



Online Hiring Center Guide for Supervisors

LCC has moved to an online recruitment system, NeoGov. The Online Hiring Center (OHC) is where you can create, manage, and approve requisitions and review candidates' applications.

Login Information

Visit <https://secure.neogov.com/insight/login.cfm> to login to your OHC account. Your user name is your LCC email (i.e. sorth@lowercolumbia.edu) and you create your password via the system generated link. The create password link expires 24 hours after it's sent to you. Please contact HR if you need to create or reset your password.

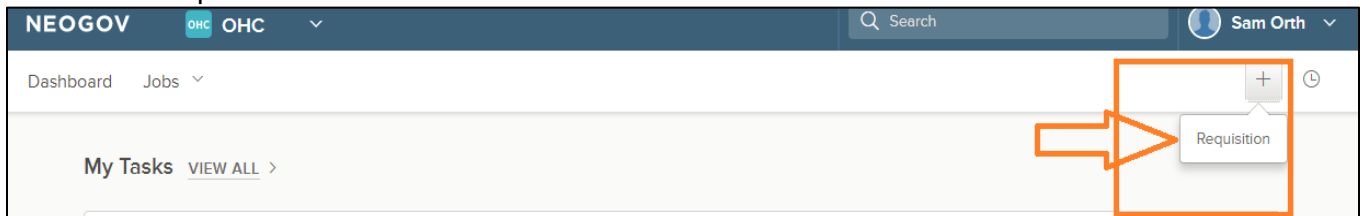
System Generated Emails

You will receive system generated emails when your approval is needed for a requisition and/or you have candidates to review in the OHC. Tasks will show up in the My Tasks section of the Dashboard.

Create a Requisition – OHC User

Recruitments begin with a request for hire. In the NeoGov system, the Requisition is the electronic request to fill a position. Requisitions were formerly known as personnel requests.

1. Hover over the plus sign in the right hand corner. Select **Requisition** to begin creating a new req.



2. Select the appropriate **Department / Sub department**
3. Click the magnifying glass to find the appropriate **Class Spec** for the position. If the Class Spec for this Requisition isn't available as an option, contact HR to enter the Class Spec on the back end.

- Once you select the Class Spec, you can review the details by clicking the hyperlink.

The screenshot shows the 'Create Requisition' form with a 'Class Spec Details' pop-up window. The 'Class Spec' field in the form is highlighted with an orange box and an arrow pointing to it. The pop-up window shows details for 'Human Resources Analyst (1001)'.

Class Spec Details	
Description	Benefits
Class Code	1001
Class Title	Human Resources Analyst
Salary	
\$50,000.00 - \$75,000.00 Hourly	
\$4,015,384.62 - \$6,023,076.92 BiWeekly	
\$8,700,000.00 - \$13,050,000.00 Monthly	
\$104,400,000.00 - \$156,600,000.00 Annually	
Established Date	Revised Date
N/A	05/05/2017
Bargaining Unit	Physical Class
N/A	N/A
Benefit Code	Occupational Group
N/A	N/A
FLSA	EEO
Exempt	EEO4-Professionals

4. Complete the remaining fields, those marked with the red asterisk (*) are required fields in the Requisition form
 - **Requisition #** – this # is automatically assigned by the system after the requisition is submitted
 - **Desired Start Date** – Optional field used to specify the 'estimated' start date
 - **Working Title** – Enter a title that may be used for the job posting or to specifically identify the position being recruited
 - **Vacancies** – Enter the # of vacancies to be filled; data is used for historical purposes only

- **Hiring Managers** – From the list of names in the **Available:** box, select all of the HR Team and the appropriate VP. This is a key step to allow HR to manage the recruitment process for this position

