NEOGOV

RIVCO 1HR
putting people first

Overview of the NEOGOV Unified Dashboard

The **Unified Dashboard** serves as your homepage in NEOGOV. The widgets visible on this page will vary depending on your role and responsibility in hiring. It contains the below sections:

1. **My Tasks**-Displays your tasks for all NEOGOV products based on due date, with the earliest displaying first.

2. **People**-You will not see your manager and direct reports here, as the County of Riverside uses PeopleSoft as the system of record for employee information.

3. **Quick Actions**-Displays quick links to common actions across the different products.

   a. **Online Hiring Center (OHC)** activities are now accessible from the <u>Recruiting</u> links.

4. **My Onboarding**-You will only see the My Onboarding tab if your account is active in the Onboard system. For example: if you are currently going through an onboard process yourself, or if you are involved with the onboarding process for employees in your department.

5. **Side Menu / Left Navigation**-The side menu includes quick links to specific pages: Tasks, People, Recruiting and Reports.
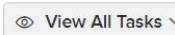
Tasks

When you click on a **task**, you will be taken to the NEOGOV product to complete it. For example, clicking on Candidate Review will take you to the Recruiting Online Hiring Center (OHC).

Customize your task view: You can create your own Custom views. For example, to see only requisitions requiring your approval: Click All Tasks> Product, select Recruiting, then go to the Task Type = Approval and For Whom = Myself. If this is a view you want to reuse select Save Custom View and give it a name. You can save the view as your default. You can select the saved custom views within the Task dashboard. 👁 View All Tasks ⌄

Left Navigation Side Menu

The **Left Navigation** contains links to **My Profile, Dashboard, Tasks, People, Recruiting,** and **Reports**.

My Profile

o If you have been hired or changed positions as a result of a recruitment process since the implementation of NEOGOV in 2020, then you may see job and position information in your profile.
  *The County of Riverside uses PeopleSoft as the system of record for employee information. Please consult the PeopleSoft system for job and position information.

o The Dashboard displays your Tasks, People, and Quick Actions. It's also the default screen you see when you log in to NEOGOV.

Dashboard displays your Tasks, People, and Quick Actions. It's also the default screen you see when you log in to NEOGOV.

Tasks may display up to 5 tasks for all NEOGOV products based on due date, with the earliest displaying first. Additional filters are available by selecting View All Tasks where you can create custom views to suit your preferences such as filtering by NEOGOV Product. When you click on a task, you will be taken to the specific product to complete it.

People - You will not see your manager and direct reports under People, as the County of Riverside uses PeopleSoft as the system of record for employee information. Please consult the PeopleSoft system for this information.

Recruiting - You will see the recruiting tab if you are involved in the recruiting process as a Recruiter, Hiring Manager, Originator or Approver. Within Recruiting you will see Tasks, Referred Candidates, your Requisitions, and Recent Hires. Previous activities in **Online Hiring Center (OHC)** are now accessible from the Recruiting links. To create a requisition, select Recruiting, then My Requisitions or View All.

Reports is available for all users. This page shows reports across all products that you have access to. Note that these reports are delivered by NEOGOV and the usage varies depending on the product.

Return to the Unified Dashboard

Regardless of where you navigate in NEOGOV, you can always return to your Unified Dashboard by clicking Dashboard in the upper left corner of your screen.

Resources

Additional resources are available on the Human Resources website on the Online Hiring Center page (OHC) at www.rc-hr.com/OHC.

If you have additional questions regarding your Unified Dashboard, please contact your Recruiting Team Lead or Pre-employment Representative.