

# NEOGOV Workbook



## Table of Contents

Create and Approve Requisitions overview.....	3
Approve Requisitions Demonstration.....	9
Create Requisition Demonstration.....	25
Reviewing Applications and Scoring Applicants.....	74
Reviewing Applications and Scoring Applicants Demonstration.....	81
Managing Certified Candidates.....	102
View Candidates, Schedule Interviews, and Sent Notifications.....	108
Make an Offer and Send a Notification.....	134
Mark an Applicant for Hire.....	163
Reject a Candidate.....	181
Create and Modify Notification Templates.....	192



# Create and Approve Requisitions

NeoGov Course  
October 2014

## Notes

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## Module 2 // Approve Requisitions

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# Objectives

- Create a requisition in NeoGov, including copying requisitions
- Set up a chain of approvals, if necessary



### Notes

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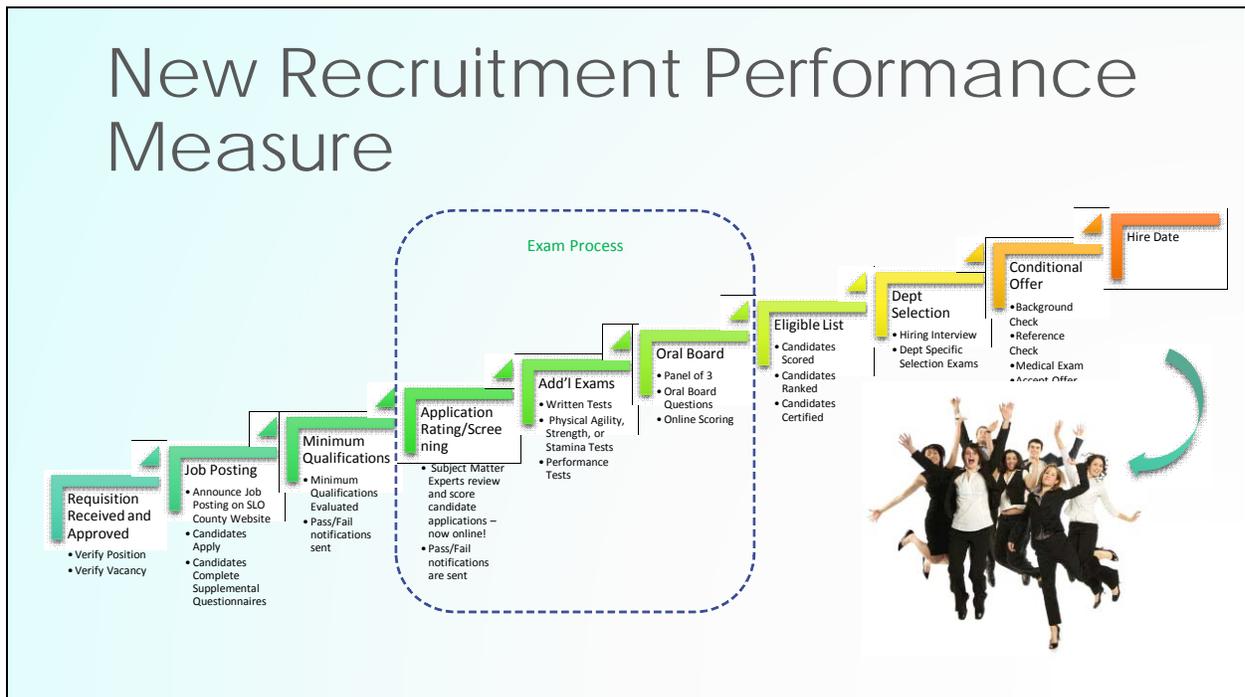
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## Module 2 // Approve Requisitions



### Notes

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## Module 2 // Approve Requisitions

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### What's New?

- Select the position(s) to fill
- Create or copy a requisition
- Request ad proposal
- More area for comments and instructions
- Optional online approval



#### Notes

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## Module 2 // Approve Requisitions

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# Terminology

- **Approve a requisition:** Completed by approvers specified by department
- **Authorize a requisition:** Completed by HR



### Notes

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## Module 2 // Approve Requisitions

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# Approval Groups

- Optional
- Three standard groups:
  - Department Head
  - Hiring Manager
  - Payroll Coordinator



### Notes

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## Module 2 // Approve Requisitions

### Slide 1

NEO GOV **OHIC** Deborah Carlson

Post Approvals Admin

Open Requisition | Show All Reqs. in My Dept. | Show Approval Detail | View Department Users | Show Filled Reqs. | Show Cancelled Reqs. My Requisitions

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search for req. #, req. title or position #:  Go

**Draft Requisitions**  
2 records found.  
Page 1 of 1

Req. #	Req. Title	Position ID	Department	Division	Created	Action
00026	Administrative Assistant - HR Open Recruitment		Human		10/02/14	Edit Copy Reg Cancel Reassign History
00008	Clerical Assistant to Katie Ma					Copy Reg Cancel Reassign History

Page 1 of 1

**In Progress Requisitions**  
1 record found.  
Page 1 of 1

Req. #	Req. Title	Position ID	Department	Division	Created	Action
00045	Personnel Analyst I/II		Resources		11/07/14	Edit Copy Reg Cancel Reassign History

Page 1 of 1

**Approved Requisitions**  
8 records found.  
Page 1 of 1

Req. #	Req. Title	Position ID	Department	Division	Created	Action
00030	Admin Asst II Health Agency		Health Agency		10/07/14	Copy Reg Cancel History
00033	Admin Asst II Health Agency		Health Agency		10/24/14	Copy Reg Cancel History
00025	Administrative Assistant - HR Open Recruitment		Human		10/02/14	Copy Reg Cancel History

### Text Captions

In this video demonstration you will learn how to approve a Requisition. Begin by clicking on the drop down menu.

### Notes

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## Module 2 // Approve Requisitions

### Slide 2

The screenshot shows the NEOGOV OHC interface. At the top right, the user is identified as Deborah Carlson. The main navigation bar includes 'Post', 'Approvals', and 'Admin'. The 'Approvals' dropdown menu is open, showing options for 'Requisitions' and 'Hires'. A search bar is located below the menu with the text 'Search for req. #, req. title or position #' and a 'Go!' button. The page is divided into three sections:

- Draft Requisitions:** 2 records found. Page 1 of 1.
 

Req. #	Req. Title	Position ID	Department	Division	Created	Action
00026	Administrative Assistant - HR Open Recruitment		Human Resources		10/02/14	Edit Copy Req Cancel Reassign History
00008	Clerical Assistant to Katie M					Copy Req Cancel Reassign History
- In Progress Requisitions:** 1 record found. Page 1 of 1.
 

Req. #	Req. Title	Position ID	Department	Division	Created	Action
00045	Personnel Analyst I/II		Human Resources		11/07/14	Edit Copy Req Cancel Reassign History
- Approved Requisitions:** 8 records found. Page 1 of 1.
 

Req. #	Req. Title	Position ID	Department	Division	Created	Action
00030	Admin Asst II Health Agency		Health Agency		10/07/14	Copy Req Cancel History
00033	Admin Asst II Health Agency		Health Agency		10/24/14	Copy Req Cancel History
00025	Administrative Assistant - HR Open Recruitment		Human		10/02/14	Copy Req Cancel History

### Text Captions

Select **Approvals** on the menu bar.

### Notes

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## Module 2 // Approve Requisitions

### Slide 3

NEO GOV OHC Deborah Carlson

Post Approvals Admin

Requisitions Hires

My Requisitions

Dept. | Show Approval Detail | View Department Users | Show Filled Reqs. | Show Cancelled Reqs.

Search for req. #, req. title or position #:  Go

**Draft Requisitions**  
2 records found.  
Page 1 of 1

Req. #	Req. Title	Position ID	Department	Division	Created	Action
00026	Administrative Assistant - HR Open Recruitment		Human Resources		10/02/14	Edit Copy Req Cancel Reassign History
00008	Clerical Assistant to Katie Maloney	12312	Human Resources		08/06/14	Edit Copy Req Cancel Reassign History

Page 1 of 1

**In Progress Requisitions**  
1 record found.  
Page 1 of 1

Req. #	Req. Title	Position ID	Department	Division	Created	Action
00045	Personnel Analyst I/II		Human Resources		11/07/14	Edit Copy Req Cancel Reassign History

Page 1 of 1

**Approved Requisitions**  
8 records found.  
Page 1 of 1

Req. #	Req. Title	Position ID	Department	Division	Created	Action
00030	Admin Asst II Health Agency		Health Agency		10/07/14	Copy Req Cancel History
00033	Administrative Assistant - HR Open Recruitment		Health Agency		10/24/14	Copy Req Cancel History
00025	Administrative Assistant - HR Open Recruitment		Human Resources		10/02/14	Copy Req Cancel History

https://secure.training.neogov.com/OHC/myapproval.cfm?

Select Requisitions or Hires on the menu bar to view the items awaiting your approval.

### Text Captions

Select **Requisitions** or **Hires** on the menu bar to view the items awaiting your approval.

### Notes

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## Module 2 // Approve Requisitions

### Slide 4

NEOGOV OHC Deborah Carlson

Post Approvals Admin

My Requisition Approvals

[Show Approval Detail](#) | [Active Reqs.](#) | [Filled Reqs.](#) | [Cancelled Reqs.](#)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search for req. #, req. title or position #:  **Go**

**Requisitions Awaiting My Action**  
1 record found.

Req #	Title	Position ID	Department	Division	Created	Creator	Status	Action
00045	<a href="#">Personnel Analyst I/II</a>		Human Resources		11/07/14	Carlson, D	In Progress	<a href="#">Edit</a> <a href="#">Reassign</a> <a href="#">Approve/Deny</a> <a href="#">History</a>

**Approved Requisitions**  
2 records found.

Req #	Title	Position ID	Department	Division	Created	Creator	Action
00032	<a href="#">Mental Health Therapist I/II/III/IV</a>		Resources				<a href="#">Edit</a> <a href="#">Reassign</a> <a href="#">History</a>
00041	<a href="#">Tiffany MHT</a>	500001234	Human Resources		11/06/14	Slater, T	<a href="#">History</a>

**Open Requisitions**  
1 record found.

Req #	Title	Position ID	Department	Division	Created	Creator	Action
00028	<a href="#">CT Mental Health Therapist III</a>		Regional Transi...		10/07/14	Thomas, C	<a href="#">Reassign</a> <a href="#">History</a>

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<https://secure.training.neogov.com/OHC/requisition.cfm?ReqID=82615>

### Text Captions

Select the title of an item to review it.

### Notes

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## Module 2 // Approve Requisitions

### Slide 5

NEOGOVS OHC Deborah Carlson

Post Approvals Admin +

View/Edit Requisition  
Edit

Class Title: Librarian III  
Class Code: 01011  
Creator: Carlson, Deborah

• Required

Desired Start Date:  
• Requisition #: 00045  
Working Title: Personnel Analyst I/II  
Vacancies:  
Department: Human Resources  
Division:  
• Hiring Managers: Carlson, Deborah  
Job Term:  
List Type: Regular and Promotional

Pos

Comments:  
For Career Series, please indicate which level(s) you would like to fill: Not Applicable  
Subtitle/Subclass :  
Replacement Reason : Separation  
Other Replacement reason, please describe:  
Examination/Certification : Open  
Work Time : Full Time  
Special Schedule :  
Location(s): City of San Luis Obispo  
License/Certificate Requirement:  
Language : Spanish

Scroll to review the item

### Text Captions

Scroll to review the item

### Notes

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## Module 2 // Approve Requisitions

### Slide 6

NEOGO V OHC Deborah Carlson

Post Approvals Admin

Class Title: Librarian III  
Class Code: 01011  
Creator: Carlson, Deborah

View/Edit Requisition

Required

Desired Start Date:  
• Requisition #: 00045  
Working Title: Personnel Analyst I/II  
Vacancies:  
• Department: Human Resources  
Division:  
• Hiring Managers: Carlson, Deborah  
Job Term:  
List Type: Regular and Promotional  
Position Type:

Select **Edit** if you want to modify the item or to make additional comments. The fields will become editable.

For Career Series, please indicate which level(s) you would like to fill. Not Applicable

Subtitle/Subclass:  
Replacement Reason: Separation  
Other Replacement reason, please describe:  
Examination/Certification: Open  
Work Time: Full Time  
Special Schedule:  
Location(s): City of San Luis Obispo  
License/Certificate Requirement:  
Language: Spanish

<https://secure.training.neogov.com/OHC/requisition.cfm?ReqID=82615&...>

#### Text Captions

Select **Edit** if you want to modify the item or to make additional comments. The fields will become editable.

#### Notes

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## Module 2 // Approve Requisitions

### Slide 7

Vacancies:

• Department: Human Resources

Division:

• Hiring Managers: Available: Admin, Katie  
Azarvand, Jamie  
Douglas-Schatz, Tami  
Duke, Dori  
Eder, Kim  
Fisher, Megan

Assigned: Carlson, Deborah

Job Term: === Select ===

List Type: Regular and Promotional

Position Type:  Existing Position (Replacement of Staff)  
 New Position

Position Control: 

Position #	First Name	Last Name	Vacancy Date
<input type="button" value="Add Another Vacancy"/>			

Skills:

Comments: Looking for Labor Relations expertise

• For Career Series, please indicate which level(s) you would like to fill:  Not Applicable  
 Trainee  
 I  
 II  
 III  
 IV

Subtitle/Subclass:

• Replacement Reason:  Approved Leave  
 New Position - not a replacement  
 Overfill

### Text Captions

Make your changes.

### Notes

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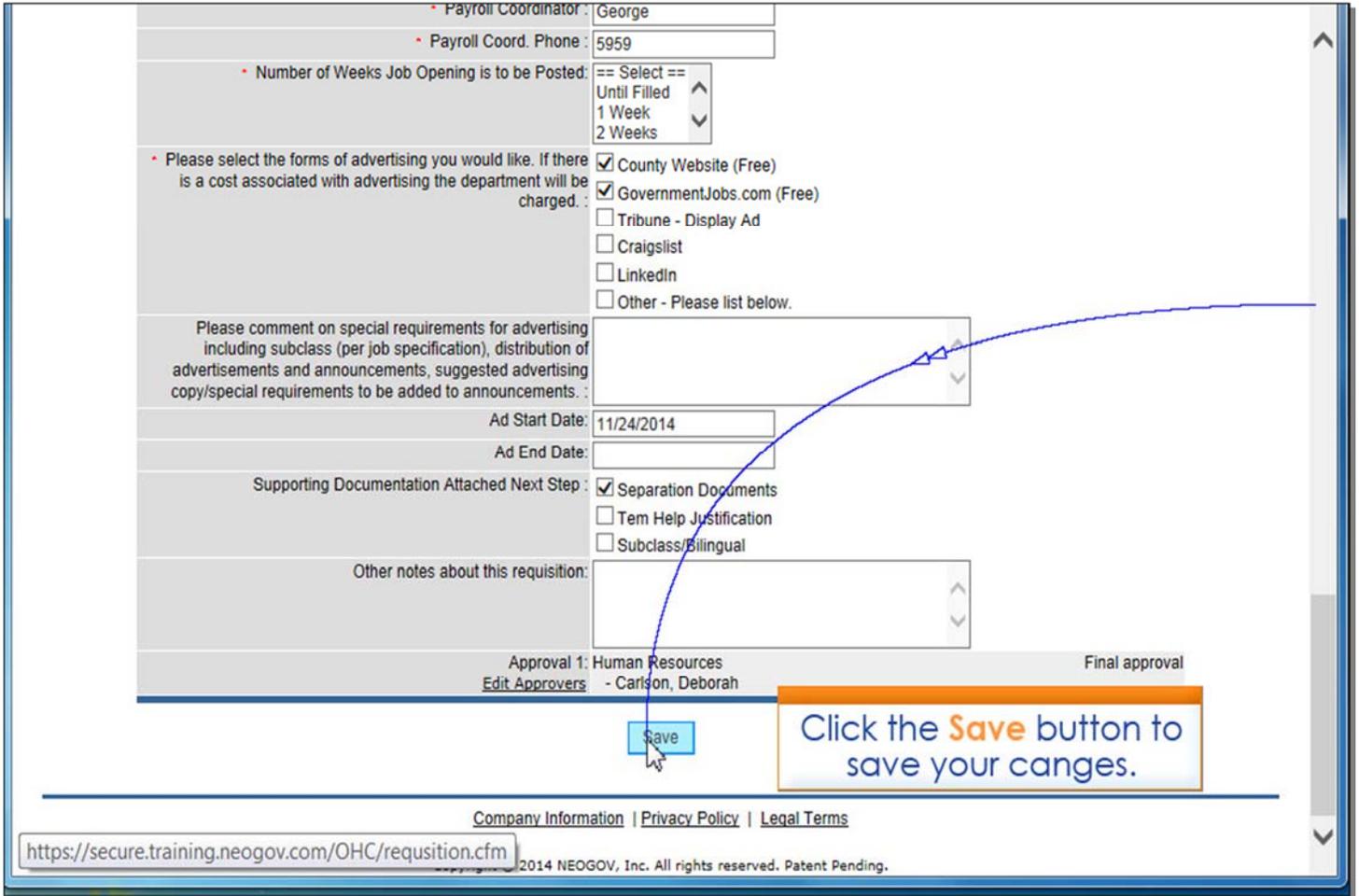
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## Module 2 // Approve Requisitions

### Slide 8



• Payroll Coordinator: George  
 • Payroll Coord. Phone: 5959  
 • Number of Weeks Job Opening is to be Posted: == Select ==  
 Until Filled  
 1 Week  
 2 Weeks  
 • Please select the forms of advertising you would like. If there is a cost associated with advertising the department will be charged.:  
 County Website (Free)  
 GovernmentJobs.com (Free)  
 Tribune - Display Ad  
 Craigslist  
 LinkedIn  
 Other - Please list below.  
 Please comment on special requirements for advertising including subclass (per job specification), distribution of advertisements and announcements, suggested advertising copy/special requirements to be added to announcements.:  
 Ad Start Date: 11/24/2014  
 Ad End Date:  
 Supporting Documentation Attached Next Step:  
 Separation Documents  
 Tem Help Justification  
 Subclass/Bilingual  
 Other notes about this requisition:  
 Approval 1: Human Resources  
 Edit Approvers: - Carlson, Deborah  
 Final approval  
 Save  
 Click the **Save** button to save your changes.  
<https://secure.training.neogov.com/OHC/requisition.cfm>  
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### Text Captions

Click the **Save** button to save your changes.

### Notes

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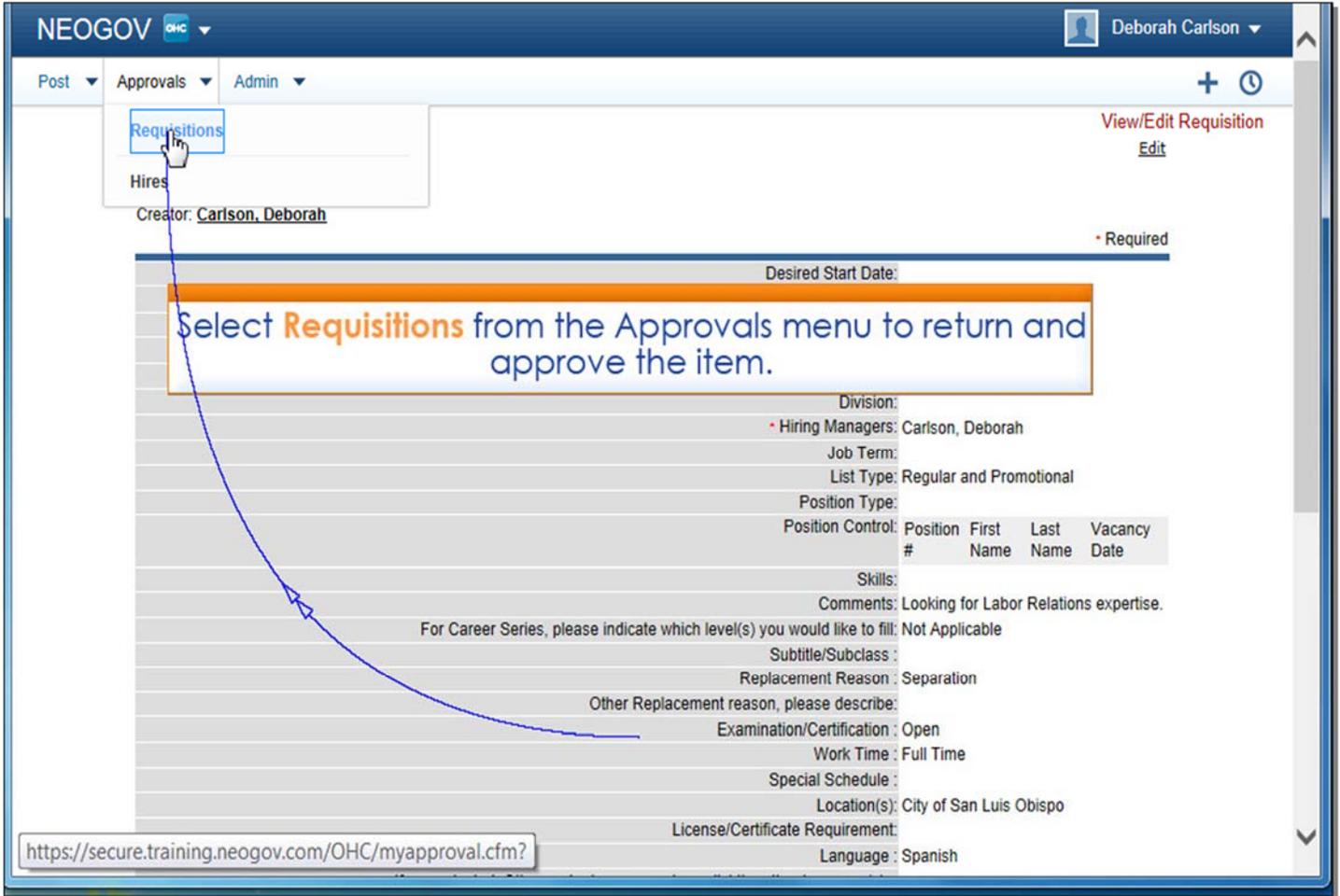


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Slide 9



NEOGOV OHC Deborah Carlson

Post Approvals Admin

Requisitions Hires

Creator: Carlson, Deborah

View/Edit Requisition Edit

Desired Start Date:

Select Requisitions from the Approvals menu to return and approve the item.

Division: Hiring Managers: Carlson, Deborah

Job Term:

List Type: Regular and Promotional

Position Type:

Position Control: Position # First Name Last Name Vacancy Date

Skills:

Comments: Looking for Labor Relations expertise.

For Career Series, please indicate which level(s) you would like to fill: Not Applicable

Subtitle/Subclass:

Replacement Reason: Separation

Other Replacement reason, please describe:

Examination/Certification: Open

Work Time: Full Time

Special Schedule:

Location(s): City of San Luis Obispo

License/Certificate Requirement:

Language: Spanish

<https://secure.training.neogov.com/OHC/myapproval.cfm?>

Text Captions

Select Requisitions from the Approvals menu to return and approve the item.

Notes

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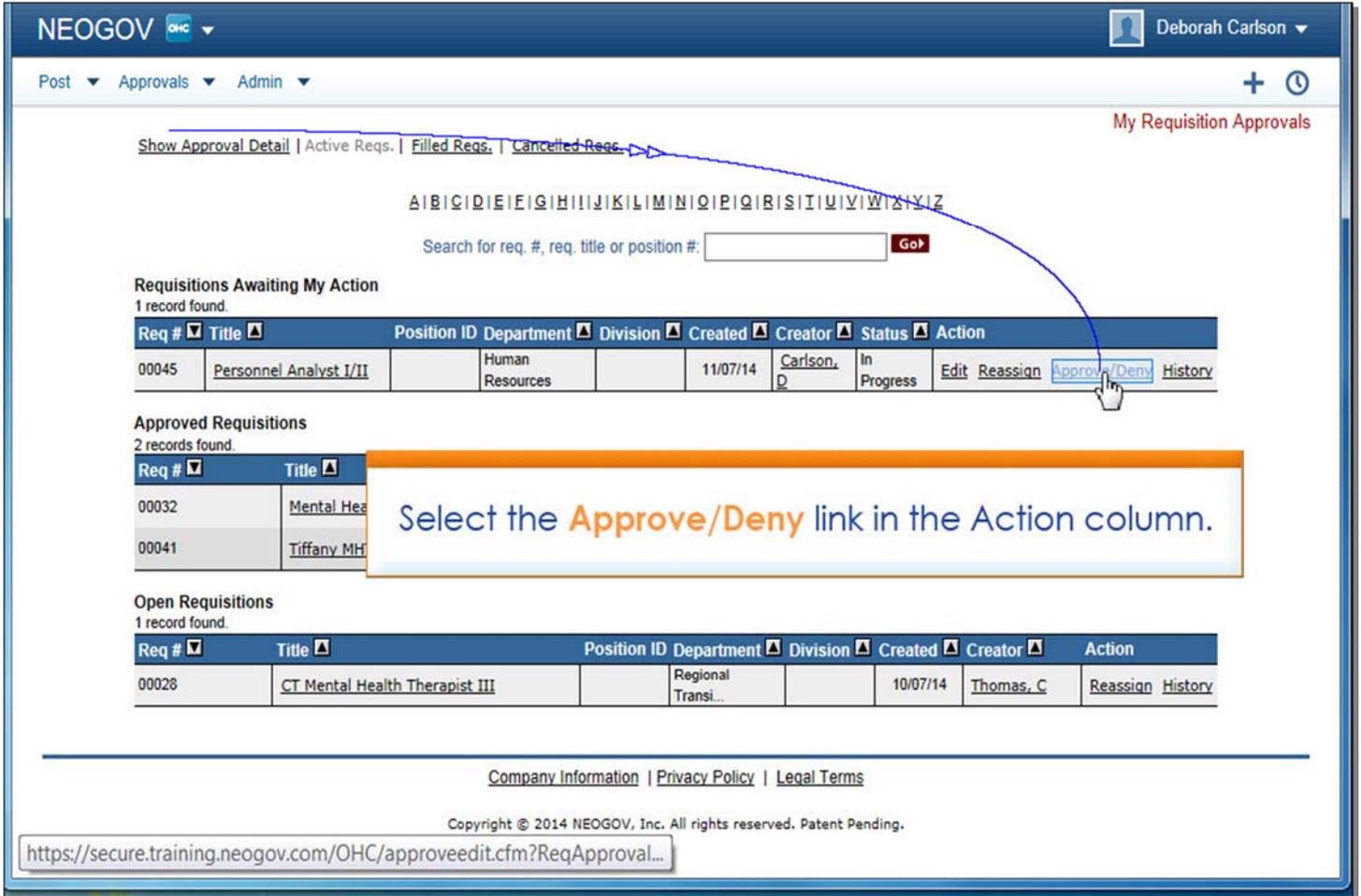
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## Module 2 // Approve Requisitions

### Slide 10



NEO GOV OHC Deborah Carlson

Post Approvals Admin

My Requisition Approvals

Show Approval Detail | Active Reqs. | Filled Reqs. | Cancelled Reqs.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search for req. #, req. title or position #:  Go!

Requisitions Awaiting My Action  
1 record found.

Req #	Title	Position ID	Department	Division	Created	Creator	Status	Action
00045	Personnel Analyst I/II		Human Resources		11/07/14	Carlson, D	In Progress	Edit Reassign Approve/Deny History

Approved Requisitions  
2 records found.

Req #	Title
00032	Mental Hea
00041	Tiffany MH

Open Requisitions  
1 record found.

Req #	Title	Position ID	Department	Division	Created	Creator	Action
00028	CT Mental Health Therapist III		Regional Transi...		10/07/14	Thomas, C	Reassign History

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https://secure.training.neogov.com/OHC/approvededit.cfm?ReqApproval...

### Text Captions

Select the **Approve/Deny** link in the Action column.

### Notes

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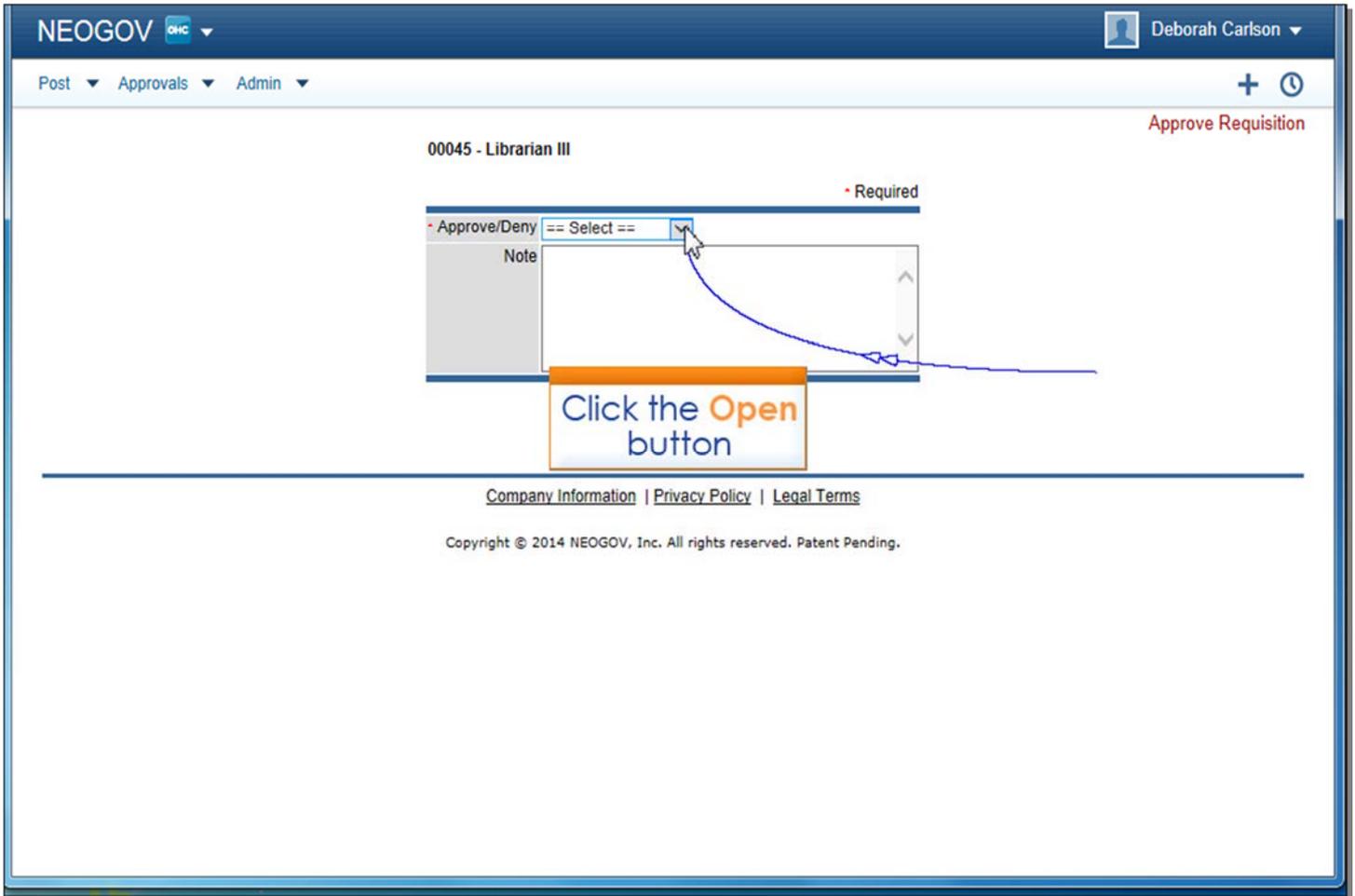
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## Module 2 // Approve Requisitions

### Slide 11



NEOGOV OHC Deborah Carlson

Post Approvals Admin

00045 - Librarian III Approve Requisition

Approve/Deny == Select ==

Note

Click the **Open** button

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### Text Captions

Click the **Open** button

### Notes

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## Module 2 // Approve Requisitions

### Slide 12

#### Text Captions

Select the action that you want to take.

Notifications are sent via email for each action. If you want the originator to make changes prior to approval, deny the requisition to send it back with a note.

#### Notes

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## Module 2 // Approve Requisitions

### Slide 13

NEOGOV OHIC

Deborah Carlson

Post Approvals Admin

00045 - Librarian III Approve Requisition

- Required

- Approve/Deny

Note

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### Text Captions

### Notes

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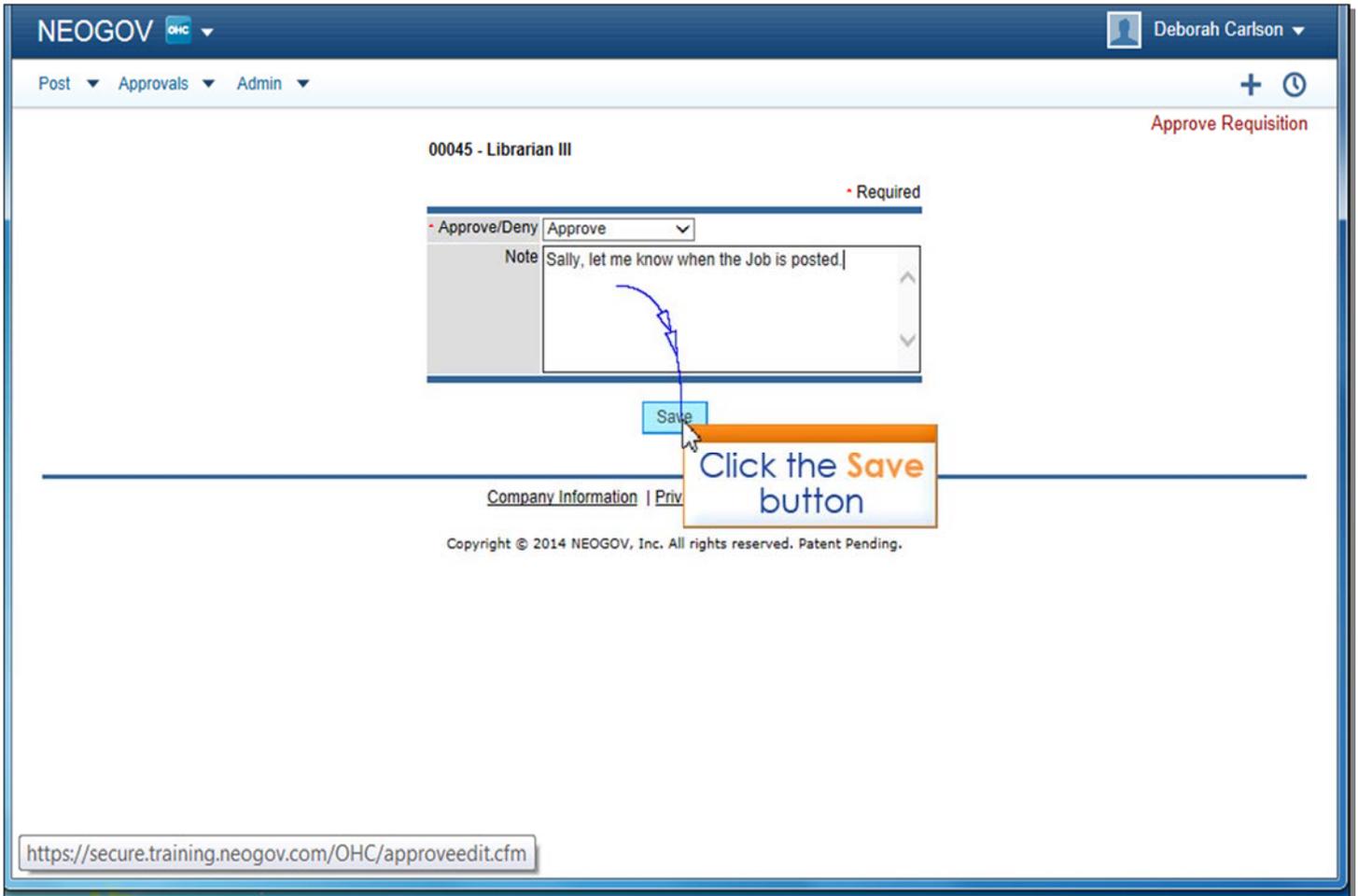
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## Module 2 // Approve Requisitions

### Slide 14



NEOGOV OHC Deborah Carlson

Post Approvals Admin

00045 - Librarian III Approve Requisition

Approve/Deny Approve

Note Sally, let me know when the Job is posted.

Save

Click the Save button

Company Information | Priv

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<https://secure.training.neogov.com/OHC/approvedit.cfm>

### Text Captions

Click the **Save** button

### Notes

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## Module 2 // Approve Requisitions

### Slide 15

The screenshot shows the NEOGOV system interface. At the top, there is a navigation bar with 'NEO GOV' and a user profile for 'Deborah Carlson'. Below this are tabs for 'Post', 'Approvals', and 'Admin'. A 'My Requisition Approvals' link is visible in the top right. A callout box with an orange border contains the text: 'Notice the Requisition has moved to the list of Approved Requisitions'. Below this, there are two tables: 'Approved Requisitions' (3 records found) and 'Open Requisitions' (1 record found). A blue arrow points from the 'Approved Requisitions' table to the 'Open Requisitions' table, indicating a transition.

Req #	Title	Position ID	Department	Division	Created	Creator	Action
00032	Mental Health Therapist I/II/III/IV		Human Resources		10/24/14	Carlson, D	History
00041	Tiffany MHT	500001234	Human Resources		11/06/14	Slater, T	History
00045	Personnel Analyst I/II		Human Resources		11/07/14	Carlson, D	History

Req #	Title	Position ID	Department	Division	Created	Creator	Action
00028	CT Mental Health Therapist III		Regional Transi...		10/07/14	Thomas, C	Reassign History

At the bottom of the interface, there are links for 'Company Information', 'Privacy Policy', and 'Legal Terms', and a copyright notice: 'Copyright © 2014 NEOGOV, Inc. All rights reserved. Patent Pending.'

### Text Captions

Notice the Requisition has moved to the list of Approved Requisitions

### Notes

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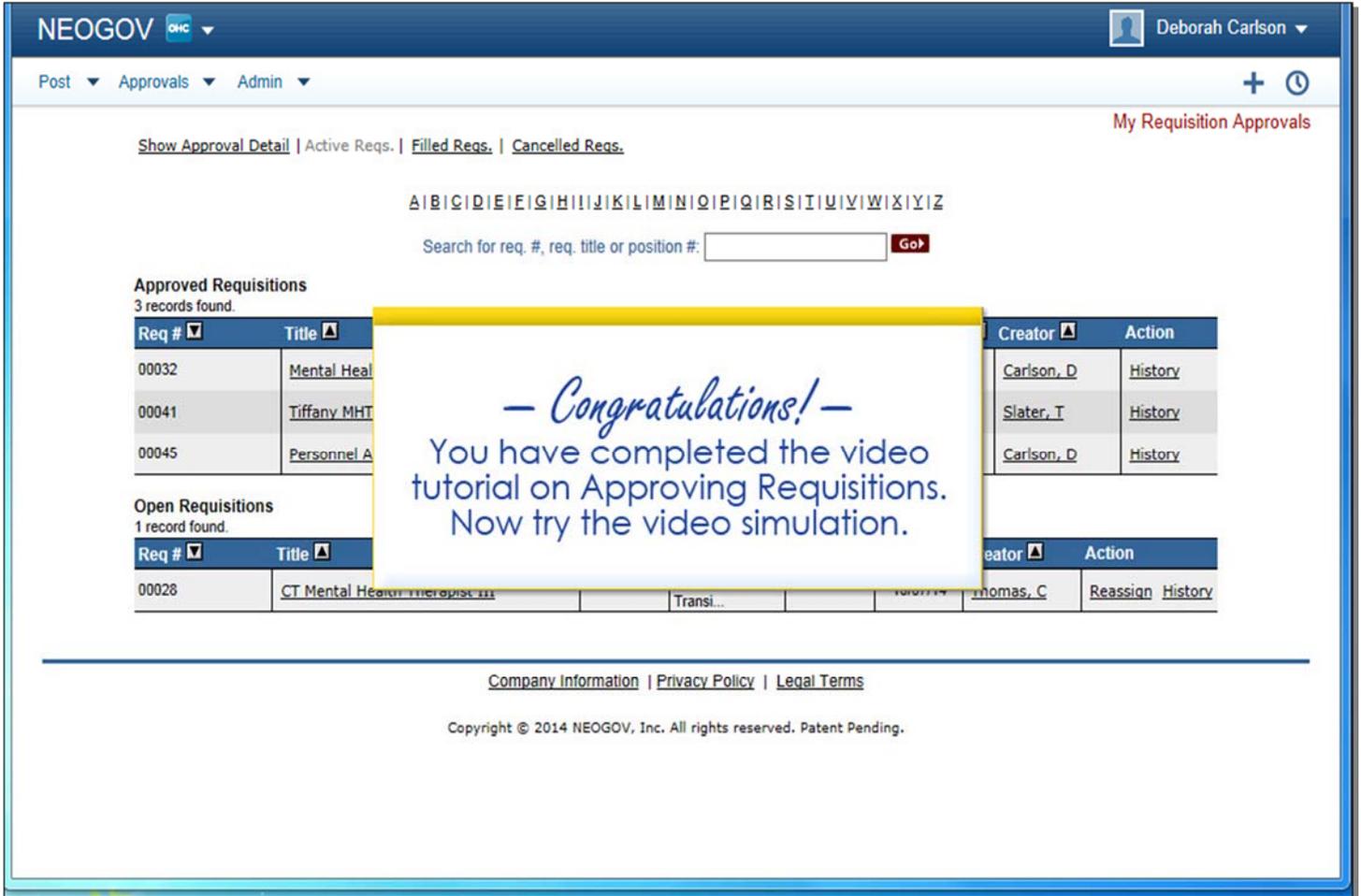
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## Module 2 // Approve Requisitions

### Slide 16



The screenshot shows the NEOGOV HR system interface. At the top, the user is logged in as Deborah Carlson. The main navigation includes 'Post', 'Approvals', and 'Admin'. A search bar is present with the text 'Search for req. #, req. title or position #:'. Below the search bar, there are two tables: 'Approved Requisitions' (3 records found) and 'Open Requisitions' (1 record found). A large white box with a yellow border is overlaid on the center of the screen, containing the following text:

*— Congratulations! —*  
 You have completed the video tutorial on Approving Requisitions.  
 Now try the video simulation.

