University of Louisiana Monroe

Human Resource Department

Online Hiring Center User Guide

Table of Contents

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.

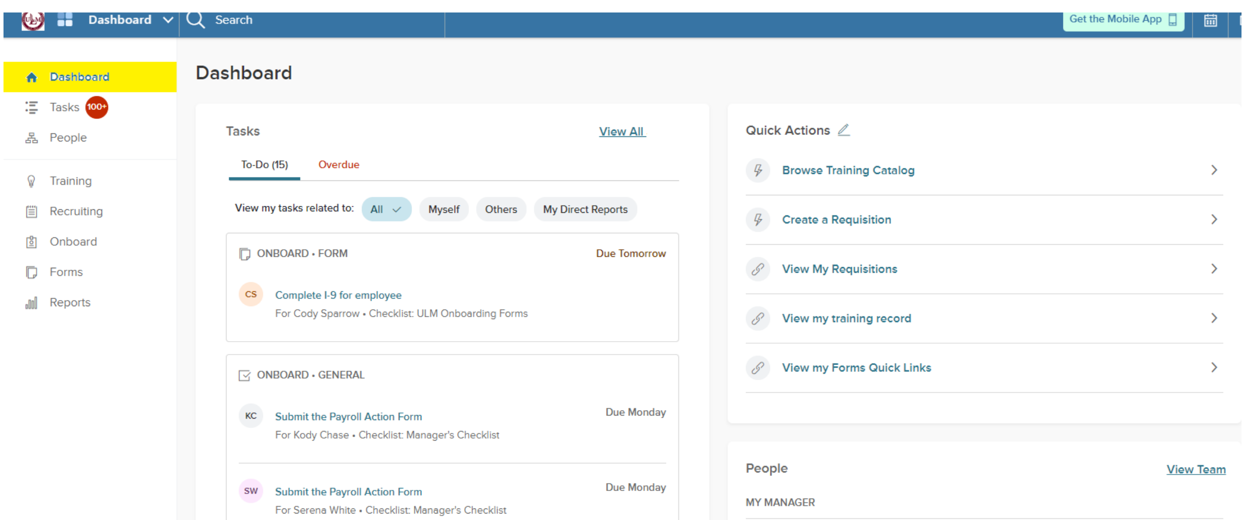
Accessing NeoEd

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

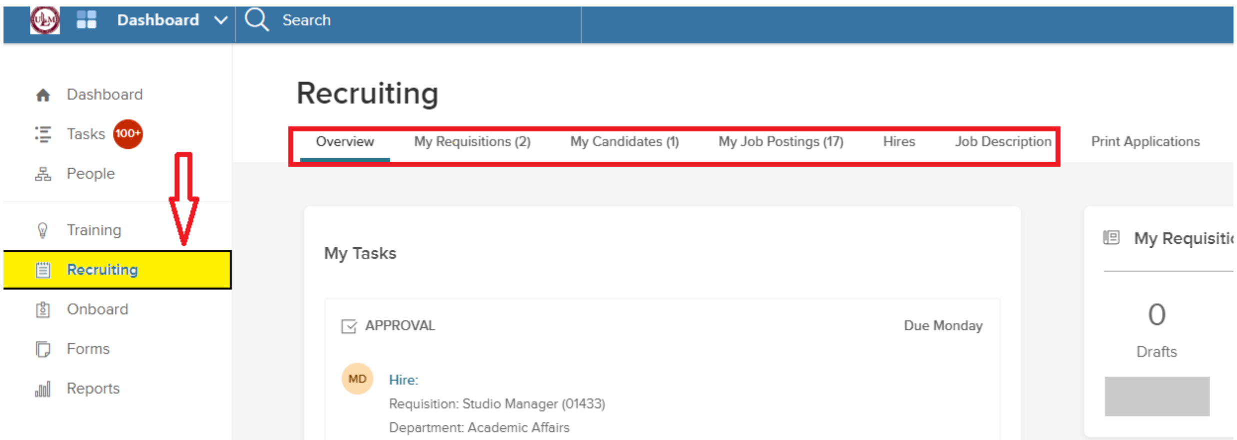
After signing into the OHC, your dashboard displays. This is a centralized place of items that require your attention. In the OHC world, these are your assigned tasks, referred candidates, and associated requisitions. Whenever you need to return to the dashboard, click Dashboard from the upper left.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



Recruiting Section

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

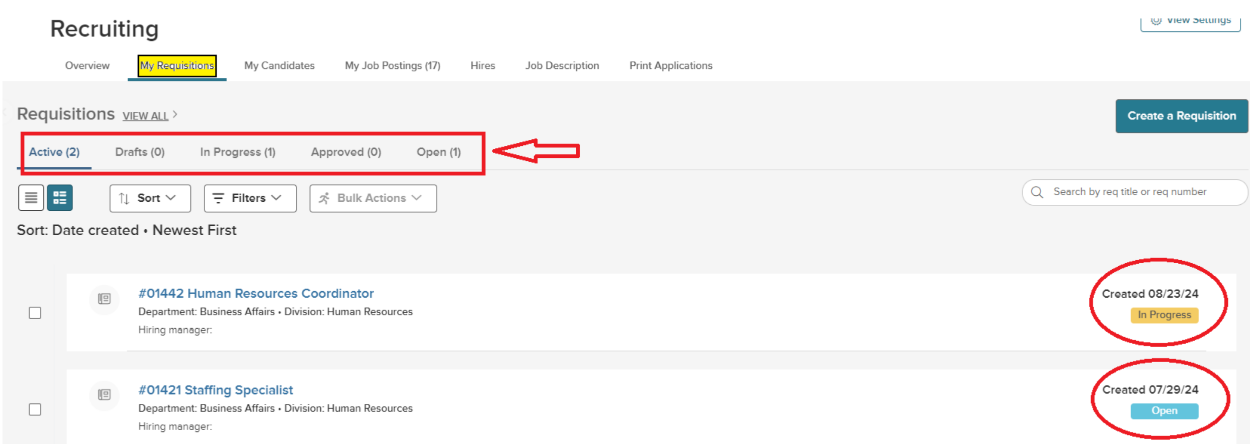
1. Review/Create/Approve Requisitions
2. Review Candidates
3. Review/Approve New Hire Recommendations
4. Review/Add/Edit Job Descriptions



