



NEOGOV™
Expect more.™



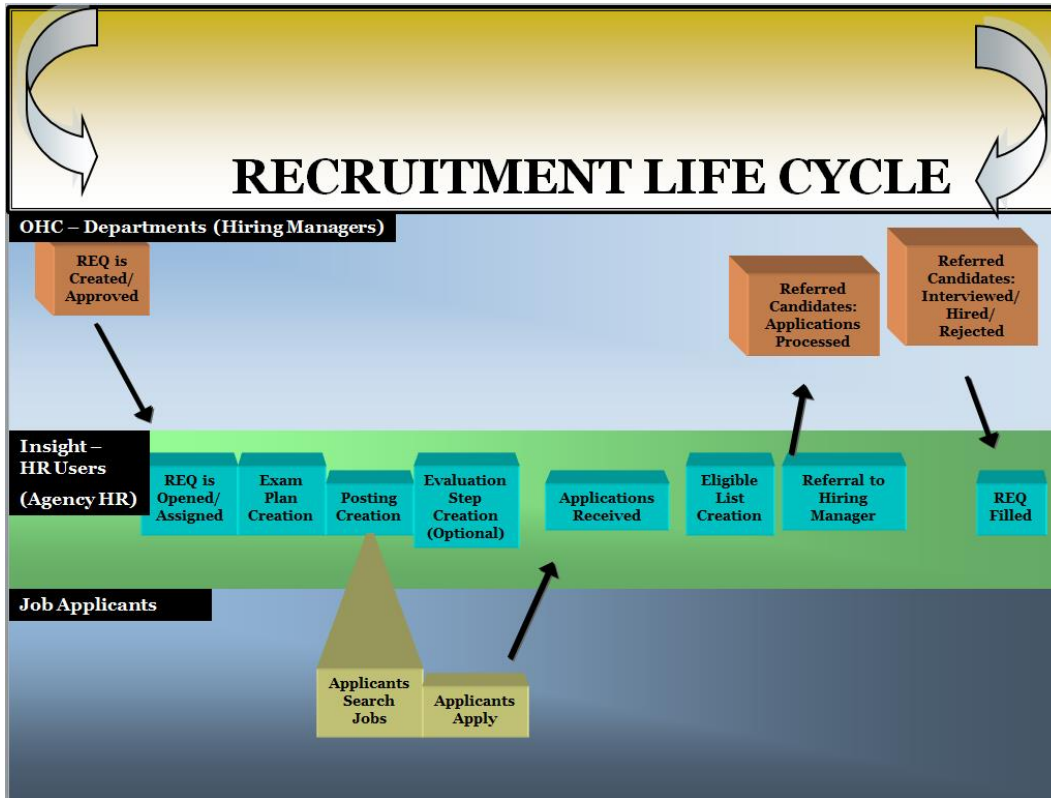
Online Hiring Center Job Aid

Please note that the OHC Job Aid is part of a larger Job Aid that goes through the whole recruitment process in NeoGov. The OHC Job Aid only includes those sections that are relevant for Hiring Managers using the Online Hiring Center.

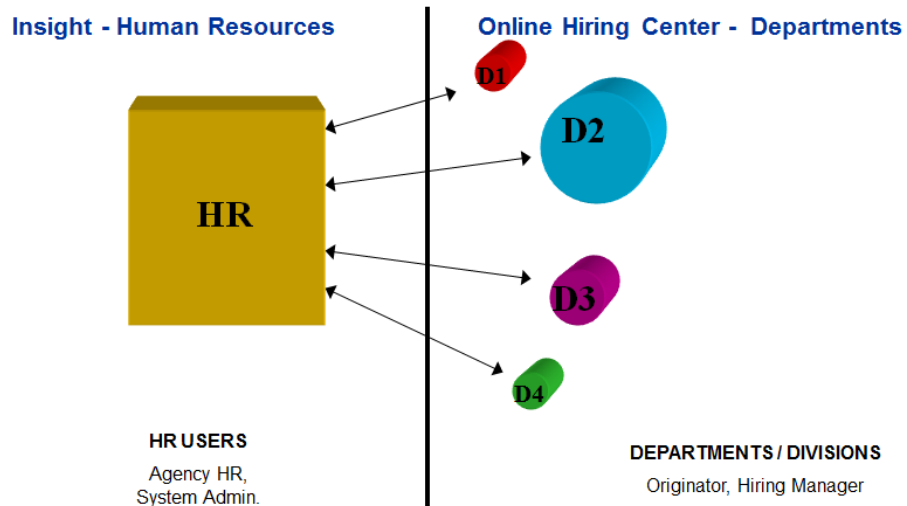
<u>Section</u>	<u>Title</u>	<u>Page(s)</u>
I.	Recruitment Life Cycle Overview.	1,2
	• System Roles.	3
II.	Create a Requisition (OHC)	4-9
V.	Apply to Job (Applicant)	30-33
IX.	View Referred Candidates / Make a Hire (OHC)	46-52
	• Schedule for Interview	47
	• Reject a Candidate	48
	• Make a Hire Approval Request	50
X.	Send Notices (OHC).	5' -5)

Recruitment Life Cycle Overview

Note: This is an overview of the entire process and responsibilities to give you a big picture view of the new software.



NEOGOV Insight



Recruitment Life Cycle Overview

Step in Recruitment Cycle	Role	Required	Environment
Requisition Created	Originator	Yes	OHC
Requisition Opened / Assigned	HR User	Yes	Insight
Exam Plan Creation	HR User	Yes	Insight
Check Layoff List	HR User	Yes	Insight
Posting Creation	HR User	Yes	Insight
Evaluation Step Creation**	HR User	No	Insight
Applicants Search for Jobs and Apply	Applicant	N/A	Workplace.alaska.gov
Applications Received*** <ul style="list-style-type: none"> • Required to Dispo Applications as Received 	HR User	Yes	Insight
Applicants Placed on Eligible List	HR User	Yes	Insight
Check Under Represented List, Veteran Preference, Bargaining Unit Preference	HR User	Yes	Insight
Applicants Referred to Hiring Manager	HR User	Yes	Insight
Applications Processed***	Hiring Manager	Yes	OHC
Candidates Interviewed	Hiring Manager	Yes	OHC
Candidate Submitted for Hire Approval	Hiring Manager	Yes	OHC
Candidate Approved for Hire	HR User	Yes	Insight
Send Notices to Applicants	Hiring Manager	Yes	OHC
Requisitions Filled	HR User	Yes	Insight
Posting Archived	HR User	Yes	Insight
Exam Plan Archived	HR User	Yes	Insight

OHC = Online Hiring Center

**Evaluation Steps are used to help keep track of applicants through your work process, but are not required to be used

***Applications are received in Insight and referred to the OHC for the Hiring Manager to process.

Insight and OHC Roles

The following is a list of all the roles for Insight and the Online Hiring Center. If you are a Hiring Manager you will only need access to the Online Hiring Center, but the Agency HR will need access to both. The setup of an applicant role is for training purposes so you can understand how the information set up in the systems is being presented to potential applicants.

