MyOK Staffing & Services

Hiring Manager Training Guide

For Hiring Managers and Executive Assistants
May 2026 • v3.2

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1. Getting Started

Logging In

Navigate to the MyOK Staffing & Services portal. Click **"Sign In"** in the top-right corner of the public homepage.

The login page — click "Sign in with Oklahoma SSO" to authenticate with your @ok.gov credentials.

Click **"Sign in with Oklahoma SSO."** You'll be redirected to Microsoft to authenticate with your state email address. After authentication, you'll land on your agency dashboard.

> **Access must be provisioned before first login.**
>
> To access the portal, please contact the **OMES IAM team** to be provisioned. Non-provisioned users cannot access the system — attempting to sign in before provisioning is complete will not create an account.

What You Can Do as a Hiring Manager

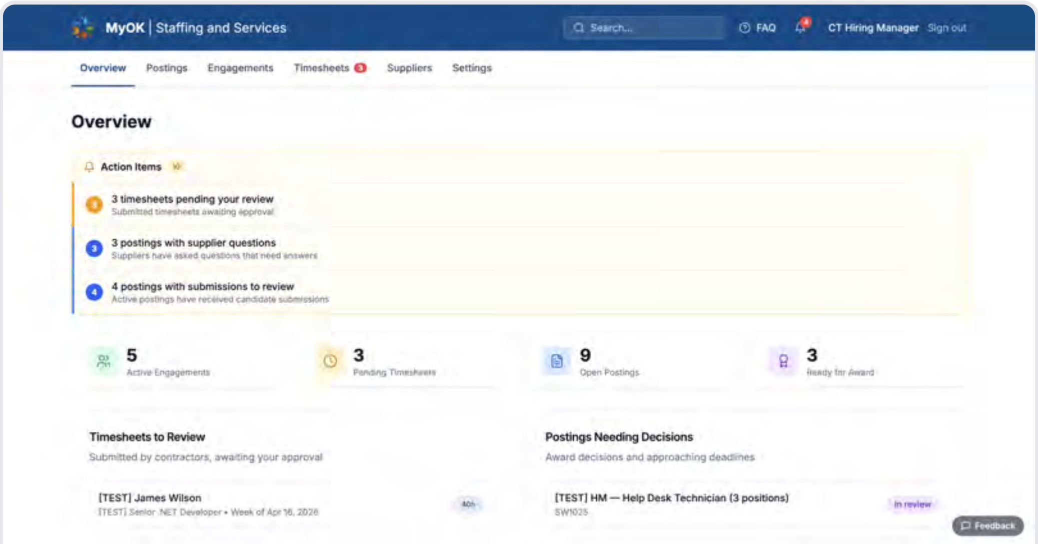
As a **Hiring Manager**, you have full control over the posting-to-engagement lifecycle:

- Create and manage postings (Task Orders and Statements of Work)
- Review supplier submissions and evaluate candidates
- Make award decisions
- Manage active engagements and PO tracking
- Review and approve contractor timesheets

> **Delegates:** You can delegate someone to create and submit postings on your behalf from **Settings → Delegation**. Delegates cannot evaluate candidates, approve timesheets, or make award decisions — those actions always remain with you as the Hiring Manager.

2. Your Dashboard

After logging in, your dashboard provides an at-a-glance overview of everything that needs your attention.



The Hiring Manager dashboard — action items at the top, summary cards in the middle, and sections for timesheets, active engagements, and postings needing decisions below.

What you'll see:

- **Action Items (yellow banners):** Items that need your immediate attention — pending timesheets, unanswered supplier questions, submissions to review. Click the action button on each to go directly there.
- **Summary Cards:** Active engagements, pending timesheets, open postings, and postings ready for award.
- **Timesheets to Review:** Submitted timesheets waiting for your approval.
- **Active Engagements:** Current contractor engagements in your agency with contract end date countdowns.
- **Postings Needing Decisions:** Postings with submissions waiting for you to review or award.

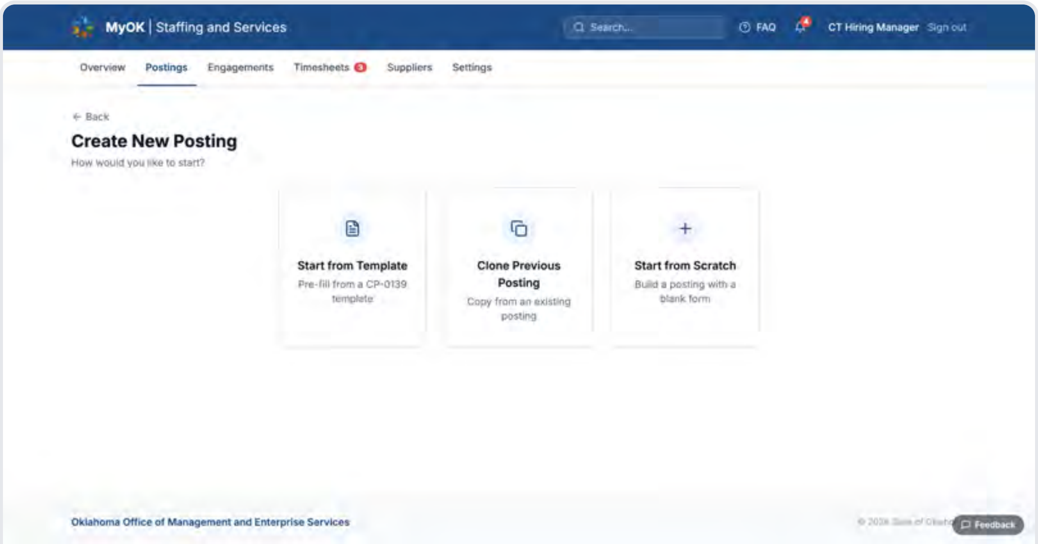
Tip: Check your dashboard daily. The action item banners and badge counts on the navigation tabs (e.g., "Timesheets 3") keep you aware of pending work without needing to visit each page.

3. Creating a Posting

A posting is your request for contractor services. It describes the work, sets requirements, and is published to qualified suppliers on the MyOK Staffing portal.

