



# COUNTY OF RIVERSIDE HUMAN RESOURCES DEPARTMENT

## RECRUITMENT ONLINE HIRING CENTER (OHC) HIRING MANAGER GUIDE

December 2021

Table of Contents

Introduction ..... 3

OHC Roles ..... 3

OHC Dashboard ..... 4

    My Candidates..... 4

    My Requisitions..... 4

    Check Requisition Status ..... 5

    Milestones in the Requisition Cycle ..... 6

Email Notifications ..... 6

Review the Referred List..... 8

Print Applications ..... 12

    Steps to Print Applications ..... 12

Oral Interviews ..... 15

    Steps to Move Candidates to Oral Interviews ..... 15

    Complete Oral Interview Rating ..... 17

Reject a Candidate..... 19

    Steps to Reject a Candidate..... 19

    Steps to Reject Candidates in Bulk ..... 21

View Hires..... 23

    Steps to View Hires ..... 23

Sign Out OHC ..... 24

## Introduction

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

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

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

## OHC Roles

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

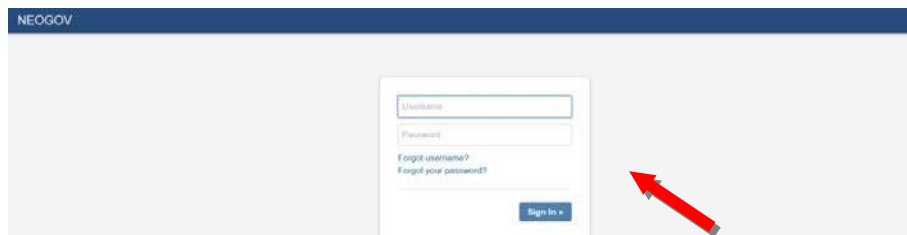
ROLES	PERMITTED TASKS
Originator (i.e., creator)	A user (typically non-HR) that can create requisitions and can only view their own requisitions.
Approver	A user that can review, approve, and deny requisitions that are routed to them for approval.
Department HR Representative	A user who can create/view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

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

## OHC Dashboard

### Login to Neogov OHC

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



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



## My Candidates

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

My Candidates						
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

## My Requisitions

In the My Requisitions section, the default view displays all draft, in progress, approved and open requisitions where you are the Hiring Manager. 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 [VIEW ALL](#) >

<b>3</b> Total	<b>1</b> Draft	<b>1</b> In-Progress	<b>1</b> Approved	<b>0</b> Open
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Req #	Requisition Title	Department	Division	Position Code	Hiring Manager	Approval	Created On
00216	<b>Draft</b> SENIOR HEAVY	Transportation, Land Mana...	Building and Safety		Mylene Daniels	Draft	08/07/2020
00215	<b>In Progress</b> ASSOCIATE EN	Transportation, Land Mana...			Mylene Daniels	0 of 3	08/07/2020
00214	<b>Approved</b> PLANNING TECI	Transportation, Land Mana...	Planning	0012345	Mylene Daniels	Complete	08/07/2020


Showing 1 - 3 of 3 items

\* 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.

My Requisitions [VIEW ALL](#) >



Status	Requisition (REQs) Definitions
<b>Approved</b>	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.
<b>Cancelled</b>	Indicates REQs that have been cancelled due to various reasons such as duplicate entry, no longer needed, etc.
<b>Draft</b>	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.
<b>Filled</b>	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.
<b>In Progress</b>	Indicates REQs that are currently going through the workflow approval process.
<b>Open</b>	Indicates REQs that HR has changed the status from APPROVED to OPEN, as a result of them beginning the recruitment process.

## Milestones in the Requisition Cycle

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

## Email Notifications

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

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

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

\*\*\*\*\*

Message states approval required

↓

REQ # and Created Date

→

Hi Xxxxx,

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

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?

