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1.0 Introduction

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2. Those marked with the red asterisk (*) are required fields in the Requisition form

Requisition # - will be automatically assigned.

Division/Department – Choose from the list available by clicking on the magnifying glass

Job Description – **Choose the job description for the current vacancy.** If the job description is not listed, you will need to create a new job description (follow the directions in the Job Description section).

Comments – Enter comments regarding the requisition (optional)

3. Select **Save & Continue to Next Step**: The approval workflow will be displayed.

4.

6

Approving a Requisition

In the My Requisitions section of your

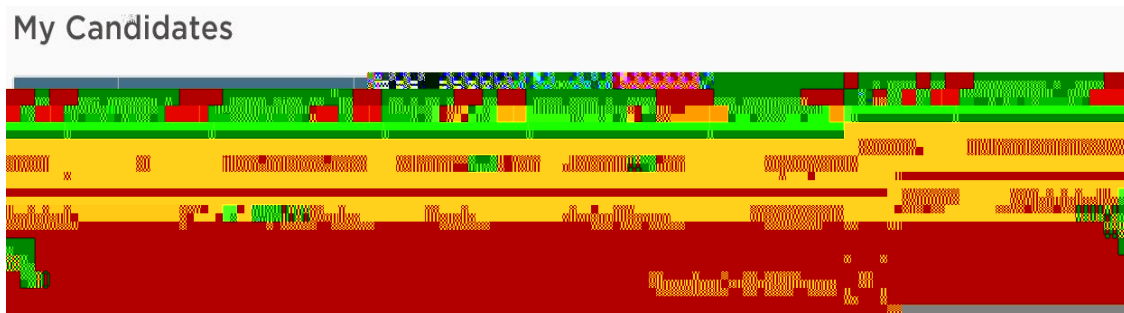
4.0 Employment Recommendation

***The NEOED Online Hiring Form replaces the “Employment Recommendation Form”**

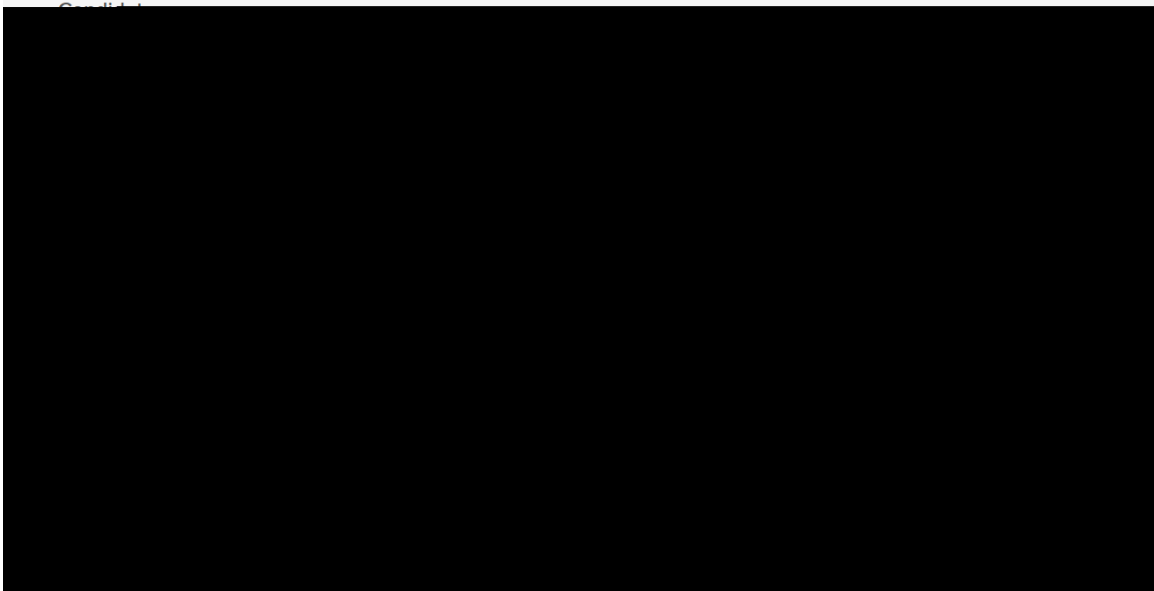
***This is only for Unclassified Employee hires. Classified Employee hires are still completed using the paper form.**

Steps to Hire a Candidate

1. From the My Candidates section, select the requisition you want to hire from.



2. Select the candidate you want to hire



3.

