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.

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
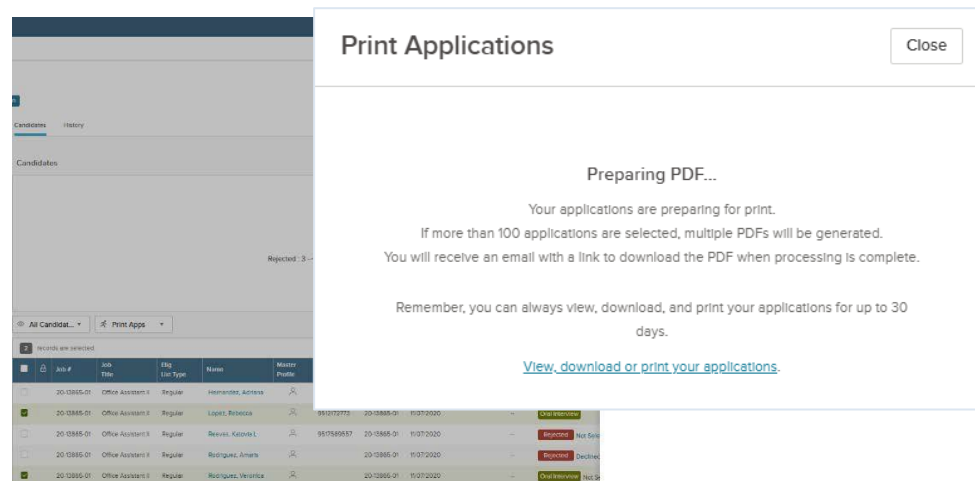
Print Applications (optional)

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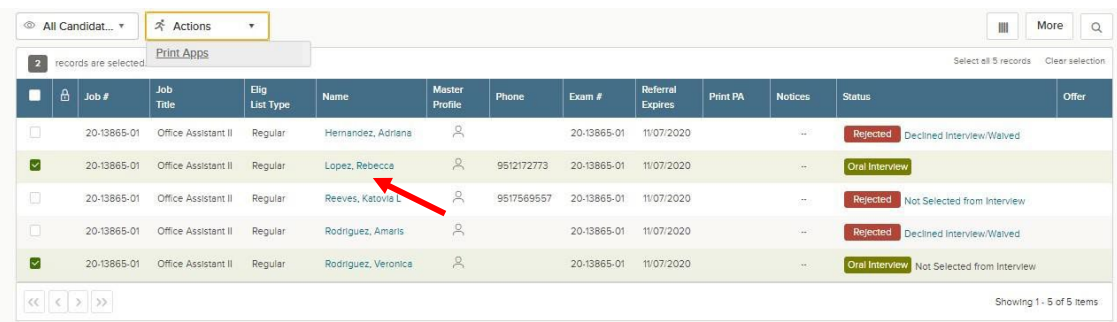
3. The Print Applications window will display.
4. Select *Create a PDF **with** Applications and **Attachments***: Creates a PDF of applications with candidate's uploaded attachments (e.g., **resumes**, cover letters, college transcripts).
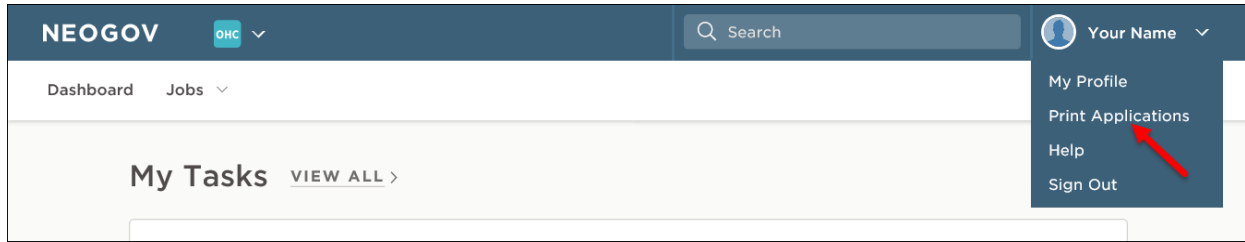5. Click **Continue**.

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

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

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

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.

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

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

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.

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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.

1. 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.

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.

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.

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.

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.

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

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.