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 NEOED 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 NEOED 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.
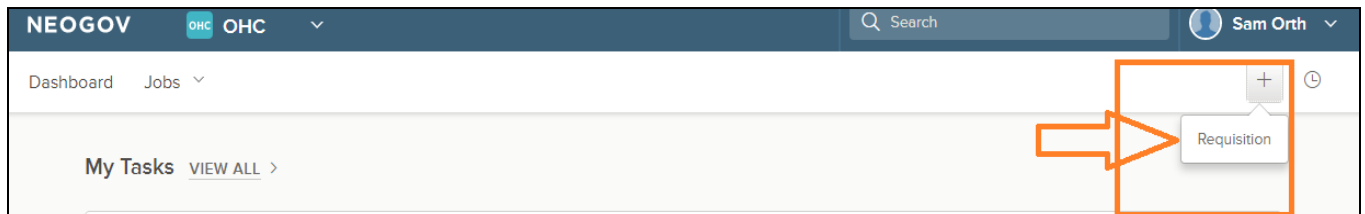
2. Select the appropriate **Department / Sub department**

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.
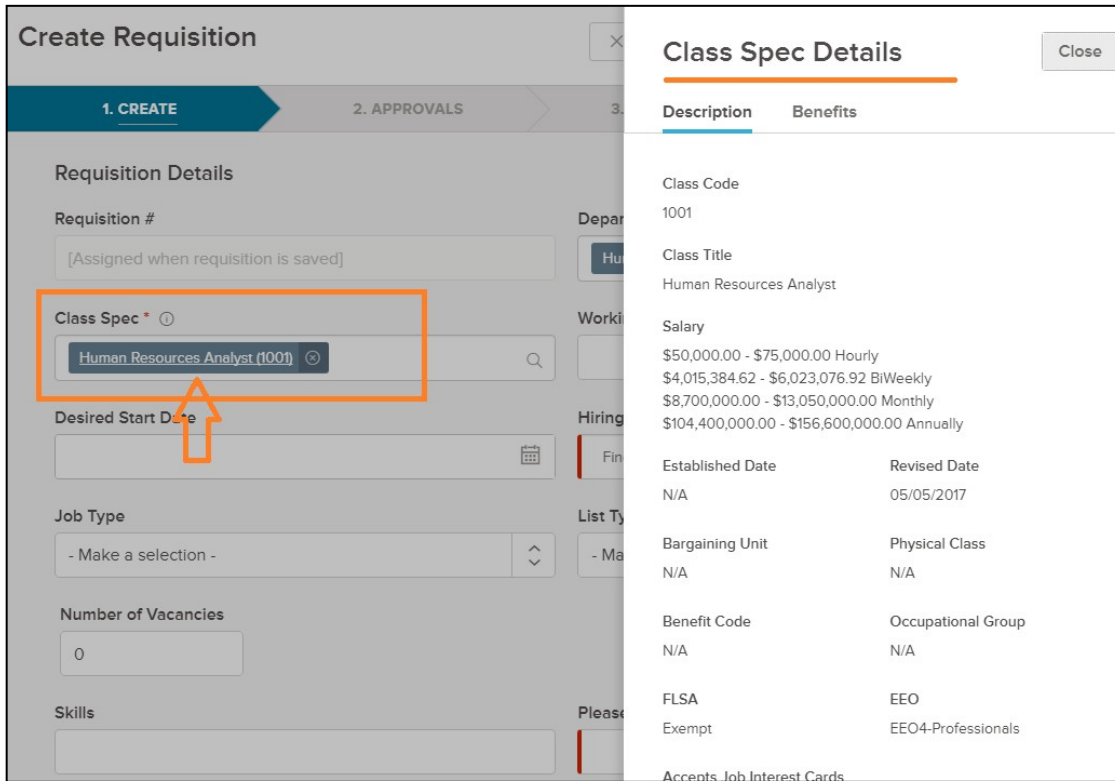
4. Complete the remaining fields, those marked with the red asterisk (*) are required fields in the Requisition form

- **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, appropriate supervisor, and the appropriate VP. This is a key step to allow HR to manage the recruitment process for this position

