

# COUNTY OF RIVERSIDE HUMAN RESOURCES DEPARTMENT

RECRUITMENT ONLINE HIRING CENTER (OHC)

CREATING AND APPROVING REQUISITIONS

December 2021

# **Table of Contents**

Introduction
OHC Roles
OHC Dashboard4
My Candidates4
My Requisitions4
Check Requisition Status5
Create a Requisition6
Method 16
Method 26
Method 3:6
OHC Requisition Field Descriptions7
Copy a Requisition
Reassign a Requisition
Cancel a Requisition
Approve a Requisition
Steps to Approve a Requisition17
Steps to Deny a Requisition
Email Notifications
Sign Out OHC
Attachment A – Recruiting Teams

## Introduction

This procedure applies when a Department is requesting to fill a regular or temporary position. The OHC requisition replaces the Candidate Requisition From (CRF), TAP Job Order Form, and Hiring Certification List.

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	A user (typically non-HR) that can create requisitions and can only view their own
(i.e., creator)	requisitions.
Approver	A user that can review, approve, and deny requisitions that are routed to them for approval.
Department HR	A user who can create/view requisitions created by others within their
Representative	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.

### 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.)

NEOGOV	
	Unethane
	Patrent
	Forget username? Regist your password?
	Sign in +

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

NEOGOV 🔤 🗸	Q, Search	Jason Hanna 🗸		
Dashboard Jobs 🗸		+ © ©		
My Toeke wew up				

#### My Candidates

In the My Candidates section, referred lists will display for which you are an assigned hiring manager.

My Can	didates						Q
Req # 💲	Requisition Title 🗘	Candidates 💲	Department 💲	Division 🗘	Hiring Manager	Created On	¢
00006	Administrative Assistant	8	Operations	Human Resources	Jason Hanna +1	04/28/2016	
00010	Database Administrator	5	Development	IT Operations	Jason Hanna	09/16/2016	
					Showing 1 - 2	of 2 items 🦛	$\rightarrow$

#### My Requisitions

In the <u>My Requisitions</u> section, the default view displays all draft, in progress, approved and open requisitions <u>associated to you\*</u>. 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. My Requisitions  $v_{\text{IEW ALL}}$ 

	<b>3</b> Total		1 Draft		1 In-Progress			A	1 oproved		0 pen
Req # 😄	Requisition Title	¢	Department	¢	Division 🗘	Positi	ion Code	¢	Hiring Manager	Approval	Created On 👻
00216	Draft SENIO	OR HEAVY	Transportation, Land Mar	1a	Building and Safety				Mylene Daniels	🕒 Draft	08/07/2020
00215	In Progress ASSO	CIATE EN(	Transportation, Land Mar	1a					Mylene Daniels	(L) 0 of 3	08/07/2020
00214	Approved PLAN	NING TECI	Transportation, Land Mar	1a	Planning	0012	345		Mylene Daniels	✓ Complete	08/07/2020
										Showing 1 - 3 of 3 it	$\epsilon$ ems $\leftarrow$ $\rightarrow$

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

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

#### Check 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

1) On the dashboard (i.e., home page), create a REQUISIITON from any of these methods:

Method 1: On the [+] menu, click Requisition.

NEOGOV 🗧 🗸	Q. Search	🚺 Jason Hanna 🗸
Dashboard Jobs v		+ 0 0
My Tasks VIEW ALL >		Requisition

Method 2: On the Jobs menu, click Requisitions. Then click Add.

NEOGO	v 🖻	*				Q Search		Jason Hanna 🖂
Dashboard	Jobs ~							+ © ©
M	Requisito	IEW ALL >						
Requis	ition	s	NU					
+ Add	All	*						
R	eq # ÷	Title	۰.	Status	\$	Department 🗘	Division 🗘	Hiring Man
00	002	Human Resour	rces Analyst	Open /	91	Human Resources	Administration	lason Hanni

My Requisitions VIEW	ALL >		Q
3 <sub>Total</sub>	1 Draft	1 In-Progress	1 Approved
Ron # A Rominicition Title	* Denartment * Division	A Hiring Manager	Annroval Created On *

Method 3: From the My Requisitions section on your dashboard, click VIEW ALL.

Then click **Add**.