Step 1: Choose a Starting Point

Navigate to **Postings → + New Posting**. You'll see three options:



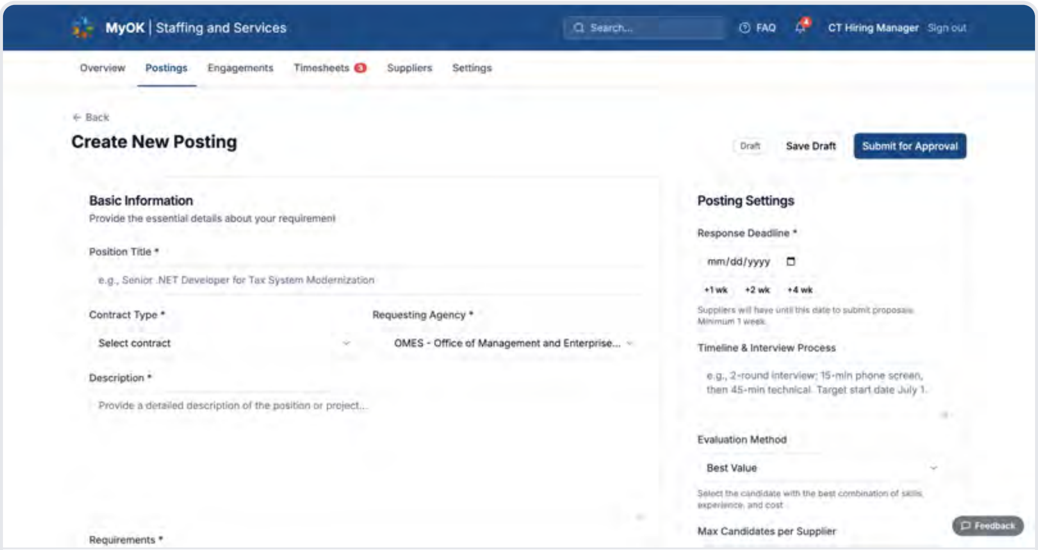
Choose to start from a CP-0139 template, clone a previous posting, or start from scratch.

Three options:

- **Start from Template:** Pre-built CP-0139 templates organized by category. Templates are lightweight starters that pre-fill common fields — you customize the details for your specific need.
- **Clone Previous Posting:** Copy all fields from a previously awarded or closed posting. Ideal for recurring positions or similar roles.
- **Start from Scratch:** A blank form. Choose this for unique, one-off postings.

Pick the contract type before the draft opens. If you choose **Start from Scratch**, the next screen asks you to pick the contract vehicle (SW1025, SW0132, SW1050, or SW0133) before the form opens. Templates and clones inherit the contract type from the source. Once the form is open the contract type is locked at the top of the page — use the **Change** link to return to the picker if you started down the wrong path.

Step 2: Fill Out the Posting Form



The posting form — fill in the posting details on the left and configure settings on the right.

Key Fields

Field	Description
Title	The position or project name suppliers will see
Contract Type	Determines the contract vehicle (see table below). Picked at the start — locked once the draft is open.
Contract Category	Required for **SW0132** (five categories) and **SW0133** (nine categories). Not shown for SW1025 or SW1050. The category you pick determines which suppliers receive the new-posting notification.
Description & Requirements	Detailed role responsibilities, qualifications, and technical requirements
Duration	Expected engagement length (e.g., "12 months with option to renew")
Location & Schedule	On-site, remote, or hybrid arrangement
Required Skills	Skill tags to help match qualified suppliers
Evaluation Method	"Best Value" considers skills + cost; "Lowest Price" awards to the cheapest qualified candidate
Rate Range / Budget	Hourly rate range (Task Orders) or total project budget (SOWs). Visible only to internal staff, not suppliers.
Deadline	The date suppliers must submit by
Max Candidates per Supplier	Limiting to 1 encourages suppliers to submit their best candidate

Contract Types

Code	Name	Type	Pricing
SW1025	IT Temporary Staffing Services	Task Order	Hourly rate
SW0132	Hourly IT Services	Task Order	Hourly rate
SW1050	Deliverables Based IT Projects (DBITS)	Statement of Work (SOW)	Fixed project price
SW0133	Non-IT Professional Services	Statement of Work (SOW)	Fixed project price

Task Order vs. Statement of Work:

- **Task Orders** (SW1025, SW0132) are for ongoing staffing needs billed by the hour. Use these when you need a contractor working on your team.
- **Statements of Work** (SW1050, SW0133) are for defined projects with deliverables and a fixed price. Use these when you need a specific outcome delivered.

Save Draft vs. Submit for Approval:

- **Save Draft** — saves your work without submitting. Come back and edit anytime.
- **Submit for Approval** — sends the posting into your agency's approval workflow. You cannot edit the posting while it's under review. If changes are needed, the approver will reject it back to you with feedback.

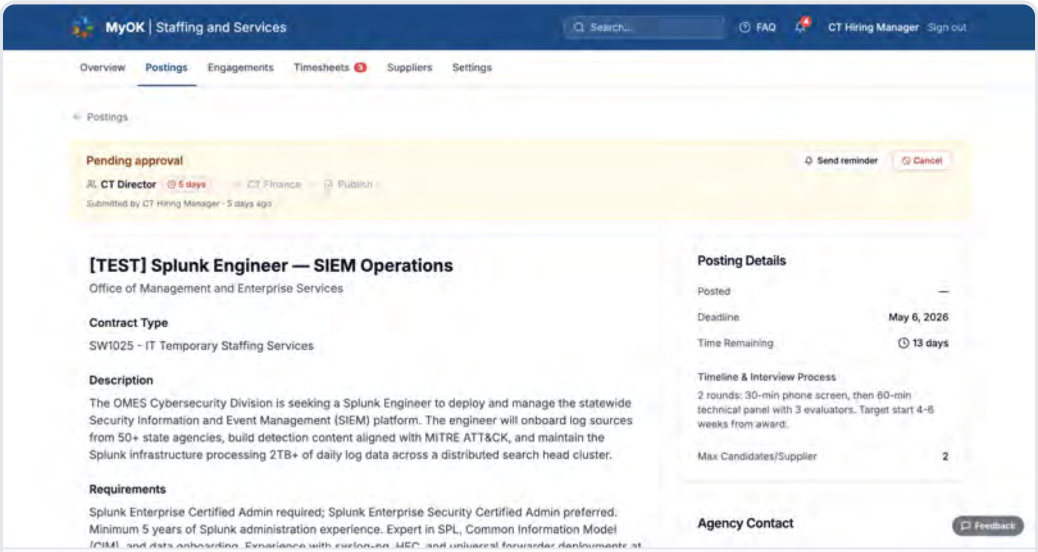
Who gets notified when the posting goes live: on **SW0132** and **SW0133** postings, the new-posting email and in-app alert only reach suppliers awarded under the category you picked. SW1025 and SW1050 postings notify every qualified supplier on the vehicle.

