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 Neogov 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.

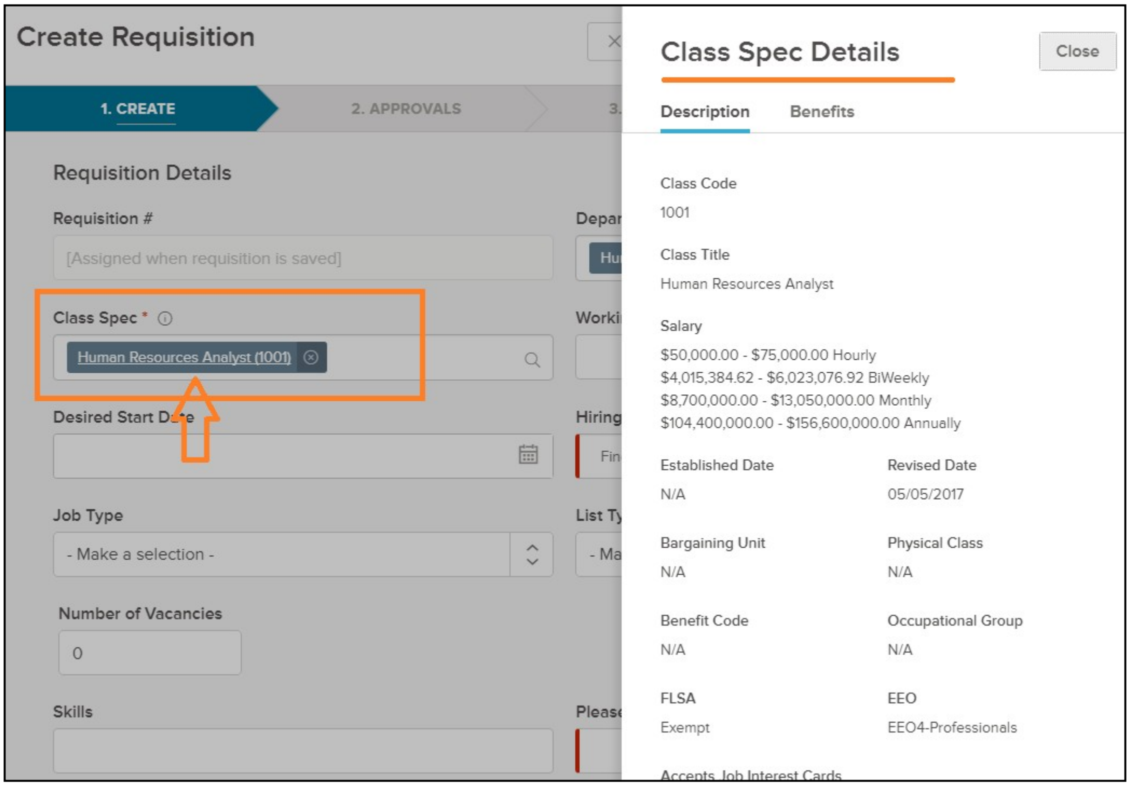
Create a Requisition – OHC User

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.

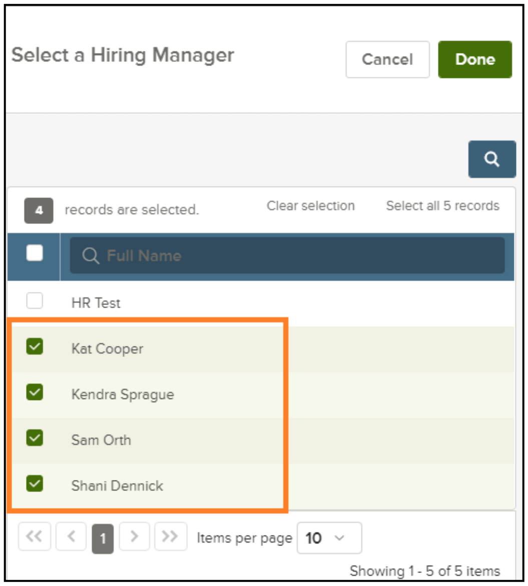
- Once you select the Class Spec, you can review the details by clicking the hyperlink.



