

NEOGOV OHC User Guide

This Training Guide focuses on approval workflows, requisitions, SME reviews, setting up templates and sending notices, scheduling interviews, roles, crosswalks, and menu changes. Job aids are available in the NEOGOV Resource Center.

NEOGOV can be accessed by using the following link: <u>https://login.neogov.com/</u> and works best with Chrome.

o chrome

Users will use their existing username (full work email address) and password credentials to login.

Forgot Password

To reset your password, click the **Forgot your username or password** link below the login button. Enter your **email address** and click on **Send Email**. A message will be sent containing your username and a link to reset your password. If your account indicates Pending Activation, please contact your HR Office for an activation.

NEOGOV	< Back to Login Page
	Login Assistance
Username Password	Enter your email address and we'll send you your username and a link to reset your password.
All fields are required	Email
Log In Forgot your username or password?	Send Email

Prerequisite Requirements: Prior to starting a requisition, HR should ensure receipt of the following:

- New or updated Position Description.
- Approved screening criteria or other documentation, as required.
- Appropriate request to fill approvals.
- The hiring manager (and other appropriate staff, if necessary) has been assigned the NEOGOV Hiring Manager role.

Actions to be Taken:

The HR office should review and attach recall, departmental transfer, and interdepartmental transfer lists to the attachment section of the requisition or exam plan.

INDEX: Select a hyperlink below to navigate to that section.

Unified Dashboard OHC Dashboard Create a Requisition Approve a Requisition Complete a SME Review Find a Completed SME Review Set up a Notice Template Send Notices Schedule Interviews

Overview of the NEOGOV Unified Dashboard:

The **Unified Dashboard** serves as your personal homepage in NEOGOV. It contains the below sections specific to Recruiting:

- 1. A left navigation section
- 2. Dashboard with Tasks and a Quick Actions section.

You can always return to your Unified Dashboard by clicking on Dashboard in the upper left corner of your screen.

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	Tasks	All Completed	
- 4	- People	—	
1	Performance	Φ View All Tasks ∨	
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) Forms		
	Reports		

Left Navigation Tasks

- 1. This section displays Tasks spanning all NEOGOV products based on due date, with the earliest displaying first. Filter options include **Due Date, Product, Task Type,** and **For Whom**.
- 2. The All tab displays current and overdue tasks
- 3. The **Completed** tab displays finished tasks, such as completed **SME and** candidate reviews.

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Dashboard Tasks

• Displays To-Do and Overdue Tasks, Quick Actions, and People.

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Dashboard	Dashboard		
≣ Tasks 4	Tasks View All (4)	Quick Actions	
Performance	To-Do (0) Overdue (4)	Write a Journal entry	>
Recruiting	y tasks related to: All -> Myself My Direct Reports Others	8 View My Requisitions	>
) Forms	🔅 PERFORMANCE - RATING	P View my current evaluation	>
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		KB KELLY	0 Overdue Tasks

Recruiting - This tab displays only for employees who have **Hiring Manager, Liaison, Originator,** or **Approver** security roles in OHC.

• My Task Tabs– Displays Overview, My Requisitons, Hires, Class Spec, and Print Applications tabs.

NEOGOV 📰 Dasht	board v Q Search	iii ≥	<u> </u>
یخ ↑ Dashboard E Tasks 3	Overview My Requisitions (0) Hires Class Spec Print Applications		O View Settings
People Performance Recruiting Contract	My Tasks	My Requisitions	View All
D Forms	REVIEW Loue 05/05/21 Job: Camp Consultant 9-P11 (2103-20-054-JG) Department: Education Candidases: 1	O O O Drafts In Progress Approved	O Open
	REVIEW Due 10/16/23 Job: Public and Governmental Affairs Director - State Office Administrator Department: Education Cendidetes: 1	Recent Hires	View All t of recent

• My Requisitions Tab - Displays Active, Draft, In-Progress, Approved, and Open Requisitions.

3 ⁵ ♠ Dashboard	Recruiting	() View Settings
🗄 Tasks 🕒	Overview My Requisitions (0) Hires Class Spec Print Applications	
器 People		Croato a Regulation
♀ Performance	Requisitions <u>were at</u>	Create a Requisition
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D Forms	Sort: Date created • Newest First	
all Reports		

- My Tasks (View All)
 - The **All** tab displays up to 5 tasks based on due date, with the earliest displaying first. Alternately, the "**Completed** tab displays all previously completed tasks. This is where completed SME Reviews and Referred Lists can be found.

Dashboard	Tasks		
III Tasks 💿	All (5) Completed (130)		
A People			
Performance	Click to View All	5	
Recruiting		Overdue	
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D Forms			
al Reports	⊕ View All Tasks ∨		
	$\fbox{$\Psi$ Due Date \vee} \ \fbox{Ψ Product \vee} \ \fbox{Ψ Task Type \vee} \ \fbox{Ψ For Whom \vee} \ \r{{\Psi} For Ψ Fo$		Q Search
	Overdue (5)		
	E RECRUITING - REVIEW		
	UP Job: Camp Consultant 9 P11 (103 26 054 J0) Department: Education Candidate: 1		▲ Due 05/05/21

• Clicking on a task will direct you to Recruiting and the specific task you clicked on.

SP	Dashboard	< Back			
1	Tasks People	SME Review MEDC Corporate - Accountant (Job Number: 1	(EDC AWQ Test)	Last Completed 04/16/2024 01:01 PM	
2	Performance Recruiting Onboard	Exem Plan MEDC Colorrere - Accountant	At Step Himg Monoger Preview	Exem Plan Number NEOC ANO Tex	CURRENT STATUS
4	Reports	Evaluate Un Pess / Fell			RELATED ITEMS
		Candidates		😔 Print	٩
		1 Total	1 Unreviewed	0 Reviewed	
		Porson ID Candidate Name	Application Received Assigned Dy	Last Beviewer Last Reviewer Last Reviewer Disposition	÷
		A community for	04/09/2024 ANTHONY CART	ICR NA	
		First Previous 1 Next Lest 20 v item	i per page	Showing 51 of 1	Dees

• Quick Actions

Displays quick links for common actions. Options may include: **View My Requisitions,** and **View my Forms Quick Links** and is based on user security.

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플 Tasks 🗿 ஃ People	Tasks <u>View All (5)</u>	Quick Actions
♀ Performance	To-Do (0) Overdue (5)	Write a Journal entry
Recruiting	View my tasks related to: All View Myself My Direct Reports C	View My Requisitions
🖹 Onboard	4	
Forms	E RECRUITING • REVIEW	View my current evaluation
all Reports	Job: Camp Consultant 9.P11 (3103-20.054-JG) Due 05/05/21 Department: Education Candidates: 1	View my Forms Quick Links

• OHC Dashboard - If you do not have any **To-Do** or **Overdue** recruiting tasks **appearing on the dashboard**, navigate to the module in the left navigation to view OHC activity. For example, to view **Recruiting** requisitions and hires, click **Recruiting**, **My Requisitions**, and View All.

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- SE	A Deshboard	Recrui	ing	View Settings
	🗄 Tesks 🚺	Overview	My Requisitions Hires Class Spac Print Applications	
	People Performance Recruiting	Click	Requisitions Carta	Create a Requisition
	Onboard Forms All Records		Image: Sort Collection Image: Sort Collection<	Q. Search by req title or req number
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• All requistions appear.

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Ŷ	Performance		Req #	÷	Title \$	Status 🗘	Department 🗘	Division 💠	Position Code \$	н
(B)	Recruiting Onboard		2701-24-15-11		Administrative Law Specialist	Draft	Treasury		ADMSPLEA49N	Ch
D	Forms		MYCA-23-127		Youth Challenge Academy Cadre Aide E7	Approved	Military and Veterans Affairs			AL
al	Reports				FSB/CJIC/FSS/Overtime Exemption/Gouc	In Progress	State Police			AN
			7601-24-OGMD-004		Geologist	In Progress	Environment, Great Lakes and Energy (EG			AĽ
			4732-24-009-KMJ		PRISON COUNSELOR	Draft	Corrections - Chippewa Correctional Facil		PRSNCSREB26R	CR

Create an Approval Workflow – **Optional** - The HR Liaison role can create and save approval workflows for your assigned department(s). If not using, skip to <u>Create a</u> <u>Requisition</u>. Please note, if an approval workflow is created, it will apply to all requisitions in the department.

1. From the dashboard, Click **View Settings**.

Dashboard Tasks A People	Constant Constant Constant Constant Constant My Requisitors (f) Hires Class Spec Print Applications				© View Se
Performance Recruiting	My Tasks	My Requisitions			View All
Onboard Forms Reports		0 Drafts	O In Progress	0 Approved	0 Open
	You have zero tasks to do!	🥋 Recent Hires			View All
	Check back later for any new tasks.	This list is temporarily u hires.	navailable. Use the	'View All' link to see	a list of recent

2. From the Settings menu, click the Approval Workflow icon.



3. A new window will appear. Click the + Add button.

Approval Workflow						
	+ Add					Q
	Name		Requisition		Hire	¢
	Community Health - Central Office/Fill		\checkmark			
	Dmva - 5101		\checkmark			
	DMVA - 5105		\checkmark			
	FOA Outstate		\checkmark			

• Enter a **Name** and select from the **Applies To** field. Then, click the magnifying glass to search and select all applicable departments/divisions.

I Approval Workflow	Cancel	Save
rkflow Details quired fields ere marked with asterisk		
* Name		
Applies To Regulation Hire		
* Department/Division		
Initial a depletation of the second s		
Do Not Enter - Applies to all requisitions in the Department/Agency		

• Once a selection has been made in the **Department/Division** field, use the **Approval Group** drop-down to find approvers and select **Add Approval Step.** If no approvals are required, select the checkmark toggle next to **Approvals**.



- Repeat these steps for each remaining approval group.
- Click **Save** to add your approval workflow.

Dashboard Jobs ~	Add Appro	Val WORKTIOW		X Cancel Save
Settings	Workflow	/ Details		Click Save
	Name *			
	Applies To:	• tion		
	Department Civit Ser Find a do	/Division * rice Commission ①	Q	
	Approvals			
	0	MDARD - HR Rep	Approvers Tony Carter	Z Î
	0	MCSC/Veterans Affairs-H	Approvers Brandi Witgen	2 1
NEOGOV			Add Approval Group	

Create a Requisition (only available to Originator and HR Office roles Office)

- 1. When a hiring department has an open position, they will submit a requisition as a request to fill the vacancy.
- 2. From the **Unified Dashboard** use the **Quick Actions** and click on **View My Requisition**.

NEOGOV 👪 Das	shboard 🗸 Q Search				
Je Dashboard	Dashboard				
급 Tasks 옲 People	Tasks	<u>View All (Q)</u>	Quick Actions 🖉		
			♀ Write a Journal entry	:	>
Recruiting			R View My Requisitions		-
🕅 Onboard					
D Forms			S View my current evaluation	3	>
ut Reports	You have zero tasks t Check back later for any ne	o do! ew tasks.	8 View my Forms Quick Links	;	>

3. Select Create a Requisition

UPT	•	Dashboard Tasks	Recruiting Overview My Regulations (b) Hires Class Spec Piet Applications	
ć	5	People		
	Ŷ	Performance	Requisitions view att > Create a Requisition	
		Recruiting	Active (0) Drafts (0) In Progress (0) Approved (0) Open (0)	
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1	D	Forms	Sort: Dato created • Newest First	
	al	Reports		
			No second smithle	

4. The first of three requisition form pages will display.

Jast Das	ashboard	< Back
를 Tas 읆 Pec	isks copie	Create Requisition
¶ Per	erformance	1. CREATE 2. APPROVALS 3. ATTACHMENTS
🗒 Rei	ecruiting	
🕴 Onl	nboard	
D For	orms	Reguisition Details
ill] Rep	eports	* Fields are required. Requisition # * Department/Division
		Find a Department Division Q
		*Class Spec O Working Title
		Find a class spec Q
		Desired Start Date * Hiring Manager
		MMDD/YYYY End a https://www.searchild.com/
		Job Type List Type
		- Make selection -

- 5. In the **Requisition** # field, enter the Requisition Number.
- 6. In the **Department/Division** field, select the search icon or enter the department name.
- 7. Search for the department by name.

NEOGOV 👪 das	shboard 🗸 Q Search	Select a Department/Division							Cancel
Jashboard	< Back								
:三 Tasks 品 People	Create Req	Department Name		Department Code		Division Name	•	Division Code	α •
	1 CREATE	Q Search	•	Q Search	•	Q Search		Q Search	
E Recruiting		Agriculture and Rural Development		AGRI-7901					
🖞 Onboard		Attorney General		ATTO-1101					
,It Reports	Requisition D	Civil Rights		CIVILR-1501					

8. In the **Class Spec** field, select the search icon to access the list of specs. *Please note that PE- and class spec titles in all Upper Case are not used for this process.* You can now update the class spec after the requisition has been saved and approved.

board 🗸	Q Search					Select a Class	Spec	Cancel
K Ba	ack							
								Q
Cı	reate Requisiti	on				Code 🖨	Title	¢
	1. CREATE	2. A	PPROVALS	3.	АТТАСНМІ	Q Search	Q Search	
						ACCTEXM	Account Examiner	
						ACCTEXMA	Account Examiner 11	
	Requisition Details					ACCTEXME	Account Examiner 8-E10	
	 Fields are required. Requisition # 				* Departm	ACEXSPV1	Account Examiner Supervisor 12	
					Find a D	ACEXSPV2	Account Examiner Supervisor 13	
						ACEXSPV3	Account Examiner Supervisor 14	
	Eind a class spec				Working Ti	ACCOUNT	Accountant	
	T me e class spec					ACCOUNTA	Accountant 12	

- 9. Enter the Working Title.
- 10. Enter the Desired Start Date.
- 11. In the Hiring Manager field, search for the hiring manager by entering the last name.

* Class Spec ① ▲ Field is required	Working Title
Find a class spec	2
Desired Start Date	* Hiring Manager
MM/DD/YYYY	Carter C

12. In Job Type, select the appropriate job term from the drop-down (choices are Examination ONLY, Internship – Non-Paid, Limited Term, Non-Career, Permanent Full Time, Permanent Intermittent, Permanent Part Time, Seasonal, SPS Contract and Unclassified).

Job Type	
- Make selection -	^
Q	
- Make selection -	
Examination Only	
Internship - Non Paid	
Limited Term (position has expiration date)	
Non Career	

- 13. In **List Type**, select the appropriate list type from the drop-down (select from Regular, Promotional Only, Departmental Promotional Only, Regular, and Promotional or Transfer).
- 14. Choose **Regular** for postings open to the public.
- 15. Choose Promotional Only for postings open to State employees only.
- 16. Choose **Departmental Promotional Only** or **Transfer** for postings open only to department employees.

.ist Type					
- Make selection -					
٩					
- Make selection -					
Regular					
Promotional Only					
Departmental Promotional Only					
Regular and Promotional					

17. Select an Action Type.

18. Fill in the remaining optional fields if applicable.

	Number of Vacancies				
	0				
Action Type	Budget/Finance Section One				
Approval to Fill	(For Establish & Fill Actions)				
◯ Establish & Fill	O This requisition is part of an organizational change that has NO net budgetary cost. Skip Sections Two and Three.				
Reclassification	O This requisition is part of an organizational change that HAS a net budgetary cost but the				
O Working Out Of Class	agency has the ability to and will absorb the costs within its existing budget. Continue to				
Special Step Increase	Section Two.				
O Other					
Budget/Finance Section Two	Budget/Finance Section Three (Net Budgetary Cost of Associated Organizational Change)				
 The net annual budgetary cost of the associated organizational change is less than 250k. Skip Section Three. 	\$				
The net annual budgetary cost of the associated organizational change is greater than 250k, and we have attached approval from the State Budget Office. Continue to Section Three.					
SIGMA Home Unit	Employee Name				
Employee ID	WOC Start Date				

- 19. In **Position Details**, if the vacancy is for an existing position and the department tracks data on previous employees, click the **Add Position Detail** button.
- 20. Enter the **Position #, First Name, Last Name,** and **Vacancy Date**. Click the **Add Position Detail** button again to add any additional vacancies.

Add Position Detail

Position Details	
New Position?	
Yes O No	
Position #	Vacancy Date
A Field is required	MM/DD/YYYY
* First Name	Last Name
Delete	
Add P	osition Detail

21. Comment Section is optional.

Comment	Comments Optional	

22. Complete the requisition details, click **Save & Close** *only if the requisition should stay in "draft" status for future editing.* If complete with the requisition process, click **Save & Continue to Next Step**. (Requisitions in **Save & Close** status only can be edited later.)

reate Requisitio	n		X Cancel Save & C	ose Save & Continue to Next St
1. CREATE	2. APPROVALS	3. ATTACHMENTS	\rangle	
Requisition Details				
* Fields are required. Requisition #			* Department/Division	
Enter Reg Info Herel			Agriculture and Rural Developm	Q
* Class Spec ①			Working Title	
Behavior Analyst 12 (BEHALTA)		Q		
Desired Start Date			* Hiring Manager	
MM/DD/YYYY			ANTHONY CARTER O Find a hiring manager	Q
Job Type			List Type	

Create Approvals

1. Selecting Save and Continue redirects to the Approval tab.

Create Requisit	ion		X Cancel Save & Close Save & Continue to Next Step
1. CREATE 🗸	2. APPROVALS	3. ATTACHMENTS 🗸	
Fields are required.	w		

2. Select Add Approval Group.

	ave & Close Save & Continue to Next Step
1. CREATE V 2. APPROVALS V 3. ATTACHMENTS V	
* Fields are required.	
Add Approval Group	

- 3. Select the dropdown arrow to find the appropriate approval group.
- 4. Select the Search icon to open the window and select approvers.
- 5. The **Due Date** field is optional.
- 6. Continue the steps (2-5) above to add additional approval groups. The approval step must be saved in order to add another approval step.

Dashboard v Q Search	Select Approvers	Cancel Done
< Back		
		Q
Create Requisition	Name	\$
1. CREATE V 2. APPROVALS V 3. ATTACHMENTS V	Q. Search	
	JOANN GALLAGHER	
Approval Workflow	t Previous 1	Next Last 10 Items per page Showing 1-1 of 1 items
* Peters are required. * Approved Group Our Date		
* Approvers		
Search Approvers		
Add Approval Step		

7. When done adding approval groups, select **Save & Continue to Next Step** to move to the next step.

Creat	te Re	qui	sition				X Cancel Sav	Ve & Close Save & Continue to Next Step
1. CRE			2. APPROVALS	3. ATTACHMENT	rs 🗸 🔪			/
Aj • F	pproval	I Wor	kflow					
•	1	H	DHHS - HR Transactions	Approvers JOANN GALLAGHER	Status	Due Date 04/19/2024	Comments	∠ 0
•	2	H	MCSC - Compensation	Approvers MCSC Compensation	Status	Due Date	Comments	之前
					① Add Ap	proval Group		

Add Attachments

- 1. When adding attachments to the requisition the options are to upload or drag and drop the file attachments.
- 2. When finished adding attachments, click **Save & Submit**.

Note: If you are not quite ready to submit the requisition, click Save & Close. The requisition will display on your dashboard page in the My Requisitions section as a draft.

Create Requisition		X Cancel Save & Close Save & Sut
1. CREATE V 2. APPROVALS V	3. ATTACHMENTS V	
Add Attachments		
	Drag and drop file here, or <u>click here to upload</u>	
	Drag and drop file here, or <u>click here to upload</u> Supported file types are doc, docx, pdf, ppt, rtf, bit, xis, xisx	

Approve a Requisition (Approver role only)

1. If you have been assigned the OHC role of Approver, you can review a requisition sent to you for approval.

In the example below, the defined approval path requires the requisition to travel through a total of four approval groups before going to HR.

2. Once the requisition creator clicks **Save & Submit**, the requisition will go to the first approval group. In this example, both approvers in Group 1 will be notified via email for their review. Like the previous version of the OHC, approval is on a first come first approve basis. Approvers from Group 1 will need to approve the requisition to move it to the next approval group.

Approval Group	Selected Approver(s)
Group 1: Manager	Simon Davies and Melanie Scott
Group 2: Director	Joyce Lowe and Mark Campbell
Group 3: Budget	Nancy Reed
Group 4: President	Drake Thomas

Steps to Approve a Requisition

- 1. If you are not already viewing your dashboard page, click **Dashboard** from the upper left.
- 2. From the My Tasks section, click the requisition pending your review.

Dashboard	Dashboard			
. People	Tasks View A	Lth	Quick Actions 🖉	
♀ Performance	To-Do (t) Overdue (0)		Ø Write a Journal entry	>
Recruiting	View my tasks related to: All V Myself Others		3 View My Requisitions	>
Onboard	RECRUITING - APPROVAL Due Frida	y		
U Forms	Description: Relaxing Analysis 10, Cone Rep 145, Mar		& View my current evaluation	>
all Reports	Department: Agriculture and Rural Development		Itew my Forms Quick Links	>

3. Click Approve, type any comments (optional), and click Submit.

d v Q Search	Behavior Analyst 12 (Enter Req Info	> Herei)		Cancel Z Edit
Overview My Requisitions (1) Hire	Approve X Deny			
My Tasks	Requisition Details		Approval Timeline	
	Requisition Number Enter Req Info Here!	Department Agriculture and Rural Development	Pending DHHS - HR Transactions	Due Date: 04/19/2024
Requisition: Behavior Analyst 12	Title Behavior Analyst 12	Division N/A	Pending	
Department: Agriculture and Kurr	Class Spec Behavior Analyst 12	Vacancies O	MCSC - Compensation	

Complete a SME Review

With the OHC role of SME, you can complete a SME review. SME reviews are used when HR enlists the expertise of their organization's subject matter experts (SMEs) to assist with the candidate selection process.

Note: To find previously completed SME reviews, click **Tasks** from the left navigation and then select **Completed**.

ی	All (1) Completed (962) Click	
	1	
E Recruiting	Due Later	
🕅 Onboard		
D Forms		
배 Reports	⊕ View All Tasks ∨	
	$$$ Task Type \lor $$ Task Type $$$	(

Steps to Complete a SME Review

- 1. Click on **Tasks** from the Unified Dashboard to find your tasks associated with the recruitment process (under the **Recruiting Review category**).
- 2. From the **My Tasks** section, select the job for which a SME review should be completed.

Int		
•	Dashboard	Dashboard
3	Tasks	
8	People	Tasks View All (2
Ŷ	Performance	To-Do (2) Overdue (0)
	Recruiting	View my tasks related to: All V Myself Others
0	Onboard	
D	Forms	L⊴ RECRUITING APPROVAL Due Friday
ati	Reports	Requisition: Behavior Analyst 12 (Enter Reg Info Herel) Department: Agriculture and Rural Development
		Due 05/31/24
		Job: MEDC Corporate - Accountant (MEDC AWQ Teki) Department: MEDC MEDC Candidate: 2

- 3. The candidate(s) will display.
- 4. Click the first candidate's name.

1 000										
	SME Review MEDC Corporate -	Accountant (Job Number	: MEDC AWQ Test)							
Exam MEDC Evalu Pass /	Plan : Corporate - Accountan ste On Fail		At Step Hiring Monoger Preview			Exam Plan Numbe MEDC AWQ Test	r			CURRENT STATUS C Review In Progress RELATED ITEMS C Job Posting
Candid	ates							🗇 Print	<u>a</u>	
	T	2 otal		2 Unreviewed			0 Reviewed	1		
•	Person ID 💠	Candidate Name	Application Received	Assigned By	e Last	Reviewer \$	Last Reviewed	Disposition	٠	
	56443771	Carter, Anthony Bo	04/09/2024	ANTHONY CARTER				NA		
	52533116	Witgen, John	04/08/2024	ANTHONY CARTER				NA		
First	Previous 1	Next Last 20 v	ms per page					Showing 1-2 of 2	2 Items	

- 5. In the window, review the contact information, work experience, education, and other information.
- 6. Click the **Questions** tab to review the candidate's responses to agency-wide and job-specific supplemental questions.

Person ID: 5644377 100 Application Constorm	ancel
Application Questions	
* required fields are marked with statelisk	
Contact Information	Other
4019 dayborn tonycanter557@hotmal.com (517) 749-3447 primary Overall Comments	
•	
A Personal Information	li
Date of Birth Driver's License Submit 10/22 Yes c*6 Submit	
Have proof of your legal right to work in the	
US7 Highest level of education Yes Doctorate	

- 7. Review the information and select **Pass, Fail,** or **Other** and enter **Overall Comments.**
- 8. Select Submit.

/	pplication Questions			
 <!--</th--><th>Ceneral Information Contact Information B 4095 styles Lansing, M 48911 US</th><th>ි tonycater557@hotmal.com ⁰ෙ (517) 749-3447 prin</th><th>* reguled feits en merker with stantik Your score Tory Overall Comments</th><th>C Pass C Fail Other</th>	Ceneral Information Contact Information B 4095 styles Lansing, M 48911 US	ි tonycater557@hotmal.com ⁰ ෙ (517) 749-3447 prin	* reguled feits en merker with stantik Your score Tory Overall Comments	C Pass C Fail Other
<i>.</i> 98	Personal Information			4
Ð	Date of Birth 10/22 Have proof of your legal right to work in the US? Yes	Driver's License Yes : r6 M Highest level of education Doctorate	Submit	

- 9. The next candidate appears.
- 10. Complete steps 6-9 above for each successive candidate.
- 11. Select Cancel to return to main SME Review Page.

Wi Per	tgen, John son ID: 525331 C Pass		←Prev →Next © Print Cancel
8	General Information		 * required fields are morited with astariak. Your score * Pass Pass C Fail Other
0	1123 State Street Barry, AL 48903 US	It4F/eCCReBDNG/Me8uUQ→@n % 555-5555 primary eogov.net	Overall Comments
2%	Personal Information		
Ø	Have proof of your legal right to work in the US? Yes	Driver's License No Highest level of education Bachelor's Degree	Submit

12. Once the review is complete select the **Complete Review** button.

< Back			
SME Review MEDC Corporate - Accountant (Job Number: N	IEDC AWQ Test)		Complete Review
Exam Plan MEDic Corporate - Accountant Evaluate On Pass / Fail	At Step Hirring Manager Preview	Exam Plan Number MEDC AWO Test	CURRENT STATUS V Review Complete RELATED ITEMS Lob Posting
Candidates	C Unreviewed Application Received No candidates found.	Last Reviewer 2 Last Reviewed 2 Disposition 2	

13. Review the pop-up message and select OK.



14. Notice, there are no unreviewed candidates, and the SME review status is complete.

SME Review MEDC Corporate - Accountant (Job Number: M	EDC AWQ Test)	Last Completed 04/16/2024 01:01 PM	Complete Review
Evam Plan MEDC Corporate - Accountant Evaluate On Pass / Fail	At Step Hiring Manager Preview	Exam Plan Number MEDC AWQ Test	CURRENT STATUS C Review Complete RELATED ITEMS
Candidates	0	⊖ Print Q	Job Posting
Total Person ID Candidate Name	Unrovlewed Application Received table Assigned By table Law	Reviewed at Reviewed Disposition C	

Notice Templates (Applies to specific security roles)

With the OHC permission of Create OHC Notice Templates, you can create a notice template for your assigned department(s). Notice templates can be used for a variety of notice types including interview scheduling, assessment results, candidate rejection and job offer.

1. On the NEOGOV Dashboard, click **Recruiting** from the left navigation.

N	EOGOV 📰 Dasht	poard v Q Search				INTHONY CARTER V
UST A	Dashboard	Dashboard				
1	Tasks People	Tasks	View All (1)	Quick Actions 🖉		
Ŷ	Performance Recruiting	To Do (t) Overdue (0) View my tasks related to: AB <> Myself Others		White a Journal entry View My Requisitions	>	
	Onboard	RECRUITING - APPROVAL	ue Friday	P View my current evaluation	>	
.11	меропз	Department: Agriculture and Rural Development		View my Forms Quick Links	>	

2. Click View Settings.

Recruiting Overview My Regulations (f) Hires Class Spec Print Applications		© View Settings
My Tasks	I My Requisitions	View All

3. Click the **Notice Template** icon.



4. Click on the + **icon**.

NEOGOV 🚾 онс 🗸	Q search ANTHONY CARTER ~	
Dashboard Jobs ~	_+ © ©	
Ø Settings		

- 5. The active notices templates appear in the window.
- 6. Select Add.

он	Notice Templates			Cancel
js	+ Add S Active Notice Templates ~			
	Name 🗘	Description 🗘	Created By	¢
	Interview Confirmation Hillsdale:- Shannon Ritch	Interview Confirmation-Hillisdale	RITCH, SHANNON	
	Interview Confirmation Oak-Traci Reneaud	Interview Confirmation	RITCH, SHANNON	
	1801 Interviewed Not Selected (Repost)	Interviewed Not Selected- reposting/do not reapply	PEARSON, SARAH	

7. Complete the notice template page and click **Save & Continue to Next Step**.

Create Notice Template			Cancel	Save & Continue to Next Step
1. GENERAL	2. COMPOSE NOTICE			
General Information * required fields are marked wit	h osterisk			
* Name Set Up form		Inactivation Reason		Q
Description Optional Entry		Departments Find Departments		

- 8. Type the contents of the notice template. When a merge field is required, locate it using left-side search and then drag to the proper area of the notice. Also, drag any applicable files to the attachments section.
- 9. Once complete, click **Save & Close**.



Schedule Interviews

With the OHC role of Hiring Manager or HR Liaison you can schedule interviews.

1. Select **Recruiting** from the left navigation, In the **My** Candidates section, click the open requisition that requires the scheduling of interviews.

Dashboard	Recruiting					© View,S
Tasks	Overview My Requisitions (2) Hires Class Spec Print Applications					
People						
Performance	My Tasks		My Requisitions			View All
Dnboard		No. Color	0	1	0	1
Forms	C APPROVAL	DUE FRIDBY	Drafts	In Progress	Approved	Open
leports	Requisition: Behavior Analysi 12 (Inter Req Into Heret) Department: Agriculture and Rural Development					
	A. Recent Hires	View All	My Candidates	-	-	
	This list is temporarily unavailable. Use the 'View All' link to see a list of recent hires.		Requisition: MEDC Test Department: 23 CSC/08 Candidates: 2	(MEDC Test)		

2. You are now viewing the candidates from the referred list.

Requisition D MEDC Test (MI	etail EDC Test) Open					🕞 Copy 🕞 Print	Cancel Req
Requisition	information App	rovals Hire Workflow Candidat	tes History				
	Candidates					There is 1 note	
				2 TAL Referred : 2			
	© Referred	✓ 🕅 🖈 Actions 🗸 🗸				More y III Q	
	•	Name	Action Date	Elig Exp Date	Notices	Status	
		Carter, Anthony Bo	04/16/2024		-	Referred Active	
		Witgen, John	04/16/2024			Referred Active	
	First Previous	1 Next Last 10 V	tems per page			Showing 1-2 of 2 items	

3. Select the candidate(s) that will be moved to the interview step.



4. On the Actions menu, click Move to Interview.



5. Click **OK** to confirm moving the candidates.



6. On the doughnut chart, click **Interview**, or on the **Candidate** menu, click **Interview**.



7. From the first candidate to be scheduled for an interview, click **Unscheduled**.



8. Complete the **Schedule Interview** form and click **Save**.

Note: When searching for the Interviewer, the field displays all users with the OHC role of Rater – spanning all departments/divisions. If a name you are searching for does not appear, this user does not have the role of Rater.

9. Repeat these steps to schedule the remaining candidates for interviews.

erview Deta	ails			Complete Schedule form		Save
nterview Date *				Location		
10/14/2016				MCSC Lansing-MDOC	\otimes	Q
Гime				Interviewer		
11:00 AM	🗘 to	12:00 PM	\$ Eastern Time (US & Canada)	BRANDI WITGEN 🛞	Select an interviewer	Q

10. The status column now shows the interview information.

Requisition E MEDC Test (M	Detail EDC Test)	oen						🗇 Сору	🖨 Print	Cancel Req	∠ Edit
Requisition	Information	Approvals	Hire Workflow	Candidates	History						
	Candida	ates						💌 There is	s 1 note		
						2 OTAL					
	@ Interview	× *	Actions ~				More		Q		
	∎ 8	Name		Action Date	Elig Exp Date	Notices	Status	Offe			
		Carter, Antho	ny Bo	04/16/2024			Interview Scheduled for 04/16/2024, 2:00 PM				
		Witgen, John		04/16/2024			Interview Scheduled for 04/16/2024, 1:55 PM				
	First P	trevious 1	Next Last	10 ¥ Items	per page			Showing 1-2 of 2	nems		

Send Notices

With the OHC role of Hiring Manager or HR Liaison and the OHC permission of Send OHC Notices, you can send notices.

- 1. If you are not already viewing the referred list of candidates, select **View My Requisitions in** the **Quick Actions** section of your dashboard.
- 2. In the following image, go to the **My Candidates section** and select the link in the right column.



sard v Q, Search				E 6	1 🥪 ANTHONY CARTER 🗸
Overview My Regulations (2) Hirs Class Spec Plint Applications					S View Settings
My Tasks		My Requisitions		0	View All
APPOVAL Applications Bithelium Analysis 12 (Smort Bits) More (Department: Agriculture and Rural Derwisignment	Due Friday	Drafts	1 In Progress	Approved	1 Open
 Recent Hires This list is semporarily unavailable. Use the "View All" Inits to see a list of recent hires. 	View All	My Candidates Regulation: MEDC Test Department 23 CSC/05	(MEDC Test) BAS Administrative Use Only		
	Arrow Recruiting Order Order	And Q. Search Descripting Out-off My Tasks Image: Antificial Control of And Development Description Attended and Andre Development Attended and Development Attended and Development	Affect Hires	And	And Q Strends Recruiting Our day Visitig We Regulation () Her Case Spect My Tasks Strends Strends Desting Product with them Strends Recent Hires Ver All This is is tamporary unbiddeds. Use Tay Ver All Hires to be a list of nearthree.

3. You are now viewing the referred list. On the **Candidates** menu, click the doughnut chart or on the **All Candidates** drop-down to send notification.



- 4. Select the candidates to receive notices by checking the box next to their name.
- 5. On the Actions menu, click Send Notices.





- 6. Search the notice template field.7. Select a notice template.

Send Notice Witgen, John (Person ID : 52533116)	Select a Notice Cancel
Notice Details	Arme Description Search Q. Search Q. Search Interview Confirmation Hillsdale: Shanno. Interview Confirmation Hillsdale Interview Confirmation Allegan / Barry Selection Process on hold. selection process on hold.
	APW Interview Confirmation (Mikke Morie General APW Interview Confirmation APW Livingston - Bishop Interview scheduled for Service Specials
	AS MDOT Teams interview Scheduled AS MDOT LEO GOV Interview
	Barry / Allegan Interview Confirmation - LL. Interview confirmation brandi test testing
	BSC3 - Interview Confirmation First Previous 1 2 17 18 Next Last 10 tems per page Showing 1-10 of 177 items

8. If necessary, click Override to make a one-time update to the notice prior to sending. This update will not affect the saved notice template.

ace remplate		
Interview Scheduled 💿	Q	
Notice Preview		Override
	Template Sample Candidate	Click Override to
		changes
<today></today>		
<today> <applicant_firstname> <applicant_lastna< td=""><td>me></td><td></td></applicant_lastna<></applicant_firstname></today>	me>	

9. Click Sample Candidate to view the notice with merged text.

Notice Template		
Interview Scheduled 🛞	Q	
Notice Preview		🖉 Override
	Template Sample Candidate	
10/14/2016	Template Sample Candidate	
10/14/2016 Ainsley Banks	Template Sample Candidate	
10/14/2016 Ainsley Banks 123 First Street	Template Sample Candidate	
10/14/2016 Ainsley Banks 123 First Street Springfield, Illinois 62702	Template Sample Candidate	5/8/2



10. Click **Send** to send the notice to selected candidates.

Additional Information: Technical related questions can be directed to the mailbox at: <u>MCSC-NEOGOV@michigan.gov.</u>