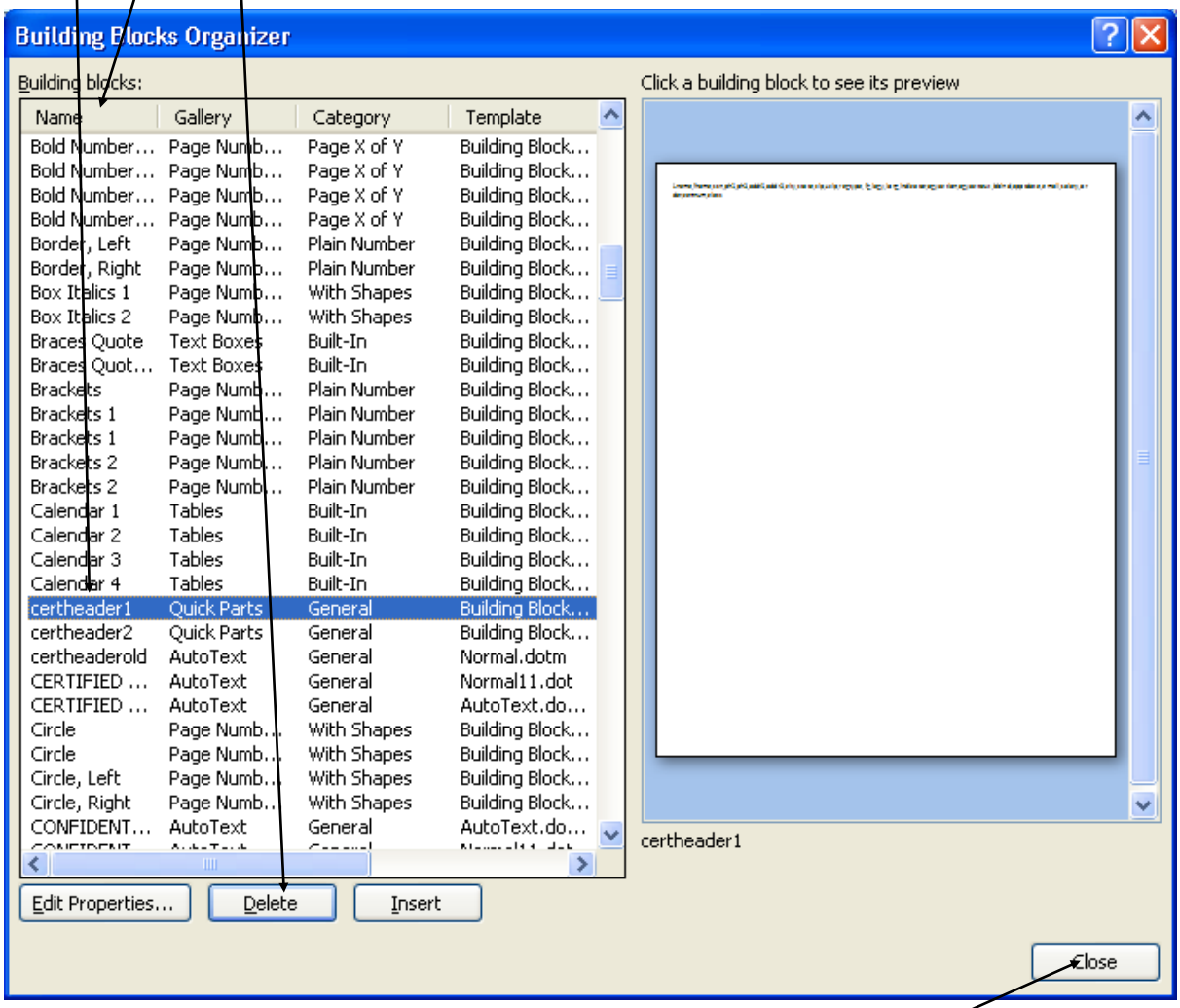
1. Open a blank word document. Click on the "Insert" tab, then "Quick Parts", then "Building Blocks Organizer…".



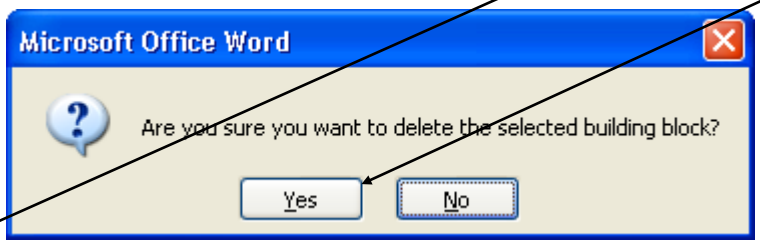
Printing and Mail Merging (cont'd.)

DELETING AN EXISTING BUILDING BLOCK (QUICK PART/AUTOTEXT) ENTRY (Word 2007) (cont'd.)

2. Click on the "Name" column label to alphabetize the list in ascending order. Scroll down and click on the building block (quick part/autotext) to be deleted. In the example below "certheader1" will be deleted. Click on "delete".



3. If you are sure this is the building block (quick part/autotext) you want to delete, click "Yes". If not, click "No" and select the appropriate building block.



4. Click "Close" to exit the "Building Blocks Organizer" window. You are now ready to create a new building block.

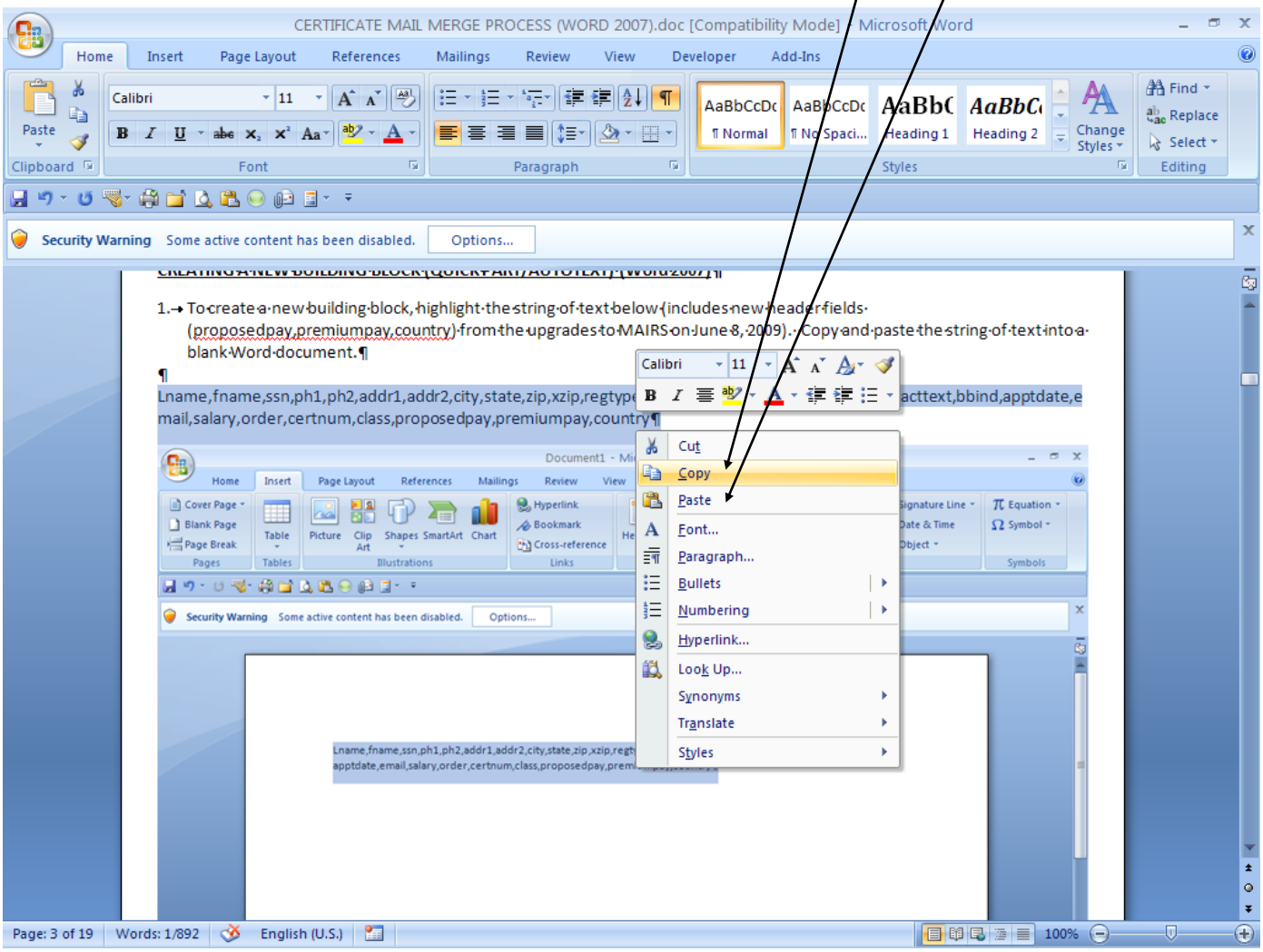
Printing and Mail Merging (cont'd.)

CREATING A NEW BUILDING BLOCK (QUICK PART/AUTOTEXT) (Word 2007)

1. To create a new building block, highlight the whole string of text below. Copy and paste the string of text into a blank Word document. **Do not** copy the "return" at the end of the text.

CERTHEADER STRING OF TEXT

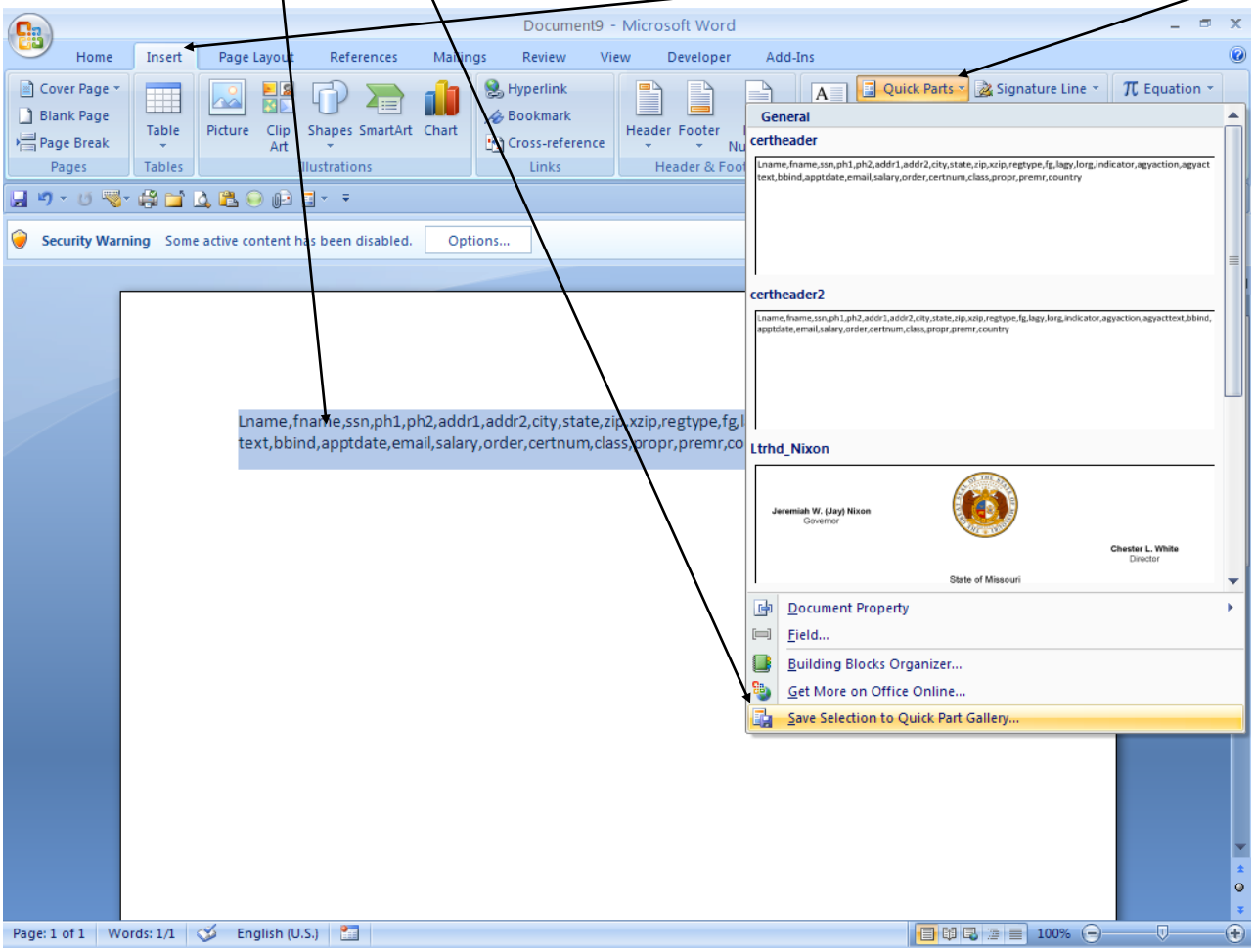
Lname,fname,ssn,ph1,ph2,addr1,addr2,city,state,zip,xzip,regtype,fg,lagy,lorg,indicator,agyaction,agyacttext,bbind,apptdate,email,salary,order,certnum,class,proposedpay,premiumpay,country



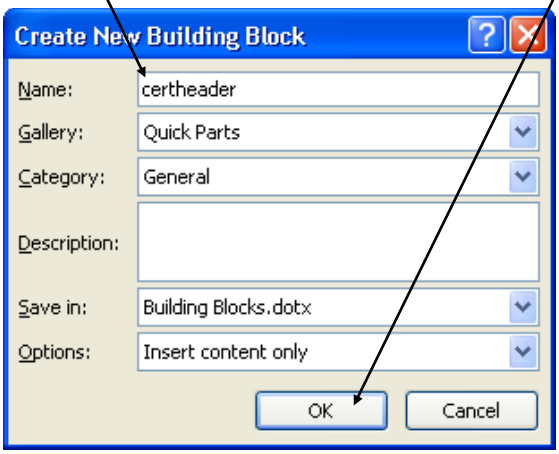
Printing and Mail Merging (cont'd.)

CREATING A NEW BUILDING BLOCK (QUICK PART/AUTOTEXT) (Word 2007) (cont'd.)

2. Once you have pasted the string of text in the blank Word document, highlight it, click on the "Insert" tab, "Quick Parts", and then "Save Selection to Quick Part Gallery…".



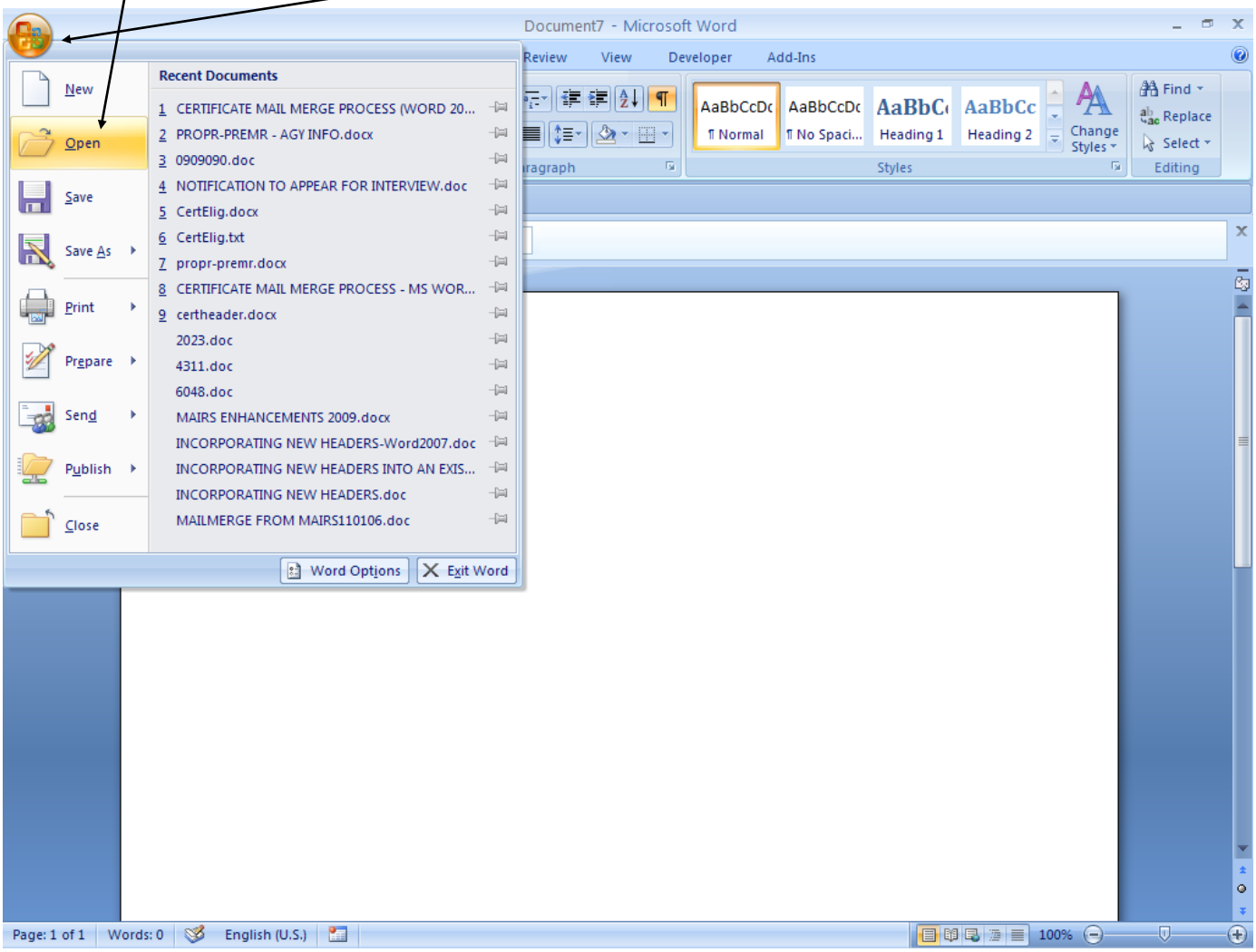
3. "Name" the new building block and click "OK". The building block has now been saved to the quick part gallery.



Printing and Mail Merging (cont'd.)

CREATING A DATA SOURCE FILE (Word 2007)

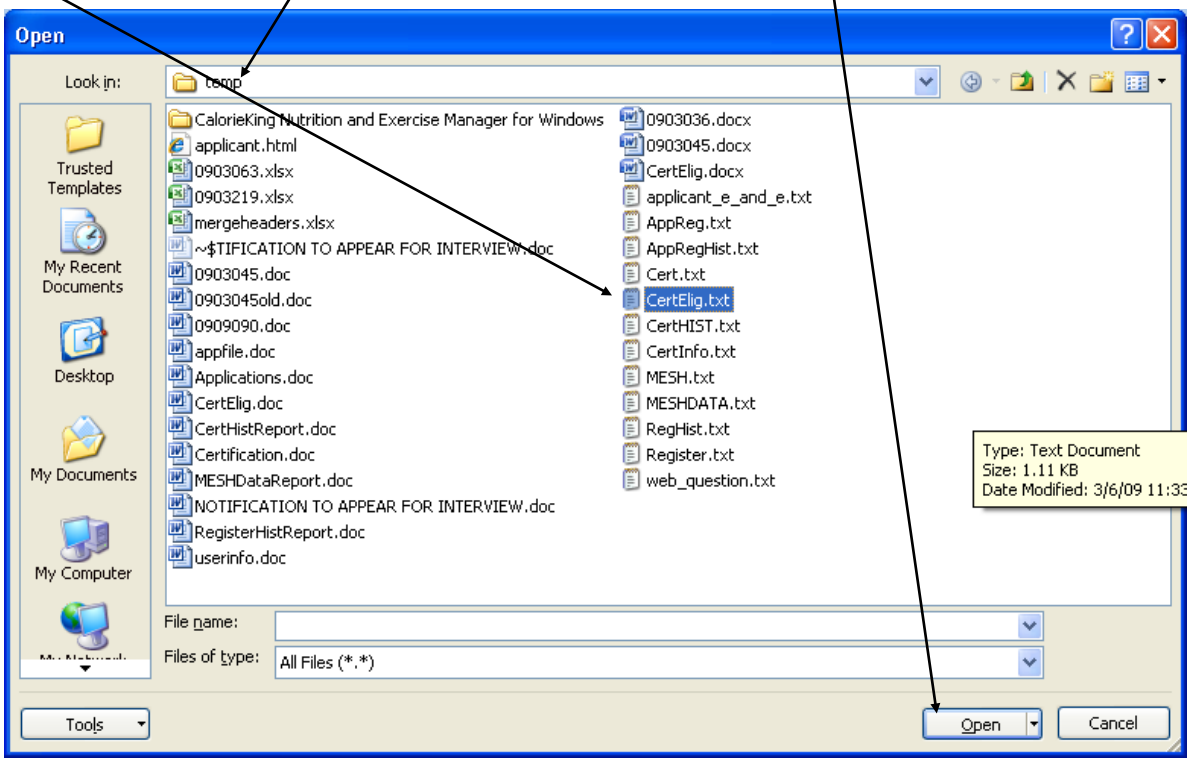
1. Open a blank word document. Click on the Office icon located in the upper left corner and then click on "Open"



Printing and Mail Merging (cont'd.)

CREATING A DATA SOURCE FILE (Word 2007) (cont'd.)

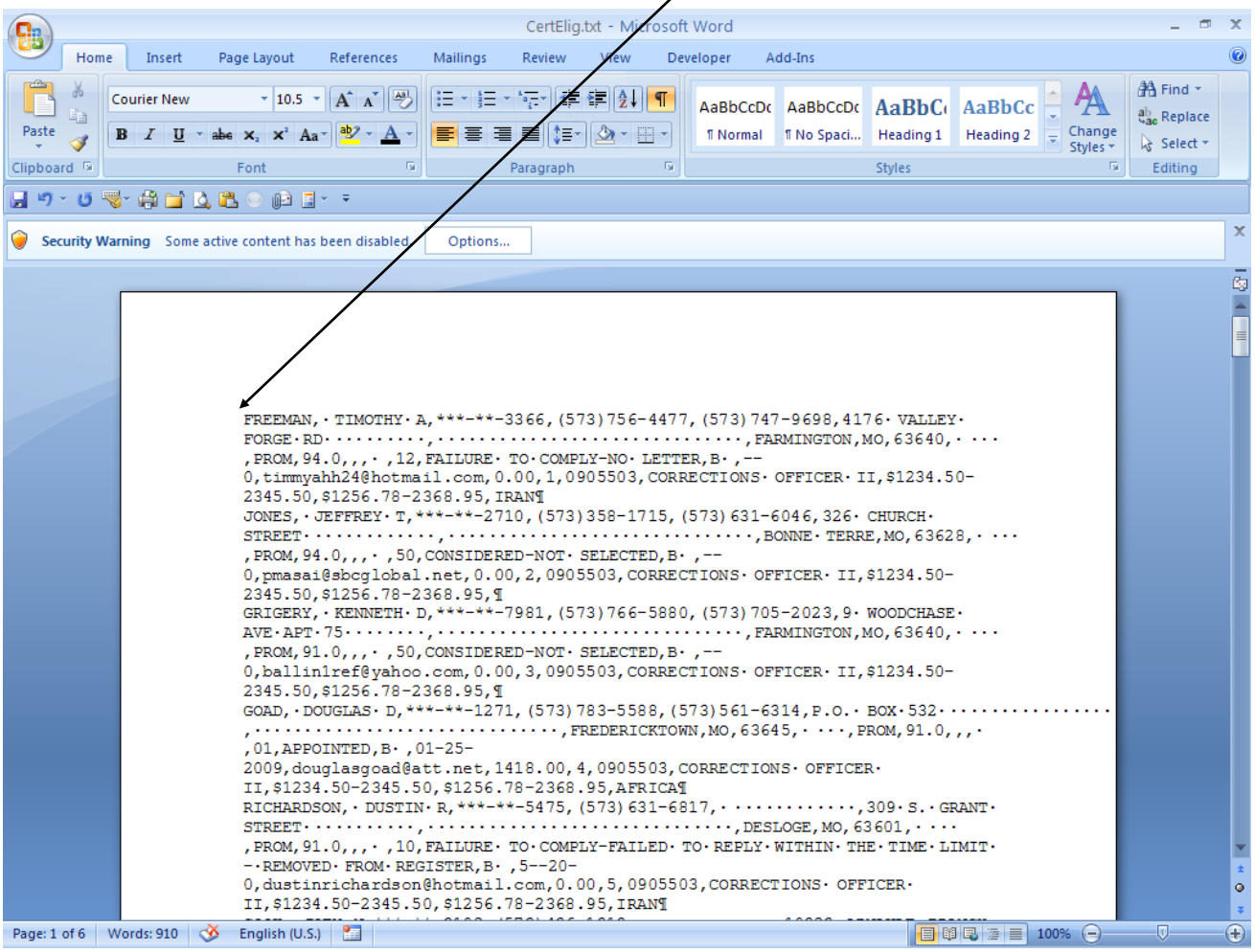
2. Select the appropriate folder that the "Certelig.txt" document is stored in (i.e. C:\temp or K:\temp). Select "Certelig.txt" from the selected folder and then click "Open".



Printing and Mail Merging (cont'd.)

CREATING A DATA SOURCE FILE (Word 2007) (cont'd.)

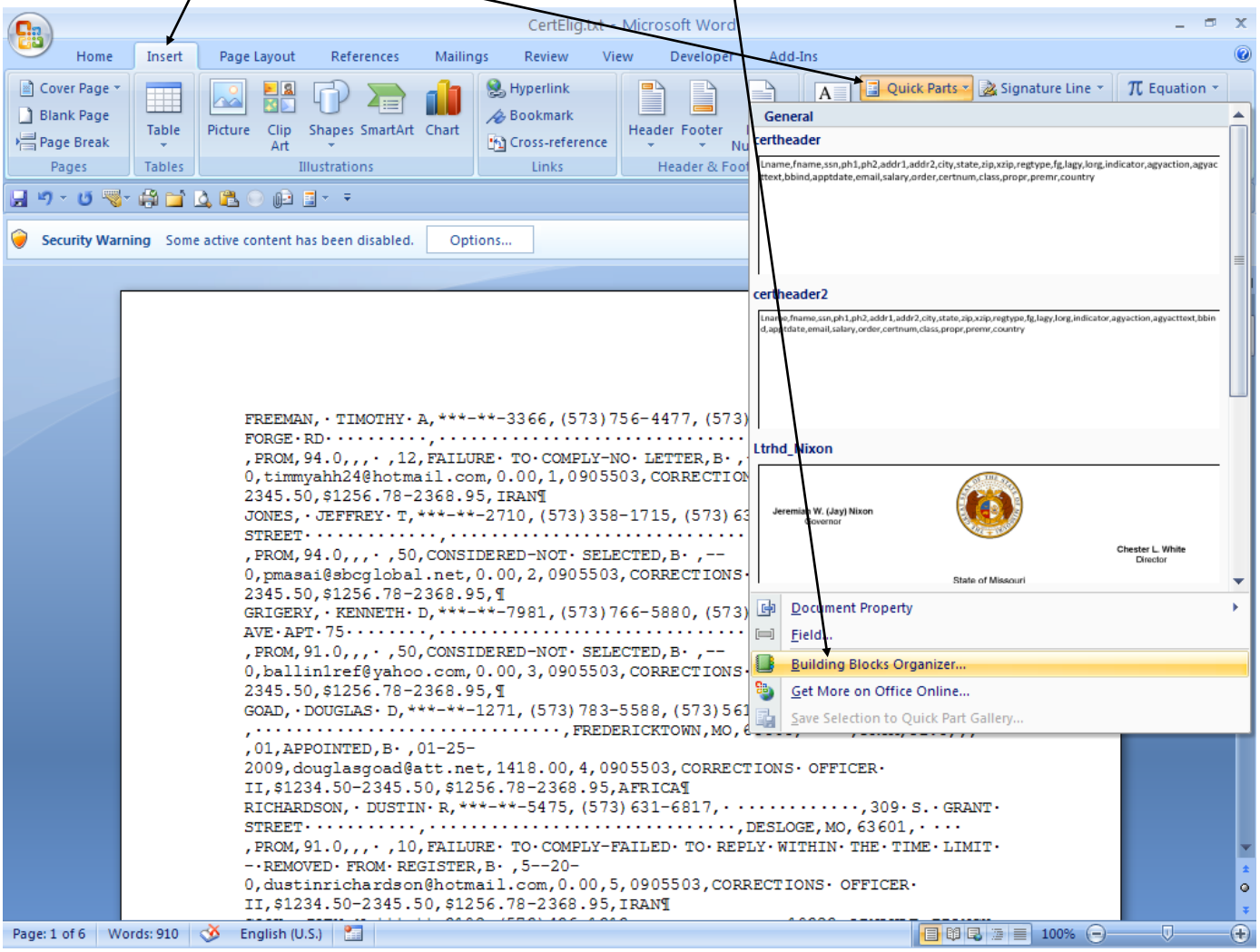
3. Once the certelig.txt document is open in Word, place your cursor directly in front of the first record shown.



Printing and Mail Merging (cont'd.)

CREATING A DATA SOURCE FILE (Word 2007) (cont'd.)

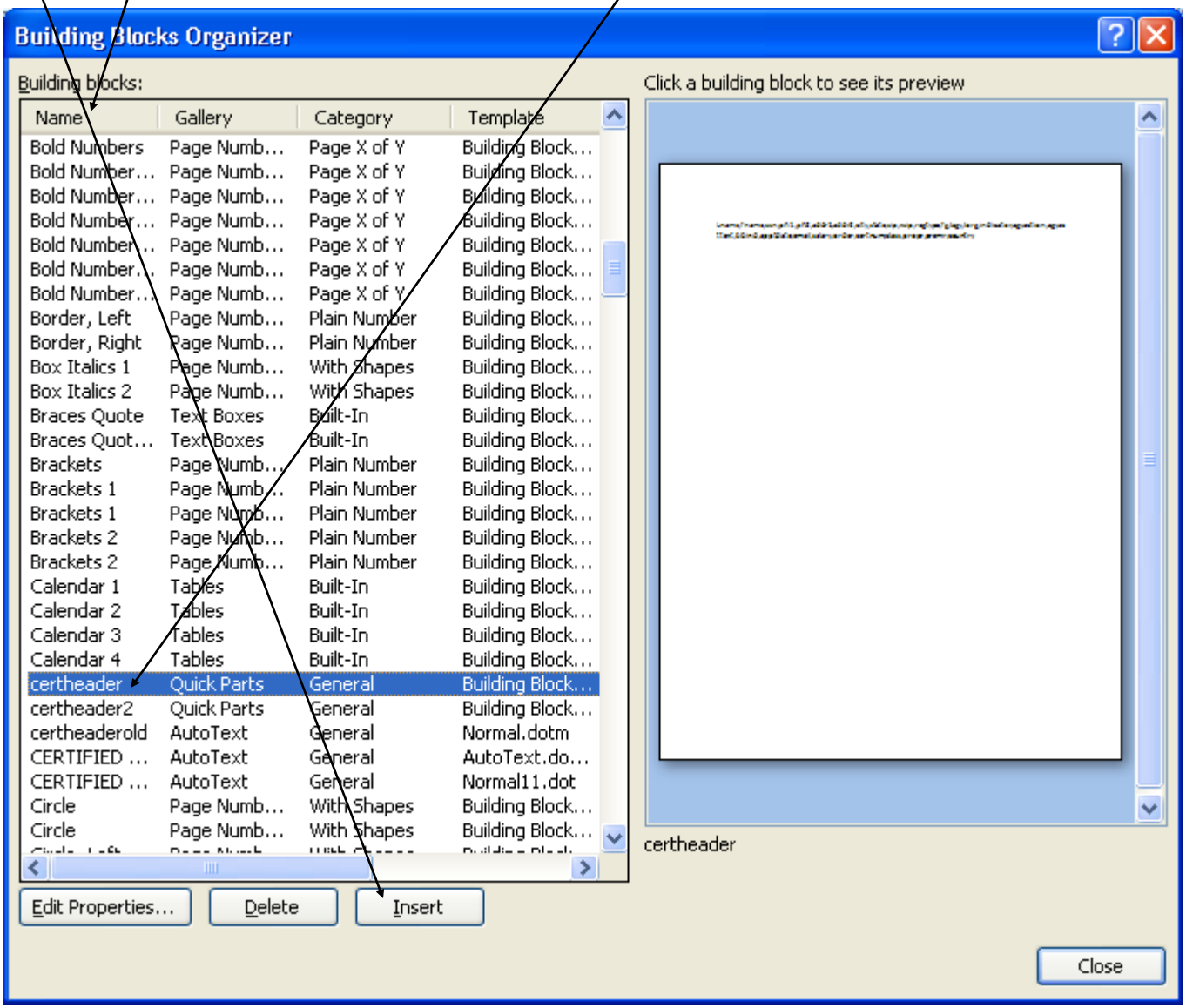
4. Click the "Insert" tab, then "Quick Parts" and then "Building Blocks Organizer…".



Printing and Mail Merging (cont'd.)

CREATING A DATA SOURCE FILE (Word 2007) (cont'd.)

