



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

Table of Contents:

Logging into NEOED's Online Hiring Center (OHC)	1
Creating/Managing Requisitions (Position Requests)	2
Viewing E-Reference Responses	5
Checking Onboarder Status.....	6

Online Hiring Center (OHC)

The Online Hiring Center (OHC) is NEOED'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 NEOEd's Online Hiring Center (for Departmental Users)

1. Contact Human Resources to have your NEOED account set up.
2. You will receive a Password Reset email from NEOED
3. Enter your Login Username and Password: your username will be your SRJC email address and you will create a password of choice. Please note NEOED is not one of the single sign on systems.

Username

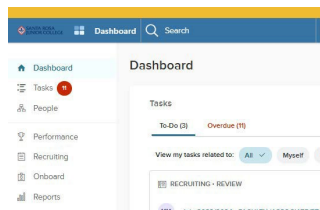
Password

All fields are required

[Log In](#)

[Forgot your username or password?](#)

4. After you have logged into the system, there will be a navigation sidebar on the left-hand side of the screen. The functions and menu items within the side bar menu will vary depending on the type of permissions that you have been assigned by Human Resources.



- On the side bar menu click on "Recruiting," this will take you to a centralized area for items that require your attention. This area includes your tasks, candidates for review, requisitions for your approval (if applicable), and requisition status.

Creating/Managing Requisitions (Position Requests)

- A requisition can only be created for an existing board approved job description (Class Spec). Under the "My Requisitions" tab, click the blue "Create a Requisition" button to begin.
- Please use the magnifying glass under "Class Spec" to search for the position by typing in the title. If the position is not coming up, please contact your Human Resources Technician. If you are creating a requisition for a new position not in NEOED, please contact Human Resources Technicians. Note: New Classified job descriptions must be reviewed by the Classification Review Committee and approved by the Board prior to being uploaded in NEOED. Please contact the Classification Review Committee chair, to begin the approval process for any brand new position.
- Please answer all questions on the requisition to avoid opening delays, and provide the most accurate information straight away on your job announcement.
 - In the Working Title Field, the title should match the title of the Class Spec.
 - Enter the desired start date by using the calendar or typing in a date. You must enter the date as MM/ DD/YYYY.
 - Enter the position's direct supervisor (i.e. Manager/Dean/ Director, etc.) as the **Hiring Managers**.
 - Select the job type from the **Job Type** drop down menu.
 - Select "regular" from the **List Type** drop down menu.
 - Enter a number for the number of vacancies.
 - Under "**Is this a new position**": Select either Yes or No to indicate if the position is a new position.
 - If you select **yes**, type N/A in the "**If this a replacement position, enter the name of the employee being replaced**" box.
 - If you select **no**, type the first and last name of the employee being replaced in the "**If this a replacement position, enter the name of the employee being replaced**" box.
 - In the "**Is an employee currently working out of class to complete this position' job duties**:" Click Yes or No to indicate if a current employee is working out of class to fulfill these duties
 - If you select **yes**, enter the first and last name of the employee working to fill this position in the "**If you selected yes for the question above, enter the name of the employee working out of class**" box.
 - If you select **no**, type N/A in the "**If you selected yes for the question above, enter the name of the employee working out of class**" box.

c. Is an employee currently working out of class to complete this position's job duties? *

☐ Yes ☐ No

If you selected yes for the question above, enter the name of the employee working out of class. *

- Enter the **Grade/Range** for the position
- Enter the **Estimated Annual Salary Cost**:
 - N/A for faculty,

- b. Step 3 or C for Classified/Management
- k. Enter the **Estimated Mandatory Benefits:**
- N/A for faculty
 - 32.50% of annual salary for classified/management
 - 20.31% of annual salary for an Academic Administrator
- l. Enter the **Estimated Health Benefits:**
- N/A for faculty and employees less than 50%
 - \$15,700 for Full-Time employees.
 - For part-time employee benefits, please contact the Accounting department.
- m. Enter the **Funding source:** Check District, Categorical, or Other
- n. Enter the **budget code(s) & each codes percentage.** If you are unsure of the budget code please contact the Accounting department.
- o. Enter **Funding Comments:** If position is not being funded by district/general funds, describe where the funding is coming from. Ex: Categorical funds- Grant.
- p. If this is a new position, enter the **board approval date.**
- q. Enter the **FTE:**
- r. The FTE is the amount of hours an employee works a week. If the employee will be working 32 hours a week the FTE is 80%
- s. Select the **location.**
- If the position will be working in one location, select the primary location check box.
 - If the position will be working in multiple locations, please list how much time they will be working on each campus in the “other location box”. Ex: Santa Rosa campus 60%, Petaluma campus 40%.
- t. Enter the name of the **immediate supervisor.**
- If submitting a requisition for faculty, please enter the dean/director name and not the department chair.
- u. Select **days worked:** please only include regular work days
- v. Enter the **work schedule:**
- Please list the day, hours, and total hours worked each day. Example Monday: 8am-5pm Tuesday 9am-2pm Etc.
- w. Select the **reason for replacement.**
- x. **Is this position requested in your current PRPP?** Select **yes** or **no**. If you are unsure check with your dean or supervising admin.
- y. **ESCAPE NUMBER:** leave blank, Human Resources will complete
- z. Enter the **total cost of position request**, please refer to the budget materials link noted on the requisition
4. or contact Accounting for guidance Scroll up to the top and click **Save & Continue to the next step.**