My Requisitions

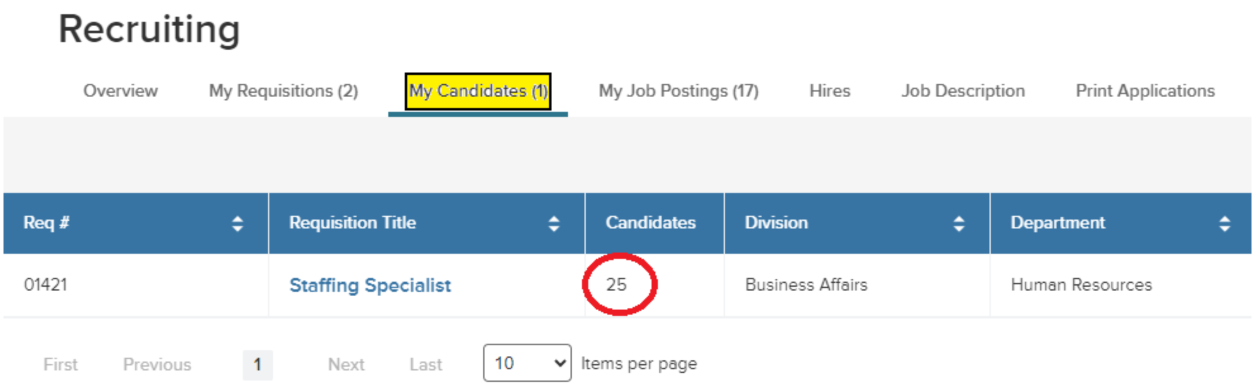
From the My Requisitions section, four types of requisitions will display that are associated with you:

- 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.)



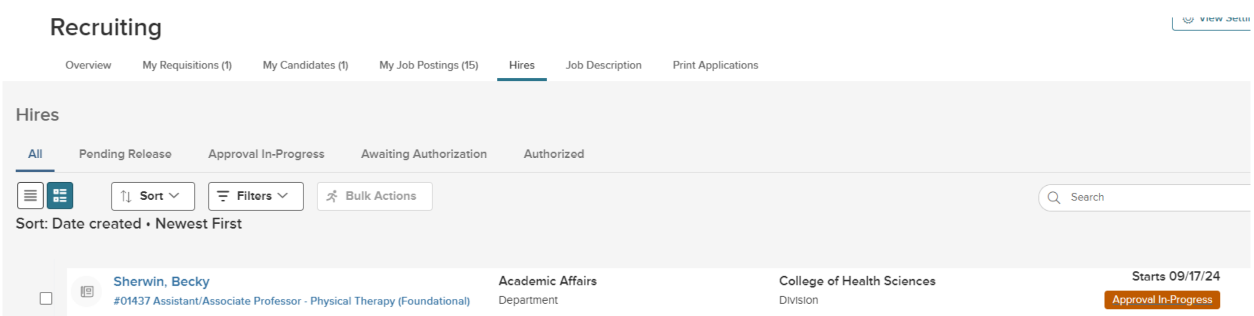
My Candidates

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



Hires

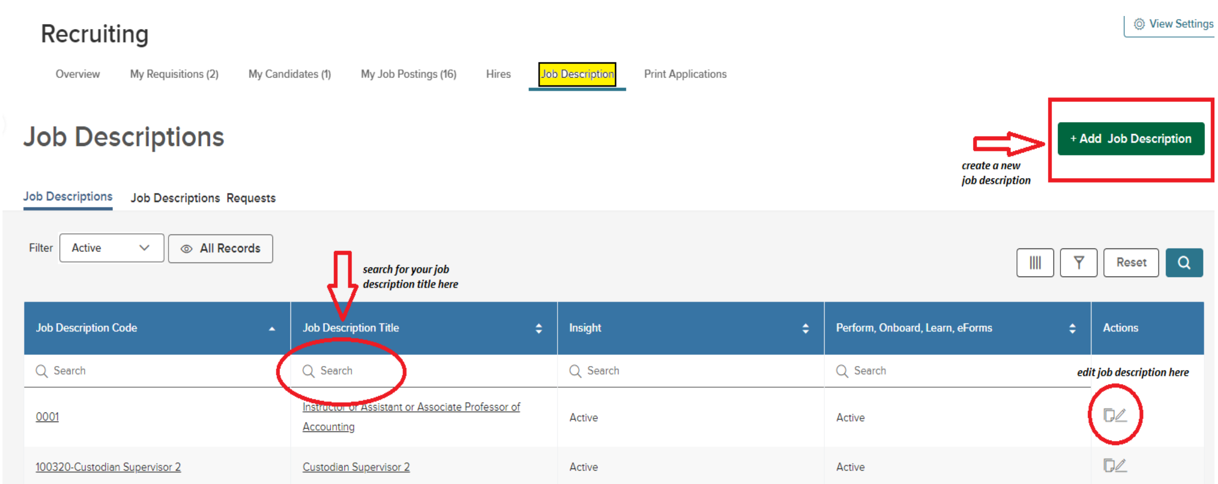
This section is where you can review and approve new hire recommendations, as well as see the status of the new hire recommendation.



