



NEOGOV

Online Hiring Center (OHC) Reference Guide



Table of Contents

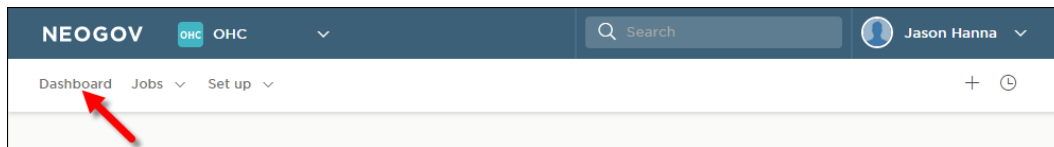
Introduction	4
OHC Dashboard	4
My Tasks	4
My Candidates	5
My Requisitions	5
Create a Requisition	6
Method 1	6
Method 2	6
Method 3	7
Steps to Create a Requisition	7
Approve a Requisition	12
Requisition Approval Path Example	12
Steps to Approve a Requisition	12
Hiring Tasks	14
Create a Notice Template	14
Send Notices	17
View a Referred List.....	19
Move a Candidate to Offered	20
Reject a Candidate	21
Reject Candidates in Bulk	23
Select a Candidate for Hire	25
Approve a Hire	30

Introduction

The Online Hiring Center (OHC) engages hiring department staff and approval groups in the selection process from requisition to hire.

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.

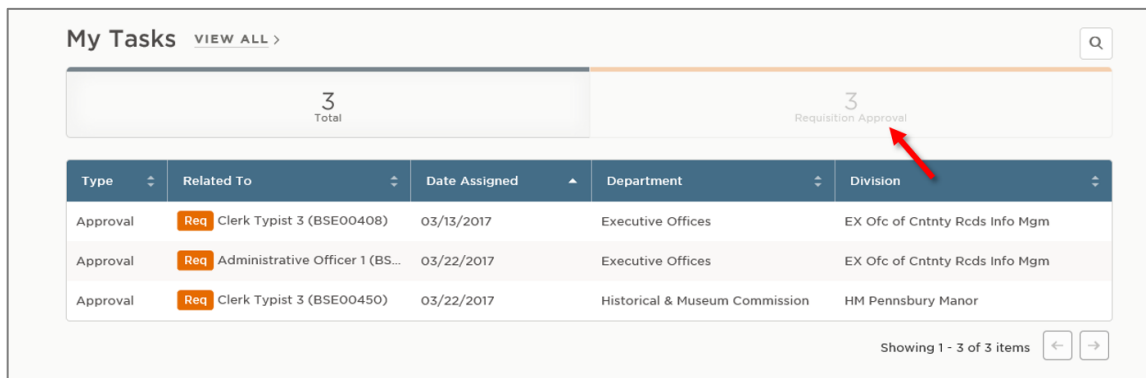


My Tasks

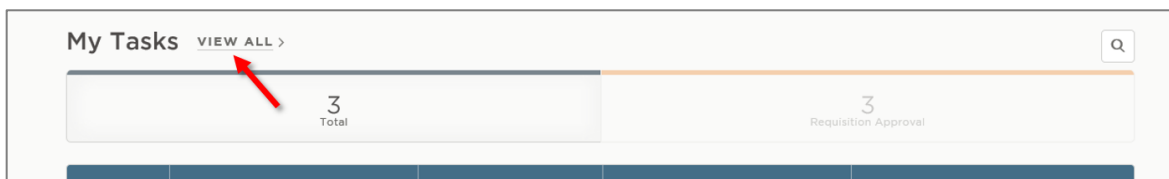
From the My Tasks section, you can act on requisitions pending your review.

Note: The SME functionality and interview rating are not currently being used by the Commonwealth and the hire approval function will typically be handled by HR staff.

The default view displays all tasks pending your review. Click one of the color-coded tabs to view a specific task type.



To view all tasks, including completed ones, click VIEW ALL.



My Candidates

From the My Candidates section, referred lists will display for which you are an assigned hiring manager on the requisition.

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

My Requisitions

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

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

The default view displays all draft, in-progress, and approved requisitions associated with you. Click one of the color-coded tabs to view a specific requisition type.

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

To view all requisitions, including open, filled, and cancelled, click VIEW ALL.

Req #	Requisition Title	Department	Division	Hiring Manager	Approval	Created On
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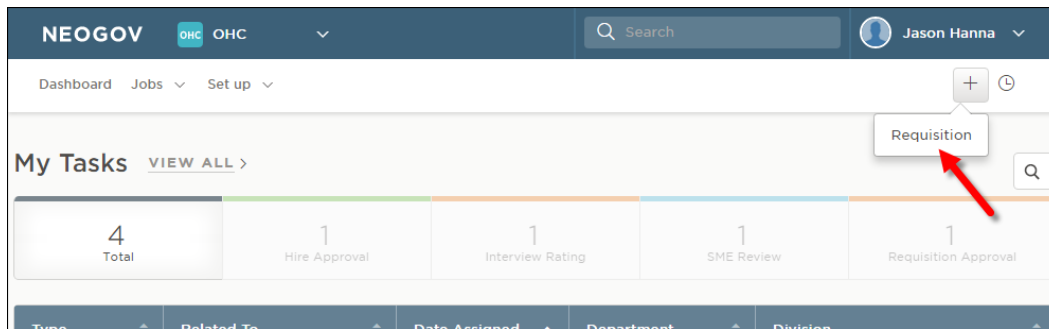
Create a Requisition

When a hiring department has an open position, they'll submit a requisition as a request to fill the vacancy.

There are three methods to begin the process of creating a requisition:

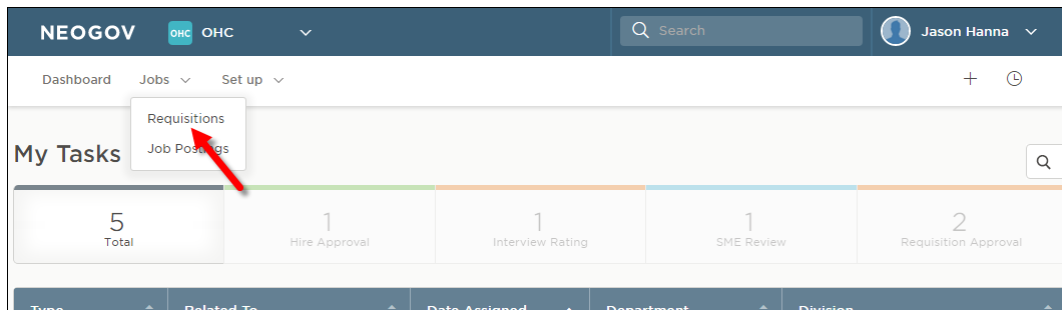
Method 1

On the [+] menu, click Requisition.