The 'Approved Requisitions' table has the following data:

Req #	Title	Creator	Action
00032	Mental Heal	Carlson, D	History
00041	Tiffany MHT	Slater, T	History
00045	Personnel A	Carlson, D	History

The 'Open Requisitions' table has the following data:

Req #	Title	Creator	Action
00028	CT Mental Health Therapist III	Thomas, C	Reassign History

At the bottom of the page, there are links for 'Company Information', 'Privacy Policy', and 'Legal Terms', and a copyright notice: 'Copyright © 2014 NEOGOV, Inc. All rights reserved. Patent Pending.'

### Text Captions

*— Congratulations! —*

You have completed the video tutorial on Approving Requisitions. Now try the exercise.

### Notes

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Slide 1

The screenshot shows the NEOGOV web application interface. At the top, there is a navigation bar with the NEOGOV logo and a user profile for 'SLO\_UAT Test User'. Below the navigation bar, there are several links: 'Open New Requisition', 'Show All Regs. in My Dept.', 'Show Approval Detail', 'View OHC Users', 'Show Filled Regs.', and 'Show Cancelled Regs.'. A search bar is present with the text 'Search for req. #, req. title or position #' and a 'Go!' button. Below the search bar, there is a section titled 'Open Requisitions' with 4 records found. A table lists the requisitions:

Req. #	Req. Title	Position
00001	Administrative Assistant	
00004	Clinical Lab Assistant I	
00002	DAS I	
00003	Lifeguard I	

Each row in the table has a set of actions: 'Copy Req', 'Cancel', 'Reassign', and 'History'. A video demonstration overlay is positioned over the table, with the text: 'In this video demonstration you will learn how to create a requisition. Begin by clicking on the drop down menu'. At the bottom of the page, there are links for 'Company Information', 'Privacy Policy', and 'Legal Terms', and a copyright notice: 'Copyright © 2014 NEOGOV, Inc. All rights reserved. Patent Pending.'

Text Captions

In this video demonstration you will learn how to create a requisition. Begin by clicking on the drop down menu

Notes

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Slide 2

NEOGOV OHC

SLO UAT Test User

My Requisitions

My List

Preferences

Help & Training

Sign Out

Open New Requisition | Show All Reqs. in My Dept. | Show Approval Detail | View OHC Users | Show Filled Reqs. | Show Cancelled Reqs.

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Search for req. #, req. title or position #:  **Go**

**Open Requisitions**  
4 records found.  
Page 1 of 1

Req. # ▲	Req. Title ▼	PCN Update	Position Code ▲	Department ▲	Division ▲	Created ▲	Action
00001	Administrative Assistant			Child Support		09/24/14	Edit Copy Req Cancel Reassign History
00004	Clinical Lab Assistant I					09/24/14	Edit Copy Req Cancel Reassign History
00002	DAS I					09/24/14	Edit Copy Req Cancel Reassign History
00003	Lifeguard I			Agency	Services	09/24/14	Edit Copy Req Cancel Reassign History

Page 1 of 1

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<https://secure.uat.neogov.net/OHC/myreq.cfm>

Text Captions

Select My Requisitions

Notes

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Slide 3

NEOGOV OHC SLO\_UAT Test User

Post

[Open New Requisition](#) | [Show All Regs. in My Dept.](#) | [Show Approval Detail](#) | [View OHC Users](#) | [Show Filled Regs.](#) | [Show Cancelled Regs.](#)

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Search for req. #, req. title or position #:  **Go**

**Open Requisitions**  
4 records found.  
Page 1 of 1

Req. #	Req. Title	PCN Update	Position Code	Department	Division	Created	Action
00001	Administrative Assistant			Child Support		08/21/14	<a href="#">Edit</a> <a href="#">Copy Req</a> <a href="#">Cancel</a> <a href="#">Reassign</a> <a href="#">History</a>
00004	Clinical Lab Assistant I						<a href="#">Edit</a> <a href="#">Copy Req</a> <a href="#">Cancel</a> <a href="#">Reassign</a> <a href="#">History</a>
00002	DAS I						<a href="#">Edit</a> <a href="#">Copy Req</a> <a href="#">Cancel</a> <a href="#">Reassign</a> <a href="#">History</a>
00003	Lifeguard I			Agency	Services	03/24/14	<a href="#">Edit</a> <a href="#">Copy Req</a> <a href="#">Cancel</a> <a href="#">Reassign</a> <a href="#">History</a>

Page 1 of 1

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<https://secure.uat.neogov.net/OHC/opennewrec.cfm>

Text Captions

Select Open New Requisition

Notes

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Slide 4

NEO GOV OHC SLO\_UAT Test User

Post + Open New Requisition

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search for class title or class code:  Go

558 records found. Page 1 of 23 << Previous Page 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 Next Page >>

Class Code	Class Title	Positions	Requisition
00000813	4-H PROGRAM ASSISTANT	<a href="#">Positions</a>	<a href="#">Create New</a>
00000911	ACCOUNT CLERK	<a href="#">Positions</a>	<a href="#">Create New</a>
00000905	ACCOUNTANT I	<a href="#">Positions</a>	<a href="#">Create New</a>
00000906	ACCOUNTANT		<a href="#">Create New</a>
00000907	ACCOUNTANT		<a href="#">Create New</a>
00002050	ACCOUNTING		<a href="#">Create New</a>
00000914	ACCOUNTING		<a href="#">Create New</a>
00000913	ACCOUNTING		<a href="#">Create New</a>
00008887	ADMIN ANAL		<a href="#">Create New</a>
00008884	ADMIN ANALYST I	<a href="#">Positions</a>	<a href="#">Create New</a>
00008883	ADMIN ANALYST II	<a href="#">Positions</a>	<a href="#">Create New</a>
00008882	ADMIN ANALYST III	<a href="#">Positions</a>	<a href="#">Create New</a>
00008795	ADMIN SERVICES MANAGER	<a href="#">Positions</a>	<a href="#">Create New</a>
00008891	ADMIN SERVICES OFFICER I	<a href="#">Positions</a>	<a href="#">Create New</a>
00008892	ADMIN SERVICES OFFICER II	<a href="#">Positions</a>	<a href="#">Create New</a>
00002204	ADMINISTRATIVE ASST AIDE	<a href="#">Positions</a>	<a href="#">Create New</a>
00002201	ADMINISTRATIVE ASST I	<a href="#">Positions</a>	<a href="#">Create New</a>
00002221	ADMINISTRATIVE ASST I-CONF	<a href="#">Positions</a>	<a href="#">Create New</a>
00002202	ADMINISTRATIVE ASST II	<a href="#">Positions</a>	<a href="#">Create New</a>
00002222	ADMINISTRATIVE ASST II-CONF	<a href="#">Positions</a>	<a href="#">Create New</a>

Next, search for the class title or class code using the text that is highlighted

Text Captions

Next, search for the class title or class code using the text that is highlighted

Notes

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Slide 5

NEOGOV OHG SLO\_UAT Test User

Post + 🕒 [Open New Requisition](#)

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Search for class title or class code:

558 records found.  
Page 1 of 23 << Previous Page 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 Next Page >>

Class Code	Class Title	Positions	Requisition
00000813	4-H PROGRAM ASSISTANT	<a href="#">Positions</a>	<a href="#">Create New</a>
00000911	ACCOUNT CLERK	<a href="#">Positions</a>	<a href="#">Create New</a>
00000905	ACCOUNTANT I	<a href="#">Positions</a>	<a href="#">Create New</a>
00000906			<a href="#">Create New</a>
00000907			<a href="#">Create New</a>
00002050			<a href="#">Create New</a>
00000914	ACCOUNTING TECHNICIAN	<a href="#">Positions</a>	<a href="#">Create New</a>
00000913	ACCOUNTING TECHNICIAN-CONF	<a href="#">Positions</a>	<a href="#">Create New</a>
00008887	ADMIN ANALYST AIDE-CONF.	<a href="#">Positions</a>	<a href="#">Create New</a>
00008884	ADMIN ANALYST I	<a href="#">Positions</a>	<a href="#">Create New</a>
00008883	ADMIN ANALYST II	<a href="#">Positions</a>	<a href="#">Create New</a>
00008882	ADMIN ANALYST III	<a href="#">Positions</a>	<a href="#">Create New</a>
00008795	ADMIN SERVICES MANAGER	<a href="#">Positions</a>	<a href="#">Create New</a>
00008891	ADMIN SERVICES OFFICER I	<a href="#">Positions</a>	<a href="#">Create New</a>
00008892	ADMIN SERVICES OFFICER II	<a href="#">Positions</a>	<a href="#">Create New</a>
00002204	ADMINISTRATIVE ASST AIDE	<a href="#">Positions</a>	<a href="#">Create New</a>
00002201	ADMINISTRATIVE ASST I	<a href="#">Positions</a>	<a href="#">Create New</a>
00002221	ADMINISTRATIVE ASST I-CONF	<a href="#">Positions</a>	<a href="#">Create New</a>
00002202	ADMINISTRATIVE ASST II	<a href="#">Positions</a>	<a href="#">Create New</a>
00002222	ADMINISTRATIVE ASST II-CONF	<a href="#">Positions</a>	<a href="#">Create New</a>

Text Captions

Enter the class title keyword or code

Notes

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Slide 6

The screenshot shows the NEOGOV OHC interface. At the top, it says 'NEO GOV OHC' and 'SLO\_UAT Test User'. Below that is a search bar with 'analyst' entered and a 'Go' button. A callout box points to the 'Go' button with the text 'Click Go to search that term'. Below the search bar, it says '558 records found. Page 1 of 23'. A table of job classes is displayed with columns for Class Code, Class Title, Positions, and Requisition. The table lists various roles like '4-H PROGRAM ASSISTANT', 'ACCOUNT CLERK', 'ACCOUNTANT I', etc. A URL is visible at the bottom left: 'https://secure.uat.neogov.net/OHC/opennewrec.cfm?...'.

Class Code	Class Title	Positions	Requisition
00000813	4-H PROGRAM ASSISTANT	Positions	Create New
00000911	ACCOUNT CLERK	Positions	Create New
00000905	ACCOUNTANT I	Positions	Create New
00000906	ACCOUNTANT II	Positions	Create New
00000907	ACCOUNTANT III	Positions	Create New
00002050	ACCOUNTANT IV	Positions	Create New
00000914	ACCOUNTING TECHNICIAN	Positions	Create New
00000913	ACCOUNTING TECHNICIAN-CONF	Positions	Create New
00008887	ADMIN ANALYST AIDE-CONF.	Positions	Create New
00008884	ADMIN ANALYST I	Positions	Create New
00008883	ADMIN ANALYST II	Positions	Create New
00008882	ADMIN ANALYST III	Positions	Create New
00008795	ADMIN SERVICES MANAGER	Positions	Create New
00008891	ADMIN SERVICES OFFICER I	Positions	Create New
00008892	ADMIN SERVICES OFFICER II	Positions	Create New
00002204	ADMINISTRATIVE ASST AIDE	Positions	Create New
00002201	ADMINISTRATIVE ASST I	Positions	Create New
00002221	ADMINISTRATIVE ASST I-CONF	Positions	Create New
	ADMINISTRATIVE ASST II	Positions	Create New
	ADMINISTRATIVE ASST II-CONF	Positions	Create New

Text Captions

Click Go to search that term

Notes

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Slide 7

NEOGOV OHC SLO\_UAT Test User

Post + Open New Requisition

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search for class title or class code:

27 records found. Page 1 of 2 << Previous Page 1 | 2 Next Page >>

Class Code	Class Title	Positions	Requisition
00008887	<u>ADMIN ANALYST AIDE-CONF</u>	<a href="#">Positions</a>	<a href="#">Create New</a>
00008884	<u>ADMIN ANALYST I</u>	<a href="#">Positions</a>	<a href="#">Create New</a>
00008883	<u>ADMIN ANALYST II</u>	<a href="#">Positions</a>	<a href="#">Create New</a>
00008882	<u>ADMIN ANA</u>		<a href="#">Create New</a>
00000941	<u>ASSESSME</u>		<a href="#">Create New</a>
00000942	<u>ASSESSME</u>		<a href="#">Create New</a>
00000943	<u>ASSESSMENT ANALYST III</u>	<a href="#">Positions</a>	<a href="#">Create New</a>
00008894	<u>ASSESSMENT ANALYST TRAINEE</u>	<a href="#">Positions</a>	<a href="#">Create New</a>
00002053	<u>AUDITOR-ANALYST I</u>	<a href="#">Positions</a>	<a href="#">Create New</a>
00002054	<u>AUDITOR-ANALYST II</u>	<a href="#">Positions</a>	<a href="#">Create New</a>
00002055	<u>AUDITOR-ANALYST III</u>	<a href="#">Positions</a>	<a href="#">Create New</a>
00002056	<u>AUDITOR-ANALYST TRAINEE</u>	<a href="#">Positions</a>	<a href="#">Create New</a>
00000780	<u>FINANCIAL ANALYST I</u>	<a href="#">Positions</a>	<a href="#">Create New</a>
00000781	<u>FINANCIAL ANALYST II</u>	<a href="#">Positions</a>	<a href="#">Create New</a>
00000782	<u>FINANCIAL ANALYST III</u>	<a href="#">Positions</a>	<a href="#">Create New</a>
00002111	<u>HUMAN RSRCS ANALYST AIDE</u>	<a href="#">Positions</a>	<a href="#">Create New</a>
00002110	<u>HUMAN RSRCS ANALYST AIDE-CONF</u>	<a href="#">Positions</a>	<a href="#">Create New</a>
00000874	<u>PERSONNEL ANALYST I</u>	<a href="#">Positions</a>	<a href="#">Create New</a>
	<u>PERSONNEL ANALYST II</u>	<a href="#">Positions</a>	<a href="#">Create New</a>
	<u>PERSONNEL ANALYST III</u>	<a href="#">Positions</a>	<a href="#">Create New</a>

<https://secure.uat.neogov.net/OHC/opennewrec.cfm?>

Text Captions

Navigate to the class title

Notes

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Slide 8

NEOGOV OHC SLO\_UAT Test User

Post + Open New Requisition

A|B|C|D|E|F|G|H|I|J|K|L|M|N|O|P|Q|R|S|T|U|V|W|X|Y|Z

Search for class title or class code:

27 records found. Page 1 of 2 << Previous Page 1 | 2 Next Page >>

Class Code	Class Title	Positions	Requisition
00008887	ADMIN ANALYST AIDE-CONF	Positions	Create New
00008884	ADMIN ANALYST I	Positions	Create New
00008883	ADMIN ANALYST II	Positions	Create New
00008882	ADMIN ANALYST III	Positions	Create New
00000941	ASSESSMENT ANALYST	Positions	Create New
00000942	ASSESSMENT ANALYST	Positions	Create New
00000943	ASSESSMENT ANALYST	Positions	Create New
00008894	ASSESSMENT ANALYST	Positions	Create New
00002053	AUDITOR-ANALYST I	Positions	Create New
00002054	AUDITOR-ANALYST II	Positions	Create New
00002055	AUDITOR-ANALYST III	Positions	Create New
00002056	AUDITOR-ANALYST TRAINEE	Positions	Create New
00000780	FINANCIAL ANALYST I	Positions	Create New
00000781	FINANCIAL ANALYST II	Positions	Create New
00000782	FINANCIAL ANALYST III	Positions	Create New
00002111	HUMAN RESOURCES ANALYST AIDE	Positions	Create New
00002110	HUMAN RESOURCES ANALYST AIDE-CONF	Positions	Create New
00000874	PERSONNEL ANALYST I	Positions	Create New

Click **Create New** to create a new requisition for the class title

<https://secure.uat.neogov.net/OHC/requisition.cfm?mode=A&ClassSpecI...>

Text Captions

Click **Create New** to create a new requisition for the class title

Notes

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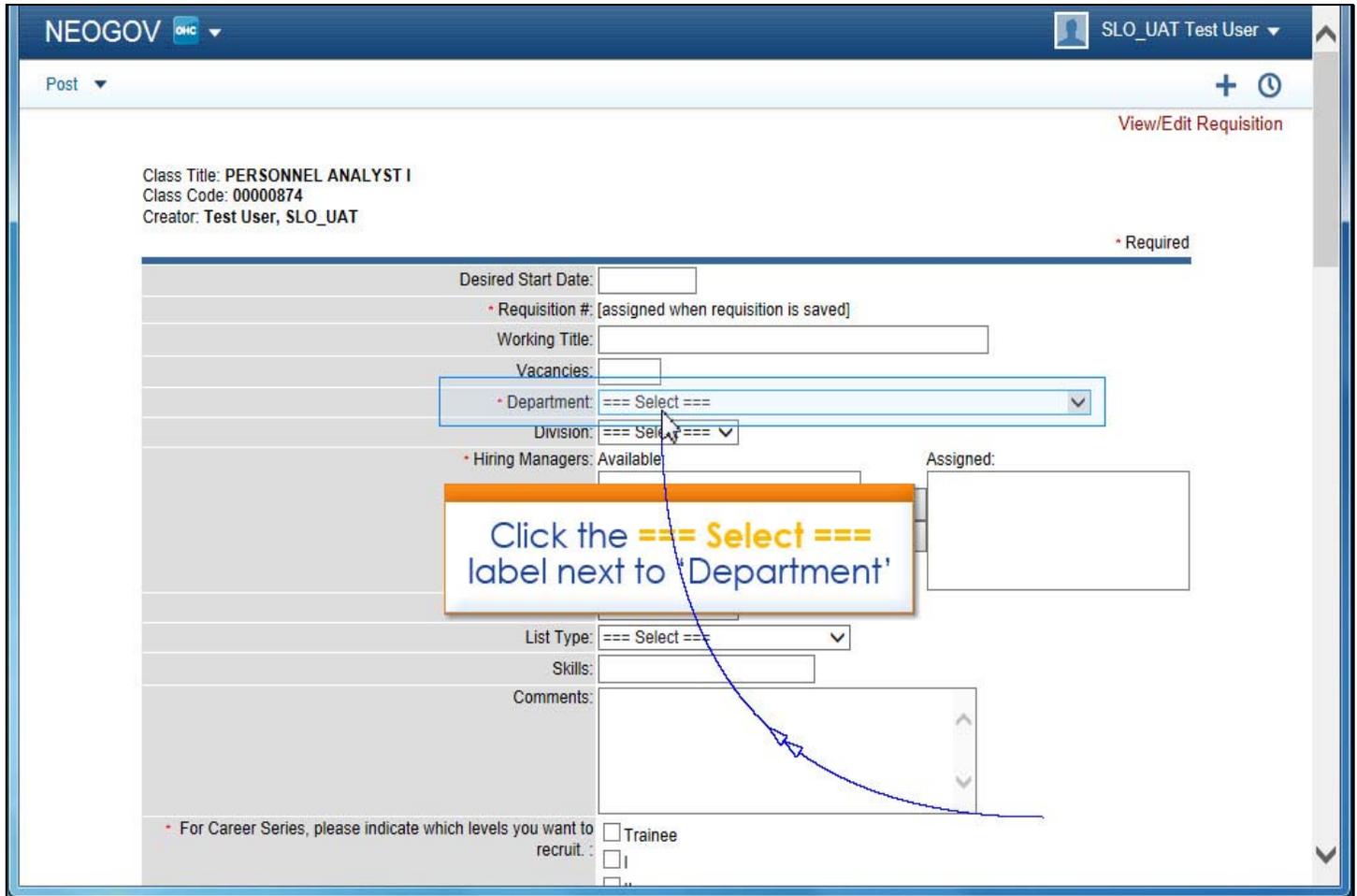


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Slide 9



Text Captions

Click the **=== Select ===** label next to 'Department'

Notes

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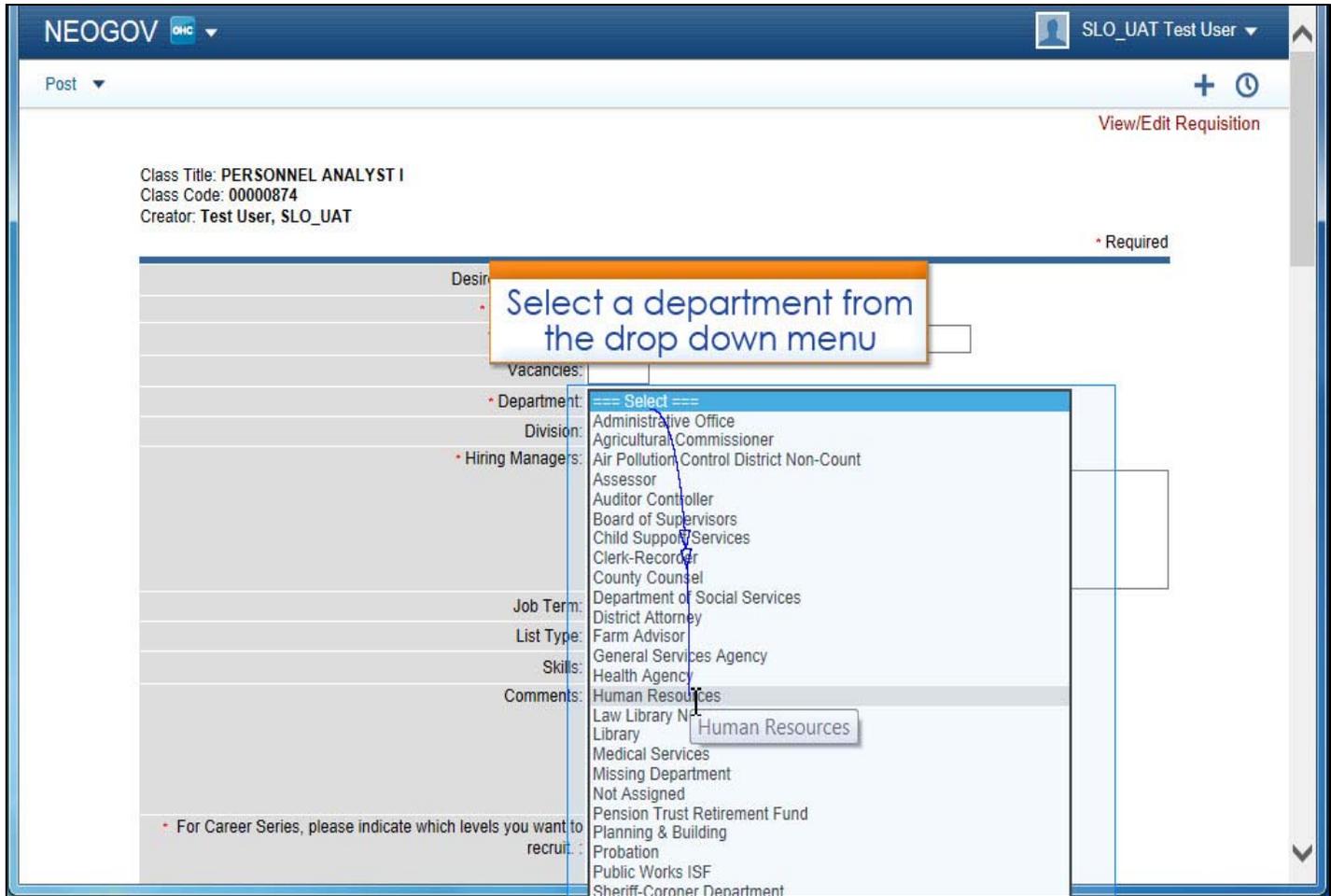
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Slide 10



NEOGOV OHIC SLO\_UAT Test User

Post + 🕒 [View/Edit Requisition](#)

Class Title: PERSONNEL ANALYST I  
Class Code: 00000874  
Creator: Test User, SLO\_UAT

**\* Required**

Desired Position:

Vacancies:

**\* Department:** === Select ===

Division:

**\* Hiring Manager:**

Job Term:

List Type:

Skills:

Comments:

**\* For Career Series, please indicate which levels you want to recruit:**

- Administrative Office
- Agricultural Commissioner
- Air Pollution Control District Non-Count
- Assessor
- Auditor Controller
- Board of Supervisors
- Child Support Services
- Clerk-Recorder
- County Counsel
- Department of Social Services
- District Attorney
- Farm Advisor
- General Services Agency
- Health Agency
- Human Resources
- Law Library Non-Count
- Library
- Medical Services
- Missing Department
- Not Assigned
- Pension Trust Retirement Fund
- Planning & Building
- Probation
- Public Works ISF
- Sheriff-Coroner Department

Text Captions

Select a department from the drop down menu

Notes

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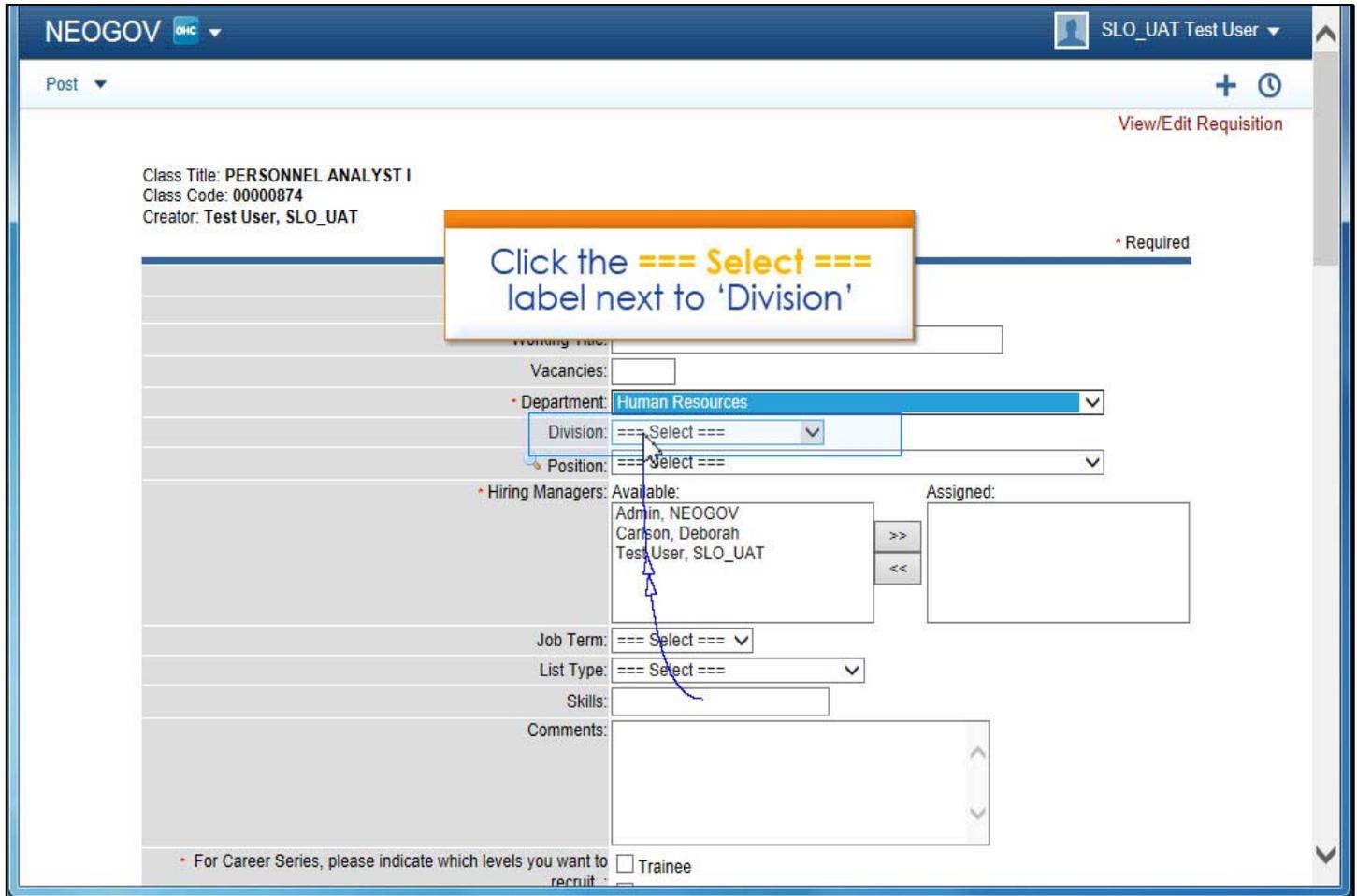
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Slide 11



Text Captions

Click the **=== Select ===** label next to 'Division'

Notes

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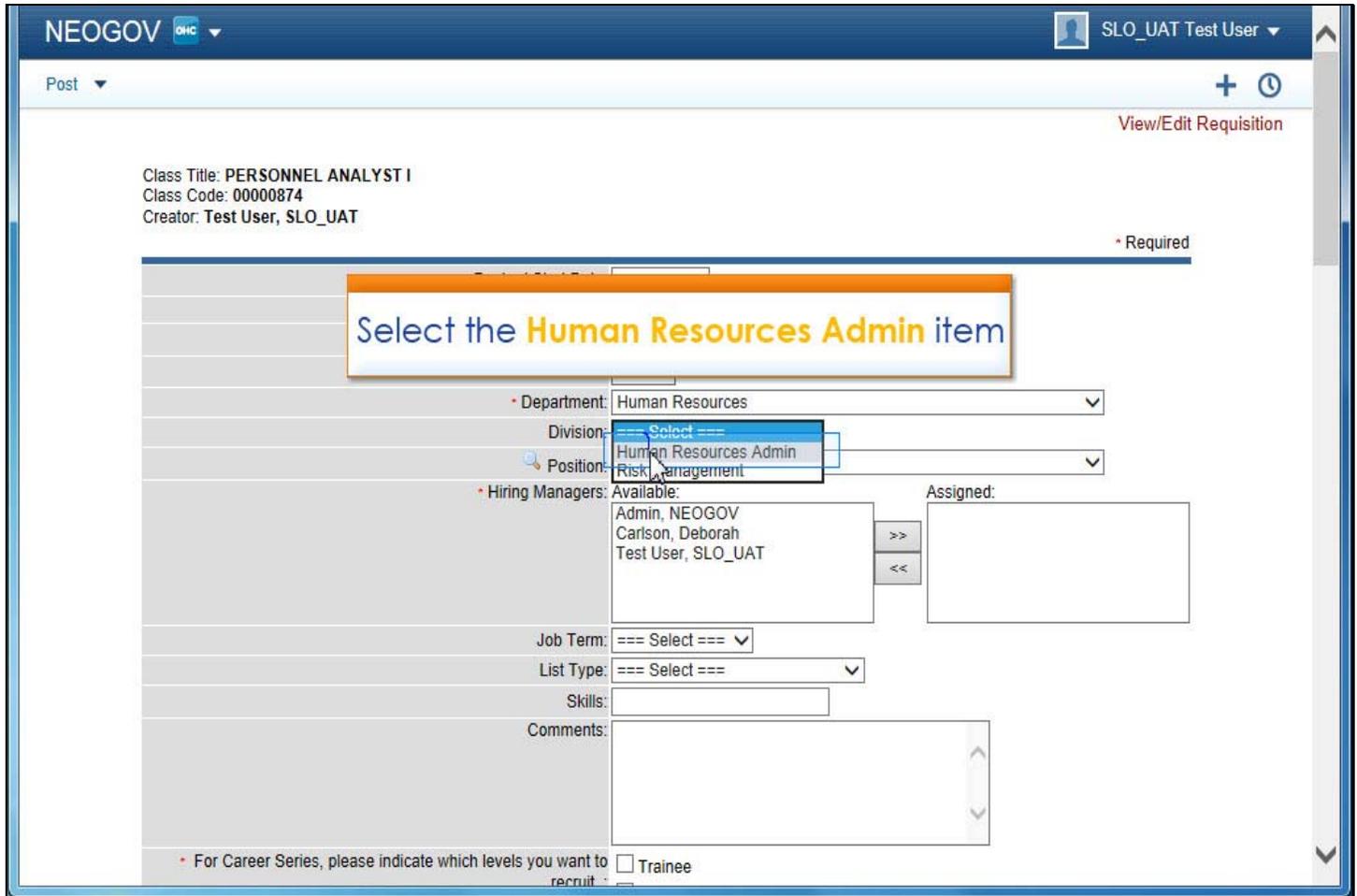
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Slide 12



NEOGOV OHC SLO\_UAT Test User

Post View/Edit Requisition

Class Title: PERSONNEL ANALYST I  
Class Code: 00000874  
Creator: Test User, SLO\_UAT

Select the **Human Resources Admin** item

Department: Human Resources  
Division: **Human Resources Admin**  
Position: Risk Management  
Hiring Managers: Available: Admin, NEOGOV; Carlson, Deborah; Test User, SLO\_UAT  
Assigned:  
Job Term: === Select ===  
List Type: === Select ===  
Skills:  
Comments:

For Career Series, please indicate which levels you want to recruit  Trainee

Text Captions

Select the **Human Resources Admin** item

Notes

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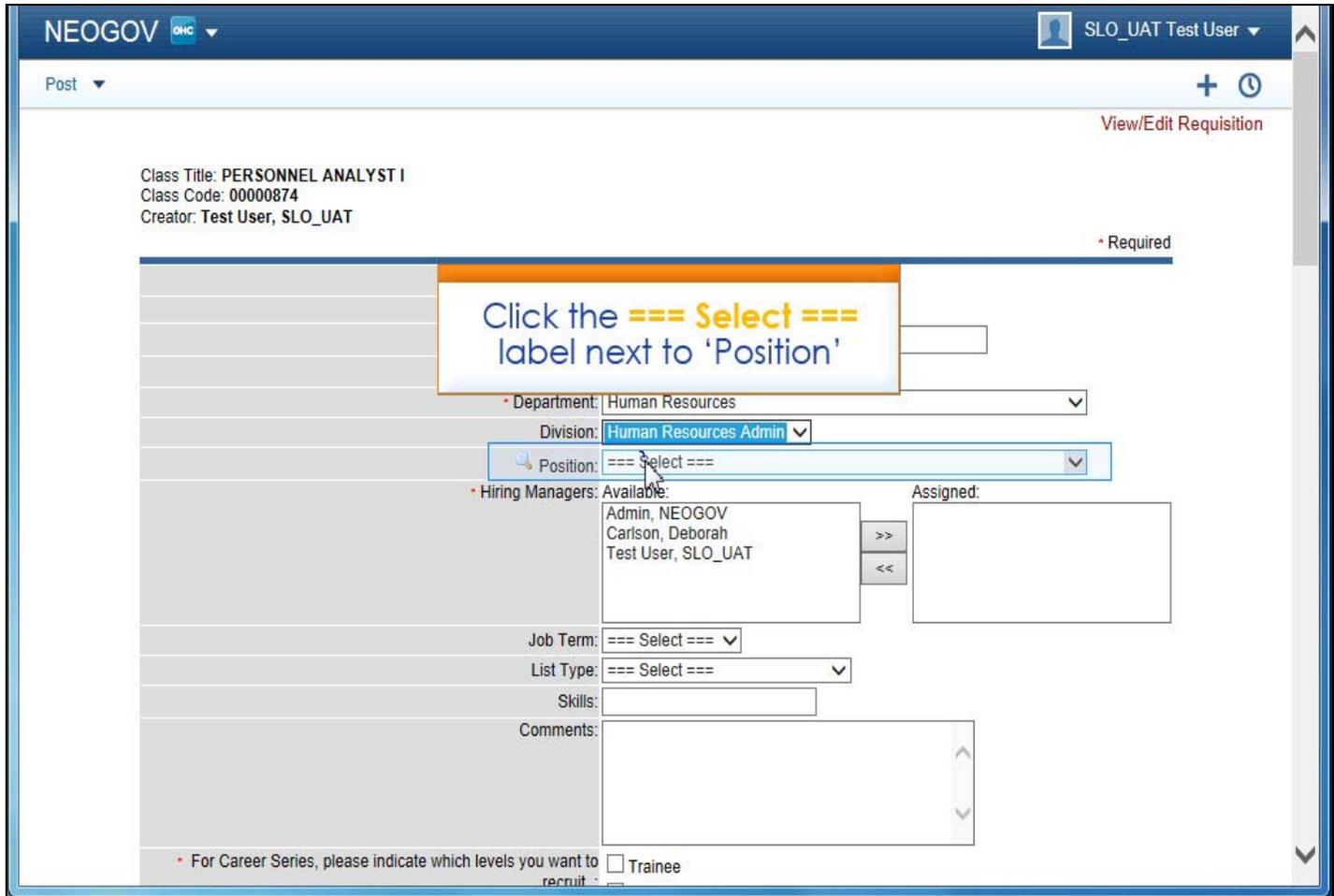
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Slide 13



NEO GOV OHIC SLO\_UAT Test User

Post + 🕒 View/Edit Requisition

Class Title: PERSONNEL ANALYST I  
Class Code: 00000874  
Creator: Test User, SLO\_UAT

**Click the === Select === label next to 'Position'**

• Required

• Department: Human Resources  
Division: Human Resources Admin  
Position: === Select ===  
• Hiring Managers: Available:  
Admin, NEOGOV  
Carlson, Deborah  
Test User, SLO\_UAT  
Assigned:

Job Term: === Select ===  
List Type: === Select ===  
Skills:  
Comments:

• For Career Series, please indicate which levels you want to recruit  Trainee

Text Captions

Click the === Select === label next to 'Position'

Notes

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Slide 14

NEOGOV OHC SLO\_UAT Test User

Post + 🕒 View/Edit Requisition

Class Title: PERSONNEL ANALYST I  
 Class Code: 00000874  
 Creator: Test User, SLO\_UAT

**Select the 50006700 - Personnel Analyst I item**

Vacancies:

Department: Human Resources

Division: Human Resources Admin

Position: **50006700 - Personnel Analyst I**

Hiring Manager: Test User, SLO\_UAT

Job Term:

List Type:

Skills:

Comments:

Trainee

Text Captions

Select the **a Position** item from the Position List

Notes

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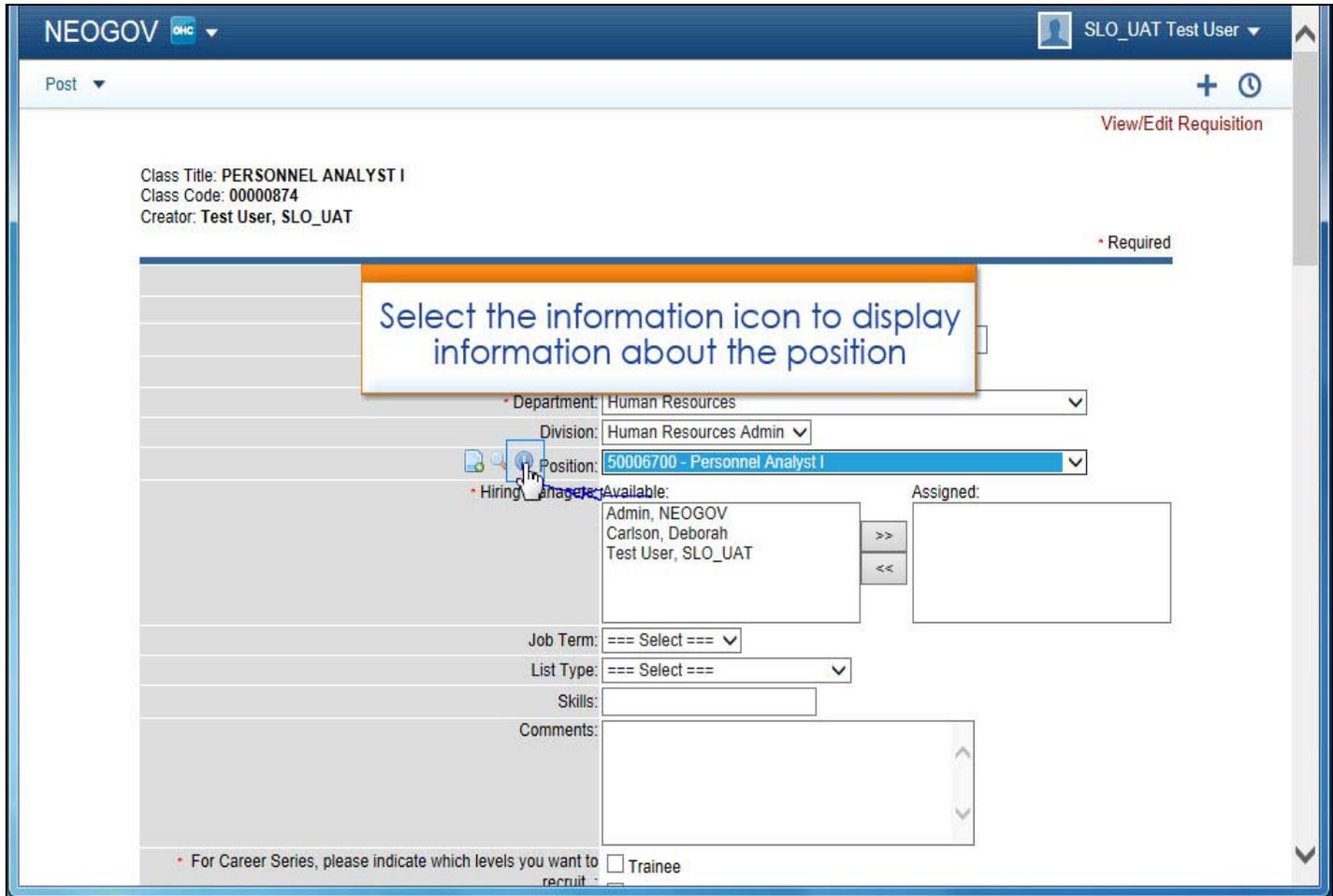


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Slide 15



NEO GOV OHG SLO\_UAT Test User

Post + 🕒

[View/Edit Requisition](#)

Class Title: PERSONNEL ANALYST I  
Class Code: 00000874  
Creator: Test User, SLO\_UAT

**Select the information icon to display information about the position**

• Required

• Department: Human Resources

Division: Human Resources Admin

Position: 50006700 - Personnel Analyst I

• Hiring Manager: Available: Admin, NEOGOV; Carlson, Deborah; Test User, SLO\_UAT

Assigned:

Job Term: === Select ===

List Type: === Select ===

Skills:

Comments:

• For Career Series, please indicate which levels you want to recruit:  Trainee

Text Captions

Select the information icon to display information about the position

Notes

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Slide 16

NEOGOV OHC SLO\_UAT Test User

Post + 🕒 View/Edit Requisition

Class Title: PERSONNEL ANALYST I  
 Class Code: 00000874  
 Creator: Test User, SLO\_UAT

**Select the information icon again to retract the information**

vacancies:

Department: Human Resources

Division: Human Resources Admin

Position: 50006700 - Personnel Analyst I

Position Code **50006700**  
 Position Title **Personnel Analyst I**  
 FTE **0.00/1.00**

Hiring Managers: Available:  
 Admin, NEOGOV  
 Carlson, Deborah  
 Test User, SLO\_UAT

Assigned:

Job Term: === Select ===  
 List Type: === Select ===  
 Skills:   
 Comments:

Text Captions

Select the information icon again to retract the information

Notes

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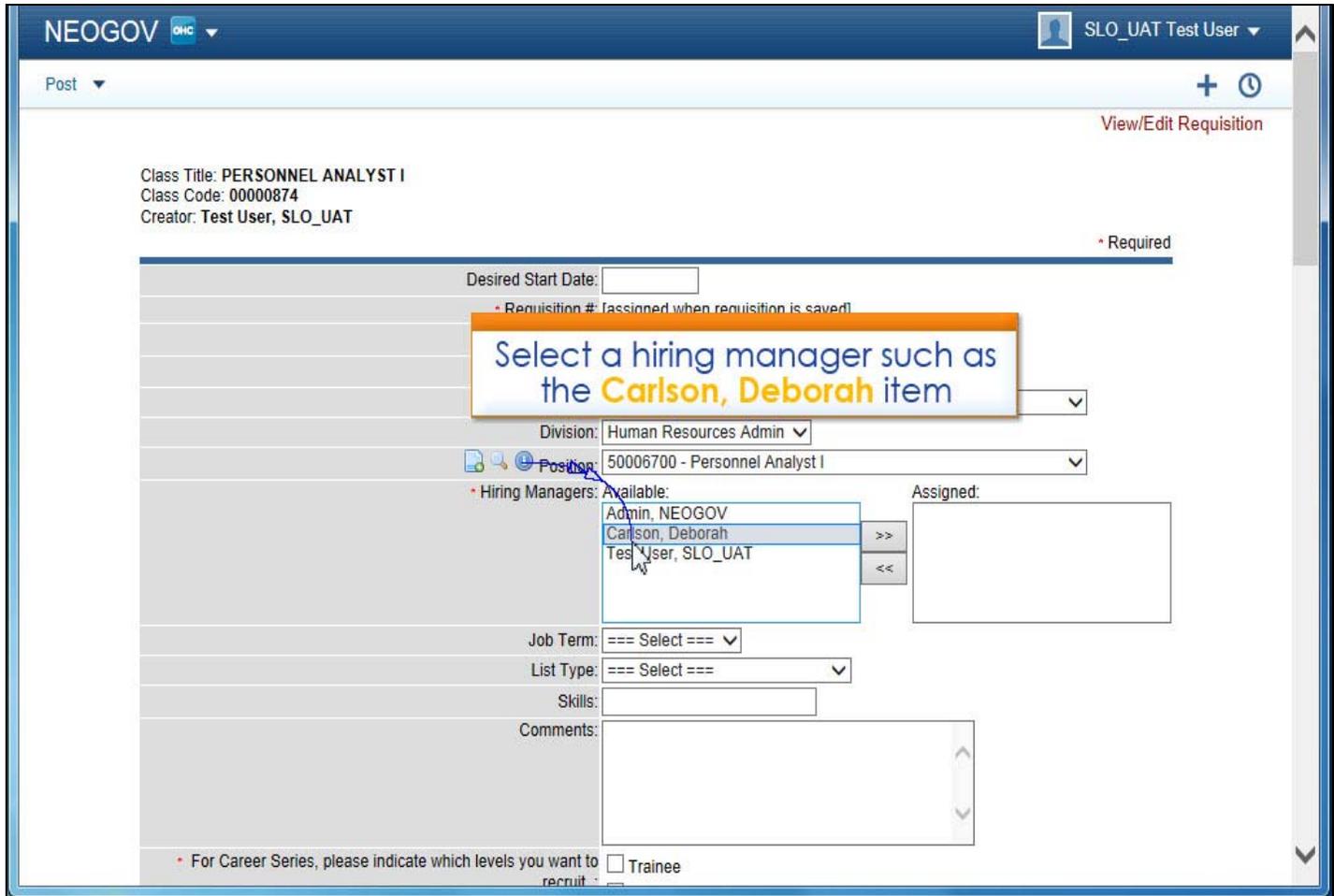


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Slide 17



Text Captions

Select a hiring manager such as the **Carlson, Deborah** item

Notes

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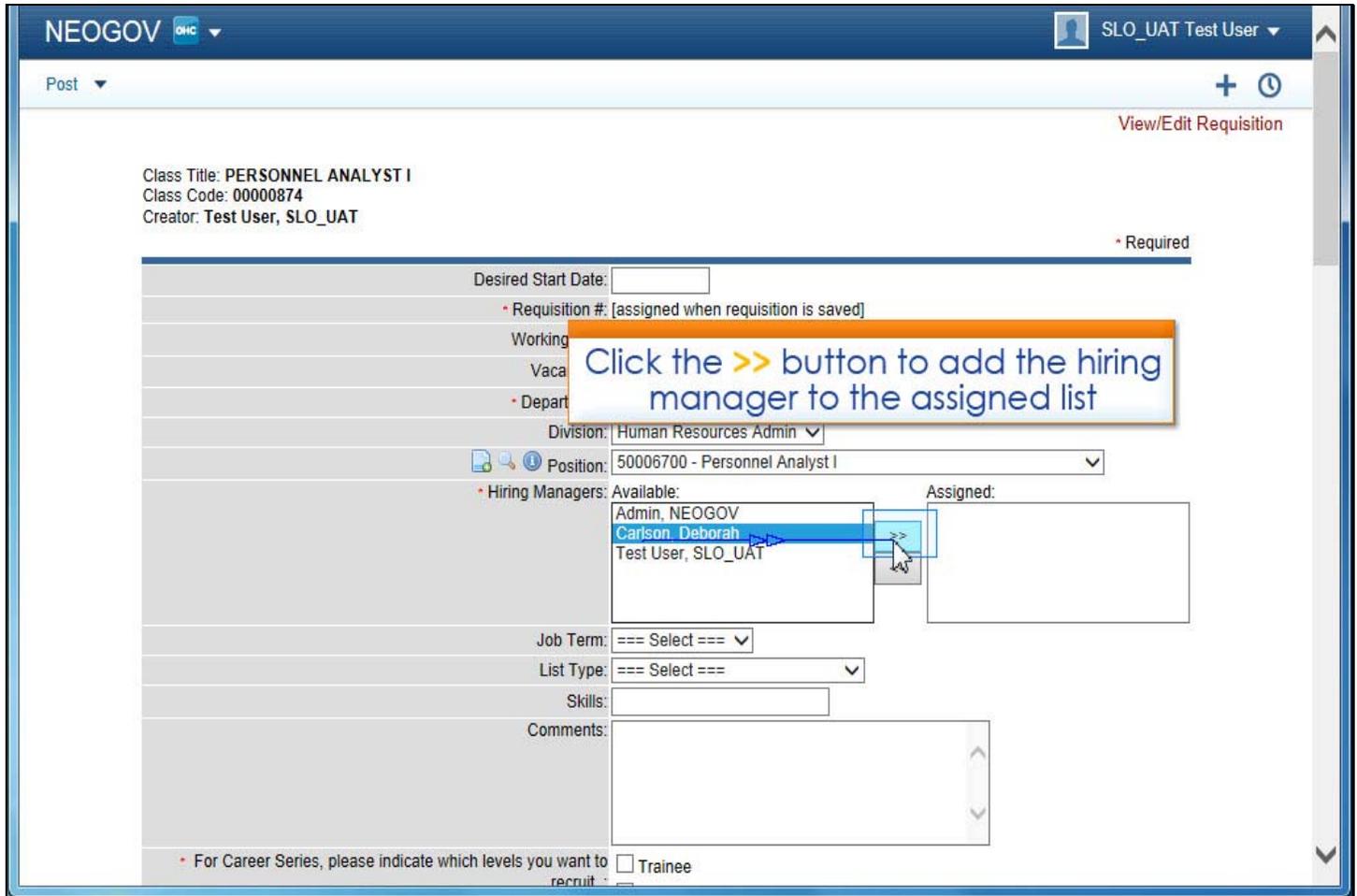
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Slide 18



Text Captions

Click the >> button to add the hiring manager to the assigned list

Notes

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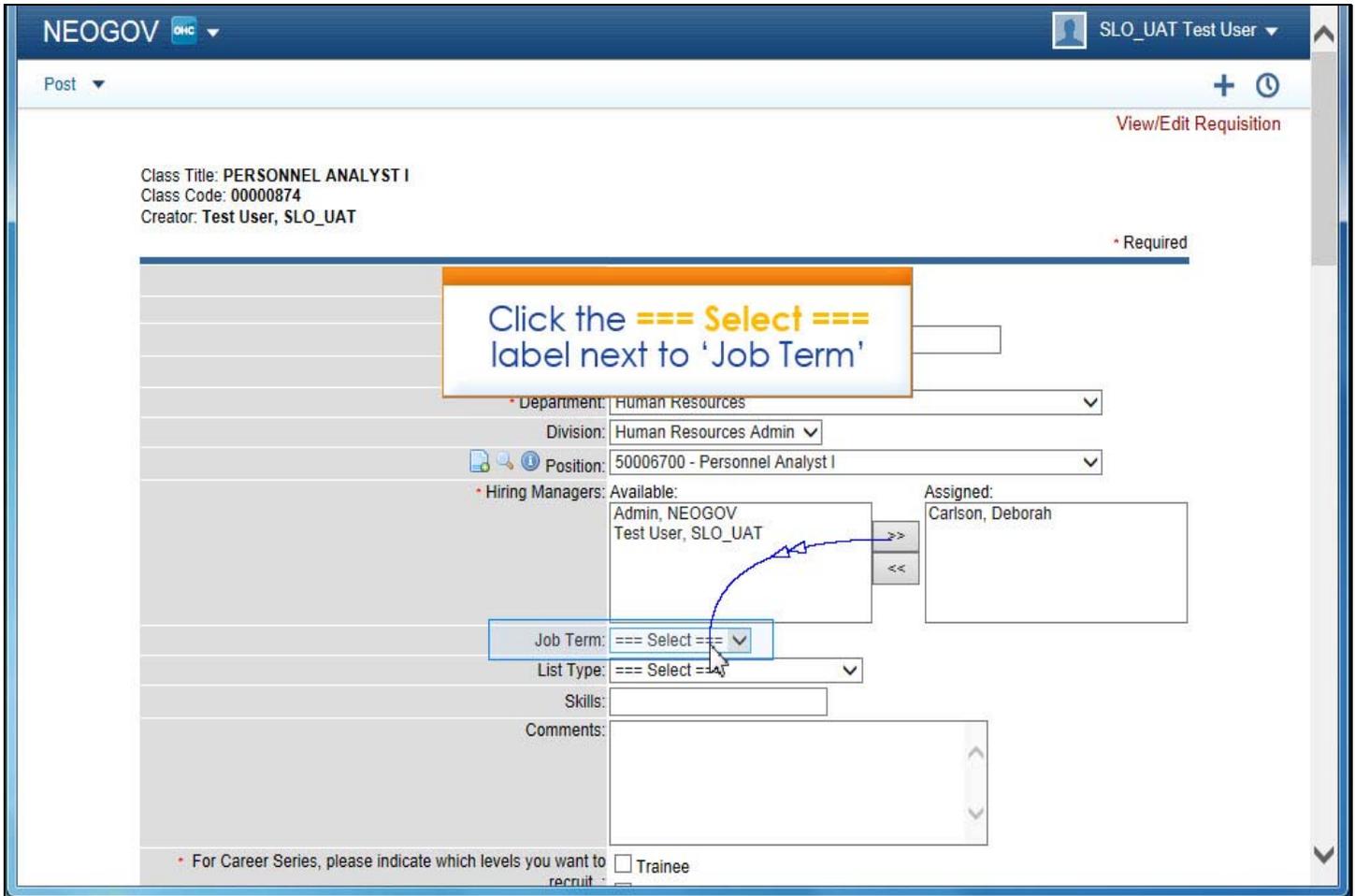
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Slide 19



NEOgov OHC SLO\_UAT Test User

Post + View/Edit Requisition

Class Title: PERSONNEL ANALYST I  
Class Code: 00000874  
Creator: Test User, SLO\_UAT

Required

Click the **=== Select ===** label next to 'Job Term'

Department: Human Resources  
Division: Human Resources Admin  
Position: 50006700 - Personnel Analyst I  
Hiring Managers: Available: Admin, NEOGOV Test User, SLO\_UAT  
Assigned: Carlson, Deborah  
Job Term: **=== Select ===**  
List Type: **=== Select ===**  
Skills:  
Comments:  
For Career Series, please indicate which levels you want to recruit:  Trainee

Text Captions

Click the **=== Select ===** label next to 'Job Term'

Notes

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Slide 20

Text Captions

Select the **a Job Term** item

Notes

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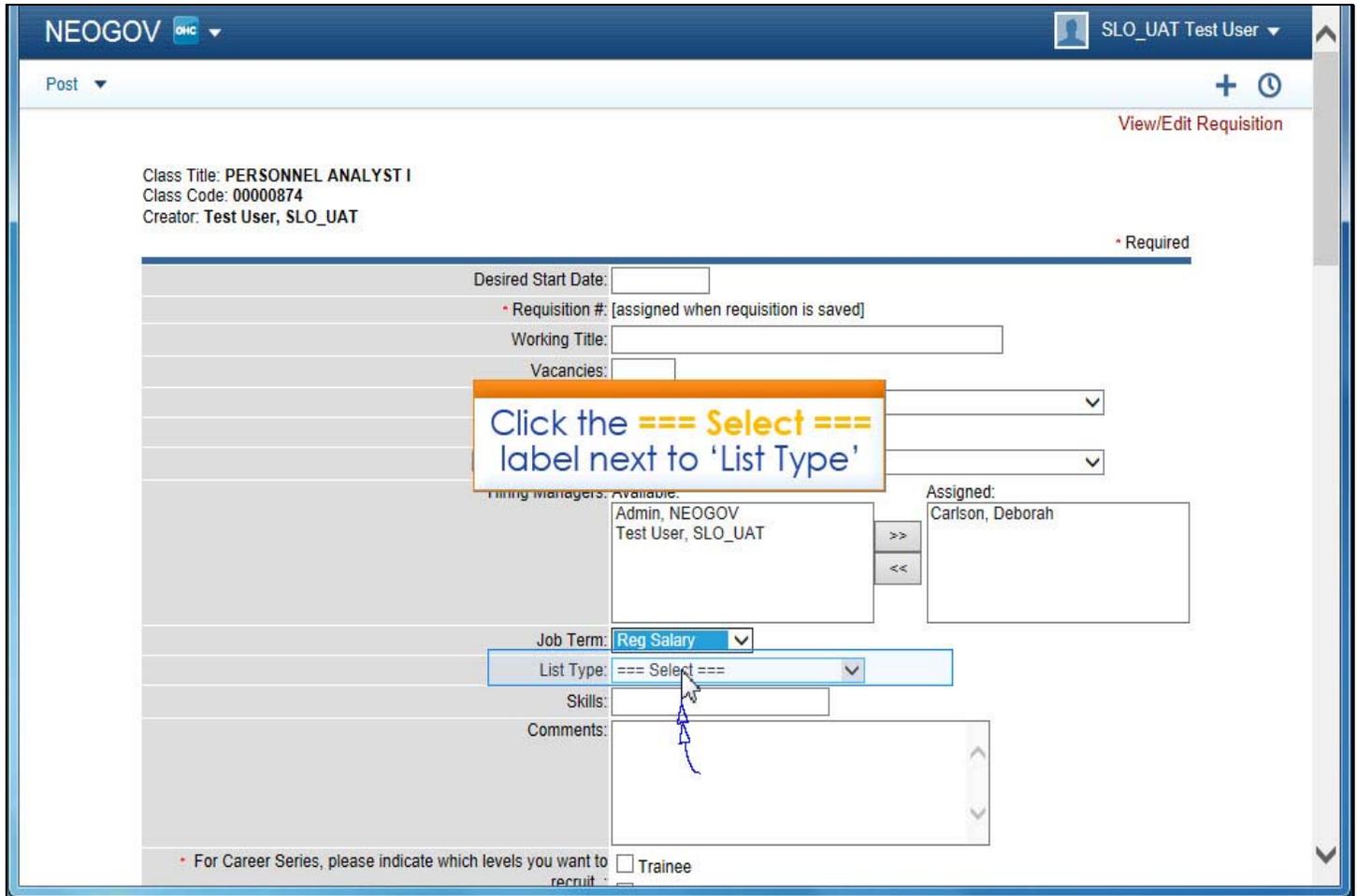


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Slide 21



Text Captions

Click the **=== Select ===** label next to 'List Type'

Notes

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Slide 22

Text Captions

Select the **a List Type** item

Notes

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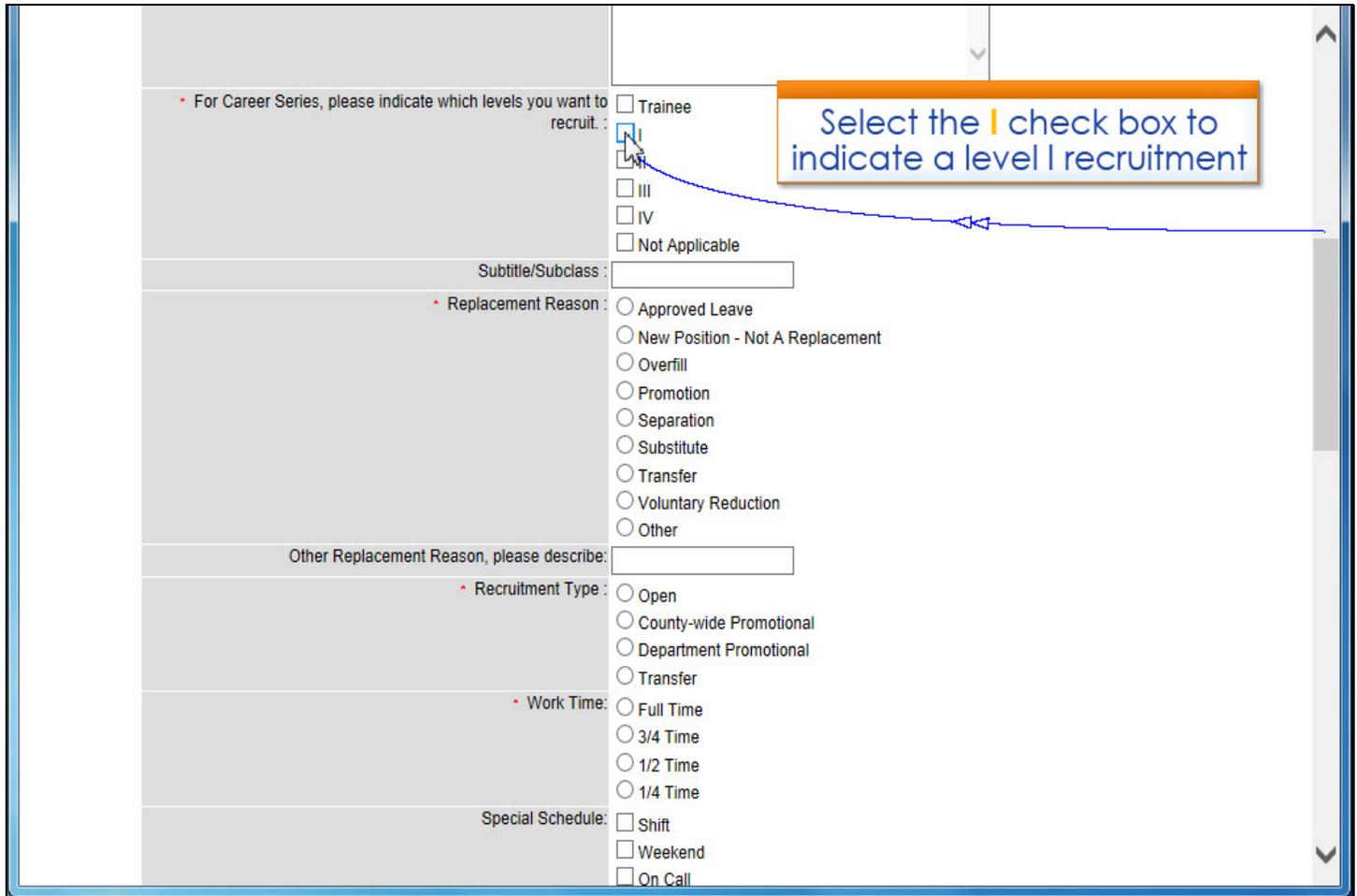


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Slide 23



The screenshot shows a web-based form for creating a requisition. On the left side, there are several sections with labels and instructions:

- For Career Series, please indicate which levels you want to recruit :** This section contains a list of checkboxes for levels: Trainee, I, II, III, IV, and Not Applicable. The checkbox for level I is checked.
- Subtitle/Subclass :** A text input field.
- Replacement Reason :** A list of radio button options: Approved Leave, New Position - Not A Replacement, Overfill, Promotion, Separation, Substitute, Transfer, Voluntary Reduction, and Other.
- Other Replacement Reason, please describe:** A text input field.
- Recruitment Type :** A list of radio button options: Open, County-wide Promotional, Department Promotional, and Transfer.
- Work Time:** A list of radio button options: Full Time, 3/4 Time, 1/2 Time, and 1/4 Time.
- Special Schedule:** A list of checkboxes: Shift, Weekend, and On Call.

An orange callout box with a white border is positioned over the 'I' checkbox. It contains the text: "Select the I check box to indicate a level I recruitment". A blue arrow points from the callout box to the 'I' checkbox.

Text Captions

Select the I check box to indicate a level I recruitment

Notes

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Slide 24

• For Career Series, please indicate which levels you want to recruit :

Trainee

I

II

III

IV

Not Applicable

Subtitle/Subclass :

• Replacement Reason :

Approved Leave

New Position - Not A Replacement

Overfill

Promotion

Separation

Substitute

Transfer

Voluntary Reduction

Other

Other Replacement Reason, please describe:

• Recruitment Type :

Open

County-wide Promotional

Department Promotional

Transfer

• Work Time:

Full Time

3/4 Time

1/2 Time

1/4 Time

Special Schedule:

Shift

Weekend

On Call

**Text Captions**

Notice that more than one level can be selected in this field

**Notes**

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Slide 25

The screenshot shows a web-based form for creating a requisition. A callout box with an orange border and blue text says: "Select a Replacement Reason such as the **Separation** option next to 'Replacement Reason'". The form includes the following sections:

- For Career Series, please indicate which levels you want to recruit:**
  - Trainee
  - I
  - II
  - III
  - IV
  - Not Applicable
- Subtitle/Subclass:** [Dropdown menu]
- Replacement Reason:**
  - Approved Leave
  - New Position - Not A Replacement
  - Overfill
  - Promotion
  - Separation
  - Substitute
  - Transfer
  - Voluntary Reduction
  - Other
- Other Replacement Reason, please describe:** [Text input field]
- Recruitment Type:**
  - Open
  - County-wide Promotional
  - Department Promotional
  - Transfer
- Work Time:**
  - Full Time
  - 3/4 Time
  - 1/2 Time
  - 1/4 Time
- Special Schedule:**
  - Shift
  - Weekend
  - On Call

Text Captions

Select a Replacement Reason such as the **Separation** option next to 'Replacement Reason'

Notes

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Slide 26

Text Captions

Select a Recruitment Type, such as the **Open** option next to 'Recruitment Type'

Notes

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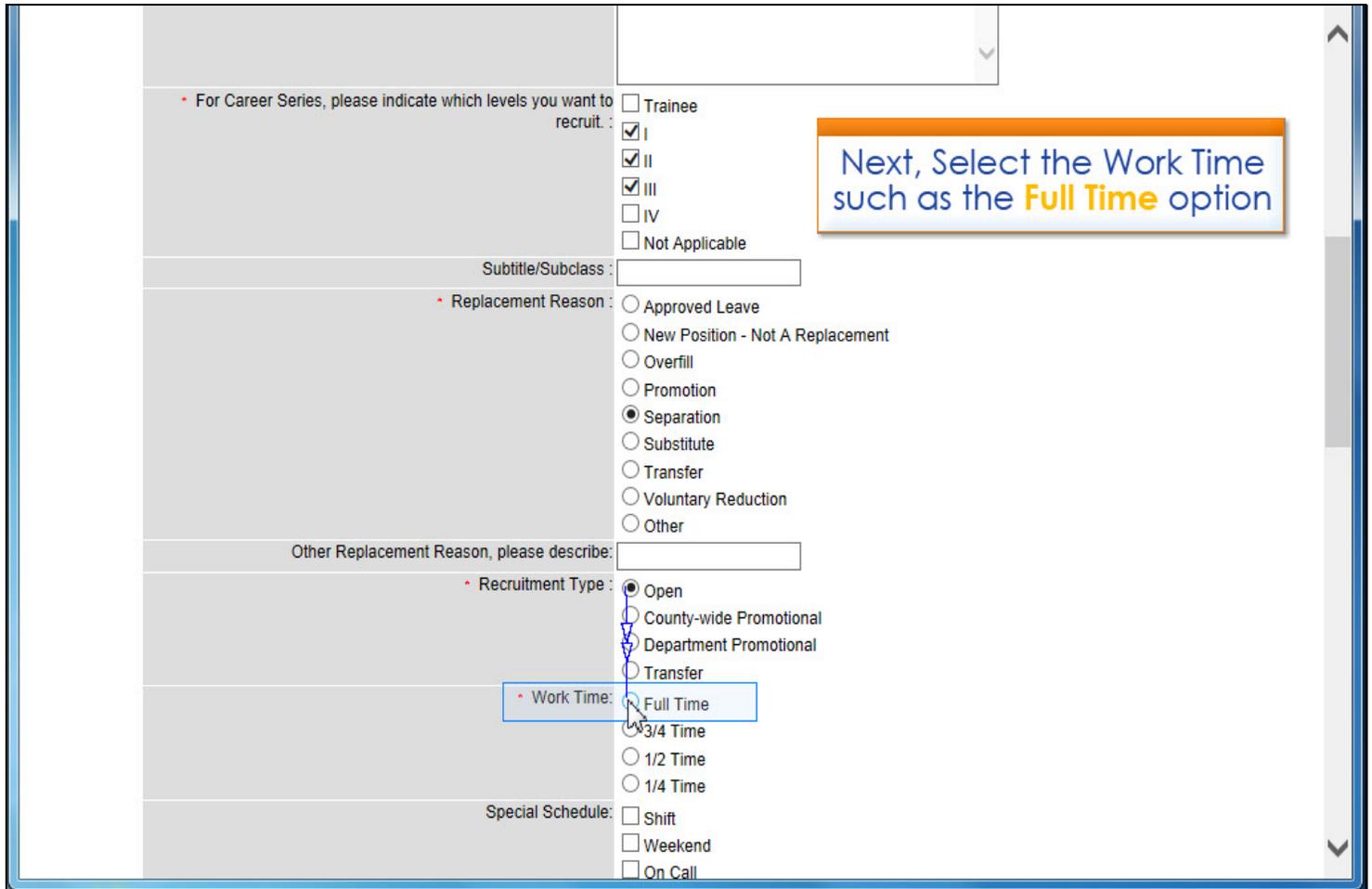


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Slide 27



The screenshot shows a web-based form for creating a requisition. On the right side, there is a list of options with checkboxes and radio buttons. A blue callout box with an orange border highlights the 'Full Time' option under the 'Work Time' section. The text inside the callout box reads: 'Next, Select the Work Time such as the Full Time option'.

Form fields and options visible in the screenshot:

- For Career Series, please indicate which levels you want to recruit:
  - Trainee
  - I
  - II
  - III
  - IV
  - Not Applicable
- Subtitle/Subclass:
- Replacement Reason:
  - Approved Leave
  - New Position - Not A Replacement
  - Overfill
  - Promotion
  - Separation
  - Substitute
  - Transfer
  - Voluntary Reduction
  - Other
- Other Replacement Reason, please describe:
- Recruitment Type:
  - Open
  - County-wide Promotional
  - Department Promotional
  - Transfer
- Work Time:
  - Full Time
  - 3/4 Time
  - 1/2 Time
  - 1/4 Time
- Special Schedule:
  - Shift
  - Weekend
  - On Call

Text Captions

Next, Select the Work Time such as the Full Time option

Notes

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Slide 28

The screenshot shows a web-based form for creating a requisition. The 'Location(s):' section has a list of options with checkboxes. The 'City of San Luis Obispo' option is selected, indicated by a blue checkmark and a blue arrow pointing to it. A callout box with an orange border and white background contains the text: 'Select the checkbox of the location such as the City of San Luis Obispo option'. Other visible form fields include 'Special Schedule' (radio buttons for 1/4 Time, Shift, Weekend, On Call), 'License/Certificate Requirement' (text input), 'Language' (checkboxes for Spanish, Other), 'Payroll Coordinator', 'Payroll Coord. Phone', 'Length of Job Posting' (radio buttons for 1-6 weeks and Until Filled), 'Want Advertising Proposal?' (radio buttons for Yes, No), and 'Forms of advertising you would like' (checkboxes for County Website (Free) and Government Jobs).

Text Captions

Select the checkbox of the location such as the **City of San Luis Obispo** option

Notes

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Slide 29

1/4 Time  
 Special Schedule:  Shift  
 Weekend  
 On Call

• Location(s):  City of San Luis Obispo  
 Morro Bay/Los Osos  
 Northern Coast (Cambria)  
 North County (eg. Atascadero/Templeton/Paso Robles)  
 South County (eg. 5 Cities/Nipomo)

License/Certificate Requirement:

Language:  Spanish  
 Other

If you selected Other under Language, please list the language (s):

• California Driver's License Requirement: **== Select ==**  
 Noncommercial Class C  
 School Bus Endorsement  
 Noncommercial Class C

• Payroll Coordinator:   
 • Payroll Coord. Phone:   
 • Length of Job Posting:  1 Week  
 2 Weeks  
 3 Weeks  
 4 Weeks  
 5 Weeks  
 6 Weeks  
 Until Filled

• Want Advertising Proposal?:  Yes  No

• Forms of advertising you would like. If there is a cost associated with advertising, the department will be charged.:  County Website (Free)  
 Government Jobs

Select the **Noncommercial Class C** option next to 'California Driver's License Requirement'

Text Captions

Select the **a type of License Requirement** option next to 'California Driver's License Requirement'

Notes

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Slide 30

Special Schedule:	<input type="radio"/> 1/4 Time <input type="checkbox"/> Shift <input type="checkbox"/> Weekend <input type="checkbox"/> On Call
Location(s):	<input checked="" type="checkbox"/> City of San Luis Obispo <input type="checkbox"/> Morro Bay/Los Osos <input type="checkbox"/> Northern Coast (Cambria) <input type="checkbox"/> North County (eg. Atascadero/Templeton/Paso Robles) <input type="checkbox"/> South County (eg. 5 Cities/Nipomo)
License/Certificate Requirement:	<input type="text"/>
Language:	<input type="checkbox"/> Spanish <input type="checkbox"/> Other
If you selected Other under Language, please list the language(s):	<input type="text"/>
California Driver's License Requirement:	<input type="text" value="== Select =="/> <input type="text" value="Noncommercial Class C"/> <input type="text" value="School Bus Endorsement"/>
Payroll Coordinator:	<input type="text" value="Maricela"/>
Payroll Coord. Phone:	<input type="text"/>
Length of Job Posting:	<input type="radio"/> 1 Week <input checked="" type="radio"/> 2 Weeks <input type="radio"/> 3 Weeks <input type="radio"/> 4 Weeks <input type="radio"/> 5 Weeks <input type="radio"/> 6 Weeks <input type="radio"/> Until Filled
Want Advertising Proposal? :	<input type="radio"/> Yes <input type="radio"/> No
Forms of advertising you would like. If there is a cost associated with advertising, the department will be charged. :	<input type="checkbox"/> County Website (Free) <input checked="" type="checkbox"/> Government Jobs

Type the name of the Payroll Coordinator

Text Captions

Type the name of the Payroll Coordinator

Notes

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Slide 31

Special Schedule:	<input type="radio"/> 1/4 Time <input type="checkbox"/> Shift <input type="checkbox"/> Weekend <input type="checkbox"/> On Call
Location(s):	<input checked="" type="checkbox"/> City of San Luis Obispo <input type="checkbox"/> Morro Bay/Los Osos <input type="checkbox"/> Northern Coast (Cambria) <input type="checkbox"/> North County (eg. Atascadero/Templeton/Paso Robles) <input type="checkbox"/> South County (eg. 5 Cities/Nipomo)
License/Certificate Requirement:	<input type="text"/>
Language:	<input type="checkbox"/> Spanish <input type="checkbox"/> Other
If you selected Other under Language, please list the language(s):	<input type="text"/>
California Driver's License Requirement:	<input type="text" value="== Select =="/> <input checked="" type="text" value="Noncommercial Class C"/> <input type="text" value="School Bus Endorsement"/>
Payroll Coordinator:	<input type="text" value="Maricela"/>
Payroll Coord. Phone:	<input type="text" value="5959"/>
Length of Job Posting:	<input type="radio"/> 1 Week <input checked="" type="radio"/> 2 Weeks <input type="radio"/> 3 Weeks <input type="radio"/> 4 Weeks <input type="radio"/> 5 Weeks <input type="radio"/> 6 Weeks <input type="radio"/> Until Filled
Want Advertising Proposal? :	<input type="radio"/> Yes <input type="radio"/> No
Forms of advertising you would like. If there is a cost associated with advertising, the department will be charged. :	<input type="checkbox"/> County Website (Free) <input checked="" type="checkbox"/> Government Jobs

Type the phone number

Text Captions

Type the phone number for the Payroll Coordinator

Notes

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Slide 32

The screenshot shows a web-based form for creating a requisition. A callout box with an orange border and white background contains the text: "Select the Yes option next to 'Want Advertising Proposal?'". A blue arrow points from this callout box to the "Yes" radio button in the "Want Advertising Proposal?" field. The form includes several sections:

- Length of Job Posting:** Radio buttons for 1 Week, 2 Weeks (selected), 3 Weeks, 4 Weeks, 5 Weeks, 6 Weeks, and Until Filled.
- Want Advertising Proposal?:** Radio buttons for Yes (selected) and No.
- Forms of advertising you would like:** Checkboxes for County Website (Free), Government Jobs (checked), Craigslist, LinkedIn, and Other - Please list below.
- Ad Start Date:** A text input field.
- Supporting Documentation Attached Next Step:** Checkboxes for Separation Documentation, Temp Help Justification, and Subclass/Bilingual.
- Other notes about this requisition:** A large text area with a scroll bar.
- Reporting Information:** Fields for Reports to Org Unit #, Org Unit Title, First Name, and Last Name.

Text Captions

Select the **Yes or No** option next to 'Want Advertising Proposal?'