- **Job Type** – From the list, select the appropriate employee classification
- **List Type** – Select an item from the list that best identifies the job list on which to post
- **Employment Term** – Enter the **Employment Term**. For example, 10 months, 35 hours per week.
- **Operating Budget / Grant Funded** – Answer the operating budget and grant funded questions accordingly
- **Operating Budget Number** – Enter the Operating Budget number
- **Proposed Advertising** – Select requested advertising means. Make additional requests in the comments section at the bottom of the Requisition form
- **Justification for Hire** – Enter why you're requesting to fill this position
- **Position Details** – Optional field
 - Select **New Position** – if it is a new position
 - Select **Existing Position**
 - **Add Position Detail**
 - **Position #** - Enter N/A
 - Fill out other position detail fields

Position Details

New Position?
 Yes No

Position # * Vacancy Date

First Name Last Name

- **Skills** – Enter any desired ‘skills’ or other desired characteristics for candidates (to be used for recruiting) if the specifics are not defined in the Class Spec or as part of selection process
- **Comments** – Field used to expand upon the **Skills** field or to add additional comments about the requisition, recruitment process, or special requests. In addition, this is a good avenue for suggesting supplemental application questions

5. Select **Save & Continue to Next Step**

Create Requisition

1. CREATE | 2. APPROVALS | 3. ATTACHMENTS

Skills Please indicate employment term: *

Is this position fully funded by a current operating budget? * Yes No Operating Budget Number: *

Is this position grant funded? * Yes No Proposed Advertising: *

- LCC Website
- Newspaper (TDN, Oregonian, etc.)
- Listservs
- Social Media (LinkedIn, Facebook, Twitter)
- Other (please indicate in comment section)

6. Complete/define the approval chain. If no approvals are required, select **Final Approval** and select all of the HR Team as the **Approvers**. The Final Approval layer is needed to move the Requisition through the recruitment process to post the job. If routing for approvals, each ‘Approver’ will get an automated email notice when it is

their turn to approve the requisition. Almost all jobs will follow the approval flow of: Supervisor creates Requisition > VP approves Requisition > ELT discusses Requisition verbally > HR does Final Approval

Create Requisition [Cancel] [Save & Close] [Save & Continue to Next Step]

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

Approval Workflow

1	VP	Approvers Kendra Sprague	Status	Comments	
<p>Approval Group</p> <p>Final Approval</p> <p>Approvers *</p> <p>Kat Cooper, Kendra Sprague, Sam Orth, Shani Dennick</p> <p>Search Approvers</p> <p>[Add Approval Step] [Cancel]</p>					

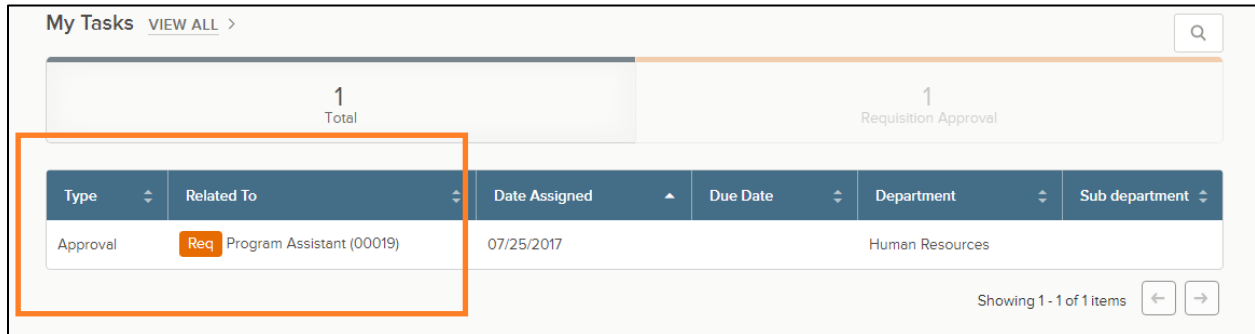
7. Click **Save & Continue to Next Step**
8. Finalize the content – **Add New** attachments such as job description verbiage or supplemental questions for the application template
9. View Requisitions and their status on the Dashboard page. The approval column indicates which step the Requisition is at within the process.