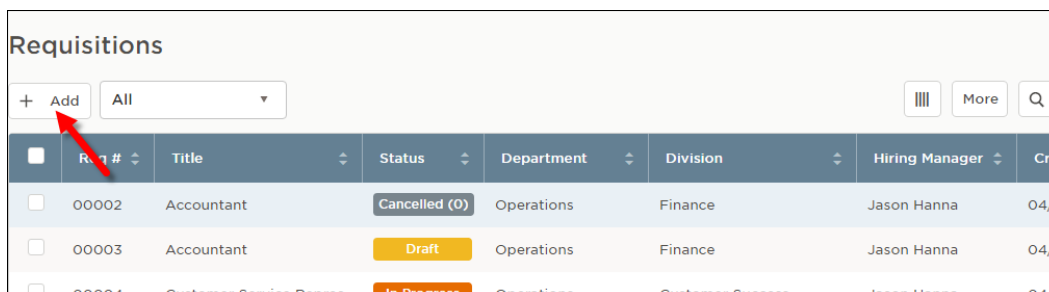


Method 2

On the Jobs menu, click Requisitions.

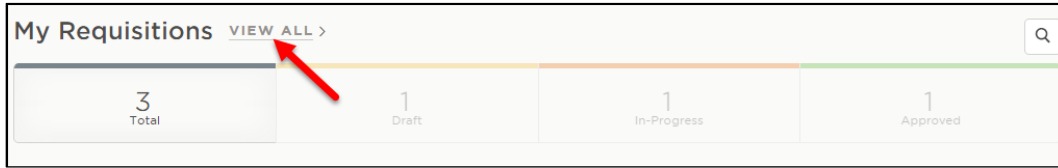


Then click Add.

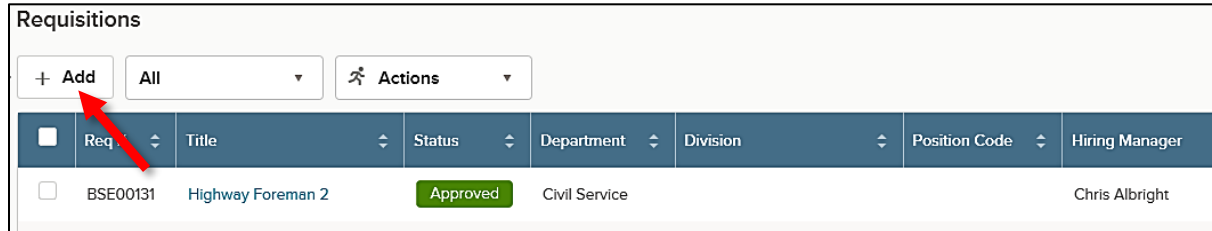


Method 3

From the My Requisitions section on your dashboard, click VIEW ALL.



Then click Add.



Steps to Create a Requisition

1. The first of three requisition form pages will display. Complete the requisition form page and click Save & Continue to Next Step. Refer to the chart on the following page for definitions of each field on the requisition, if needed.

The screenshot shows the "Create Requisition" form. At the top, there are two buttons: "Save & Close" and "Save & Continue to Next Step". Below the buttons is a progress bar with three steps: "1. CREATE", "2. APPROVALS", and "3. ATTACHMENTS". The "1. CREATE" step is currently active. The main content area is titled "Requisition Details" and contains several input fields: "Requisition #" with a placeholder "[Assigned when requisition is saved]", "Class Spec" with a search icon and placeholder "Find a class spec", "Working Title", "Desired Start Date" with a calendar icon, "Department/Division" with a search icon and placeholder "Find a department/division", and "Hiring Manager" with a search icon and placeholder "Find a hiring manager".

The fields: (* Required field)

Field	What to Enter
* Requisition #	Will be automatically assigned when the requisition is saved. During the approval process, the requisition number will be amended and prefaced with a C, I, N, or S. C = Civil Service Exam List Request I = Civil Service or Non-Civil Service <i>Internal</i> Request N = Non-Civil Service External Request S = Simultaneous Request (Internal and <i>NCS</i> External)
* Department/Division	Select your agency/division combination from the search.
* Job Spec	Select the appropriate class spec from the search.
Working Title	This will pre-populate upon selection of a position and will be prefaced by a 4-digit organization code and a county code after saving.
Desired Start Date	Enter desired start date.
* Hiring Manager	Select hiring manager(s).
Job Type	Select a Job Type from the dropdown.
List Type	Leave this field blank.
Vacancies	Enter the number of vacancies.
Position	Select the position number(s).
Comments	Enter comments regarding the requisition.
Posting Type	Select the appropriate posting type. NOTE: The Civil Service Exam option should only be used for list requests.
Seasonal Program Type	If the request is related to an agency seasonal program, select the appropriate program type.
Candidate Recruitment Options	Select the appropriate recruitment method(s) being utilized for the vacancy.
CS Exam List – Certification Type	Select the appropriate Civil Service List Type (i.e. Code 11, Code 12).
CS Exam List – Preference Type	Select the hiring preference for the Civil Service List being requested; either State-Wide, County, or District/Region Preference.
CS Exam List – County Preference	Only complete if choosing the county preference type in the above field. Select the county or counties where hiring preference will be given.
CS Exam List – District/Region Preference	Only complete if choosing the district/region preference type in the above field. Select the district(s) where hiring preference will be given.
KSAs	Indicate whether there are any special knowledge, skills, or abilities required for the vacant position(s).
CS Selective Cert Criteria	Only complete if requesting a Selective Certification with the State Civil Service Commission. Choose the type of criteria being used for the selective certification.
CS Selective Cert Description	Only complete if requesting a Selective Certification with the State Civil Service Commission. Provide a detailed description of the select certification criteria being requested.

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CS Selective Cert Approval	HR & SCSC use only. Indicate whether the selective certification was approved or denied.
Pos Desc Link	This field will pre-populate based upon selection of a position.
Cost Distribution & Roles	This field will pre-populate based upon selection of a position.
Complement Fund	This field will pre-populate based upon selection of a position.
Complement Control Fund	This field will pre-populate based upon selection of a position.
Confidential Indicator	This field will pre-populate based upon selection of a position.
Fair Chance Exemption	This field will pre-populate based upon selection of a position.
Dept Code	This field will pre-populate based upon selection of a position.
Org Name	This field will pre-populate based upon selection of a position.
Org Address1	This field will pre-populate based upon selection of a position.
Org Address2	This field will pre-populate based upon selection of a position.
Org City	This field will pre-populate based upon selection of a position.
Org Zip	This field will pre-populate based upon selection of a position.
Location	This field will pre-populate based upon selection of a position.
Type Svc	This field will pre-populate based upon selection of a position.
Barg Unit	This field will pre-populate based upon selection of a position.
Pay Group	This field will pre-populate based upon selection of a position.
Pay Scale	This field will pre-populate based upon selection of a position.
Salary	This field will pre-populate based upon selection of a position.
Hourly	This field will pre-populate based upon selection of a position.
End Date	This field will pre-populate based upon selection of a position.
Contact Name	Enter contact name.
Contact Email	Enter contact email.
Contact Phone	Enter contact phone number.

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2. If you have an approval workflow template, it will display on the second requisition form page.

Create Requisition [Cancel] [Save & Close] [Save & Continue to Next Step]

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

Step	Role	Approvers	Status	Comments
1	SPVR_MGR	HRSC ADMIN	Pending...	[Edit] [Delete]
2	BUDGET	HRSC ADMIN	Pending...	[Edit] [Delete]
3	EXEC	HRSC ADMIN	Pending...	[Edit] [Delete]
4	HR	HRSC ADMIN	Pending...	[Edit] [Delete]

In the event of a special circumstance that requires changes, the updates can be easily completed with a drag and drop operation. You can also edit or delete the approvers here. Any changes will only be applied to this requisition; not the pre-defined approval workflow.