Notes

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Slide 33

• Length of Job Posting:  1 Week  
 2 Weeks  
 3 Weeks  
 4 Weeks  
 5 Weeks  
 6 Weeks  
 Until Filled

• Want Advertising Proposal?:  Yes  No

• Forms of advertising you would like. If there is a cost associated with advertising, the department will be charged.:

- County Website (Free)
- GovernmentJobs
- Craigslist
- LinkedIn
- Other - Please list below

Please comment on special requirements for advertising including subclass (per job specification), distribution of advertisements and announcements, suggested advertising copy/special requirements to be added to announcements.:

• Ad Start Date:

Supporting Documentation Attached Next Step:

- Separation Documentation
- Temp Help Justification
- Subclass/Bilingual

Other notes about this requisition:

Reports to Org Unit #:

Org Unit Title:

Reports to Org Unit #:

Org. Unit Title:

First Name:

Last Name:

Select the check box(es) of the forms of advertising you would like

**Text Captions**

Select the check box(es) of the forms of advertising you would like

**Notes**

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Slide 34

• Length of Job Posting:  1 Week  
 2 Weeks  
 3 Weeks  
 4 Weeks  
 5 Weeks  
 6 Weeks  
 Until Filled

• Want Advertising Proposal?:  Yes  No

• Forms of advertising you would like. If there is a cost associated with advertising, the department will be charged:  County Website (Free)  
 GovernmentJobs  
 Craigslist  
 LinkedIn  
 Other - Please list below

Please comment on special requirements for advertising including subclass (per job specification), distribution of advertisements and announcements, suggested advertising copy/special requirements to be added to announcements. :

• Ad Start Date:

Supporting Documentation Attached Next Step:  Separation Documentation  
 Temp Help Justification  
 Subclass/Bilingual

Other notes about this requisition:

Reports to Org Unit #:   
 Org Unit Title:   
 Reports to Org Unit #:   
 Org. Unit Title:   
 First Name:   
 Last Name:

Type special requirements for advertising

**Text Captions**

Type special requirements for advertising

**Notes**

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Slide 35

• Length of Job Posting:  1 Week  
 2 Weeks  
 3 Weeks  
 4 Weeks  
 5 Weeks  
 6 Weeks  
 Until Filled

• Want Advertising Proposal?:  Yes  No

• Forms of advertising you would like. If there is a cost associated with advertising, the department will be charged. :  
 County Website (Free)  
 GovernmentJobs  
 Craigslist  
 LinkedIn  
 Other - Please list below

Please comment on special requirements for advertising including subclass (per job specification), distribution of advertisements and announcements, suggested advertising copy/special requirements to be added to announcements. :  
 professional? Check out our career opportunity here:  
 County of San Luis Obispo Human Resources Department

• Ad Start Date:

Supporting Documentation Attached Next Step:  
 Separation Documentation  
 Temp Help Justification  
 Subclass/Bilingual

Other notes about this requisition:

Reports to Org Unit #:   
 Org Unit Title:   
 Reports to Org Unit #:   
 Org. Unit Title:   
 First Name:   
 Last Name:

Type in the Ad Start Date

Text Captions

Type in the Ad Start Date

Notes

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Slide 36

Length of Job Posting:  1 Week  
 2 Weeks  
 3 Weeks  
 4 Weeks  
 5 Weeks  
 6 Weeks  
 Until Filled

Want Advertising Proposal?:  Yes  No

Forms of advertising you would like. If there is a cost associated with advertising, the department will be responsible for payment.  
 County Website (Free)  
 Other - Please list below

Please comment on special requirements for advertising including subclass (per job specification), distribution of advertisements and announcements, suggested advertising copy/special requirements to be added to announcements. :  
 professional? Check out our career opportunity here: County of San Luis Obispo Human Resources Department

Ad Start Date: 12/17/2014

Supporting Documentation Attached Next Step:  
 Separation Documentation  
 Temp Help Justification  
 Subclass/Bilingual

Other notes about this requisition:

Reports to Org Unit #:   
 Org Unit Title:   
 Reports to Org Unit #:   
 Org. Unit Title:   
 First Name:   
 Last Name:

Text Captions

Select the **Supporting Documentation** check box items

Notes

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Slide 37

Want Advertising Proposal? :  Yes  No

Forms of advertising you would like. If there is a cost associated with advertising, the department will be charged. :

- County Website (Free)
- GovernmentJobs
- Craigslist
- LinkedIn
- Other - Please list below

Please comment on special requirements for advertising including subclass (per job specification), distribution of advertisements and announcements, suggested advertising copy/special requirements to be added to announcements. :

professional? Check out our career opportunity here:  
 County of San Luis Obispo Human Resources Department

Ad Start Date: 12/17/2014

Supporting Documentation Attached Next Step:

- Separation Documentation
- Temp Help Justification
- Subclass/Bilingual

Other notes about this requisition:

Panel members for this recruitment include:  
 Tami, Dorj, and Megan

Reports to Org Unit #:

Org Unit Title:

Reports to Org Unit #:

Org. Unit Title:

First Name:

Last Name:

No Approvals

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Text Captions

Select the other notes about this requisition and add any further notes such as panel members for the recruitment.

Notes

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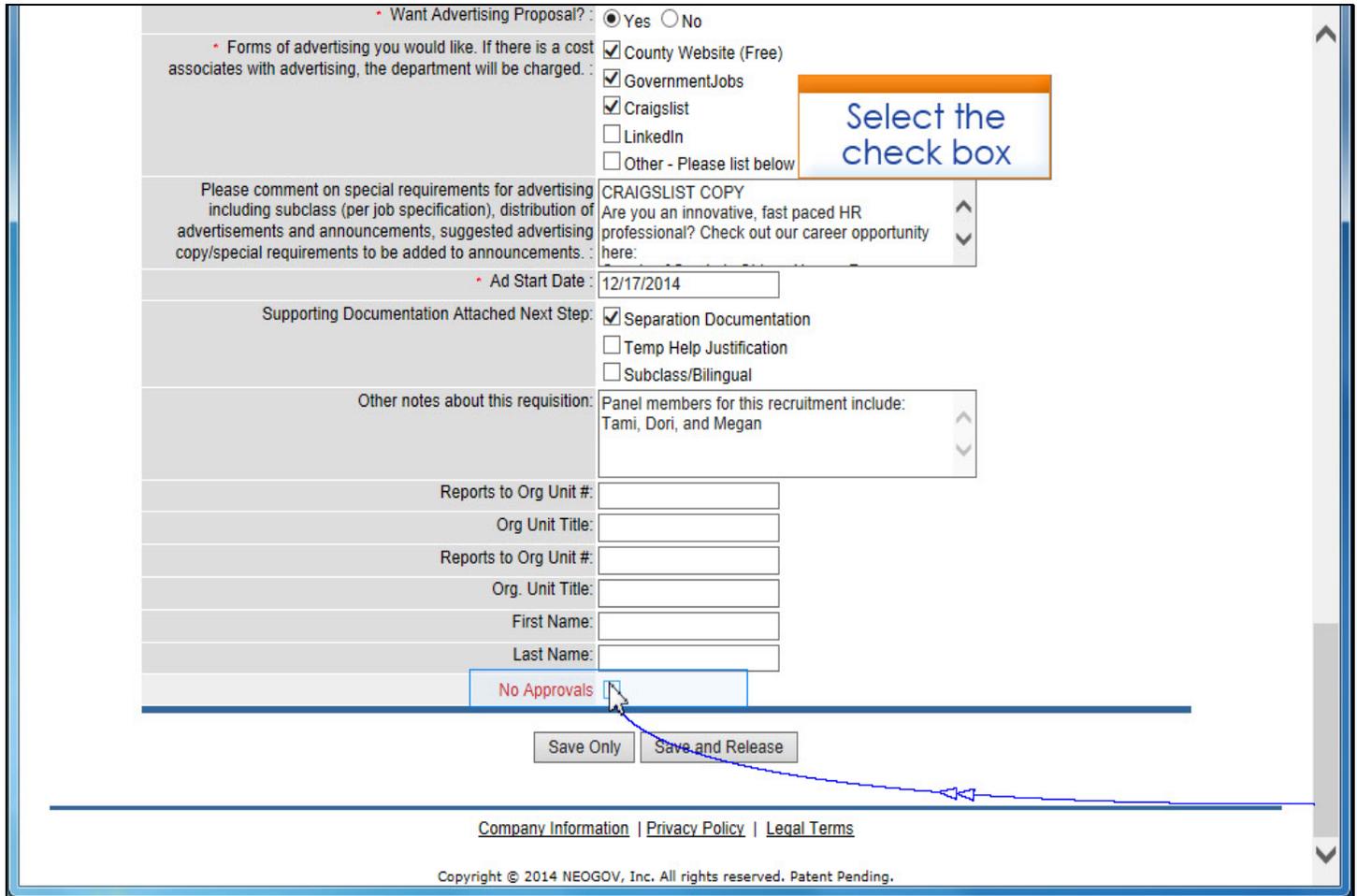


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Slide 38



Want Advertising Proposal?  Yes  No

Forms of advertising you would like. If there is a cost associates with advertising, the department will be charged.:

- County Website (Free)
- GovernmentJobs
- Craigslist
- LinkedIn
- Other - Please list below

Please comment on special requirements for advertising including subclass (per job specification), distribution of advertisements and announcements, suggested advertising copy/special requirements to be added to announcements.:

Ad Start Date: 12/17/2014

Supporting Documentation Attached Next Step:

- Separation Documentation
- Temp Help Justification
- Subclass/Bilingual

Other notes about this requisition: Panel members for this recruitment include: Tami, Dori, and Megan

Reports to Org Unit #:

Org Unit Title:

Reports to Org Unit #:

Org. Unit Title:

First Name:

Last Name:

No Approvals

Save Only Save and Release

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Text Captions

Select the No Approvals check box

Notes

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Slide 39

Want Advertising Proposal?  Yes  No

Forms of advertising you would like. If there is a cost associates with advertising, the department will be charged.:

- County Website (Free)
- GovernmentJobs
- Craigslist
- LinkedIn
- Other - Please list below

Please comment on special requirements for advertising including subclass (per job specification), distribution of advertisements and announcements, suggested advertising copy/special requirements to be added to announcements.:

CRAIGSLIST COPY  
Are you an innovative, fast paced HR professional? Check out our career opportunity here:

Supporting Document

Other notes about this requisition:

Panel members for this recruitment include:  
Tami, Dori, and Megan

Reports to Org Unit #:

Org Unit Title:

Reports to Org Unit #:

Org. Unit Title:

First Name:

Last Name:

No Approvals

<https://secure.uat.neogov.net/OHC/requisition.cfm>

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Text Captions

Click the **Save and Release** button

Notes

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Slide 40

Work Time: Full Time  
 Special Schedule:  
 Location(s): City of San Luis Obispo  
 License/Certificate Requirement :  
 Language:  
 If you selected Other under Language, please list the language(s):  
 California Driver's License Requirement : Noncommercial Class C  
 Payroll Coordinator : Maricela  
 Payroll Coord. Phone: 5959  
 Length of Job Posting: 2 Weeks  
 Want Advertising Proposal? : Yes  
 Forms of advertising you would like. If there is a cost associates with advertising, the department will be charged. : County Website (Free)  
 GovernmentJobs  
 Craigslist  
 Please comment on special requirements for advertising including subclass (per job specification), distribution of advertisements and announcements, suggested advertising copy/special requirements to be added to announcements : CRAIGSLIST COPY Are you an innovative, fast paced HR professional? Check out our career opportunity here: County of San Luis Obispo Human Resources Department  
 Supporting Information: This recruitment include: Tami, Dori, and  
 Reports to Org Unit #:  
 Org Unit Title:  
 Reports to Org Unit #:  
 Org. Unit Title:  
 First Name:  
 Last Name:  
 Approvals None

Attachments: [Add New](#)

Attachment Title	Date Upioaded	File Name	Action
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<https://secure.uat.neogov.net/OHC/documents/add.cfm?objectTypeCod...> rights reserved. Patent Pending.

Text Captions

Select the **Add New** link to add attachements

Notes

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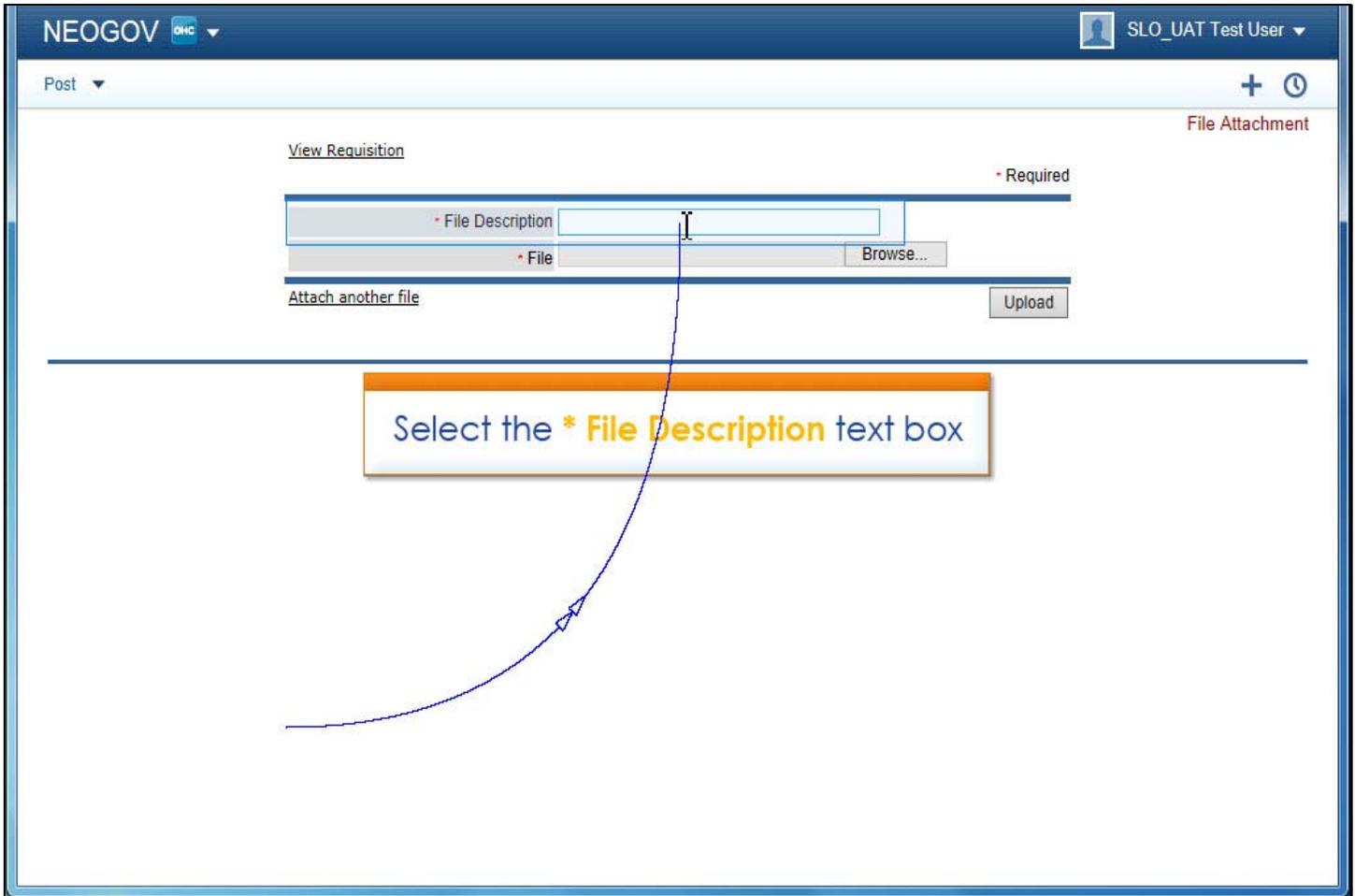


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Slide 41



The screenshot shows the NEOGOV interface. At the top left is the NEOGOV logo with a dropdown menu. At the top right is the user profile 'SLO\_UAT Test User'. Below the header is a 'Post' dropdown and a 'File Attachment' link. The main content area is titled 'View Requisition' and includes a 'Required' indicator. It features a 'File Description' text box, a 'File' field with a 'Browse...' button, and an 'Attach another file' link with an 'Upload' button. A callout box with an orange border and white background contains the text 'Select the \* File Description text box' in blue and yellow. A blue arrow points from the callout box to the 'File Description' text box.

Text Captions

Select the \* File Description text box

Notes

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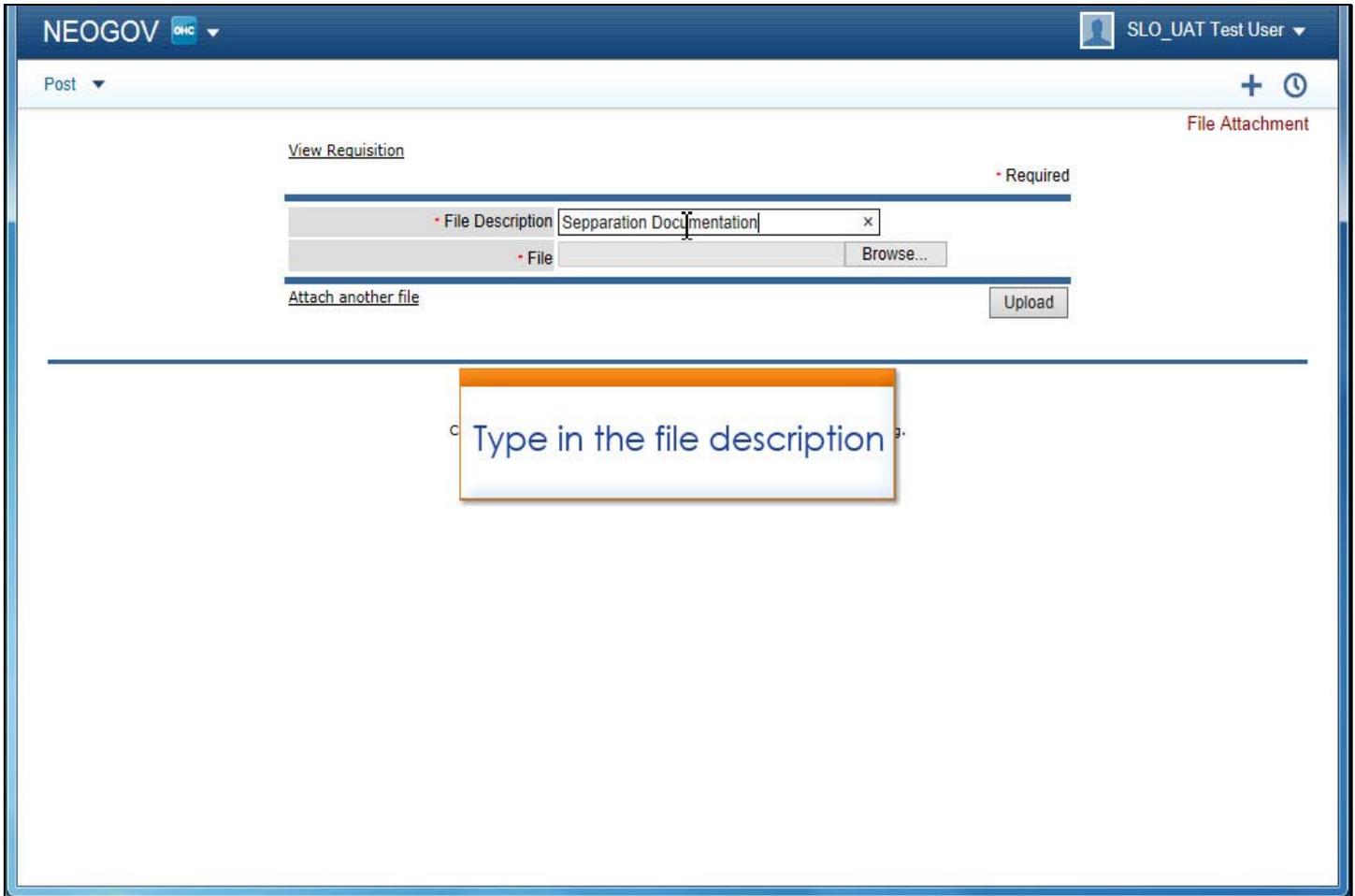
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Slide 42



The screenshot shows the NEOGOV interface for creating a requisition. At the top, it says 'NEOGOV' and 'SLO\_UAT Test User'. Below that, there's a 'Post' dropdown and a 'File Attachment' section. The 'File Attachment' section has a 'View Requisition' link and a 'Required' indicator. There are two input fields: 'File Description' (containing 'Separation Documentation') and 'File' (with a 'Browse...' button). Below these is an 'Attach another file' link and an 'Upload' button. A callout box with an orange border points to the 'File Description' field, containing the text 'Type in the file description'.

Text Captions

Type in the file description  
(This is a required field and should be meaningful.)

Notes

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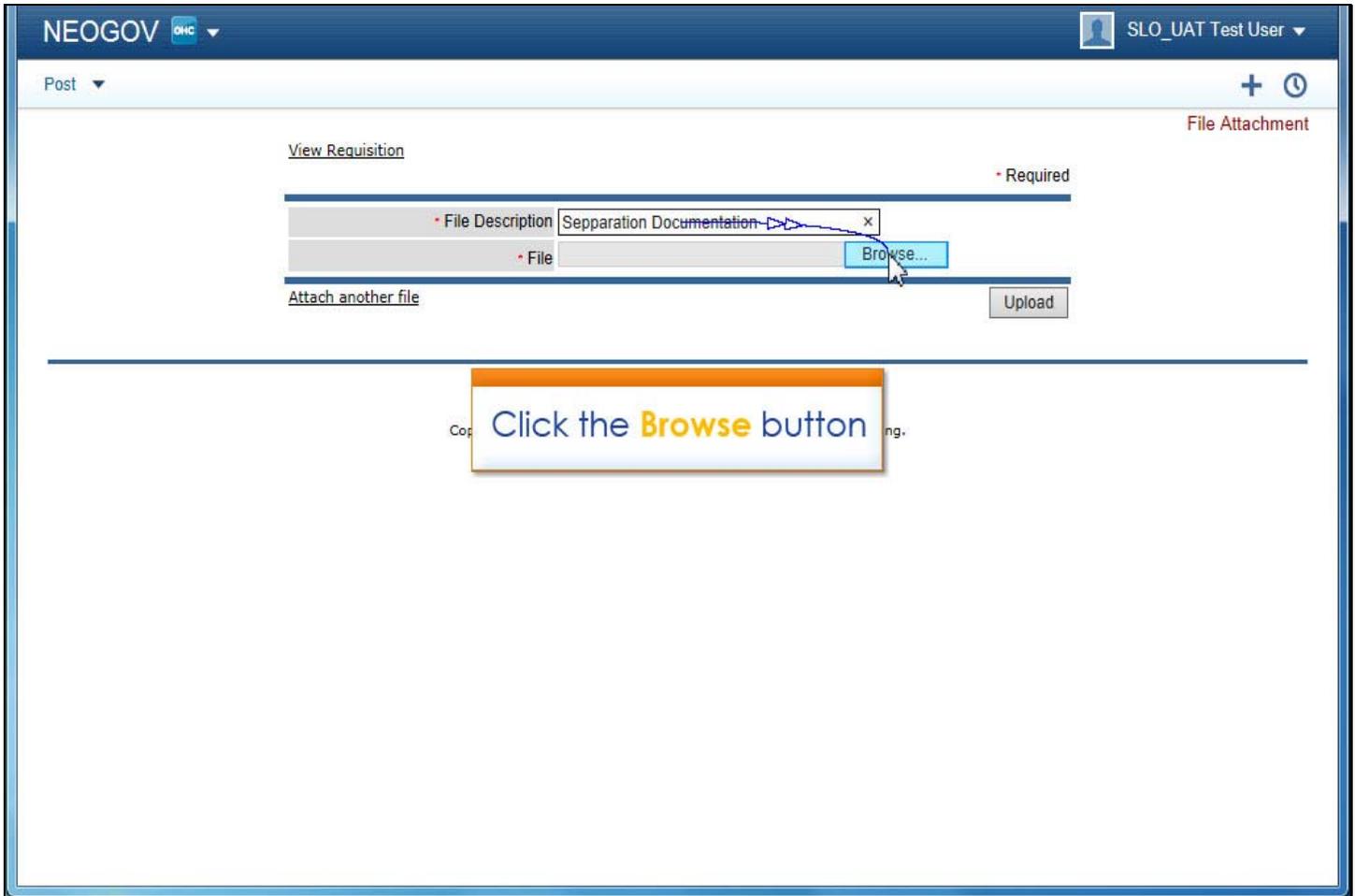
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Slide 43



NEOGOV OHC

SLO\_UAT Test User

Post

View Requisition

File Attachment

Required

File Description Separation Documentation

File Browse...

Attach another file Upload

Click the **Browse** button

Text Captions

Click the **Browse** button

Notes

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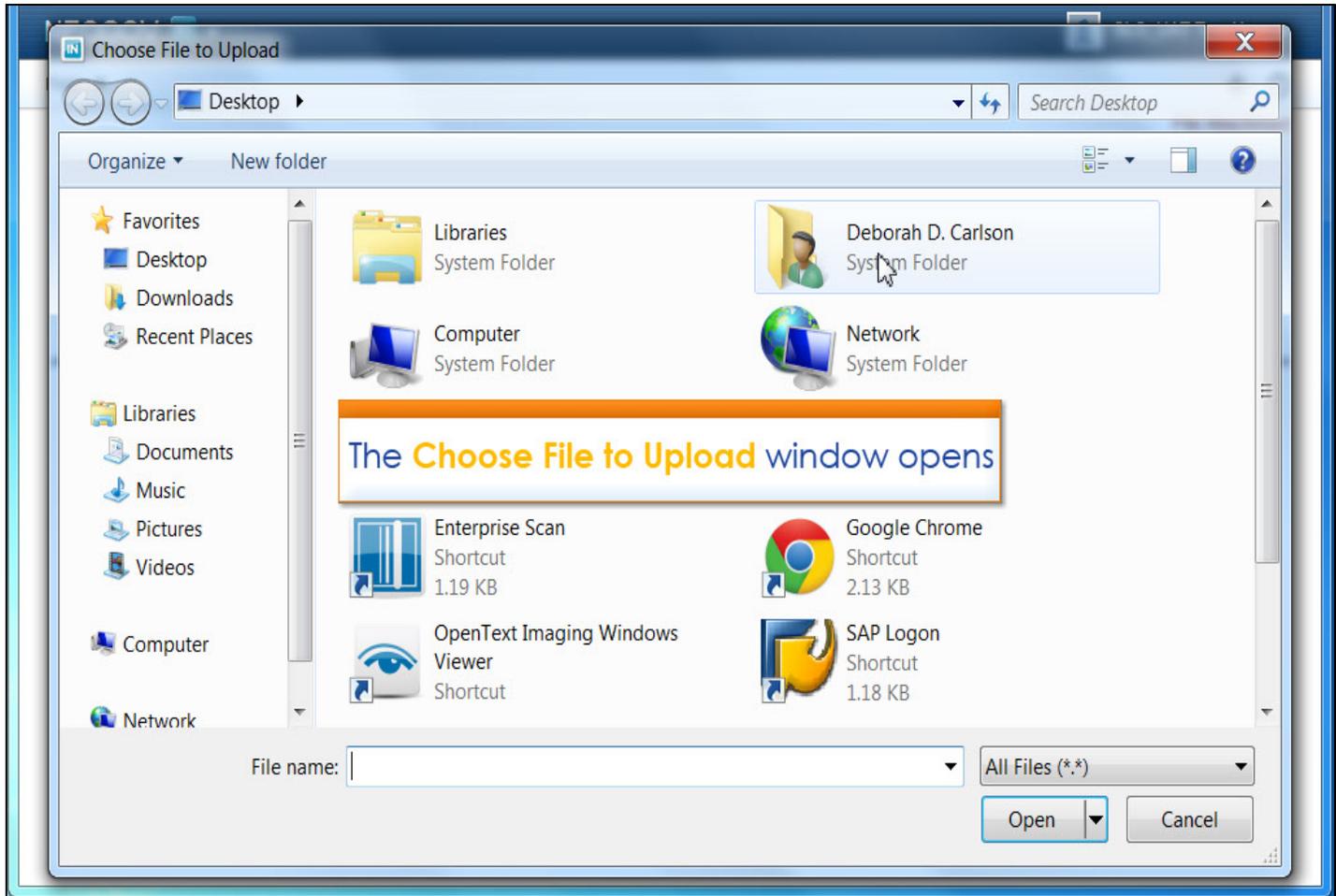
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Slide 44



Text Captions

The **Choose File to Upload** window opens

Notes

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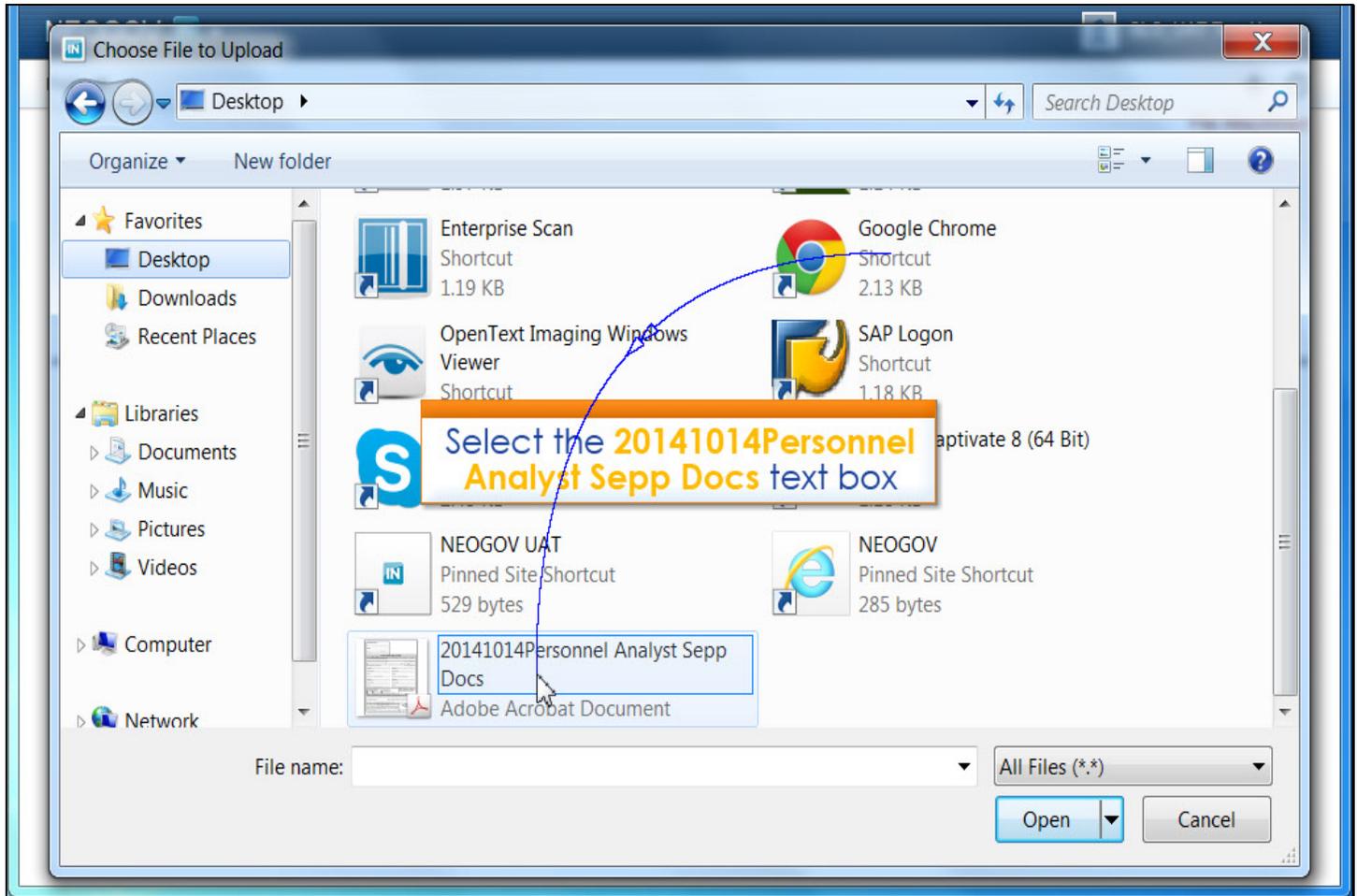
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Slide 45



Text Captions

Select the file you wish to upload  
such as a **20141014Personnel Analyst Sepp Docs**

Notes

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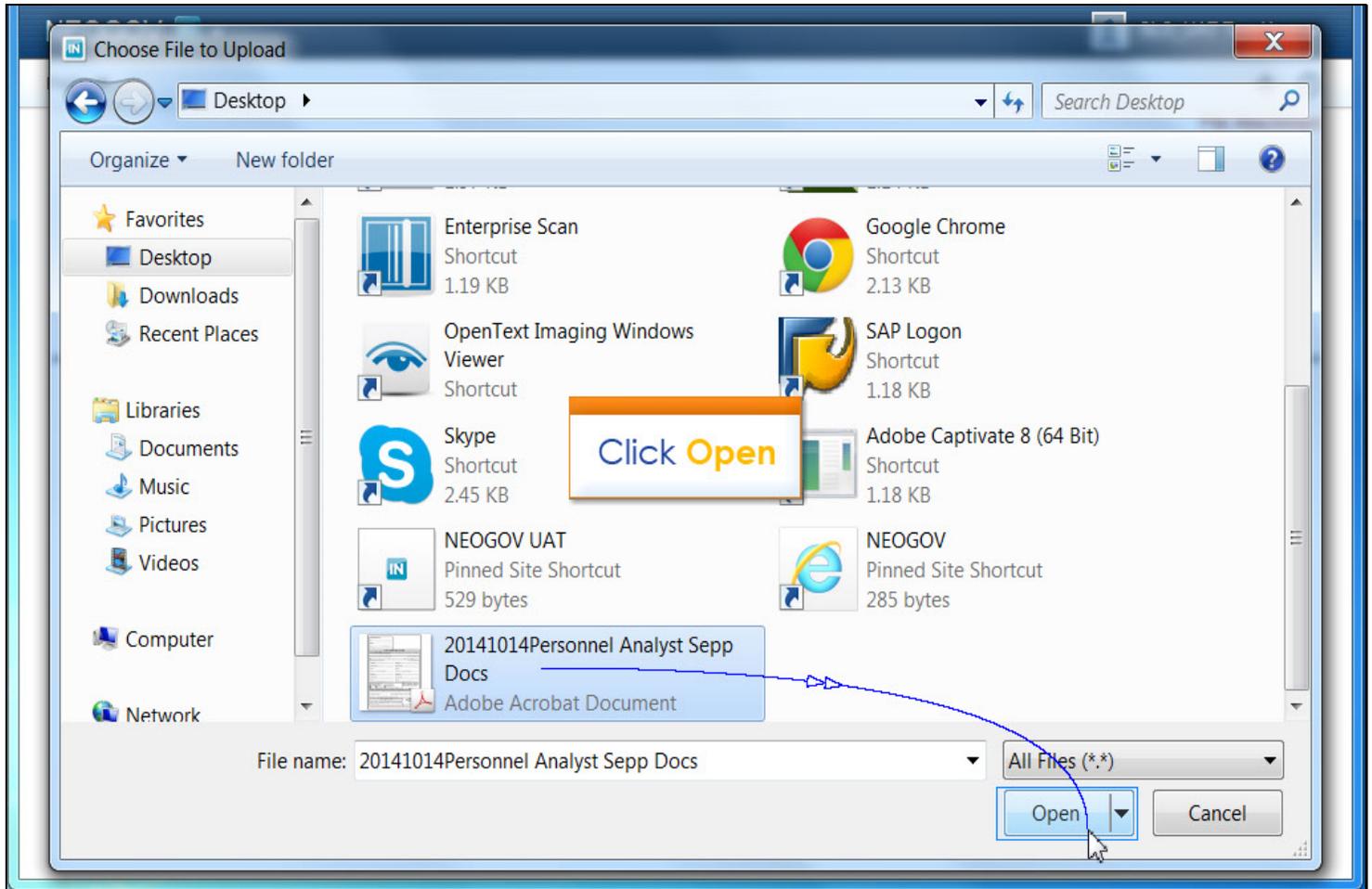
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Slide 46



Text Captions

Click Open

Notes

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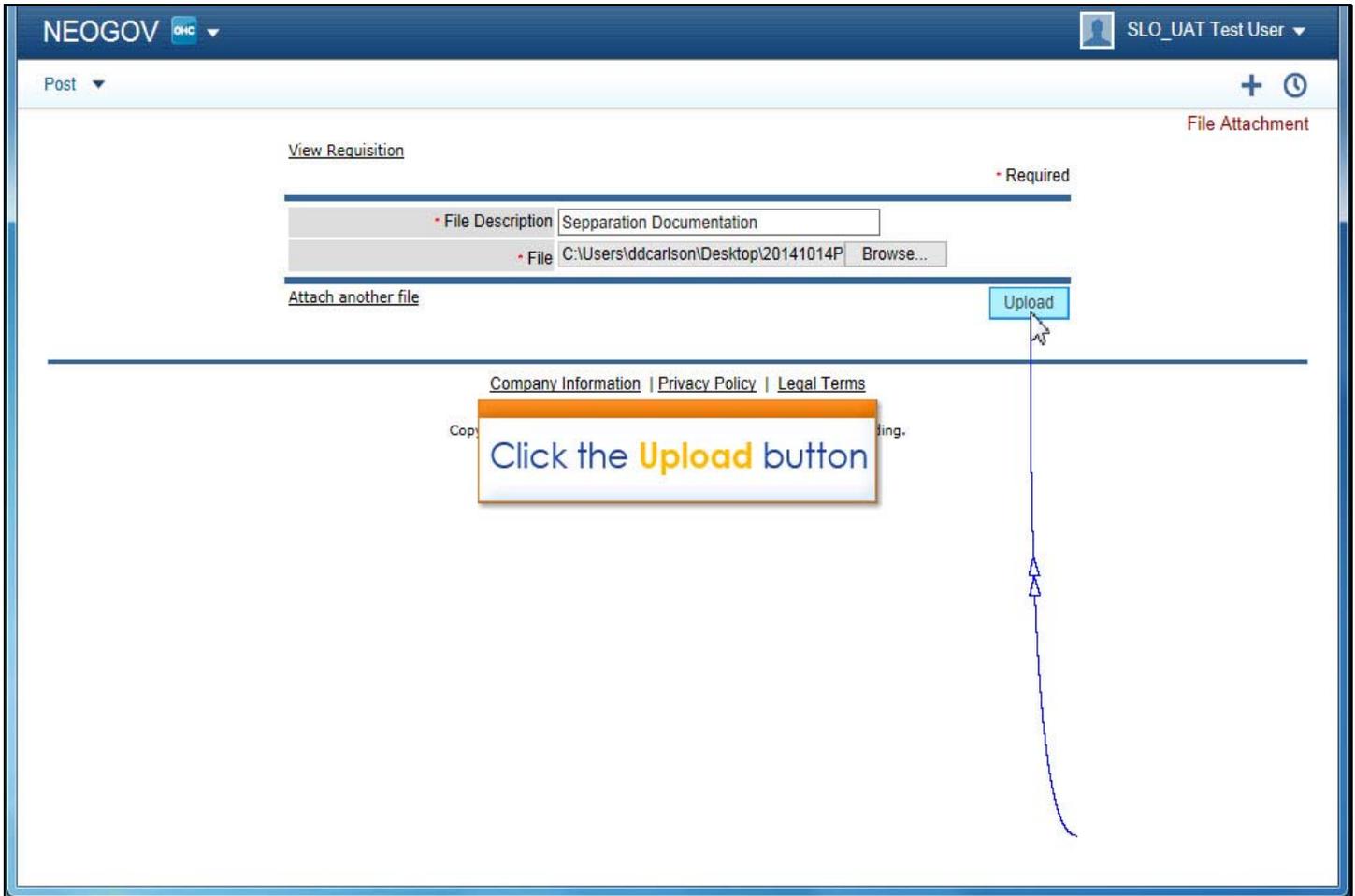
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Slide 47



Text Captions

Click the Upload button

Notes

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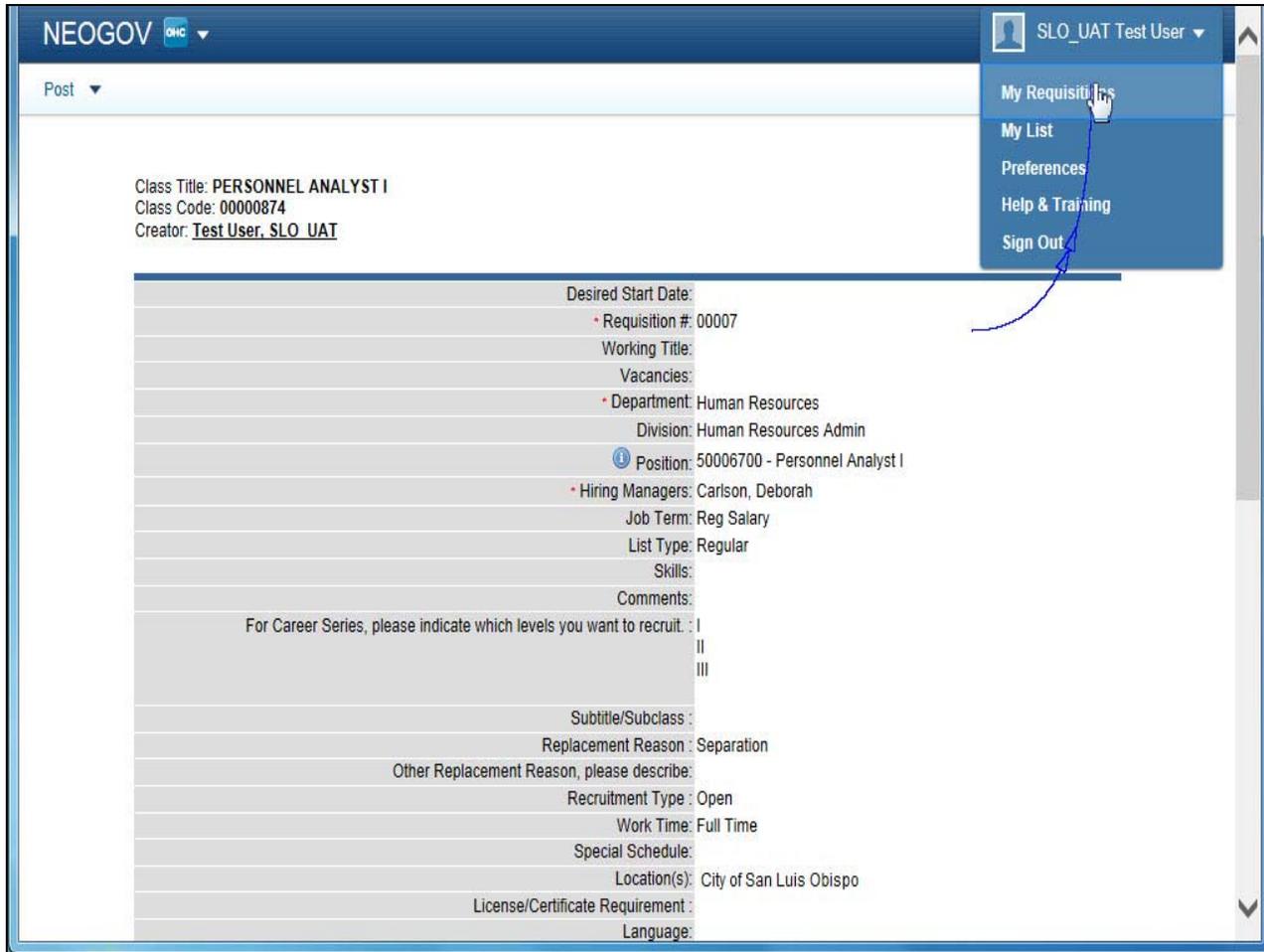
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Slide 48



Text Captions

Select **My Requisitions** to return to the List of Requisitions.