INSIGHT/RECRUITER ROLES

Training: <https://secure.training.neogov.com>

Production: <https://secure.neogov.com>

- **HR User** – Agency Human Resource staff, facilitates recruitments, creates job postings, creates eligible lists, (Optional: screen applications, set up evaluation steps)

ONLINE HIRING CENTER ROLES

Production: <https://secure.neogov.com>

- **Hiring Manager** – Receives eligible lists, process applications, submit name to HR for Hire Approval, send notices
- **Originator** – Creates requisitions (does not receive eligible lists)
- *Note: You can be assigned a role of Hiring Manager and Originator, this gives you the ability to create the requisition and receive the eligible list to process applications.*

APPLICANT ROLE (This is used for training and test purposes only)

Training: <https://www.training.governmentjobs.com/careers/Alaska>

- **Applicant** - Creates online applications, applies online

Create a Requisition

Role: Originator Environment: OHC

Note: To submit a requisition it is required that you attach a document for the 'Description of Duties for Posting', 'Pre-Interview Criteria', and 'Pre-Post Checklist'. Additional documents might be required to be attached by your Department, please confirm that all required documents are attached. Submitting a requisition does not post a job it only notifies HR that a job needs to be posted with the information provided.



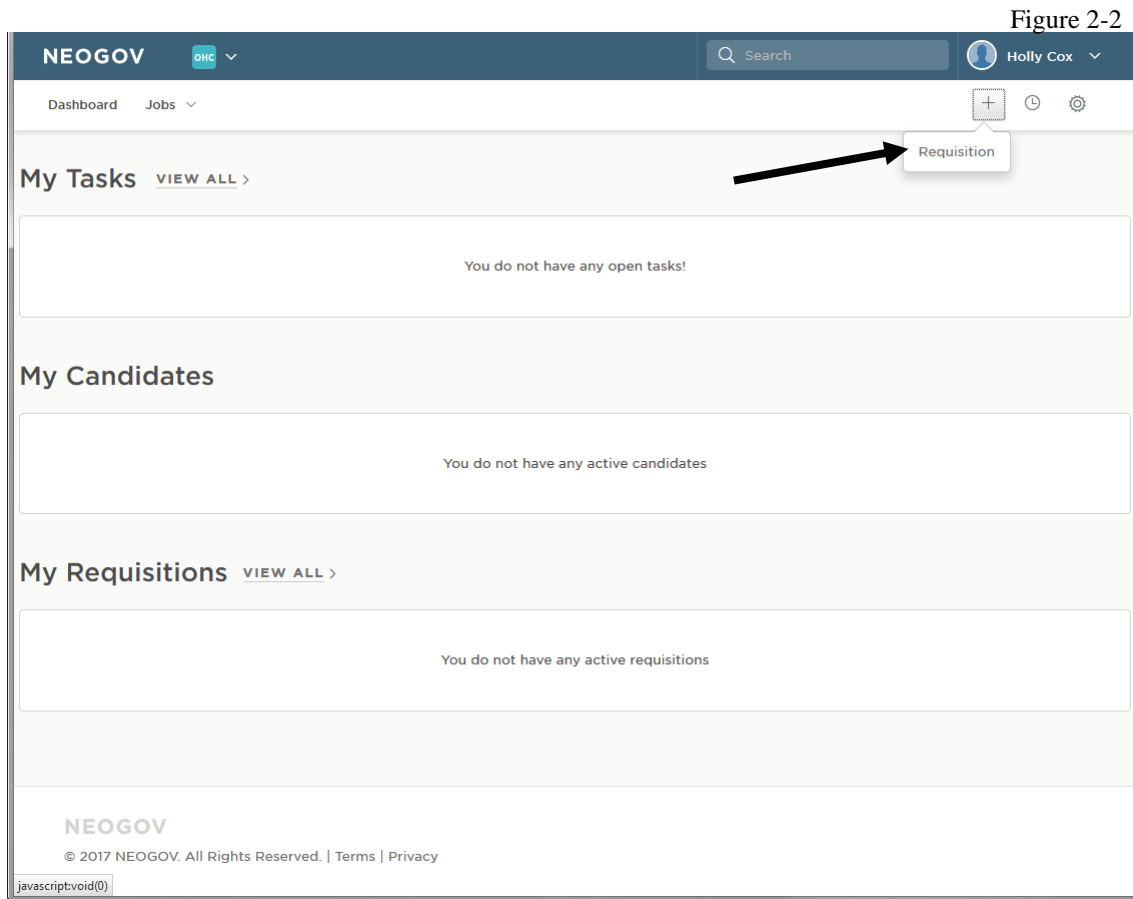
1. Go to the login page
2. Enter your Username and Password
3. Click **Sign In**

Figure 2-1

The image shows a login form with the following elements:

- A text input field labeled "Username".
- A text input field labeled "Password".
- Two blue links: "Forgot username?" and "Forgot your password?".
- A blue button labeled "Sign In »".
- A black arrow pointing from the bottom left towards the "Sign In »" button.

4. Roll over the add icon **+** and then click on **'Requisition'** (Figure 2-2)
 - a. *Note: This is on the 'Dashboard' page in the upper right hand corner*



5. Fill in the Requisition Details form **1. Create** (Figure 2-3 and Figure 2-4 Section II Page 4)
 - a. The **Requisition #** is automatically assigned when you click Save
 - b. **Department / Division** is where you select the Department / Division combination for the recruitment. This also determines who is available to be selected as a Hiring Manager
 - c. **Class Spec** is where you search for the job class specification that applies to the requisition you want to create
 - *Note: Since the recruitment process in the system is based on job classes, there are also job classes in the system for Alaska Railroad, Court System, Legislature, and exempt positions. You can use the first letter of the class code to determine the job class service.*
 - P** - Executive Branch, Classified or Partially Exempt Service
 - X** - Executive Branch, Exempt Service
 - M** - Executive Branch, Alaska Marine Highway System
 - L** - Legislative Branch
 - C** - Alaska Court System (Judicial Branch)
 - R** - Alaska Railroad Corporation
- There are a limited number of class specs in the training environment so you may not find all options.*

- d. **Working Title** is where we will denote what the job posting title needs to be. Insert [Class Spec Title(PCN XX-XXXX)]
- e. **Desired Start Date** is only to be used if you need the job to be posted at a future date and NOT ASAP
- f. If you will be the Hiring Manager for the requisition then when selecting a **Hiring Manager**, you can select yourself otherwise select the appropriate Hiring Managers / Hiring Assistants who will be processing candidates
 - *Note: To make the Hiring Manager list appear you have to select the appropriate Department and Division*
- g. **Job Type** lets HR know what type of job opening, Full Time, Part Time, Internship, Seasonal, Long Term Non-Perm, Short Term Non-Perm
- h. **List Type** is not a field we are using at this time. It is similar to our 'Scope of Recruitment', but we are not able to set the selections. It is used for internal purposes only.
- i. **Number of Vacancies** is where you list how many vacancies you want to recruit for
- j. **Scope of Recruitment** is where you can list who the job is open to (Alaska Residents Only, Department Only, etc.)
- k. **Length of Recruitment** is where you put in how many days the position should be posted. This field can only be a number so for a 10 day recruitment you would enter 10.
- l. **Required Documents** is where you acknowledge that you will attach all required documents before submitting the requisition
- m. **Position Details New Position?** Select Yes for a brand new position or no for an existing position.
- n. **Add Position Detail** is required and is where we can put the PCN information. Click 'Add Position Detail' and enter in the PCN, First Name, Last Name, and Vacancy Date.
 - *Note: The purpose of this is so that in reporting we can look up information by the PCN. You have to put information into every field so here is what to enter if you have a new PCN:*

Type	PCN	First Name	Last Name	Date
New	New PCN	New	New	Today

- o. **Comment** is for you to communicate information about the job posting to HR Staff who will create the posting.

