

NEOED ONLINE HIRING CENTER (OHC) GUIDE

EMPLOYMENT RECOMMENDATION FORM FOR HIRE

OHC Dashboard

After signing into the OHC, your dashboard displays. This is a centralized place of items that require your attention. In the OHC world, these are your assigned tasks, referred candidates, and associated requisitions. Whenever you need to return to the dashboard, click “Home” from the upper left. The **Recruiting** section is where all information for the hiring process takes place.

The screenshot shows the OHC Dashboard interface. At the top is a navigation bar with a 'Dashboard' dropdown, a search bar, and a 'Get the Mobile App' button. On the left is a sidebar with icons for Dashboard, Tasks (100+), People, Training, Recruiting, Onboard, Forms, and Reports. The main content area is titled 'Dashboard' and features a 'Tasks' section with a 'To-Do (15)' and 'Overdue' filter. Below this, there are task cards for 'ONBOARD - FORM' (Due Tomorrow) and 'ONBOARD - GENERAL' (Due Monday). The 'ONBOARD - FORM' card includes a task for 'Complete I-9 for employee' for Cody Sparrow. The 'ONBOARD - GENERAL' card includes tasks for 'Submit the Payroll Action Form' for Cody Chase and Serena White. On the right side of the dashboard, there is a 'Quick Actions' section with links to 'Browse Training Catalog', 'Create a Requisition', 'View My Requisitions', 'View my training record', and 'View my Forms Quick Links'. At the bottom right, there is a 'People' section with a 'View Team' link and a list of 'MY MANAGER'.

Employment Recommendation

***This is only for Unclassified Employee hires. Classified Employee hires are completed using the paper employment recommendation form.**

Steps to Hire a Candidate

1. From the My Candidates section, select the requisition you want to hire from.

My Candidates						
Req #	Requisition Title	Candidates	Department	Division	Hiring Manager	Created On
00002	Human Resources Analyst	9	Human Resources	Administration	Jason Hanna	05/03/2017
00006	Administrative Assistant	9	Public Works	Roads	Jason Hanna	05/07/2017

Showing 1 - 2 of 2 items

2. Select the candidate you want to hire from your referred list. In the Actions box, select “Move to Hire”.

Candidates

17
TOTAL

Referred : 17

Referred

Actions

1 record(s) are selected.

☒

Byrd, Jak

Move to Hire

☐

Stanley, C

☐

Aymond,

Employee ID	Action Date	Notices	Current Employee	Phone	E-References	Status
	08/28/2024	--			N/A	Referred Active
	08/28/2024	--			N/A	Referred Active
	08/28/2024	--			N/A	Referred Active

Select All 17 records

Clear Selecti

3. When you select “Move to Hire”, the Hire Form will automatically pull up. Fill in all required information.

Hire Form

Windom, Lamont (Person ID : 5389279)

Cancel

Save & Close

Save & Continue

1. HIRE INFORMATION

2. APPROVALS

3. ATTACHMENTS

Hire Information

* required fields are marked with asterisk

Offer Date *

12/03/2018

Date Offer Accepted *

MM/DD/YYYY

Date Offer Accepted is required

Offer Amount

\$

Bonus Amount

\$

Start Date *

MM/DD/YYYY

Orientation Date

MM/DD/YYYY

Filled Date

MM/DD/YYYY

Months Employed *

Type in a search term

Base Salary

\$

Administrative Stipend (faculty positions only)

\$

Scheduled Hours *

Other Information (i.e. moving expenses, faculty start-up funds & ending date to spend funds, additional stipends - phone, vehicle, etc.)

Time Sheet Approver *

Highest Collegiate Education: College or University Degree Major *

Justification For Hire (include work experience, skills, certifications, references, etc.) *

Active On Eligible List? ☐

Offer Date – Date offer to be made. If offer should be made when HR receives the approved hire form, use today’s date.

Date Offer Accepted – Use today’s date

Offer Amount – Salary amount to be offered

Start Date – Date employee is expected to start

Orientation Date – LEAVE BLANK

Filled Date – LEAVE BLANK

Months Employed – Choose from drop down menu

Base Salary – Same as offer amount

Administrative Stipend – Additional salary for faculty including supplemental positions

Scheduled Hours – Schedule expected to work

Other information – Moving expense reimbursement, start-up funds, cell phone, etc.

Time Sheet Approver – Person approving employee’s time

Highest Collegiate Education – College attended and degree received

Justification for hire – Reason applicant should be hired.

