



County of Riverside Human Resources Online Hiring Center (OHC) Hiring Manager Quick Reference Guide

Introduction

This is a condensed version of the Hiring Manager guide. For more details reference the Online Hiring Center (OHC) Hiring Manager Guide and consult with your department representative or Human Resources Recruiter.

Login to Neogov OHC

Login to **NEOGOV** (<http://login.neogov.com>) and enter your **Username** and **Password**.

- Username = Employee Email Address

View the Referred List

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

1. If you're not already viewing your dashboard page, click Dashboard from the upper left.
2. From the My Candidates section, click the requisition to review.

Note: If the HR Recruiter left one or more notes on the referred list for you, a button will display indicating the number of notes available to read.

Print or Export the Referred List

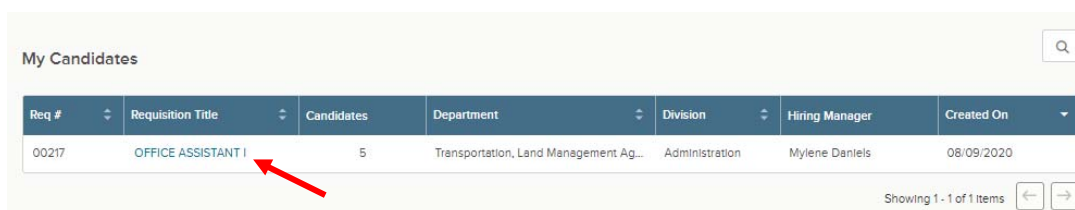
You have the option of either printing or exporting the referred list.

1. To print the referred list, simply click Print. This will render a new web browser page to display the Referred List Report. Press Ctrl+P on your keyboard to print.
2. Close the report page to return back to the referred list.
3. Exporting the referred list also takes place from the same page. Select the candidates to be exported.
4. Save the export file to your preferred file location.
5. Once you're done, open the export file

Print Applications (optional)

There are several options for printing job applications, with and without attachments, including resumes. This guide describes the print option that includes the resume, if candidate provided one. For a description of the additional print options, refer to the OHC-Hiring Manager Guide.

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



Req #	Requisition Title	Candidates	Department	Division	Hiring Manager	Created On
00217	OFFICE ASSISTANT I	5	Transportation, Land Management Ag...	Administration	Mylene Daniels	08/09/2020

Showing 1 - 1 of 1 items



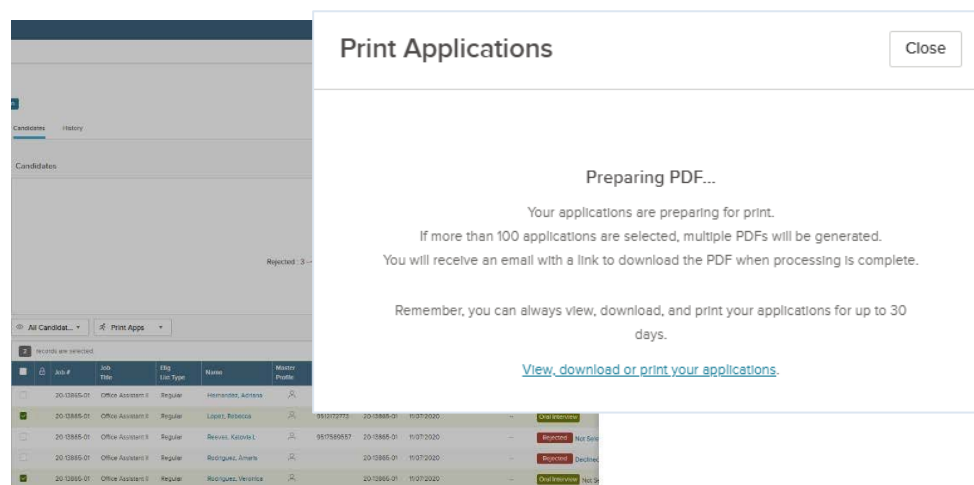
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2. Select the candidates for which you need printed applications. On the **Actions** menu, click **Print Apps**.

