



## OHC Senior Level Approver (Approve a Senior Level Candidate)

This job aid will show those with the OHC Senior Level (SL) Approver role how to approve a selected candidate for a Senior Level position. In addition, the job aid will show Senior Level Approvers how to access the candidate's application and other supporting documentation. Users will receive an email notification of all pending approval actions in NEOGOV. The email notice will include a Single Sign-on link to access NEOGOV (<https://neogov.pa.gov/>), or if you log in to NEOGOV directly (<https://login.neogov.com/Signin?siteCode=IN>), the initial log in screen (the NEOGOV OHC dashboard) will show any actions pending approval.

### Pending Hire Approval Email Example:

Thu 4/6/2017 11:55 AM  
Info@neogov.com  
Hire Action Required  
To: Rummel, Jordan

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PLEASE DO NOT REPLY TO THIS EMAIL  
If you reply to this email, your reply will \*NOT\* be read. Instead,  
please contact the individual(s) listed at the bottom of this email  
if you have questions.  
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A hire record has been created in Insight OHC on 01/20/16 10:20 AM and it now requires your action.

Requisition #: 00027  
Requisition Title: Accountant  
Working Title: Accountant  
Hire Name: Daniels, Paula  
Offer Date: 01/20/16  
Answer Date: 01/20/16  
Filled Date: 01/20/16  
Start Date: 01/20/16  
Comments: To view the details of this hire, please go to <https://secure.neogov.com/insight/login.cfm>

If you have any questions regarding this recruitment, please contact:

Julia Russell (Originator)  
[jrussell@neogov.com](mailto:jrussell@neogov.com)  
555-555-5551

-- OR --

Simon Davies (Hiring Manager)  
[sdavies@neogov.com](mailto:sdavies@neogov.com)  
555-555-5552

### Approve a Hire Form:

A hire form is a request to fill a position with a selected candidate. With the OHC Senior Level Approver role in the NEOGOV Online Hiring Center (OHC), approvers can review a hire form sent for approval. The selections of approve and deny are available. A hire form request can also be cancelled by the Agency HR user if denied during the approval process.

### Senior Level Hire Form Approval Path:

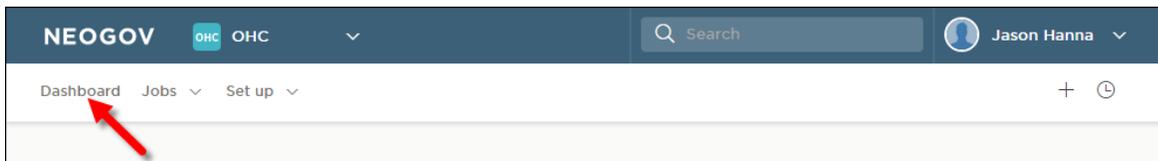
The defined approval path requires the hire form for the senior level candidate to travel through a total of seven approval steps and an eighth approval step if the candidate’s position requires a background check.

Once the HR user initiates the hire form by clicking Save & Submit, the hire form will go to the approver(s) associated with the first approval group. Approval is on a first come, first approve basis if there are multiple approvers. The hire form will then route to the approver(s) in the second approval group upon completion of the first approval and will continue in that manner until all approvals have been met.

Approval Group	Selected Approver(s)
Group 1: SL_QA	OA Review Approver(s)
Group 2: SL_CLASS	OA Classification Approver(s)
Group 3: SL_PAY	OA Compensation Approver(s)
Group 4: SL_NCS	OA Talent Management Approver(s)
Group 5: SL_HRM	OA Human Resources & Management Approver(s)
Group 6: SL_GOV	Governor’s Office Approver(s)
Group 7: SL_QA	OA Review Approver(s)
Group 8: SL_BACKGROUND_CHECK (Optional)	OA Review Approver(s)

### Access Hire Form Approval Workflow:

1. If you’re not already viewing the OHC Dashboard page, click **“Dashboard”** from the upper left.



## OHC Senior Level Approver (Approve a Senior Level Candidate)

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

**My Tasks** [VIEW ALL >](#) Q

17 Total | 11 Hire Approval | 6 Requisition Approval

Type	Related To	Date Assigned	Department	Division
Approval	<b>Hire</b> 5002-C22-Chief, Policy, Plan...	04/06/2017	SL Executive Offices	EX Plcy Plng & Cmncs Div

3. A separate screen will appear presenting the Hire Form for the selected candidate.

**Hire Approval** Cancel Edit  
Andrew Smith / 5002-C22-Chief, Policy, Planning and Communications Division (2017-00641)

Submit

**Candidate Information** View Application Print

Position Details	Candidate Name
5002-C22-Chief, Policy, Planning and Communications Division (50357285SL)	Andrew Smith
Offered Date	Person ID
11/06/2017	6355836
Offer Amount	Answer Date
N/A	11/06/2017
Start Date	Bonus Amount
11/06/2017	N/A
Filled Date	Orientation Date
N/A	N/A
Active On Eligible List?	Date Referred
No	04/10/2017
Barg Unit	Dept Code
A3	81SL
Pay Scale	Location
ST11	22
	Pay Level
	N/A