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

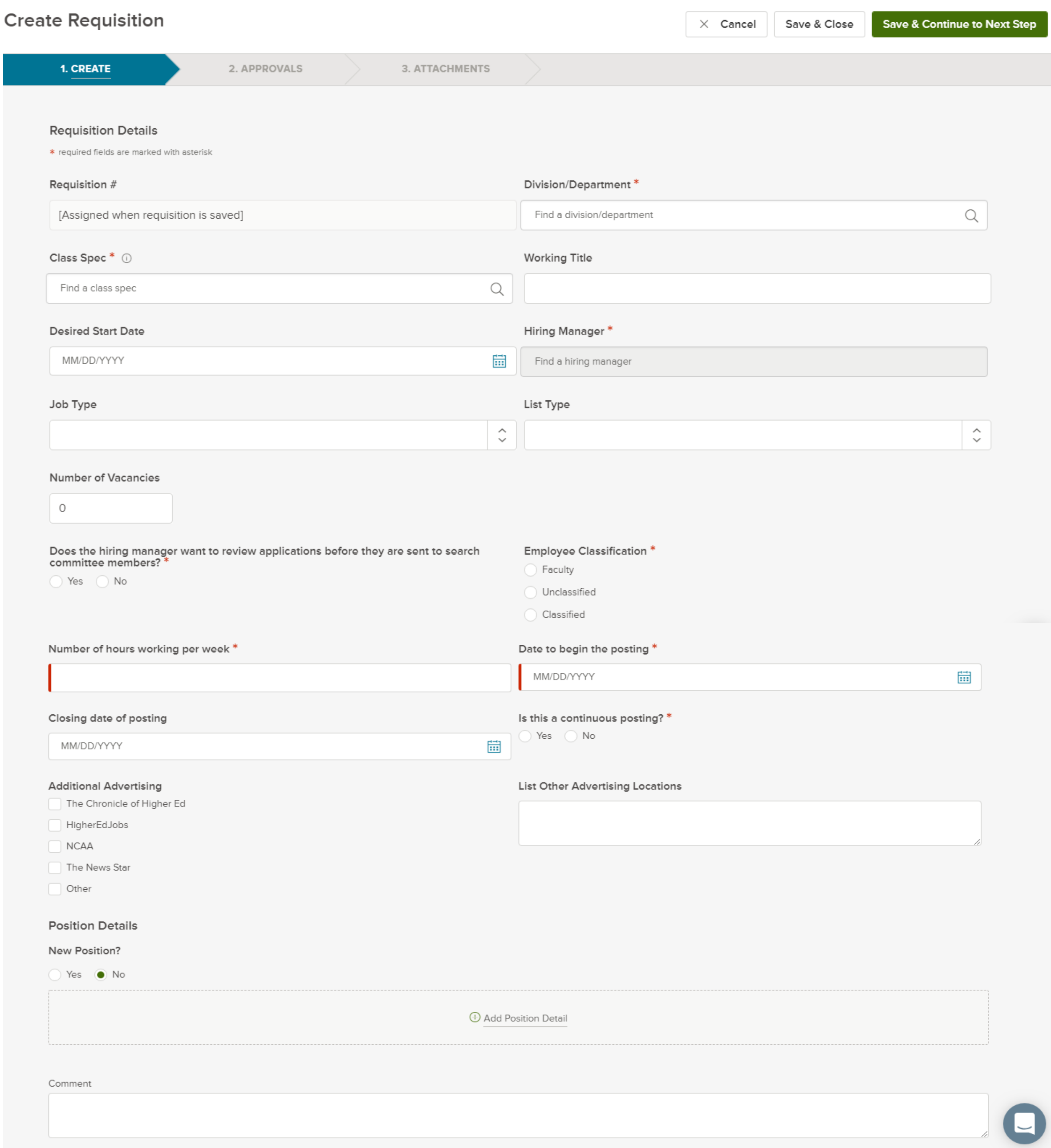


3.0 Requisition to Post a Position

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.

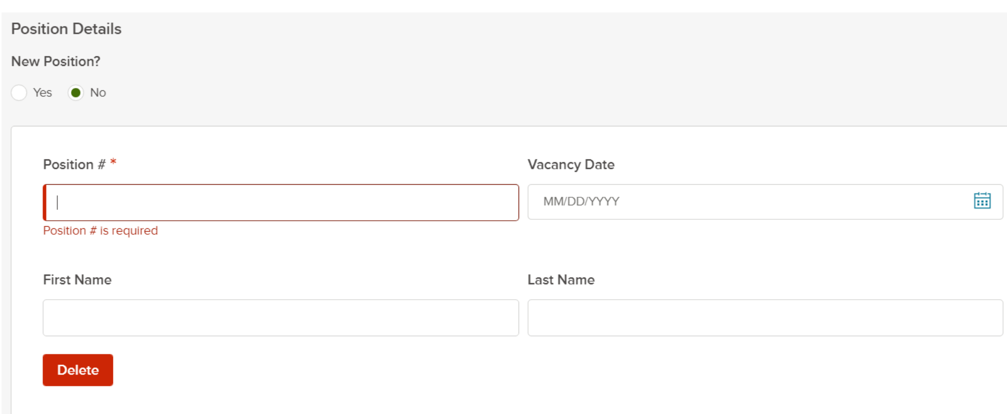
Steps to Create a Requisition

1. The first of three requisitions form pages will display



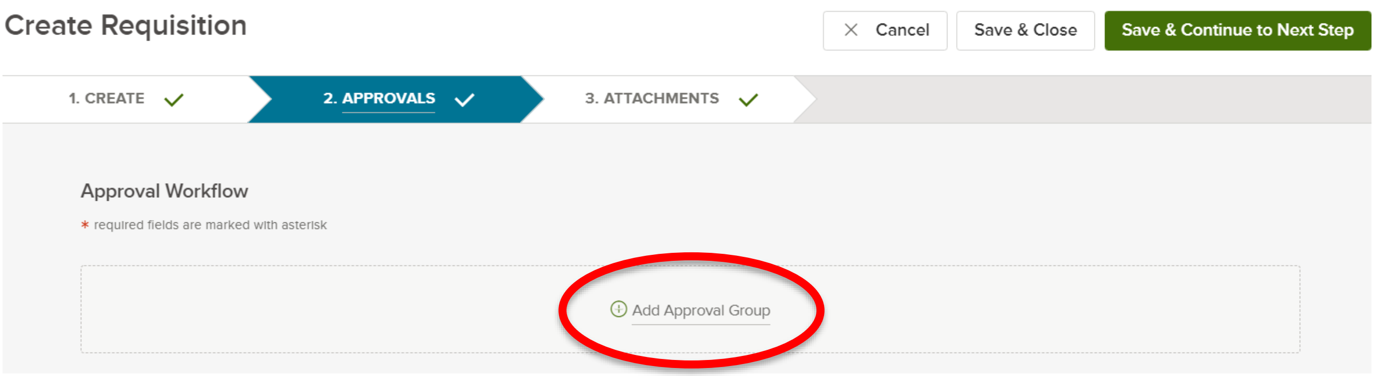
2. Those marked with the red asterisk (*) are required fields in the Requisition form

