User Guide for NEOGOV's Online Hiring Center (OHC)

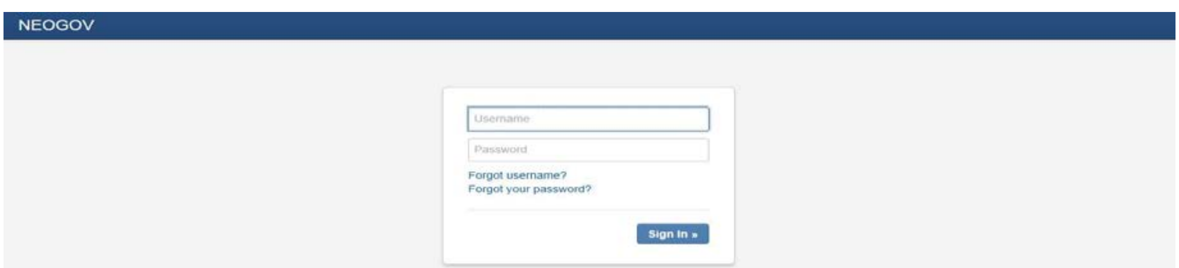
The Online Hiring Center (OHC) is NEOGOV's system for department users to create/approve/manage requisitions and review/screen application materials. Human Resources is the System Administrator for granting permission to gain access to the Online Hiring Center. After Human Resources has added you as a department user, you will receive confirmation emails to establish your username/password. The confirmation emails will expire if you don't respond within 24 hours.

Logging into NEOGOV's Online Hiring Center (for Departmental Users)

1. Contact Human Resources to establish a NEOGOV account.

2. After you have set your username and password, open your web browser (Firefox (preferred) or Internet Explorer – we do not recommend using Chrome as NEOGOV can be incompatible with this browser); go to SRJC's NEOGOV login page at: https://secure.neogov.com/insight/login.cfm. You can also access the system by going to the Employer Login link from the Human Resources website:

3. Enter your Login Username and Password (your username will always be your SRJC email address and a password of your choice – your password should be unique to your NEOGOV account and should not be the same password as you use for your computer or other logins.)



4. After you have logged into the system, the functions and menu items that are displayed within each drop down menu will vary depending on the type of permissions that you have been assigned by the system administrator (Human Resources).

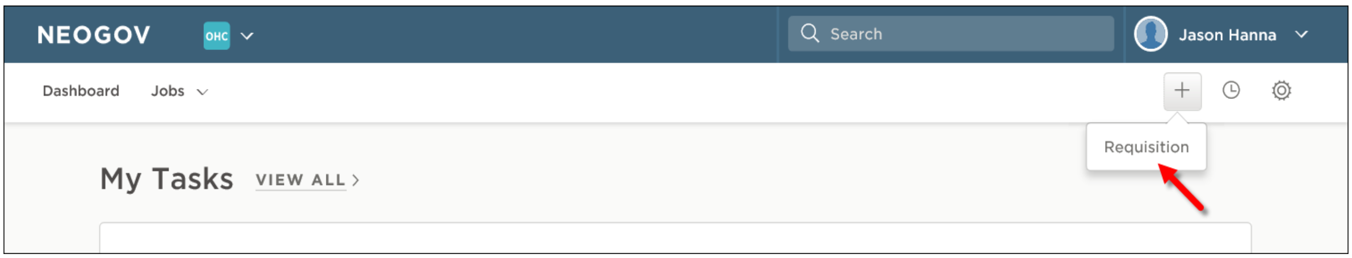
<u>New OHC Dashboard</u>

After signing into the OHC your dashboard displays. This is a centralized area for items that require your attention. This area includes your assigned tasks, referred candidates and associated requisitions. This functionality is a departure from the previous version of the OHC

Managing Requisitions (Position Requests)

Creating a Requisition

1. You can only create a Requisition for a class specification (job description) that has been created in NEOGOV. Contact Human Resources to upload position titles for new classifications. New job descriptions must be reviewed by the Classification Review Committee (for Classified job descriptions only) and approved by the Board prior to being uploaded in NEOGOV.
2. Click on the **"+"**. This is the requisition link.

