COUNTY OF RIVERSIDE HUMAN RESOURCES DEPARTMENT

RECRUITMENT
ONLINE HIRING CENTER (OHC)

CREATING AND APPROVING REQUISITIONS

December 22, 2025

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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

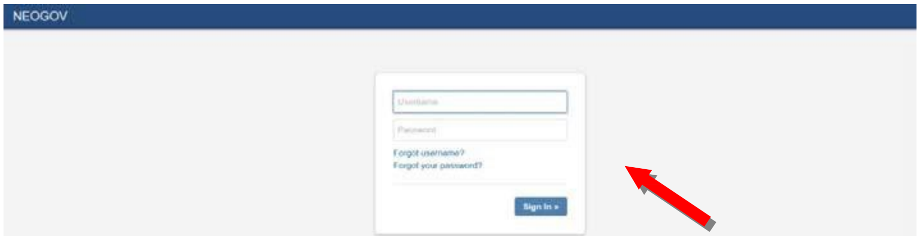
The following OHC roles are covered in this tutorial and can be assigned to an OHC end-user based on his/her role within their agency/department via a request made by their Department Representative.

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.

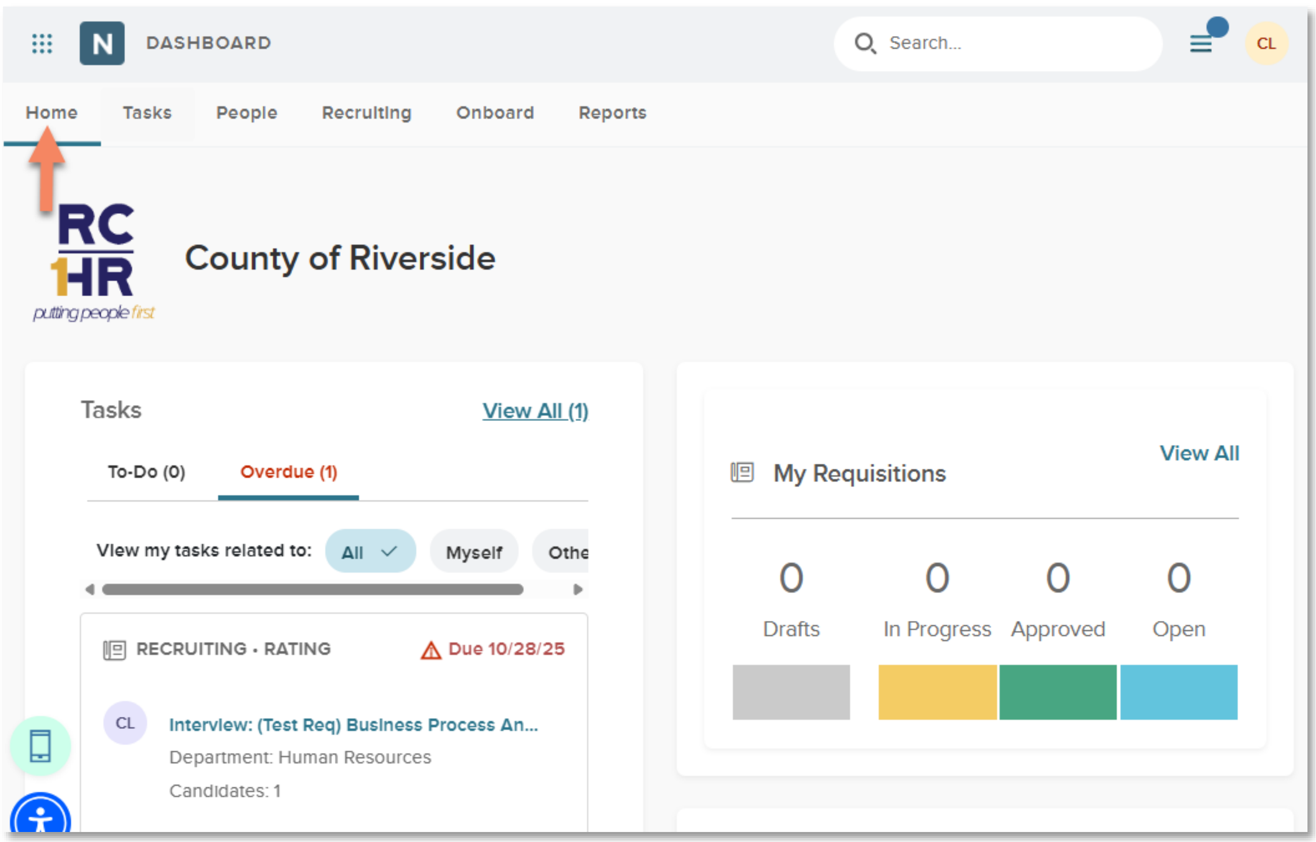
Unified Dashboard

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 prehires. 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.

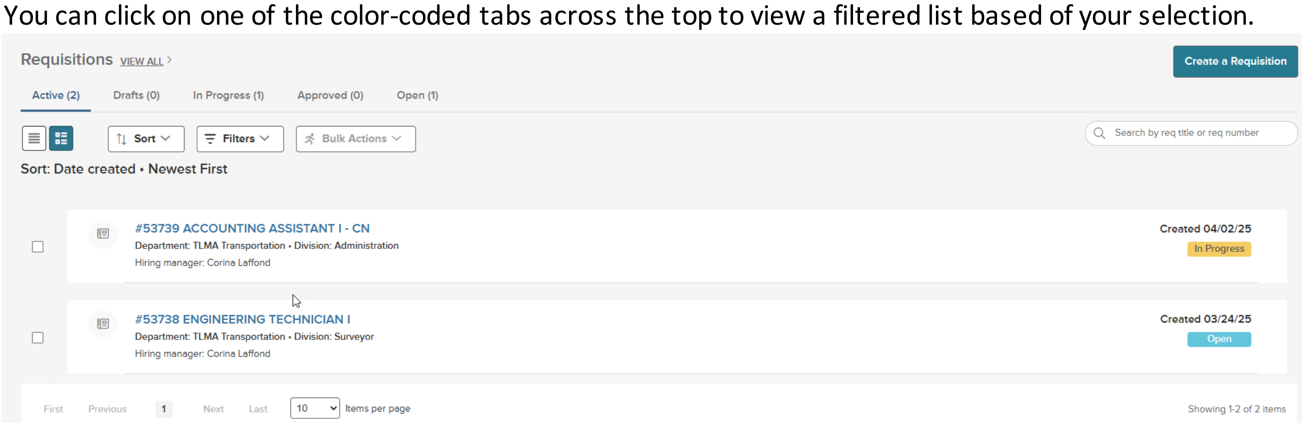
Requisitions

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.

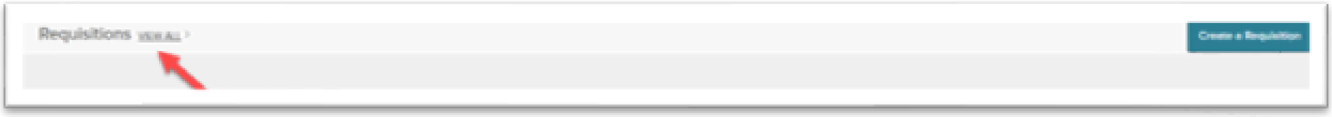


*You must be the originator or listed as a hiring manager on the requisition.

