



COUNTY OF RIVERSIDE HUMAN RESOURCES DEPARTMENT

RECRUITMENT ONLINE HIRING CENTER (OHC) HIRING MANAGER GUIDE

November 2023

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Introduction

This procedure applies when a department is requesting to fill a regular or temporary position. The OHC requisition replaces previous forms used for this purpose, e.g., the Candidate Requisition Form (CRF), TAP Job Order Form, and Hiring Certification List.

This guide specifically addresses tasks associated with someone in a **Hiring Manager** role. For more information on creating requisitions or approving requisitions please see the OHC Creating Requisition Guide or OHC Approving Requisitions Guide.

The OHC engages hiring department staff, subject matter experts and approval groups in the recruitment and selection process from requisition to hire. OHC users will benefit from an intuitive interface featuring a central dashboard of pertinent tasks and many other great features. Welcome to the OHC!

OHC Roles

The following OHC roles are covered in this tutorial and can be assigned to an OHC end-user based on his/her role within their agency/department.

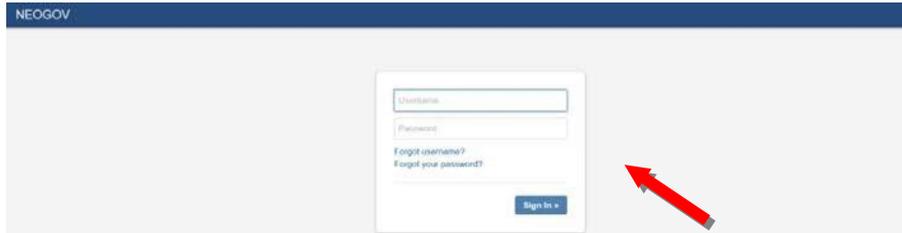
ROLES	PERMITTED TASKS
Originator (i.e., creator)	A user (typically non-HR) that can create requisitions and can only view their own requisitions.
Approver	A user that can review, approve, and deny requisitions that are routed to them for approval.
Department HR Representative	A user who can create/view requisitions created by others within their department(s) to which they have access to view referred candidates and update interview results.
Hiring Manager	A user who typically conducts candidate interviews, provides results of interviews, and makes the candidate selection.

Should you require assistance in gaining access to the Online Hiring Center (OHC), or managing your referred candidates, please contact your HR Recruiter.

OHC Dashboard

Login to Neogov OHC

- 1) Login to **NEOGOV** (<http://login.neogov.com>) and enter your **Username** and **Password**.
 - Username = Employee Email Address
 - Password Reset = valid for 24 hours (*If a user attempts to login after 24 hours, they will be required to select the 'Forget your password?' link on the login page to receive a temporary password.*)

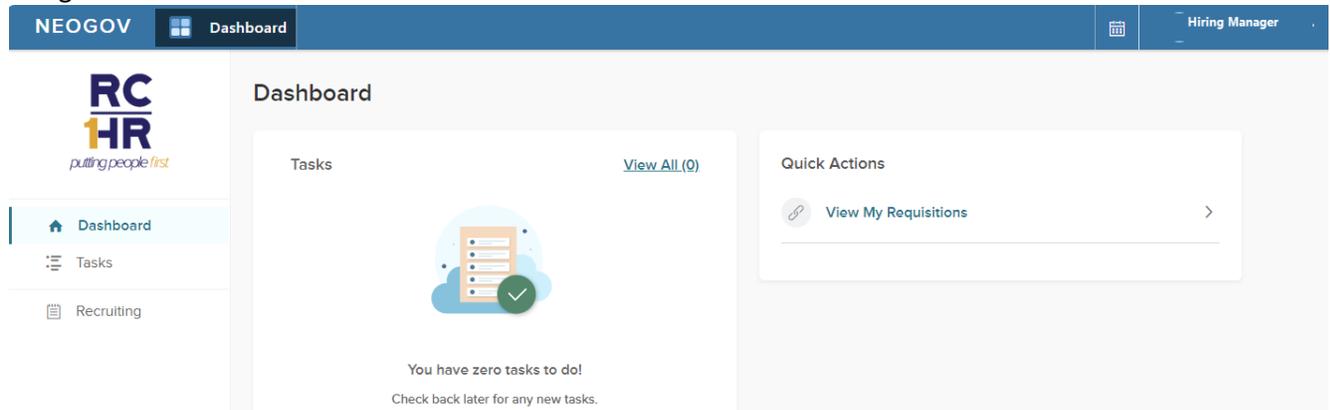


After signing into the OHC your dashboard displays. This is a centralized place of items requiring your attention, such as **Tasks** and **Recruiting**.

Tasks

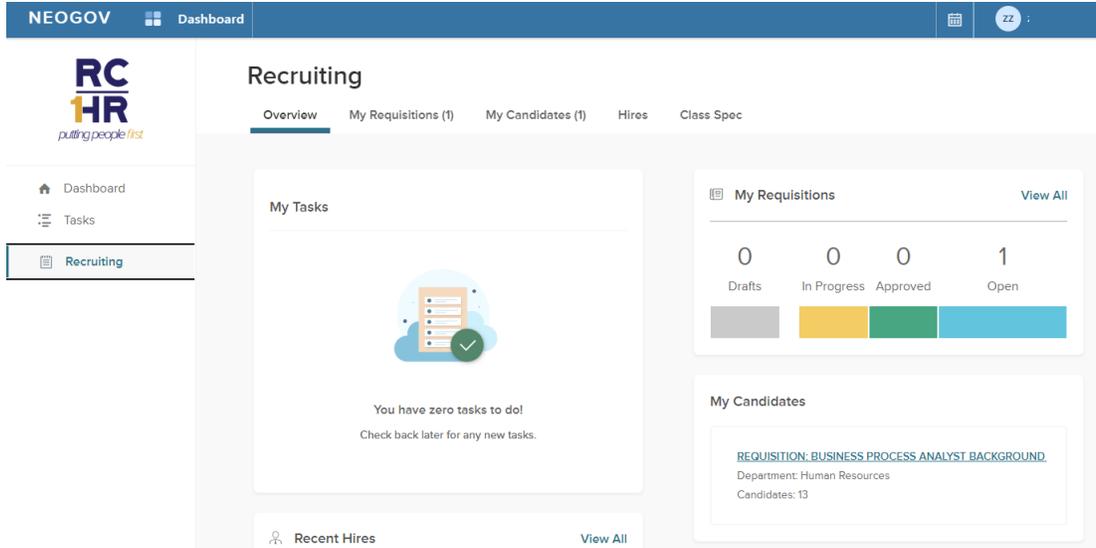
You can click **View All** or the **Tasks** link from the left navigation column to see a list of tasks. From there you may select an item in your task list to complete the task. For Hiring Managers Tasks include requisition approvals.