My Requisitions [VIEW ALL](#)

Req #	Requisition Title	Department	Sub department	Hiring Manager	Approval	Created On
00001	Approved	Human Reso...	Campus Services	Sam Orth +1	✓ Complete	06/15/2017
00002	Open	Custodian 1	Campus Services	Sam Orth +2	✓ Complete	06/20/2017
00003	Draft	EA to VP of A...	Administration	Sam Orth	⌚ Draft	06/20/2017
00004	Draft	Admin 4	Nursing & Allied Health	Sam Orth	⌚ Draft	06/20/2017
00005	Draft	Program Assi...	Financial Aid	Sam Orth +3	⌚ Draft	06/27/2017
00010	Approved	Program Assi...	International Student Programs	Sam Orth	✓ Complete	07/06/2017
00012	Open	Education Pla...	Advising & Testing	Sam Orth +3	✓ Complete	07/12/2017

Approve a Requisition (Approver Role)

1. If you are an approver, you can view Requisitions that are awaiting your approval in the **My Tasks** section of the Dashboard.

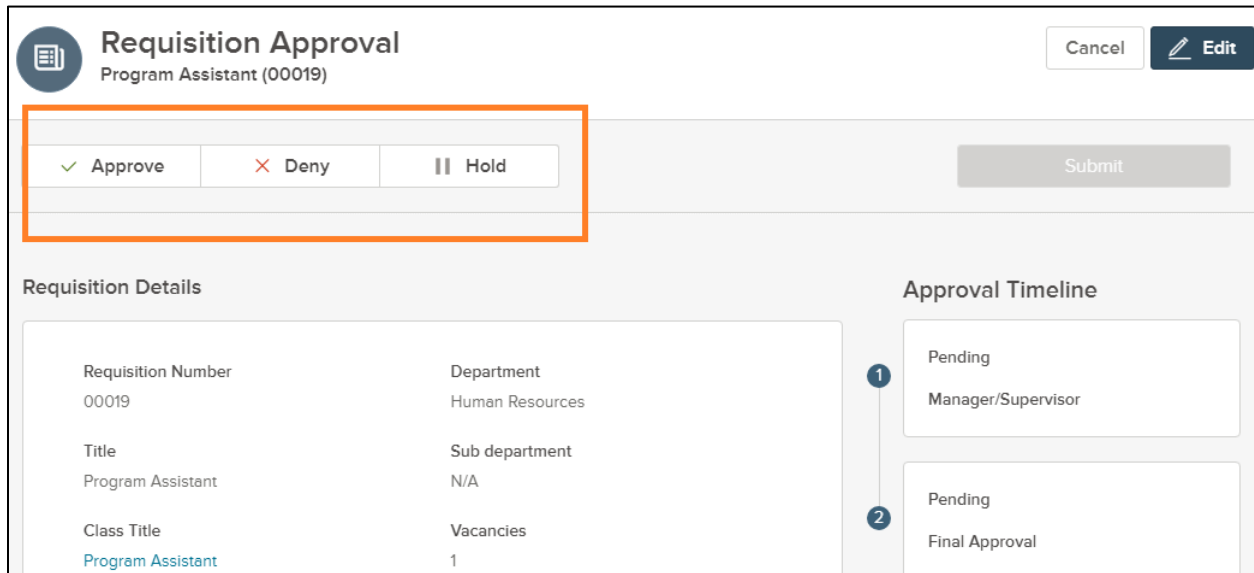


The screenshot shows the 'My Tasks' dashboard. At the top, it says 'My Tasks VIEW ALL >' and has a search icon. Below that, there are two summary boxes: '1 Total' and '1 Requisition Approval'. A table below lists the tasks. The first row is highlighted with an orange box:

Type	Related To	Date Assigned	Due Date	Department	Sub department
Approval	Req Program Assistant (00019)	07/25/2017		Human Resources	

At the bottom right of the table, it says 'Showing 1 - 1 of 1 items' with left and right arrow icons.

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



The screenshot shows the 'Requisition Approval' page for 'Program Assistant (00019)'. At the top, there are 'Cancel' and 'Edit' buttons. Below that, there are three buttons: 'Approve' (with a checkmark icon), 'Deny' (with an 'X' icon), and 'Hold' (with a pause icon). These three buttons are highlighted with an orange box. To the right of these buttons is a 'Submit' button. Below the buttons, there are two sections: 'Requisition Details' and 'Approval Timeline'.