Approvals

1. Manager Approvers: Jason Hanna , + 1 more [Edit] [Delete]

3. Director Approvers: Jason Hanna , + 2 more [Edit] [Delete]

2. Budget Approvers: Jason Hanna , + 1 more [Edit] [Delete]

4. President Approvers: Drake Thomas , + 1 more [Edit] [Delete]

+ Add Approval Group

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3. Click Save & Continue to Next Step.

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

Create Requisition Save & Close Save & Submit

1. CREATE ✓ 2. APPROVALS ✓ 3. ATTACHMENTS

Add Attachments

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

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

Customer Service Representative - Sample Job Posting.docx

Note: If you're not quite ready to submit the requisition, click Save & Close. The requisition will display on your dashboard in the My Requisitions section as a draft.

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 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.

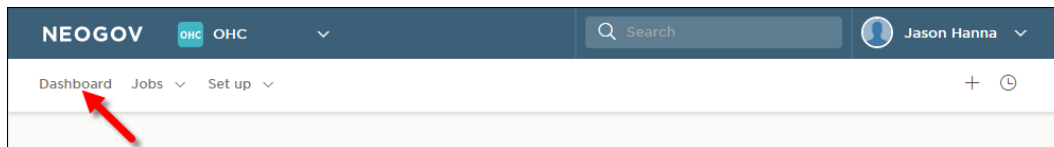
Requisition Approval Path Example

In the example below, the defined approval path requires the requisition to travel through a total of four approval groups before going to HR. Once the requisition creator clicks Save & Submit, the requisition will go to the first approval group. In this example, both Simon Davies and Melanie Scott will be notified, via email, that a requisition requires their review. Approval is on a first come, first approve basis. Either Simon or Melanie will need to approve the requisition to move it on to the next approval group.

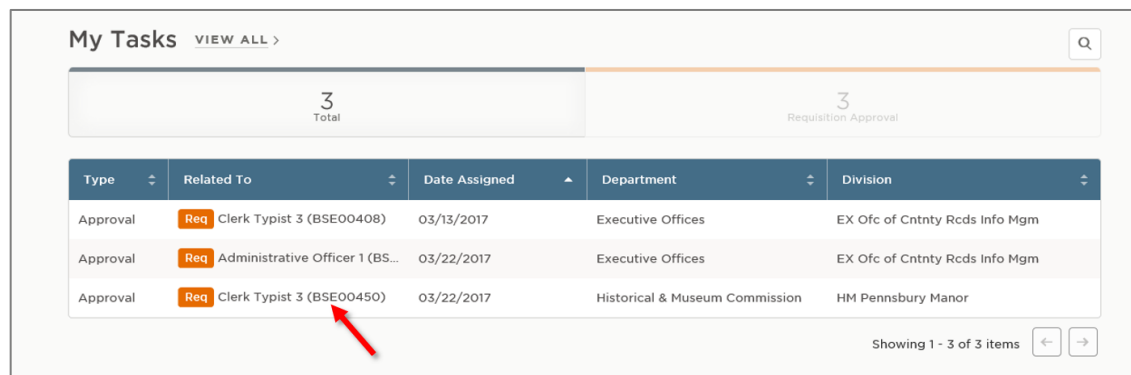
Approval Group	Selected Approver(s)
Group 1: Supervisor/Manager	Simon Davies and Melanie Scott
Group 2: HR Classification	Maria Ramirez and Gretchen Case
Group 3: Budget	Joyce Lowe and Mark Campbell
Group 4: Executive	Nancy Reed
Group 5: Human Resources	Vindi Kalkote and Margaret Wheeler
Group 6: BSE Furlough Check	BSE Staff

Steps to Approve a Requisition

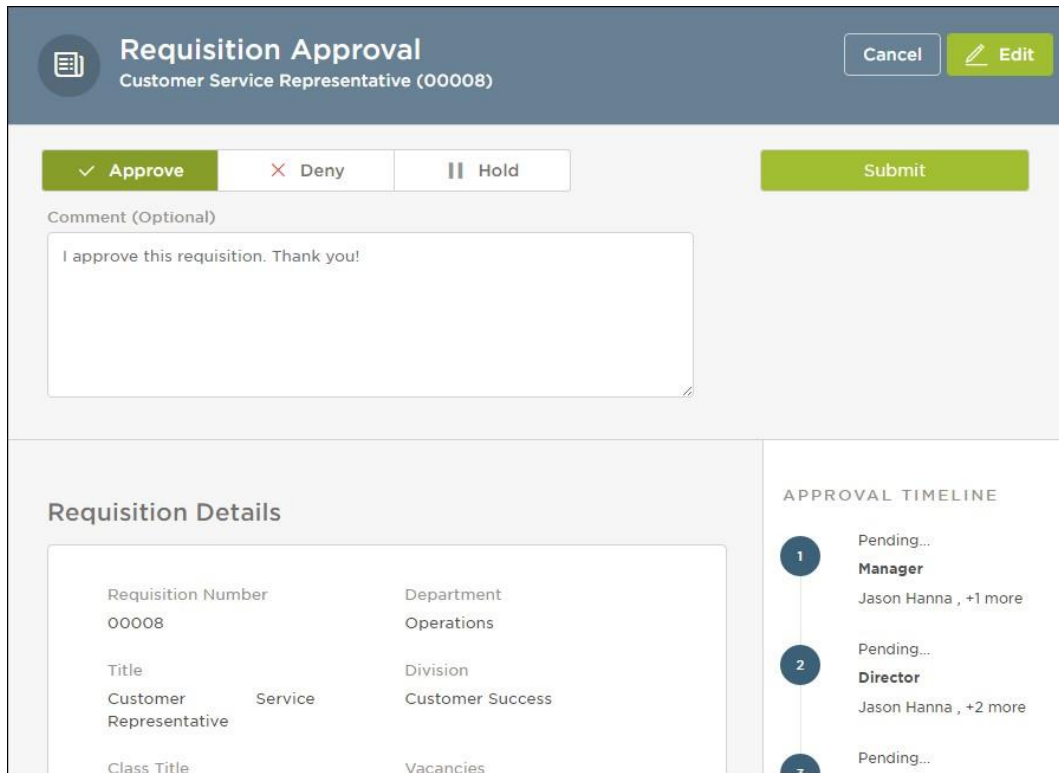
1. If you're not already viewing your dashboard page, click Dashboard from the upper left.



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



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



Requisition Approval
Customer Service Representative (00008)

Cancel Edit

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
Division	Customer Success		
Class Title		Vacancies	

APPROVAL TIMELINE

- 1 Pending...
Manager
Jason Hanna , +1 more
- 2 Pending...
Director
Jason Hanna , +2 more
- 3 Pending...

Note: At this point, the requisition should route to HR to begin the job posting process.

