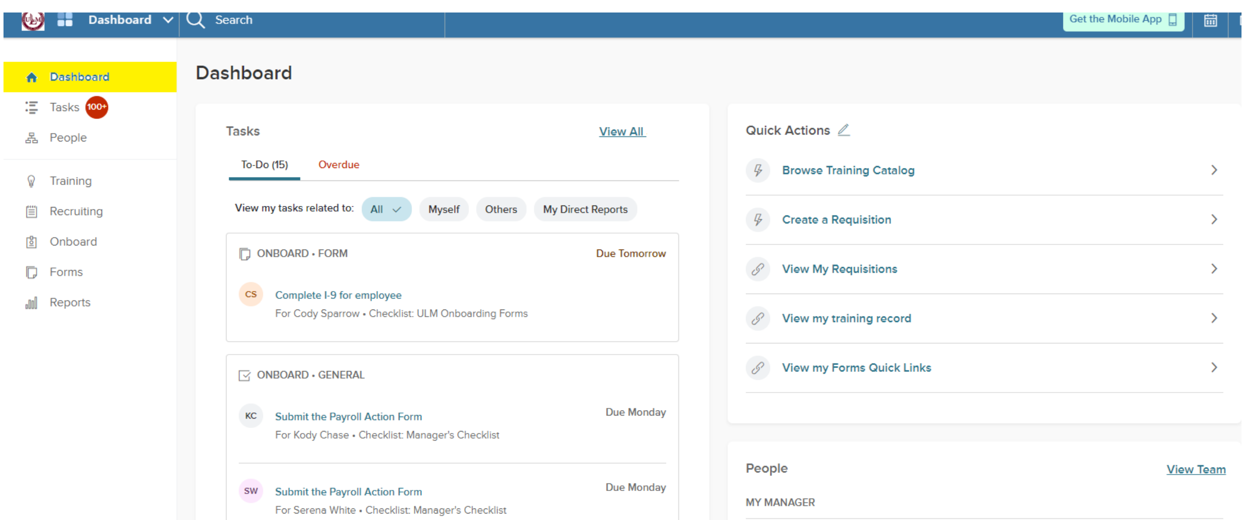
NEOED ONLINE HIRING CENTER (OHC) GUIDE

REQUISITION TO POST A POSITION

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.

