County of Riverside Human Resources Online Hiring Center (OHC) Hiring Manager Quick Reference Guide

Introduction

This is a condensed version of the Hiring Manager guide. For more details reference the Online Hiring Center (IHC) Hiring Manager Guide and consult with your department representative or Human Resources Recruiter.

Login to Neogov

Login to **NEOGOV** (http://login.neogov.com) and enter your **Username** and **Password**.

• Username = Employee Email Address

From the Unified Dashboard

Selecting the Recruiting link from the left navigation column. From the Overview screen, select a task or a requisition under My Candidates. You can select the requisition under My Requisitions on the right or select a link across the top to access specific areas.

View the Referred List

After selecting the requisition from My Candidates you will be directed to Online Hiring Center (OHC). Your HR Recruiter will send an email when candidates have been referred. The Hiring Managers listed on the requisition will receive a system generated email.

- 1. If you're not already viewing your dashboard page, click Dashboard from the upper left.
- 2. From the My Candidates section, click the requisition to review.

Note: If the HR Recruiter left one or more notes on the referred list for you, a button will display indicating the number of notes available to read.

My Candic	lates								Q
Req #	Requisition Title	¢	Candidates	Department 🗘	Division	¢	Hiring Manager	Created On	•
00217	OFFICE ASSISTANT I	ĸ	5	Transportation, Land Management Ag	Administration		Mylene Daniels	08/09/2020	
							Showing 1	-1 of 1 items	-) ->

Print or Export the Referred List

You have the option of either printing or exporting the referred list.

- 1. To print the referred list, simply click Print. This will render a new web browser page to display the Referred List Report. Pres Ctrl+P on your keyboard to print.
- 2. Close the report page to return back to the referred list.
- 3. Exporting the referred list also takes place from the same page. Select the candidates to be exported.
- 4. Save the export file to your preferred file location.
- 5. Once you're done, open the export file



Print Applications (optional)

There are several options for printing job applications, with and without attachments, including resumes. This guide describes the print option that includes the resume, if candidate provided one. For a description of the additional print options, refer to the OHC-Hiring Manager Guide.

- 1. If you're not already viewing the referred list of candidates, return back. From the My Candidates section, click the referred list.
- 2. Select the candidates for which you need printed applications. On the **Actions** menu, click **Print Apps**.

All Car	ndidat 🔻	ネ Actions	•								More Q
2 reco	rds are selected.	Print Apps									Select all 5 records Clear selection
	Job #	Job Title	Elig List Type	Name	Master Profile	Phone	Exam #	Referral Expires	Print PA	Notices	Status Offer
1	20-13865-01	Office Assistant II	Regular	Hernandez, Adriana	2		20-13865-01	11/07/2020		121	Rejected Declined Interview/Waived
2	20-13865-01	Office Assistant II	Regular	Lopez, Rebecca	8	9512172773	20-13865-01	11/07/2020		-	Oral Interview
	20-13865-01	Office Assistant II	Regular	Reeves, Katovia L	8	9517569557	20-13865-01	11/07/2020		170	Rejected Not Selected from Interview
	20-13865-01	Office Assistant II	Regular	Rodriguez, Amaris	8		20-13865-01	11/07/2020			Rejected Declined Interview/Waived
2	20-13865-01	Office Assistant II	Regular	Rodriguez, Veronica	2		20-13865-01	11/07/2020		-	Oral Interview Not Selected from Interview

- 3. The Print Applications window will display.
- 4. Select *Create a PDF* with *Applications and* **Attachments**: Creates a PDF of applications with candidate's uploaded attachments (e.g., resumes, cover letters, college transcripts).
- 5. Click Continue.

A confirmation window will display. You'll receive an email from support@neogov.com once your PDF is ready for download.

	-					Ρ	rint	Close				
Candidates	History											
Candida	ites										Preparing PDF	
										,	Your applications are preparing for print.	
								lf mo	re than 1	100 a	applications are selected, multiple PDFs will be generated.	
					Rejected : 3		Υοι	u will rec	eive an	ema	all with a link to download the PDF when processing is complete.	
*							R	ememb	er, you c	an a	always view, download, and print your applications for up to 30	
All C	andidat *	* Print Apps	*								days.	
	ands are serviced	Jos Title	Elig List Type	Nami	Master, Profile					7	View, download or print your applications.	
	20-0365-01	Office Assistant 8	Regular	Hernandez, Adrese	8							
8	20-UMS-01	Office Assistant 2	Regular	Lopez, Rebecco		0512172773	20-13835-01	1007/2020			Chainterneter	
8	20-13865-01	Office Assistant X	Regular	Reeven, Kelovis L	8	9517589557	20-13865-01	1/07/2020			Rejected Not See	
12	20.13885-01	Office Assistant it	Regular	Réditguez, Ameris	<u>,</u> 8		2013885-01	11/07/2020			Record Declare	
	20-13886-01	Office Assistent 8	Regular	Roonguez, Verdirica	:R:		20-13966-01	1/07/2020		4	Origitment/ware Net Se	

6. Go to your saved PDF. On the Profile menu, click Print Applications.

OHC HIRING MANAGER QUICK REFERENCE GUIDE



NEOGOV on v	Q Search	🚺 Your Name 🗸
Dashboard Jobs \vee		My Profile
My Tasks VIEW ALL >		Print Applications Help Sign Out

From the PDF column, click View for the saved PDF you want to download and/or print.

