



COUNTY OF RIVERSIDE HUMAN RESOURCES DEPARTMENT

RECRUITMENT ONLINE HIRING CENTER (OHC) DEPARTMENT HR REPRESENTATIVE GUIDE

December 2021

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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. The guide is a compilation of three separate OHC guides; Creating Requisitions, Approving Requisitions and Hiring Manager.

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

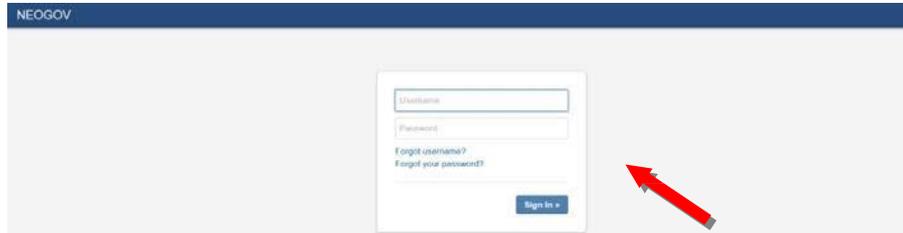
The following OHC roles are covered in this tutorial and can be assigned to an OHC end-user based on his/her role within their agency/department.

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.

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 back 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 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.

My Requisitions [VIEW ALL >](#)

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

Showing 1 - 3 of 3 items

*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.

My Requisitions [VIEW ALL >](#)

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.

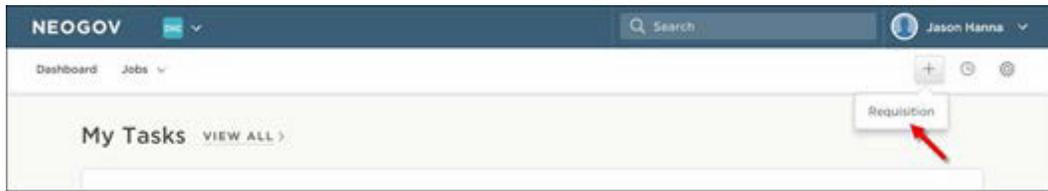
Requisition Milestones

Create Date	The date the hiring manager or department representative first created the requisition. It could be saved in draft or submitted after creation.
Received Date	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.
Referred	The date a candidate is referred for interview.
Interview	The date interviews were conducted.
Offer	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.
Preboarding	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.
Hired	The candidate has completed the requirements.
Filled	A candidate has been hired into the position and the request is complete.

Create a Requisition

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

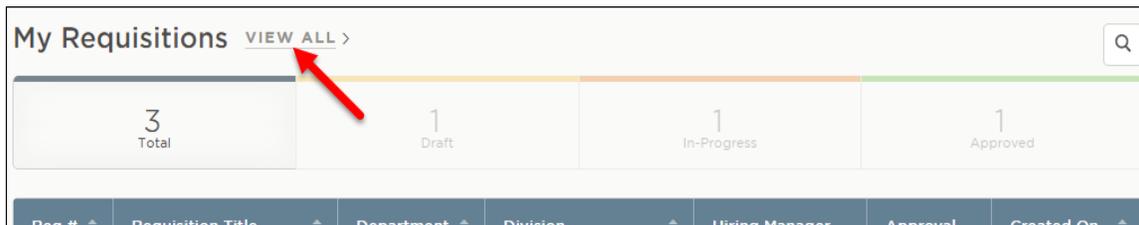
Method 1: On the **[+] menu**, click **Requisition**.



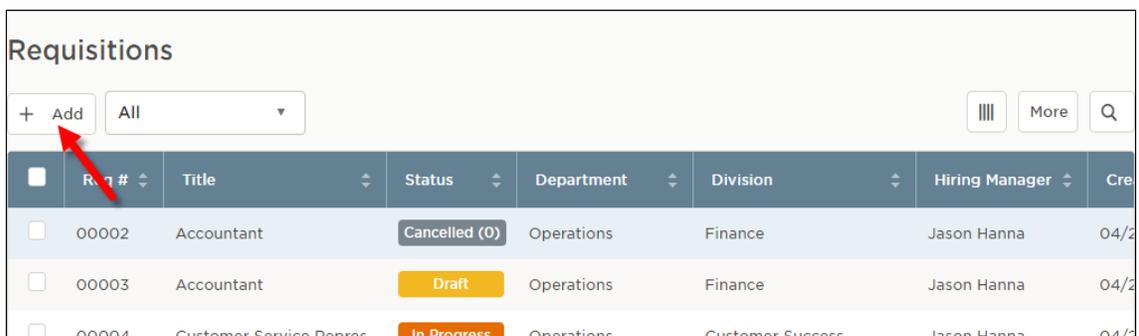
Method 2: On the **Jobs menu**, click **Requisitions**. Then click **Add**.



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



Then click **Add**.



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 asterisks (*).

Create Requisition

✕ Cancel
Save & Close
Save & Continue to Next Step

1. CREATE
2. APPROVALS
3. ATTACHMENTS

Requisition Details
* required fields are marked with asterisk

<p>Requisition # <input type="text" value="[Assigned when requisition is saved]"/></p> <p>Class Spec * ⓘ <input type="text" value="Find a class spec"/></p> <p>Desired Start Date <input type="text" value="MM/DD/YYYY"/></p> <p>Job Type <input type="text"/></p> <p>Position ⓘ <input type="text" value="Find a position"/></p> <p>Division Code <input type="text"/></p> <p>Preferred List Type * <input type="text" value="All Applicants"/></p> <p>Person most knowledgeable about position (Name, Email, Phone) * <input type="text"/></p> <p>Requesting Underfill. (Fill at a lower level in the job series. Regular Only.) * <input type="radio"/> Yes <input type="radio"/> No</p> <p>Department Fund Number (TAP or Interns only) <input type="text"/></p> <p>Task Profile ID (TAP or Interns only) <input type="text"/></p> <p>Accounts Payable Contact (TAP or Interns only) <input type="text"/></p> <p>Requested Candidate, if any (TAP, Intern or cert-to-hire only.) <input type="text"/></p>	<p>Department/Division * <input type="text" value="Find a department/division"/></p> <p>Working Title <input type="text"/></p> <p>Hiring Manager * <input type="text" value="Find a hiring manager"/></p> <p>List Type <input type="text"/></p> <p>Number of Vacancies <input type="text" value="0"/></p> <p>Type of Request * <input type="text" value="New"/></p> <p>Location * <input type="text" value="- Make a selection -"/></p> <p>Bilingual Required * <input type="radio"/> Yes <input type="radio"/> No</p> <p>Department ID to Bill (TAP or Interns only) <input type="text"/></p> <p>Department Account Code (TAP or Interns only) <input type="text"/></p> <p>Department Reference Number (TAP only) <input type="text"/></p> <p>Name of Supervisor the employee will report to (TAP or Interns only) <input type="text"/></p> <p>(HR Use Only) RCP <input type="text" value="- Make a selection -"/></p>
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Position Details

New Position?
 Yes No

ⓘ Add Position Detail

Comment

OHC Requisition Field Descriptions *denotes a required field

1. **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.
7. **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 position number, 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 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.