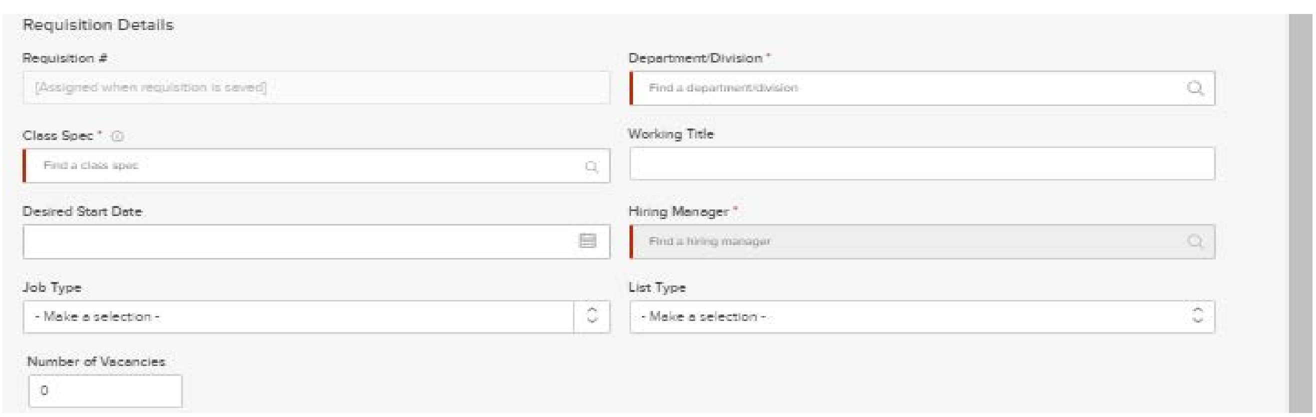


Steps to Create a Requisition

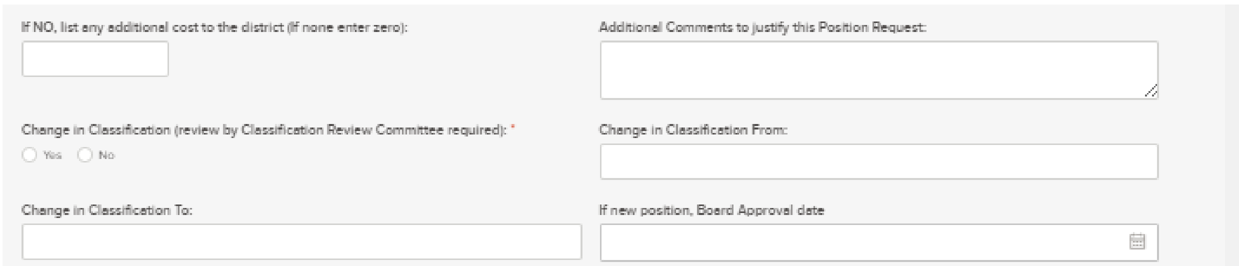
1. Select your **department** from the *Department* drop down menu
2. Enter the Class Spec from the drop-down list and the field will auto-populate
3. In the **Working Title field**, the enter the **name of the position in the** (i.e., AdminAsstI) in the ***Working Title*** field
4. Enter the desired **Start Date**. You must enter the date as a MM/DD/YY

~~5.~~ Select a name from the list of Hiring Managers and it will auto-populate the field