4. The Approval Workflow

Every posting moves through an approval chain that is specific to you as the hiring manager. There is no default chain — your **Agency Admin must set up your approval chain before you can submit any postings**. If you don't have one configured, you'll be blocked at submission. A typical chain includes a Director step and a Finance step, but the exact approvers depend on how your agency configures yours.

Can't submit a posting? If you see an error or the Submit for Approval button is disabled, your approval chain hasn't been set up yet. Contact your Agency Admin to configure one for you.

Draft → Submit → Director → Finance → Active



A posting in "Pending approval" status — the amber banner at top shows which approver the posting is currently waiting on and how long it's been pending.

How approval works:

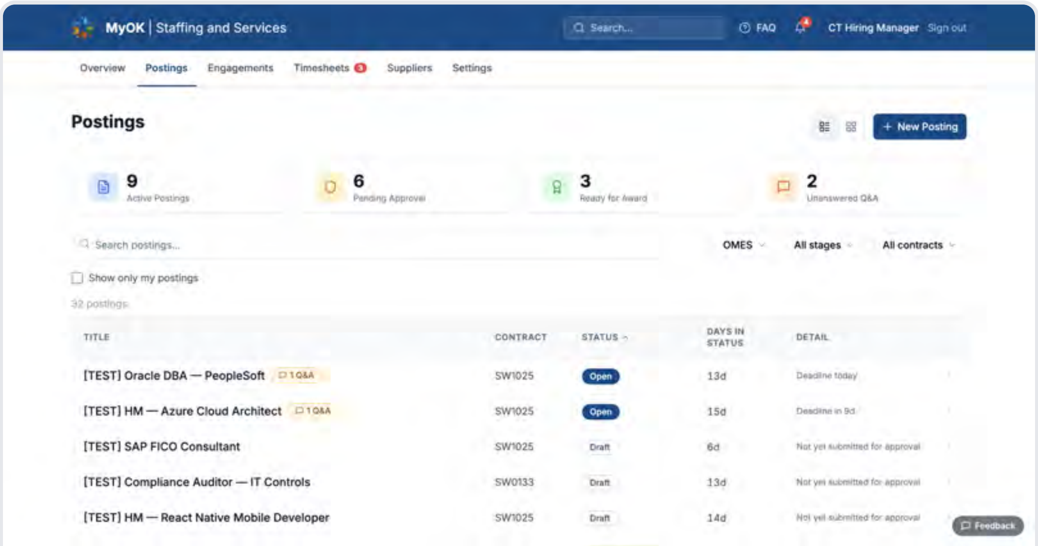
- Each step in the chain is assigned to a specific person in your agency (e.g., your Director, your Finance reviewer).
- **Email notifications:** Each approver receives an email automatically when it's their turn to review. You do not need to notify them separately.
- A **"Send Reminder"** button appears on the posting when an approval step has been pending for an extended period.
- Once the final step is approved, the posting goes **Active** and qualified suppliers are notified automatically.

Approver not responding? First use the **Send Reminder** button on the posting detail page. If your approver is still unresponsive — for example, they're on extended leave or have left the agency — contact a Platform Admin (OMES Central Purchasing). Admins can force-approve the stuck step or override the approval chain to keep your posting moving.

If your posting is rejected: It returns to Draft status. You'll receive a notification with the rejection reason. Edit the posting to address the feedback, then re-submit. A fresh approval chain starts from the beginning.

5. Managing Active Postings

Once your posting is approved and goes Active, suppliers can view it on the MyOK Staffing portal and begin preparing their submissions.



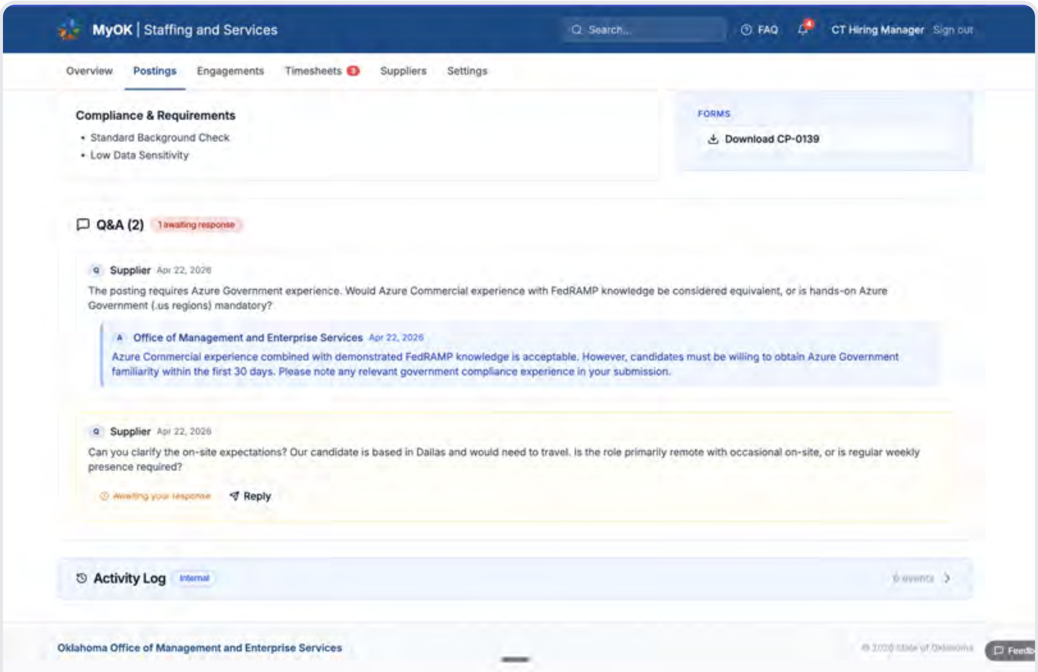
The Postings page — shows all your postings with contract type, status, days in status, and detail information. Use the filters to narrow results.

