



COUNTY OF RIVERSIDE HUMAN RESOURCES DEPARTMENT

RECRUITMENT ONLINE HIRING CENTER (OHC) CREATING AND APPROVING REQUISITIONS

December 22, 2025

Table of Contents

| | |
|--|----|
| Introduction | 3 |
| OHC Roles | 3 |
| Unified Dashboard..... | 4 |
| Getting Started..... | 4 |
| Unified Dashboard Navigation | 5 |
| Requisitions..... | 5 |
| Requisition Status..... | 6 |
| Create a Requisition..... | 7 |
| OHC Requisition Field Descriptions..... | 9 |
| Copy a Requisition..... | 15 |
| Steps to Copy a Requisition..... | 15 |
| Reassign a Requisition..... | 17 |
| Steps to Reassign Requisitions..... | 17 |
| Cancel a Requisition | 18 |
| Steps to Cancel a Requisition..... | 18 |
| Approve a Requisition..... | 20 |
| Steps to Approve or Deny a Requisition | 20 |
| Email Notifications..... | 22 |
| My Candidates..... | 24 |
| Sign Out of Neogov | 24 |
| Attachment A – HR Recruiting Teams | 25 |

Introduction

The Human Resources department utilizes an online recruiting system, Neogov, to manage requests to fill positions. The departments use the module referred to as Online Hiring Center (OHC). The following procedures apply when departments have a desire to fill positions. The person responsible for creating and submitting requisitions must have the appropriate security role access. Your Department HR Representative can submit an online access request form for employees and may also contact their Human Resources Recruiter for assistance.

The OHC engages hiring department staff, hiring managers, subject matter experts and approvers in the recruitment and selection process from requisition request to hire. OHC users will benefit from an intuitive interface featuring a central dashboard of pertinent tasks and other features to provide easy access to requisitions and candidates.

OHC Roles

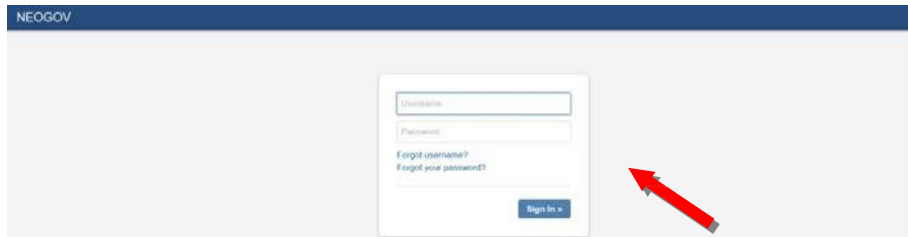
The following OHC roles are covered in this tutorial and can be assigned to an OHC end-user based on his/her role within their agency/department via a request made by their Department Representative.

| 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. |

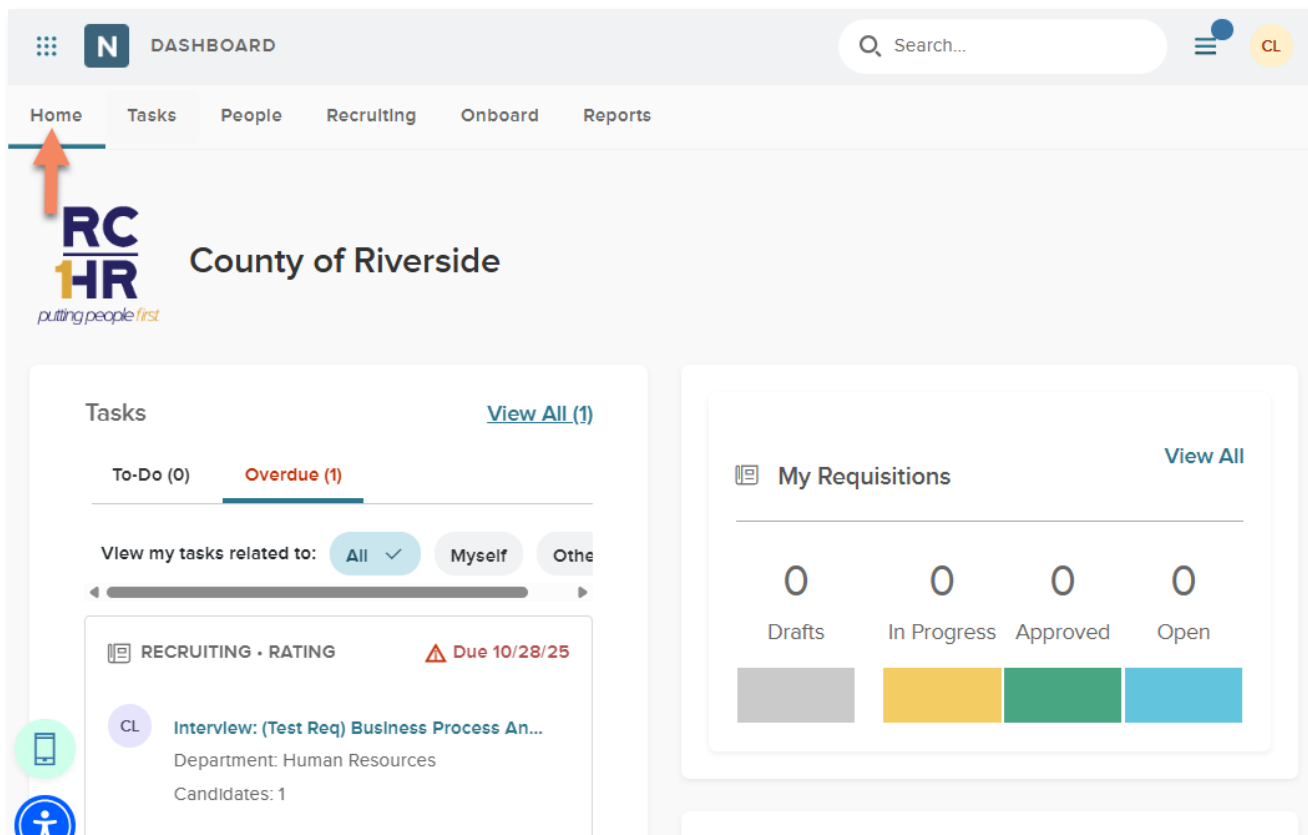
Unified Dashboard

Getting Started

- 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 you attempt to login after 24 hours, you will be required to select the 'Forget your password?' link on the login page to receive a temporary password.)*



After signing into Neogov your unified dashboard displays. This is a centralized place of items requiring your attention. Whenever you need to return back to the dashboard, click **Home**, from the upper left.



Unified Dashboard Navigation

You may navigate through the different areas of the dashboard by using the links across the top of the page.

Tasks will contain a list of all tasks assigned to you throughout the entire Neogov system.

People will show a list of pre hires. If you are not involved with Onboarding, then this section is not pertinent to you. This area is capable of listing employees and org charts, which County of Riverside does not utilize within the Neogov system, as PeopleSoft is the County's Human Resource Manager System (HRMS).

Recruiting will contain a list of your recruiting related tasks, requisitions and candidates.

Onboard will contain tasks and links related to onboarding activities, not covered in this guide.

Reports has links to various Onboarding related reports, not covered in this guide.

Requisitions

In the My Requisitions section, the default view displays all draft, in progress, approved and open requisitions associated to you*. At any given time, users can check the status of a Requisition by clicking the '**VIEW ALL**' link. Requisition statuses are described below.

- Draft – Requisitions you have created and saved but have yet saved and submitted.
- In Progress – Requisitions that have been saved and submitted and are in progress of being approved.
- Approved – Requisitions that have been saved and submitted and have been fully approved by your department via the approval workflow.**
- Open – Requisitions that have been saved and submitted and have been opened by HR for recruiting.
- Hold – Requisitions that have been saved and submitted and have been placed on hold in the approval process.
- Cancelled – Requisitions that have been cancelled due to various reasons such as duplicate entry.
- Filled – Requisitions that have completed the entire recruitment life cycle.

You can click on one of the color-coded tabs across the top to view a filtered list based of your selection.

The screenshot shows the 'Requisitions' dashboard. At the top, there are tabs for 'Active (2)', 'Drafts (0)', 'In Progress (1)', 'Approved (0)', and 'Open (1)'. A 'Create a Requisition' button is in the top right. Below the tabs, there are controls for 'Sort' (set to 'Date created'), 'Filters', and 'Bulk Actions'. A search bar is labeled 'Search by req title or req number'. The main content area shows two requisitions:

- #53739 ACCOUNTING ASSISTANT I - CN
Department: TLMA Transportation • Division: Administration
Hiring manager: Corine Laffond
Created 04/02/25
Status: In Progress
- #53738 ENGINEERING TECHNICIAN I
Department: TLMA Transportation • Division: Surveyor
Hiring manager: Corine Laffond
Created 03/24/25
Status: Open

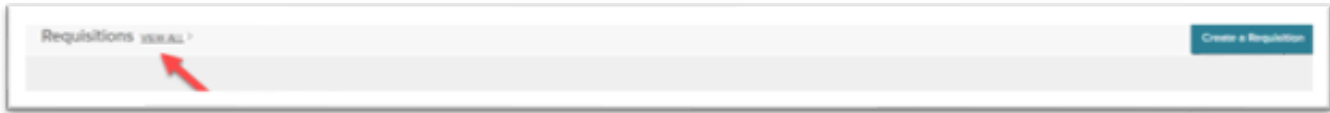
At the bottom, there are pagination controls: 'First', 'Previous', '1', 'Next', 'Last', and '10 Items per page'. It also shows 'Showing 1-2 of 2 items'.