Figure 2-3

Create Requisition

Cancel Save & Close **Save & Continue to Next Step**

1. CREATE 2. APPROVALS 3. ATTACHMENTS

Requisition Details

Requisition # [Assigned when requisition is saved]

Department/Division * Find a department/division

Class Spec * Find a class spec

Working Title

Desired Start Date

Hiring Manager * Find a hiring manager

Job Type - Make a selection -

List Type - Make a selection -

Number of Vacancies 0

Scope of Recruitment * - Make a selection -

Length of Recruitment: *

Figure 2-4

Required Documents *

I acknowledge I will attach all required documents prior to submitting this requisition (i.e. Description of Duties for Job Posting, Pre-Interview Criteria (if not provided above), Pre-Post Checklist, etc.)

Position Details

New Position?

Yes No

+ Add Position Detail

Comment

6. Click on **'Save & Continue to Next Step'** to move on to the next section
7. Fill in Approval Workflow form **2. Approvals** (if no approvals are required for the requisition then click **'Cancel'** and skip to step 8) (Figure 2-5, Section II Page 5)

- a. **Approval Group** select the approval group for the approval needed, this determines the Approvers you have to choose from.
- b. **Approvers** let's you select who can approve the requisition.

Figure 2-5

Create Requisition Cancel Save & Close Save & Continue to Next Step

1. CREATE ✓ **2. APPROVALS** ✓ 3. ATTACHMENTS ✓

Approval Workflow

Approval Group

Select an approval group...

Approvers *

Search Approvers

Add Approval Step Cancel

8. Click on **'Save & Continue to Next Step'** to move on to the next section
9. Add Attachments on **3. Attachments** (Figure 2-6) (*Required attachments: the 'Description of Duties for Posting', 'Pre-Interview Criteria', and 'Pre-Post Checklist'*)
 - a. **Drag and Drop:** Find the required documents on your computer and just drag them in to the outlined box.
 - b. **Browse:** Click the browse link to find the required documents on your computer and click 'Open'
 - c. **Edit File Name:** make sure that name for the files that show on the requisition show as:
 - Description of Duties for Posting
 - Pre-Interview Criteria
 - Pre-Post Checklist
 - Any additional Department level required documents



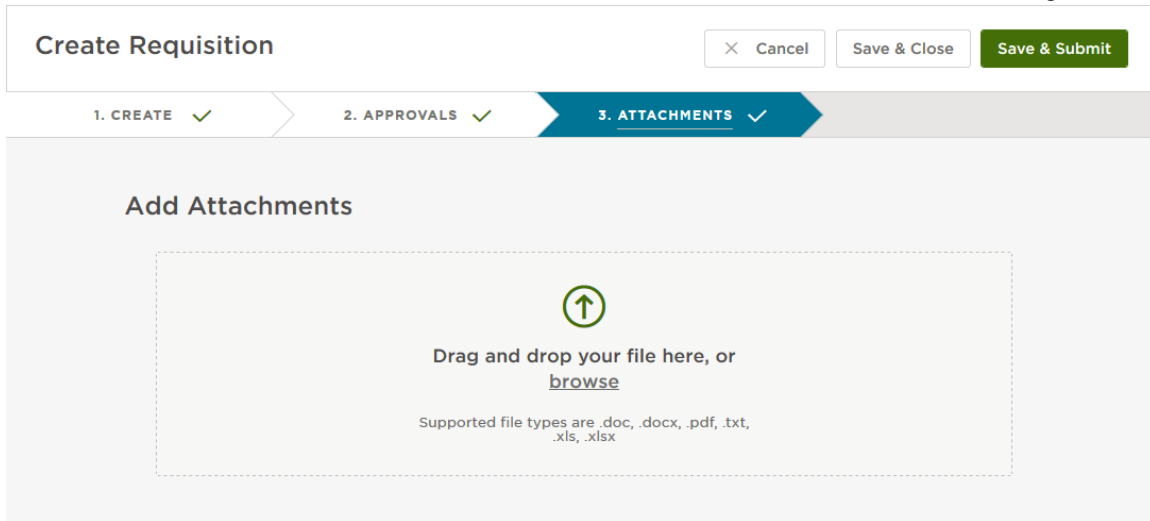
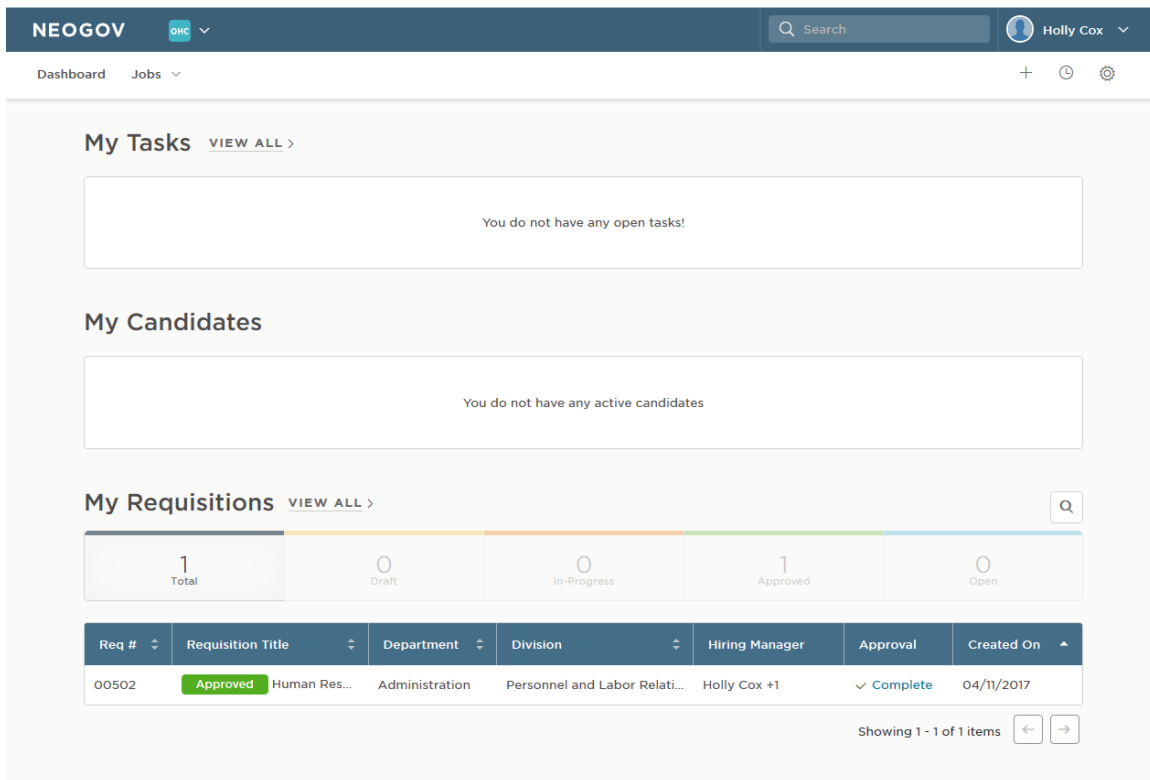
Note: you can edit the document name after it has been uploaded by clicking on the  or you can delete it by clicking on the 

