University of Louisiana Monroe
Human Resource Department

Online Hiring Center User Guide

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1.0 Introduction

Introduction

The Online Hiring Center (OHC) engages hiring department staff and approval groups in the selection process from requisition to hire. This guide includes steps to create a requisition for classified and unclassified online hiring.

The Online Hiring Center (OHC) will enable hiring departments to create requisitions to fill vacant positions online, electronically route the requisitions for approval, review applications online and designate applicants for interview online.

The entire process of submitting a request to advertise, reviewing applications, rating applications and submitting hiring recommendations will be electronic, including approvals.

1. Open your Internet Explorer web browser to access the system at https://login.neogov.com/.

2. Enter your Login User name and Password. (Your username will be your College email address and a password of your choice).

   OHC Roles

   There are five user roles in the OHC: Hiring Manager, Rater, Approver, Originator and HR Liaison. The table below provides details regarding the tasks each role is permitted to complete.

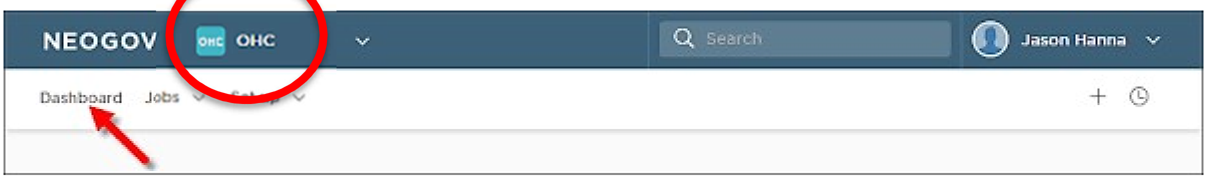
Permitted Task	Originator	HR Liaison	Hiring Manager	Rater	Approver
Create requisitions	•	•	•		
View all assigned departments' requisitions		•			
Manage all assigned departments' OHC user accounts		•			
Approve/deny requisitions					•
View applications		•	•	•	•
Send notices to candidates		•			
View and rate assigned referred lists				•	
View and take action on assigned referred lists			•		
View and take action on all assigned departments' referred lists		•			
Approve/deny hires					•

The single sign-on link to access NEOGOV is:
https://login.neogov.com/Signin?siteCode=IN

2.0 OHC Dashboard

OHC Dashboard

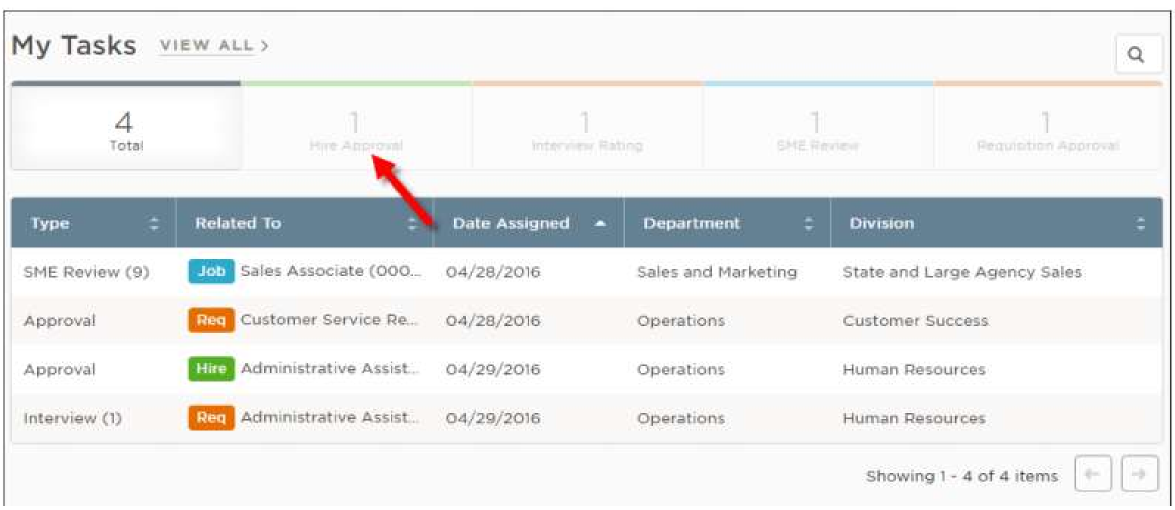
After signing into the OHC, your dashboard displays. This is a centralized place of items that require your attention. In the OHC world, these are your assigned tasks, referred candidates, and associated requisitions. Whenever you need to return to the dashboard, click Dashboard from the upper left.



My Tasks

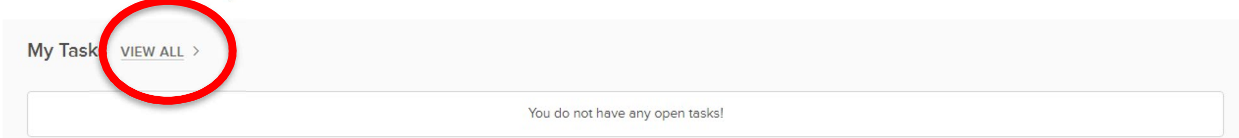
From the My Tasks section, you can act on requisitions pending your review.

The default view displays all tasks pending your review. Click one of the color tabs to view a specific task type. *Once you complete the task, it is removed from this list.



Type	Related To	Date Assigned	Department	Division
SME Review (9)	Job Sales Associate (000...	04/28/2016	Sales and Marketing	State and Large Agency Sales
Approval	Req Customer Service Re...	04/28/2016	Operations	Customer Success
Approval	Hire Administrative Assist...	04/29/2016	Operations	Human Resources
Interview (1)	Req Administrative Assist...	04/29/2016	Operations	Human Resources

To View all tasks, including completed ones, click VIEW ALL



2.0 OHC Dashboard- cont'd

My Candidates

From the My Candidates section, your list of qualified applicants will be available for review.


My Candidates

Req #	Requisition Title	Candidates	Department	Division	Hiring Manager	Created On
00006	Administrative Assistant	8	Operations	Human Resources	Jason Hanna +1	04/28/2016
00010	Database Administrator	5	Development	IT Operations	Jason Hanna	09/16/2016

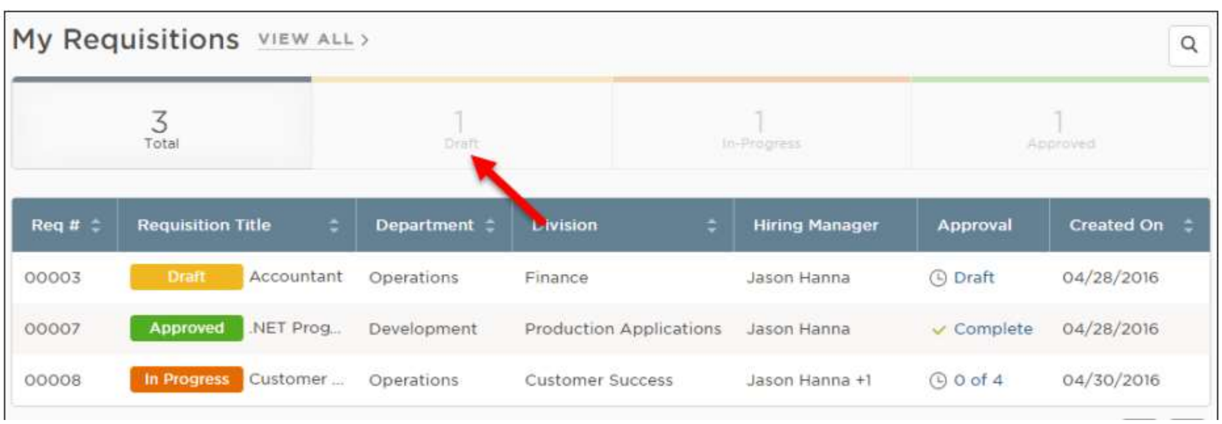
Showing 1 - 2 of 2 items

My Requisitions

From the My Requisitions section, four types of requisitions will display that are associated with you:

- Draft – Requisitions you created and saved but have not yet submitted
- In-Progress – Requisitions you submitted that are in progress of being approved.
- Approved - Requisitions you submitted that have been approved by all groups.
- Open – Requisitions you submitted and opened by HR for recruiting. (This status lets you know the position is posted.)

Click one of the color-coded tabs to view a specific type.


My Requisitions VIEW ALL ›

3 Total | 1 Draft | 1 In-Progress | 1 Approved

Req #	Requisition Title	Department	Division	Hiring Manager	Approval	Created On
00003	Draft Accountant	Operations	Finance	Jason Hanna	Draft	04/28/2016
00007	Approved .NET Prog...	Development	Production Applications	Jason Hanna	Complete	04/28/2016
00008	In Progress Customer ...	Operations	Customer Success	Jason Hanna +1	0 of 4	04/30/2016

To view all requisitions, including open, filled, and cancelled, click VIEW ALL.