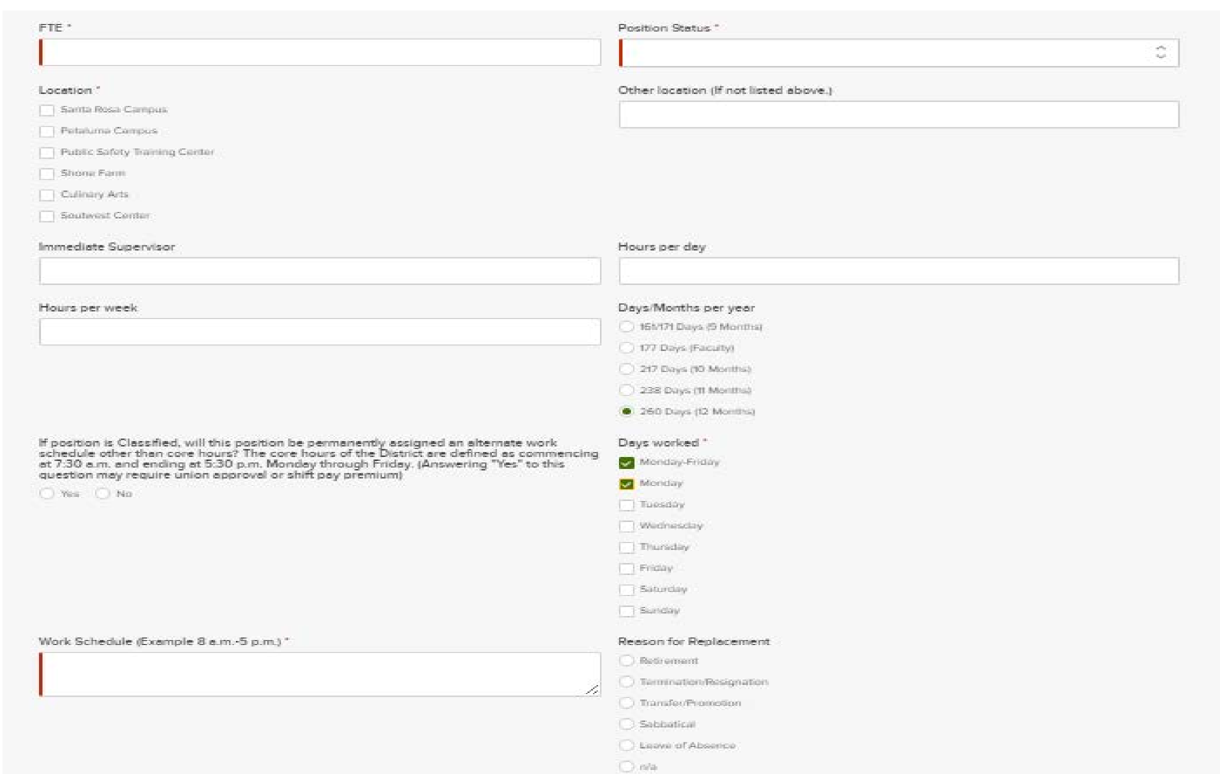
6. Select "Full-time" (or other options) from the ***Job Type*** drop down menu
7. Select "Regular" (or other options) from **the *List Type*** drop down menu
8. Enter the number of vacancies as ***"1"***



9. Select ‘Yes’ or ‘No’ to indicate if the Position Request will require a change in classification.
   - If a change in classification is requested, the Classification Review Committee (for Classified positions) or Human Resources (for Management positions) will need to review the request prior to submitting a Requisition
   - If you are requesting a change in classification, indicate the existing classification title (from) and the proposed new classification title (to). Enter the *Board Approval Date*, if request is for a new position (enter the full year: MM/DD/YYYY).



16. Enter the time base - ***FTE*** *(e.g., 1.0; .75)* for the position
17. Select the ***Position Status*** (Adjunct, Classified or Faculty, Management)
18. Select the ***Location***
19. Enter the ***Name of the Immediate Supervisor***
20. Enter the ***Work Schedule*** for the position
21. Click on the reason for the replacement (if not a new position)