*You must be the originator or listed as a hiring manager on the requisition.

** If no approval workflow is entered, the requisition will go directly to approved status to HR.

Requisition Status

At any given time, users can check the status of a Requisition in which they created by clicking the **‘VIEW ALL’** link on the My Requisitions panel. Requisition status is described below.

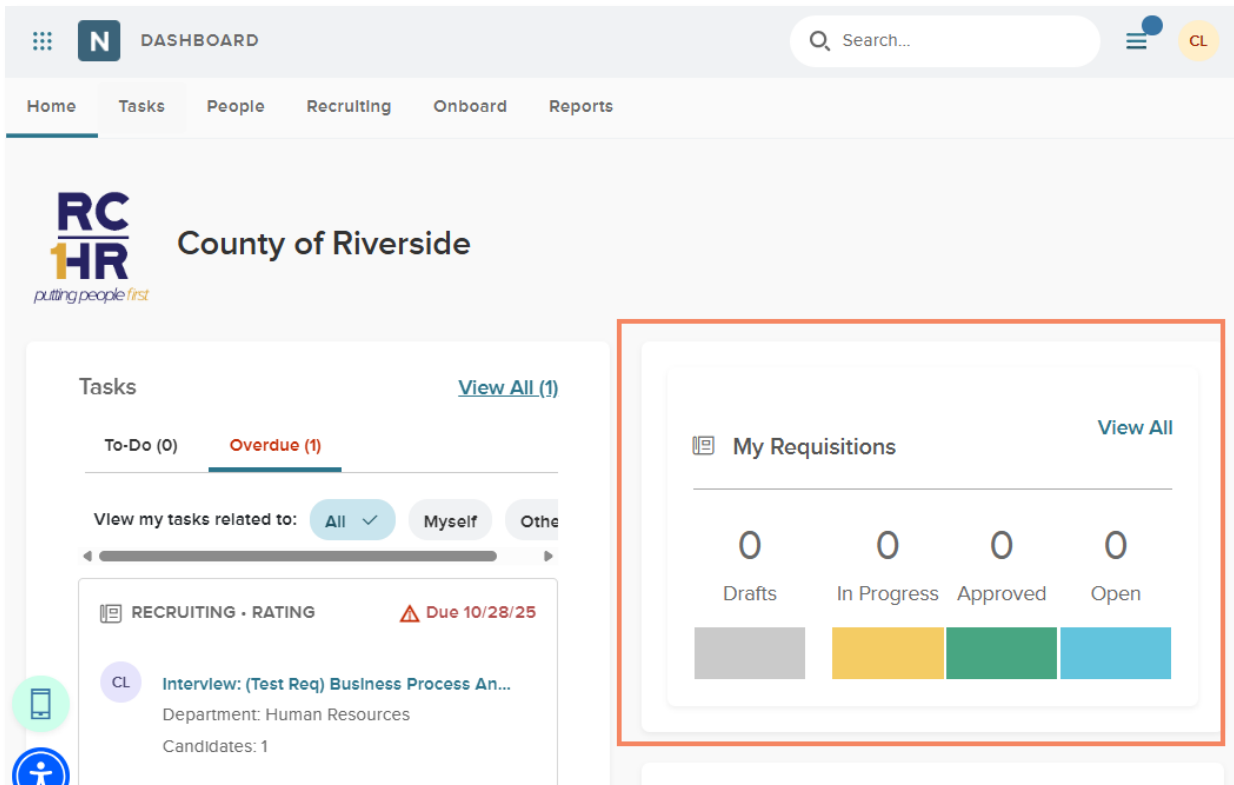


| Status | Requisition (REQs) Definitions |
|-------------|---|
| Approved | Indicates REQs that have been approved (with or without having gone through a workflow approval process) and awaiting for HR to change the status to OPEN in order to begin the recruitment process. |
| Cancelled | Indicates REQs 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. |

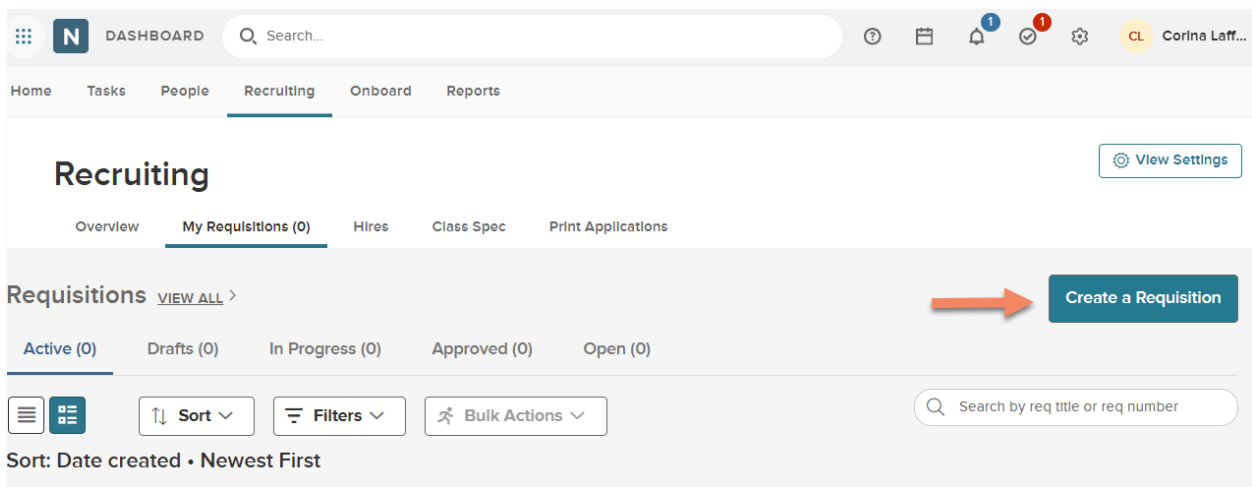
Create a Requisition

There are several possible methods to create a requisition. We will cover one method in this guide.

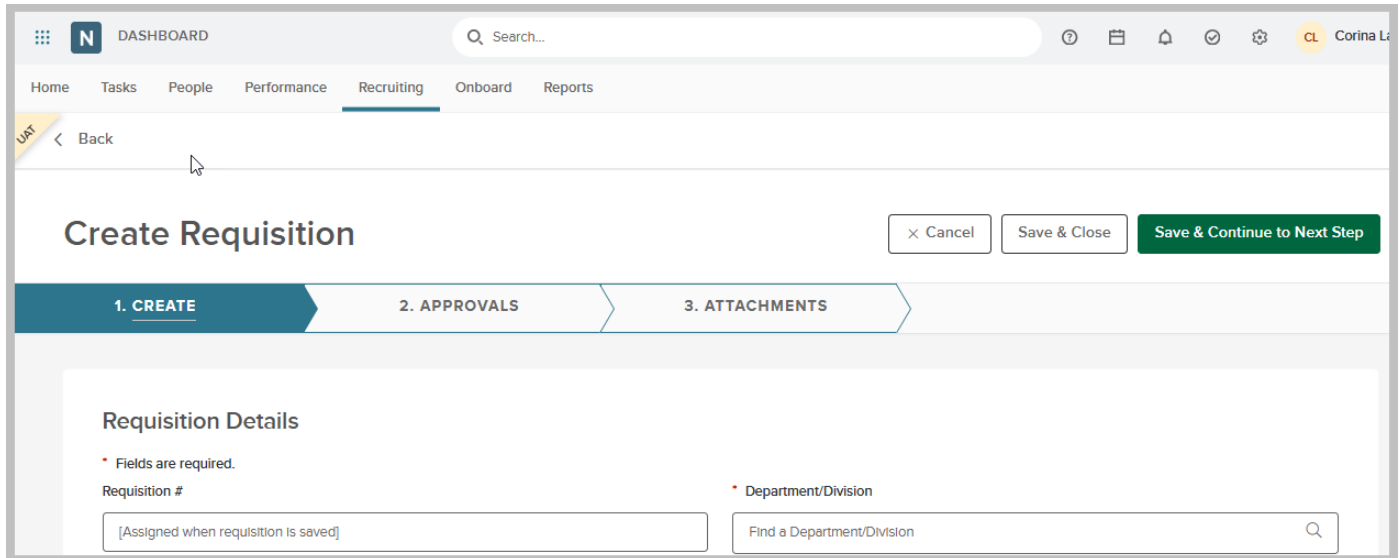
- 1) On the dashboard **Home** page, **My Requisitions** section click **View All**.



- 2) Click **Create a Requisition**.



a) **Create** -The first of the three **Requisition** create steps.



- i) Select the Department/Division by selecting the search icon to open the search window.
 (1) Enter and select the division code. This is the Department ID where the position is in PeopleSoft.



IMPORTANT! The requisition MUST have a division so that the position number can be selected and the position filled.

Select a Department/Division


Cancel

| Department Name | Department Code | Division Name | Division Code |
|-----------------|-----------------|------------------------------|---------------|
| Q Search | Q Search | Q Search | Q 11318 |
| Human Resources | 1130100000 | Temporary Assignment Program | 1131800000 |
| Human Resources | 1130100000 | Workforce Connection | 1131811000 |

First Previous 1 Next Last 10 Items per page Showing 1-2 of 2 items

- ii) Complete all of the REQUIRED and APPLICABLE fields on the Requisition Details page. Required fields are marked with a red asterisk (*).
 iii) Refer to OHC Requisition Field Descriptions page that follows to assist you with completing the fields.

