Create Student Employee Requisition in NEOED (Online Hiring Center)

Contact WorkForce & Career Services with any questions about filling student positions: Ariana Muro, amuro@lowercolumbia.edu, & Jacob Aguiar, jaguiar@lowercolumbia.edu.

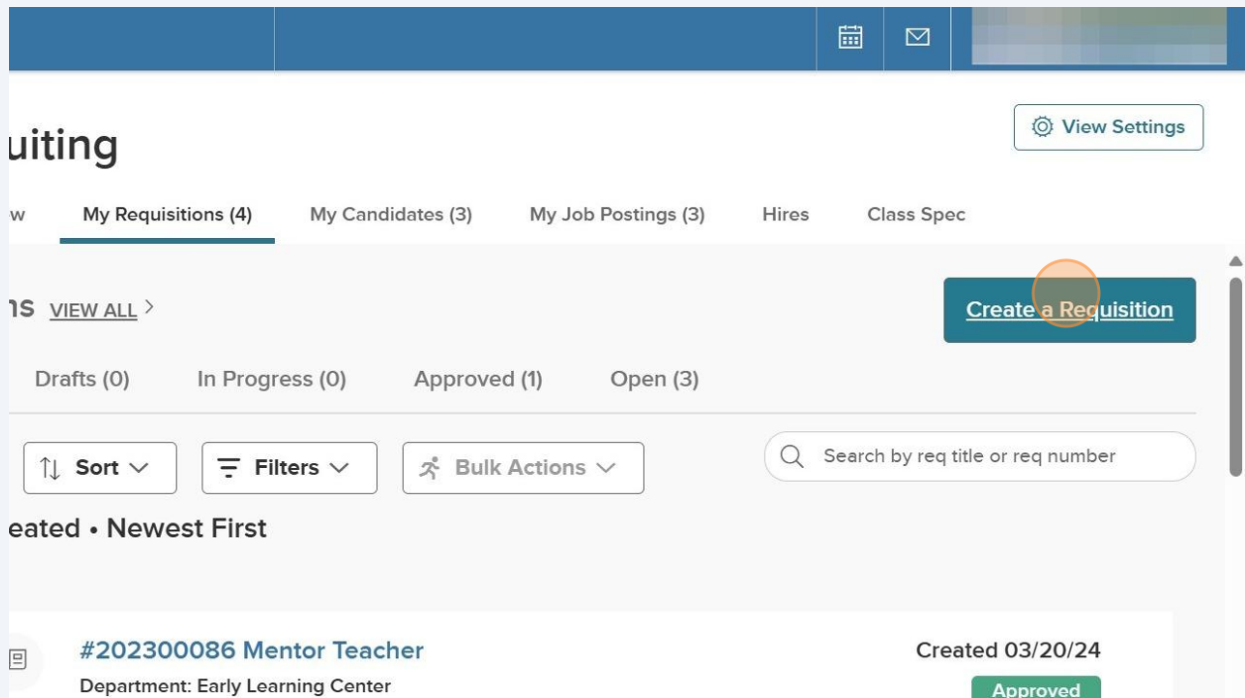**1** Navigate to NEOED (link can always be found on our **HR webpage**)**https://unified.neoed.com/dashboard**