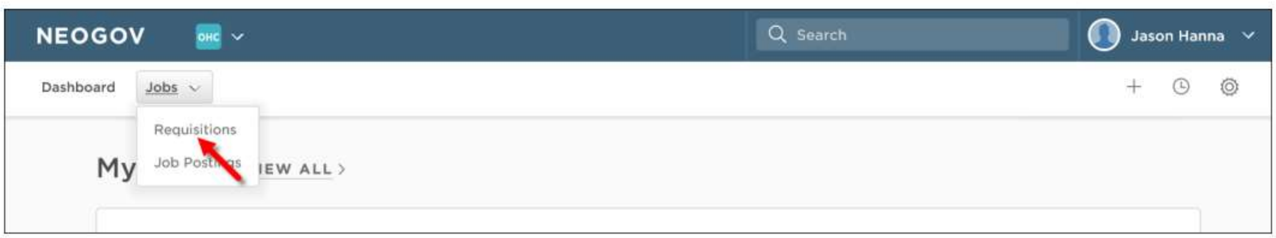
3.0 Create a Requisition

The requisition is replacing the Request to Advertise. When a hiring department has an open position, submit a requisition as a request to fill the vacancy.

There are two methods to begin the process of creating a requisition.

Method 1: On the [+] menu, click "Requisition"

Method 2: On the Jobs menu, click "Requisitions"

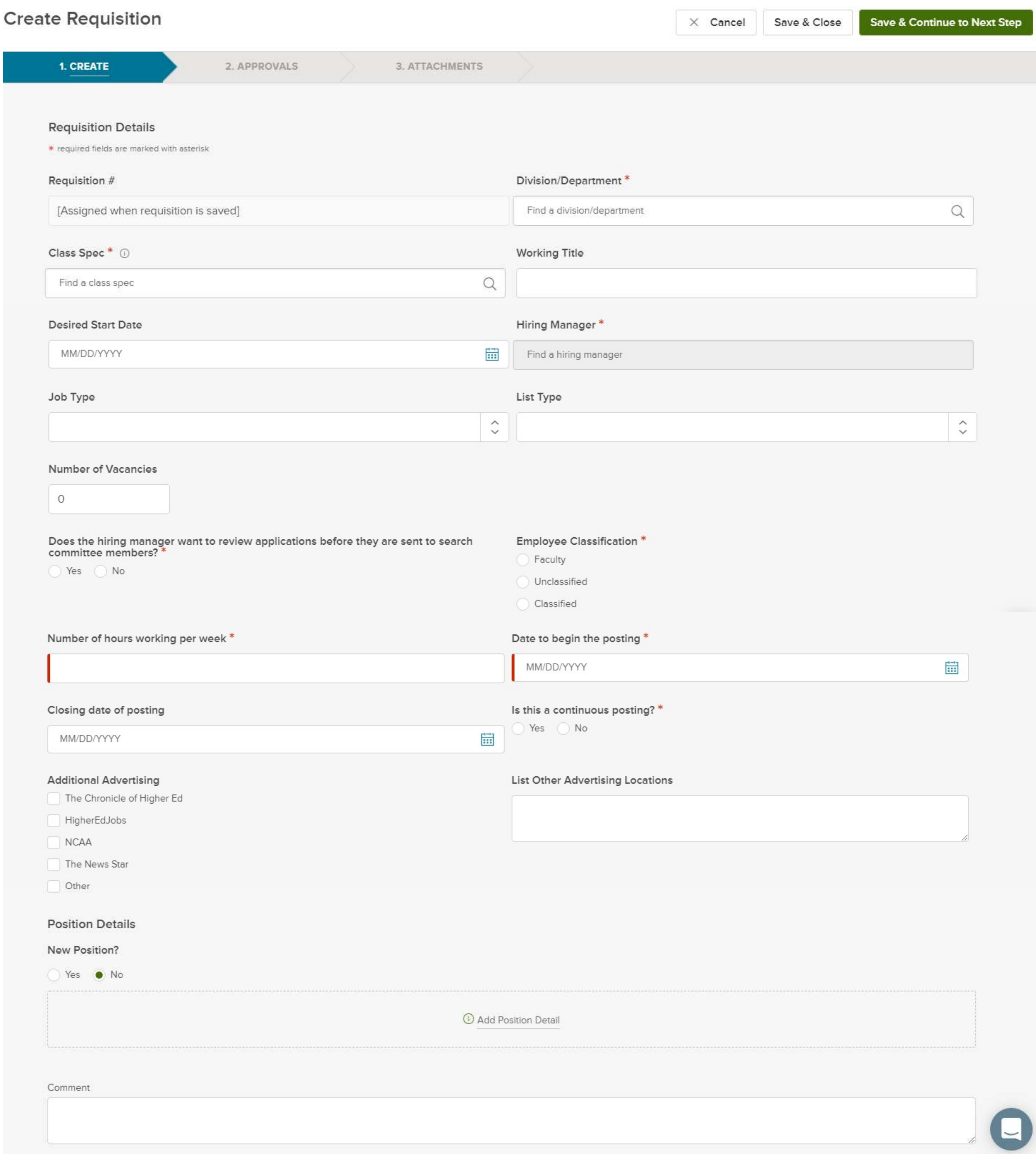


Then click "Add"

3.0 Create a Requisition- cont'd

Steps to Create a Requisition

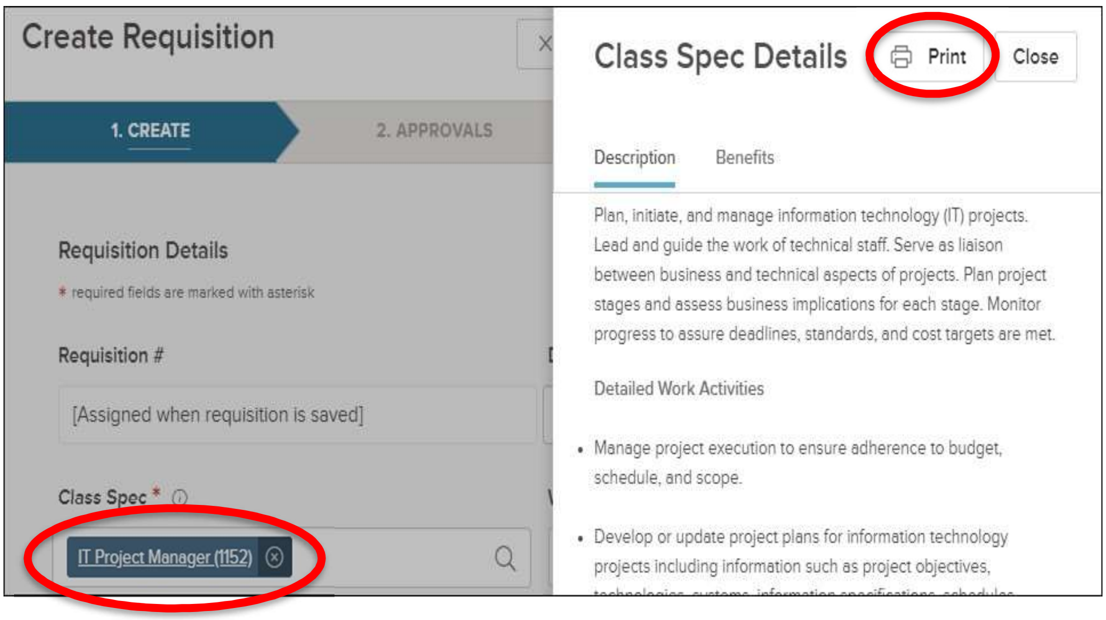
1. The first of three requisitions form pages will display