Job #	Job Title 🗘	Total Applications	Report Type 💲	Start Time	End Time	PDF
0002	Human Resources Analyst	5	Applications Resumes And At	05/08/2017 01:45 PM	05/08/2017 01:45 PM	View
0002	Human Resources Analyst	5	Applications Only	05/08/2017 01:41 PM	05/08/2017 01:41 PM	View

Move Candidates to Oral Interviews

Move the candidates to the interview step. You will need to schedule candidates after moving them to the Oral Interview step. Interview scheduling will be managed outside of the OHC

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

NEOGOV 🚾 🗸	Q Search	Jason Hanna 🗸
Dashboard Jobs V		+ © ©

2. From the My Candidates section, click the referred list for review.

Req # 💲	Requisition Title 🗘 🌲	Candidates	Department 🗘	Division 🗘	Hiring Manager	Created On
00002	Human Resources Analyst	9	Human Resources	Administration	Jason Hanna	05/03/2017
00006	Administrative Assistant	9	Public Works	Roads	Jason Hanna	05/07/2017



3. Select the candidates that will be moved to the Oral Interview step and on the **Actions** menu, click **Move to Oral Interview**.

andidat	tes										There is 1 n
				Rejec Oral Interview : 1	ted : 1	5 OTAL	~ Referred : 3				
Referr	red 🔹	ネ Actions 🔹									More
Referr	red *	ネ Actions ・ Reject								Se	More More elect all 3 records Clear select
Referr 2 recc	red red Job #	ネ Actions ・ Reject <u>Move to Oral Interview</u> Print Apps		Name	Master Profile	Phone	Exam #	Referral Expires	Print PA	Se Notices	More More Status
Referr 2 recc	red red red red red red red red	Actions • Reject Move to Oral Interview Print Apps • Office Assistant II •	ye Regular	Name Hernandez, Adriana	Master Profile	Phone	Exam # 20-13865-01	Referral Expires 11/07/2020	Print PA	Se Notices	Referred Active
 Referr recc A 3 	red • • • • • • • • • • • • • • • • • • •	Reject Move to Oral Interview Print Apps Office Assistant II Office Assistant II	re Regular Regular	Name Hernandez, Adriana Lopez, Robecca	Master Profile	Phone 9512172773	Exam # 20-13865-01 20-13865-01	Referral Expires 11/07/2020	Print PA	Se Notices	More More Status Referred Active Referred Active

- 4. Click OK to confirm moving the candidates.
- 5. The selected candidates have been moved from the Referred step to the Oral Interview step. To see them again, the view must be switched to the Oral Interview step candidates. On the doughnut chart, click Oral Interview, or on the Candidates menu, click Oral Interview.

Candidates										There is 1 note					
	Rejected : 1 5 TOTAL Oral Interview : 3														
© Referred ▼ 🛪	Actions •									More Q					
All Candidates	b	Elig	Name	Master	Phone	Evam #	Referral	Print PA	Notices	Statue					
Referred	le	List Type	THUR .	Profile			Expires		Houce	5000					
Offered	fice Assistant II	Regular	Hernandez, Adriana	8		20-13865-01	11/07/2020			Referred Active					
Oral Interview															
Hired										Showing 1 - 1 of 1 items					
Rejected															

©2000 · 2020 NEOG



Interview Rating

Oral Interviews are rated as a pass or fail. The candidate passing the interview is the selected candidate who the recruiter will proceed to conditional offer. Candidates not selected, waived or who did not participate will be considered failing the interview.

Update the Oral Interview Rating

There are two ways to update the oral interview rating. Option 1: directly from the candidate list view and Option 2: From within each separate candidate record. For this quick reference we will only show Option 1. See the complete OHC-Hiring Manager Guide for more information.

Click the 'NA' link on the Rating column for first candidate to be rated.
 Please note: If the Rating column is not visible on the candidate grid, be sure and scroll all the way to the right.

				Re	ejected : 1	5 TOTAL	Referred : 1					
Oral Ir	nterview *	オ Actions *				^C Oral Inter	view : 3					More Q
Oral Ir	Job #	オ Actions ・ Job Title	Elig List Type	Name	Master Profile	Phone	view : 3	Referral Expires	Print PA	Notices	Status	More Q Rating
Oral Ir	Job # 20-13865-01	オ Actions ・ Job Title Office Assistant II	Elig List Type Regular	Name Lopez, Rebecca	Master Profile	Phone 9512172773	view : 3	Referral Expires 11/07/2020	Print PA	Notices	Status Oral Interview	More Q Rating
Oral Ir	Job # 20-13865-01 20-13865-01	Actions • Job Title • Office Assistant II •	Elig List Type Regular Regular	Name Lopez, Rebecca Reeves, Katovia L	Master Profile	Coral Inter Phone 9512172773 9517569557	Exam # 20-13865-01 20-13865-01	Referral Expires 11/07/2020 11/07/2020	Print PA	Notices	Status Oral Interview Oral Interview	More Q Rating NA

2. Repeat these rating steps for all remaining candidates. Click Cancel or click anywhere to the left of the last candidate's application review to exit the view.