Department/Sub Department *

| Human Resourc... ⊗ | 🔍 |

Working Title

HR

Hiring Manager *

| Sydney Bens... ⊗ | Ava Ransfo... ⊗ | Sam Or... ⊗ | 🔍 |
| Shani Denni... ⊗ | Find a hiring manager |

- **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. **ELT will not approve a position without a budget listed in the requisition.**
- **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

- **Skills** – HR and the Search Advocate will work with you on this so you can skip entering anything in this box

- **Comments** – Please add committee recommendations and Search Advocate recommendations here

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

6. Complete/define the approval chain. Select **Final Approval** and select Sam Orth and Sydney Benson 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 after discussing with their VP > HR submits to ELT > ELT discusses Requisition verbally > HR does Final Approval

7.   Select **Add Approval Step** and **Save & Continue to Next Step**

8.   Finalize the content – **Add** attachments including the position description

9.   View Requisitions and their status on the Dashboard page. The approval column indicates which step the Requisition is at within the process.

Online Hiring Center SME Rating Guide ★★★★★

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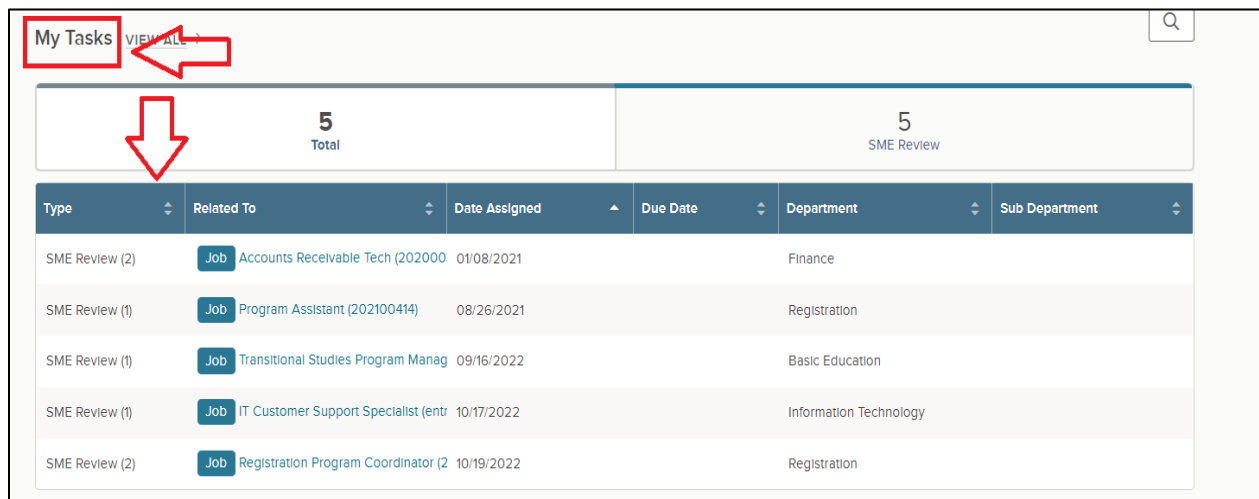
Login Information

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System Generated Emails

You'll receive system generated emails from NEOED when you have applications ready for review in the OHC.

Review Applicants as Subject Matter Expert (SME)