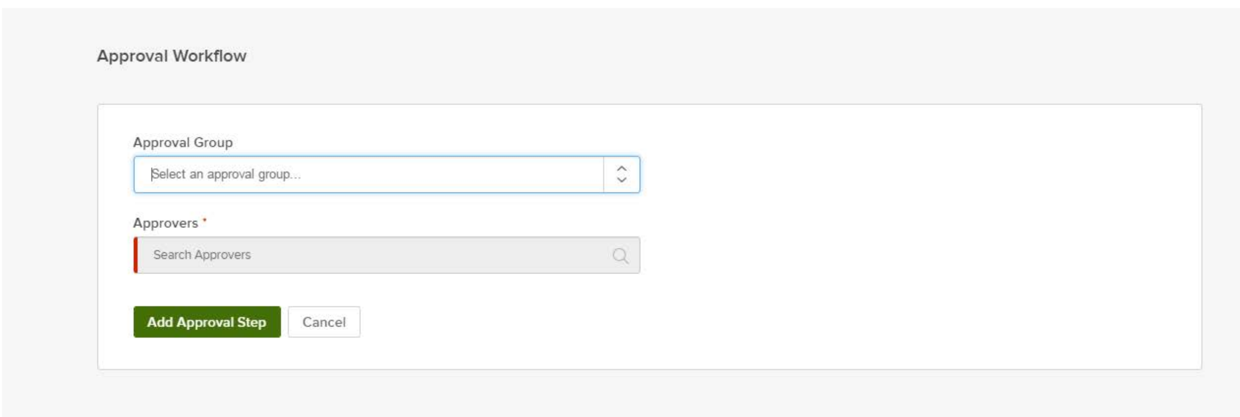


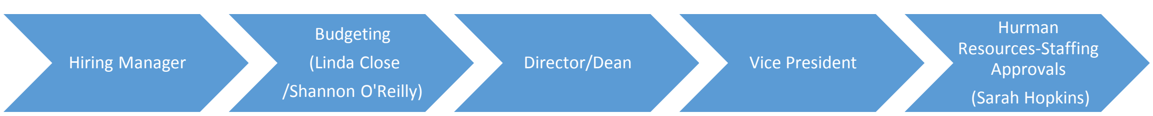
22. Click the radio button for ***New Position****: Yes or No*

- If you select ***Yes***, you will need to indicate Board Approval Date in the field below in the ***Add Position Detail*** section
- If you select ***No****,* this will indicate a replacement position in the field below in the *Add Position Detail* section
- Enter a '0' for the position control number (HR will assign this number)
- Enter the First Name and Last Name of the employee to be replaced
- Enter the date of the vacancy

23. Enter in any special skill set needed for the position, if applicable, as well as any additional comments in the *Comment* section.

24. Approvals: the standard approval path is as follows:





25. Click the ***"Save and Submit***" button.
    - **Please note:** Once you click this button the requisition will begin the approval process.

26. Once you click on *Save and Submit*, the View/Edit Screen will appear with the information you entered. If you need to edit the requisition, you can click the *Edit Requisition* link and make any changes needed.

Steps to Approving a Requisition

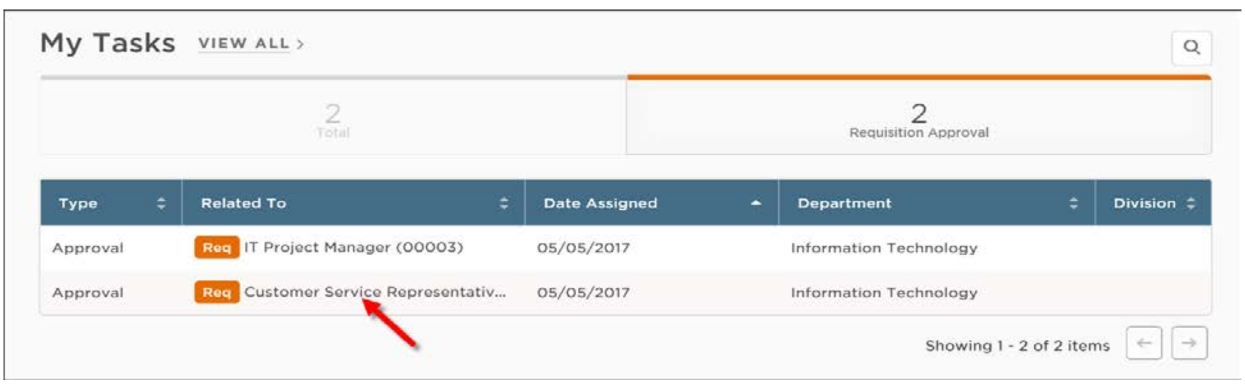
With the OHC role of Approver, you can review a requisition sent to you for approval.

As with the previous version of the OHC, the selections of approve, deny and on hold are available. The cancel selection is no longer available for approvers. A requisition must be cancelled by the person that created it or someone with the role of HR Liaison. Additionally, if a requisition has been approved, it can be cancelled by an HR staff member with Insight access.