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

### *Inundated with Notifications*

→ Route notifications to a specific folder in Outlook

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

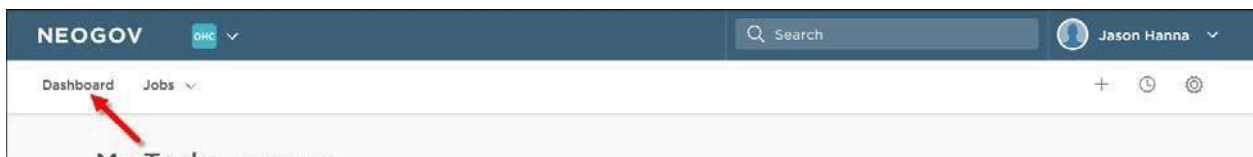
## Review the Referred List

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

Your HR Recruiter will send an email when candidates have been referred. The Hiring Managers listed on the requisition will also receive a system generated email (see **Error! Reference source not found.** later in this guide.)

### Steps to Review the Referred List

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



2. From the My Candidates section, click the referred list to review.




My Candidates 🔍

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

Showing 1 - 1 of 1 items ⏪ ⏩

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



## Requisition Detail

### Administrative Assistant (00001) Open

Copy

Print

Cancel Req

Edit

Requisition Information


Approvals

Hire Workflow

Candidates

History

Candidates



There is 1 note

## Requisition Detail

Administrative Assistant (00001) [Open](#)

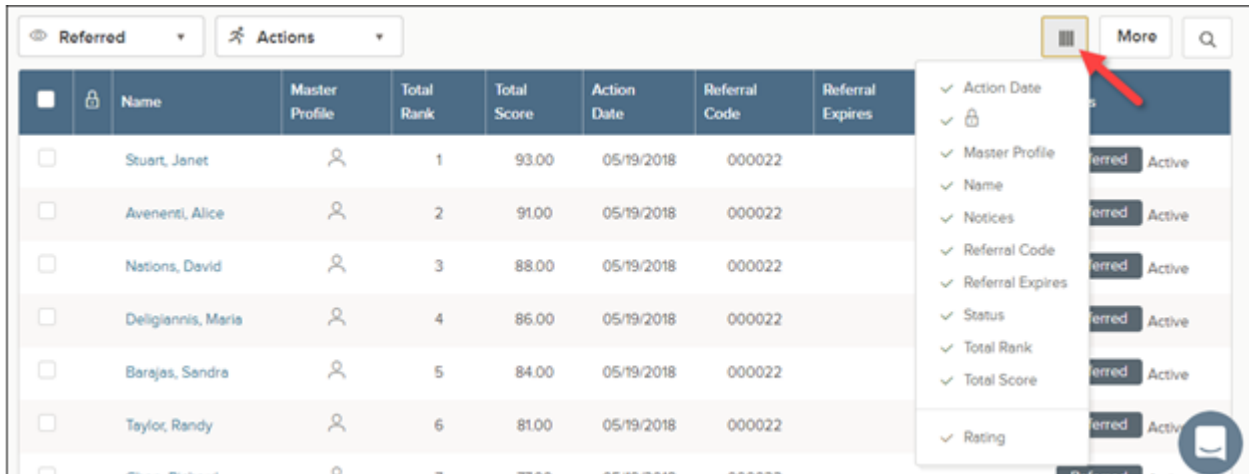
Requisition Information   Approvals   Hire Workflow

### Candidates

Rank	Candidate Name	Phone	Email	Address	City	State	Zip	DOB	SSN	Education	Experience	Notes
1	Jason Hanna	(508) 555-1234	j.hanna@hanna.com	123 Main St	Springfield	MA	01103	05/19/1988	123-45-6789	Bachelor's Degree in Business Administration	5 years of experience in administrative roles	This is a referred list of highly qualified candidates for the Administrative Assistant position. Next steps: (1) Schedule candidates for on-site interviews. (2) Conduct on-site interviews. (3) Extend an offer of employment to the top candidate. (4) If the top candidate accepts the offer, complete the hire process.

## RECRUIT ONLINE HIRING CENTER (OHC)

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



The screenshot shows a web interface for a 'Referred' list. At the top, there are filters for 'Referred' and 'Actions'. Below is a table with columns: Name, Master Profile, Total Rank, Total Score, Action Date, Referral Code, and Referral Expires. A dropdown menu is open, showing options to check/uncheck various columns: Action Date, Master Profile, Name, Notices, Referral Code, Referral Expires, Status, Total Rank, Total Score, and Rating. A red arrow points to the dropdown icon in the top right corner of the table.


