



# **OHC Users Training Guide**

Human Resources Department

January 2013

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# Logging into NEOGOV Online Hiring Center (OHC)

## Exercise 1: Logging into NEOGOV's Online Hiring Center for Departmental Users

1. Open your Internet Explorer web browser and go to City's OHC training environment at <https://secure.training.neogov.com/insight/login.cfm>
2. Enter your Login Username and Password. (Your Username will always be your City of Cincinnati email address and a password of your choice.)

Products Customers Customer Care News & Events

Home » Secure Login

NEOGO  
Insight

Please enter your Username and Password below to access your secure Insight account.

Username:

Password:

Insight - Human Resources

Online Hiring Center - Departments

Login

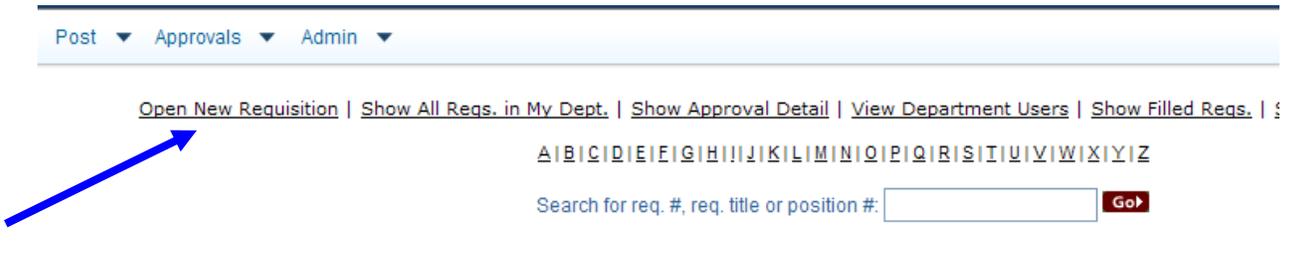
Always select the Radio button for "Online Hiring Center-Departments" to login to the OHC.

3. After you have logged into the system, the functions and menu items that are displayed within each drop down menu will vary depending on the type of security role(s) you have been assigned by the system administrator. Security is also dependent upon the role the Department states you perform.

# Managing Requisitions

## Exercise 2: Creating a Requisition

1. Click on “Open New Requisition” link.



2. Select the “Create New” link under the Requisition column for the Accountant position from the list of class specs.

Class Code	Class Title	Positions	Requisition
258	ACCOUNTANT	Positions	Create New

3. A blank requisition form will be displayed.

Class Title: ACCOUNTANT  
 Class Code: 258  
 Creator: White, Alexandria

\* Required

Desired Start Date:	<input type="text"/>										
* Requisition #:	[assigned when requisition is saved]										
Working Title:	<input type="text"/>										
Vacancies:	<input type="text"/>										
* Department:	=== Select ===										
Division:	=== Select ===										
* Hiring Managers:	<table border="1"> <tr> <td>Available:</td> <td><input type="text"/></td> <td>&gt;&gt;</td> <td>Assigned:</td> <td><input type="text"/></td> </tr> <tr> <td></td> <td></td> <td>&lt;&lt;</td> <td></td> <td></td> </tr> </table>	Available:	<input type="text"/>	>>	Assigned:	<input type="text"/>			<<		
Available:	<input type="text"/>	>>	Assigned:	<input type="text"/>							
		<<									
Job Term:	=== Select ===										
List Type:	=== Select ===										
Position Type:	<input type="radio"/> Existing Position (Replacement of Staff) <input type="radio"/> New Position										
Position Control:	<table border="1"> <tr> <th>Position #</th> <th>First Name</th> <th>Last Name</th> <th>Vacancy Date</th> </tr> <tr> <td colspan="4" style="text-align: center;"><input type="button" value="Add Another Vacancy"/></td> </tr> </table>	Position #	First Name	Last Name	Vacancy Date	<input type="button" value="Add Another Vacancy"/>					
Position #	First Name	Last Name	Vacancy Date								
<input type="button" value="Add Another Vacancy"/>											
Skills:	<input type="text"/>										
Comments:	<input type="text"/>										

4. Enter the desired Start Date as today's date. You must enter the date as a MM/DD/YY.
5. Enter the name of the job title and your name (i.e. Accountant-Alex W) in the Working Title Field.
6. Enter the number of Vacancies as "1."
7. Select the "**Human Resources Department**" from the Department drop down menu.
8. Leave the Division field blank. Only the departments that have separate employing units (i.e. Finance, City Manger's Office) will use the Division option.
9. Select your name from the list of Hiring Managers and move your name from "**Available**" to "**Assigned**".
10. Select "**Full-time**" from the Job Term drop down menu.
11. Select "**Regular**" from the List Type drop down menu.
12. Click the radio button for "**Existing Position (Replacement of Staff)**".