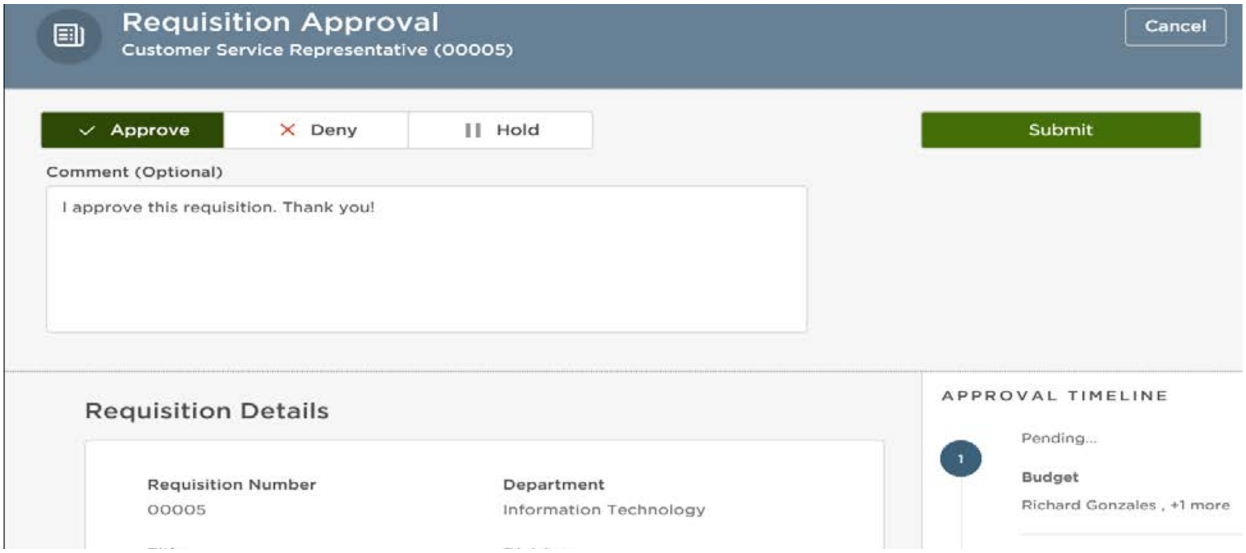
Note: In order for a requisition to be reviewed by Cabinet (on Mondays), the requisition must be approved by the previous Thursday, 3:00 p.m.

1. To approve a requisition, users must be granted access by the System Administrator (HR) to approve requisitions.
2. Approvers only have access to view/approve Requisitions for specific department approval groups to which they have been assigned.
3. If you're not already viewing your Dashboard page, click Dashboard from the upper left.

4. From the My Tasks section, click the requisition pending your review.



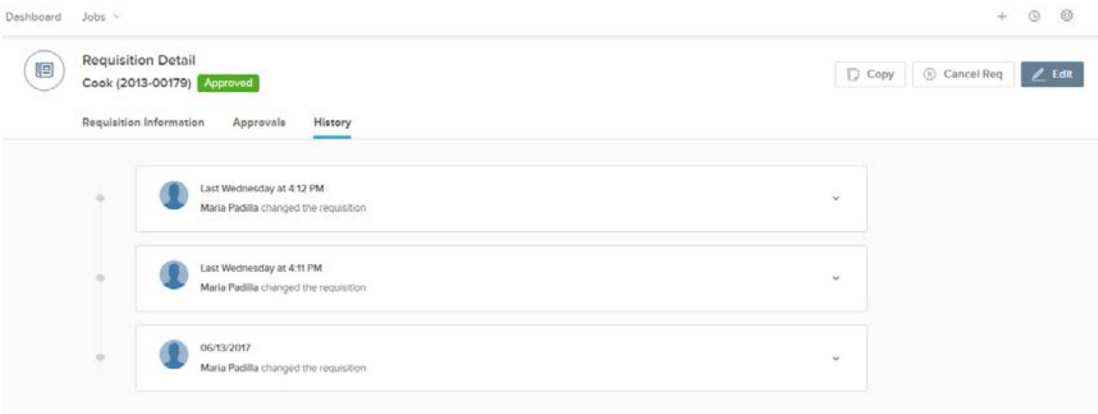
5. Click Approve, type any comments and click Submit.



6. On the Approve/Deny Requisitions screen, select 'Approve' from the menu options and enter comments, if necessary.

   - If a Requisition is ***Approved***, the requisition and an email will automatically be sent to the next approver in the process (or HR is no further approvals are required).
   - If a Requisition is ***Denied***, the requisition and an automatic email will be sent back to the user who created the requisition. The creator can then cancel the requisition.
   - If a Requisition is marked ***On Hold/Pending***, an email will automatically be sent to the creator of the requisition. The creator of the requisition will see the requisition on their dashboard page under the 'on hold requisitions' section.
   - If a Requisition is ***Cancelled***, the requisition and an automatic email will be sent back to the user who created the requisition.