** 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.

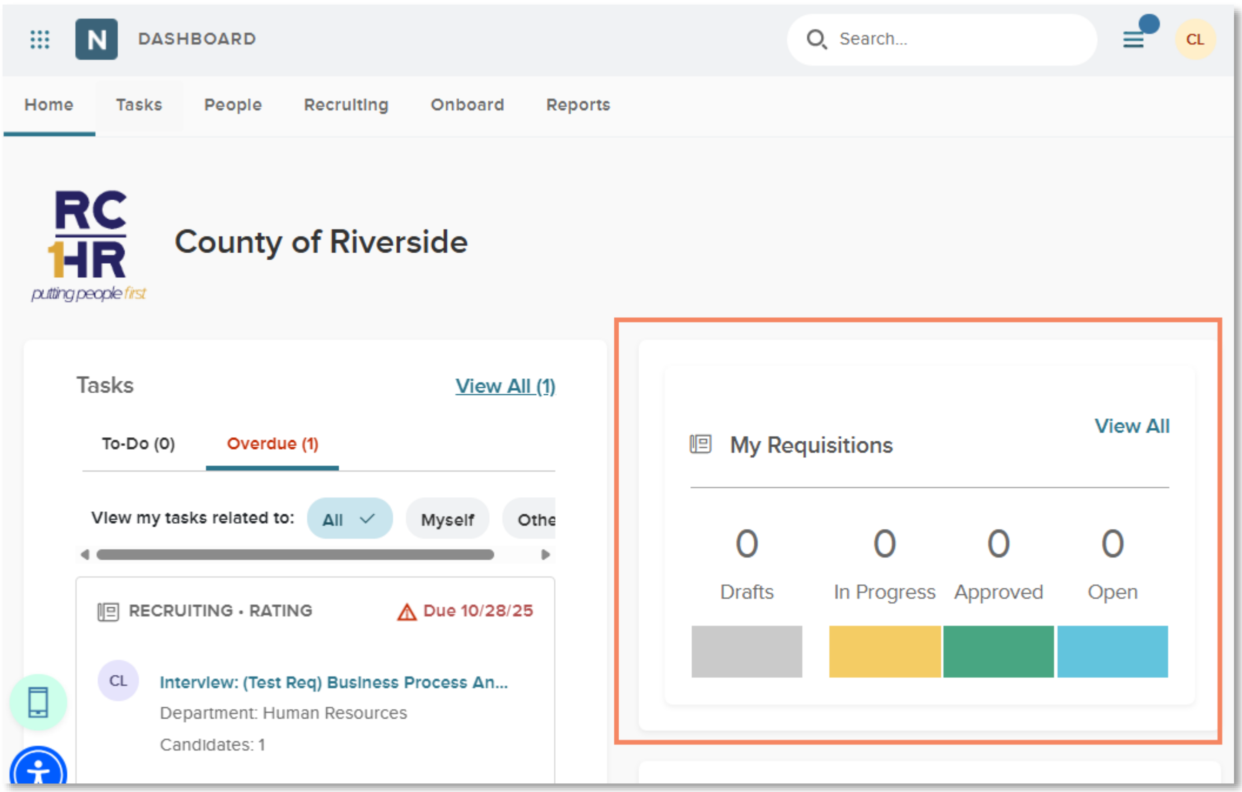


Status	Requisition (REQs) Definitions
Approved	Indicates REQs that have been approved (with or without having gone through a workflow approval process) and awaiting for HR to change the status to OPEN in order to begin the recruitment process.
Cancelled	Indicates REQs that have been cancelled due to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

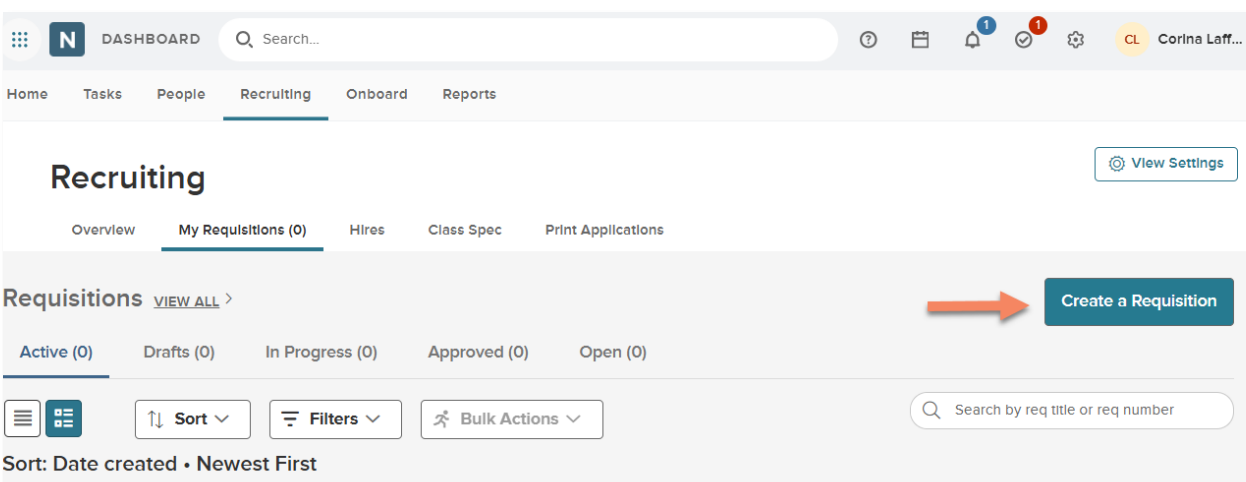
Create a Requisition

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

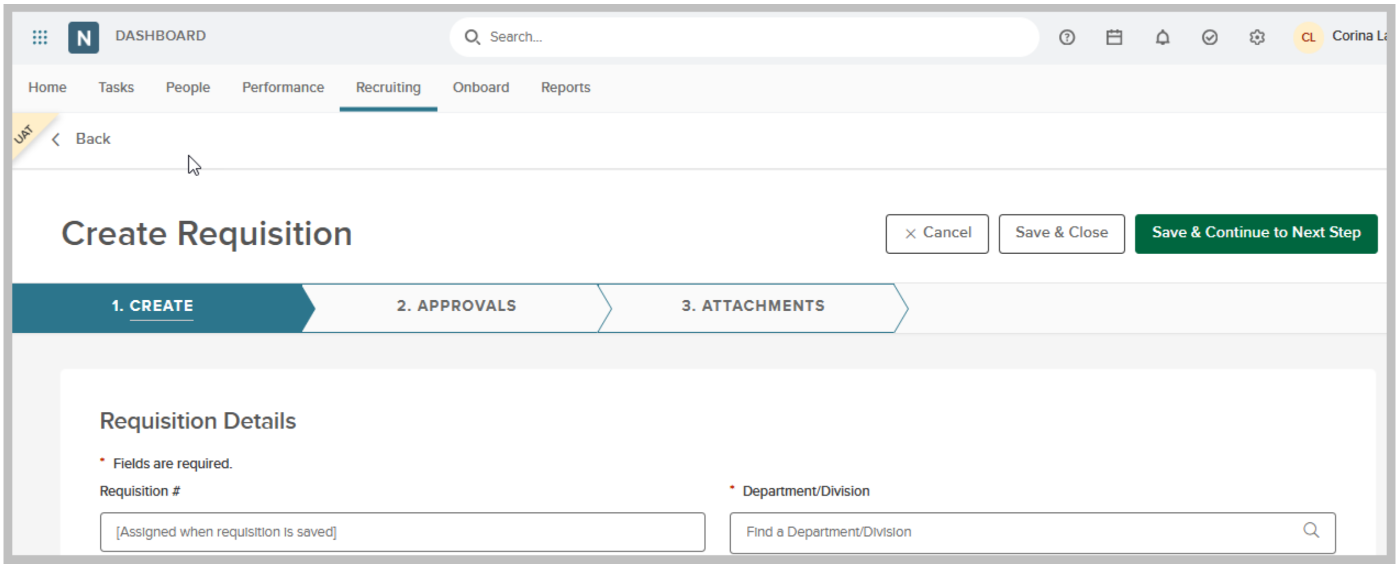
1) On the dashboard **Home** page, **My Requisitions** section click **View All**.



2) Click **Create a Requisition**.



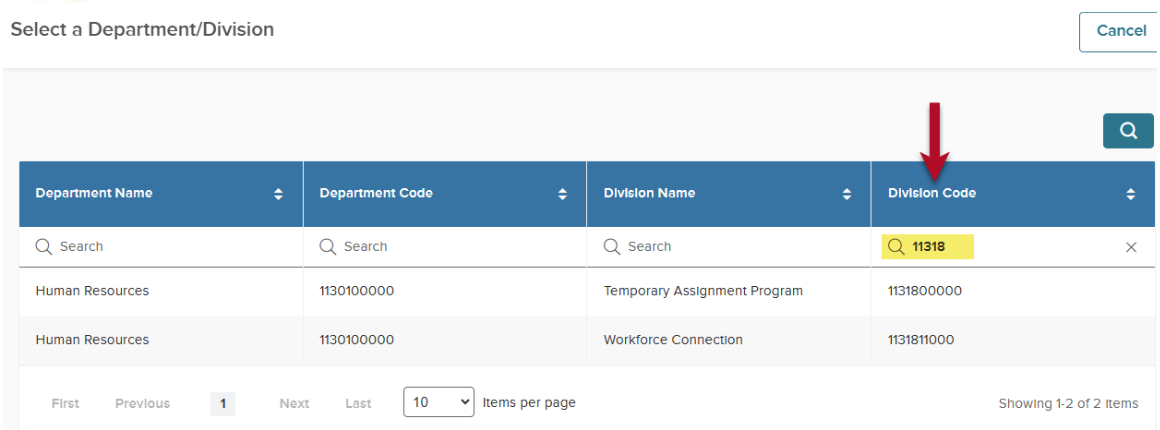
a) **Create** -The first of the three **Requisition** create steps.