Desired Start Date:	<input type="text" value="12/26/2012"/>					
• Requisition #:	[assigned when requisition is saved]					
Working Title:	<input type="text" value="Accountant-Alex W."/>					
Vacancies:	<input type="text" value="1"/>					
• Department:	Human Resources <input type="button" value="v"/>					
Division:	=== Select === <input type="button" value="v"/>					
• Hiring Managers:	<table border="0"> <tr> <td>Available:</td> <td> <input type="button" value="^"/>  Martindale, Seeta  Plahovinsak, John  Rollinson, Sheila  Schoenig, Debra  Simmons, Peggy  Willis, Charlene  <input type="button" value="v"/> </td> <td> <input type="button" value="&gt;&gt;"/>  <input type="button" value="&lt;&lt;"/> </td> <td>Assigned:</td> <td> <input type="text" value="White, Alexandria"/> </td> </tr> </table>	Available:	<input type="button" value="^"/> Martindale, Seeta Plahovinsak, John Rollinson, Sheila Schoenig, Debra Simmons, Peggy Willis, Charlene <input type="button" value="v"/>	<input type="button" value="&gt;&gt;"/> <input type="button" value="&lt;&lt;"/>	Assigned:	<input type="text" value="White, Alexandria"/>
Available:	<input type="button" value="^"/> Martindale, Seeta Plahovinsak, John Rollinson, Sheila Schoenig, Debra Simmons, Peggy Willis, Charlene <input type="button" value="v"/>	<input type="button" value="&gt;&gt;"/> <input type="button" value="&lt;&lt;"/>	Assigned:	<input type="text" value="White, Alexandria"/>		
Job Term:	Part Time <input type="button" value="v"/>					
List Type:	Regular <input type="button" value="v"/>					
Position Type:	<input checked="" type="radio"/> Existing Position (Replacement of Staff) <input type="radio"/> New Position					

13. Click on the “**Add Another Vacancy**” button.

14. Enter an 8-digit position control number.

Position Control:	Position #	First Name	Last Name	Vacancy Date
	<input type="text" value="12345678"/>	<input type="text" value="Alex"/>	<input type="text" value="White"/>	<input type="text" value="12/31/2012"/>
<input type="button" value="Add Another Vacancy"/>				

15. Enter a First Name and Last Name.

16. Enter in a special skill set needed for the position.

Skills:	<input type="text" value="Expert in Excel"/>
Comments:	<input type="text" value="Please ask screen questions for Excel competency."/>

17. Select the type of request. For this example, select “**New Hire.**”

• Type of request (check all that apply) :	
<input type="checkbox"/>	Add/Delete Positions
<input type="checkbox"/>	Contract Employees
<input type="checkbox"/>	Double Fill Position
<input type="checkbox"/>	New Hire
<input type="checkbox"/>	Promotion
<input type="checkbox"/>	Reclassification
<input type="checkbox"/>	Transfer
<input type="checkbox"/>	Voluntary Demotion
<input type="checkbox"/>	Other

18. Answer the remaining questions on the requisition.

• Is this position reimbursed? :	<input type="radio"/> Yes <input type="radio"/> No
If you select "yes," what is the percentage of reimbursement and the type. (i.e. 75% reimbursed from 980 Capital fund) :	<input type="text"/>
• Is this position partially grant funded? :	<input type="radio"/> Yes <input type="radio"/> No
If you selected "yes," enter the percentage of reimbursement and name of the grant. (i.e. 50% reimbursed from Byrne Justice Grant) :	<input type="text"/>
• Could this request potentially lead to an outside City government hire? :	<input type="radio"/> Yes <input type="radio"/> No
• What is the fund number the position will be paid from? Please provide the Accounting Strip (Fund CodeXAgency CodeXProgram Code) :	<input type="text"/>
• Internship or CO-OP? :	<input type="radio"/> Yes <input type="radio"/> No

19. Click on the “**No Approvals**” check box.

No Approvals <input checked="" type="checkbox"/>
<input type="button" value="Save Only"/> <input type="button" value="Save and Release"/>

20. Click the “**Save and Release**” button.

**Please note:** Once you click this button the requisition will begin the approval process. For this training exercise, no approvals were needed; however, when completing a requisition for a vacancy, a typical approval process may be:



21. Once you select **“Save and Release,”** 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.

[View/Edit Requisition](#)  
[Edit](#)

Class Title: ACCOUNTANT  
 Class Code: 258  
 Creator: [White, Alexandria](#)

- Required

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	Desired Start Date: 12/26/12								
	- Requisition #: 12-00058								
	Working Title: Accountant-Alex W.								
	Vacancies: 1								
	- Department: Human Resources								
	Division:								
	- Hiring Managers: White, Alexandria								
	Job Term: Part Time								
	List Type: Regular								
	Position Type: Existing Position (Replacement of Staff)								
	Position Control:								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Position #</th> <th style="width: 20%;">First Name</th> <th style="width: 20%;">Last Name</th> <th style="width: 45%;">Vacancy Date</th> </tr> </thead> <tbody> <tr> <td>12345678</td> <td>Alex</td> <td>White</td> <td>12/31/2012</td> </tr> </tbody> </table>	Position #	First Name	Last Name	Vacancy Date	12345678	Alex	White	12/31/2012
Position #	First Name	Last Name	Vacancy Date						
12345678	Alex	White	12/31/2012						
	Skills: Expert in Excel								
	Comments: Please ask screen questions for Excel competency.								
	Type of request (check all that apply) : New Hire								
	If you selected "Other," please specify the type of request? :								
	Is this position reimbursed? : Yes								
	If you select "yes," what is the percentage of reimbursement and the type (i.e. 75% reimbursed)								

# Subject Matter Expert (SME) Reviews

## Exercise 3: Conducting a SME Review

1. Select the drop down arrow by your name and click on “**My SME Review.**”



The list of positions waiting for SME Review will be displayed as shown

Search for exam title or exam number.