Figure 2-6



10. Click on **'Save & Submit'** to submit the requisition to your Agency HR.
 - a. *Note: If you 'Save & Close' the requisition will be available on your dashboard under 'My Requisitions' where you can then open and either edit or Save & Submit.*

Figure 2-7



(This ends the Requisition Section)

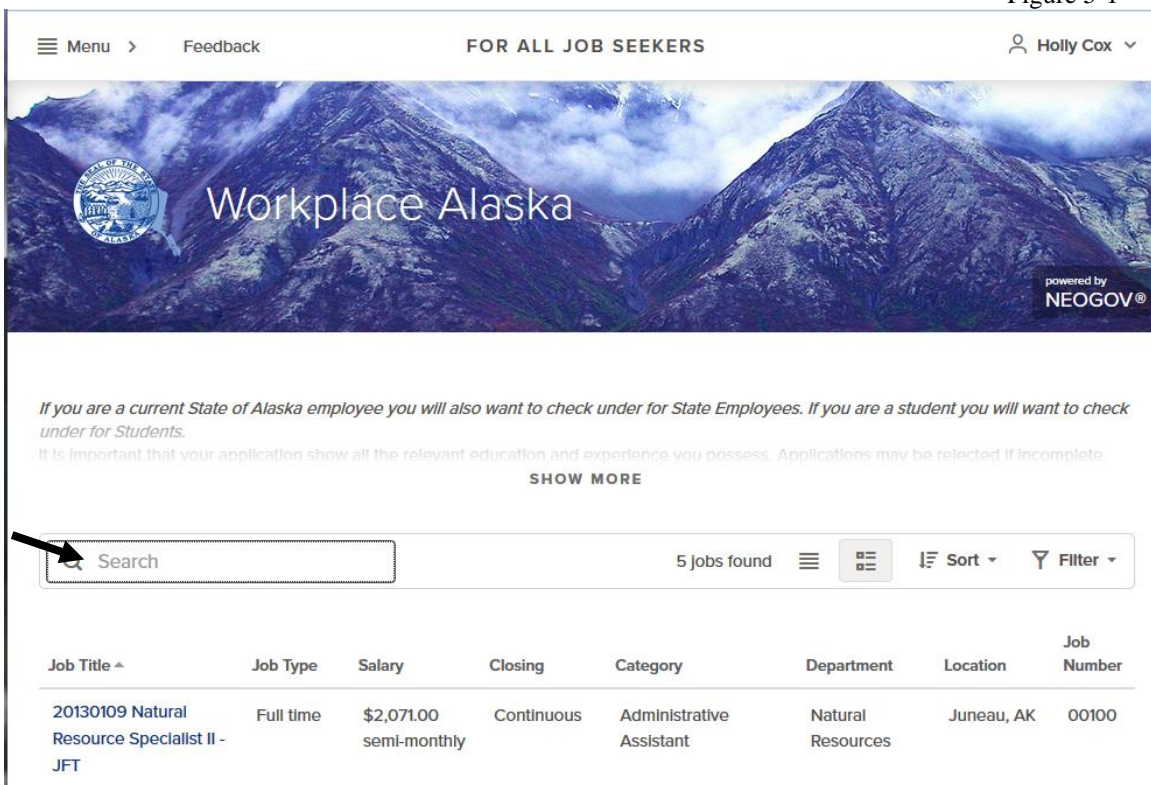
Apply for the position online

Role: Applicant Environment: Job Search

Note: At this point Agency HR should have posted the Job in Insight using the information provided from the Requisition. This section shows what the application process will be like for the public.

1. Log in to <https://www.training.governmentjobs.com/careers/alaska>
 - *Note: This is the training environment and is used for training purposes only to give you an understanding of how job postings will appear and how applicants apply for jobs.*
2. Select criteria to search for a job posting. (*Job postings that were set up as Promotional or Transfer will appear under 'for State Employees' or 'for Students'*). (Figure 5-1)

Figure 5-1



3. Click on a job posting title

Figure 5-2

Q Human Resource X 2 Jobs found [Menu] [Grid] [Sort] [Filter]

Job Title	Job Type	Salary	Closing	Category	Department	Location	Job Number
Human Resource Technician I (12-4205)	Full time	\$3,716.00 mon	04/25/17	Administrative Assistant	Administration	Juneau, AK	00502
20130109 Natural Resource Specialist II - JFT	Full time	\$2,071.00 semi-monthly	Continuous	Administrative Assistant	Natural Resources	Juneau, AK	00100



4. Click on the 'Apply' link

Figure 5-3

< > [Print] [Facebook] [Twitter] [Google+] [LinkedIn] [Email]

APPLY X

Human Resource Technician I (12-4205)

Salary ⓘ \$3,716.00 Monthly **Location** ⓘ Juneau, AK

Job Type Full time **Department** Administration

Job Number 00502

Closing 4/25/2017 5:00 PM Alaska

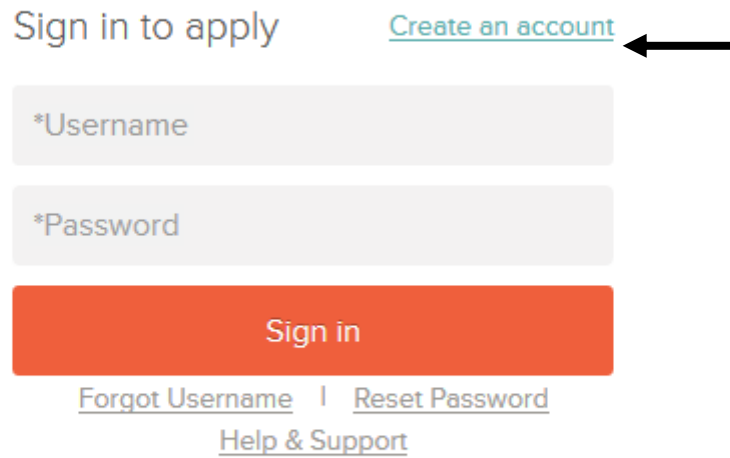
DESCRIPTION
BENEFITS
QUESTIONS



Create an Application (As an Applicant)

5. Click on 'Create Your Account Here!' (Figure 5-4)

Figure 5-4



Sign in to apply [Create an account](#) ←

*Username

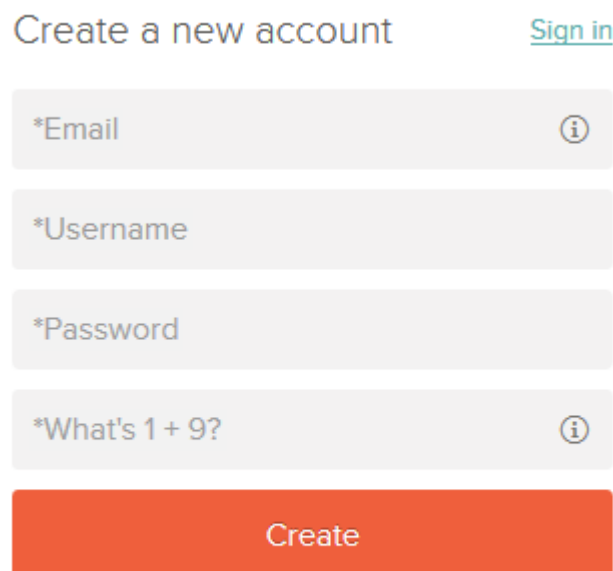
*Password

Sign in

[Forgot Username](#) | [Reset Password](#)
[Help & Support](#)

6. Enter your new account information by completing the required fields (Figure 5-5)

Figure 5-5



Create a new account [Sign in](#)

*Email ⓘ

*Username

*Password

*What's 1 + 9? ⓘ

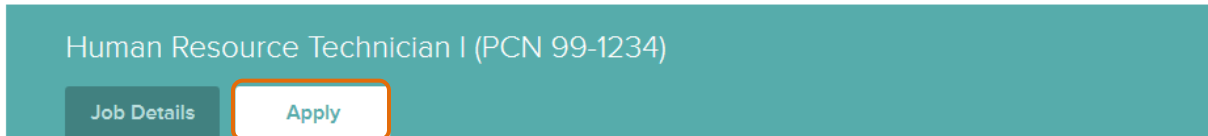
Create

7. Click on the **Create** button

- Write your username and password here: _____ / _____

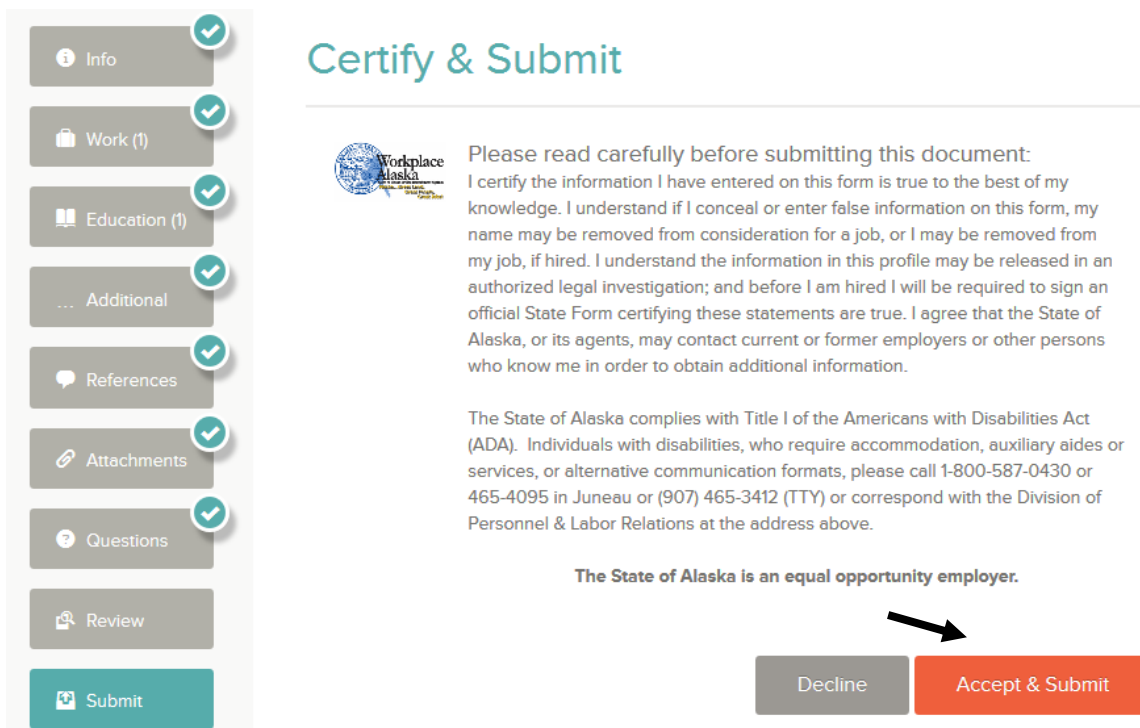
8. Click on the **Apply** tab (Figure 5-6)

Figure 5-6



9. Fill out the application with the required information proceeding through each tab of the application. Since this is the training environment, you can enter whatever information you wish, it does not have to be exactly your personal experience. You may complete at least one record in the 'Education History' and 'Work Experience' sections, if you desire
10. Click on the **Proceed to Certify and Submit** button at the bottom of the Review tab.
11. Scroll to the bottom of the application review screen and click **Confirm & Send Application**
12. Click the **Accept & Submit** button on the Submit tab (Figure 5-7)

Figure 5-7



13. Click on your Username to get to the 'Sign Out' link in the upper-right-hand corner

(This ends the Application Section)

View Referred Candidates/Mark as Hired

Role: Hiring Manager Environment: Online Hiring Center

Note: By this point the job posting will most likely have closed and Agency HR will have gone through their process to create a list of applicants to refer to the Hiring Manager(s). You will receive an email notifying you that there is a referred list ready for your review.



1. Login to OHC
2. From the 'Dashboard' look under 'My Candidates' for the referred list
3. Click on the 'Requisition Title' of the list that you want to work on (Figure 9-1)
 - a. *Note: This list will not be available until Agency HR have referred the applicants over and this most likely will not occur until after the job posting has closed.*