Requisition Details

Requisition Number	00019	Department	Human Resources
Title	Program Assistant	Sub department	N/A
Class Title	Program Assistant	Vacancies	1

Approval Timeline

- 1 Pending
Manager/Supervisor
- 2 Pending
Final Approval

3. Define the status, enter any internal Notes as necessary (notes are visible to any user with access to the requisition)

For more information on the Requisition Approval Process workflow, download the diagram and sample emails: <http://community.neogov.com/media/p/1047.aspx>

Review Applicants as Subject Matter Expert (SME)

1. Login to the OHC Dashboard. Candidates awaiting your review will show up in the **My Tasks** section as **SME Review**.

The screenshot shows the 'My Tasks' section of the OHC Dashboard. At the top, there are two summary cards: '1 Total' and '1 SME Review'. Below these is a table with columns: Type, Related To, Date Assigned, Due Date, Department, and Sub department. A single row is visible, representing an 'SME Review (2)' task for a 'Job' titled 'Program Assistant (00019)' assigned on '07/25/2017' to the 'Human Resources' department. The table is highlighted with an orange border.

Type	Related To	Date Assigned	Due Date	Department	Sub department
SME Review (2)	Job Program Assistant (00019)	07/25/2017		Human Resources	

2. Select **SME Review** to see the list of Candidates to review.

The screenshot shows the 'Candidates' section of the OHC Dashboard. At the top, there are three summary cards: '2 Total', '2 Unreviewed', and '0 Reviewed'. Below these is a table with columns: Person ID, Candidate Name, Assigned By, Last Reviewer, and Last Reviewed. Two candidates are listed: Samantha M Orth (Person ID 5381182) and Serina Graham (Person ID 5381175), both assigned by Sam Orth. The table is highlighted with an orange border.

Person ID	Candidate Name	Assigned By	Last Reviewer	Last Reviewed
5381182	Samantha M Orth	Sam Orth		
5381175	Serina Graham	Sam Orth		

3. Click the **Candidate's name** to view their application and attachments
4. Review each Candidate. Select **Rate** to indicate if you recommend moving the candidate forward for interview and make comments (see [Committee Member Interview Guidelines](#) for tips on comments). You'll also be able to view other committee members' ratings and comments when you're rating candidates.
 - **Rating 1** means you recommend the candidate for interview
 - **Rating 0** means you do not recommend the candidate for an interview

- Review and rate all candidates prior to the scheduled selection committee review meeting.

The screenshot shows a candidate profile for Samantha Orth. At the top right, there are three buttons: 'Next →', '★ Rate', and 'Print'. The 'Rate' button is highlighted with an orange box. Below the buttons, the profile is divided into two sections: 'Application' and 'Questions'. The 'Application' section is active and contains a 'QUICK JUMP...' menu with options: General Information, Work Experience (highlighted), Education, Additional Information, References, and Attachments. The main content area shows details for 'Work Experience':
HR Employee Benefits & Development Consultant
January 2014 - Present
Lower Columbia College
Longview, WA 98632
US
(360) 442-2120
Monthly Salary
Employees Supervised

The screenshot shows a candidate profile for Rosie. At the top right, there is a 'YOUR SCORE' label with an orange arrow pointing to a dropdown menu showing the number '1'. Below this, there is a text input field with the placeholder text 'Write a comment...' highlighted by an orange box.

5. After you've reviewed and rated candidates with a 1 or 0, select Complete Review to remove the candidates from your task list and notify HR that you've reviewed.



SME Review
Program Assistant (Job Number : 00019)



Complete Review

HR Hub Program Assistant	At Step Scored SME Review	HR Hub Number 00019
Max Raw Score 2	Evaluate On Scored	Passing Score NA
Weight 0%		

CURRENT STATUS

✓ Review Complete

RELATED ITEMS

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