	Name	Master Profile	Total Rank	Total Score	Action Date	Referral Code	Referral Expires
<input type="checkbox"/>	Stuart, Janet		1	93.00	05/19/2018	000022	
<input type="checkbox"/>	Avenenti, Alice		2	91.00	05/19/2018	000022	
<input type="checkbox"/>	Nations, David		3	88.00	05/19/2018	000022	
<input type="checkbox"/>	Deligiannis, Maria		4	86.00	05/19/2018	000022	
<input type="checkbox"/>	Barajas, Sandra		5	84.00	05/19/2018	000022	
<input type="checkbox"/>	Taylor, Randy		6	81.00	05/19/2018	000022	

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

Referred List Report				
Requisition Information				
Requisition Number	Division	New Position		
00001	Insight Sales	No		
Department	Class Title	Position #		
Sales and Marketing	Administrative Assistant (5360)	000365		
Working Title	Job Type	Vacancy Date		
Administrative Assistant	Full time, permanent	11/30/2018		
Vacancies	Desired Start Date	Name		
1	12/03/2018	Sally Smith		
List Type	Hiring Manager			
Regular	Jason Hanna, Cheryl Ward			
Name	Total Rank	Total Score	Action Date	Rating
Stuart, Janet	1	93.00	05/19/2018	N/A
Avenenti, Alice	2	91.00	05/19/2018	N/A
Nations, David	3	88.00	05/19/2018	N/A
Deligiannis, Maria	4	86.00	05/19/2018	N/A

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

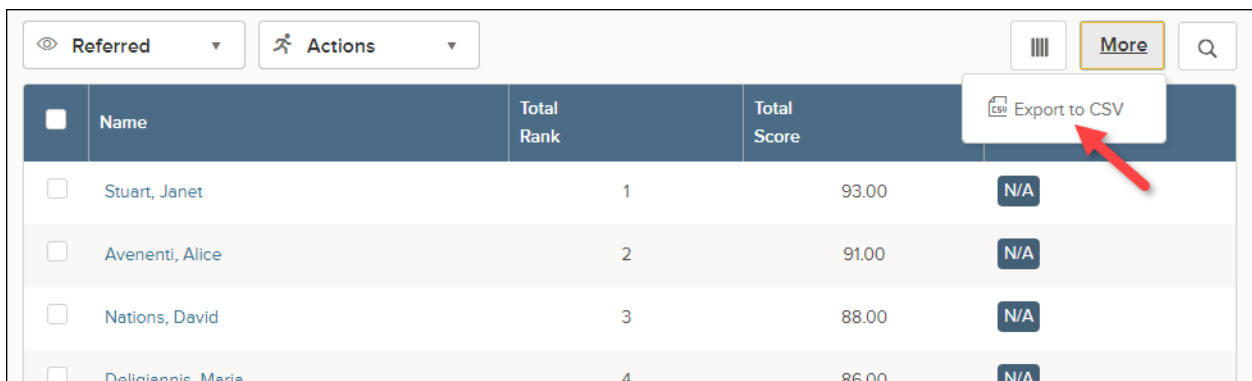
4. Exporting the referred list also takes place from the same page. Select the candidates to be exported.