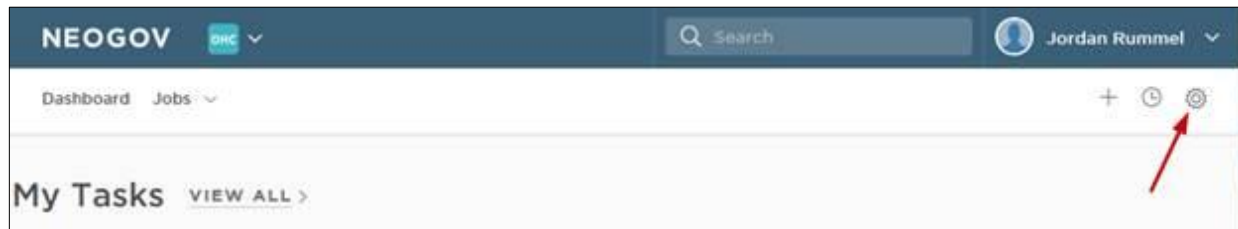
Hiring Tasks

Create a Notice Template

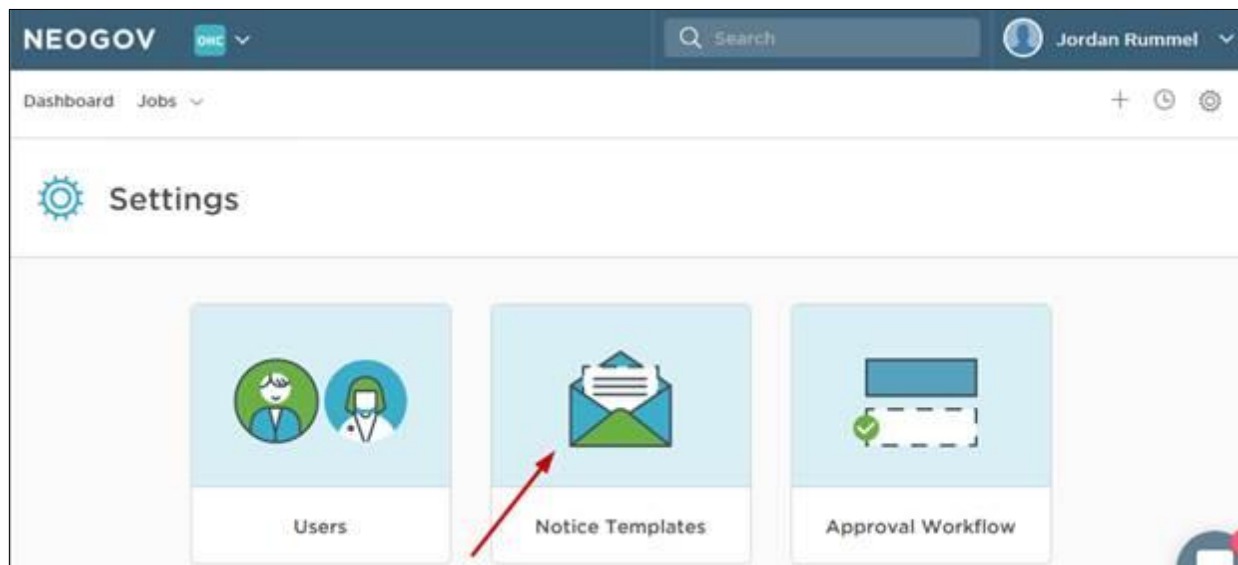
You can create a notice template for your assigned department(s)/division(s).

Notice templates can be used for a variety of notice types including non-selection, background inquiries, and job offer.

1. From your OHC dashboard, click on the gear icon under your name on the far-right side of the screen.

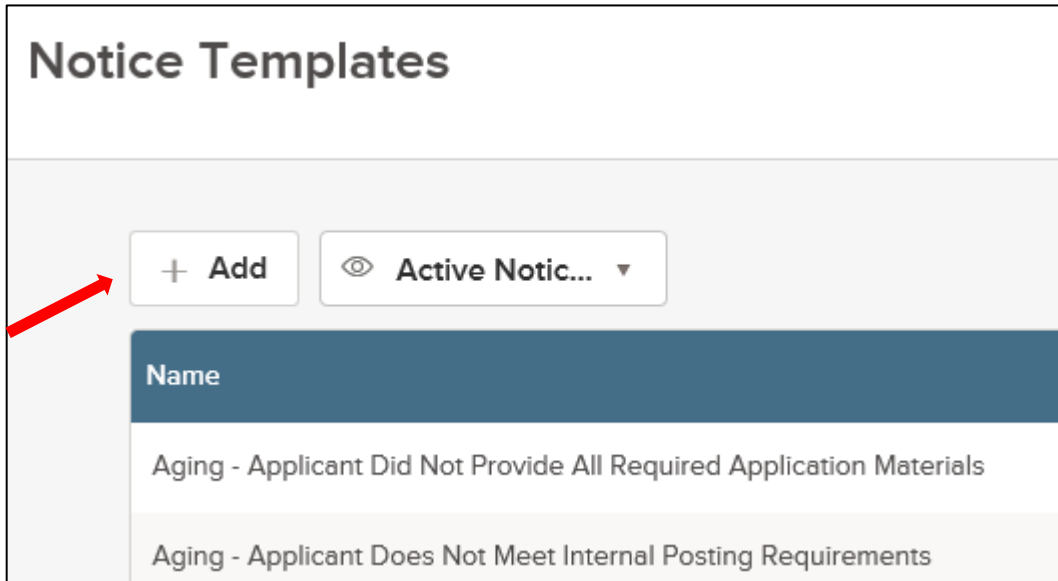


2. Click the Notice Templates box.

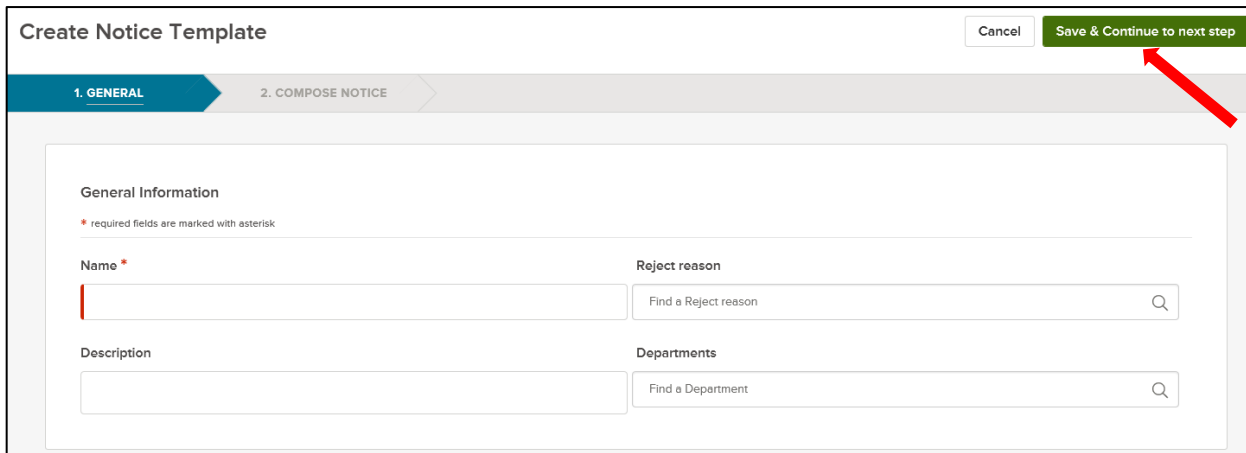


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3. You will see a listing of existing notice templates. Click the +Add button in the upper-left corner of the list.