3.0 Create a Requisition- cont'd

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

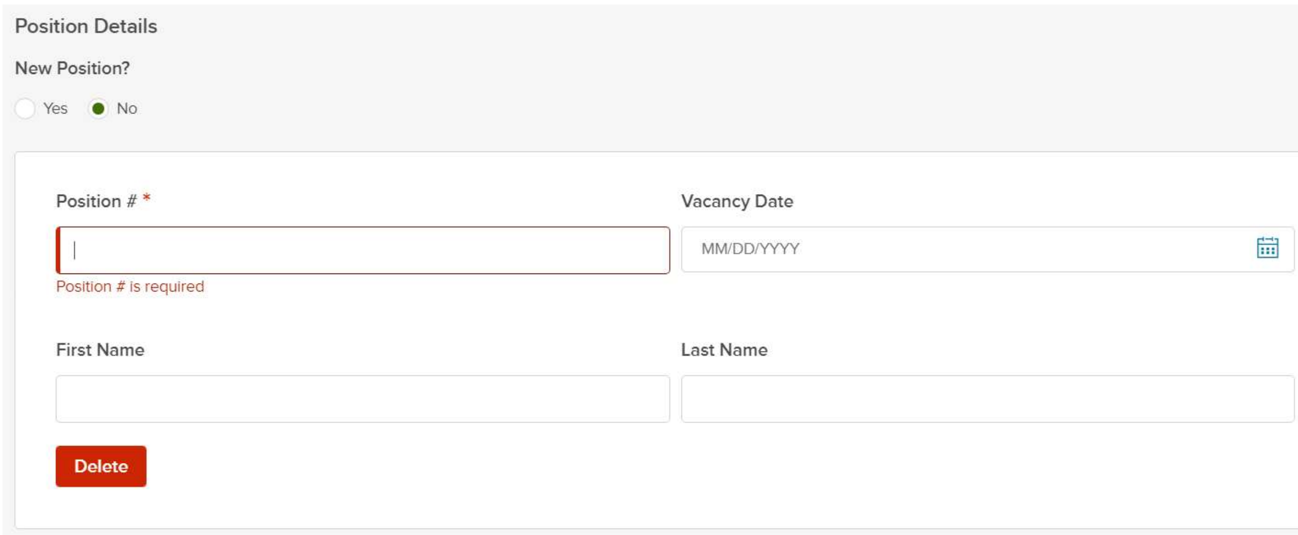
- **Requisition # -** will be automatically assigned.
- **Division/Department –** Choose from the list available by clicking on the magnifying glass
- **Class Spec – This is the Job Description (this is not the job posting; the posting can be changed to be more specific; only HR can edit Class Specs.** If the class spec is not listed, you will need to provide HR with the job description in Word format before the requisitions can be entered.
  - Click on the magnifying glass to choose from the list
  - Click on the underlined Class Spec title to view the job description. Click on "Print" to view the details
  - 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 Class spec title
- **Desired Start Date –** Enter desired start date
- **Hiring Managers –** the actual Hiring Manager of the requisition
- **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
- **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

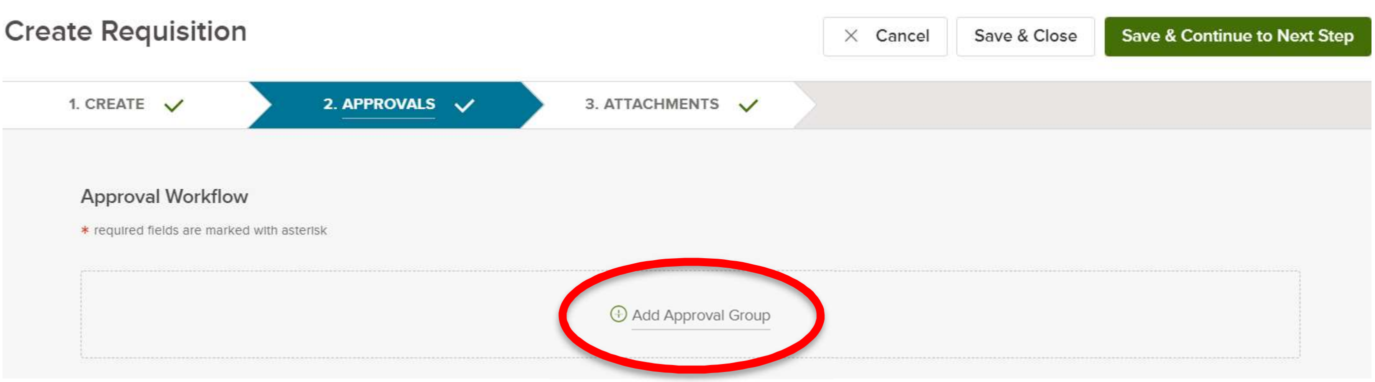
3.0 Create a Requisition- cont'd

- **Proposed Advertising –** Checking 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



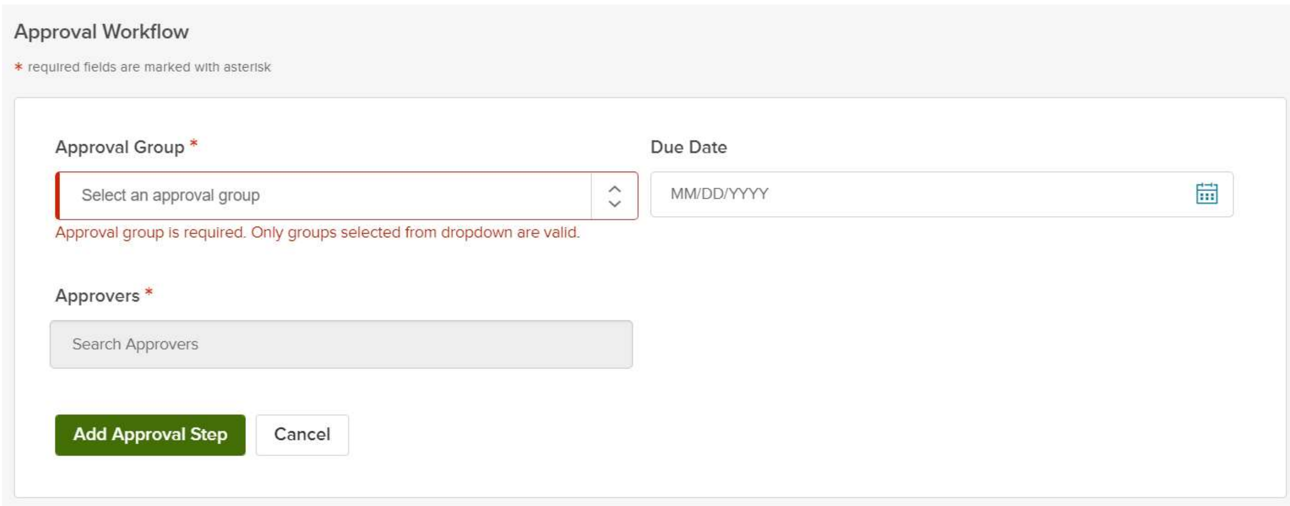
- **Comments –** Enter comments regarding the requisition (optional)

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

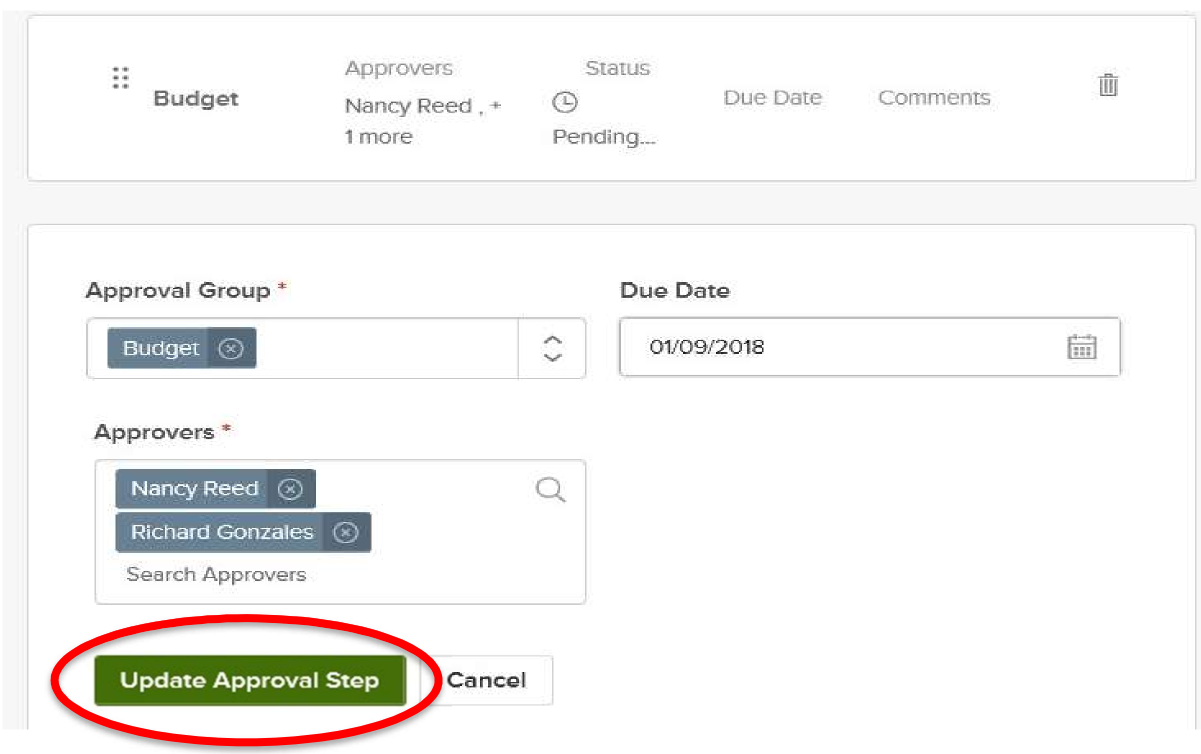


3.0 Create a Requisition- cont'd

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. **Vice President Business Affairs**
        3. **Human Resources:** Select the HR Staffing Specialist responsible for your area

