



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.

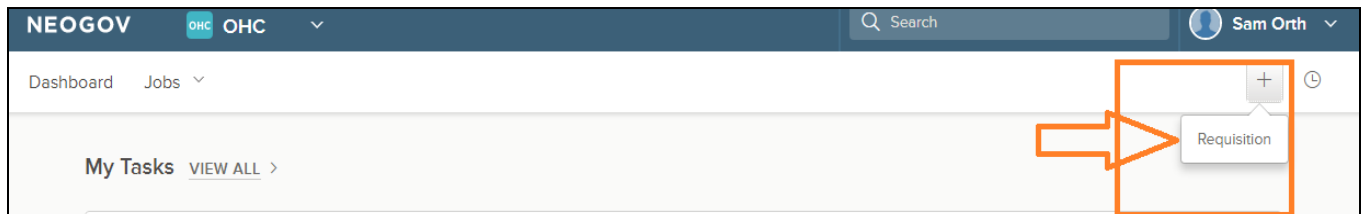
System Generated Emails

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

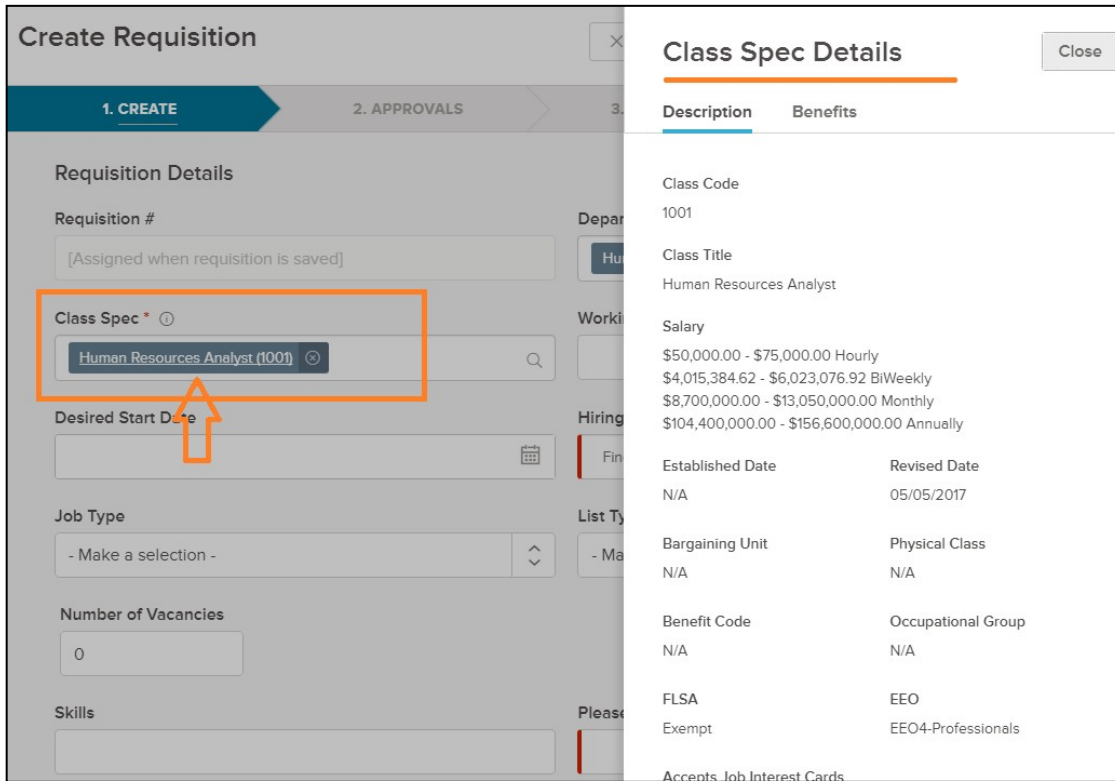
Recruitments begin with a request for hire. In the NeoGov system, the Requisition is the electronic request to fill a position. Requisitions were formerly known as personnel requests.

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

The screenshot shows a web interface titled "Select a Hiring Manager". At the top right, there are "Cancel" and "Done" buttons. Below the title is a search bar with a magnifying glass icon and the text "Full Name". Underneath the search bar, there are four rows of data, each with a green checkmark in the first column and a name in the second column: "Kat Cooper", "Kendra Sprague", "Sam Orth", and "Shani Dennick". Above the data rows, there is a status bar that says "4 records are selected." and "Select all 5 records". At the bottom of the interface, there is a pagination control showing "Showing 1 - 5 of 5 items" and a dropdown menu for "Items per page" set to "10".