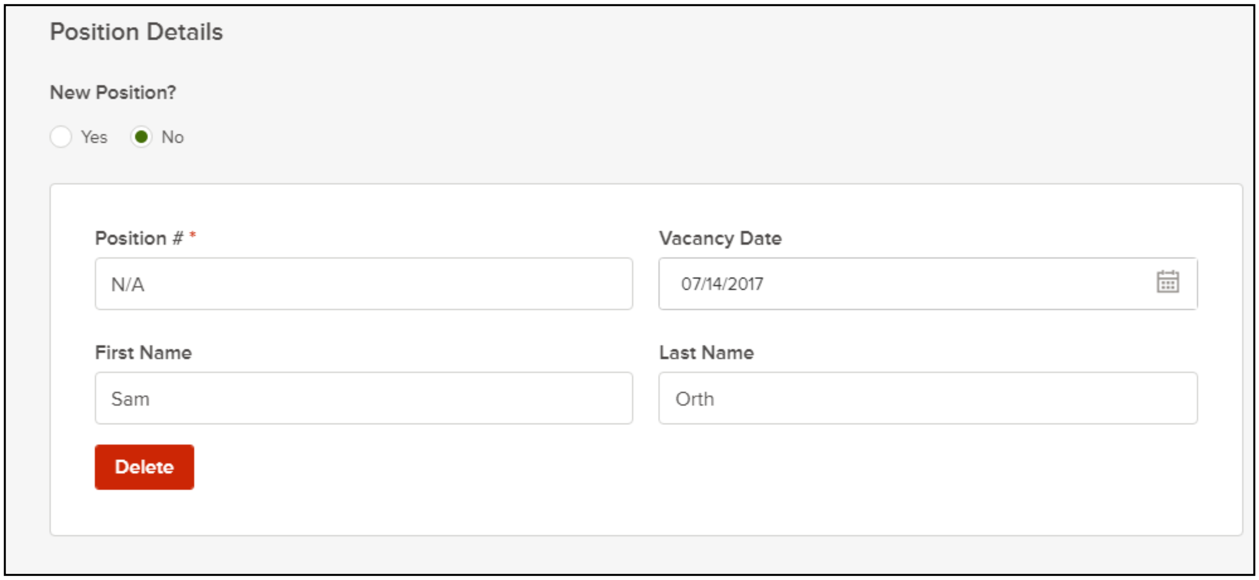
4. Complete the remaining fields, those marked with the red asterisk (*) are required fields in the Requisition form

   - **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

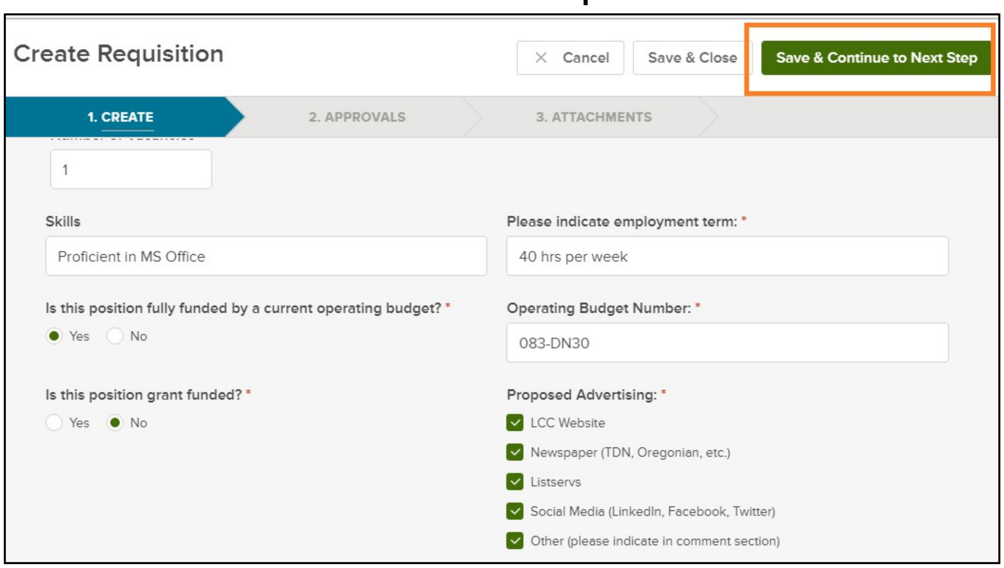


- **Job Type** – From the list, select the appropriate employee classification
- **List Type** – Select an item from the list that best identifies the job list on which to post
- **Employment Term** – Enter the **Employment Term**. For example, 10 months, 35 hours per week.
- **Operating Budget / Grant 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