© 0	al In	terview *	ネ Actions 🔹										More Q
		Job#	Job Title	Elig List Type	Name	Master Profile	Phone	Exam #	Referral Expires	Print PA	Notices	Status	Rating
		20-13865-01	Office Assistant II	Regular	Lopez, Rebecca	8	9512172773	20-13865-01	11/07/2020			Oral Interview	NA
		20-13865-01	Office Assistant II	Regular	Reeves, Katovia L	8	9517569557	20-13865-01	11/07/2020			Oral Interview	NA
		20-13865-01	Office Assistant II	Regular	Rodriguez, Veronica	8		20-13865-01	11/07/2020			Oral Interview	Pass
<<	< 2	> >>										Showing	1 - 3 of 3 items



Reject Candidates

Candidates failing the interview will need to be dispositioned to reject status. There are two ways to reject candidates. One is individually, the other is in bulk. This guide will list the bulk method. For details on rejecting individually, see the OHC-Hiring Manager Guide.

Reject Candidates in Bulk

Multiple candidates can have the reject action completed at the same time. This process will designate the same reject reason and comments for all selected candidates. Therefore, you may have to repeat the bulk action several times if various Inactivation Reasons are required.

IMPORTANT: Be certain to select the candidates with the same Fail Reason when rejecting candidates in bulk.

1. If you're not already viewing the referred list of candidates, return back. From the My Candidates section, click the referred list.

My Cand	lidat	es								Q
Req #	¢	Requisition Title	¢	Candidates	Department \$	Division	¢	Hiring Manager	Created On	•
00217		OFFICE ASSISTANT I	~	5	Transportation, Land Management Ag	Administration		Mylene Daniels	08/09/2020	
								Showing 1	I - 1 of 1 Items	

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

Candidate	es										There is 1 note
				Reject Oral Intervie	ted : 1 TO ew : 2	5 ITAL	Referred : 2				
© Referre	ed 🔹	ネ Actions *									More Q
∎ 8	Job #	hab Title	Elig List Type	Name	Master Profile	Phone	Exam #	Referral Expires	Print PA	Notices	Status
	20-13865-01	Office Assistant II	Regular	Hernandez, Adriana	٩		20-13865-01	11/07/2020		2	Referred Active
	20-13865-01	Office Assistant II	Regular	Rodriguez, Amaris	8		20-13865-01	11/07/2020			Referred Active
<< < <	>](>>]										Showing 1 - 2 of 2 items



- 3. Select the candidates that will have the same reject reason.
- 4. On the Actions menu, click Reject.
- 5. Click and select an Inactivation Reason. If preferred, enter comments providing more details.

© Referred * 치 Actions	T	More Q
2 NEOGOV er ohc 2 Dashboard Jobs >>	Reject Hernandez, Adriana (Person ID : 5397651) , Rodriguez, Amaris (Person ID : 5397895)	Select a Inactivation Reason Cancel
Requisition C OFFICE ASSIS	Reject Details * required fields are morked with asterial:	Q
Requisition Inform	Inactivation Reason *	
	Enter a reason Q	Declined interview/Walved
Candidates	Inactivation Reason is required	Falled Background Check
	Comments	Failed Background Investigation
		Failed Medical-Physical Exam
		Failed Psychological Exam
		Ineligible Security Lvi 1
		No Show for Interview
		Not Selected from Interview
·		Requisition Cancelled
© Referred *		<< < > >>> Showing 1- 10 of 10 items

6. Once you are done, click **Save**. The **Status** column will update with the reject Inactivation Reason selected.

₿	Job #	Job Title	Elig List Type	Name	Master Profile	Phone	Exam #	Referral Expires	Print PA	Notices	Status	Offer
	20-13865-01	Office Assistant II	Regular	Hernandez, Adriana	2		20-13865-01	11/07/2020		8	Rejected Declined Interview/Walved	
	20-13865-01	Office Assistant II	Regular	Reeves, Katovia L	2	9517569557	20-13865-01	11/07/2020		-	Rejected Not Selected from Interview	
	20-13865-01	Office Assistant II	Regular	Rodriguez, Amaris	8		20-13865-01	11/07/2020			Rejected Declined Interview/Waived	

- 7. Repeat these steps for any remaining rejected candidates.
- 8. Please notify your HR Recruiter either by email or phone call that you have completed updating the interview results. Your HR Recruiter will facilitate the job offer and the pre-employment process to get your selected candidate hired.