4. Complete the notice template page and click Save & Continue to the next step.



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5. Type the contents of your notice template. When a merge field is required, locate it using left-side search and then drag to the proper area of the notice. Also, drag any applicable files to the attachments section.

Create Notice Template

Cancel Save & Close

1. GENERAL ✓ 2. COMPOSE NOTICE

Compose Notice

APPLICANT

First Name Last Name

Middle Name Address 1

Address 2 City

State Zip Code

Country Home Phone

Other Phone Person ID

USER >

AGENCY >

<Today>

Hello <Applicant_FirstName> <Applicant_LastName>

Thank you for submitting your application for the position of <Position_Title> with our <Position_Department> Department.

Great news! You've been selected to attend a Skype interview with our hiring department staff.

Interview date: <ReferredInterview_DateInterviewStart>
Interview start time: <ReferredInterview_TimeInterviewStart>
Interview end time: <ReferredInterview_TimeInterviewEnd>

We look forward to speaking with you soon!

<User_FirstName> <User_LastName>
<User_Title>

Drag and drop your file here, or browse

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

Copy

Note: With the OHC, dragging the merge field to the notice body is required. Typing or copying and pasting the merge field will not work properly.

6. Once you're done, click Save & Close.

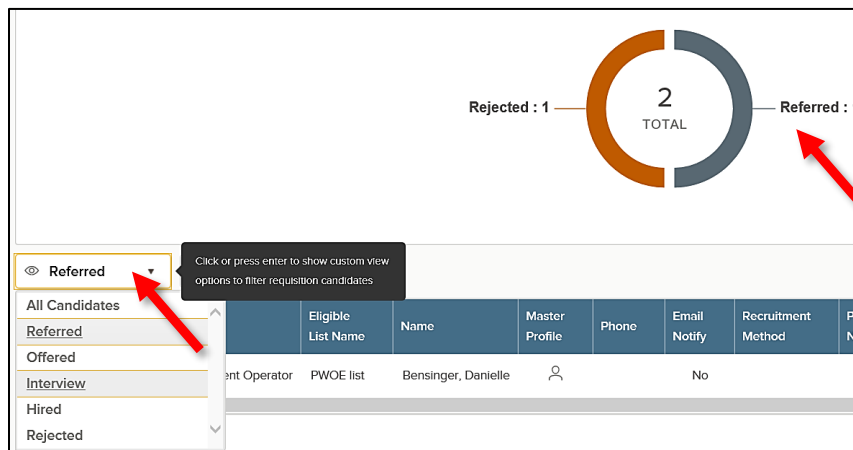
Send Notices

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

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 candidates require notification.



3. Select the candidates to receive notices. From the Actions dropdown, choose Send Notices.

All Candidat...

Actions

2 records are selected.

Send Notices

Print Apps

Exam #	Job Title	Eligib List N
123456	Equipment Operator	PWO
123456	Equipment Operator	PWO

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4. Select a notice template and click Done. If necessary, click Override to make a one-time update to the notice prior to sending. This update will not affect the saved notice template.

Notice Details

* required fields are marked with asterisk

Notice Template *

Non-Selected Candidate

Notice Preview

Override

Template Sample Candidate

<Today>

Dear <Applicant_FirstName>.

Thank you for your interest in the <Position_Title> position with <Req_Department>. Please be advised that another candidate has been selected to fill this position.

Although a selection was made in favor of another candidate, you are encouraged to pursue other employment opportunities with the Commonwealth of Pennsylvania.

Sincerely,

5. Click Sample Candidate to view the notice with merged text.

Notice Details

* required fields are marked with asterisk

Notice Template *

Non-Selected Candidate

Notice Preview

Template Sample Candidate

4/14/2018

Dear DAWN,

Thank you for your interest in the Clerk 2 position with Department of Transportation. Please be advised that another candidate has been selected to fill this position.

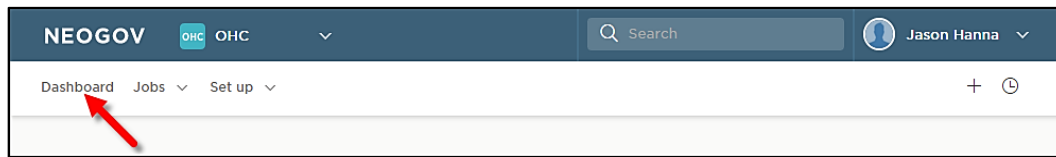
Although a selection was made in favor of another candidate, you are encouraged to pursue other employment opportunities with the Commonwealth of Pennsylvania.

Sincerely,

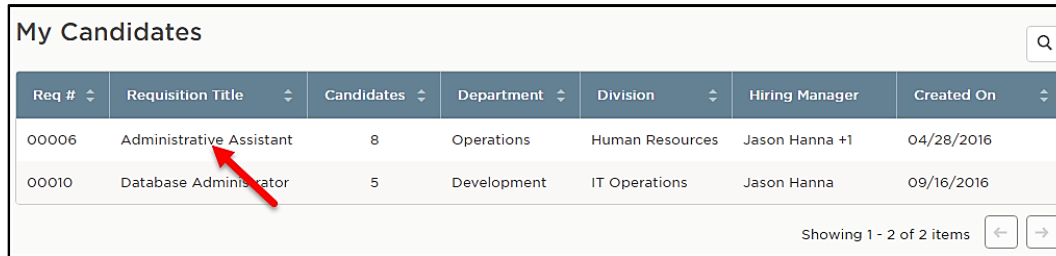
6. Click Send to send the notice to all selected candidates.

View a Referred List

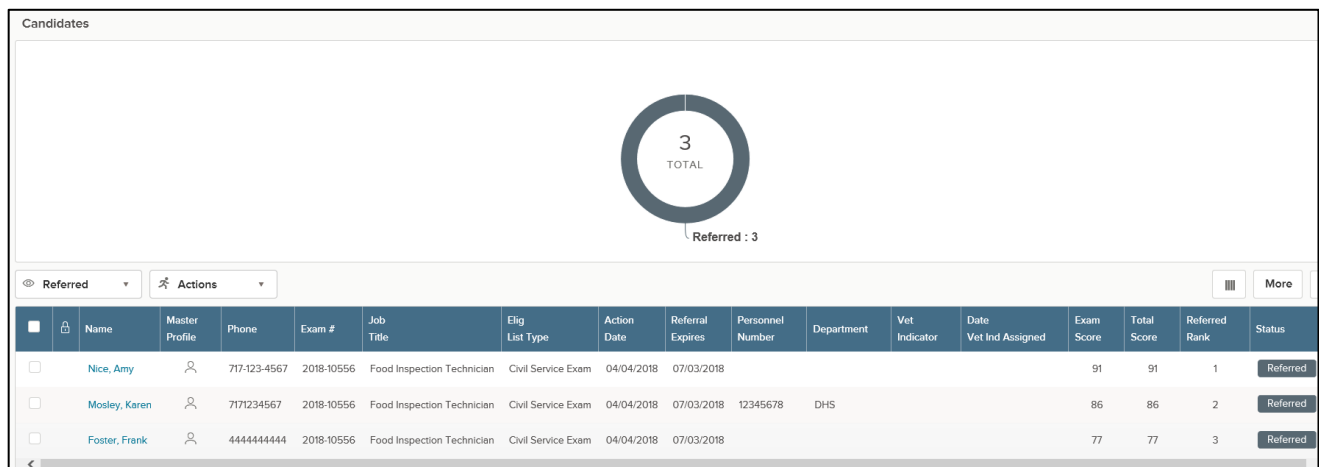
1. If you're not already viewing your dashboard page, click Dashboard from the upper left.