- **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

1

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

The screenshot shows the 'Create Requisition' interface at the 'APPROVALS' step. It features a progress bar at the top with three steps: 1. CREATE, 2. APPROVALS (active), and 3. ATTACHMENTS. The main content area is titled 'Approval Workflow' and contains a table with one row for 'VP' approval. The approver listed is 'Kendra Sprague'. Below the table, there is an 'Approval Group' dropdown menu set to 'Final Approval' and an 'Approvers' list with four names: Kat Cooper, Kendra Sprague, Sam Orth, and Shani Dennick. At the bottom of the form, there are buttons for 'Add Approval Step' and 'Cancel'.

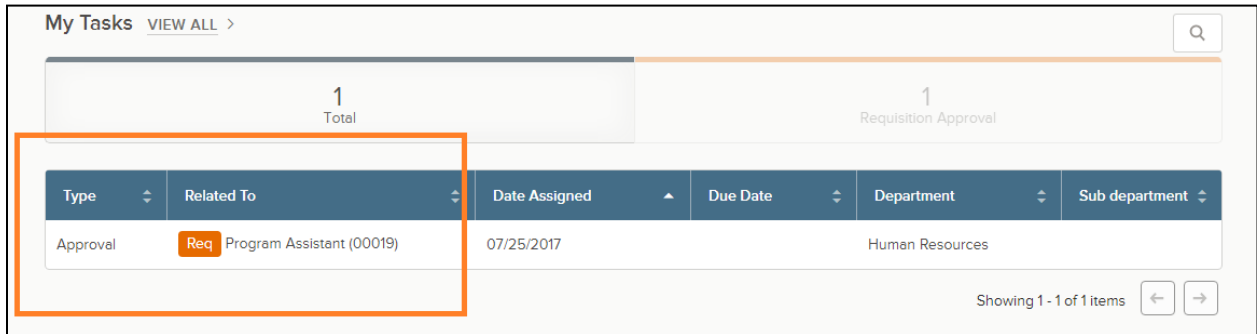
7. Click **Save & Continue to Next Step**
8. Finalize the content – **Add New** attachments such as job description verbiage or supplemental questions for the application template
9. View Requisitions and their status on the Dashboard page. The approval column indicates which step the Requisition is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

The screenshot displays the 'My Requisitions' dashboard. At the top, there is a summary bar showing the status of 10 total requisitions: 5 Draft, 0 In-Progress, 2 Approved, and 3 Open. Below this is a table listing individual requisitions. The 'Approval' column is highlighted with an orange box, indicating the current status of each requisition.

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)

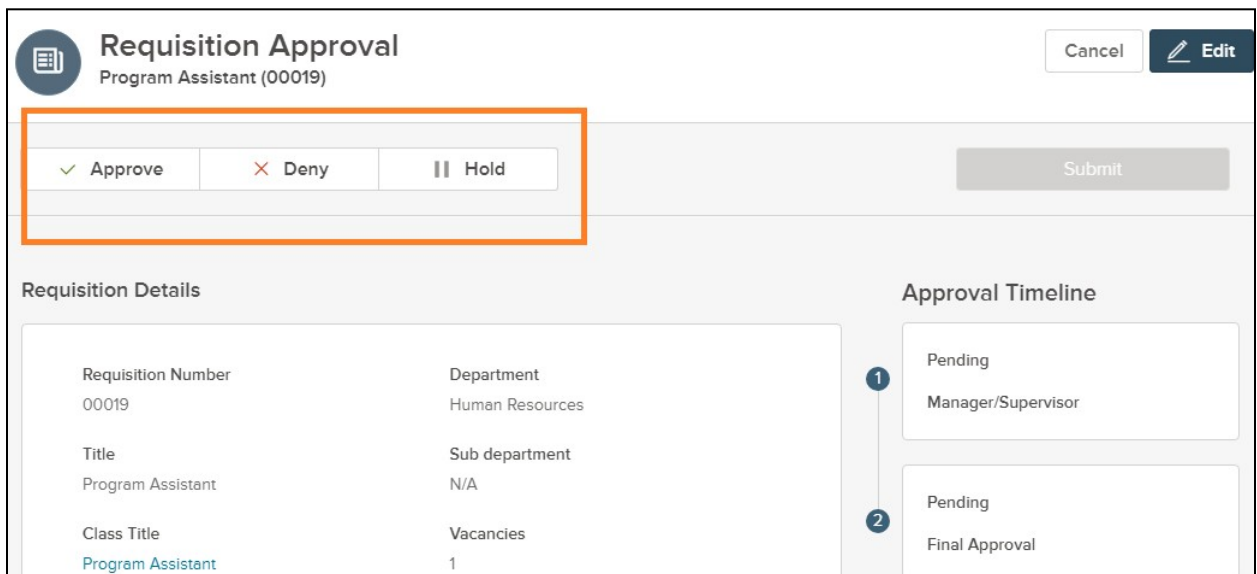
1. If you are an approver, you can view Requisitions that are awaiting your approval in the **My Tasks** section of the Dashboard.



The screenshot shows the 'My Tasks' dashboard with a search bar and a table of tasks. The table has columns for Type, Related To, Date Assigned, Due Date, Department, and Sub department. One task is listed: 'Approval' for 'Program Assistant (00019)' assigned on '07/25/2017' to 'Human Resources'. A red box highlights the task row.

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

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)'. It features a 'Cancel' button, an 'Edit' button, and a 'Submit' button. A red box highlights the 'Approve', 'Deny', and 'Hold' buttons. Below are sections for '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

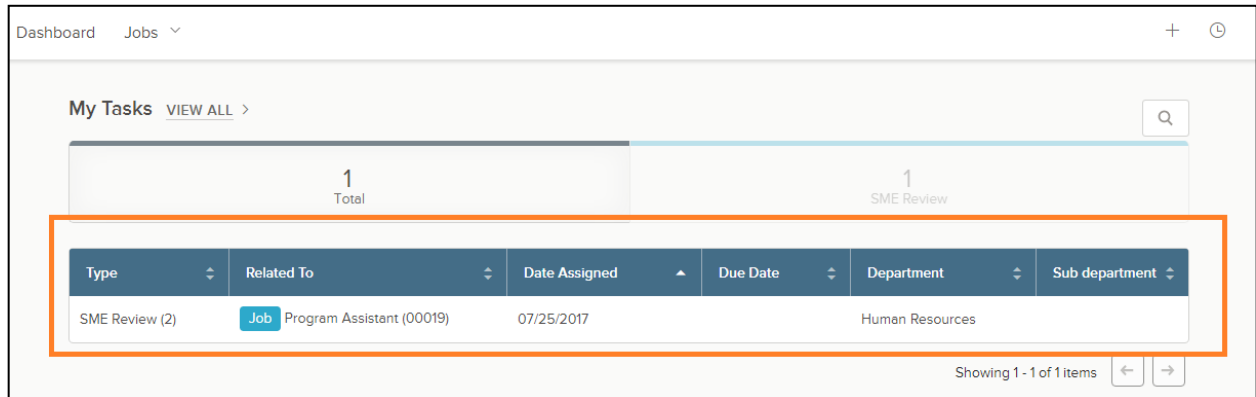
- 1 Pending Manager/Supervisor
- 2 Pending Final Approval

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

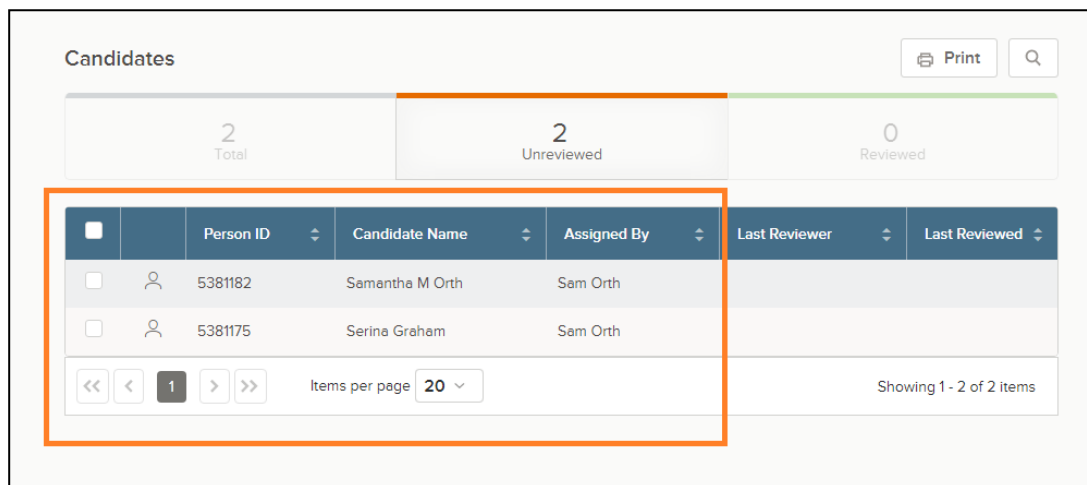
For more information on the Requisition Approval Process workflow, download the diagram and sample emails: [More Information](#)

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**.