Posting status indicators:

- **Draft** — saved but not yet submitted for approval
- **Pending approval** — in the approval chain, waiting on the named approver shown in the detail column
- **Open** — active and visible to suppliers. The detail column shows the deadline.
- **In review** — deadline has passed (or you closed it early). Submissions are ready for your evaluation.
- **Awarded** — you have selected a winning submission

Answering Supplier Questions (Q&A)

While a posting is active, suppliers can submit questions. You'll find them in the **Q&A section on the posting detail page**. A notification banner also appears on your dashboard when questions are waiting.



The Q&A section on the posting detail page — answered questions show the agency response (blue), unanswered questions show "Awaiting your response" with a Reply button.

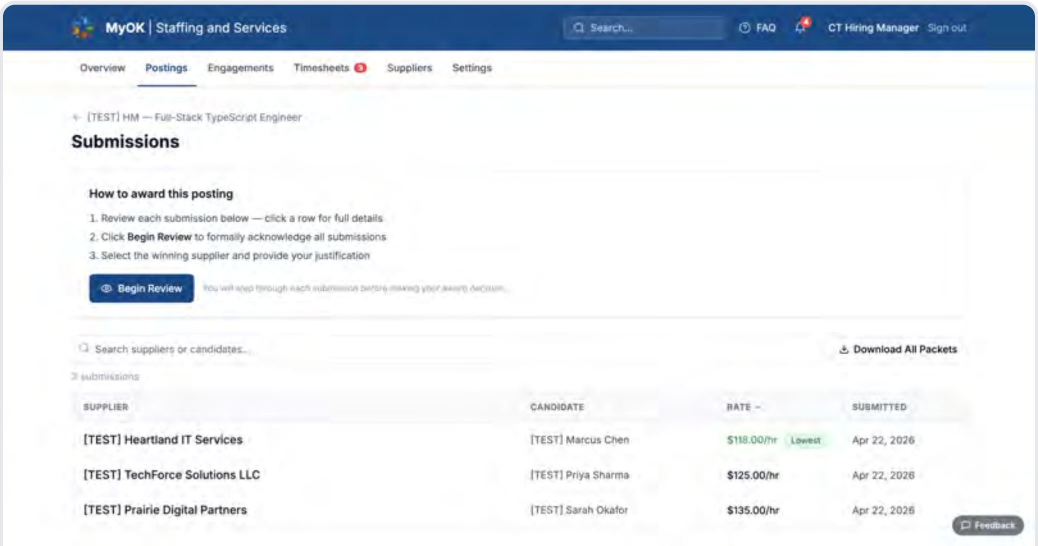
How Q&A visibility works:

- Questions from suppliers are **not visible** to other suppliers until you answer them.
- Once answered, both the question and your answer become visible to **all suppliers on the contract**.
- This ensures all suppliers have equal access to information.
- For private communications, suppliers should use email.

Tip: Answer questions promptly. The dashboard shows a yellow banner when any of your postings have pending questions. Quick responses help suppliers submit stronger proposals.

6. Reviewing Submissions

When suppliers submit candidates (for Task Orders) or project proposals (for SOWs), they appear on the Submissions page for the posting.



The Submissions page — a "How to award" banner with a **Begin Review** button at the top, and a sortable table of submissions (supplier, candidate, rate, submission date) below. Click any row to open the full detail sheet.

How reviewing works

1. Click any submission row to open the detail sheet and read the full response.
2. Click **Begin Review** to enter review mode. The sheet shows a progress bar (e.g. "0 of 5 reviewed") and steps you through each submission in order.
3. For each submission, review the details and click **Mark as Reviewed** to advance to the next one. The row in the table gets a green checkmark.
4. When all submissions are marked reviewed, a green **Proceed to Award** button appears — click it to go to the Award page.

What the detail sheet shows:

- **Candidate and price** — the candidate name/email and the hourly rate (Task Orders) or project price (SOWs). The lowest rate across all submissions is flagged with a green "Lowest" badge.
- **Company Overview** — the supplier's cover letter response.
- **Scope & Approach, Proposed Timeline, Key Personnel** — shown only for SOW contracts (SW1050, SW0133).
- **Documents** — resumes and any supplier attachments. Use the per-file download button or **Download all** to open them all at once.
- **Supplier Contact** — email, phone, and a link to the supplier's profile.
- **Interview notes** — a private textarea for your evaluation or interview notes. Notes are visible only to your agency staff and are never shown to suppliers. Click **Save** to persist.

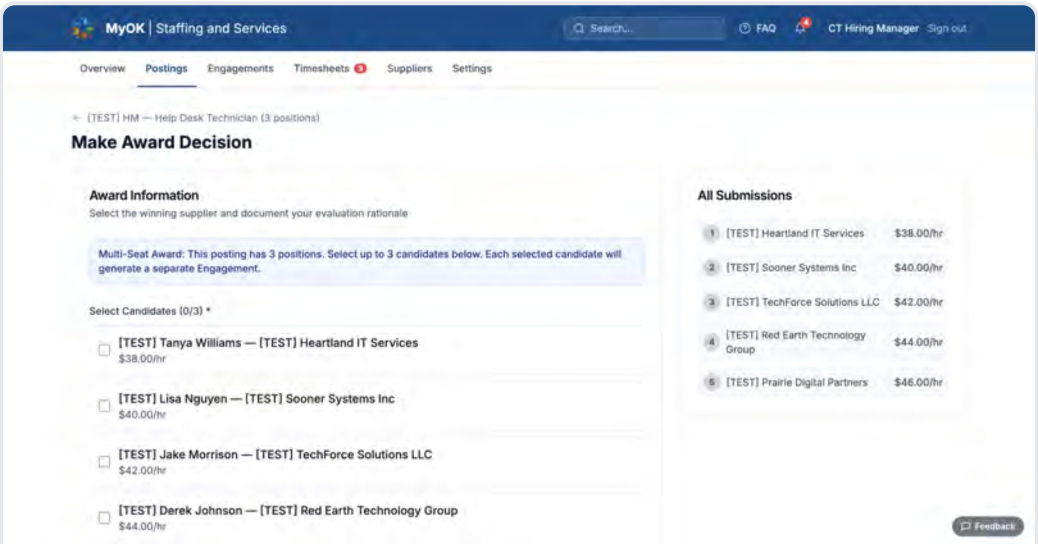
Download submission packets for offline review:

- **Download Packet (PDF)** on any submission card generates a single PDF with the submission summary (supplier, candidate, rate, cover letter) and the candidate's resume and attachments embedded inline.
- **Download All Packets** at the top of the submissions page pulls one merged PDF covering every submission at once — handy for sharing with reviewers or working offline.

Tip: You can sort the submissions table by supplier, candidate, rate, or submission date, and use the search box to find a specific supplier or candidate.

7. Awarding a Posting

Once you've evaluated all submissions, navigate to the Award page to select the winning supplier.

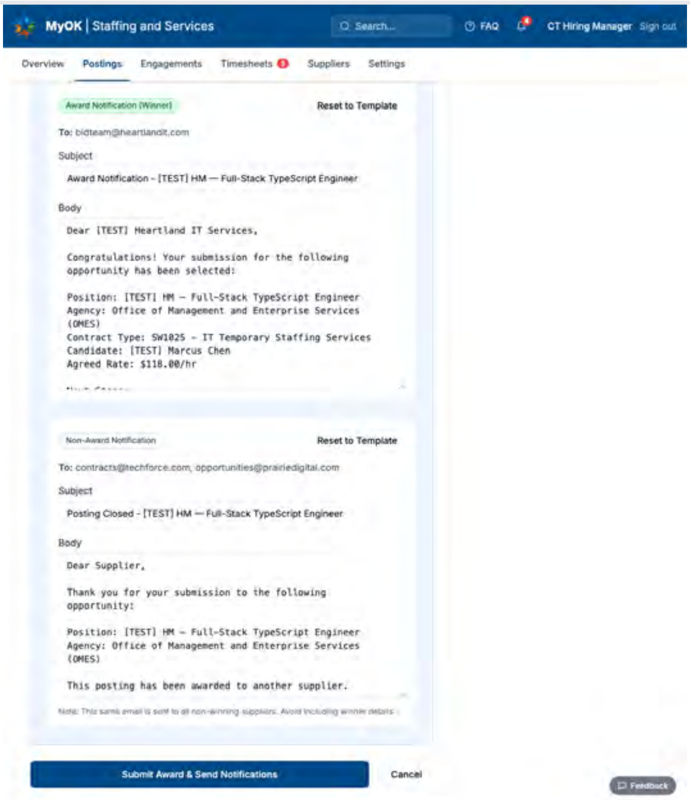


The Make Award Decision page — select the winning supplier (left), review all submissions (right), set background check requirements, and write an award justification.

1. **Select the winning submission** from the "Awarding To" list on the left. All submissions are also listed in the sidebar with their proposed rates.
2. **Set background check requirements** — select any applicable security requirements (CJI, FTI, Lincoln Data Center) and confirm the background check type.
3. **Write an award justification** explaining why this supplier was selected. This becomes part of the permanent award documentation and audit record.
4. **Click "Submit Award & Send Notifications"** to finalize the award.

Customizing the award and non-award emails

Before you finalize the award, the page shows an **Email Notifications** section where you can review and edit the two emails the system will send on your behalf.



The Email Notifications section on the Award page — two editable templates: Award Notification (Winner) and Non-Award Notification.

Two editable templates:

- **Award Notification (Winner)** — sent only to the winning supplier. Subject and body are editable; the recipient address is shown above the fields.
- **Non-Award Notification** — sent to every supplier who wasn't selected. Subject and body editable here too.

Use **Reset to Template** on either card to restore the default text. Templates auto-fill the posting title, supplier name (winner only), and your agency contact.

Heads up on the non-award email: The same body goes to every non-winning supplier, so don't mention who won or at what rate. Keep it generic.

When you confirm the award:

- The winning submission is marked **Selected**, others **Not Selected**
- The customized emails above are sent — the offer notification goes to the winning supplier; non-award notifications go to the rest

- The posting stays in **In Review** with a purple banner reading "Offer sent to [Supplier] — X days ago." No engagement is created yet
- If your agency has an **award approval chain**, the award is routed to approvers first; the offer is sent once approvals complete
- A **CP-0139** form is generated with all posting and award details

The posting moves to **Awarded** and an engagement is created only when the supplier accepts the offer. Before acceptance, you can **withdraw** the offer and re-award — see the next section.

Withdrawing an outstanding offer

After you submit an award, the posting detail page shows a purple banner reading **"Offer sent to [Supplier] — X days ago."** This means the supplier has been notified and is reviewing the offer. If the supplier doesn't respond, or circumstances change, you can withdraw the offer before they accept.

When to withdraw an offer:

- The supplier has not responded and the timeline is slipping
- You've learned of a blocker (budget hold, scope change, candidate no longer available)
- A stronger submission has come to light and you want to re-evaluate

The banner turns **red after 7 days** to flag that the offer has been outstanding for a while without a response. At that point, follow up with the supplier directly or consider withdrawing.