- **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 –M**ay 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

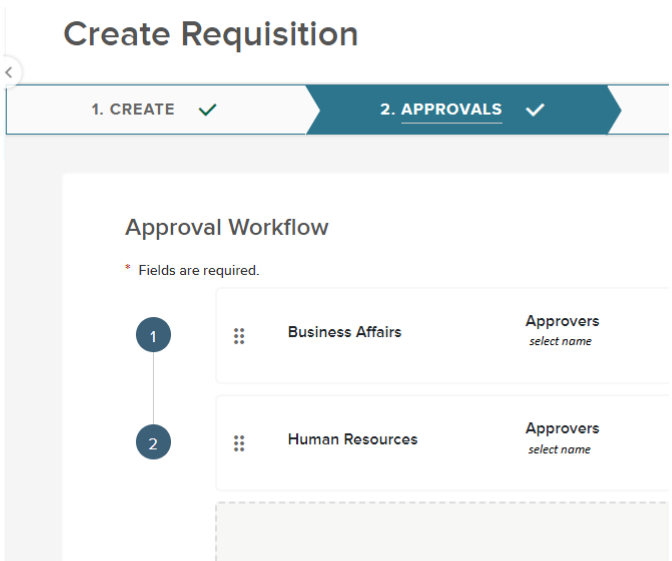


- **Comments** – Enter comments regarding the requisition (optional)

3. Select Save & Continue to Next Step: The approval workflow will be displayed.

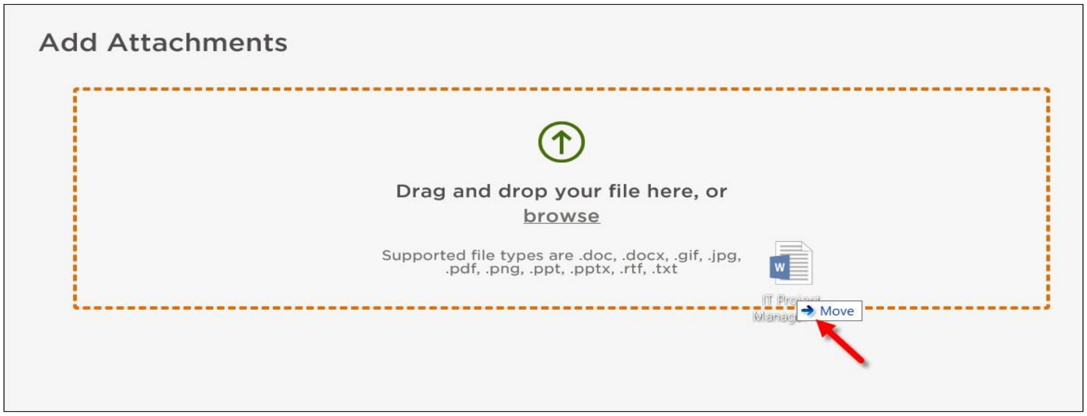


4. Next, click on "Add Approval Group"
   - Required approval steps in order
     1. **Hiring Manager**: This approval group is only needed if it is NOT the hiring manager that is filling out the requisition
     2. **Business Affairs**
     3. **Human Resources:** Select the HR Staffing Specialist responsible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



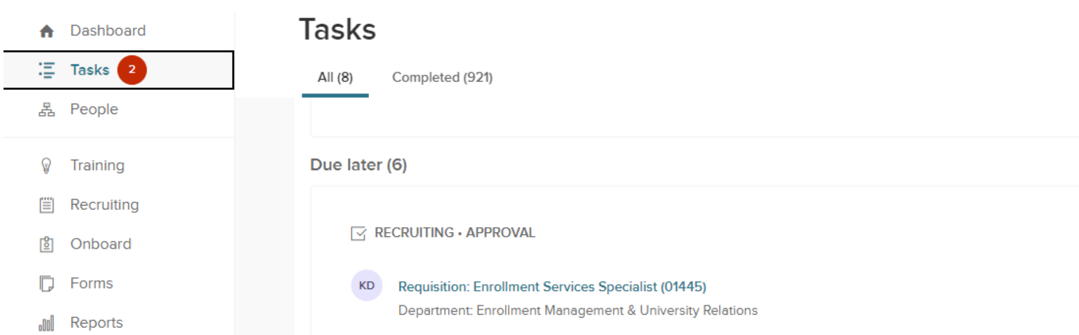
6. At the top right, click “Save & Submit”

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.