Notes

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Slide 49

The screenshot shows the NEOGOV OHC interface. At the top, it says 'NEO GOV OHC' and 'SLO\_UAT Test User'. Below the navigation bar, there are links for 'Open New Requisition', 'Show All Reqs. in My Dept.', 'Show Approval Detail', 'View OHC Users', 'Show Filled Reqs.', and 'Show Cancelled Reqs.'. A search bar is present with the text 'Search for req. #, req. title or position #' and a 'Go!' button. The main content area is divided into 'Approved Requisitions' (1 record found) and 'Open Requisitions' (4 records found). A yellow-bordered box with a white background and blue text is overlaid on the screen, containing the message: '- Congratulations! - You have completed the video tutorial on Creating a Requisition. Now try the video simulation.' Below this message, a table of requisitions is visible. The table has columns for 'Req. #', 'Req. Title', 'Agency', and 'Date'. The rows include: 00001 Administrative Assistant (Child Support Services, 09/24/14), 00004 Clinical Lab Assistant I (Health Agency, 09/24/14), 00002 DAS I (Treasurer/Tax Collector P..., 09/24/14), and 00003 Lifeguard I (General Services Agency, 09/24/14). Each row has an 'Action' column with links for 'Edit', 'Copy Req', 'Cancel', 'Reassign', and 'History'.

Text Captions

*- Congratulations! -*

You have completed the video tutorial on Creating a Requisition. Now try the video simulation.

Notes

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HF1



# Reviewing Applications and Score Applicants

NeoGov Course  
October 2014

Notes

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# Objectives

- Discover where to find your “My Application Review” applicants
- Effectively review applications and help SMEs to do the same
- The three occasions in the recruitment process in which you will review applications



## Notes

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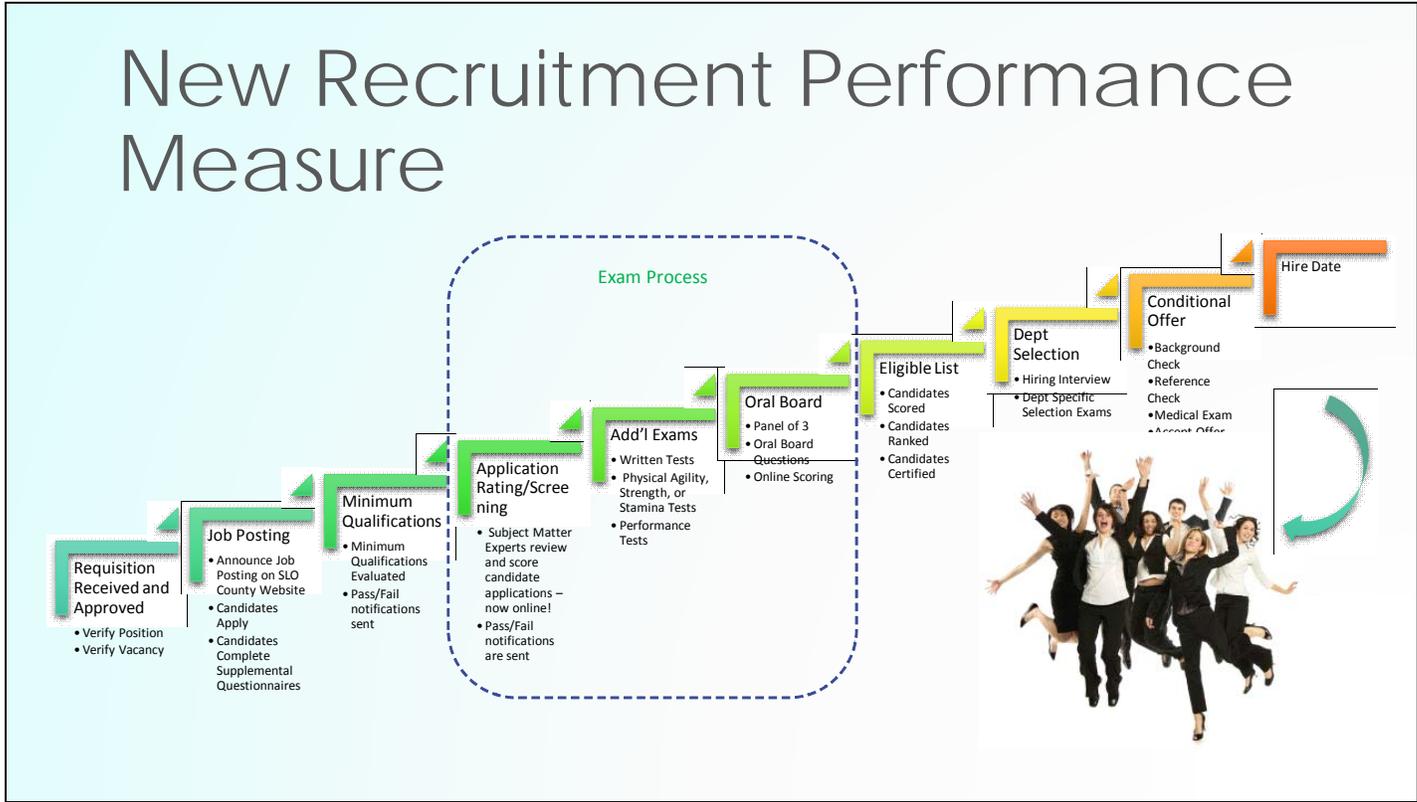
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## Module 3 // Review Applications & Screen Applicants

# New Recruitment Performance Measure



### Notes

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# Terminology

- **Screeners:** Those who will be rating applications
- **Subject Matter Experts:** People with specialized knowledge who rate applications based solely on experience



## Notes

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# Who Will Review Applications

- Payroll Coordinators
- Hiring Managers
- Screeners
- Subject Matter Experts



**Notes**

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# When Applications Will Be Reviewed

- Reviewing for minimum qualifications
- Scoring competitive applications (SMEs)
- Previewing applications in advance of Oral Boards



**Notes**

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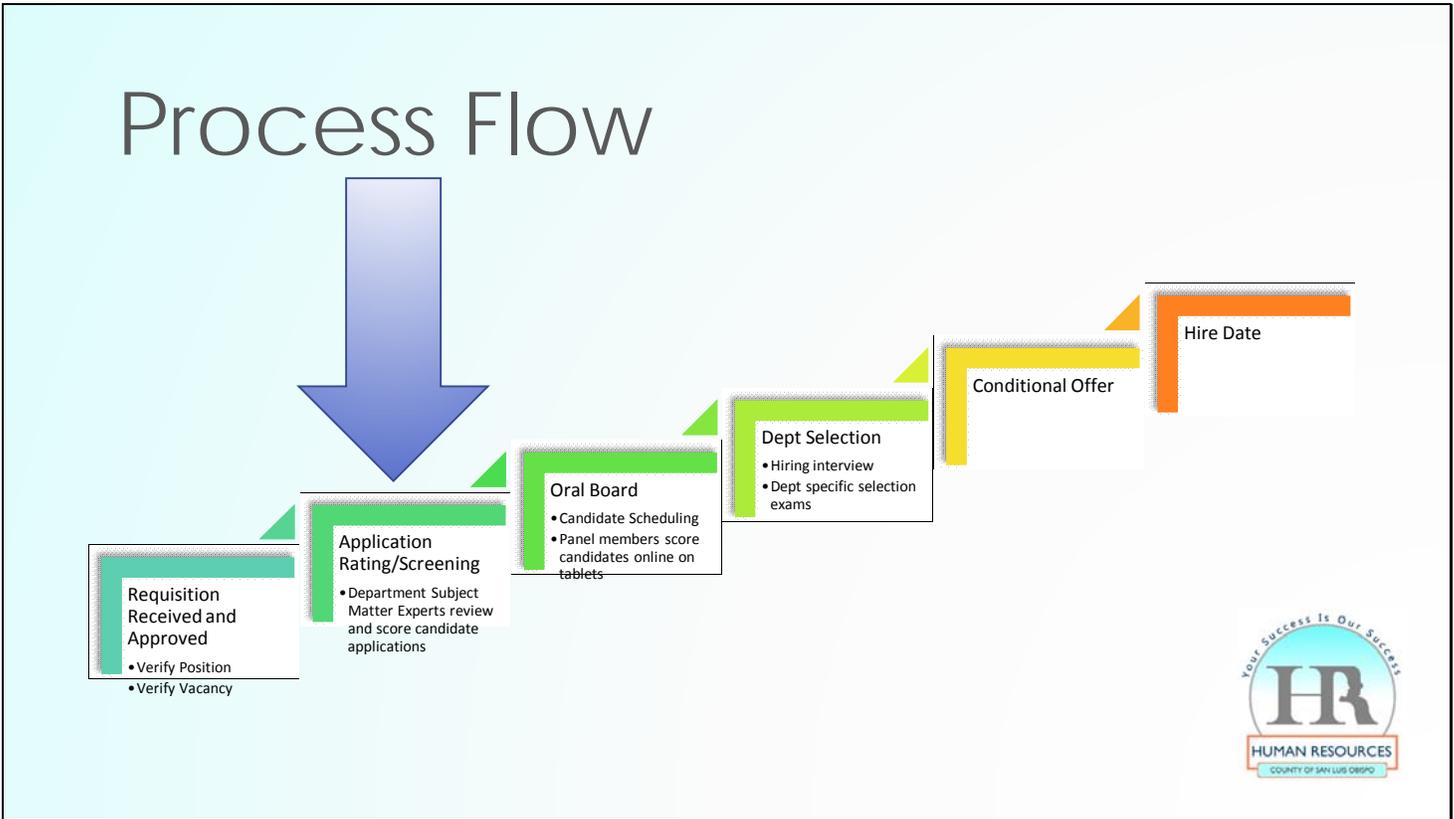
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## Module 3 // Review Applications & Screen Applicants



### Notes

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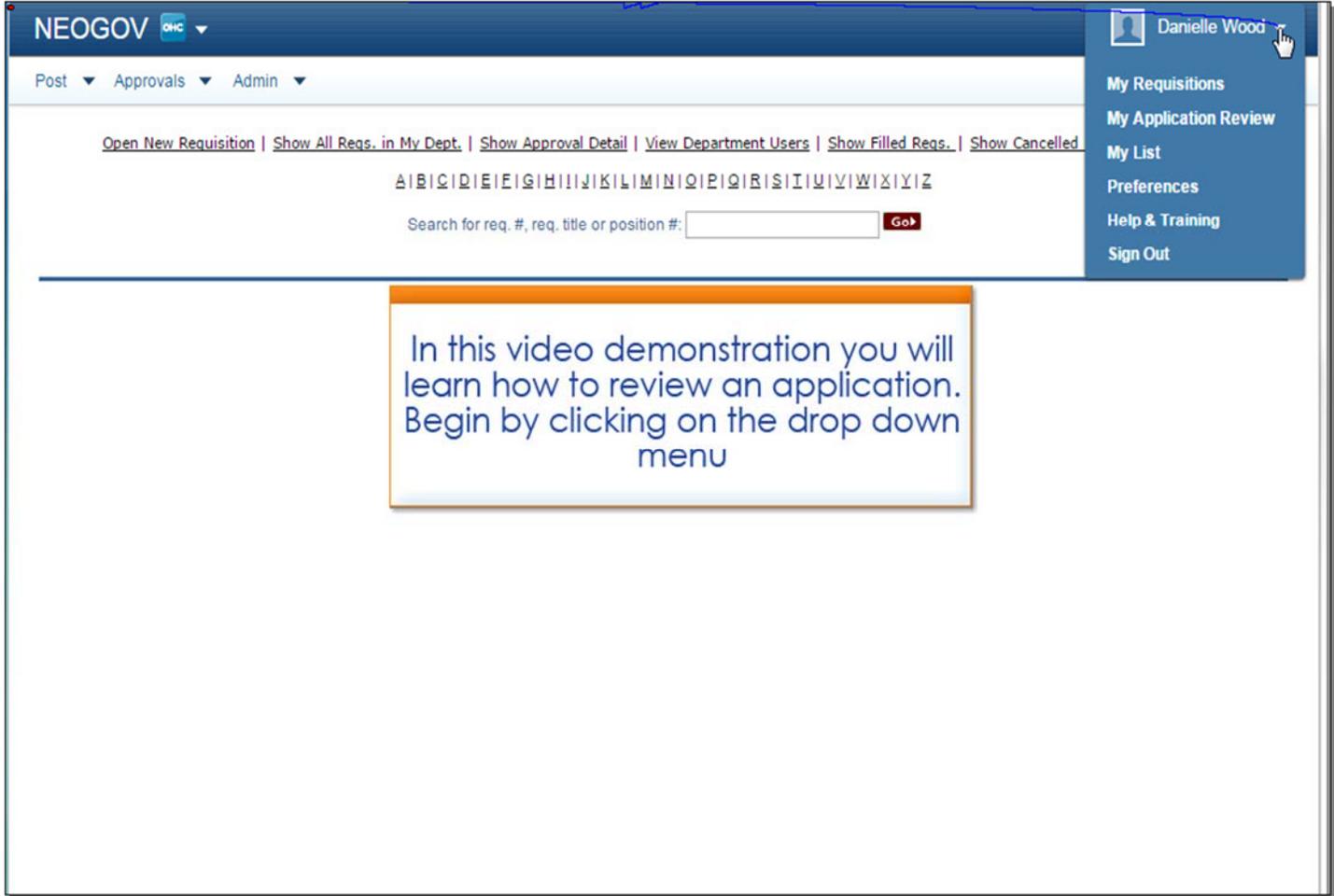
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# Video Demonstration

## Slide 1



### Text Captions

In this video demonstration you will learn how to review an application. Begin by clicking on the drop down menu

### Notes

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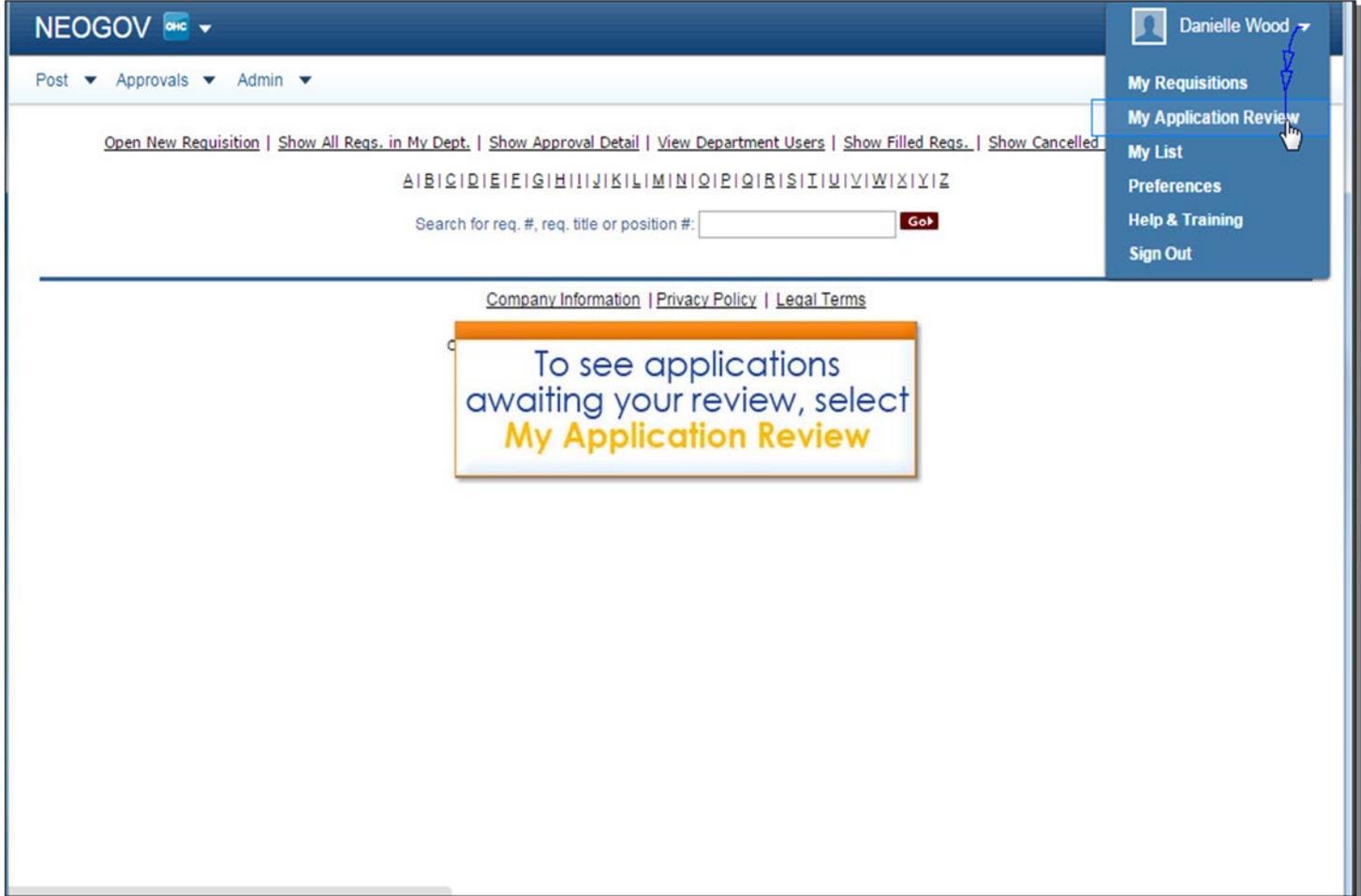
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## Module 3 // Review Applications & Screen Applicants

### Slide 2



### Text Captions

To see applications awaiting your review,  
select **My Application Review**

### Notes

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## Module 3 // Review Applications & Screen Applicants

### Slide 3

NEOGOV OHC Danielle Wood

Post Approvals Admin

Application Review

Search for exam title or exam number:  Go

1 record found.  
Page 1 of 1

Exam #	Exam Plan	Job Posting	Analyst	Applications
201410PM-2202-01	<a href="#">ADMINISTRATIVE ASST II</a>	ADMINISTRATIVE ASST II	Carlson, Deborah	<a href="#">Print</a>

1 record found.  
Page 1 of 1

To view applications that have been referred to you, find the **Job Title link** located under **Exam Plan**

### Text Captions

To view applications that have been referred to you, find the **Job Title link** located under **Exam Plan**

### Notes

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## Module 3 // Review Applications & Screen Applicants

### Slide 4

NEOGOV OHC Danielle Wood

Post Approvals Admin

Exam Plan Candidates

Exam Plan 201410PM-2202-01 - ADMINISTRATIVE ASST II

Candidate	Master Profile	Last Updated	Updated By	At Step	Disposition	Assigned By	Comments
<a href="#">Kane, Erica</a>	<a href="#">View</a>	10/24/14 5:42 PM	Carlson, Deborah	Training and Experience	N/A	Carlson, Deborah	<a href="#">Add</a>
<a href="#">Lopez, Jennifer</a>	<a href="#">View</a>	10/28/14 9:34 AM	Carlson, Deborah	Training and Experience	N/A	Carlson, Deborah	<a href="#">Add</a>
<a href="#">Selleck, Tom</a>	<a href="#">View</a>	10/28/14 9:43 AM	Wood, Danielle	Training and Experience	N/A	Carlson, Deborah	<a href="#">Add</a>

SME Review Complete Cancel

Select the name of the candidate whose application you would like to review

Note: Please note the **At Step** description for the type of review you are conducting.

#### Text Captions

Select the name of the candidate whose application you would like to review

Note: Please note the **At Step** description for the type of review you are conducting.

#### Notes

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## Module 3 // Review Applications & Screen Applicants

### Slide 5

NEOGOV OHHC Danielle Wood

Post Approvals Admin + 🔔

[Return to Candidate List](#) [Show Candidate Disposition](#)

Application 1 of 3 « Previous Applicant | [Next Applicant](#) » [Print View](#)

**201410PM-2202-01 - ADMINISTRATIVE ASST II**

**Contact Information -- Person ID: 5347327**

Name: Erica Kane Address: 435 Highland Drive  
San Luis Obispo, California 93405 US

Home Phone: (760) 567-3609 Alternate Phone:

Email: [ilevy03@calpoly.edu](mailto:ilevy03@calpoly.edu) Notification Preference: Email

Former Last Name: Month and Day of Birth:

**Personal Information**

Driver's License:

Can you, after employment, submit your resume to the County?  
right to work in the United States

What is your highest level of education?

**Preferences**

Preferred Salary:

Types of positions you will accept: Regular , Temporary , Seasonal , Internship

Types of work you will accept: Full Time , Part Time , Per Diem

Types of shifts you will accept: Day , On Call (as needed)

**Education**

**Work Experience**

**Certificates and Licenses**

**Note:** Attachments such as cover letters, resumes appear as a link under attachments

Review the application by scrolling.

#### Text Captions

Review the application by scrolling.

**Note:** Attachments such as cover letters, resumes appear as a link under attachments

#### Notes

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## Module 3 // Review Applications & Screen Applicants

### Slide 6

NEOGOV OHC Danielle Wood

Post ▾ Approvals ▾ Admin ▾ + 🕒

[Return to Candidate List](#) Candidate Application

Application 1 of 3 « Previous Applicant | [Next Applicant](#) » [Show Candidate Disposition](#) [Print View](#)

**201410PM-2202-01 - ADMINISTRATIVE ASST II**

**Contact Information** — Person ID: 5347327

Name:	Erica Kane	Address:	435 Highland Drive San Luis Obispo, California 93405 US
Home Phone:	(760) 567-3609	Alternate Phone:	
Email:	<a href="mailto:ilevy03@calpoly.edu">ilevy03@calpoly.edu</a>	Notification Preference:	Email
Former Last Name:		Month and Day of Birth:	

**Personal Information**

Driver's License: Yes, California , Class C  
 Can you, after employment, submit proof of your legal right to work in the United States? Yes  
 What is your highest level of education?

**Preferences**

Preferred Salary:  
 Types of positions you will accept:  
 Types of work you will accept:  
 Types of shifts you will accept:

**Education**

**Work Experience**

**Certificates and Licenses**

Select **Show Candidate Disposition** to display the scoring window

### Text Captions

Select **Show Candidate Disposition** to display the scoring window

### Notes

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## Module 3 // Review Applications & Screen Applicants

### Slide 7

NEOGOV OHC Danielle Wood

Post ▾ Approvals ▾ Admin ▾ + 🕒

[Return to Candidate List](#) [Hide Candidate Disposition](#)

Exam Plan **201410PM-2202-01 - ADMINISTRATIVE ASST II**  
Evaluation Step **Application Screening**

Applicant: **Required**

Name	Person ID	Raw Score	General	Work Experience	Strong Communication Skills	Technical Skill
Kane, Erica	5347327		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Score Calculation: Sum

Reject Reason: == Select == ▾

Comments:

Application 1 of 3 « Previous Applicant | Next Applicant » [Print View](#)

**201410PM-2202-01 - ADMINISTRATIVE ASST II**

Contact Information -- Person ID: 5347327

Name: Erica Kane Address: 435 Highland Drive  
San Luis Obispo, California 93405 US

**Refer to your email for the scoring criteria you are to use when scoring. You will enter a score for each category.**

#### Text Captions

Refer to your email for the scoring criteria you are to use when scoring. You will enter a score for each category.

#### Notes

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## Module 3 // Review Applications & Screen Applicants

### Slide 8

NEOGOV OHC

Danielle Wood

Post Approvals Admin

Candidate Application

[Return to Candidate List](#) [Hide Candidate Disposition](#)

Exam Plan **201410PM-2202-01 - ADMINISTRATIVE ASST II**  
Evaluation Step **Application Screening**

Applicant:

Name	Person ID	Raw Score	General	Work Experience	Strong Communication Skills	Technical Skill
Kane, Erica	5347327		5	5	10	5

Score Calculation: Sum

Reject Reason: == Select ==

Comments:

Application 1 of 3

**201410PM-2202-01 - ADMINISTRATIVE ASST II**

Contact Information -- Person ID: 5347327

Name: Erica Kane Address: 435 Highland Drive  
San Luis Obispo, California 93405 US

Home Phone: (760) 567-2600 Alternate Phone:

If the candidate has failed, select a rejection reason from the drop down menu

#### Text Captions

If the candidate has failed, select a rejection reason from the drop down menu

#### Notes

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## Module 3 // Review Applications & Screen Applicants

### Slide 9

NEOGOV OHC Danielle Wood

Post Approvals Admin

Candidate Application

[Return to Candidate List](#) [Hide Candidate Disposition](#)

Exam Plan **201410PM-2202-01 - ADMINISTRATIVE ASST II**  
 Evaluation Step **Application Screening**

Required

Applicant:	Name	Person ID	Raw Score	General	Work Experience	Strong Communication Skills	Technical Skill
	Kane, Erica	5347327		5	5	10	5

Score Calculation: Sum

Reject Reason: == Select ==

Comments:

- Cancelled Recruitment
- Did Not Pass Medical
- Does Not Meet Minimum Requirements
- Expired EC Application
- Failed Agility Exam
- Failed Oral
- Failed Performance Exam
- Failed to Appear for Agility Exam
- Failed to Appear for Performance Exam
- Failed to Appear for Written Exam
- Failed to Appear Oral
- Failed to Respond
- Failed written exam
- Free Name - If you need a new reason see Deborah or Katie
- Met Minimum Qualifications
- No Longer Available
- Not Best Qualified**
- Screened Out
- Strike-Out
- Submitted

Application 1 of 3

Print View

**ASST II**

Highland Drive  
 San Luis Obispo, California 93405 US

### Text Captions

### Notes

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## Module 3 // Review Applications & Screen Applicants

### Slide 10

NEOGOV OHC Danielle Wood

Post Approvals Admin

Candidate Application

[Return to Candidate List](#) [Hide Candidate Disposition](#)

Exam Plan **201410PM-2202-01 - ADMINISTRATIVE ASST II**  
 Evaluation Step **Application Screening**

Required

Applicant:	Name	Person ID	Raw Score	General	Work Experience	Strong Communication Skills	Technical Skill
	Kane, Erica	5347327		5	5	10	5

Score Calculation: Sum

Reject Reason: Not Best Qualified

Comments:

I

Save

If necessary, include a comment

Application 1 of 3 « Previous

**201410PM-2202-01 - ADMINISTRATIVE ASST II**

Contact Information -- Person ID: 5347327

Name: Erica Kane Address: 435 Highland Drive  
 San Luis Obispo, California 93405 US

### Text Captions

If necessary, include a comment

### Notes

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## Module 3 // Review Applications & Screen Applicants

### Slide 11

NEOGOV OHG Danielle Wood

Post ▾ Approvals ▾ Admin ▾ + 🕒

Candidate Application

[Return to Candidate List](#) [Hide Candidate Disposition](#)

Exam Plan **201410PM-2202-01 - ADMINISTRATIVE ASST II**  
 Evaluation Step **Application Screening**

Applicant: **Name**  
 Kane, Erica

Score Calculation: Sum

Reject Reason: **Not Best Qualified**

Comments: Did not have the right kind of experience.

Application 1 of 3 « Previous Applicant | [Next Applicant](#) » [Print View](#)

**201410PM-2202-01 - ADMINISTRATIVE ASST II**

**Contact Information -- Person ID: 5347327**

Name:	Erica Kane	Address:	435 Highland Drive San Luis Obispo, California 93405 US
Home Phone:	(760) 567-3600	Alternate Phone:	

### Text Captions

To continue to the next applicant's application, select **Save & View Next App**

### Notes

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## Module 3 // Review Applications & Screen Applicants

### Slide 12

NEOGOV OHG Danielle Wood

Post ▾ Approvals ▾ Admin ▾ + 🕒

Candidate Application

[Return to Candidate List](#) [Hide Candidate Disposition](#)

Exam Plan **201410PM-2202-01 - ADMINISTRATIVE ASST II**  
 Evaluation Step **Application Screening** Required

Applicant	Name	Person ID	Raw Score	General	Work Experience	Strong Communication Skills	Technical Skill
	Lopez, Jennifer	5347328		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Score Calculation: Sum

Reject Reason: == Select == ▾

Comments:

Application 2 of 3 « Previous Applicant | Next Applicant » [Print View](#)

**201410PM-2202-01 - ADMINISTRATIVE ASST II**

Contact Information -- Person ID: 5347328

Name: Jennifer Lopez Address: 124 Mission Way  
 San Luis Obispo, California 93401 US

### Text Captions

Review the application and enter your scores

### Notes

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## Module 3 // Review Applications & Screen Applicants

### Slide 13

NEO GOV OHC

Danielle Wood

Post Approvals Admin

Candidate Application

Return to Candidate List Hide Candidate Disposition

Exam Plan 201410PM-2202-01 - ADMINISTRATIVE ASST II  
Evaluation Step Application Screening

Applicant:	Name	Person ID	Raw Score	General	Work Experience	Strong Communication Skills	Technical Skill
	Lopez, Jennifer	5347328		20	20	25	20

Score Calculation: Sum

Reject Reason: == Select ==

Comments:

« Save & View Prev. App Save Save & View Next App »

Application 2 of 3

2014

Contact Information -- Person

Name: Jennifer Lopez Address: 124 Mission Way San Luis Obispo, California 93401 US

Home Phone: (714) 656-0607 Alternate Phone:

Because this candidate received a passing score, you do not need a rejection reason

#### Text Captions

Because this candidate received a passing score, you do not need a rejection reason

#### Notes

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## Module 3 // Review Applications & Screen Applicants

### Slide 14

The screenshot shows the NEOGOV application review interface. At the top, the user is logged in as Danielle Wood. The page title is "Candidate Application". The main content area shows details for an applicant, Jennifer Lopez, under the exam plan "201410PM-2202-01 - ADMINISTRATIVE ASST II" and evaluation step "Application Screening".

Applicant:	Name	Person ID	Raw Score	General	Work Experience	Strong Communication Skills	Technical Skill
	Lopez, Jennifer	5347328		20	20	25	20

Score Calculation: Sum

Reject Reason: == Select ==

Comments: Resume formatting demonstrated attention to detail.

Buttons: « Save & View Pr, « Prev

Page: Application 2 of 3

Bottom Section: 201410PM-2202-01 - ADMINISTRATIVE ASST II

Contact Information -- Person ID: 5347328

Name: Jennifer Lopez Address: 124 Mission Way San Luis Obispo, California 93401 US

Phone: (714) 656-8603 Alternate Phone:

### Text Captions

Enter a comment if desired

### Notes

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## Module 3 // Review Applications & Screen Applicants

### Slide 15

NEOGOV OHG Danielle Wood

Post ▾ Approvals ▾ Admin ▾ + 🕒

[Return to Candidate List](#) [Hide Candidate Disposition](#) Candidate Application

Exam Plan **201410PM-2202-01 - ADMINISTRATIVE ASST II**  
 Evaluation Step **Application Screening** Required

Applicant	Name	Person ID	Raw Score	General	Work Experience	Strong Communication Skills	Technical Skill
	Lopez, Jennifer	5347328		20	20	25	20

Score Calculation: Sum

Reject Reason: == Select ==

Comments: Resume formatting demonstrated attention to detail.

« Save & View Prev. App Save Save & View Next App »

Application 2 of 3 [« Previous App](#)

**201410PM-2202-01**

Contact Information -- Person ID: 5347328

Name: Jennifer Lopez Address: 124 Mission Way  
 San Luis Obispo, California 93401 US

**Select Save & View Next App**

### Text Captions

Select **Save & View Next App**

### Notes

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## Module 3 // Review Applications & Screen Applicants

### Slide 16

NEOGOV OHC Danielle Wood

Post ▾ Approvals ▾ Admin ▾ + 🕒

Candidate Application

[Return to Candidate List](#) [Hide Candidate Disposition](#)

Exam Plan **201410PM-2202-01 - ADMINISTRATIVE ASST II**  
 Evaluation Step **Application Screening** Required

Applicant:	Name	Person ID	Raw Score	General	Work Experience	Strong Communication Skills	Technical Skill
	Selleck, Tom	5347330		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Score Calculation: Sum

Reject Reason: == Select == ▾

Comments:

« Save & View Prev. App Save

Application 3 of 3 [« Previous Applicant](#)

Enter your scores

**201410PM-2202-01 - ADM**

Contact Information -- Person ID: 5347330

Name: Tom Selleck Address: 1452 Suffolk Drive  
San Jose, California 95127 US

### Text Captions

Enter your scores

### Notes

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## Module 3 // Review Applications & Screen Applicants

### Slide 17

NEOGOV OHC
Danielle Wood

Post Approvals Admin

Candidate Application

[Return to Candidate List](#) [Hide Candidate Disposition](#)

Exam Plan **201410PM-2202-01 - ADMINISTRATIVE ASST II**  
 Evaluation Step **Application Screening**

Applicant:	Name	Person ID	Raw Score	General	Work Experience	Strong Communication Skills	Technical Skill
	Selleck, Tom	5347330		15	10	25	25

\* Required

Score Calculation: Sum

Reject Reason: == Select ==

Enter a comment if desired

Application 3 of 3 [Print View](#)

**201410PM-2202-01 - ADMINISTRATIVE ASST II**

**Contact Information -- Person ID: 5347330**

Name: Tom Selleck      Address: 1452 Suffolk Drive  
 San Jose, California 95127 US

Home Phone:      Alternate Phone:

### Text Captions

Enter a comment if desired

### Notes

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## Module 3 // Review Applications & Screen Applicants

### Slide 18

NEOGOV OHC | Danielle Wood

Post | Approvals | Admin

Candidate Application

[Return to Candidate List](#) | [Hide Candidate Disposition](#)

Exam Plan: 201410PM-2202-01 - ADMINISTRATIVE ASST II  
Evaluation Step: Application Screening

Applicant	Name	Person ID	Raw Score	General	Work Experience	Strong Communication Skills	Technical Skill
Selleck, Tom	5347330		15	10	25	25	

Score Calculation: Sum  
Reject Reason: == Select ==

« Save & View Prev. App | **Save** »

Application 3 of 3 | « Previous Applicant | Next Applicant » | [Print View](#)

201410PM-2202-01 - ADMINISTRATIVE ASST II

Contact Information -- Person ID: 5347330

Name: Tom Selleck | Address: 1452 Suffolk Drive, San Jose, California 95127 US

#### Text Captions

Click **Save** once you have finished scoring all candidates

#### Notes

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## Module 3 // Review Applications & Screen Applicants

### Slide 19

NEOGOV OHHC Danielle Wood

Post Approvals Admin + 🕒 Candidate Application

[Return to Candidate List](#) Hide Candidate Disposition

Exam Plan **201410PM-2202-01 - ADMINISTRATIVE ASST II**  
 Evaluation Step **Application Screening**

Disposition Updated Successfully Required

Applicant	Name	Person ID	Raw Score	General	Work Experience	Strong Communication Skills	Technical Skill
	Selleck, Tom	5347330	75.0000	15	10	25	25

Score Calculation: Sum

Reject Reason: == Select ==

Comments:

**Click Return to Candidate List**

« Save & View Prev. App Save

Application 3 of 3 « Previous Applicant | Next Applicant » Print View

**201410PM-2202-01 - ADMINISTRATIVE ASST II**

Contact Information -- Person ID: 5347330

Name: Tom Selleck Address: 1452 Suffolk Drive  
 San Jose, California 95127 US

Alternate Phone:

#### Text Captions

Click Return to Candidate List

#### Notes

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## Module 3 // Review Applications & Screen Applicants

### Slide 20

NEOGOV OHC Danielle Wood

Post ▾ Approvals ▾ Admin ▾ + 🕒

Exam Plan Candidates

Exam Plan **201410PM-2202-01 - ADMINISTRATIVE ASST II**

Candidate	Master Profile	Last Updated	Updated By	At Step	Disposition	Assigned By	Comments
Kane, Erica	<a href="#">View</a>	10/28/14 9:47 AM	Wood, Danielle	Training and Experience	Fail - Not Best Qualified	Carlson, Deborah	<a href="#">Add</a>
Lopez, Jennifer	<a href="#">View</a>	10/28/14 9:48 AM	Wood, Danielle	Training and Experience	Pass - 85.00%	Carlson, Deborah	<a href="#">Add</a>
Selleck, Tom	<a href="#">View</a>	10/28/14 9:49 AM	Wood, Danielle	Training and Experience	Pass - 100.00%	Carlson, Deborah	<a href="#">Add</a>

Note: You can see each candidate, their scores and whether they have passed or failed. You can click on an applicant if you need to change a score.

#### Text Captions

When you are done, select **SME Review Complete** and a notification will be sent to indicate you are done

**Note:** You can see each candidate, their scores and whether they have passed or failed. You can click on an applicant if you need to change a score.

#### Notes

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## Module 3 // Review Applications & Screen Applicants

NEOGOV OHC Danielle Wood

Post Approvals Admin

Exam Plan Candidates

Exam Plan **201410PM-2202-01 - ADMINISTRATIVE ASST II**

Candidate	Master Profile	Last Updated	Updated By	At Step	Disposition	Assigned By	Comments
Kane, Erica	<a href="#">View</a>	10/28/14 9:47 AM	Wood, Danielle	Training and Experience	Fail - Not Best Qualified	Carlson, Deborah	<a href="#">Add</a>
Lopez, Jennifer	<a href="#">View</a>	10/28/14 9:48 AM	Wood, Danielle	Training and Experience	Pass - 85.00%	Carlson, Deborah	<a href="#">Add</a>
Selleck, Tom	<a href="#">View</a>	10/28/14 9:49 AM	Wood, Danielle	Training and Experience	Pass - 100.00%	Carlson, Deborah	<a href="#">Add</a>

SME Review Complete Cancel

*- Congratulations! -*

You have completed the video tutorial on Reviewing Applications. Now try the video simulation.

### Text Captions

*- Congratulations! -*

You have completed the video tutorial on Reviewing Applications. Now try the video simulation.