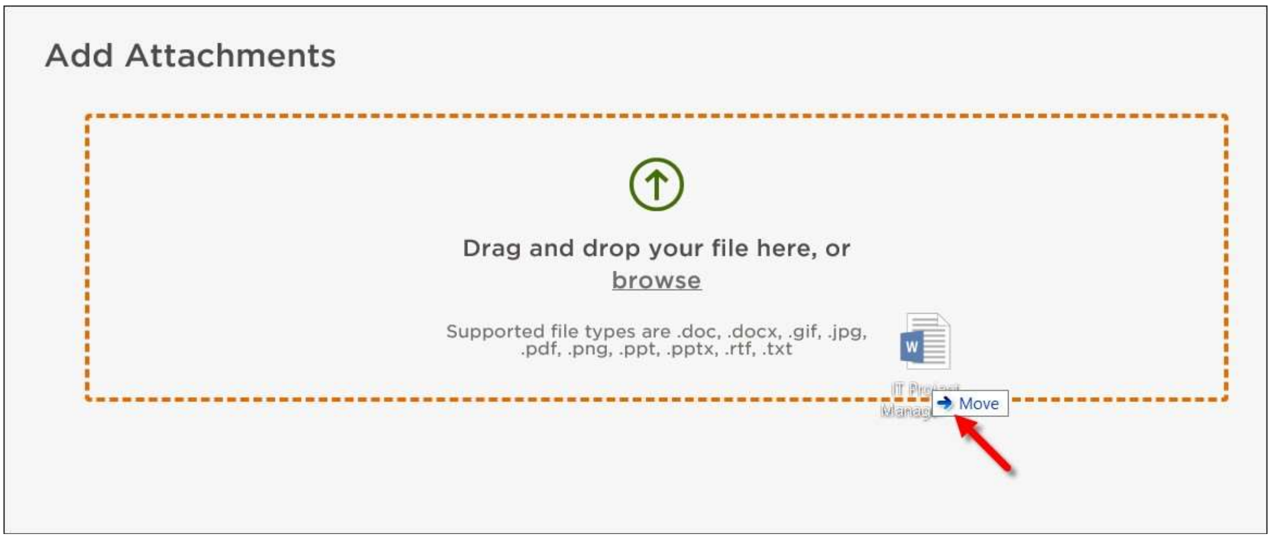


5. When finished, click "Update Approval Step" to then add the next approver.
   *You must click on "Updated Approval Step" to add the person.

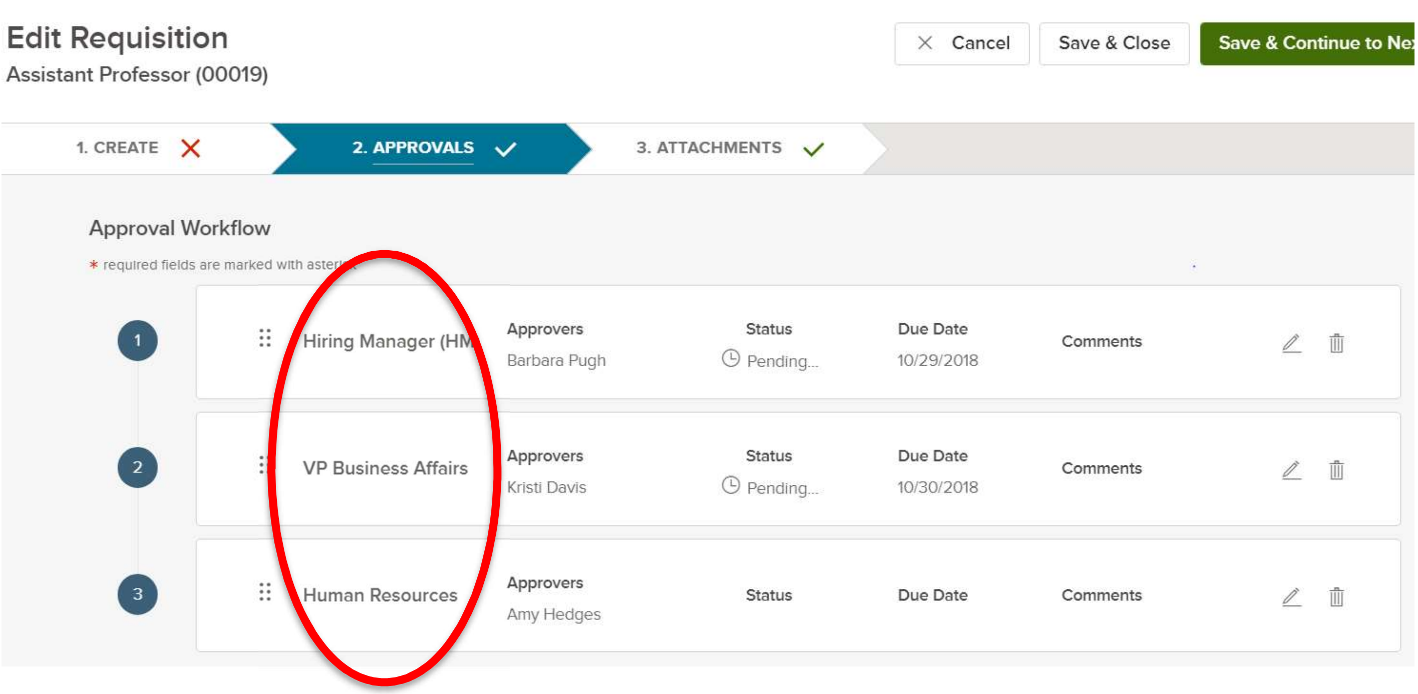


3.0 Create a Requisition- cont'd

6. Drag file attachments to the third requisition form page and click Save and Submit. Required attachments:
   1) Position Justification Form (Please have the first line of signatures already signed on the form)
   2) Updated Job Description (word template) *you only need to attach this if the Class Spec needs to be updated
   3) Rating Matrix Criteria Form: This is only needed if you want to rate your candidates using the rating matrix



7. At the top right, click "Save & Submit"



4.0 Approve a Requisition

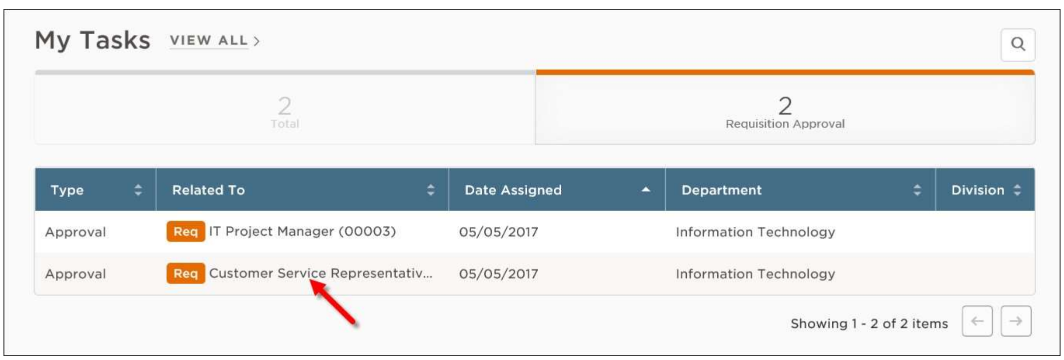
Approve a Requisition

In the My Tasks section of your dashboard 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. If you're not already viewing your dashboard page, click Dashboard from the upper left.

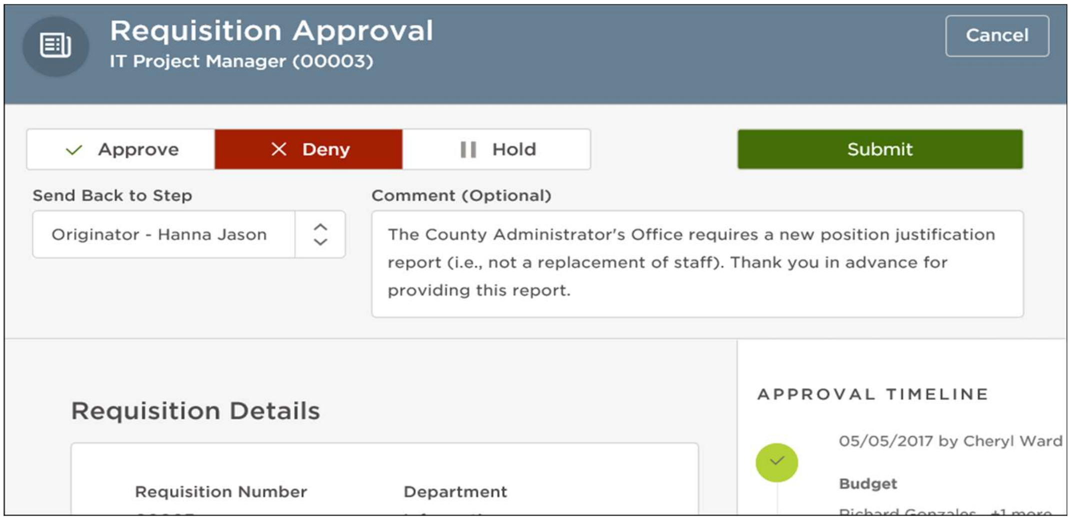
2. From the My Tasks section, click the requisition pending your review.