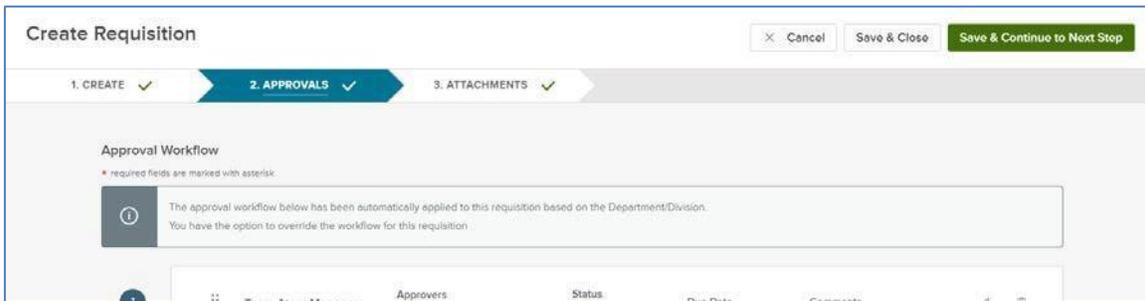


If you’re not quite ready to submit the requisition, click **Save & Close**. The requisition will display on your dashboard page in the **My Requisitions** section as a draft. To cancel creation of requisition click **Cancel**. To continue to the next step click **Save & Continue to Next Step**

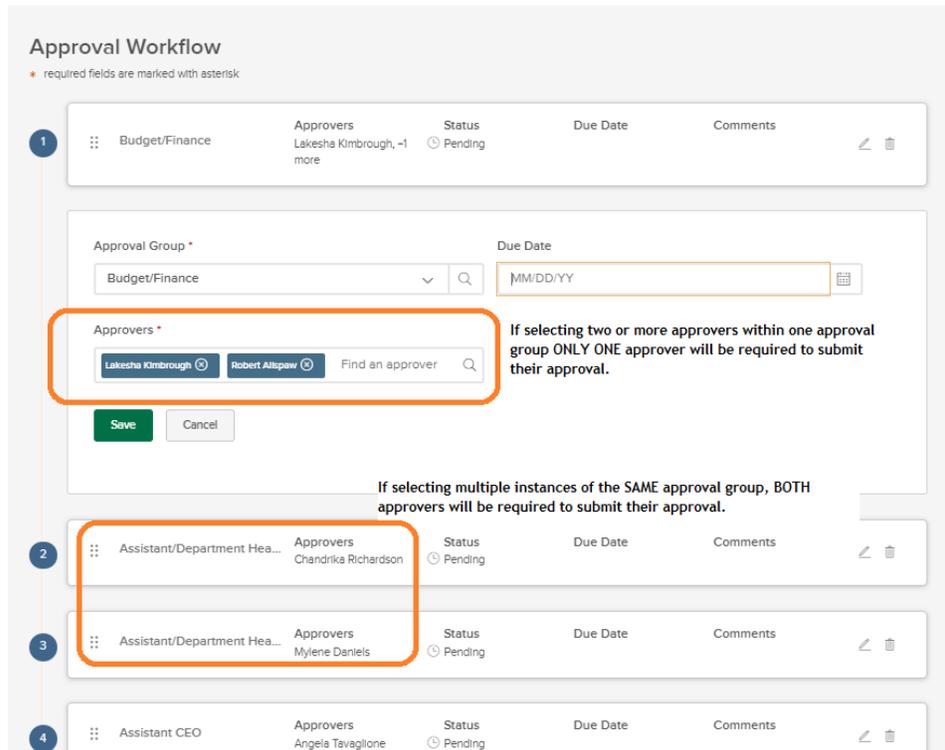
STEP 2. APPROVALS - The second of three **Create Requisition** window appears, select Approval Workflow.

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.

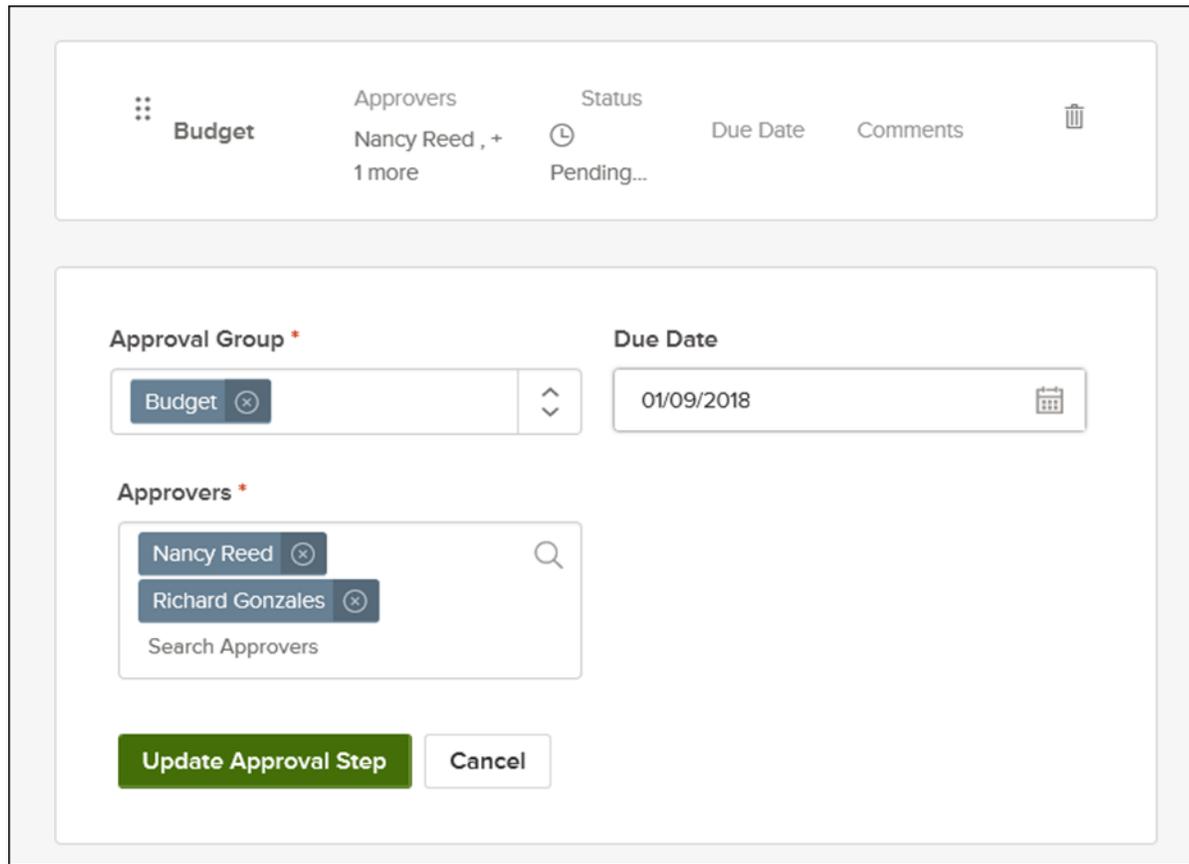
1. Add the approval workflow for your department. You have two options: (1) Create an approval workflow. (2) Skip the approval workflow and click Save & Continue to Next Step. Please consult with your department for the approval groups and individuals to add to the approval workflow.
 - a. If multiple 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 SAME approval group more than once to the approval workflow.



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



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



Budget	Approvers	Status	Due Date	Comments	
Budget	Nancy Reed , + 1 more	Pending...			