### Notes

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# Managing Certified Candidates

NeoGov Course  
October 2014

**Notes**

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# Objectives

- Differentiate between Certified and Referred candidates
- View your referred candidates
- Schedule candidate interviews
- Manage your list of certified candidates
- Reject candidates
- Identify when to move candidates to Offer Pending versus Hired status



## Notes

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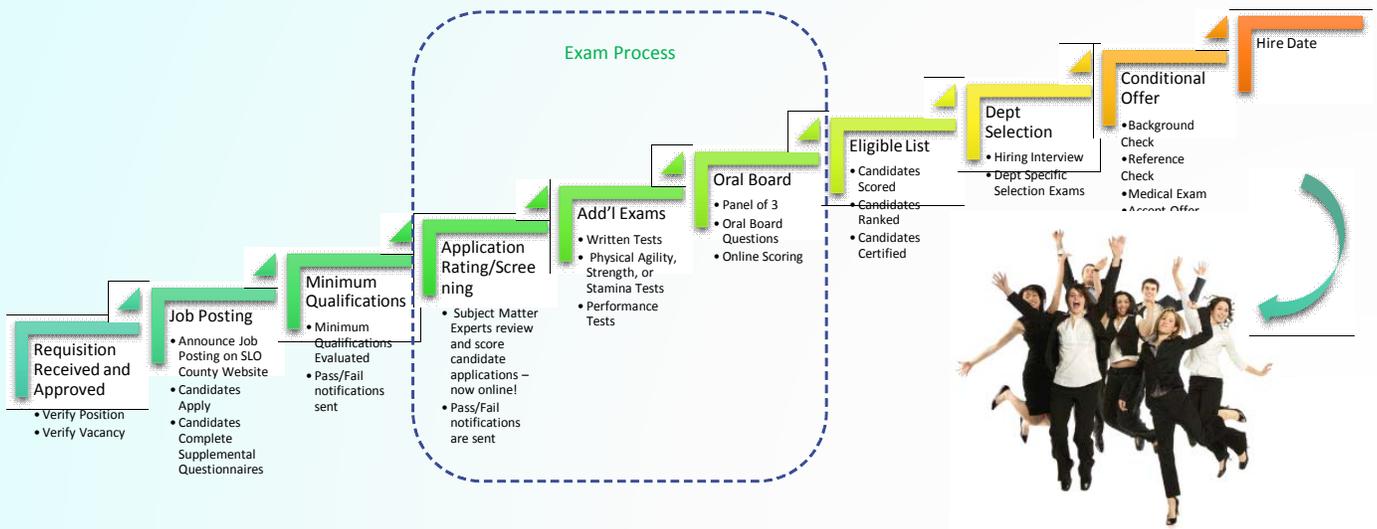
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# New Recruitment Performance Measure



**Notes**

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# Terminology

- **Referred List:** Candidates who have passed minimum qualifications and received passing scores by application screeners/SMEs; formerly “Certified candidates”
- **Eligible List:** Hired candidate who is then forwarded to Human Resources for processing



**Notes**

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# Terminology, con't

- **Rejected Candidate:** Includes candidates who choose not to schedule interview, or who have rejected the position
- **List View:** Use List View to view your Referred List.



**Notes**

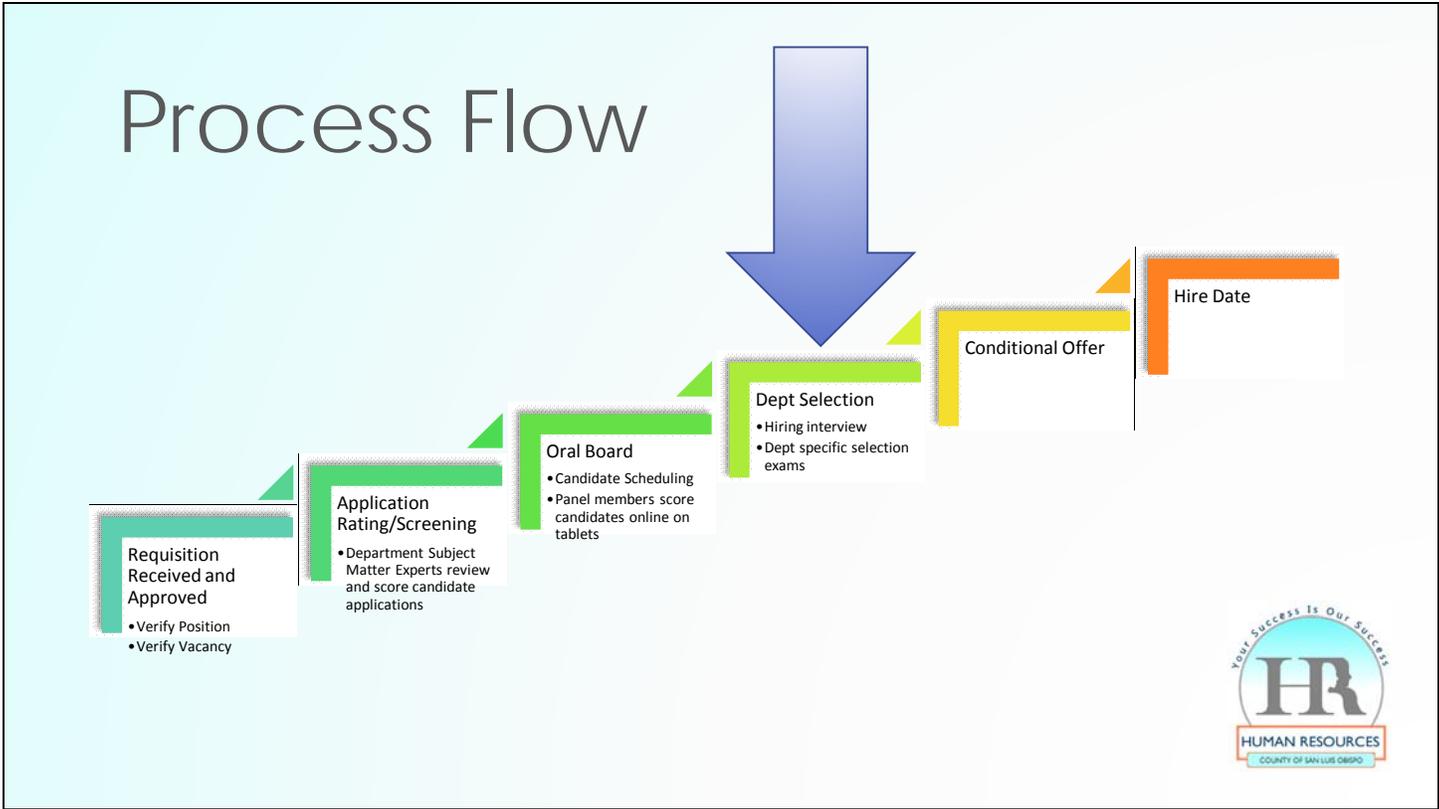
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**Notes**

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# Video Demonstration

## Slide 1

### Text Captions

In this video demonstration you will learn how to View Candidates,  
Schedule Interviews and Send Candidate Notifications.  
Begin by clicking on your name.

### Notes

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Slide 2

Text Captions

Select **My List** from the menu to view the certified candidates referred to your department

Notes

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Slide 3

The screenshot shows the NEOGOV OHC dashboard. At the top, there is a navigation bar with 'NEO GOV OHC' and a user profile for 'Kim Eder'. Below this is a secondary navigation bar with 'Post', 'Approvals', and 'Admin' menus. The main content area is titled 'Referred Lists' and contains a search bar with the text 'Show All Lists in My Department' highlighted by a blue box and a mouse cursor. Below the search bar is a search input field with a 'Go' button and a dropdown menu for 'Search by hiring manager' set to 'All'. A message 'No records found.' is displayed below the search area. At the bottom of the dashboard, there is a table header with columns: 'Req #', 'Title', 'Position ID', 'Department', 'Division', 'Hiring Mgr', 'Candidates', 'Applications', and 'Last Referred'. A large orange-bordered box with a white background contains the text: 'If you do not see the eligible list on your dashboard, click **Show All Lists in My Department**'. At the bottom left of the screenshot, a URL is visible: 'https://secure.training.neogov.com/OHC/dspMyReferredList.cfm?ShowAll=y...'

Text Captions

If you do not see the eligible list on your dashboard, click **Show All Lists in My Department**

Notes

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**Module 4 // View Candidates,  
Schedule Interviews, & Send  
Candidate Notification**

**Slide 4**

NEOGOV OHC Kim Eder

Post Approvals Admin

Show Only My Lists Referred Lists

Search for req. #, list title, or position #:  Go

Show Archived Lists Search by hiring manager: All

4 records found.  
Page 1 of 1

Req #	Title	Position ID	Department	Division	Hiring Mgr	Candidates	Applications	Last Referred
00001	INFORMATION TECHNOLOGY PROJECT MGR III	1, 2, 3	Information Tec...		Admin, Katie Carlson, Deborah	<a href="#">View</a>	<a href="#">Print</a>	08/14/14
00004	INFORMATION TECHNOLOGY PROJECT MGR III	12345	Information Tec...		Velazquez, Susie	<a href="#">View</a>	<a href="#">Print</a>	09/10/14
00006	Mental Health Therapist I/II/III/IV	12345	Human Resources		Stapleton, Frank	<a href="#">View</a>	<a href="#">Print</a>	09/09/14
00029	ADMINISTRATIVE ASST II		Health Agency		Carlson, Deborah	<a href="#">View</a>	<a href="#">Print</a>	10/24/14

Page 1 of 1

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Click **View** in the Candidates column

<https://secure.training.neogov.com/OHC/dspMyReferredCandidates.cfm?Re...>

**Text Captions**

Click **View** in the Candidates column

**Notes**

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**Module 4 // View Candidates,  
Schedule Interviews, & Send  
Candidate Notification**

**Slide 5**

NEOGOV Kim Eder

Post ▾ Approvals ▾ Admin ▾ + ⌚

Referred Candidates

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>
Comments:	

[Show List View](#)

Referred ( 3 )
Interview Scheduled ( 2 )
Offer Pending ( 0 )
Hired ( 0 )
Rejected ( 0 )
Rejection Pending ( 1 )

Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires
<input checked="" type="checkbox"/> McDonald, Valerie G	<a href="#">View</a>		•	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015
<input checked="" type="checkbox"/> Wang, Lee	<a href="#">View</a>	P: (805) 781-5555	•	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015
<input type="checkbox"/> Welling, Jonathon	<a href="#">View</a>		•	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015

== Select == 3 Records Found Page: 1 of 1

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Check box in front of candidate to be scheduled for interview

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**Text Captions**

Check box in front of candidate to be scheduled for interview

**Notes**

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**Module 4 // View Candidates,  
Schedule Interviews, & Send  
Candidate Notification**

**Slide 6**

NEOGOV Kim Eder

Post ▾ Approvals ▾ Admin ▾ + ⌚

Referred Candidates

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>
Comments:	

[Show List View](#)

Referred ( 3 )	Interview Scheduled ( 2 )	Offer Pending ( 0 )	Hired ( 0 )	Rejected ( 0 )	Rejection Pending ( 1 )
----------------	---------------------------	---------------------	-------------	----------------	-------------------------

<input type="checkbox"/>	Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires
<input checked="" type="checkbox"/>	<a href="#">McDonald, Valerie G</a>	<a href="#">View</a>		•	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015
<input type="checkbox"/>	<a href="#">Wang, Lee</a>	<a href="#">View</a>	P: (805) 781-5555	•	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015
<input type="checkbox"/>	<a href="#">Welling, Jonathon</a>	<a href="#">View</a>		•	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015

3 Records Found
Page:  of 1

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Click the arrow to reveal menu items

**Text Captions**

Click the arrow to reveal menu items

**Notes**

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Module 4 // View Candidates,  
Schedule Interviews, & Send  
Candidate Notification

Slide 7

NEOGOV OH Kim Eder

Post ▾ Approvals ▾ Admin ▾ + 🕒

Referred Candidates

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>
Comments:	

[Show List View](#)

Referred ( 3 ) Interview Scheduled ( 2 ) Offer Pending ( 0 ) Hired ( 0 ) Rejected ( 0 ) Rejection Pending ( 1 )

<input type="checkbox"/>	Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires
<input checked="" type="checkbox"/>	<a href="#">McDonald, Valerie G</a>	<a href="#">View</a>		•	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015
<input type="checkbox"/>	<a href="#">Wang, Lee</a>	<a href="#">View</a>	P: (805) 781-5555	•	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015
<input type="checkbox"/>	<a href="#">Welling, Jonathon</a>	<a href="#">View</a>		•	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015

3 Records Found Page: 1 of 1

== Select ==

== Select ==

**Schedule Interview**

Make Offer

Hire

Reject

Email Notify

Mail Merge

Select the **Schedule Interview** item

[Legal Terms](#)

served. Patent Pending.

Text Captions

Select the **Schedule Interview** item

Notes

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Module 4 // View Candidates,  
Schedule Interviews, & Send  
Candidate Notification

Slide 8

NEOGOV OHC Kim Eder

Post Approvals Admin

Referred Candidates

Requisition # 00029	Job Type 1 - Permanent
Requisition Title ADMINISTRATIVE ASST II	Vacancies
Working Title Admin Asst II Health Agency	HR Analyst Carlson, Deborah
Department Health Agency	HR Analyst Phone (805) 781-4882
Division	HR Liaison Carlson, Deborah
Positions	HR Liaison Phone (805) 781-4882
Comments:	

Show List View

Referred ( 3 ) Interview Scheduled ( 2 ) Offer Pending ( 0 ) Hired ( 0 ) Rejected ( 0 ) Rejection Pending ( 1 )

Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires
<input checked="" type="checkbox"/> McDonald, Valerie G	<a href="#">View</a>		•	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015
<input type="checkbox"/> Wang, Lee	<a href="#">View</a>	P: (805) 781-5555	•	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015
<input type="checkbox"/> Welling, Jonathon	<a href="#">View</a>		•	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015

Schedule Interview 3 Records Found Page: 1 of 1

Go

Click the red **Go** button to confirm selection

<https://secure.training.neogov.com/OHC/listcandidateaction.cfm>

Text Captions

Click the red **Go** button to confirm selection

Notes

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Slide 9

NEOGOVS OHC Kim Eder

Post Approvals Admin

Schedule Interview

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>

Name: Valerie McDonald G 5347507

Date: October 27 2014

Time: 9 am :00

Duration: 1 hr :00

Location:

Address 1:

Address 2:

City:

State: == Select ==

Zip Code:

Phone:

Disposition: Scheduled

Comments:

Enter **date, time and location** information for the appointment. This information will be included in an confirmation email later.

Text Captions

Enter **date, time and location** information for the appointment. This information will be included in an confirmation email later.

Notes

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Slide 10

Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>

\* Required

Name: Valerie McDonald G 5347507

\* Date: October 31 2014

\* Time: 9 am :00

Duration: 1 hr :00

Location:

Address 1:

Address 2:

City:

State: == Select ==

Zip Code:

Phone: 8057815959

Disposition: Scheduled

Comments:

[Save](#)

In the **Comments** field,  
type special instructions  
for the candidates

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Text Captions

In the **Comments** field, type special instructions for the  
candidates

Notes

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# Module 4 // View Candidates, Schedule Interviews, & Send Candidate Notification

## Slide 11

Requisition Title	<b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title	<b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department	<b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division		HR Liaison <b>Carlson, Deborah</b>
Positions		HR Liaison Phone <b>(805) 781-4882</b>

• Required

Name: Valerie McDonald G 5347507

• Date:

• Time:

Duration:

Location:

Address 1:

Address 2:

City:

State:

Zip Code:

Phone:

Disposition: Scheduled

Comments:

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### Text Captions

### Notes

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# Module 4 // View Candidates, Schedule Interviews, & Send Candidate Notification

## Slide 12

Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>

**Required**

Name: Valerie McDonald G 5347507

Date: October 31 2014

Time: 9 am :00

Duration: 1 hr :00

Location:

Address 1:

Address 2:

City:

State: == Select ==

Zip Code:

Phone: 8057815959

Disposition: Scheduled

Comments: Special Directions: Arrive 15 minutes early. Park in Parking lot off of Monterey and Santa Rosa.

**Click Save button to save scheduled interview**

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<https://secure.training.neogov.com/OHC/interviewedit.cfm> Copyright © 2014 NEOGOV, Inc. All rights reserved. Patent Pending.

### Text Captions

Click **Save** button to save scheduled interview

### Notes

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**Module 4 // View Candidates,  
Schedule Interviews, & Send  
Candidate Notification**

**Slide 13**

NEOGOV OHC Kim Eder

Post Approvals Admin

Referred Candidates

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>
Comments:	

[Show List View](#)

Referred ( 2 )	<b>Interview Scheduled ( 3 )</b>	Offer Pending ( 0 )	Hired ( 0 )	Rejected ( 0 )	Rejection Pending ( 1 )
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Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires
<input type="checkbox"/> Wang, Lee	<a href="#">View</a>	P: (805) 781-5555	•	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015
<input type="checkbox"/> Welling, Jonathon	<a href="#">View</a>		•	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015

== Select == 2 Records Found Page: 1 of 1

**Next, you will need to send an email notification to the candidate about the interview. First, you will select the **Interview Scheduled** tab.**

<https://secure.training.neogov.com/OHC/dspMyReferredCandidates.cfm?Re...>

**Text Captions**

Next, you will need to send an email notification to the candidate about the interview. First, you will select the **Interview Scheduled** tab.

**Notes**

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**Module 4 // View Candidates,  
Schedule Interviews, & Send  
Candidate Notification**

**Slide 14**

NEOGOV OHC Kim Eder

Post Approvals Admin + 🕒

Referred Candidates

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>
Comments:	

[Show List View](#)

	Referred ( 2 )	Interview Scheduled ( 3 )	Offer Pending ( 0 )	Hired ( 0 )	Rejected ( 0 )	Rejection Pending ( 1 )
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<input type="checkbox"/>	Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires	Interview
<input type="checkbox"/>	Fonda, Jane	<a href="#">View</a>	P: (415) 497-5926	•	201410PM-2202-01	10/07/14	10/08/15	N/A	10/6/2015	<a href="#">10/27/14 9:10 AM</a>
<input type="checkbox"/>	McDonald, Valerie G	<a href="#">View</a>		•	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015	<a href="#">10/31/14 9:00 AM</a>
<input type="checkbox"/>	Sarducci, Guido	<a href="#">View</a>		•	201410PM-2202-01	10/07/14	10/08/15	N/A	10/6/2015	<a href="#">10/7/14 1:00 PM</a>

== Select == 3 Records Found Page: 1 of 1

Click the check box(es) next to candidate(s) that you wish to send the email notification to

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**Text Captions**

Click the check box(es) next to candidate(s) that you wish to send the email notification to

**Notes**

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Module 4 // View Candidates, Schedule Interviews, & Send Candidate Notification

Slide 15

NEOGOV Kim Eder

Post | Approvals | Admin + | 🕒

Referred Candidates

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Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>
Comments:	

[Show List View](#)

Referred ( 2 ) | Interview Scheduled ( 3 ) | Offer Pending ( 0 ) | Hired ( 0 ) | Rejected ( 0 ) | Rejection Pending ( 1 )

Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires	Interview
<input type="checkbox"/> Fonda, Jane	<a href="#">View</a>	P: (415) 497-5926	•	201410PM-2202-01	10/07/14	10/08/15	N/A	10/6/2015	<a href="#">10/27/14 9:10 AM</a>
<input checked="" type="checkbox"/> McDonald, Valerie G	<a href="#">View</a>		•	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015	<a href="#">10/31/14 9:00 AM</a>
<input type="checkbox"/> Sarducci, Guido	<a href="#">View</a>		•	201410PM-2202-01	10/07/14	10/08/15	N/A	10/6/2015	<a href="#">10/7/14 1:00 PM</a>

3 Records Found Page: 1 of 1

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Click drop down arrow to reveal menu items

Text Captions

Click drop down arrow to reveal menu items

Notes

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Module 4 // View Candidates,  
Schedule Interviews, & Send  
Candidate Notification

Slide 16

NEOGOV OH Kim Eder

Post Approvals Admin

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Referred Candidates

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>
Comments:	

[Show List View](#)

Referred ( 2 )	Interview Scheduled ( 3 )	Offer Pending ( 0 )	Hired ( 0 )	Rejected ( 0 )	Rejection Pending ( 1 )				
Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires	Interview
<input type="checkbox"/> <a href="#">Fonda, Jane</a>	<a href="#">View</a>	P: (415) 497-5926	•	201410PM-2202-01	10/07/14	10/08/15	N/A	10/6/2015	<a href="#">10/27/14 9:10 AM</a>
<input checked="" type="checkbox"/> <a href="#">McDonald, Valerie G</a>	<a href="#">View</a>		•	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015	<a href="#">10/31/14 9:00 AM</a>
<input type="checkbox"/> <a href="#">Sarducci, Guido</a>	<a href="#">View</a>		•	201410PM-2202-01	10/07/14	10/08/15	N/A	10/6/2015	<a href="#">10/7/14 1:00 PM</a>

3 Records Found Page: 1 of 1

== Select ==

- == Select ==
- Schedule Interview
- Make Offer
- Hire
- Reject
- Email Notify**
- Mail Merge

Select the **Email Notify** item

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Text Captions

Select the **Email Notify** item

Notes

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Module 4 // View Candidates, Schedule Interviews, & Send Candidate Notification

Slide 17

NEOGOV OHC Kim Eder

Post Approvals Admin

Referred Candidates

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>
Comments:	

Show List View

Referred ( 2 )	Interview Scheduled ( 3 )	Offer Pending ( 0 )	Hired ( 0 )	Rejected ( 0 )	Rejection Pending ( 1 )				
Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires	Interview
<input type="checkbox"/> Fonda, Jane	<a href="#">View</a>	P: (415) 497-5926	•	201410PM-2202-01	10/07/14	10/08/15	N/A	10/6/2015	<a href="#">10/27/14 9:10 AM</a>
<input checked="" type="checkbox"/> McDonald, Valerie G	<a href="#">View</a>		•	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015	<a href="#">10/31/14 9:00 AM</a>
<input type="checkbox"/> Sarducci, Guido	<a href="#">View</a>		•	201410PM-2202-01	10/07/14	10/08/15	N/A	10/6/2015	<a href="#">10/7/14 1:00 PM</a>

Email Notify 3 Records Found Page: 1 of 1

Click the **Go** button to confirm item selection

<https://secure.training.neogov.com/OHC/listcandidateaction.cfm>

Text Captions

Click the **Go** button to confirm item selection

Notes

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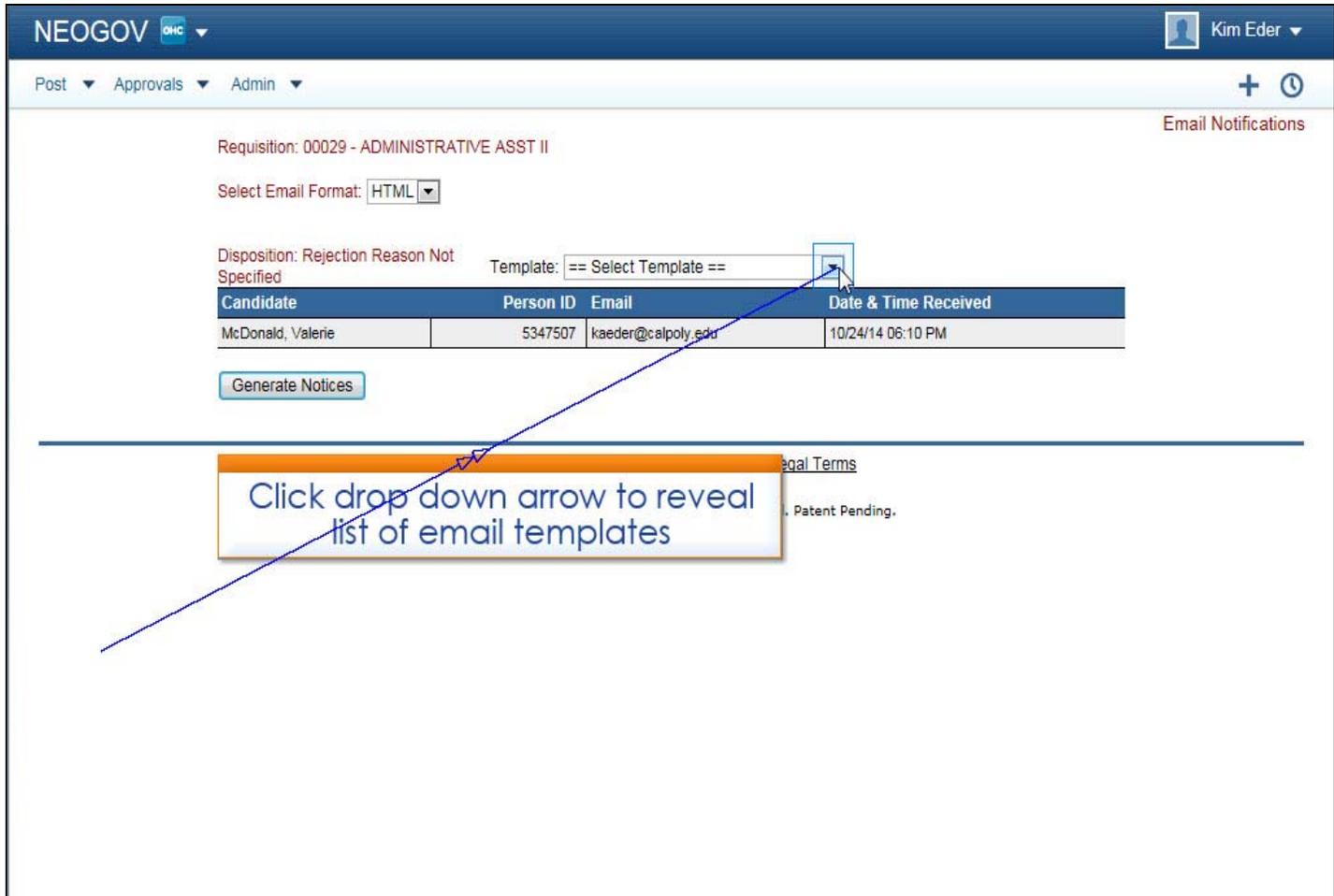
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Slide 18



NEO GOV OHC

Post Approvals Admin

Kim Eder

Requisition: 00029 - ADMINISTRATIVE ASST II

Select Email Format: HTML

Disposition: Rejection Reason Not Specified

Template: == Select Template ==

Candidate	Person ID	Email	Date & Time Received
McDonald, Valerie	5347507	kaeder@calpoly.edu	10/24/14 06:10 PM

Generate Notices

Click drop down arrow to reveal list of email templates

Text Captions

Click drop down arrow to reveal list of email templates

Notes

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Slide 19

The screenshot shows the NEOGOV OHC interface. At the top, it says "NEO GOV OHC" and "Kim Eder". Below that are navigation tabs: "Post", "Approvals", and "Admin". On the right, there are icons for a plus sign and a clock, and the text "Email Notifications".

The main content area shows "Requisition: 00029 - ADMINISTRATIVE ASST II" and "Select Email Format: HTML". Below that, it says "Disposition: Rejection Reason Not Specified".

A "Template:" dropdown menu is open, showing a list of options: "== Select Template ==", "Does Not Meet Education", "Invitation to Hiring Interview", "Temporary Police Officer", "Standard Offer Letter - Permanent...", "Copy of [Invitation to Hiring Int...", "Copy of [Invitation to Hiring Int...", "Continuing in the Exam", and "You Are Hired". The "Invitation to Hiring Interview" option is highlighted in blue.

Below the dropdown menu is a table with columns: "Candidate", "Person ID", and "Date & Time Received". The first row shows "McDonald, Valerie", "534750", and "2/24/14 06:10 PM".

There is a "Generate Notices" button below the table.

An orange-bordered box at the bottom of the screenshot contains the text: "Select the Invitation to Hiring Interview item".

Text Captions

Select the **Invitation to Hiring Interview** item

Notes

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Slide 20

NEOGOV OHC Kim Eder

Post Approvals Admin

Requisition: 00029 - ADMINISTRATIVE ASST II

Select Email Format: HTML

Disposition: Rejection Reason Not Specified

Template: Invitation to Hiring Interview Edit

Candidate	Person ID	Email	Date & Time Received
McDonald, Valerie	5347507	kaeder@calpoly.edu	10/24/14 06:10 PM

Generate Notices

Click the **Generate Notices** button

<https://secure.training.neogov.com/OHC/OHCSendEmailTemplates.cfm>

Text Captions

Click the **Generate Notices** button

Notes

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## Module 4 // View Candidates, Schedule Interviews, & Send Candidate Notification

### Slide 21

The screenshot shows the NEOGOV OHC interface. At the top, there is a navigation bar with 'NEO GOV OHC' and a user profile for 'Kim Eder'. Below the navigation bar, there are tabs for 'Post', 'Approvals', and 'Admin'. The main content area displays a 'View Referred Candidates' link, a requisition number '00029 - ADMINISTRATIVE ASST II', and a note that the email preview is below. A table lists candidates, with 'McDonald, Valerie' highlighted. A green callout box with a white border contains the text: 'NOTE: The email address this notification will be sent to'. Below the table is a 'Send' button. The email preview shows the following content:

**Email 1** (To: kaeder@calpoly.edu)

October 27, 2014

Valerie McDonald  
1 Mustang Dr  
San Luis Obispo, CA 93045

Dear Valerie:

As you are aware, you have been placed on the Eligible List for the position. Congratulations again!

The next step in the process is a Hiring Interview with the department for which you may be working. This email is to notify you of the dates of the interviews. The dates that will be available to interview are:  
Date: 10/31/2014  
Time: 9:00 AM

The duration of the interview is expected to be 1:00 minutes. This information is also posted on the recruitment status board.

To schedule your interview please email Deborah at ddcarlson@co.slo.ca.us or call (805) 781-4882

### Text Captions

Review the email notification to be sent

### Notes

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Slide 22

Email preview appears below. Email will NOT be sent until you click on the 'Send' button.

Template: Invitation to Hiring Interview

Candidate	Person ID	Email	Date & Time Received
McDonald, Valerie	5347507	kaeder@calpoly.edu	10/24/14 06:10 PM

Click the **Send** button when you are ready

**Email 1** (To: kaeder@calpoly.edu)

October 27, 2014

Valerie McDonald  
1 Mustang Dr  
San Luis Obispo, CA 93045

Dear Valerie:

As you are aware, you have been placed on the Eligible List for the position. Congratulations again!

The next step in the process is a Hiring Interview with the department for which you may be working. This email is to notify you of the dates of the interviews. The dates that will be available to interview are:  
Date: 10/31/2014  
Time: 9:00 AM

The duration of the interview is expected to be 1:00 minutes. This information is also posted on the recruitment status board.

To schedule your interview please email Deborah at ddcarlson@co.slo.ca.us or call (805) 781-4882

You will receive an email confirmation of your interview. If you have any questions please feel free to contact our office at (805) 781-4882.

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Text Captions

**NOTE:** The email address this notification will be sent to  
Click the **Send** button when you are ready

Notes

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Slide 23

The screenshot shows the NEOGOV OHC interface. At the top, there is a navigation bar with 'NEO GOV OHC' and a user profile for 'Kim Eder'. Below the navigation bar, there are tabs for 'Post', 'Approvals', and 'Admin'. A blue box highlights the 'View Referred Candidates' link. Below this link, the text reads 'Requisition: 00820 - ADMINISTRATIVE ASST II'. A message states 'Emails sent successfully.' with the template 'Invitation to Hiring Interview'. A table lists the candidate details:

Candidate	Person ID	Email	Date & Time Received
McDonald, Valerie	5347507	kaeder@calpoly.edu	10/24/14 06:10 PM

Below the table, a blue box with an orange border contains the text: 'Click the **View Referred Candidates** link to return to the list of candidates'. At the bottom left, a URL is visible: 'https://secure.training.neogov.com/OHC/dspMyReferredCandidates.cfm?Re...'. On the right side, there is a red 'Email Notifications' button and some partially visible text: 'erms' and 'nt Pending.'

Text Captions

Click the **View Referred Candidates** link to return to the list of candidates

Notes

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**Module 4 // View Candidates, Schedule Interviews, & Send Candidate Notification**

**Slide 24**

The screenshot shows the NEOGOV OHC interface. At the top, there's a navigation bar with 'NEO GOV OHC' and a user profile for 'Kim Eder'. Below the navigation bar, there are dropdown menus for 'Post', 'Approvals', and 'Admin'. The main content area is titled 'Referred Candidates' and displays details for a requisition with ID 00029. The details include Requisition Title 'ADMINISTRATIVE ASST II', Working Title 'Admin Asst II Health Agency', Department 'Health Agency', and Job Type '1 - Permanent'. HR Analyst and HR Liaison are both listed as 'Carlson, Deborah' with phone number '(805) 781-4882'. Below the details, there are tabs for 'Referred ( 2 )', 'Interview Scheduled ( 3 )', 'Offer Pending ( 0 )', 'Hired ( 0 )', 'Rejected ( 0 )', and 'Rejection Pending ( 1 )'. The 'Interview Scheduled' tab is highlighted with a blue box and a mouse cursor. Below the tabs is a table with columns: Name, Master Profile, Phone, Email Notify, Exam Plan #, Action Date, Elig Exp Date, Notices, and Referral Expires. Two records are shown: Wang, Lee and Welling, Jonathon. At the bottom of the table, there's a search dropdown set to '== Select ==', a 'Go!' button, and the text '2 Records Found'. The page number is 'Page: 1 of 1'. A footer contains links for 'Privacy Policy' and 'Legal Terms', and a copyright notice: 'inc. All rights reserved. Patent Pending.' A URL is visible at the bottom: 'https://secure.training.neogov.com/OHC/dspMyReferredCandidates.cfm?Re...'

**Text Captions**

Select the **Interview Scheduled** tab

**Notes**

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**Module 4 // View Candidates, Schedule Interviews, & Send Candidate Notification**

**Slide 25**

NEOGOV OHC Kim Eder

Post ▾ Approvals ▾ Admin ▾ + 🕒

Referred Candidates

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>
Comments:	

[Show List View](#)

Referred ( 2 ) Interview Scheduled ( 3 ) Offer Pending ( 0 ) Hired ( 0 ) Rejected ( 0 ) Rejection Pending ( 1 )

Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig. Exp. Date	Notices	Referral Expires	Interview
<input type="checkbox"/> <a href="#">Fonda, Jane</a>	<a href="#">View</a>	P: (415) 497-5926	•	201410PM-2202-01	10/07/14	10/08/15	N/A	10/6/2015	<a href="#">10/27/14 9:10 AM</a>
<input type="checkbox"/> <a href="#">McDonald, Valerie G</a>	<a href="#">View</a>		•	201410PM-2202-02	10/24/14	10/18/15	<a href="#">View</a>	10/23/2015	<a href="#">10/31/14 9:00 AM</a>
<input type="checkbox"/> <a href="#">Sarducci, Guido</a>	<a href="#">View</a>		•	201410PM-2202-01	10/07/14	10/08/15	N/A	10/6/2015	<a href="#">10/7/14 1:00 PM</a>

== Select == 3 Records Found Page: 1 of 1 Go

To view the notices sent, click the **View** link under the Notices column where a notice can be viewed, resent or deleted

[https://secure.training.neogov.com/OFIC/viewAll\\_notifications.cfm?referred...](https://secure.training.neogov.com/OFIC/viewAll_notifications.cfm?referred...)

**Text Captions**

To view the notices sent, click the **View** link under the Notices column where a notice can be viewed, resent or deleted

**Notes**

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**Module 4 // View Candidates,  
Schedule Interviews, & Send  
Candidate Notification**

**Slide 26**

The screenshot shows the NEOGOV OHC interface. At the top, there's a navigation bar with 'NEO GOV OHC' and a user profile for 'Kim Eder'. Below the navigation, there are tabs for 'Post', 'Approvals', and 'Admin'. The main content area displays details for a requisition: Requisition # 00029, Job Type 1 - Permanent, Requisition Title ADMINISTRATIVE ASST II, Working Title Admin Asst II Health Agency, Department Health Agency, and HR Analyst Carlson, Deborah. A yellow-bordered box with a white background and blue text is overlaid on the center of the screen, reading: '- Congratulations! - You have completed the video demo on how to how to View Candidates, Schedule Interviews and Send Candidate Notifications. Now try the exercise.' Below the requisition details, there are two tables. The left table is titled 'Referred ( 2 )' and lists candidates: Fonda, Jane; McDonald, Valerie G; and Sarducci, Guido. The right table is titled 'ending ( 1 )' and shows referral expiration dates and interview times. At the bottom of the interface, there are links for 'Company Information', 'Privacy Policy', and 'Legal Terms', along with a copyright notice for 2014 NEOGOV, Inc.

**Text Captions**

*- Congratulations! -*

You have completed the video demo on how to how to View Candidates, Schedule Interviews and Send Candidate Notifications. Now try the exercise.

**Notes**

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# Video Demonstration

Slide 1

NEO GOV OHC Kim Eder

Post Approvals Admin

Referred Candidates

Requisition # 00029 Job Type 1 - Permanent  
Requisition Title ADMINISTRATIVE ASST II Vacancies

In this video demonstration, you will learn how to make an offer and send a notification. To begin, click the **Interview Scheduled** tab

Show List View

Referred ( 2 )		Interview Scheduled ( 3 )		Offer Pending ( 0 )		Hired ( 0 )		Rejected ( 0 )		Rejection Pending ( 1 )	
Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires			
<input type="checkbox"/> Wang, Lee	<a href="#">View</a>	P: (805) 781-5555	•	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015			
<input type="checkbox"/> Welling, Jonathon	<a href="#">View</a>		•	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015			

== Select == 2 Records Found Page: 1 of 1

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<https://secure.training.neogov.com/OHC/dspMyReferredCandidates.cfm?Re...>

Text Captions

In this video demonstration, you will learn how to make an offer and send a notification. To begin, click the **Interview Scheduled** tab

Notes



Module 4 // Offer  
Pending Status &  
Send Notification

Slide 2

NEOGOV OHC Kim Eder

Post Approvals Admin

Referred Candidates

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Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>
Comments:	

Show List View

Referred ( 2 )
Interview Scheduled ( 3 )
Offer Pending ( 0 )
Hired ( 0 )
Rejected ( 0 )
Rejection Pending ( 1 )

<input type="checkbox"/>	Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires	Interview
<input type="checkbox"/>	<a href="#">Fonda, Jane</a>	<a href="#">View</a>	P: (415) 497-5926	•	201410PM-2202-01	10/07/14	10/08/15	N/A	10/6/2015	<a href="#">10/27/14 9:10 AM</a>
<input checked="" type="checkbox"/>	<a href="#">McDonald, Valerie G</a>	<a href="#">View</a>		•	201410PM-2202-02	10/24/14	10/18/15	<a href="#">View</a>	10/23/2015	<a href="#">10/31/14 9:00 AM</a>
<input type="checkbox"/>	<a href="#">Sarducci, Guido</a>	<a href="#">View</a>		•	201410PM-2202-01	10/07/14	10/08/15	N/A	10/6/2015	<a href="#">10/7/14 1:00 PM</a>

3 Records Found
Page: 1 of 1

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Click the check box next to the candidate that will be sent an offer

Text Captions

Click the check box next to the candidate that will be sent an offer

Notes

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Module 4 // Offer  
Pending Status &  
Send Notification

Slide 3

NEOGOV OHIO Kim Eder

Post Approvals Admin

Referred Candidates

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Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>
Comments:	

[Show List View](#)

Referred ( 2 ) Interview Scheduled ( 3 ) Offer Pending ( 0 ) Hired ( 0 ) Rejected ( 0 ) Rejection Pending ( 1 )

Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires	Interview
<input type="checkbox"/> Fonda, Jane	<a href="#">View</a>	P: (415) 497-5926	•	201410PM-2202-01	10/07/14	10/08/15	N/A	10/6/2015	10/27/14 9:10 AM
<input checked="" type="checkbox"/> McDonald, Valerie G	<a href="#">View</a>		•	201410PM-2202-02	10/24/14	10/18/15	<a href="#">View</a>	10/23/2015	10/31/14 9:00 AM
<input type="checkbox"/> Sarducci, Guido	<a href="#">View</a>		•	201410PM-2202-01	10/07/14	10/08/15	N/A	10/6/2015	10/7/14 1:00 PM

== Select ==  3 Records Found Page: 1 of 1

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[Company Information](#) | [Privacy Policy](#)

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Click the button that opens the dropdown menu to view options

Text Captions

Click the button that opens the dropdown menu to view options

Notes

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Module 4 // Offer  
Pending Status &  
Send Notification

Slide 4

NEOGOV Kim Eder

Post Approvals Admin

+ ⓘ

Referred Candidates

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Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>
Comments:	

Show List View

Referred ( 2 ) Interview Scheduled ( 3 ) Offer Pending ( 0 ) Hired ( 0 ) Rejected ( 0 ) Rejection Pending ( 1 )

Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires	Interview
<input type="checkbox"/> Fonda, Jane	<a href="#">View</a>	P: (415) 497-5926	•	201410PM-2202-01	10/07/14	10/08/15	N/A	10/6/2015	10/27/14 9:10 AM
<input checked="" type="checkbox"/> McDonald, Valerie G	<a href="#">View</a>		•	201410PM-2202-02	10/24/14	10/18/15	<a href="#">View</a>	10/23/2015	10/31/14 9:00 AM
<input type="checkbox"/> Sarducci, Guido	<a href="#">View</a>		•	201410PM-2202-01	10/07/14	10/08/15	N/A	10/6/2015	10/7/14 1:00 PM

3 Records Found Page: 1 of 1

== Select ==

- == Select ==
- Schedule Interview
- Make Offer**
- Hire
- Reject
- Email Notify
- Mail Merge

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Select the **Make Offer** item from the menu

Text Captions

Select the **Make Offer** item from the menu

Notes

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Module 4 // Offer  
Pending Status &  
Send Notification

Slide 5

NEOGOV OHC Kim Eder

Post Approvals Admin

Referred Candidates

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>
Comments:	

Show List View

Referred ( 2 )
Interview Scheduled ( 3 )
Offer Pending ( 0 )
Hired ( 0 )
Rejected ( 0 )
Rejection Pending ( 1 )

Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires	Interview
<input type="checkbox"/> Fonda, Jane	<a href="#">View</a>	P: (415) 497-5926	•	201410PM-2202-01	10/07/14	10/08/15	N/A	10/6/2015	10/27/14 9:10 AM
<input checked="" type="checkbox"/> McDonald, Valerie G	<a href="#">View</a>		•	201410PM-2202-02	10/24/14	10/18/15	<a href="#">View</a>	10/23/2015	10/31/14 9:00 AM
<input type="checkbox"/> Sarducci, Guido	<a href="#">View</a>		•	201410PM-2202-01	10/07/14	10/08/15	N/A	10/6/2015	10/7/14 1:00 PM

Make Offer 3 Records Found Page: 1 of 1

Company Information

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Click the **Go** button to confirm the choice

<https://secure.training.neogov.com/OHC/listcandidateaction.cfm>

Text Captions

Click the **Go** button to confirm the choice

Notes

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Slide 6

The screenshot shows the NEOGOV OHC system interface. At the top, there is a navigation bar with 'NEO GOV OHC' and a user profile for 'Kim Eder'. Below the navigation bar are tabs for 'Post', 'Approvals', and 'Admin'. A 'Make Offer' button is visible in the top right corner. The main content area is divided into two sections. The top section displays requisition details in a table format:

Requisition #	00029	Job Type	1 - Permanent
Requisition Title	ADMINISTRATIVE ASST II	Vacancies	
Working Title	Admin Asst II Health Agency	HR Analyst	Carlson, Deborah
Department	Health Agency	HR Analyst Phone	(805) 781-4882
Division		HR Liaison	Carlson, Deborah
Positions		HR Liaison Phone	(805) 781-4882

The bottom section is an offer form for 'Valerie McDonald G' (ID: 5347507). It includes fields for 'Status' (Answer Pending), 'Offer Date' (10/29/14), 'Offer Amount' (\$0.00), and 'Bonus Amount' (\$0.00). A blue arrow points to the 'Offer Amount' field. A callout box with an orange border contains the text: 'Click into the Offer Amount field to add amount offered'. A 'Save' button is located at the bottom of the form. At the very bottom of the page, there are links for 'Company Information', 'Privacy Policy', and 'Legal Terms', along with a copyright notice: 'Copyright © 2014 NEOGOV, Inc. All rights reserved. Patent Pending.'