8 records are selected. Clear selection

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

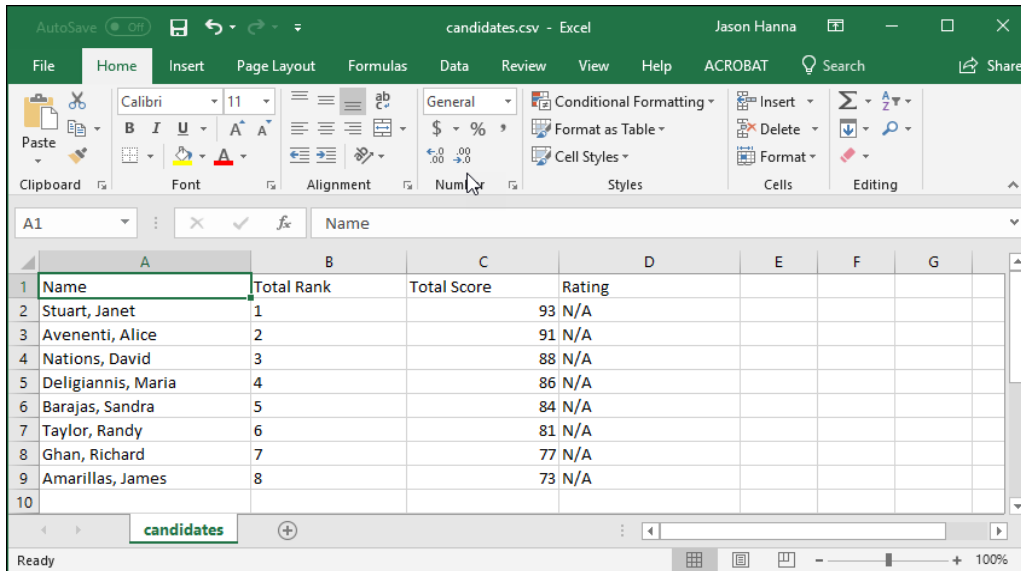
On the More menu, click Export to CSV.



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

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

## RECRUIT ONLINE HIRING CENTER (OHC)

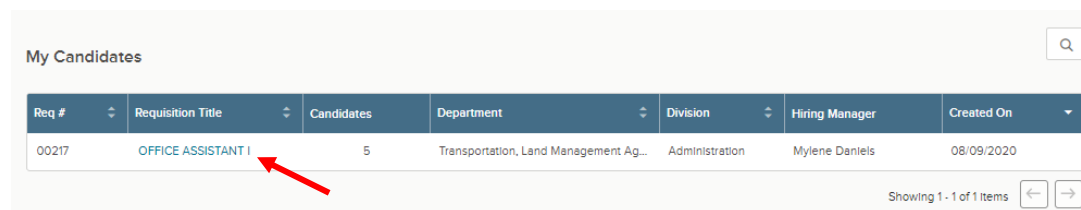


Name	Total Rank	Total Score	Rating
Stuart, Janet	1	93	N/A
Avenenti, Alice	2	91	N/A
Nations, David	3	88	N/A
Deligiannis, Maria	4	86	N/A
Barajas, Sandra	5	84	N/A
Taylor, Randy	6	81	N/A
Ghan, Richard	7	77	N/A
Amarillas, James	8	73	N/A

