



NEOGOV

Transition

Local Government Training

April 2018

Agenda

- NEOGOV Overview
- Key Changes
- External Civil Service Hiring Scenarios
- SCSC Hiring Procedures
- Available Exams at Go-Live
- Emergency Appointments
- Additional SCSC Hiring Processes
- Veterans' Preference
- AS400 Lists
- NEOGOV Training



▶ NEOGOV Overview – What is it?

- NEOGOV is an applicant tracking system.
 - It provides the ability to track activities and documentation for each applicant in one system.
 - Applicants will be evaluated, scored, referred, and hired in the system.
 - All approvals will occur in NEOGOV.
 - All applicant correspondence will be sent and stored electronically.
- The data in NEOGOV will be used to:
 - Report hiring metrics.
 - Determine hiring trends.
 - Identify opportunities to streamline the hiring process.

Key Changes for SCSC Staff

- Effective April 23rd, all SCSC test announcements/job postings will be posted on NEOGOV; not the SCSC website.
- Most civil service external postings will be vacancy-based postings (Experience & Training exams).
- Agencies will draft selling language for external postings.
- Requests to post external vacancies will route to SCSC through NEOGOV.
- Evaluations will be conducted and stored in NEOGOV.
- Approvals to post exams/vacancies and hire will be routed to the SCSC in NEOGOV.
- Applicant correspondence will be sent from/stored in NEOGOV.

Key Changes for Job Seekers

- Effective April 23rd, all SCSC test announcements/external job postings will move to www.employment.pa.gov.
- External applicants will go to one website, www.employment.pa.gov, to view and apply for civil service and non-civil service vacancies. External meaning current code 11 or 12 candidates applying from off the street.
- Applicants will no longer receive “Availability Surveys.”
- Applicants can register for “Job Alerts” which will provide automatic email notifications when vacancies are posted that are associated with their selected job categories.
- Some civil service positions will still require applicants to take an exam at a test center; however, job seekers will also be able to apply for civil service vacancies by completing an application and answering job-related questions online.
- Applicants will receive email notifications when vacancies are posted for list-based job titles.
- Job seekers are encouraged to reapply and retest for all civil service job titles posted on www.employment.pa.gov. Retest wait periods have been waived for this purpose.
- **IMPORTANT NOTE:** Internal posting procedures will remain the same at this time.

▶ Key Changes for Agencies

- Agencies can use existing AS/400 lists to fill vacancies for a *temporary period of time* while NEOGOV candidate pools are being established. Lists must be pulled from AS400 by April 20, 2018. The use of AS400 lists and NEOGOV lists simultaneously will not be an option.
- Agencies will request to post external civil service vacancies through NEOGOV.
- Agencies will draft posting language using selling/marketing techniques for test announcements and vacancy postings.
- Civil Service will provide agencies with candidates through referred lists in NEOGOV.
- Agencies will no longer be able to view unofficial civil service lists.
- Agencies will access candidate applications through NEOGOV for referred candidates.
- Agencies will no longer send "Availability Surveys."
- Approvals to hire candidates will be submitted through NEOGOV.

Exam Postings for Future Vacancies

Overview:

- Job seekers must submit an application to an exam posting.
 - For written exams, applicants will be directed to schedule to take the exam at an SCSC test center.
 - For E&T exams, applicants will answer supplemental questions as part of the application.
- Applicants who meet the METs and pass the exam will receive a score and be placed on a master eligible list.
- SCSC will send emails to candidates on the master list when vacancies are posted.
- Candidates who apply to the vacancy posting will be referred to agencies for interviews, in accordance with the established rule of 3/extended rule of 3.

Vacancy Postings

Overview:

- There will be two types of vacancy postings. In both versions, job seekers will be applying for a position that is currently vacant.
- In one version, applicants already have an exam score and are on a master eligible list.
 - SCSC will notify applicants on the master list when a vacancy is posted for that job title.
 - Applicants will need to apply to the vacancy posting to be considered for the open position.
 - The candidates with the highest scores will be referred to agencies for interviews.
- In the second type of vacancy posting, job seekers will apply to a vacancy posting and answer supplemental questions related to the specific vacancy.
 - Applicants who meet the METs will be scored.
 - The candidates with the highest scores will be referred to agencies for interviews.
 - When the vacancy is filled, the referred list will be closed and archived. Candidates will not retain their scores in this scenario.

Post a Vacancy Associated with a Exam Master List

1. HR staff, HR liaison, or hiring manager will submit OHC requisitions to post a vacancy for a job title identified as a written or E&T exam with a master list.
 - The initial requisition should include a completed Job Posting Form.
2. SCSC will create the vacancy posting and notify the agency contact via task.
3. The agency contact will review the posting to ensure the content is complete and accurate.
4. The vacancy will be posted.

Post a Vacancy Associated with a Exam Master List

5. When the posting closes, SCSC will send referred lists with the Rule of 3/ expanded Rule of 3 candidates. A complete referred list will be sent when an agency is filling multiple vacancies.

6. The hiring manager will interview candidates and make a selection.

7. In NEOGOV, the status of the selected candidate should be changed to Offered.

Rejected

Actions

1 records are selected

Clear selection

Name

Exam #

Job Title

Elig List Type

Action Date

Referral Expires

Personnel Number

Department

Vet Indicator

Date Vet Ind Assigned

Exam Score

Total Score

Referred Rank

Status

Howe, Elizabeth

(888)555-5555

E-2017-05286

Deputy Communications Director 1 - LCB

Normal

10/12/2017

98.00

98.00

2

Rejected

03 - More Qualified Selected

Long, Sherri Lee

(888)555-5555

E-2017-05286

Deputy Communications Director 1 - LCB

Normal

10/12/2017

98.00

98.00

2

Rejected

03 - More Qualified Selected

Ritmiller, Justin

(888)555-5555

E-2017-05286

Deputy Communications Director 1 - LCB

Normal

10/12/2017

98.00

98.00

2

Rejected

03 - More Qualified Selected

Post a Vacancy Associated with a Exam Master List

8. The Make Offer form will appear and the required offer date field will be prepopulated. Click Save & Submit to finalize the status change to offered.