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 <u>MUST</u> have a division so that the position number can be selected and the position filled.



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

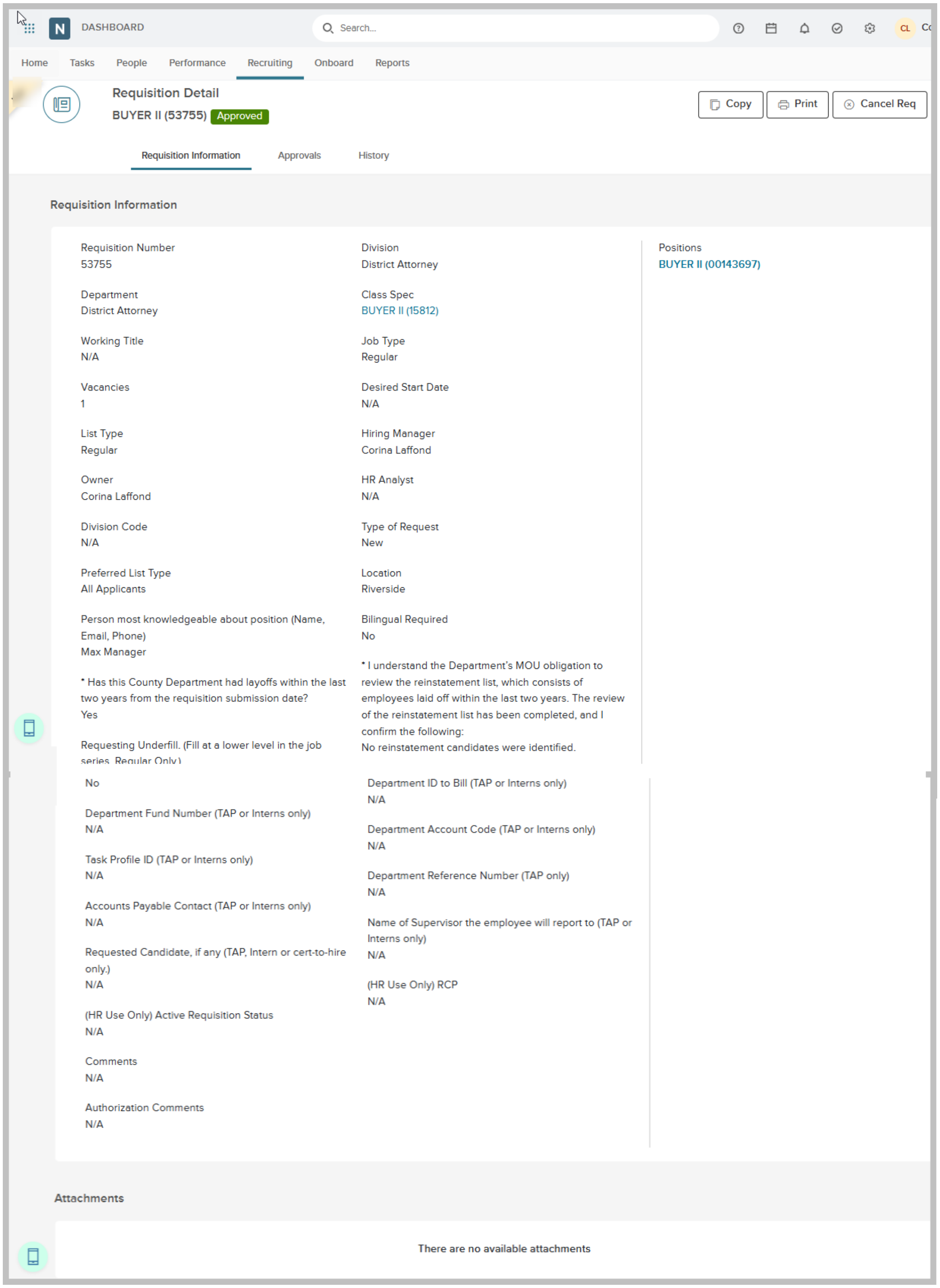


Figure 1, Completed Requisition Information

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.

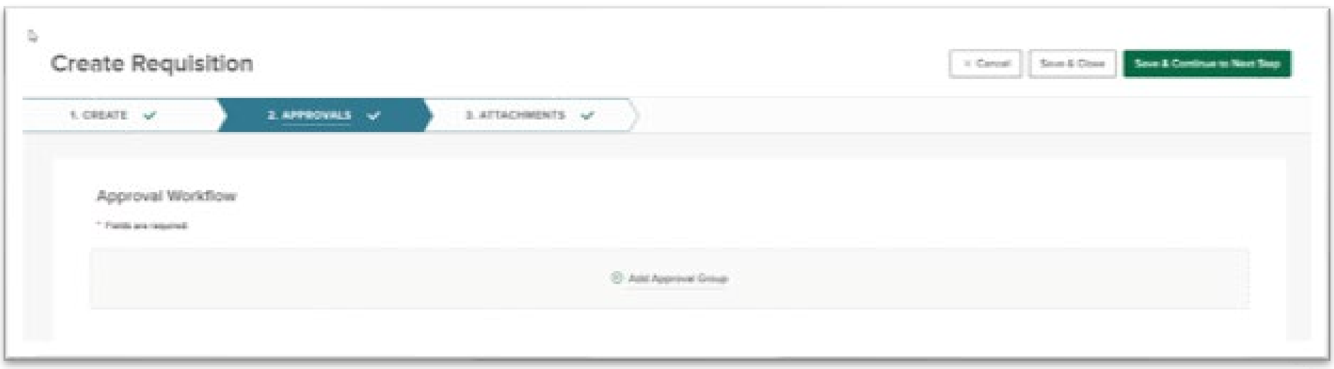
(2) A There are two options: (1) Create an approval workflow. (2) Skip the approval workflow and click Save & Continue to Next Step.

➔ 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.

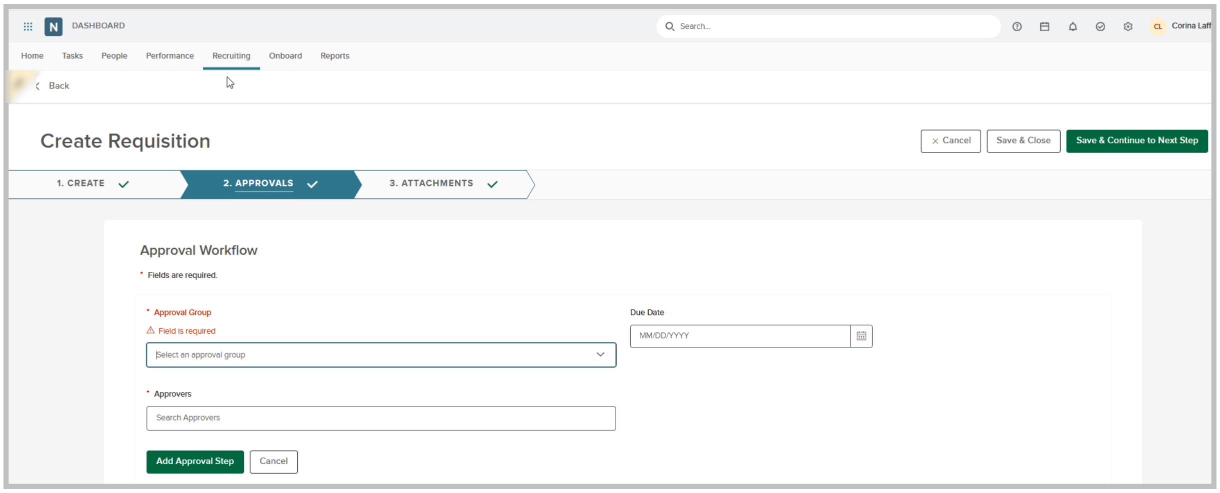
(6) Note: If you select more than one approver in the same group, the approval will be considered complete once ONE of the approvers provides their approval.