Note: Whenever you need to return to the dashboard, click **Dashboard** from the upper left or the left navigation column.



Recruiting

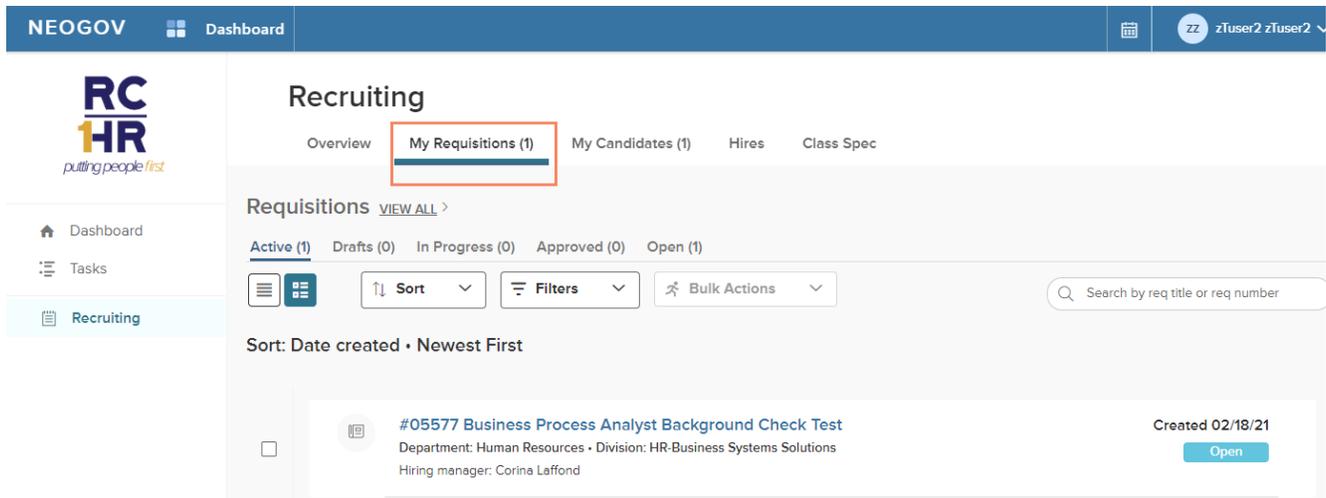
Upon selecting the Recruiting link from the left navigation column will open a page with recruiting related items. From the Overview view, you can click on recruiting items, or select a link across the top to access specific areas.



My Requisitions

My requisitions will provide a list of the requisitions for which you have been assigned as a Hiring Manager. The list displays requisitions in Active status by default. You can click the other columns to display requisitions in other statuses such as draft, in progress, approved and open.

Upon selecting a Requisition title, you will be redirected to OHC. At any time, you can check the status of a Requisition by clicking the **View All** from the My Requisitions view and you will be redirected to OHC to the list of requisitions.



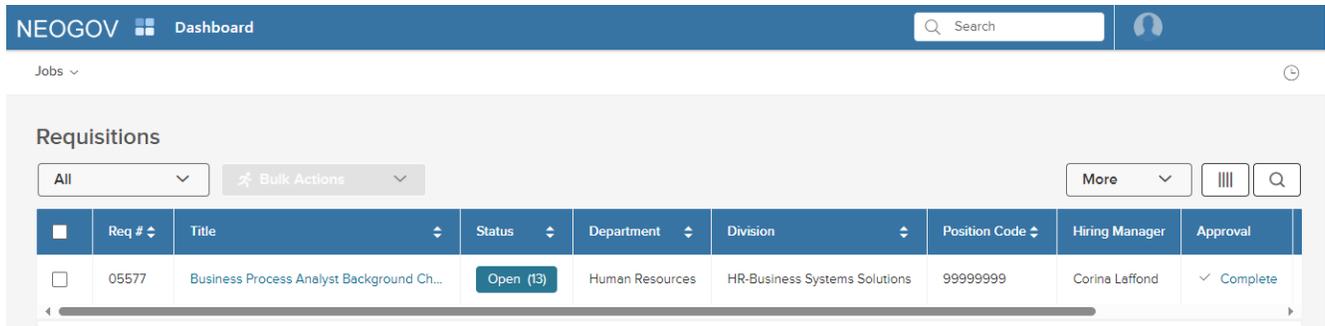


Figure 1- OHC Requisition View

Check Requisition Status

Status	Requisition (REQs) Definitions
Approved	Indicates REQs that have been approved (with or without having gone through a workflow approval process) and awaiting for HR to change the status to OPEN in order to begin the recruitment process.
Cancelled	Indicates REQs that have been cancelled due to various reasons such as duplicate entry, no longer needed, etc.
Draft	Indicates REQs that have intentionally been saved as a DRAFT, or REQ that was denied to Originator and awaiting their action to complete edits and kickoff workflow again.
Filled	Indicates REQs that have completed the entire recruitment life cycle. Once a hire is marked and approved (if applicable), HR’s final step is to authorize the REQ and mark it with a ‘FILLED’ status.
In Progress	Indicates REQs that are currently going through the workflow approval process.
Open	Indicates REQs that HR has changed the status from APPROVED to OPEN, as a result of them beginning the recruitment process.

The status of a requisition can be checked from the Dashboard > My Requisitions view or by clicking the ‘View All’ link on the My Requisitions view and going in to OHC.

My Candidates

In the My Candidates section, the requisitions for which you are an assigned hiring manager will display. Upon selecting the Requisition title, you will be redirected to OHC to the requisition, Candidates tab.