Make Offer

Donlon-Cotton, Cara (Person ID : 1598018)

Offer Details

* required fields are marked with asterisk

Offer Date *

04/06/2018



Offer Amount

\$

Bonus Amount

\$

Comment

Post a Vacancy Associated with a Exam Master List

9. HR staff will extend a conditional job offer and conduct the background check.
10. Once the background check is successfully completed, HR staff, HR liaison, or hiring manager will change the status of the selected candidate to Hire and submit a hire form in NEOGOV.
11. Once approvals are granted, SCSC will authorize the hire. HR will be notified and may then extend the formal job offer.

➤ Post a Vacancy with an Existing E&T

1. HR staff will contact SCSC to request a copy of the existing E&T exam.
2. a. **If no changes are needed to the exam**, HR staff, HR liaison, or hiring manager will submit requisitions to post a vacancy for a job title with the existing E&T exam.
 - The initial requisition should include a completed Job Posting Form. Comments should be added to the requisition to indicate that they reviewed the existing E&T and no changes are needed.

➤ Post a Vacancy with an Existing E&T

2. b. **If changes are needed to the exam**, HR staff, HR liaison, or hiring manager will submit requisitions to post a vacancy for a job title with a new E&T exam.
- The initial requisition should include a completed Job Posting Form and SCSC Examination Development Information Form.
 - Comments should be added to the requisition to indicate that they reviewed the existing E&T and changes are needed.
 - SCSC will work with HR and SMEs to discuss the SCSC Examination Development Information Form, duties of the position, work behaviors, and additional experience/skills that may need to be asked and scored on the posting.

▶ Post a Vacancy with an Existing E&T

3. SCSC will develop a new exam, or use the existing E&T, and create a scoring plan for the vacancy.
4. SCSC will create the vacancy posting and notify the agency contact via task.
5. The agency contact will review the posting to ensure the content is complete and accurate.
6. The vacancy will be posted.

Post a Vacancy with an Existing E&T

7. When the posting closes, SCSC will send referred lists with the Rule of 3/expanded Rule of 3 candidates. A complete referred list will be sent when an agency is filling multiple vacancies.
8. The hiring manager will interview candidates and make a selection.
9. In NEOGOV, the status of the selected candidate must be changed to Offered and the Make Offer form must be submitted.
10. HR staff will extend a conditional job offer and conduct the background check.
11. Once the background check is successfully completed, HR staff, HR liaison, or hiring manager will change the status of the selected candidate to Hire and submit a hire form in NEOGOV.
12. Once approvals are granted, SCSC will authorize the hire. HR will be notified and may then extend the formal job offer.

► Post a Vacancy with an Existing Written Exam or No Exam, Requesting an E&T

1. HR staff will work with SMEs to complete the SCSC Examination Development Information Form and ensure the position description is current.
2. HR staff, HR liaison, or hiring manager will submit requisitions to post a vacancy for a job title with an existing written exam or no exam, requesting to convert to/create an E&T.
 - The initial requisition should include a completed Job Posting Form and the SCSC Examination Development Information Form.

► Post a Vacancy with an Existing Written Exam or No Exam, Requesting an E&T

3. SCSC will work with HR and SMEs to discuss the SCSC Examination Development Information Form, duties of the position, work behaviors, and additional experience/skills that need to be asked and scored on the posting.
4. SCSC will develop an E&T exam and scoring plan for the vacancy.
5. SCSC will create the vacancy posting and notify the agency contact via task.
6. The agency contact will review the posting to ensure the content is complete and accurate.
7. The vacancy will be posted.

► Post a Vacancy with an Existing Written Exam or No Exam, Requesting an E&T

8. When the posting closes, SCSC will send referred lists with the Rule of 3/ expanded Rule of 3 candidates. A complete referred list will be sent when an agency is filling multiple vacancies.
9. The hiring manager will interview candidates and make a selection.
10. In NEOGOV, the status of the selected candidate must be changed to Offered and the Make Offer form must be submitted.
11. HR staff will extend a conditional job offer and conduct the background check.
12. Once the background check is successfully completed, HR staff, HR liaison, or hiring manager will change the status of the selected candidate to Hire and submit a hire form in NEOGOV.
13. Once approvals are granted, SCSC will authorize the hire. HR will be notified and may then extend the formal job offer.

SCSC Hiring Procedures

Estimated posting and conversion timeframes after April 23rd:

Type	Estimated Timeframe
Written Exam for Future Vacancies	5 days
E&T Exam for Future Vacancies	5 days
Vacancy, Existing E&T (no changes required)	5 days
Vacancy, Existing E&T (changes required)	15 days
Vacancy, No Existing E&T (create new)	15-20 days
Vacancy, Convert Existing Written Exam to E&T	15-20 days

SCSC Exams Available on April 23 Go-Live

Written, List-Based

County Caseworker 1

County Caseworker 2

▶ Emergency Appointments

- ❖ This will continue to be an option under civil service. If you have a need to make an emergency appointment, please contact your funding agency for detailed instructions.
- ❖ Candidates hired as emergency appointments must apply and be reachable on a referred list to remain employed beyond 60 days.

▶ Additional SCSC Hiring Processes

- **Selective Certifications**

- Agencies must attach a completed 5274 Form to the requisition if requesting a selective certification.
- The rest of this process will remain the same.

- **List Removals**

- Will remain the same.

- **Civil Service Management Furlough Process**

- Will remain the same.

➤ Civil Service Veterans' Preference

- When an applicant is granted veteran's preference, SCSC staff will add the indicator and points, and will review the applicant's record to see if the applicant appears on any active referrals.
- If the score modification impacts the referral, the SCSC will contact the respective agencies to inform them of the change.
 - If the candidate was not included on the initial referral list, SCSC will send the candidate on a new referred list.
 - If the candidate was included on the initial referred list prior to being granted veterans' preference, the veteran indicator will display and ten points will be added to their total score.