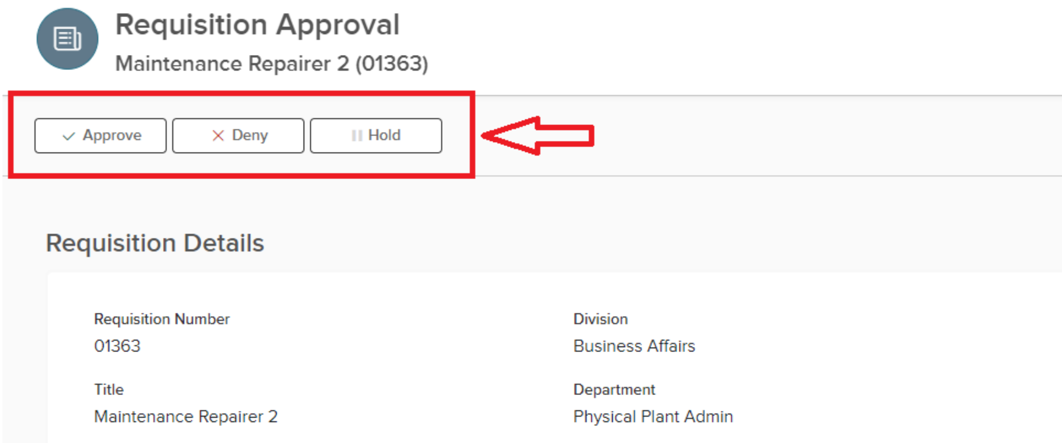
Steps to Approve a Requisition

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

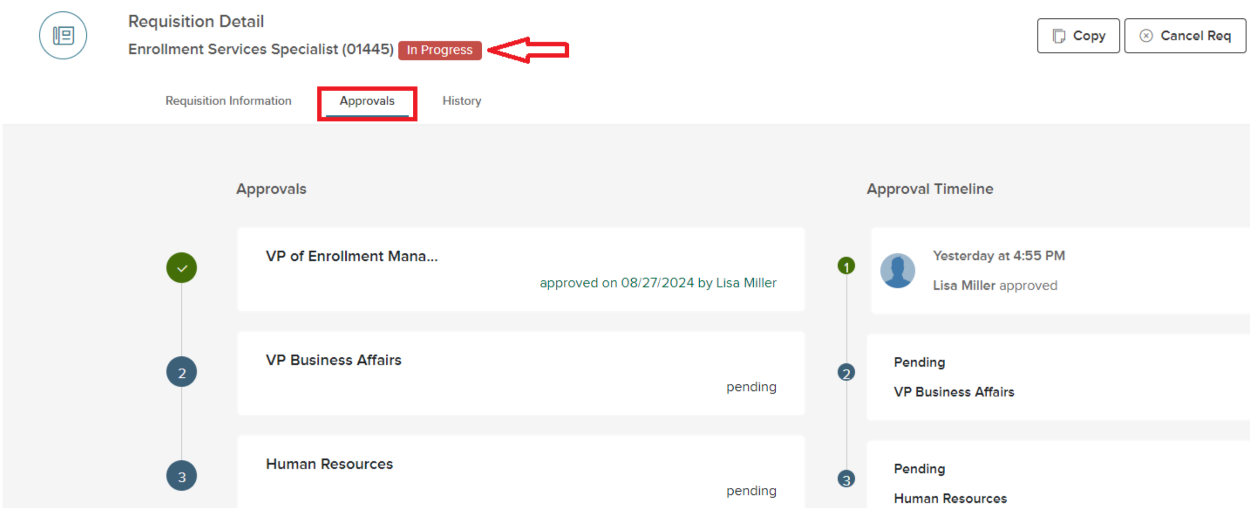


The approval workflow template will display on the second page of the requisition form. Indicate a due date. Status emails will be sent throughout the process; you can have multiple approvers at one level of the approval process.

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



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.



4.0 Employment Recommendation

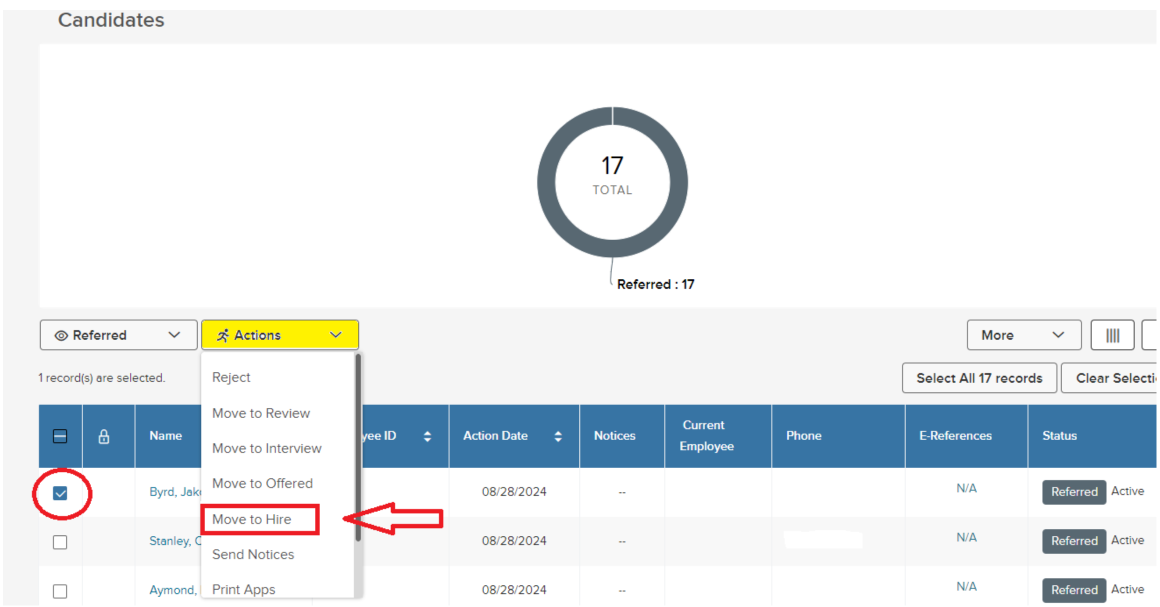
***The NEOED Online Hiring Form replaces the “Employment Recommendation Form”**