OHC Requisition Field Descriptions *denotes a required field

1. **Department/Division*** – Select the Department and Division for which the Requisition is being created: Open the lookup list within the department/division field and begin typing the 10-digit department ID where the position is assigned within PeopleSoft. **Do Not select a department without a division. Only divisions contain positions. Once received by Human Resources, this cannot be changed.**
 2. **Class Spec*** – Select a Class Spec from the list
 3. **Working Title** –Optional. May be left Blank.
 4. **Desired Start Date** – (optional) Used to specify the “estimated” start date.
 5. **Hiring Manager*** – Select the Recruiting Lead for your Department and the position manager (See Appendix A)
 6. **Job Type** – Make a selection from job types available in the drop-down menu.
 7. **Position** – If known, select the position. If you are unsure of the position or the position does not yet exist, leave blank. You may notate this information in the Requisition Comments field. **Once the requisition is completed and approved, the position cannot be changed.**
 8. **List Type** – (optional) Select an item from the list that best identifies the candidate type desired; Regular (All), Promotional, Both. County Human Resources does not provide transfer lists.
 9. **Number of Vacancies** – Enter 1 vacancy in this area. If requesting to fill many vacancies (regular or TAP/MAP), notate this in the comments field and talk to your HR Recruiter.
 10. **Division Code** – (optional) Enter the division code if you would like it displayed more prominently. This is the 10-digit PeopleSoft HCM Department ID where the position is or will be.
 11. **Type of Request*** – Make a selection from job types available in the drop-down menu.
 12. **Preferred List Type*** – Make a selection from candidates you prefer to consider.
 13. **Location*** – Select the appropriate location for the vacancy from the drop-down menu.
 14. **Person most knowledgeable about position** (Name, Email, Phone) * – Fill in an answer. This will be the person the recruiter will contact to do a position evaluation.
 15. **Bilingual Required** – Yes/No
 16. **Has this County Department had layoffs** within the last two years from the requisition submission date? * - Yes/No
 17. I understand the Department’s MOU obligation to **review the reinstatement list...*** - Select Answer
 18. **Requesting underfill.** (Fill at a lower level in the job series (Regular Only) * - Yes/No
 19. **Department ID to bill** (TAP/MAP or Interns Only) – Fill in an answer.
 20. **Department Fund Number** (TAP/MAP or Interns Only) – Fill in an answer.
 21. **Department Account Code** (TAP/MAP or Interns Only) – Fill in an answer.
 22. **Task Profile ID** (TAP/MAP or Interns Only) – Fill in an answer.
 23. **Department Reference Number** (TAP Only) – Fill in a number or code for department use.
 24. **Accounts Payable Contact** (TAP/MAP or Interns Only) – Fill in an answer.
 25. **Name of Supervisor** the employee will report to (TAP/MAP or Interns Only) – Fill in an answer.
 26. **Requested Candidate**, if any (TAP/MAP, Interns Only and cert-to-hire only) – Fill in an answer.
 27. **HR USE ONLY** – Please do not fill, this is a Human Resources only field.
 28. **Position Details**– Is this a new position? (Yes/No). If yes, please skip down to the Comment section. If No, you may add the position details.
 29. **Add Position Details** - (optional) If wanting to record the previous incumbent click on (+) sign to add Position #, Vacancy Date, First Name and Last Name.
 30. **Comment** – List the position number, if known, or provide information regarding the status of the position. Can include a list of necessary skills or to add any beneficial information about the request, recruitment process, or special requirements. If the hiring manager’s name was not available in the Hiring Manager field, list the name here. For TAP/MAP please indicate if there are multiple recruiting locations and how many vacancies, if more than one.
-  **If you’re not quite ready to submit the requisition**, click **Save & Close**. The requisition will display on your dashboard page in the **My Requisitions** section as a draft. To cancel creation of requisition click **Cancel**. To continue to the next step click **Save & Continue to Next Step**

Requisition Information

The screenshot shows a web application interface for requisition management. At the top, there is a navigation bar with 'Home', 'Tasks', 'People', 'Performance', 'Recruiting', 'Onboard', and 'Reports'. The 'Recruiting' tab is active. Below the navigation bar, the page title is 'Requisition Detail' for 'BUYER II (53755)' with a green 'Approved' status. There are buttons for 'Copy', 'Print', and 'Cancel Req'. Below the title, there are tabs for 'Requisition Information', 'Approvals', and 'History'. The 'Requisition Information' tab is selected, displaying a form with the following data:

| Requisition Information | | Positions |
|--|-------------------|---------------------|
| Requisition Number | 53755 | BUYER II (00143697) |
| Department | District Attorney | |
| Working Title | N/A | |
| Vacancies | 1 | |
| List Type | Regular | |
| Owner | Corina Laffond | |
| Division Code | N/A | |
| Preferred List Type | All Applicants | |
| Person most knowledgeable about position (Name, Email, Phone) | Max Manager | |
| * Has this County Department had layoffs within the last two years from the requisition submission date? | Yes | |
| Requesting Underfill. (Fill at a lower level in the job series. Regular Only) | No | |
| Department Fund Number (TAP or Interns only) | N/A | |
| Task Profile ID (TAP or Interns only) | N/A | |
| Accounts Payable Contact (TAP or Interns only) | N/A | |
| Requested Candidate, if any (TAP, Intern or cert-to-hire only) | N/A | |
| (HR Use Only) Active Requisition Status | N/A | |
| Comments | N/A | |
| Authorization Comments | N/A | |

Additional details from the form:

- Division: District Attorney
- Class Spec: BUYER II (15812)
- Job Type: Regular
- Desired Start Date: N/A
- Hiring Manager: Corina Laffond
- HR Analyst: N/A
- Type of Request: New
- Location: Riverside
- Bilingual Required: No
- * I understand the Department's MOU obligation to review the reinstatement list, which consists of employees laid off within the last two years. The review of the reinstatement list has been completed, and I confirm the following: No reinstatement candidates were identified.
- Department ID to Bill (TAP or Interns only): N/A
- Department Account Code (TAP or Interns only): N/A
- Department Reference Number (TAP only): N/A
- Name of Supervisor the employee will report to (TAP or Interns only): N/A
- (HR Use Only) RCP: N/A

At the bottom of the page, there is an 'Attachments' section with the message: 'There are no available attachments'.

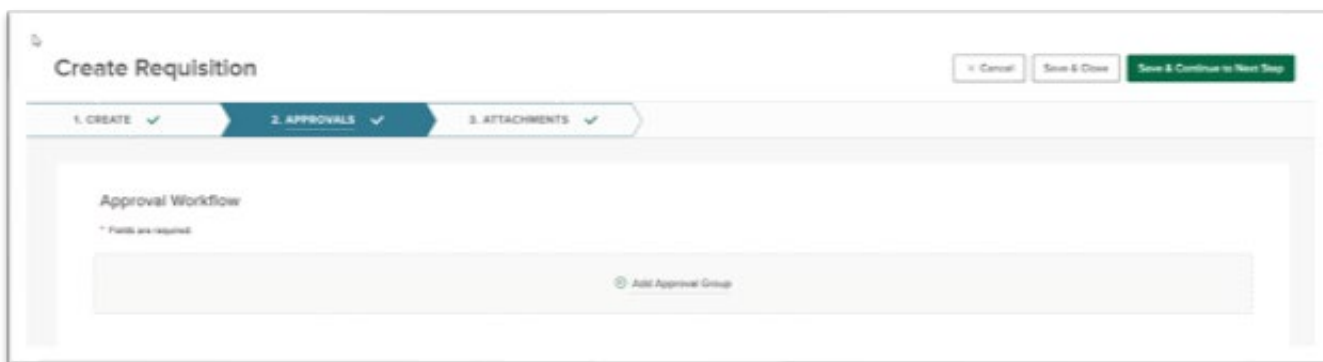
Figure 1, Completed Requisition Information

b) **Approvals** - The second of three **Create Requisition** window appears.

- i) Select Approval Workflow. Approvals will vary by department. Check with your Department Representative if your department desires to include requisition approval workflow, and which groups and individuals should be included in the approval workflow.
 - (1) Add the approval workflow per your department's process.
 - (2) There are two options: (1) Create an approval workflow. (2) Skip the approval workflow and click Save & Continue to Next Step.
 - ➔ Please consult with your department for the approval groups and individuals to add to the approval workflow.