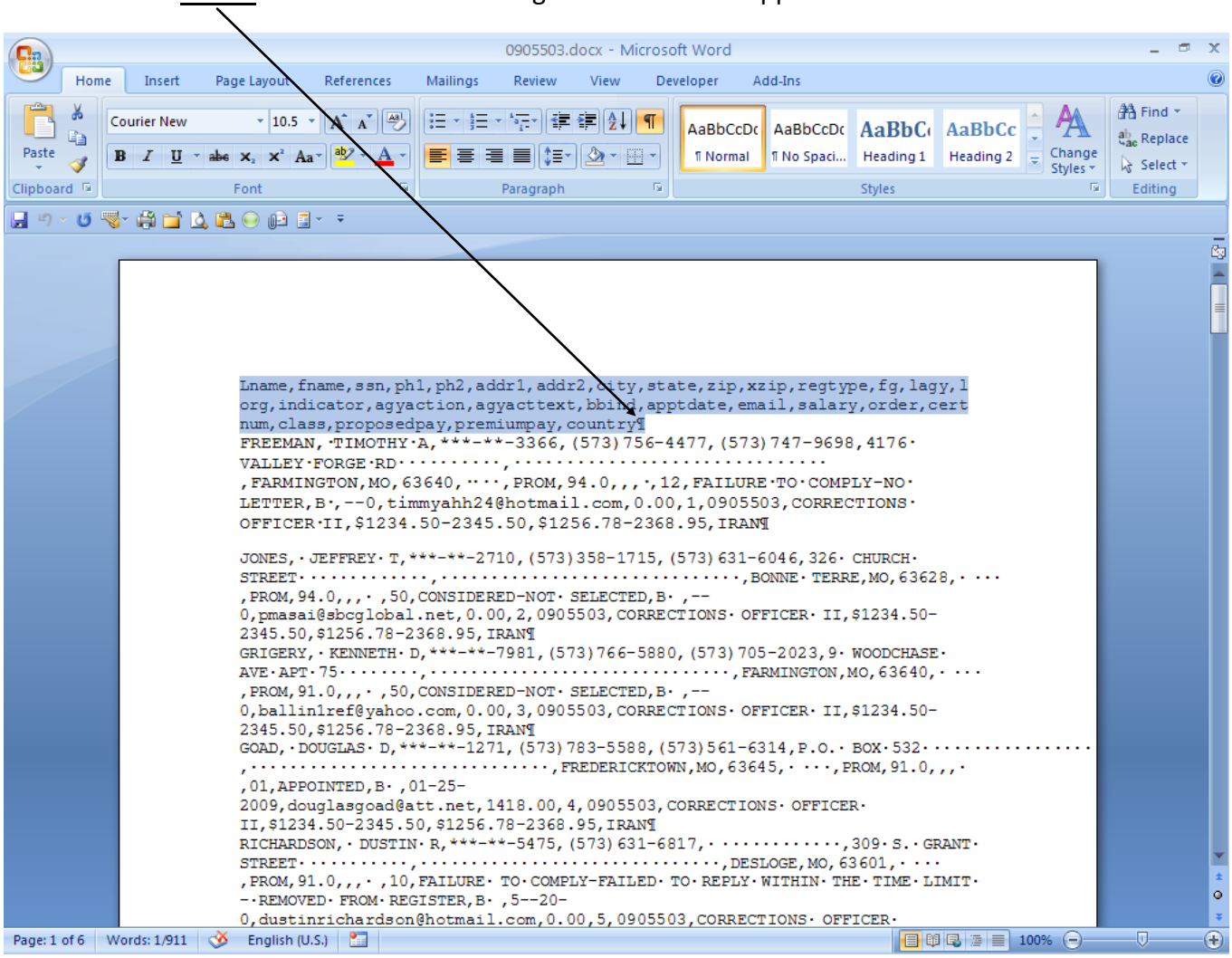
4. Click on the "Name" column label to alphabetize the list in ascending order so it is easier to locate the appropriate building block. Scroll down and click on the building block (quick part/autotext) to be inserted into the Certelig.txt document. In the example below "certheader" will be inserted. Click on "Insert".



Printing and Mail Merging (cont'd.)

CREATING A DATA SOURCE FILE (Word 2007) (cont'd.)

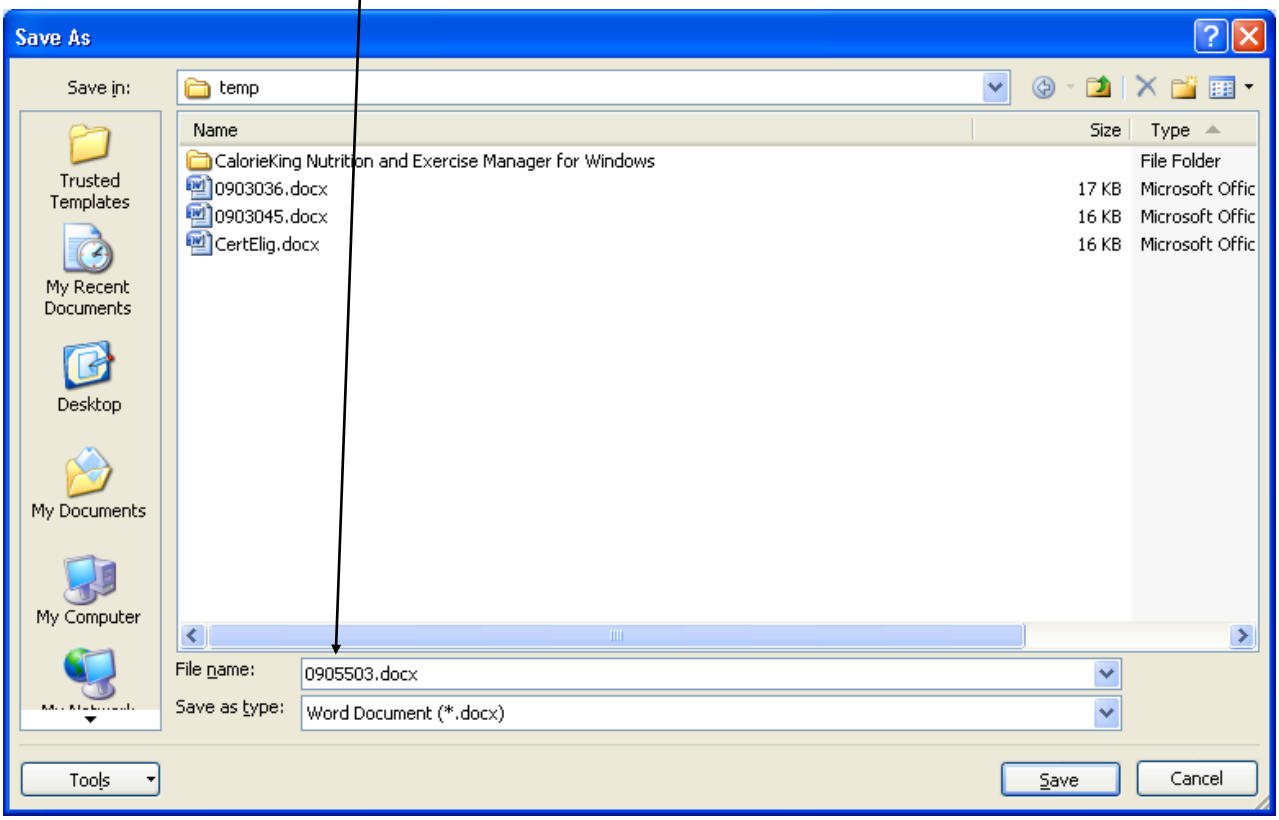
5. Once you click the "Insert" button, the building block is inserted into your document. You may need to insert a "return" at the end of the string of text so that it appears as shown below.



Printing and Mail Merging (cont'd.)

CREATING A DATA SOURCE FILE (Word 2007) (cont'd.)

6. Save the document using a file name that will be easy for you to locate (i.e. certificate number.docx – 0905503.docx). Your data source has now been created.



Printing and Mail Merging (cont'd.)

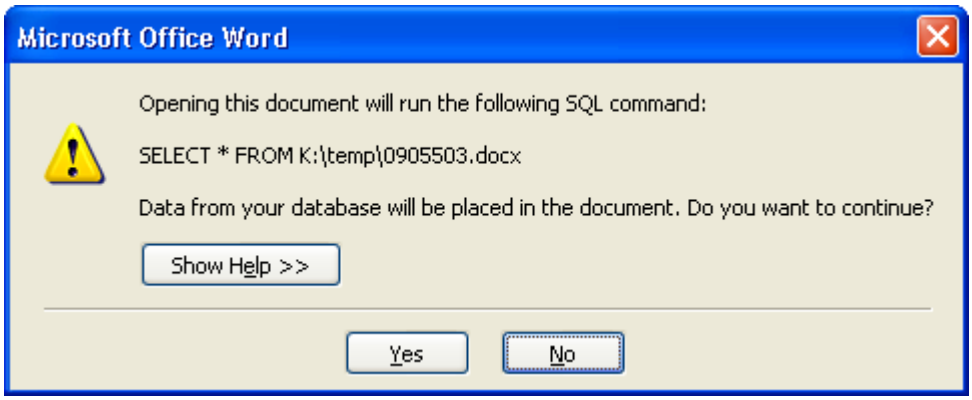
CREATING A NEW MERGE DOCUMENT OR ADDING NEW HEADER FIELDS TO AN EXISTING MERGE DOCUMENT (Word 2007)

1. To create a new merge document, simply type the availability letter using your preferred wording. (For your convenience, several sample letters can be found on pages 112-114.

   OR

2. Open your existing merge document (availability letter with merge fields already in place).

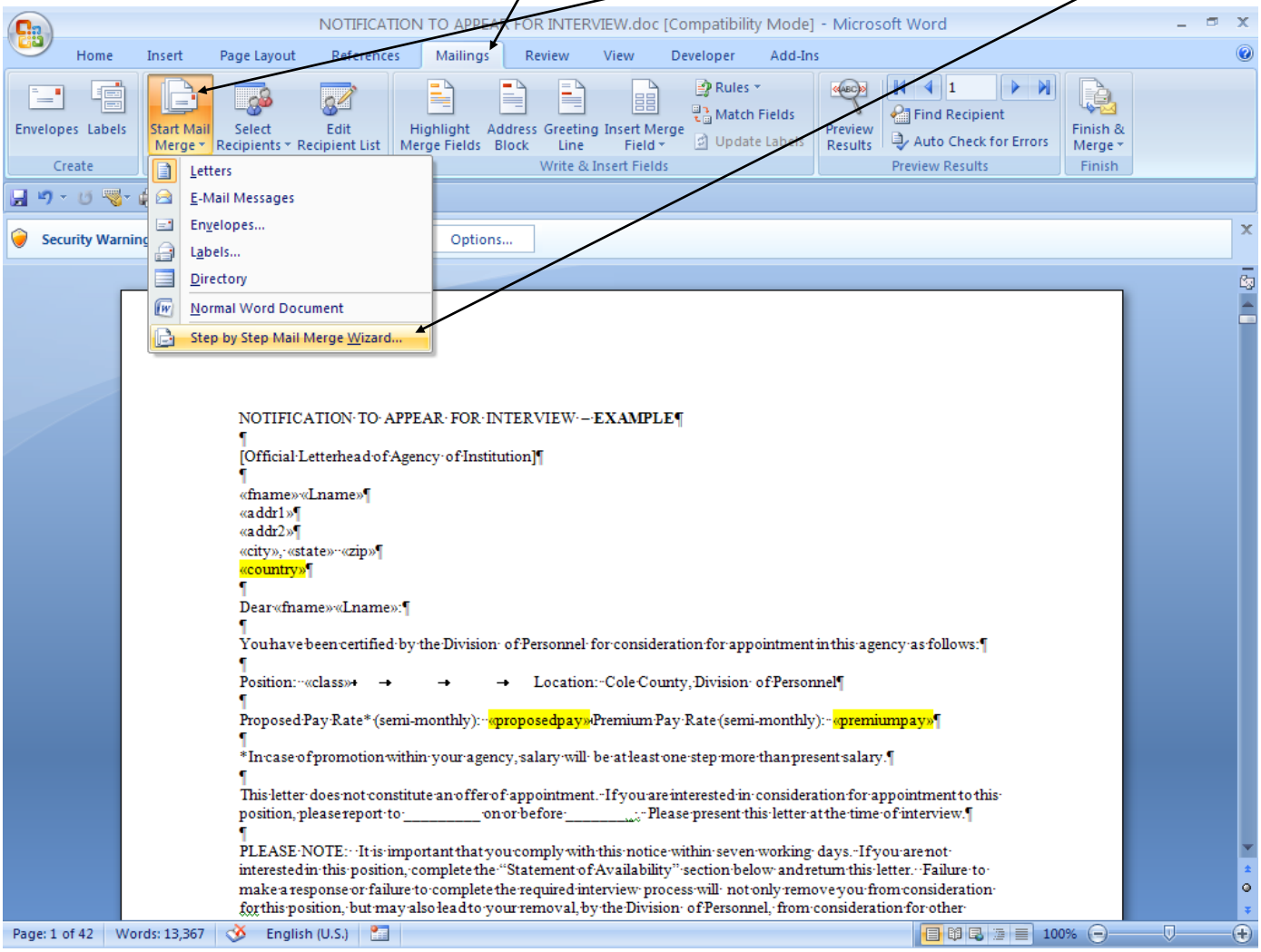
   When opening an **existing** merge document, the following message will typically appear. Select "No". You will be allowed to choose your data file later in the process.



Printing and Mail Merging (cont'd.)

CREATING A NEW MERGE DOCUMENT OR ADDING NEW HEADER FIELDS TO AN EXISTING MERGE DOCUMENT (Word 2007) (cont'd.)

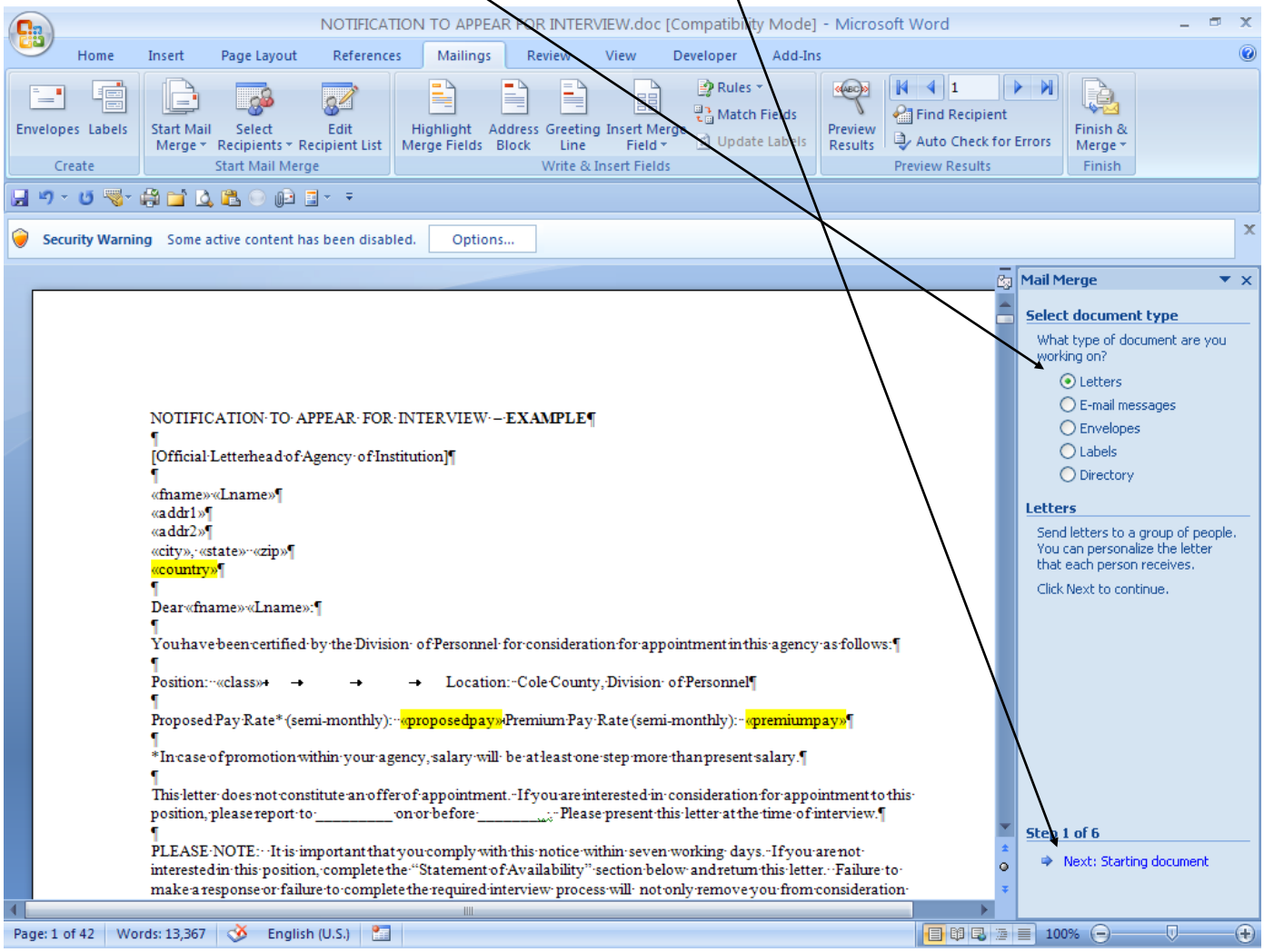
3. Once the document is open, select the "Mailings" tab, click "Start Mail Merge" and then "Step by Step Mail Merge Wizard…"



Printing and Mail Merging (cont'd.)

CREATING A NEW MERGE DOCUMENT OR ADDING NEW HEADER FIELDS TO AN EXISTING MERGE DOCUMENT (Word 2007) (cont'd.)

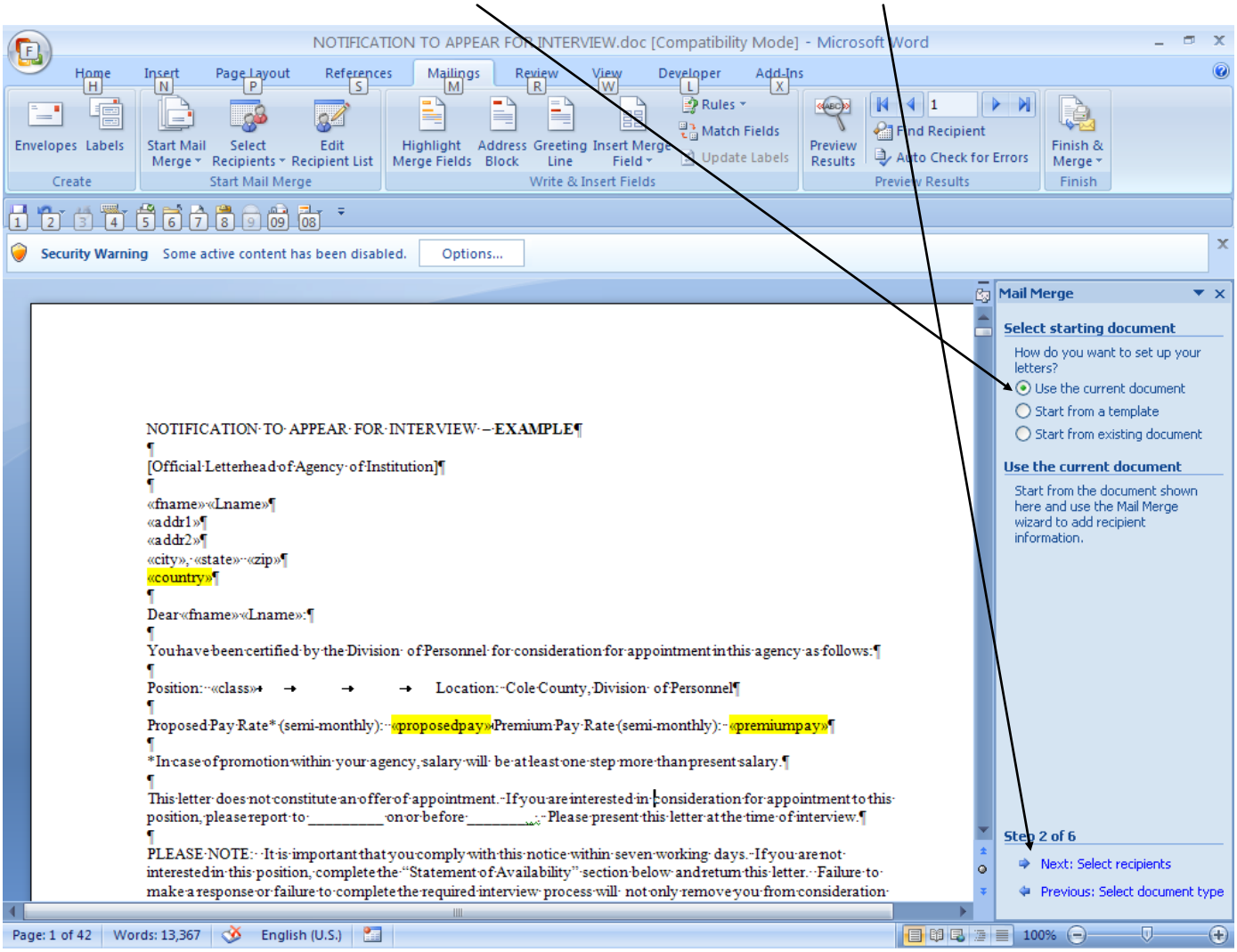
4. The document type defaults to "Letters". Click "Next: Starting document".



Printing and Mail Merging (cont'd.)

CREATING A NEW MERGE DOCUMENT OR ADDING NEW HEADER FIELDS TO AN EXISTING MERGE DOCUMENT (Word 2007) (cont'd.)

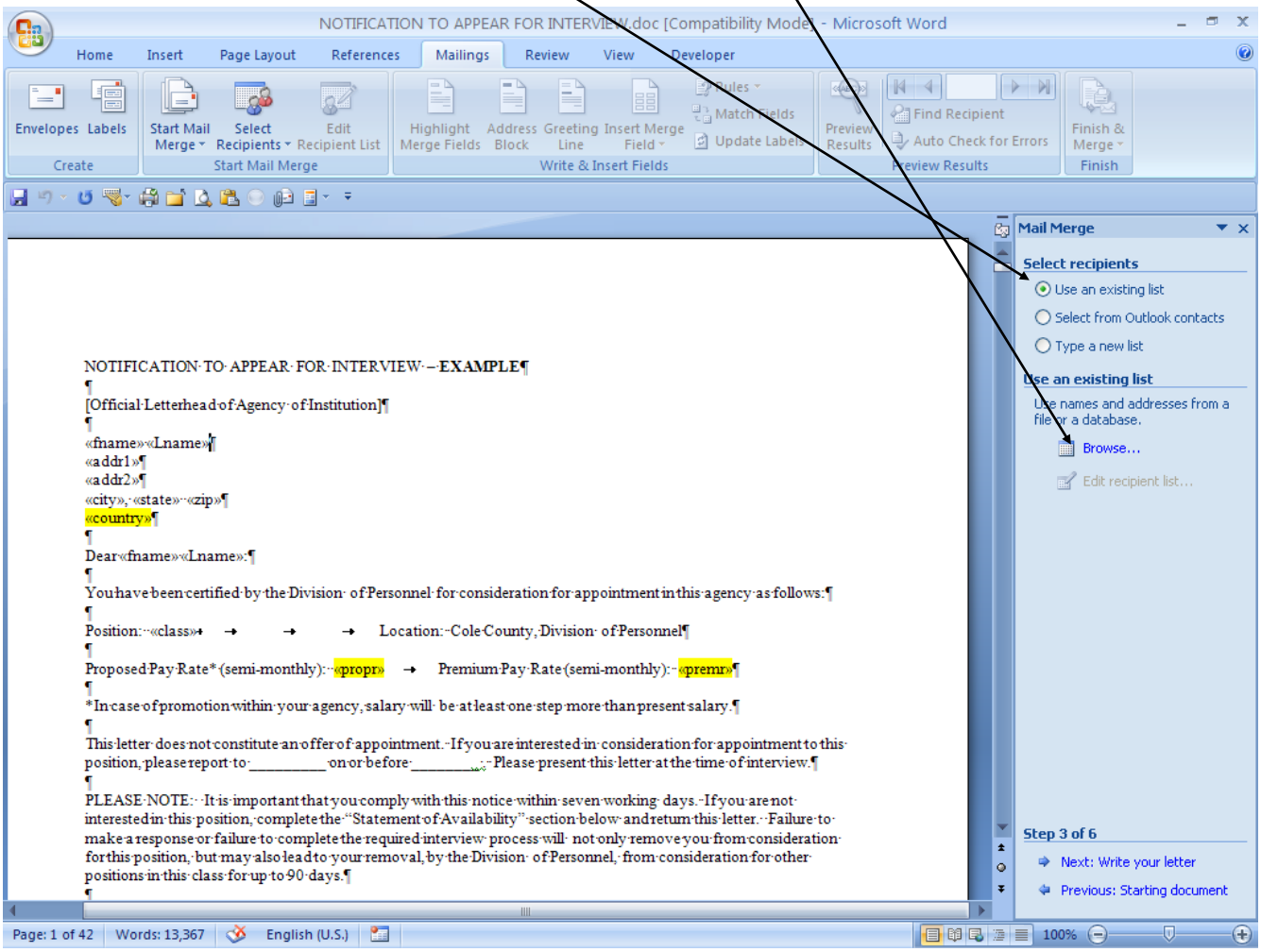
5. The document defaults to "Use the current document". Click "Next: Select recipients".



Printing and Mail Merging (cont'd.)

CREATING A NEW MERGE DOCUMENT OR ADDING NEW HEADER FIELDS TO AN EXISTING MERGE DOCUMENT (Word 2007) (cont'd.)

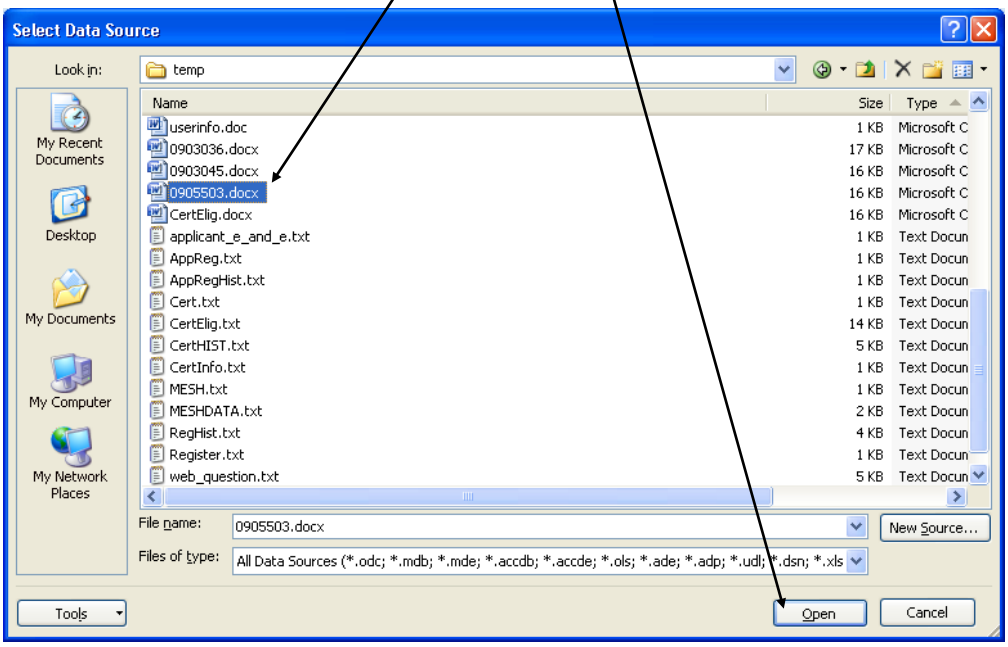
6. The document defaults to "Use an existing list". Click "Browse" to open the appropriate file which contains your data source.



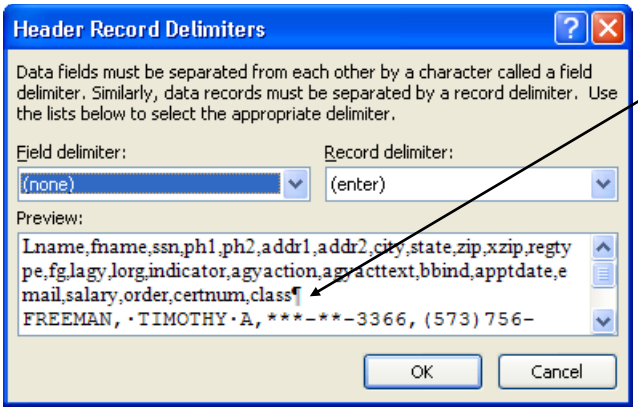
Printing and Mail Merging (cont'd.)

CREATING A NEW MERGE DOCUMENT OR ADDING NEW HEADER FIELDS TO AN EXISTING MERGE DOCUMENT (Word 2007) (cont'd.)

7. Select the appropriate data source and click "Open".



If the following window appears when opening a data source, the building block (quick part/autotext) did not contain the correct string of header text. As shown in the window below, "proposedpay,premiumpay,country" should appear at the end of the string of text; however it is missing.



Go back to your data source document and make sure the headers shown on the document appear as shown below.

Lname,fname,ssn,ph1,ph2,addr1,addr2,city,state,zip,xzip,regtype,fg,lagy,lorg,indicator,agyaction,agyacttext,bbind,apptdate,email,salary,order,certnum,class,proposedpay,premiumpay,country

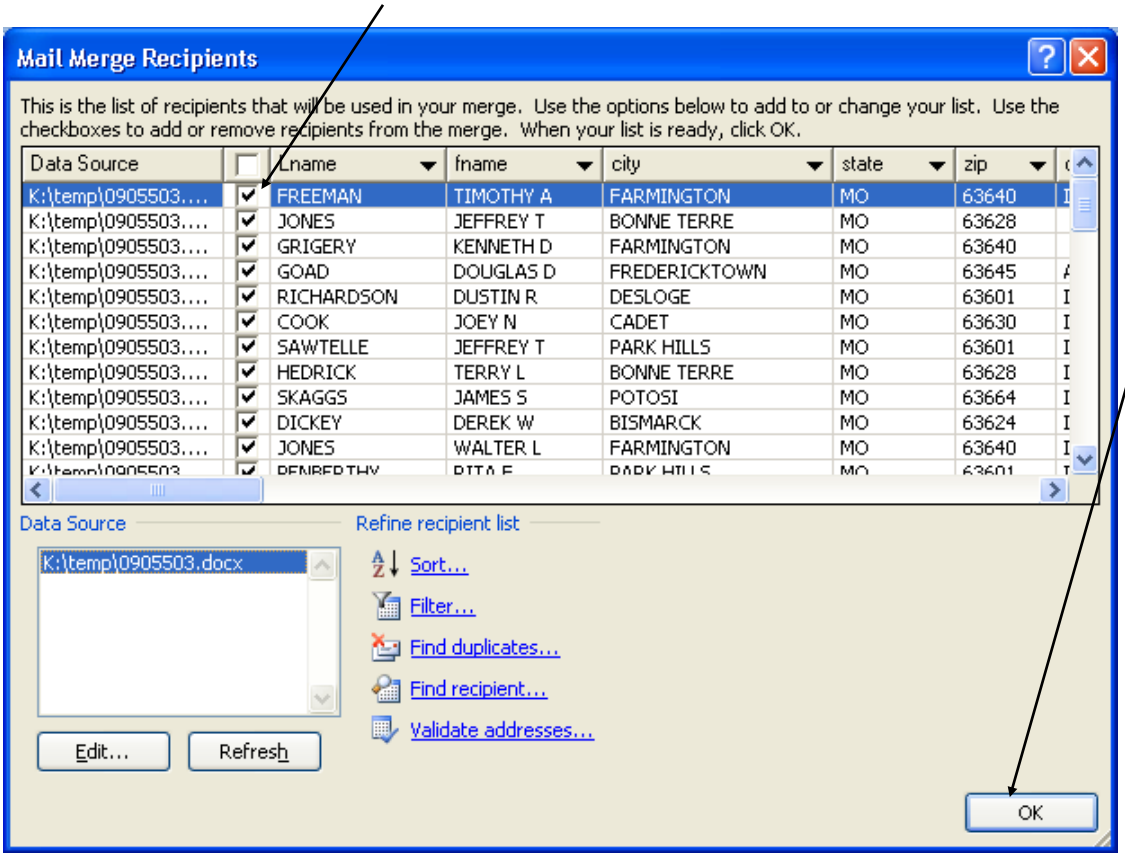
If it doesn't appear as shown here, you will need to recreate your building block (quick part/autotext) with the appropriate string of text and reapply it to your data source document. See pages 73-76 for information on how to delete the old building block and create a new one.

Printing and Mail Merging (cont'd.)

CREATING A NEW MERGE DOCUMENT OR ADDING NEW HEADER FIELDS TO AN EXISTING MERGE DOCUMENT (Word 2007) (cont'd.)

If you have used the correct building block, the window "Mail Merge Recipients" should appear.