➤ Civil Service Veterans' Preference

- Hiring managers must continue to monitor their referred lists to ensure all veteran candidates are considered throughout the interview and selection process.
- Once a selection is made, the status of the selected candidate must be changed to Offered and the Make Offer form must be submitted.
- If the selected candidate is not in the offered status, SCSC will continue to refer newly certified veteran candidates who must be considered for the vacancy.

Civil Service Veterans' Preference

The referred list will include columns displaying candidates' veteran statuses and total scores.

Candidates There are 2 notes

2
TOTAL
Referred : 2

Referred Actions

	Name	Master Profile	Phone	Exam #	Job Title	Elig List Type	Action Date	Referral Expires	Personnel Number	Department	Vet Indicator	Date Vet Ind Assigned	Exam Score	Total Score	Referred Rank	Status
<input type="checkbox"/>	Dunkin, Elizabeth		3456789123	CS-20181111-L0022	Clerk Stenographer 2	Civil Service Exam	04/03/2018	07/02/2018			V		83	93	1	Referred
<input type="checkbox"/>	Williams, Dave		2225431234	CS-20181111-L0022	Clerk Stenographer 2	Civil Service Exam	04/03/2018	07/02/2018			V	3/23/2018	80	90	2	Referred

▶ AS400 Lists

1. Agencies should review immediate and anticipated hiring needs for the next three months.
2. Determine, based on past experience, if there is a viable pool of current employees and, if so, post the position for PWOE, transfer, reassignment, etc.
3. Agencies should review current AS400 lists for their identified hiring priorities to determine if there are viable lists to use for immediate hiring.
 - If there are viable lists for the identified top priorities, agencies should pull the AS400 lists during cutover week (April 16-20). The AS400 lists will be viable for 90 days.
 - If there is no viable internal candidate pool and no acceptable candidates on the current list, a requisition should be submitted to the SCSC after April 23rd to request a vacancy based posting.

AS400 Lists

4. Agencies should use viable AS400 lists or request to post in NEOGOV and use the subsequent referred list to hire. **AS400 and NEOGOV lists should not be used simultaneously.**
5. Agencies should not pull AS400 lists after go-live because:
 - In most cases, no new candidates have been added to these lists for several months.
 - This shows that there was an intent to hire from these lists prior to transitioning to a new hiring platform.
 - This prevents considering candidates from different lists from two different systems for the same vacancy, which is more legally defensible.

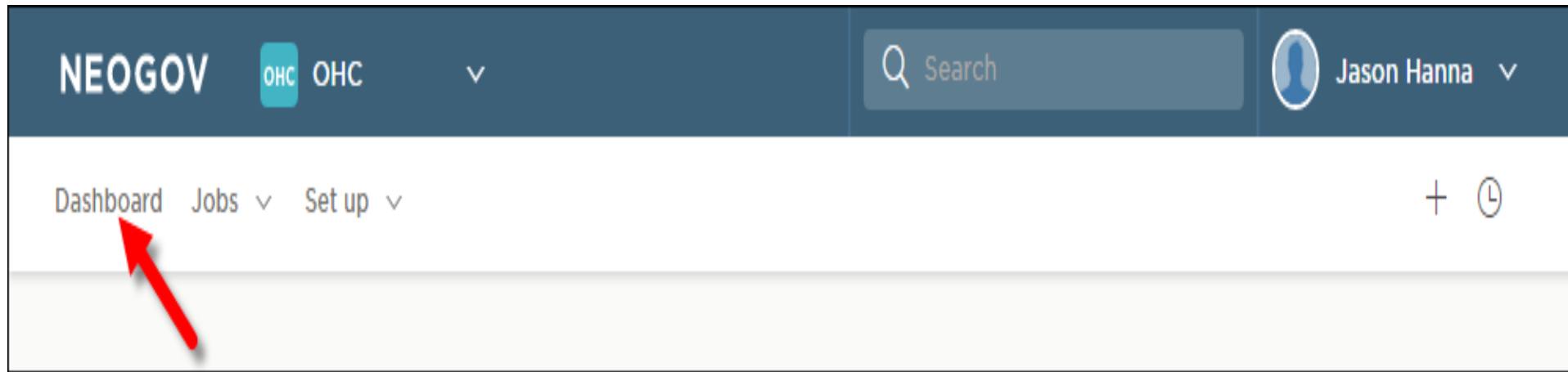
▶ NEOGOV Training

We're now going to review NEOGOV functionality that pertains to local government hiring.

Please refer to the *NEOGOV Online Hiring Center (OHC) Reference Guide*.

OHC Dashboard

- Log into NEOGOV
- After logging in, your OHC 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 back to the dashboard, click Dashboard from the upper left.



OHC Dashboard – My Tasks




My Tasks

From the My Tasks section of your dashboard, you can act on requisitions pending your review.

My Tasks [VIEW ALL >](#)

3
Total

3
Requisition Approval




Type	Related To	Date Assigned	Department	Division
Approval	 Clerk Typist 3 (BSE00408)	03/13/2017	Executive Offices	EX Ofc of Cntnty Rcds Info Mgm
Approval	 Administrative Officer 1 (BS...	03/22/2017	Executive Offices	EX Ofc of Cntnty Rcds Info Mgm
Approval	 Clerk Typist 3 (BSE00450)	03/22/2017	Historical & Museum Commission	HM Pennsbury Manor

Showing 1 - 3 of 3 items

OHC Dashboard – My Candidates

My Candidates

From the My Candidates section of your dashboard, referred lists will display if you are an assigned hiring manager on the requisition.

