



COUNTY OF RIVERSIDE HUMAN RESOURCES DEPARTMENT

RECRUITMENT ONLINE HIRING CENTER (OHC)
Approving an Online Requisition

Approving a Requisition

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:

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
↓

Hi XXXXX,

REQ # and Created Date →

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

Class Title, Department, etc →

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

Hiring Manager Info →

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

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

Steps to Approve a Requisition

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

My Tasks VIEW ALL >				
1 Total		1 Requisition Approval		
Type	Related To	Date Assigned	Due Date	Department
Approval	Req ASSOCIATE ENGINEER (00215)	08/07/2020	08/14/2020	Transportation, Land Management

3. Review and click **Approve, Deny, or Hold**. Optional, type a comment and click **Submit**.

The screenshot shows the 'Requisition Approval' page for 'ASSOCIATE ENGINEER (00215)'. At the top, there are 'Cancel' and 'Edit' buttons. Below that, there are three buttons: 'Approve' (selected with a checkmark), 'Deny' (with an 'x'), and 'Hold' (with a pause icon). A green 'Submit' button is on the right, with a red arrow pointing to it. A text area for 'Comment (Optional)' contains the text 'Reviewed and approved'. Below the comment area, there are two sections: 'Requisition Details' and 'Approval Timeline'. 'Requisition Details' lists fields like Requisition Number (00215), Title (ASSOCIATE ENGINEER), Class Spec (ASSOCIATE ENGINEER), Job Type (Full-Time), Owner (Tim Originator), and Hiring Manager (Mylene Daniels). 'Approval Timeline' shows three steps: 1. Pending - Department Manager Approvers (Due Date: 08/14/2020), 2. Pending - Department Deputy Approvers (Due Date: 08/19/2020), and 3. Pending - Executive Approval (Due Date: 08/25/2020).

Note: 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.

This screenshot shows the 'Requisition Approval' page with the 'Deny' button selected. A 'Send Back to Step' dropdown menu is open, showing 'Originator - Originator Tim'. The 'Comment (Optional)' text area contains the text 'This position is pending approval of a CRE'. The 'Approval Timeline' section shows the first step: 'Pending - Department Manager Approvers (Due Date: 08/14/2020)'. The 'Requisition Details' section is partially visible at the bottom.

Sign Out OHC

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

