Local Government NEOGOV Requisition - Quick User Guide

For use in requesting to fill a vacant position via an external posting through NEOGOV

1. Create the Requisition Details screen as follows:

Requisition Field *Mandatory Fields	Action	Notes
* Requisition #	Leave blank	Number is automatically assigned when the requisition is saved.
* Department/Division	Select 🔍 , enter county in Division Name, select agency	
* Job Spec	Select 🔍 , enter job code or title, select job	Local Government classifications begin with an "L".
Working Title	Leave blank	Field will automatically populate when Position field is completed.
Desired Start Date	Type desired start date	
* Hiring Manager	Type name(s) of all hiring managers	
* Job Type	Select Job Type from drop down	Most common are Permanent Full-Time or Permanent Part-Time
List Type	Leave blank	
* Position	Type position number(s)	Reference SAP complement. Enter all position numbers to be filled.
* Number of Vacancies	Type number of vacancies to fill	Based on quantity of position numbers.
Seasonal Program Type	Leave blank	
* Candidate Recruitment Options	Select "Civil Service Exam List" from drop down	
* Posting Type	Select "Civil Service Exam"	
* CS Exam List – Certification Type	Select "Employment Certification" from drop down	
* CS Exam List – Preference Type	Select Exam List type from drop down	County or State
CS Exam List – County Preference	Type county name	Complete only if choosing the county preference type in the above field.
CS Exam List – District/Region Preference	Leave blank	
KSAs	Select "No – Civil Service Position" or Select "Yes – Civil Service Position" if requesting a selective certification.	Selective criteria example: Spanish speaking
CS Selective Cert Criteria	Select CS Selective Certification Criteria from drop down	Complete only if requesting a selective certification
CS Selective Cert Description	Type detailed description of select certification criteria	Complete only if requesting a selective certification
CS Selective Cert Approval	Leave blank	
Pos Desc Link	Leave blank	
Cost Distribution & Roles	Leave blank	

Complement Fund	Leave blank	
Complement Control Fund Center	Leave blank	
Confidential Indicator	Leave blank	
Fair Chance Exemption	Leave blank	
Dept Code	Leave blank	This field will pre-populate upon selection of a position
Org Name	Leave blank	This field will pre-populate upon selection of a position.
Location	Leave blank	This field will pre-populate upon selection of a position
Type Svc	Leave blank	This field will pre-populate upon selection of a position
End Date	Leave blank	
Barg Unit	Leave blank	
Pay Group	Type Pay Group if applicable	If applicable, reference approved county compensation plan
Pay Scale	Type Pay Scale if applicable	If applicable, reference approved county compensation plan
Salary	Type Annual Salary	Applicable only for full-time positions
Hourly	Type Hourly Salary	Applicable only for part-time positions
Org Address1	Type Agency Street Address	
Org Address2	Type Agency Street Address	Second field available if applicable
Org City	Type Agency City Address	
Org Zip	Type Agency Zip Code	
* Contact Name	Type agency contact name	
* Contact Email	Type agency contact email	
* Contact Phone	Type agency contact phone number	
Vacancies Filled	Leave blank	
Position Details	Always select "No"	
Comments	Type comments regarding the requisition, testing, etc.	

2. Once Requisition Details screen is completed, Select Save and Continue to Next Step.

3. The Approvals Workflow screen will appear with workflows that are already established; do not delete the pre-established workflow. Select Save and Continue to Next Step.

4. The Attachments screen will appear. Attach all necessary documents and Select Save and Submit.