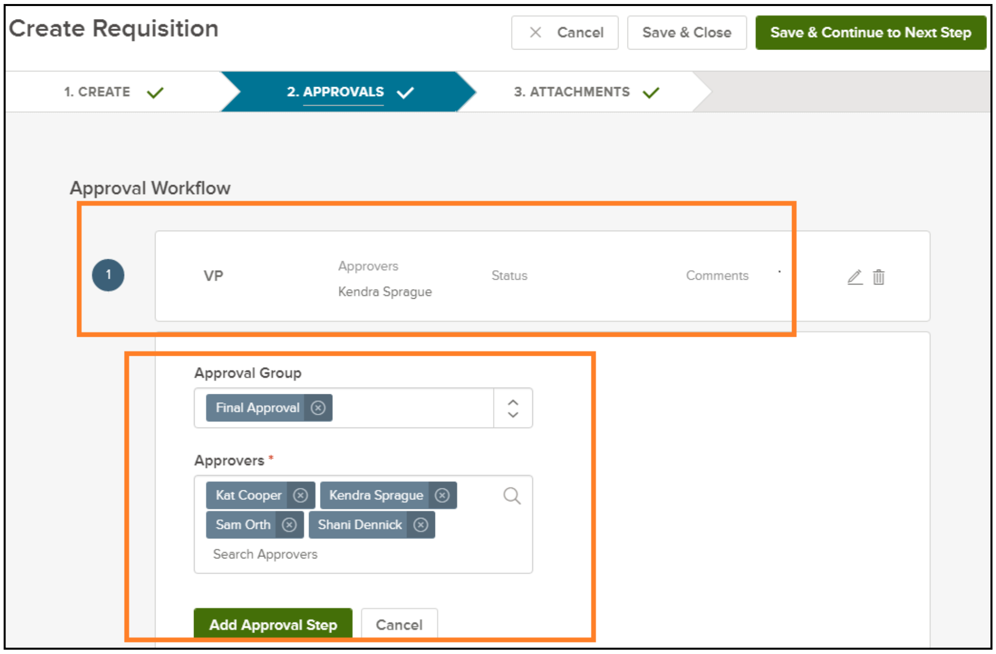
- **Skills** – Enter any desired 'skills' or other desired characteristics for candidates (to be used for recruiting) if the specifics are not defined in the Class Spec or as part of selection process
- **Comments** – Field used to expand upon the **Skills** field or to add additional comments about 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**



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

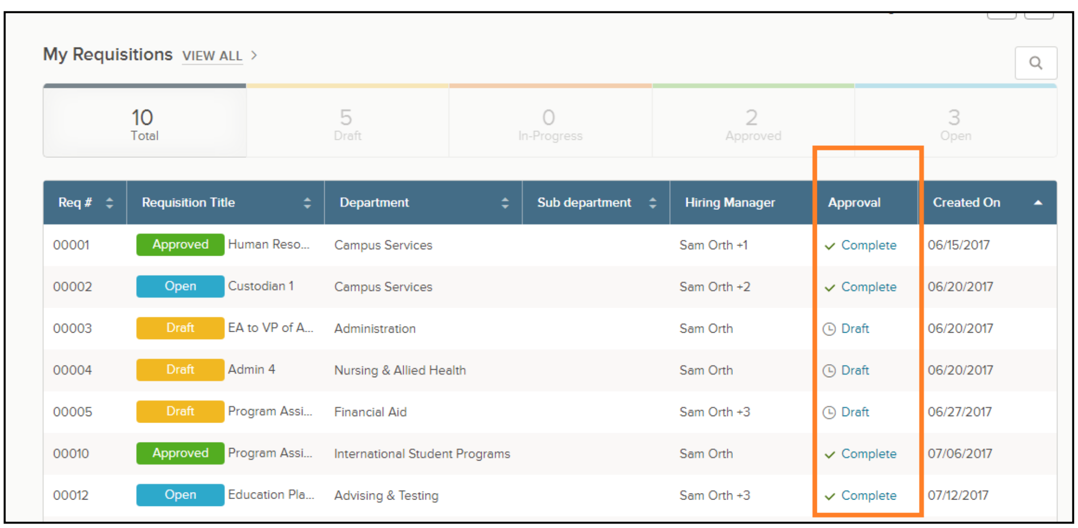
their turn to approve the requisition. Almost all jobs will follow the approval flow of: Supervisor creates Requisition > VP approves Requisition > ELT discusses Requisition verbally > HR does Final Approval



