



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.

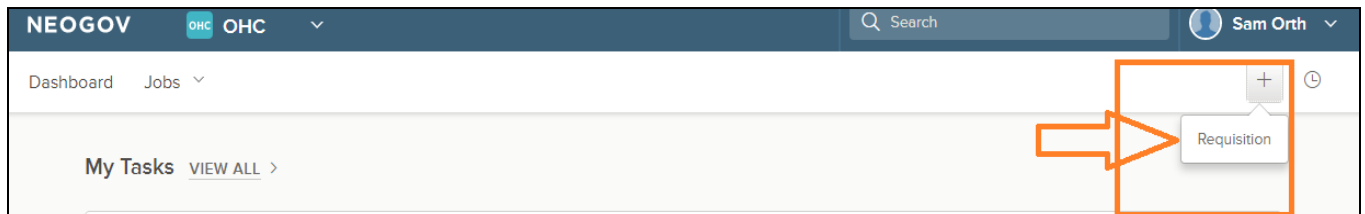
System Generated Emails

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

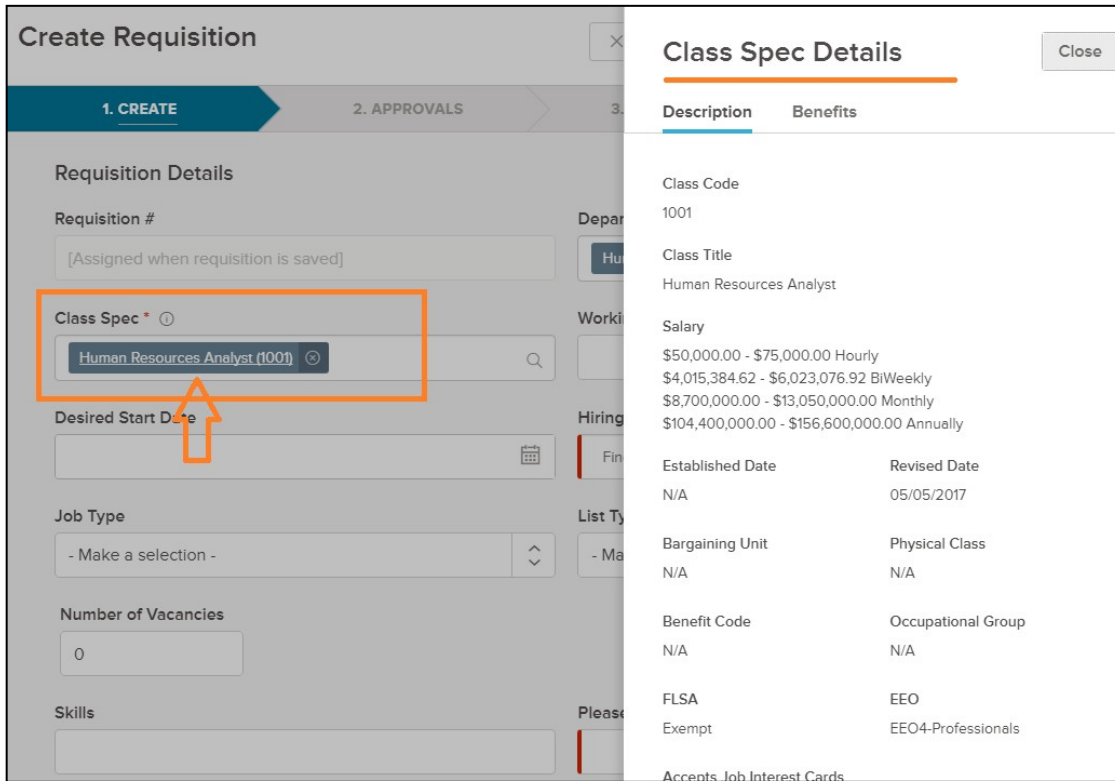
Recruitments begin with a request for hire. In the NEOED system, the Requisition is the electronic request to fill a position. Requisitions were formerly known as personnel requests.

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

Position Details

New Position?
 Yes No

Position # * Vacancy Date

First Name Last Name

- **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

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. 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.