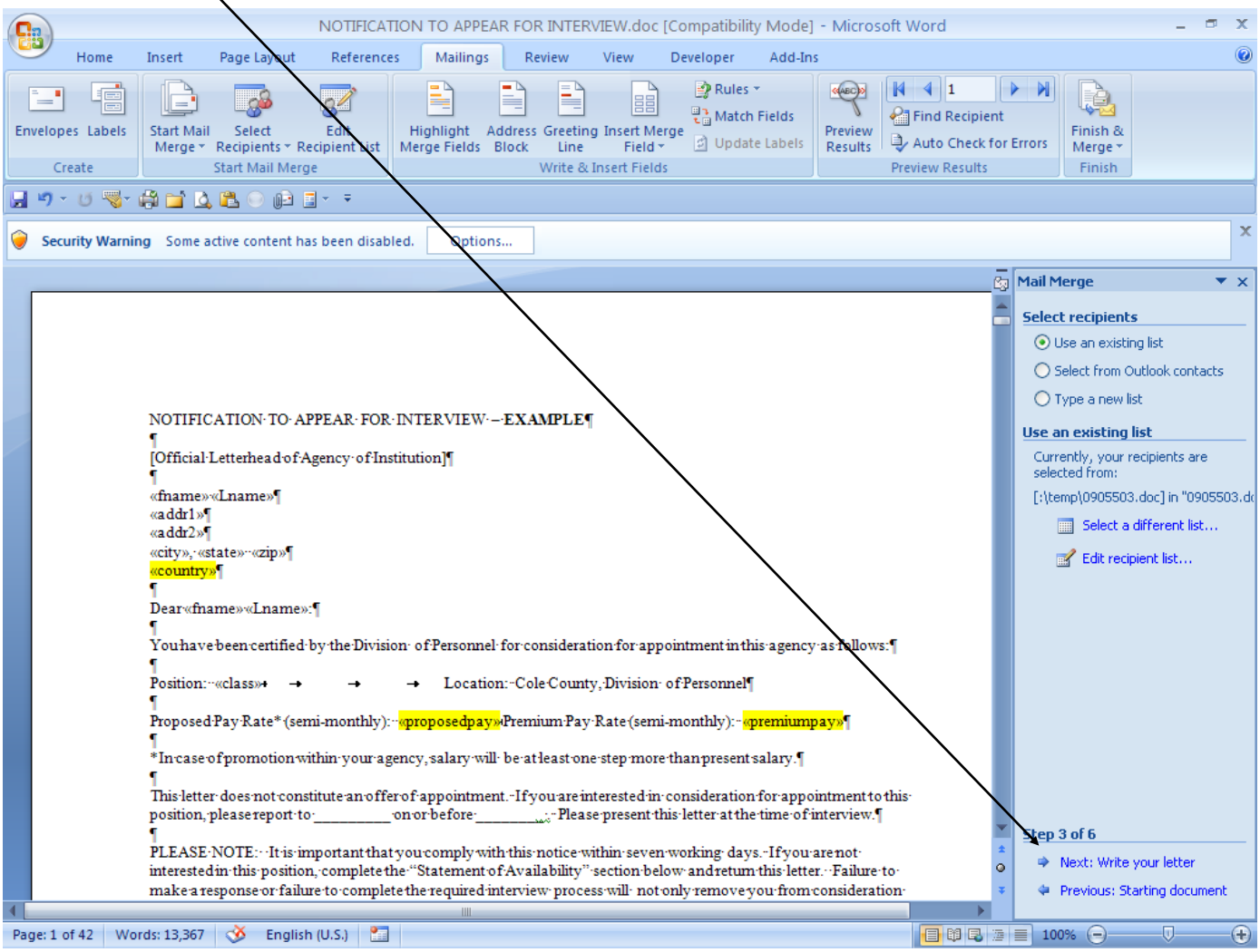
8. On the "Mail Merge Recipients" window you can edit the list if needed or remove recipients from the list by removing the checkmark in the box beside their name. If the list is okay as is, click "OK".



Printing and Mail Merging (cont'd.)

CREATING A NEW MERGE DOCUMENT OR ADDING NEW HEADER FIELDS TO AN EXISTING MERGE DOCUMENT (Word 2007) (cont'd.)

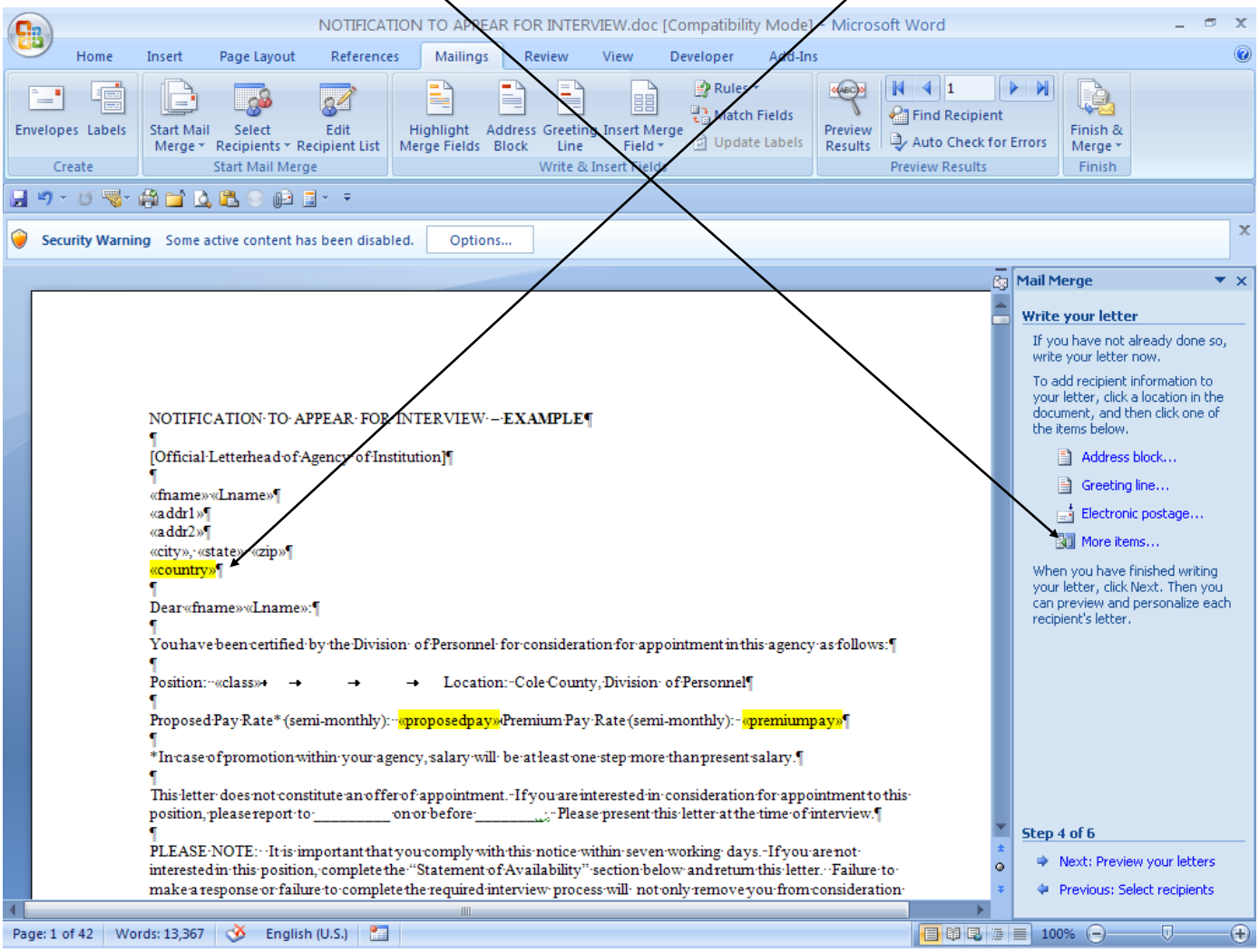
9. Click "Next: Write your letter".



Printing and Mail Merging (cont'd.)

CREATING A NEW MERGE DOCUMENT OR ADDING NEW HEADER FIELDS TO AN EXISTING MERGE DOCUMENT (Word 2007) (cont'd.)

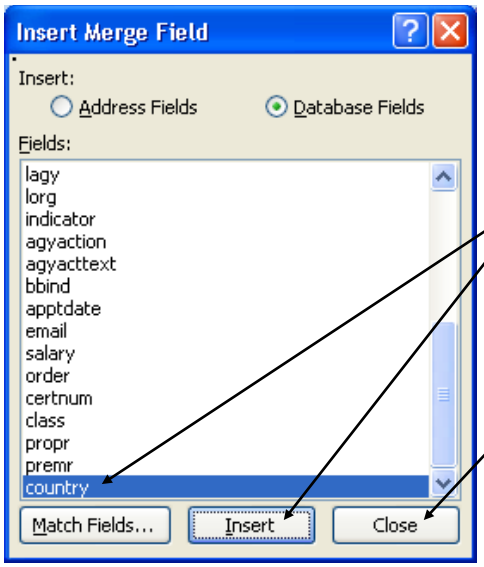
10. To add any of the header fields to your newly created merge document or to add the new header fields (proposedpay,premiumpay,country) to a previously existing merge document, place your cursor at the point in your document where you want to add one of the fields (i.e. add the "country" field to the address block by putting your cursor on the line below "city,state,zip"). **It is highly recommended that you incorporate the country field into your merge letters to ensure proper addressing for applicants who reside out of the country (remember – United States will not display, only foreign countries will appear in this field.** Click "More items…" to display the list of merge fields.



Printing and Mail Merging (cont'd.)

CREATING A NEW MERGE DOCUMENT OR ADDING NEW HEADER FIELDS TO AN EXISTING MERGE DOCUMENT (Word 2007) (cont'd.)

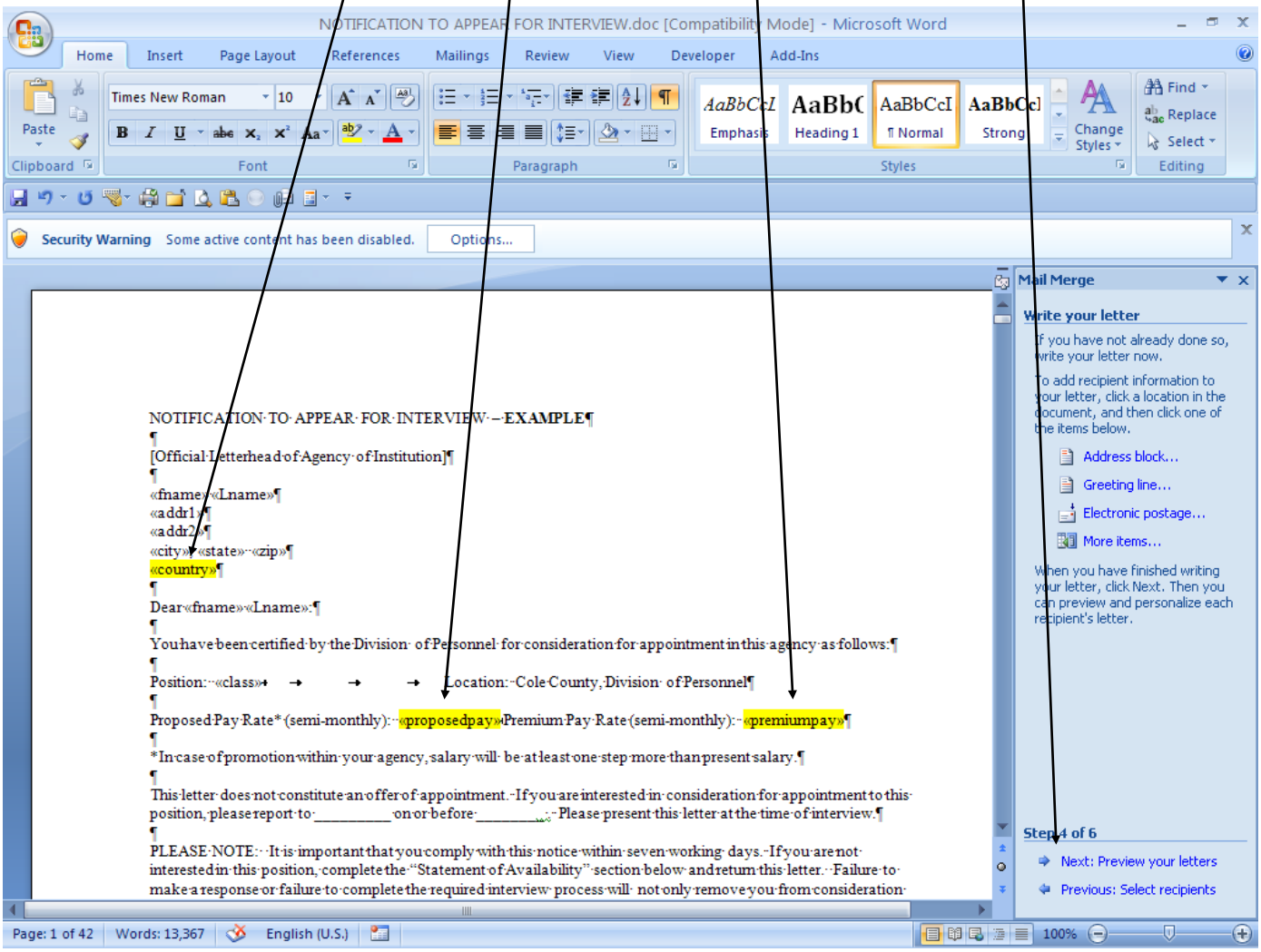
11. Once you have put your cursor where you want to place a merge field, select the appropriate merge field from the "Insert Merge Field" window. Click "Insert" and then "Close". Repeat this process for each field you wish to add to your letter.



Printing and Mail Merging (cont'd.)

CREATING A NEW MERGE DOCUMENT OR ADDING NEW HEADER FIELDS TO AN EXISTING MERGE DOCUMENT (Word 2007) (cont'd.)

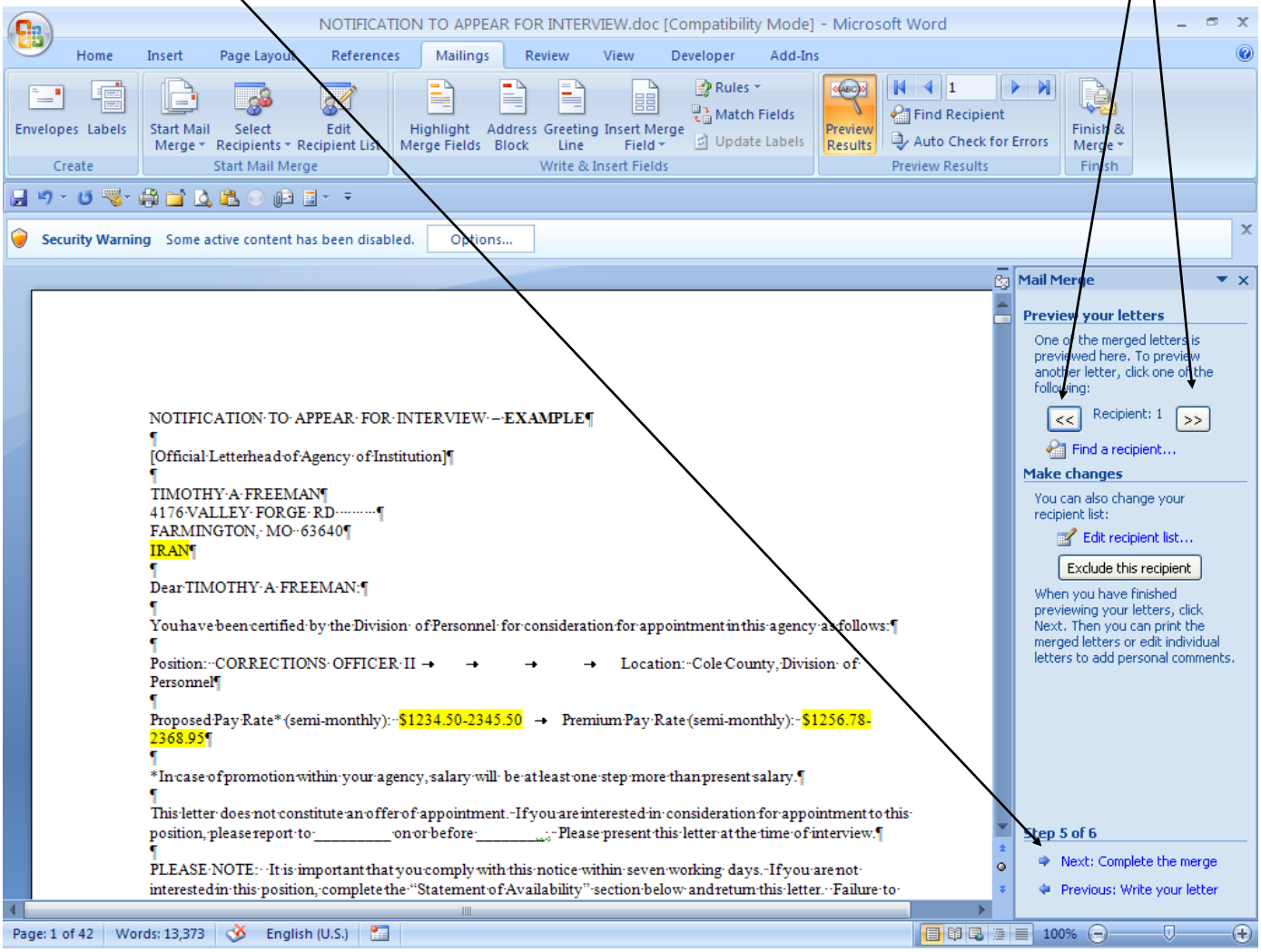
12. Once you have inserted the desired merge fields within your letter, click "Next: Preview your letters". In the example below "country", "proposedpay" and "premiumpay" were added to the existing merge document.



Printing and Mail Merging (cont'd.)

CREATING A NEW MERGE DOCUMENT OR ADDING NEW HEADER FIELDS TO AN EXISTING MERGE DOCUMENT (Word 2007) (cont'd.)

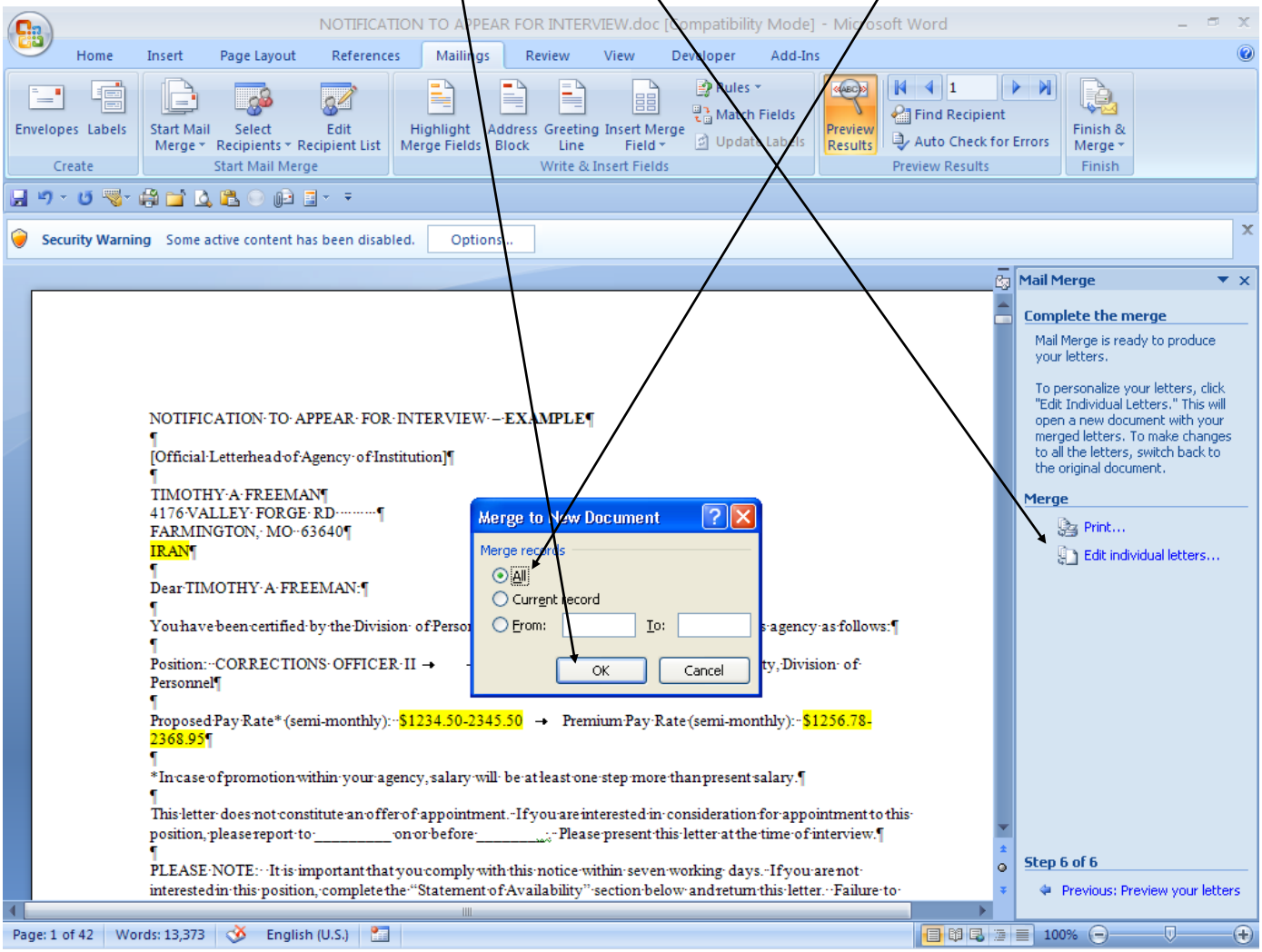
13. One of the merged letters is previewed here. You can preview each letter by clicking the << or >>, depending on which record you want to preview. Once you are sure the letter is to your specifications, click "Next: Complete the merge".



Printing and Mail Merging (cont'd.)

CREATING A NEW MERGE DOCUMENT OR ADDING NEW HEADER FIELDS TO AN EXISTING MERGE DOCUMENT (Word 2007) (cont'd.)

14. To complete the merge process, click "Edit individual letters…" and then "All" in the "Merge to New Document" window. Then click "OK". This will allow the user to edit each individual letter, if necessary, before printing.



Edit any individual letters you desire and then print for mailing purposes.

CERTIFICATE MAIL MERGE PROCESS USING EXCEL/WORD 2007

CREATING A CERTHEADER DOCUMENT IN EXCEL (2007)

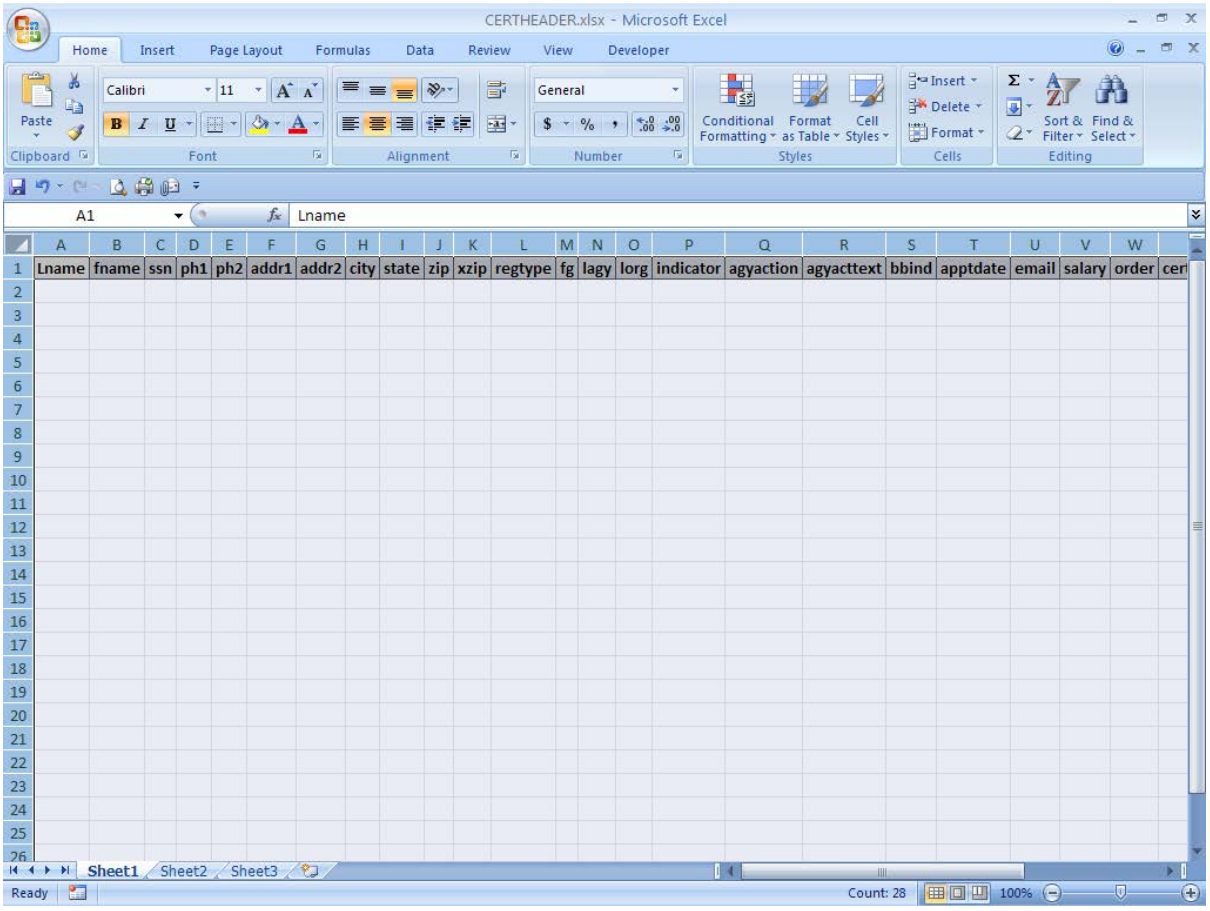
(While the information provided involves the use of Excel 2007, the process is very similar for those using Excel 2003).

1. Open a blank Excel document.

2. Copy and paste the following string of text in the first row of the blank Excel document.

   Lname fname ssn ph1 ph2 addr1 addr2 city state zip xzip regtype fg lagy lorg indicator agyaction agyacttext bbind apptdate email salary order certnum class proposedpay premiumpay country

3. Format the first row (i.e. shade and apply borders – see screen print below for example) so you can easily identify the header row when using the document to create a data source (see instructions on the following pages for creating a data source document using Excel).



4. Save the document (i.e. certheader.xlsx)

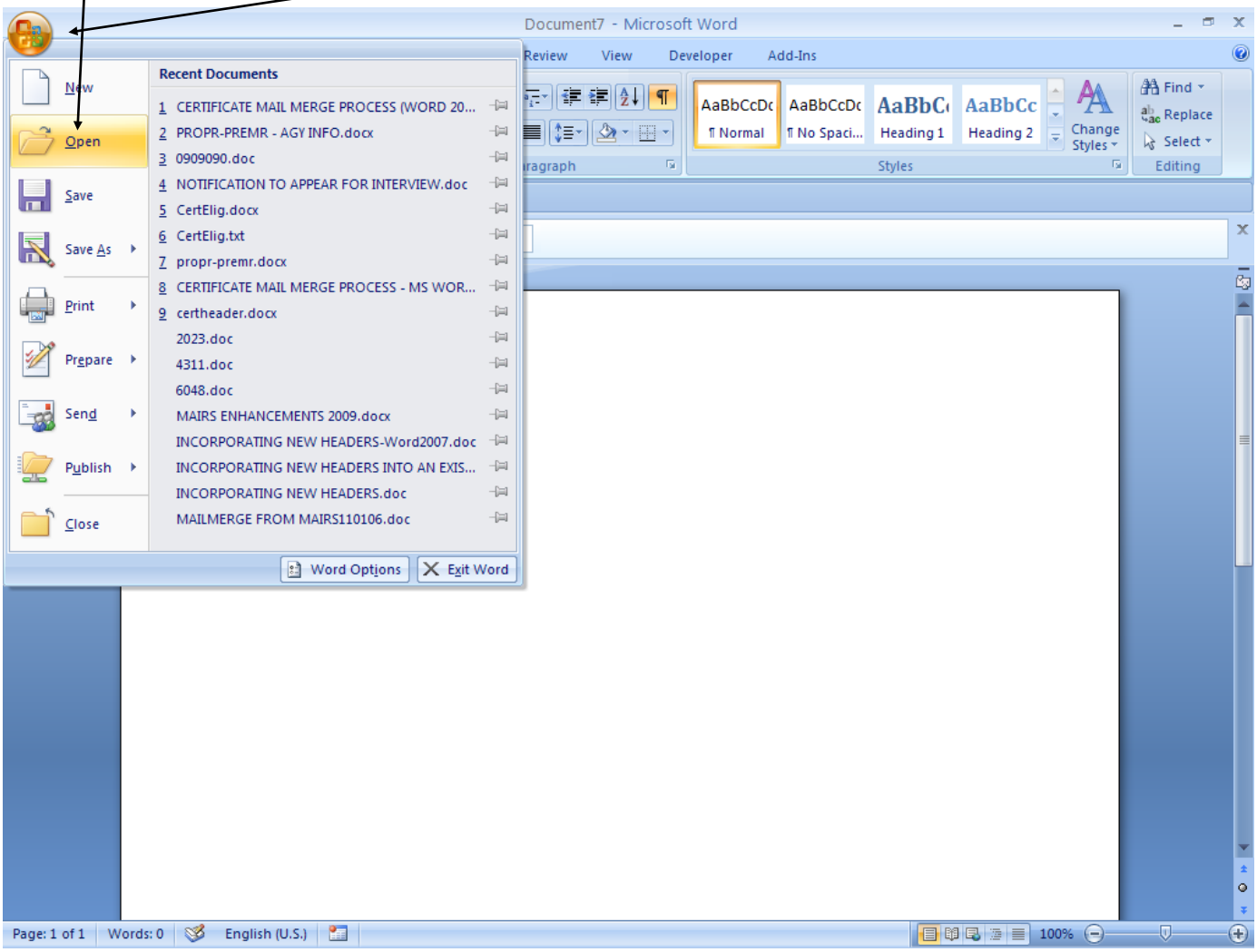
Printing and Mail Merging (cont'd.)

CREATING A DATA SOURCE USING EXCEL

(This process will require you to reformat the data contained in the CertElig.txt document to allow Excel to accept the data in the appropriate format – all of the comma's which are field delimiters must be replaced with tabs. The following instructions will assist you in that process.)

1. Open the certheader.xlsx document (the one created on the previous page) and then minimize the window for now.

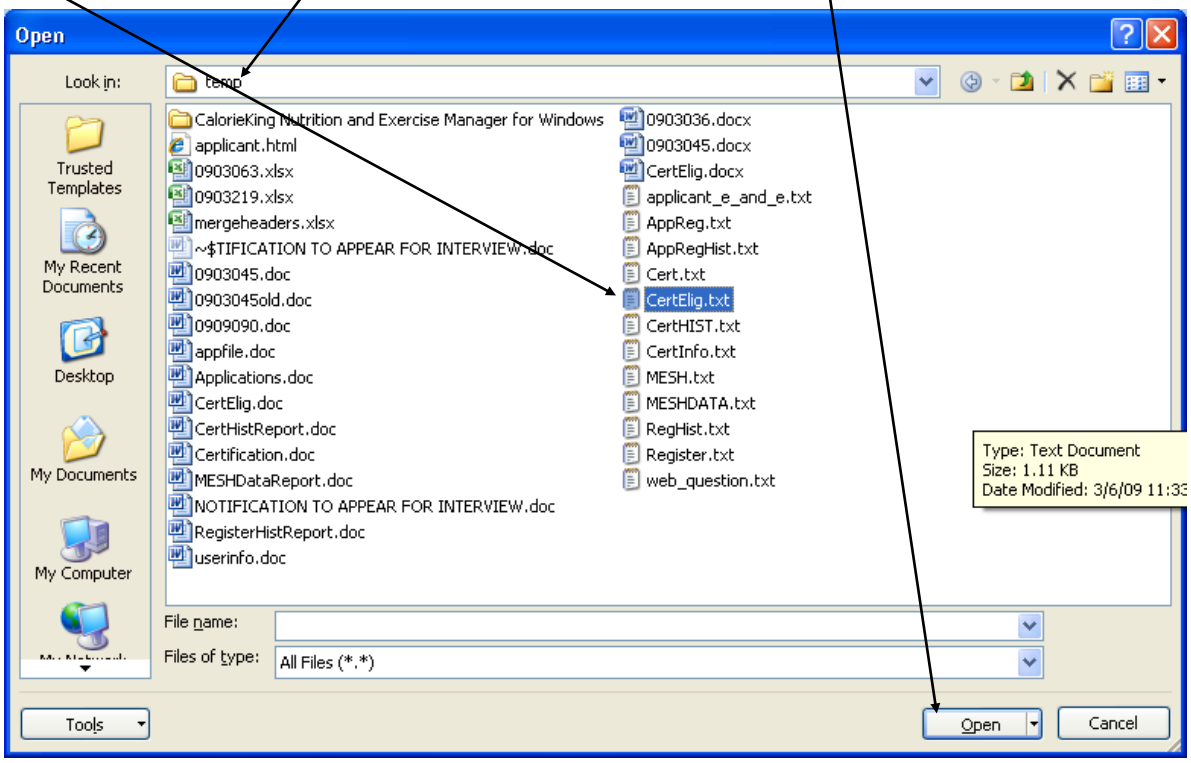
2. Open a blank word document. Click on the Office icon located in the upper left corner and then click on "Open"



Printing and Mail Merging (cont'd.)

CREATING A DATA SOURCE USING EXCEL (cont'd.)