Approval Group *

Budget  

Due Date

01/09/2018 

Approvers *

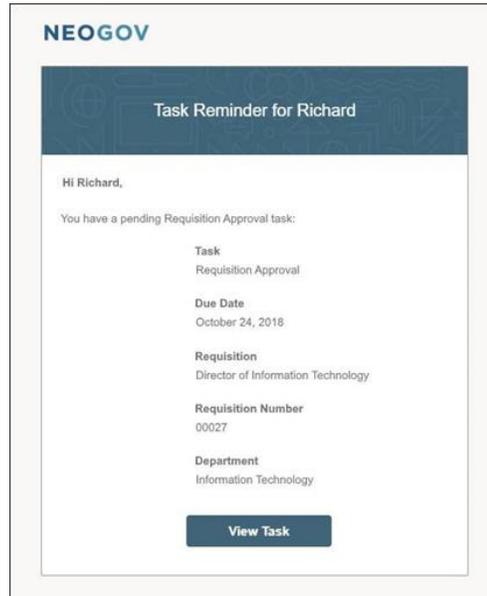
Nancy Reed  

Richard Gonzales 

Search Approvers

Update Approval Step **Cancel**

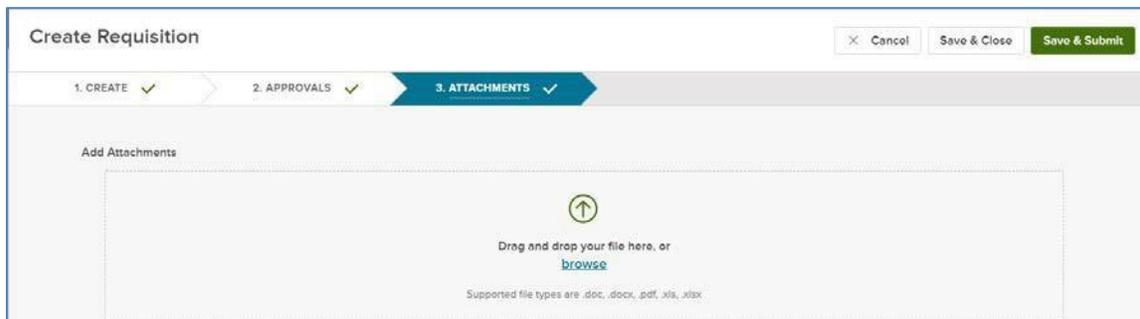
- Repeat these steps for all remaining approval steps that require due dates. The assigned approver(s) will receive a reminder email from **info@neogov.com**, with the subject line, **NEOGOV OHC Task Reminder**, on the due day and each day the approval task is past due; until the task is completed. In the contents of the reminder email will be a **View Task** 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**.

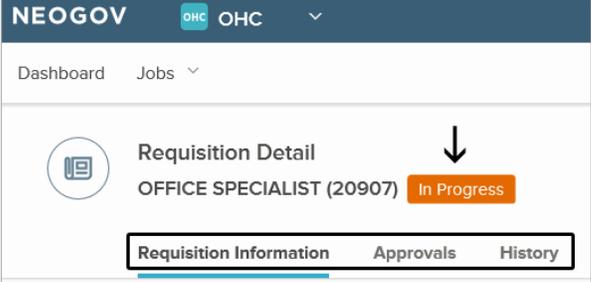
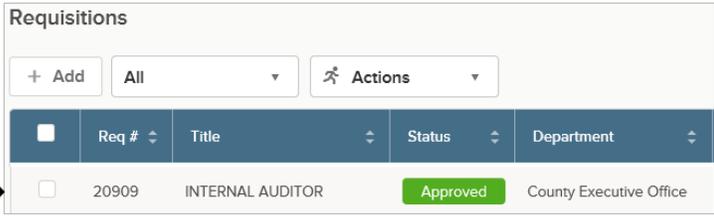
STEP 3. ATTACHMENTS - The third of three **Create Requisition** windows appears.

- 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.



- 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:

<p>Requisitions that go through workflow</p> <p>➔</p>	<p>REQ will show with 'IN PROGRESS' status</p>  <p>To see the Requisition details, click on any of the buttons outlined above for Requisition Information, Approvals, and History.</p>
<p>Requisitions that <u>do not</u> have Approval Workflow, will go directly to HR as Approved</p>	<p>REQ will show with 'APPROVED' status</p>  <p>To see the Requisition information, click on the Approved button.</p>

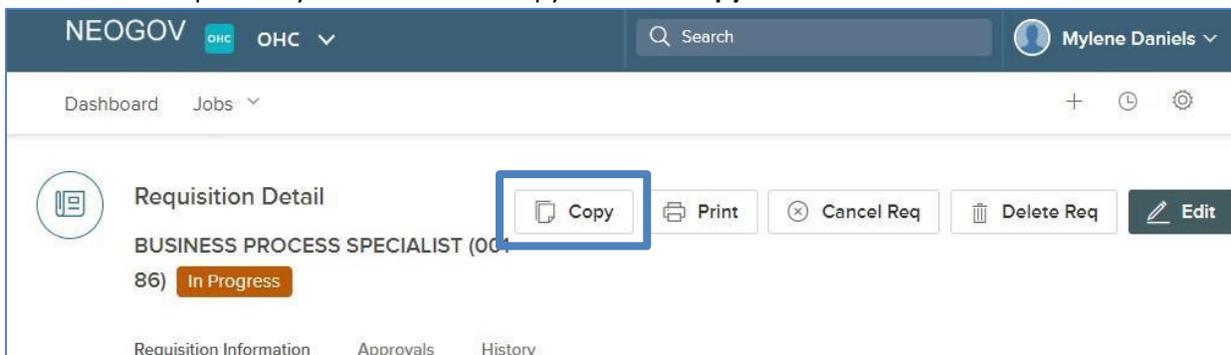
Copy a Requisition

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.

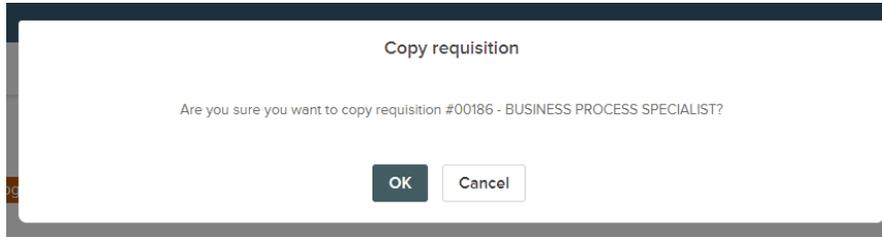
Please note: Nearly every field is copied to the new requisition, including position number and the approval workflow, so be sure and check each field for accuracy before saving your copied requisition.

Steps to Copy a Requisition

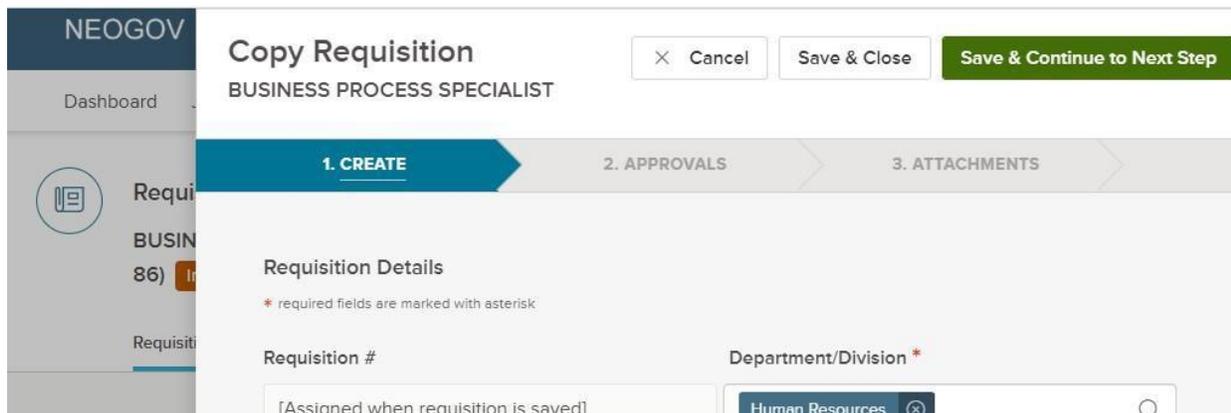
1. Select the requisition you would like to Copy. Click the **Copy** button.



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.