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.

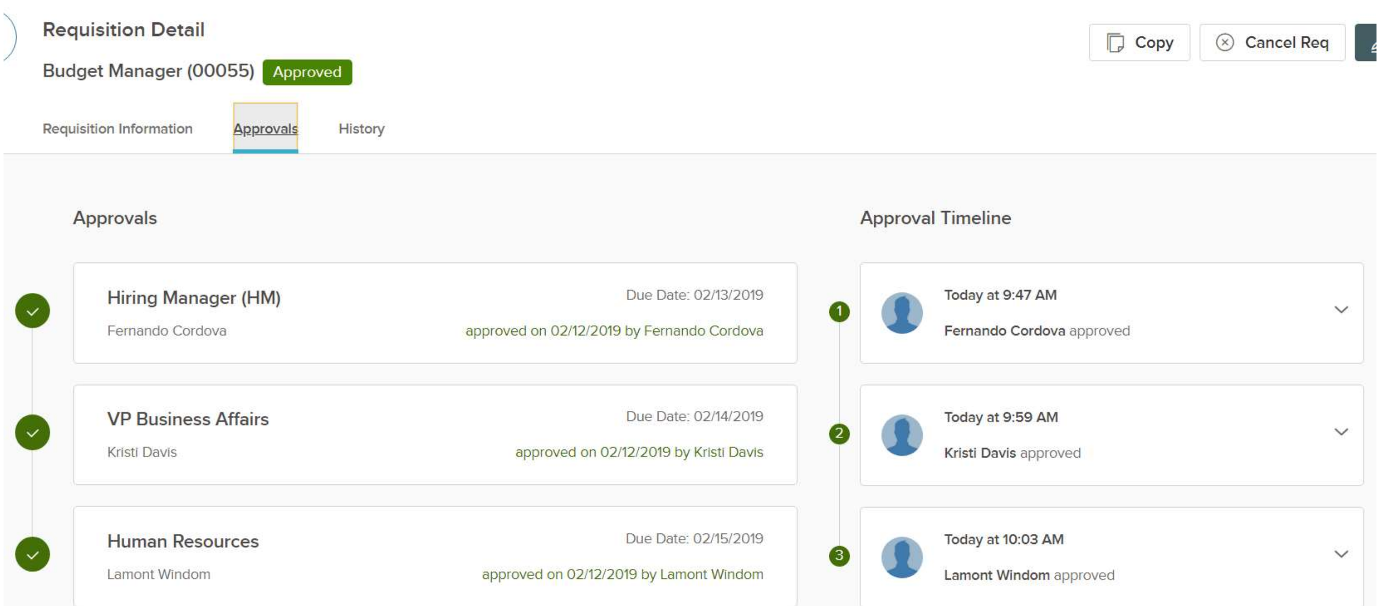
3. After clicking on the title to review requisition, click on 'Approve/Deny/Hold'

4.0 Approve a Requisition- cont'd



Note: Requisition will be placed on hold if board approval is needed. Hold also can be used if approver does not want to push through at the time.

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



5.0 Rating Candidate Applications
(Unclassified Positions only)

Application Rating

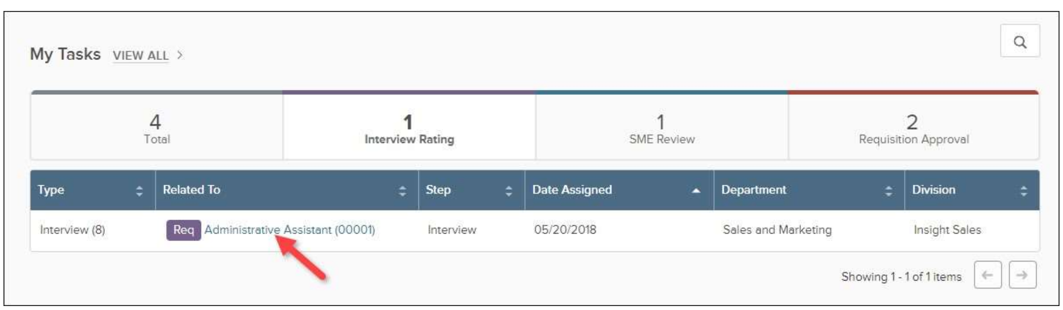
This step allows the search committee to rate applications based on certain criteria set forth by the hiring manager. Only those applications with a passing score set by the hiring manager will move forward in the application process. Raters will not be able to view ratings and comments given by other committee members.

Note: Classified applications are received in the Civil Service system; therefore, not available for rating in our system.

Steps to Complete a Rating

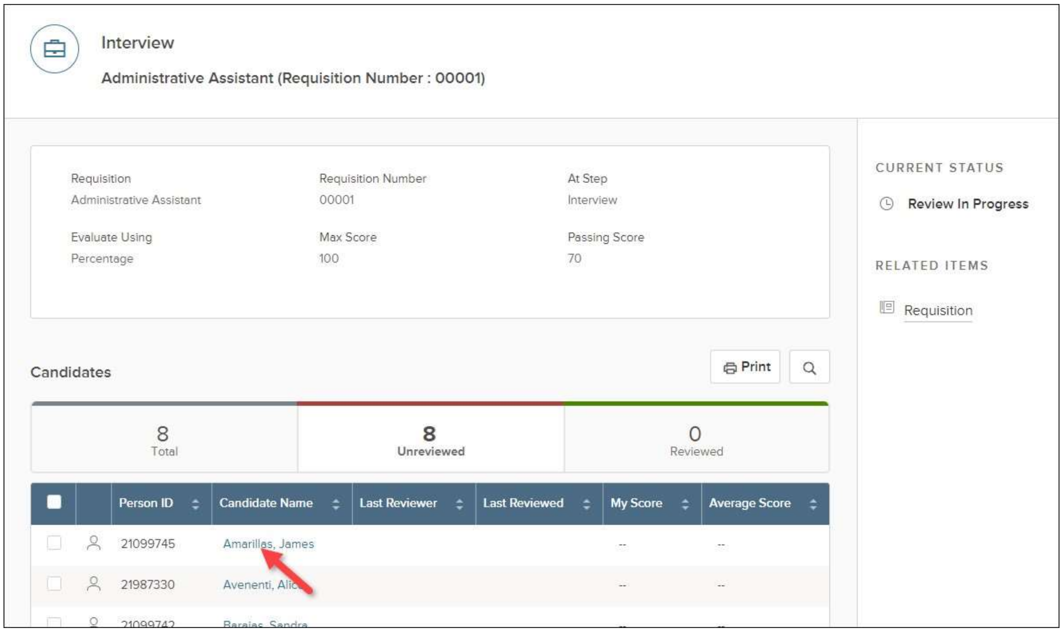
1. If you're not already viewing your dashboard page, click Dashboard from the upper left. You will receive an email when application is ready to rate letting you know you have a task to complete