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

Online Hiring Center SME Rating Guide ★★★★★

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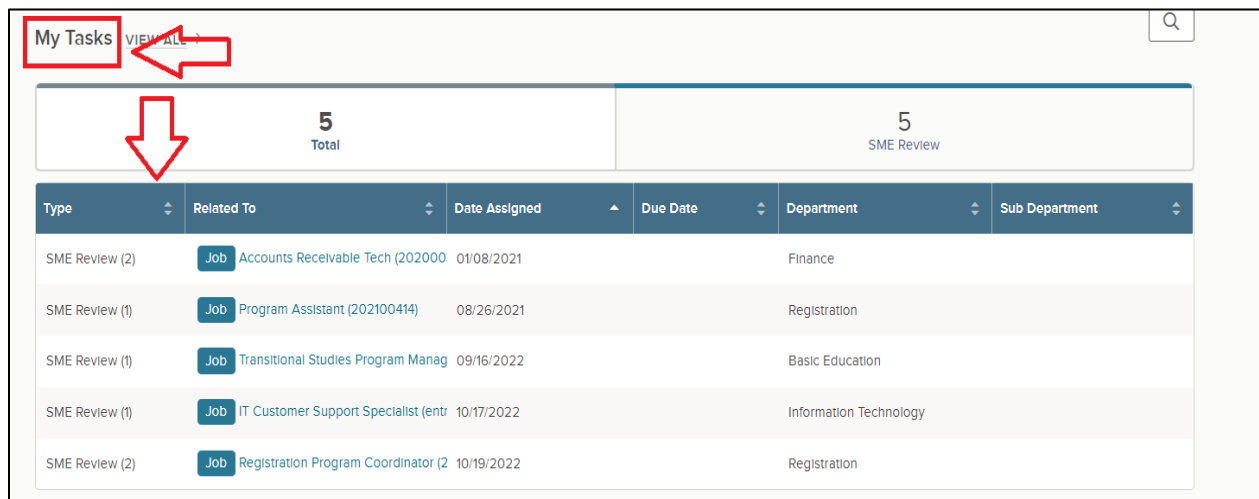
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System Generated Emails

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**.



The screenshot shows the 'My Tasks' section of the OHC Dashboard. A red box highlights the 'My Tasks' header, and a red arrow points to it from the left. Another red arrow points down to the '5 Total' summary box. The table below lists the tasks:

Type	Related To	Date Assigned	Due Date	Department	Sub Department
SME Review (2)	Job Accounts Receivable Tech (202000)	01/08/2021		Finance	
SME Review (1)	Job Program Assistant (202100414)	08/26/2021		Registration	
SME Review (1)	Job Transitional Studies Program Manag	09/16/2022		Basic Education	
SME Review (1)	Job IT Customer Support Specialist (entr	10/17/2022		Information Technology	
SME Review (2)	Job Registration Program Coordinator (2	10/19/2022		Registration	

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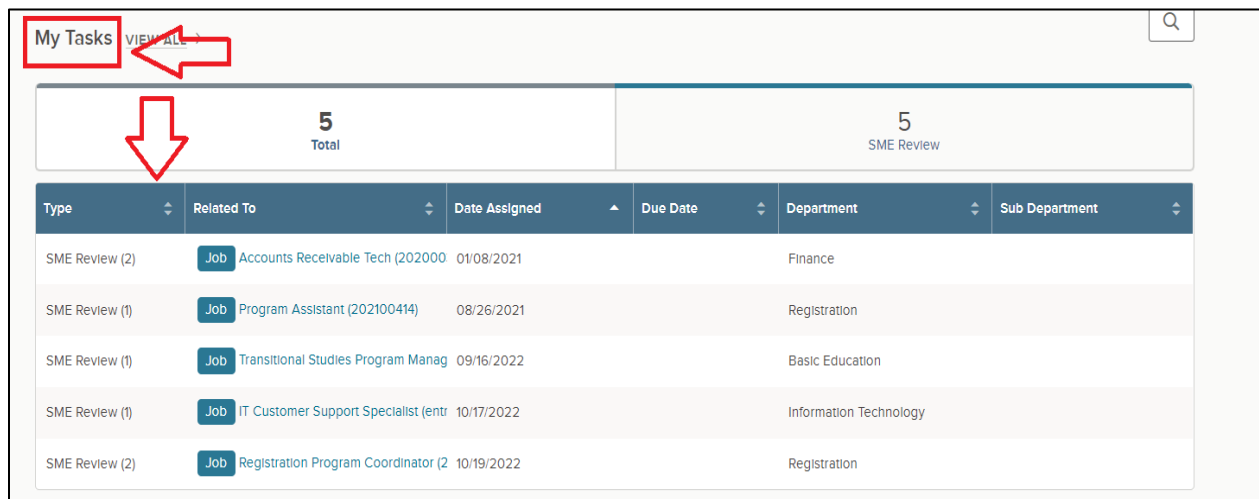
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2. Select the job and then the applicant's name to begin reviewing their application materials.

SME Review
IT Customer Support Specialist (entry) (Job Number : 202200560)

HR Hub IT Customer Support Specialist (entry)	At Step SME Review	HR Hub Number 202200560
Max Raw Score 5	Evaluate On Star Rating	Passing Score 60
Weight 0%		

Candidates Print Q

1 Total	1 Unreviewed	0 Reviewed
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	Person ID	Candidate Name	Application Received	Assigned By	Last Reviewer	Last Reviewed
<input type="checkbox"/>	34703198	<input type="text"/>	09/01/2022	Sam Orth	Sam Orth	09/08/2022