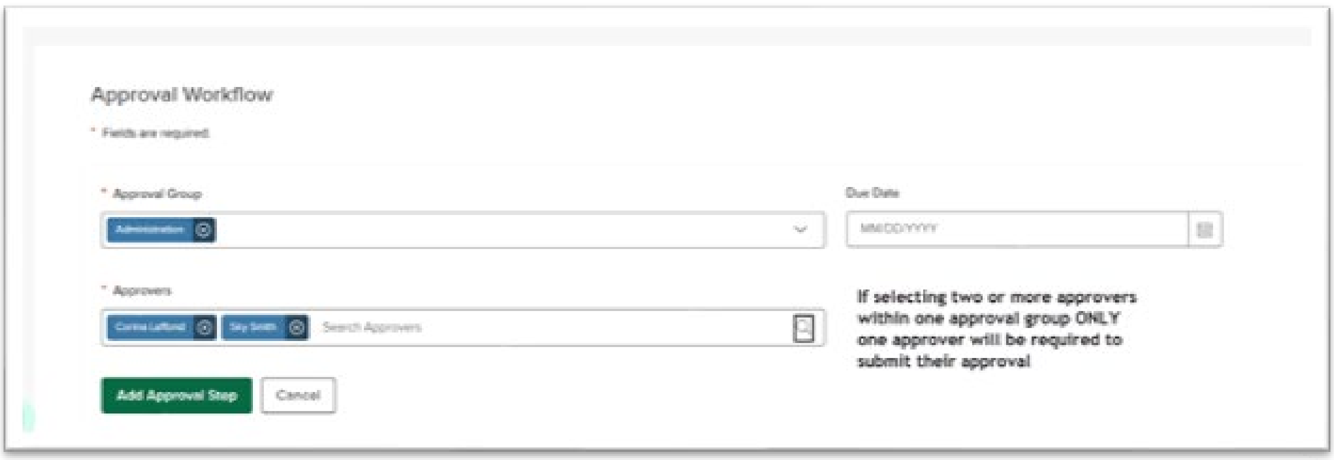
(7) Select a due date (optional). Note: If a due date is not entered it will default to two days.

(8) Click Add Approval Step

(9) Repeat these steps if your approval process requires several different approvers to approve the requisition.

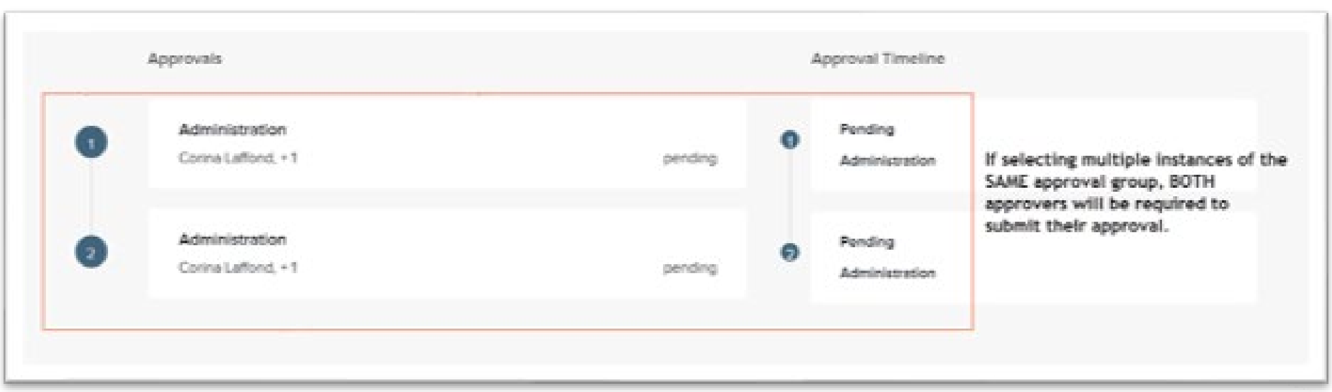
Note: Each Approver included in the approval chain will get an automated email notice when it is their turn to approve the requisition.



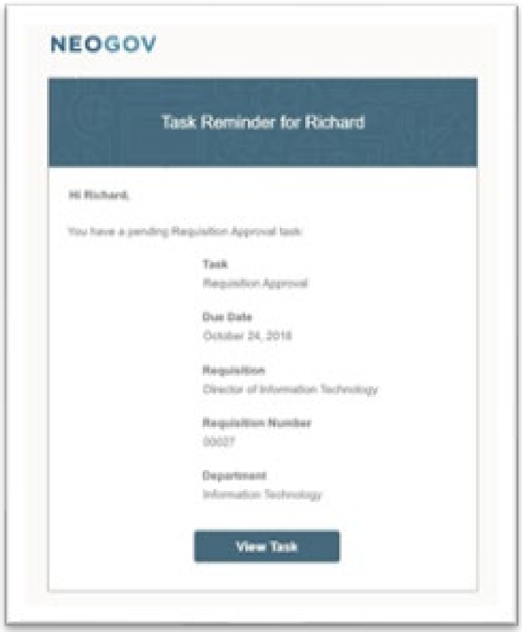


Requiring each approver in the same approval group, not just one:

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.

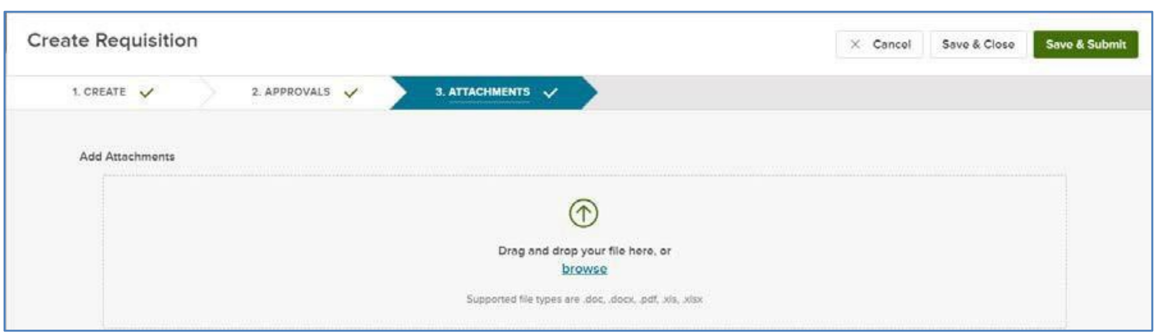


(10) If you're not quite ready to submit the requisition, click Save & Close. The requisition will display on your dashboard page in the My Requisitions section as a draft.

(11) To continue to the next step click Save & Continue.

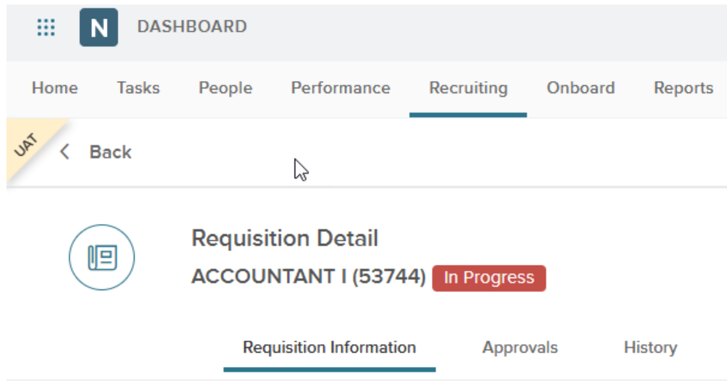
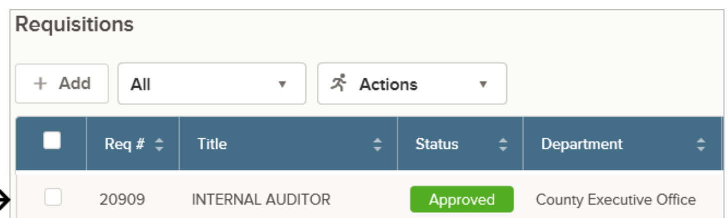
c) **Attachments -** The third of the three **Create Requisition** windows appears.

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:

<table>
<tr>
<td>Requisitions that go through workflow will show status of In Progress.
→</td>
<td>Requisition will show with 'IN PROGRESS' status

</td>
</tr>
<tr>
<td>Requisitions that <u>do not</u> have Approval Workflow , will go directly to HR in Approved status.
→</td>
<td>REQ will show with 'APPROVED' status


To see the Requisition information, click on the Approved button.</td>
</tr>
</table>

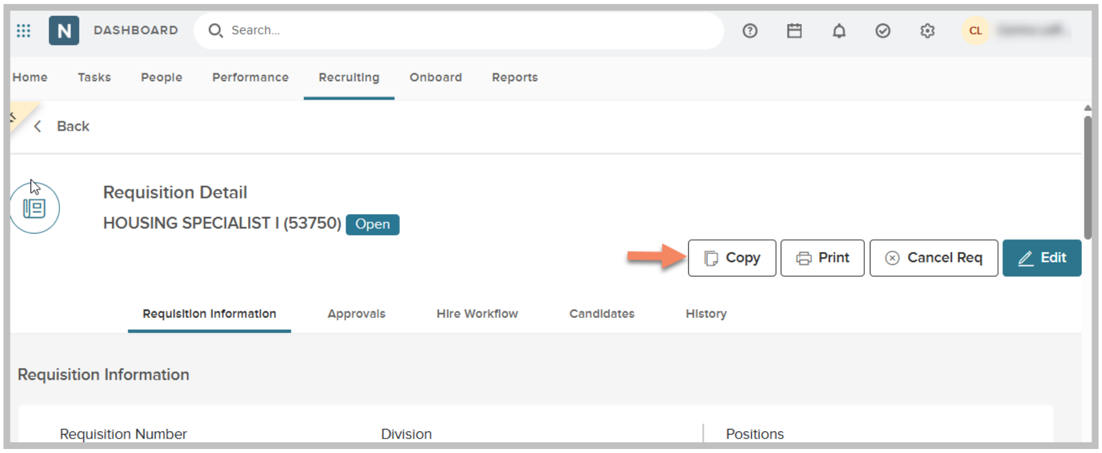
Copy a Requisition

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.