Multiple Approvers

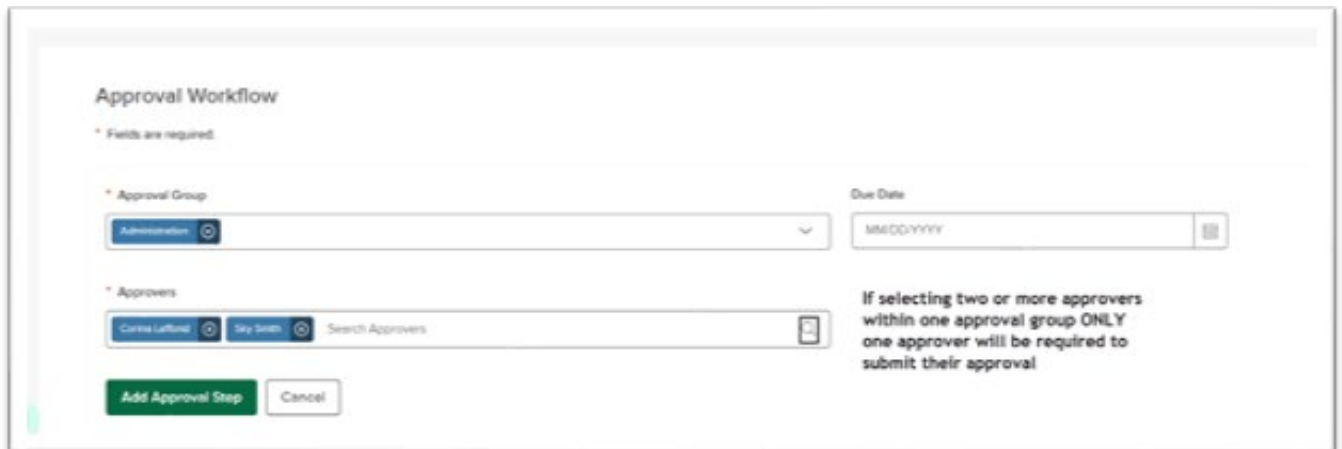
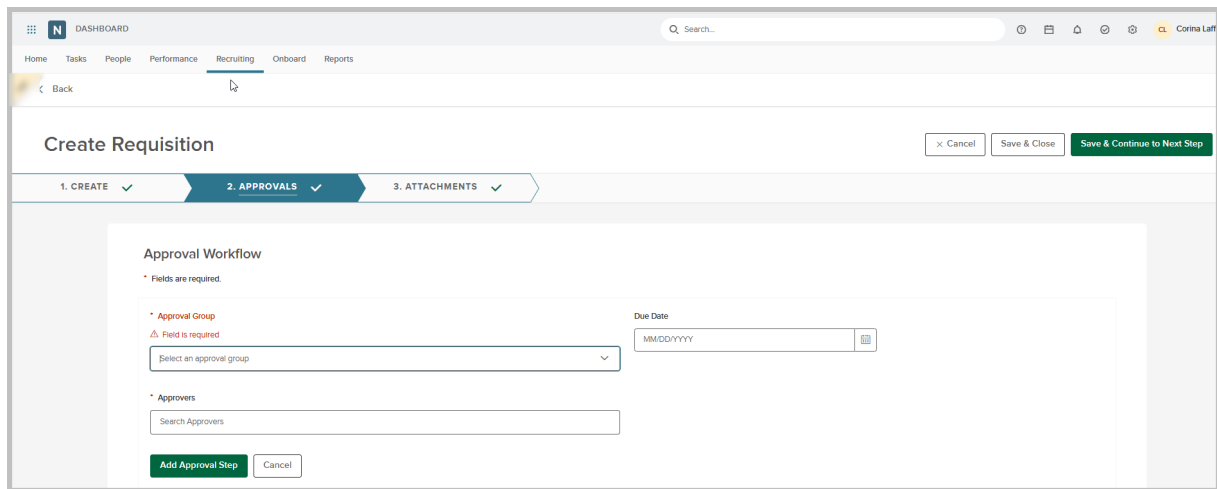
- If multiple approvers are selected within the same approval group, only one approver will be required to submit their approval.
 - To require the approval of each individual within the same approval group, you must select the SAME approval group more than once to the approval workflow.
- (3) Click ADD approval group



- (4) Select the group, Administrative, Budget/Finance, Asst/Dept Head/Chief, Asst/CEO
- (5) In Approvers, select the name of the approver.
- (6) Note: If you select more than one approver in the same group, the approval will be considered complete once ONE of the approvers provides their approval.
- (7) Select a due date (optional). Note: If a due date is not entered it will default to two days.
- (8) Click Add Approval Step
- (9) Repeat these steps if your approval process requires several different approvers to approve the requisition.

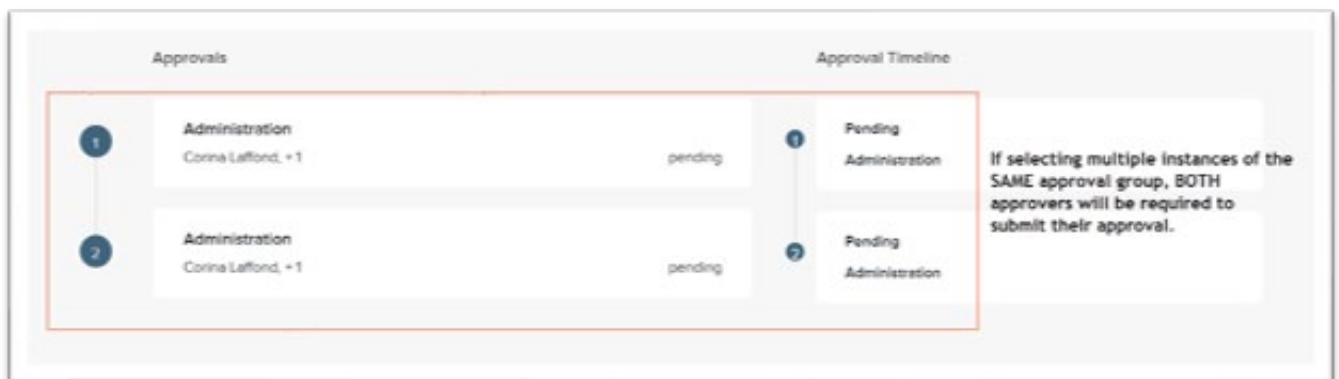
Note: Each Approver included in the approval chain will get an automated email notice when it is their turn to approve the requisition.

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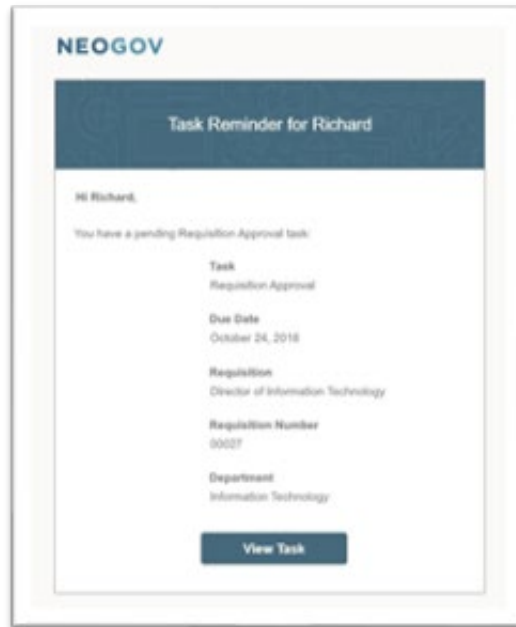


Requiring each approver in the same approval group, not just one:

In the event your department's approval process requires that two approvers in the same group both approve the requisition, follow the steps and select the same group more than once as needed, with selecting only one a[[rver name per group. See example below.



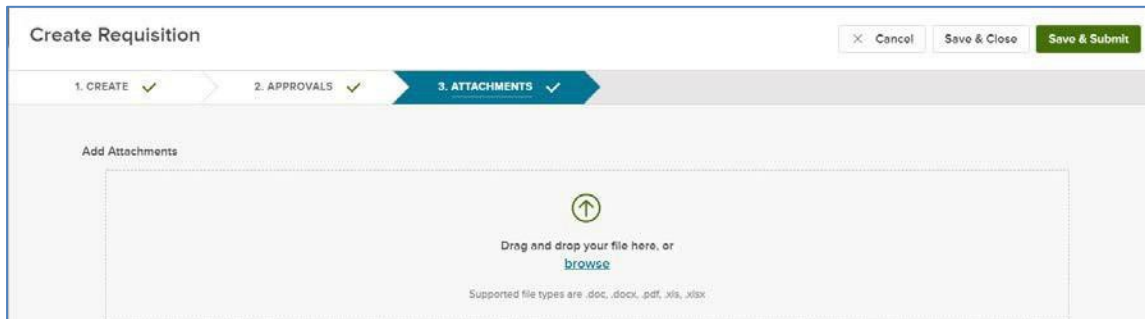
The assigned approver(s) will receive a reminder email from **info@neogov.com**, with the subject line, **NEOGOV OHC Task Reminder**, on the due day and each day the approval task is past due; until the task is completed. In the contents of the reminder email will be a **View Task** button, guiding the approver(s) to the task requiring their attention.



- (10) If you're not quite ready to submit the requisition, click Save & Close. The requisition will display on your dashboard page in the My Requisitions section as a draft.
- (11) To continue to the next step click Save & Continue.

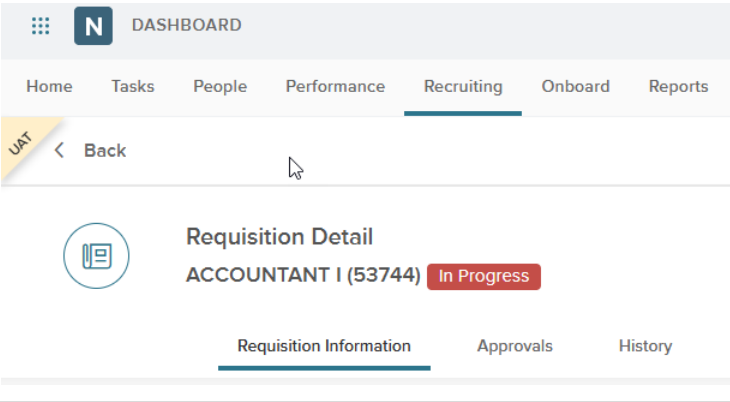
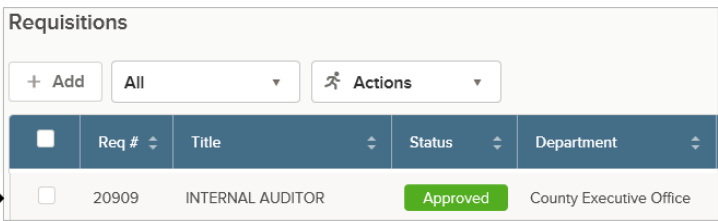
c) **Attachments** - The third of the three **Create Requisition** windows appears.