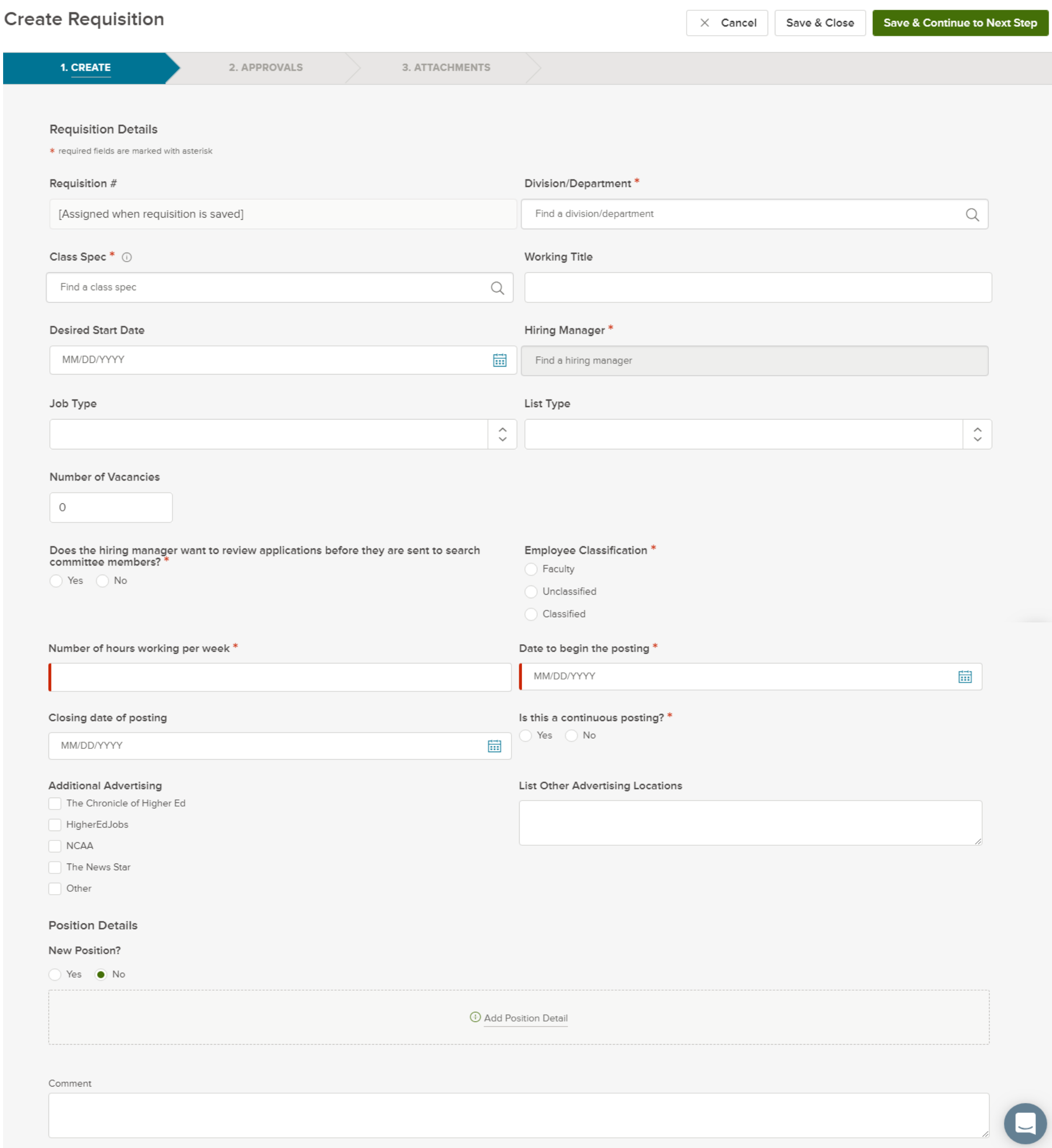


Requisition to Post a Position

The requisition is required to submit when you are ready to post a position. When a hiring department has an open position, submit a requisition as a request to fill the vacancy.

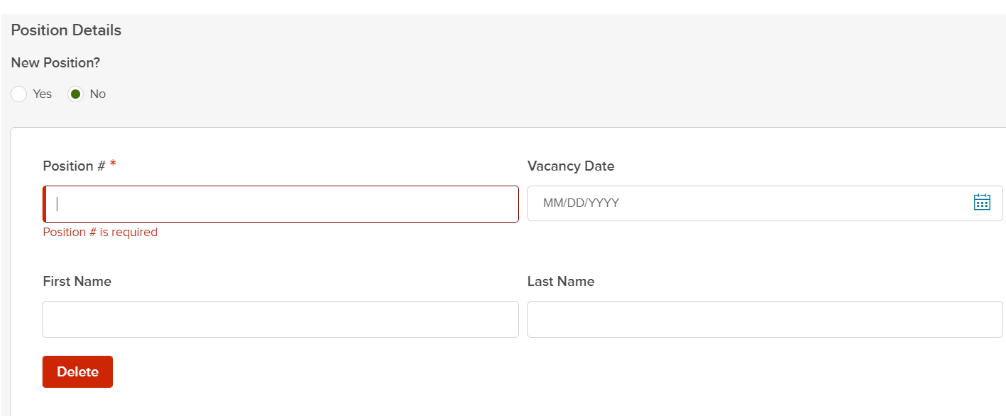
Steps to Create a Requisition

1. The first of three requisitions form pages will display



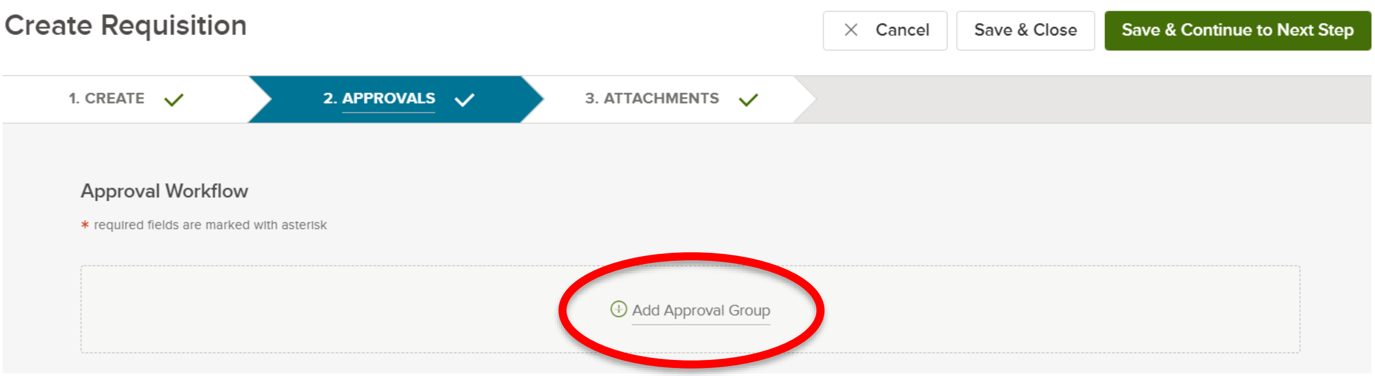
2. Those marked with the red asterisk (*) are required fields in the Requisition form