My Candidates							
Req #	Requisition Title	Candidates	Department	Division	Hiring Manager	Created On	
00006	Administrative Assistant	8	Operations	Human Resources	Jason Hanna +1	04/28/2016	
00010	Database Administrator	5	Development	IT Operations	Jason Hanna	09/16/2016	
Showing 1 - 2 of 2 items							 

OHC Dashboard – My Requisitions

My Requisitions

From the My Requisitions section, three types of requisitions associated with you will display:

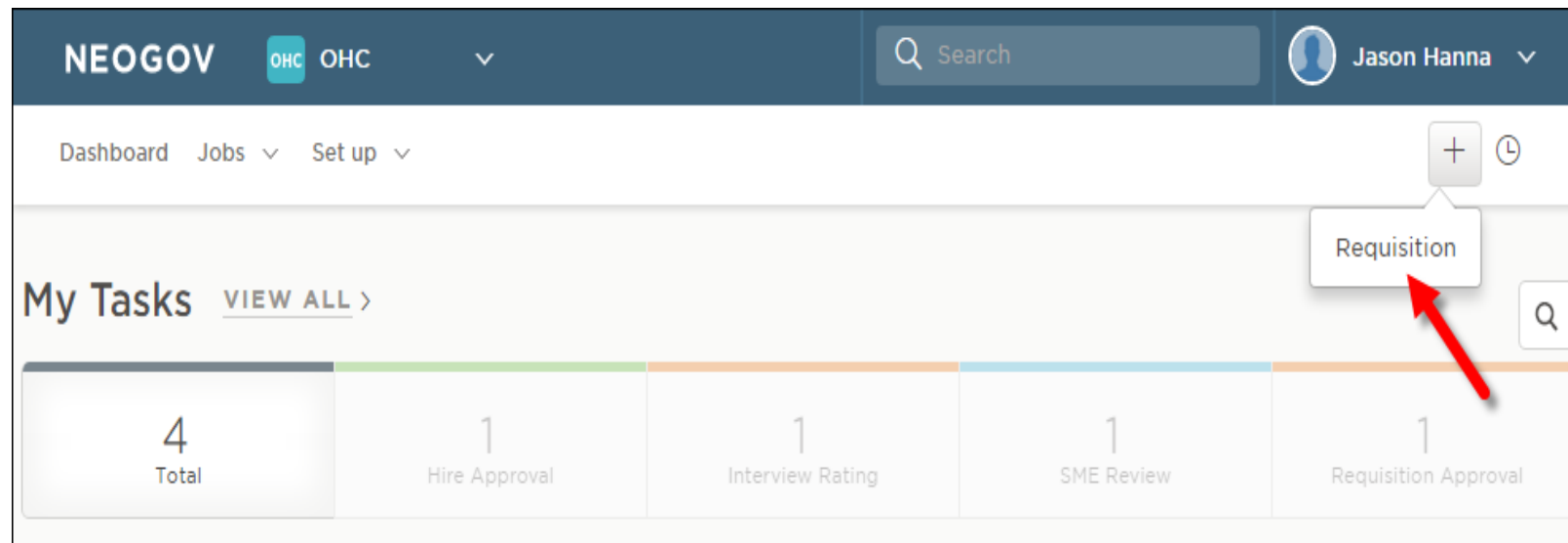
- **Draft** – Requisitions you have created and saved, but haven't yet submitted.
- **In-Progress** – Requisitions you have submitted and are in progress of being approved.
- **Approved** – Requisitions you have submitted and have been approved by all groups.

My Requisitions VIEW ALL >							
3 Total		0 Draft		1 In-Progress		1 Approved	
Req #	Requisition Title	Department	Division	Position Code	Hiring Manager	Approval	Created On
BSE00347	Approved Tax Examiner	Executive Offices	EX BSE TCP-Revenue		Danielle Bensinger	✓ Complete	02/28/2017
BSE00482	Open 22 - Communicati...	Executive Offices	EX Sec OA	00013372	Danielle Bensinger	✓ Complete	03/29/2017
BSE00548	In Progress 22 - Director of Pe...	Civil Service	CS Bur of Pers Asemt	00115130	Danielle Bensinger	⌚ 0 of 6	09/20/2017
Showing 1 - 3 of 3 items							

Create a Requisition

Create a Requisition

1. When a hiring department has an open position, they'll submit a requisition as a request to fill the vacancy.
2. From your dashboard, hover over the plus sign in the upper right corner and click on Requisition to create a new requisition and complete the form.



Create a Requisition

2. If you have a pre-established approval workflow, it will display on the second requisition form page.

Create Requisition

1. CREATE ✓ 2. APPROVALS 3. ATTACHMENTS

Approval Workflow

The approval workflow below has been automatically applied to this requisition based on the Department/Division. You have the option to override the workflow for this requisition.

	SPVR_MGR	BUDGET	EXEC	HR
1	SPVR_MGR			
2		BUDGET		
3			EXEC	
4				HR

For each step, the approver is HRSC ADMIN and the status is Pending. Each step also has a 'Comments' field and a 'Save' button.

NOTE: This pre-established work flow should NOT be changed. Changing this workflow has the potential to impact reimbursement from the funding agency back to the county agency.

Create a Requisition

3. Click Save & Continue to Next Step.

4. Drag any file attachments to the third requisition form page and click Save & Submit.

The screenshot shows the 'Create Requisition' form at the 'ATTACHMENTS' step. The progress bar at the top indicates three steps: 1. CREATE (completed with a green checkmark), 2. APPROVALS (completed with a green checkmark), and 3. ATTACHMENTS (current step). The main area is titled 'Add Attachments' and features a large dashed orange box for file uploads. Inside this box is a green circular icon with an upward arrow and the text 'Drag and drop your file here, or browse'. Below this, it lists supported file types: .doc, .docx, .gif, .jpg, .pdf, .png, .ppt, .pptx, .rtf, .txt. To the right of the dashed box, a file named 'Customer Service Representative - Sample Job Posting.docx' is shown with a Microsoft Word icon. A red arrow points to this file, and a '+ Copy' button is visible next to it. At the top right of the form, there are two buttons: 'Save & Close' and 'Save & Submit'.

▶ Approve a Requisition

- In the My Tasks section of your dashboard you can review a requisition sent to you for approval.
- Select the pending requisition and choose approve, deny, or hold.
- A requisition must be cancelled by the person who created it or your assigned staff analyst within the funding agency.
Additionally, if a requisition has been approved, it can be cancelled by your assigned staff analyst within the funding agency.