## Print Applications

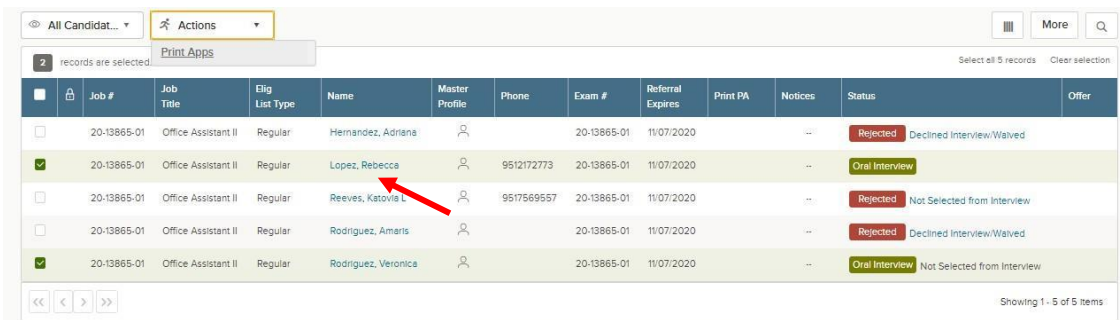
### Steps to Print Applications

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



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

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



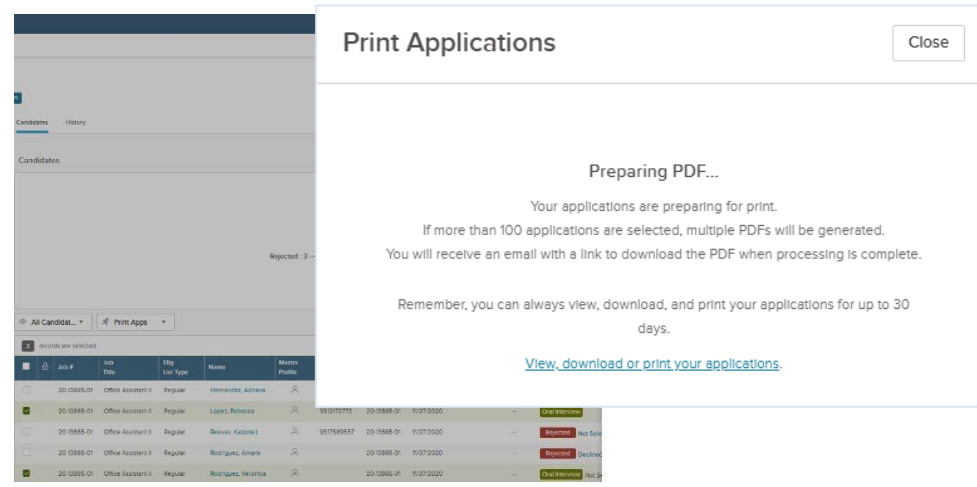
Job #	Job Title	Elig List Type	Name	Master Profile	Phone	Exam #	Referral Expires	Print PA	Notices	Status	Offer
20-13865-01	Office Assistant II	Regular	Hernandez, Adriana			20-13865-01	11/07/2020			Rejected	Declined Interview/Waived
20-13865-01	Office Assistant II	Regular	Lopez, Rebecca		9512172773	20-13865-01	11/07/2020			Oral Interview	
20-13865-01	Office Assistant II	Regular	Reeves, Katovik		9517569567	20-13865-01	11/07/2020			Rejected	Not Selected from Interview
20-13865-01	Office Assistant II	Regular	Rodriguez, Amaris			20-13865-01	11/07/2020			Rejected	Declined Interview/Waived
20-13865-01	Office Assistant II	Regular	Rodriguez, Veronica			20-13865-01	11/07/2020			Oral Interview	Not Selected from Interview

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

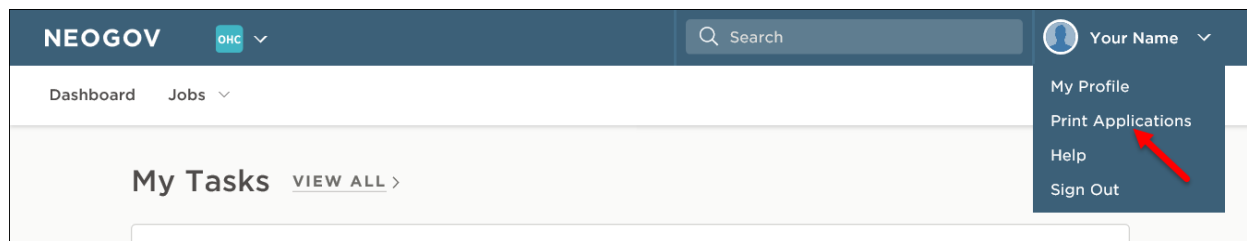
1. **Print Applications Now:** Limited to 25 applications and requires a direct print from your web browser.

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

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



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



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



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

### Error During Batch Printing

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

PDF Batch, 21-97421-01 (Engineering Aide), has resulted in an error!

PR support@neogov.com  
To

**CAUTION:** This email originated externally from the **Riverside County** email system. **DO NOT** click links or open attachments unless you recognize the sender and k

B... Lopez, (F @Rivco.org)

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

Thank you for using NEOGOV Insight.

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

## Oral Interviews

It's now time to move the candidates to the interview step! You will need to schedule candidates after moving them to the Oral Interview step. Interview scheduling will be managed outside of the OHC.