- **Requisition # -** will be automatically assigned.
- **Division/Department –** Choose from the list available by clicking on the magnifying glass
- **Job Description – Choose the job description for the current vacancy.** If the job description is not listed, you will need to create a new job description (follow the directions in the Job Description user guide).
  - Click on the magnifying glass to choose from the list
  - Click on the underlined job title to view the job description.
  - After you review, click close and move to the next section.
- **Working Title –** Enter a title used for job posting or to specially identify the position being recruited if different from the job description title
- **Desired Start Date –** Enter desired start date
- **Hiring Manager –** the actual Hiring Manager of the requisition
- **Search Committee Chair –** if you have a search committee, you can assign the chair, so the chair can review applications
- **Search Committee Member(s) –** if you have a search committee, you can assign the members in order for them to be able to review application
- **Job Type -**Select the appropriate employee classification
- **List Type –** Select an item from the list that best identifies the job list on which to post
- **Position –** the Staffing Specialist will complete this section
- **Vacancies –** Enter the # of vacancies to be filled.
- **Does the hiring manager want to review applications before they are sent to search committee members?** If no is checked, the search committee will rate applications before they are sent to the hiring manger. Only those applications with a passing score will be sent.
- **Employee Classification –** Choose one
- **Number of hours working per week –** Enter a number
- **Date to begin posting –** Can be a future date or current date
- **Closing date of posting –** If continuous posting, leave blank
- **Is this a continuous posting –** Choose one
- **Additional Advertising –M**ay require additional cost
- **Position Details:** New Position?
  - **"Yes":** click yes and move to next section
  - **"No":** click "Add Position Detail", meaning that this is a replacement for the position
  - **Position# will be:** 0000

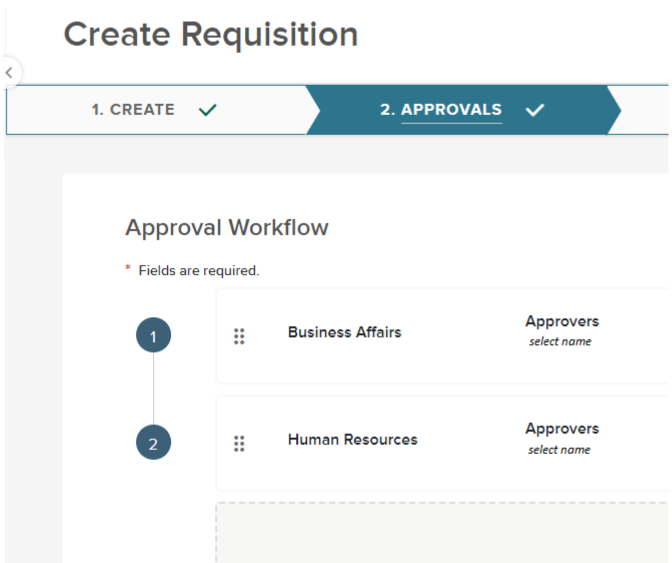


▪ **Comments** – Enter comments regarding the requisition (optional)

