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

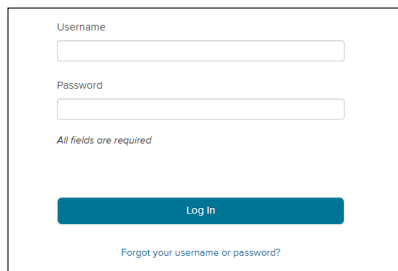## Table of Contents:

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. After you have set up your username and password, open your web browser (Chrome preferred) or Microsoft Edge. Go to SRJC's NEOED login page at: https://login.neoed.com/
3. Enter your Login Username and Password: your username will be your SRJC email address and a password of choice.


4. After you have logged into the system, there will be a dropdown menu in the left-hand corner of the screen. The functions and menu items within the drop-down menu will vary depending on the type of permissions that you have been assigned by Human Resources.
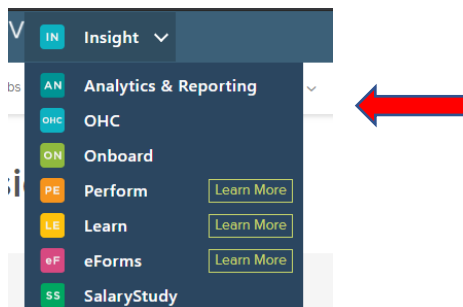
5. On the dropdown menu click on OHC, this will take you to a centralized area for items that require your attention. This area includes your tasks, candidates for review, requisitions for your approval (if applicable), and associated requisitions.

Creating/Managing Requisitions (Position Requests)

1. A requisition can only be created for an existing job description (class specification). Use the magnifying glass to search for the position by typing in the title. If the position is not coming up, please contact Human Resources.
2. If you are creating a requisition for a new position not in NEOED, please contact Human Resources to add your new position title/job description to the system. 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 Sarah Hopkins, shopkins@santarosa.edu to begin the approval process for the new position.
3. To create a requisition for a position already in NEOED, begin by hovering your mouse over the "+" symbol in the right-hand corner of the screen. A drop-down list will appear underneath, click Requisition.
   TIP: If you would like to copy a previously submitted requisition, select the requisition title that you want to copy and select copy on the right top-hand side.
4. Please enter a separate requisition for each position being requested.
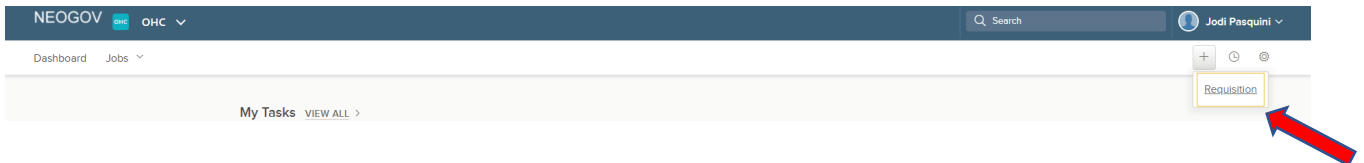
5. Next in the department/division text box, type the department name for the position being requested on the requisition. If you do not see your department pop up on the list, please contact Human Resources Techs: Jamie Cook Jcook@santarosa.edu
6. Enter the job title for the position in the Class Spec area.
7. In the Working Title Field, enter the full name of the position and any clarifying information (i.e., bilingual, Petaluma, 50%) Example: Administrative Assistant I, Public Safety Training Center/EMC 65%.
8. Enter the desired start date by using the calendar or typing in a date. You must enter the date as MM/DD/YYYY.
9. Enter the position's direct supervisor (i.e.Manager/Dean/ Director, etc.) as the **Hiring Manager**s.
10. Select the job type from the **Job Type** drop down menu.
11. Select "regular" from the **List Type** drop down menu.
12. Enter "1" as the number of vacancies. Please enter only 1 requisition for each position needed.
13. **Under "Is this a new position"**: Click Yes or No to indicate if the position is new position
    a. If you select **yes**, type N/A in the "**If this a replacement position, enter the name of the employee being replaced**" box.
    b. 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.