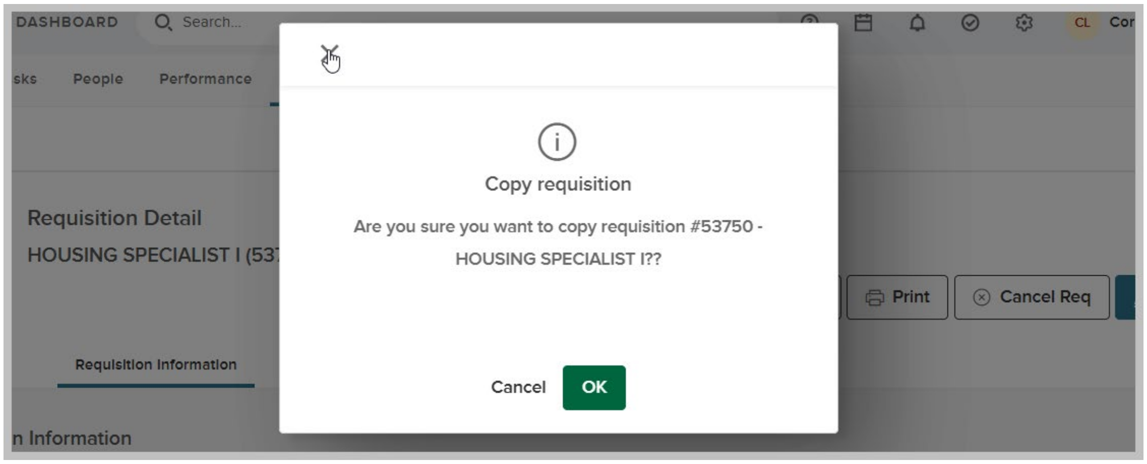
Please note: Nearly every field is copied to the new requisition, including position number and the approval workflow, so be sure and check each field for accuracy before saving your copied requisition.

Steps to Copy a Requisition

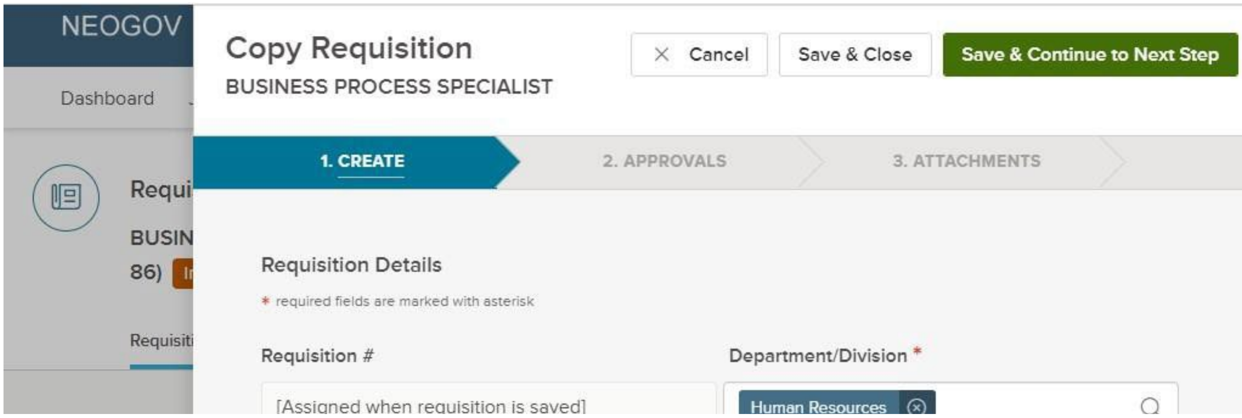
1) Select the requisition you would like to Copy. Click the **Copy** button.



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



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



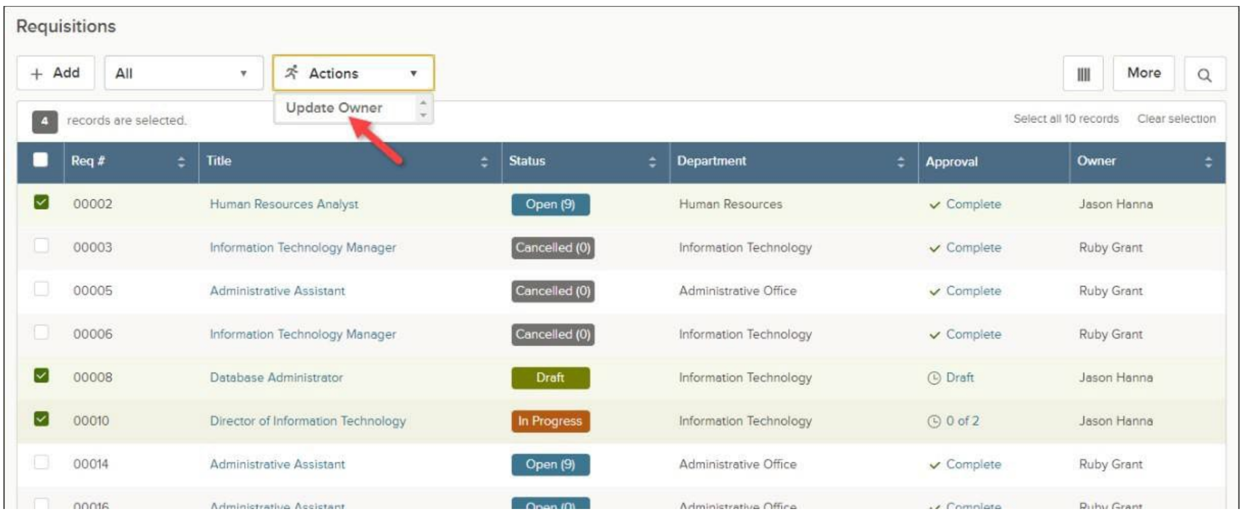
The requisition number will be assigned automatically as soon as you save the new requisition.

Reassign a Requisition

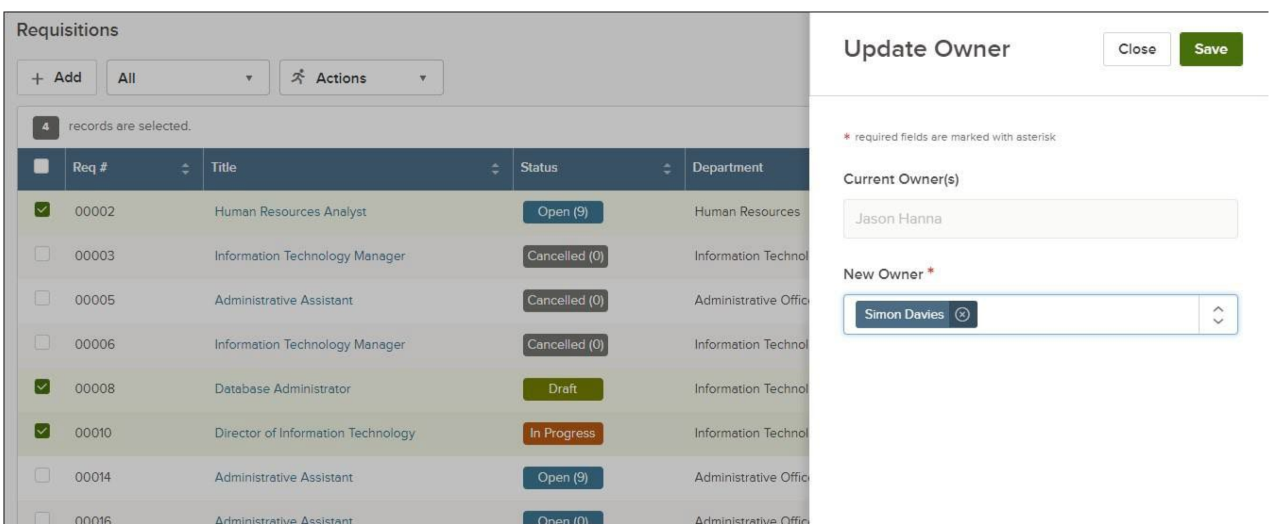
Perhaps you're taking some time away from the office or you've been promoted to a new position. Whatever the circumstance, you can reassign one or more requisitions to another team member by changing the owner. Note: You can only change the owner for requisition you created and are, therefore, the owner.