### Steps to Move Candidates to Oral Interviews

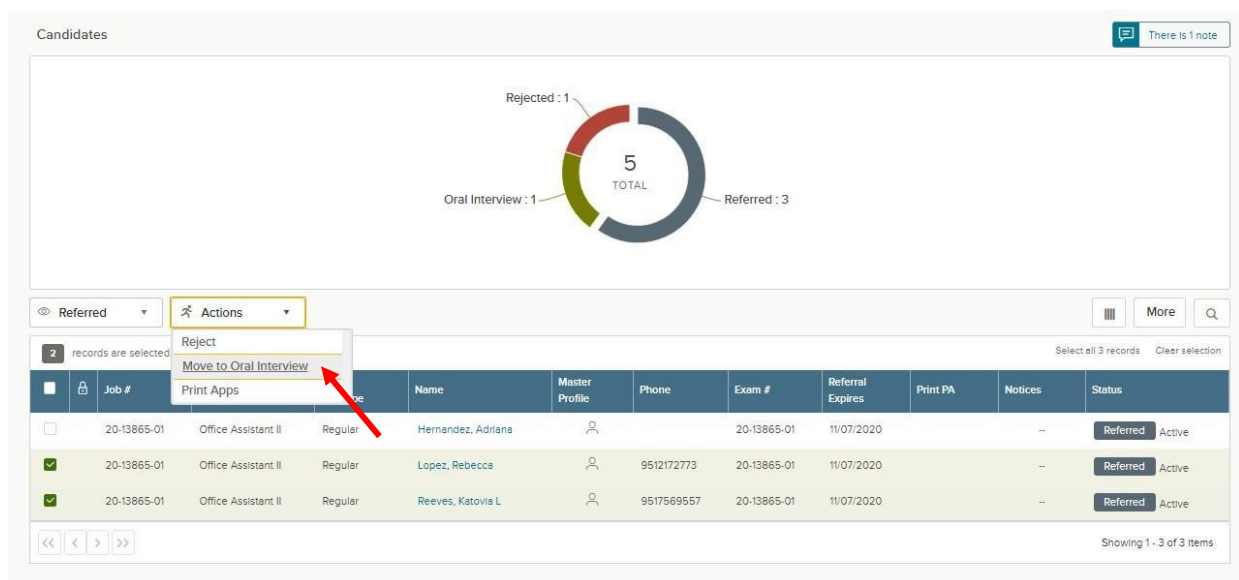
1. If you're not already viewing your dashboard page, click Dashboard from the upper left.



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

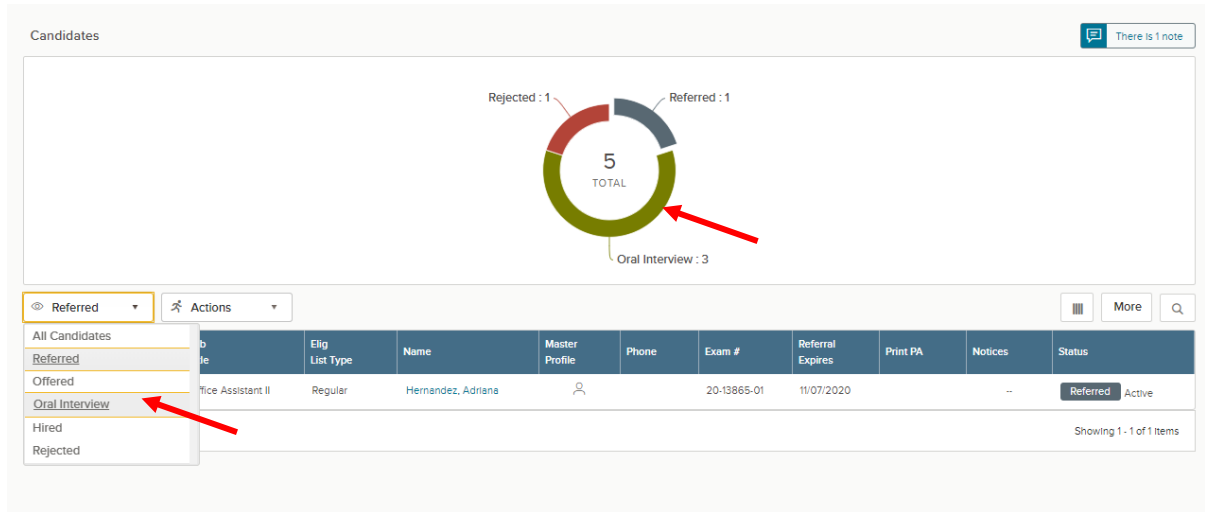


3. Select the candidates that will be moved to the Oral Interview step and on the **Actions** menu, click **Move to Oral Interview**.