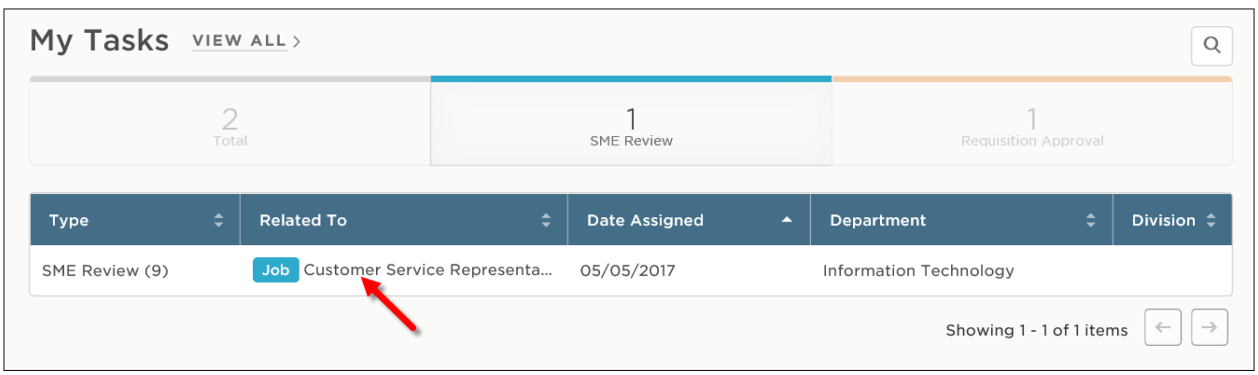
7. The Requisition that you have approved is now listed in the 'In Progress Requisitions' section (unless you are the final approver).
   - To view the approval detail for the Requisition, click on the ***Approvals*** tab
8. To view the history of requisitions you have created, click on the ***History*** tab (This displays the approvals/history for the Requisition).



Committee Screening: Subject Matter Expert (SME) Reviews

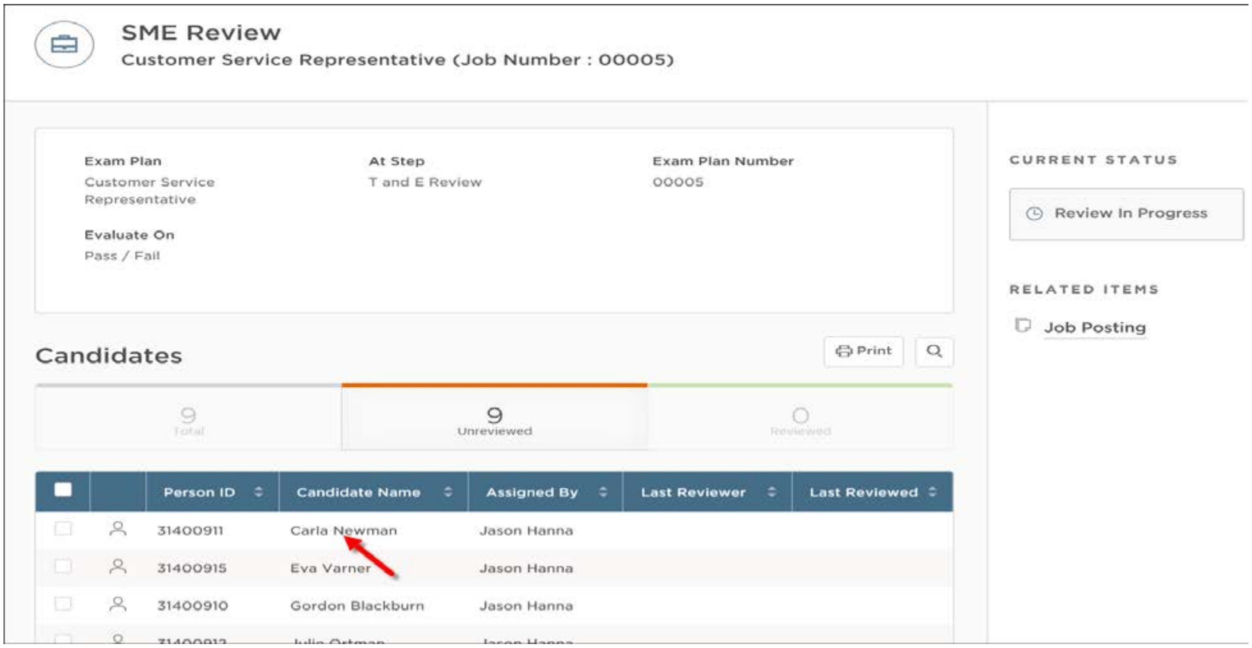
Complete a SME Review

1. Go to your Dashboard and look for, "SME Review" (in between "Total" and "Requisitions Approval")
2. Select SME Review
3. The list of recruitments for your SME Review will be displayed as shown