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

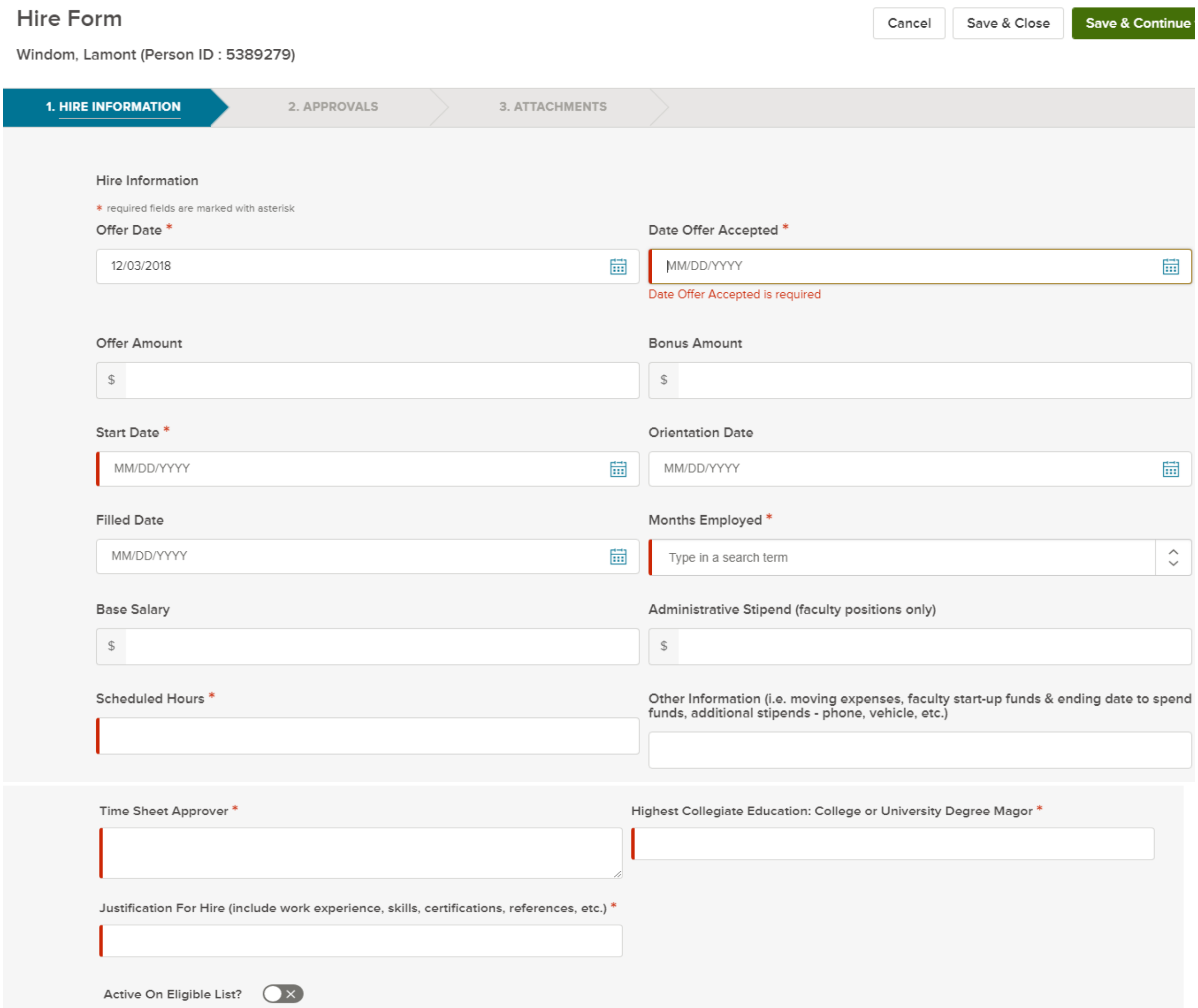
Steps to Hire a Candidate

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

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



3. 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)

Cancel | Save & Close | Save & Continue

1. HIRE INFORMATION | 2. APPROVALS | 3. ATTACHMENTS

Hire Information

* required fields are marked with asterisk

Offer Date * 12/03/2018

Date Offer Accepted * MM/DD/YYYY

Date Offer Accepted is required

Offer Amount $

Bonus Amount $

Start Date * MM/DD/YYYY

Orientation Date MM/DD/YYYY

Filled Date MM/DD/YYYY

Months Employed * Type in a search term

Base Salary $

Administrative Stipend (faculty positions only) $

Scheduled Hours *

Other Information (i.e. moving expenses, faculty start-up funds & ending date to spend funds, additional stipends - phone, vehicle, etc.)

Time Sheet Approver *

Highest Collegiate Education: College or University Degree Magor *

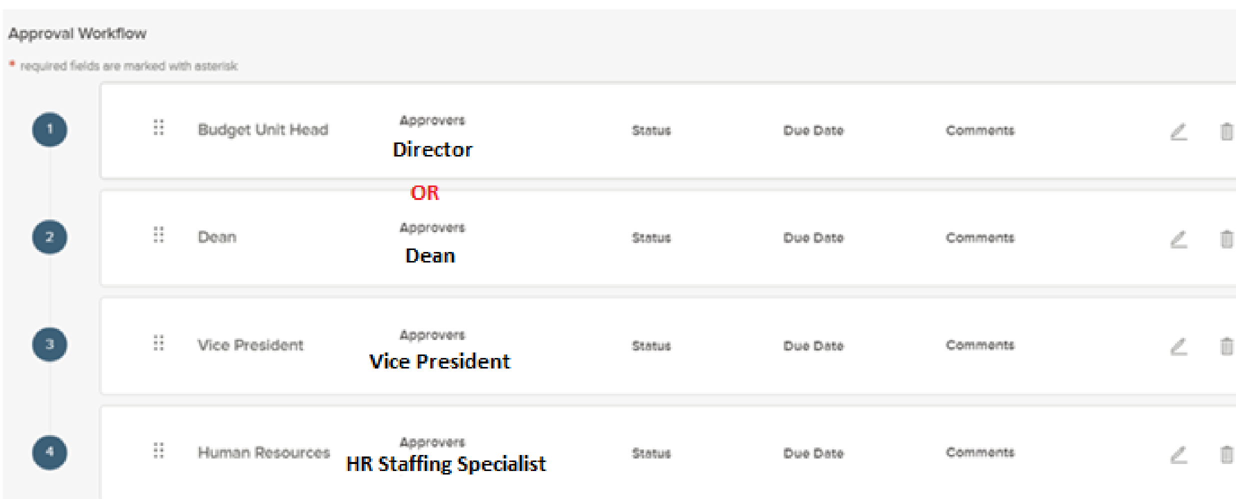
Justification For Hire (include work experience, skills, certifications, references, etc.) *