2. Applications can be reviewed on users' dashboard. From the My Tasks section, click the rating pending your review.

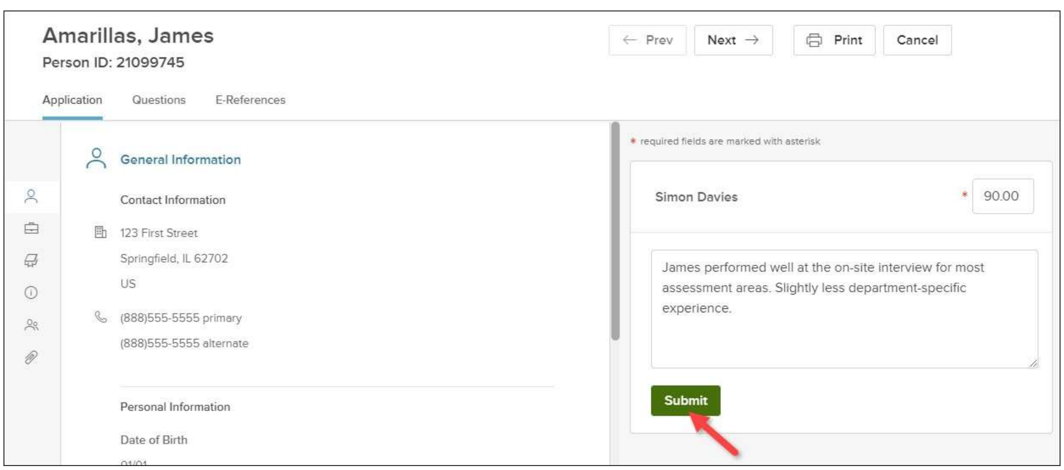


5.0 Rating Candidate Applications- cont'd

3. Click the name of the first candidate to be rated.



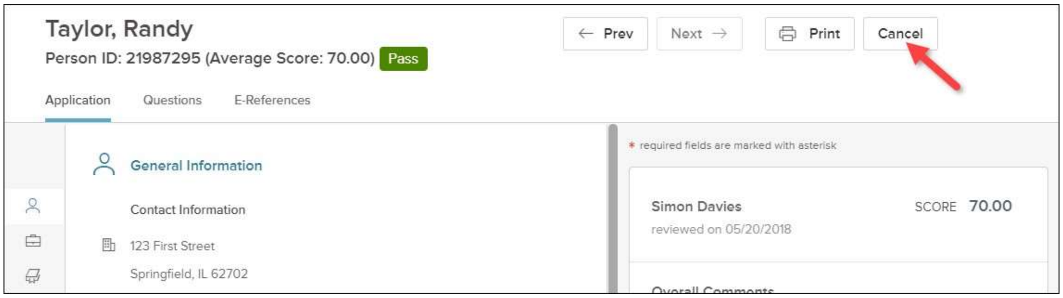
4. Depending on how the step is configured, there are 2 options: a star rating or a numeric value. Also, enter any comments and click Submit. The next candidate pending your review will display.



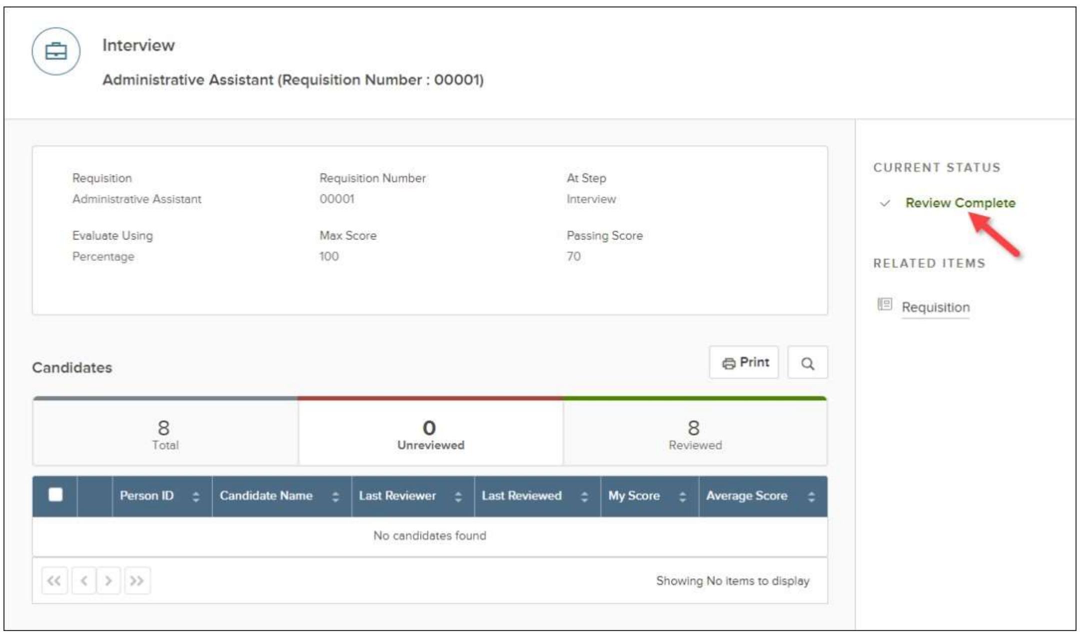
Note: Once a rater submits a rating it is locked and cannot be changed.

5.0 Rating Candidate Applications- cont'd

5. Repeat these rating steps for all remaining candidates. Click Cancel or click anywhere to the left of the last candidate's application review page.

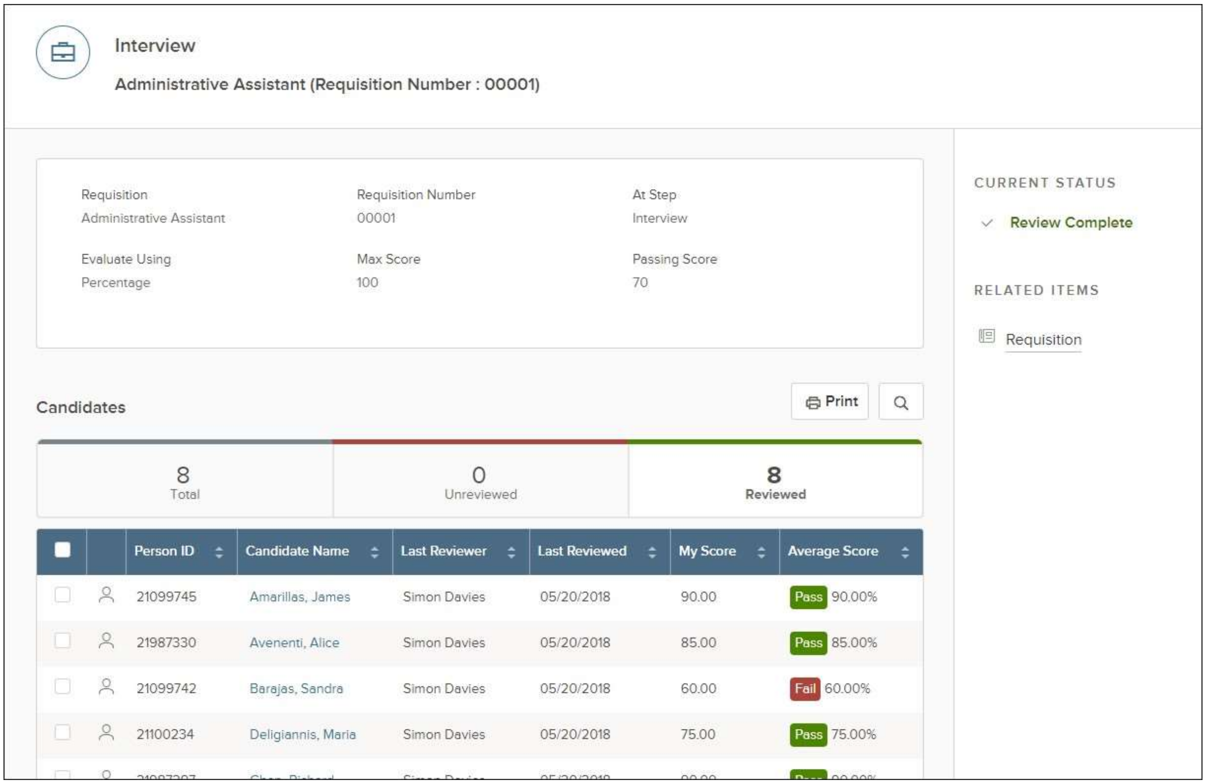


6. Notice you have no unreviewed candidates and your review status is complete.



5.0 Rating Candidate Applications- cont'd

7. After the rating is complete, you can view the results from the workflow step.



6.0 Hiring Tasks

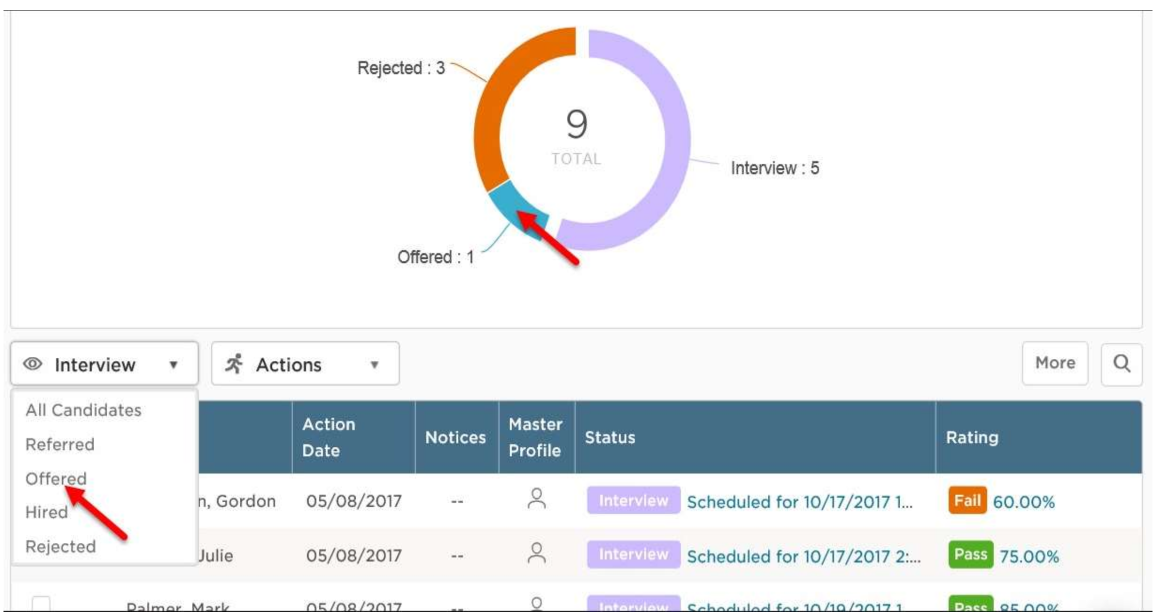
***The NEOGOV Online Hiring Form replaces the "Employment Recommendation Form."**

<u>Classified Hires:</u> The hiring manager will let HR know the applicant that needs to be added to NeoGov for the hire recommendation to be completed.