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

Online Hiring Center SME Rating Guide ★★★★★

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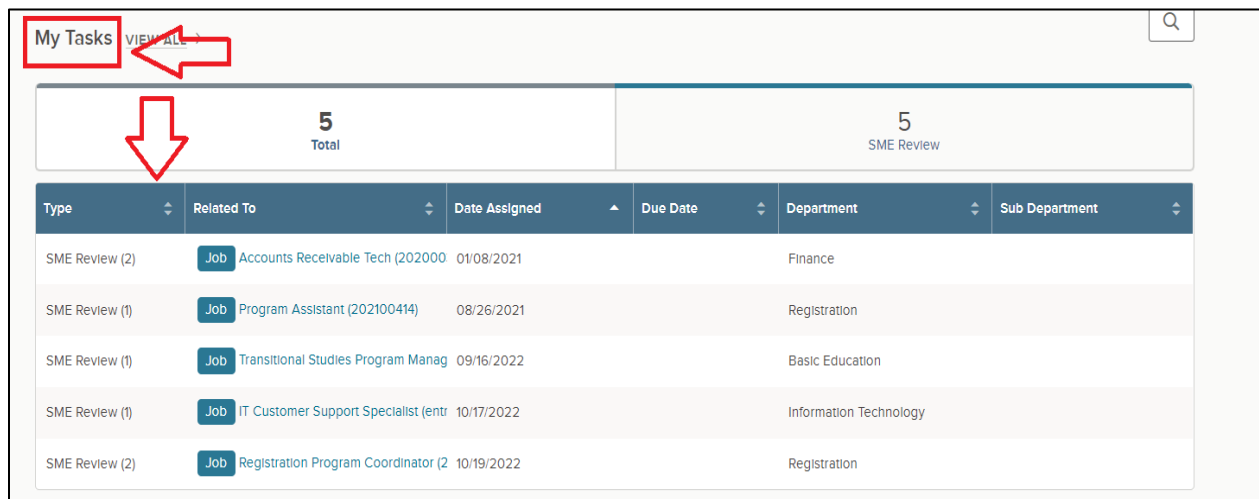
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System Generated Emails

You'll receive system generated emails from NEOED when you have applications ready for review in the OHC.

Review Applicants as Subject Matter Expert (SME)

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

2. Select the job and then the applicant's name to begin reviewing their application materials.

3. You'll see the Star Rating criteria on the right hand side.
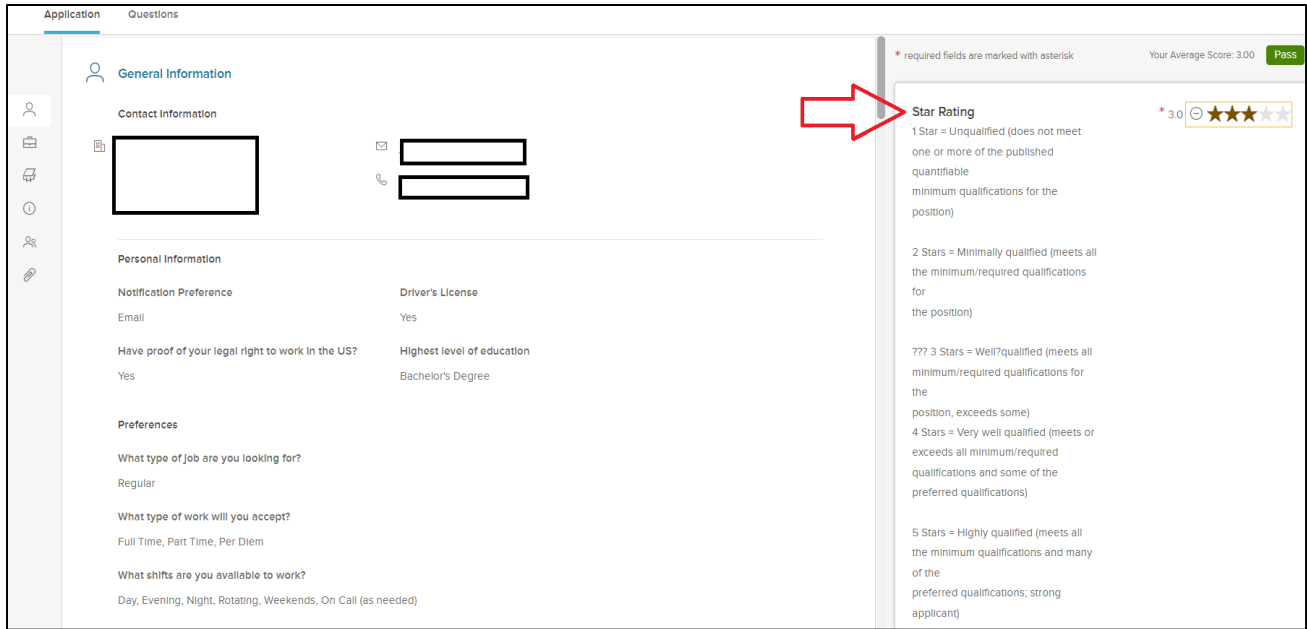
Star Rating Score

★ 1 Star = Unqualified (does not meet one or more of the published quantifiable minimum qualifications for the position)