➤ Approve a Requisition

Steps to Approve a Requisition

1. From the My Tasks section, click the requisition pending your review.

My Tasks [VIEW ALL >](#)

3
Total


3
Requisition Approval

Type	Related To	Date Assigned	Department	Division
Approval	Req Clerk Typist 3 (BSE00408)	03/13/2017	Executive Offices	EX Ofc of Cntnty Rcds Info Mgm
Approval	Req Administrative Officer 1 (BS...	03/22/2017	Executive Offices	EX Ofc of Cntnty Rcds Info Mgm
Approval	Req Clerk Typist 3 (BSE00450)	03/22/2017	Historical & Museum Commission	HM Pennsbury Manor

Showing 1 - 3 of 3 items

➤ Approve a Requisition

2. Click Approve, type any comments, and click Submit.

**Requisition Approval**
Customer Service Representative (00008)

CancelEdit

✓ Approve✗ Deny|| Hold

Submit

Comment (Optional)
I approve this requisition. Thank you!

Requisition Details

Requisition Number	00008	Department	Operations
Title	Customer Representative	Service	Customer Success
Class Title		Vacancies	

APPROVAL TIMELINE

1

Pending...
Manager
Jason Hanna , +1 more

2

Pending...
Director
Jason Hanna , +2 more

3

Pending...

View a Referred List

- From the My Candidates section of your dashboard, click the Requisition Title.

My Candidates						
Req #	Requisition Title	Candidates	Department	Division	Hiring Manager	Created On
00006	Administrative Assistant	8	Operations	Human Resources	Jason Hanna +1	04/28/2016
00010	Database Administrator	5	Development	IT Operations	Jason Hanna	09/16/2016

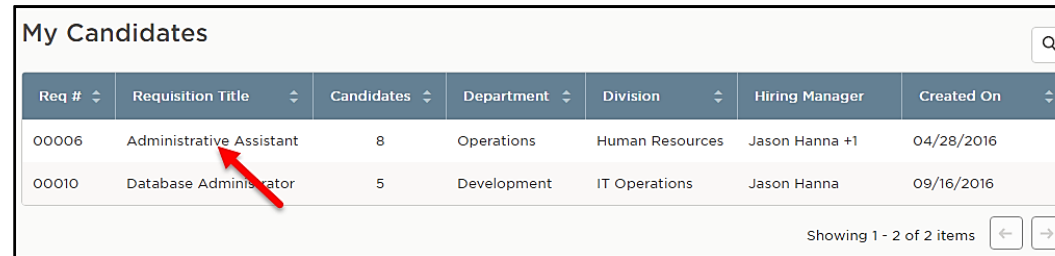
Showing 1 - 2 of 2 items

- You're now viewing the referred list.

Candidates																
2 TOTAL																
Referred : 2																
Referred																
Name	Master Profile	Phone	Exam #	Job Title	Elig List Type	Action Date	Referral Expires	Personnel Number	Department	Vet Indicator	Date Vet Ind Assigned	Exam Score	Total Score	Referred Rank	Status	
Dunkin, Elizabeth		3456789123	CS-20181111-L0022	Clerk Stenographer 2	Civil Service Exam	04/03/2018	07/02/2018			V		83	93	1	Referred	A
Williams, Dave		2225431234	CS-20181111-L0022	Clerk Stenographer 2	Civil Service Exam	04/03/2018	07/02/2018			V	3/23/2018	80	90	2	Referred	A

Reject a Candidate

1. From the My Candidates section of your dashboard, click the referred list.

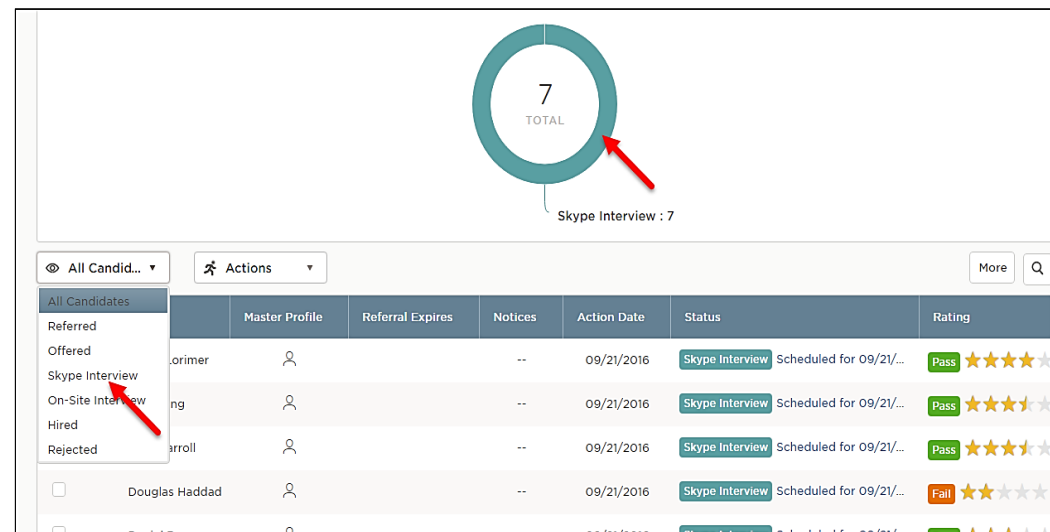


My Candidates

Req #	Requisition Title	Candidates	Department	Division	Hiring Manager	Created On
00006	Administrative Assistant	8	Operations	Human Resources	Jason Hanna +1	04/28/2016
00010	Database Administrator	5	Development	IT Operations	Jason Hanna	09/16/2016

Showing 1 - 2 of 2 items

2. On the doughnut chart or on the Candidates menu, click the step name where you have reviewed candidates and determined one or more will be rejected.