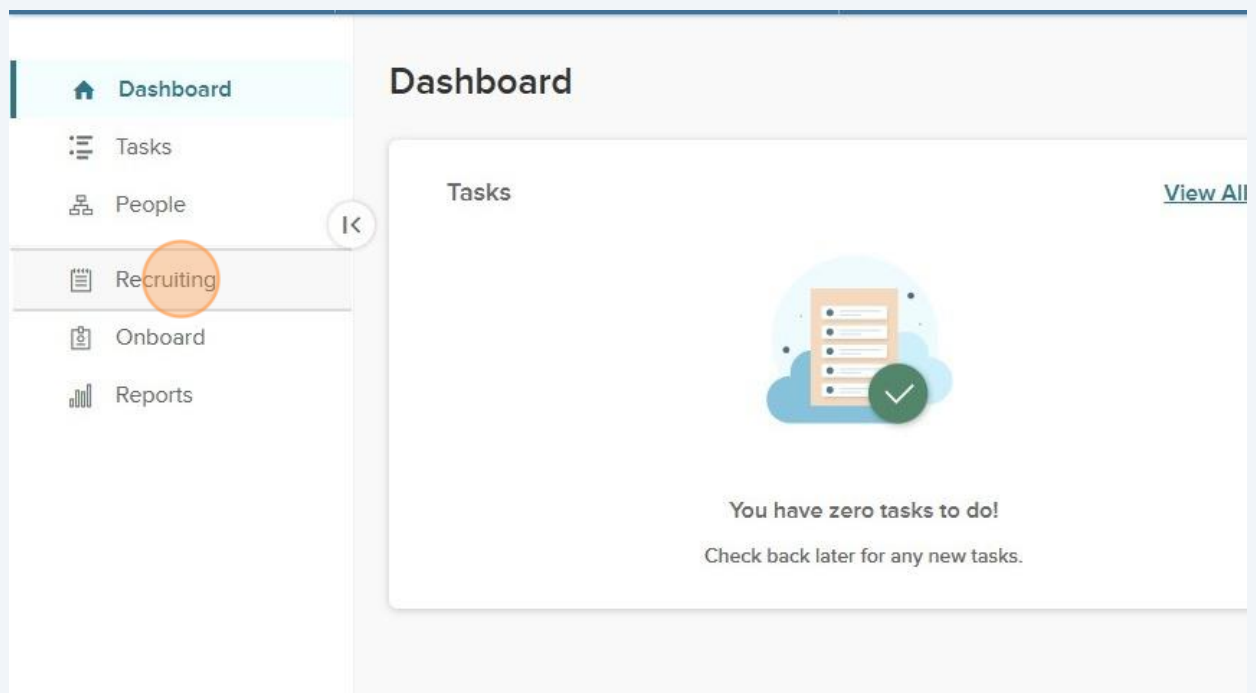
2 There are several ways to get to the create requisition option. One way is from the dashboard page when you login. Click View My Requisitions.
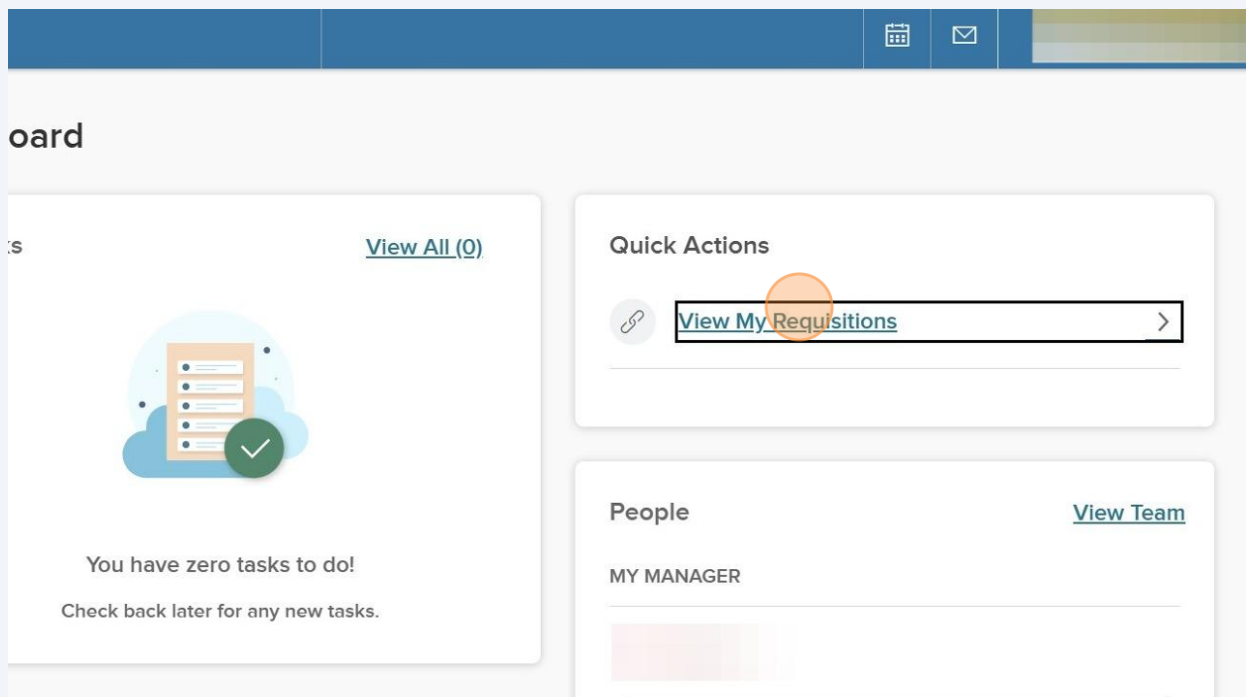
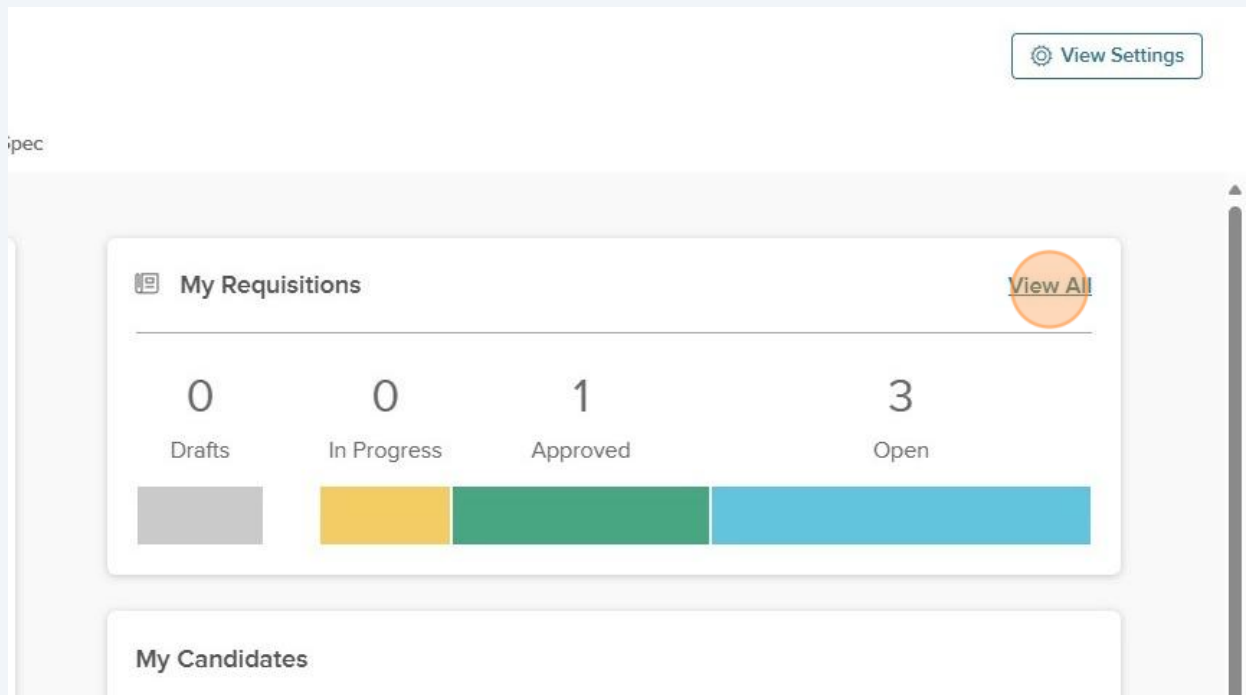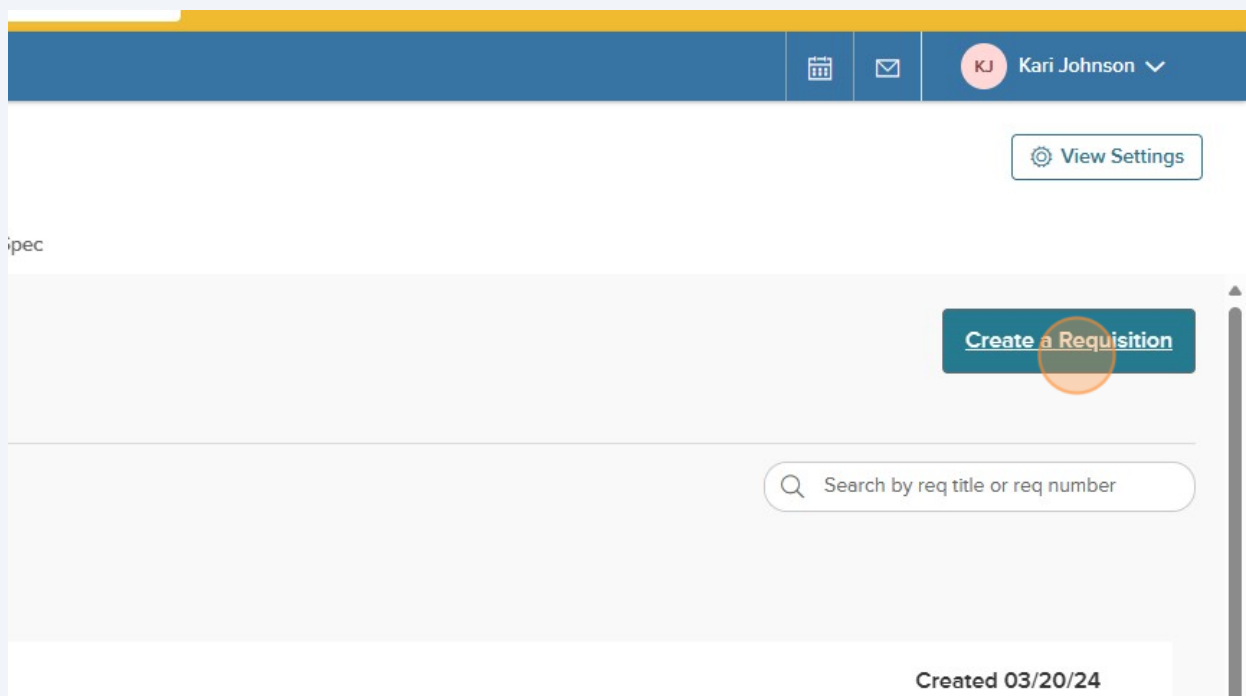**3** Click "Create a Requisition" on the next page to prompt the req form to pop up.