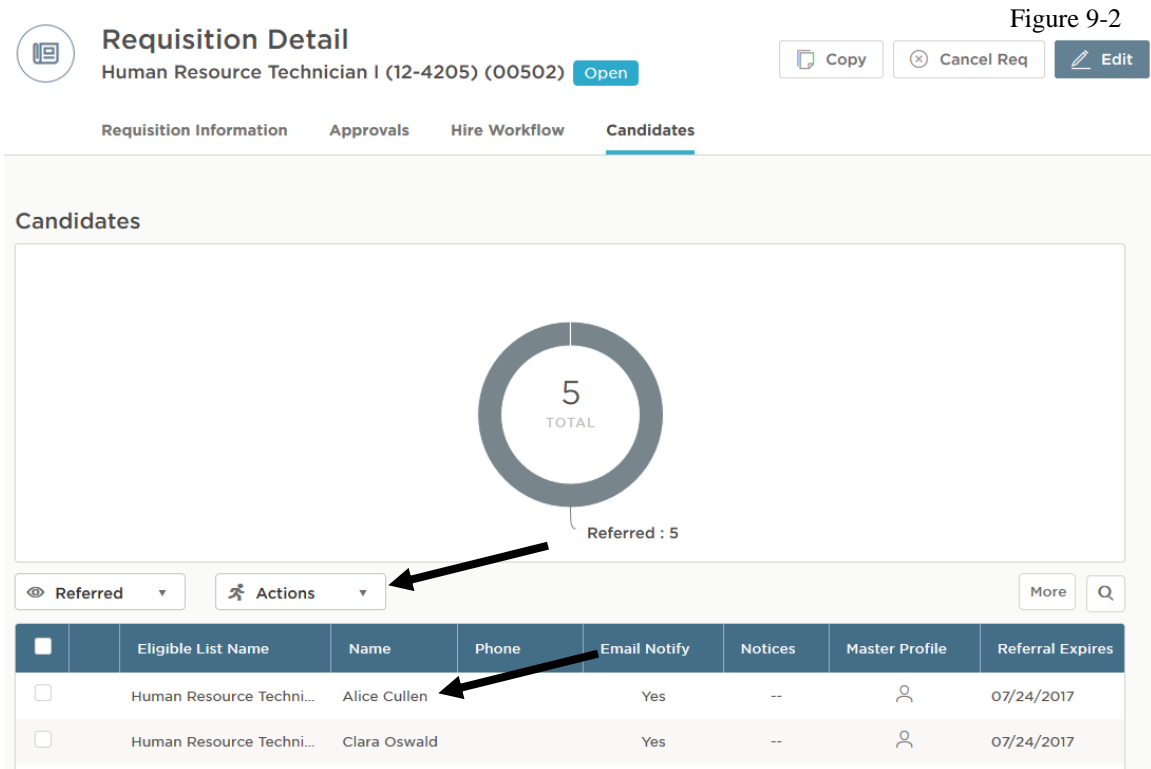
Figure 9-1

My Candidates Q

Req #	Requisition Title	Candidates	Department	Division	Hiring Manager	Created On
00502	Human Resource Technici...	5	Administration	Personnel and Labor Rela...	Holly Cox +1	04/11/2017

Showing 1 - 1 of 1 items ← →

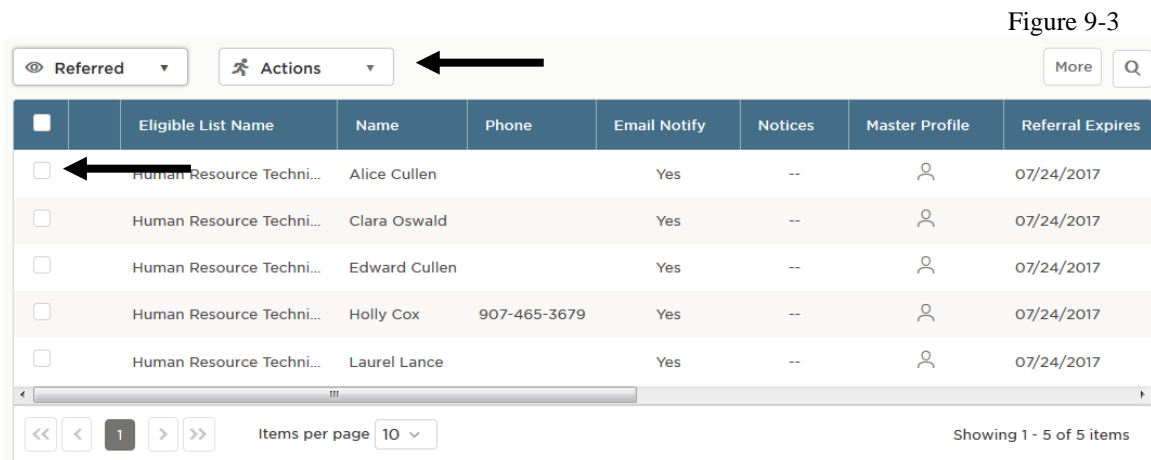
4. Click on a candidate name to view their application (Figure 9-2)
5. Go through your normal steps to evaluate your candidates. This might include things such as checking 'Residency', 'Minimum Qualifications', and 'Pre-Interview Screening Criteria'
 - a. *Note: It is recommended that once you determine a candidate is not a potential hire that you go through the rejected process listed below in order to keep your list clean and to save you work later*
 - b. *Note: To Print all applications select 'Print Apps' under the 'Actions' drop down (Figure 9-2)*



Schedule Referred Candidates for Interview (Optional)

Note: This feature does not include auto scheduling. You will need to contact the candidates manually to schedule the interviews. Therefore you can choose not to use this option and just move the candidates from the 'Referred' list into 'Hired' and 'Rejected'.

6. Check the box next to the Candidate name(s) you wish to schedule an interview for
 - a. *Note: This is just a way to keep track of who you have scheduled Interviews for and does not automatically schedule interviews. You will need to get in touch with the applicant outside the system and scheduled an interview time that you can then enter it into the system.*
7. Choose 'Move to Interview' from the 'Actions' dropdown



8. Click 'Ok' on the pop-up that opens

9. Go to the 'Interview' section by selecting it from the list dropdown next to the 'Actions' dropdown. (Figure 9-3)
10. Scroll to the right next to a Candidate's name and under 'Status' click on **Unscheduled**
 - a. Complete the 'Interview Date', 'Start Time', and 'End Time' field in the interview schedule information and click on **Save**

Figure 9-4

Schedule Interview

Alice Cullen (Person ID: 5335589)

Interview Details

Interview Date *

Location

Start Time

End Time

Alaska

Interviewer

< April 27, 2017 >

6am	

11. Repeat the steps for each candidate you want to interview
 - a. *Note: It is possible to move all the candidates you want to interview into 'Interview Scheduled' and then contact the candidates to schedule the interview. You can then update the time by clicking on the time listed under the last column 'Interview' (Figure 9-7)*

Reject a Candidate

12. Check the box next to the Candidate name(s) you wish to reject
 - a. *Note: If you are selecting multiple candidates they will all need to have the same rejection reason or you will need to go in and edit their rejection reasons.*

Figure 9-5

Referred Actions More

<input type="checkbox"/>	Eligible List Name	Name	Phone	Email Notify	Notices	Master Profile	Referral Expires
<input type="checkbox"/>	Human Resource Techni...	Clara Oswald		Yes	--		07/24/2017
<input type="checkbox"/>	Human Resource Techni...	Edward Cullen		Yes	--		07/24/2017
<input type="checkbox"/>	Human Resource Techni...	Holly Cox	907-465-3679	Yes	--		07/24/2017
<input type="checkbox"/>	Human Resource Techni...	Laurel Lance		Yes	--		07/24/2017

Items per page 10 Showing 1 - 4 of 4 items

13. In the 'Actions' dropdown select 'Reject'
14. Complete the 'Reject Reason' field and complete the 'Comments' section with the specifics of the reason
 - a. Use the [Applicant Disposition guidance](#) to determine what information should be included in the 'Comments'
 - b. Note: If you do not see the specific reason please choose the closest option and let your Agency HR know
 - c. **DO NOT** select the 'Automatically send a notice' option at this time, that will be covered instead under the 'Send Notices' section.