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

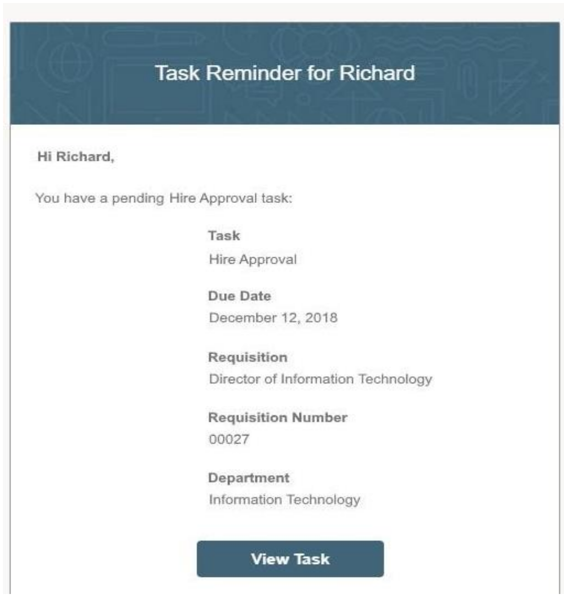
6. Once you're done, click Save & Continue to Next Step.

7. Approval Workflow: Here you will add the approvers. The Hire Workflow should include your Dean/Director, Vice President, and HR Staffing Specialist.



*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.

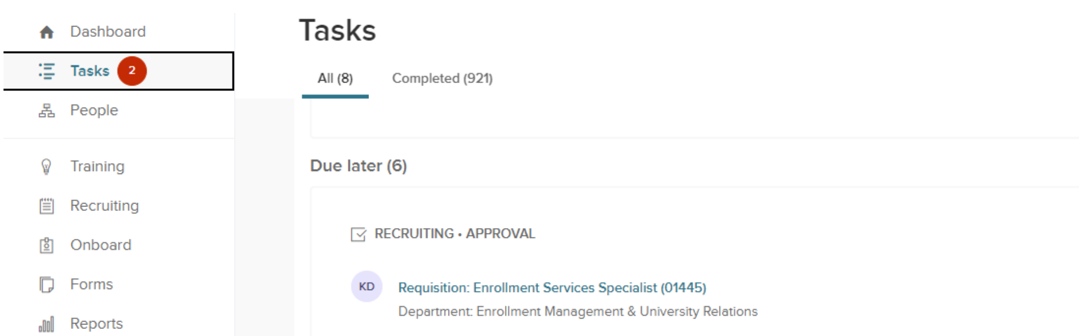
7. The assigned approver(s) will receive a reminder email from info@neogov.com, with the subject line, NEOGOV OHC Task Reminder, on the due day and each day the approval task is past due; until the task is completed. In the contents of the reminder email will be a View Task button, guiding the approver(s)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



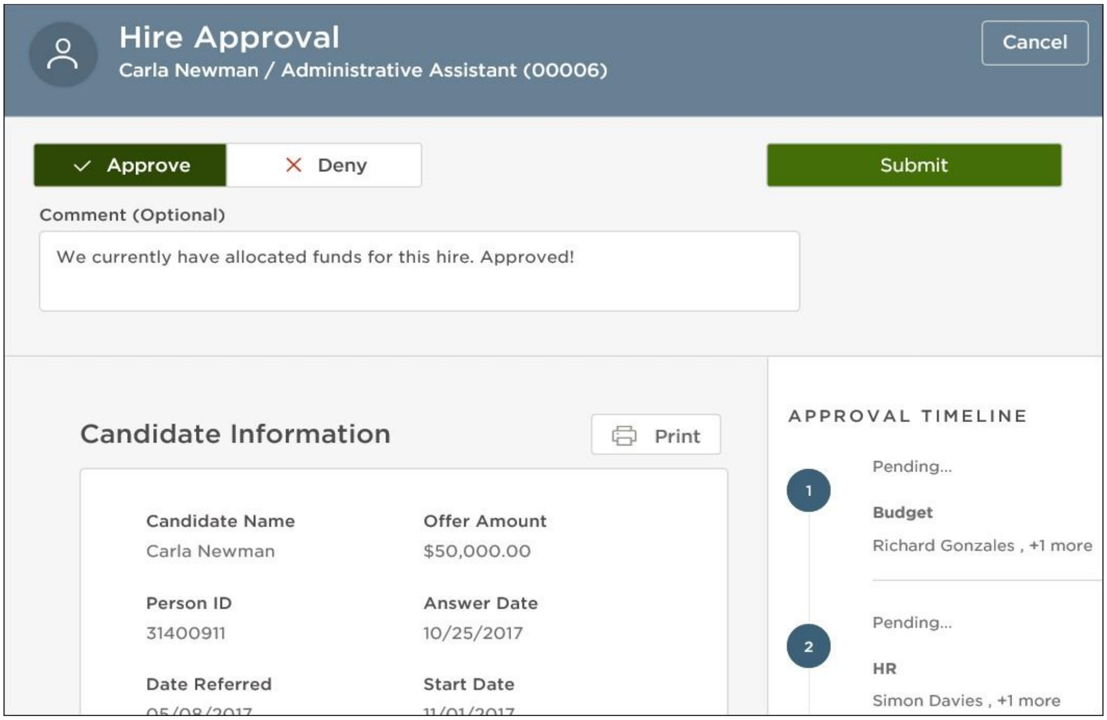
With the OHC role of Approver, you can review a hire sent to you for approval.