Steps to Hire a Candidate

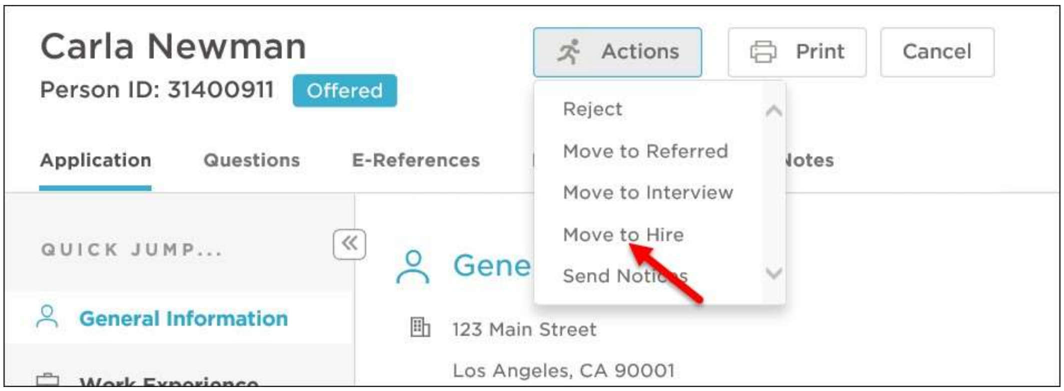
1. If you're not already viewing the referred list of candidates, return back. From the My Candidates section, click the referred list.

2. On the doughnut chart or on the Candidates menu



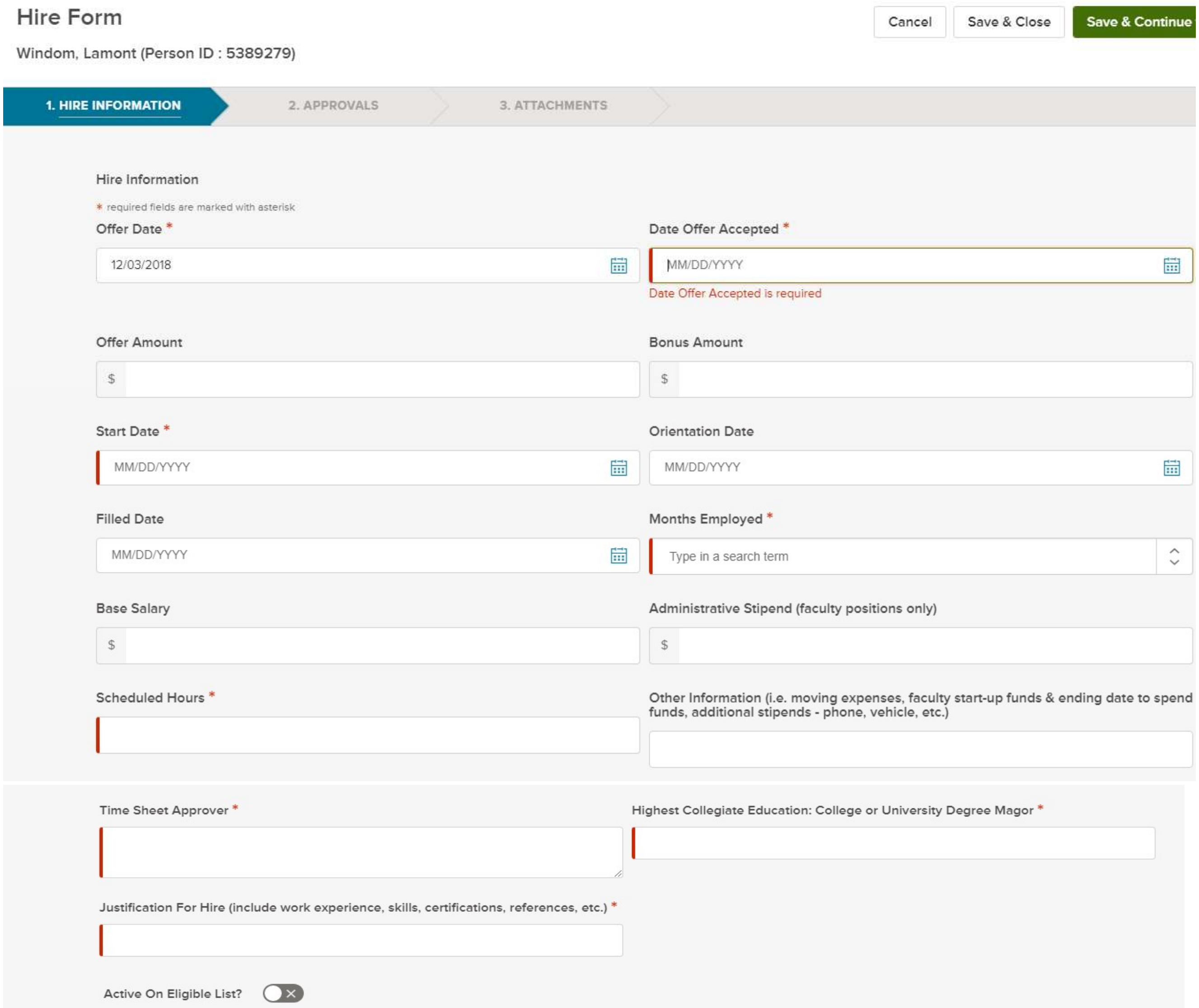
3. Click the name the candidate to hire.

4. On the Actions menu, click Move to Hire.



6.0 Hiring Tasks- cont'd

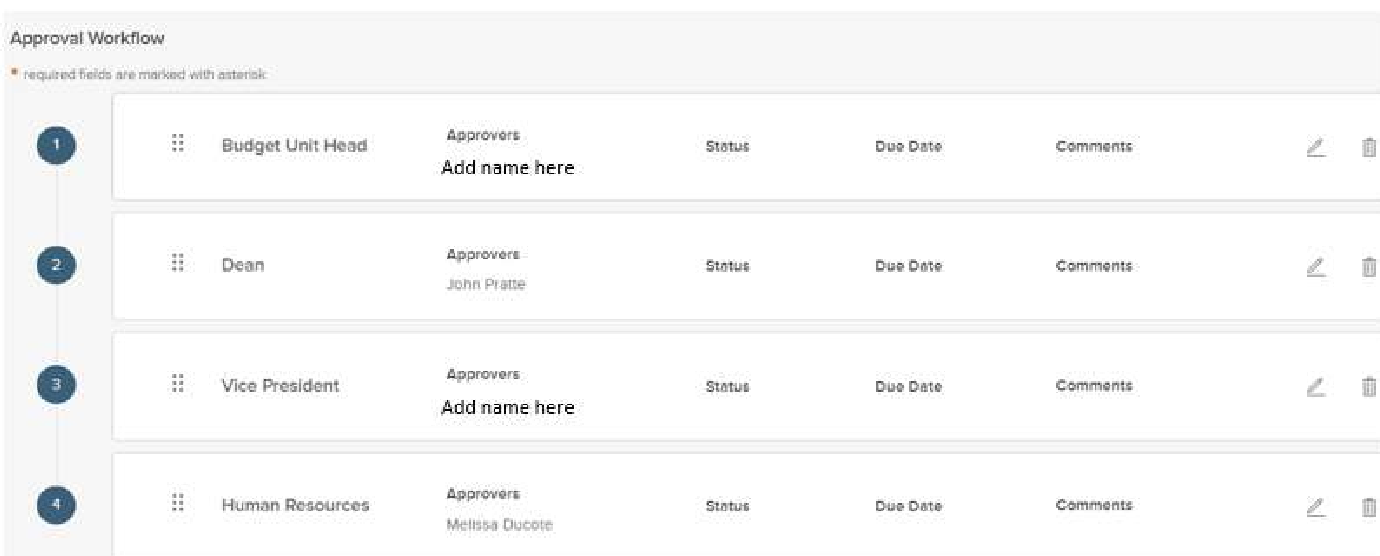
5. Red asterisk (*) Complete the Hire Form. Those marked with the red asterisk (*) are required fields in the Hire Form.