- i) If applicable, add an attachment to the requisition by either dragging or dropping the file within the area indicated, or by browsing and selecting the file attachment you want to attach.



- ii) If you're not quite ready to submit the requisition, click **Save & Close**. The requisition will display on your dashboard page in the My Requisitions section as a draft. To submit the requisition click **Save & Submit**.

Upon submitting the Requisition (REQ), you will see the following:

| | |
|--|---|
| <p>Requisitions that go through workflow will show status of In Progress.</p> <p>→</p> | <p>Requisition will show with 'IN PROGRESS' status</p>  <p>The screenshot shows a dashboard with a 'Recruiting' tab selected. Below the navigation bar, there is a 'Back' button and a 'Requisition Detail' section for 'ACCOUNTANT I (53744)' with a red 'In Progress' status tag. At the bottom, there are tabs for 'Requisition Information', 'Approvals', and 'History'.</p> |
| <p>Requisitions that <u>do not</u> have Approval Workflow, will go directly to HR in Approved status.</p> <p>→</p> | <p>REQ will show with 'APPROVED' status</p>  <p>The screenshot shows a table titled 'Requisitions' with columns: 'Req #', 'Title', 'Status', and 'Department'. A row is highlighted with an arrow pointing to the 'Approved' status tag for 'INTERNAL AUDITOR' (Req # 20909) in the 'County Executive Office' department.</p> <p>→</p> <p>To see the Requisition information, click on the Approved button.</p> |

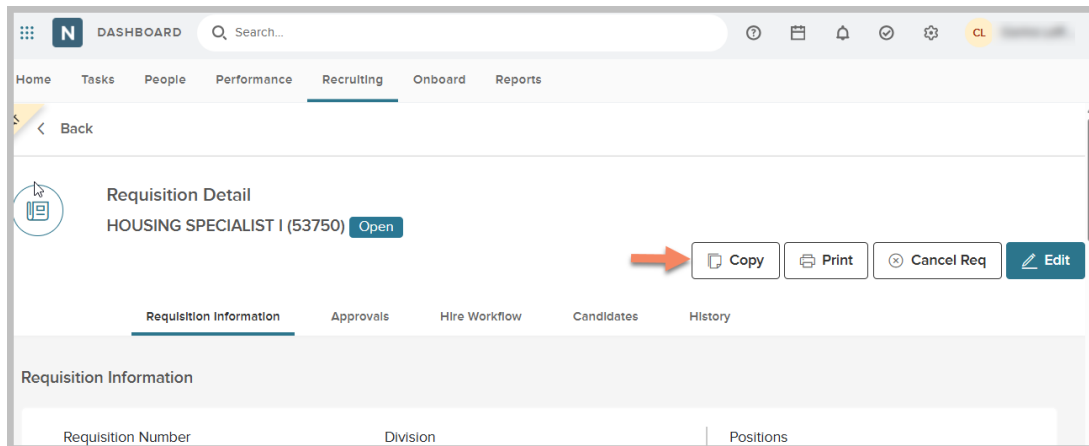
Copy a Requisition

The system provides users with the ability to Copy a Requisition. This can be useful when you create requisitions frequently for the same positions or job classifications. Rather than creating a completely new requisition where you have to re-enter all of the information you can use the '**Copy**' feature to make a copy of an existing requisition and then make any necessary edits on your new requisition.

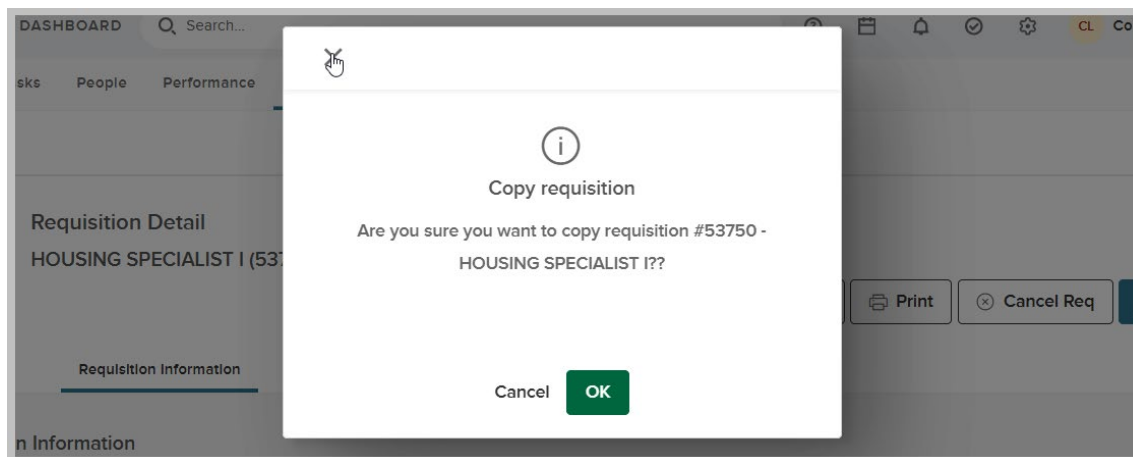
Please note: Nearly every field is copied to the new requisition, including position number and the approval workflow, so be sure and check each field for accuracy before saving your copied requisition.

Steps to Copy a Requisition

- 1) Select the requisition you would like to Copy. Click the **Copy** button.



- 2) Confirm the copy request. Click **OK** on the Copy Requisition prompt.



RECRUIT ONLINE HIRING CENTER (OHC)

3) After confirming, you will be viewing the *NEW* requisition that you just copied. You can change any information as needed.

The screenshot shows the 'Copy Requisition' form in the NEOGOV system. The page title is 'Copy Requisition' with the job title 'BUSINESS PROCESS SPECIALIST' below it. At the top right, there are three buttons: 'Cancel', 'Save & Close', and 'Save & Continue to Next Step'. Below the title is a progress bar with three steps: '1. CREATE' (highlighted in blue), '2. APPROVALS', and '3. ATTACHMENTS'. The main content area is titled 'Requisition Details' and includes a note: '* required fields are marked with asterisk'. There are two input fields: 'Requisition #' with the placeholder text '[Assigned when requisition is saved]' and 'Department/Division *' with a dropdown menu currently showing 'Human Resources'.

The requisition number will be assigned automatically as soon as you save the new requisition.

Reassign a Requisition

Perhaps you're taking some time away from the office or you've been promoted to a new position. Whatever the circumstance, you can reassign one or more requisitions to another team member by changing the owner. Note: You can only change the owner for requisition you created and are, therefore, the owner.

Steps to Reassign Requisitions

- 1) From the My requisitions list, click View All and select the requisition(s) requiring reassignment to a different owner. If you've selected multiple requisitions, be sure the current owner is the same for all selections; the OHC allows reassignments, one owner at a time. On the **Actions** menu, click **Update Owner**.

The screenshot shows the 'Requisitions' interface. At the top, there are buttons for '+ Add', 'All', and 'Actions'. The 'Actions' dropdown menu is open, and 'Update Owner' is highlighted with a red arrow. Below the menu, a table lists requisitions with columns for 'Req #', 'Title', 'Status', 'Department', 'Approval', and 'Owner'. Four records are selected, indicated by checkboxes and a '4 records are selected' message. The 'Update Owner' button is visible at the top right of the table.

| Req # | Title | Status | Department | Approval | Owner |
|-------|------------------------------------|---------------|------------------------|----------|-------------|
| 00002 | Human Resources Analyst | Open (9) | Human Resources | Complete | Jason Hanna |
| 00003 | Information Technology Manager | Cancelled (0) | Information Technology | Complete | Ruby Grant |
| 00005 | Administrative Assistant | Cancelled (0) | Administrative Office | Complete | Ruby Grant |
| 00006 | Information Technology Manager | Cancelled (0) | Information Technology | Complete | Ruby Grant |
| 00008 | Database Administrator | Draft | Information Technology | Draft | Jason Hanna |
| 00010 | Director of Information Technology | In Progress | Information Technology | 0 of 2 | Jason Hanna |
| 00014 | Administrative Assistant | Open (9) | Administrative Office | Complete | Ruby Grant |
| 00016 | Administrative Assistant | Open (0) | Administrative Office | Complete | Ruby Grant |

- 2) On the New Owner pull-down, click the name of the new owner.

The screenshot shows the 'Update Owner' dialog box. The dialog has a title 'Update Owner' and buttons for 'Close' and 'Save'. Below the title, there is a note: '* required fields are marked with asterisk'. The 'Current Owner(s)' field is a text input containing 'Jason Hanna'. The 'New Owner' field is a dropdown menu with 'Simon Davies' selected. The background shows the same requisitions list as the previous screenshot, but it is dimmed.