4. Click OK to confirm moving the candidates.

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



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## Complete Oral Interview Rating

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

### Steps to Complete an Oral Interview Rating

There are two ways to update the oral interview rating. Option 1: directly from the candidate list view and Option 2: From within each separate candidate record.

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

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

Candidates There is 1 note

Oral Interview ▾ Actions ▾ More Q

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

Showing 1 - 3 of 3 items

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

Oral Interview ▾ Actions ▾ More Q

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

Showing 1 - 3 of 3 items

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

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

Lopez, Rebecca  
Person ID: 5397195 **Oral Interview**

Next → Actions Print Cancel

Reject  
Move to Referred  
Rate

QUICK JUMP... General Information

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

Rating  
Lopez, Rebecca (Person ID:5397195)

Step 2: Oral Interview  
\* required fields are marked with asterisk

Tammi Liaison

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

Rating  
Lopez, Rebecca (Person ID:5397195)

Step 2: Oral Interview  
\* required fields are marked with asterisk

Tammi Liaison

Pass Fail

Rater Comments  
Candidate is very knowledgeable and meets the requirements for this position.

Cancel Save

5. 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.

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

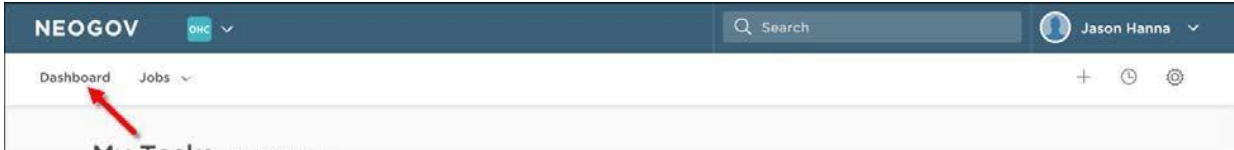
Showing 1 - 3 of 3 items

## Reject a Candidate

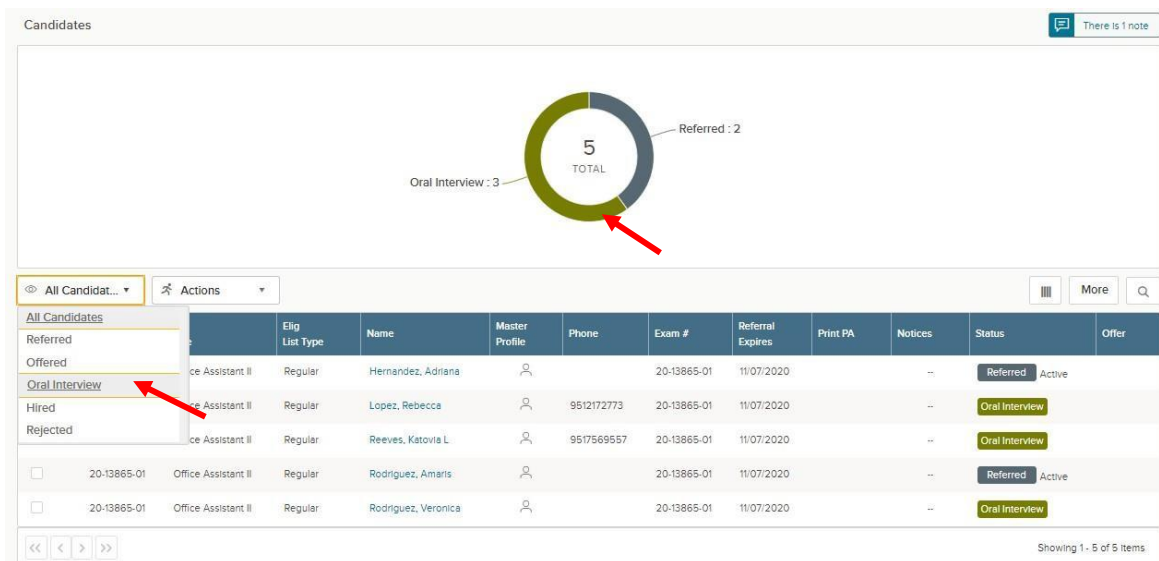
Candidates failing the interview will need to be dispositioned to reject status.