Text Captions

Click into the Offer Amount field to add amount offered

Notes

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Slide 7

NEO GOV OHC Kim Eder

Post Approvals Admin

Make Offer

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>

\* Required

Name: Valerie McDonald G 5347507

Status: Answer Pending

Offer Date: 10/29/14

Offer Amount: 37.00

Bonus Amount:

Comments:

Select the **Comments** field to add any comments about the offer

Save

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Text Captions

Select the **Comments** field to add any comments about the offer

Notes

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Slide 8

NEO GOV OHC Kim Eder

Post Approvals Admin + Make Offer

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>

\* Required

Name: Valerie McDonald G	5347507
* Status: Answer Pending	
* Offer Date: 10/29/14	
Offer Amount: 37.00	
Bonus Amount:	
Comments: Any comments you may have	

Click the **Save** button to confirm offer

Save

[Company Information](#) | [Privacy Policy](#) | [Legal Terms](#)

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Text Captions

Click the **Save** button to confirm offer

Notes

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Module 4 // Offer  
Pending Status &  
Send Notification

Slide 9

NEOGOV OHC Kim Eder

Post Approvals Admin

Referred Candidates

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Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>
Comments:	

[Show List View](#)

[Referred \( 2 \)](#)
[Interview Scheduled \( 2 \)](#)
[Offer Pending \( 1 \)](#)
[Hired \( 0 \)](#)
[Rejected \( 0 \)](#)
[Rejection Pending \( 1 \)](#)

Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires	Interview
<a href="#">Fonda, Jane</a>	<a href="#">View</a>	P: (415) 497-5826	•	201410PM-2202-01	10/07/14	10/08/15	N/A	10/6/2015	10/27/14 9:10 AM
<a href="#">Sarducci, Guido</a>	<a href="#">View</a>		•	201410PM-2202-01	10/07/14	10/08/15	N/A	10/6/2015	10/7/14 1:00 PM

2 Records Found
Page: 1 of 1

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Click the **Offer Pending** tab

<https://secure.training.neogov.com/OHC/dspMyReferredCandidates.cfm?Re...>

Text Captions

Click the **Offer Pending** tab

Notes

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Slide 10

NEOGOV OHC Kim Eder

Post Approvals Admin

Referred Candidates

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>
Comments:	

Show List View

Referred ( 2 ) Interview Scheduled ( 2 ) Offer Pending ( 1 ) Hired ( 0 ) Rejected ( 0 ) Rejection Pending ( 1 )

<input type="checkbox"/>	Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires	Offer
<input type="checkbox"/>	McDonald, Valerie G	<a href="#">View</a>		*	201410PM-2202-02	10/24/14	10/18/15	<a href="#">View</a>	10/23/2015	<span style="color: green;">■</span> Pending

== Select == 1 Record Found Page: 1 of 1

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Select the check box(es) next to the candidate(s) to be sent the email notification

Text Captions

Select the check box(es) next to the candidate(s) to be sent the email notification

Notes

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Slide 11

NEOGOV Kim Eder

Post Approvals Admin

Referred Candidates

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>
Comments:	

[Show List View](#)

Referred ( 2 )
Interview Scheduled ( 2 )
Offer Pending ( 1 )
Hired ( 0 )
Rejected ( 0 )
Rejection Pending ( 1 )

Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires	Offer
<input checked="" type="checkbox"/> McDonald, Valerie G	<a href="#">View</a>		•	201410PM-2202-02	10/24/14	10/18/15	<a href="#">View</a>	10/23/2015	<span style="color: green;">■</span> Pending

1 Record Found Page: 1 of 1

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Click the drop down arrow to reveal the menu options

Text Captions

Click the drop down arrow to reveal the menu options

Notes

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Module 4 // Offer  
Pending Status &  
Send Notification

Slide 12

NEOGOV OHC Kim Eder

Post Approvals Admin

Referred Candidates

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>
Comments:	

Show List View

Referred ( 2 ) Interview Scheduled ( 2 ) Offer Pending ( 1 ) Hired ( 0 ) Rejected ( 0 ) Rejection Pending ( 1 )

Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires	Offer
<input checked="" type="checkbox"/> McDonald, Valerie G	<a href="#">View</a>		•	201410PM-2202-02	10/24/14	10/18/15	<a href="#">View</a>	10/23/2015	<span style="color: green;">■</span> Pending

1 Record Found Page: 1 of 1

== Select ==  
 == Select ==  
 Hire  
 Reject  
 Email Notifi  
 Mail Merge

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Select the **Email Notify** item

Text Captions

Select the **Email Notify** item

Notes

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Module 4 // Offer  
Pending Status &  
Send Notification

Slide 13

NEOGOV OHC Kim Eder

Post Approvals Admin

Referred Candidates

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>
Comments:	

Show List View

Referred ( 2 ) Interview Scheduled ( 2 ) Offer Pending ( 1 ) Hired ( 0 ) Rejected ( 0 ) Rejection Pending ( 1 )

Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires	Offer
<input checked="" type="checkbox"/> McDonald, Valerie G	<a href="#">View</a>		•	201410PM-2202-02	10/24/14	10/18/15	<a href="#">View</a>	10/23/2015	<span style="color: green;">■</span> Pending

Email Notify  1 Record Found Page: 1 of 1

Company Information

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Click the **Go** button to confirm selection

<https://secure.training.neogov.com/OHC/listcandidateaction.cfm>

Text Captions

Click the **Go** button to confirm selection

Notes

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Slide 14

NEO GOV OHC

Kim Eder

Post Approvals Admin

Requisition: 00029 - ADMINISTRATIVE ASST II

Select Email Format: HTML

Disposition: Rejection Reason Not Specified

Template: == Select Template ==

Candidate	Person ID	Email	Date & Time Received
McDonald, Valerie	5347507	kaeder@calpoly.edu	10/24/14 06:10 PM

Generate Notices

Company

Copyright © 2014

Next to Template, click the dropdown arrow to open the menu to view the email

Text Captions

Next to Template, click the dropdown arrow to open the menu to view the email templates options

Notes

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Slide 15

NEOGOV CHC Kim Eder

Post Approvals Admin + 🕒 Email Notifications

Requisition: 00029 - ADMINISTRATIVE ASST II

Select Email Format: HTML

Disposition: Rejection Reason Not Specified

Template: == Select Template ==

Candidate	Person I	ate & Time Received
McDonald, Valerie	534750	2/24/14 06:10 PM

Generate Notices

Company I

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**NOTE:** Templates can be edited. See Module 5 on modifying existing templates.

Select the **Standard Offer Letter - Permanent...** template item from the options

Text Captions

Select the **Standard Offer Letter - Permanent...** template item from the options

**NOTE:** Templates can be edited. See Module 5 on modifying existing templates.

Notes

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Slide 16

The screenshot shows the NEOGOV OHC interface. At the top, there's a navigation bar with 'NEO GOV OHC' and a user profile for 'Kim Eder'. Below that are menu items for 'Post', 'Approvals', and 'Admin'. The main content area displays 'Requisition: 00029 - ADMINISTRATIVE ASST II' and 'Email Notifications'. There's a 'Select Email Format' dropdown set to 'HTML'. Below that, 'Disposition: Rejection Reason Not Specified' and 'Template: Standard Offer Letter - Permanent...' are shown. A table lists candidates:

Candidate	Person ID	Email	Date & Time Received
McDonald, Valerie	5347507	kaeder@calpoly.edu	10/24/14 06:10 PM

A blue box highlights the 'Generate Notices' button, with a blue arrow pointing to it from a larger orange box that says 'Click the Generate Notices button'. The URL at the bottom is 'https://secure.training.neogov.com/OHC/OHCSendEmailTemplates.cfm'.

Text Captions

Click the **Generate Notices** button

Notes

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Slide 17

NEOGOV OHC Kim Eder

Post Approvals Admin

[View Referred Candidates](#) Email Notifications

Requisition: 00029 - ADMINISTRATIVE ASST II

Email preview appears below. Email will NOT be sent until you click on the 'Send' button.

Template: Standard Offer Letter - Permanent Employee

Candidate	Person ID	Email	Date & Time Received
McDonald, Valerie	5347507	kaeder@calpoly.edu	10/24/14 06:10 PM

Send

**Email 1** (To: kaeder@calpoly.edu)

10/29/2014

Valerie McDonald  
1 Mustang Dr  
San Luis Obispo, CA 93045

Dear Valerie,

I am pleased to formally extend this conditional offer of employment to you and am excited that you will become a valued member of our team. As you know, at the County of San Luis Obispo, we are committed to attracting and retaining the best and brightest in the workforce to support our mission of a safe, healthy, livable, prosperous, and well-governed community. Accordingly, you are being offered the position of ADMINISTRATIVE ASST II in the Health Agency, beginning on . Your hourly rate will be \$37.00, to be paid on a bi-weekly pay cycle.

In addition to your salary, the County of San Luis Obispo offers a comprehensive benefits package. Summary details of these plans are included on the County website at <http://www.slocounty.ca.gov/hr/employeebenefits.htm>. This website contains an overview of benefits for County of San Luis Obispo employees including, but not limited to, healthcare, dental and the various types of paid time off offered to our employees. To be eligible

<https://secure.training.neogov.com/OHC/OHCSendEmailTemplates.cfm>

[www.slocounty.ca.gov/employees](http://www.slocounty.ca.gov/employees) at least twenty hours per week. Eligible dependents include husband or wife.

Review the email notification offer then click the **Send** button

Text Captions

Review the email notification offer then click the **Send** button

Notes

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Slide 18

The screenshot shows the NEOGOV OHC interface. At the top, there is a navigation bar with 'NEOGOV OHC' and a user profile for 'Kim Eder'. Below the navigation bar, there are tabs for 'Post', 'Approvals', and 'Admin'. The main content area displays a message: 'View Referred Candidates' (a link), 'Requisition: 00029 - ADMINISTRATIVE ASST II', 'Emails sent successfully.', and 'Template: Standard Offer Letter - Permanent Employee'. Below this is a table with the following data:

Candidate	Person ID	Email	Date & Time Received
McDonald, Valerie	5347507	kaeder@calpoly.edu	10/24/14 06:10 PM

Below the table, there is a callout box with the text: 'Click the **View Referred Candidates** to return to the list of candidates'. At the bottom of the screenshot, there is a URL: <https://secure.training.neogov.com/OHC/dspMyReferredCandidates.cfm?Re...>

Text Captions

Click the **View Referred Candidates** to return to the list of candidates

Notes

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Module 4 // Offer  
Pending Status &  
Send Notification

Slide 19

NEOGOV OHC Kim Eder

Post Approvals Admin

Referred Candidates

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>
Comments:	

Show List View

[Referred \( 2 \)](#)
[Interview Scheduled \( 2 \)](#)
[Offer Pending \( 1 \)](#)
[Hired \( 0 \)](#)
[Rejected \( 0 \)](#)
[Rejection Pending \( 1 \)](#)

Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires
<input type="checkbox"/> <a href="#">Wang, Lee</a>	<a href="#">View</a>	P: (805) 781-5555	•	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015
<input type="checkbox"/> <a href="#">Welling, Jonathon</a>	<a href="#">View</a>		•	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015

2 Records Found
Page:  of 1

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Click the **Offer Pending** tab

<https://secure.training.neogov.com/OHC/dspMyReferredCandidates.cfm?Re...>

Text Captions

Click the **Offer Pending** tab

Notes

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Slide 20

NEOGOV **OHC** Kim Eder

Post ▾ Approvals ▾ Admin ▾ + ⌚

Referred Candidates

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Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>
Comments:	

Show List View

Referred ( 2 )
Interview Scheduled ( 2 )
Offer Pending ( 1 )
Hired ( 0 )
Rejected ( 0 )
Rejection Pending ( 1 )

Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires	Offer
<input type="checkbox"/> McDonald, Valerie G	<a href="#">View</a>		•	201410PM-2202-02	10/24/14	10/18/15	<a href="#">View</a>	10/23/2015	<span style="color: yellow;">●</span> Pending

1 Record Found Page: 1 of 1

To view the notifications sent to a candidate, select the **View** option under the Notices column

[https://secure.training.neogov.com/OHC/viewAll\\_notifications.cfm?Referred...](https://secure.training.neogov.com/OHC/viewAll_notifications.cfm?Referred...)

Text Captions

To view the notifications sent to a candidate, select the **View** option under the Notices column

Notes

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Slide 21

NEOGOV OHC

Post Approvals Admin

Kim Eder

- My Requisitions
- My Application Review
- My List
- Preferences
- Help & Training
- Sign Out

Applicant Name **McDonald, Valerie G**  
 Person ID **5347507**  
 Req. # **00029**  
 Working Title **ADMINISTRATIVE ASST II**  
 Evaluation Step **Offered**

[Show History](#)

Step	Template Name	Sent By	Date Generated	Response Date	Sent From	Email Address	Notification Type	Requisition	Action
Offered	Standard Offer Letter - Permanent Employee	Eder, Kim	10/29/14 8:37 AM		OHC	kaeder@calpoly.edu	Email	[00029] ADMINISTRATIVE ASST II	<a href="#">View</a> <a href="#">Resend</a> <a href="#">Delete</a>
Referred	Invitation to Hiring Interview	Eder, Kim	10/27/14 11:33 AM		OHC	kaeder@calpoly.edu	Email	[00029] ADMINISTRATIVE ASST II	<a href="#">View</a> <a href="#">Resend</a> <a href="#">Delete</a>

Under the **Action** column, notice the **View**, **Resend** and **Delete** options that can be utilized if needed for any notification sent

Text Captions

Under the **Action** column, notice the **View**, **Resend** and **Delete** options that can be utilized if needed for any notification sent

Notes

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Slide 22

The screenshot shows the NEOGOV OHC application interface. At the top, there is a navigation bar with 'Post', 'Approvals', and 'Admin' menus. A user profile for 'Kim Eder' is visible in the top right corner, with a dropdown menu containing 'My Requisitions', 'My Application Review', 'My List', 'Preferences', 'Help & Training', and 'Sign Out'. A blue arrow points from the 'My List' menu item to the text box below.

Applicant Name **McDonald, Valerie G**  
 Person ID **5347507**  
 Req. # **00029**  
 Working Title **ADMINISTRATIVE ASST II**  
 Evaluation Step **Offered**

[Show History](#)

Step	Template Name	Sent By	Date Generated	Response Date	Sent From	Email Address	Notification Type	Requisition	Action
Offered	Standard Offer Letter - Permanent Employee	Eder, Kim	10/29/14 8:37 AM		OHC	kaeder@calpoly.edu	Email	[00029] ADMINISTRATIVE ASST II	<a href="#">View</a> <a href="#">Resend</a> <a href="#">Delete</a>
Referred	Invitation to Hiring Interview	Eder, Kim	10/27/14 11:33 AM		OHC	kaeder@calpoly.edu	Email	[00029] ADMINISTRATIVE ASST II	<a href="#">View</a> <a href="#">Resend</a> <a href="#">Delete</a>

To navigate back to the list of referred candidates, click the **My List** menu item

<https://secure.training.neogov.com/OHC/dspMyReferredList.cfm>

Text Captions

To navigate back to the list of referred candidates, click the **My List** menu item

Notes

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Slide 23

NEO GOV OHC

Kim Eder

Post Approvals Admin

Show All Lists in My Department

Referred Lists

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search for req. #, list title, or position #:  Go

Show Archived Lists Search by hiring manager: All

No records found.

Req #	Title	Position ID	Department	Division	Hiring Mgr	Candidates	Applications	Last Referred
-------	-------	-------------	------------	----------	------------	------------	--------------	---------------

Next, if the requisition is not on this screen, select the **Show All Lists in My Department** at the top of the page

https://secure.training.neogov.com/OHC/dspMyReferredList.cfm?ShowAll=y...

Text Captions

Next, if the requisition is not on this screen, select the **Show All Lists in My Department** at the top of the page

Notes

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Slide 24

NEOGOV OHC Kim Eder

Post Approvals Admin + 🕒 Referred Lists

[Show Only My Lists](#)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search for req. #, list title, or position #:  Go

[Show Archived Lists](#) Search by hiring manager: All

4 records found.  
Page 1 of 1

Req #	Title	Position ID	Department	Division	Hiring Mgr	Candidates	Applications	Last Referred
00001	INFORMATION TECHNOLOGY PROJECT MGR III	1, 2, 3	Information Tec...		Admin, Katie Carlson, Deborah	<a href="#">View</a>	<a href="#">Print</a>	08/14/14
00004	INFORMATION TECHNOLOGY PROJECT MGR III	12345	Information Tec...		Velazquez, Susie	<a href="#">View</a>	<a href="#">Print</a>	09/10/14
00006	Mental Health Therapist I/II/III/IV	12345	Human Resources		Stapleton, Frank	<a href="#">View</a>	<a href="#">Print</a>	09/09/14
00029	ADMINISTRATIVE ASST II		Health Agency		Carlson, Deborah	<a href="#">View</a>	<a href="#">Print</a>	10/24/14

Page 1 of 1

Click the **View** option under Candidates to view the specific requisition

<https://secure.training.neogov.com/OHC/dspMyReferredCandidates.cfm?Re...>

Text Captions

Click the **View** option under Candidates to view the specific requisition

Notes

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Slide 25

NEOGOV OHC Kim Eder

Post Approvals Admin

Referred Candidates

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Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>
Comments:	

Show List View

Referred ( 2 )
Interview Scheduled ( 2 )
Offer Pending ( 1 )
Hired ( 0 )
Rejected ( 0 )
Rejection Pending ( 1 )

Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires
<a href="#">Wang, Lee</a>	<a href="#">View</a>	P: (805) 781-5555	*	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015
<a href="#">Welling, Jonathon</a>	<a href="#">View</a>		*	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015

2 Records Found
Page: 1 of 1

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Select the **Offer Pending** tab

<https://secure.training.neogov.com/OHC/dspMyReferredCandidates.cfm?Re...>

Text Captions

Select the **Offer Pending** tab

Notes

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Module 4 // Offer  
Pending Status &  
Send Notification

Slide 26

NEOGOV OHC Kim Eder

Post Approvals Admin

Referred Candidates

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>
Comments:	

Show List View

Referred ( 2 ) Interview Scheduled ( 2 ) Offer Pending ( 1 ) Hired ( 0 ) Rejected ( 0 ) Rejection Pending ( 1 )

Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires	Offer
McDonald, Valerie G	<a href="#">View</a>		•	201410PM-2202-02	10/24/14	10/18/15	<a href="#">View</a>	10/23/2015	<a href="#">Pending</a>

== Select == 1 Record Found Page: 1 of 1

To change the pending offer, click the **Pending** link under the Offer column

<https://secure.training.neogov.com/OHC/offeredit.cfm?OfferID=36938&List...>

Text Captions

To change the pending offer, click the **Pending** link under the Offer column

Notes

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Slide 27

NEOGOV OHC Kim Eder

Post Approvals Admin

Make Offer

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>

Name: Valerie McDonald G 5347507

Status:  Accepted  Declined  Answer Pending

Offer Date: 10/29/14

Offer Amount: \$37.00

Bonus Amount: \$130.00

Answer Date:

Comments: Any comments you may have

Save

Required

Edit the offer then  
Click the **Save** button

<https://secure.training.neogov.com/OHC/offeredit.cfm> | [Company Information](#) | [Privacy Policy](#) | [Legal Terms](#)

Text Captions

Edit the offer then click the **Save** button

Notes

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Module 4 // Offer  
Pending Status &  
Send Notification

Slide 28

NEOGOV OHC Kim Eder

Post Approvals Admin

Referred Candidates

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Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>
Comments:	

Show List View

Referred ( 2 )
Interview Scheduled ( 2 )
Offer Pending ( 1 )
Hired ( 0 )
Rejected ( 0 )
Rejection Pending ( 1 )

Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires
<input type="checkbox"/> Wang, Lee	<a href="#">View</a>	P: (805) 781-5555	•	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015
<input type="checkbox"/> Welling, Jonathon	<a href="#">View</a>		•	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015

2 Records Found
Page: 1 of 1

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Select the **Offer Pending** tab

<https://secure.training.neogov.com/OHC/dspMyReferredCandidates.cfm?Re...>

Text Captions

Select the **Offer Pending** tab

Notes

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Slide 29

The screenshot shows the NEOGOV OHC interface. At the top, there's a navigation bar with 'NEO GOV OHC' and a user profile for 'Kim Eder'. Below that are tabs for 'Post', 'Approvals', and 'Admin'. The main content area displays details for a requisition: Requisition # 00029, Job Type 1 - Permanent, Requisition Title ADMINISTRATIVE ASST II, Working Title Admin Asst II Health Agency, Department Health Agency, and HR Analyst Carlson, Deborah. A yellow-bordered box with a white background and blue text is overlaid on the center, reading: '- Congratulations! - You have completed the video tutorial on the Offer Pending Status and Sending the Notification. Now try the video simulation experience.' Below the box, there are buttons for 'Referred (2)', 'Interview Scheduling', and 'Pending (1)'. A table shows a candidate 'McDonald, Valerie G' with a referral expiration date of 10/23/2015 and a status of 'Pending'. At the bottom, there are links for 'Company Information', 'Privacy Policy', and 'Legal Terms', and a copyright notice for 2014 NEOGOV, Inc.

Slide notes

Text Captions

- Congratulations! -

You have completed the video tutorial on the Offer Pending Status and Sending the Notification. Now try the exercise.

Notes

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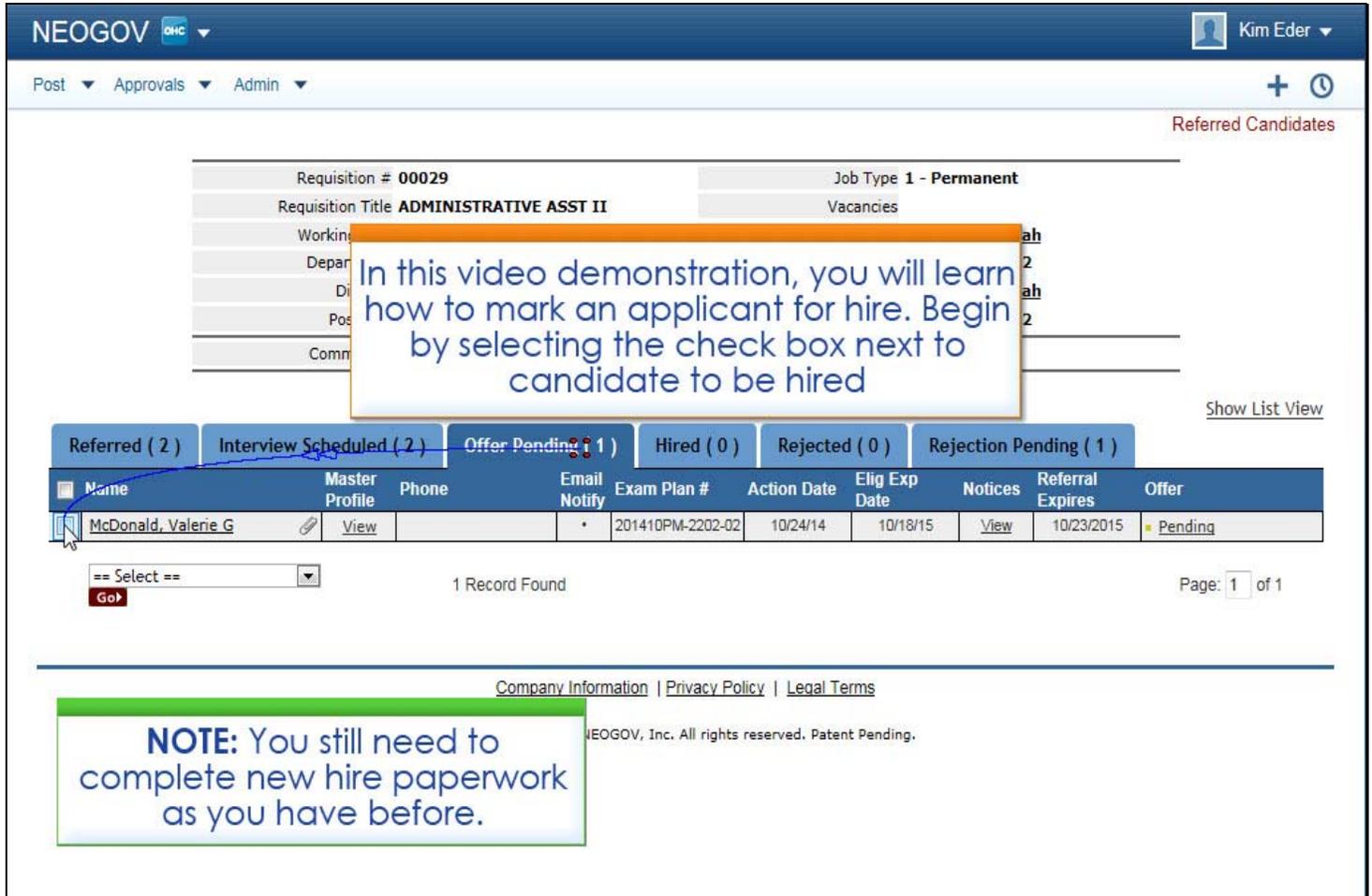
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# Video Demonstration

Slide 1



NEO GOV OHC Kim Eder

Post Approvals Admin

Requisition # 00029 Job Type 1 - Permanent  
 Requisition Title ADMINISTRATIVE ASST II Vacancies

Working ah  
 Depart 2  
 Dis ah  
 Pos 2  
 Comm

In this video demonstration, you will learn how to mark an applicant for hire. Begin by selecting the check box next to candidate to be hired

Show List View

Referred ( 2 ) Interview Scheduled ( 2 ) Offer Pending ( 1 ) Hired ( 0 ) Rejected ( 0 ) Rejection Pending ( 1 )

Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires	Offer
<input checked="" type="checkbox"/> McDonald, Valerie G	<a href="#">View</a>		*	201410PM-2202-02	10/24/14	10/18/15	<a href="#">View</a>	10/23/2015	<span style="color: green;">●</span> Pending

== Select == 1 Record Found Page: 1 of 1

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NOTE: You still need to complete new hire paperwork as you have before.

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**Text Captions**

In this video demonstration, you will learn how to mark an applicant for hire. Begin by selecting the check box next to candidate to be hired

**NOTE:** You still need to complete new hire paperwork as you have before.

**Notes**

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Slide 2

NEOGOV Kim Eder ▾

Post ▾ Approvals ▾ Admin ▾ + ⌚

Referred Candidates

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>
Comments:	

[Show List View](#)

Referred ( 2 )
Interview Scheduled ( 2 )
Offer Pending ( 1 )
Hired ( 0 )
Rejected ( 0 )
Rejection Pending ( 1 )

Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires	Offer
<input checked="" type="checkbox"/> McDonald, Natalie G	<a href="#">View</a>		•	201410PM-2202-02	10/24/14	10/18/15	<a href="#">View</a>	10/23/2015	<span style="color: green;">●</span> Pending

1 Record Found
Page:  of 1

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Click the Open button on the dropdown menu to reveal the options

rights reserved. Patent Pending.

**Text Captions**

Click the Open button on the dropdown menu to reveal the options

**Notes**

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Slide 3

NEOGOV Kim Eder

Post Approvals Admin

Referred Candidates

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>
Comments:	

[Show List View](#)

Referred ( 2 )
Interview Scheduled ( 2 )
Offer Pending ( 1 )
Hired ( 0 )
Rejected ( 0 )
Rejection Pending ( 1 )

Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires	Offer
<input checked="" type="checkbox"/> <a href="#">McDonald, Valerie G</a>	<a href="#">View</a>		•	201410PM-2202-02	10/24/14	10/18/15	<a href="#">View</a>	10/23/2015	<span style="color: yellow;">●</span> Pending

1 Record Found Page: 1 of 1

== Select ==  
 == Select ==  
 Hire  
 Reje  
 Ema Hire  
 Mail Merge

Select the **Hire** item

[Legal Terms](#)

reserved. Patent Pending.

Text Captions

Select the **Hire** item

Notes

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Slide 4

NEOGOV OHC Kim Eder

Post Approvals Admin

+ ⌚

Referred Candidates

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>
Comments:	

Show List View

Referred ( 2 )
Interview Scheduled ( 2 )
Offer Pending ( 1 )
Hired ( 0 )
Rejected ( 0 )
Rejection Pending ( 1 )

Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires	Offer
<input checked="" type="checkbox"/> <a href="#">McDonald, Valerie_G</a>	<a href="#">View</a>		•	201410PM-2202-02	10/24/14	10/18/15	<a href="#">View</a>	10/23/2015	<span>Pending</span>

1 Record Found
Page:  of 1

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Click the red **Go** button

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https://secure.training.neogov.com/OHC/listcandidateaction.cfm

Text Captions

Click the red **Go** button

Notes

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Slide 5

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>

Name: Valerie McDonald G	5347507
Status: Hired	
• Offer Date: 10/29/14	
Offer Amount: \$ 37.00	
Bonus Amount: \$	
• Answer Date:	
• Filled On Date: 10/31/14	
• Start Date: 10/31/14	
Orientation Date: 10/31/14	
Keep Active on Eligible List: No	
Comments: 2500 character limit	
No Approvals <input type="checkbox"/>	
Approval 1 == Select ==	

• Required

Notice you can change the offer amount here

Text Captions

Notice you can change the offer amount here

Notes

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Slide 6

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>

Name: Valerie McDonald G	5347507
Status: Hired	
• Offer Date: 10/29/14	
Offer Amount: \$ 37.00	
Bonus Amount: \$	
• Answer Date:	
• Filled On Date: 10/31/14	
• Start Date: 10/31/14	
Orientation Date: 10/31/14	
Keep Active on Eligible List: No	
Comments: 2500 character limit	

No Approvals

Approval 1 == Select ==

Click into the **Answer Date** field box and enter a date the candidate accepted the offer

Text Captions

Click into the **Answer Date** field box and enter a date the candidate accepted the offer

Notes

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Slide 7

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>

Name: Valerie McDonald G	5347507
Status: Hired	
• Offer Date: 10/29/14	
Offer Amount: \$ 37.00	
Bonus Amount: \$	
• Answer Date: 11/15/2014	
• Filled On Date: 10/31/14	
• Start Date: 10/31/14	
Orientation Date: 10/31/14	
Keep Active on Eligible List: No	
Comments: 2500 character limit	

No Approvals

Approval 1 == Select ==

The **Filled On Date** is the date you selected this candidate to be hired

Text Captions

The **Filled On Date** is the date you selected this candidate to be hired

Notes

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Slide 8

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>

Name: Valerie McDonald G	5347507
Status: Hired	
• Offer Date: 10/29/14	
Offer Amount: \$ 37.00	
Bonus Amount: \$	
• Answer Date: 11/15/2014	
• Filled On Date: 10/31/14	
• Start Date: 10/31/14	
Orientation Date: 10/31/14	
Keep Active on Eligible List: <input type="checkbox"/> No	
Comments: 2500 character limit	

• Required

If your department is using approvals, select the required approvals. Otherwise, check no approvals.

No Approvals <input checked="" type="checkbox"/>
Approval 1 == Select ==

Text Captions

If your department is using approvals, select the required approvals. Otherwise, check no approvals.

Notes

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Slide 9

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b><u>Carlson, Deborah</u></b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b><u>Carlson, Deborah</u></b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>

Name: Valerie McDonald G	5347507
Status: Hired	
• Offer Date: 10/29/14	
Offer Amount: \$ 37.00	
Bonus Amount: \$	
• Answer Date: 11/15/2014	
• Filled On Date: 10/31/14	
• Start Date: 10/31/14	
Orientation Date: 10/31/14	
Keep Active on Eligible List: No <input type="checkbox"/>	
Comments: 2500 character limit	

If no approvals are needed, select the **No Approvals** check box

No Approvals

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Text Captions

If no approvals are needed, select the **No Approvals** check box

Notes

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Slide 10

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>

Name: Valerie McDonald G	5347507
Status: Hired	
• Offer Date: 10/29/14	
Offer Amount: \$ 37.00	
Bonus Amount: \$	
• Answer Date: 11/15/2014	
• Filled On Date: 10/31/14	
• Start Date: 10/31/14	
Orientation Date: 10/31/14	
Keep Active on Eligible List: No <input type="checkbox"/>	
Comments: 2500 character limit	

Notice the fields below have disappeared but will re-appear if the **No Approvals** check box is unchecked again

No Approvals

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Text Captions

Notice the fields below have disappeared but will re-appear if the **No Approvals** check box is unchecked again

Notes

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Slide 11

Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>

Name:	Valerie McDonald G	5347507
Status:	Hired	
• Offer Date:	10/29/14	
Offer Amount: \$	37.00	
Bonus Amount: \$		
• Answer Date:	11/15/2014	
• Filled On Date:	10/31/14	
• Start Date:	10/31/14	
Orientation Date:	10/31/14	
Keep Active on Eligible List:	No	
Comments:	2500 character limit	

No Approvals

Approval 1 Human Resources

- Carlson, Deborah
- Stapleton, Frank
- Eder, Kim
- Wood, Danielle

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To save hire details but not release it for approval, click the **Save** button

Text Captions

To save hire details but not release it for approval, click the **Save** button

Notes

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Slide 12

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Post Approvals Admin

Referred Candidates

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>
Comments:	

Show List View

Referred ( 2 ) Interview Scheduled ( 2 ) Offer Pending ( 0 ) **Hired ( 1 )** Rejected ( 0 ) Rejection Pending ( 1 )

Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires	Offer
0 Records Found									

Page: 1 of 1

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Select the **Hire** tab to view candidates indicated for hired into the position

<https://secure.training.neogov.com/OHC/dspMyReferredCandidates.cfm?Re...>

Text Captions

Select the **Hire** tab to view candidates indicated for hired into the position

Notes

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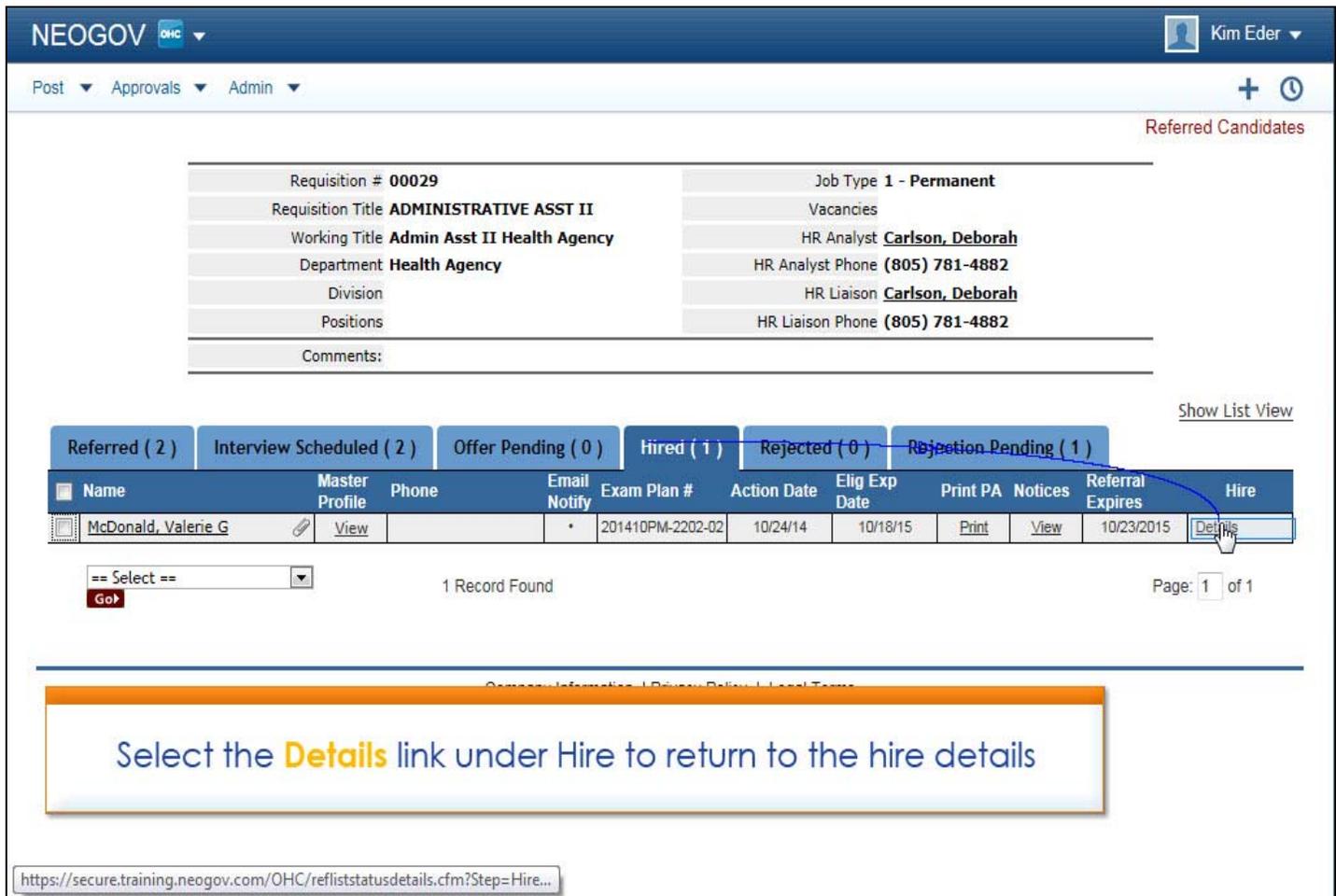
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Slide 13