Req	uisition	S					
+ A	dd All	•				More	Q
	R 1 # ‡	Title 🌲	Status 💲	Department 🌲	Division 🜲	Hiring Manager 🌲	Cre
	00002	Accountant	Cancelled (0)	Operations	Finance	Jason Hanna	04/2
	00003	Accountant	Draft	Operations	Finance	Jason Hanna	04/2
$\square$	00004	Customer Service Denres	In Progress	Onerations	Customer Success	lacon Hanna	04/3

**STEP 1.** CREATE The first of three Create Requisition windows appears

For the Requisition Details, complete all REQUIRED and APPLICABLE fields and steps. Required fields are marked with a red asterisk (\*).

Requisition Details			
* required fields are marked with asterisk			
Requisition #		Department/Division *	0
[Assigned when requisition is saved]		rina a departmentialision	Q
Closs Spec * ()		Working Title	
Find a class spec	Q		
Desired Start Date		Hiring Manager *	
mm/dd/yyyy		Find a hiring manager	
Job Type		List Type	
	\$		\$
Position ①		Number of Vacancies	
Find a position		0	
Division Code		Type of Request *	
		New	\$
Preferred List Type *		Location *	
All Applicants	÷	- Make a selection -	÷
Person most knowledgeable about position (Name, Email, Phone) *		Bilingual Required *	
		○ No	
Requesting Underfill. (Fill at a lower level in the job series. Regular Only.) * Yes No		Department ID to Bill (TAP or Interns only)	
Department Fund Number (TAP or Interns only)		Department Account Code (TAP or Interns only)	
Task Profile ID (TAP or Interns only)		Department Reference Number (TAP only)	
Accounts Payable Contact (TAP or Interns only)		Name of Supervisor the employee will report to (TAP or Interns only)	
Requested Candidate, if any (TAP, Intern or cert-to-hire only.)		(HR Use Only) RCP	
		- Make a selection -	\$
Position Details			
New Position?			
	() Add Po	sition Detail	

#### OHC Requisition Field Descriptions \*denotes a required field

- Department/Division\* Select the Department and Division for which the Requisition is being created and where the position is/will be. Tip: Begin typing the 10-digit department ID to more quickly locate the department/division. 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.
- Position Leave this field Blank. If known, add the position number to the comments area. Your HR Recruiter will add it later in the selection process. 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. Requesting underfill. (Fill at a lower level in the job series (Regular Only) \* Yes/No
- 16. Bilingual Required Yes/No
- 17. Department ID to bill (TAP/MAP or Interns Only) Fill in an answer.
- 18. Department Fund Number (TAP/MAP or Interns Only) Fill in an answer.
- 19. Department Account Code (TAP/MAP or Interns Only) Fill in an answer.
- 20. Task Profile ID (TAP/MAP or Interns Only) Fill in an answer.
- 21. Department Reference Number (TAP Only) Fill in a number or code for department use.
- 22. Accounts Payable Contact (TAP/MAP or Interns Only) Fill in an answer.
- 23. Name of Supervisor the employee will report to (TAP/MAP or Interns Only) Fill in an answer.
- 24. Requested Candidate, if any (TAP/MAP, Interns Only and cert-to-hire only) Fill in an answer.
- 25. HR USE ONLY Please do not fill, this is a Human Resources only field.
- 26. **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.
- 27. Add Position Details (optional) If wanting to record the previous incumbent click on (+) sign to add Position # \*, Vacancy Date, First Name and Last Name.
- 28. Comment List the <u>position number</u>, if known, or provide information regarding the status of the position. Can list necessary skills or to add any beneficial information about the request, recruitment process, or special requirements. If the <u>hiring manager</u>'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

**STEP 2.** APPROVALS - The second of three **Create Requisition** window appears, 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.

- Add the approval workflow for your department. You have 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.
  - a. 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 <u>SAME</u> approval group more than once to the approval workflow.

1. CREATE   2. APPROVALS  3. ATTACHMENTS  Approval Workflow  * required fields are marked with asterlisk.	
required fields are marked with asterlak	
The approval workflow below has been automatically applied to this requisition based on the Department/Division. You have the option to override the workflow for this regulation.	

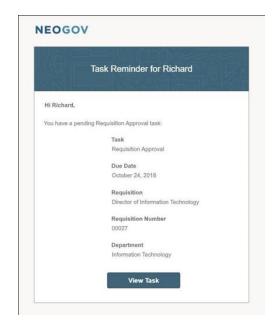
Each Approver included in the approval chain will get an automated email notice when it is their turn to approve the requisition.