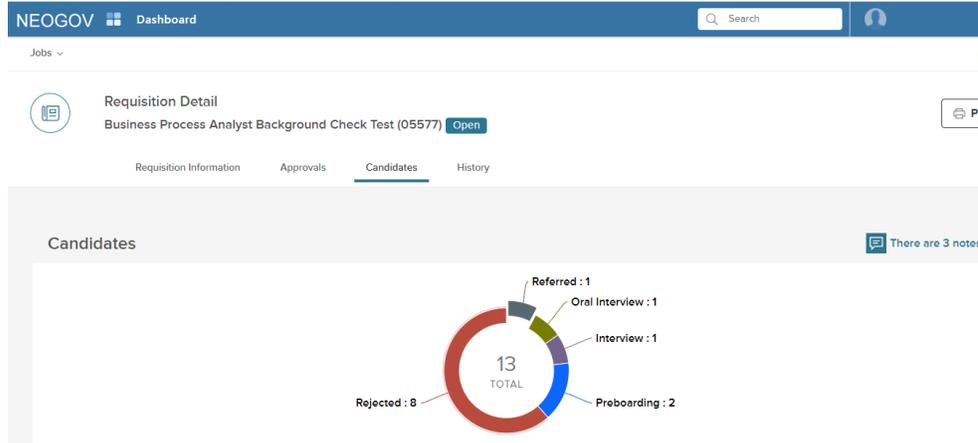


Figure 2 OHC Candidates on Requisition

Milestones in the Requisition Cycle

Create Date	The date the hiring manager or department representative first created the requisition. It could be saved in draft or submitted after creation.
Received Date	The date the requisition was fully approved and arrived at Human Resources for assignment to begin the recruitment. Note: Requisitions without approvals go straight to HR for assignment.
Referred	The date a candidate is referred for interview.
Interview	The date interviews were conducted.
Offer	The date an electronic offer was made to a candidate. Electronic offers provide the candidate with an online offer letter which they can accept immediately from within their applicant portal.
Preboarding	The candidate has been sent to Onboarding to complete prehire requirements. Internal candidates will be sent to preboarding to have background, medical verifications, and complete departmental required forms.
Hired	The candidate has completed the requirements.
Filled	A candidate has been hired into the position and the request is complete.

Email Notifications

When action is required, approvers will receive a system generated email from NEOGOV such as the following:

Action	A system generated email is sent to . . .
Creating REQ	<ul style="list-style-type: none"> ▪ The Approver(s) in the 1st approval level of the workflow. ▪ The Originator of the REQ. ▪ The Hiring Manager(s) listed on the REQ.
Approvals	<ul style="list-style-type: none"> ▪ The Approver(s) in the next approval level of the workflow, when their action is required (i.e., to review and approve/deny REQ). ▪ The Originator will also receive an email, informing him/her that the REQ has been approved by the 1st level Approver. ▪ The Hiring Manager(s) listed on the REQ.
Final Approval	<ul style="list-style-type: none"> ▪ The Originator and all Approvers in the workflow, stating REQ has been approved. ▪ The HR Analysts that are subscribed to receive email notifications from the agency the REQ is associated to. ▪ The Hiring Manager(s) listed on the REQ.
Denial	<ul style="list-style-type: none"> ▪ The Originator of the REQ. ▪ The Approver(s) prior to the Approver that denied the REQ. ▪ The Hiring Manager(s) listed on the REQ.
Hold	<ul style="list-style-type: none"> ▪ The Originator of the REQ. ▪ The Approver(s) prior to the Approver that denied the REQ. ▪ The Hiring Manager(s) listed on the REQ.

Issues with Notifications

Are you not receiving notifications?

More than likely the system-generated emails from info@neogov.com, are going to your Junk/Spam folder in outlook. Please check in these folders and have your agency RCIT assist you with configuring it so that these emails get routed to your regular Inbox or other specified folder.

Inundated with Notifications

→ **Route notifications to a specific folder in Outlook**

If you feel your Inbox in Outlook is getting inundated with email notifications from info@neogov.com, you can follow the steps below to create a folder in Outlook and have these emails automatically routed to this specific folder. This way they can be more manageable. Please be cognizant with checking this folder frequently as these emails will no longer go your regular Inbox folder.

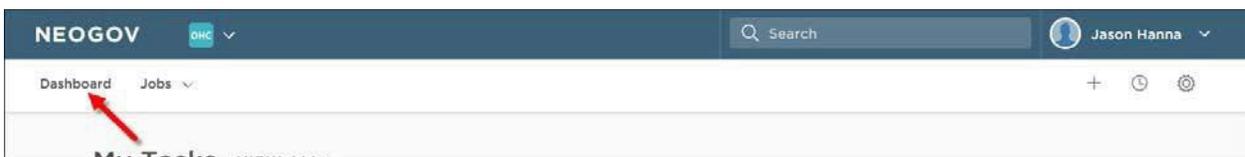
Review the Referred List

Up until now, you've been preparing to work with your referred list of candidates, e.g., schedule and/or confirm interview appointments, conduct interviews, enter results, etc. It's now time to have a closer look at the referred list.

Your HR Recruiter will send an email when candidates have been referred. The Hiring Managers listed on the requisition will also receive a system generated email later in this guide.

Steps to Review the Referred List

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



2. From OHC, click Dashboard in the upper left. In the My Candidates section, select a requisition from the list.
 - a. Of you are on the Unified (main) dashboard, select Recruiting from the left navigation panel, click My Candidates, then select a requisition. You will be directed to OHC.

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My Candidates Q

Req #	Requisition Title	Candidates	Department	Division	Hiring Manager	Created On
00001	Administrative Assistant	8	Sales and Marketing	Insight Sales	Jason Hanna +1	03/18/2018

Showing 1 - 1 of 1 items ← →

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.

Requisition Detail
Administrative Assistant (00001) [Open](#)

[Copy](#) [Print](#) [Cancel Req](#) [Edit](#)

Requisition Information Approvals Hire Workflow **Candidates** History

Candidates [There is 1 note](#)

Requisition Detail
Administrative Assistant (00001) [Open](#)

Requisition Information Approvals Hire Workflow

Candidates

Notes

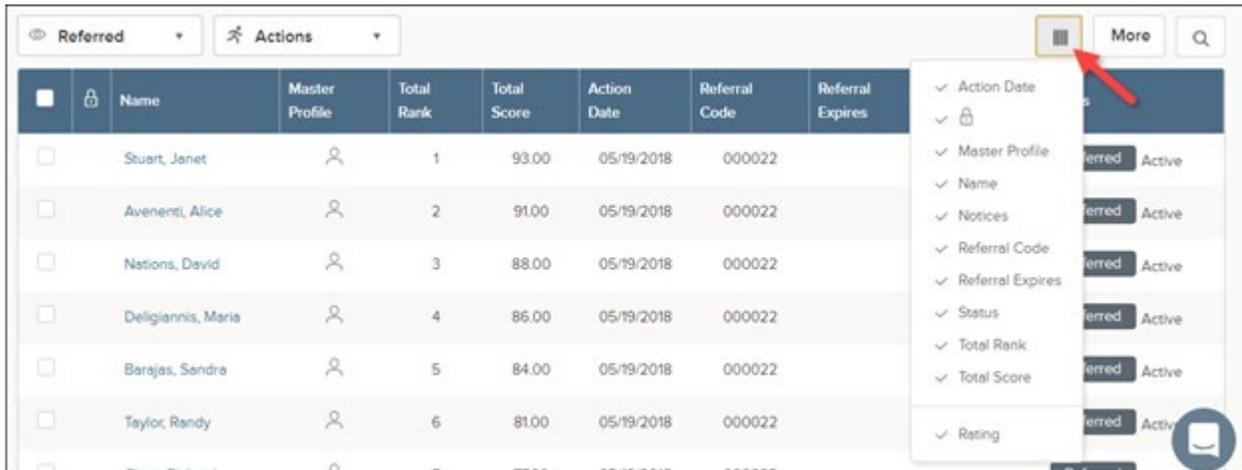
Jason Hanna
05/19/2018

This is a referred list of highly qualified candidates for the Administrative Assistant position. Next steps: (1) Schedule candidates for on-site interviews. (2) Conduct on-site interviews. (3) Extend an offer of employment to the top candidate. (4) If the top candidate accepts the offer, complete the hire process.

[Close](#)

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If you prefer to display fewer columns, click, and deselect.



The screenshot shows a web interface for managing referred candidates. At the top, there are tabs for 'Referred' and 'Actions'. A 'More' button is visible in the top right corner, with a red arrow pointing to it. Below the tabs is a table with columns: Name, Master Profile, Total Rank, Total Score, Action Date, Referral Code, and Referral Expires. The table lists several candidates, including Stuart, Janet; Avenenti, Alice; Nations, David; Deligiannis, Maria; Barajas, Sandra; Taylor, Randy; and Chase, Richard. A dropdown menu is open, showing options to check/uncheck various columns: Action Date, Master Profile, Name, Notices, Referral Code, Referral Expires, Status, Total Rank, Total Score, and Rating. The 'More' button also has a search icon next to it.

3. Once you're done, you have the option of either printing or exporting the referred list. To print the referred list, simply click Print. This will render a new web browser page to display the Referred List Report.

Referred List Report		
Requisition Information		
Requisition Number 00001	Division Insight Sales	New Position No
Department Sales and Marketing	Class Title Administrative Assistant (5360)	Position # 000365
Working Title Administrative Assistant	Job Type Full time, permanent	Vacancy Date 11/30/2018
Vacancies 1	Desired Start Date 12/03/2018	Name Sally Smith
List Type Regular	Hiring Manager Jason Hanna, Cheryl Ward	

Name	Total Rank	Total Score	Action Date	Rating
Stuart, Janet	1	93.00	05/19/2018	N/A
Avenenti, Alice	2	91.00	05/19/2018	N/A
Nations, David	3	88.00	05/19/2018	N/A
Deligiannis, Maria	4	86.00	05/19/2018	N/A

Note: Close the report page it to return to the referred list.

4. Exporting the referred list also takes place from the same page. Select the candidates to be exported.

8 records are selected. Clear selection

<input checked="" type="checkbox"/>	Name	Total Rank	Total Score	Rating
<input checked="" type="checkbox"/>	Stuart, Janet	1	93.00	N/A
<input checked="" type="checkbox"/>	Avenenti, Alice	2	91.00	N/A
<input checked="" type="checkbox"/>	Nations, David	3	88.00	N/A
<input checked="" type="checkbox"/>	Deligiannis, Maria	4	86.00	N/A

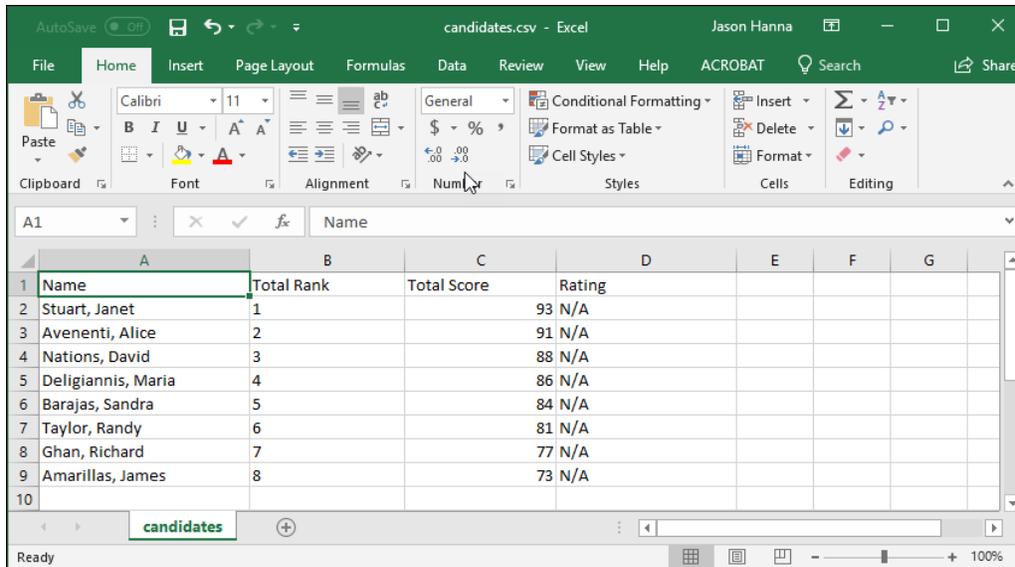
On the More menu, click Export to CSV.

More

<input type="checkbox"/>	Name	Total Rank	Total Score	Rating
<input type="checkbox"/>	Stuart, Janet	1	93.00	N/A
<input type="checkbox"/>	Avenenti, Alice	2	91.00	N/A
<input type="checkbox"/>	Nations, David	3	88.00	N/A
<input type="checkbox"/>	Deligiannis, Maria	4	86.00	N/A

5. Save the export file to your preferred file location.
6. Once you're done, open the export file.

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The screenshot shows an Excel spreadsheet titled 'candidates.csv' with the following data:

Name	Total Rank	Total Score	Rating
Stuart, Janet	1		93 N/A
Avenenti, Alice	2		91 N/A
Nations, David	3		88 N/A
Deligiannis, Maria	4		86 N/A
Barajas, Sandra	5		84 N/A
Taylor, Randy	6		81 N/A
Ghan, Richard	7		77 N/A
Amarillas, James	8		73 N/A

Print Applications

Steps to Print Applications

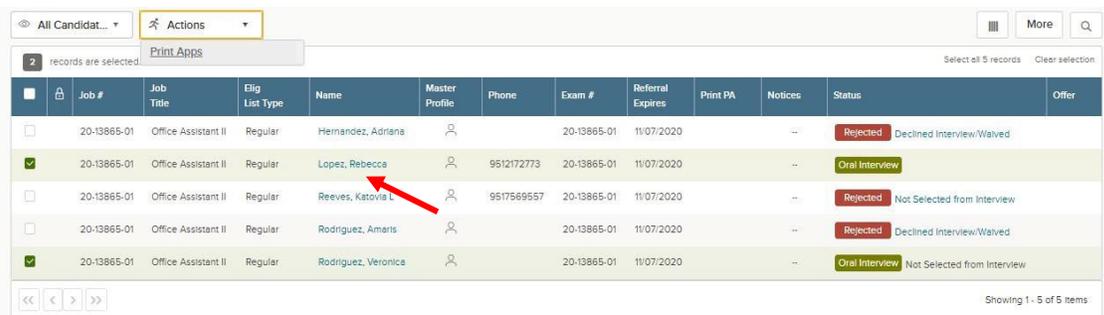
1. If you're not already viewing the referred list of candidates, return. From the My Candidates section, click the referred list.



The screenshot shows the 'My Candidates' section with a search bar and a table of candidates. A red arrow points to the 'OFFICE ASSISTANT I' requisition title.

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

2. Select the candidates for which you need printed applications. On the **Actions** menu, click **Print Apps**.



The screenshot shows the 'Print Apps' window with a table of candidates. A red arrow points to the 'Lopez, Rebecca' candidate, who has a green checkmark in the 'Print PA' column.

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			20-13865-01	11/07/2020			Rejected	Declined Interview/Waived
20-13865-01	Office Assistant II	Regular	Lopez, Rebecca		9512172773	20-13865-01	11/07/2020			Oral Interview	
20-13865-01	Office Assistant II	Regular	Reeves, Katovia L		9517569557	20-13865-01	11/07/2020			Rejected	Not Selected from Interview
20-13865-01	Office Assistant II	Regular	Rodriguez, Amaris			20-13865-01	11/07/2020			Rejected	Declined Interview/Waived
20-13865-01	Office Assistant II	Regular	Rodriguez, Veronica			20-13865-01	11/07/2020			Oral Interview	Not Selected from Interview

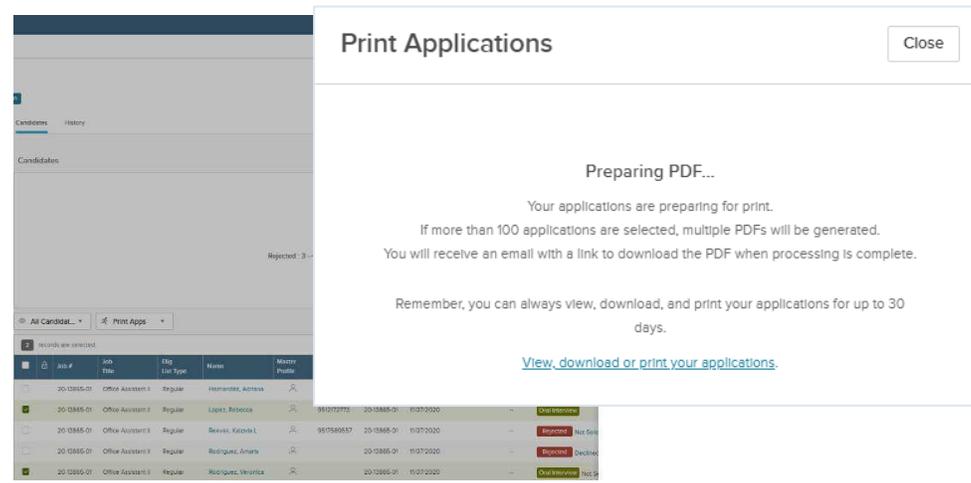
3. The Print Applications window will display. You have three options from which to choose:

1. **Print Applications Now:** Limited to 25 applications and requires a direct print from your web browser.

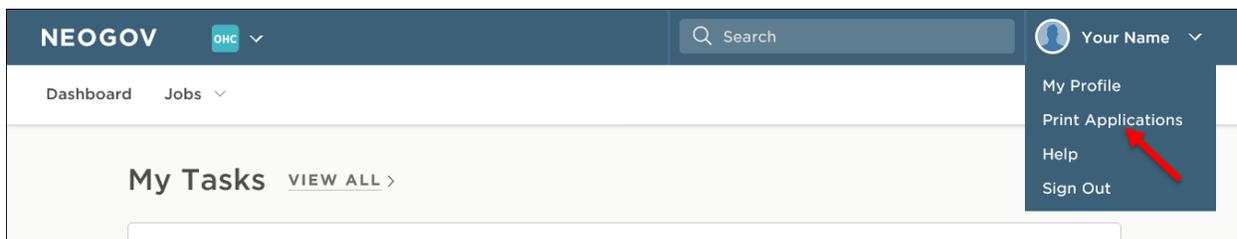
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2. **Create a PDF with Applications:** Creates a PDF of applications without candidates' uploaded attachments.
3. **Creates a PDF with Applications and Attachments:** Creates a PDF of applications with candidate's uploaded attachments (e.g., **resumes**, cover letters, college transcripts).
4. Select your preferred printing option and click **Continue**.

If you selected either PDF download option, a confirmation window will display. You'll receive an email from support@neogov.com once your PDF is ready for download.



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



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

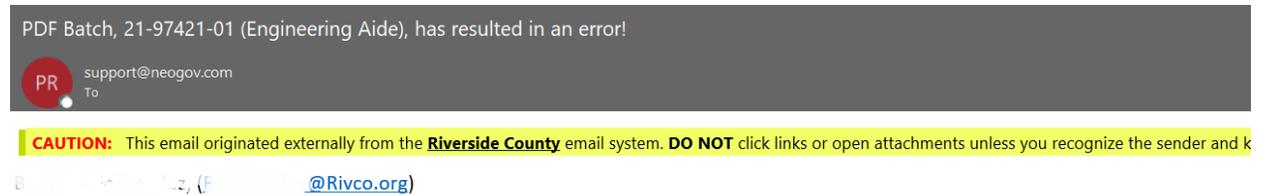
Job #	Job Title	Total Applications	Report Type	Start Time	End Time	PDF
00002	Human Resources Analyst	5	Applications Resumes And At...	05/08/2017 01:45 PM	05/08/2017 01:45 PM	View
00002	Human Resources Analyst	5	Applications Only	05/08/2017 01:41 PM	05/08/2017 01:41 PM	View

Showing 1 - 2 of 2 items

EMPLOYMENT APPLICATION	
	<div style="text-align: center;"> <p>County of Riverside County Admin. Center P.O. Box 1569 4080 Lemon St., 7th floor Riverside, California - 92502-1569 http://rc-hr.com Lopez, Rebecca Office Assistant II</p> </div> <div style="float: right; text-align: right; font-size: small;"> <p>Received: 7/5/20 10:24 PM For Official Use Only: QUAL: _____ DNQ: _____ <input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Other: _____</p> </div>
PERSONAL INFORMATION	
POSITION TITLE: Office Assistant II	Job Number: 20-13865-01
NAME: (Last, First, Middle) Lopez, Rebecca	PERSON ID: 5397195

Error During Batch Printing

The error will occur if PDF documents are copy protected, fillable PDF or are locked. Applicants aren't usually aware that their PDF document is locked. Most often this is seen with eTranscripts or eDiplomas.



Your batch request for job: 21-97421-01 (Engineering Aide) resulted in an error. Our development team has been notified and will look into the cause of the error. In the meantime, please do not resubmit your request.

Thank you for using NEOGOV Insight.

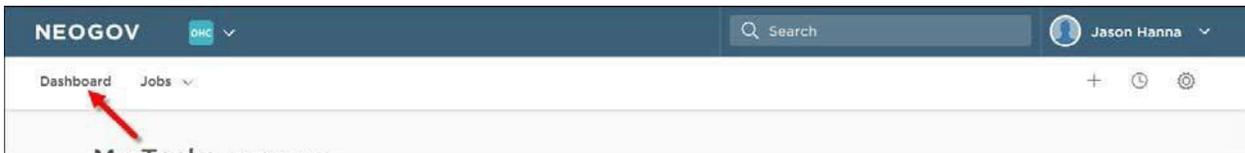
The workarounds are: 1) Select batch print for applications, and do not include the attachments. 2) Batch print all docs in smaller groups, so that when the process comes across the “locked” document, it will fail, and you’ll know which applicant has the locked document. 3) If the desire is to print the resume, once you figure out which has the locked document, you will need to go into the individual applicant record, find the resume and print from there.

Oral Interviews

It's now time to 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.

Steps to Move Candidates to Oral Interviews

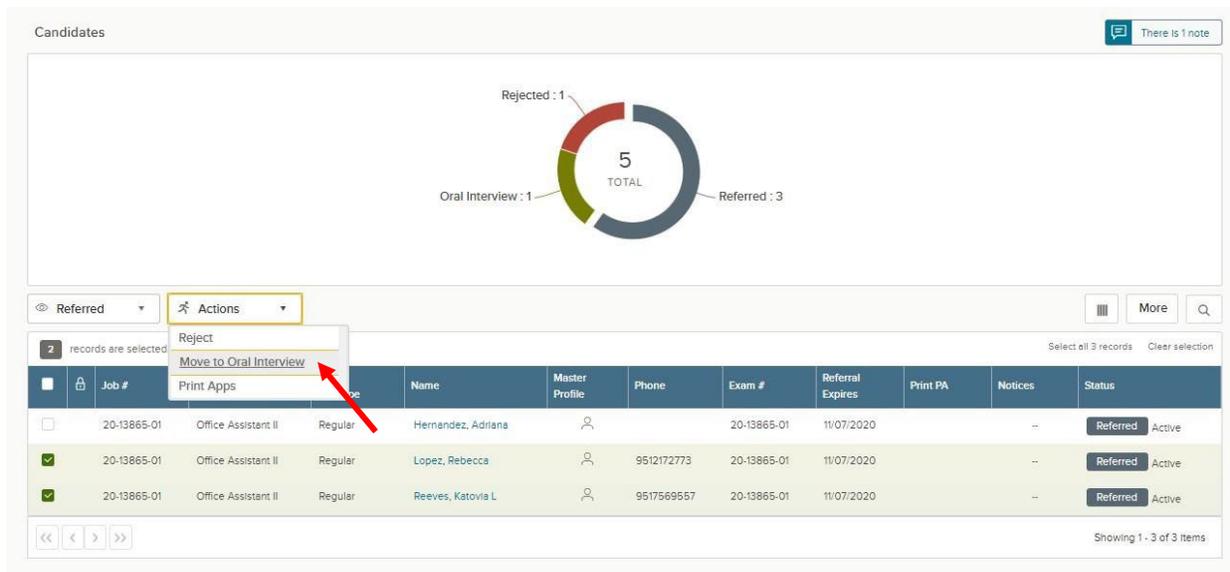
1. From OHC, if you're not already viewing your dashboard page, click Dashboard from the upper left.



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.

- 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.

The screenshot shows the 'Candidates' page with a doughnut chart and a table of candidates. The chart displays the following data:

Category	Count
Referred	1
Oral Interview	3
Rejected	1
TOTAL	5

The candidate list below the chart includes the following information for the first candidate:

Job Title	Elig List Type	Name	Master Profile	Phone	Exam #	Referral Expires	Print PA	Notices	Status
Police Assistant II	Regular	Hernandez, Adriana	[Profile Icon]		20-13865-01	11/07/2020			Referred Active

A dropdown menu is open on the left, showing the following options: All Candidates, Referred, Offered, Oral Interview (highlighted with a red arrow), Hired, and Rejected.

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Complete Oral 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.

Steps to Complete an 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.

- Option 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.

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Candidates There is 1 note

Rejected : 1
Referred : 1
5 TOTAL
Oral Interview : 3

Oral Interview Actions

	Job #	Job Title	Elig List Type	Name	Master Profile	Phone	Exam #	Referral Expires	Print PA	Notices	Status	Rating
<input type="checkbox"/>	20-13865-01	Office Assistant II	Regular	Lopez, Rebecca		9512172773	20-13865-01	11/07/2020		--	Oral Interview	NA
<input type="checkbox"/>	20-13865-01	Office Assistant II	Regular	Reeves, Katovia L		9517569557	20-13865-01	11/07/2020		--	Oral Interview	NA
<input type="checkbox"/>	20-13865-01	Office Assistant II	Regular	Rodriguez, Veronica			20-13865-01	11/07/2020		--	Oral Interview	Pass

Showing 1 - 3 of 3 items

2. Option 2, Click on the name of the first candidate to rate.

Oral Interview Actions

	Job #	Job Title	Elig List Type	Name	Master Profile	Phone	Exam #	Referral Expires	Print PA	Notices	Status	Rating
<input type="checkbox"/>	20-13865-01	Office Assistant II	Regular	Lopez, Rebecca		9512172773	20-13865-01	11/07/2020		--	Oral Interview	NA
<input type="checkbox"/>	20-13865-01	Office Assistant II	Regular	Reeves, Katovia L		9517569557	20-13865-01	11/07/2020		--	Oral Interview	NA
<input type="checkbox"/>	20-13865-01	Office Assistant II	Regular	Rodriguez, Veronica			20-13865-01	11/07/2020		--	Oral Interview	Pass

Showing 1 - 3 of 3 items

The application will display including contact information, work experience, education, and other information.

- On the **Actions** menu, click **Rate**.

Lopez, Rebecca
Person ID: 5397195 Next → Actions Print Cancel

Application Questions Notices History

QUICK JUMP... General Information

Reject

Move to Referred

Rate

3. Click on the edit button to add the rating.

Rating Cancel

Lopez, Rebecca (Person ID:5397195)

Step 2: Oral Interview

* required fields are marked with asterisk

Tammi Liaison

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- Click on the Pass or Fail button to rate the candidate. Optional, enter comments providing more details then click **Save**.