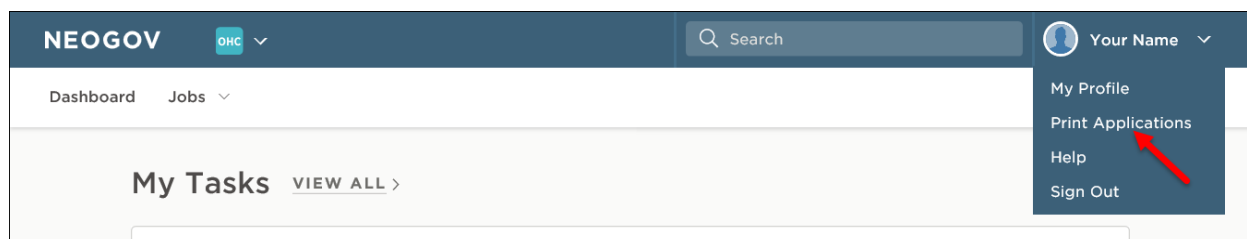
	Job #	Job Title	Elig List Type	Name	Master Profile	Phone	Exam #	Referral Expires	Print PA	Notices	Status	Offer
<input type="checkbox"/>	20-13865-01	Office Assistant II	Regular	Hernandez, Adriana			20-13865-01	11/07/2020			Rejected	Declined Interview/Waived
<input checked="" type="checkbox"/>	20-13865-01	Office Assistant II	Regular	Lopez, Rebecca		9512172773	20-13865-01	11/07/2020			Oral Interview	
<input type="checkbox"/>	20-13865-01	Office Assistant II	Regular	Reeves, Katovia L.		9517569557	20-13865-01	11/07/2020			Rejected	Not Selected from Interview
<input type="checkbox"/>	20-13865-01	Office Assistant II	Regular	Rodriguez, Amaris			20-13865-01	11/07/2020			Rejected	Declined Interview/Waived
<input checked="" type="checkbox"/>	20-13865-01	Office Assistant II	Regular	Rodriguez, Veronica			20-13865-01	11/07/2020			Oral Interview	Not Selected from Interview

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

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



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





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

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

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Move Candidates to Oral Interviews

Move the candidates to the interview step. You will need to schedule candidates after moving them to the Oral Interview step. Interview scheduling will be managed outside of the OHC

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



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

My Candidates						
Req #	Requisition Title	Candidates	Department	Division	Hiring Manager	Created On
00002	Human Resources Analyst	9	Human Resources	Administration	Jason Hanna	05/03/2017
00006	Administrative Assistant	9	Public Works	Roads	Jason Hanna	05/07/2017

Showing 1 - 2 of 2 items



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

Candidates

There is 1 note

Rejected : 1

Oral Interview : 1

5 TOTAL

Referred : 3

Referred

Actions

2 records are selected

Reject

Move to Oral Interview

Print Apps

	Job #	Position	Eligibility	Name	Master Profile	Phone	Exam #	Referral Expires	Print PA	Notices	Status
<input type="checkbox"/>	20-13865-01	Office Assistant II	Regular	Hernandez, Adriana			20-13865-01	11/07/2020		..	Referred Active
<input checked="" type="checkbox"/>	20-13865-01	Office Assistant II	Regular	Lopez, Rebecca		9512172773	20-13865-01	11/07/2020		..	Referred Active
<input checked="" type="checkbox"/>	20-13865-01	Office Assistant II	Regular	Reeves, Katovia L.		9517569557	20-13865-01	11/07/2020		..	Referred Active

Showing 1 - 3 of 3 items

4. Click OK to confirm moving the candidates.
5. The selected candidates have been moved from the Referred step to the Oral Interview step. To see them again, the view must be switched to the Oral Interview step candidates. On the doughnut chart, click Oral Interview, or on the Candidates menu, click Oral Interview.