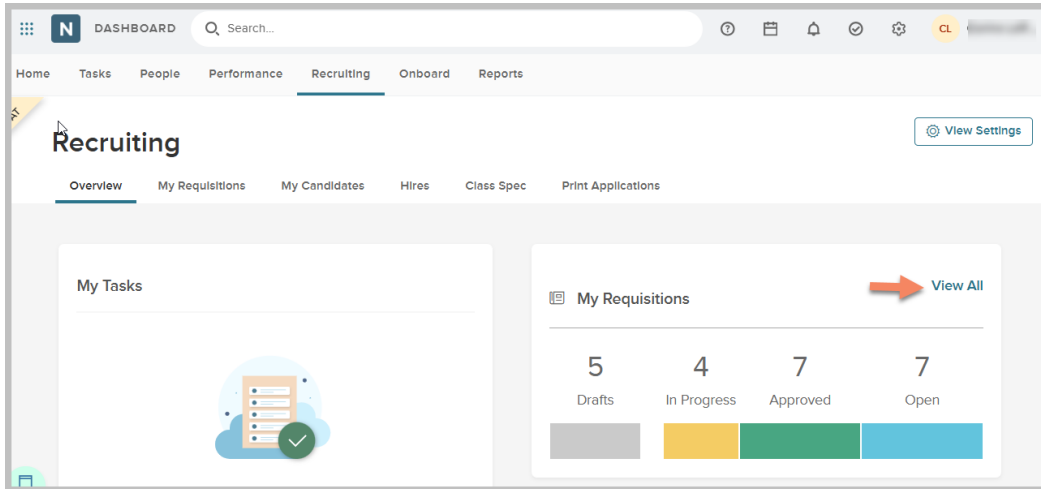
- 3) Once you are done, click **Save** and then click **Yes, Update**.

Cancel a Requisition

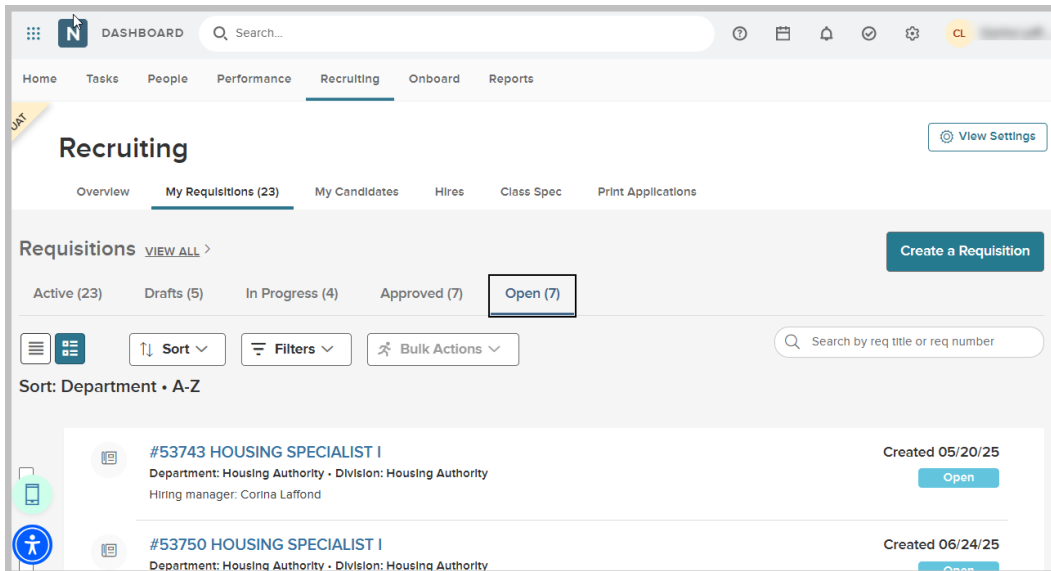
For various reasons, you may need to simply cancel a requisition and not continue with the recruitment process. The OHC provides the option to cancel a requisition, even after it has been approved.

Steps to Cancel a Requisition

- 1) From the My requisitions list, click View All.

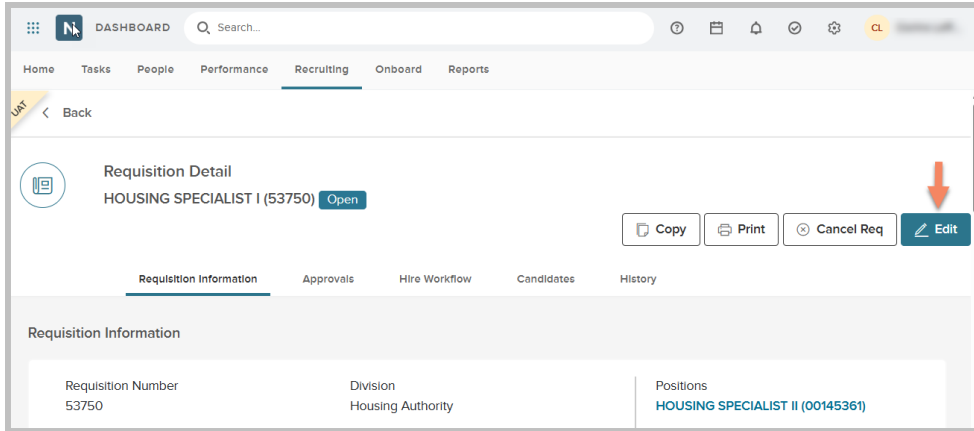


- 2) Select the requisition you wish to cancel.

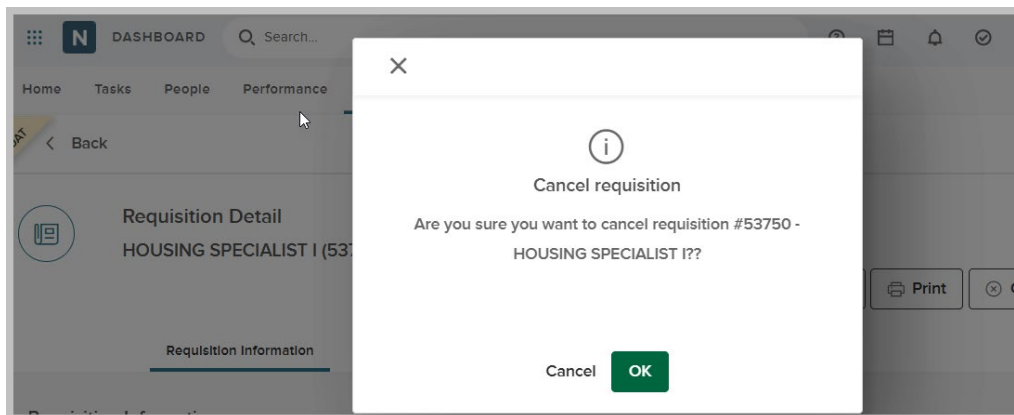
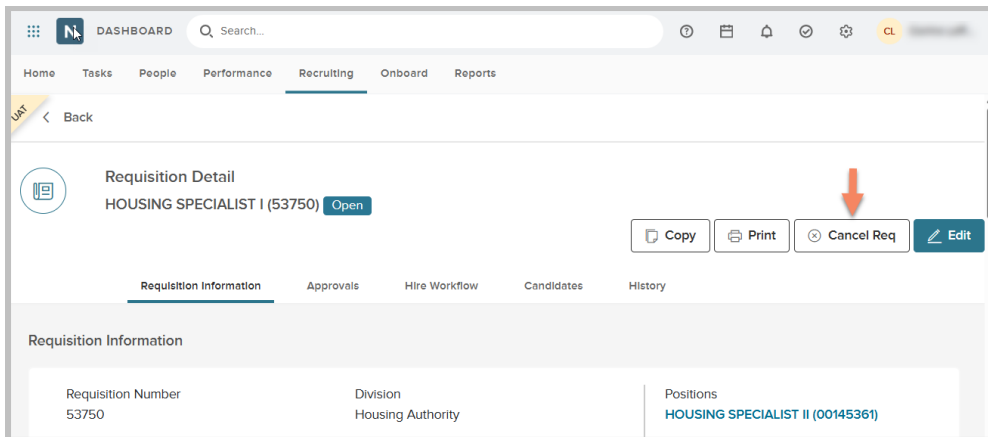


RECRUIT ONLINE HIRING CENTER (OHC)

3) Select Edit



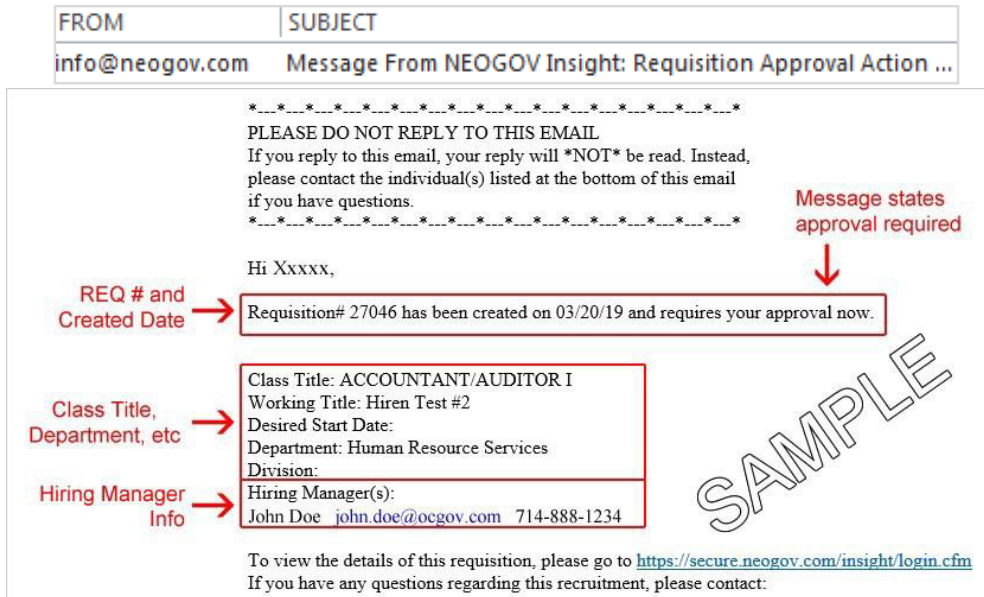
- 4) In the comments section (toward the bottom of the requisition), enter a brief reason why it is being cancelled.
- 5) Click Save and Close.
- 6) Click Cancel Req and click OK to confirm cancelling the requisition.