7. Click **Save & Continue to Next Step**

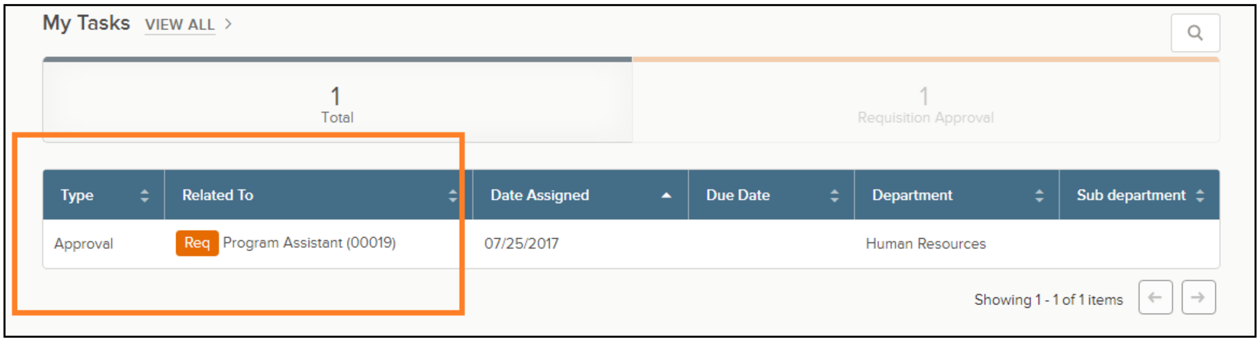
8. Finalize the content – **Add New** attachments such as job description verbiage or supplemental questions for the application template

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

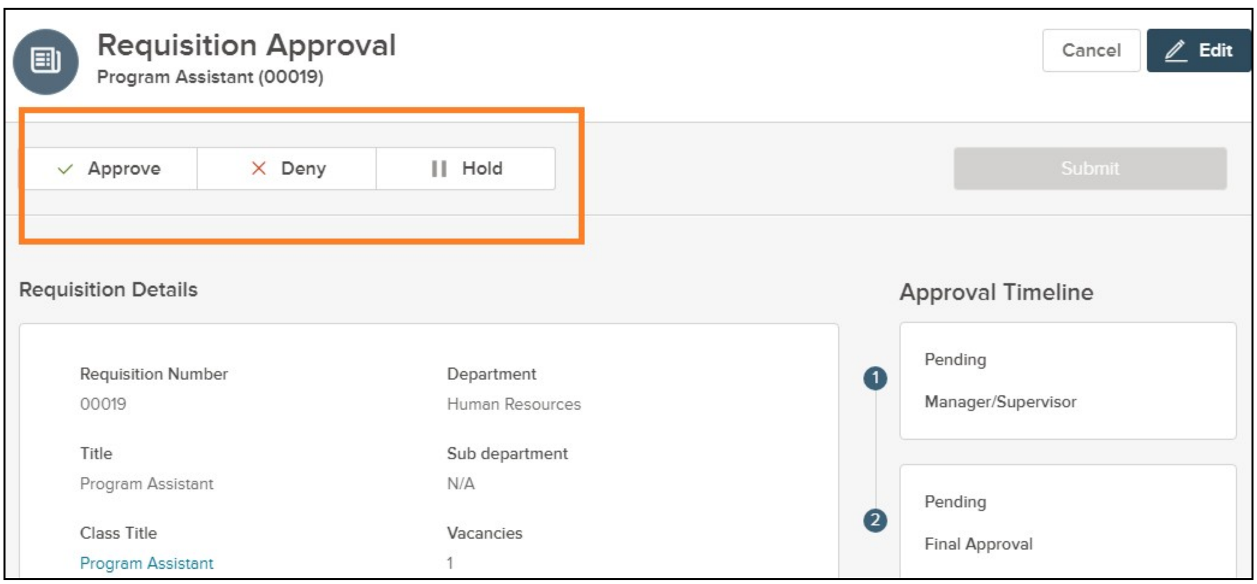


Approve a Requisition (Approver Role)