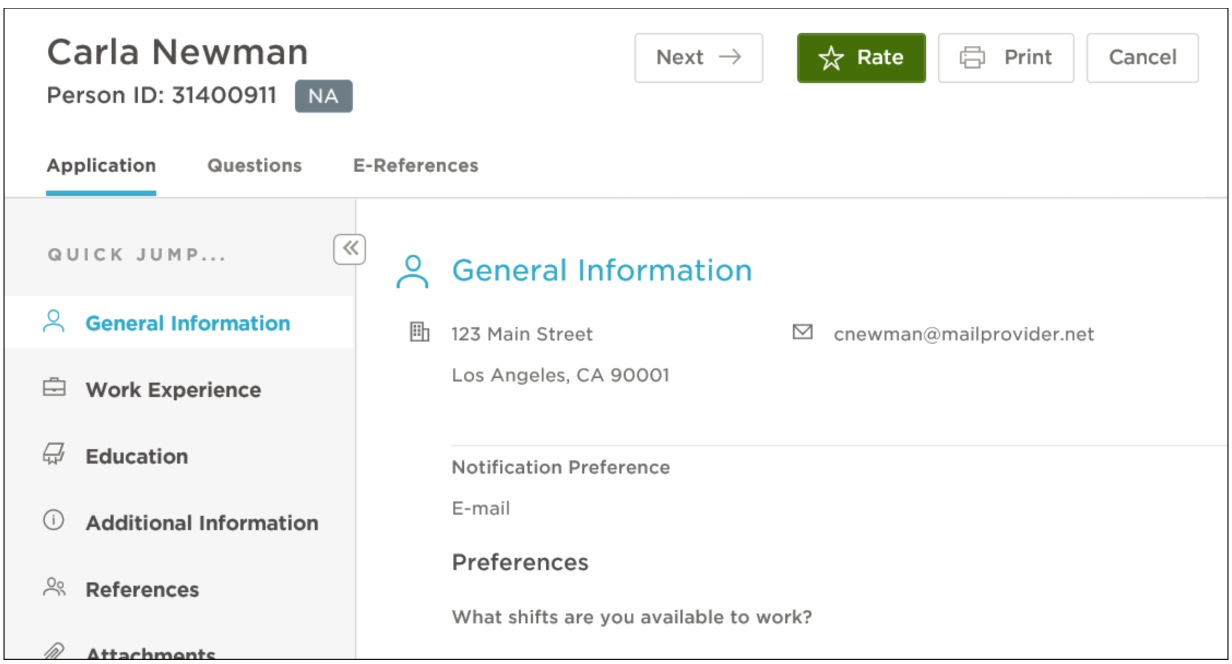


4. Click on the appropriate recruitment link under the ***Related To*** column.

5. The pool of applicants for you to evaluate as a SME are displayed as follows:



6. Click on each Candidate's name under the Candidate column to review applications.



FOR QUESTIONS, PLEASE CONTACT:

Tracy Ruelle at 707.522.2667 or truelle@santarosa.edu
Maria Padilla at 707.527-4787 or mpadilla@santarosa.edu
Sussanah Sydney at 707.527.4821 or ssydney@santarosa.edu

See https://secure.training.neogov.com/OHC/support/training.cfm for additional training modules

<u>Disabling the Junk E-mail Filter in Outlook 2013</u>

Due to the ongoing efforts of IT for securing our email environment using multiple technologies, and the relatively unreliable performance of Junk E-mail Filtering in the Outlook client, IT recommends disabling this tool.

This is particularly important for users serving on District hiring committees expecting e-mail notifications from NeoGov, the Human Resource software used by the District.

Disabling the Junk E-mail Filter in Outlook 2013

1. In your Outlook 2013 client, select **Junk** in the ribbon of the “HOME” tab.
2. Select **Junk E-mail Options**
3. The Junk E-mail Options window will pop up. Select **No Automatic Filtering.** Mail from blocked senders is still moved to the Junk E-mail folder.