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



3. You're now viewing the referred list.



***Please Note:**

A user must be added as a hiring manager on the requisition to have access to the referred list.

Move a Candidate to Offered

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

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. Select the candidate you want to hire. From the Actions dropdown, choose Move to Offered.

The screenshot shows a list of candidates with a search filter set to 'Referred'. One candidate, 'Nice, Amy', is selected. The 'Actions' dropdown menu is open, and the 'Move to Offered' option is highlighted with a red arrow. Other options in the menu include 'Reject', 'Move to Interview', 'Move to Hire', 'Send Notices', and 'Print Apps'.

3. The Make Offer Form will appear, and the required Offer Date field will pre-populate. 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

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.

3 TOTAL

Referred : 3

Referred

Offered	Interview	Hired	Rejected
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Name	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
Mosley, Karen	717-123-4567	2018-10556	Food Inspection Technician	Civil Service Exam	04/04/2018	07/03/2018	12345678	DHS			86	86	2	Referred
Foster, Frank	4444444444	2018-10556	Food Inspection Technician	Civil Service Exam	04/04/2018	07/03/2018					77	77	3	Referred

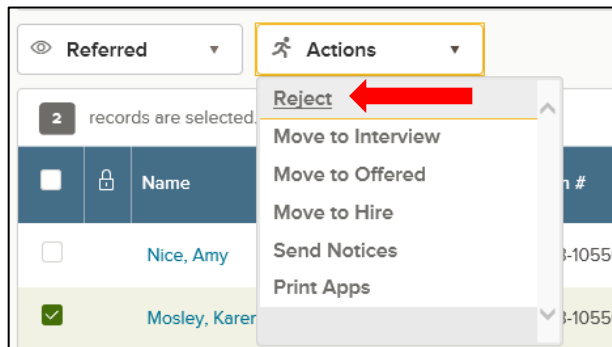
3. Click the name of the first candidate to be rejected.

2 records are selected.

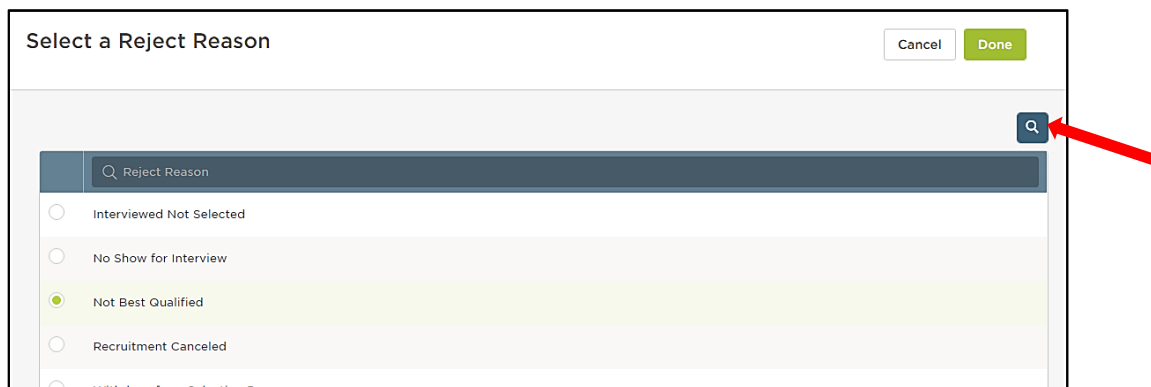
Name	Master Profile	Phone	Exam #	Job Title	Elig List Type	Action Date	Referral Expires	Personnel Number	Department	Vet Indicator	Date Vet Ind Assigned	Exam Score	Total Score	Referred Rank	Status
Nice, Amy		717-123-4567	2018-10556	Food Inspection Technician	Civil Service Exam	04/04/2018	07/03/2018					91	91	1	Referred
Mosley, Karen		717-123-4567	2018-10556	Food Inspection Technician	Civil Service Exam	04/04/2018	07/03/2018	12345678	DHS			86	86	2	Referred

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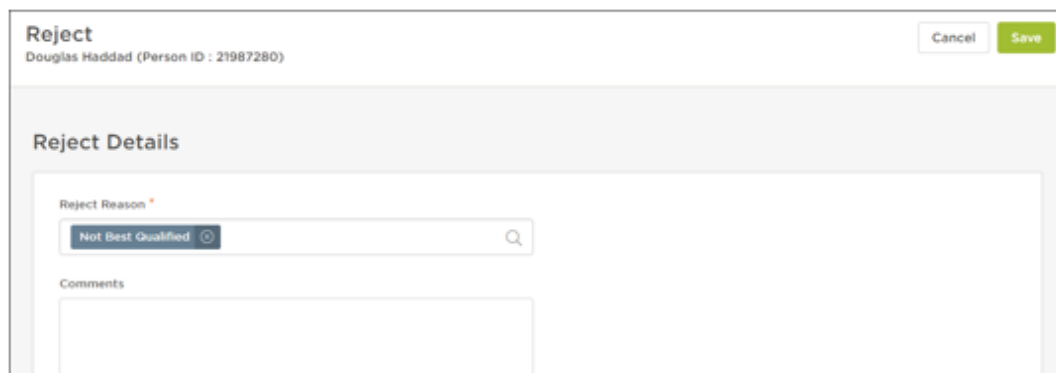
4. From the Actions dropdown, choose Reject.



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



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



7. Repeat these steps for any remaining rejected candidates.

Reject Candidates in Bulk

You can reject multiple candidates at the same time if using the same reject reason. This process will designate the same reject reason and comments for all the selected candidates. As a result, you may have a few rounds of bulk rejecting if candidates have different reject reasons and/or comments.

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

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 multiple will be rejected.