Position Description, Justification, & Certification Control Number – Preapproval #

Comment – add any additional comments needed

4. Once you’re done, click Save & Continue to Next Step.
5. Approval Workflow: Here you will add the approvers. The Hire Workflow should include your Dean/Director, Vice President of your area, and HR Director.

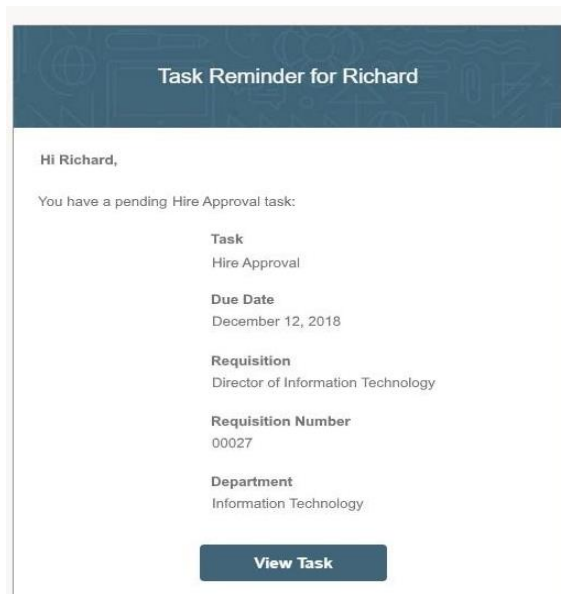
Approval Workflow

* required fields are marked with asterisk

1	Budget Unit Head	Approvers Director	Status	Due Date	Comments	✎	🗑
OR							
2	Dean	Approvers Dean	Status	Due Date	Comments	✎	🗑
3	Vice President	Approvers Vice President	Status	Due Date	Comments	✎	🗑
4	Human Resources	Approvers HR Staffing Specialist	Status	Due Date	Comments	✎	🗑

*Keep the assigned approver(s) reminded about their approval task with a due date! Click enter a due date, and then click Update Approval Step.

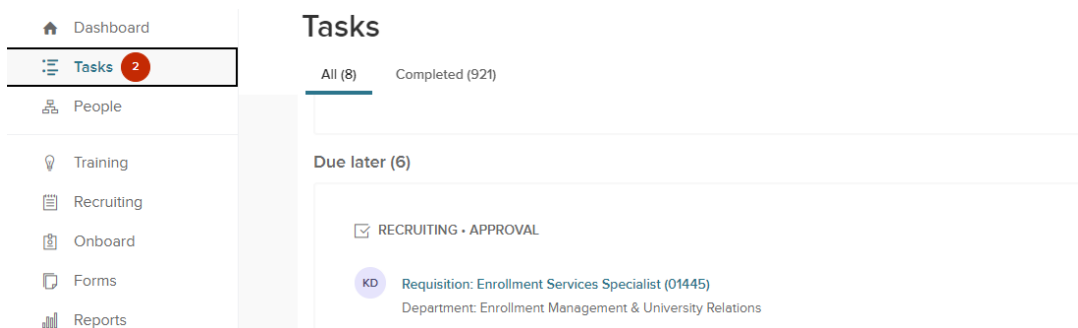
- The assigned approver(s) will receive a reminder email from info@neogov.com, with the subject line, NEOGOV OHC Task Reminder, on the due day and each day the approval task is past due; until the task is completed. In the contents of the reminder email will be a View Task button, guiding the approver(s) to the task requiring their attention.



With the OHC role of Approver, you can review a hire sent to you for approval.

Steps to Approve a Hire

- From your Dashboard, click on Tasks to review any pending requests.



2. Review the Hire Approval and select “Approve” or “Deny” and type any comments, then click Submit.

**Hire Approval**
Carla Newman / Administrative Assistant (00006)

Cancel

✓ Approve

✗ Deny

Submit

Comment (Optional)
We currently have allocated funds for this hire. Approved!

Candidate Information

Candidate Name	Offer Amount
Carla Newman	\$50,000.00
Person ID	Answer Date
31400911	10/25/2017
Date Referred	Start Date
05/08/2017	11/01/2017

Print

APPROVAL TIMELINE

1

Pending...

Budget

Richard Gonzales , +1 more

2

Pending...

HR

Simon Davies , +1 more

Note: Approvers have the option of denying a hire. If this is done, the hire record can be sent back to any one of the previous approval groups, or all the way back to the hiring manager. Depending on the circumstances of the denial (e.g., additional justification), the hire approval process can be restarted. Once the approval reaches HR, an offer will be made. HR has final approval.