Approve a Requisition

Approvals will vary by department. Check with your Department Representative if your department desires to include requisition approval workflow, and which groups and individuals should be included in the approval workflow.

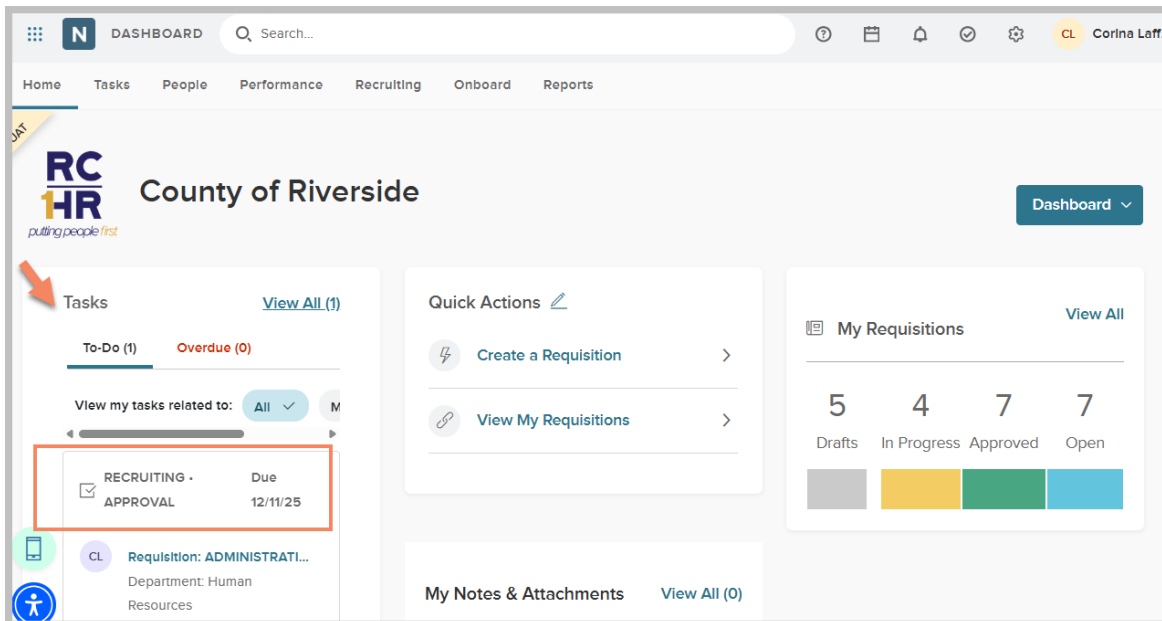
With the OHC role of **Approver**, you can review a requisition sent to you for approval. When your action is required, you will receive a system generated email from NEOGOV such as the following:



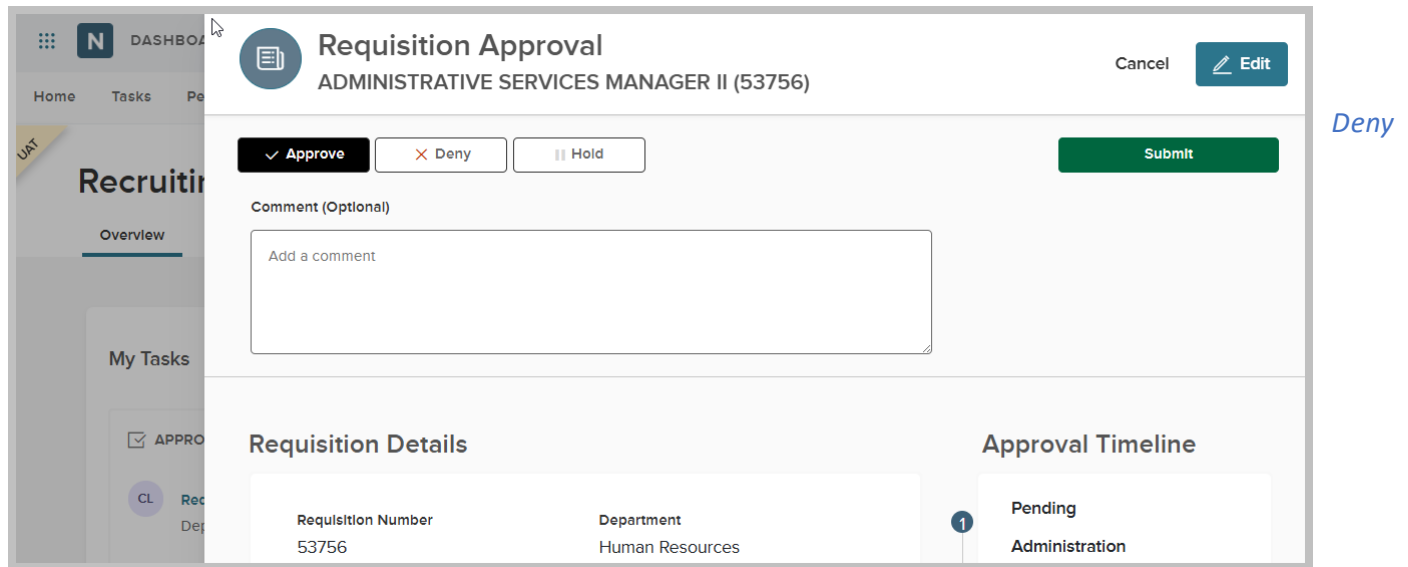
Steps to Approve or Deny a Requisition

Approve

- 1) From the **Tasks** section, click the requisition under task “Recruiting Approval”.



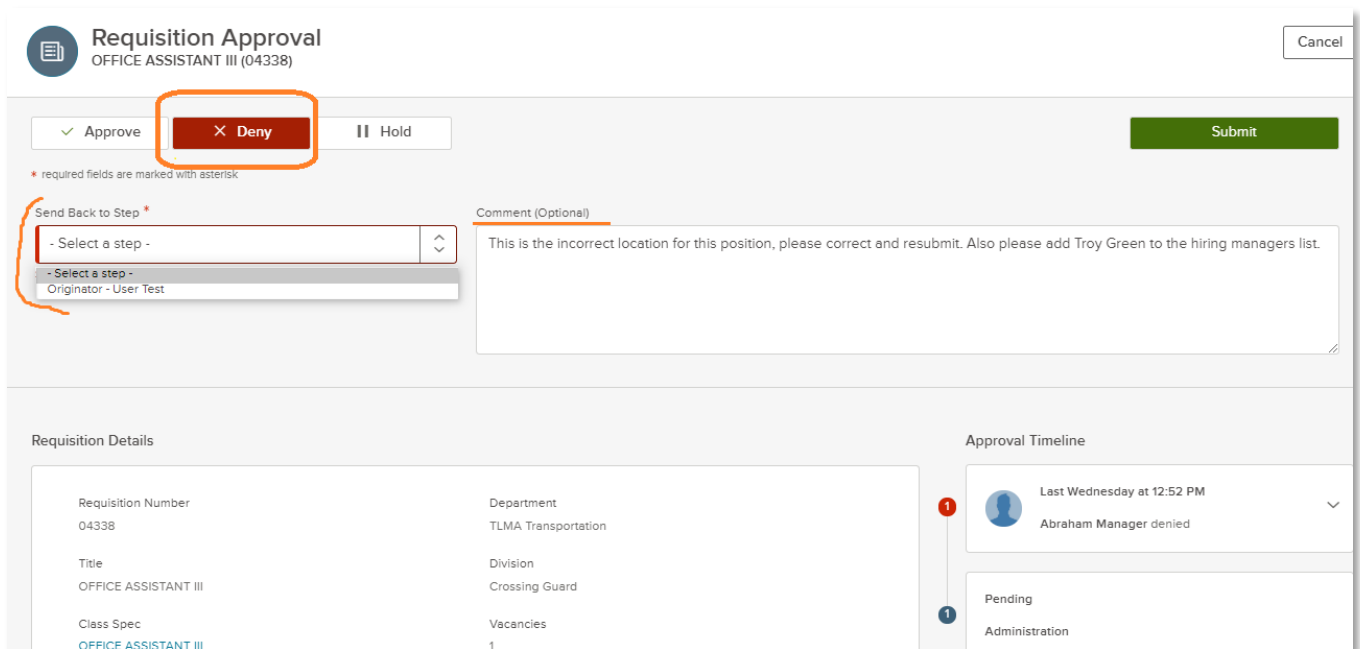
- 2) Review the requisition information, enter a comment and click **Approve** then **Submit**.



Approvers have the option of denying or placing a requisition on hold.

If denied, the requisition record can be sent back to any one of the previous approval groups, or all the way back to the creator. Depending on the circumstances of the denial, such as more information is needed, it will be possible for the person who receives the denial to make changes to the requisition and resubmit for approvals once again.

- 1) From the **Tasks** section, click the requisition under task “Recruiting Approval”.
- 2) Review the requisition information, enter a comment and click **Deny** then **Submit**.



Hold

Placing an approval on hold should only be used if you find it helpful to change the status, possibly as a reminder to yourself that you need to perform some activity before making a final decision. Once the approval task is placed on hold, you will need to remember to return to the requisition and finalize the approval step by either approving or denying the request.

- 1) From the **Tasks** section, click the requisition under task “Recruiting Approval”.
- 2) Review the requisition information, enter a comment and click **Hold** then **Submit**.