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**.



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



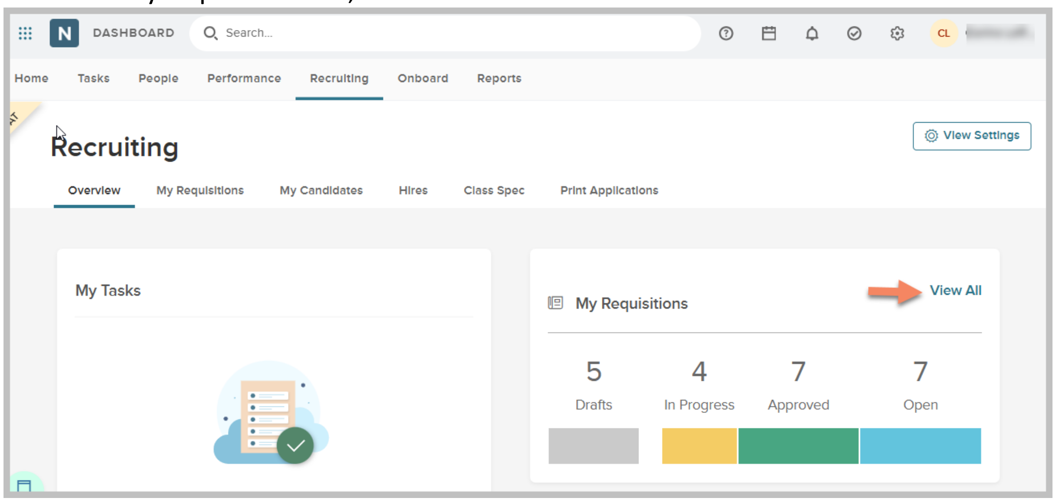
3) Once you are done, click **Save** and then click **Yes**, Update.

Cancel a Requisition

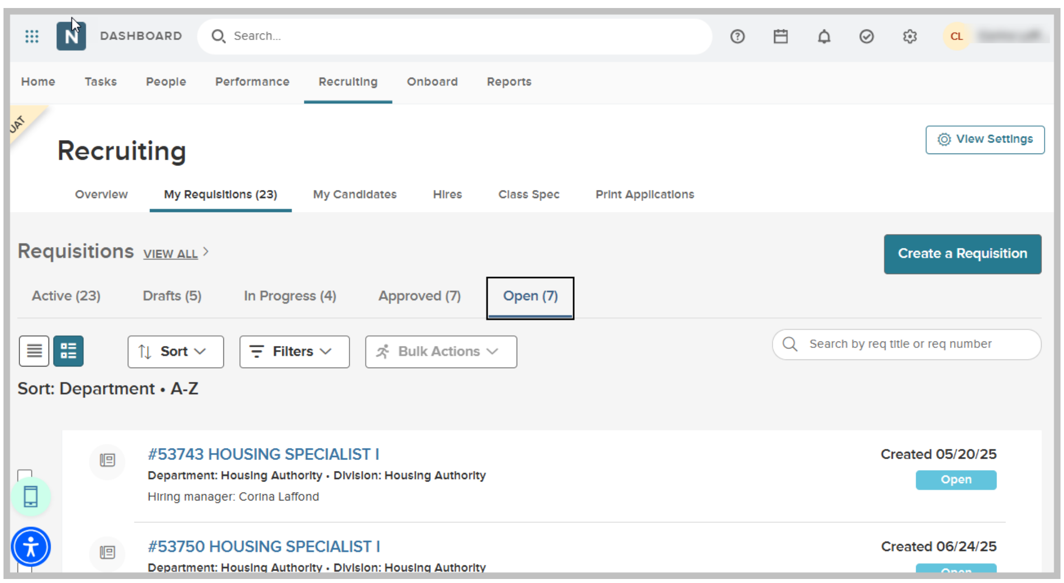
For various reasons, you may need to simply cancel a requisition and not continue with the recruitment process. The OHC provides the option to cancel a requisition, even after it has been approved.

Steps to Cancel a Requisition

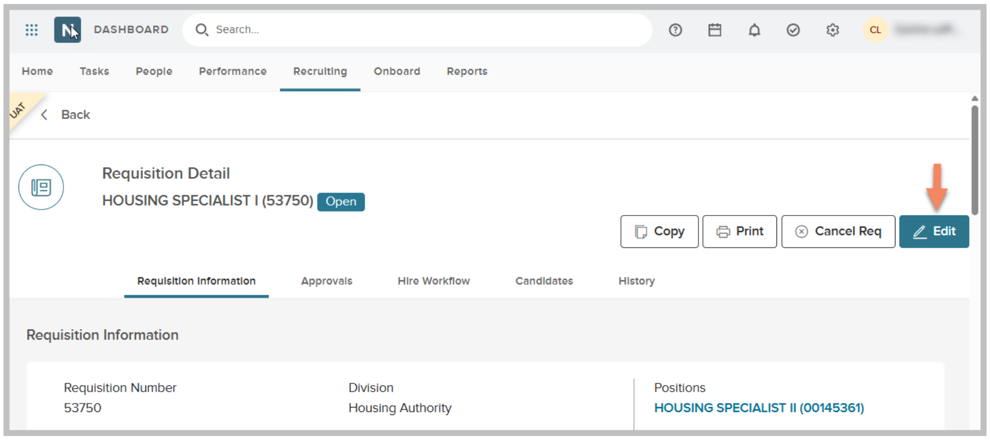
1) From the My requisitions list, click View All.



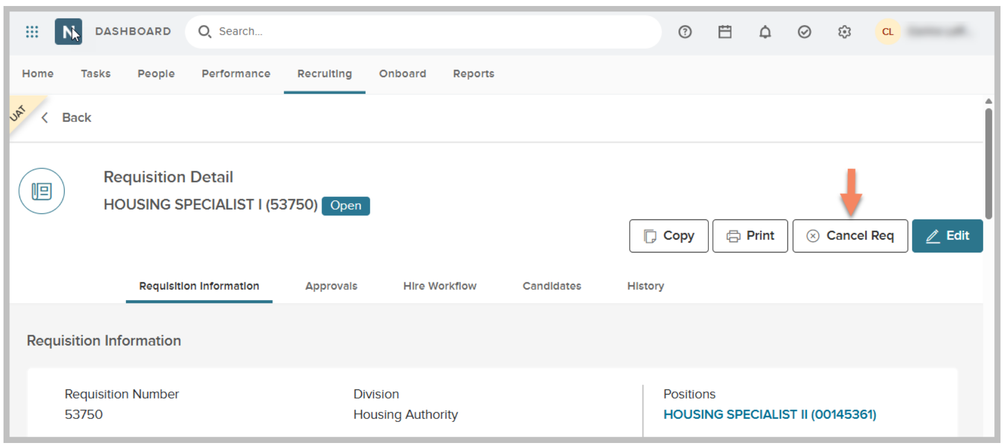
2) Select the requisition you wish to cancel.

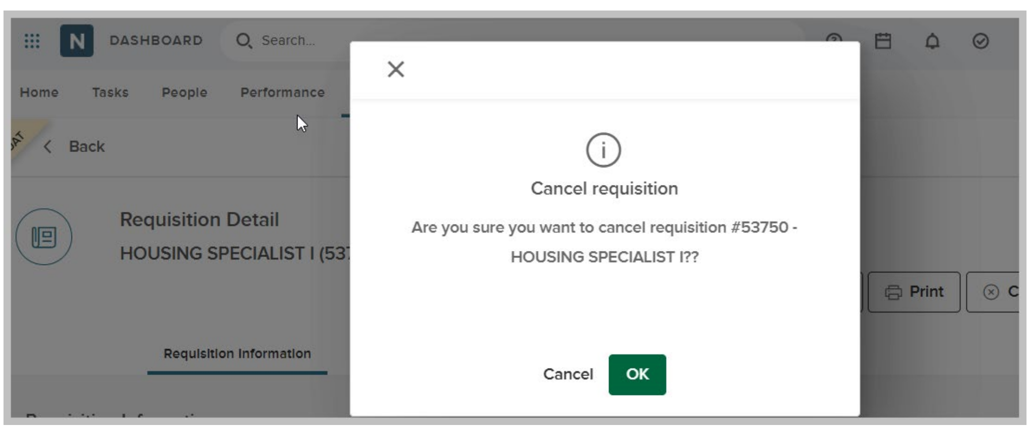


3) Select Edit



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.

