

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.

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 lists navigation options: Dashboard, Tasks (100%), People, Training, Recruiting, Onboard, Forms, and Reports. The main dashboard area is titled 'Dashboard' and contains a 'Tasks' section with a 'To-Do (15)' and 'Overdue' filter. Below this, there are three task cards: 'ONBOARD - FORM' (Due Tomorrow) for Cody Sparrow, 'ONBOARD - GENERAL' (Due Monday) for Kody Chase, and 'ONBOARD - GENERAL' (Due Monday) for Serena White. The right sidebar contains 'Quick Actions' like '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 for 'MY MANAGER' with a 'View Team' link.

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

Create Requisition

Cancel

Save & Close

Save & Continue to Next Step

1. CREATE

2. APPROVALS

3. ATTACHMENTS

Requisition Details

* required fields are marked with asterisk

Requisition #

[Assigned when requisition is saved]

Division/Department *

Find a division/department

Class Spec * ⓘ

Find a class spec

Working Title

Desired Start Date

MM/DD/YYYY

Hiring Manager *

Find a hiring manager

Job Type

List Type

Number of Vacancies

0

Does the hiring manager want to review applications before they are sent to search committee members? *

Yes

No

Employee Classification *

Faculty

Unclassified

Classified

Number of hours working per week *

Date to begin the posting *

MM/DD/YYYY

Closing date of posting

MM/DD/YYYY

Is this a continuous posting? *

Yes

No

Additional Advertising

The Chronicle of Higher Ed

HigherEdJobs

NCAA

The News Star

Other

List Other Advertising Locations

Position Details

New Position?

Yes

No

Add Position Detail

Comment

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** –May 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**

Position Details

New Position?

☐ Yes ☒ No

Position # * Vacancy Date

Position # is required

First Name Last Name

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

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

Create Requisition

1. CREATE ✓ 2. APPROVALS ✓ 3. ATTACHMENTS ✓

Approval Workflow

* required fields are marked with asterisk

ⓘ Add Approval Group

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

Create Requisition

1. CREATE ✓ 2. APPROVALS ✓

Approval Workflow

* Fields are required.

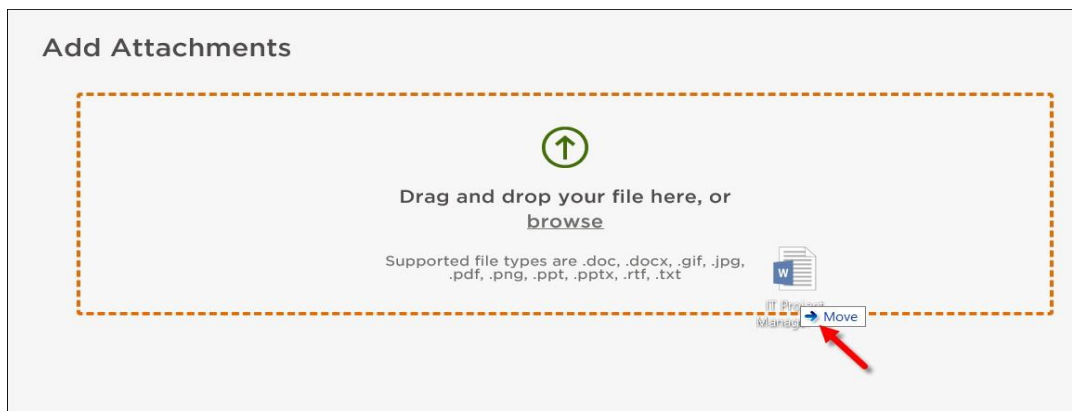
1	Business Affairs	Approvers select name
2	Human Resources	Approvers select name

*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.



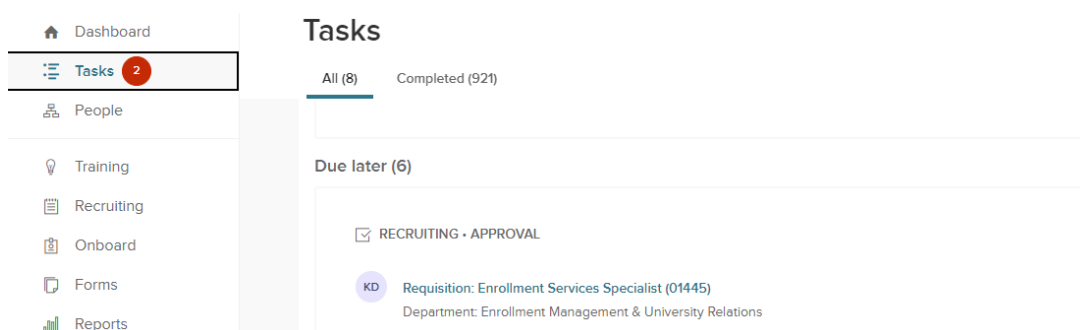
6. At the top right, click “Save & Submit”

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.

Requisition Approval

Maintenance Repairer 2 (01363)

✓ Approve

✗ Deny

|| Hold

←

Requisition Details

Requisition Number	01363	Division	Business Affairs
Title	Maintenance Repairer 2	Department	Physical Plant Admin

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.

Requisition Detail

Enrollment Services Specialist (01445) In Progress

Copy

Cancel Req

Requisition Information

Approvals

History

Approvals

✓

VP of Enrollment Mana...

approved on 08/27/2024 by Lisa Miller

2

VP Business Affairs

pending

3

Human Resources

pending

Approval Timeline

1

Yesterday at 4:55 PM
Lisa Miller approved

2

Pending
VP Business Affairs

3

Pending
Human Resources

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”.

Candidates

17
TOTAL

Referred : 17

Referred

1 record(s) are selected.

Actions

Reject

Move to Review

Move to Interview

Move to Offered

Move to Hire

Send Notices

Print Apps

More

Select All 17 records

	Name	Employee ID	Action Date	Notices	Current Employee	Phone	E-References
☒	Byrd, Jakobe		08/28/2024	--			N/A
☐	Stanley, C		08/28/2024	--			N/A
☐	Aymond,		08/28/2024	--			N/A

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

Candidates

Interview : 1

17
TOTAL

Referred : 16

Interview

More

	Name	Employee ID	Action Date	Notices	Current Employee	Phone	E-References	Status
☐	Byrd, Jakobe		08/29/2024	--			N/A	Interview Unscheduled

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

Interview Details

* required fields are marked with asterisk

* Interview Date

09/03/2024

Location

Select a location

Start time

02:00 PM

End Time

03:00 PM

Interviewer

Search interviewer(s)

Central Time (US & Canada)

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.

Byrd, Jakobe → Next ⚙ Actions ▾ 🖨 Print Cancel

Person ID: 37051671 Referred

[Application](#) [Questions](#) [E-References](#) [Notices](#) [History](#) [Notes](#)

Candidate Notes

No notes found for this candidate

+ NEW NOTE

B *i* U

Press Alt + F10 to move to the toolbar

Characters : 0

Save Note Cancel