14. 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
    a. 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.
    b. 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.

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. *

15. Enter the **Grade/Range** for the position Example for a Classified Position: M 1 *(if entering a req for a faculty position, type N/A).*
16. Enter the **Estimated Annual Salary Cost:**
    A. N/A for faculty,
    b. Step 3 or C for Classified/Management
17. Enter the **Estimated Mandatory Benefits:**
    a. N/A for faculty
    b. 32.50% of annual salary (calculate using estimate from #16 above for classified/management)
    c. 20.31% of annual salary (estimated above) for an Academic Administrator.
18. Enter the **Estimated Health Benefits:**
    a. N/A for faculty and employees less than 50%
    b. $15,700 for Full-Time employees.
    c. For part-time employee benefits, please contact the Accounting department.
19. Enter the **Funding source #1**: Check District, Categorical, or Other:
    a. Note: if there is a second funding source please only note the first one in this box, you will enter the second funding source in a separate box later.
20. Enter the position **percentage**.
    a. If you have only 1 budget code enter 100%, if you have more than one funding source enter the amount of funding source #1 in this box. Ex: 55%
21. Enter the **budget code.** If you are unsure of the budget code please contact the accounting department.
22. Enter **funding source #2:** enter the second percentage/ budget code if applicable.
23. Enter **Funding Comments:** If position is not being funded by district/general funds, describe where the funding is coming from. Ex: Categorical funds- Adult Ed Grant.
24. In the "is this **position currently in the adopted budget"**:
    a. If *yes*, list any cost savings in the **cost savings** box. Example: reduction in FTE, days or hours worked.
    b. If no cost savings enter zero. Note: savings based on the position, not the incumbent.
    c. In the **additional cost** box, enter any additional costs that this position request may cost the district (i.e. If requesting an AAIII instead to replace an AAII). If none enter zero.
25. If applicable, add any comments to the **additional comments to justify this position request.**

26. Enter *change in classification*: Click *yes* or *no* to indicate if this is a change in classification.
    a. Must be reviewed by the Classification Review Committee in order to select yes. Contact Sarah Hopkins at shopkins@santarosa.edu for questions or clarification.
    b. If *yes*, enter the original position title in the *change in classification from box* and the new position title in the *change in classification to* box.
27. If this is a new position, enter the *board approval date.*
28. Enter the *FTE:*
    a. 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%
29. Enter *Position Status*: Select *Adjunct, Classified, Management*, or *Faculty.*
30. Select the *location.*
    a. If the position will be working in one location, select the primary location check box.
    b. 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%.
31. Enter the name of the *immediate supervisor.*
    a. If submitting a req for faculty, please enter the dean/director name and not the department chair.
32. Enter the *hours worked per day.*
33. Enter the *hours per week.*
34. Select the *days/months per year.*
    260= full time employees
    238 days= less than 12-month employee, days worked per fiscal year
    217 days= less than 12-month employee, days worked per fiscal year
    199 days= less than 12-month employee, days worked per fiscal year (i.e. Instructional Assistant, Senior, or Child Care Associate Teacher)
    177= Full-Time faculty positions
    161/171= days worked per fiscal year (hourly instructional year employee)

*If the position is classified, will this permanently be assigned an alternate work schedule*?

   a. Regular work schedule is M-F 8am-5pm (per SEIU). If position will be working outside these core hours select yes. Union approval may be required or a shift differential may apply. Human Resources will notify SEIU if the hours are outside the core hours.
35. If position will be working within the regular work schedule select no
36. Select *days worked:* please only include regular work days
37. Enter the *work schedule:*
    a. Please list the day, hours, and total hours worked each day. Example Monday: 8-5 Tuesday 9-2 Etc.
38. Select the *reason for replacement*.
39. *Is this position requested in your current PRPP?* Select *yes* or *no.* If you are unsure check with your dean or supervising admin.
40. *ESCAPE NUMBER: leave blank, Human Resources will complete*
41. *NOTE BOX: leave blank*
42. Enter the *total cost of position request,* please refer to the budget materials link noted on the requisition or contact Accounting for guidance.
43. New Position/upload tool- Skip
44. If applicable, enter any additional comments under *comment box.*