The screenshot shows a 'Rating' window for 'Lopez, Rebecca (Person ID:5397195)'. It is titled 'Step 2: Oral Interview'. On the left, there is a profile card for 'Tammi Liaison' with a 'Pass' button (highlighted in green) and a 'Fail' button. To the right is a text area for 'Rater Comments' containing the text 'Candidate is very knowledgeable and meets the requirements for this position.'. At the bottom right of the form are 'Cancel' and 'Save' buttons.

- 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.

The screenshot shows a table of candidates with columns: Job #, Job Title, Elig List Type, Name, Master Profile, Phone, Exam #, Referral Expires, Print PA, Notices, Status, and Rating. The 'Status' column contains 'Oral Interview' for all three candidates. The 'Rating' column shows 'NA' for the first two and 'Pass' for the third. A red arrow points to the 'Pass' button in the third row.

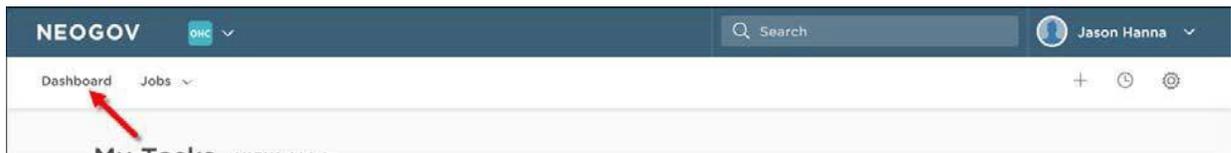
Job #	Job Title	Elig List Type	Name	Master Profile	Phone	Exam #	Referral Expires	Print PA	Notices	Status	Rating
20-13865-01	Office Assistant II	Regular	Lopez, Rebecca	[Profile Icon]	9512172773	20-13865-01	11/07/2020	--	--	Oral Interview	NA
20-13865-01	Office Assistant II	Regular	Reeves, Katovia L	[Profile Icon]	9517569557	20-13865-01	11/07/2020	--	--	Oral Interview	NA
20-13865-01	Office Assistant II	Regular	Rodriguez, Veronica	[Profile Icon]		20-13865-01	11/07/2020	--	--	Oral Interview	Pass

Reject a Candidate

Candidates failing the interview will need to be dispositioned to reject status.

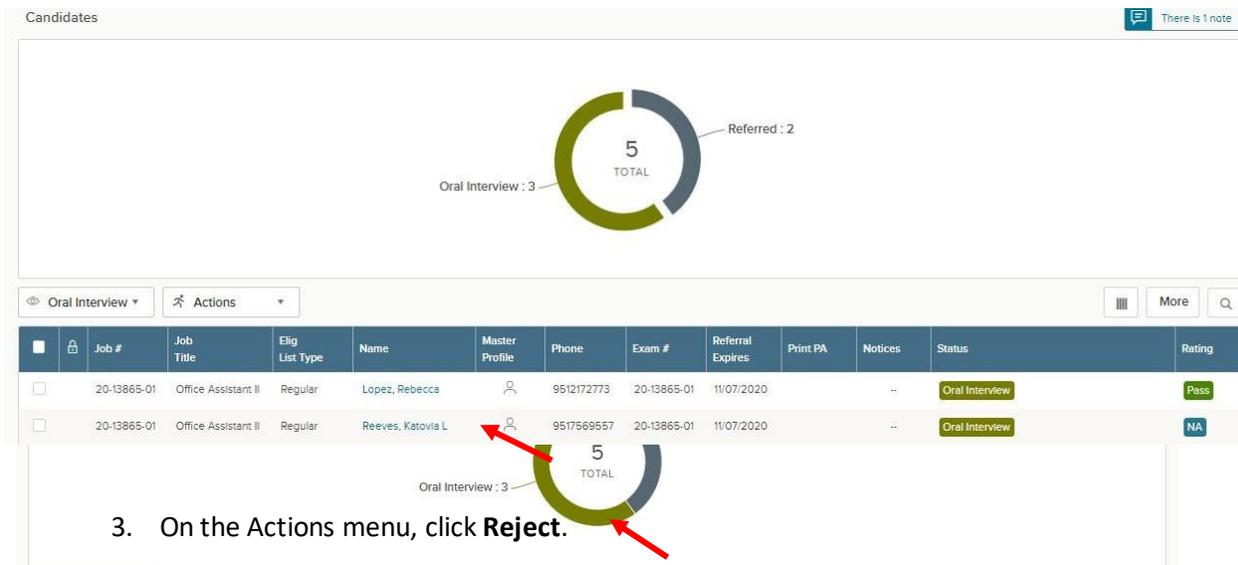
Steps to Reject a Candidate

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



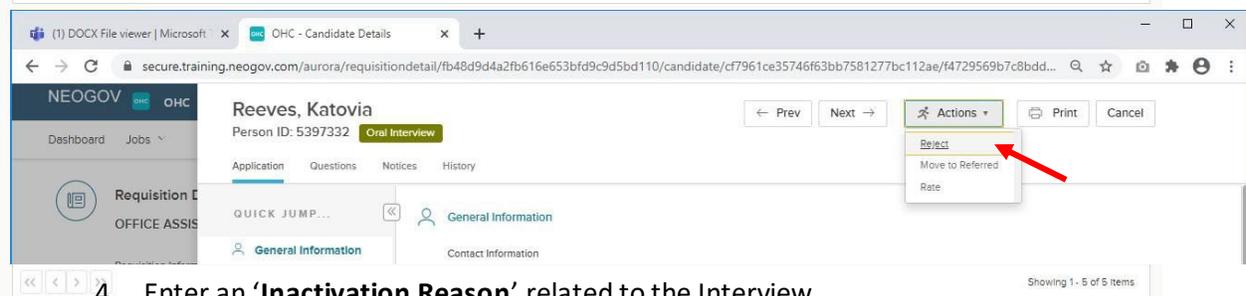
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2. On the doughnut chart or on the Candidates menu, click the step name, Oral Interview, where you have determined one or more candidates will be rejected.
Click the name of the first candidate to be rejected.