7 TOTAL

Skype Interview : 7

All Candid... Actions More

All Candidates	Master Profile	Referral Expires	Notices	Action Date	Status	Rating
Referred	Corimer		--	09/21/2016	Skype Interview Scheduled for 09/21/...	Pass ★★★★★
Offered	ng		--	09/21/2016	Skype Interview Scheduled for 09/21/...	Pass ★★★★★
Skype Interview	arroll		--	09/21/2016	Skype Interview Scheduled for 09/21/...	Pass ★★★★★
On-Site Interview	Douglas Haddad		--	09/21/2016	Skype Interview Scheduled for 09/21/...	Fail ★★☆☆☆
Hired	Daniel Baer		--	09/21/2016	Skype Interview Scheduled for 09/21/...	Pass ★★★★★
Rejected						

Reject a Candidate

3. Click the name of the first candidate to be rejected.

<input type="checkbox"/>	Name	Master Profile	Referral Expires	Notices	Action Date	Status	Rating
<input type="checkbox"/>	Susan Lorimer			--	09/21/2016	Skype Interview Scheduled for 09/21/...	Pass ★★★★★
<input type="checkbox"/>	Mary King			--	09/21/2016	Skype Interview Scheduled for 09/21/...	Pass ★★★★★
<input type="checkbox"/>	Gary Carroll			--	09/21/2016	Skype Interview Scheduled for 09/21/...	Pass ★★★★★
<input type="checkbox"/>	Douglas Haddad			--	09/21/2016	Skype Interview Scheduled for 09/21/...	Fail ★★☆☆☆
<input type="checkbox"/>	Daniel Baer			--	09/21/2016	Skype Interview Scheduled for 09/21/...	Pass ★★★★★
<input type="checkbox"/>	Blake Valle			--	09/21/2016	Skype Interview Scheduled for 09/21/...	Fail ★★☆☆☆

4. On the Actions menu, click Reject.

Douglas Haddad

Person ID: 21987280 Skype Interview / Fail

← Prev

Next →

Actions

Print

Cancel

Application Questions E-References Notices History

QUICK JUMP... <<

General Information

Work Experience

Education

General Information

123 First Street
Springfield, CA 11111

(888) 555-5555
(888) 555-5555

Notification Preference SSN Highest level of education

Reject

Move to Referred

Move to On-site Interview

Move to Offered

Move to Hire

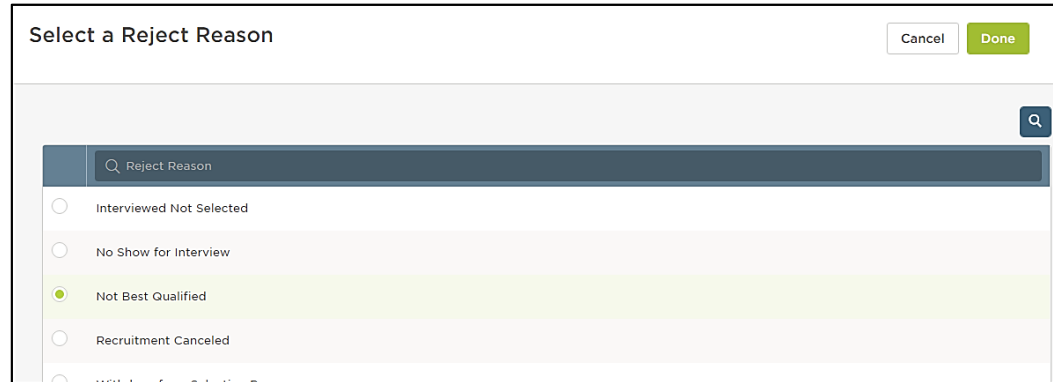
Send Notices

Schedule interview

Rate

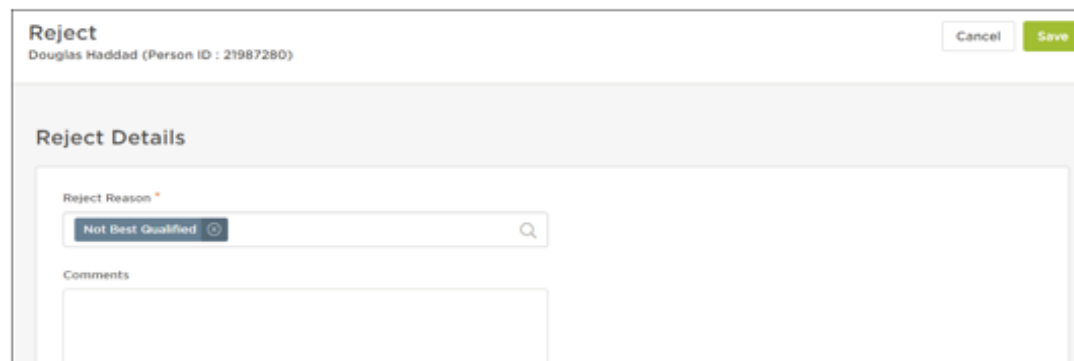
➤ Reject a Candidate

5. Use the search tool to find and select a reject reason. Click Done.



The screenshot shows a modal dialog titled "Select a Reject Reason". In the top right corner, there are "Cancel" and "Done" buttons. Below the title bar is a search bar with a magnifying glass icon and the placeholder text "Reject Reason". Below the search bar is a list of reject reasons, each with a radio button: "Interviewed Not Selected", "No Show for Interview", "Not Best Qualified" (which is selected and highlighted in light green), "Recruitment Canceled", and "Withdrawn from Selection Process".

6. Once the appropriate reject reason has been selected, click Save.



The screenshot shows a form titled "Reject" for "Douglas Haddad (Person ID : 21987280)". In the top right corner, there are "Cancel" and "Save" buttons. Below the title bar is a section titled "Reject Details". Inside this section, there is a "Reject Reason" field with a dropdown menu showing "Not Best Qualified" and a magnifying glass icon. Below this is a "Comments" text area.

