**Six Easy Steps to Becoming a**

 **Hiring Manager or Hiring Assistant**

As a State of Alaska hiring manager or hiring assistant, you are required to have knowledge of the roles and responsibilities associated with the recruitment process. You must have knowledge of statewide policies and procedures and legally defensible hiring principles and practices.

To obtain certification as a hiring manager or hiring assistant in the Workplace Alaska system:

1. Complete the [Workplace for Hiring Manger (WPAK)](https://soa.csod.com/samldefault.aspx?returnurl=/ui/lms-learning-details/app/material/d19d3a61-5748-4d5a-91d4-28ac9e2dbdea) in AspireAlaska.
	1. This course teaches hiring managers and hiring assistants about their roles and responsibilities.
	2. After you have access to the Workplace Alaska on-line recruitment system, NEOGOV© Insight Online Hiring Center (OHC), you will learn how to use the system through the Online Hiring Center Job Aid located on the Hiring Manager Resources webpage (<http://doa.alaska.gov/dop/workplace/hiringManagerResources/>).
2. Upon completion of the Workplace Alaska Self-Learning Guide, fill out the Workplace Alaska Certification form included on the training webpage.

	1. This certifies that you have completed the required training.
	2. The Workplace Alaska Certification form is also available on the [Hiring Manager Resources webpage](http://doa.alaska.gov/dop/workplace/hiringManagerResources/).
	3. All existing and new hiring managers or hiring assistants must complete the Workplace Alaska Self-Learning Guide before submitting this certification form.
3. Submit the Workplace Alaska Certification form to your Agency HR and they will create your Online Hiring Center (OHC) access. You will receive an email requesting that you access the system and create your password.

**Note:** Please be sure to set your password as soon as you receive the email. **You must set the password within 24 hours of the email notice** or you will need to request access again!
4. Upon receipt of the email, create a password for NEOGOV© Insight Online Hiring Center.
	1. You will receive two emails from NEOGOV©.
		1. The first email announces you are being given access to the production (live) environment.
		2. The second email asks you to create a password for the production environment.
5. Go to <https://login.neogov.com> and complete Insight OHC training.

	1. Log in with your user name and password.
	2. Select the radio button for “Online Hiring Center – Departments.”
	3. Select “Help & Training” from the drop down, which will appear when you hover the mouse over your name.
	4. Select the “Support Link – Training.”
	5. Complete the following Self-Running Tutorials. (They typically take less than 45 minutes to complete.)

**Self-Running Tutorials:**

**Insight 110: OHC Dashboard Overview - OHC**

This tutorial includes OHC Overview, User Roles/Definitions in the OHC, and an Overview of Features (Dashboard Screen).

**Insight 111: Create a Requisition/Route for Approvals - OHC**

This tutorial includes Requisition Overview, Creating a New Requisition, Route Requisitions for Approvals and a Demonstration of Creating and Routing a Requisition.

**Insight 114 – Referred List (interview, offer, hire, reject) - OHC**

This tutorial includes Reviewing the referred list of candidates electronically as a Hiring Manager, how to take an "action" on the applications, and routing "Hires" electronically for approvals using Personnel Action Form.

1. Recruitment:

	1. Log in to PRODUCTION at

 <https://secure.neogov.com/insight/login.cfm>

* 1. Use your Online Hiring Center Job Aid for step-by-step guidance to create a Requisition, Work your Referred List and Request Hire Approval.