How to withdraw:

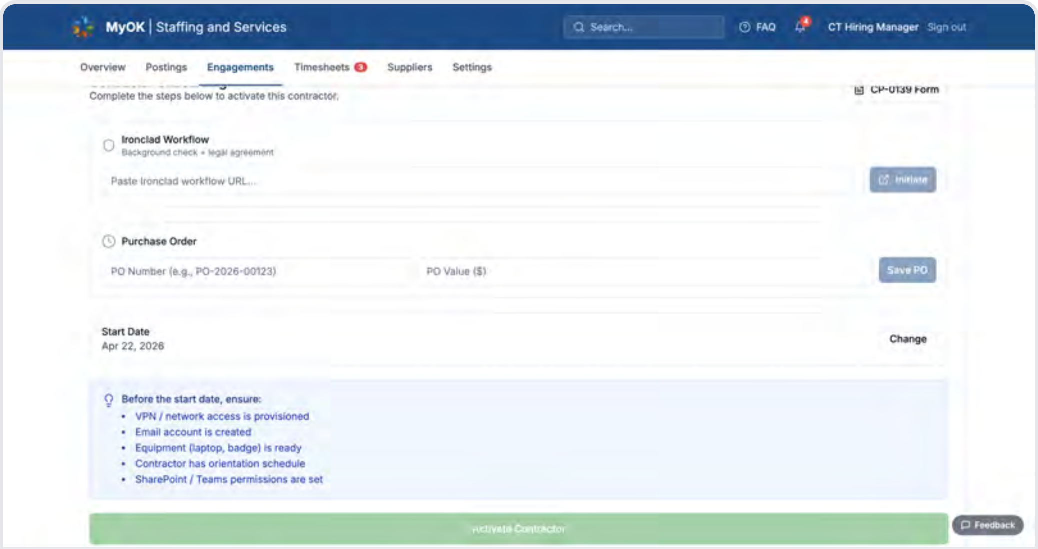
1. Open the posting detail page
2. Click **Withdraw Offer** on the purple (or red) "Offer sent" banner
3. Optionally enter a reason — this is saved to the audit log for reporting and future reference
4. Confirm. The offer is rescinded and the posting returns to the **In Review** stage

From In Review, you can return to the **Award** page to select a different submission, or **cancel the posting** if no other submissions fit.

Once the offer is accepted, it's final. The Withdraw Offer button disappears as soon as the supplier accepts. After acceptance, the engagement is created and you'll need to go through the standard offboarding flow if the contractor cannot start. Withdraw early if you have doubts.

8. Contractor Onboarding

Once the supplier accepts the offer (and any required award approvals are complete), the engagement is created and the contractor onboarding process begins. The engagement detail page shows a dedicated onboarding form with each step clearly laid out.



The onboarding form on the engagement detail page — complete the Ironclad workflow, enter the PO number and value, set the start date, and click "Activate Contractor" when ready.

Onboarding consists of three steps on the engagement detail page, followed by an **Activate Contractor** button:

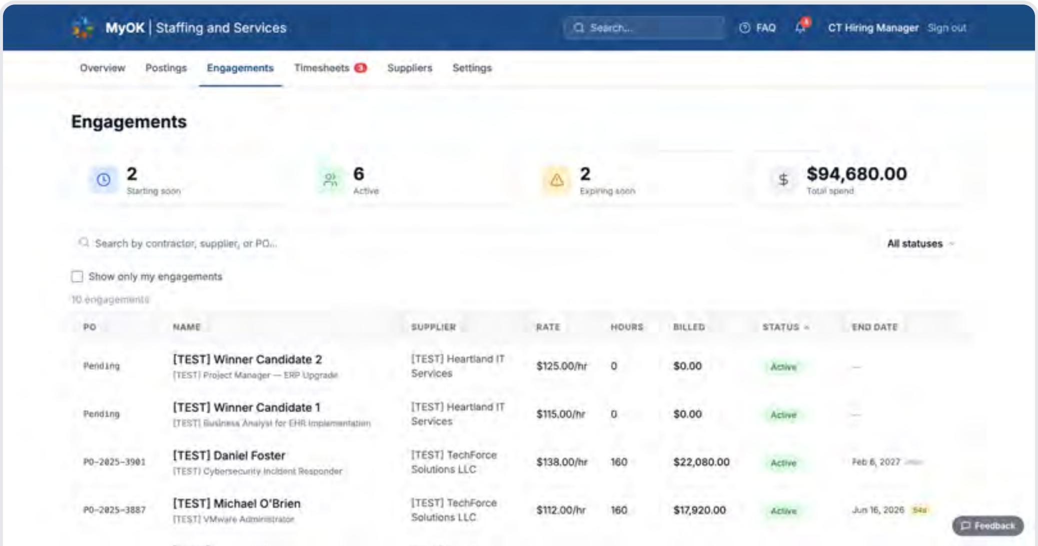
1. **Ironclad Workflow (SW1025 & SW1050 only):** Ironclad is OMES's contract lifecycle platform used to execute the supplier agreement. On the engagement page, paste the Ironclad workflow URL and click **Initiate**, then click **Mark Ironclad Complete** once the agreement has been signed in Ironclad.
2. **Purchase Order:** Once the contract is signed, enter the PO number (e.g., `PO-2026-00123`) and PO value on the engagement and click **Save PO**.
3. **Start Date:** Confirm or adjust the contractor's start date.

When all three items are complete, the green **Activate Contractor** button unlocks. Click it to mark the engagement active.

> **Tip:** Ironclad only appears for SW1025 (IT Staffing) and SW1050 (IT DBITS) engagements — for SW0132 and SW0133 this step is skipped and you go straight to entering the PO. While Ironclad is in progress you can prepare for the contractor's arrival: workspace, access, and team introductions.

9. Engagement Management

Once a contractor is active, their engagement appears on the Engagements page. This is where you track contract details, hours worked, and spending.