Offer Date – Date offer to be made. If offer should be made when HR receives the approved hire

Date Offer Accepted –

Offer Amount – Salary amount to be offered

Start Date – Date employee is expected to start

Orientation Date – LEAVE BLANK

Filled Date – LEAVE BLANK

Months Employed – Choose from drop down menu

Base Salary – Same as offer amount

Administrative Stipend – Additional salary for faculty including supplemental positions

Scheduled Hours – Schedule expected to work

Other information – Moving expense reimbursement, start-up funds, cell phone, etc.

Time Sheet Approver – Person approving employee s time

Highest Collegiate Education – College attended and degree received

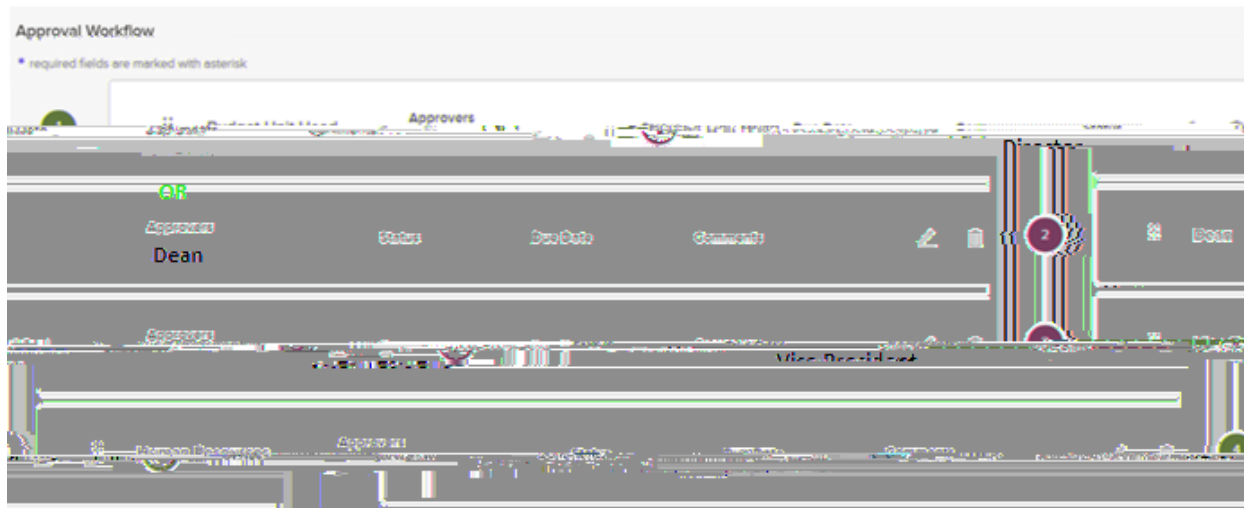
Justification for hire – Reason applicant should be hired.

Position Description, Justification, & Certification Control Number – Preapproval #

Comment – add any additional comments needed

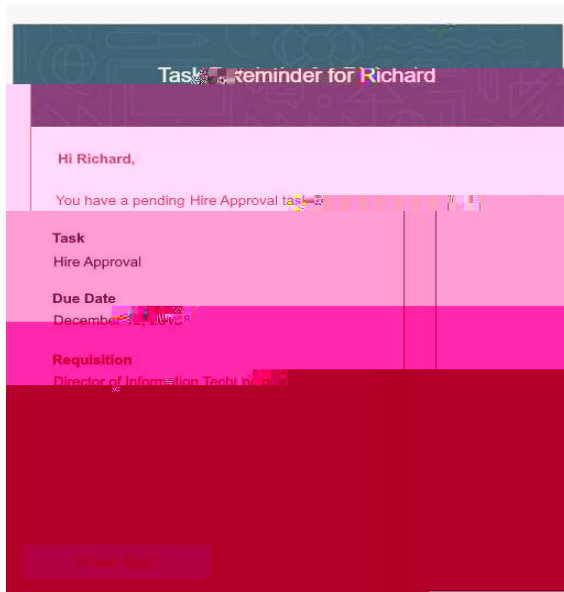
6.

7. Approval Workflow: Here you will add the approvers. The Hire Workflow should include your Dean/Director, Vice President, and HR Staffing Specialist.



*Keep the assigned approver(s) reminded about their approval task with a due date! Click enter a due date, and then click Update Approval Step.