:: Budget/Finance	Approvers Status Lakesha Kimbrough, -1 <sup>(C)</sup> Pending more	Due Date	Comments	L
Approval Group *	Due	Date		
Budget/Finance	~ Q M	M/DD/YY		
Approvers * Lakesha Kimbrough ③ Robert A Seve Cancel	g		approvers within one a ver will be required to su	
Lakesha Kimbrough 🛞 Robert A	Bind an approver Q t	oup ONLY ONE approv eir approval. istances of the SAME a	ver will be required to si	
Lakesha Kimbrough 🛞 Robert A	Find an approver Q	oup ONLY ONE approv eir approval. istances of the SAME a	ver will be required to si	

Keep the assigned approver(s) reminded about their approval task with a **Due Date**! Click the icon  $\swarrow$ , enter a due date, and then click Update Approval Step.

ii Budget	Approvers Nancy Reed , + 1 more	Ŀ	Status ding	Due Date	Comments	Û
Approval Group *			Due Date	2		
Budget 🛞		~	04/00/0	040		
Approvers *		÷	01/09/2	2018		
		~ Q	01/09/2	2018		

Repeat these steps for all remaining approval steps that require due dates. 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 <u>View</u> <u>Task</u> button, guiding the approver(s) to the task requiring their attention.



- b. 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.
- c. To continue to the next step click **Save & Continue**.

**STEP 3.** ATTACHMENTS - The third of three **Create Requisition** windows appears.

1. 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.

Create Requisition		× Cancel	Save & Close	Save & Submit
1. CREATE 🗸 2. APPROVALS 🖌 3. ATTACH	IENTS 🗸			
Add Attachments				
	$\odot$			
	Drag and drop your file here, or browse			
Supp	rted file types are .doc, .docx, .pdf, .xis, .xisx			

a. 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:

	REQ will show with <b>'IN PROGRESS</b> ' status
Requisitions that go through workflow	NEOGOV ee ohc ~ Dashboard Jobs ~
	Requisition Detail OFFICE SPECIALIST (20907) In Progress Requisition Information Approvals History To see the Requisition details, click on any of the buttons outlined
De cuicitiere that de	above for Requisition Information, Approvals, and History. REQ will show with <b>'APPROVED</b> ' status
Requisitions that <u>do</u> <u>not</u> have Approval Workflow , will go directly to HR as Approved	Requisitions         + Add       All       *         Req # \$       Title       \$         Status       Department       \$         20909       INTERNAL AUDITOR       Approved       County Executive Office
	To see the Requisition information, click on the Approved button.

### 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. Rather than creating a completely new requisition where you have to re-type 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.

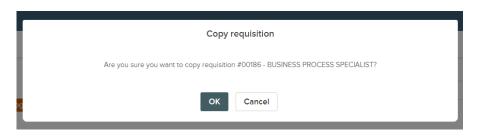
**Please note:** Nearly every field is copied to the new requisition, including position number and the approval workflow, so be sure and check each field for accuracy before saving your copied requisition.

#### Steps to Copy a Requisition

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

NEOGOV 🚾 онс 🗸	Q Search	Mylene Daniels 🗸
Dashboard Jobs Y		+ 🕒 🔘
Requisition Detail BUSINESS PROCESS SPECIALIST (00 86) In Progress	Print 🛞 Cancel Req	📋 Delete Req 🖉 Edit
Requisition Information Approvals History		

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



3. You are now viewing the NEW requisition that you just copied. You can change any information as needed.

	GOV	Copy Requisition	× Cancel	Save & Close	Save & Continue to Next Step
Dashb		1. CREATE	2. APPROVALS	3. AT	TACHMENTS
	Requi BUSIN 86)	Requisition Details * required fields are marked with asterisk			
	Requisiti	Requisition #	Dep	artment/Division *	
		[Assigned when requisition is saved	а) на	uman Resources 🛞	a

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. The requisition(s) will display in the new owner's My Task section.

#### Steps to Reassign Requisitions

1. 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**.