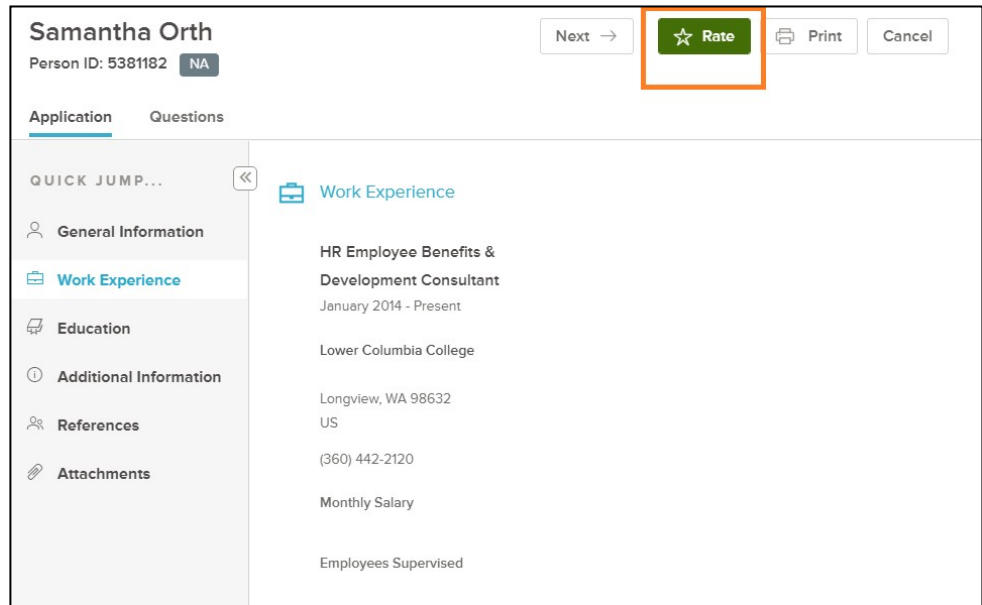


2. Select **SME Review** to see the list of Candidates to review.

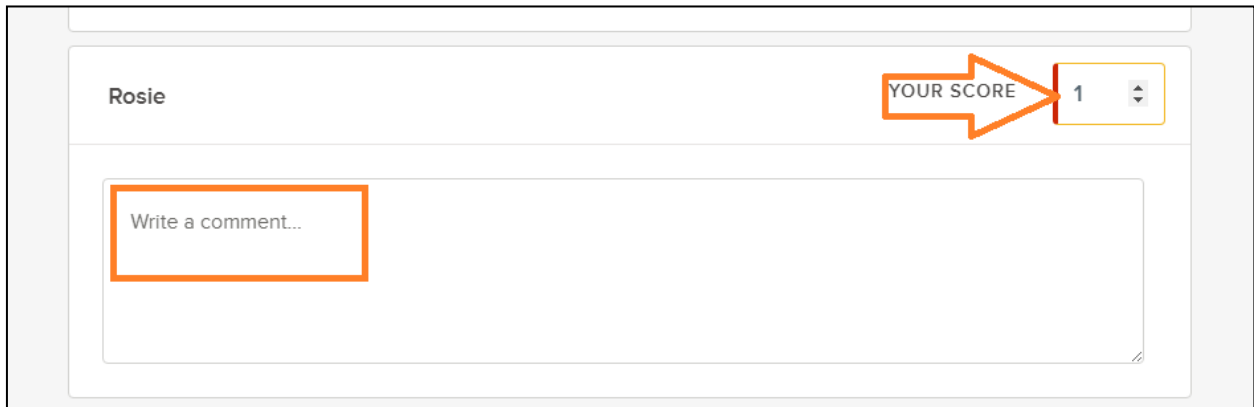


3. Click the **Candidate's name** to view their application and attachments
4. Review each Candidate. Select **Rate** to indicate if you recommend moving the candidate forward for interview and make comments (see [Committee Member Interview Guidelines](#) for tips on comments). You'll also be able to 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




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 for 'General Information', 'Work Experience', 'Education', 'Additional Information', 'References', and 'Attachments'. The 'Work Experience' section is expanded, showing details for 'HR Employee Benefits & Development Consultant' from January 2014 to Present, including the employer's name, address (Longview, WA 98632), phone number ((360) 442-2120), and a field for 'Employees Supervised'.




The screenshot shows a candidate profile for Rosie. At the top right, there is a 'YOUR SCORE' label with a right-pointing arrow and a dropdown menu showing the number '1'. Below this, there is a large text area for comments with the placeholder text 'Write a comment...'. Both the score dropdown and the comment box are highlighted with orange boxes.

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.


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 **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

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