

NEOGOV Basics

Logging on

1. Access NeoGov online at login.neogov.com
 1. Click on **Sign in** to begin
 2. Login with username and password emailed to you from NeoGov
 3. Be sure the OHC button is selected in the dropdown menu in the upper left-hand corner (Insight is for Human Resources only)

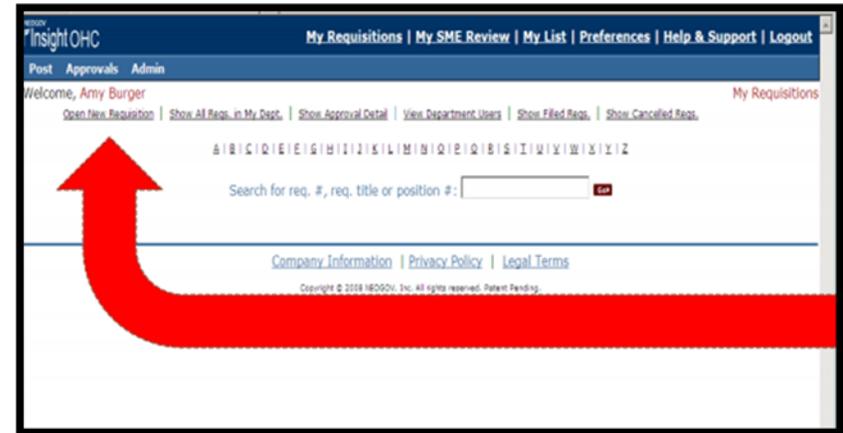
Questions?

2. Access full demonstrations and hands-on exercises at http://myslo.intra/HR/NEOGOV_Training.htm
3. For further questions, e-mail hr_neogov@co.slo.ca.us



New Requisition

This is the screen that will show up when you sign in



1. Click on **Open New Requisition**
2. Select the name of the position you have open
*Or use the search bar at the top of the screen to locate the position
3. Fill out the requisition
 - a. Boxes with the * are required fields, and you must submit this information
 - b. You also must fill out vacancy information
4. Use the save button if you are not finished with the requisition and wish to go back and edit it
5. Use the save and release button when you are ready to submit your requisition

NEOGOV Basics

Viewing Candidates

1. Select **My List** from the dropdown menu
If no records are displayed, select the **Show All Lists in My Department** link in the top left of your screen
2. Click **view** next to the candidate's name
For each candidate, select appropriate action (Schedule Interview, Hire, Reject etc.)

The screenshot displays the NEOGOV interface. At the top, there's a navigation bar with 'Post', 'Approvals', and 'Admin' menus. Below this, a 'Referred Candidates' section shows details for a requisition with ID 00001, titled 'INFORMATION TECHNOLOGY PROJECT MGR III'. It lists the department as 'Information Technology' and the position as '1, 2, 3'. A table below this section shows various tabs: 'Referred (1)', 'Interview Scheduled (1)', 'Offer Pending (0)', 'Hired (2)', 'Rejected (0)', and 'Rejection Pending (1)'. A table lists the candidate 'CARLSON, DEBORAH D.' with fields for Name, Master Profile, Phone, Email Notify, Exam Plan, Action Date, Elg Exp Date, Notices, and Referral Expires. At the bottom, there are links for 'Company Information', 'Privacy Policy', and 'Legal Terms', along with a copyright notice for 2014 NEOGOV, Inc.

This is the screen that will be displayed when you click the **view** link next to a candidate's name from 'My Lists'

Schedule an Interview

1. Click on **Referred** tab, choose **Schedule Interview** from the dropdown menu and then click **Go**
2. Fill in the required fields and then click **Save**

Make Offer

1. Select a candidate then select **Make Offer** from the dropdown menu and press **Go**
2. Fill in the required fields and then click **Save**

Hiring the Candidate

1. Click on **Offer Pending** header; select the candidate by putting a check to the left of their name. Choose **Hire** from the dropdown menu and press **Go**
2. Fill in all required fields
3. If necessary, specify any approvals that need to be made and by whom

Reject a Candidate

1. Make sure a candidate is checked. Choose **Reject** from the dropdown menu and then click **Go**
2. Choose a **Rejection Reason**
3. If desired, include comments
4. Click **Save**

Notify Candidate

1. Put a check box to the left of a candidate's name; select **Email Notify** from the dropdown menu and press **Go**
2. Select a template for the email from the dropdown menu. If you need to edit the body of the email, click the **Edit** button to the right of the dropdown menu.
3. Click **Generate Notices**
4. Press **Send**