45. Scroll up to the top and click *Save & Continue to the next step.*

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 Cabinet as the approval group and enter Sarah Hopkins as the approver.
7. Click the right-hand corner green button that says *Save & Continue to Next Step*.
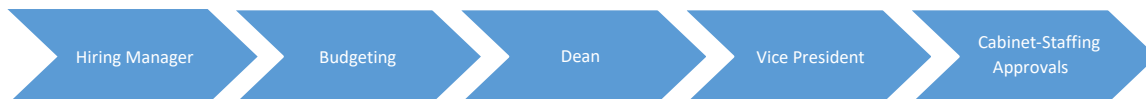
Attachments-

1. If applicable, add attachments.
2. 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.
3. 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 req over unless a new one is created. You also can't add approvals once the req is routed.

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.
- 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 cancel/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.
- If a Requisition is Cancelled, the requisition and an automatic email will be sent back to the user who created the requisition.

Screening and Scoring Applicants

1. To screen applications, log into NEOED using your regular login and password. Once logged in, the dashboard will display the position/pool to be reviewed under My Tasks. Select the name of the task from the Type column.

2. A list of candidates for review will appear. Select the un-reviewed tab under candidates. Click on the first candidate's name on the list.

3. A new screen will appear showing the criteria and the application (including any application attachments), and the supplemental question responses. Begin scoring the candidates for each criterion by entering your score in the box. Adding comments in the comments box is optional. If you would like to add comments, please keep them professional and related to the candidates work experience and education. When you have finished entering a score for each criteria field, select the green submit button at the bottom of the rating boxes. **You must press the green "submit" button for each application in order for your scores to be recorded.**

4. A green bar will pop up on the top of the screen confirming the score has been submitted for that individual candidate. The green bar will disappear in 15 seconds or you can select the X in the right-hand corner.

✓ Rating saved successfully.   X

5. Once the green bar has disappeared, you will automatically be taken to the next applicant's application for review. Continue screening each candidate and entering scores for each criterion. Remember to press submit for each candidate you are scoring. Once you have completed the
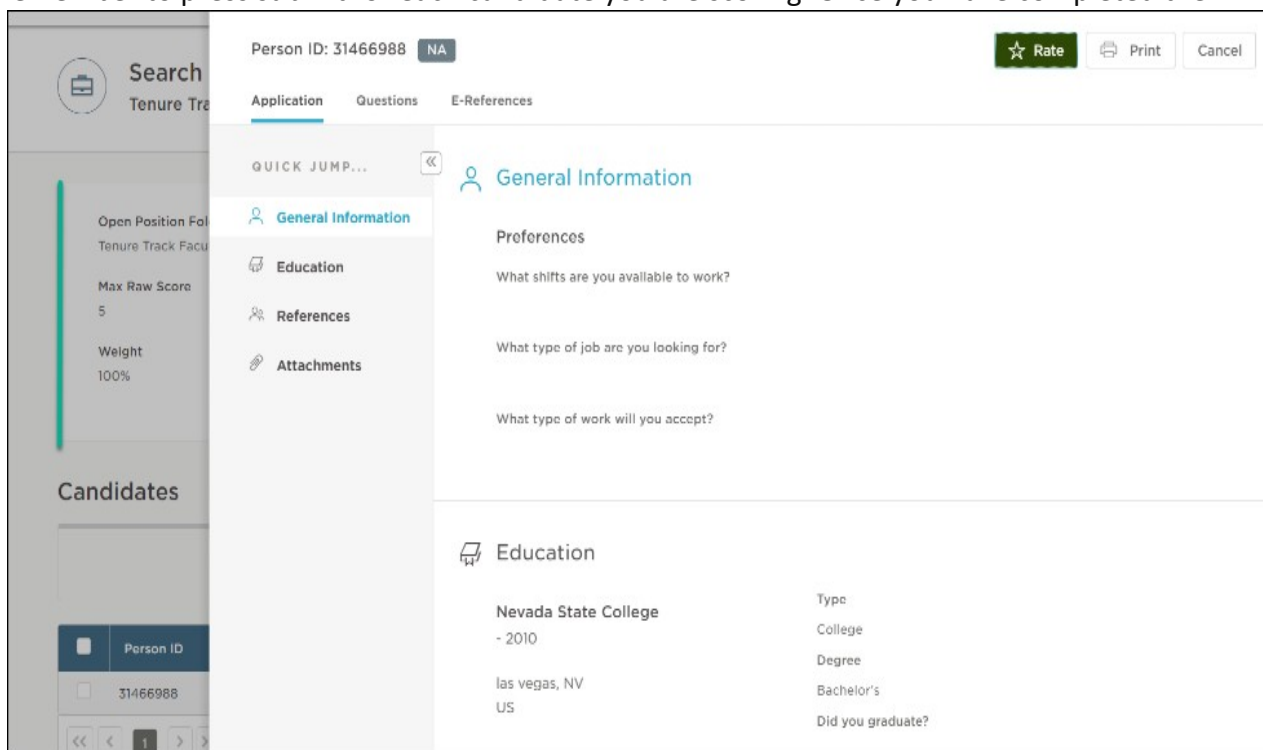
review of the last applicant (you will know it is the last applicant because the "next" button will be grayed out) click anywhere to the left of the applicant information, to exit the review.