3 TOTAL
Referred: 3

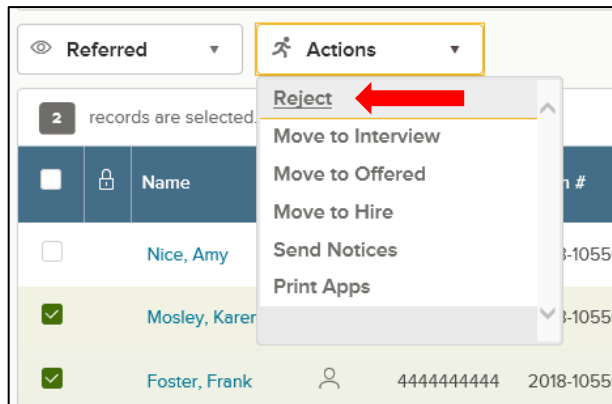
Referred	Interview	Hired	Rejected	Name	Phone	Exam #	Job Title	Elig List Type	Action Date	Referral Expires	Personnel Number	Department	Vet Indicator	Date Vet Ind Assigned	Exam Score	Total Score	Referred Rank	Status
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mosley, Karen	7171234567	2018-10556	Food Inspection Technician	Civil Service Exam	04/04/2018	07/03/2018	12345678	DHS			86	86	2	Referred
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Foster, Frank	4444444444	2018-10556	Food Inspection Technician	Civil Service Exam	04/04/2018	07/03/2018					77	77	3	Referred

3. Select all the candidates who will have the same reject reason.

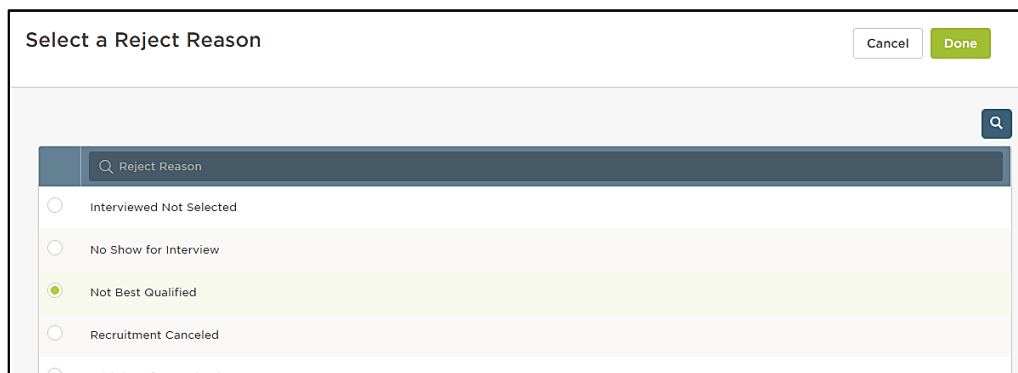
Name	Master Profile	Phone	Exam #	Job Title	Elig List Type	Action Date	Referral Expires	Personnel Number	Department	Vet Indicator	Date Vet Ind Assigned	Exam Score	Total Score	Referred Rank	Status
Nice, Amy	<input type="checkbox"/>	717-123-4567	2018-10556	Food Inspection Technician	Civil Service Exam	04/04/2018	07/03/2018					91	91	1	Referred
Mosley, Karen	<input checked="" type="checkbox"/>	7171234567	2018-10556	Food Inspection Technician	Civil Service Exam	04/04/2018	07/03/2018	12345678	DHS			86	86	2	Referred
Foster, Frank	<input checked="" type="checkbox"/>	4444444444	2018-10556	Food Inspection Technician	Civil Service Exam	04/04/2018	07/03/2018					77	77	3	Referred

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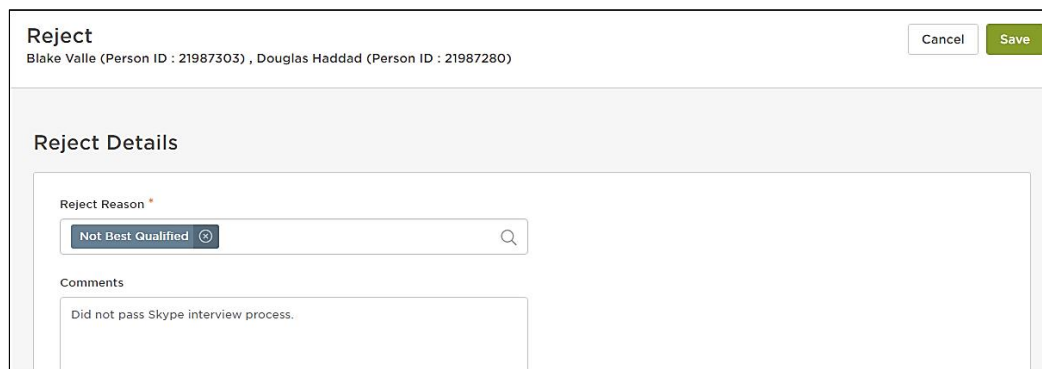
4. From the Actions dropdown, choose Reject.



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



6. Click Save.



Repeat these steps for any remaining rounds of rejected candidates.

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Select a Candidate for Hire

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

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, choose the appropriate step where the candidate is currently placed (the candidate should be in the offered status).

All Candidates	Master Profile
Referred	
Offered	lorimer
Skype Interview	ng
On-Site Interview	
Hired	arroll
Rejected	

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

1 records are selected	Name
<input checked="" type="checkbox"/>	Nice, Amy

- Reject
- Move to Referred
- Move to Interview
- Move to Hire
- Send Notices
- Print Apps

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4. The Hire Form will appear. Complete the form. Refer to the chart on the following page for definitions of each field on the Hire Form, if needed.

Hire Form


Foster, Frank (Person ID : 34894503)

Cancel Save & Close Save & Continue to next Step

1. HIRE INFORMATION 2. APPROVALS 3. ATTACHMENTS

Hire Information
* required fields are marked with asterisk

Position No position attached	Offer Date * 04/19/2018
Date Offer Accepted * MM/DD/YYYY	Offer Amount \$
Bonus Amount \$	Start Date * MM/DD/YYYY
Orientation Date MM/DD/YYYY	Filled Date MM/DD/YYYY
Total number of non-veteran candidates on the list(s) *	Total number of veteran candidates on list (CS Code 22 or NCS referred list) *
Total number of available non-veteran candidates on the list(s) *	Total number of available veteran candidates on list (CS Code 22 or NCS referred list) *
Total number of non-veteran candidates interviewed *	Total number of veteran candidates interviewed *



Field	What to Enter
Position Details	Select the appropriate position for the hired candidate from the Make a Selection dropdown.
Date Referred	Enter the date the candidate was referred.
Offer Date	Enter the date the job offer was extended.
Date Offer Accepted	Enter the date the candidate accepted the job offer.
Offer Amount	Leave blank.
Bonus Amount	Leave blank.
Start Date	Enter the established start date.
Orientation Date	Leave blank.
Filled Date	Leave blank initially when completing the Hire Form. After the hire is authorized, enter the filled date.
Total # of non-veteran candidates on list(s)	Enter the total # of non-veteran candidates on list.
Total # of veteran candidates on list (CS Code 22 or NCS referred list)	Enter the total # of veteran candidates on list (CS Code 22 or NCS referred list).
Total # of available non-veteran candidates on list(s)	Enter the total # of available non-veteran candidates on list(s).
Total # of available veteran candidates on list (CS Code 22 or NCS referred list)	Enter the total # of available veteran candidates on list (CS Code 22 or NCS referred list).
Total # of non-veteran candidates interviewed	Enter the total # of non-veteran candidates interviewed.
Total # of veteran candidates interviewed	Enter the total # of veteran candidates interviewed.
Veteran candidate selected	Yes or No.
Reason for non-selection of veteran candidate(s)	Enter the reason for non-selection of veteran candidate(s).
Service Type	Indicate whether the position is civil service or non-civil service covered.
Dept. Code	Enter the department code where the candidate will be employed.
Location	Pre-populated based on position selected.
Barg Unit	Pre-populated based on position selected.
Pay Scale	Pre-populated based on position selected.
Pay Level	Complete with appropriate pay level; this should coincide with the pay scale entered.
Annual Salary	Complete with appropriate annual salary; this should coincide with the pay scale entered.
Candidate Recruitment/Qualifying Method	Select appropriate choice from the dropdown list.