+ Add	All	۲	ネ Actions 🔹						More	٩
4 reco	ords are selected.	Title		‡ Status	÷	Department	\$ Approval	owner		lectio
00	002	Human Re	sources Analyst	Open (9)		Human Resources	✓ Complete	Jason	Hanna	
00	003	Informatio	n Technology Manager	Cancelled (0)		Information Technology	✓ Complete	Ruby (	Grant	
00	005	Administre	ative Assistant	Cancelled (0)		Administrative Office	✓ Complete	Ruby (	Grant	
00	006	Informatio	n Technology Manager	Cancelled (0)		Information Technology	✓ Complete	Ruby C	Grant	
00	008	Database	Administrator	Draft		Information Technology	() Draft	Jason	Hanna	
00	010	Director of	f Information Technology	In Progress		Information Technology	( 0 of 2	Jason	Hanna	
00	014	Administra	ative Assistant	Open (9)		Administrative Office	✓ Complete	Ruby (	Grant	
00	016	Administra	this Accletant	0000/01		Administrativo Offico	Comoloto	Pubul	Stant	

2. On the New Owner pulldown, click the new owner's name.

equis + Ac	d All	۲ گ <sup>*</sup> Actions ۲			Update Owner Close	Save
4	records are selected.				* required fields are marked with asterisk	
	Req # 🗘		≑ Status	Department	Current Owner(s)	
~	00002	Human Resources Analyst	Open (9)	Human Resources	Jason Hanna	
	00003	Information Technology Manager	Cancelled (0)	Information Technol	New Owner *	
	00005	Administrative Assistant	Cancelled (0)	Administrative Office	Simon Davies 🛞	~
	00006	Information Technology Manager	Cancelled (0)	Information Technol		×
2	00008	Database Administrator	Draft	Information Technol		
2	00010	Director of Information Technology	In Progress	Information Technol		
	00014	Administrative Assistant	Open (9)	Administrative Office		
	00016	Administrative Assistant	Open (0)			

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. On the Jobs menu, click Requisitions.

NEOGOV	онс	Ϋ́Υ	Q Search
Dashboard	Jobs ~		
	Requisitions		
	Job Postings	My Requisitions VIEW ALL >	٩
	Hires		
	<u>k</u>	Req #    Requisition Title	ager Approval Created On 🔺

2. Click the requisition to be cancelled

+ 4	dd In Prog	gress - ネ Action	S T				I	More
	Req # 💲	Title 🗘	Department 🗘	Division 🗘	Position Code 💲	Hiring Manager	Approval	Created On
	00010	Director of Information Techn	Information Technology	Information Technology	000390	Jason Hanna	(L) 0 of 2	10/09/2017
	00015	IT Project Manager	Information Technology	Information Technology	000361	Jason Hanna	(L) 0 of 3	11/29/2017

3. Select Edit

	Requisition Detail OFFICE ASSISTANT III (04338) In Progress	🔽 Copy 🖨 Print 🛞 Cancel Req 🖉 Edit
I	Requisition Information Approvals History	

- 4. In the comments section of the requisition, enter a brief reason why it is being cancelled
- 5. Click Save and Close

Edit Requisition			× Cancel	Save & Close	Save & Continue to Next Step
OFFICE ASSISTANT III (04338)					
1. CREATE 🗸	2. APPROVALS 🗸	3. ATTACHMENTS	· • • • •		
Requisition Details * required fields are marked with asterisk					

6. Click Cancel Req and click OK to confirm cancelling the requisition.

Requisition In Requis	Manager (00015) In Prog	History	Сору	⊗ Cancel Req	i Delete Req	<u>/</u> Edit
Requisition Informat		Division N/A		New Position Vec		
	Requisition Detail IT Project M: Requisition Info	Cancel re e you sure you want to cancel requ		er?	Z Edit	
	Reguisition Number	Division	Departm	ient		

### 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:

1.0		1.4.1
nfo@neogov.com	Message From NEOGOV Insight: Requisition Appro	oval Action
	****_*_*_*_*_*_*_*_*_*_*_*_*_**_*	Message states approval required
REQ # and Created Date	Requisition# 27046 has been created on 03/20/19 and requires your a	pproval now.
Class Title, Department, etc Hiring Manager	Class Title: ACCOUNTANT/AUDITOR I Working Title: Hiren Test #2 Desired Start Date: Department: Human Resource Services Division: Hiring Manager(s): John Doe john.doe@ocgov.com 714-888-1234	MPLE

### Steps to Approve a Requisition

- 1. Login to NEOGOV at <u>https://login.neogov.com</u>.
- 2. From the **My Tasks** section, click the requisition pending your review.

My	/ Task	s <u>v</u>	VIEW ALL >						
	<b>1</b> Total				1 Requisition Approval				
Ту	pe	\$	Related To	\$	Date Assigned	•	Due Date	¢	Department :
Aŗ	oproval		Req ASSOCIATE ENGINEER (	00215	08/07/2020		08/14/2020		Transportation, Land Management .