2 records found.  
Page 1 of 1

Exam #	Exam Plan	Job Posting	Analyst	Applications
12-00022-AMW	<a href="#">Plumber</a>	Plumber	White, Alexandria	
12-00042	<a href="#">Accountant-Alex W.</a>	Accountant-Alex W.	White, Alexandria	

2 records found.  
Page 1 of 1

2. Click on the “**Accountant**” link under the Exam Plan column.
3. There is a pool of applicants in the applicant pool for you to evaluate as a SME.

Exam Plan **12-00042 - Accountant-Alex W.**

PersonID	Master Profile	Last Updated	Updated By	At Step	Disposition	Assigned By	Comments
<a href="#">5333725</a>	<a href="#">View</a>	12/12/12 9:20 AM	White, Alexandria	Training and Experience		White, Alexandria	<a href="#">Add</a>
<a href="#">5333921</a>	<a href="#">View</a>	12/12/12 9:21 AM	White, Alexandria	Training and Experience		White, Alexandria	<a href="#">Add</a>

- Click on the “**PersonID**” link under the PersonID Column to begin review of each applicant.

Exam Plan **12-00042 - Accountant-Alex W.**

PersonID	Master Profile	Last Updated	Updated By	At Step	Disposition	Assigned By	Comments
<a href="#">5333725</a>	<a href="#">View</a>	12/12/12 9:20 AM	White, Alexandria	Training and Experience		White, Alexandria	<a href="#">Add</a>
<a href="#">5333921</a>	<a href="#">View</a>	12/12/12 9:21 AM	White, Alexandria	Training and Experience		White, Alexandria	<a href="#">Add</a>

Each application, in sequential order, can be viewed.

[Show Candidate Disposition](#)

Application 1 of 2

« [Previous Applicant](#) | [Next Applicant](#) »

**12-00042 - Accountant- Alex W.**

**Contact Information -- Person ID: 5333725**

**Personal Information**

**Preferences**

Preferred Salary:

Are you willing to relocate?

Types of positions you will accept:

Types of work you will accept:

Types of shifts you will accept:

**Objective**

When reviewing applications, you can advance to the next application by clicking on “**Next Applicant**” or return to a previous application by selecting “**Previous Applicant**”. As a SME, you will not have access to personally identifiable information; however, you will have the ability to view the necessary information to evaluate an applicant.

5. Click on the “**Show Candidate Disposition**” link

[Show Candidate Disposition](#)

Application 1 of 2      « Previous Applicant | [Next Applicant](#) »

**12-00042 - Accountant-Alex W.**

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**Contact Information -- Person ID: 5333725**

**Personal Information**

**Preferences**

Preferred Salary:  
Are you willing to relocate?

Types of positions you will accept:  
Types of work you will accept:  
Types of shifts you will accept:

**Objective**

6. You will now be able to evaluate your applicants by entering in the appropriate scores or selecting Pass or Fail.

[Hide Candidate Disposition](#)

Exam Plan **12-00042 - Accountant-Alex W.**  
Evaluation Step **T&E Review**

\* Required

Applicant:	Person ID	Raw Score	SME 1	SME 2	SME 3
	5333725		69		

Score Calculation: Average

Reject Reason: [== Select ==](#)

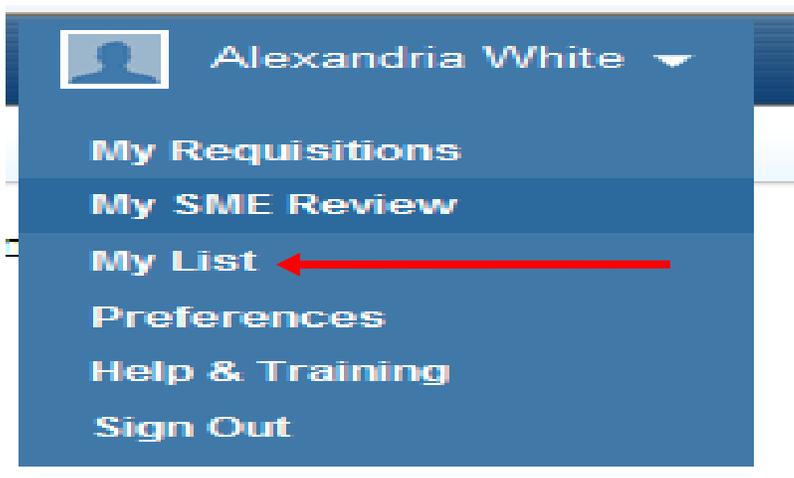
Comments:

Notice you will only have access to your specified reviewer box and you are unable to manipulate another SME’s score entry. You may also enter any comments in the Comments section for the applicant. You will click “**Save & View next App**” until you have completed your SME review.

# Managing Referral Lists (Certifications)

## Exercise 4: Managing “My List”

1. Select the drop down menu by your name and select “My List.”



Under this option, you will see a list(s) of position title(s) and candidates who have been certified (referred) to your department who are eligible for hire.

