NeoGov Training: OHC (Online Hiring Center)

Creating a Requisition

Access NeoGov here:
https://login.neogov.com/?siteCode=IN
Link can be found through myClackamas under Supervisor Information or Administrative Support.

Enter in your username and password and click **Sign In**.

Username will always be your Clackamas email address.

Passwords will need to meet the following requirements:
- Length of **8** or more characters
- Contain a number
- Contain a special character !,@,#,$,%,^,&,*
- Contain an upper and lowercase letter

If you have forgotten your password, use the link **Forgot your password?** or contact your HR point person.

You will want to be on the OHC dashboard in NeoGov.

To notify HR that you want to begin a new recruitment, select **Open New Requisition** from the main dashboard page.

Locate the job description from the list and select **Create New** under the Requisition column. If the job description you are looking for is not listed, please fill out the blank job description template (request from HR) and send to HR to add. After HR adds the description, you can then create the requisition.

Search for class title or class code: [   ] Go►

3 records found.
Page 1 of 1

Class Code	Class Title	Positions	Requisition
CLA001	Administrative Assistant I	Positions	Create New
ADM036	Dean, Human Resources	Positions	Create New

This will open the requisition form. Please fill out all sections for timely processing in HR. (Screenshot of blank requisition is on page 3)

Requisition Form (detailed)
- **Desired Start Date** – this is the date you want this position to start work. Date needs to be realistic and take into consideration the following: posting to be created, internal/external advertising range, review period, interview(s), and at least a 2-week notice provided, etc.
- **Requisition #** - this is assigned upon creation.
- **Working Title** – this is what will display on the posting and may be the same as the job description.
- **Vacancies** – typically this will be 1, but could be different depending on what has been approved or needed in department.
- **Division** – select which division this position will be part of.
- **Department** – select with department this position is located in.
- **Hiring Managers** – assign the hiring manager (will either be a department chair, manager, director, associate dean, dean, vp, or president).
- **Job Term** – whether the position is full-time, part-time, term-by-term, limited duration, etc.
- **List Type** – drop-down choices could not be changed, key is:
  o **Regular** – external posting (not required to be posted internally, and no candidate(s) identified)
  o **Promotional Only** – internal posting (candidate(s) is already identified, does not post externally)
  o **Department Promotional Only** – do not use
  o **Regular and Promotional** – internal and external posting (this is the option you will select for FT Faculty and Classified positions)
  o **Transfer** – for student and federal work study postings
- **Position Type –** select whether this is a vacated position or a new position
- **Position Control** – use this area if you selected this was a vacated position. Select **Add Another Vacancy** and enter in the position number, first name, last name, and vacancy date (last day they stopped working).
- **Skills** – if this position requires a certain set of skills not otherwise noted, please add it here.
  o For example: Administrative Assistant I position – job description lists skills in Microsoft Office, but you know this position creates a lot of presentations and uses PowerPoint on a daily basis. List in the Skills section PowerPoint.
- **Comments –** in the comments section, you can explain any skills you listed above, or any other relevant information you want approvers or HR to know.
  o For example: if you listed PowerPoint as a skill, in the comments section you would put in the justification of why it's relevant. This will notify HR to ask a specific question about their use and skill in PowerPoint (not to be used as a screening tool by HR, but to assist the committee in their screening process).

- o If this is a limited duration posting, add in comments about how long the position is available.
- **GL/Account # Position Paid From** – enter in the account number this position will be paid from.
- **Union/Non-Union** – select the appropriate option for the position being recruited.
- **Hours of Work** – enter in the work schedule (8-5 M-F or 1-10 T-S) and number of hours worked a week (40 hours, 30 hours, 19.5 hours/week, etc.)
- **Working Months/Days** – enter in how many months this position is working (12-months, 10-months, etc.) or number of days (175-days) if faculty. If part-time, you can enter in the terms this position is working (Fall, Winter, Spring, Summer), or if temporary/limited duration, you can enter in an exact range of time (September 2014 – June 2015, etc.)
- **Required Documents to be attached** – select the documents you want to be required when applicants apply.
- **External Posting Range** – determine how long do you want the posting to be advertised, or if open until filled, indicate the first review date after so many days or at a certain date.
- **Any specific instructions/language to be include in the posting** – if you want to include information about your department/division, when interviews will be, presentation topics, etc. you will want to enter this in here. You can also attach a document to the requisition if it is typed up already (if attaching a document, you will want to indicate 'see attachment'). If this does not apply, enter in 'n/a'.
- **Supplemental Questions to be included** – if you have specific questions you would like asked as part of the application process, enter in the questions. If these are typed up already, you can also attach a document to the requisition with these.
- **Specific Advertising Sources/Funding (FT only)** – List any specific places/listservs you would like to see this posting advertised to. HR has specific places to post to and will pick up those costs. Depending on advertising sources listed, HR may or may not be able to cover the costs, so please provide a GL/Account number to help cover those costs. HR will work with you to help determine if costs can be split.
- **Approvals** – always select **No Approvals**. Prior to creating a requisition, approvals should already have been obtained outside of the system.
- **Save and Release** – moves you to the next screen to complete the process of requesting a new position.

Class Title: **Administrative Assistant II, ACT On & CASE Grant**
Class Code: **GCLA43-6014-3.1-002**
Creator: **Lee-Kunstler, Chelsea**

* Required

Desired Start Date:	
* Requisition #:	[assigned when requisition is saved]
Working Title:	
Vacancies:	
* Division:	=== Select ===
Department:	=== Select ===
* Hiring Managers:	Available: / Assigned:
Job Term:	=== Select ===
List Type:	=== Select ===
Position Type:	○ Existing Position (Replacement of Staff) ○ New Position
Position Control:	Position # First Name Last Name Vacancy Date [Add Another Vacancy]
Skills:	
Comments:	
* GL/Account # Position Paid From :	
* Union/Non-Union :	== Select ==
* Hours of Work :	
* Working Months/Days :	
* GL/Account # Position Paid From :	
* Union/Non-Union :	== Select ==
* Hours of Work :	
* Working Months/Days :	
* Required Documents to be attached :	☐ Cover Letter ☐ Curriculum Vitae ☐ Resume ☐ Unofficial Transcripts ☐ Certifications ☐ 1 Letter of Recommendation
* Any specific instructions/language to be included in the posting? (Please type or attach a document to the requisition) :	
* Supplemental Questions to be included :	
Specific Advertising Sources/Funding (FT only) :	
No Approvals	✓

[Save Only] [Save and Release]

A summary screen of the requisition you created will now display. Select the Edit button to make any changes.

Attachments (as applicable): Select **Add New**
- POR needs to be attached for full-time positions
- Job description template if new
- Specific instructions/language to include in posting
- Supplemental questions to include in posting

This provides HR with additional information and is back-up documentation.

Edit

Class Title: **Administrative Assistant I**
Class Code: **CLA001**
Creator: Lee-Kunstler, Chelsea

* Required

Desired Start Date:	09/15/14
* Requisition #:	1415-00003
Working Title:	HR Assistant
Vacancies:	1
* Division:	Human Resources
Department:	Human Resources
* Hiring Managers:	Lee-Kunstler, Chelsea
Job Term:	Part-Time
List Type:	Regular
Position Type:	New Position
Position Control:	

Position #	First Name	Last Name	Vacancy Date

Skills:	
Comments:	
Approvals	None

Attachments: Add New

Attachment Title	Date Uploaded	File Name	Action

You have completed the process for creating a new requisition. Select **My Requisitions** from the drop down to return to your dashboard. Select **Sign Out** if you are done using NeoGov.

Chelsea Lee-Kunstler ▾

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