4 Another way to navigate to the Requisition form is by clicking "Recruiting" on your dashboard.

5 Click "View All" near My Requisitions.

⚙ View Settings

pec

📰 My Requisitions   View All

0	0	1	3
Drafts	In Progress	Approved	Open

My Candidates

6 Click "Create a Requisition"

📅 ✉ KJ Kari Johnson ∨

⚙ View Settings
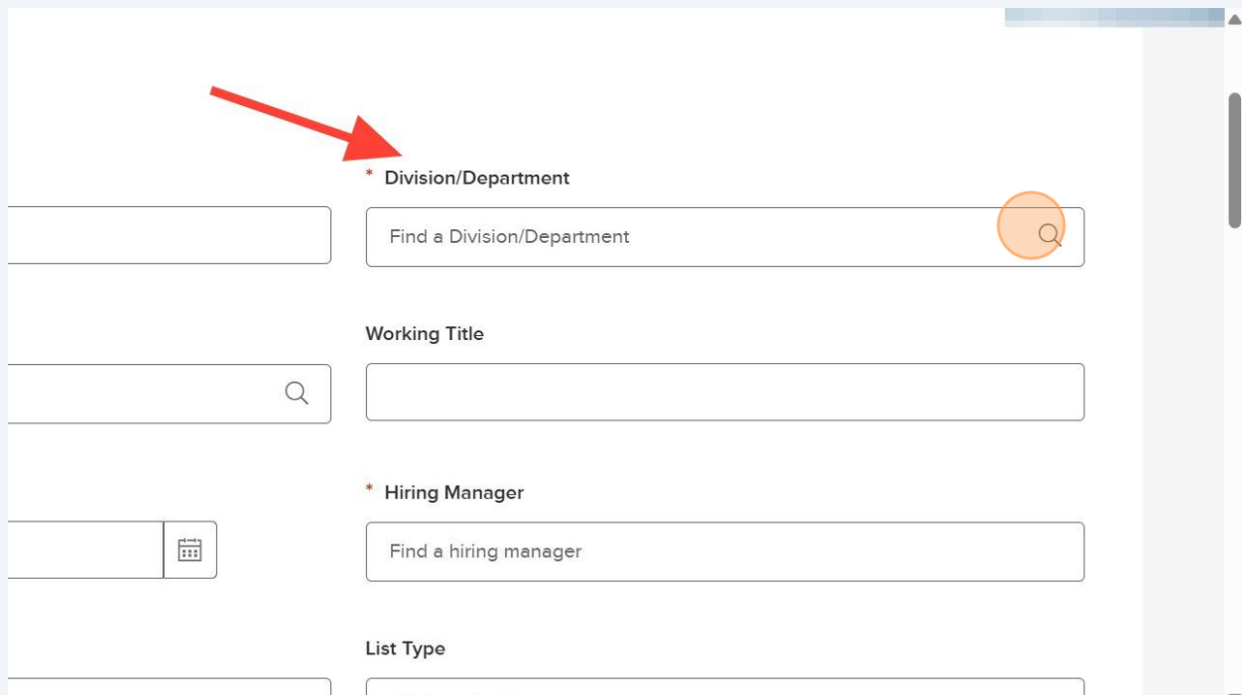
pec

Create a Requisition

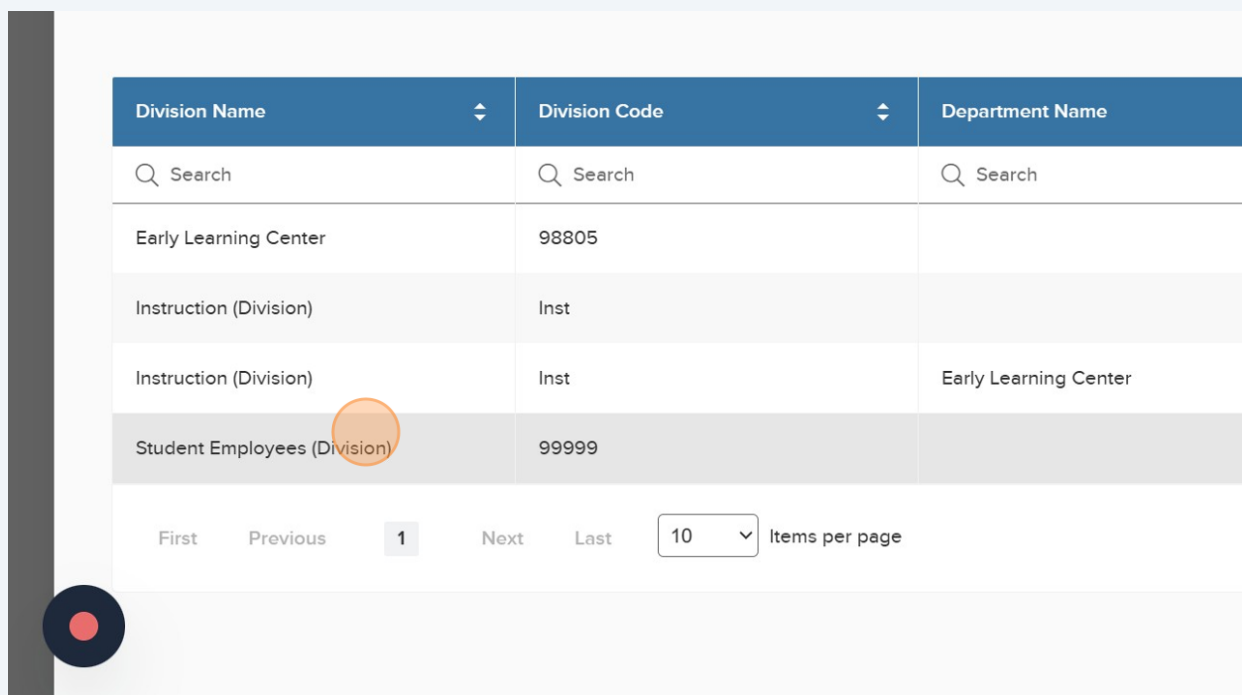🔍 Search by req title or req number

Created 03/20/24

7 Click "Division/Department. Use up and down arrows or tab to navigate through options". For ALL student positions (work study, student help), you MUST select Student Employees as the Division. If you don't select the right division, the position options will not show up later on the req form.

* Division/Department

Find a Division/Department

Working Title

* Hiring Manager

Find a hiring manager

List Type

8 Click "Student Employees (Division)". You'll also see other relevant departments based on your position/role at LCC.

Division Name	Division Code	Department Name
Search	Search	Search
Early Learning Center	98805	
Instruction (Division)	Inst	
Instruction (Division)	Inst	Early Learning Center
Student Employees (Division)	99999	

First   Previous   1   Next   Last   10 ⌄   Items per page

9 Select the appropriate class spec. You can type in the field or search with the magnifying glass.

Dashboard

Q Search

* Fields are required.

Requisition #

[Assigned when requisition is saved]

* Division/Department

Student Employees (Division) ⊗

🔍

* Class Spec ⓘ

Click here or press enter to view class spec in a window.

Find a class spec 🔍

Desired Start Date

MM/DD/YYYY 📅

* Hiring Manager

Find a hiring manager 🔍

Job Type

- Make selection - ⌄

List Type

- Make selection - ⌄

Position ⓘ

Number of Vacancies

10 Click the appropriate class spec.

Code	⬍	Title
🔍 Search		🔍 work study
009202		Work Study - Custodian
009204		Work Study - ECPS 1
009201		Work Study - Food Services
009205		Work Study - Grounds & Nursery Spec 1
009203		Work Study - IT Intern
009200		Work Study - Office Assistant
009214		WorkFirst Work Study

11 Enter the "Working Title".

12 Enter desired start date.

13 Click the "Hiring Manager" field. Add yourself, Ariana Muro, Jacob Aguiar, Nicole Baker, and anyone else you want to have access to the applications.

HR Work Study

* Hiring Manager

Find a hiring manager 🔍

List Type

- Make selection - ⌄

Number of Vacancies

0

late 🔍

14 Click the "Hiring Manager" field.

* Hiring Manager

Samantha Orth ⊗   Sam Orth (Test) ⊗   Find a hiring manager 🔍

List Type

- Make selection - ⌄

Number of Vacancies

0

Global EEO / Census numbers in
mplate is selected. To view the
Admin > EEO / Census Data

15 Next select the job type. Again, for the Student Employee Division, you'll select either work study or student help.

Desired Start Date

04/01/2024 📅

* Hiring Manager

Samantha Orth ⊗   Sam Orth (Test)

Job Type

- Make selection - ∧

🔍 |

Permanent Part-time Classified

Project Classified

Student Help

Temporary Part-time

Work Study

List Type

- Make selection -

Number of Vacancies

0

EEO / Census data values, please go to Admin > EEO / Census Data.

16 List type is Regular.

📅

* Hiring Manager

Samantha Orth ⊗   Sam Orth (Test) ⊗   Find a hiring manager 🔍

∨

List Type

- Make selection - ∧

🔍 |

- Make selection -

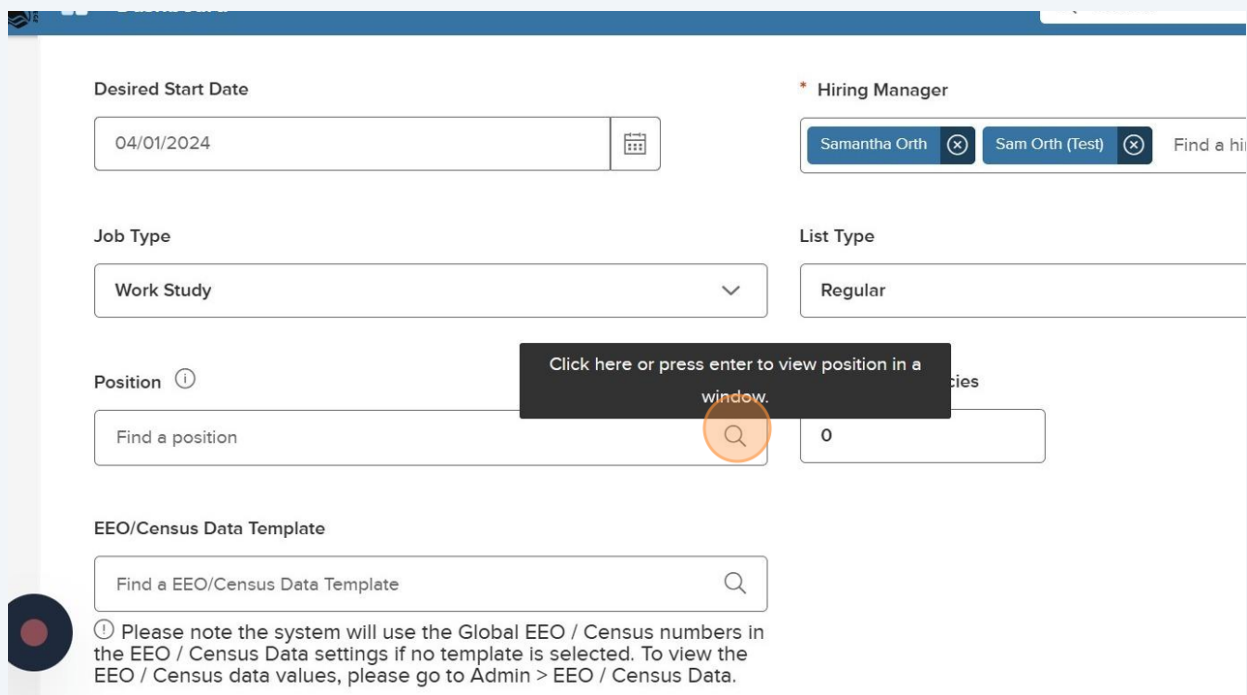Regular

Promotional Only

Departmental Promotional Only

Regular and Promotional

🔍

🔍

Template 🔍

m will use the Global EEO / Census numbers in
ettings if no template is selected. To view the
s, please go to Admin > EEO / Census Data.

17 It's vital that you select the appropriate position from the drop down menu as this connects to Onboard.

Desired Start Date

04/01/2024

* Hiring Manager

Samantha Orth ⊗   Sam Orth (Test) ⊗   Find a hi

Job Type

Work Study

List Type

Regular

Position ⓘ

Click here or press enter to view position in a window.

Find a position 🔍

cies

0

EEO/Census Data Template

Find a EEO/Census Data Template 🔍

ⓘ Please note the system will use the Global EEO / Census numbers in the EEO / Census Data settings if no template is selected. To view the EEO / Census data values, please go to Admin > EEO / Census Data.

18 You'll see all the student employee options. Select the appropriate one.

☐	009209	Student Tutor 2
☐	009210	Student Tutor 3
☐	009202	Work Study - Custodian
☐	009204	Work Study - ECPS
☐	009201	Work Study - Food Services
☐	009205	Work Study - Grounds
☐	009200	Work Study - Office Assistant
☐	009214	WorkFirst Work Study

First   Previous   **1**   Next   Last

10 ∨   Items per page   Showing 1

19 Click "Done".
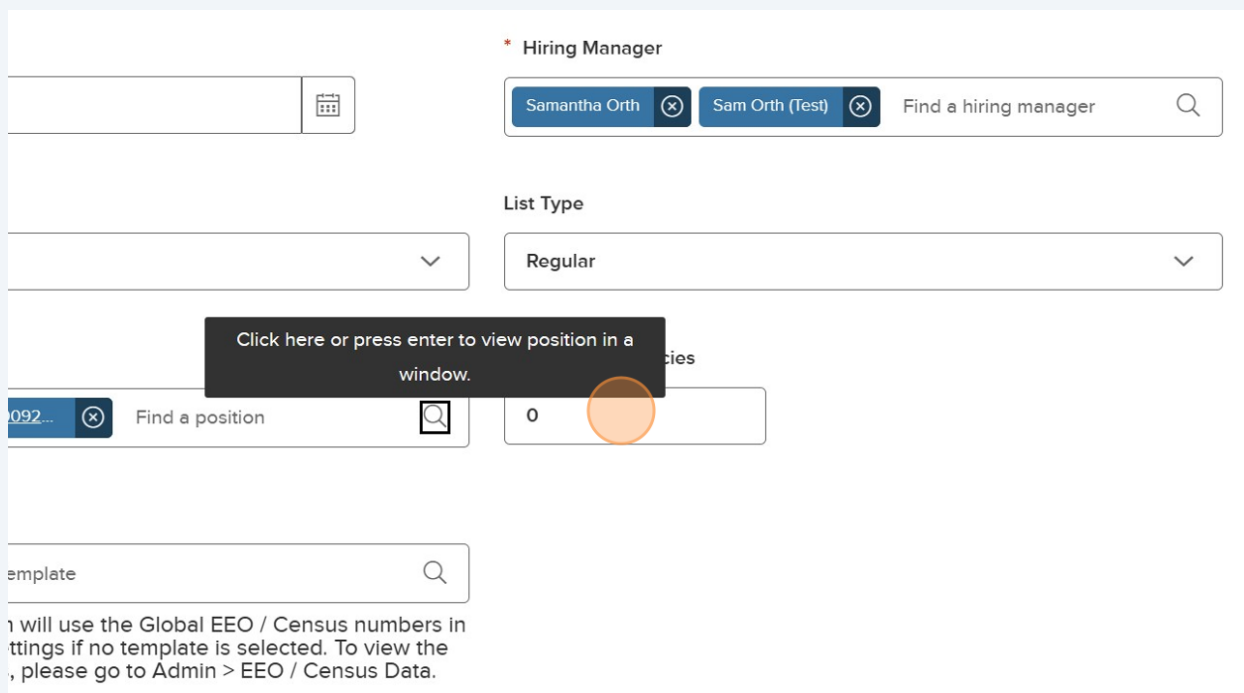
Viewing Page as Kari J

Select Position   Cancel   Done

	009208	Student Tutor 1
009209	Student Tutor 2
009210	Student Tutor 3
009202	Work Study - Custodian
009204	Work Study - ECPS
009201	Work Study - Food Services
009205	Work Study - Grounds
✓ 009200	Work Study - Office Assistant

20 Double-click the "Number of Vacancies" field. Add number of students you're hiring.

* **Hiring Manager**

Samantha Orth ⊗   Sam Orth (Test) ⊗   Find a hiring manager   🔍

List Type

Regular   ▾

Click here or press enter to view position in a window.

...cies

092... ⊗   Find a position   🔍   0

...mplate   🔍

...n will use the Global EEO / Census numbers in
...ttings if no template is selected. To view the
..., please go to Admin > EEO / Census Data.

21   Click the "Justification for Hire:" field and enter why you're hiring.

Position ⓘ

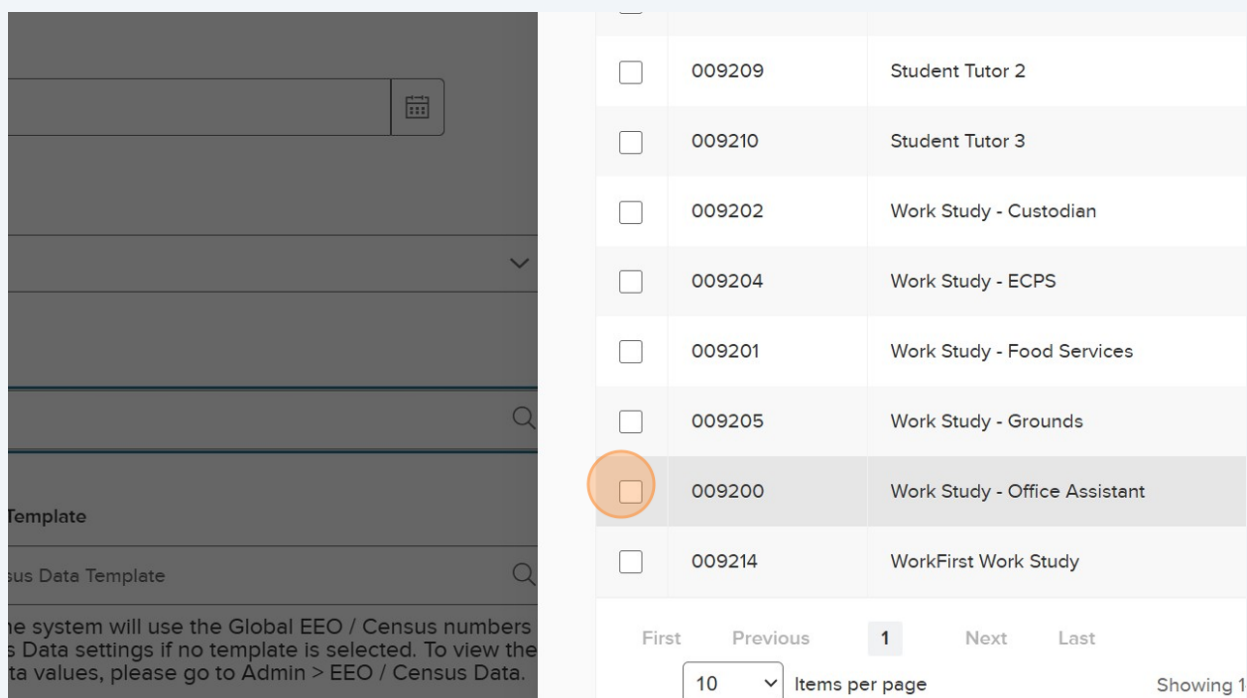| Work Study - Office Assistant (0092... ⊗ | Find a position 🔍 |