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



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

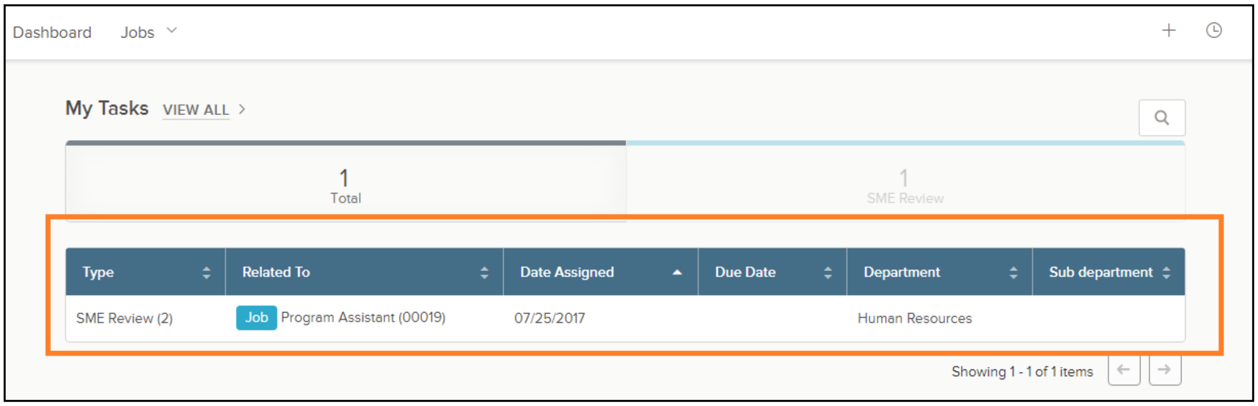


3. Define the status, enter any internal Notes as necessary (notes are visible to any user with access to the requisition)

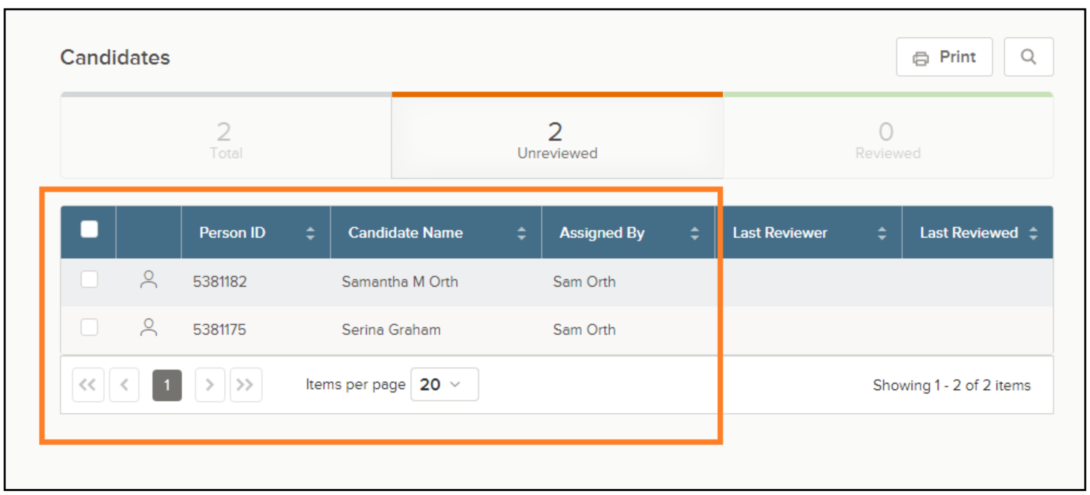
For more information on the Requisition Approval Process workflow, download the diagram and sample emails: [More Information]

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**.