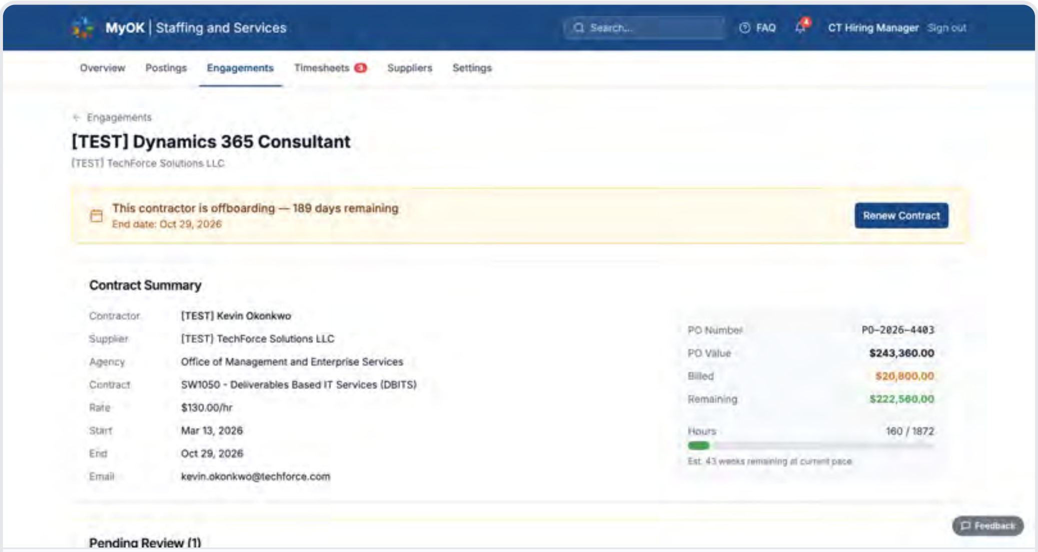
The Engagements page — showing PO number, contractor name, supplier, rate, hours worked, total billed, status, and end date for each engagement.

Key columns:

- **PO:** The purchase order number assigned to this engagement
- **Hours / Billed:** Running totals computed from approved timesheets
- **Status:** Active, Onboarding, Pending offboard, Offboarding, Completed, or Terminated
- **End Date:** Contract end date with countdown indicators for engagements expiring soon

Engagement Detail

Click any engagement to view its full detail page, including the contract summary, financial tracking, and timeline.



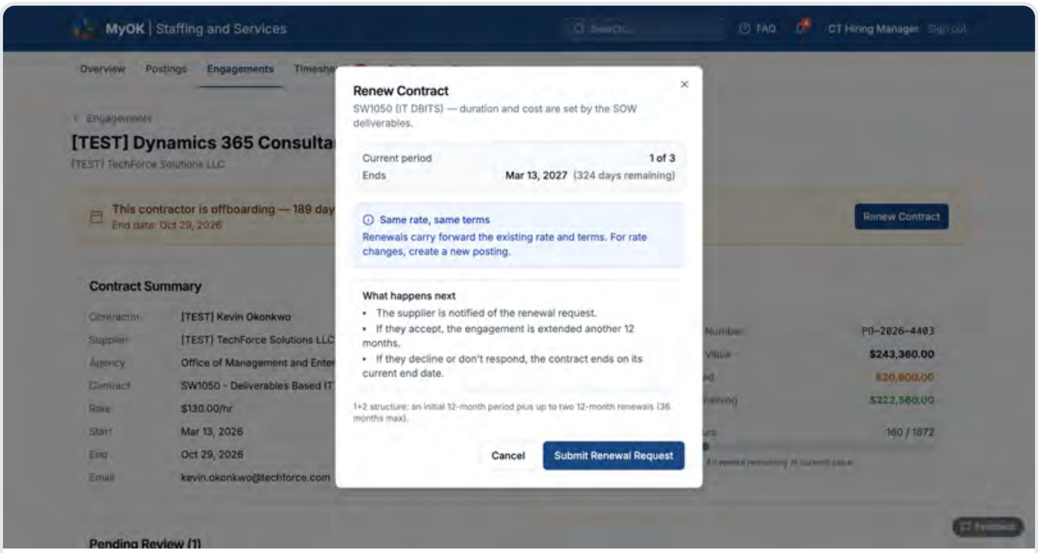
The engagement detail page — contract summary on the left (contractor info, rate, PO, dates) and financial tracking card on the right (hours, amount billed, budget utilization).

From the engagement detail, you can:

- View the complete contract summary — contractor, supplier, rate, PO number, line number, and contract dates
- Track financial status — hours worked, amount billed, and budget remaining
- Access the engagement's timesheets, invoices, and budget breakdown
- See the original posting and award documentation

Renewing a contract

When an engagement is approaching its end date, click **Renew Contract** on the engagement detail page to open the renewal dialog.

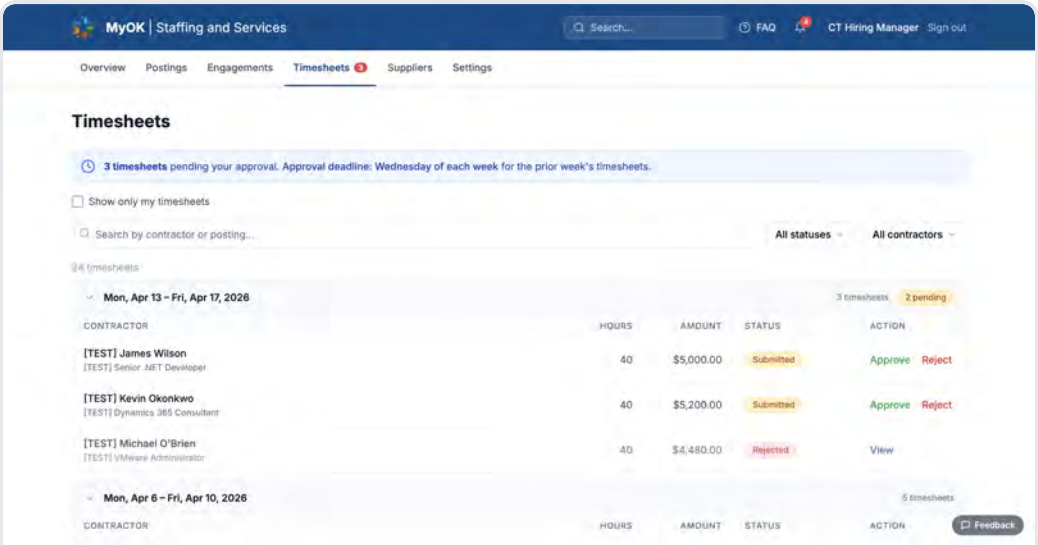


The Renew Contract modal — shows the current period, confirms the rate and terms carry forward, and explains what happens after you submit.