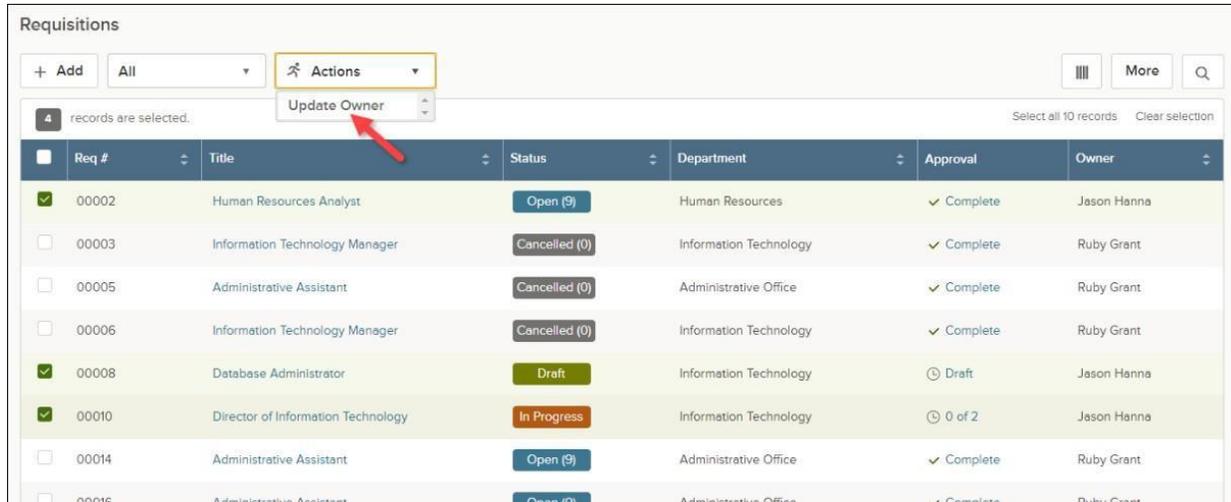
The requisition number will be assigned automatically as soon as you save the new requisition.

Reassign a Requisition

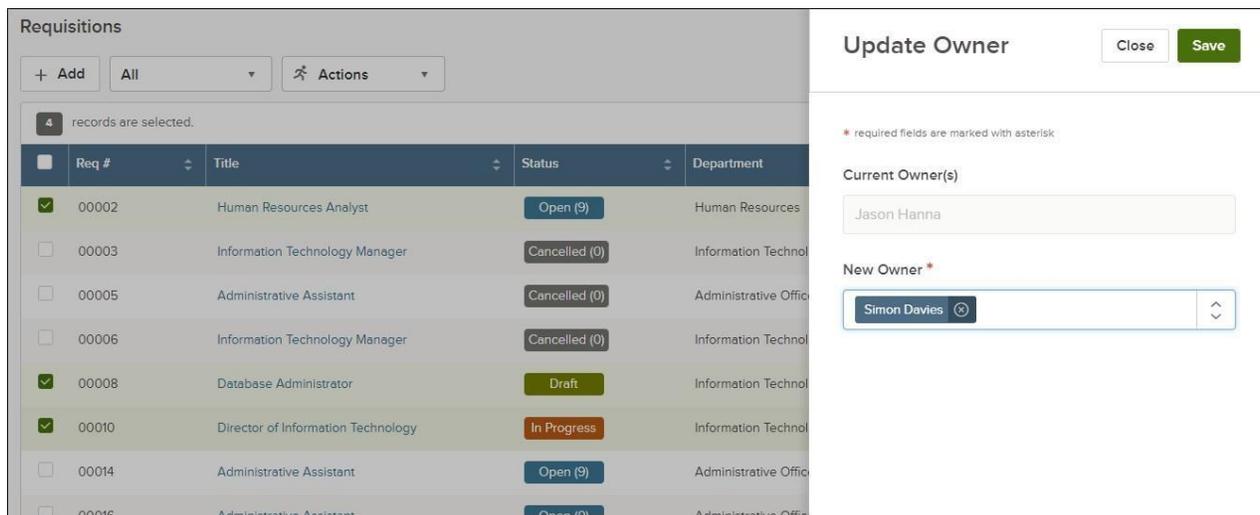
Perhaps you're taking some time away from the office or you've been promoted to a new position. Whatever the circumstance, you can reassign one or more requisitions to another team member. The requisition(s) will display in the new owner's My Task section.

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**.



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



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

Cancel a Requisition

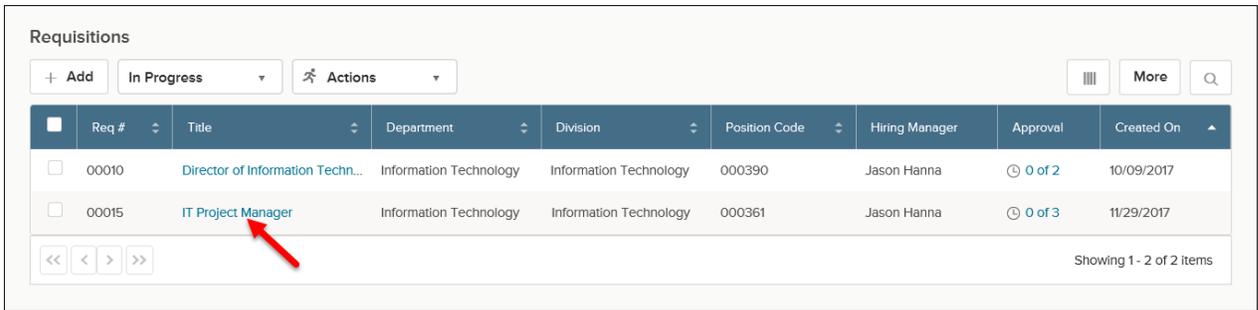
For various reasons, you may need to simply cancel a requisition and not continue with the recruitment process. The OHC provides the option to cancel a requisition, even after it has been approved.

Steps to Cancel a Requisition

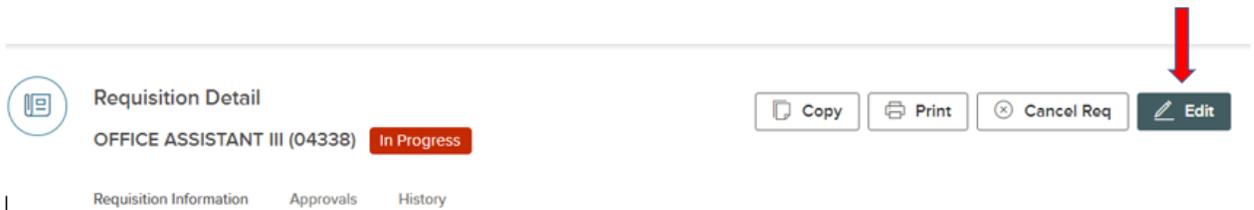
1. On the Jobs menu, click Requisitions.



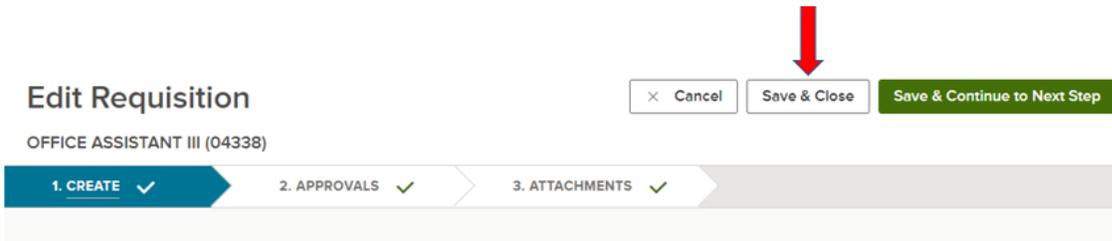
2. Click the requisition to be cancelled