2. Under the Candidate Column click on the “**View**” link for the Accountant position.

12-00042	ACCOUNTANT	00052525	Finance Departm...	Income Tax	White, Alexandria	<a href="#">View</a>	<a href="#">Print</a>	12/12/12
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Page 1 of 1

3. Your list will contain candidate(s) in rank order by total score, which includes any veteran or seniority points where applicable. You have the ability to manage all activities related to the hiring process; screening applicants for interviews, scheduling interviews, making tentative job offers, and sending out the related letters/emails to applicants.

Referred

<input type="checkbox"/>	Name	Master Profile	Phone	Email Notify	Total Rank	Days Svc	Total Score	Exam Plan #	Action Date	Elig Exp Date	Notices
<input type="checkbox"/>	<a href="#">Jackson, Arnell D</a>	<a href="#">View</a>	P: (513) 555-5555 A: (513) 675-2855	•	2		94.50	12-00042	12/27/12	12/13/13	N/A
<input type="checkbox"/>	<a href="#">Willis, Charlene</a>	<a href="#">View</a>			5	1	84.67	12-00042	12/27/12	12/13/13	N/A
<input type="checkbox"/>	<a href="#">Rollinson, Shelia</a>	<a href="#">View</a>	P: 513-921-9668 A: 513-382-9668		5	2	84.67	12-00042	12/27/12	12/13/13	N/A

== Select ==  3 records found.

- Click on the box next to the first applicant's name (in this example Arnell Jackson), then from the drop down menu select **"Schedule Interview"**. Then click on **"Go"**.

Referred

Name	Master Profile	Phone	Email Notify	Total Rank	Days Svc	Total Score	Exam Plan #	Action Date	Elig Exp Date	Notices
<input type="checkbox"/> Jackson, Arnell D	<a href="#">View</a>	P: (513) 555-5555 A: (513) 675-2655	*	2		94.50	12-00042	12/27/12	12/13/13	N/A
<input type="checkbox"/> Willis, Charlene	<a href="#">View</a>			5	1	84.67	12-00042	12/27/12	12/13/13	N/A
<input type="checkbox"/> Rollinson, Shelia	<a href="#">View</a>	P: 513-921-9668 A: 513-382-9668		5	2	84.67	12-00042	12/27/12	12/13/13	N/A

3 records found.

== Select ==

- == Select ==
- Schedule Interview**
- Make Offer
- Hire
- Reject
- Email Notify
- Mail Merge

Interview Scheduled

Phone	Email Notify	Total Rank	Days Svc	Total Score	Exam Plan #	Action Date	Elig Exp Date	Notices	Interview
No records found.									

The interview scheduling page will be displayed as shown below.

\* Required

Name:	Arnell Jackson D	5333722
* Date:	December	27
* Time:	2 pm	:00
Duration:	1 hr	:00
Location:	<input type="text"/>	
Address 1:	<input type="text"/>	
Address 2:	<input type="text"/>	
City:	<input type="text"/>	
State:	== Select ==	
Zip Code:	<input type="text"/>	
Phone:	<input type="text"/>	
Disposition:	Scheduled	
Comments:	<input type="text"/>	

- Complete the entire interview scheduling form with all the relevant interview information. Then click **“Save”**

\* Required

Name:	Arnell Jackson D	5333722
* Date:	December	27
	2012	
* Time:	2 pm	:00
Duration:	1 hr	:00
Location:	Human Resources	
Address 1:	805 Central Avenue	
Address 2:	Ste 200	
City:	Cincinnati	
State:	Ohio	
Zip Code:	45202	
Phone:	513-352-2499	
Disposition:	Scheduled	
Comments:	Candidate will be interviewed by Georgetta Kelly, HR director Ask applicant to bring official transcript Complete form for criminal background check	

This action moves the applicant from Referred status to Interview Scheduled status.

Referred

<input type="checkbox"/>	Name	Master Profile	Phone	Email Notify	Total Rank	Days Svc	Total Score	Exam Plan #	Action Date	Elig Exp Date	Notices
<input type="checkbox"/>	Willis, Charlene	<a href="#">View</a>			5	1	84.67	12-00042	12/27/12	12/13/13	N/A
<input type="checkbox"/>	Rollinson, Shelia	<a href="#">View</a>	P: 513-921-9668 A: 513-382-9668		5	2	84.67	12-00042	12/27/12	12/13/13	N/A

== Select ==

2 records found.

Interview Scheduled

<input type="checkbox"/>	Name	Master Profile	Phone	Email Notify	Total Rank	Days Svc	Total Score	Exam Plan #	Action Date	Elig Exp Date	Notices	Interview
<input type="checkbox"/>	Jackson, Arnell D	<a href="#">View</a>	P: (513) 555-5555 A: (513) 675-2655	*	2		94.50	12-00042	12/27/12	12/13/13	N/A	12/27/12 2:00 PM

- Click on the box next to the second applicant's name (in this example Charlene Willis), then from the drop down menu select **"Schedule Interview."** Then Click **"Go."**

Name	Master Profile	Phone	Email Notify	Total Rank	Days Svc	Total Score	Exam Plan #	Action Date	Elig Exp Date	Notices
<input checked="" type="checkbox"/> Willis, Charlene	<a href="#">View</a>			5	1	84.67	12-00042	12/27/12	12/13/13	N/A
<input type="checkbox"/> Rollinson, Sheila	<a href="#">View</a>	P: 513-921-9668 A: 513-382-9668		5	2	84.67	12-00042	12/27/12	12/13/13	N/A

2 records found.