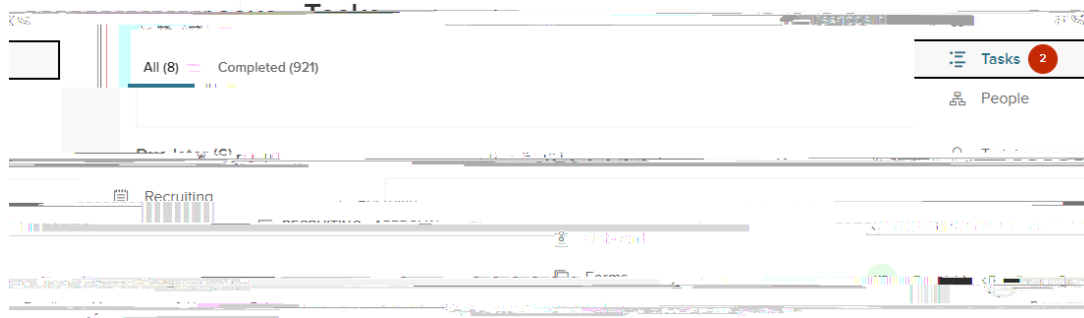
- The assigned approver(s) will receive a reminder email from info@neogov.com, with the subject line, NEOGOV OHC Task Reminder, on the due day and each day the approval task is past due; until the task is completed. In the contents of the reminder email will be a View Task button, guiding the approver(s) to the task requiring their attention.



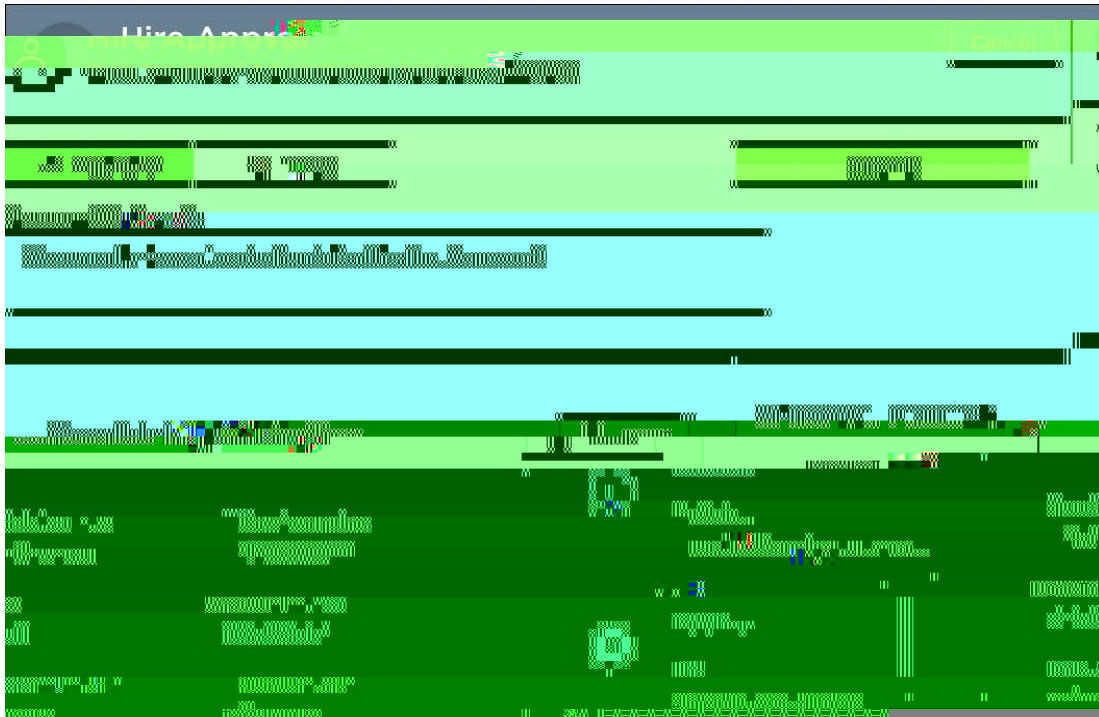
With the OHC role of Approver, you can review a hire sent to you for approval.

Steps to Approve a Hire

- From your Dashboard, click on Tasks to review any pending requests.



2. Review the Hire Approval and select Approve type any comments, then click Submit.



Note: Approvers have the option of denying a hire. If this is done, the hire record can be sent back to any one of the previous approval groups, or all the way back to the hiring manager. Depending on the circumstances of the denial (e.g., additional justification), the hire approval process can be restarted. Once the approval reaches HR, an offer will be made. HR has final approval.

5.0 Optional OHC Features

Schedule Interviews and Create Interview Notes

Hiring Managers have the option to enter interview dates and times for applicants they choose to interview. This will help keep track of and review all applicants that were interviewed throughout the hiring process.

Steps to Schedule an Interview

- 1.

3. When the interview button is selected, the system will display the following message: