NEOGOV Processes
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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. This functionality is a departure from the previous version of the OHC.

Previously Used Menus
In the previous version of the OHC, you accessed various menus to accomplish a combination of tasks including creating and approving requisitions, completing interviews and many others.

Profile Menu
The Profile menu was used to access:

- My Requisitions – Add, edit, reassign or check the status of a requisition.
- My SME Review – Complete an SME review assigned to you.
- My List – Complete interview and hiring tasks for a referred list of candidates sent to you.

Approvals Menu
The Approvals menu was used to access:

- Requisitions – Approve/deny requisitions sent to you.
- Hires – Approve/deny hires sent to you.
Replacement to the Menus

The replacement to these menus is the dashboard. Whenever you need to return back to the dashboard, click Dashboard from the upper left.

My Tasks

From the My Tasks section, you can have four different types of tasks pending your review:

1. Requisition Approval
2. SME Review
3. Interview Rating
4. Hire Approval

The default view displays all tasks pending your review. Click one of the color-coded tabs to view a specific task type.

To view all tasks, including completed ones, click VIEW ALL.
My Candidates
From the My Candidates section, referred lists will display for which you are an assigned hiring manager.

<table>
<thead>
<tr>
<th>Req #</th>
<th>Requisition Title</th>
<th>Candidates</th>
<th>Department</th>
<th>Division</th>
<th>Hiring Manager</th>
<th>Created On</th>
</tr>
</thead>
<tbody>
<tr>
<td>00006</td>
<td>Administrative Assistant</td>
<td>8</td>
<td>Operations</td>
<td>Human Resources</td>
<td>Jason Hanna</td>
<td>04/28/2016</td>
</tr>
<tr>
<td>00010</td>
<td>Database Administrator</td>
<td>5</td>
<td>Development</td>
<td>IT Operations</td>
<td>Jason Hanna</td>
<td>09/16/2016</td>
</tr>
</tbody>
</table>

My Requisitions
From the My Requisitions section, three types of requisitions associated with you will display:

- Draft – Requisitions you have created and saved, but haven’t yet submitted.
- In-Progress – Requisitions you have submitted and are in progress of being approved.
- Approved – Requisitions you have submitted and have been approved by all groups.

The default view displays all draft, in-progress and approved requisitions associated with you. Click one of the color-coded tabs to view a specific requisition type.

<table>
<thead>
<tr>
<th>Req #</th>
<th>Requisition Title</th>
<th>Department</th>
<th>Division</th>
<th>Hiring Manager</th>
<th>Approval</th>
<th>Created On</th>
</tr>
</thead>
<tbody>
<tr>
<td>00007</td>
<td>Approved NET Prog.</td>
<td>Development</td>
<td>Production Applications</td>
<td>Jason Hanna</td>
<td>Complete</td>
<td>04/28/2016</td>
</tr>
<tr>
<td>00008</td>
<td>In Progress Customer ...</td>
<td>Operations</td>
<td>Customer Success</td>
<td>Jason Hanna</td>
<td>O of 4</td>
<td>04/30/2016</td>
</tr>
</tbody>
</table>

To view all requisitions, including open, filled and cancelled ones, click VIEW ALL.
Create a Requisition

With the OHC role of Originator or HR Liaison, you can create a requisition.

When a hiring department has an open position, they’ll submit a requisition as a request to fill the vacancy.

There are three methods to start up the process of creating a requisition:

**Method 1**

On the [+ menu, click Requisition from any page.

**Method 2**

On the Jobs menu, click Requisitions.

Then click Add.
Method 3

From the My Requisitions section on your dashboard, click VIEW ALL.

Then click Add.

Steps to Create a Requisition (This is a three step process – Create, Approvals, and Attachments).

Create

1. The first of three steps will display.

2. Complete the required fields on the Create step. Then, click Save & Continue to Next Step (Approvals).
Approvals (Approval chain)

3. Choose first Approval Group using the box and select HR Specialist. In the Approvers box, select the applicable HR Specialist by either typing name OR clicking [search]. Click the box in front of name. Then, click Done to return for other Approvals.

4. Click Add Approval Step. Then, click Add Approval Group to add the next approver to the requisition as listed in Item #3 with the next approver. Repeat these steps for as many approvers as necessary. See below for the staff and faculty approver chains.

For staff positions:
1. HR Specialist
2. Supervisor (if supervisor is not creating requisition)
3. Director or Dean
4. Budget/Accounting Office
5. Executive Staff
6. Human Resources (Holly Bauwens)

For faculty positions:
1. HR Specialist
2. Chairperson (if chairperson is not creating requisition)
3. Dean
4. Budget/Accounting Office
5. Executive Staff (Charles McAllister)
6. Human Resources (Holly Bauwens)
Note: Is your approval chain in the proper order? If not, you can easily correct with a drag-and-drop operation using the example below.