Interview Scheduled

Phone	Email Notify	Total Rank	Days Svc	Total Score	Exam Plan #	Action Date	Elig Exp Date	Notices	Interview

No records found.

- The interview scheduling page will be displayed as with the previous example. Complete all relevant interview information, then click **"Save"**

- Required

Name: Charlene Willis 5335170

Date: December 28 2012

Time: 10 am :00

Duration: 1 hr :00

Location: Human Resources

Address 1: 805 Central Avenue

Address 2: Ste 200

City: Cincinnati

State: Ohio

Zip Code: 45202

Phone: 513-352-2400

Disposition: Scheduled

Comments: Candidate will be interviewed by Georgetta Kelly  
Ask applicant to bring official transcript  
Complete Criminal Background check form

Notice that Charlene Willis has moved from Referred status to Interview Scheduled status.

- Click on the box next to the applicant's name under Interview Scheduled and then from the drop down menu select **"Make an Offer."** Then Click **"Go."**

**Interview Scheduled**

Name	Master Profile	Phone	Email Notify	Total Rank	Days Svc	Total Score	Exam Plan #	Action Date	Elig Exp Date	Notices	Interview
<input checked="" type="checkbox"/> Jackson, Arnell D	<a href="#">View</a>	P: (513) 555-5555 A: (513) 675-2855	•	2		94.50	12-00042	12/27/12	12/13/13	N/A	12/27/12 2:00 PM

1 record found.

**Offer Pending**

Phone	Email Notify	Total Rank	Days Svc	Total Score	Exam Plan #	Action Date	Elig Exp Date	Notices	Offer
No records found.									

- You will be taken to the Offer page.

Requisition #	<b>12-00059</b>	Job Type	<b>Full Time</b>
Requisition Title	<b>ACCOUNTANT</b>	Vacancies	<b>1</b>
Working Title	<b>Accountant-AMW</b>	HR Analyst	<b>White, Alexandria</b>
Department	<b>Human Resources</b>	HR Analyst Phone	
Division		HR Liaison	<b>White, Alexandria</b>
Positions	<b>12345678</b>	HR Liaison Phone	<b>513-352-2449</b>

• Required

Name:	Arnell Jackson D	5333722
• Status:	Answer Pending	
• Offer Date:	<input type="text" value="12/27/12"/>	
Offer Amount:	<input type="text" value="\$0.00"/>	
Bonus Amount:	<input type="text" value="\$0.00"/>	
Comments:	<input type="text"/>	

10. Complete the form with the **hourly salary** out to the 6<sup>th</sup> decimal (i.e. 28.134877). If applicable, you will add the salary step information in the comment section. Additionally, you will add any other relevant new hire information such as, complete criminal background check, etc.

- Required

Name:	Arnell Jackson D	5333722
- Status:	Answer Pending	
- Offer Date:	<input type="text" value="12/27/12"/>	
Offer Amount:	<input type="text" value="28.134877"/>	
Bonus Amount:	<input type="text" value="\$0.00"/>	
Comments:	<input type="text" value="If the applicant is being hired at an hourly salary based on a step you must identify that in the comment section. (i.e. Step 2). Add any other necessary information such as, complete criminal background check, etc.  "/>	

11. Click on the **“Save”** button. You will be returned to the **“My list”** dashboard page, and your applicant will move from Interview Scheduled to Offer Pending status.

Interview Scheduled

<input type="checkbox"/>	Name	Master Profile	Phone	Email Notify	Total Rank	Days Svc	Total Score	Exam Plan #	Action Date	Elig Exp Date	Notices	Interview
<input type="text" value="== Select =="/> <input type="button" value="Go"/> <span style="float: right;">No records found.</span>												

Offer Pending

<input type="checkbox"/>	Name	Master Profile	Phone	Email Notify	Total Rank	Days Svc	Total Score	Exam Plan #	Action Date	Elig Exp Date	Notices	Offer
<input type="checkbox"/>	Jackson, Arnell D	<a href="#">View</a>	P: (513) 555-5555 A: (513) 675-2655	•	2		94.50	12-00042	12/27/12	12/13/13	N/A	<input type="button" value="Pending"/>
<input type="text" value="== Select =="/> <input type="button" value="Go"/> <span style="float: right;">1 record found.</span>												

The offer should remain pending until the applicant has been cleared for hire by EHS, the criminal background check has returned, and you have a start date for the applicant that will begin at the beginning of a new pay period.

12. Once all information has been received for your new hire, you will move the applicant from offer pending status to hire status. Click the box next to the applicant's name and select from the drop down menu **"Hire"**.