Candidates

There is 1 note

Rejected : 1

Referred : 1

5 TOTAL

Oral Interview : 3

Referred

Actions

All Candidates

Referred

Offered

Oral Interview

Hired

Rejected

	Job #	Position	Eligibility	Name	Master Profile	Phone	Exam #	Referral Expires	Print PA	Notices	Status
<input type="checkbox"/>	20-13865-01	Office Assistant II	Regular	Hernandez, Adriana			20-13865-01	11/07/2020		..	Referred Active

Showing 1 - 1 of 1 items

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Interview Rating

Oral Interviews are rated as a pass or fail. The candidate passing the interview is the selected candidate who the recruiter will proceed to conditional offer. Candidates not selected, waived or who did not participate will be considered failing the interview.

Update the Oral Interview Rating

There are two ways to update the oral interview rating. Option 1: directly from the candidate list view and Option 2: From within each separate candidate record. For this quick reference we will only show Option 1. See the complete OHC-Hiring Manager Guide for more information.

1. Click the 'NA' link on the Rating column for first candidate to be rated.

Please note: If the Rating column is not visible on the candidate grid, be sure and scroll all the way to the right.

The screenshot shows the 'Candidates' view in the OHC system. At the top, there is a donut chart indicating the status of candidates: 5 TOTAL, with 3 Oral Interviews, 1 Referred, and 1 Rejected. Below the chart is a table of candidates. The table has columns for Job #, Job Title, Elig List Type, Name, Master Profile, Phone, Exam #, Referral Expires, Print PA, Notices, Status, and Rating. The first candidate, Lopez, Rebecca, has a rating of 'NA'. A red arrow points to this 'NA' rating. The second candidate, Reeves, Katovia L, also has a rating of 'NA'. The third candidate, Rodriguez, Veronica, has a rating of 'Pass'. The table is filtered by 'Oral Interview' and shows 1-3 of 3 items.

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

2. Repeat these rating steps for all remaining candidates. Click Cancel or click anywhere to the left of the last candidate's application review to exit the view.

This screenshot is identical to the one above, showing the same table of candidates. A red arrow points to the 'Pass' rating for the last candidate, Rodriguez, Veronica.

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



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Reject Candidates

Candidates failing the interview will need to be dispositioned to reject status. There are two ways to reject candidates. One is individually, the other is in bulk. This guide will list the bulk method. For details on rejecting individually, see the OHC-Hiring Manager Guide.

Reject Candidates in Bulk

Multiple candidates can have the reject action completed at the same time. This process will designate the same reject reason and comments for all selected candidates. Therefore, you may have to repeat the bulk action several times if various Inactivation Reasons are required.

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

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

My Candidates Q

Req #	Requisition Title	Candidates	Department	Division	Hiring Manager	Created On
00217	OFFICE ASSISTANT I	5	Transportation, Land Management Ag...	Administration	Mylene Daniels	08/09/2020

Showing 1 - 1 of 1 items ← →

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

Candidates There is 1 note

Referred Actions More Q

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

Showing 1 - 2 of 2 items



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

NEOGOV OHC Reject

Hernandez, Adriana (Person ID : 5397651) , Rodriguez, Amaris (Person ID : 5397895)

Select a Inactivation Reason

Declined Interview/Waived

Did Not Schedule Interview

Failed Background Check

Failed Background Investigation

Failed Medical-Physical Exam

Failed Psychological Exam

Ineligible Security Lvl 1

No Show for Interview

Not Selected from Interview

Requisition Cancelled

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

	Job #	Job Title	Elig List Type	Name	Master Profile	Phone	Exam #	Referral Expires	Print PA	Notices	Status	Offer
<input type="checkbox"/>	20-13865-01	Office Assistant II	Regular	Hernandez, Adriana			20-13865-01	11/07/2020		--	Rejected	Declined Interview/Waived
<input type="checkbox"/>	20-13865-01	Office Assistant II	Regular	Reeves, Katovia L		9517569557	20-13865-01	11/07/2020		--	Rejected	Not Selected from Interview
<input type="checkbox"/>	20-13865-01	Office Assistant II	Regular	Rodriguez, Amaris			20-13865-01	11/07/2020		--	Rejected	Declined Interview/Waived

7. Repeat these steps for any remaining rejected candidates.
8. Please notify your HR Recruiter either by email or phone call that you have completed updating the interview results. Your HR Recruiter will facilitate the job offer and the pre-employment process to get your selected candidate hired.