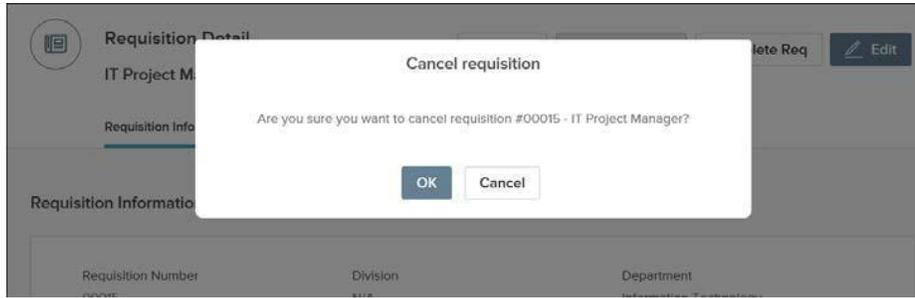
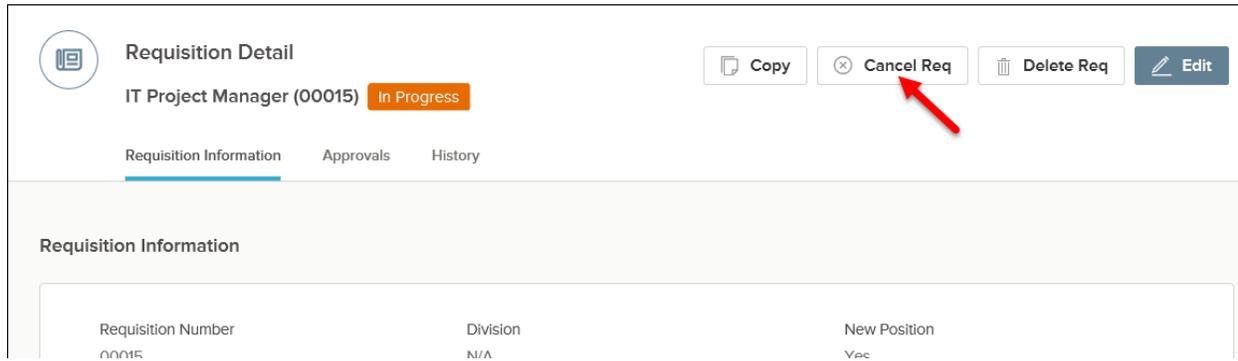
3. Select Edit



4. In the comments section of the requisition, enter a 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:

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.

Hi XXXXX,

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

Message states approval required ↓

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** and type a comment and click Submit.

Requisition Approval
ASSOCIATE ENGINEER (00215)

[Cancel](#) [Edit](#)

Comment (Optional)

Reviewed and approved

Requisition Details

Requisition Number 00215	Department Transportation, Land Management Agency (TLMA)
Title ASSOCIATE ENGINEER	Division N/A
Class Spec. ASSOCIATE ENGINEER	Vacancies 1
Job Type Full-Time	List Type Regular
Owner Tim Originator	Status In Progress
Hiring Manager Mylene Daniels	Desired Start Date 09/03/2020

Approval Timeline

1	Pending	Due Date: 08/14/2020
	Department Manager Approvers	
2	Pending	Due Date: 08/19/2020
	Department Deputy Approvers	
3	Pending	Due Date: 08/20/2020
	Executive Approval	

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 **Deny** Hold Submit

* required fields are marked with asterisk

Send Back to Step * Comment (Optional)

- Select a step -
- Select a step -
Originator - User Test

This is the incorrect location for this position, please correct and resubmit. Also please add Troy Green to the hiring managers list.

Requisition Details

Requisition Number	04338	Department	TLMA Transportation
Title	OFFICE ASSISTANT III	Division	Crossing Guard
Class Spec	OFFICE ASSISTANT III	Vacancies	1

Approval Timeline

- Last Wednesday at 12:52 PM
Abraham Manager denied
- Pending
Administration

Working with Candidates

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 [Email Notifications](#) 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.

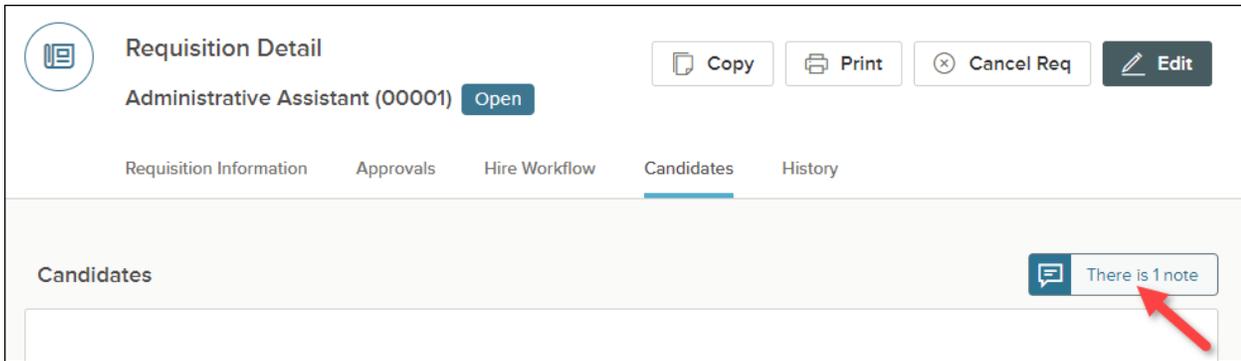
My Candidates

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

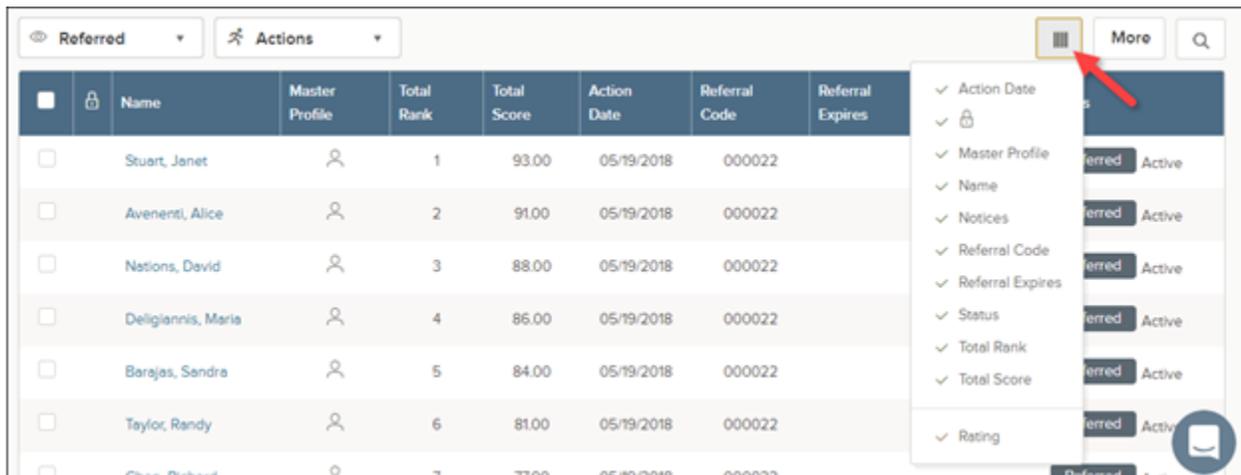
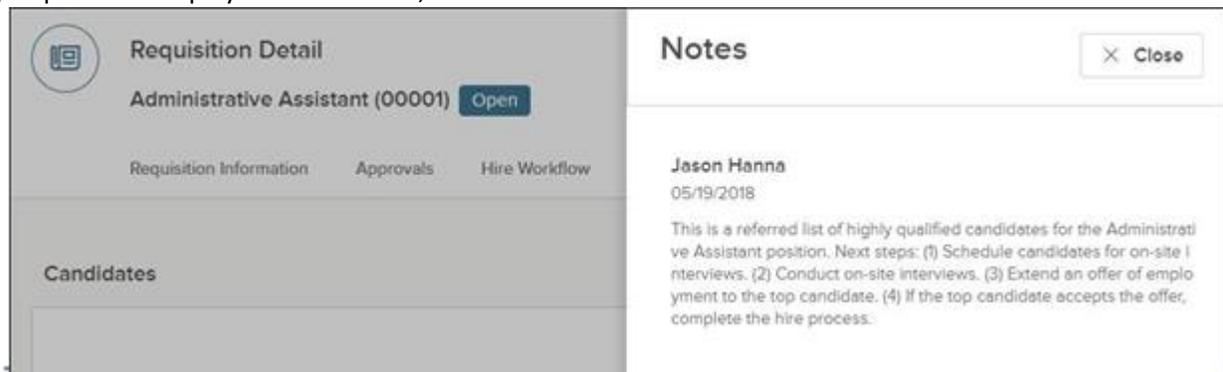
Showing 1 - 1 of 1 items

The screenshot shows the 'My Candidates' section of the dashboard. A table lists a single requisition with 8 candidates. A red arrow points to the 'Administrative Assistant' requisition title. The table includes columns for Requisition Title, Candidates, Department, Division, Hiring Manager, and Created On.