The screenshot shows a table titled "Offer Pending" with the following columns: Name, Master Profile, Phone, Email Notify, Total Rank, Days Svc, Total Score, Exam Plan #, Action Date, Elig Exp Date, Notices, and Offer. A red arrow points to a checked checkbox next to the name "Jackson, Arnell D". Below the table, a dropdown menu is open, showing options: "==" Select ==", "Hire", "Reject", "Email Notify", "Mail Merge", and "==" Select ==". Another red arrow points to the "Hire" option. Below the dropdown, a "Go" button is visible. The text "1 record found." is on the right, and "Hired" is centered below the dropdown. Below the dropdown, another table header is visible with columns: Phone, Email Notify, Total Rank, Days Svc, Total Score, Exam Plan #, Action Date, Elig Exp Date, Print PA, Notices, Hire. The text "No records found." is on the right.

13. This will take you to the Personnel Action Form (PAF) screen. Complete all the necessary form fields. Select the **"No Approvals"** box, then click the **"Save and Release"** button.

**Please note:** Once you click this button the new hire will begin the approval process. For this training exercise, no approvals were needed; however, when completing a new hire approval, the approval process may be:



Name: Arnell Jackson D 5333722

Status: Hired

• Offer Date: 12/27/12

Offer Amount: \$ 28.13

Bonus Amount: \$ 0.00

• Answer Date: 12/27/12

• Filled On Date: 12/27/12

• Start Date: 12/27/12

Orientation Date: 12/27/12

Keep Active on Eligible List: No

Comments:   
 2500 character limit

• What is your current marital status?: == Select ==  
 Single  
 Married  
 Widow

• Are you a smoker?:  Yes  No

• Are you a full-time student?:  Yes  No

• Position Number:

No Approvals

Approval 1 == Select ==

The candidate will now move from Offer Pending status to Hired status.

Offer Pending

Name	Master Profile	Phone	Email Notify	Total Rank	Days Svc	Total Score	Exam Plan #	Action Date	Elig Exp Date	Notices	Offer
== Select == <input type="button" value="Go"/> <span style="float: right;">No records found.</span>											

Hired

Name	Master Profile	Phone	Email Notify	Total Rank	Days Svc	Total Score	Exam Plan #	Action Date	Elig Exp Date	Print PA	Notices	Hire
<input type="checkbox"/> Jackson, Arnell D	<a href="#">View</a>	P: (513) 555-5555 A: (513) 675-2655	•	2		94.50	12-00042	12/27/12	12/13/13	<a href="#">Print</a>	N/A	<a href="#">Details</a>
== Select == <input type="button" value="Go"/> <span style="float: right;">1 record found.</span>												

- Click on the box next to your applicant that remains under the Interview Scheduled status (in this example Charlene Willis), and select “**Reject**” from the drop down menu. Then click “**Go.**”

Interview Scheduled

<input type="checkbox"/>	Name	Master Profile	Phone	Email Notify	Total Rank	Days Svc	Total Score	Exam Plan #	Action Date	Elig Exp Date	Notices	Interview
<input checked="" type="checkbox"/>	Willis, Charlene	<a href="#">View</a>			5	1	84.67	12-00042	12/27/12	12/13/13	N/A	12/28/12 10:00 AM

1 record found.

== Select ==  
 == Select ==  
 Schedule Interview  
 Make Offer  
 Hire  
**Reject**  
 Email Notify  
 .....

Offer Pending

Phone	Email Notify	Total Rank	Days Svc	Total Score	Exam Plan #	Action Date	Elig Exp Date	Notices	Offer
No records found.									

- The Reject Reason page is displayed. Select the appropriate reason from the Reason drop down menu. For this example, select “**Interviewed but not selected,**” then click “**Save.**”

Requisition #	12-00059	Job Type	Full Time
Requisition Title	ACCOUNTANT	Vacancies	1
Working Title	Accountant-AMW	HR Analyst	White, Alexandria
Department	Human Resources	HR Analyst Phone	
Division		HR Liaison	White, Alexandria
Positions	12345678	HR Liaison Phone	513-352-2449

- Required

Name: Charlene Willis      5335170

- Reason: == Select ==

Comments: == Select ==  
 Interviewed but not selected

Notice your selected candidate will move from Interview Scheduled status to Rejected status.

Interview Scheduled

Name	Master Profile	Phone	Email Notify	Total Rank	Days Svc	Total Score	Exam Plan #	Action Date	Elig Exp Date	Notices	Interview
<input type="checkbox"/> == Select == <input type="button" value="Go"/> <span style="float: right;">No records found.</span>											

Offer Pending

Name	Master Profile	Phone	Email Notify	Total Rank	Days Svc	Total Score	Exam Plan #	Action Date	Elig Exp Date	Notices	Offer
<input type="checkbox"/> == Select == <input type="button" value="Go"/> <span style="float: right;">No records found.</span>											

Hired

Name	Master Profile	Phone	Email Notify	Total Rank	Days Svc	Total Score	Exam Plan #	Action Date	Elig Exp Date	Print PA	Notices	Hire
<input type="checkbox"/>	Jackson, Arnell D	<a href="#">View</a>	P: (513) 555-5555 A: (513) 675-2655	.	2	94.50	12-00042	12/27/12	12/13/13	<a href="#">Print</a>	N/A	<a href="#">Details</a>
<input type="checkbox"/> == Select == <input type="button" value="Go"/> <span style="float: right;">1 record found.</span>												

Rejected

Name	Master Profile	Phone	Email Notify	Total Rank	Days Svc	Total Score	Exam Plan #	Action Date	Elig Exp Date	Notices	Rejection
<input type="checkbox"/>	Willis, Charlene	<a href="#">View</a>		5	1	84.67	12-00042	12/27/12	12/13/13	N/A	<a href="#">Edit</a>

16. NEOGOV allows HR liaisons to generate emails or paper notices at any point during the interview and selection process. Departments can send emails or paper notifications, regardless of preferences established by the candidate.