**Approval Timeline**

- Pending  
SL\_QA
- Pending  
SL\_CLASS
- Pending  
SL\_PAY
- Pending  
SL\_NCS
- Pending  
SL\_HRM

## Access Candidate Application and Supporting Documents:

4. Select the **"View Application"** button directly above the hire form to access the candidate's application.



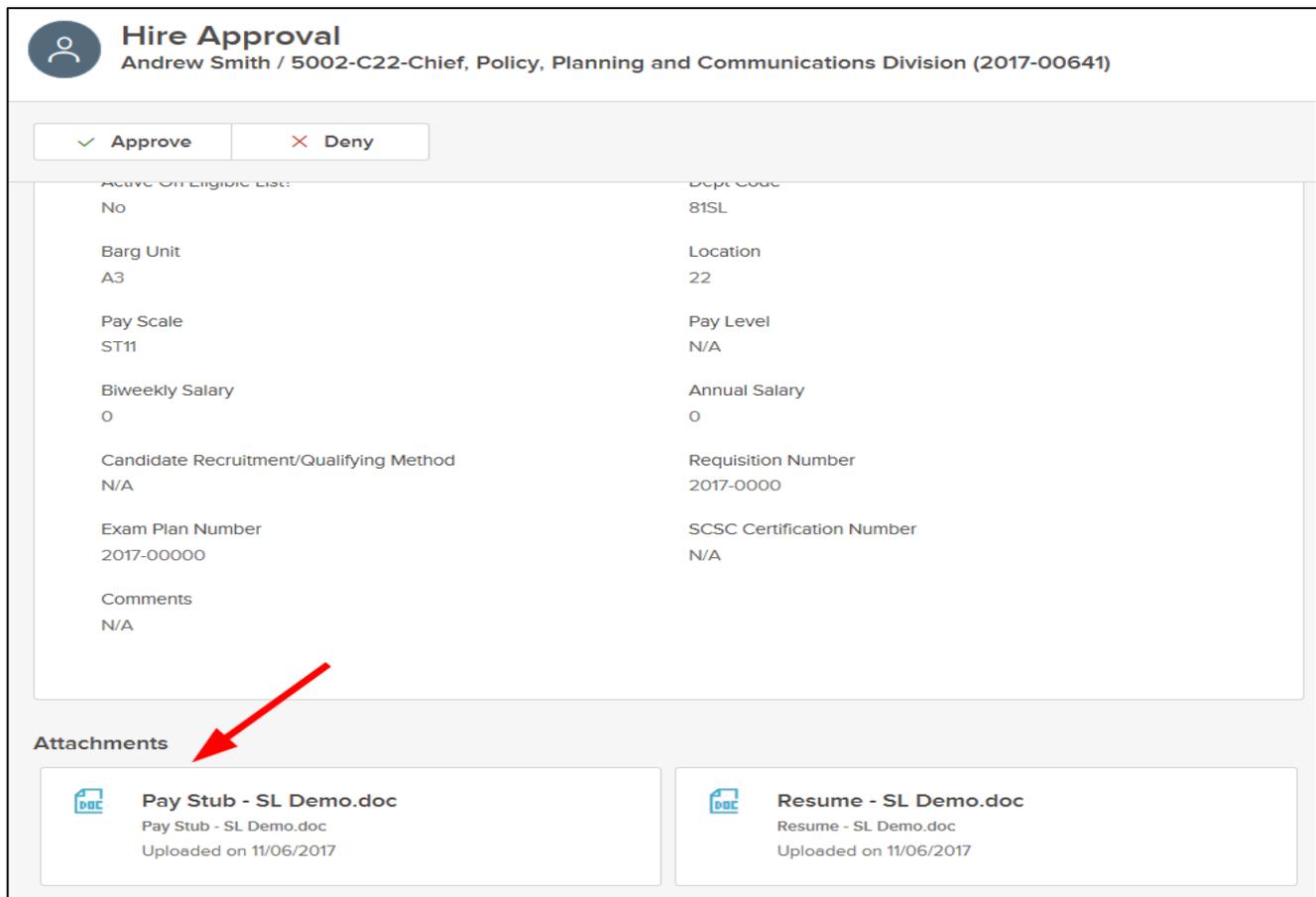
**Hire Approval**  
Andrew Smith / 5002-C22-Chief, Policy, Planning and Communications Division (2017-00641)

✓ Approve    ✗ Deny

Candidate Information View Application    Print

Position Details 5002-C22-Chief, Policy, Planning and Communications Division (50357285SL)	Candidate Name Andrew Smith
	Person ID 6355836

5. Any supporting documentation such as a resume and pay stub should be attached to the hire form and can be accessed under the **Attachments** section at the bottom of the approval workflow.