<u>**Steps to Approve a Hire**</u>

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



2. Review the Hire Approval and select "Approve" or "Deny" and type any comments, then click Submit.



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.

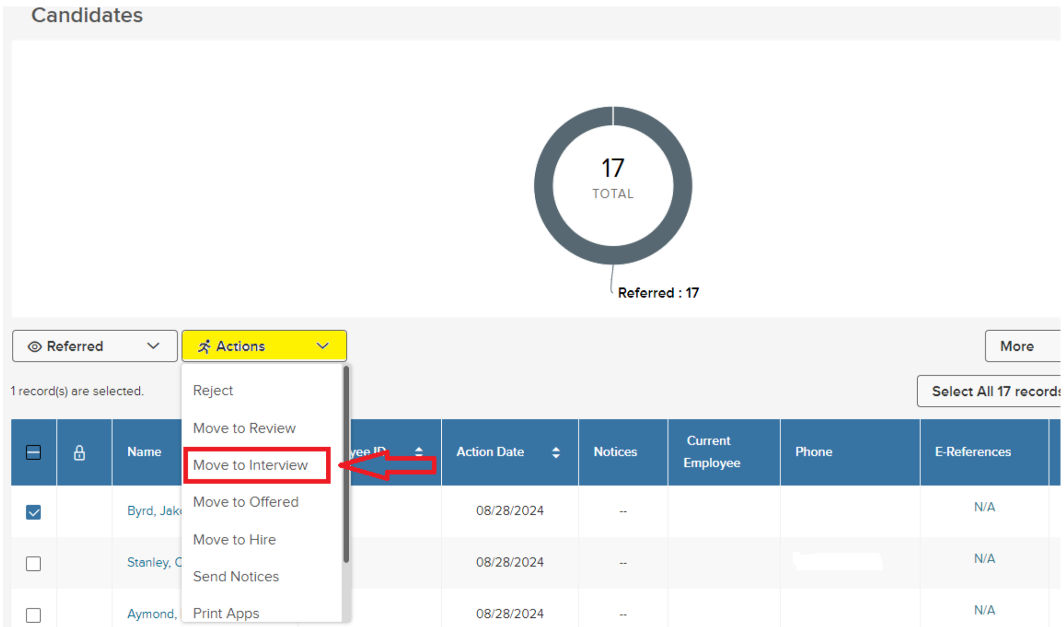
5.0 Optional OHC Features

Schedule Interviews and Create Interview Notes

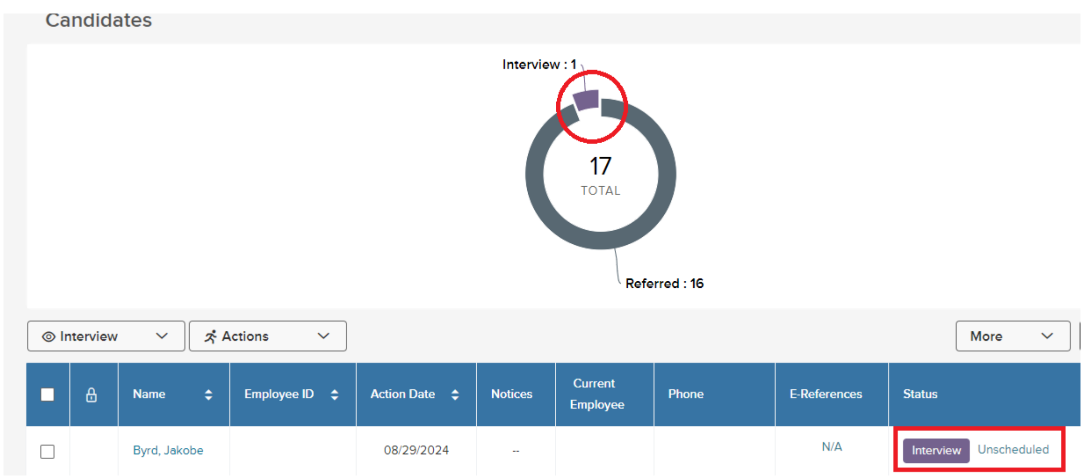
Hiring Managers have the option to enter interview dates and times for applicants they choose to interview. This will help keep track of and review all applicants that were interviewed throughout the hiring process.

<u>Steps to Schedule an Interview</u>

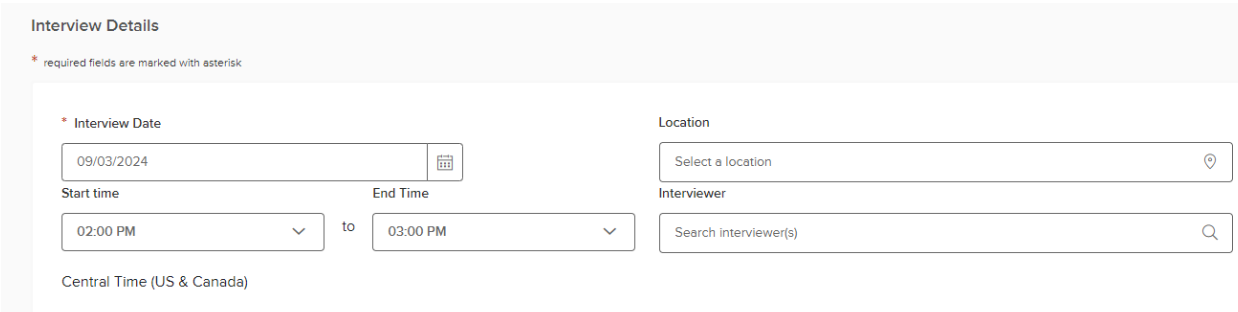
1. From the My Candidates referred list, you will select the candidates name that you have scheduled an interview with. In the "Actions" list, select "Move to Interview".



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



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



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.