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

Star Rating Score

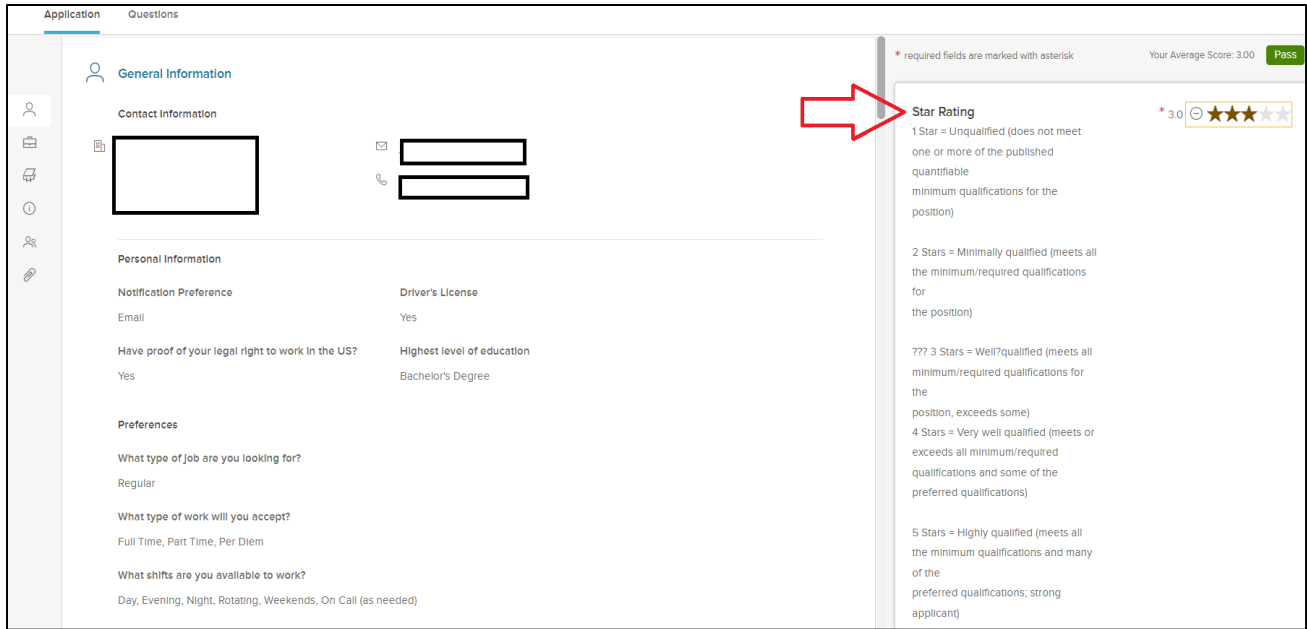
★ 1 Star = Unqualified (does not meet one or more of the published quantifiable minimum qualifications for the position)

★★ 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)

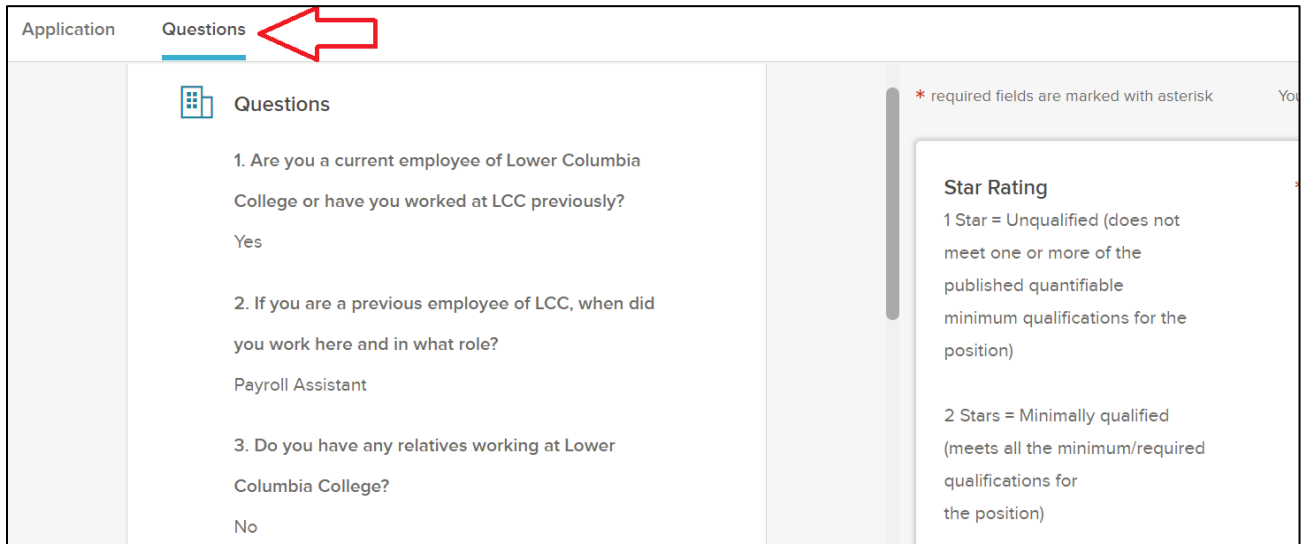
★★★★ 4 Stars = Very well-qualified (meets or exceeds all minimum/required qualifications and some of the preferred qualifications)

★★★★★ 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.