Figure 9-6

Reject

Edward Cullen (Person ID : 5335290)

Cancel Save

Reject Details

Reject Reason *

Enter a reason

Comments

Notice

Automatically send a notice **DO NOT Turn On**

Send email to the candidate(s) immediately after rejection

15. Click on **'Save'**, the candidate(s) now appear under the 'Rejected' section
16. Repeat the steps for each candidate you do not want to hire
 - a. *Note: Once you assign a rejection reason to a candidate that rejection reason will not automatically be removed if you move the candidate out of the 'Rejected' section. If you accidentally reject a candidate you can move them back to 'Referred', but this does not remove the previous rejection reason.*

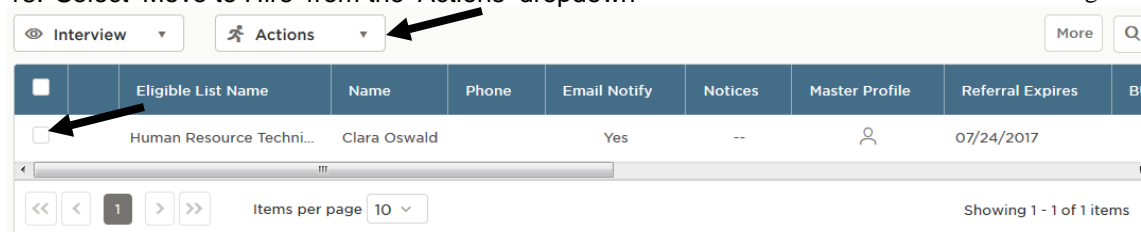
Make a Hire Approval Request

Note: To submit a Hire Approval Request it is required that you attach a document for the 'Request for Hire Approval Checklist' and 'Pre-Employment Certification'.

17. Select the checkbox next to the candidate you want to request hire approval for.
 - a. *Note: This can be done from either the 'Referred' tab or 'Interview Scheduled tab'*

18. Select 'Move to Hire' from the 'Actions' dropdown

Figure 9-7



19. On the 'Hire Form' (Figure 9-8) fill out the following fields only:
 - a. **'Date Offer Accepted'** – This field is required so just enter Today's date.
 - b. **'Start Date'** – This field is required so just enter Today's date.
 - c. **'Level Hired At'** – If you are hiring a flexibly staffed position please provide the level the candidate would be hired at if approved.
 - d. **'Comments'** – is where you can include dispo comments and provide any additional information about the hire request that you would like HR to consider.
20. Click on the **'Save & Continue to Next Step'** button in the upper right(Figure 9-8)

Figure 9-8

Hire Form
Clara Oswald (Person ID : 5342489)

Save & Close **Save & Continue to next Step**

1. HIRE INFORMATION 2. APPROVALS 3. ATTACHMENTS

Hire Information

Offer Date * Date Offer Accepted *

04/27/2017 [Calendar Icon]

Offer Amount Bonus Amount

\$ \$

Start Date * Orientation Date

[Calendar Icon] [Calendar Icon]

Filled Date Level Hired at:

[Calendar Icon] [Dropdown Menu]

Active On Eligible List?


Comment

[Text Area]

21. Ensure all internal approval procedures have been followed and if no approvals are required click on **'Save & Continue to next Step'**
22. Under 'Attachments' either 'Drag and Drop' or 'Browse' to upload the required documents
 - a. Request for Hire Approval Checklist
 - b. Pre-Employment Certification
 - c. Other documents if applicable (Nepotism Waiver, Firearms Certification, Transcripts, etc.)
 - d. Additional Department Level required documents

Figure 9-9

Add Attachments


 Drag and drop your file here, or
[browse](#)

Supported file types are .doc, .docx, .pdf, .txt,
.xls, .xlsx

23. Click **'Save & Submit'**

a. *Note: This releases the Candidate back to the Agency HR staff for Hire Approval*

24. The Candidate should now appear under the 'Hired' section

a. ***Note: This does not give you permission to make a job offer to this candidate. HR still has to authorize the hire***

25. At this point if you have not rejected all other candidates go back to 'Reject a Candidate' (Section IX page 3) and follow the steps

a. *Note: Once the Agency HR has approved the hire you will receive an email with the appropriate paperwork for your agency*

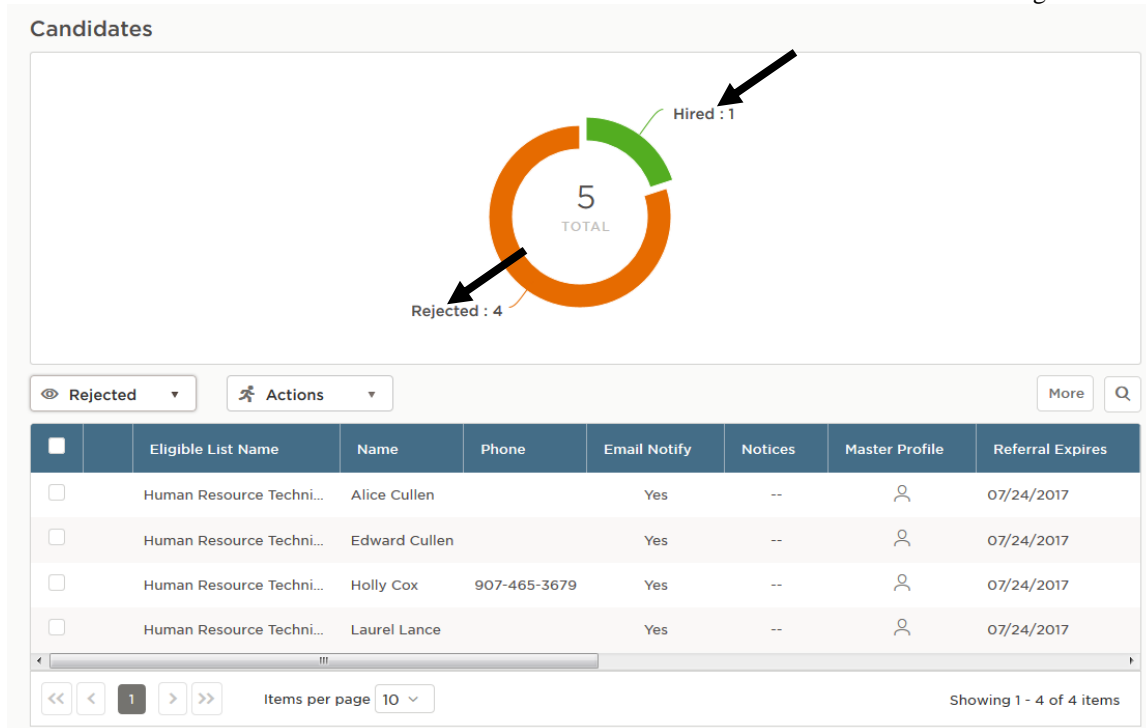
(This ends the section on the Referred List)

Send Notices

Role: Hiring Manager **Environment:** Online Hiring Center

Note: Notices should ONLY be sent after HR has approved your hire request to inform other candidates of their rejections. Before notices are sent make sure that you have properly dispo'd all candidates and have at least one candidate hired and the rest rejected. If you are unable to send notices contact your Agency HR.