### Steps to Reject a Candidate

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



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.



## RECRUIT ONLINE HIRING CENTER (OHC)

- Click the name of the first candidate to be rejected.

Candidates

There is 1 note

Oral Interview : 3

5 TOTAL

Referred : 2

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	Pass
20-13865-01	Office Assistant II	Regular	Reeves, Katovia L		9517569557	20-13865-01	11/07/2020			Oral Interview	NA

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

NEOGOV OHC

Reeves, Katovia

Person ID: 5397332

Oral Interview

Actions

- Reject
- Move to Referred
- Rate

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

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Reject

Reeves, Katovia L (Person ID : 5397332)

Reject Details

\* required fields are marked with asterisk

Inactivation Reason \*

Enter a reason

Inactivation Reason is required

Comments

Select an 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

Showing 1 - 10 of 10 items

- Optional, enter comments providing more details then click **Save**.
- Repeat these steps for any remaining rejected candidates.
- Please notify your HR Recruiter either by email or phone call that you have completed updating the interview results. Your HR Recruiter will facilitate the job offer and the pre-employment process to get your selected candidate processed.

## Steps to Reject Candidates in Bulk

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

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

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

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

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.

Referred Actions More Q

2 records are selected

Reject  
Move to Oral Interview  
Print Apps

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

Showing 1 - 2 of 2 items

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

Rejected

Actions

More

		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

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Showing 1 - 3 of 3 items

7. Repeat these steps for any remaining rounds of 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 processed.

## View Hires

### Steps to View Hires

Note: Hired candidates are only available to view from the Hires list until the requisition is filled.

- On the Jobs menu, click Hires.



- A listing of hires will display.

Hires

All [More] [Search]

Req #	Title	Name	Department	Division	Status	Start Date
18-00030	Office Manager	Love, Tommy	Police		Awaiting Authorization	12/13/2018
2017-00006	Police Cadet	Ho, Jason	Police		Awaiting Authorization	10/15/2018
17-00007	Deputy Sheriff	Calhoun, Lando	Deputy Sheriff		Authorized	10/15/2018

You have four available features:

- On the Candidates menu, click the status of hired candidates for which you want to view.
  - Click and select columns you want to view.
- On the More menu, click Export to CSV.
- Click to search by various data including requisition number and title, candidate's name, department, division, and candidate's date.
- Click the candidate's name to view their application.

NEO GOV OHC

Dashboard Jobs

Hires

All [More] [Search]

Smith, Helen  
Person ID: 28792433 [Hired]

Application Questions E-References Notices History Notes

QUICK JUMP...

General Information

Work Experience

Education

Additional Information

References

Attachments

Contact Information

123 First Street  
Springfield, IL 62702  
US

T: (618) 555-5555 primary  
(618) 555-5555 alternate

Personal Information

Date of Birth: 01/01/1980  
SSN: xxx-xx-1111  
Driver's License: Yes A\*\*\*\*3

Notification Preference

Email: [Redacted]

Have proof of your legal right to work in the US? Yes

## RECRUIT ONLINE HIRING CENTER (OHC)

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

The screenshot shows the 'Hires' table in the NEOGOV OHC system. The table has columns for Req #, Title, Name, Department, Division, Status, and Start Date. A red arrow points to the 'Authorized' status of the first row (Helen Smith). Below the table, the 'Hire Details' page for Helen Smith (Person ID: 28792433) is shown. The 'Hire Information' tab is active, displaying details such as Position Details, Date Referred, Offer Date, Offer Accepted Date, Start Date, Orientation Date, Offer Amount, Bonus Amount, Filled Date, Active On Eligible List, and Comments.

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

**Hire Details**  
Helen Smith (Person ID : 28792433)

**Hire Information**

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

## Sign Out OHC

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