7. Repeat these steps for any remaining rejected candidates.

SCSC Annotation Codes

- SCSC annotation codes will be included in the list of rejection reasons in NEOGOV.
- Each will begin with “SCSC Referral Rejection –”

SCSC Annotation Codes

Interviewed, Not Selected	Rejected Job Offer	Older Adults Protective Services Act, Did Not Provide Required Documentation	Failed Medical or Psychological Testing
Not Considered, Candidate Referred after Final Selection	Passover	Child Protective Services Law, Statutorily Disqualified	Does Not Have Required Licensure
Pending Removal	Unable to Contact	Child Protective Services Law, Did Not Provide Required Documentation	Seniority Promotion, Did Not Bid
No Longer Meets Referral Criteria	Removed	Not Interviewed, Placement Option Not Utilized	Seniority Promotion, Bid
No Longer Interested in Position	Applicant Deceased	Not Contacted for Interview	Requisition and/or Vacancy Cancelled
Did Not Show for Interview	Liquor Code, Statutorily Disqualified	Does Not Have Commercial Driver's License	Failed Drug and Alcohol Testing
Older Adults Protective Services Act, Statutorily Disqualified			

Select a Candidate for Hire

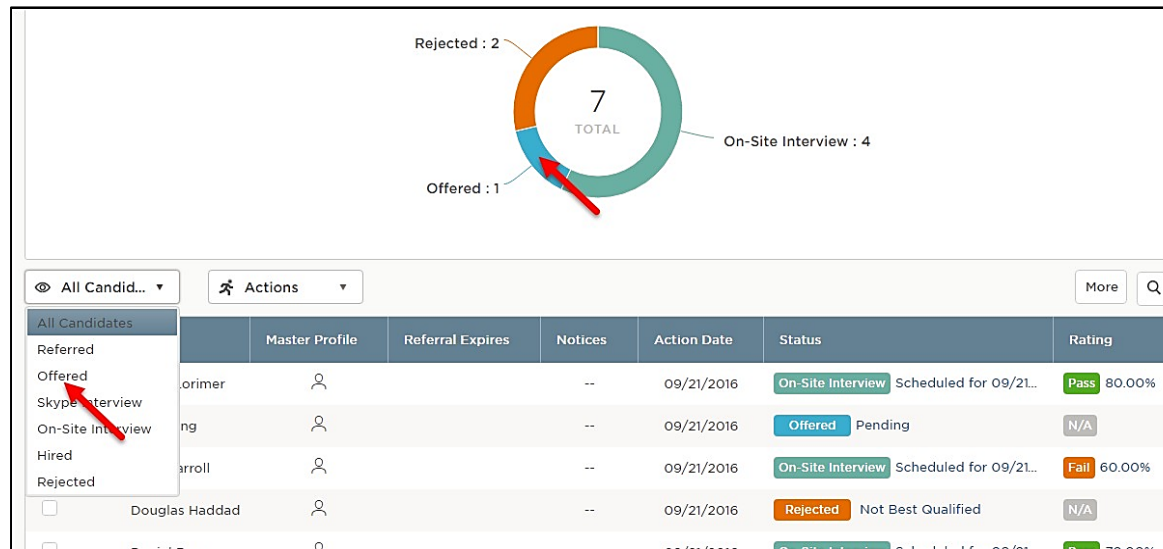
1. From the My Candidates section on your dashboard, click the referred list.

My Candidates

Req #	Requisition Title	Candidates	Department	Division	Hiring Manager	Created On
00006	Administrative Assistant	8	Operations	Human Resources	Jason Hanna +1	04/28/2016
00010	Database Administrator	5	Development	IT Operations	Jason Hanna	09/16/2016