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.



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



- 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+P on your keyboard to print.

Referred List Report		
Requisition Information		
Requisition Number 00001	Division Insight Sales	New Position No
Department Sales and Marketing	Class Title Administrative Assistant (5360)	Position # 000365
Working Title Administrative Assistant	Job Type Full time, permanent	Vacancy Date 11/30/2018
Vacancies 1	Desired Start Date 12/03/2018	Name Sally Smith
List Type Regular	Hiring Manager Jason Hanna, Cheryl Ward	

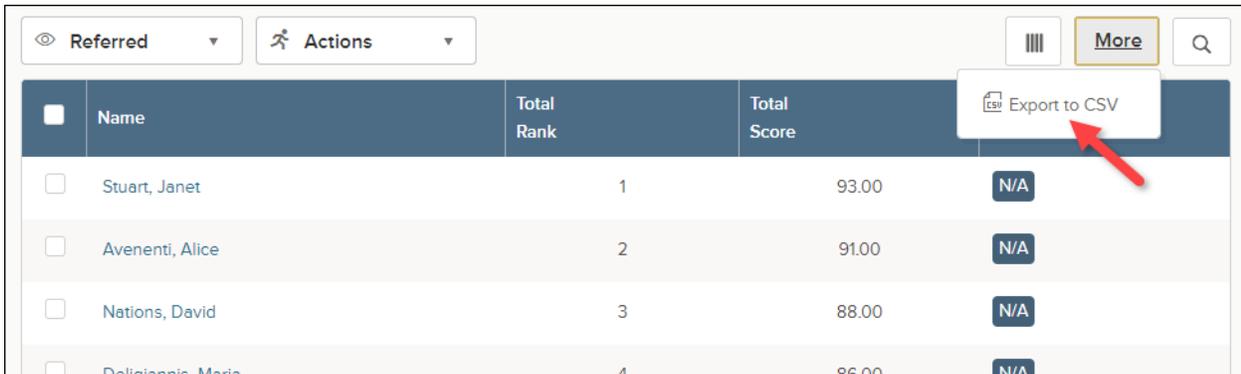
Name	Total Rank	Total Score	Action Date	Rating
Stuart, Janet	1	93.00	05/19/2018	N/A
Avenenti, Alice	2	91.00	05/19/2018	N/A
Nations, David	3	88.00	05/19/2018	N/A
Deliniannis, Maria	4	86.00	05/19/2018	N/A

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

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

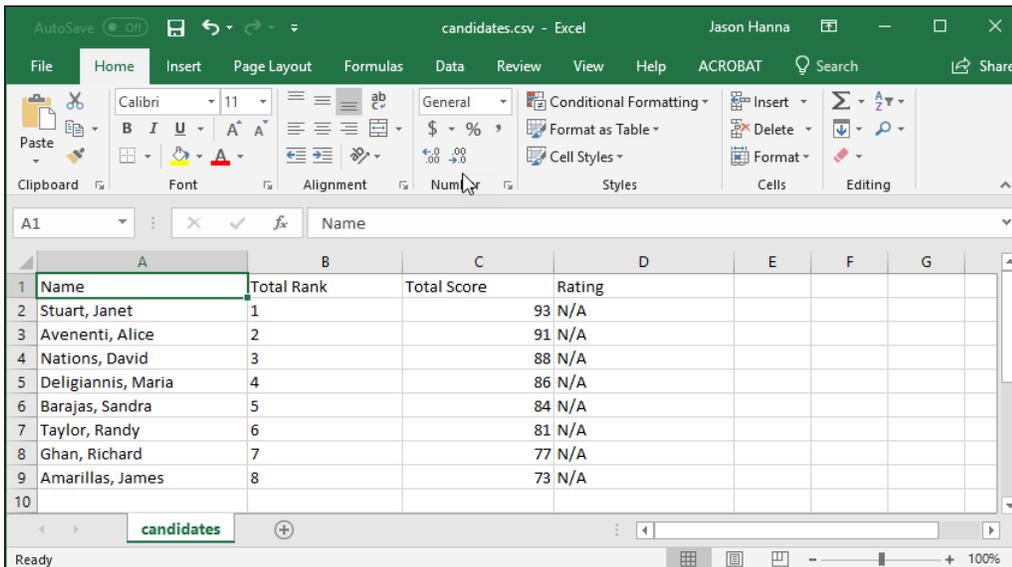
Referred		Actions		More	Q
8 records are selected.		Clear selection			
<input checked="" type="checkbox"/>	Name	Total Rank	Total Score	Rating	
<input checked="" type="checkbox"/>	Stuart, Janet	1	93.00	N/A	
<input checked="" type="checkbox"/>	Avenenti, Alice	2	91.00	N/A	
<input checked="" type="checkbox"/>	Nations, David	3	88.00	N/A	
<input checked="" type="checkbox"/>	Deliniannis, Maria	4	86.00	N/A	

5. On the More menu, click Export to CSV.



6. Save the export file to your preferred file location.

7. Once you're done, open the export file

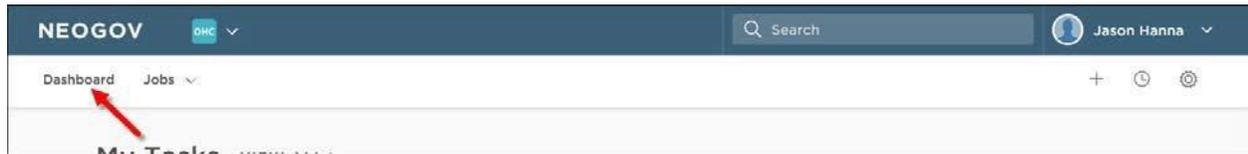


Oral Interviews

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

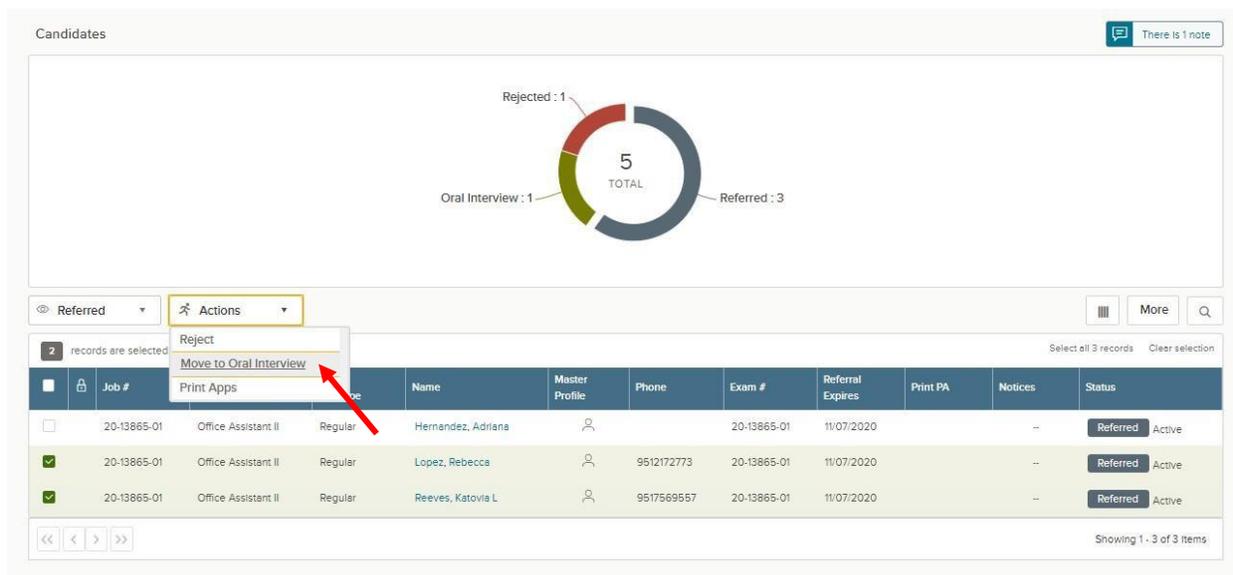
1. If you're not already viewing your dashboard page, click Dashboard from the upper left.