3. Select Save & Continue to Next Step: The approval workflow will be displayed.

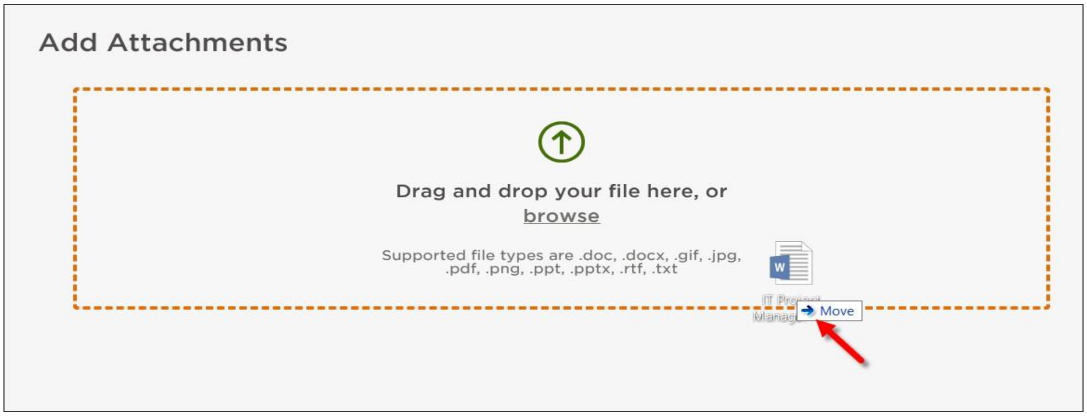


4. Next, click on "Add Approval Group"
   ▪ Required approval steps in order
      1. **Hiring Manager**: This approval group is only needed if it is NOT the hiring manager that is filling out the requisition
      2. **Business Affairs**
      3. **Human Resources:** Select the HR Staffing Specialist responsible for your area



*Continue to "Add Approval Group" until all required approvals have been added, then click on "Save & Continue to Next"

5. Drag file attachments to the third requisition form page and click Save and Submit. Required attachments:
   1) Complete Position Justification Form (pre-approval form)
   2) Rating Matrix Criteria Form: This is only needed if you want to rate your candidates using the rating matrix; this would be used for any committee review of applications.



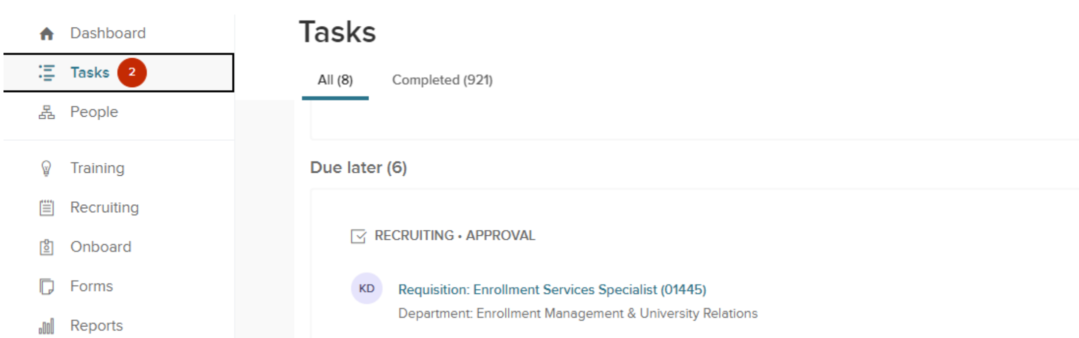
6. At the top right, click “Save & Submit”

Approving a Requisition

In the My Requisitions section of your Recruiting page, you can review a requisition sent to you for approval. Select the pending requisition and choose to approve, deny, or hold. The cancel selection is not available for approvers. A requisition must be cancelled by the person who created it or someone with the HR Liaison role. Additionally, if a requisition has been approved, it can be cancelled by an HR staff member with Insight access. The hiring manager can view the requisition status at any point during the approval process.