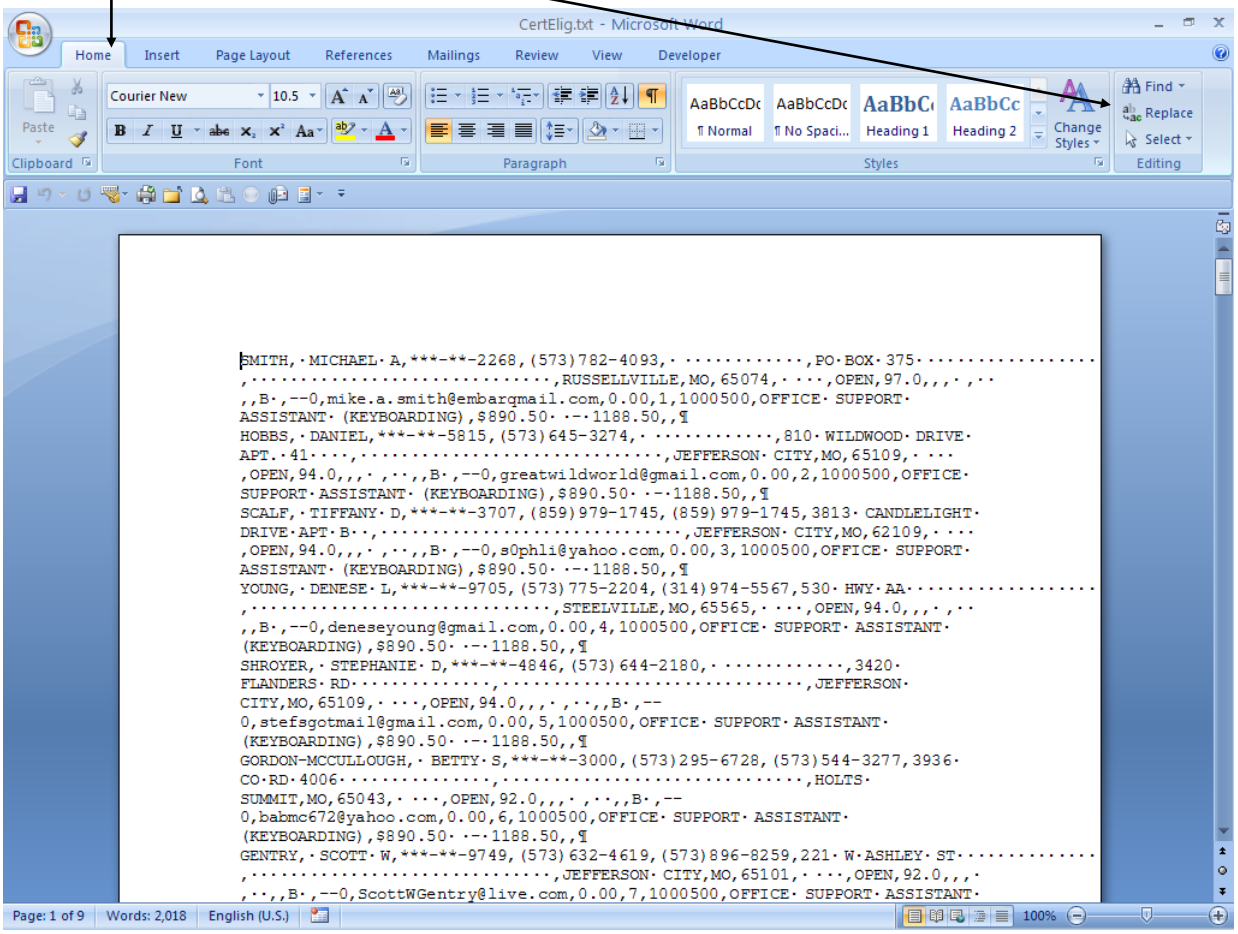
3. Select the appropriate folder that the "Certelig.txt" document is stored in (i.e. C:\temp or K:\temp). Select "Certelig.txt" from the selected folder and then click "Open".



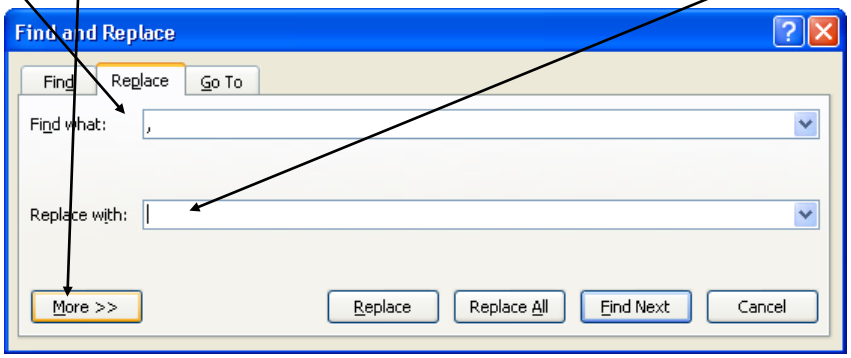
Printing and Mail Merging (cont'd.)

CREATING A DATA SOURCE USING EXCEL (cont'd.)

4. Under the "Home" tab, click on "Replace".



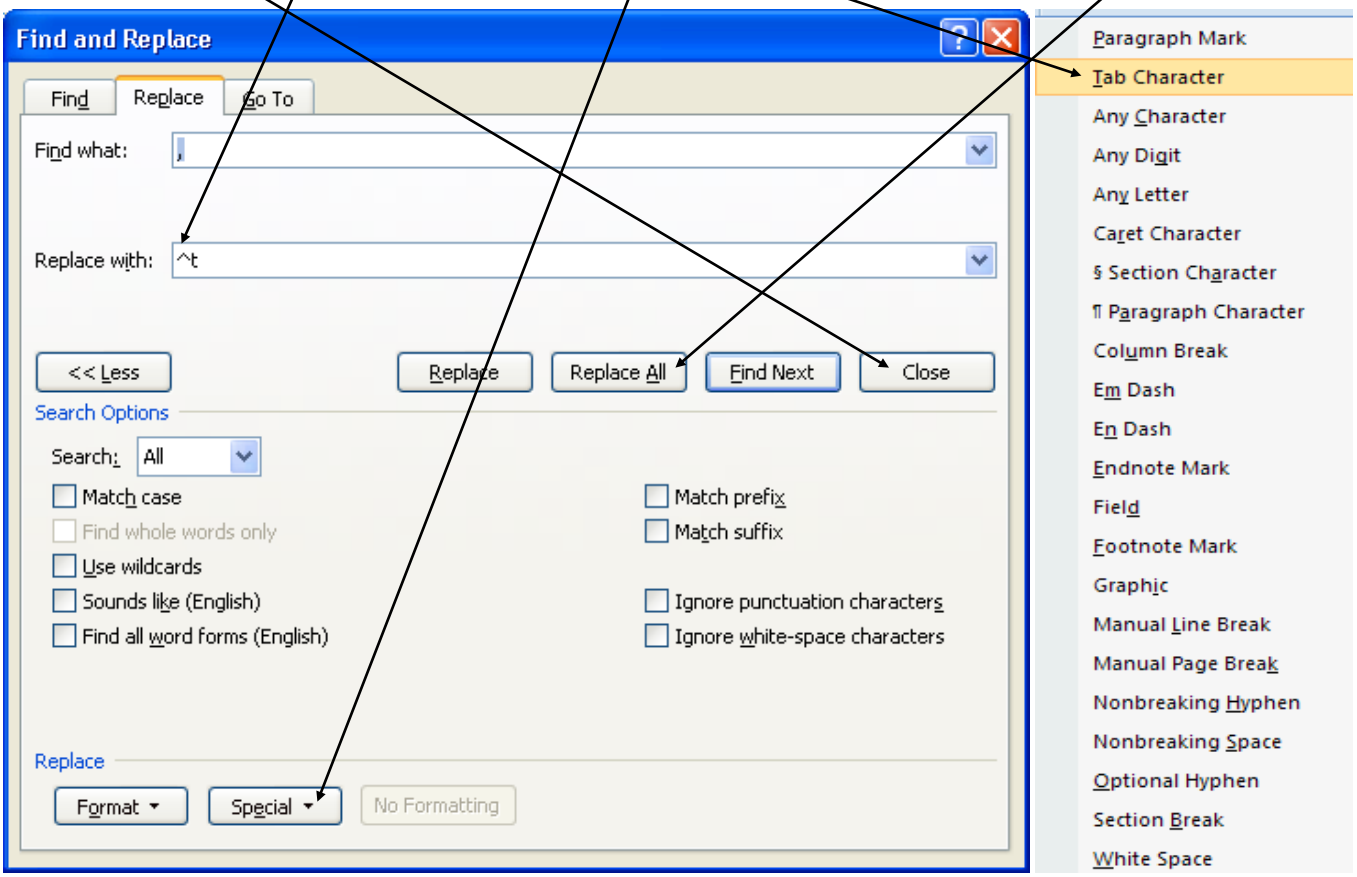
5. In the "Find What" field type a comma (,). Then click (place the cursor) in the "Replace With" field. Next, click on the "More>>" button.



Printing and Mail Merging (cont'd.)

CREATING A DATA SOURCE USING EXCEL (cont'd.)

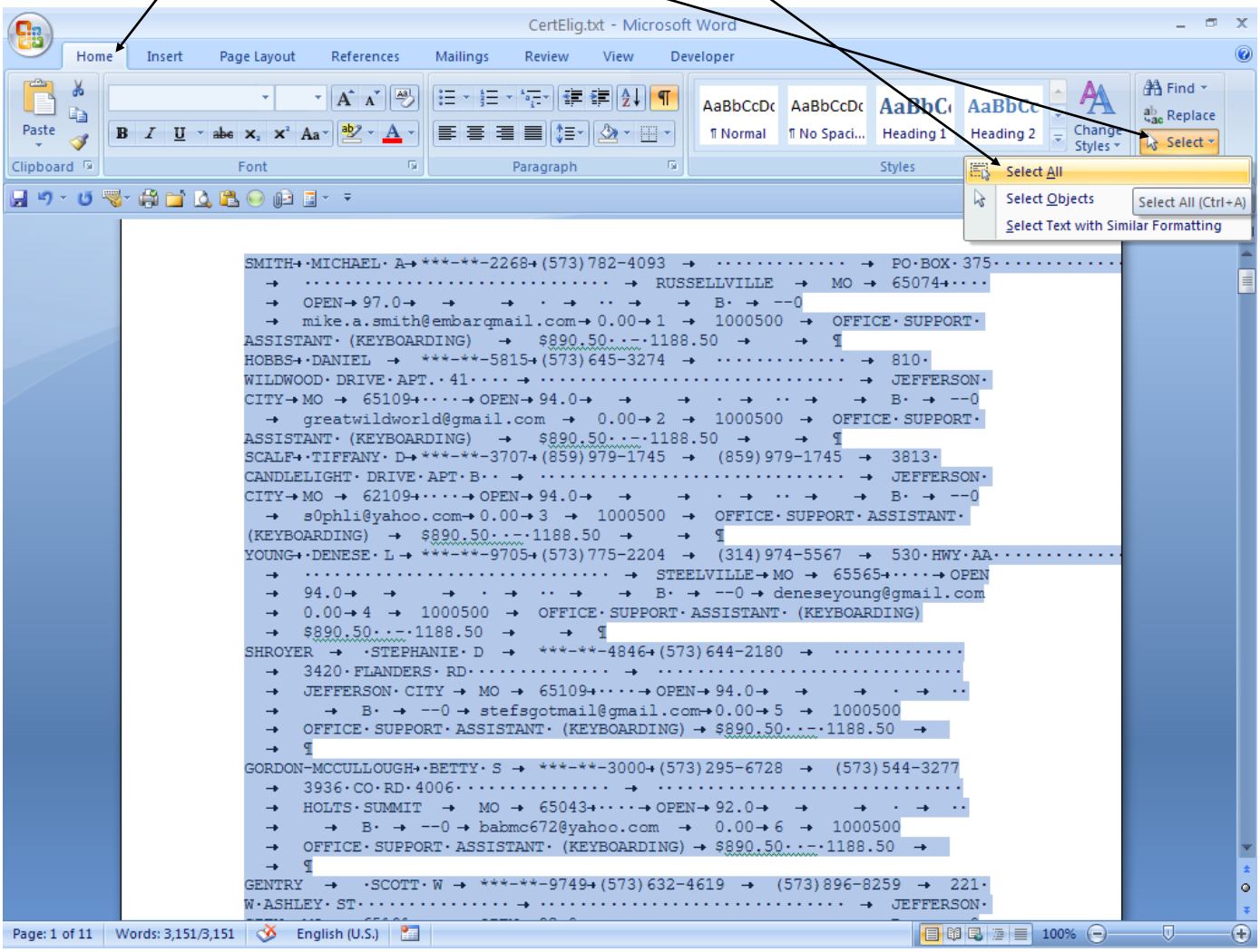
6. In the "Find and Replace" window, click on the "Special" button located at the bottom of the window and then select "Tab Character" from the list that appears. This will place the symbol for the tab character in the "Replace with:" field (^t) as shown in the example below. Click on the "Replace All" button and then "OK" when the message appears indicating the number of replacements made. Click the "Close" button to exit the "Find and Replace" window. This process should have replaced the comma's, which were used as field delimiters in the CertElig.txt document, with the tab character.



Printing and Mail Merging (cont'd.)

CREATING A DATA SOURCE USING EXCEL (cont'd.)

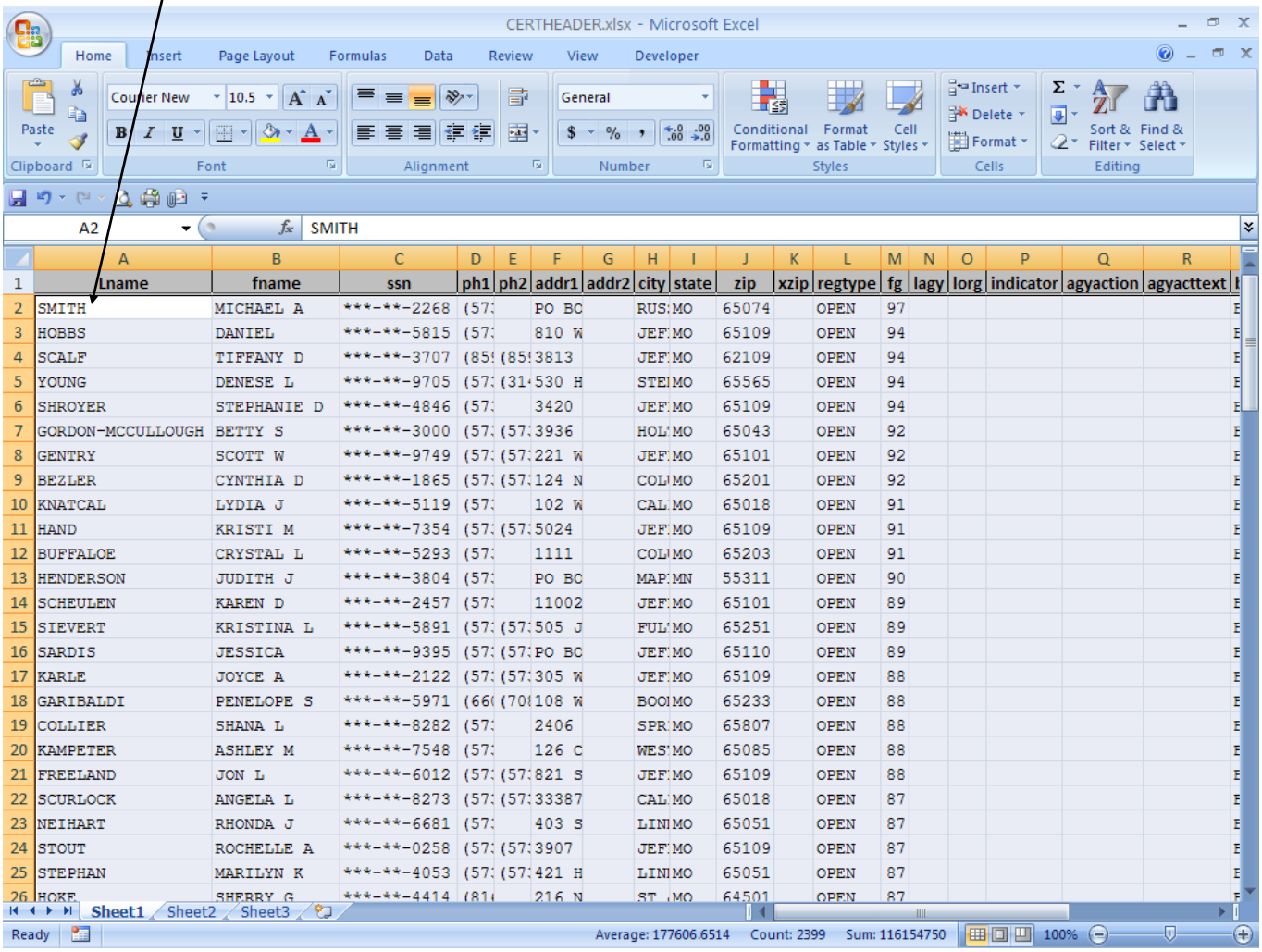
7. From the "Home" tab, click on "Select" and then "Select All" to highlight the entire document. Then "Copy" the selected text (right click, copy).



Printing and Mail Merging (cont'd.)

CREATING A DATA SOURCE USING EXCEL (cont'd.)

8. Minimize the Word document and bring the certheader.xlsx document back up (maximize). In the cell below "Lname" (A2), paste (right click, paste) the text you just copied from the CertElig.txt Word document. The data should appear as shown below.

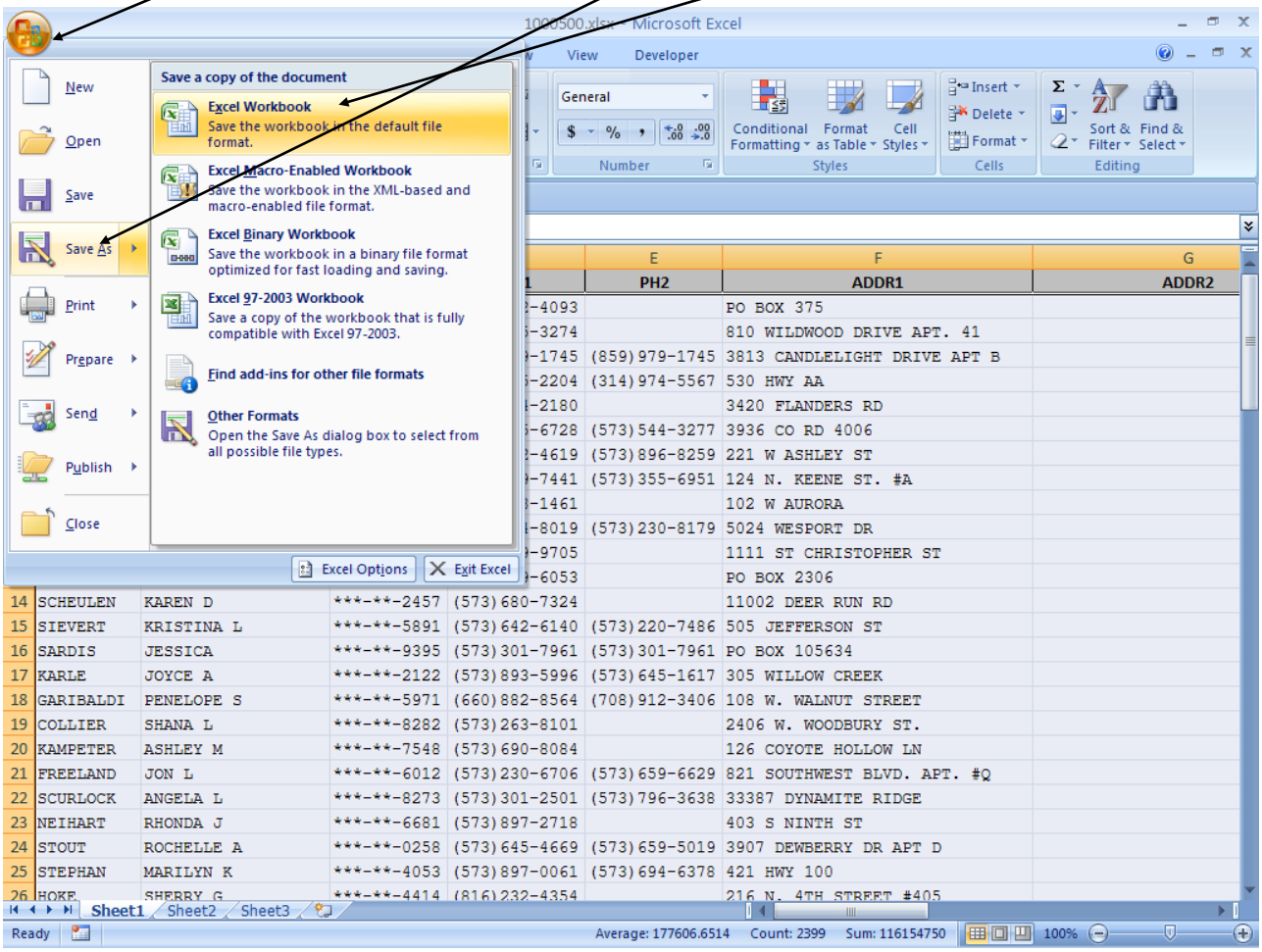


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Lname	fname	ssn	ph1	ph2	addr1	addr2	city	state	zip	xzip	regtype	fg	lagy	lorg	indicator	agyaction	agyacttext
2	SMITH	MICHAEL A	***-**-2268	(57		PO BO		RUS	MO	65074		OPEN	97					
3	HOBBS	DANIEL	***-**-5815	(57		810 W		JEF	MO	65109		OPEN	94					
4	SCALF	TIFFANY D	***-**-3707	(85	(85	3813		JEF	MO	62109		OPEN	94					
5	YOUNG	DENESE L	***-**-9705	(57	(31	530 H		STE	MO	65565		OPEN	94					
6	SHROYER	STEPHANIE D	***-**-4846	(57		3420		JEF	MO	65109		OPEN	94					
7	GORDON-MCCULLOUGH	BETTY S	***-**-3000	(57	(57	3936		HOL	MO	65043		OPEN	92					
8	GENTRY	SCOTT W	***-**-9749	(57	(57	221 W		JEF	MO	65101		OPEN	92					
9	BEZLER	CYNTHIA D	***-**-1865	(57	(57	124 N		COL	MO	65201		OPEN	92					
10	KNATCAL	LYDIA J	***-**-5119	(57		102 W		CAL	MO	65018		OPEN	91					
11	HAND	KRISTI M	***-**-7354	(57	(57	5024		JEF	MO	65109		OPEN	91					
12	BUFFALOE	CRYSTAL L	***-**-5293	(57		1111		COL	MO	65203		OPEN	91					
13	HENDERSON	JUDITH J	***-**-3804	(57		PO BO		MAP	MN	55311		OPEN	90					
14	SCHEULEN	KAREN D	***-**-2457	(57		11002		JEF	MO	65101		OPEN	89					
15	SIEVERT	KRISTINA L	***-**-5891	(57	(57	505 J		FUL	MO	65251		OPEN	89					
16	SARDIS	JESSICA	***-**-9395	(57	(57	PO BO		JEF	MO	65110		OPEN	89					
17	KARLE	JOYCE A	***-**-2122	(57	(57	305 W		JEF	MO	65109		OPEN	88					
18	GARIBALDI	PENELOPE S	***-**-5971	(66	(70	108 W		BOO	MO	65233		OPEN	88					
19	COLLIER	SHANA L	***-**-8282	(57		2406		SPR	MO	65807		OPEN	88					
20	KAMPETER	ASHLEY M	***-**-7548	(57		126 C		WES	MO	65085		OPEN	88					
21	FREELAND	JON L	***-**-6012	(57	(57	821 S		JEF	MO	65109		OPEN	88					
22	SCURLOCK	ANGELA L	***-**-8273	(57	(57	33387		CAL	MO	65018		OPEN	87					
23	NEIHART	RHONDA J	***-**-6681	(57		403 S		LIN	MO	65051		OPEN	87					
24	STOUT	ROCHELLE A	***-**-0258	(57	(57	3907		JEF	MO	65109		OPEN	87					
25	STEPHAN	MARILYN K	***-**-4053	(57	(57	421 H		LIN	MO	65051		OPEN	87					
26	HOKE	SHERRY G	***-**-4414	(81		216 N		ST	MO	64501		OPEN	87					

Printing and Mail Merging (cont'd.)

CREATING A DATA SOURCE USING EXCEL (cont'd.)

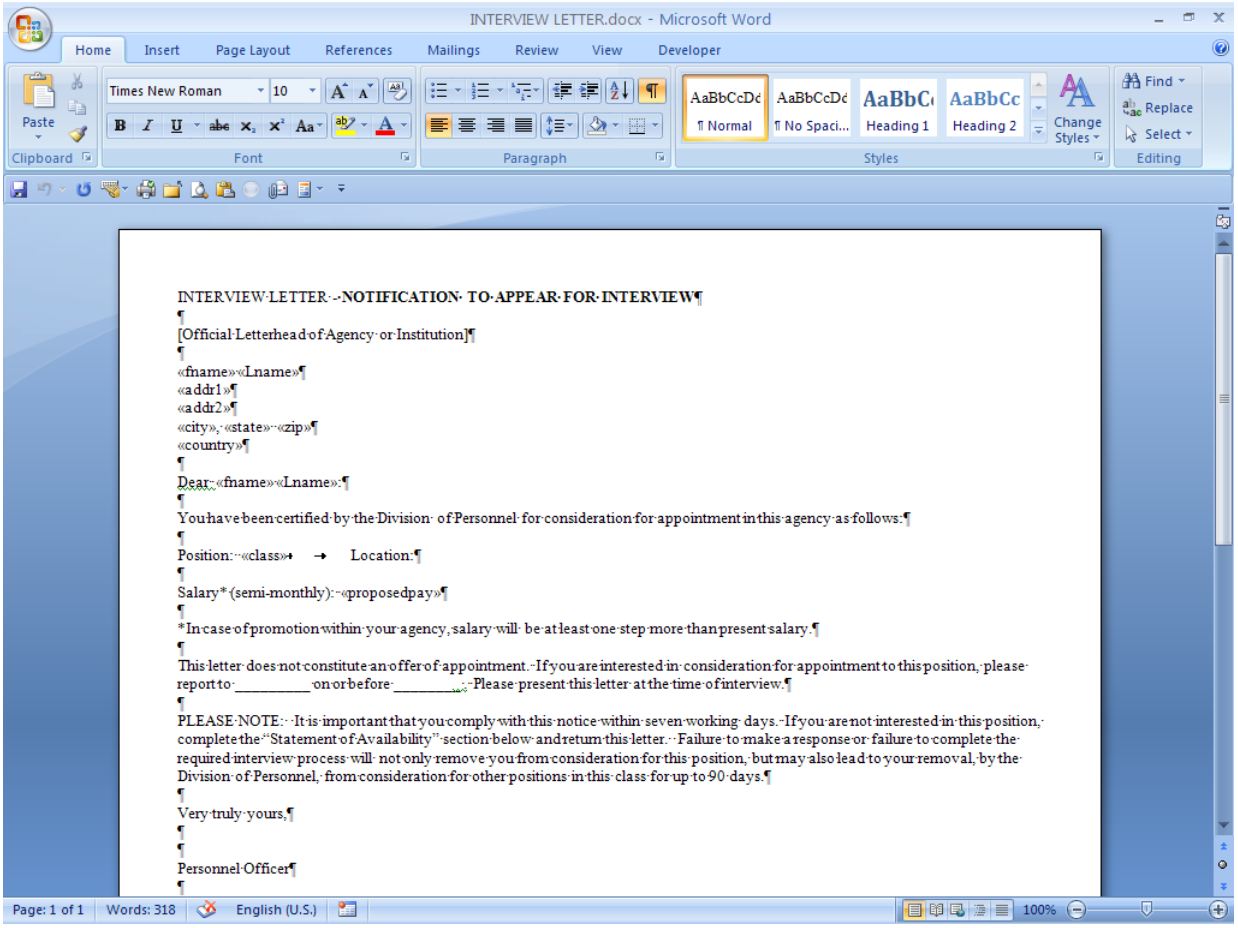
9. Save the document by clicking the "Office Button" and choosing the "Save As" option and then Excel Workbook. Always do a "Save As" so you do not save over your certheader.xlsx document. We recommend naming the document as the certificate number (i.e. 1000951.xlsx). You have just finished creating your data source and can exit the document.'



Printing and Mail Merging (cont'd.)

CREATING A NEW MERGE DOCUMENT OR ADDING NEW HEADER FIELDS TO AN EXISTING MERGE DOCUMENT USING AN EXCEL (2007) DATA SOURCE DOCUMENT

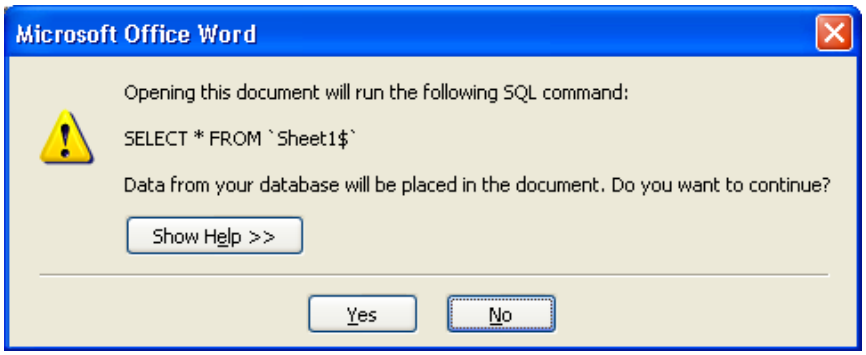
1. Open an existing mail merge letter (as shown below) or create a new one in Word using your agencies preferred wording. Examples of availability letters can be found on pages 112-114. Realizing that most if not all agencies have existing merge letters created, the following information and screen shots will depict the process from an existing merge letter view point.



Printing and Mail Merging (cont'd.)

CREATING A NEW MERGE DOCUMENT OR ADDING NEW HEADER FIELDS TO AN EXISTING MERGE DOCUMENT USING AN EXCEL (2007) DATA SOURCE DOCUMENT (cont'd.)

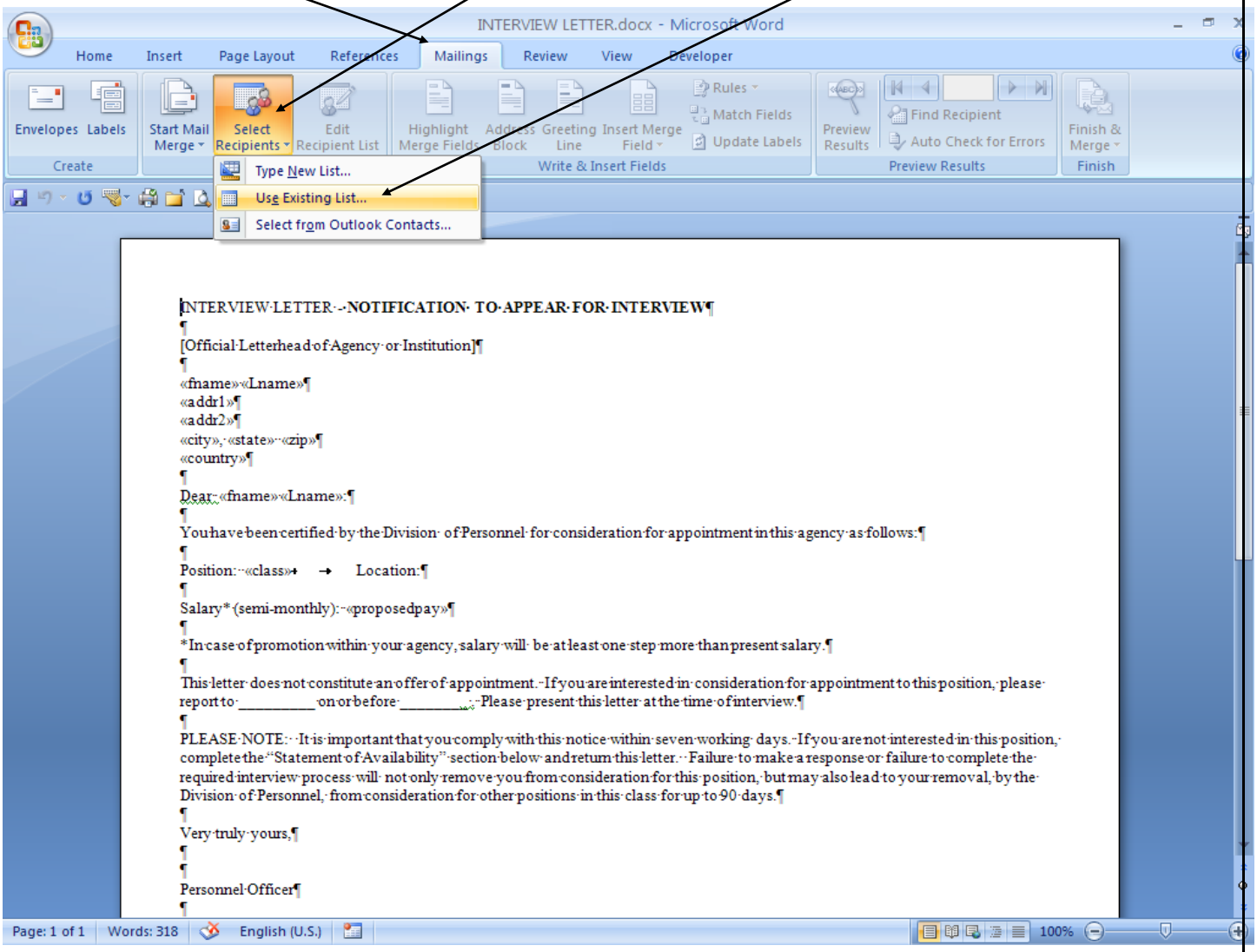
When opening an existing merge letter, you may get the following message. Click "No". You will be allowed to select your data source once you are in the document



Printing and Mail Merging (cont'd.)

