



University of Louisiana Monroe Human Resource Department



Online Hiring Center User Guide

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1.0 Introduction

Introduction

The Online Hiring Center (OHC) engages hiring department staff and approval groups in the selection process from requisition to hire. This guide includes steps to create a requisition for classified and unclassified online hiring.

The Online Hiring Center (OHC) will enable hiring departments to create requisitions to fill vacant positions online, electronically route the requisitions for approval, review applications online and designate applicants for interview online.

The entire process of submitting a request to advertise, reviewing applications, rating applications and submitting hiring recommendations will be electronic, including approvals.

Accessing NeoEd

Users can also directly go to <https://login.neoed.com/> then use the 'Login with SSO' and enter your code 'ulm' to get into our system.

2.0 OHC Dashboard

OHC Dashboard

After signing into the OHC, your dashboard displays. This is a centralized place of items that require your attention. In the OHC world, these are your assigned tasks, referred candidates, and associated requisitions. Whenever you need to return to the dashboard, click Dashboard from the upper left. The **Recruiting** section is where all information for the hiring process takes place.

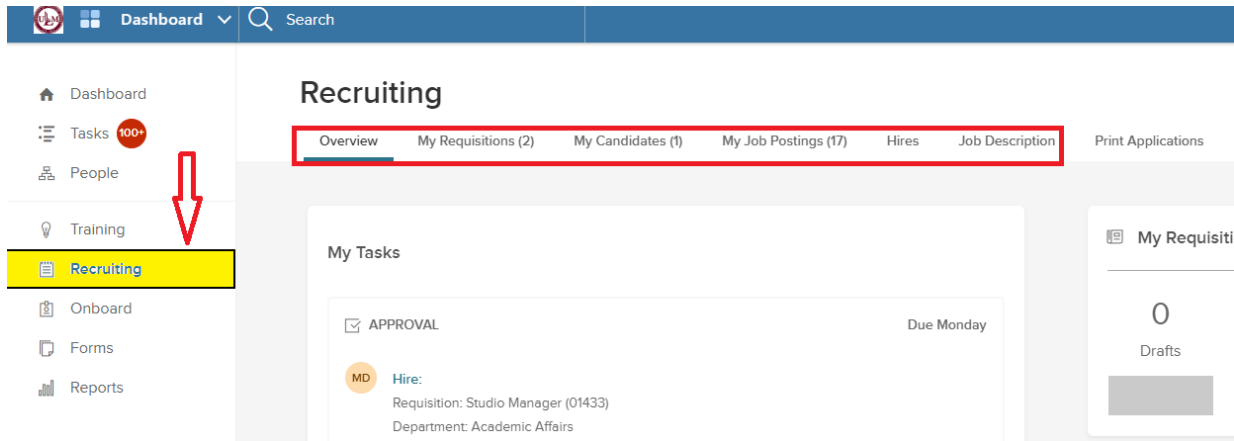
The screenshot displays the OHC Dashboard interface. At the top, there is a navigation bar with 'Dashboard' and a search icon. Below the navigation bar, the dashboard is divided into several sections:

- Left Sidebar:** Contains navigation links for Dashboard (highlighted), Tasks (100+), People, Training, Recruiting, Onboard, Forms, and Reports.
- Main Content Area:**
 - Tasks:** A section titled 'To-Do (15) Overdue' with a 'View All' link. It includes a filter for 'View my tasks related to:' with options for 'All', 'Myself', 'Others', and 'My Direct Reports'. Three tasks are listed:
 - ONBOARD - FORM:** Due Tomorrow. Task: Complete I-9 for employee. For Cody Sparrow - Checklist: ULM Onboarding Forms.
 - ONBOARD - GENERAL:** Due Monday. Task: Submit the Payroll Action Form. For Kody Chase - Checklist: Manager's Checklist.
 - ONBOARD - GENERAL:** Due Monday. Task: Submit the Payroll Action Form. For Serena White - Checklist: Manager's Checklist.
 - Quick Actions:** A list of five actions with links:
 - Browse Training Catalog
 - Create a Requisition
 - View My Requisitions
 - View my training record
 - View my Forms Quick Links
 - People:** A section titled 'People' with a 'View Team' link. It shows 'MY MANAGER'.

Recruiting Section

From the Recruiting section, hiring managers will be able to review the following information:

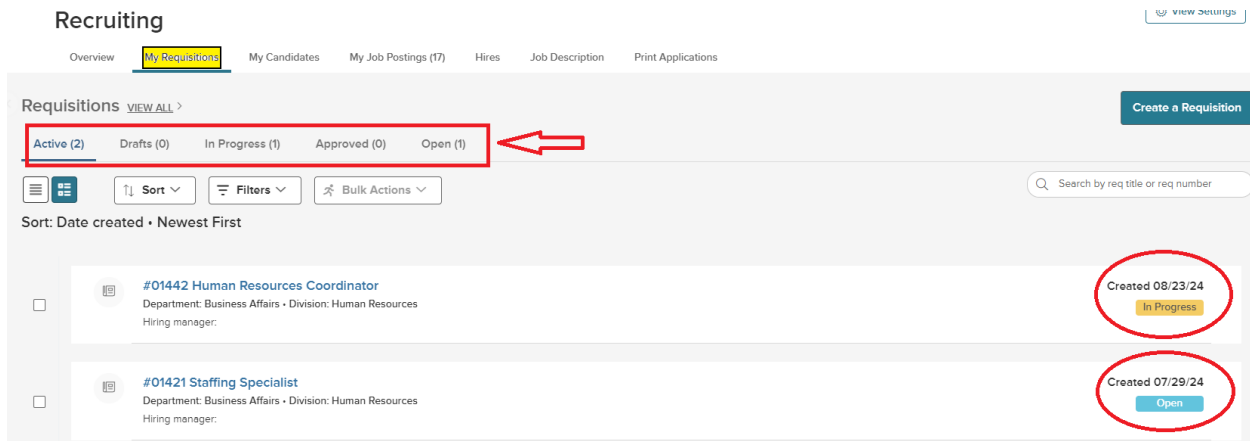
1. Review/Create/Approve Requisitions
2. Review Candidates
3. Review/Approve New Hire Recommendations
4. Review/Add/Edit Job Descriptions



My Requisitions

From the My Requisitions section, four types of requisitions will display that are associated with you:

- Draft – Requisitions you created and saved but have not yet submitted
- In-Progress – Requisitions you submitted that are in progress of being approved.
- Approved - Requisitions you submitted that have been approved by all groups.
- Open – Requisitions you submitted and opened by HR for recruiting. (This status lets you know the position is posted.)



My Candidates

From the My Candidates section, your list of qualified applicants will be available for review.

Recruiting

Overview My Requisitions (2) **My Candidates (1)** My Job Postings (17) Hires Job Description Print Applications

Req #	Requisition Title	Candidates	Division	Department
01421	Staffing Specialist	25	Business Affairs	Human Resources

First Previous **1** Next Last 10 Items per page

Hires

This section is where you can review and approve new hire recommendations, as well as see the status of the new hire recommendation.

Recruiting

Overview My Requisitions (1) My Candidates (1) My Job Postings (15) **Hires** Job Description Print Applications

Hires

All Pending Release Approval In-Progress Awaiting Authorization Authorized

Sort: Date created • Newest First

<input type="checkbox"/>	Sherwin, Becky #01437 Assistant/Associate Professor - Physical Therapy (Foundational)	Academic Affairs Department	College of Health Sciences Division	Starts 09/17/24 Approval In-Progress
--------------------------	-------------------------------------------------------------------------------------------------	--------------------------------	----------------------------------------	-----------------------------------------

Job Descriptions

From the job description section, the following tasks can be completed:

1. Search and review job descriptions for your department
2. Edit a current job description
3. Create a new job description

Recruiting

Overview My Requisitions (2) My Candidates (1) My Job Postings (16) Hires **Job Description** Print Applications

Job Descriptions Job Descriptions Requests

Filter: Active All Records

+ Add Job Description
create a new job description

Job Description Code	Job Description Title	Insight	Perform, Onboard, Learn, eForms	Actions
Q Search	Q Search	Q Search	Q Search	<i>edit job description here</i>
0001	Instructor or Assistant or Associate Professor of Accounting	Active	Active	
100320-Custodian Supervisor 2	Custodian Supervisor 2	Active	Active	

3.0 Requisition to Post a Position

The requisition is required to submit when you are ready to post a position. When a hiring department has an open position, submit a requisition as a request to fill the vacancy.

Steps to Create a Requisition

1. The first of three requisitions form pages will display

Create Requisition

Cancel
Save & Close
Save & Continue to Next Step

1. CREATE
2. APPROVALS
3. ATTACHMENTS

Requisition Details
* required fields are marked with asterisk

<p>Requisition #</p> <input type="text" value="[Assigned when requisition is saved]"/>	<p>Division/Department *</p> <input type="text" value="Find a division/department"/>
<p>Class Spec * ⓘ</p> <input type="text" value="Find a class spec"/>	<p>Working Title</p> <input type="text"/>
<p>Desired Start Date</p> <input type="text" value="MM/DD/YYYY"/>	<p>Hiring Manager *</p> <input type="text" value="Find a hiring manager"/>
<p>Job Type</p> <input type="text"/>	<p>List Type</p> <input type="text"/>
<p>Number of Vacancies</p> <input type="text" value="0"/>	
<p>Does the hiring manager want to review applications before they are sent to search committee members? *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	<p>Employee Classification *</p> <p><input type="radio"/> Faculty</p> <p><input type="radio"/> Unclassified</p> <p><input type="radio"/> Classified</p>
<p>Number of hours working per week *</p> <input type="text"/>	<p>Date to begin the posting *</p> <input type="text" value="MM/DD/YYYY"/>
<p>Closing date of posting</p> <input type="text" value="MM/DD/YYYY"/>	<p>Is this a continuous posting? *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
<p>Additional Advertising</p> <p><input type="checkbox"/> The Chronicle of Higher Ed</p> <p><input type="checkbox"/> HigherEdJobs</p> <p><input type="checkbox"/> NCAA</p> <p><input type="checkbox"/> The News Star</p> <p><input type="checkbox"/> Other</p>	<p>List Other Advertising Locations</p> <input type="text"/>
<p>Position Details</p> <p>New Position?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <div style="border: 1px dashed #ccc; height: 20px; margin-top: 5px; display: flex; justify-content: center; align-items: center; font-size: 0.8em;"> ⓘ Add Position Detail </div>	
<p>Comment</p> <input style="width: 100%; height: 20px;" type="text"/>	

2. Those marked with the red asterisk (*) are required fields in the Requisition form
 - **Requisition #** - will be automatically assigned.
 - **Division/Department** – Choose from the list available by clicking on the magnifying glass
 - **Job Description** – **Choose the job description for the current vacancy.** If the job description is not listed, you will need to create a new job description (follow the directions in the Job Description section).
 - Click on the magnifying glass to choose from the list
 - Click on the underlined job title to view the job description.
 - After you review, click close and move to the next section.
 - **Working Title** – Enter a title used for job posting or to specially identify the position being recruited if different from the job description title
 - **Desired Start Date** – Enter desired start date
 - **Hiring Manager** – the actual Hiring Manager of the requisition
 - **Search Committee Chair** – if you have a search committee, you can assign the chair, so the chair can review applications
 - **Search Committee Member(s)** – if you have a search committee, you can assign the members in order for them to be able to review application
 - **Job Type** -Select the appropriate employee classification
 - **List Type** – Select an item from the list that best identifies the job list on which to post
 - **Position** – the Staffing Specialist will complete this section
 - **Vacancies** – Enter the # of vacancies to be filled.
 - **Does the hiring manager want to review applications before they are sent to search committee members?** If no is checked, the search committee will rate applications before they are sent to the hiring manger. Only those applications with a passing score will be sent.
 - **Employee Classification** – Choose one
 - **Number of hours working per week** – Enter a number
 - **Date to begin posting** – Can be a future date or current date
 - **Closing date of posting** – If continuous posting, leave blank
 - **Is this a continuous posting** – Choose one
 - **Additional Advertising** –May require additional cost
 - **Position Details: New Position?**
 - **“Yes”**: click yes and move to next section
 - **“No”**: click “Add Position Detail”, meaning that this is a replacement for the position
 - **Position# will be: 0000**

Position Details

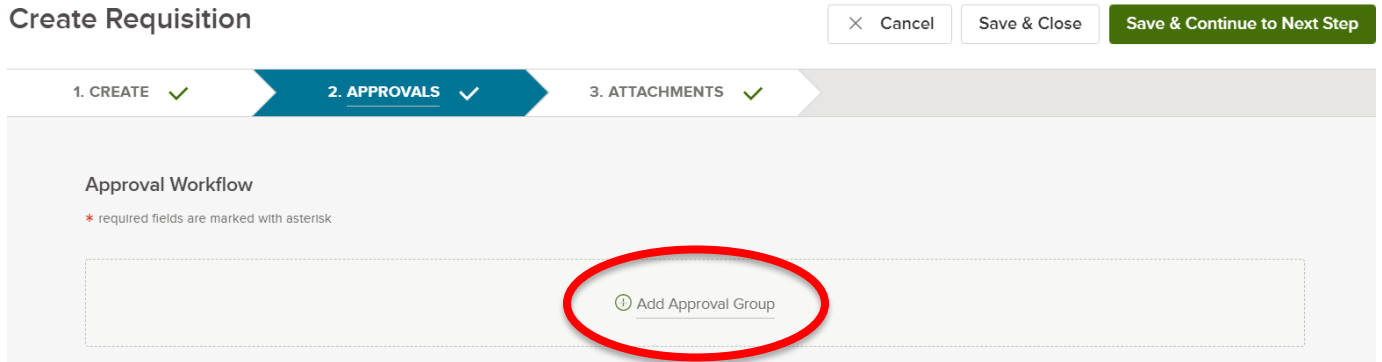
New Position?

Yes No

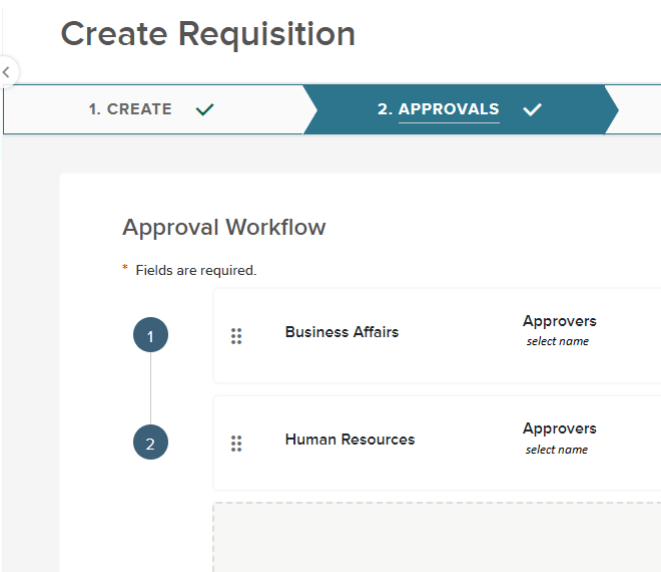
Position # * <input style="width: 90%; border: 1px solid #ccc;" type="text"/> <small>Position # is required</small>	Vacancy Date <input style="width: 90%; border: 1px solid #ccc;" type="text"/> MM/DD/YYYY
First Name <input style="width: 90%; border: 1px solid #ccc;" type="text"/>	Last Name <input style="width: 90%; border: 1px solid #ccc;" type="text"/>

Delete

- **Comments** – Enter comments regarding the requisition (optional)
3. Select Save & Continue to Next Step: The approval workflow will be displayed.

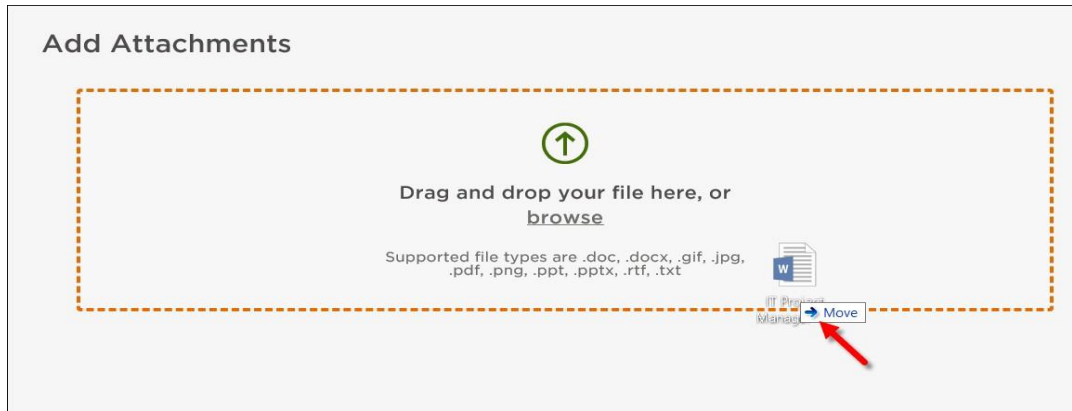


4. Next, click on “Add Approval Group”
- Required approval steps in order
 1. **Hiring Manager:** This approval group **is only needed** if it is **NOT** the hiring manager that is filling out the requisition
 2. **Business Affairs**
 3. **Human Resources:** Select the HR Staffing Specialist responsible for your area



*Continue to “Add Approval Group” until all required approvals have been added, then click on “Save & Continue to Next”

5. Drag file attachments to the third requisition form page and click Save and Submit.
- Required attachments:
- 1) Complete Position Justification Form (pre-approval form)
 - 2) Rating Matrix Criteria Form: **This is only needed** if you want to rate your candidates using the rating matrix; this would be used for any committee review of applications.



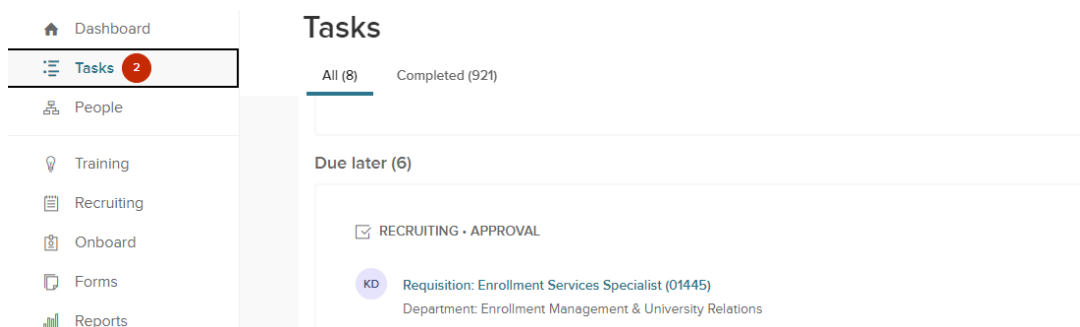
6. At the top right, click “Save & Submit”

Approving a Requisition

In the My Requisitions section of your Recruiting page, you can review a requisition sent to you for approval. Select the pending requisition and choose to approve, deny, or hold. The cancel selection is not available for approvers. A requisition must be cancelled by the person who created it or someone with the HR Liaison role. Additionally, if a requisition has been approved, it can be cancelled by an HR staff member with Insight access. The hiring manager can view the requisition status at any point during the approval process.


Steps to Approve a Requisition

1. From your Dashboard, click on Tasks to review any pending requests.



The approval workflow template will display on the second page of the requisition form. Indicate a due date. Status emails will be sent throughout the process; you can have multiple approvers at one level of the approval process.

3. After clicking on the title to review requisition, you can Approve, Deny, or Hold a requisition and add comments.

 **Requisition Approval**
Maintenance Repairer 2 (01363)







Requisition Details

Requisition Number 01363	Division Business Affairs
Title Maintenance Repairer 2	Department Physical Plant Admin

Would you like to see where in the approval process the requisition is? If so, click on the Requisition title you want to review and go to the 'Approvals'. Here you can see what step the approval is in.

 **Requisition Detail**
Enrollment Services Specialist (01445) In Progress 

Requisition Information Approvals History

Approvals	Approval Timeline
<p>1  VP of Enrollment Mana... approved on 08/27/2024 by Lisa Miller</p>	<p>1  Yesterday at 4:55 PM Lisa Miller approved</p>
<p>2  VP Business Affairs pending</p>	<p>2 Pending VP Business Affairs</p>
<p>3  Human Resources pending</p>	<p>3 Pending Human Resources</p>

4.0 Employment Recommendation

***The NEOED Online Hiring Form replaces the “Employment Recommendation Form”**

***This is only for Unclassified Employee hires. Classified Employee hires are still completed using the paper form.**

Steps to Hire a Candidate

1. From the My Candidates section, select the requisition you want to hire from.

My Candidates

Req #	Requisition Title	Candidates	Department	Division	Hiring Manager	Created On
00002	Human Resources Analyst	9	Human Resources	Administration	Jason Hanna	05/03/2017
00006	Administrative Assistant	9	Public Works	Roads	Jason Hanna	05/07/2017

Showing 1 - 2 of 2 items

2. Select the candidate you want to hire from your referred list. In the Actions box, select “Move to Hire”.

Candidates

17 TOTAL
Referred: 17

1 record(s) are selected.

Actions

- Reject
- Move to Review
- Move to Interview
- Move to Offered
- Move to Hire**
- Send Notices
- Print Apps

Employee ID	Action Date	Notices	Current Employee	Phone	E-References	Status
	08/28/2024	..			N/A	Referred Active
	08/28/2024	..			N/A	Referred Active
	08/28/2024	..			N/A	Referred Active

- When you select “Move to Hire”, the Hire Form will automatically pull up. Fill in all required information.

Hire Form

Windom, Lamont (Person ID : 5389279)

1. HIRE INFORMATION
2. APPROVALS
3. ATTACHMENTS

Hire Information

* required fields are marked with asterisk

<p>Offer Date *</p> <input type="text" value="12/03/2018"/>	<p>Date Offer Accepted *</p> <input type="text" value="MM/DD/YYYY"/> <p style="font-size: small; color: red;">Date Offer Accepted is required</p>
<p>Offer Amount</p> <input type="text" value="\$"/>	<p>Bonus Amount</p> <input type="text" value="\$"/>
<p>Start Date *</p> <input type="text" value="MM/DD/YYYY"/>	<p>Orientation Date</p> <input type="text" value="MM/DD/YYYY"/>
<p>Filled Date</p> <input type="text" value="MM/DD/YYYY"/>	<p>Months Employed *</p> <input type="text" value="Type in a search term"/>
<p>Base Salary</p> <input type="text" value="\$"/>	<p>Administrative Stipend (faculty positions only)</p> <input type="text" value="\$"/>
<p>Scheduled Hours *</p> <input type="text"/>	<p>Other Information (i.e. moving expenses, faculty start-up funds & ending date to spend funds, additional stipends - phone, vehicle, etc.)</p> <input type="text"/>

<p>Time Sheet Approver *</p> <input type="text"/>	<p>Highest Collegiate Education: College or University Degree Major *</p> <input type="text"/>
<p>Justification For Hire (include work experience, skills, certifications, references, etc.) *</p> <input type="text"/>	

Active On Eligible List?

Offer Date – Date offer to be made. If offer should be made when HR receives the approved hire form, use today’s date.

Date Offer Accepted – Use today’s date

Offer Amount – Salary amount to be offered

Start Date – Date employee is expected to start

Orientation Date – LEAVE BLANK

Filled Date – LEAVE BLANK

Months Employed – Choose from drop down menu

Base Salary – Same as offer amount

Administrative Stipend – Additional salary for faculty including supplemental positions

Scheduled Hours – Schedule expected to work

Other information – Moving expense reimbursement, start-up funds, cell phone, etc.

Time Sheet Approver – Person approving employee’s time

Highest Collegiate Education – College attended and degree received

Justification for hire – Reason applicant should be hired.

Position Description, Justification, & Certification Control Number – Preapproval #

Comment – add any additional comments needed

6. Once you’re done, click Save & Continue to Next Step.
7. Approval Workflow: Here you will add the approvers. The Hire Workflow should include your Dean/Director, Vice President, and HR Staffing Specialist.

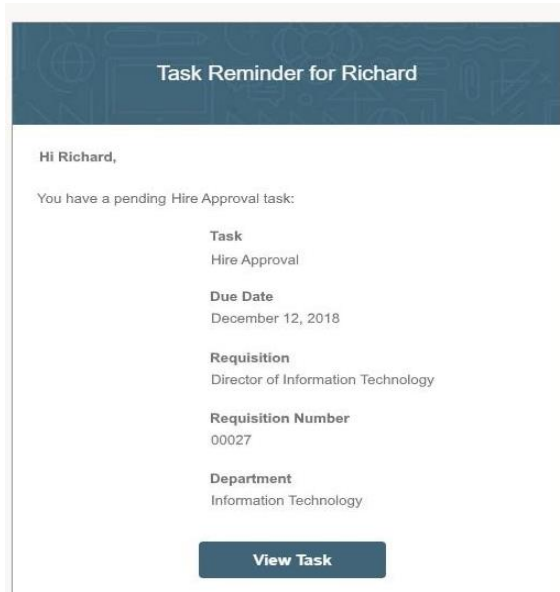
Approval Workflow

* required fields are marked with asterisk

1	Budget Unit Head	Approvers Director	Status	Due Date	Comments	↶	🗑️
OR							
2	Dean	Approvers Dean	Status	Due Date	Comments	↶	🗑️
3	Vice President	Approvers Vice President	Status	Due Date	Comments	↶	🗑️
4	Human Resources	Approvers HR Staffing Specialist	Status	Due Date	Comments	↶	🗑️

*Keep the assigned approver(s) reminded about their approval task with a due date! Click enter a due date, and then click Update Approval Step.

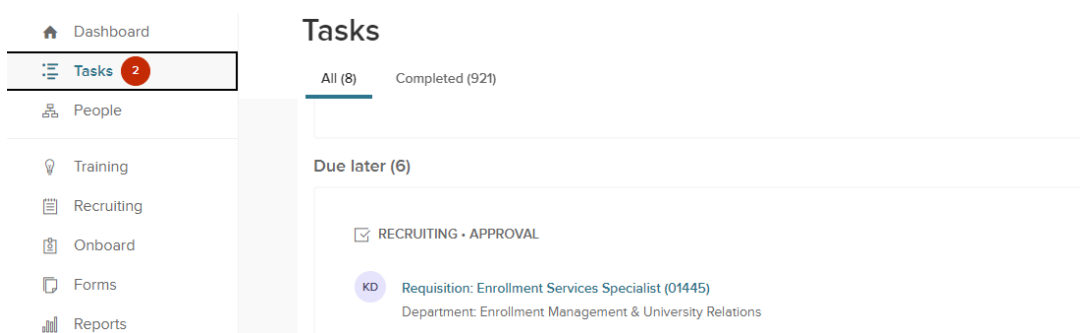
- The assigned approver(s) will receive a reminder email from info@neogov.com, with the subject line, NEOGOV OHC Task Reminder, on the due day and each day the approval task is past due; until the task is completed. In the contents of the reminder email will be a View Task button, guiding the approver(s) to the task requiring their attention.



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

Steps to Approve a Hire

- From your Dashboard, click on Tasks to review any pending requests.



- Review the Hire Approval and select “Approve” or “Deny” and type any comments, then click Submit.

Hire Approval
Cancel

Carla Newman / Administrative Assistant (00006)

✓ Approve
✗ Deny

Submit

Comment (Optional)

We currently have allocated funds for this hire. Approved!

Candidate Information

Candidate Name	Offer Amount
Carla Newman	\$50,000.00
Person ID	Answer Date
31400911	10/25/2017
Date Referred	Start Date
05/08/2017	11/01/2017

APPROVAL TIMELINE

1

Pending...

Budget

Richard Gonzales , +1 more

2

Pending...

HR

Simon Davies , +1 more

Note: Approvers have the option of denying a hire. If this is done, the hire record can be sent back to any one of the previous approval groups, or all the way back to the hiring manager. Depending on the circumstances of the denial (e.g., additional justification), the hire approval process can be restarted. Once the approval reaches HR, an offer will be made. HR has final approval.

5.0 Optional OHC Features

Schedule Interviews and Create Interview Notes

Hiring Managers have the option to enter interview dates and times for applicants they choose to interview. This will help keep track of and review all applicants that were interviewed throughout the hiring process.

Steps to Schedule an Interview

1. From the My Candidates referred list, you will select the candidates name that you have scheduled an interview with. In the “Actions” list, select “Move to Interview”.

The screenshot shows the 'Candidates' page with a donut chart indicating 17 total referred candidates. Below the chart is a table with columns: Name, Employee ID, Action Date, Notices, Current Employee, Phone, and E-References. The 'Actions' dropdown menu is open, and 'Move to Interview' is highlighted with a red box. A red arrow points to this option.

Name	Employee ID	Action Date	Notices	Current Employee	Phone	E-References
Byrd, Jake		08/28/2024	--			N/A
Stanley, C		08/28/2024	--			N/A
Aymond,		08/28/2024	--			N/A

2. On the doughnut chart, click the step name (Interview) where you have candidates to interview, and then select “Interview” under the Status column.


The screenshot shows the 'Candidates' page with the donut chart updated to show 17 total and 1 interview. The 'Interview' step is highlighted with a red circle. Below the chart, the 'Status' column in the table is highlighted with a red box, showing 'Interview' and 'Unscheduled' for the candidate Byrd, Jakobe.


Name	Employee ID	Action Date	Notices	Current Employee	Phone	E-References	Status
Byrd, Jakobe		08/29/2024	--			N/A	Interview Unscheduled

3. When the interview button is selected, it will automatically bring up the section to enter the interview date and time.


Interview Details

* required fields are marked with asterisk

* Interview Date 

Location 

Start time to End Time

Interviewer 

Central Time (US & Canada)

Adding Notes to an Applicants Record

Each candidate’s application record has a notes section for you to accurately document any activity/notes as needed. Raters will not see these comments, only the hiring manager will. Please be mindful of comments written, as they are always stored in NeoGov.

1. From the candidate’s application, there is a “Notes” tab to enter information.

Byrd, Jakobe → Next | ⚙ Actions | 🖨 Print | Cancel















Person ID: 37051671 Referred

Application | Questions | E-References | Notices | History | Notes

Candidate Notes

No notes found for this candidate

+ NEW NOTE

B *i* U              

Press Alt + F10 to move to the toolbar

Characters : 0

Save Note Cancel