**Hire Approval**  
Andrew Smith / 5002-C22-Chief, Policy, Planning and Communications Division (2017-00641)

✓ Approve    ✗ Deny

Active On Eligible List: No	Dept Code 81SL
Barg Unit A3	Location 22
Pay Scale ST11	Pay Level N/A
Biweekly Salary 0	Annual Salary 0
Candidate Recruitment/Qualifying Method N/A	Requisition Number 2017-0000
Exam Plan Number 2017-00000	SCSC Certification Number N/A
Comments N/A	

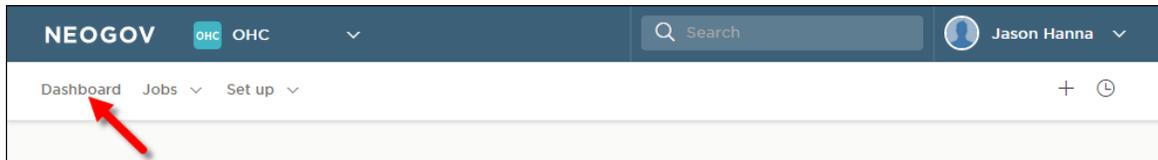
**Attachments**

 <b>Pay Stub - SL Demo.doc</b> Pay Stub - SL Demo.doc Uploaded on 11/06/2017	 <b>Resume - SL Demo.doc</b> Resume - SL Demo.doc Uploaded on 11/06/2017
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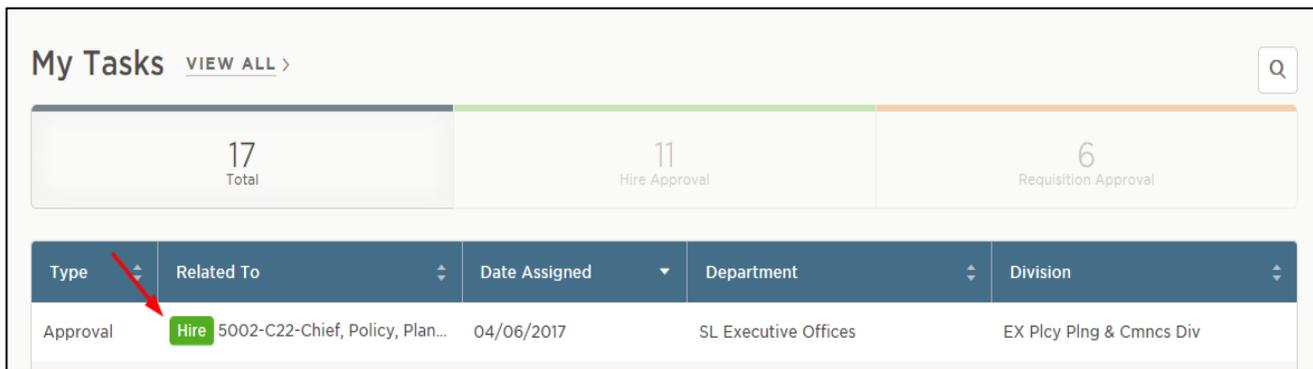
## Process a Hire Form Approval

### Steps to Approve a Hire Form

1. If you're not already viewing the OHC Dashboard page, click **"Dashboard"** from the upper left.



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



3. Click **"Approve"**, type any necessary comments, and click **"Submit."**



## Steps to Deny a Hire Form

If deny is selected, the request can be sent back to the agency submitter or to a previous approval step. If sent back to the submitter, he/she can cancel or edit the hire and resubmit back through the approval process. If sent back to a previous approval step, the approver(s) can deny or reapprove. Regardless of who the requisition is sent back to, comments can be added before submitting the denial.



The screenshot shows a web interface for a 'Hire Approval' process. At the top left, there is a user profile icon and the text 'Andrew Smith / 5002-C22-Chief, Policy, Planning and Communications Division (2017-00641)'. At the top right is a 'Cancel' button. Below the header, there are two buttons: 'Approve' (with a checkmark) and 'Deny' (with an 'X'). A red arrow points to the 'Deny' button. To the right of these buttons is a green 'Submit' button, also with a red arrow pointing to it. Below the 'Deny' button is a dropdown menu labeled 'Send Back to Step' with the text '- Select a step -' and a red arrow pointing to it. To the right of the dropdown is a text area labeled 'Comment (Optional)' with the placeholder text 'Enter Comments Here'.