17. Click the box next to the candidate under the Rejected status and from the drop down menu select “**Email Notify.**” Then click “**Go.**”

Rejected

Name	Master Profile	Phone	Email Notify	Total Rank	Days Svc	Total Score	Exam Plan #	Action Date	Elig Exp Date	Notices	Rejection
<input checked="" type="checkbox"/>	Willis, Charlene	<a href="#">View</a>		5	1	84.67	12-00042	12/27/12	12/13/13	N/A	<a href="#">Edit</a>
<input type="checkbox"/> == Select == <input type="button" value="Go"/> <span style="float: right;">1 record found.</span>											

== Select ==

== Select ==

Schedule Interview

Make Offer

Hire

Reject

**Email Notify**

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You will be taken to the Notice Template page. From the drop down list of templates, you want to make sure you have the correct email highlighted. In this example it is “Interviewed not Selected”.

Requisition: 12-00059 - ACCOUNTANT

Select Email Format:

Disposition: Interviewed but not selected      Template:

```

<Today>

<Applicant_FirstName> <Applicant_LastName>
<Applicant_Address1>
<Applicant_City>, <Applicant_State> <Applicant_ZipCode>

Dear <Applicant_FirstName>:

Thank you for your participation in the process of applying and interviewing for the <Position_Title> with <Agency_Name>.
As you are aware, we had four finalists and the ultimate decision was very difficult. Another candidate was selected for the
position.
We appreciate the time and effort you put into the process. We hope you will continue to be interested in future City of
Cincinnati employment opportunities, located at www.cincinnati-oh.gov

Again, thank you for your interest in employment with the City of Cincinnati.

Sincerely,

<Req_HiringManagerFullName>

```

If necessary, you can make ONE TIME changes to the template as needed. Once the email is complete, you will click on the “**Generate Notices**” button.

Requisition: 12-00059 - ACCOUNTANT

Select Email Format:

Disposition: Interviewed but not selected      Template:

Candidate	Person ID	Email	Date & Time Received
Willis, Charlene	5335170	None - notice will not be sent	12/11/12 01:28 PM

This will take you to an email preview screen. Your email will not be sent until you click on the “**Send**” button.

Send

**Email 1** (To: )

December 28, 2012

Charlene Willis  
123 Main St  
Cincinnati, OH 45202

Dear Charlene:

Thank you for your participation in the process of applying and interviewing for the Accountant-Alex W. with City of Cincinnati. As you are aware, we had four finalists and the ultimate decision was very difficult. Another candidate was selected for the position. We appreciate the time and effort you put into the process. We hope you will continue to be interested in future City of Cincinnati employment opportunities, located at [www.cincinnati-oh.gov](http://www.cincinnati-oh.gov)

Again, thank you for your interest in employment with the City of Cincinnati.

Sincerely,

Alexandria White

If you applied online, please verify you have received this message by visiting:  
[https://www.training.governmentjobs.com/js\\_login.cfm?topheader=cincinnati&OHCResponseCode=60731](https://www.training.governmentjobs.com/js_login.cfm?topheader=cincinnati&OHCResponseCode=60731)

Once your email is sent to the candidate(s), you will be taken back to the notice template screen which should display an “Email sent successfully” message.

Requisition: 12-00059 - ACCOUNTANT

Emails sent successfully.

