

NEOGOV OHC; Hiring Manager

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.)

This is the screen that will appear when you sign in



Review Candidate's Application

1. Click on **My Application Review**.
2. Select the correct job title link located underneath the exam plan to view a list of candidates.
3. Select the name of the candidate whose application you would like to review. Note the **At Step** description for the type of review you are conducting.
4. Review the application by scrolling. Make sure to check for attachments such as cover letters, or resumes under **Attachments**.

5. Select **Show Candidate Disposition** in the upper right corner to display the scoring window.
6. Refer to your department's individual scoring criteria to enter a score for each category.

Approve a Requisition

1. Select **Approvals** on the menu bar.
2. Select **Requisitions** on the menu bar to view the items awaiting your approval.
3. Select the title of an item to review it.
 - a. Select **Edit** in the top right corner if you want to modify the item or make comments. If you make changes, click **Save**.
4. Select **Requisitions** from the Approvals menu to return and approve the item.
5. Select the **Approve/Deny** link in the action column
6. Click the drop down menu where it says **Select** and select the action that you would like to take. Notification emails are sent for each action.
7. Click the **Save** button. Notice that the Requisition has moved to the list of Approved Requisitions.

View Job Posting Status

1. Click the **Post** dropdown menu in the upper left-hand corner.
2. Click **Job Postings**.
3. Click on the Job Title of interest.
4. Note number of Hits and number Submitted at the top of the page.

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Approve a Hire

1. Select **Approvals** on the menu bar.
2. Select **Hires** on the menu bar.
3. Select **Details** under the Hire column.
4. Confirm the information in this page is correct.
5. Return to the Hires list by clicking Hires in the Approvals dropdown menu.
6. Select **Approve/Deny** under the Action column.
7. Click the drop down menu where it says *==Select==* and select **Approve**. Enter any comments in the text field.
8. Click the **Save** button.

Questions?

1. Access full demonstrations at http://slocounty.ca.gov/HR/NEOGOV_Training.htm
2. For further questions, e-mail hr_neogov@co.slo.ca.us