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.

The screenshot shows the 'Candidates' page with a doughnut chart indicating 5 total candidates: 3 Oral Interview, 1 Referred, and 1 Rejected. A dropdown menu is open, showing 'Oral Interview' selected. Below the chart is a table with one candidate listed.

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

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Complete Oral Interview

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 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.

- 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.

The screenshot shows the 'Candidates' page with a table of three candidates. The 'Rating' column is visible, and a red arrow points to the 'NA' rating for the first candidate.

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

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

	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

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

Application Questions Notices History

QUICK JUMP... General Information

Next → **Actions** ▾ Print Cancel

- Reject
- Move to Referred
- Rate

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

Rating Cancel

Lopez, Rebecca (Person ID:5397195)

Step 2: Oral Interview

* required fields are marked with asterisk

Tammi Liaison

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

Rating Cancel

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

- 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
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

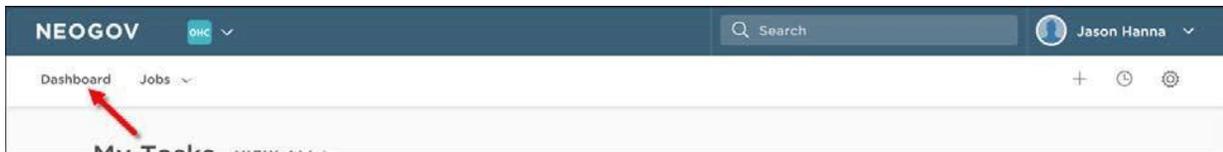
- After the rating is complete, you can view the results from the workflow step.

Reject a Candidate

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

Steps to Reject a Candidate

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



- 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

Oral Interview : 3

Referred : 2

5 TOTAL

All Candidates	Elig List Type	Name	Master Profile	Phone	Exam #	Referral Expires	Print PA	Notices	Status	Offer
Referred									Referred	Active
Offered										
Oral Interview	Office Assistant II	Hernandez, Adriana			20-13865-01	11/07/2020		--	Oral Interview	
Hired	Office Assistant II	Lopez, Rebecca		9512172773	20-13865-01	11/07/2020		--	Oral Interview	
Rejected	Office Assistant II	Reeves, Katovia L		9517569557	20-13865-01	11/07/2020		--	Oral Interview	
	20-13865-01	Office Assistant II	Regular	Rodriguez, Amaris		20-13865-01	11/07/2020		Referred	Active
	20-13865-01	Office Assistant II	Regular	Rodriguez, Veronica		20-13865-01	11/07/2020		Oral Interview	

Showing 1 - 5 of 5 items

3. 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

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

NEOGOV OHC

Reeves, Katovia

Person ID: 5397332

Actions

- Reject
- Move to Referred
- Rate

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

Reject

Reeves, Katovia L (Person ID : 5397332)

Select a Inactivation Reason

Inactivation Reason *

Enter a reason

Inactivation Reason is required

Comments

- 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. Optional, enter comments providing more details then click **Save**.

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 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

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

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

Referred Actions

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**.

Referred Actions

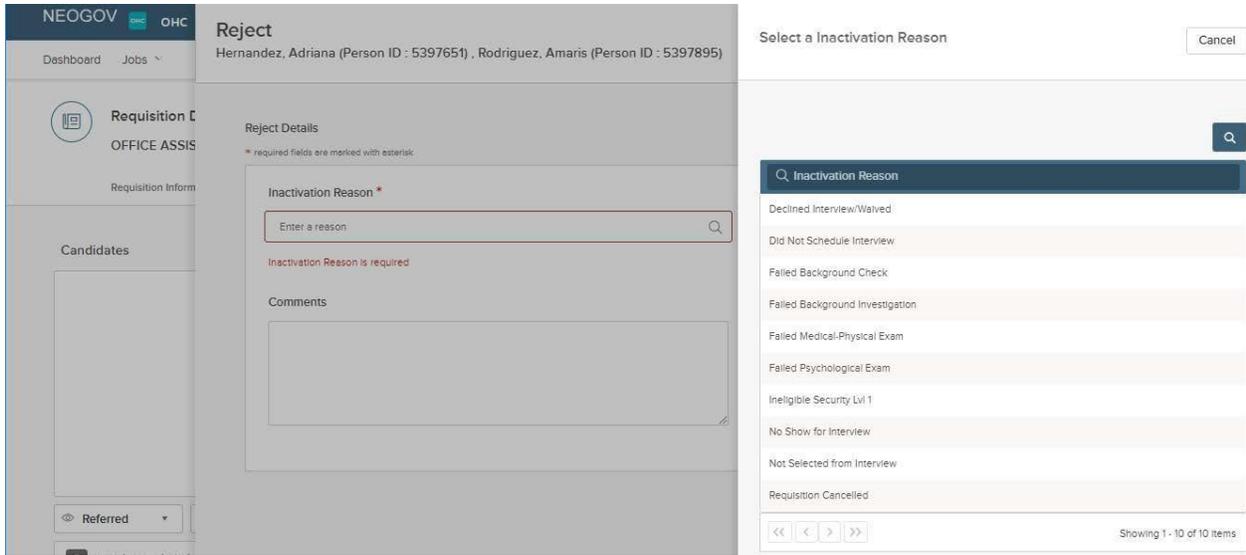
2 records are selected

- Reject
- Move to Oral Interview
- Print Apps

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

5. Click and select an **Inactivation Reason**. If preferred, enter comments providing more details.



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
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	Reeves, Katovia L		9517569557	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

- Repeat these steps for any remaining rounds of 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.

View Hires

Steps to View Hires

1. On the Jobs menu, click Hires.



2. A listing of hires will display.

The screenshot shows the 'Hires' table. At the top left, there is a dropdown menu set to 'All'. At the top right, there are buttons for 'More' and a search icon. The table has the following columns: Req #, Title, Name, Department, Division, Status, and Start Date. The data rows are as follows:

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

You have four available features:

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

3. Click the candidate's name to view their application.

The screenshot shows the candidate profile for Helen Smith. At the top, there is a navigation bar with 'NEO GOV' and 'OHC' on the left, and 'Actions', 'Print', and 'Cancel' on the right. Below the navigation bar, there is a 'Hires' sidebar with a list of requisitions. The main content area shows the candidate's profile for Helen Smith, with a 'Hired' status. The profile is divided into several sections: Application, Questions, References, Notices, History, and Notes. The 'General Information' section is expanded, showing contact information (123 First Street, Springfield, IL 62702, US), email (TiaAlPqYiRDo2J8qOIEVae@neogov.net), and phone numbers ((888)555-5555 primary, (888)555-5555 alternate). The 'Personal Information' section shows Date of Birth (01/01), SSN (xxxx-xxxx-1111), and Driver's License (Yes A****3). The 'Notification Preference' section shows Email (Yes) and Have proof of your legal right to work in the US? (Yes).