CREATING A NEW MERGE DOCUMENT OR ADDING NEW HEADER FIELDS TO AN EXISTING MERGE DOCUMENT USING AN EXCEL (2007) DATA SOURCE DOCUMENT (cont'd.)

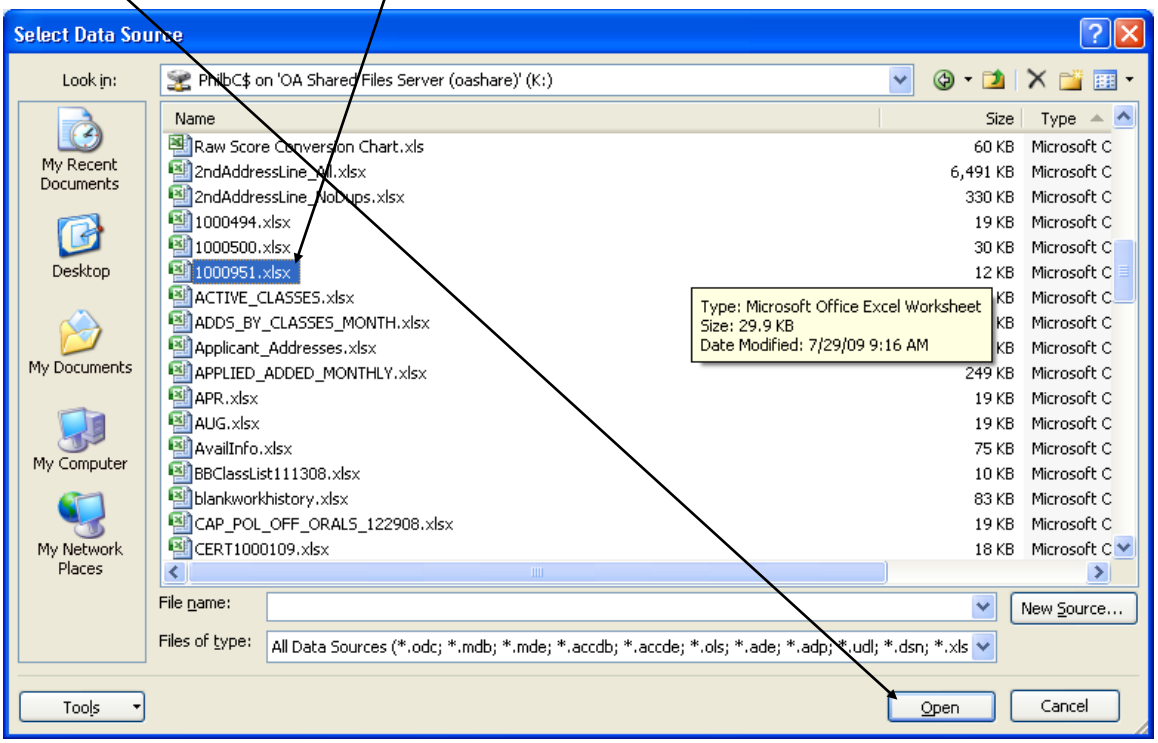
2. Click on the "Mailings" tab, then "Select Recipients" and then "Use Existing List…"



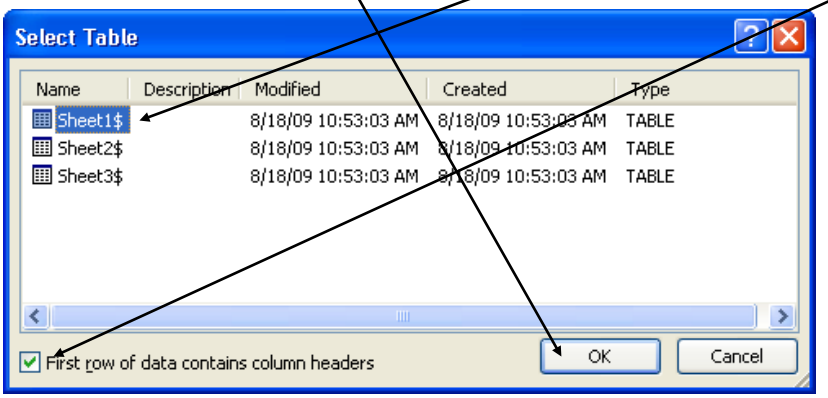
Printing and Mail Merging (cont'd.)

CREATING A NEW MERGE DOCUMENT OR ADDING NEW HEADER FIELDS TO AN EXISTING MERGE DOCUMENT USING AN EXCEL (2007) DATA SOURCE DOCUMENT (cont'd.)

3. Find and select the Excel data source (i.e. 1000951.xlsx) to be merged to the availability letter and click "Open".



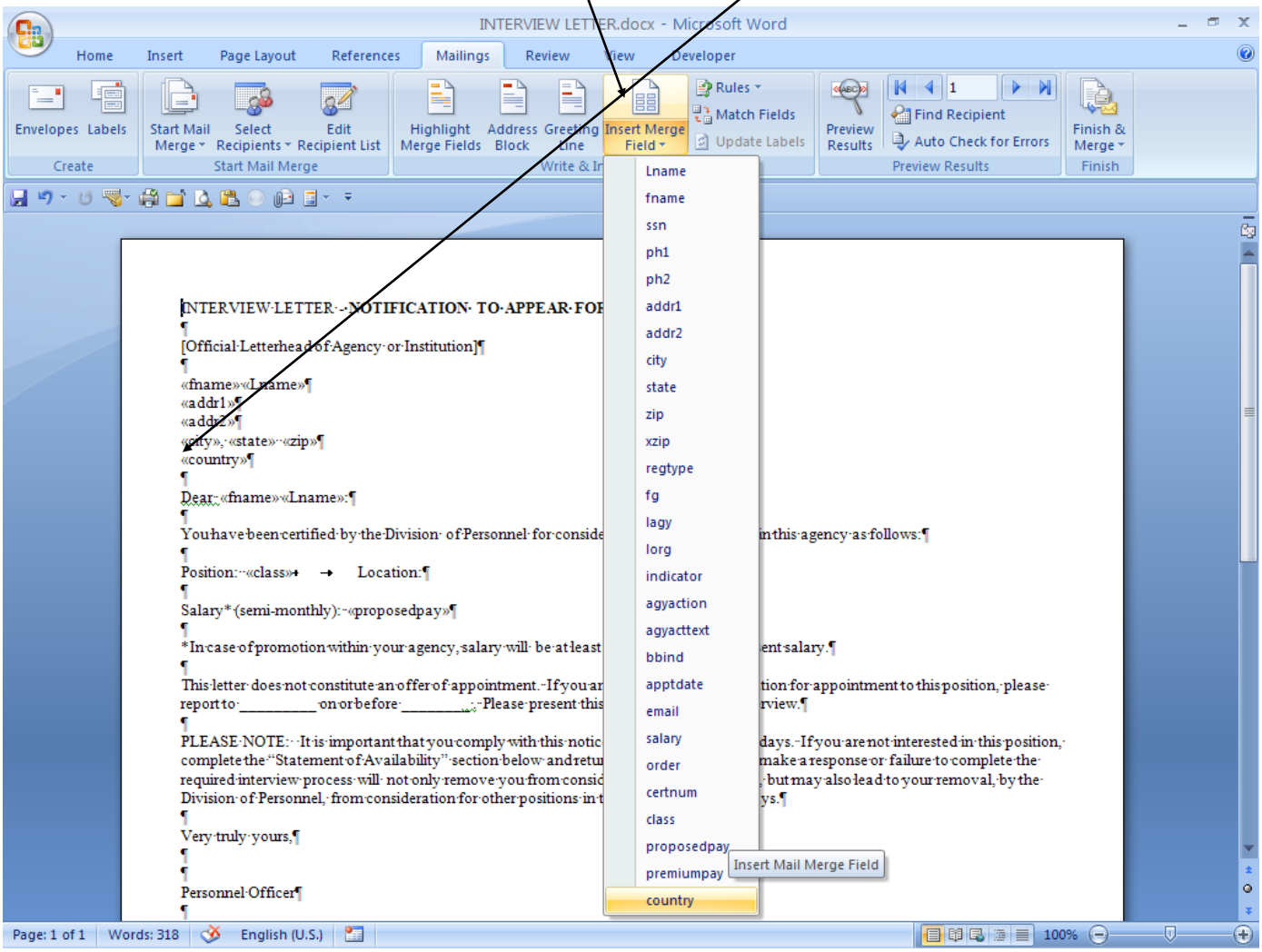
4. When the "Select Table" window appears, click the worksheet that the data source resides in (typically Sheet1$) and make sure the check box is marked indicating "First row of data contains column headers", then click "OK".



Printing and Mail Merging (cont'd.)

CREATING A NEW MERGE DOCUMENT OR ADDING NEW HEADER FIELDS TO AN EXISTING MERGE DOCUMENT USING AN EXCEL (2007) DATA SOURCE DOCUMENT (cont'd.)

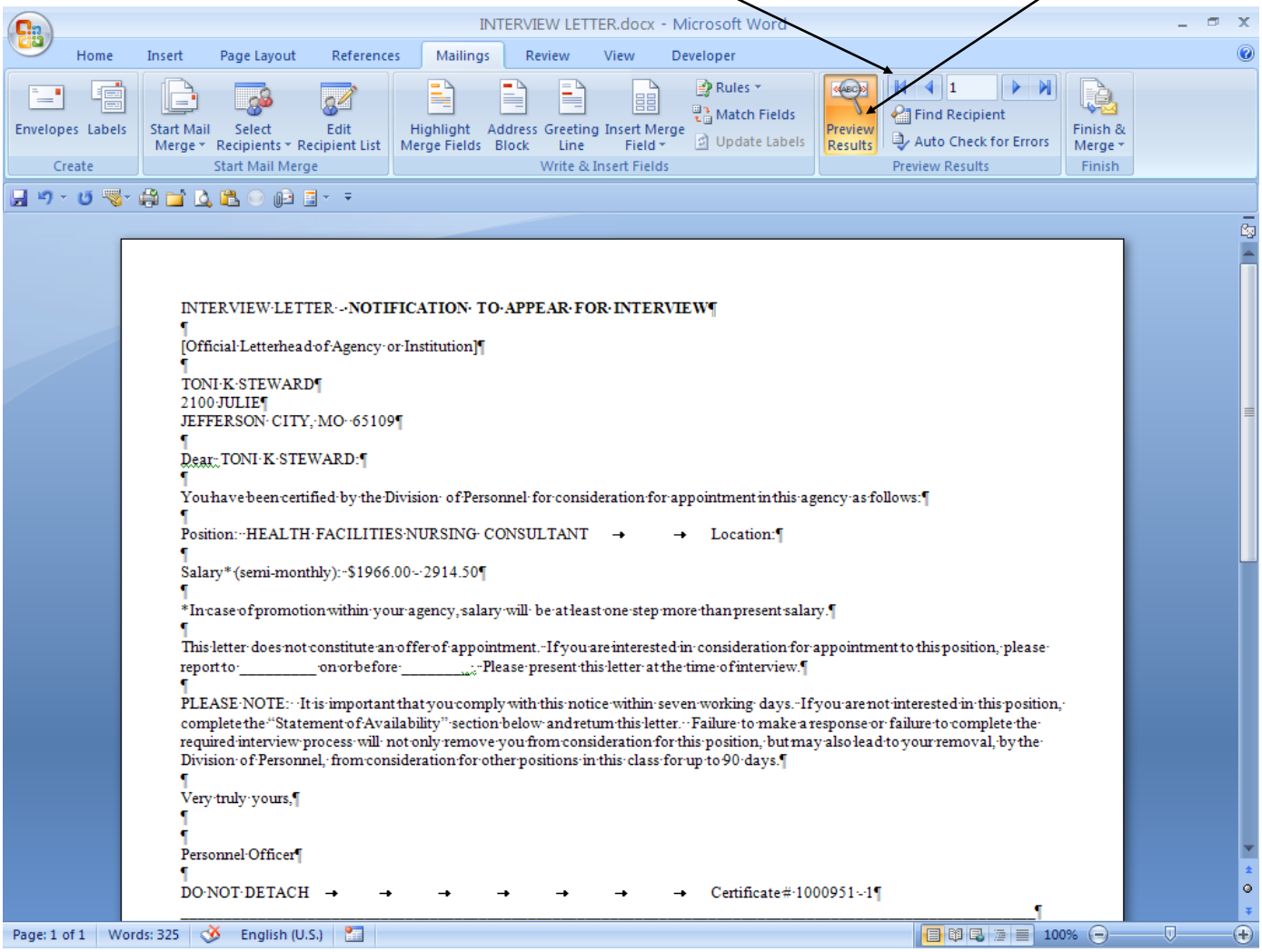
5. Once you complete the process in Step four (4) above you will return to the merge document as shown below. If you need to insert additional merge fields in the letter, insert your cursor where the field should be placed and then click "Insert Merge Field". A drop down list of all of the fields contained in your Excel data source document will be displayed. Select the appropriate field to be placed in the letter. **It is highly recommended that you incorporate the country field into your merge letters to ensure proper addressing for applicants who reside out of the country (remember – United States will not display, only foreign countries will appear in this field.**



Printing and Mail Merging (cont'd.)

CREATING A NEW MERGE DOCUMENT OR ADDING NEW HEADER FIELDS TO AN EXISTING MERGE DOCUMENT USING AN EXCEL (2007) DATA SOURCE DOCUMENT (cont'd.)

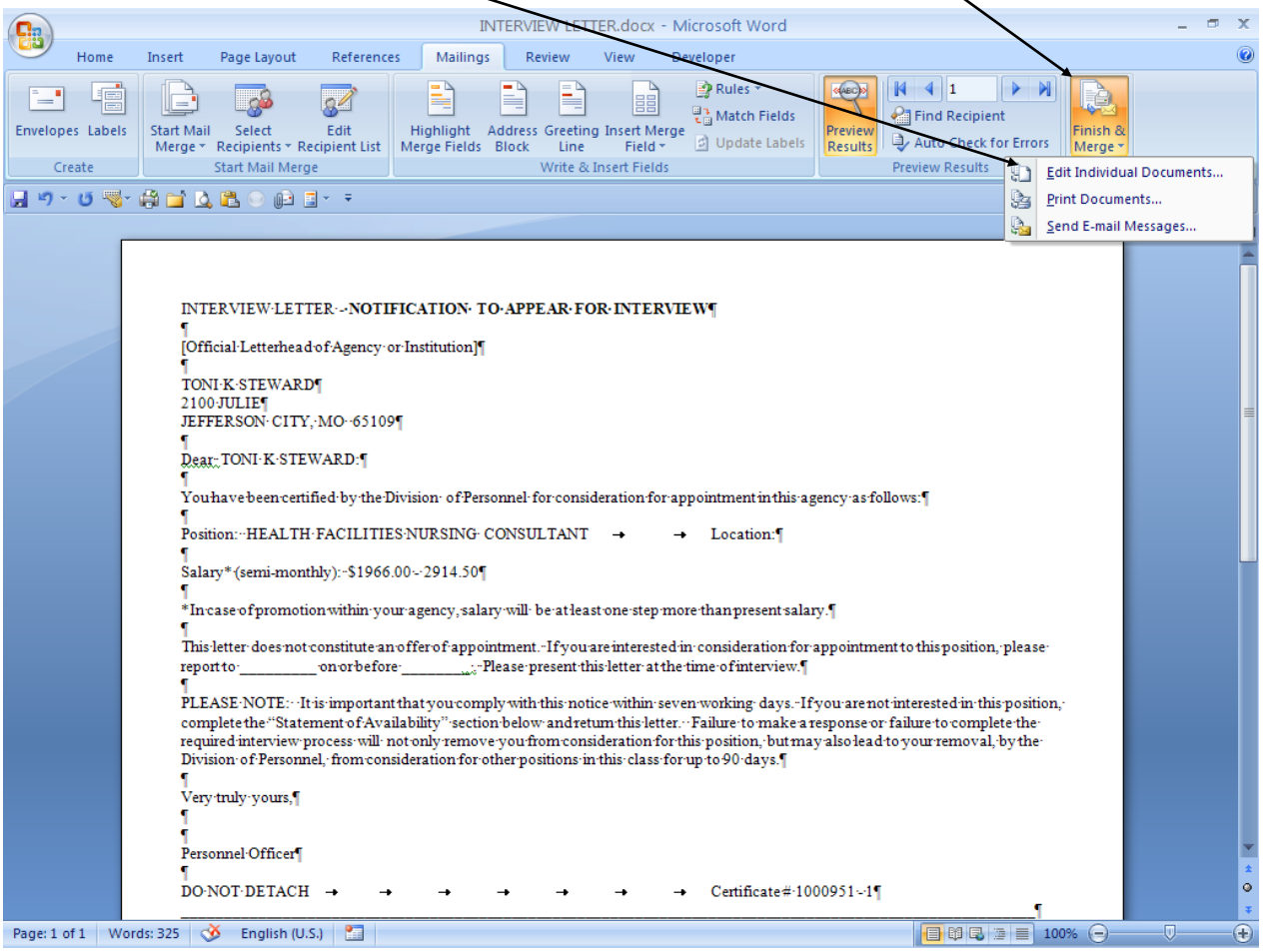
6. To view the merge letter with the data from your Excel data source document, click "Preview Results". To view each merged record click the right or left "Arrows" to move through the records.



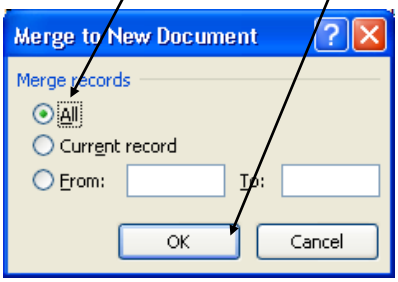
Printing and Mail Merging (cont'd.)

CREATING A NEW MERGE DOCUMENT OR ADDING NEW HEADER FIELDS TO AN EXISTING MERGE DOCUMENT USING AN EXCEL (2007) DATA SOURCE DOCUMENT (cont'd.)

7. If the letter has all of the suitable data, click "Finish & Merge". At this point, you can either "Edit Individual Documents…", "Print Documents…" or "Send E-Mail Messages…" Typically you would choose the "Edit Individual Documents…" option. This will allow you to make changes to individual letters as needed.



8. When the following message appears, select "All" and then "OK". You can then print the letters for mailing.



Printing and Mail Merging (cont'd.)

INTERVIEW LETTER - **NOTIFICATION TO APPEAR FOR INTERVIEW**

[Official Letterhead of Agency or Institution]

Name
Address
Address
Address
Email

Dear :

You have been certified by the Division of Personnel for consideration for appointment in this agency as follows:

Position: Location:

Proposed Salary* (semi-monthly): Premium Salary (semi-monthly): (if appropriate for the job you are interviewing for)

*In case of promotion within your agency, salary will be at least one step more than present salary.

This letter does not constitute an offer of appointment. If you are interested in consideration for appointment to this position, please report to _____ on or before _____ . Please present this letter at the time of interview.

PLEASE NOTE: It is important that you comply with this notice within seven working days. If you are not interested in this position, complete the "Statement of Availability" section below and return this letter. Failure to make a response or failure to complete the required interview process will not only remove you from consideration for this position, but may also lead to your removal, by the Division of Personnel, from consideration for other positions in this class for up to 90 days.

Very truly yours,

Personnel Officer

DO NOT DETACH Certificate#_____

_____

STATEMENT OF AVAILABILITY

_____

( ) I am available for appointment to the above position, and could report in _____ days if offered appointment. (If not available within 15 days, may be treated as waiver.)

( ) I hereby waive consideration for appointment for the following reason:
- ( ) I will not be available until _____ (give date).
- ( ) I am not available at the above salary or at a salary below $_____.
- ( ) I am not available at the above location or in any location except _____

_____.

( ) I hereby decline consideration for this position, for the following reason: _____
_____
_____

Date_____ Signature _____

Email Address:_____ Last Four Digits of SSN:_____

Printing and Mail Merging (cont'd.)

INTERVIEW LETTER - **VERIFICATION OF AVAILABILITY**

[Official Letterhead of Agency of Institution]

Name
Address
Address
Address
Email

Dear :

You have been certified by the Division of Personnel for consideration for appointment in this agency as follows:

Position: Location:

Proposed Salary* (semi-monthly): Premium Salary (semi-monthly): (if appropriate for the job you are interviewing for)

*In case of promotion within your agency, salary will be at least one step more than present salary.

This letter does not constitute an offer of appointment but is an inquiry to ascertain whether you wish to be considered for this position and to determine your earliest availability. If you are willing to go to work under the terms specified, as to salary, position, and location, please indicate below the number of days notice required.

PLEASE NOTE: It is important that you comply with this notice within seven working days. If you are not interested in this position, complete the "Statement of Availability" section below and return this letter. Failure to make a response or failure to complete the required interview process will not only remove you from consideration for this position, but may also lead to your removal, by the Division of Personnel, from consideration for other positions in this class for up to 90 days.

Very truly yours,

Personnel Officer

DO NOT DETACH Certificate#_____

STATEMENT OF AVAILABILITY

( ) I am available for appointment to the above position, and could report in _____ days if offered appointment. (If not available within 15 days, may be treated as waiver.)

( ) I hereby waive consideration for appointment for the following reason:
- ( ) I will not be available until _____ (give date).
- ( ) I am not available at the above salary or at a salary below $_____.
- ( ) I am not available at the above location or in any location except _____

_____.

( ) I hereby decline consideration for this position, for the following reason: _____

_____

Date_____ Signature _____

Email Address:_____ Last Four Digits of SSN:_____

Printing and Mail Merging (cont'd.)

INTERVIEW LETTER - **NOTIFICATION TO ARRANGE AN INTERVIEW**

[Official Letterhead of Agency of Institution]

Name
Address
Address
Address
Email

Dear :

You have been certified by the Division of Personnel for consideration for appointment in this agency as follows:

Position: Location:

Proposed Salary* (semi-monthly): Premium Salary (semi-monthly): (if appropriate for the job you are interviewing for)

*In case of promotion within your agency, salary will be at least one step more than present salary.

This letter does not constitute an offer of appointment. If you are interested in consideration for appointment to this position, please phone our office at _____ by _____ to be scheduled for an interview. Please present this letter at the time of interview.

PLEASE NOTE: It is important that you comply with this notice within seven working days. If you are not interested in this position, complete the "Statement of Availability" section below and return this letter. Failure to make a response or failure to complete the required interview process will not only remove you from consideration for this position, but may also lead to your removal, by the Division of Personnel, from consideration for other positions in this class for up to 90 days.

Very truly yours,

Personnel Officer

DO NOT DETACH Certificate#_____

_____

STATEMENT OF AVAILABILITY

_____

( ) I am available for appointment to the above position, and could report in _____ days if offered appointment. (If not available within 15 days, may be treated as waiver.)

( ) I hereby waive consideration for appointment for the following reason:
- ( ) I will not be available until _____ (give date).
- ( ) I am not available at the above salary or at a salary below $_____.
- ( ) I am not available at the above location or in any location except _____

_____.

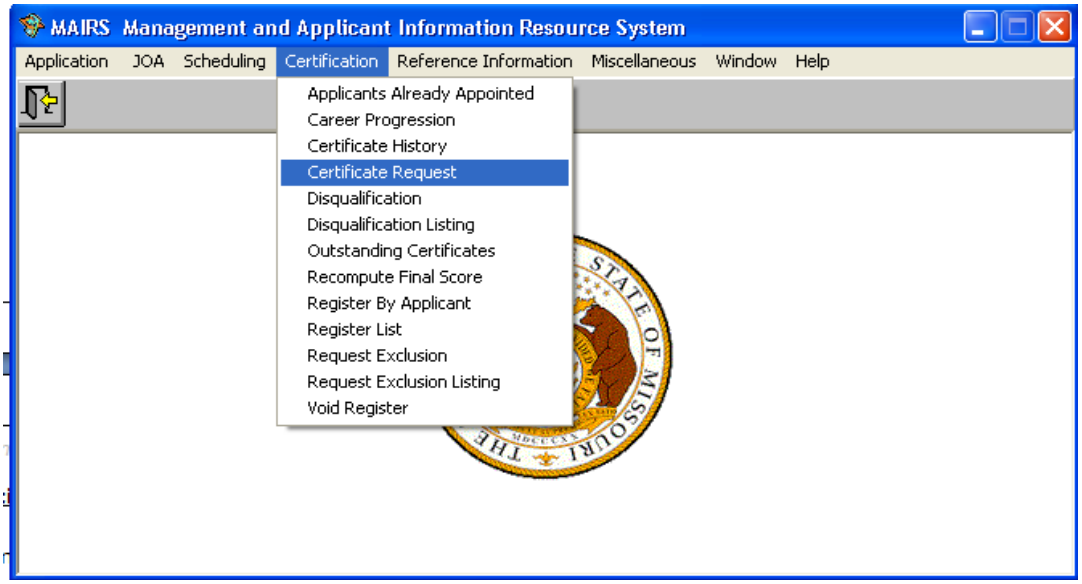
( ) I hereby decline consideration for this position, for the following reason: _____
_____
_____.

Date_____ Signature _____

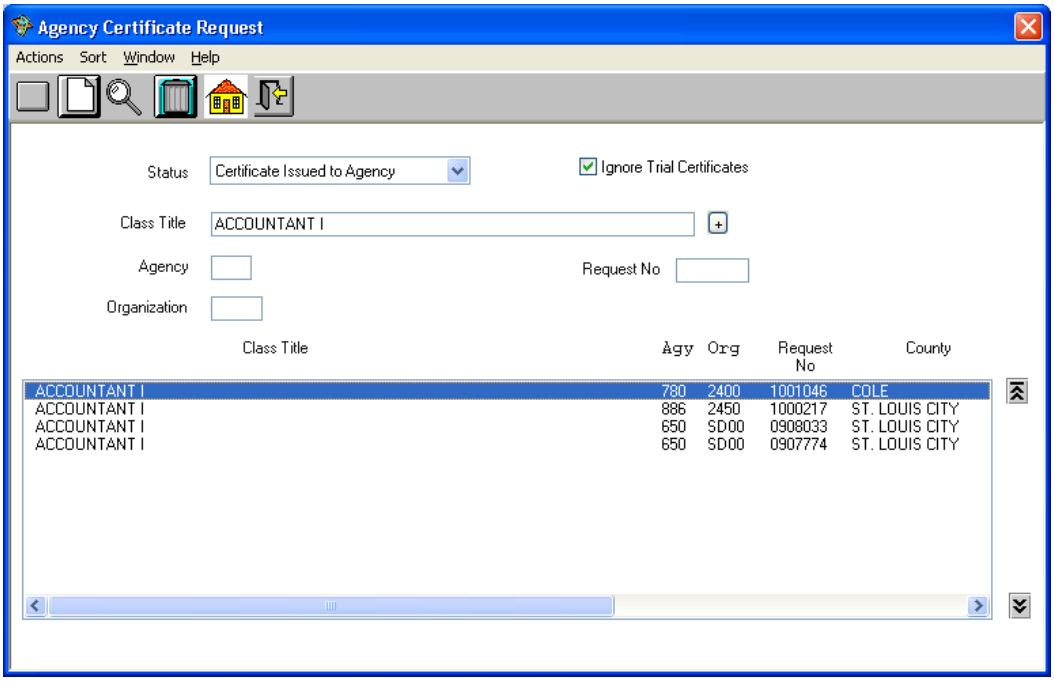
Email Address:_____ Last Four Digits of SSN:_____

Posting an Online Certificate

Once an agency has completed the interview process, it is necessary to post any actions to the certificate. Posting actions to a certificate begins by accessing the **Certificate Request** item from the **Certification** menu.



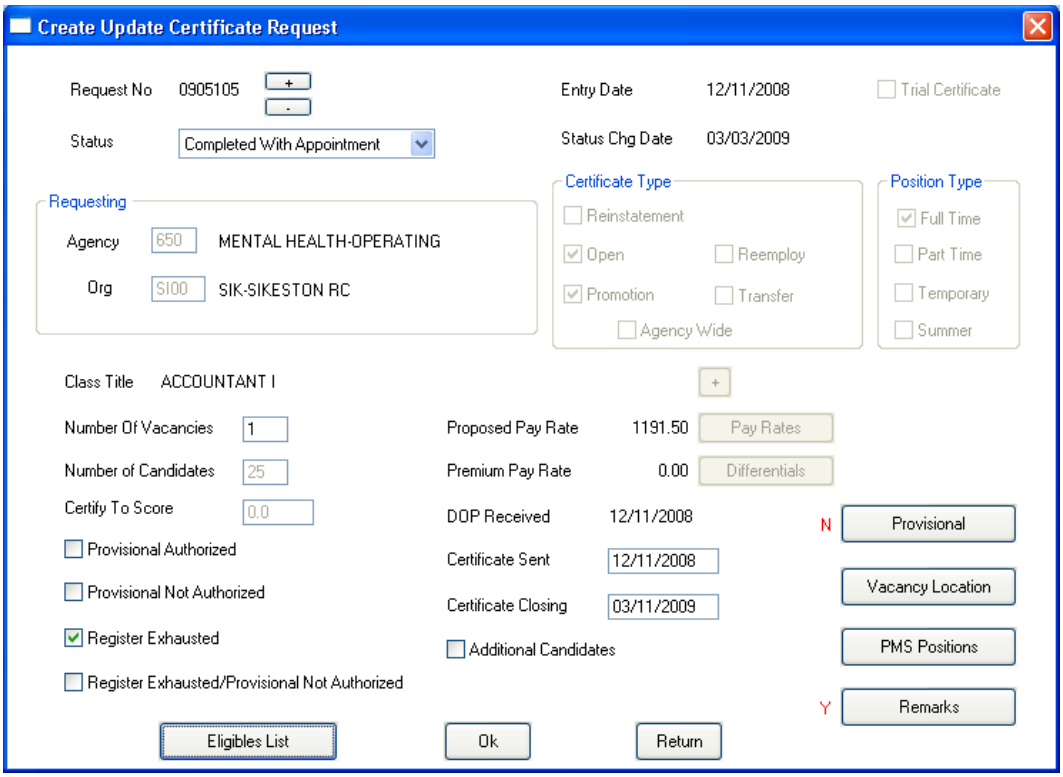
The **Agency Certificate Request** window, as shown below, will be displayed.

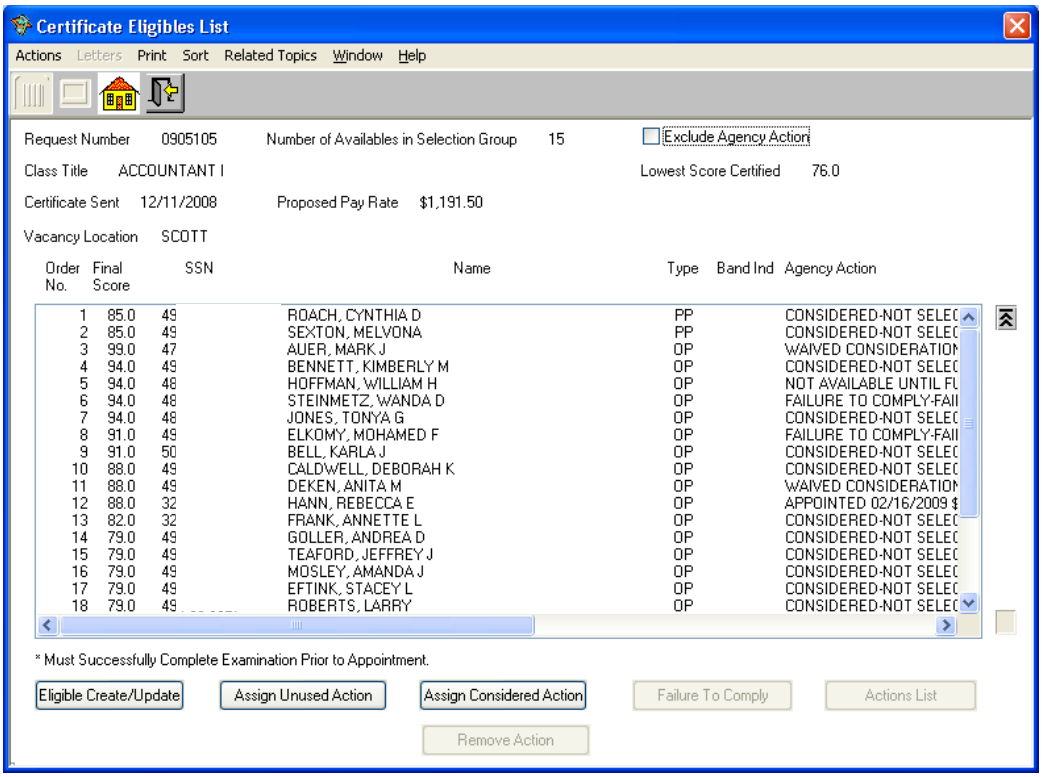


The actual certificate can be located and displayed using two different methods. Entering the certificate number in the 'Request No' box will immediately display the certificate in the **Create Update Certificate Request** window. A particular certificate can also be located by selecting a status and/or a class title and then clicking on the 'Inquire' icon on the tool bar. MAIRS will then display a 'filtered' listing of certificates meeting the search criteria. Double-click on the desired certificate to display it in the **Create Update Certificate Request** window.