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

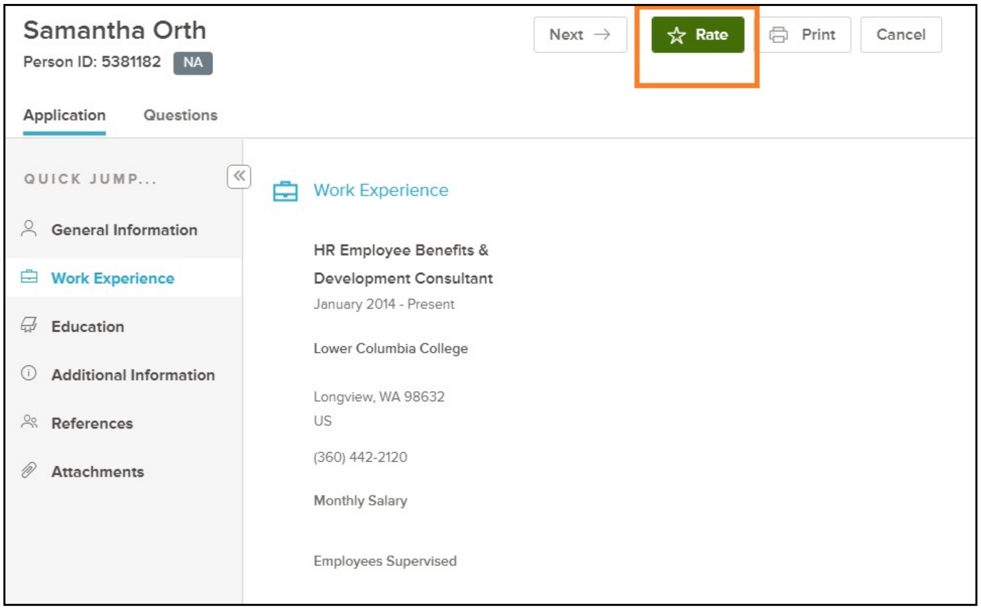


3. Click the **Candidate's name** to view their application and attachments

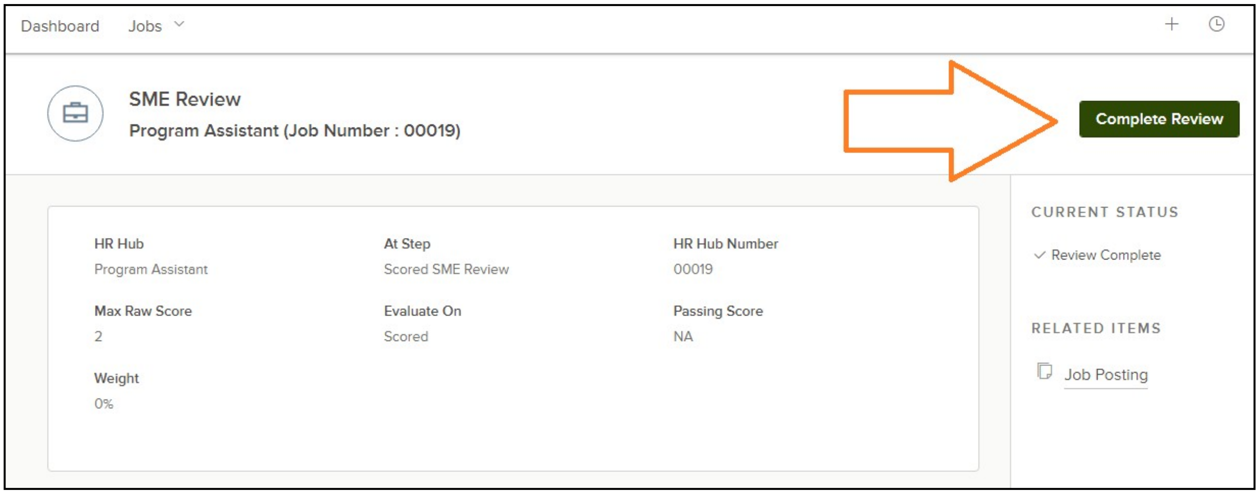
4. Review each Candidate. Select **Rate** to indicate if you recommend moving the candidate forward for interview and make comments (see [Committee Member Interview Guidelines] for tips on comments). You'll also be able to view other committee members' ratings and comments when you're rating candidates.

   - **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



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.


Dashboard
Jobs
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
Job Posting