3. Review and click **Approve** and type a comment and click Submit.

V Approve X Deny	Hold			Submit
omment (Optional)				
Reviewed and approved.				
		-		
quisition Details			Approval Timeline	
			0230288	
Regulation Number	Department	0	Pending	Due Date: 08/14/20
Regulation Number 00215	Department Transportation, Land Management Agency (TLMA)	0	Pending Department Manager Approvers	Due Date: 08/14/20
00215		0		Due Date: 08/14/20
00215	Transportation, Land Management Agency (TLMA)	0	Department Manager Approvers	
00215 Title ASSOCIATE ENGINEER	Transportation, Land Management Agency (TLMA) Division N/A	0	Department Manager Approvers Pending	
00215 Title	Transportation, Land Management Agency (TLMA) Division	Ī	Department Manager Approvers	
00215 Title ASSOCIATE ENGINEER Class Spec ASSOCIATE ENGINEER	Transportation, Land Management Agency (TLMA) Division N/A Vacancios 1	Ī	Department Manager Approvers Pending	Due Date: 08/14/20 Due Date: 08/19/20
00215 Title ASSOCIATE ENGINEER Class Spec ASSOCIATE ENGINEER	Transportation, Land Management Agency (TLMA) Division N/A Vacancios 1	Ø	Department Manager Approvers Pending	
00215 Title ASSOCIATE ENGINEER Cless Spec: ASSOCIATE ENGINEER Job Type	Transportation, Land Management Agency (TLMA) Division N/A Vacancios 1 List Typo	Ī	Department Manager Approvers Pending Department Deputy Approvers	Due Date: 08/19/20

#### Steps to Deny a Requisition

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 (e.g., additional justification), the requisition approval process can be restarted.

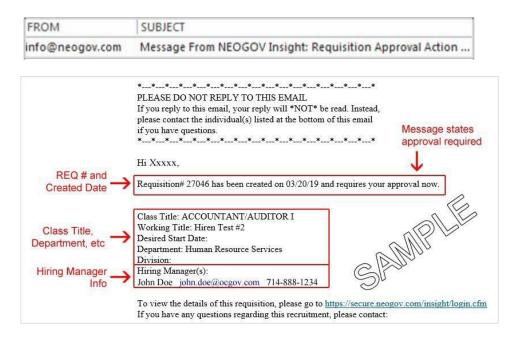
Requisition Approval     OFFICE ASSISTANT III (04338)				Cancel
Approve     X Deny     Hold     * required fields are marked with asterisk			Submit	
Send Back to Step * - Select a step Select a step - Originator - User Test	Comment (Optional) This is the incorrect location for this position, please correct and re	esubmit.	Also please add Troy Green to the hiring managers	list.
Requisition Details			Approval Timeline	
Requisition Details Requisition Number 04338	Department TLMA Transportation	1	Approval Timeline           Last Wednesday at 12:52 PM           Abraham Manager denied	~
Requisition Number		1	Last Wednesday at 12:52 PM	~
Requisition Number 04338	TLMA Transportation	1	Last Wednesday at 12:52 PM	~

# **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> <li>The Approver(s) in the 1<sup>st</sup> approval level of the workflow.</li> <li>The Originator of the REQ.</li> <li>The Hiring Manager(s) listed on the REQ.</li> </ul>
Approvals	<ul> <li>The Approver(s) in the next approval level of the workflow, when their action is required (i.e., to review and approve/deny REQ).</li> <li>The Originator will also receive an email, informing him/her that the REQ has been approved by the 1st level Approver.</li> <li>The Hiring Manager(s) listed on the REQ.</li> </ul>
Final Approval	<ul> <li>The Originator and all Approvers in the workflow, stating REQ has been approved.</li> <li>The HR Analysts that are subscribed to receive email notifications from the agency the REQ is associated to.</li> <li>The Hiring Manager(s) listed on the REQ.</li> </ul>
Denial	<ul> <li>The Originator of the REQ.</li> <li>The Approver(s) prior to the Approver that denied the REQ.</li> <li>The Hiring Manager(s) listed on the REQ.</li> </ul>
Hold	<ul> <li>The Originator of the REQ.</li> <li>The Approver(s) prior to the Approver that denied the REQ.</li> <li>The Hiring Manager(s) listed on the REQ.</li> </ul>

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



#### RECRUIT ONLINE HIRING CENTER (OHC)

#### Issues with Notifications

Are you not receiving notifications?

More than likely the system-generated emails from <u>info@neogov.com</u>, 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.