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. |

RECRUIT ONLINE HIRING CENTER (OHC)

Below is a sample requisition email. The email always has the subject line of "Requisition ###..." and sent from info@neogov.com.

| FROM | SUBJECT |
|-----------------|--|
| info@neogov.com | Message From NEOGOV Insight: Requisition Approval Action ... |

PLEASE DO NOT REPLY TO THIS EMAIL.
If you reply to this email, your reply will *NOT* be read. Instead,
please contact the individual(s) listed at the bottom of this email
if you have questions.

Hi Xxxxx,

REQ # and Created Date → Requisition# 27046 has been created on 03/20/19 and requires your approval now.

Class Title, Department, etc →
Class Title: ACCOUNTANT/AUDITOR I
Working Title: Hiren Test #2
Desired Start Date:
Department: Human Resource Services
Division:

Hiring Manager Info →
Hiring Manager(s):
John Doe john.doe@ocgov.com 714-888-1234

Message states approval required ↓

To view the details of this requisition, please go to <https://secure.neogov.com/insight/login.cfm>
If you have any questions regarding this recruitment, please contact:

SAMPLE

Issues with Notifications

Are you not receiving notifications?

It is likely the system-generated emails from info@neogov.com, are going to your Junk/Spam folder in outlook. Please check these folders and make changes so the emails get routed to your regular Inbox or other specified folder.

Inundated with Notifications

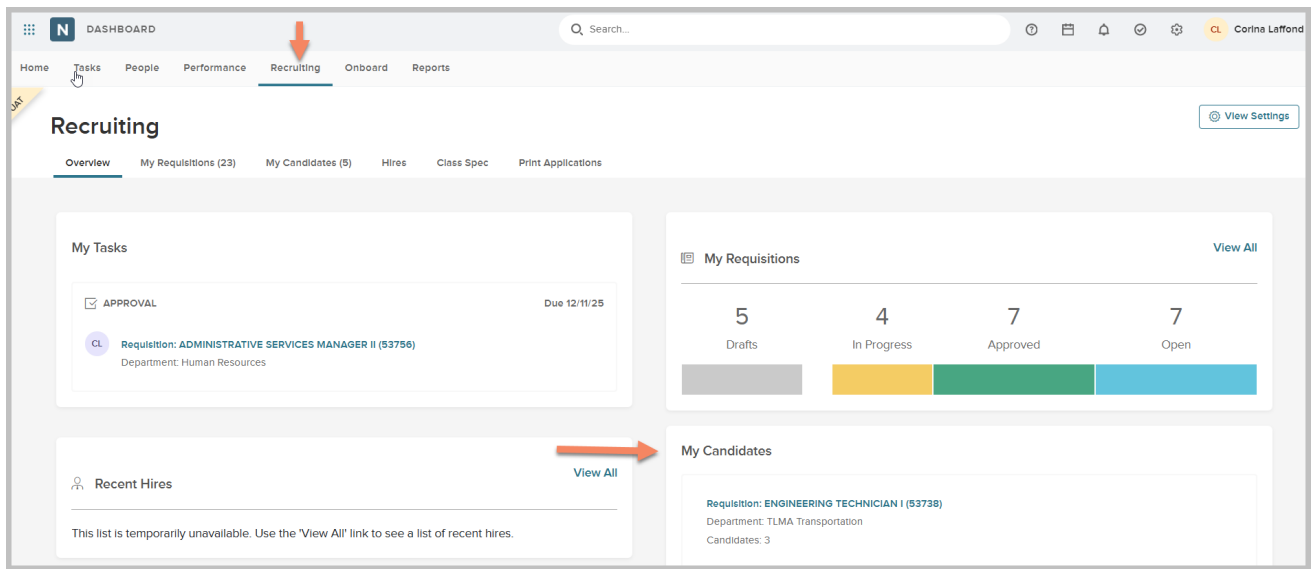
→ [Route notifications to a specific folder in Outlook](#)

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

My Candidates

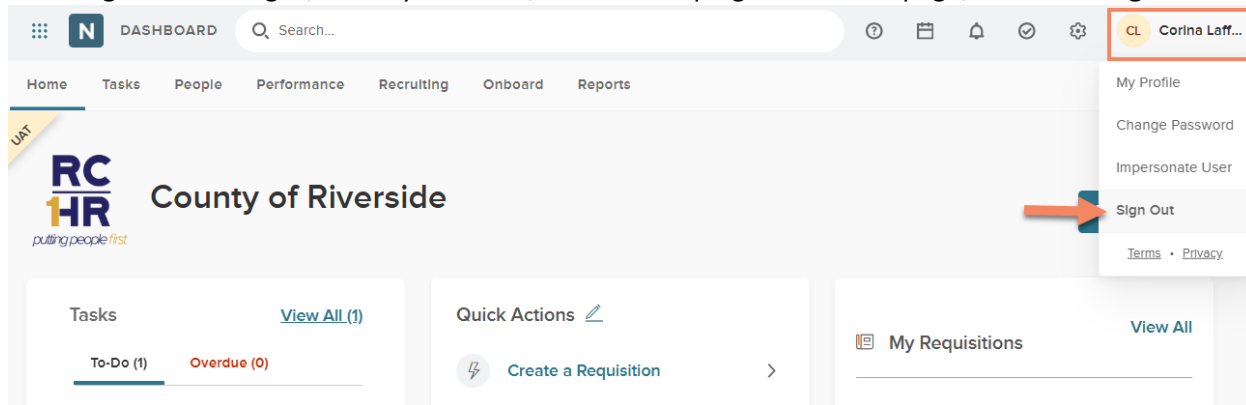
Candidates who have been referred to requisitions in which you are the Hiring Manager will appear on the Unified Dashboard, Recruiting screen under My Candidates.

- 1) From Recruiting, go to the My Candidates section, requisitions that have referred candidates will be listed. From here you may select the requisition to review the candidates, print resumes and take action to move the candidate to the Interview step and update the interview results. Managing candidates is covered in the Guide for Hiring Managers.



Sign Out of Neogov

To sign out of Neogov, select your name, located in top right section of page, and select **Sign Out**.



RECRUITING DEPARTMENT ASSIGNMENTS

Last Update 12/18/2025

| Recruiting Portfolio | Central Recruiting (Countywide) | RUHS/Medical Assignment Program | Public Safety | Human Services | Public Works, Finance and Government Services Economic and Community Development | |
|---|--|---|--|---|---|--|
| Departments within Portfolio | Temporary Assignments | Behavioral Health Community Clinics Correctional Health Medical Center Public Health | District Attorney EMD Fire Probation Public Defender Sheriff/Coroner PA | Assessor Clerk-Recorder Auditor-Controller Child Support Services DPSS/IHSS First Five (Children's & Families Commission) Housing and Homelessness Office on Aging Registrar of Voters Treasurer-Tax Veterans' Services | Ag Commissioner Animal Services Board of Supervisors Building & Safety Business & Community Clerk of the Board Code Enforcement County Counsel Environmental Health Executive Office Facilities Management Flood Control | Human Resources Parks and Open Space Planning Purchasing/Fleet Office of Economic Development RCIT TLMA UC Coop Extension Waste Resources |
| | Centrally Recruited Classifications | *HR Compliance Team (RUHS-Med Ctr) Alicia Beltran Stephanie Luna Jessica Sepulveda | | | | Centrally Recruited IT Classifications |
| | Accounting Assistant I/II Senior Accounting Assistant Accounting Technician I/II Office Assistant I/II/III Administrative Services Assistant | | | | | |
| Recruiters | Ahjah Davis Ashley Thomas Carolina Pichardo (TAP) Cindy Mendez Daniel Kimbrough Dawn Martin (TAP) Jesus Berrelleza, Jr. Joseph Miller Mayra Chavez (TAP) Sharlah Harvey Tracy Felton | Angela Levinson Anay Sanchez Diana Salazar Gomez (TAP) Denise Decamp Edgar Manzo Cardenas Jammie Smith Jasmine Watts Jeremy Holforty Jesus Colin Jillaine Eastman Lisette Jimenez Nicole Prado Raven Padilla Xochitl Sanchez | Andrea Evans Joe Olivares Letisia Jimenez Mary Miller Stephanie Rodriguez Ulysses Gerardo | Bianca Galaviz Chris Recinos Danilo Lozano Ebelyn Skinner Joshua Roberts Genesis Ochoategui Lital Slobodsky | Alex Jones Amanda Campos Amanda Duarte Angela Tavaglione Richard Griego Silvia Trammell Vanessa Diaz Beard Valeria Ramiez | |
| Internships | | | | | | |
| Recruiting Leads | Alma Torres-Elizalde Brian Arcinas | Veronica Zuno Sarah Teegarden | Brittney Mathis | Yvette Marquez | Karla Medrano Edgar Chavez | |
| Recruitment Principals | Noreen Somontan x55518 | Ashley Siegfried x55564 | Ashley Voegele x55736 | Cameron Hacker x56968 | | |
| Recruitment Managers | Chandrika Richardson x59488 | Carly Obenberger x52199 | | | | |
| HR Business Partners | | Fabiola Thomas - PH & BH Carol-Ann Myers - Med Ctr Colleen Pardy - Med Ctr | Coral Quijada - Pub Safety Natalie Hagen - Sheriff, EO | Jennifer Sosa - DPSS, CSS, HWS Lucinda Meulenberg - DPSS, F5, OoA, Vet Svcs Veronica Veal - ACO, TTC Anabel Mulhern - ACCR, ROV | Veronica Veal - Facilities, Purchasing/Fleet, RCIT Maria Ledesma - TLMA, Envir Health, Ag Comm, Waste Ryan Schulte - Animal Svcs, Parks, BOS, COB, County Counsel | |