

NEOED ONLINE HIRING CENTER (OHC) GUIDE

CREATING AND UPDATING JOB DESCRIPTIONS

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 you can access the Job Description database.

The screenshot displays the OHC Dashboard interface. The top navigation bar includes a 'Dashboard' dropdown, a search bar, and a 'Get the Mobile App' button. The left sidebar contains navigation links for Dashboard, Tasks (with a 100% completion indicator), People, Training, Recruiting, Onboard, Forms, and Reports. The main content area is titled 'Dashboard' and features two primary sections: 'Tasks' and 'Quick Actions'.

Tasks Section:

- To-Do (15)** and **Overdue** tabs are visible.
- A filter bar shows 'View my tasks related to: All (selected), Myself, Others, My Direct Reports'.
- ONBOARD - FORM** section (Due Tomorrow):
 - Task CS: Complete I-9 for employee (For Cody Sparrow • Checklist: ULM Onboarding Forms)
- ONBOARD - GENERAL** section:
 - Task KC: Submit the Payroll Action Form (For Kody Chase • Checklist: Manager's Checklist) - Due Monday
 - Task SW: Submit the Payroll Action Form (For Serena White • Checklist: Manager's Checklist) - Due Monday

Quick Actions Section:

- Browse Training Catalog
- Create a Requisition
- View My Requisitions
- View my training record
- View my Forms Quick Links

People Section:

- MY MANAGER (with a View Team link)

Job Descriptions

From the job description section, the following tasks can be completed:

1. Search and review job descriptions for your department
2. Edit a current job description
3. Create a new job description

Recruiting [View Settings](#)

[Overview](#) [My Requisitions \(2\)](#) [My Candidates \(1\)](#) [My Job Postings \(16\)](#) [Hires](#) **[Job Description](#)** [Print Applications](#)

Job Descriptions

[Job Descriptions](#) [Requests](#)

[+ Add Job Description](#)
create a new job description

Filter: Active All Records

search for your job description title here

Job Description Code	Job Description Title	Insight	Perform, Onboard, Learn, eForms	Actions
Q Search	Q Search	Q Search	Q Search	<i>edit job description here</i>
0001	Instructional Assistant or Associate Professor of Accounting	Active	Active	
100320-Custodian Supervisor 2	Custodian Supervisor 2	Active	Active	

PLEASE NOTE:

When creating or editing a job description, the job description code should be your ORG number. Using the ORG number will help you when searching for job descriptions in your area.