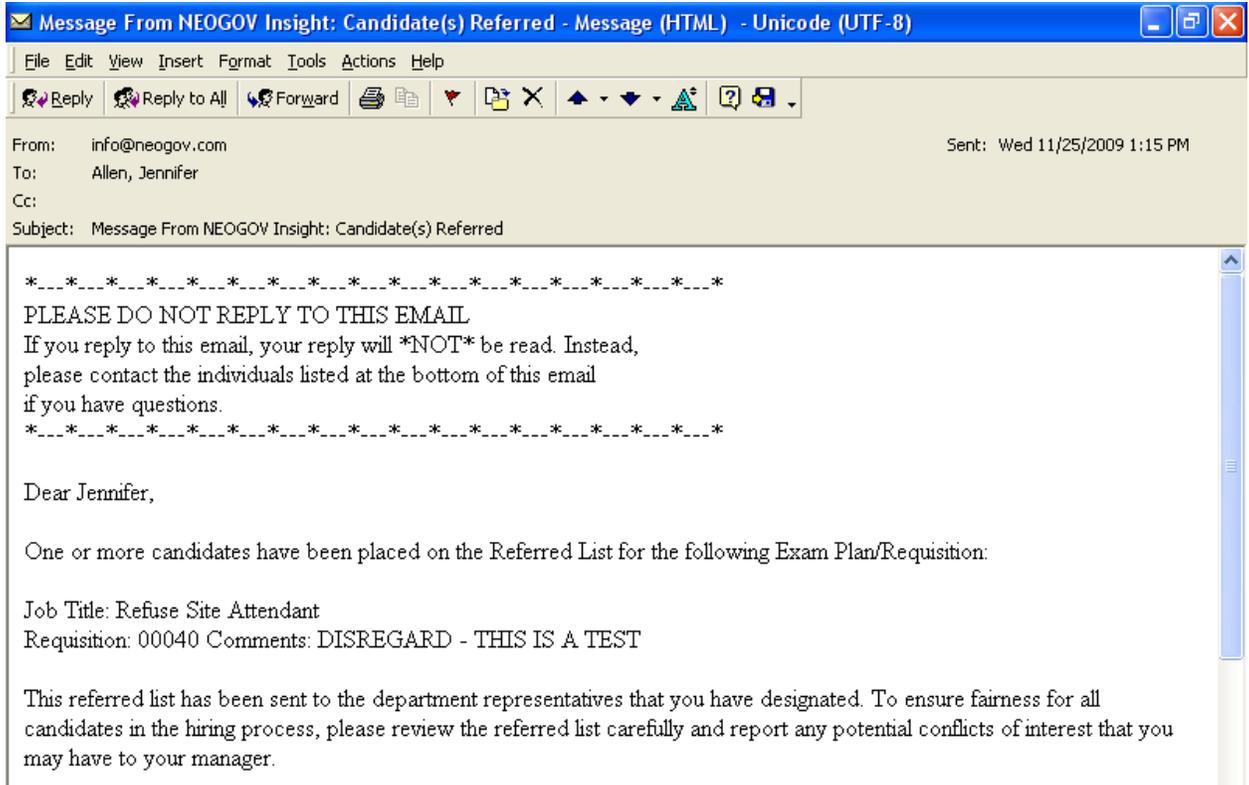
Template: Interviewed not Selected

Candidate	Person ID	Email	Date & Time Received
Willis, Charlene	5335170	None - notice will not be sent	12/11/12 01:28 PM

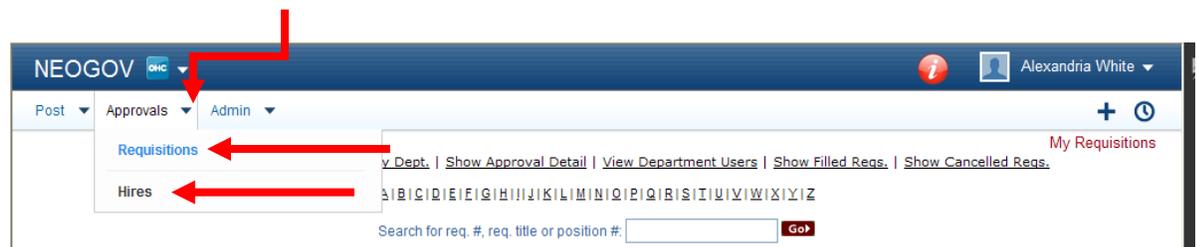
# Approval Process

## Exercise 5: Managing My Approvals

A notification via email will be sent to anyone selected to approve a requisition or new hire. The email will look similar to the display below.



To approve a requisition or new hire, from the OHC dashboard, select Requisitions or Hire from the “**Approval**” drop down menu.



You will be taken to the approval display screen for either requisition(s) or new hire awaiting your approval.

## Requisitions

Search for req. #, req. title or position #:

### Requisitions Awaiting My Action

1 record found.

Req #	Title	Position ID	Department	Division	Created	Creator	Status	Action
12-00060	City Architect	12345678	Health		12/28/12	White, A	In Progress	<a href="#">Edit</a> <a href="#">Reassign</a> <a href="#">Approve/Deny</a> <a href="#">History</a>

## Hires

[Show All Approval Steps](#)

Req #	Title	Department	Division	Hire Name	Start Date	Hire	Steps	Action
12-00059	Accountant-AMW	Human Resources		Rollinson, Shelia	12/28/12	<a href="#">Details</a>	<a href="#">Show</a>	<a href="#">Approve/Deny</a> <a href="#">History</a>

From the Action column, you will select the approve/deny link. You will then have the option to Approve, Deny, Hold, or Cancel a requisition. You can also add any additional information that may be relevant to the requisition in the comment box.

12-00060 - City Architect

\* Required

\* Approve/Deny == Select ==

Note == Select ==

- Approve
- Deny
- On Hold/Pending
- Cancel

For the hire, you only have the option to Approve or Deny the new hire.

Hire Name <b>Rollinson, Shelia</b>	Start Date <b>12/28/12</b>
Requisition # <b>12-00059</b>	Job Type <b>Full Time</b>
Requisition Title <b>ACCOUNTANT</b>	Vacancies <b>1</b>
Working Title <b>Accountant-AMW</b>	HR Analyst <b>White, Alexandria</b>
Department <b>Human Resources</b>	HR Analyst Phone
Division	HR Liaison <b>White, Alexandria</b>
Positions <b>12345678</b>	HR Liaison Phone <b>513-352-2449</b>

\* Required

Approve/Deny == Select ==

Comments == Select ==

Approve

Deny

Save

Once you have changed the approval status of the requisition or new hire, the information will continue to be processed in the system.