### Sign Out OHC

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



		HUMAN RESOURCES	RECRUITING DEPARTM	IENT ASSIGNMENTS			
Recruiting Portfolio	Central Recruiting (Countywide)	RUHS/Medical Assignment Program	Public Safety	Human Services	Finance and	and Use & Environment Government Services ommunity Development	
Departments within Portfolio	Temporary Assignments	Behavioral Health Community Clinics Correctional Health Medical Center	District Attorney EMD Fire Probation	Assessor Clerk-Recorder Auditor-Controller Child Support Services DPSS/IHSS	Animal Services Ag Commissioner Board of Supervisors Building & Safety	Human Resources Office of Economic Development Parks and Open Space Planning Purchasing/Fleet	
	Centrally Recruited Classifications	Public Health	Public Defender Sheriff/Coroner PA	First Five Housing and Homelessness Office on Aging	Business & Community Clerk of the Board Code Enforcement	RCIT TLMA UC Coop Extension	
	Accounting Assistant I/II Senior Accounting Assistant Accounting Technician I/II Office Assistant I/II/III Administrative Services Assistant			Registrar of Voters Treasurer-Tax Veterans' Services	County Counsel Environmental Health Executive Office Facilities Management Flood Control	Centrally Recruited IT Classifications	
Recruiters Internships Recruiting Leads	Jesus Berrelleza, Jr., x5-1524 Ahjah Davis, x5-9233 Tracy Felton, x5-8401 Cindy Mendez, x5-3528 Joseph Miller, x5-3769 Veronica Rodriguez, x5-9281 Ashley Thomas, x5-0785 Coty Wellott, x5-8890 Amanda Vasquez, x5-2572 internship@rivco.org	Sara Dawood, x5-2861 Denise Decamp, x5-0196 Jillaine Eastman, x5-5545 Courtney Fairman, x5-9227 Jeremy Holforty, x5-5558 Lisette Jimenez, x5-5561 Angela Levinson, x5-5562 Edgar Manzo Cardenas, x5-0951 Raven Padilla, x5-0780 Nicole Prado, x5-2552 Anay Sanchez, x5-5893 Xochitl Sanchez, x6-4430 Jammie Smith, x5-6965 Sarah Teegarden, x5-5577 Jasmine Watts, x5-2769	Edgar Chavez, x6-2836 Andrea Evans, x5-3572 Ulysses Gerardo, x5-5772 Letisia Jimenez, x5-5787 Brittney Mathis, x5-5358 Jose (Joe) Olivares Mendoza, x5-9554 Mary Miller, x5-3464 Stephanie Rodriguez, x5-5776 Ruby Salas, x5-2185	Vanessa Diaz Beaird, x5-9112 Danilo Lozano, x5-1605 Yvette Marquez, x5-6981 Jeannette Morales, x5-5432 Chris Recinos, x5-9883 Joshua Roberts, x5-2548 Claudrina Suazo, x5-0118	Flood Control Amanda Campos, x5-9707 Amanda Duarte, x5-1759 Richard Griego, x5-5162 Sonya Portillo, x5-9153 Ebelyn Skinner, x5-5196 Angela Tavaglione, x5-3523 Silvia Trammell, x5-3725 Alyssa Wallace, x5-3593		
Recruiting Leads	Alma Torres-Elizalde <i>(TAP)</i> , x3-2656 Brian Arcinas <i>(Perm.)</i> , x5-5897	Veronica Zuno, x5-1449	Ashley Voegele, x5-5736	Cameron Hacker, x5-6968	Karla N	/ledrano, x5-9092	
Recruitment Principals	Noreen Somontan, x5-5518	Ashley Siegfried, x5-5564	Dean Tran, x5-3562		Anabel Mulhern, x5-9993		
Recruitment Managers	Chandrika Rich	nardson x5-9488		Carly Obenberger, x5-2199			
HR Business Partners		Noraida Curren, x5-9397 Carol-Ann Myers, x5-3533 Fabiola Thomas, x5-5-9408	Natalie Hagen, x5-4277 Stephen Hill, x5-0499	Kathy Byrd, x8-4266 Jennifer Sosa, x5-5447 Jessica Urban, x5-2413 Gabino Gomez-Canul, ACCR, ROV Veronica Veal - ACO, TTC	Maria I Natalio Steph	omez-Canul, x5-3526 .edesma, x5-3405 e Hagen, x5-4277 ien Hill, x5-0499 ica Veal, x5-6979	