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 – Total salary offered, excluding a supplemental or moving funds
Bonus Amount – Any amount over the base salary
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.

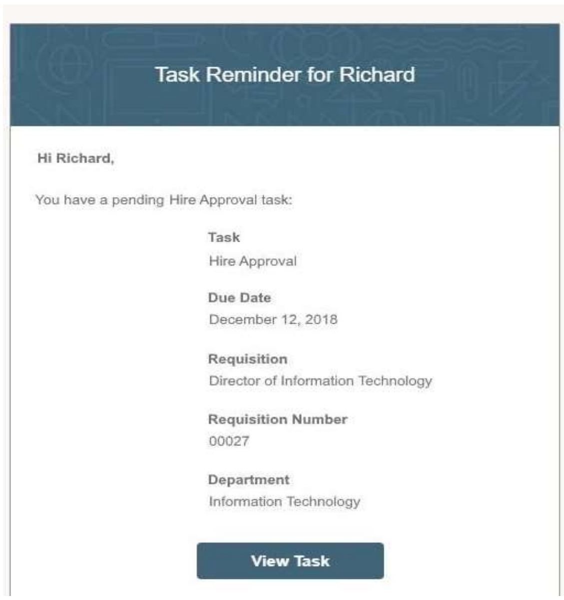
6. Once you're done, click Save & Continue to Next Step.

7. Approval Workflow: Here you will add the approvers. If you are unsure of whom to add, please contact your Department's Administrative Assistant, whom has been trained in NeoGov, for further information.



8. 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.

9. 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.



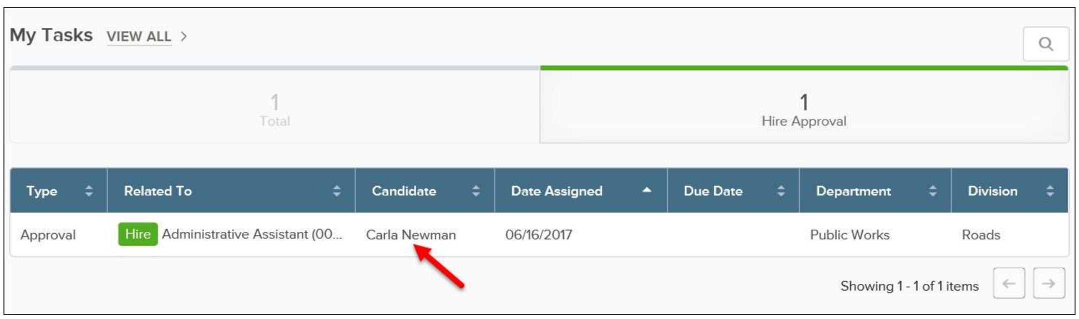
6.0 Hiring Tasks- cont'd

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

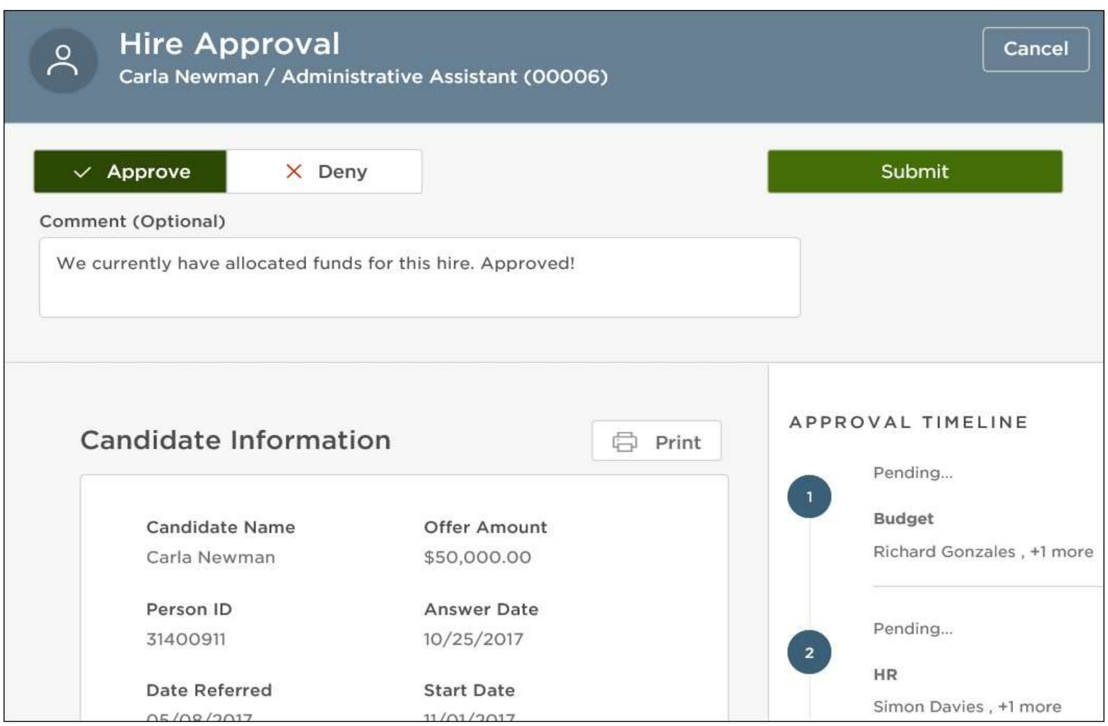
Steps to Approve a Hire

1. If you're not already viewing your dashboard page, click Dashboard from the upper left.

2. From the Tasks section, click hire pending your review.



3. Click Approve, type any comments and click Submit.



6.0 Hiring Tasks- cont'd

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.

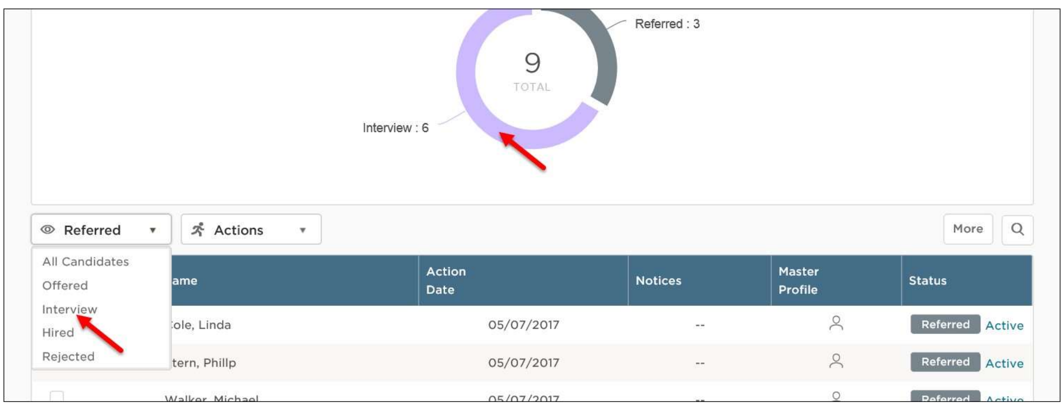
Optional: Create Interview Notes and Schedule Interviews

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.

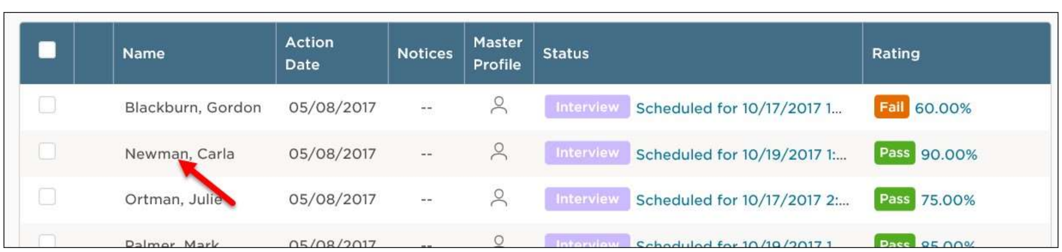
Steps to Schedule an Interview: You also have the ability to schedule interviews in this section.

1. From the My Candidates section on your Dashboard, click the referred list.

2. On the doughnut chart or on the Candidates menu, click the step name where you have candidates.



3. Click the name the candidate to view their application record.



4. Click the Notes tab.

5. From the New Note section, enter your note and then click Save Note.