Posting an Online Certificate (cont'd.)

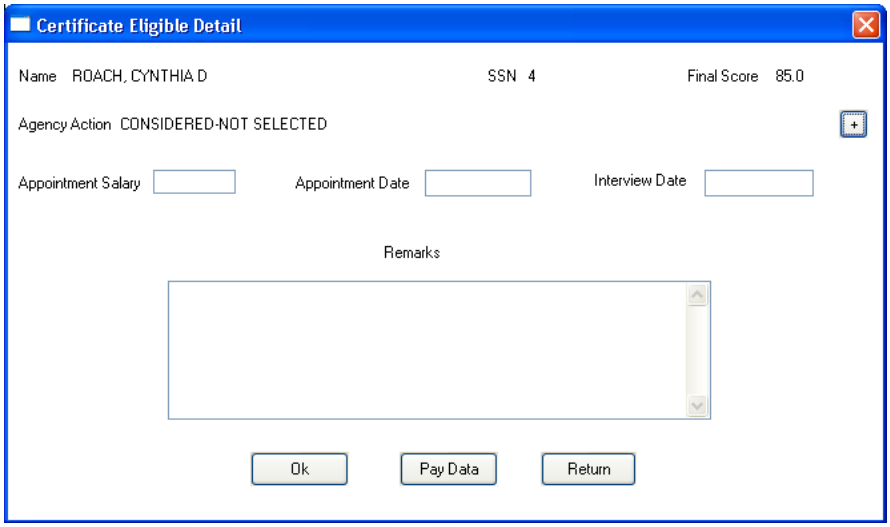
Once in the **Create Update Certificate Request** window, click 'Eligibles List' to display the list of eligibles in the **Certificate Eligibles List** window.



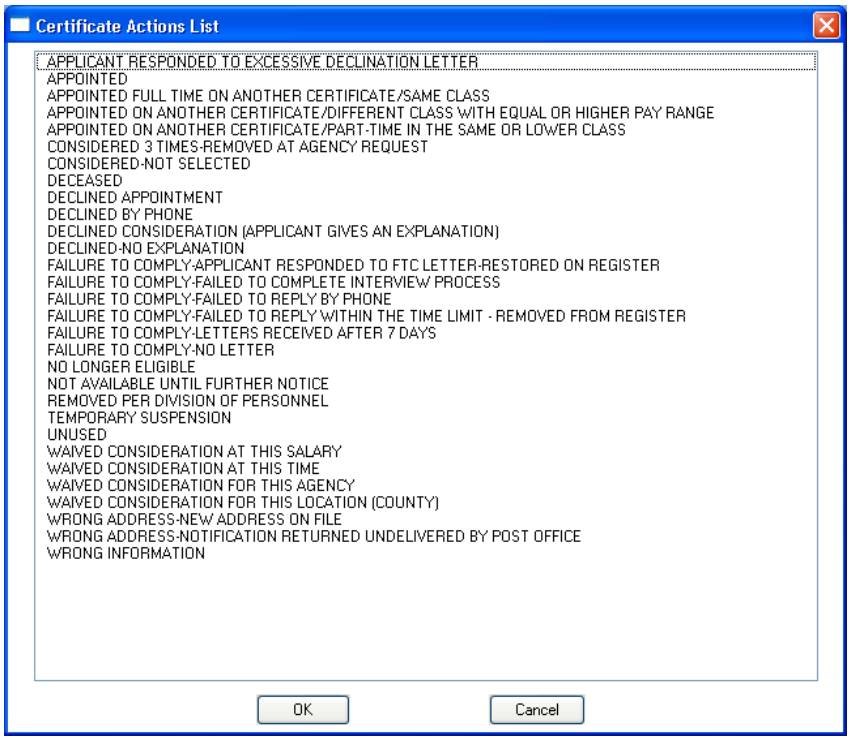


Posting an Online Certificate (cont'd.)

To post agency actions, double-click on an eligible from the **Certificate Eligibles List** to display the **Certificate Eligible Detail** window. This is where the actions will be posted.

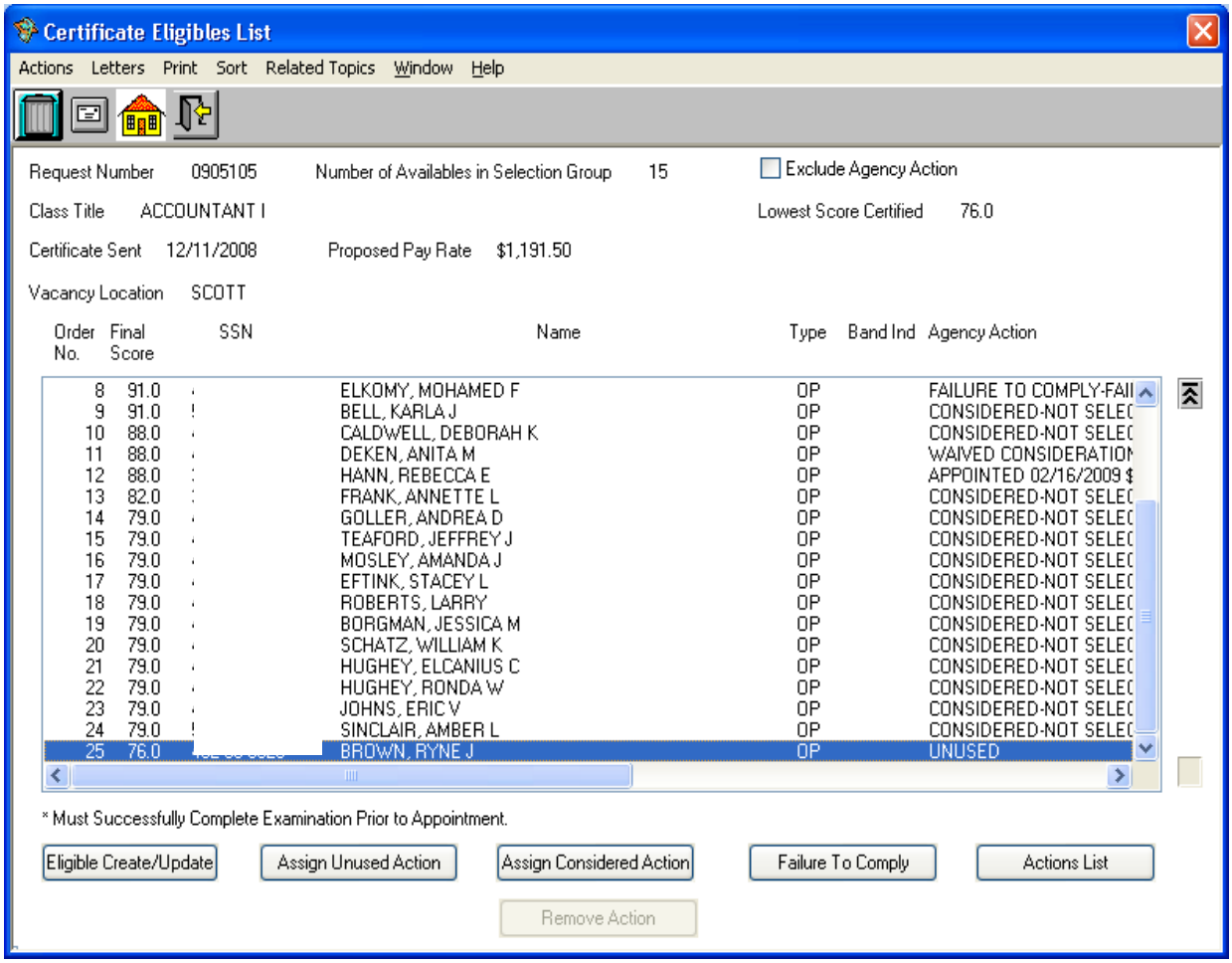


Click the 'Plus' (+) to the right of 'Agency Action' to display the **Certificate Actions List** window (see below). Select the appropriate action from the list and click 'OK' to return to the **Certificate Eligible Detail** window. For appointees, enter the 'Appointment Salary' (pay data can be viewed by clicking 'Pay Data') and the 'Appointment Date'. Entering the 'Interview Date' is optional for the majority of certificates. However, agencies are encouraged to enter it. When all of the information has been entered, click 'Ok' on the **Certificate Eligible Detail** window and, if appropriate, select the next eligible from the **Certificate Eligibles List**. To return to the **Certificate Eligibles List** window from the **Certificate Eligible Detail** window without making any changes, click 'Return'.



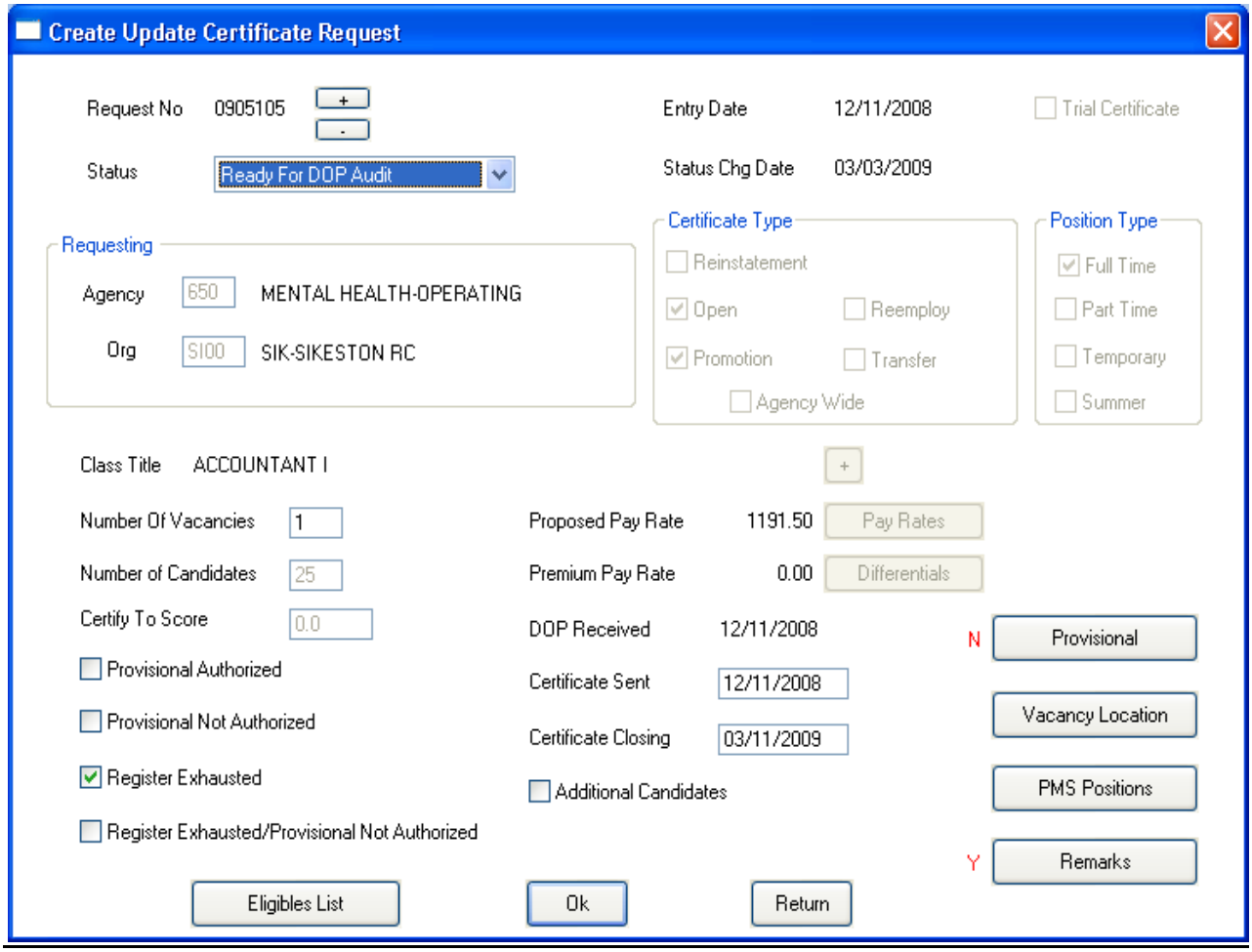
Posting an Online Certificate (cont'd.)

Clicking 'Assign Unused Action' on the **Certificate Eligibles List** window will assign the 'Unused' action to any selected (highlighted) certificate eligibles or to those with no posted certificate actions. Likewise, clicking 'Assign Considered Action' will assign the 'Considered, Not Selected' action to any highlighted certificate eligibles or to all those with no posted certificate actions. If you have several applicants for which you wish to post the same certificate action (except 'Appointed'), you may highlight those names and then click the 'Actions List' button. From the **Certificate Actions List**, select the appropriate action code and click 'OK'.



Posting an Online Certificate (cont'd.)

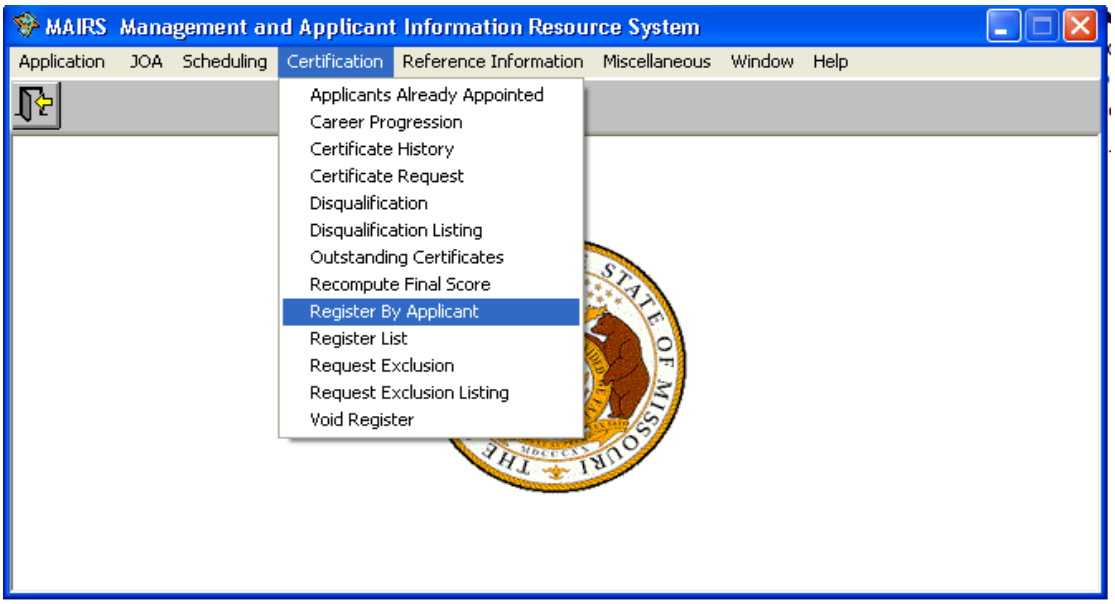
When the certificate posting is complete, change the status of the certificate to 'Ready for Agency Audit' for further review by the agency; OR, set the certificate status to 'Ready for DOP Audit', for review by Division of Personnel Certification staff. All eligibles certified **must** have an action posted before a certificate status can be set to 'Ready for DOP Audit'.



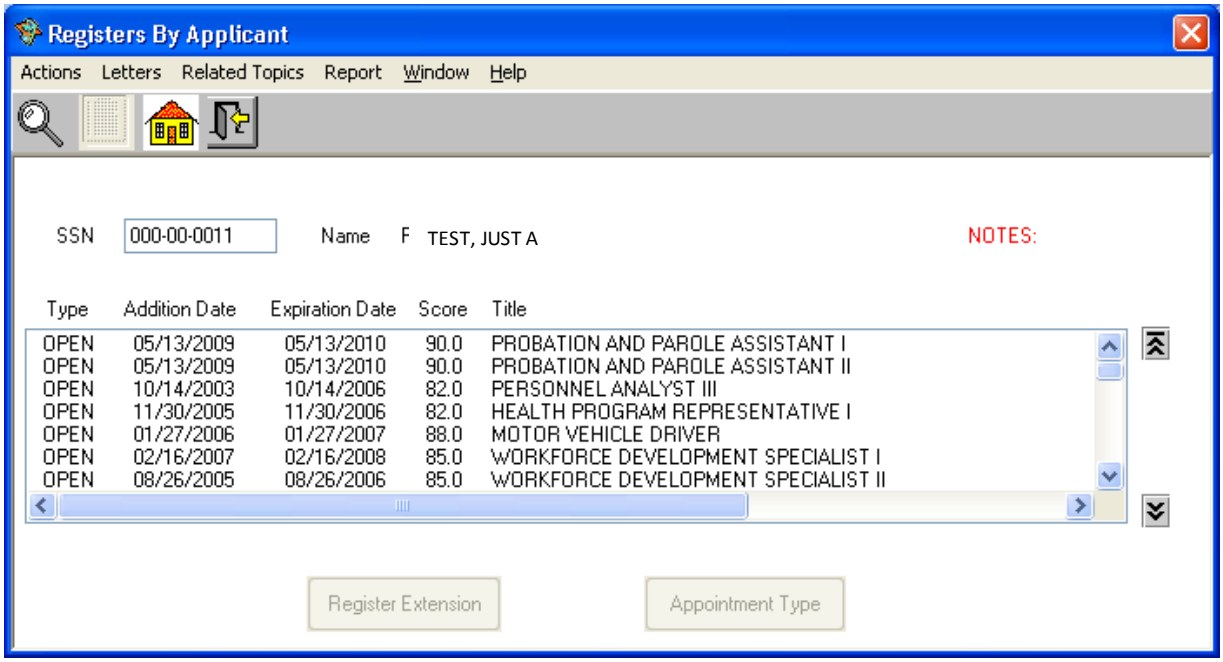
After the certificate status has been set to 'Ready for DOP Audit', changes to certificate actions can be made by memo to the Division of Personnel, Certification Unit.

Registers By Applicant

Users can view an applicant's status on a particular register by selecting the **Registers By Applicant** item from the **Certification** menu.



Aside from an applicant's status on a register other information available on the **Registers By Applicant** window (see below) include the type of register (open, prom, trans, reins, etc.), addition and expiration dates, and final score. Users have the option of printing a report of this information by selecting **Report** from the toolbar of the **Registers By Applicant** window (example on following page). Some of the items that can be found under **Related Topics** include an applicant's availability, application/register history, and certificate history, just to name a few.



Registers By Applicant (cont'd.)

Report Date: February 2, 2016

S T A T E O F M I S S O U R I
Office of Administration
Division of Personnel
Management and Applicant Information Resource System

Register History

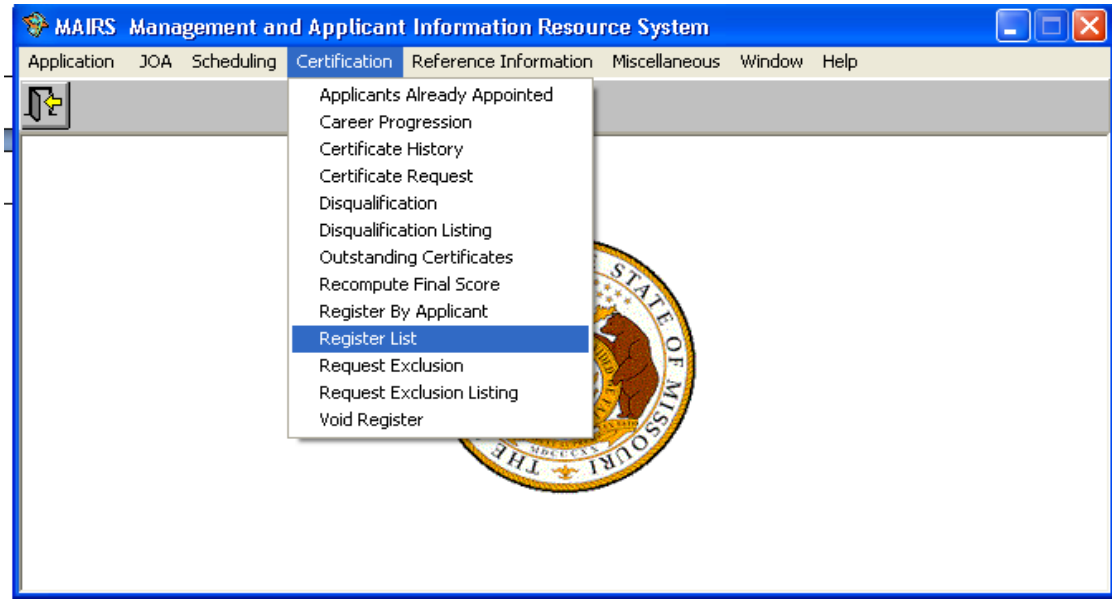
TEST, JUST A
1234 FIFTH ST
ANYWHERE, MO 65432

SSN: ***-**-0011

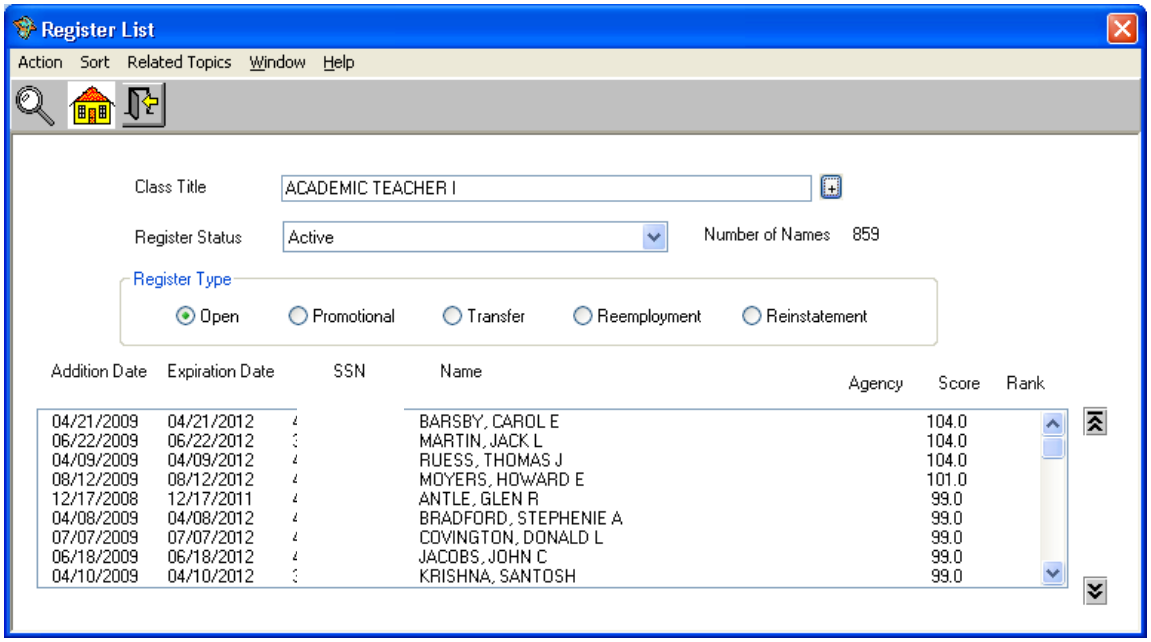
TYPE	ADDITION DATE	EXPIRATION DATE	SCORE	CLASS	STATUS
OPEN	02-20-2007	02-20-2010	73.0	ACTIVITY AIDE I	Active
OPEN	12-06-2007	12-06-2008	85.0	ADMINISTRATIVE OFFICE SUPPORT ASSISTANT	Active
OPEN	06-19-2007	06-19-2008	70.0	CAPITOL POLICE COMMUNICATIONS OPERATOR	Active
OPEN	09-10-2007	09-10-2010	85.0	HUMAN RELATIONS OFFICER I	Active
OPEN	02-16-2007	02-16-2008	85.0	WORKFORCE DEVELOPMENT SPECIALIST I	Active
OPEN	10-14-2003	10-14-2006	82.0	PERSONNEL ANALYST III	Appointed
OPEN	01-27-2006	01-27-2007	88.0	MOTOR VEHICLE DRIVER	Expired Due to Time Limit
OPEN	08-26-2005	08-26-2006	85.0	WORKFORCE DEVELOPMENT SPECIALIST II	Expired Due to Time Limit
OPEN	09-19-2005	09-19-2006	85.0	WORKFORCE DEVELOPMENT SUPERVISOR I	Expired Due to Time Limit
OPEN	06-20-2007	06-20-2010	70.0	ACCOUNT CLERK I	No Longer Eligible
OPEN	01-27-2006	01-27-2009	76.0	ACTIVITY AIDE II	No Longer Eligible
OPEN	08-05-2005	08-05-2008	NCR	CLIENT ATTENDANT TRAINEE	No Longer Eligible
OPEN	11-30-2005	11-30-2006	82.0	HEALTH PROGRAM REPRESENTATIVE I	No Longer Eligible
OPEN	08-05-2005	08-05-2005	NCR	LABORER I	No Longer Eligible
OPEN	08-05-2005	08-05-2005	NCR	NURSING ASSISTANT I	No Longer Eligible
OPEN	05-14-2007	05-14-2010	80.0	QUALITY ASSURANCE SPECIALIST (MENTAL HEALTH)	No Longer Eligible
OPEN	09-15-2005	09-15-2006	86.5	REFRIGERATION MECHANIC I	No Longer Eligible
OPEN				CHILD SUPPORT SPECIALIST	Pending
OPEN				CLAIMS TECHNICIAN I	Pending
OPEN				CORRECTIONS OFFICER I	Pending
OPEN				FAMILY SUPPORT ELIGIBILITY SPECIALIST	Register Voided
OPEN				GENERAL OFFICE ASSISTANT	Register Voided
OPEN	10-17-2005	10-17-2006	85.0	HUMAN RESOURCES MANAGER	Register Voided
OPEN				OFFICE SUPPORT ASSISTANT (CLERICAL)	Register Voided
OPEN				OFFICE SUPPORT ASSISTANT (KEYBOARDING)	Register Voided
OPEN				PROBATION AND PAROLE OFFICER II	Register Voided
OPEN				REFRIGERATION MECHANIC II	Register Voided
OPEN				SENIOR OFFICE SUPPORT ASSISTANT (CLERICAL)	Register Voided
OPEN				SENIOR OFFICE SUPPORT ASSISTANT (KEYBOARDING)	Register Voided

Register List

Users have the option of viewing all applicants on a specified register regardless of their availability conditions. Access to a specific register list can be gained by selecting **Register List** from the **Certification** menu.

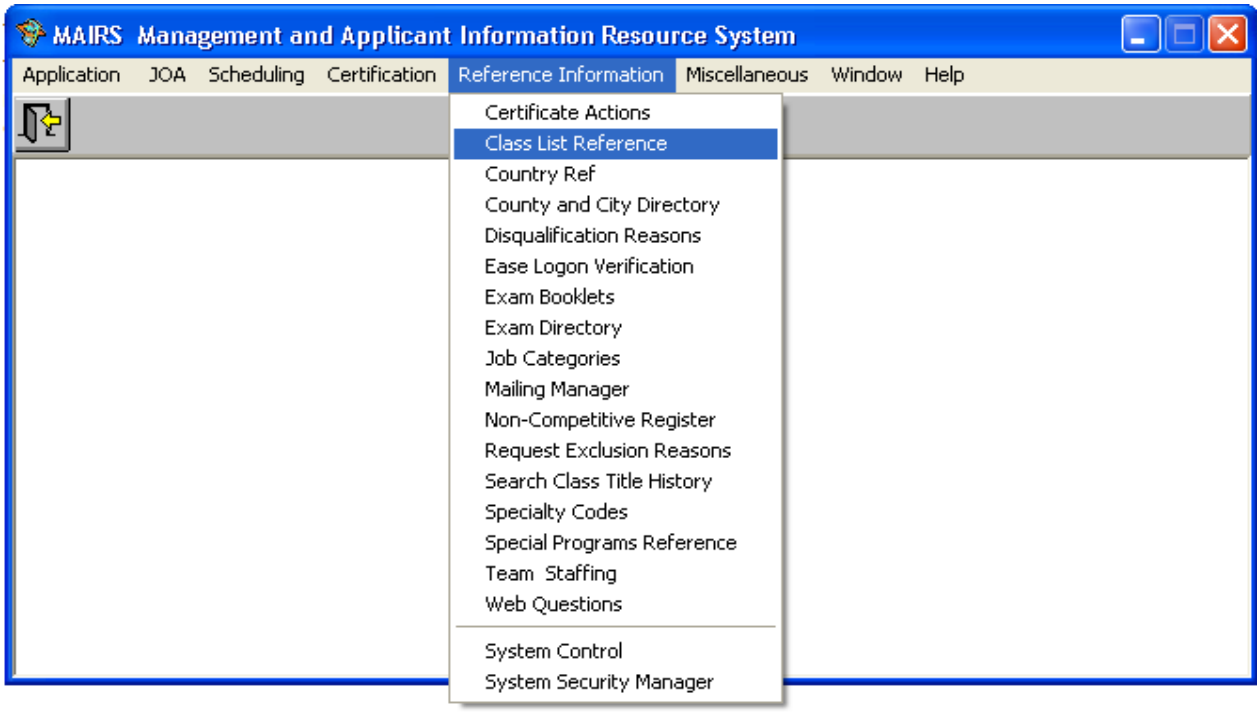


The **Class Title List** window will initially appear. Select a specific class title from the list and then select 'OK' once the selected title appears in the 'Selected Title' column of the **Class Title List** window. Different register statuses and register types can be viewed by making the appropriate selections in the 'Register Status' box and 'Register Type' box. The number of names on that specific register will be displayed to the right of the 'Register Status' box. In this example, there were 859 applicants currently 'Active' on the 'Open' register for Academic Teacher I. The register list is displayed in 'Score' order; however, by selecting 'Sort' from the **Register List** toolbar, a user can sort the list alphabetically. By selecting an applicant from the list, further information regarding that applicant can be found under 'Related Topics' on the **Register List** toolbar.



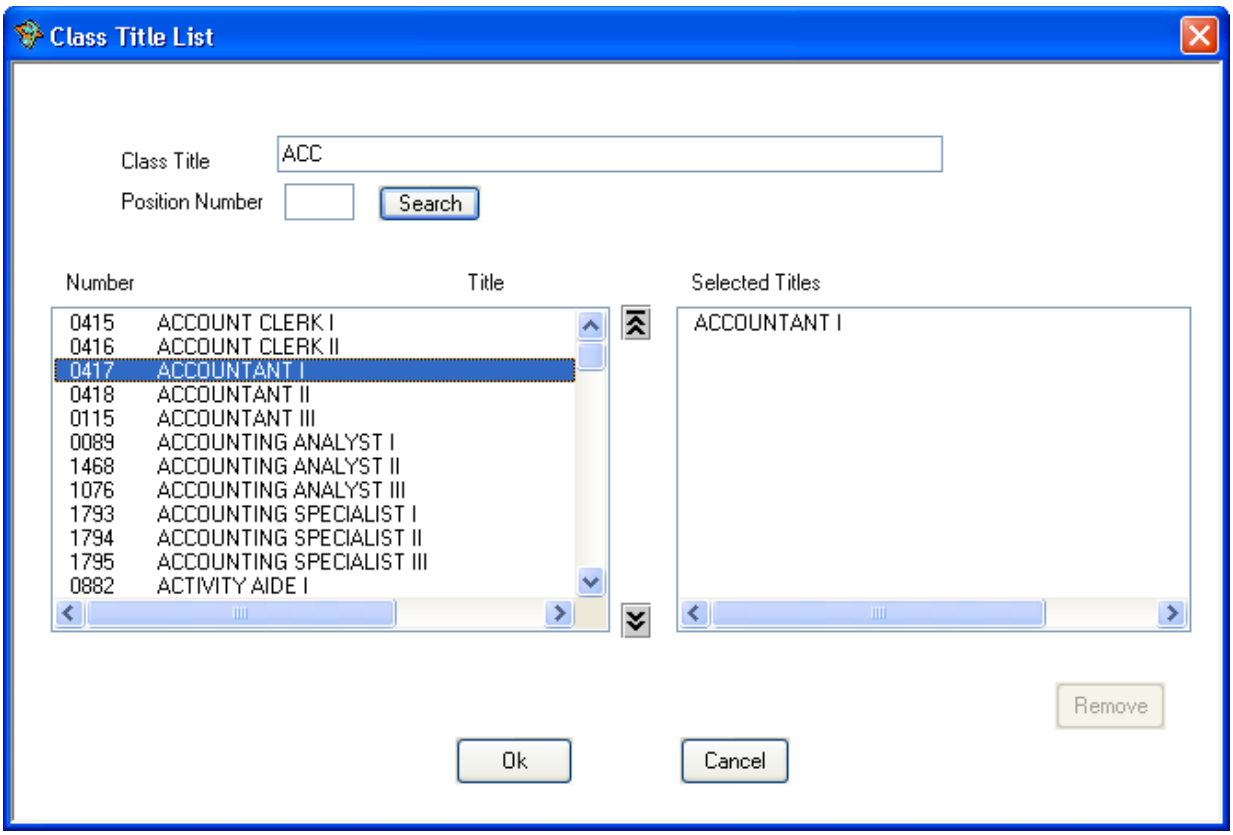
The Reference Information Menu

The **Reference Information** menu, as the name implies, contains a wide variety of reference data necessary for MAIRS to accomplish its functions and manage the applicant data base properly and efficiently. Reference files are available for utilization in data entry, application processing, exam scheduling and testing, mailing list maintenance, certification, as well as MAIRS system security and support.