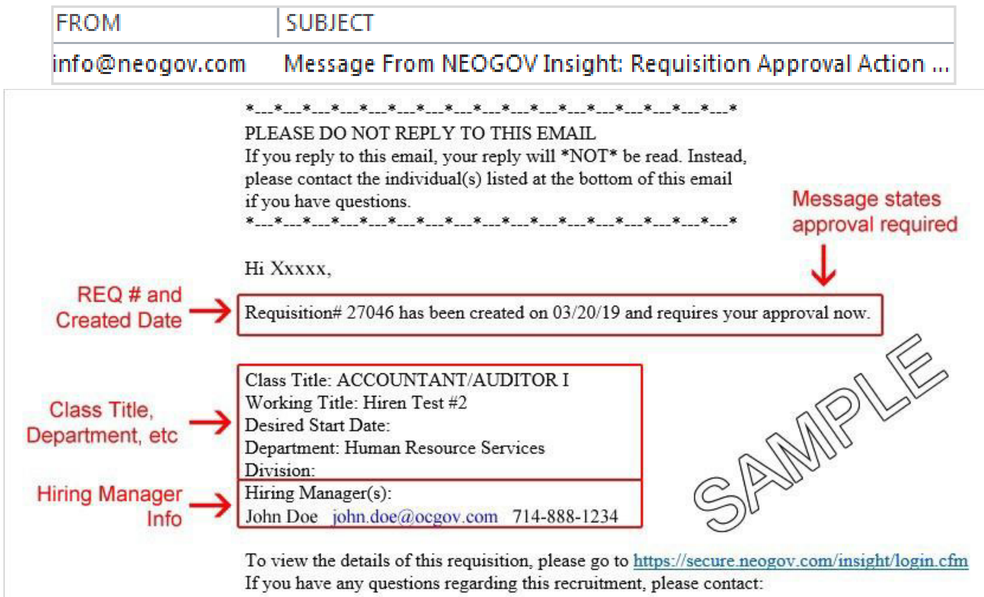




Approve a Requisition

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.

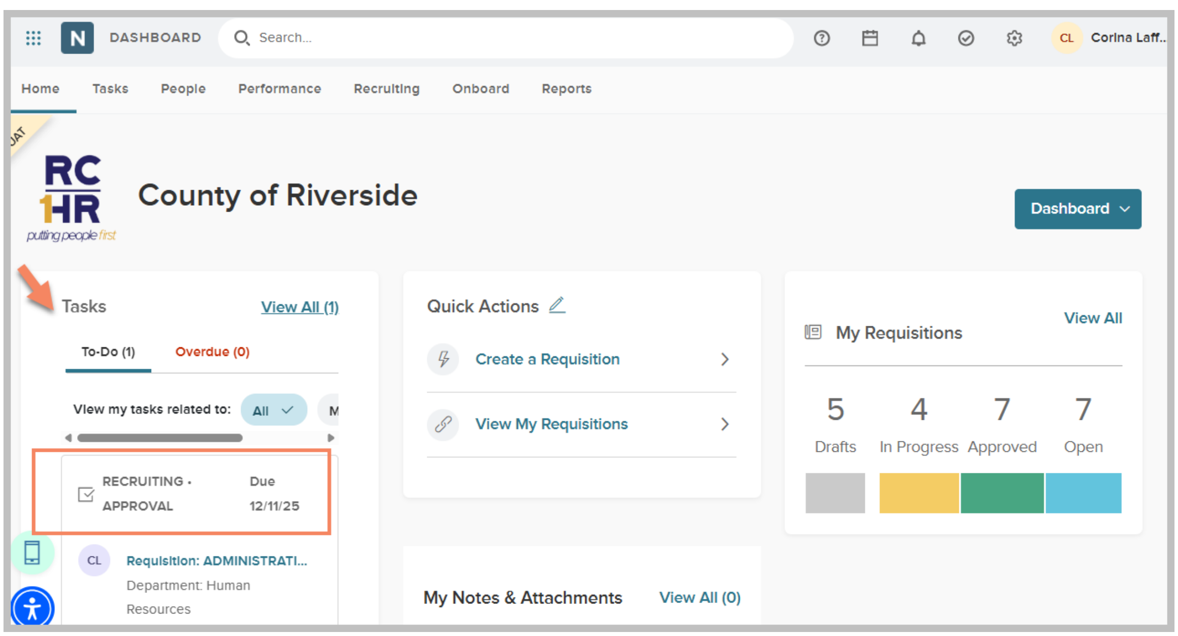
With the OHC role of **Approver**, you can review a requisition sent to you for approval. When your action is required, you will receive a system generated email from NEOGOV such as the following:



Steps to Approve or Deny a Requisition

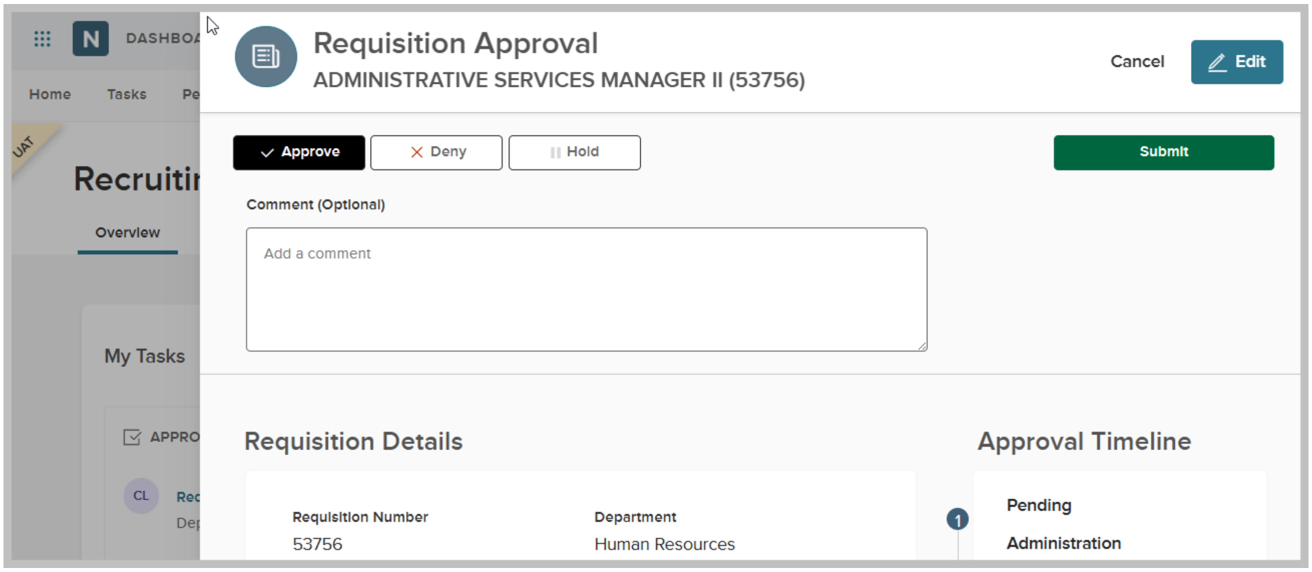
Approve

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**.