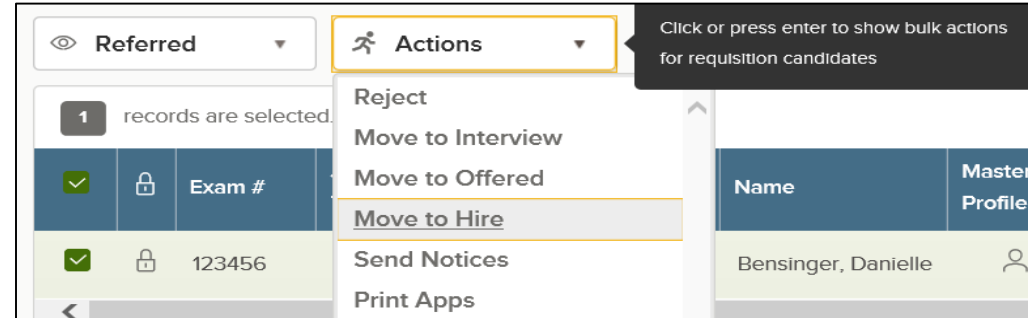
Showing 1 - 2 of 2 items

2. On the doughnut chart or on the Candidates menu, click the referred step.



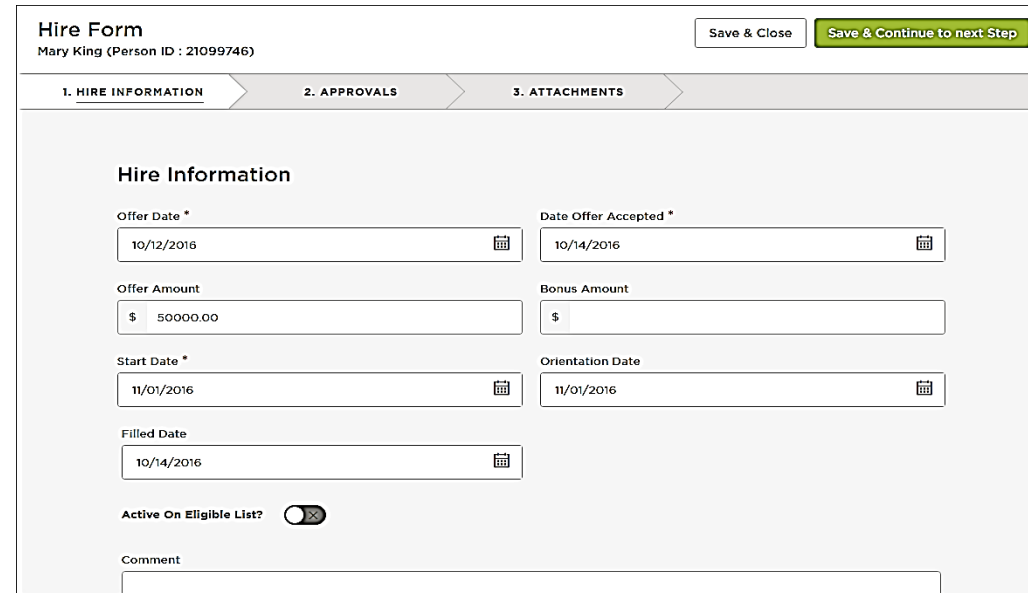
Select a Candidate for Hire

3. Select the candidate. From the Actions dropdown, choose Move to Hire.



The screenshot shows a web interface for managing candidates. At the top, there's a 'Referred' filter and an 'Actions' dropdown menu. Below the filter, it says '1 records are selected'. A table lists candidates with columns for a checkmark, a lock icon, and 'Exam #'. The first candidate has an exam number of '123456'. To the right of the table, there's a 'Name' and 'Master Profile' section showing 'Bensinger, Danielle'. The 'Actions' dropdown menu is open, showing options: 'Reject', 'Move to Interview', 'Move to Offered', 'Move to Hire' (highlighted), 'Send Notices', and 'Print Apps'. A tooltip above the dropdown says 'Click or press enter to show bulk actions for requisition candidates'.

4. The Hire Form will appear. Complete the form and click Save & Continue to Next Step.



The screenshot shows the 'Hire Form' for Mary King (Person ID: 21099746). The form has three tabs: '1. HIRE INFORMATION', '2. APPROVALS', and '3. ATTACHMENTS'. The 'Hire Information' tab is active. It contains several fields: 'Offer Date *' (10/12/2016), 'Date Offer Accepted *' (10/14/2016), 'Offer Amount' (\$ 50000.00), 'Bonus Amount' (\$), 'Start Date *' (11/01/2016), 'Orientation Date' (11/01/2016), 'Filled Date' (10/14/2016), 'Active On Eligible List?' (toggle switch), and a 'Comment' field. At the top right, there are two buttons: 'Save & Close' and 'Save & Continue to next Step'.

Select a Candidate for Hire

5. The approval workflow template displays on the second hire form page.

6. Click Save & Continue to Next Step.

Hire Form
Mary King (Person ID : 21099746)

1. HIRE INFORMATION ✓ 2. APPROVALS 3. ATTACHMENTS

Approval Workflow

The approval workflow below has been automatically applied to this hire based on the Department/Division. You have the option to override the workflow for this hire

1	Director	Approvers	Status	Comments
		Jason Hanna	Pending...	

Save & Close Save & Continue to next Step

7. Drag any file attachments to the third hire form page and click Save & Submit.

Hire Form
Mary King (Person ID : 21099746)

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

Add Attachments

Drag and drop your file here, or [browse](#)

Supported file types are .doc, .docx, .jpg, .pdf, .png, .ppt, .pptx, .rtf

Mary King 10-10-10.pdf

Copy

Save & Close Save & Submit

Approve a Hire

1. From the My Tasks section, click the hire pending your review.

My Tasks [VIEW ALL >](#) Q

4 Total	1 Hire Approval	1 Interview Rating	1 SME Review	1 Requisition Approval
Type	Related To	Date Assigned	Department	Division
Approval	Hire Sales Associate (00005)	09/21/2016	Sales and Marketing	Insight Sales
SME Review (9)	Job Database Administrator (00005)	09/21/2016	Development	
Approval	Req Accountant (00021)	09/21/2016	Operations	Finance
Interview (1)	Req Accountant (00020)	09/21/2016	Operations	Finance

Showing 1 - 4 of 4 items ← →

2. Click Approve, enter appropriate comments if needed, and click Submit.

Hire Approval
Mary King / Sales Associate (00005) Cancel

Submit

Comment (Optional)
I approve this hire. Thanks!

Candidate Information Print

Candidate Name Mary King	Offer Amount \$50,000.00
Person ID 21099746	Answer Date 10/14/2016

APPROVAL TIMELINE

- 1 Pending...
Director
Jason Hanna
- 2 Pending...
Budget

▶ Logging into NEOGOV

NEOGOV Login Procedures – You will receive two email notices just in time for this conversion directly from NEOGOV. Samples of both of these notices are shown below.

Below is a sample new user account email. The email always has the subject line of "Your New User Account" and sent from info@neogov.com.

~~*~*~*~*~*~*~*~*~*~*~*~*~*~*~*~*~*

PLEASE DO NOT REPLY TO THIS EMAIL

If you reply to this email, your reply will *NOT* be read.

~~*~*~*~*~*~*~*~*~*~*~*~*~*~*~*~*~*

Dear Kyle,

A new user account has been created for you in NEOGOV Insight. Your account information is:

Name: Kyle Edwards

Username: kedwards@neogov.com

You will be receiving a separate email with a link to set your password. The link in the email will expire after 24 hours, so please make sure you set your password in a timely manner.

Once you set your password you can log on to Insight at <https://secure.neogov.com/insight/login.cfm>

Below is a sample new user set password email. The email always has the subject line of "Important Security Notice From Neogov!" and sent from noreply@neogov.com.

~~*~*~*~*~*~*~*~*~*~*~*~*~*~*~*~*~*

PLEASE DO NOT REPLY TO THIS EMAIL

If you reply to this email, your reply will *NOT* be read.

~~*~*~*~*~*~*~*~*~*~*~*~*~*~*~*~*~*

Dear Kyle,

Your account has been created. Please [Click to reset password](#) to set your password and activate your account.

If you are unable to click the link above please copy and paste the complete link below into your browser's URL bar

<https://login.neogov.com/Account/SetNewPassword?>

[GUID=MjM5ODdCM0EtNTA1Ni04Q0QxLTkDNDDCNTQ3QjFBNTU2RRQ=&siteCode=IN](https://login.neogov.com/Account/SetNewPassword?GUID=MjM5ODdCM0EtNTA1Ni04Q0QxLTkDNDDCNTQ3QjFBNTU2RRQ=&siteCode=IN)