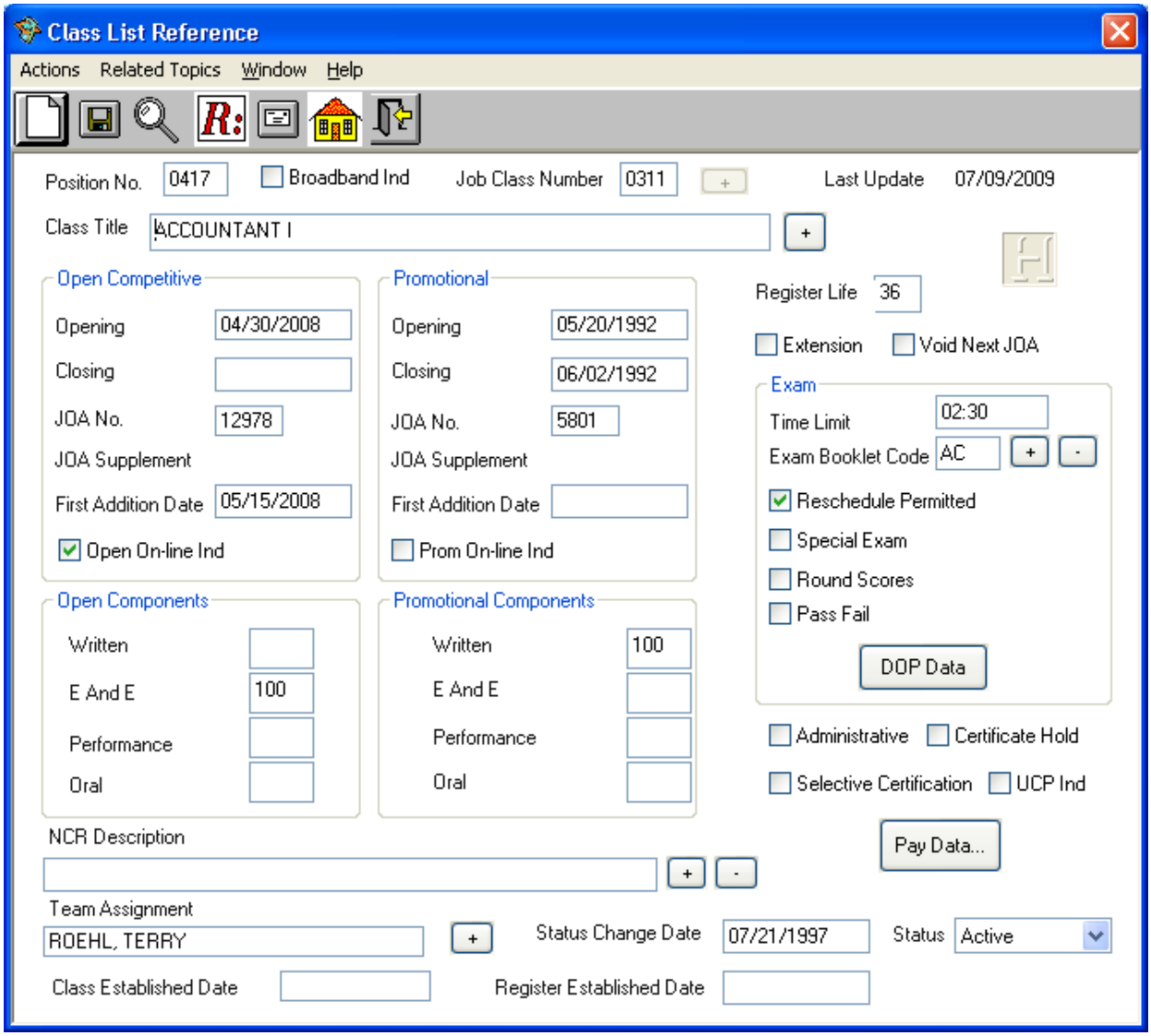


Class List Reference

One of the most widely used reference files is the **Class List Reference** menu item. This file contains salary and related information for every classification in the Uniform Classification and Pay system. For Merit System classes, information pertaining to job opportunity announcements, application processing, examinations and registers are also available. Job opportunity announcement (JOA) information, if applicable, includes the number of the JOA, opening and closing dates and first addition date for both Open Competitive and Promotional job announcements. Examination components for both the Open and Promotional registers are displayed; and for classes with written examination components, the Time Limit, Exam Booklet Code and other examination related information is shown. When initially accessing the **Class List Reference** window, the **Class Title List** as shown below, will appear. To display information for a specific class, select a class from the **Class Title List** by entering the beginning portion of the desired class title then press 'Search'. If necessary, scroll to find and select the desired class, then press 'OK'. The **Class List Reference** window will appear (see next page).



Class List Reference (cont'd.)



A breakdown of the information shown on the **Class List Reference window** is provided below:

Position No.: An internal number assigned and used by the Division of Personnel
Broadband Ind.: If checked, indicates that the class is a Broadbanded manager class.
Job Class Number: Index no. as shown on the Uniform Classification and Pay Plan.
Last Update: The last date changes were made for the job class being viewed.
Class Title: Displays title of class currently being viewed. Information for additional classes can be displayed by pressing the '+' next to the 'Class Title' to again display the **Class Title List** window.
Opening: If a date is present, class has been announced for recruitment.
Closing: If a date is present, class has or will close for recruitment on the date indicated. If no date is present, class is open for recruitment on a continuous basis.
JOA No.: Last announcement number for that particular job class.
JOA Supplement: Displayed as 1, 2, 3, etc. Typically supplements are issued to close a job class that has been opened for recruitment on a continuous basis or to extend recruitment for a job class that has a closing date.

Class List Reference (cont'd.)

Class List Reference

Actions Related Topics Window Help

Position No. 0417 Broadband Ind Job Class Number 0311 Last Update 07/09/2009

Class Title ACCOUNTANT I

Open Competitive
Opening 04/30/2008
Closing
JOA No. 12978
JOA Supplement
First Addition Date 05/15/2008
Open On-line Ind

Promotional
Opening 05/20/1992
Closing 06/02/1992
JOA No. 5801
JOA Supplement
First Addition Date
Prom On-line Ind

Register Life 36
Extension Void Next JOA

Exam
Time Limit 02:30
Exam Booklet Code AC
Reschedule Permitted
Special Exam
Round Scores
Pass Fail
DOP Data

Open Components
Written
E And E 100
Performance
Oral

Promotional Components
Written 100
E And E
Performance
Oral

Administrative Certificate Hold
Selective Certification UCP Ind

NCR Description

Pay Data...

Team Assignment
ROEHL, TERRY

Status Change Date 07/21/1997 Status Active

Class Established Date Register Established Date

First Addition Date: If a date is present, all eligible applicants for the class being viewed will begin to be added to the register on the date indicated. If no date is present, applicants are added to the register immediately.
Open/Prom On-line Ind.: If checked, class has been established for the on-line application process. Job class will only appear on-line when opened for recruitment.
Open/Promotional Components: A value in any of the fields indicated represents the exam components for that particular job class. Example: **Written** – 60, **E and E** – 40. Job class requires a written examination which is weighted at 60% of an applicant's total written score and a rating of education and experience which is weighted at 40% of an applicant's total education and experience rating for a combined total of 100%.
NCR Description: Indicates that the job class has been established as requiring a non-competitive registration process.
Team Assignment: The Division of Personnel staff currently assigned to process applications for this job class.
Status Change Date: The date the job class status changed.
Status: Active if currently part of the Uniform Classification and Pay Plan. Inactive if job class has been deleted from the Uniform Classification and Pay Plan. Inactive classes can only be accessed from the **Search Class Title History** item under **Related Topics**.
Class Established Date: Date job class was established as part of the uniform classification and pay plan.

Class List Reference (cont'd.)

Class List Reference

Actions Related Topics Window Help

Position No. 0417 Broadband Ind Job Class Number 0311 Last Update 07/09/2009

Class Title ACCOUNTANT I

Open Competitive
Opening 04/30/2008
Closing
JOA No. 12978
JOA Supplement
First Addition Date 05/15/2008
Open On-line Ind

Promotional
Opening 05/20/1992
Closing 06/02/1992
JOA No. 5801
JOA Supplement
First Addition Date
Prom On-line Ind

Register Life 36
Extension Void Next JOA

Exam
Time Limit 02:30
Exam Booklet Code AC
Reschedule Permitted
Special Exam
Round Scores
Pass Fail
DOP Data

Open Components
Written
E And E 100
Performance
Oral

Promotional Components
Written 100
E And E
Performance
Oral

Administrative Certificate Hold
Selective Certification UCP Ind

NCR Description

Pay Data...

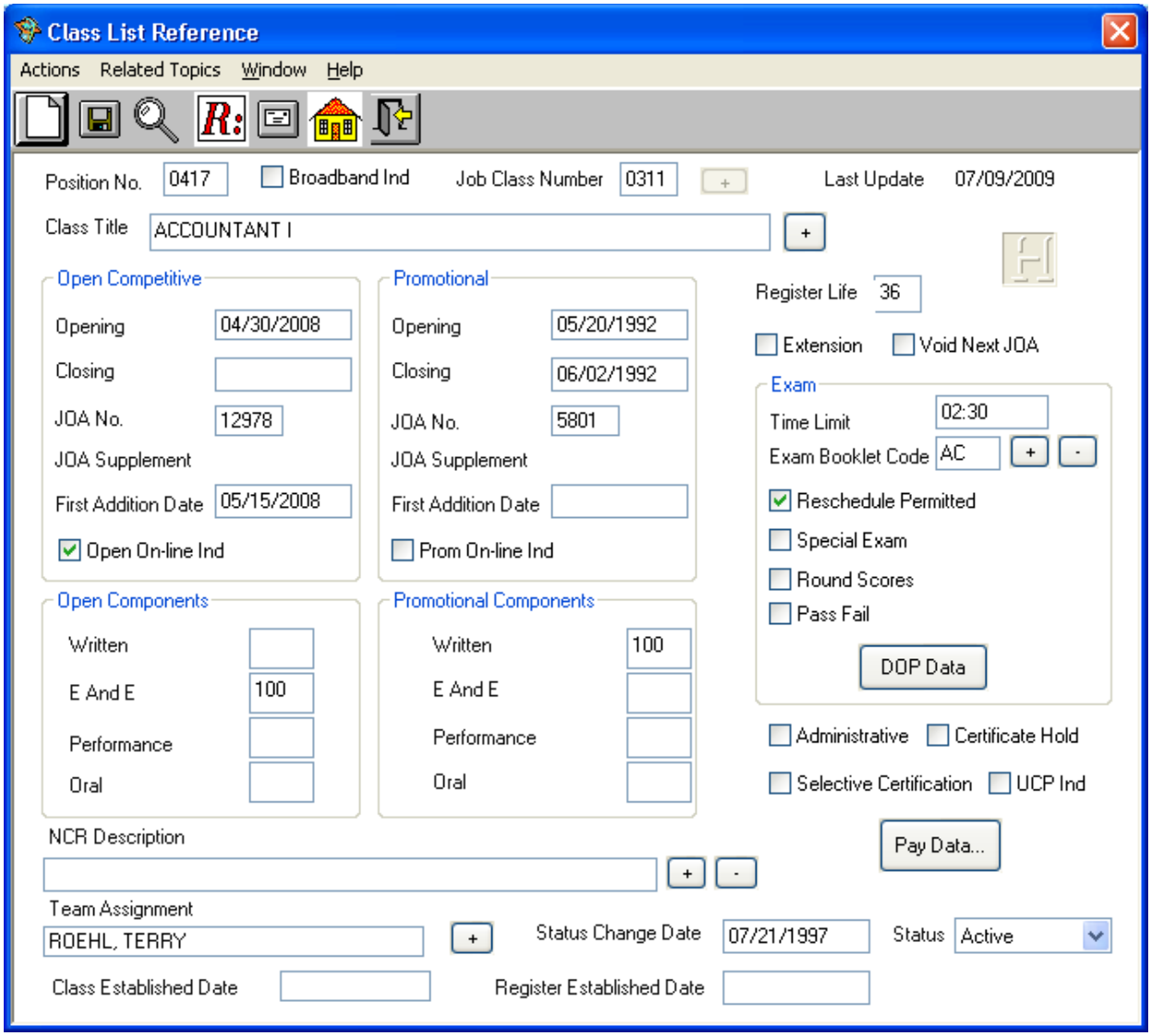
Team Assignment
ROEHL, TERRY

Status Change Date 07/21/1997 Status Active

Class Established Date Register Established Date

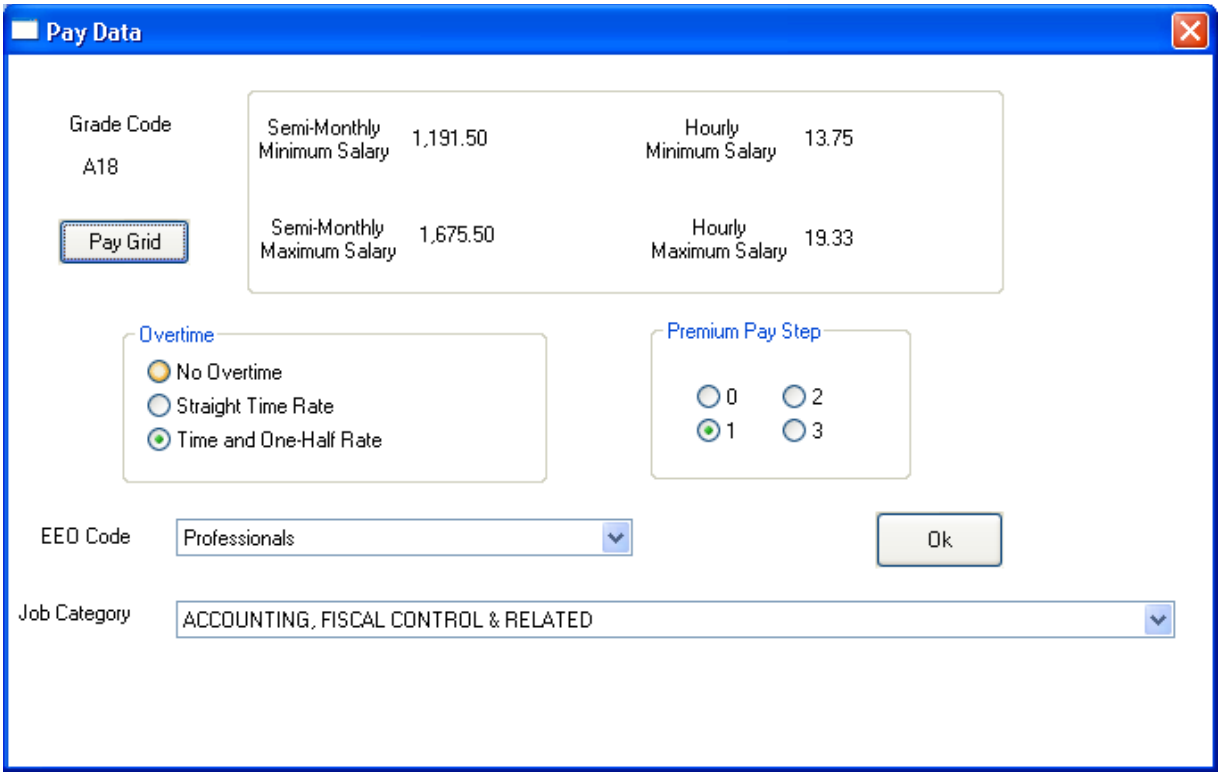
Register Established Date: Date register was established for this particular job class.
History ("H"): Provides information regarding changes made to a job class (i.e. JOA updates, monthly memo updates). The **History** option is only enabled when accessing **Search Class Title History** from the **Related Topics** menu item.
Register Life: The life of the current register (either 12 months or 36 months).
Extension: If checked, register has been established as an extension register. Extension registers are typically 12 month registers. Applicants are allowed to request two extensions for a maximum of three years (36 months) on the register.
Void Next JOA: If checked, register will be voided the next time the job class is opened for recruitment.
Time Limit: The maximum amount of time allowed for an applicant to take the written examination for this job class.
Exam Booklet Code: Code assigned to each examination booklet specific to that job class.
Reschedule Permitted: If checked, applicants are allowed to reschedule an examination.
Special Exam: If checked, designates a different examination process than normally used (i.e. Corrections Officer I requires a video exam which is scored differently than other written exams).
Round Scores: If checked, scores are rounded to the closest whole number.
Pass/Fail: If checked, numerical score is not assigned. Notification of rating would indicate either Pass or Fail.
DOP Data: Indicates exam passing points and performance conversion factors.

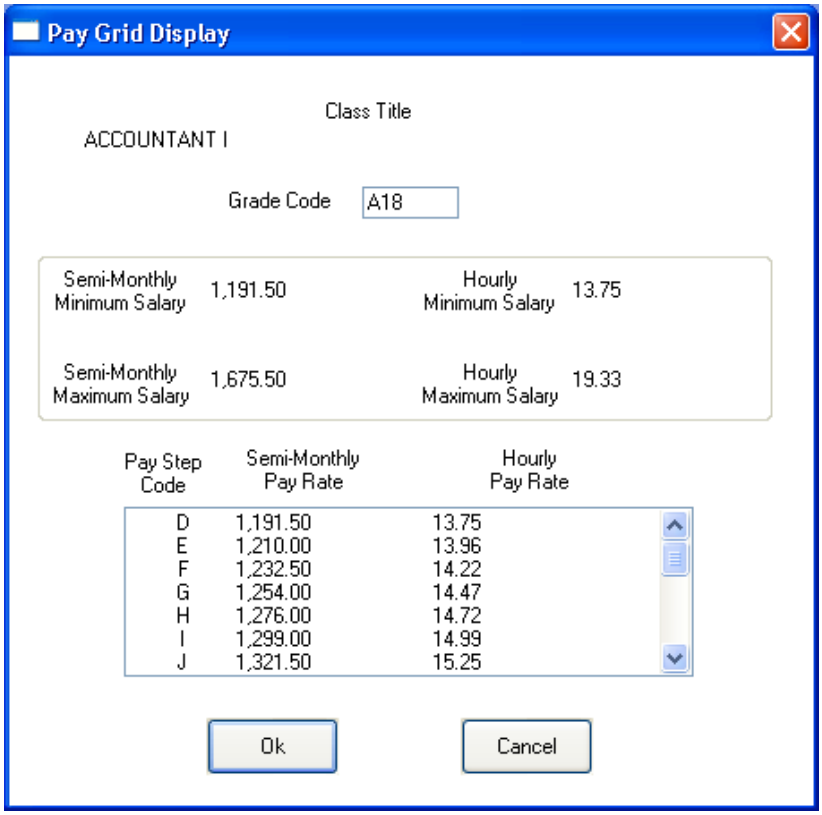
Class List Reference (cont'd.)



Administrative: If checked, indicates job class involves substantial supervisory or administrative responsibility.
Certificate Hold: When checked, agencies cannot request a certificate for that particular job class.
Selective Certification: Indicates the job class uses selective certification and is coded for specialties.
UCP Ind.: Indicates the job class is not covered under the Missouri Merit System.
Pay Data: Provides specific pay data information for a job class (i.e. grade code, minimum and maximum salary information, overtime category, premium pay step and EEO code). The **Pay Grid** window can be accessed from the **Pay Data** window (see next page for **Pay Data** window and **Pay Grid** window).

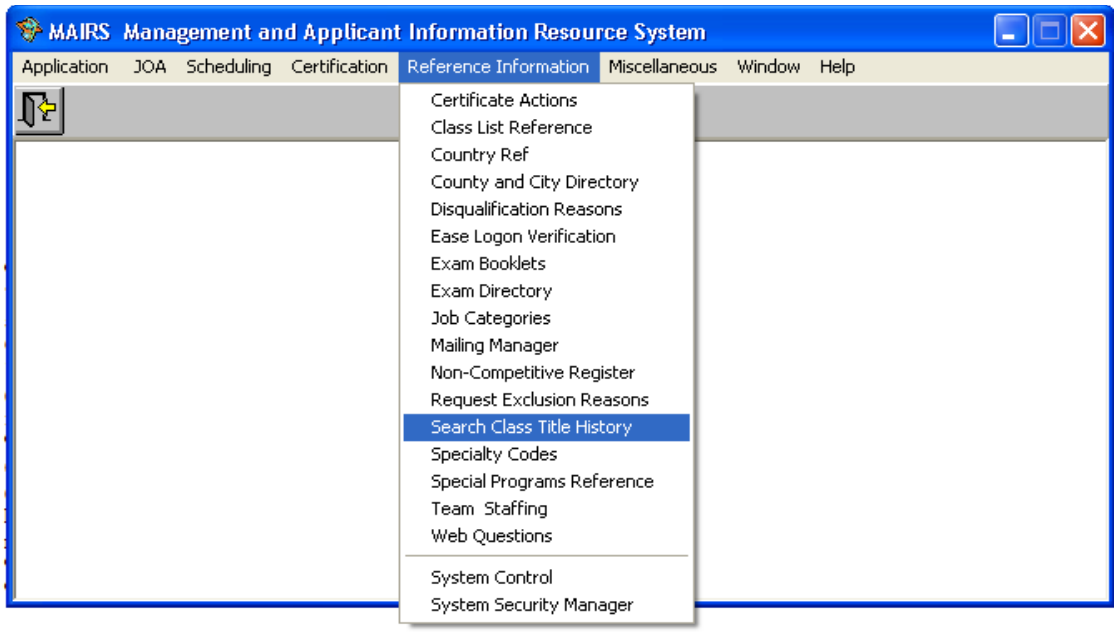
Class List Reference (cont'd.)



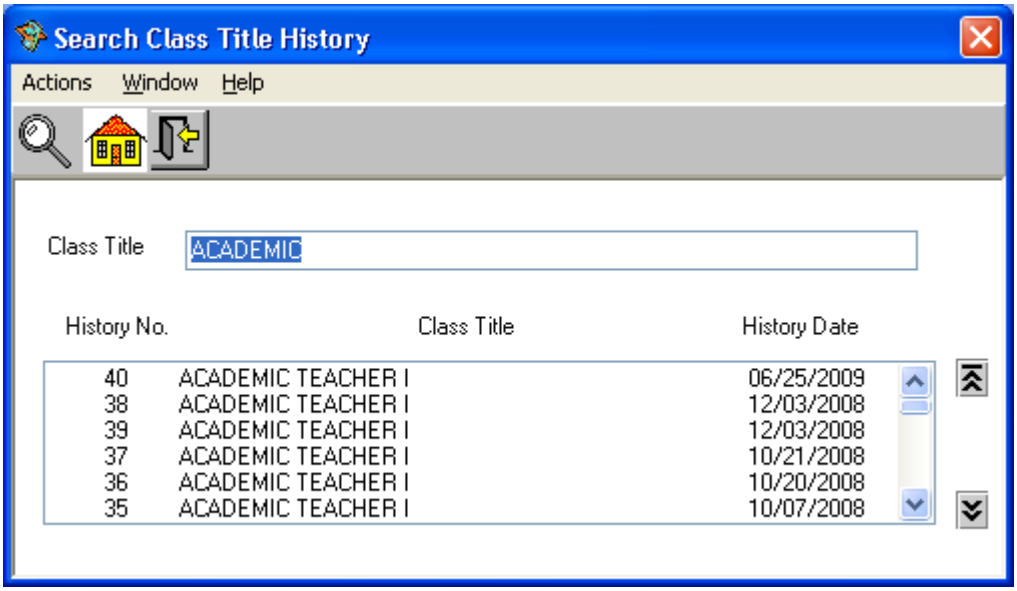


Search Class Title History

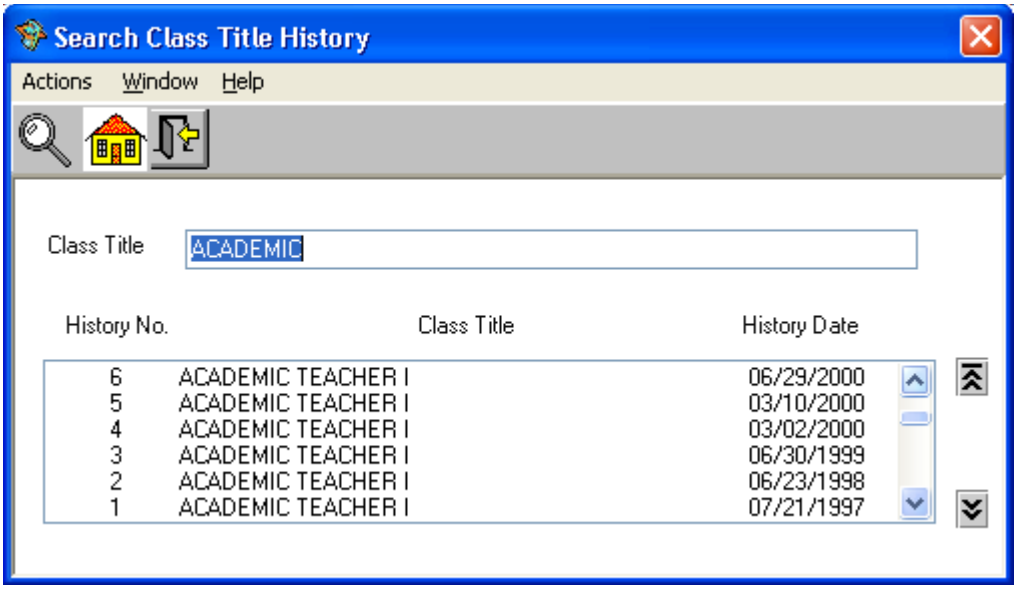
The history of a class title can be viewed by selecting **Search Class Title History** from the **Reference Information** menu.



A user can also access the **Search Class Title History** option from the **Class List Reference** window under **Related Topics**. Once the **Search Class Title History** window appears, type in the first couple of characters (or more) of the class title you are searching for and click 'Inquire'. You may have to scroll down to the actual title you are searching for or enter more characters and do another search ('Inquire'). As shown below, Academic Teacher I currently has 40 history records dating back to July 21, 1997 when MAIRS was first implemented (see next page). Historical information prior to the implementation of MAIRS should be available from the Division of Personnel.



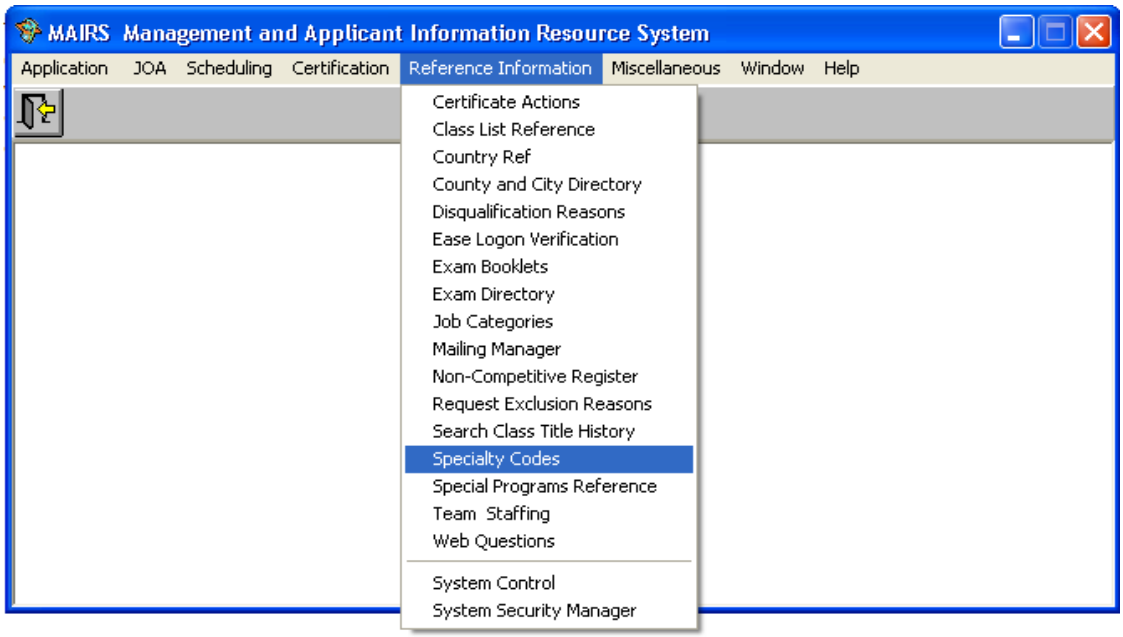
Search Class Title History(cont'd.)



Once you have located the class title you are searching for, double click on any of the titles to view the class list reference information (the **Class List Reference** window will appear) for that class title on the history date indicated. A history is created whenever a title has changed, salary information has been updated, exam components changed, if a class has been opened and/or or closed for recruitment, deleted from the pay plan, etc.

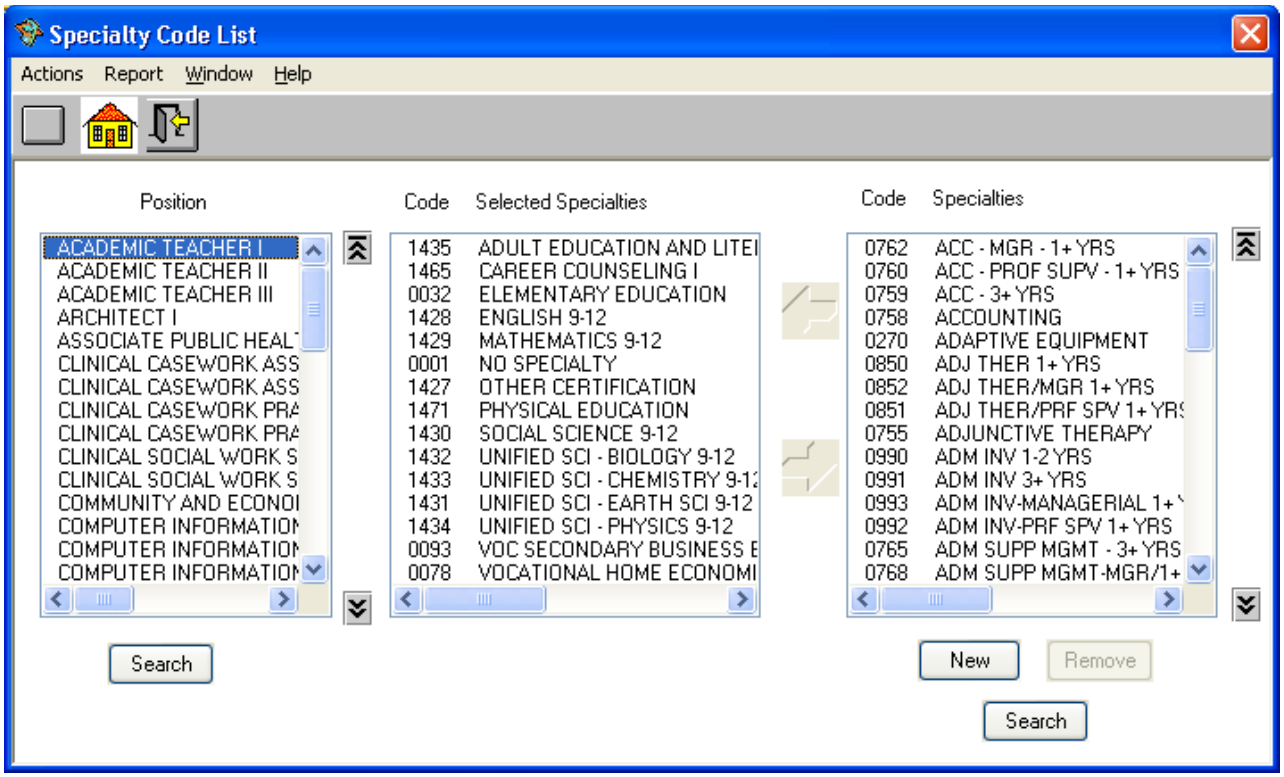
Specialty Codes

Certain job classes have been designated as having selective certification. Specialty codes are assigned to those job classes. Agencies can selectively request certification of applicants that possess a specific area of education and/or experience. Those classes that have been designated as having selective certification can be viewed by selecting **Specialty Codes** from the **Reference Information** menu. **Specialties** can also be accessed from the **Class List Reference** window under **Related Topics**.

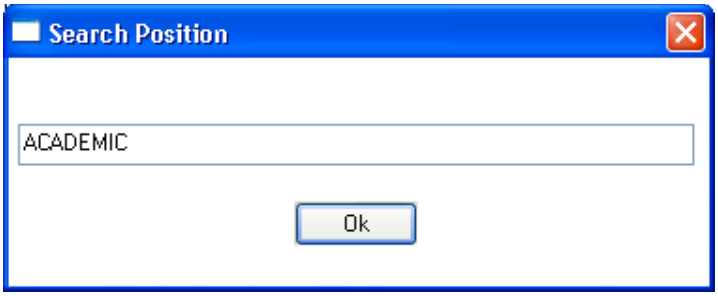


Specialty Codes (cont'd.)

Users can view the specialty codes assigned to a particular job class by clicking on the job class of interest in the 'Position' box on the left.