Bi-Weekly Salary	Complete with appropriate bi-weekly salary; this should coincide with the pay scale entered.
Exam Plan Number	Enter with appropriate exam plan number tied to the position.
SCSC Certification Number	For Civil Service list hires, insert a certification number. For internal hires, leave this field blank. The State Civil Service Commission will be reviewing for accuracy.
Requisition Number	Enter with appropriate requisition number tied to the position.
Active on Eligible List	Automatically turned off. Once a candidate is hired, it will automatically inactivate them from eligibility list. If you'd like them to remain active, turn that on. In most cases, you will want to keep this off.
Senior Level Background Check (Commonwealth only)	If submitting a senior level hire, indicate if the position requires a background check by OIG.

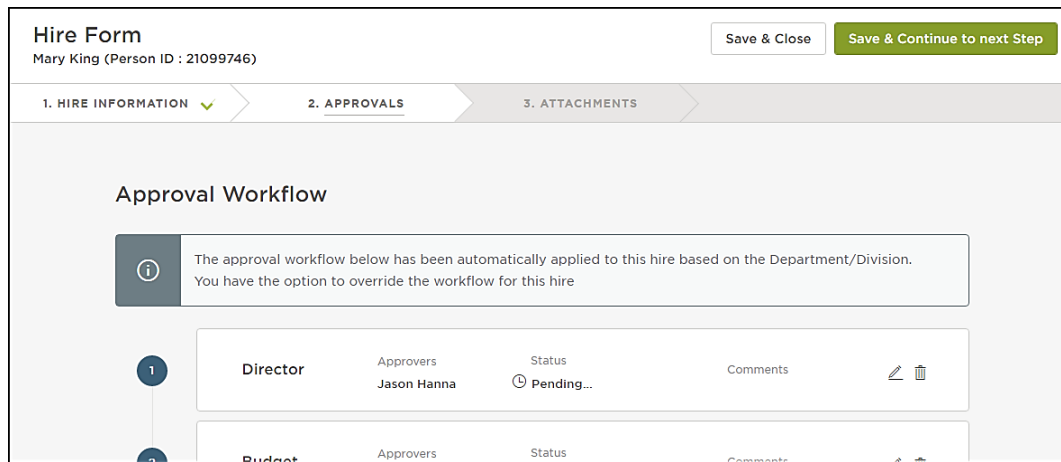
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5. Once you've completed the form, click Save & Continue to Next Step.

For non-senior level position actions (Commonwealth only), the approval workflow template displays on the second hire form page as follows: BTAP workflow, SCSC, and HR. HR can remove an approval step if appropriate. Any changes will only be applied to this hire; not to the pre-defined approval workflow. Do not modify workflow for senior level position actions (Commonwealth only).

***Please Note:**

Offer Date, Date Offer Accepted, and Start Date are all required fields. If you don't know these dates when initially completing the hire form, enter the date you completed the hire form in these fields. When you have the accurate data, update these fields with the appropriate dates.

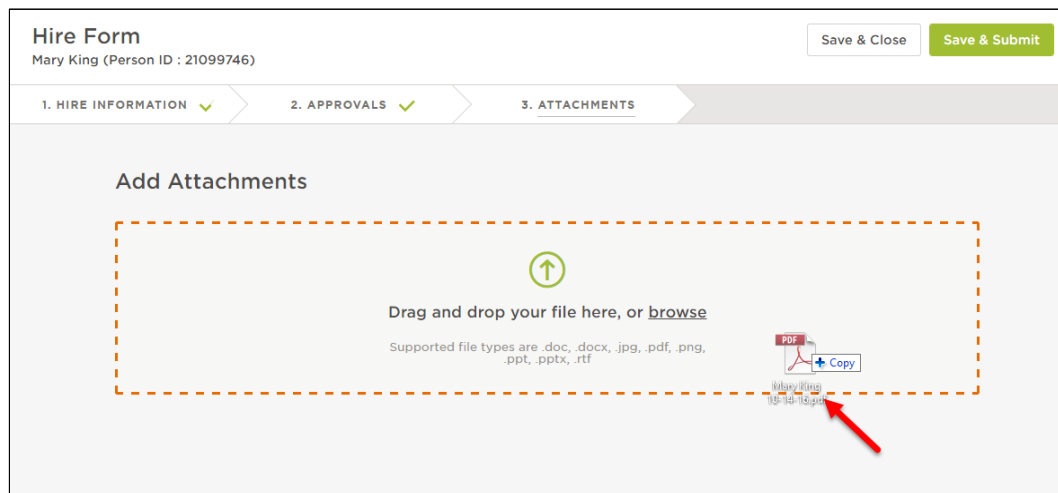


***Please Note:**

All approvers can see the approval timeline and comments associated with approvals.

6. Click Save & Continue to Next Step.

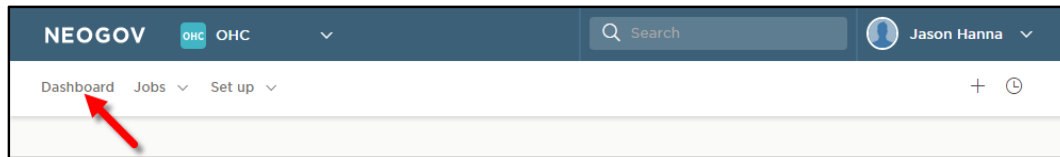
7. Drag any file attachments to the third hire form page and click Save & Submit. For senior level positions (Commonwealth only), you must attach a resume to the hire form.



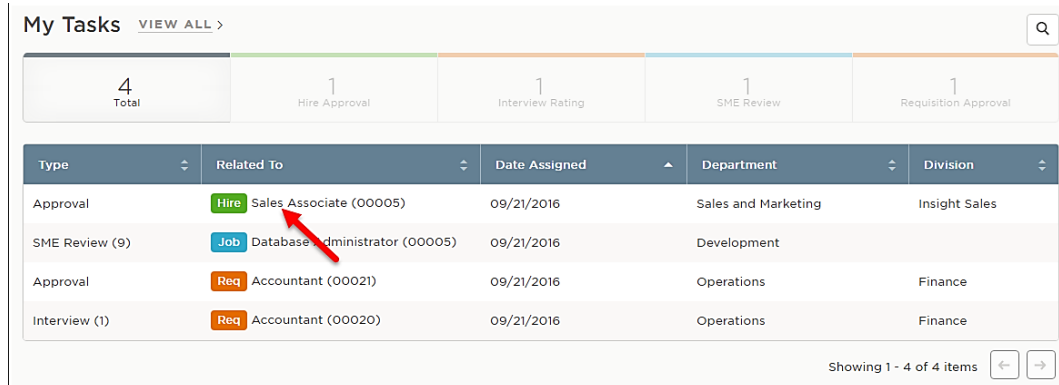
Note: If you're not ready to submit the hire, click Save & Close. The hire will display in your referred list with a pending release status. Once you're ready to submit, edit the hire, make any updates, and click Save & Submit.

Approve a Hire

1. Go to your Dashboard.



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



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