5. Click Save & Continue to Next Step.

Attachments

6. Drag or browse any file attachments to the third step of the requisition. Please attach job announcement, recruitment plan, scoring criteria, and grid. After all documents are attached, click Save & Submit.

Note: If you’re not quite ready to submit the requisition, click Save & Close. The requisition will display on your dashboard page in the My Requisitions section as a draft.
Approve a Requisition

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

Like the previous version of the OHC, the selections of approve, deny and on hold are available. A requisition must be cancelled by the person that created it or HR Specialist. Additionally, if a requisition has been approved, it can be cancelled by an HR staff member.

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.

3. Click Approve, type any comments and click Submit.
Complete an SME Review

With the OHC role of SME, you can complete an SME review.

SME reviews are equivalent to search committee review of application materials.

Steps to Complete an SME Review

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

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

3. Click the name of the first candidate to be reviewed. Each search committee member will complete an individual grid supplied by search committee chair. **Note: Committee members will NOT pass/fail candidates in NEOGOV.**
4. Click Next to proceed to the next candidate pending your review.

5. Repeat these steps until Next no longer displays. Click Cancel or click anywhere to the left of the last candidate’s application review page.
Schedule Interviews (optional step)

With the OHC role of Hiring Manager or HR Liaison you can schedule interviews.

Steps to Schedule Interviews

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

2. From the My Candidates section, click the referred list that will have scheduled interviews.

3. You’re now viewing the referred list. To schedule interviews, the view must be switched to referred candidates. On the doughnut chart, click Referred, or on the Candidates menu, click Referred.
4. Select the candidates that will be moved to the interview step.
5. On the Actions menu, click Move to Interview.

Note: The hire workflow in the above and following images has been renamed to Skype Interview. This is to distinguish between a first interview (Skype) and a second interview (on-site). If you only have one interview, then renaming is not necessary.

6. Click OK to confirm moving the candidates.
7. On the doughnut chart, click Interview, or on the Candidates menu, click Interview.
8. From the first candidate to be scheduled for an interview, click Unscheduled.

![Interview Schedule](image1.png)

9. Complete the schedule form and click Save.

![Interview Details](image2.png)

Note: The Interviewer field displays all users with the OHC role of Rater—spanning all departments/divisions—providing a flexible rating platform for your entire organization.

10. Repeat these steps to schedule the remaining candidates for interviews.
Reject a Candidate

With the OHC role of Hiring Manager or HR Liaison, you can reject a candidate.

Steps to Reject 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, click the step name where you have reviewed candidates and determined one or more will be rejected.

3. Click the name of the first candidate to be rejected.
4. On the Actions menu, click Reject.

5. Click , select a reject reason and click Done.

6. If preferred, enter comments and save.

7. Repeat these steps for any remaining rejected candidates.
Request to Hire Candidate

Using the following steps, the Hiring Manager is entering the request to hire. Note: this is the approval chain to obtain approval to hire, do not make offer at this point. Human Resources will notify Hiring Supervisor of approval to offer and salary via email once all approvals are obtained.

Steps to Hire a Candidate

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

2. From the My Candidates section, click the referred list.

3. You’re now viewing the referred list. The view must be switched to referred candidates. On the doughnut chart, click Referred, or on the Candidates menu, click Referred.

4. Click the name of the candidate to hire.

5. On the Actions menu, click Move to Hire.
6. Enter the start date and any additional details. Dates can be defaulted or a chosen based on anticipated hire approval timeline. Leave the Offer Amount field blank.

7. Once you’re done, click Save & Continue to Next Step.

8. On the second step, enter the Approval Chain for the hire. Choose first Approval Group using the box and select first approver as outlined below. In the Approvers box, select the applicable approver by either typing name OR clicking . Click the box in front of name. Then, click Done to return for other Approvals.

9. Click Add Approval Step. Then, click Add Approval Group to add the next approver to the requisition as listed in Item #8 with the next approver. Repeat these steps for as many approvers as necessary. See below for the staff and faculty approver chains.

For staff positions:
1. Director
2. HR Specialist (chose appropriate specialist)
3. Human Resources (Alissa Vandeven)
4. Executive Staff

For faculty positions:
1. Dean
2. HR Specialist (chose appropriate specialist)
3. Human Resources (Alissa Vandeven)
4. Executive Staff (Charles McAllister)

10. Click Save & Continue to Next Step.
11. In step three of the hire form, attach the search committee’s memo outlining strengths/weaknesses for each interviewee and your request to hire memo. After uploading the document, click Save & Submit. Request to hire will be routed for necessary approvals. Human Resources will notify Hiring Supervisor of approval to offer and salary via email.

Note: Request to hire will be routed for necessary approvals. Human Resources will notify Hiring Supervisor of approval to offer and salary via email.

If you’re not quite ready to submit the hire, click Save & Close. The hire will display in your referred list with a pending release status. Once you’re ready to submit, edit the hire, make any updates and click Save & Submit.
Approve a Hire

Steps to Approve a Hire

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

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

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