Create Requisition

× Cancel

Save & Close

Save & Continue to Next Step

1. CREATE

2. APPROVALS

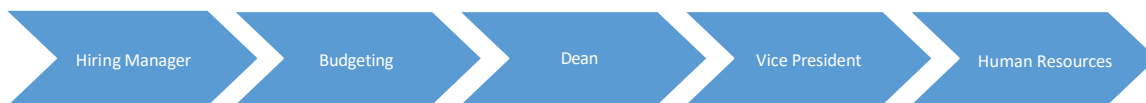
3. ATTACHMENTS

Approval Workflow:

1. Next enter the approval workflow as follows:
2. Select add approval group. If applicable, select Management as the 1st approval group and enter

the position's supervising manager/director as the 1st Approver. If not applicable, move to next approval step.

3. Select add approval step, enter Budget as the approval group and enter corresponding accountant name.
4. Select add approval step, if applicable, next enter Dean as the approval group and enter the respective Dean for the area which the requisition is for.
5. Select add approval step, then enter Vice President as the next approval group and enter the respective Vice President for the area which the requisition is for.
6. Select add approval step, enter Human Resources as the approval group and enter the HR VP as the approver.
7. Click the right-hand corner green button that says **Save & Continue to Next Step**.



Save & Submit:

1. Click the green **save & submit** button on the top right-hand corner.

Please note: Once you click this button the requisition will begin the approval process.

2. Once you click on **Save & 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. Note: If any edits are added, this will not stop the approval process and doesn't start the requisition over unless a new one is created. You also can't add approvals once the requisition is routed.
3. If you do not see the person listed under a needed group, please contact the HR Technician for support.

After submitting a requisition:

- If a requisition is approved, the requisition and an email will automatically be sent to the next approver in the process. After a requisition has gone through the Approval Flow, The HR Techs will send to the VPs for the soonest Weekly VP Meeting for a final approval. You will be contacted by your HR Tech when your Requisition is officially approved.
- If a requisition is denied, the requisition and an automatic email will be sent back to the user who created the requisition and the hiring managers included on the requisition. The creator can then edit or delete the requisition or copy and create a new 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.
 - a. If a requisition is canceled, the requisition and an automatic email will be sent back to the user who created the requisition.

Viewing E-Reference Responses

1.To review e-references, log into NEOED OHC. Under the “recruiting” tab, at the top of the dashboard, a list of your recruitments will appear, select the recruitment and then the candidate. Select e-references tab to review the replies to the reference questionnaire.

The screenshot displays the NEOED OHC interface. On the left is a sidebar with navigation options: 'Tasks', 'Exam Plan', 'Administrative (Internal)', 'Evaluate', 'Pass / Fail', and 'Candidates'. The main content area shows a candidate's profile for 'MyName P. Surname'. At the top, there are tabs for 'Application', 'Questions', and 'E-References', with the 'E-References' tab highlighted by a yellow circle. Below the tabs, the 'Details' sub-tab is active. The profile information includes 'CONTACT INFORMATION' (redacted), an 'Address' (redacted), and 'Reference Type' set to 'Professional'. A green checkmark indicates 'Active Reference'. On the right side of the profile, there is a toggle switch labeled 'OFF' and 'ON ACTIVATE', which is currently in the 'ON' position. The bottom of the screen shows a list of other candidates with their names and status icons.

Check Onboarder Status:

1. If you are a dean or director, you can now check the status of your onboarders in the OHC hub.
2. Go to the home page
3. You'll see a list called "People"
4. Click either "View Team" or "show all employees"
5. You can see the percentage bar under onboarding employees and no loading bar under started employees.
6. You can click on each employee to view more information or leave a journal entry.

The screenshot displays four employee cards arranged in a 2x2 grid. Each card features a colored circle with initials, a redacted name, a job title, and an 'Actions' button. The top-right and bottom-right cards also include an 'ONBOARDING PROGRESS' bar and a percentage value.

Employee Initials	Job Title	Onboarding Progress
JB	Adjunct Faculty - Photography	0%
SB	Adjunct Faculty- Communication Studies	95%
ED	Adjunct Faculty- Media Services	0%
RF	Adjunct Faculty- Art	85%