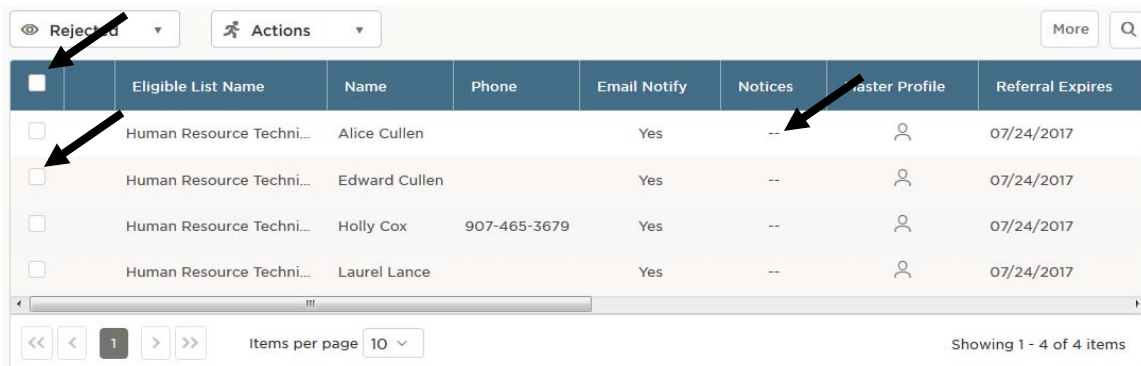
Figure 10-1



Mass Email Notifications

1. Go to the list of 'Rejected' applicants (Figure 10-2)
 - a. *Note: If you have already sent a notice to the candidate a 'View' link will appear under the 'Notices' column (Figure 10-2)*
 - b. *Note: Do not select a candidate to receive an email if you do not see a 'Yes' in the 'Email Notify' column*

Figure 10-2



2. Check the box next to the applicants name(s) that you want to send email notification.


- a. *Note: Clicking the checkbox in the table header section will select all applicants on the page. You can then go through each page to select all applicants. (Figure 10-3)*

Figure 10-3

3 records are selected.

<input checked="" type="checkbox"/>	Eligible List Name
<input checked="" type="checkbox"/>	Human Resour
<input checked="" type="checkbox"/>	Human Resour
<input checked="" type="checkbox"/>	Human Resour

- 3. Under the 'Actions' dropdown select the 'Send Notice' option
- 4. On the 'Send Notice' page make sure that there is a notice template selected for each set of applicants. The notice template will automatically fill in based on the rejection reason selected. (Figure 10-4)

- a. *Note: Make sure that you have the appropriate Notice Template selected. If there are multiple template options make sure to click the  next to the template name to select the correct template. All approved Templates should end with (RS) and not say Copy of.*

Send Notice

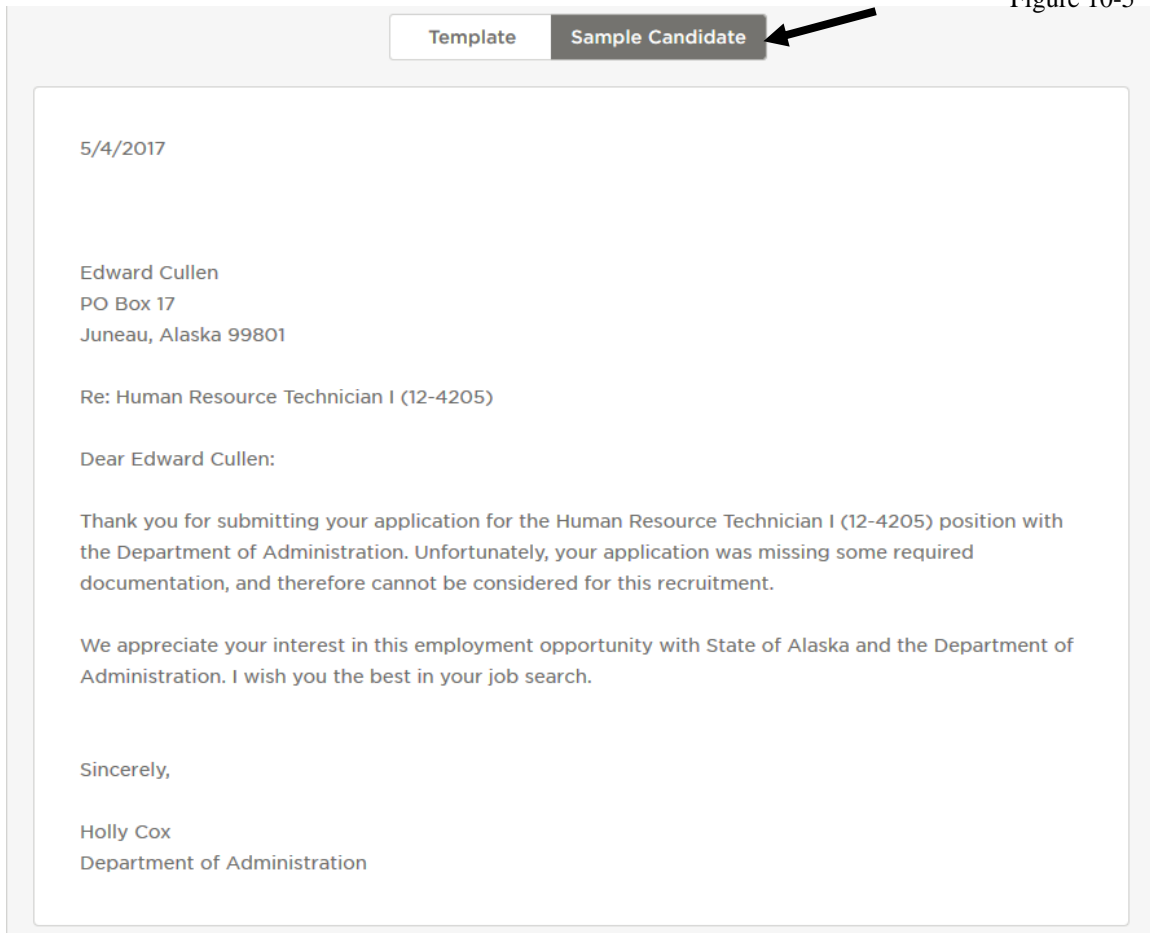
Alice Cullen (Person ID : 5335589) , Edward Cullen (Person ID : 5335290) , + 1 More

Figure 10-4 

REJECT REASON	TEMPLATE	ACTIONS
Did not Meet Minimum Qualifications 2 Applicants	<div style="border: 1px solid #ccc; padding: 5px;"> Did Not Meet Minimum Qualifications (RS) </div>	<input type="button" value="Override"/> <input type="button" value="Preview"/>
Interviewed - Not Top Candidate 1 Applicants	<div style="border: 1px solid #ccc; padding: 5px;"> Select Template </div>	<input type="button" value="Override"/> <input type="button" value="Preview"/>

- 5. With a notice template selected you can review the notice by selecting 'Preview' and viewing the 'Sample Candidate' (Figure 10-5)
 - a. *Note: The 'Sample Candidate' will only show an example for one candidate, you will not get to review the individual notice that got sent to each candidate. The notice templates are set up to be the same except for applicants name and address so it can be reviewed for content.*

Figure 10-5



6. Click '**Send**' when you are sure that all the notices are correct. (Figure 10-4)
 - a. *If needed these steps can be used to send individual notices as needed as well just make sure to select one candidate and then pick the correct notice.*

Please note: At this time there is no longer a mail merge option for notifications. For print mailing notifications just copy the notification under the 'Sample Candidate' tab in to a Word Document to print out and send.

(This ends the section on Sending Notices)