★★ 2 Stars = Minimally qualified (meets all the minimum/required qualifications for the position)

★★★ 3 Stars = Well-qualified (meets all minimum/required qualifications for the position, exceeds some)
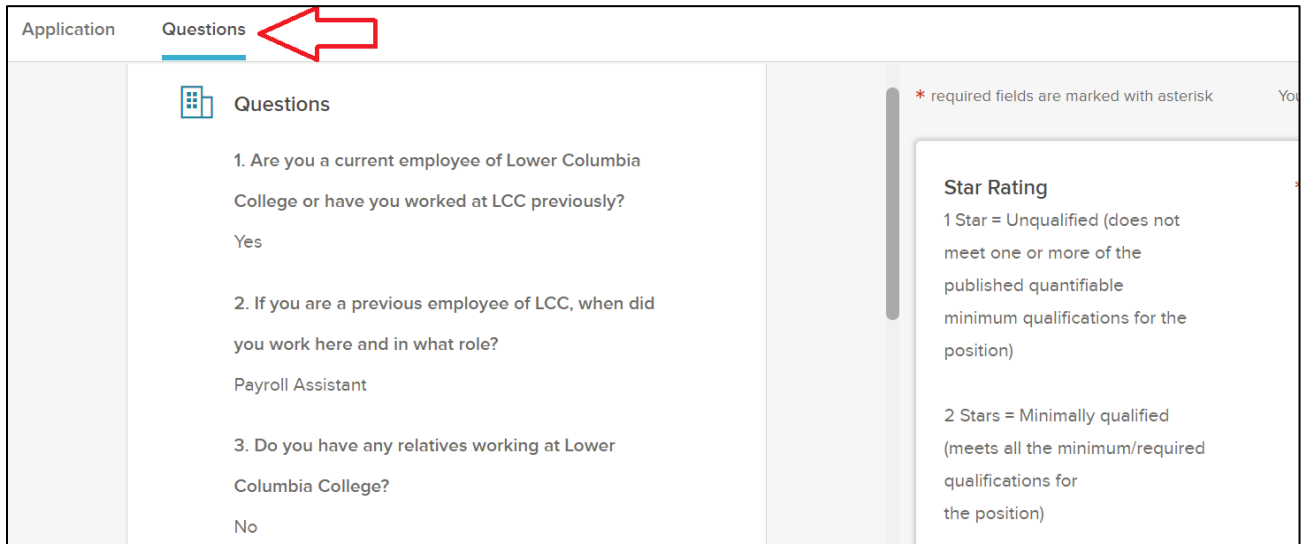
★★★★ 4 Stars = Very well-qualified (meets or exceeds all minimum/required qualifications and some of the preferred qualifications)

★★★★★ 5 Stars = Highly qualified (meets all the minimum qualifications and many of the preferred qualifications; strong applicant)

4. Review each application including attachments and supplemental questions. **Rate** the applicants based on your assessment of their materials utilizing the criteria matrix and the above star rating scores (don't worry if your score makes a "Pass" or "Fail" indicator pop up).

5. Applicants' responses to **Supplemental questions** are found through the **Question** tab.

6. You can make comments as it relates to your assessment of their strengths, qualifications, and other job-related information that led you to the star rating score. You will not be able to see other committee members' rating and comments when you're reviewing and rating applications in the OHC.

Star Rating   * 3.0 ⊖ ★★★☆☆

1 Star = Unqualified (does not meet one
or more of the published quantifiable
minimum qualifications for the position)

2 Stars = Minimally qualified (meets all
the minimum/required qualifications for
the position)

??? 3 Stars = Well?qualified (meets all
minimum/required qualifications for the
position, exceeds some)

4 Stars = Very well qualified (meets or
exceeds all minimum/required
qualifications and some of the preferred
qualifications)

5 Stars = Highly qualified (meets all the
minimum qualifications and many of the
preferred qualifications; strong
applicant)

BA degree, 6 years of experience, higher education experience. Good
written communication. Meets many of the preferred quals.

OTHER RATERS

7. You can ignore the overall comments box towards the bottom of the right hand side. However, you will need to select the **Submit** button at the bottom to submit the other comments under the Star Rating.