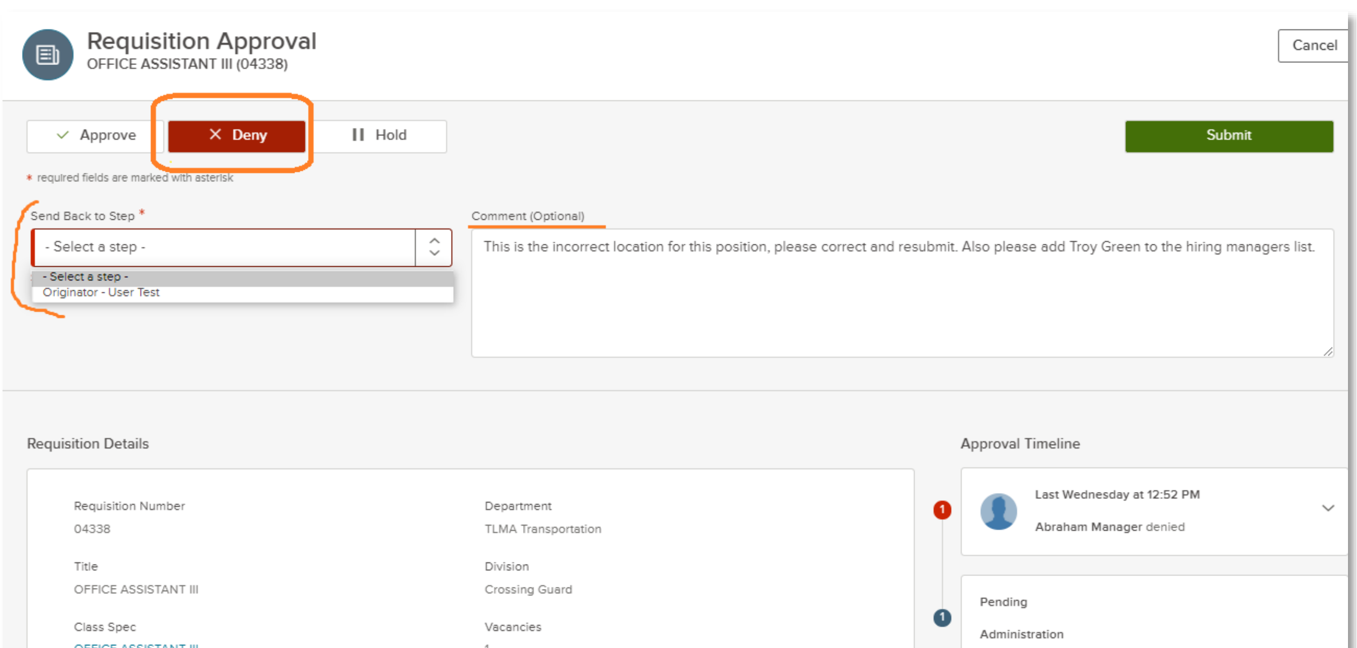
Deny



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.

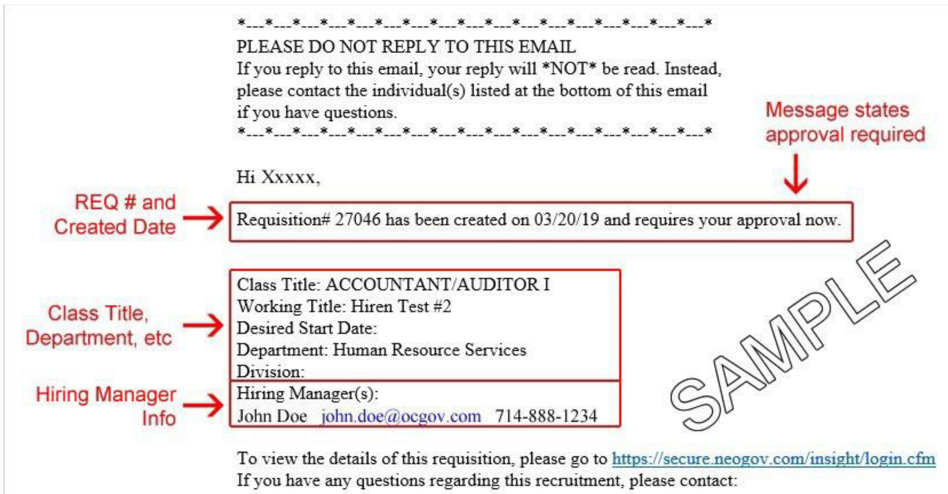
1) From the **Tasks** section, click the requisition under task "Recruiting Approval".
2) Review the requisition information, enter a comment and click **Hold** then **Submit**.

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	▪ 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	▪ 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	▪ 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	▪ 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	▪ The **Originator** of the REQ. ▪ The **Approver(s)** prior to the Approver that denied the REQ. ▪ The **Hiring Manager(s)** listed on the REQ.

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



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

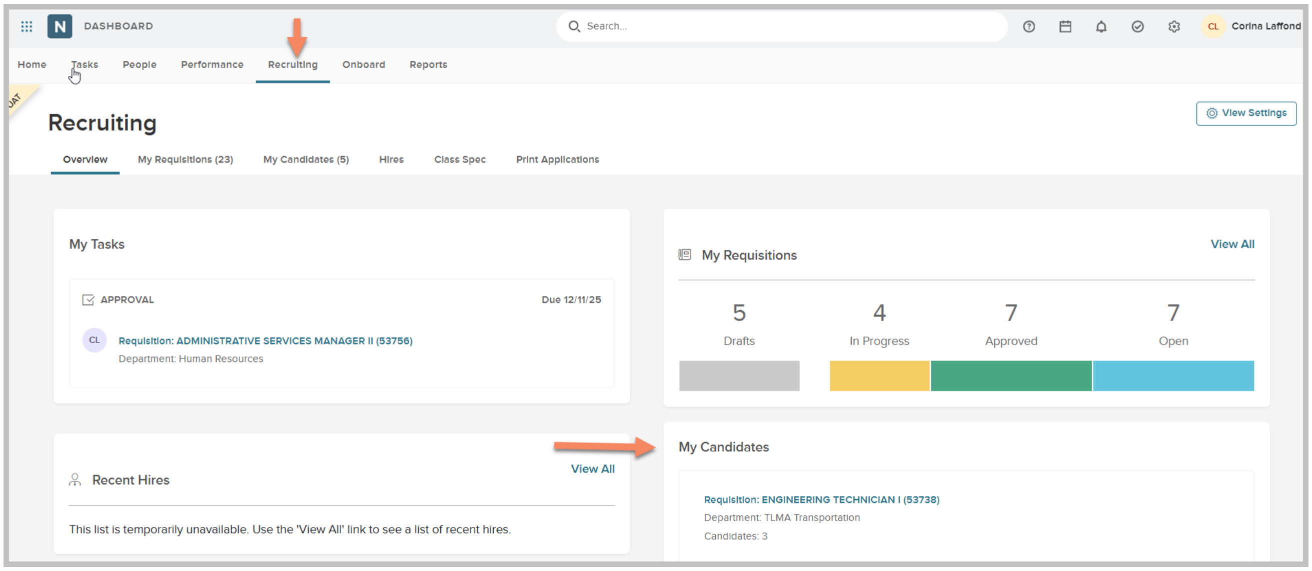
→ Route notifications to a specific folder in Outlook

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

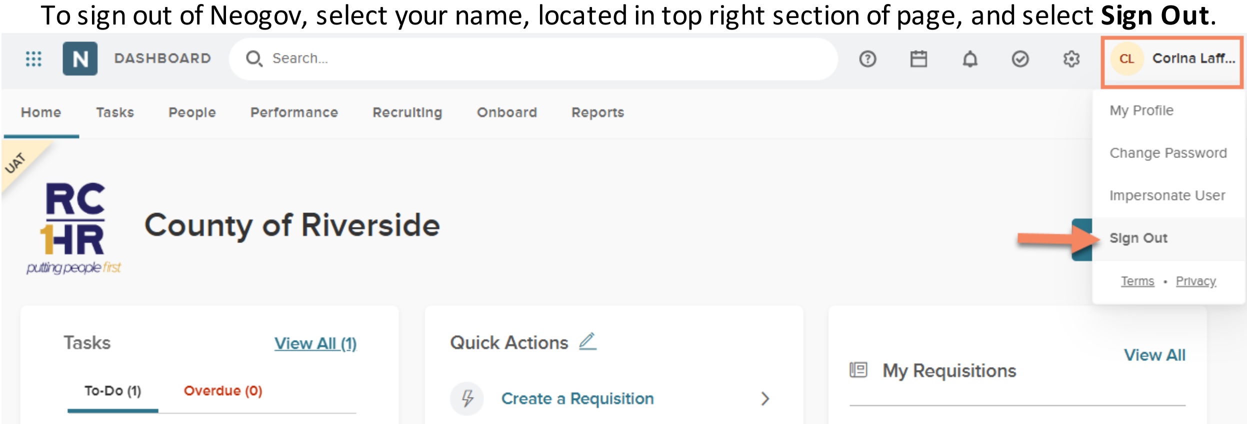
Candidates who have been referred to requisitions in which you are the Hiring Manager will appear on the Unified Dashboard, Recruiting screen under My Candidates.

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 Manages.



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 **Centrally Recruited Classifications** Accounting Assistant I/II Senior Accounting Assistant Accounting Technician I/II Office Assistant I/II/III Administrative Services Assistant	Behavioral Health Community Clinics Correctional Health Medical Center Public Health *HR Compliance Team (RUHS-Med Ctr) Alicia Beltran Stephanie Luna Jessica Sepulveda	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 IT Classifications**
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 Beaird 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	