Number of Vacancies

| 1 |

EEO/Census Data Template

| Find a EEO/Census Data Template 🔍 |

⚠ Please note the system will use the Global EEO / Census numbers in the EEO / Census Data settings if no template is selected. To view the EEO / Census data values, please go to Admin > EEO / Census Data.
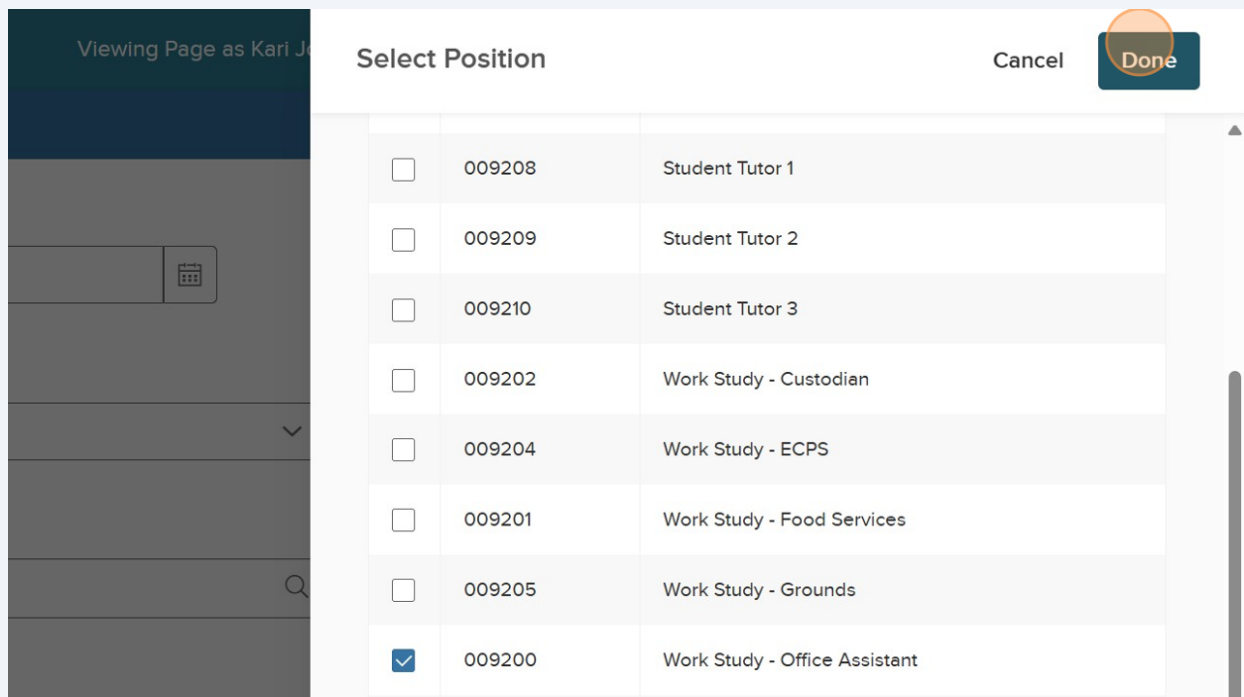
* Justification for Hire:

| | |

* Search Advocate recommendations (please list at https://docs.google.com/spreadsheets/d/1LMiWH6kl m9in4z7wZkrLPo/edit#gid=644976917

| |

* Please indicate employment term (i.e. 11 months, 40 hrs/week):

* Is this an appointment (exempt, Non-permanent F' positions only)?

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22   The Search Advocate field is for FT positions so you can just write "N/A" as it's a required field.

🔍 Search

mplate 🔍

will use the Global EEO / Census numbers in ttings if no template is selected. To view the please go to Admin > EEO / Census Data.

* Search Advocate recommendations (please list at least 2 options) https://docs.google.com/spreadsheets/d/1LMiWH6kD23k1esiqmkytaH7UP38Hb m9in4z7wZkrLPo/edit#gid=644976917

| |

t term (i.e. 11 months, 40 hrs/week):

| |

* Is this an appointment (exempt, Non-permanent FT Classified, student positions only)?

◯ Yes   ◯ No

* Operating Budget Number:

| |

e in a search term ⌄

23 Click on hours per week. Students may work 19 hrs/week.

ⓘ Please note the system will use the Global EEO / Census numbers in the EEO / Census Data settings if no template is selected. To view the EEO / Census data values, please go to Admin > EEO / Census Data.

* Justification for Hire:

Office support

* Search Advocate recommendations (please list at
https://docs.google.com/spreadsheets/d/1LMiWH6k
m9in4z7wZkrLPo/edit#gid=644976917

N/A

* Please indicate employment term (i.e. 11 months, 40 hrs/week):

* Is this an appointment (exempt, Non-permanent F positions only)?

○ Yes   ○ No

* Funding Source

Operating dollars ⊗   Type in a search term   ⌄

* Operating Budget Number:

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24 Click here. If you are posting the position, this would be "yes" on the appointment question. If you're recruiting, this is "no" on this question.

Search Advocate recommendations (please list at least 2 options)
https://docs.google.com/spreadsheets/d/1LMiWH6kD23k1esiqmkytaH7UP38Hb
m9in4z7wZkrLPo/edit#gid=644976917

N/A

nt term (i.e. 11 months, 40 hrs/week):

* Is this an appointment (exempt, Non-permanent FT Classified, student positions only)?

○ Yes   ○ No

ype in a search term   ⌄

* Operating Budget Number:

'd like to have access to applications that is not
above.

* Proposed Advertising (please note postings will automatically be on Indeed, the SBCTC website, and WorkSource for most positions):

☐ LCC Website

25 Click "Funding Source" menu. It defaults to operating dollars. You'll select the appropriate funding source. If work study, you need to select work study award. If student help, it comes out of your department budget.

* Please indicate employment term (i.e. 11 months, 40 hrs/week):

19 hrs/week

* Is this an appointment (exempt, Non-positions only)?

○ Yes ● No

* Funding Source

Operating dollars ⊗ Type in a search term ⌄

Remove Funding Source Operating dollars

Please list anyone else you'd like to have access to applications that is not listed as a Hiring Manager above.

* Operating Budget Number:

* Proposed Advertising (please note p the SBCTC website, and WorkSource f

☐ LCC Website
☐ Newspaper (TDN, Oregonion, etc.)
☐ Social Media (LinkedIn, Facebook,
☐ Other (please specify in comment
☐ None

26 Click "Work Study Award"

* Please indicate employment term (i.e. 11 months, 40 hrs/week):

19 hrs/week

* Is this an appointment (exempt, Non-positions only)?