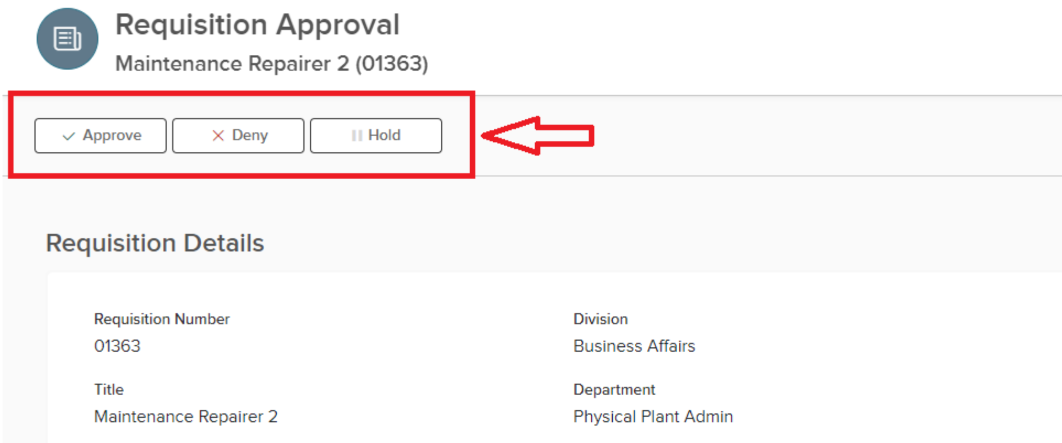
Steps to Approve a Requisition

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

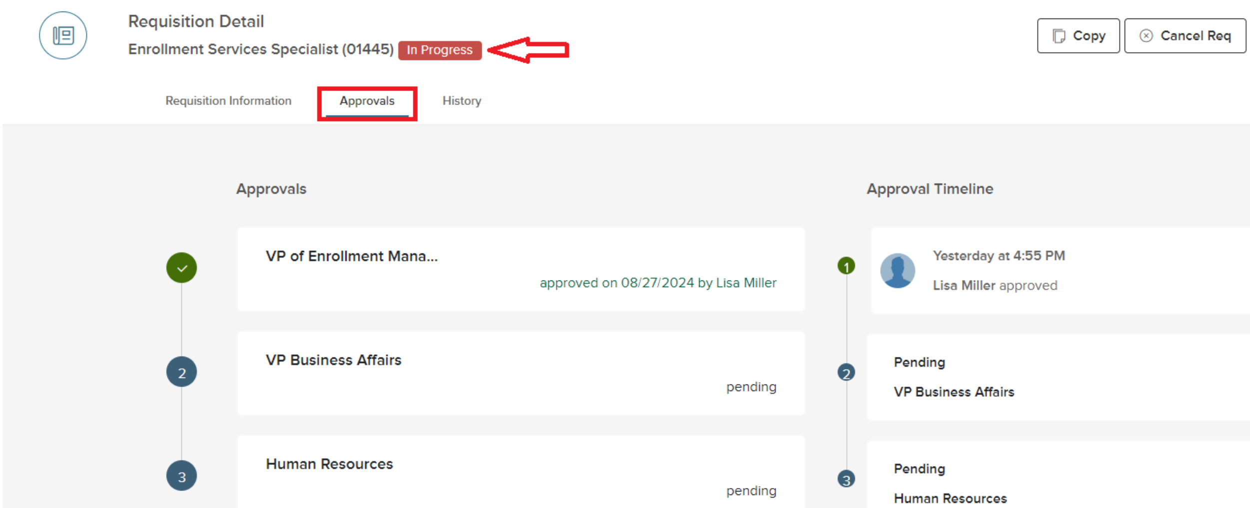


The approval workflow template will display on the second page of the requisition form. Indicate a due date. Status emails will be sent throughout the process; you can have multiple approvers at one level of the approval process.

3. After clicking on the title to review requisition, you can Approve, Deny, or Hold a requisition and add comments.



Would you like to see where in the approval process the requisition is? If so, click on the Requisition title you want to review and go to the 'Approvals'. Here you can see what step the approval is in.