> **How renewals work:** State policy allows up to 2 renewals per engagement (the "1+2" rule), same rate and terms. When you submit a renewal, the supplier is notified and can accept (extending the engagement by another 12 months) or decline. If the supplier declines or doesn't respond, the contract ends on its current end date — you can then resubmit the renewal if circumstances change.

10. Timesheets

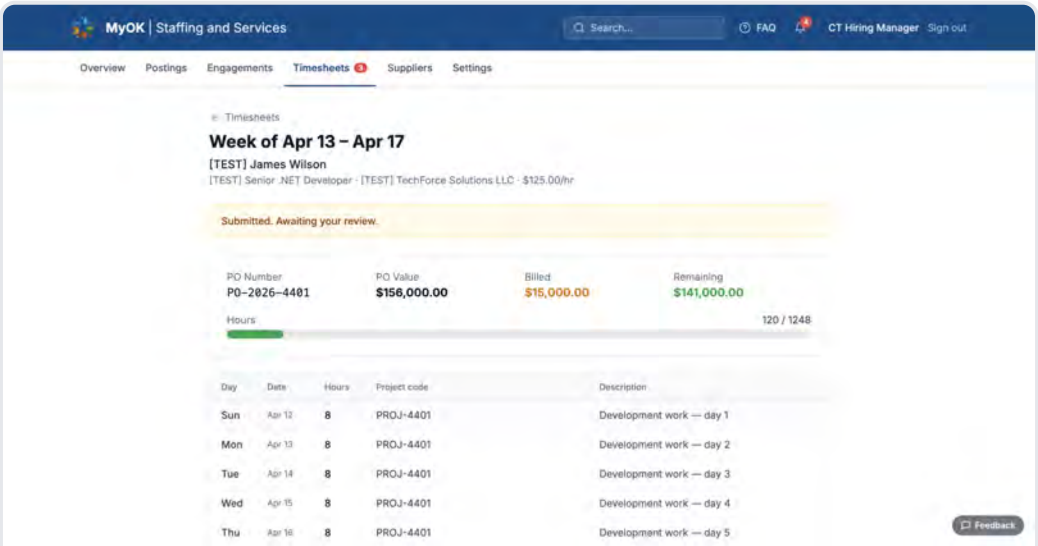
Contractors (or their suppliers) submit weekly timesheets for your review. Navigate to the **Timesheets** tab to view and approve them.



The Timesheets page — a single table grouped by week. Pending approvals appear at the top with inline Approve/Reject buttons.

Reviewing a Timesheet

1. Navigate to the **Timesheets** tab from the top nav. A badge count shows how many are pending your review.
2. The list is grouped by week, newest first. Each row shows the contractor, hours, amount, status, and an action button.
3. The info banner at the top reminds you of the approval deadline: **Wednesday of each week** for the prior week's timesheets.
4. Click **Approve** or **Reject** inline, or click the contractor to open the full timesheet with the daily breakdown and PO remaining.



The timesheet review page — contractor info, PO burndown, and the daily entries with hours, project codes, and descriptions.

Timesheet statuses:

- **Submitted** — waiting for your review (Approve/Reject buttons visible)
- **Missing** — the contractor has not yet submitted for this period
- **Rejected** — you rejected the timesheet (click "View" to see details and the rejection reason)
- **Approved** — approved and counted toward the engagement totals

Project codes are required on all timesheet entries. If a contractor's timesheet is missing a project code, reject it and ask them to resubmit with the correct code. Project codes are essential for accurate budget tracking and agency reporting.

No overtime. Contractor timesheets should not include overtime hours. If you see overtime entries, reject the timesheet and instruct the contractor to resubmit with standard hours only. Overtime is not permitted under these contract vehicles.

11. Quick Reference

Complete Posting Lifecycle

Create Draft → Submit → Approval Chain → Active on Portal → Q&A Period → Submissions → Award → Onboarding → Engagement

Contract Types at a Glance

Code	Full Name	Type	Pricing Model	Use When
SW1025	IT Temporary Staffing Services	Task Order	Hourly	You need an IT contractor on your team
SW0132	Hourly IT Services	Task Order	Hourly	You need IT services billed by the hour
SW1050	Deliverables Based IT Projects	SOW	Fixed price	You have a defined IT project with deliverables
SW0133	Non-IT Professional Services	SOW	Fixed price	You need non-IT professional services

Common Tasks — Quick Navigation

Task	Where to Go
Create a posting	Postings → + New Posting → choose starting point → fill form → Submit
Check approval status	Postings → click posting row → view approval banner at top
Answer supplier questions	Posting Detail → Q&A section (or click Q&A badge on posting row)
Review submissions	Posting Detail → Submissions page
Award a posting	Posting Detail → Award page → select winner → Submit
View engagement details	Engagements → click contractor row
Approve timesheets	Timesheets → review → Approve or Reject
Send approval reminder	Posting detail → "Send Reminder" button (amber banner)

Glossary

Term	Definition
Task Order	A staffing request under SW1025 or SW0132 — contractor works on your team, billed hourly
Statement of Work (SOW)	A project engagement under SW1050 or SW0133 — defined deliverables, fixed price
CP-0139	The standard requisition form auto-generated for each posting with all details
Ironclad	The contract lifecycle management platform used for supplier agreements
MyOK Staffing Portal	The supplier-facing portal where postings are published and suppliers submit responses
Approval Chain	The sequence of named approvers a posting or award must pass through
Best Value	Evaluation method that considers qualifications, experience, and cost together
Lowest Price	Evaluation method that awards to the cheapest qualified submission
Project Code	Required code on every timesheet entry for budget tracking and agency reporting
PO (Purchase Order)	The executed purchase order number assigned to an active engagement

Getting Help

- **Technical issues:** Use the "Feedback" button in the bottom-right corner of any page
- **Process questions:** Contact OMES Central Purchasing
- **Account access:** Contact your Agency Admin or OMES to update your role or agency assignment
- **Delegation:** If you'll be away, set up a delegate from **Settings** → **Delegation**. Your delegate can create postings and timesheets on your behalf, but **cannot approve**. For approval coverage during extended leave, contact your Agency Admin to reassign pending approvals.