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

Hires

All

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

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Dashboard Jobs

Hires

All

Req #

Hire Details

Helen Smith (Person ID : 28792433)

Hire Information Approvals History

Hire Information

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

Attachments

Print Applications

Steps to Print Applications

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

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

All Candidat... Actions

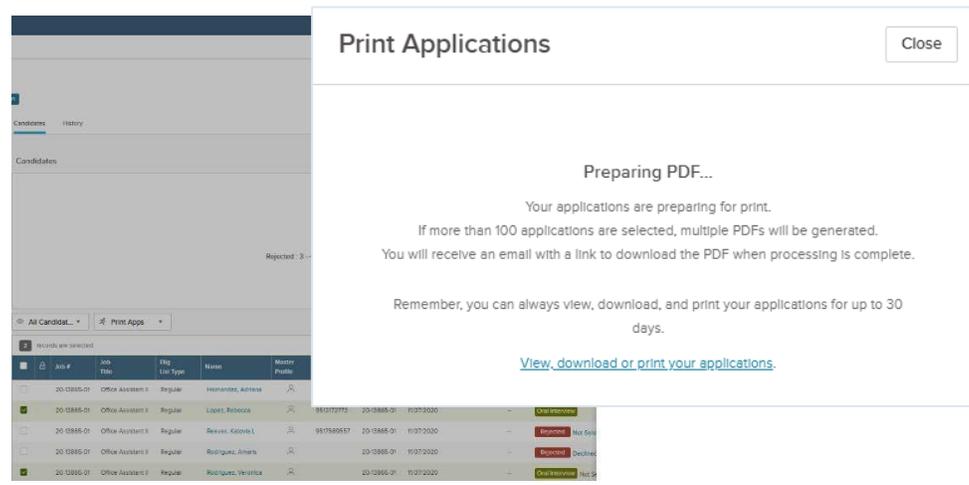
2 records are selected Print Apps

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, Katovia L		9517569557	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

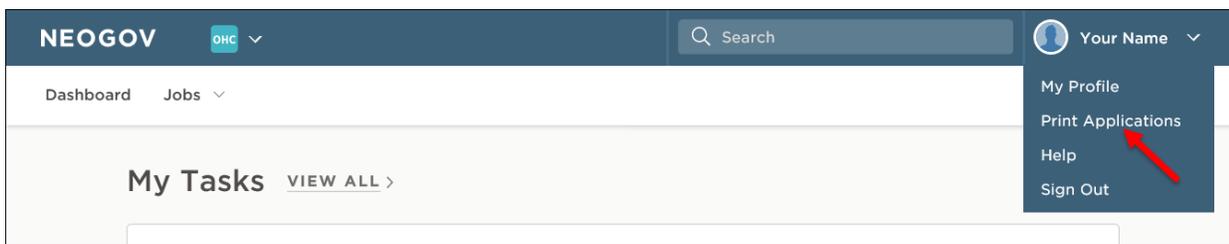
Showing 1 - 5 of 5 items

3. The Print Applications window will display. You have three options from which to choose:
 - Print Applications Now: Limited to 25 applications and requires a direct print from your web browser.
 - Create PDF with Applications: Creates a PDF of applications without candidates' uploaded attachments.
 - Create PDF **with** Applications and **Attachments**: Creates a PDF of applications with candidate's uploaded attachments (e.g., **résumés**, 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.



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



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



EMPLOYMENT APPLICATION	
	<p style="text-align: center;"> County of Riverside County Admin. Center P.O. Box 1569 4080 Lemon St., 7th floor Riverside, California - 92502-1569 http://rc-hr.com Lopez, Rebecca Office Assistant II </p> <p> Received: 7/5/20 10:24 PM For Official Use Only: QUAL: _____ DNG: _____ <input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Other: _____ </p>

PERSONAL INFORMATION	
POSITION TITLE: Office Assistant II	Job Number: 20-13865-01
NAME: (Last, First, Middle) Lopez, Rebecca	PERSON ID: 5397195

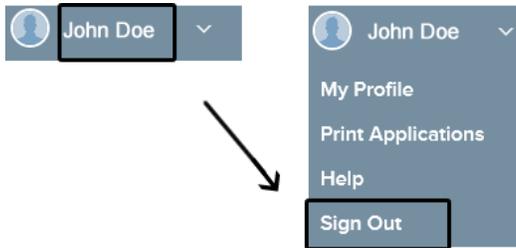
Email Notifications

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

Action	A system generated email is sent to . . .
Upon Creating REQ →	<ul style="list-style-type: none"> ▪ The Approver(s) in the 1st approval level of the workflow. ▪ The Originator of the REQ. ▪ The Hiring Manager(s) listed on the REQ.
Upon Approvals →	<ul style="list-style-type: none"> ▪ 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.
Upon Final Approval →	<ul style="list-style-type: none"> ▪ 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.
Upon Denial →	<ul style="list-style-type: none"> ▪ The Originator of the REQ. ▪ The Approver(s) prior to the Approver that denied the REQ. ▪ The Hiring Manager(s) listed on the REQ.
Upon Hold→	<ul style="list-style-type: none"> ▪ The Originator of the REQ. ▪ The Approver(s) prior to the Approver that denied the REQ. ▪ The Hiring Manager(s) listed on the REQ.

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 DEPARTMENT ASSIGNMENTS

Recruiting Portfolio	Central Recruiting (Countywide)	RUHS Medical Assignment Program	Public Safety	Human Services	Public Works & Community Services, Land Use & Environment, Finance, and Government Services Economic and Community Development	
Departments within Portfolio	Temporary Assignments	Behavioral Health Community Clinics Correctional Health Medical Center Public Health	District Attorney EMD Fire Probation Public Defender Sheriff/Coroner PA	Child Support Services DPSS/IHSS First Five Office on Aging Veterans' Services Assessor Clerk-Recorder Housing and Homelessness Treasurer-Tax Registrar of Voters Auditor-Controller	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 RCIT TLMA UC Coop Extension Waste Resources
	Centrally Recruited Classifications					
	Accounting Assistant I/II Senior Accounting Assistant Accounting Technician I/II Office Assistant I/II/III Administrative Services Assistant					
Recruiters	Ahjah Davis Alma Espinoza Andrew Tsang Ashley Thomas Brian Arcinas Cindy Mendez Deneen Culberson Tracy Felton Joseph Miller Veronica Rodriguez Vacant HR Analyst	Angela Levinson Alyssa Padilla Jeremy Holforty Jillaine Eastman Lisette Jimenez Marisela Campos Sarah Teegarden Star Metoyer Veronica Garcia VACANT HR Analyst Vacant HR Technician Vacant HR Technician	Andrea Evans Brittney Mathis Carmen Posey Joe Olivares Letisia Jimenez Mary Miller Ulysses Gerardo Stephanie Rodriguez	Amanda Valentine Cameron Hacker Jammie Smith Vanessa Diaz Beaird Vacant HR Technician Vacant HR Technician	Ebelyn Skinner Alyssa Wallace Amanda Campos Angela Tavaglione Edgar Chavez Silvia Trammell Sonya Portillo Vacant HR Technician	
Internships	Coty Wellott Linda Silvia internship@rivco.org					
Recruiting Leads	VACANT x52586 Brian Arcinas - Interim (Mass Recruiting) Alma Torres Elizalde – Interim (TAP)	Ashley Siegfried x55564 VACANT x32567	Dean Tran x55343	Anabel Mulhern x59993	Maria Ledesma x53405	
Recruitment Principals	VACANT X	Noreen Somontan x65483	Natalie Hagen x54277	Marni Fitzpatrick x56537		
Recruitment Managers	Chandrika Richardson x59488		VACANT x59209			
HR Business Partners		Kevin Cobb x59428 Carly Obenberger x64653 Fabiola Thomas x59408	Coral Quijada x55445 Ryan Schulte x53552	Kathy Byrd x84266 Jennifer Sosa x55447 Veronica Veal x56979	Julia Luna x54957 Jennifer Sosa x55447 Veronica Veal x56979	