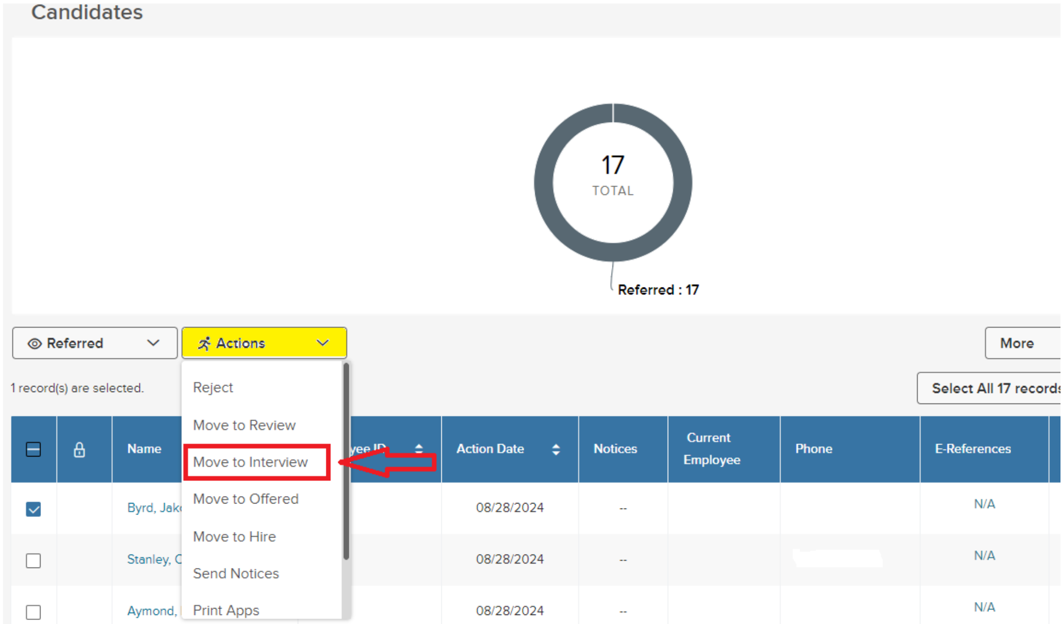
5.0 Optional OHC Features

Schedule Interviews and Create Interview Notes

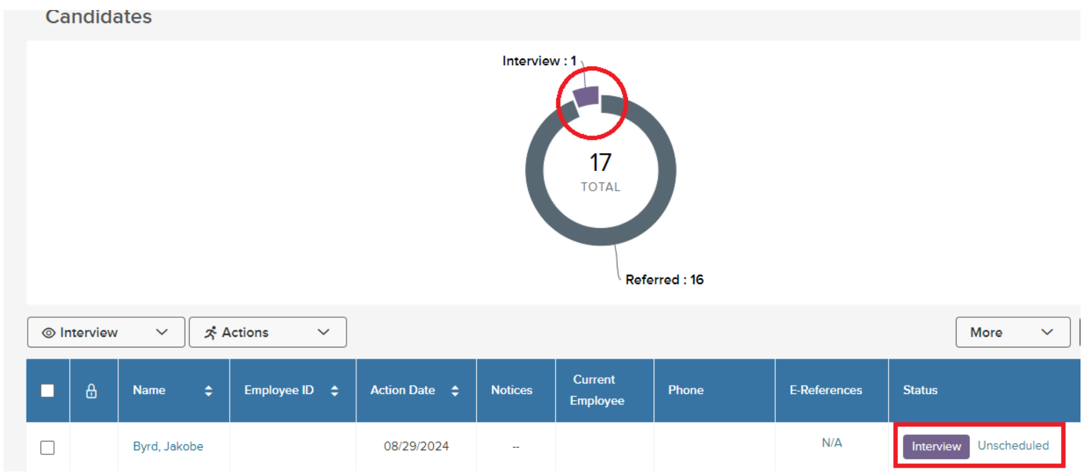
Hiring Managers have the option to enter interview dates and times for applicants they choose to interview. This will help keep track of and review all applicants that were interviewed throughout the hiring process.

Steps to Schedule an Interview

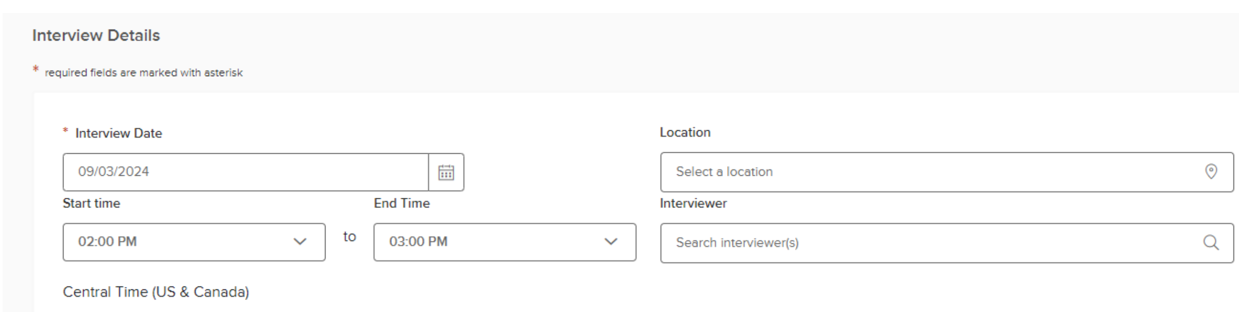
1. From the My Candidates referred list, you will select the candidates name that you have scheduled an interview with. In the “Actions” list, select “Move to Interview”.



2. On the doughnut chart, click the step name (Interview) where you have candidates to interview, and then select "Interview" under the Status column.



3. When the interview button is selected, it will automatically bring up the section to enter the interview date and time.



Adding Notes to an Applicants Record

Each candidate's application record has a notes section for you to accurately document any activity/notes as needed. Raters will not see these comments, only the hiring manager will. Please be mindful of comments written, as they are always stored in NeoGov.

1. From the candidate's application, there is a "Notes" tab to enter information.