○ Yes ● No

* Funding Source

Type in a search term ⌄

Operating dollars

Grant funded

Work Study Award

* Operating Budget Number:

* Proposed Advertising (please note p the SBCTC website, and WorkSource f

☐ LCC Website
☐ Newspaper (TDN, Oregonion, etc.)
☐ Social Media (LinkedIn, Facebook,
☐ Other (please specify in comment
☐ None

27

Click the "Operating Budget Number:" field and enter the # if applicable. Type N/A if it's not applicable. The field on the left is where you can add anyone else that you were unable to select as a hiring manager. HR may need to amend their NEOED security so we can get them added as a hiring manager.

* Please indicate employment term (i.e. 11 months, 40 hrs/week):

19 hrs/week

* Funding Source

Work Study Award (X)   Type in a search term   ⌄

Please list anyone else you'd like to have access to applications that is not listed as a Hiring Manager above.

* Is this an appointment (exempt, Non-permanent FT Classified, student positions only)?

○ Yes   ● No

* Operating Budget Number:

* Proposed Advertising (please note postings will automatically be on Indeed, the SBCTC website, and WorkSource for most positions):

☐ LCC Website

☐ Newspaper (TDN, Oregonion, etc.)

☐ Social Media (LinkedIn, Facebook, Twitter)

☐ Other (please specify in comment section)

☐ None

28

Select the advertising location. If you are posting, select the LCC Website. If you know who you want to hire, select None.

e employment term (i.e. 11 months, 40 hrs/week):

* Is this an appointment (exempt, Non-permanent FT Classified, stude positions only)?

○ Yes   ● No

ce

rd (X)   Type in a search term   ⌄

* Operating Budget Number:

N/A

ne else you'd like to have access to applications that is not
g Manager above.

* Proposed Advertising (please note postings will automatically be on the SBCTC website, and WorkSource for most positions):

☐ LCC Website

☐ Newspaper (TDN, Oregonion, etc.)

☐ Social Media (LinkedIn, Facebook, Twitter)

☐ Other (please specify in comment section)

☐ None

29 Click "Save & Continue to Next Step"

× Cancel   Save & Close   **Save & Continue to Next Step**

2. APPROVALS >   3. ATTACHMENTS >

* Division/Department

Student Employees (Division) ⊗   🔍

Working Title

---

30 Click "APPROVALS"

Create Requisition

× Cancel   Save & Close

1. CREATE >   **2. APPROVALS** >   **3. ATTACHMENTS**

Requisition Details

* Fields are required.

Requisition #

[Assigned when requisition is saved]

* Division/Department

Student Employees (Division) ⊗

* Class Spec ⓘ

Working Title

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31 Click "Add Approval Group" to add Workforce & Career Services.

quisition

2. APPROVALS ✓   3. ATTACHMENTS ✓

l Workflow

equired.

⊕ Add Approval Group

32 Click "Approval Group. Use up and down arrows or tab to navigate through options"

Approval Workflow

* Fields are required.

* Approval Group

Select an approval group   ⌄

Due Date

MM/DD/YYYY

* Approvers

Search Approvers

Add Approval Step   Cancel

33 Click "WorkForce & Career Services"

Approval Workflow

* Fields are required.

* Approval Group
⚠ Field is required

Due Date

Select an approval group ⌄

MM/DD/YYYY

HR Final Approval

Manager/Supervisor

Vice President

WorkForce & Career Services

34 Click "Approvers. Use up and down arrows or tab to navigate through options"

Approval Workflow

* Fields are required.

* Approval Group

WorkForce & Career Services ⊗ ⌄

Due Date

MM/DD/YYYY

* Approvers

Search Approvers 🔍

Add Approval Step   Cancel

35 Type "mur"

36 Click Ariana Muro and Jacob Aguiar as approvers.

Approval Workflow

* Fields are required.

* Approval Group

WorkForce & Career Services ⊗   ⌄

Due Date

MM/DD/YYYY

* Approvers

mur   🔍

Ariana Muro

37 Click "Add Approval Step". It will not save if you don't select Add Approval Step.

Approval Workflow

* Fields are required.

* Approval Group

| WorkForce & Career Services ⊗ | ⌄ |

Due Date

| MM/DD/YYYY |

* Approvers

| Ariana Muro ⊗ | Jacob Aguiar ⊗ | Search Approvers 🔍 |

Add Approval Step   Cancel

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38 Click "Save & Continue to Next Step"

🔍 Search   👤 Samantha Orth ⌄

✕ Cancel   Save & Close   **Save & Continue to Next Step**

2. APPROVALS ✓   **3. ATTACHMENTS** ✓

| are... | Approvers | Status | Due Date | Comments | ✎ 🗑 |
| | Ariana Muro, + 1 | | | | |

39 Click "click here to upload" position description if you have one setup. If you don't, Workforce will reach out to you to make sure the posting matches the duties for the role.

2. APPROVALS ✓   **3. ATTACHMENTS** ✓

Click here to upload or press enter to open file uploader. Supported file types are doc, docx, jpe, jpeg, jpg, pdf, png, ppt, pptx, rtf. The maximum allowed size is 10 MB.

Drag and drop file here, or click here to upload

Supported file types are doc, docx, jpe, jpeg, jpg, pdf, png, ppt, pptx, rtf

The maximum allowed file size is 10MB.

40 Click Save & Submit. This will send an email to WorkForce Services and they'll be in touch soon about getting things moving for your student position.

🔍 Search   👤 Samantha Orth ⌄

✕ Cancel   Save & Close   Save & Submit

2. APPROVALS ✓   **3. ATTACHMENTS** ✓

Click here to upload or press enter to open file uploader. Supported file types are doc, docx, jpe, jpeg, jpg, pdf, png, ppt, pptx, rtf. The maximum allowed size is 10 MB.

Drag and drop file here, or click here to upload

Supported file types are doc, docx, jpe, jpeg, jpg, pdf, png, ppt, pptx, rtf