6. The Candidates screen will now be displayed showing the number of reviewed and un-reviewed applications assigned to the reviewer. 8. Once zero (0) candidates are displayed in the un-reviewed column, a green Complete Review button will appear in the right-hand corner of the screen. Click Complete Review to inform the HR team that you have completed your review.

The option to click "Complete Review" button is enabled only if the reviewer has completed reviewing and scoring all the candidates in the un-reviewed list. This button must be clicked or your scores will not be recorded.
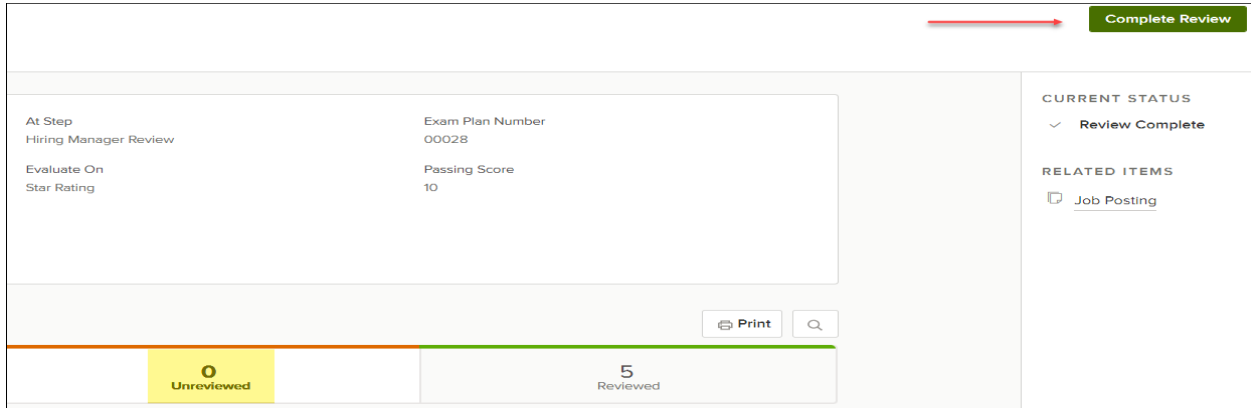
9. After you have selected "Complete Review", you may view your scores by going to My Tasks>View all, then select the name of the position you would like to view.

Viewing E-Reference Responses

1. To review e-references, log into NEOED using your regular login and password. Under My Tasks in the dashboard a list of candidates will appear, select the name of the candidate. Select e-references tab to review the replies to the reference questionnaire, make sure to select **VIEW MORE** for the full detailed reply.