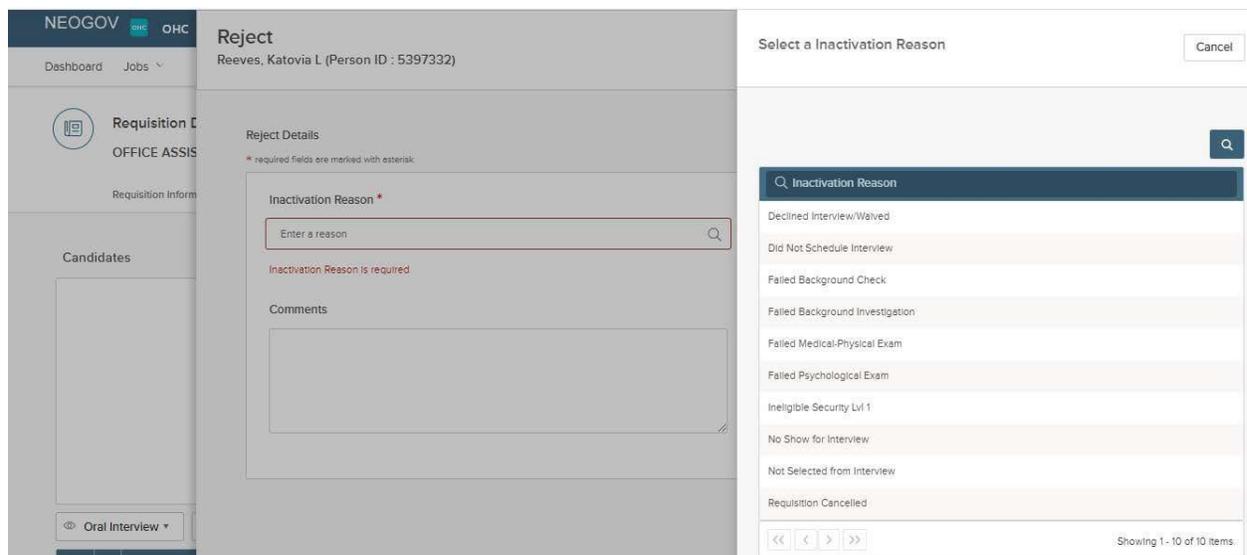
The screenshot shows the 'Candidates' page in the OHC system. At the top, there is a doughnut chart with a total of 5 candidates. The chart is divided into two segments: a green segment representing 'Oral Interview' with a value of 3, and a blue segment representing 'Referred' with a value of 2. Below the chart is a table with columns for Job #, Job Title, Elig List Type, Name, Master Profile, Phone, Exam #, Referral Expires, Print PA, Notices, Status, and Rating. The table contains two rows of candidate data. The first row is for Rebecca Lopez, and the second row is for Katovia L. Reeves. The 'Status' column for both candidates is 'Oral Interview'. The 'Rating' column shows 'Pass' for Lopez and 'NA' for Reeves. A red arrow points to the 'Oral Interview' status for Katovia L. Reeves.

3. On the Actions menu, click **Reject**.



The screenshot shows the 'Candidate Details' page for Katovia L. Reeves (Person ID: 5397332). The page has a navigation bar with 'Prev' and 'Next' buttons, and an 'Actions' dropdown menu. The 'Actions' menu is open, showing options: 'Reject', 'Move to Referred', and 'Rate'. A red arrow points to the 'Reject' option. Below the navigation bar, there are tabs for 'Application', 'Questions', 'Notices', and 'History'. The 'Application' tab is active, showing a 'QUICK JUMP...' section and 'General Information' links. The page also includes a 'Print' button and a 'Cancel' button.

4. Enter an 'Inactivation Reason' related to the Interview.



The screenshot shows the 'Reject' form for Katovia L. Reeves (Person ID: 5397332). The form has a 'Reject Details' section with a required field for 'Inactivation Reason' and a 'Comments' section. A red asterisk indicates that the 'Inactivation Reason' field is required. To the right of the form is a 'Select an Inactivation Reason' dropdown menu. The dropdown menu is open, showing a list of reasons: 'Declined Interview/Waived', 'Did Not Schedule Interview', 'Failed Background Check', 'Failed Background Investigation', 'Failed Medical-Physical Exam', 'Failed Psychological Exam', 'Ineligible Security Lvl 1', 'No Show for Interview', 'Not Selected from Interview', and 'Requisition Cancelled'. A red arrow points to the 'Reject' option in the dropdown menu.

5. Optional, enter comments providing more details then click **Save**.
6. Repeat these steps for any remaining rejected candidates.

- 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 processed.

Steps to Reject Candidates in Bulk

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

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

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

My Candidates

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 - 1 of 1 Items

- 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.

Candidates

There is 1 note

Rejected : 1
5 TOTAL
Referred : 2
Oral Interview : 2

Referred Actions

Job #	Job Title	Elig List Type	Name	Master Profile	Phone	Exam #	Referral Expires	Print PA	Notices	Status
20-13865-01	Office Assistant II	Regular	Hernandez, Adriana			20-13865-01	11/07/2020	--	--	Referred Active
20-13865-01	Office Assistant II	Regular	Rodriguez, Amaris			20-13865-01	11/07/2020	--	--	Referred Active

Showing 1 - 2 of 2 Items

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

Referred Actions

2 records are selected

Reject
Move to Oral Interview
Print Apps

Job #	Job Title	Elig List Type	Name	Master Profile	Phone	Exam #	Referral Expires	Print PA	Notices	Status
20-13865-01	Office Assistant II	Regular	Hernandez, Adriana			20-13865-01	11/07/2020	--	--	Referred Active
20-13865-01	Office Assistant II	Regular	Rodriguez, Amaris			20-13865-01	11/07/2020	--	--	Referred Active

Showing 1 - 2 of 2 Items

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- 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			20-13865-01	11/07/2020		--	Rejected	Declined Interview/Waived
20-13865-01	Office Assistant II	Regular	Reeves, Katovia L		9517569557	20-13865-01	11/07/2020		--	Rejected	Not Selected from Interview
20-13865-01	Office Assistant II	Regular	Rodriguez, Amaris			20-13865-01	11/07/2020		--	Rejected	Declined Interview/Waived

- Repeat these steps for any remaining rounds of rejected candidates.
- 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 processed.

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- a. Click the hired candidate's status to view the Hire Details page.

Hires

All

<input type="checkbox"/>	Req #	Title	Name	Department	Division	Status	Start Date
<input type="checkbox"/>	2018-Jan-A	Administration	Smith, Helen	Administration		Authorized	04/27/2018
<input type="checkbox"/>	TR 2017- HRA	Administration	Woodhull, Abraham	Administration		Authorized	03/22/2018
<input type="checkbox"/>	00003	Sales internship	C, Catherine	Police		Authorized	03/02/2018

NEOGOV OHC

Dashboard Jobs

Hires

All

Req #

2018-Jan

TR 2017-

00003

17-00007

2017-000

010020

010018

090003

Cancel Print

Hire Details

Helen Smith (Person ID : 28792433)

Hire Information Approvals History

Hire Information

Position Details Administration (23)	Date Referred 03/23/2018	Offer Date 04/27/2018
Offer Accepted Date 04/27/2018	Start Date 04/27/2018	Orientation Date N/A
Offer Amount N/A	Bonus Amount N/A	Filed Date 04/25/2018
Active On Eligible List No		
Comments N/A		

Attachments

Sign Out OHC

To sign out of OHC, mouse-over your name (located in top right section of page) and select **Sign Out**.