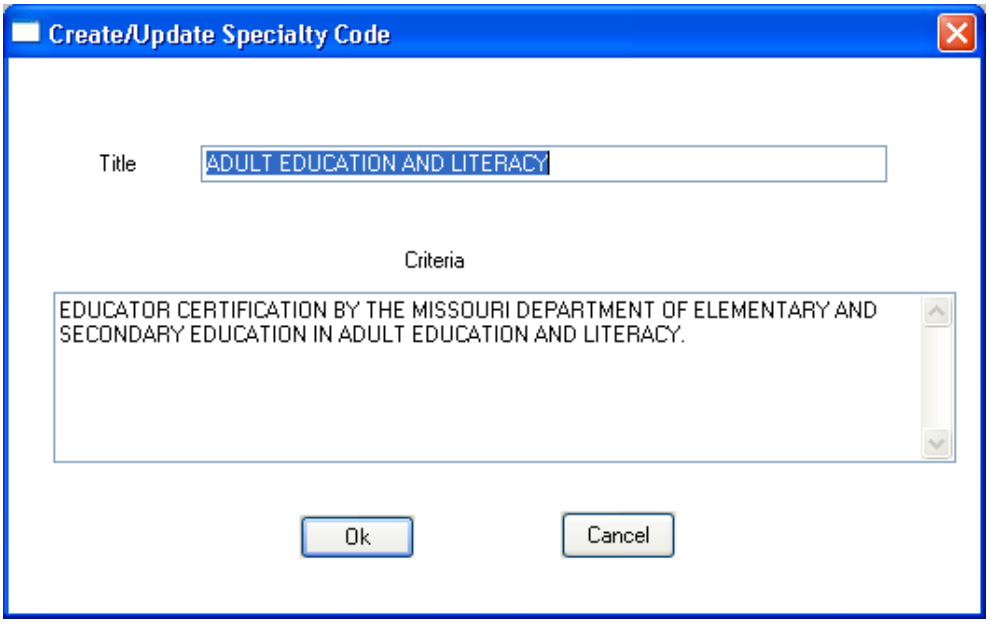


The user can also search for a specific job class by clicking 'Search' under the 'Position' box and entering the first few characters (or more) of a job class and then clicking 'OK'.



Specialty Codes (cont'd.)

The specialty codes assigned to that particular job class will appear in the 'Selected Specialties' box shown in the middle. All of the specialty codes currently contained in MAIRS can be viewed in the 'Specialties' box on the right. Criteria for those specialty codes currently assigned to job classes can be viewed by double clicking on the specific specialty code in the 'Specialties' box. The **Create/Update Specialty Code** window shown below will appear. Those specialty codes not currently assigned to a specific job class may not have criteria assigned. You can search for a specific specialty code by clicking 'Search' under the 'Specialties' box.



The Specialty Code List window also has a 'Report' option. Complete details regarding specific specialty codes assigned to a class will be display. Simply select a class title and click the 'Report' option. An example of the specialty code report can be found on the next page.

Specialty Codes (cont'd.)

Report Date: February 2, 2016

S T A T E O F M I S S O U R I
Office of Administration
Division of Personnel
Management and Applicant Information Resource System

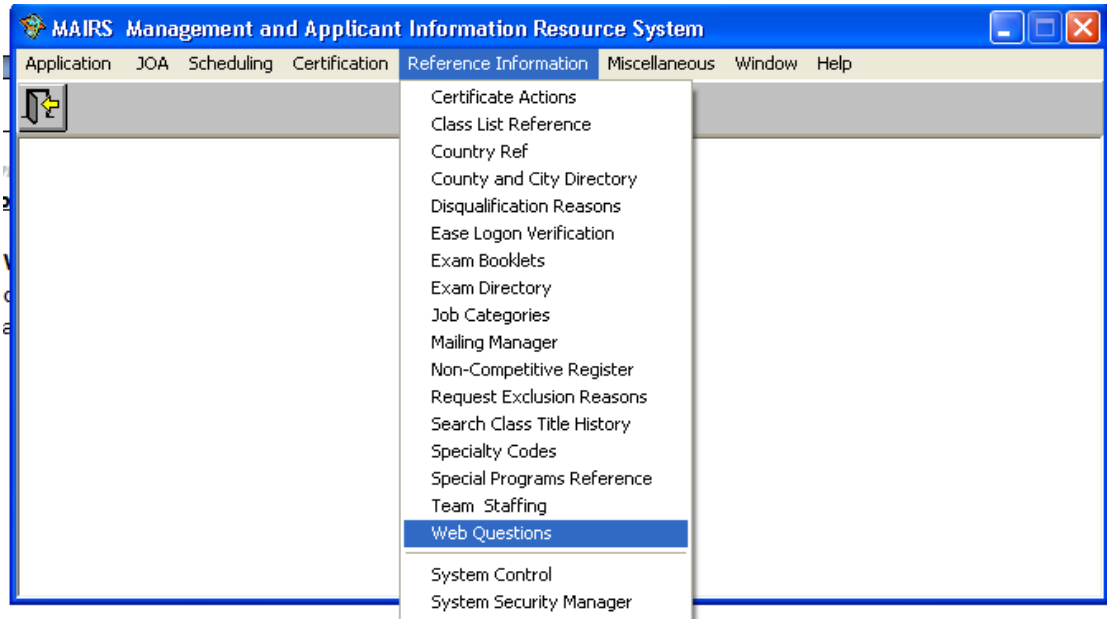
Page 1

REGISTERED NURSE IV

CODE	SPECIALTY	CRITERIA
0193	GERIATRICS	PROFESSIONAL NURSING EXPERIENCE IN THE FIELD OF GERIATRICS. OR POSSESSION OF A MASTER'S DEGREE IN NURSING FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH AN EMPHASIS IN GERIATRIC NURSING. OR CERTIFICATION BY THE AMERICAN NURSES ASSOCIATION AS A GERONTOLOGICAL NURSE.
0681	MENTAL RETARDATION	PROFESSIONAL NURSING EXPERIENCE IN THE FIELD OF MENTAL RETARDATION/ DEVELOPMENTAL DISABILITIES. OR POSSESSION OF A MASTER'S DEGREE IN NURSING WITH AN EMPHASIS IN MENTAL RETARDATION/DEVELOPMENTAL DISABILITIES FROM AN ACCREDITED COLLEGE OR UNIVERSITY.
0001	NO SPECIALTY	
0196	PEDIATRICS	PROFESSIONAL NURSING EXPERIENCE IN THE FIELD OF PEDIATRICS. OR POSSESSION OF A MASTER'S DEGREE IN NURSING FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH AN EMPHASIS IN PEDIATRIC NURSING. OR CERTIFICATION BY THE AMERICAN NURSES ASSOCIATION AS A PEDIATRIC NURSE.

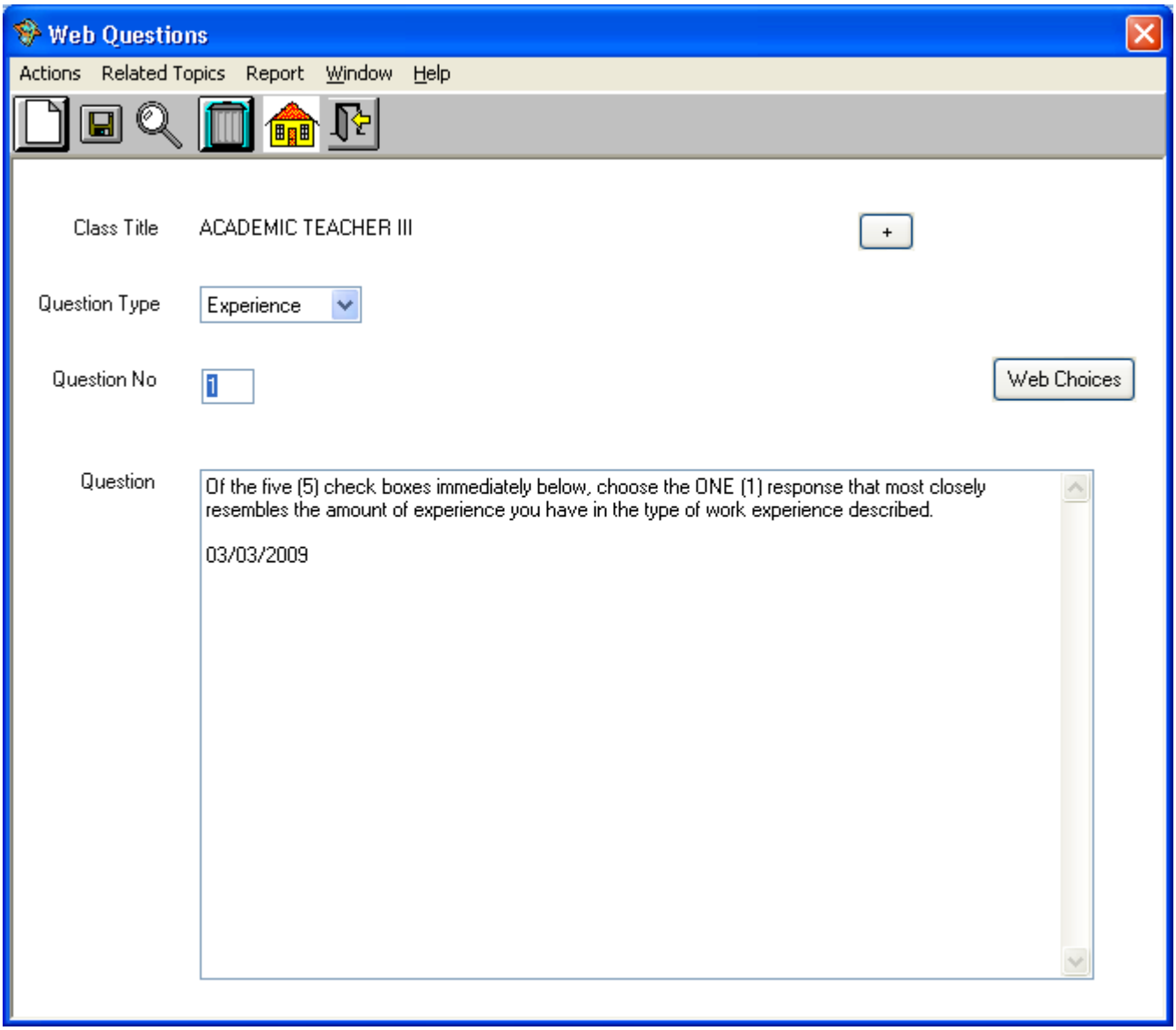
Web Questions

The **Web Questions** item found under the **Reference Information** menu, allows a user to view the questions and choices for any job classification that has been implemented online through EASe. The **Web Questions** can also be accessed from the **Applicant E and E Review** item under the **Application** menu (see pages 15-17).



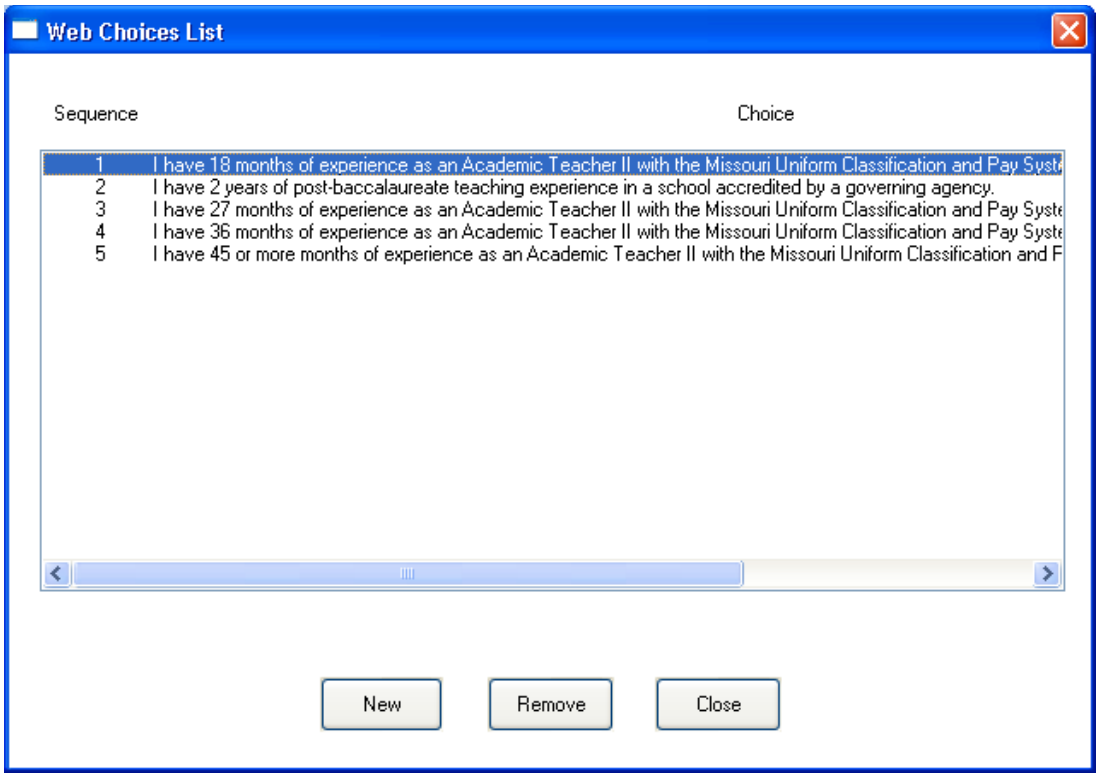
Web Questions (cont'd.)

When initially accessing the **Web Questions** item, the **Class Title List** will appear. Select the job class of the web questions you are interested in viewing and then click 'OK'. Select which question you want to view by selecting 'Eligibility', 'Education' or 'Experience' from the 'Question Type' drop down box. There will only be one 'Eligibility' question per job class. If a job class only has a written examination component, there will be no 'Education' or 'Experience' questions. If a job class has an Education and Experience component, there will be two 'Education' questions and two 'Experience' question. To view a specific 'Education' or 'Experience' question, the user would enter the question number in the 'Question No.' field (i.e. if you want to view the first 'Experience' question, enter a '1' in the 'Question No.' field).

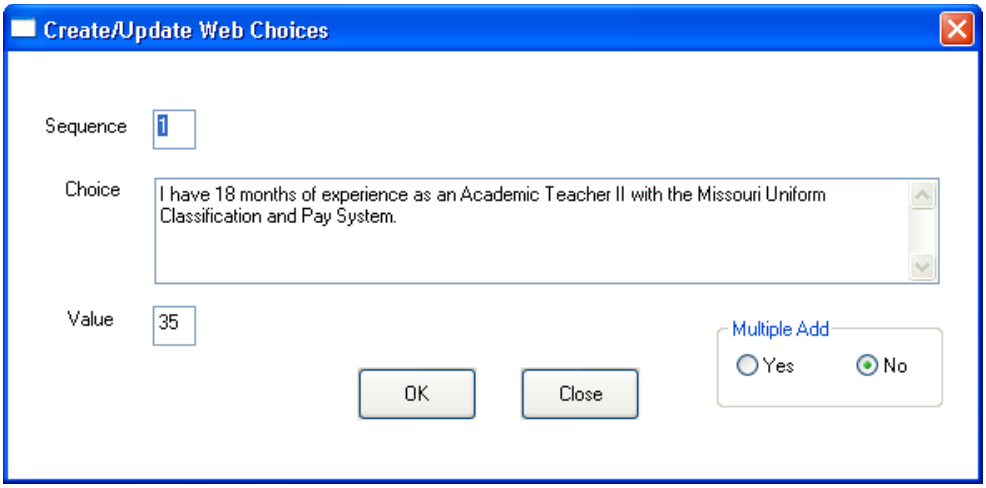


Web Questions (cont'd.)

In order to view the web choices (responses available to applicants) for a particular question, click 'Web Choices' on the right side of the window. The 'Web Choices List' window will appear.



To view a complete web choice, double click on the choice you wish to view to open the **Create/Update Web Choices** window shown below. When finished viewing, 'Close' out of the window.



A user can also print a report of the questions for a particular job class by selecting the **Report** item from the **Web Questions** menu bar. A printable word document of the questions will be created (example on next page). The **Class List Reference** and **Applicant E and E Review** windows can be accessed from the **Related Topics** item.

Web Questions (cont'd.)

Report Date: February 2, 2016

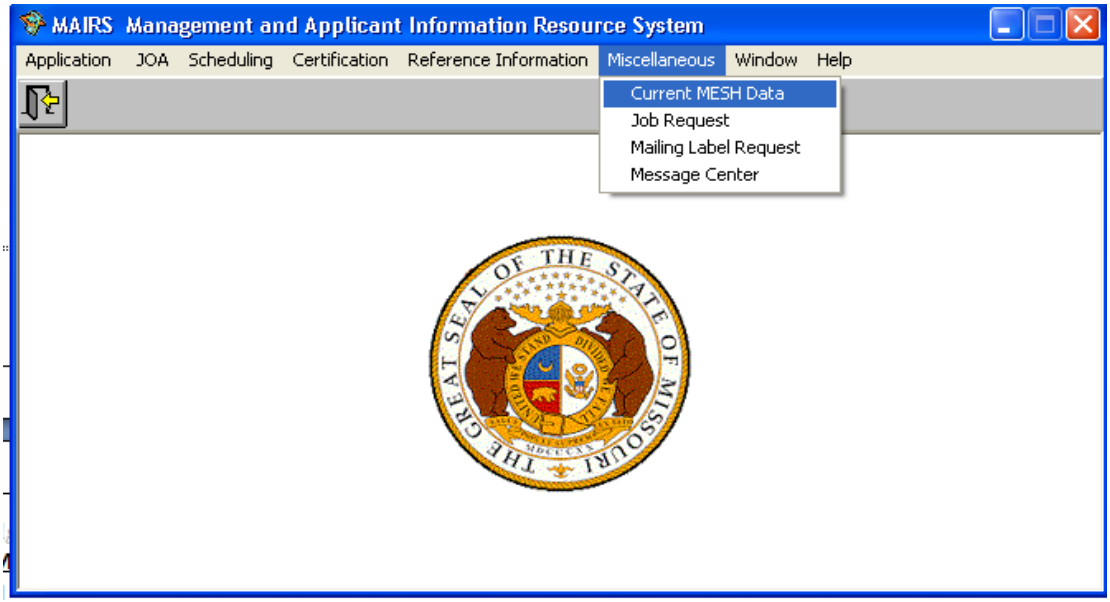
S T A T E O F M I S S O U R I
Office of Administration
Division of Personnel
Management and Applicant Information Resource System
Web Question Report

ACADEMIC TEACHER III (3007)

Question Type	Question	Value	Choice
Eligibility	Please check the box that best describes your qualifications. (Check only one) 03/03/2009		
		70	I have eighteen or more months of experience as an Academic Teacher II with the Missouri Uniform Classification and Pay System.
		70	I have a Bachelor's degree from an accredited college or university in appropriate coursework or in the field of Education; AND, four or more years of post-baccalaureate teaching experience in a school accredited by a governing agency (such as the Missouri Department of Elementary and Secondary Education or the North Central Association on Accreditation and School Improvement).
		70	I have a Master's degree from an accredited college or university in appropriate coursework or in the field of Education; AND, two or more years of post-baccalaureate teaching experience in a school accredited by a governing agency (such as the Missouri Department of Elementary and Secondary Education or the North Central Association on Accreditation and School Improvement).
		0	None of the above options reflect my education and experience.
Education	What is the highest level of education you have earned? (Check only one) 12/03/2008		
		35	Bachelor's degree from an accredited college
		41	Master's degree from an accredited college
		47	Doctorate degree from an accredited college
	Is the highest level of accredited college education you have earned in the field of Education? 12/03/08		
		3	Yes
		0	No
Experience	Of the five (5) check boxes immediately below, choose the ONE (1) response that most closely resembles the amount of experience you have in the type of work experience described. 03/03/2009		
		35	I have 18 months of experience as an Academic Teacher II with the Missouri Uniform Classification and Pay System.
		35	I have 2 years of post-baccalaureate teaching experience in a school accredited by a governing agency.
		38	I have 27 months of experience as an Academic Teacher II with the Missouri Uniform Classification and Pay System, OR I have 3 years of post-baccalaureate teaching experience in a school accredited by a governing agency.
		41	I have 36 months of experience as an Academic Teacher II with the Missouri Uniform Classification and Pay System, OR I have 4 years of post-baccalaureate teaching experience in a school accredited by a governing agency.
		44	I have 45 or more months of experience as an Academic Teacher II with the Missouri Uniform Classification and Pay System, OR I have 5 or more years of post-baccalaureate teaching experience in a school accredited by a governing agency.
	Read the following options (below) to determine if you are eligible for additional points based upon your years of experience beyond the years listed previously. 03/03/2009		
		3	I have 54 months of experience as an Academic Teacher II with the Missouri Uniform Classification and Pay System, OR I have 6 years of post-baccalaureate teaching experience in a school accredited by a governing agency.
		6	I have 63 or more months of experience as an Academic Teacher II with the Missouri Uniform Classification and Pay System, OR I have 7 or more years of post-baccalaureate teaching experience in a school accredited by a governing agency.
		0	None of the above options reflect my experience.

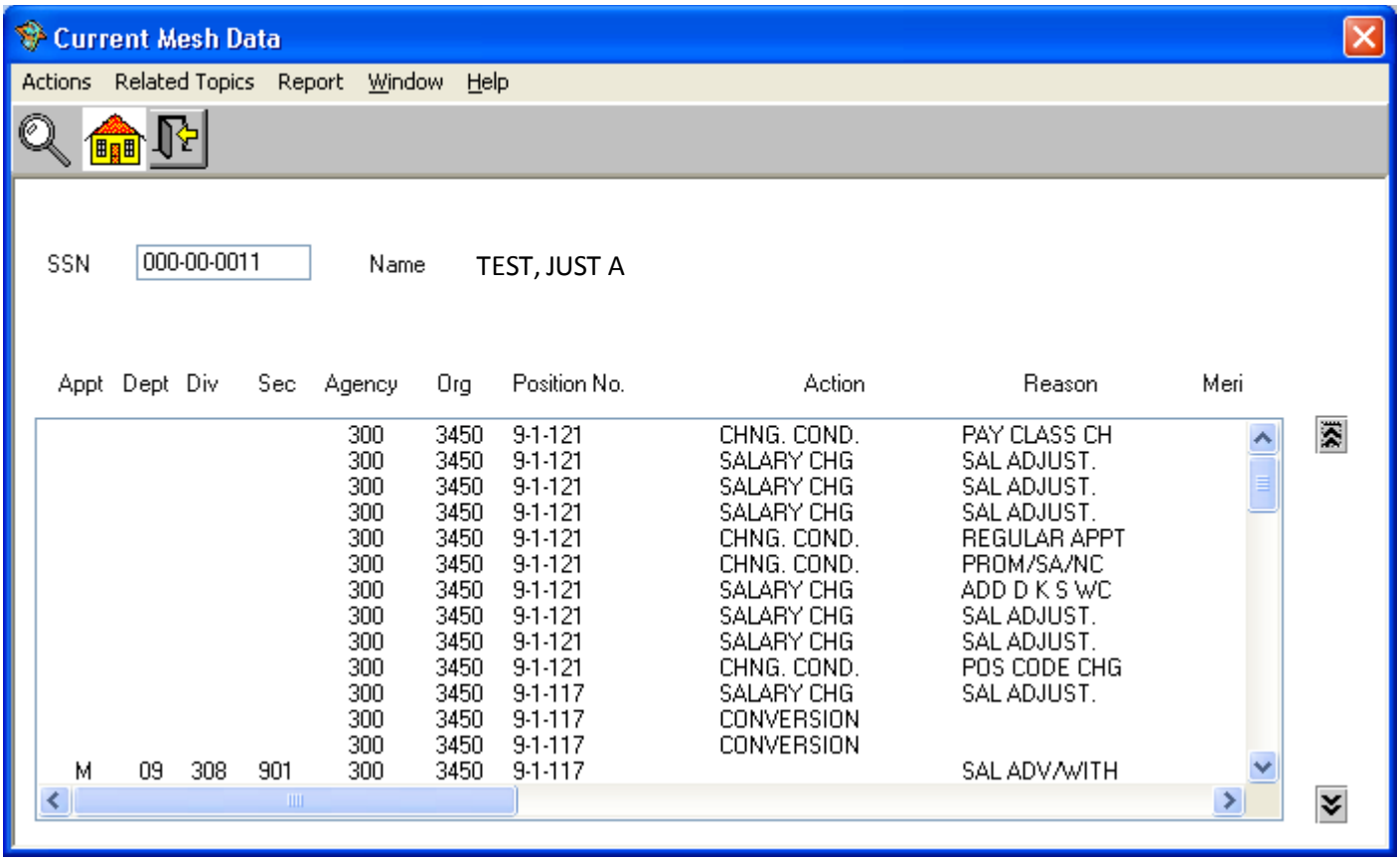
Miscellaneous

The **Miscellaneous** Menu provides an access to the Current MESH Data (**M**erit **E**mployee **S**ervice **H**istory). A variety of batch processing jobs can be initiated by the Division of Personnel from this menu, such as scheduling and scoring exams, printing a number of listings and letters, and database maintenance, just to name a few.



Current Mesh Data

Access to an applicant's Merit Employment Service History (MESH) record can be gained by selecting **Current MESH Data** from the **Miscellaneous** menu.



Information is available for applicants that are currently or were previously employed with the State. The applicant's social security number should be entered in the space provided and then either click 'Inquire' or press the 'Enter' key on your keyboard. A printer friendly version can be accessed by selecting the **Report** item on the **Current MESH Data** menu bar (example on next page).

Current Mesh Data (cont'd.)

Report Date: February 2, 2016

STATE OF MISSOURI
Office of Administration
Division of Personnel
Management and Applicant Information Resource System

MESH Data

TEST, JUST A
1234 FIFTH ST
RIGHT HERE, MO 65100

SSN: ***-**-0011

APPT	DEPT	DIV	SECT	AGCY	ORG	POS NUM	ACTION	REASON	CIVIL SERVICE CODE	TITLE CODE	TITLE DESC	GRADE CODE	RATE	ACTION EFFDATE	TLC DATE	EMPLOYEE TYPE
				300	3450	9-1-121	CHNG. COND.	PAY CLASS CH	UCPY	000413	PER AN III	A28 J	1916.00	08-24-2008		FULL-TIME
				300	3450	9-1-121	SALARY CHG	SAL ADJUST.	UCPY	000413	PER AN III	A28 J	1916.00	07-01-2008		FULL-TIME
				300	3450	9-1-121	SALARY CHG	SAL ADJUST.	UCPY	000413	PER AN III	A28 J	1860.00	07-01-2007		FULL-TIME
				300	3450	9-1-121	SALARY CHG	SAL ADJUST.	UCPY	000413	PER AN III	A28 J	1806.00	07-01-2006		FULL-TIME
				300	3450	9-1-121	CHNG. COND.	REGULAR APPT	UCPY	000413	PER AN III	A28 J	1736.50	01-16-2006		FULL-TIME
				300	3450	9-1-121	CHNG. COND.	PROM/SA/NC	UCPY	000413	PER AN III	A28 J	1736.50	07-16-2005	01-15-2006	FULL-TIME
				300	3450	9-1-121	SALARY CHG	ADD D K S WC	UCPY	000412	PERS AN II	A23 P	1605.50	07-16-2004		FULL-TIME
				300	3450	9-1-121	SALARY CHG	SAL ADJUST.	UCPY	000412	PERS AN II	A23 N	1547.00	07-01-2004		FULL-TIME
				300	3450	9-1-121	SALARY CHG	SAL ADJUST.	UCPY	000412	PERS AN II	A23 N	1497.00	07-01-2003		FULL-TIME
				300	3450	9-1-121	CHNG. COND.	POS CODE CHG	UCPY	000412	PERS AN II	A23 N	1472.00	12-01-2001		FULL-TIME
				300	3450	9-1-117	SALARY CHG	SAL ADJUST.	UCPY	000412	PERS AN II	A23 N	1472.00	01-01-2001		FULL-TIME
				300	3450	9-1-117	CONVERSION		UCPY	000412	PERS AN II	A23 N	1454.50	11-01-2000		FULL-TIME
				300	3450	9-1-117	CONVERSION		UCPY	000412	PERS AN II	A23 N	1454.50	10-31-2000		FULL-TIME
M	09	308	901	300	3450	9-1-117		SAL ADV/WITH	UCPY	0412	PERS AN II	23N	2909.00	07-01-2000		FULLTIME
M	09	308	901	300	3450	9-1-117		SAL ADJ/GEN	UCPY	0412	PERS AN II	23M	2852.00	07-01-2000		FULLTIME
M	09	308	910	300	3460	9-2-278		END OF APT	UCPU	9992	EXAM MDNIT		6.20	07-31-1999	08-01-1999	PARTTIME
M	09	308	901	300	3450	9-1-117		SAL ADV/WITH	UCPY	0412	PERS AN II	23M	2802.00	07-01-1999		FULLTIME
M	09	308	901	300	3450	9-1-117		SAL ADJ/GEN	UCPY	0412	PERS AN II	23K	2688.00	07-01-1999		FULLTIME
M	09	308	901	300	3450	9-1-117		REG PROM/SAL	UCPY	0412	PERS AN II	23K	2661.00	11-01-1998		FULLTIME
M	09	308	901	300	3450	9-1-117		SAL ADV/WITH	UCPY	0412	PERS AN II	23I	2555.00	07-01-1998	10-31-1998	FULLTIME
M	09	308	901	300	3450	9-1-117		SAL ADJ/GEN	UCPY	0412	PERS AN II	23G	2455.00	07-01-1998	10-31-1998	FULLTIME
M	09	308	901	300	3450	9-1-117		PROM-NC/SAL	UCPY	0412	PERS AN II	23G	2431.00	05-01-1998	10-31-1998	FULLTIME
M	09	308	910	300	3460	9-2-278		SALARY ADVAN	UCPU	9992	EXAM MDNIT		6.20	01-01-1998		PARTTIME
M	09	308	901	300	3450	9-1-117		FLEXIBLE BEN	UCPY	0411	PERS AN I	18K	2158.00	01-01-1998		FULLTIME
M	09	308	901	300	3450	9-1-117		POS CODE CHA	UCPY	0411	PERS AN I	18K	2148.00	12-01-1997		FULLTIME
M	09	308	910	300	3460	9-2-278		UNCLASS APT-	UCPU	9992	EXAM MDNIT		5.95	11-08-1997		PARTTIME
M	09	308	901	300	3450	9-1-149		REG PROM/SAL	UCPY	0411	PERS AN I	18K	2148.00	11-01-1997		FULLTIME
M	09	308	901	300	3450	9-1-149		PA OUTSTANDI	UCPY	0411	PERS AN I	18I	2068.00	11-01-1997		FULLTIME
M	09	308	901	300	3450	9-1-149		SAL ADV/WITH	UCPY	0411	PERS AN I	18I	2068.00	07-01-1997	10-31-1997	FULLTIME
M	09	308	901	300	3450	9-1-149		SAL ADJ/GEN	UCPY	0411	PERS AN I	18G	1988.00	07-01-1997	10-31-1997	FULLTIME
M	09	308	901	300	3450	9-1-149		PROM-NC/SAL	UCPY	0411	PERS AN I	18G	1968.00	05-01-1997	10-31-1997	FULLTIME
M	09	308	901	300	3450	9-1-149		PA OUTSTANDI	UCPY	0627	PERS CLK	15I	1825.00	05-01-1997		FULLTIME
M	09	308	901	300	3450	9-1-149		SAL ADV/WITH	UCPY	0627	PERS CLK	15I	1825.00	07-01-1996		FULLTIME

MAIRS Quick-Help

The following table includes hints on how to locate a variety of commonly requested applicant information.

What do you want to know?	How to find it (Menu Item/Sub-Menu Item/Sub-menu Item/etc./Desired screen)
An applicant's county of residence	Application/Applicant Review
An applicant's application processing status	Application/Applicant Review (double-click on desired application)/Application Review
An applicant's processing status for a class	Application/Applicant Review (double click on desired application)/Application Review (double-click on desired class)/Application Class Detail
Applications submitted by a specific applicant	Application/Applicant Review
An applicant's availability	Application/Applicant Availability
Certificate actions	Certification/Certification History/Related Topics/Certificate Request
If a class is open for recruitment	Reference Information/Class List Reference
Class specialties an applicant is coded for	Application/Search by Status/Application Class Detail
An applicant's exam schedule	Scheduling/Applicant Exam Schedule
When an applicant expires from a register	(Search by SSN) Certification/Register by Applicant (search by Name or last four digits of SSN) Application/Search by Name-Last 4 of SSN/Related Topics/Register by Applicant
Applicant's register extensions	Certification/Register by Applicant
What registers an applicant is on	(Search by SSN) Certification/Register by Applicant (Search by Name or last four digits of SSN) Application/Search by Name-Last 4 of SSN/Related Topics/Register by Applicant
Applicant's ranking on a certificate	Certification/Certification History/Related Topics/Certificate Request/Certificate Eligible List OR Certification/Certificate Request/Class title List/Agency Certificate Request/Create update Certificate Request/Certificate Eligible List
Applicant's scores	(Search by SSN) Certification/Register by Applicant (Search by Name or last four digits of SSN) Application/Search by Name-Last 4 of SSN/Related Topics/Register by Applicant
View an applicant's responses to the online eligibility and rating questions	Application/Applicant E and E Review
View the online application web questions	Reference Information/Web Questions OR Application/Applicant E and E Review/Related Topics/Web Questions OR Reference Information/Class List Reference/Related Topics/Web Questions
View an applicant's **M**erit **S**ystem **S**ervice **H**istory data (MESH)	(Search by SSN) Miscellaneous/Current MESH Data OR Search by Name or last four digits of SSN) Application/Search by Name-Last 4 of SSN/Related Topics/Current MESH Data