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Post Approvals Admin

Referred Candidates

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>
Comments:	

Show List View

Referred ( 2 ) Interview Scheduled ( 2 ) Offer Pending ( 0 ) Hired ( 1 ) Rejected ( 0 ) Rejection Pending ( 1 )

Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Print PA	Notices	Referral Expires	Hire
McDonald, Valerie G	<a href="#">View</a>		•	201410PM-2202-02	10/24/14	10/18/15	<a href="#">Print</a>	<a href="#">View</a>	10/23/2015	<a href="#">Details</a>

== Select == 1 Record Found Page: 1 of 1

Select the **Details** link under Hire to return to the hire details

<https://secure.training.neogov.com/OHC/refliststatusdetails.cfm?Step=Hire...>

Text Captions

Select the **Details** link under Hire to return to the hire details

Notes

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Slide 14

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Referred Candidate - Hire Details

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>

[Edit](#) | [Print Personnel Action Form](#)

Candidate Name <b>McDonald, Valerie G</b>	<div style="border: 2px solid orange; padding: 10px; background-color: #fff9c4;"> <p style="color: #003366; font-weight: bold;">Notice the Approval Status is in <span style="color: orange; font-weight: bold;">Pending Release</span></p> </div>
Person ID <b>5347507</b>	
Date Referred <b>10/24/14</b>	
Offer Date <b>10/29/14</b>	
Offer Amount <b>\$37.00</b>	
Bonus Amount	
Answer Date <b>11/15/14</b>	
Filled On Date <b>10/31/14</b>	
Start Date <b>10/31/14</b>	
Orientation Date <b>10/31/14</b>	
Keep Active on Eligible List <b>No</b>	
Comments	
Approval Status <b>Pending Release</b>	

**Attachments:** [Add New](#)

Attachment Title	Date Uploaded	File Name	Action

Text Captions

Notice the Approval Status is in Pending Release

Notes

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Slide 15

Referred Candidate - Hire Details

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>

Print Personnel Action Form

Candidate Name	<b>McDonald, Valerie G</b>
Person ID	<b>5347507</b>
Date Referred	<b>10/24/14</b>
Offer Date	<b>10/29/14</b>
Offer Amount	<b>\$37.00</b>
Bonus Amount	
Answer Date	<b>11/15/14</b>
Filled On Date	<b>10/31/14</b>
Start Date	<b>10/31/14</b>
Orientation Date	<b>10/31/14</b>
Keep Active on Eligible List	<b>No</b>
Comments	
Approval Status	<b>Pending Release</b>

**Attachments:** [Add New](#)  

Attachment Title
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Select the **Edit** link to edit the hire details

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<https://secure.training.neogov.com/OHC/hire.cfm?ResumeReceivedID=503...>

Text Captions

Select the **Edit** link to edit the hire details

Notes

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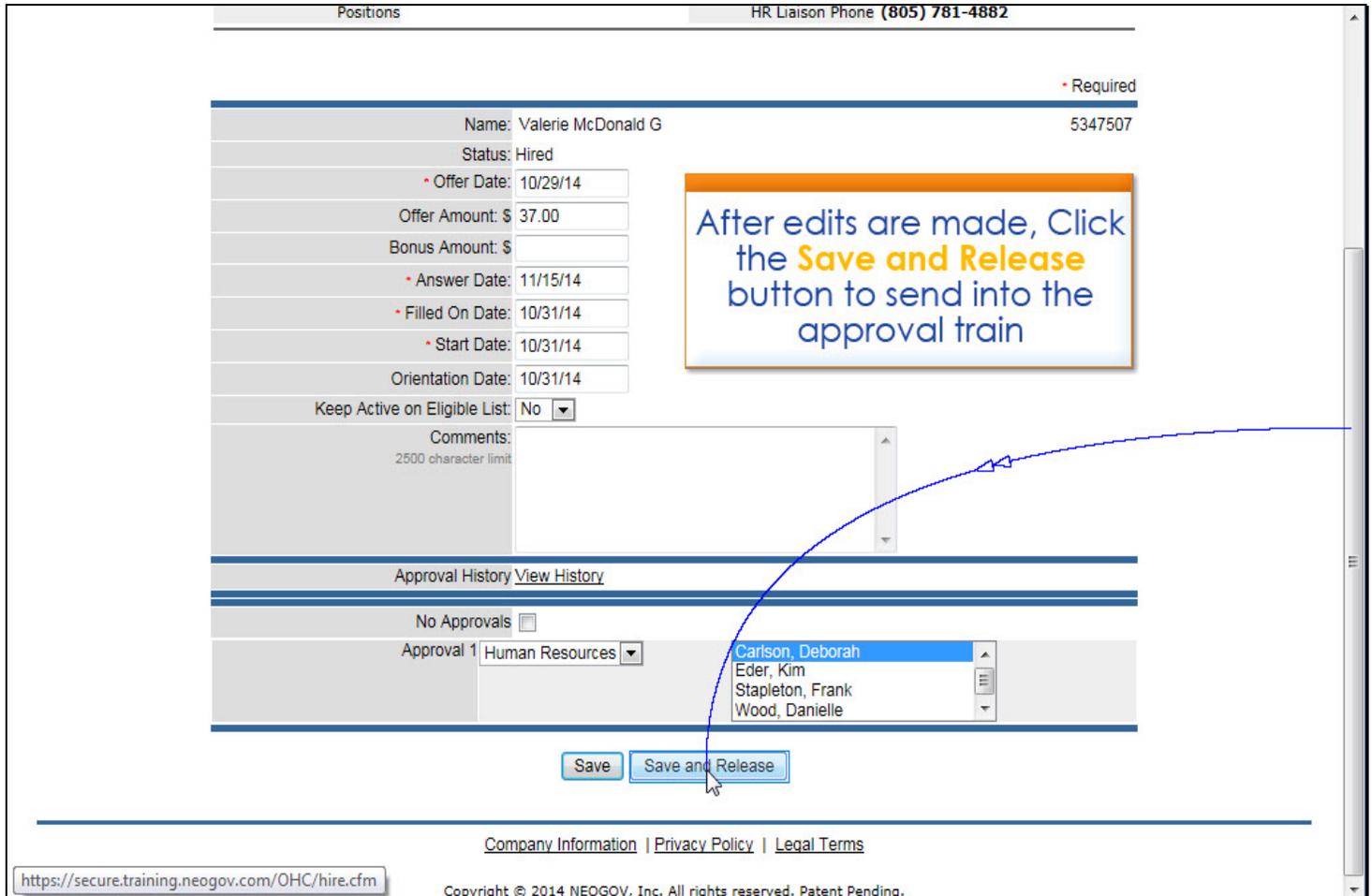
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Slide 16



Positions HR Liaison Phone (805) 781-4882

• Required

Name: Valerie McDonald G 5347507

Status: Hired

• Offer Date: 10/29/14

Offer Amount: \$ 37.00

Bonus Amount: \$

• Answer Date: 11/15/14

• Filled On Date: 10/31/14

• Start Date: 10/31/14

Orientation Date: 10/31/14

Keep Active on Eligible List: No

Comments:  
2500 character limit

Approval History [View History](#)

No Approvals

Approval 1 Human Resources

- Carlson, Deborah
- Eder, Kim
- Stapleton, Frank
- Wood, Danielle

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Text Captions

After edits are made, Click the **Save and Release** button to send into the approval train

Notes

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Slide 17

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Referred Candidate - Hire Details

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>

[Edit](#) | [Print Personnel Action Form](#)

NOTE: You will still need to complete new hire paperwork as you have before.

Offer Amount	<b>\$37.00</b>
Bonus Amount	
Answer Date	<b>11/15/14</b>
Filled On Date	<b>10/31/14</b>
Start Date	<b>10/31/14</b>
Orientation Date	<b>10/31/14</b>
Keep Active on Eligible List	<b>No</b>
Comments	
Approval Status	<b>Approval in Progress</b>

**Attachments:** [Add New](#)

Attachment Title	Date Uploaded	File Name	Action

Text Captions

NOTE: You will still need to complete new hire paperwork as you have before.

Notes

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Slide 18

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Post Approvals Admin

Referred Candidate - Hire Details

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Position # <b>2</b>	

*- Congratulations! -*  
 You have completed the video tutorial on the Hire Status and Sending the Notification. Now try the simulation experience.

Answer Date **11/15/14**  
 Filled On Date **10/31/14**  
 Start Date **10/31/14**  
 Orientation Date **10/31/14**  
 Keep Active on Eligible List **No**  
 Approval Status **Approval in Progress**

Attachments: [Add New](#)

Attachment Title	Date Uploaded	File Name	Action
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Text Captions

*- Congratulations! -*

You have completed the video tutorial on the Hire Status and Sending the Notification. Now try the exercise.

Notes

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# Video Demonstration

Slide 1

Referred Candidates

Requisition # 00029 Job Type 1 - Permanent  
 Requisition Title ADMINISTRATIVE ASST II Vacancies

Working Department borah  
 Div 1882  
 Position borah  
 Comments 1882

In this video demonstration you will learn how to reject a candidate. Select the check box next to candidate to be rejected.

Referred ( 2 ) Interview Scheduling Pending ( 1 )

Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires
<input type="checkbox"/> Wang, Lee	<a href="#">View</a>	P: (805) 781-5555	•	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015
<input type="checkbox"/> Welling, Jonathon	<a href="#">View</a>		•	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015

== Select ==  
Go

Note: Candidates may be rejected when they indicate they are no longer available, are a no show, or for other reasons. Rejecting a candidate removes them from the Referred List.

Page: 1 of 1

**Text Captions**

In this video demonstration you will learn how to reject a candidate. Select the check box next to candidate to be rejected.

**Note:** Candidates may be rejected when they indicate they are no longer available, are a no show, or for other reasons. Rejecting a candidate removes them from the Referred List.

**Notes**

Slide 2

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Referred Candidates

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>
Comments:	

[Show List View](#)

Referred ( 2 )	Interview Scheduled ( 2 )	Offer Pending ( 0 )	Hired ( 1 )	Rejected ( 0 )	Rejection Pending ( 1 )
----------------	---------------------------	---------------------	-------------	----------------	-------------------------

Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires
<input checked="" type="checkbox"/> Wang, Lee	<a href="#">View</a>	P: (805) 781-5555	•	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015
<input type="checkbox"/> Welling, Jonathon	<a href="#">View</a>		•	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015

2 Records Found
Page: 1 of 1

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Click the Open button to reveal dropdown menu items

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Text Captions

Click the Open button to reveal dropdown menu items

Notes

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Slide 3

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Referred Candidates

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Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>

Comments:

[Show List View](#)

Referred ( 2 )	Interview Scheduled ( 2 )	Offer Pending ( 0 )	Hired ( 1 )	Rejected ( 0 )	Rejection Pending ( 1 )			
Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires
<input checked="" type="checkbox"/> <a href="#">Wang, Lee</a>	<a href="#">View</a>	P: (805) 781-5555	•	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015
<input type="checkbox"/> <a href="#">Welling, Jonathon</a>	<a href="#">View</a>		•	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015

2 Records Found Page: 1 of 1

- == Select ==
- == Select ==
- Schedule Interview
- Make Offer
- Hire
- Reject
- Email Notify
- Mail Merge

Select the **Reject** item

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Text Captions

Select the **Reject** item

Notes

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Slide 4

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Referred Candidates

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>
Comments:	

[Show List View](#)

Referred ( 2 )	Interview Scheduled ( 2 )	Offer Pending ( 0 )	Hired ( 1 )	Rejected ( 0 )	Rejection Pending ( 1 )
----------------	---------------------------	---------------------	-------------	----------------	-------------------------

Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires
<input checked="" type="checkbox"/> Wang, Lee	<a href="#">View</a>	P: (805) 781-5555	•	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015
<input type="checkbox"/> Welling, Jonathon	<a href="#">View</a>		•	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015

Reject 2 Records Found Page: 1 of 1

Click the Go button

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<https://secure.training.neogov.com/OHC/listcandidateaction.cfm>

Text Captions

Click the Go button

Notes

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Slide 5

Text Captions

Click the Open button to reveal various reasons for rejection

Notes

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Slide 6

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Reject Candidate

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>

Name: Lee Wang 5347510

Reason: == Select ==

Comments:

== Select ==

Cancelled Recruitment

Declined Interview

Declined Offer

Failed Background

Failed to Respond

Hired

No Longer Available

No Response

No Show

Offer Made

Withdraw

Add New Reason - Talk to Deborah Carlson

Select a reason such as the **No Longer Available** item

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**Text Captions**

Select a reason such as the **No Longer Available** item

**Notes**

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Slide 7

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Post Approvals Admin

Reject Candidate

Requisition #	00029	Job Type	1 - Permanent
Requisition Title	ADMINISTRATIVE ASST II	Vacancies	
Working Title	Admin Asst II Health Agency	HR Analyst	Carlson, Deborah
Department	Health Agency	HR Analyst Phone	(805) 781-4882
Division		HR Liaison	Carlson, Deborah
Positions		HR Liaison Phone	(805) 781-4882

Name: Lee Wang 5347510

Reason: No Longer Available

Comments:

Save Cancel

Click into the Comments box to add a comment explaining the reason for your action.

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Text Captions

Click into the Comments box to add a comment explaining the reason for your action.

Notes

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Slide 8

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Post Approvals Admin

Reject Candidate

Requisition # 00029	Job Type 1 - Permanent
Requisition Title ADMINISTRATIVE ASST II	Vacancies
Working Title Admin Asst II Health Agency	HR Analyst Carlson, Deborah
Department Health Agency	HR Analyst Phone (805) 781-4882
Division	HR Liaison Carlson, Deborah
Positions	HR Liaison Phone (805) 781-4882

Name: Lee Wang 5347510

Reason: No Longer Available

Comments: Candidate indicated via email on 11/20/14 that they are no longer available.

Save Cancel

Click the Save button

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https://secure.training.neogov.com/OHC/rejects.cfm

Text Captions

Click the **Save** button

Notes

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Slide 9

NEOGOV OHC Kim Eder

Post Approvals Admin

Referred Candidates

Requisition # 00029	Job Type 1 - Permanent
Requisition Title ADMINISTRATIVE ASST II	Vacancies
Working Title Admin Asst II Health Agency	HR Analyst Carlson, Deborah
Department Health Agency	HR Analyst Phone (805) 781-4882
Division	HR Liaison Carlson, Deborah
Positions	HR Liaison Phone (805) 781-4882
Comments:	

Show List View

Referred ( 1 ) Interview Scheduled ( 1 ) Offer Pending ( 0 ) Hired ( 1 ) Rejected ( 0 ) **Rejection Pending ( 3 )**

Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires	Interview
Sarducci, Guido	<a href="#">View</a>		*	201410PM-2202-01	10/07/14	10/08/15	N/A	10/6/2015	10/7/14 1:00 PM

== Select == Go 1 Record Found Page: 1 of 1

Click the **Rejections Pending** tab to view rejected candidates

<https://secure.training.neogov.com/OHC/dspMyReferredCandidates.cfm?Re...>

Text Captions

Click the **Rejections Pending** tab to view rejected candidates

Notes

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Slide 10

NEOGOV OHC
Kim Eder

Post Approvals Admin
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Referred Candidates

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>
Comments:	

[Show List View](#)

Referred ( 1 )	Interview Scheduled ( 1 )	Offer Pending ( 0 )	Hired ( 1 )	Rejected ( 0 )	Rejected Pending ( 3 )
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Name	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Referral Expires	Rejection
<input type="checkbox"/> <a href="#">Fonda, Jane</a>	<a href="#">View</a>	P: (415) 497-5926	•	201410PM-2202-01	10/07/14	10/08/15	N/A	10/6/2015	<a href="#">Edit</a>
<input type="checkbox"/> <a href="#">Midler, Bette</a>	<a href="#">View</a>		•	201410PM-2202-01	10/07/14	10/08/15	N/A	10/6/2015	<a href="#">Edit</a>
<input type="checkbox"/> <a href="#">Wang, Lee</a>	<a href="#">View</a>	P: (805) 781-5555	•	201410PM-2202-02	10/24/14	10/18/15	N/A	10/23/2015	<a href="#">Edit</a>

== Select == Go

Page: 1 of 1

Note: The HR Department moves the candidate to rejected status and the candidate is removed from the list.

<https://secure.training.neogov.com/OHC/dspMyReferredCandidates.cfm?Re...>

**Text Captions**

Note: The HR Department moves the candidate to rejected status and the candidate is removed from the list.

**Notes**

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Slide 11

NEOGOV OHC
Kim Eder

Post Approvals Admin

Referred Candidates

Requisition # <b>00029</b>	Job Type <b>1 - Permanent</b>
Requisition Title <b>ADMINISTRATIVE ASST II</b>	Vacancies
Working Title <b>Admin Asst II Health Agency</b>	HR Analyst <b>Carlson, Deborah</b>
Department <b>Health Agency</b>	HR Analyst Phone <b>(805) 781-4882</b>
Division	HR Liaison <b>Carlson, Deborah</b>
Positions	HR Liaison Phone <b>(805) 781-4882</b>

Referred ( 1 )	
Name	
<input type="checkbox"/> Fonda, Jane	
<input type="checkbox"/> Midler, Bette	
<input type="checkbox"/> Wang, Lee	

*— Congratulations! —*

You have completed the video demonstration on Rejecting Candidates. Next, try the hands on exercise.

Pending ( 3 )	
Referral Expires	Rejection
10/6/2015	<a href="#">Edit</a>
10/6/2015	<a href="#">Edit</a>
10/23/2015	<a href="#">Edit</a>

== Select == 3 Records Found Page: 1 of 1

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Copyright © 2014 NEOGOV, Inc. All rights reserved. Patent Pending.

<https://secure.training.neogov.com/OHC/dspMyReferredCandidates.cfm?Re...>

Text Captions

*— Congratulations! —*

You have completed the video demonstration on Rejecting Candidates. Next, try the hands on exercise.

Notes

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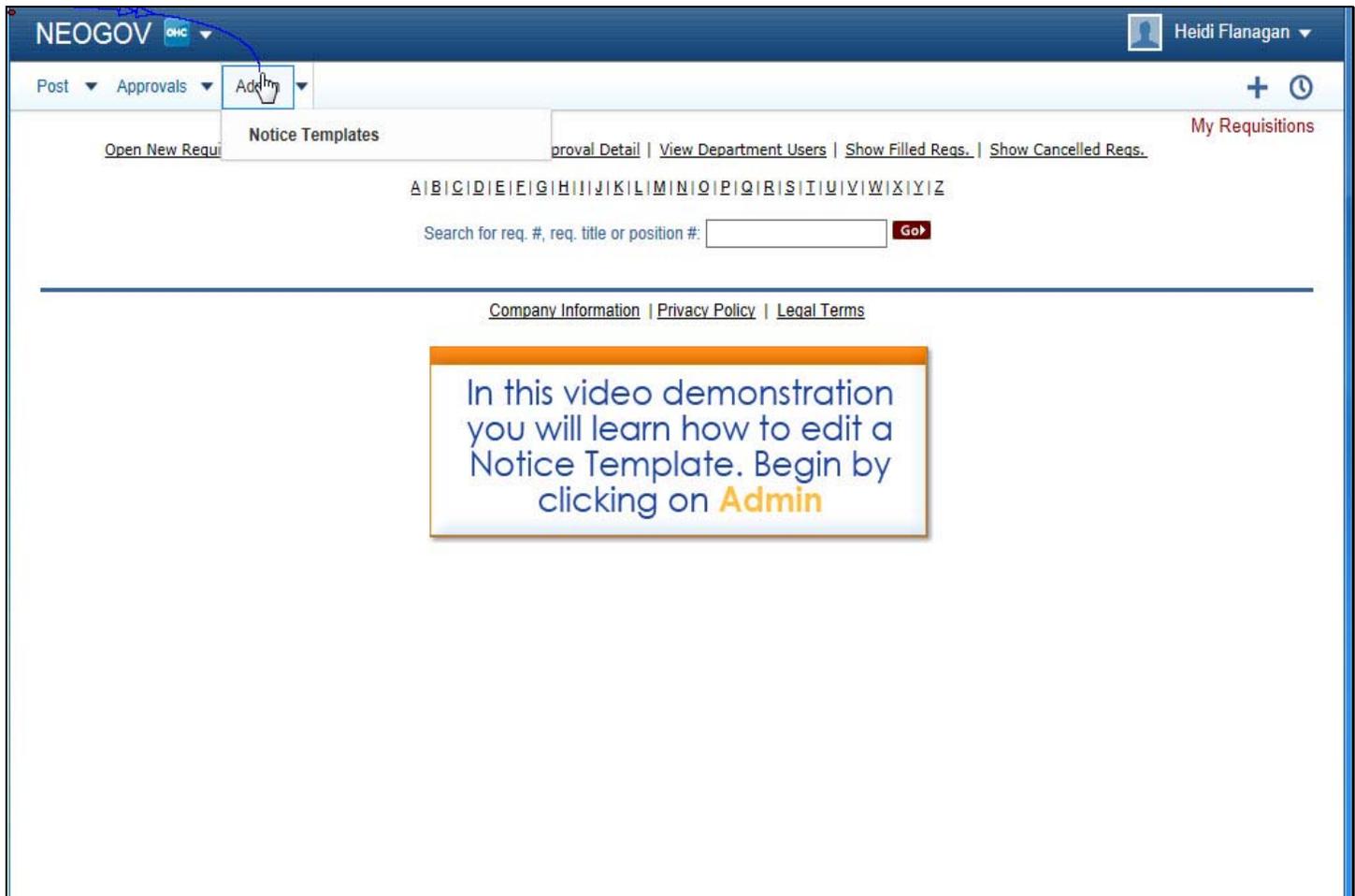
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Slide 1



Text Captions

In this video demonstration you will learn how to edit a Notice Template. Begin by clicking on **Admin**

Notes

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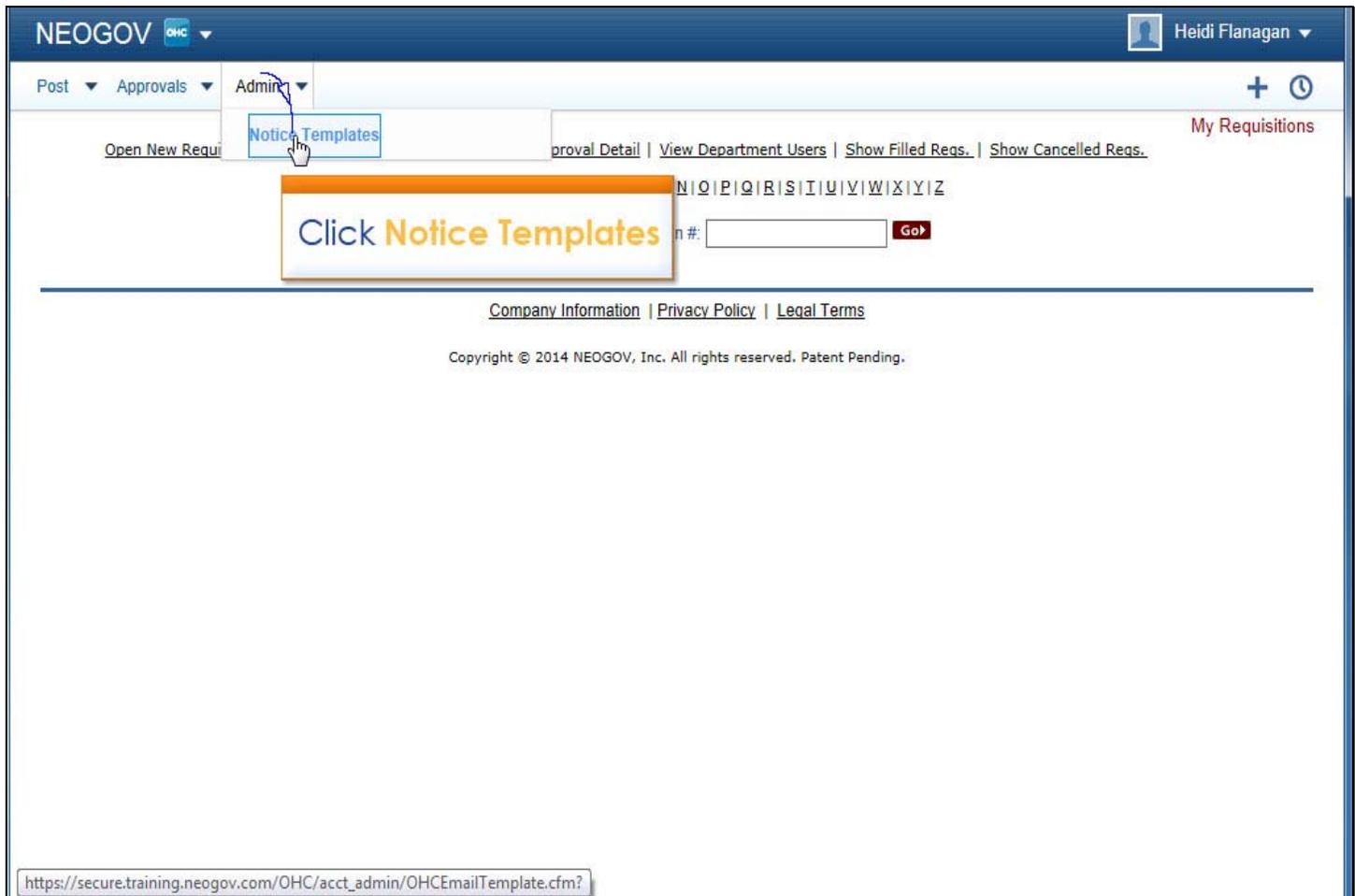
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Slide 2



Text Captions

Click Notice Templates

Notes

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Slide 3

NEOGOV OHC Heidi Flanagan

Post Approvals Admin

OHC Notice Templates

Show Inactive Templates | Add New Template

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search for template name:  Go

8 records found.  
Page 1 of 1

Name	Description	Subject	Created By	Action
<a href="#">Does Not Meet Education</a>		Notice from SLO County -- Your Application	Carlson, D	<a href="#">Copy</a> <a href="#">Preview</a>
<a href="#">Invitation to Hiring Interview</a>	Use this template to invite certified candidates to the hiring interview.	Invitation to Interview	Carlson, D (OHC)	<a href="#">Copy</a> <a href="#">Preview</a>
<a href="#">Tiffany Temp Police Officer</a>	Conviction Box Notice	Conviction Box Notice	Slater, T	<a href="#">Copy</a> <a href="#">Preview</a>
<a href="#">Standard Offer Letter - Permanent Employee</a>	Standard Conditional Offer for Permanent Employee	Response Required - Conditional Offer	Carlson, D	<a href="#">Copy</a> <a href="#">Preview</a>
<a href="#">Copy of [Invitation to Hiring Interview]</a>	Use this template to invite certified candidates to the hiring interview.	Invitation to Interview	Flanagan, H (OHC)	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Archive</a> <a href="#">Preview</a>
<a href="#">Continuing in the Exam</a>	Continuing in the exam from application step to MQ step	application step to MQ step	Flanagan, H (OHC)	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Archive</a> <a href="#">Preview</a>
<a href="#">You Are Hired</a>	Letter Sent to Candidates Who Have Been Hired	Hired	Flanagan, H (OHC)	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Archive</a> <a href="#">Preview</a>
<a href="#">Confirmation of Interview</a>	Sent to candidates after they have scheduled their department-level interview.	Confirmation of Interview	Flanagan, H (OHC)	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Archive</a> <a href="#">Preview</a>

Page 1 of 1

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[https://secure.training.neogov.com/OHC/acct\\_admin/OHCEmailTemplateView.cfm?OHCE...](https://secure.training.neogov.com/OHC/acct_admin/OHCEmailTemplateView.cfm?OHCE...)

Click on Copy

Text Captions

Click on Copy

Notes

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Slide 4

NEOGOV OHC Heidi Flanagan

Post Approvals Admin

View OHC Notice Template  
\* Required

\* Name Confirmation of Interview

Departments: General Services  
Golfing Department  
Health Agency  
Human Resources

Description Sent to candidates after they have scheduled their department-level interview.

\* Subject Confirmation of Interview

Reject Reason

\* Template <Today> <Applicant\_FirstName> <Applicant\_LastName> <Applicant\_Address1> <Applicant\_City>, <Applicant\_State> <Applicant\_ZipCode> Dear <Applicant\_FirstName>: RE: <Position\_Title> <Req\_Number> \*\* DO NOT REPLY TO THIS EMAIL \*\* Responses are not monitored. If you have any questions about this email notification, please call <Req\_LiaisonPhone> . This letter is to confirm your interview with our department on <ReferredInterview\_DateInterviewStart>. The interview will begin at <ReferredInterview\_TimeInterviewStart> and last for approximately <ReferredInterview\_Duration>. Please report to our offices at <ReferredInterview\_LocationTitle>, <ReferredInterview\_Address1>, <ReferredInterview\_Address2>, <ReferredInterview\_City>, <ReferredInterview\_State> <ReferredInterview\_ZipCode>. We look forward to meeting with you. Please contact our office if you need to reschedule by dialing <Req\_LiaisonPhone>. Regards, <Req\_LiaisonFirstName> <Req\_LiaisonLastName> Payroll Coordinator

Copy Back

Click the Copy button

Example Template:  
<Today>  
<Applicant\_FirstName> <Applicant\_LastName>  
<Applicant\_Address1>  
<Applicant\_City>, <Applicant\_State> <Applicant\_ZipCode>

[https://secure.training.neogov.com/OHC/acct\\_admin/OHCEmailTemplateView.cfm](https://secure.training.neogov.com/OHC/acct_admin/OHCEmailTemplateView.cfm)

Text Captions

Click the Copy button

Notes

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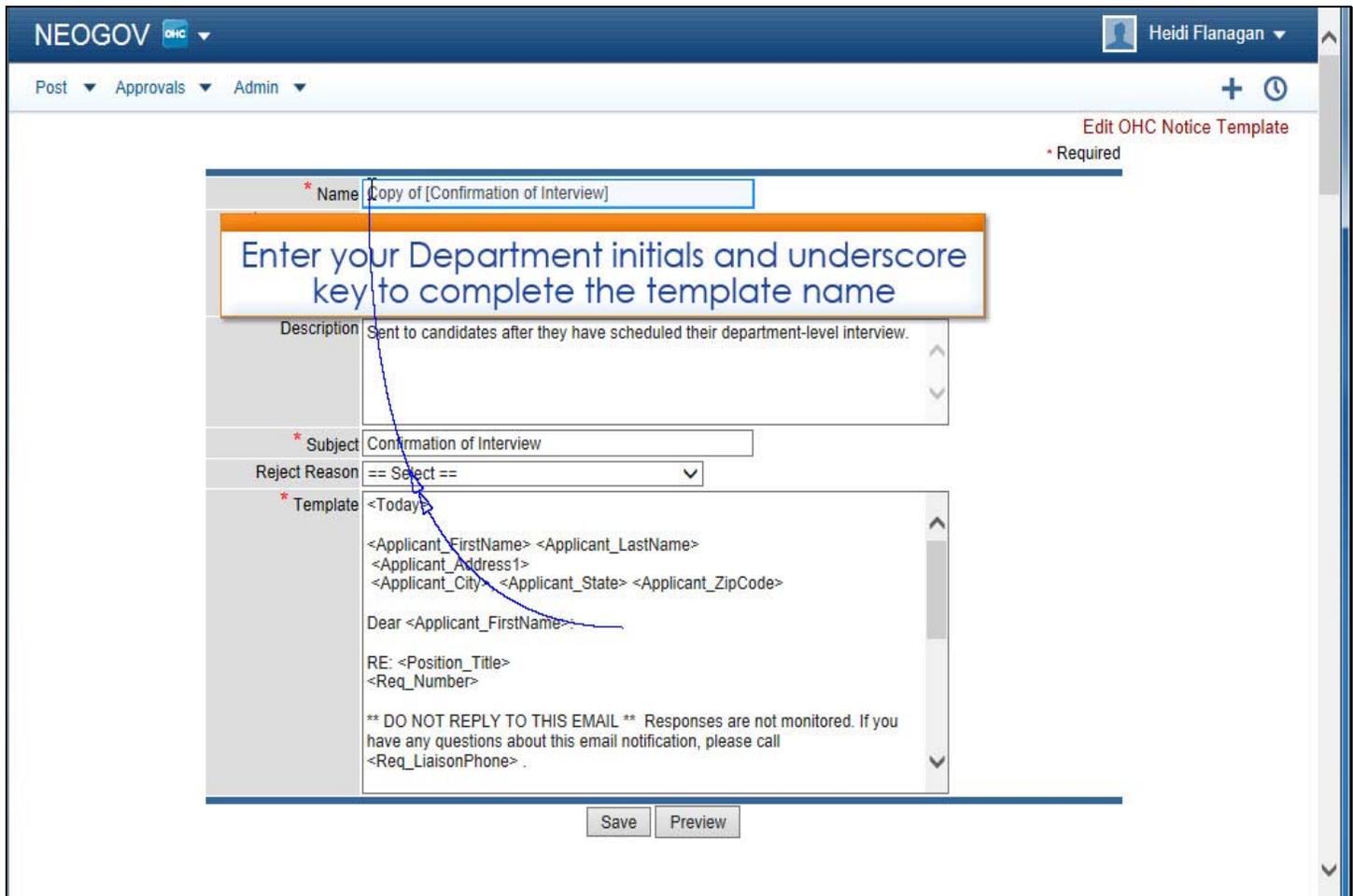


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Slide 5



NEOGOV OHC Heidi Flanagan

Post Approvals Admin

Edit OHC Notice Template  
Required

\* Name Copy of [Confirmation of Interview]

Enter your Department initials and underscore key to complete the template name

Description Sent to candidates after they have scheduled their department-level interview.

\* Subject Confirmation of Interview

Reject Reason == Select ==

\* Template

<Today>

<Applicant\_FirstName> <Applicant\_LastName>  
<Applicant\_Address1>  
<Applicant\_City> <Applicant\_State> <Applicant\_ZipCode>

Dear <Applicant\_FirstName>

RE: <Position\_Title>  
<Req\_Number>

\*\* DO NOT REPLY TO THIS EMAIL \*\* Responses are not monitored. If you have any questions about this email notification, please call <Req\_LiaisonPhone> .

Save Preview

Text Captions

Enter your Department initials and underscore key to complete the template name

Notes

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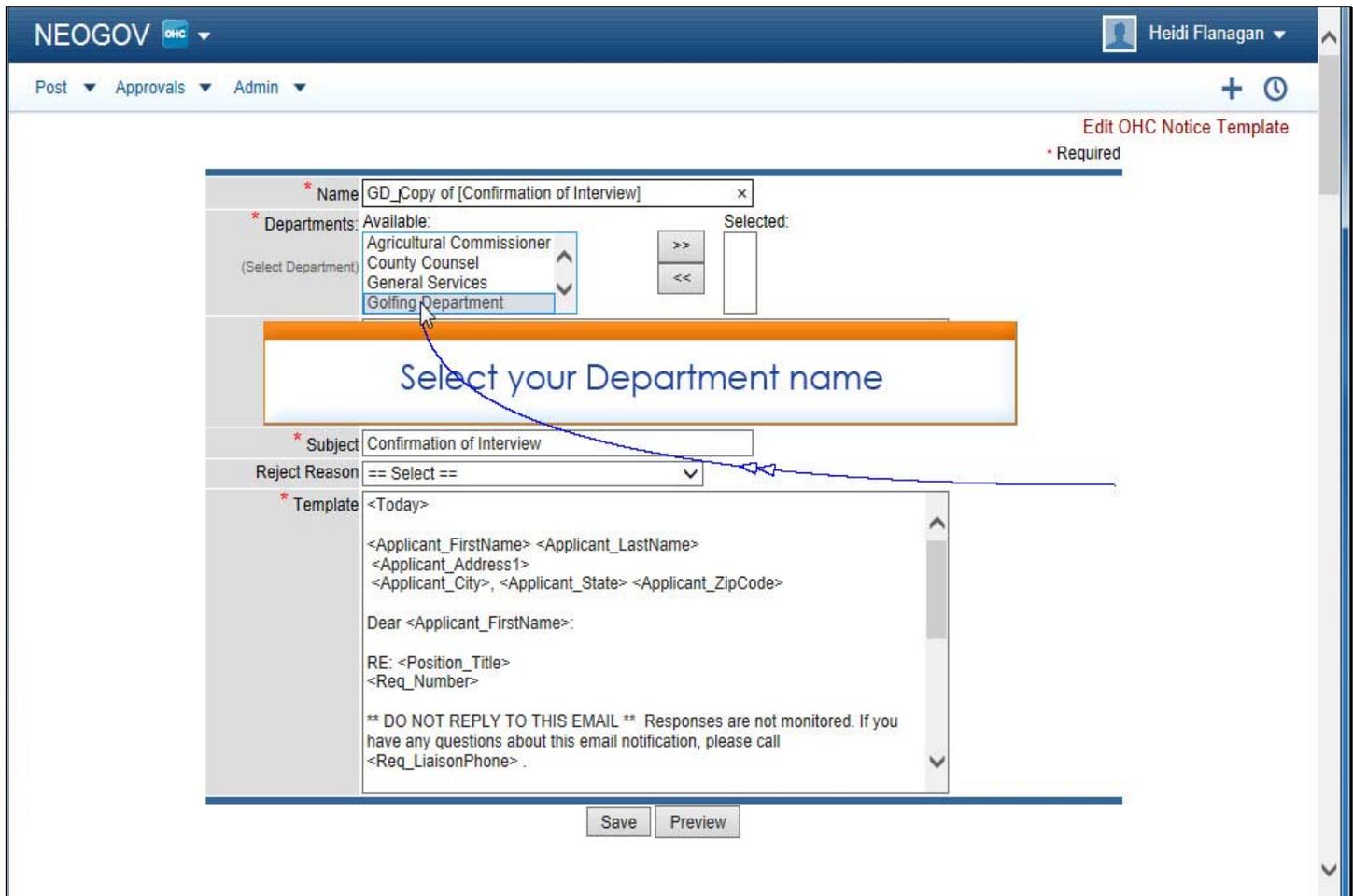
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Slide 6



Text Captions

Select your Department name

Notes

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Slide 7

NEOGOV OHC Heidi Flanagan

Post Approvals Admin

Edit OHC Notice Template  
\* Required

\* Name: GD\_Copy of [Confirmation of Interview]

\* Departments: Available: Agricultural Commissioner, County Counsel, General Services, Golfing Department. Selected: [Empty].  
(Select Department)

Description: Sent to candidates after they have scheduled their department-level interview.

\* Subject: Confirmation of Interview

Reject Reason: == Select ==

\* Template: <Today>  
<Applicant\_FirstName> <Applicant\_LastName>  
<Applicant\_Address1>  
<Applicant\_City>, <Applicant\_State> <Applicant\_ZipCode>  
Dear <Applicant\_FirstName>:  
RE: <Position\_Title>  
<Req\_Number>  
\*\* DO NOT REPLY TO THIS EMAIL \*\* Responses are not monitored. If you have any questions about this email notification, please call <Req\_LiaisonPhone> .

Save Preview

Text Captions

Click the >> button

Notes

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Slide 8

NEOGOV OHC Heidi Flanagan

Post Approvals Admin

Edit OHC Notice Template  
\* Required

\* Name: GD\_Copy of [Confirmation of Interview]

\* Departments: Available: Agricultural Commissioner, County Counsel, General Services, Health Agency. Selected: Golfing Department

Description: Sent to candidates after they have scheduled their department-level interview.

\* Subject: Confirmation of Interview

Reject Reason: == Select ==

\* Template: <ReferredInterview\_DateInterviewStart>. The interview will begin at <ReferredInterview\_TimeInterviewStart> and last for approximately <ReferredInterview\_Duration>.  
Please report to our offices at <ReferredInterview\_LocationTitle>, <ReferredInterview\_Address1>, <ReferredInterview\_Address2>, <ReferredInterview\_City>, <ReferredInterview\_State> <ReferredInterview\_ZipCode>.  
We look forward to meeting with you. Please contact our office if you need to reschedule by dialing <Req\_LiaisonPhone>.  
Regards,  
<Req\_LiaisonFirstName> <Req\_LiaisonLastName>  
Payroll Coordinator

Save Preview

Input your desired text or edit as desired.

Text Captions

Input your desired text or edit as desired.

Notes

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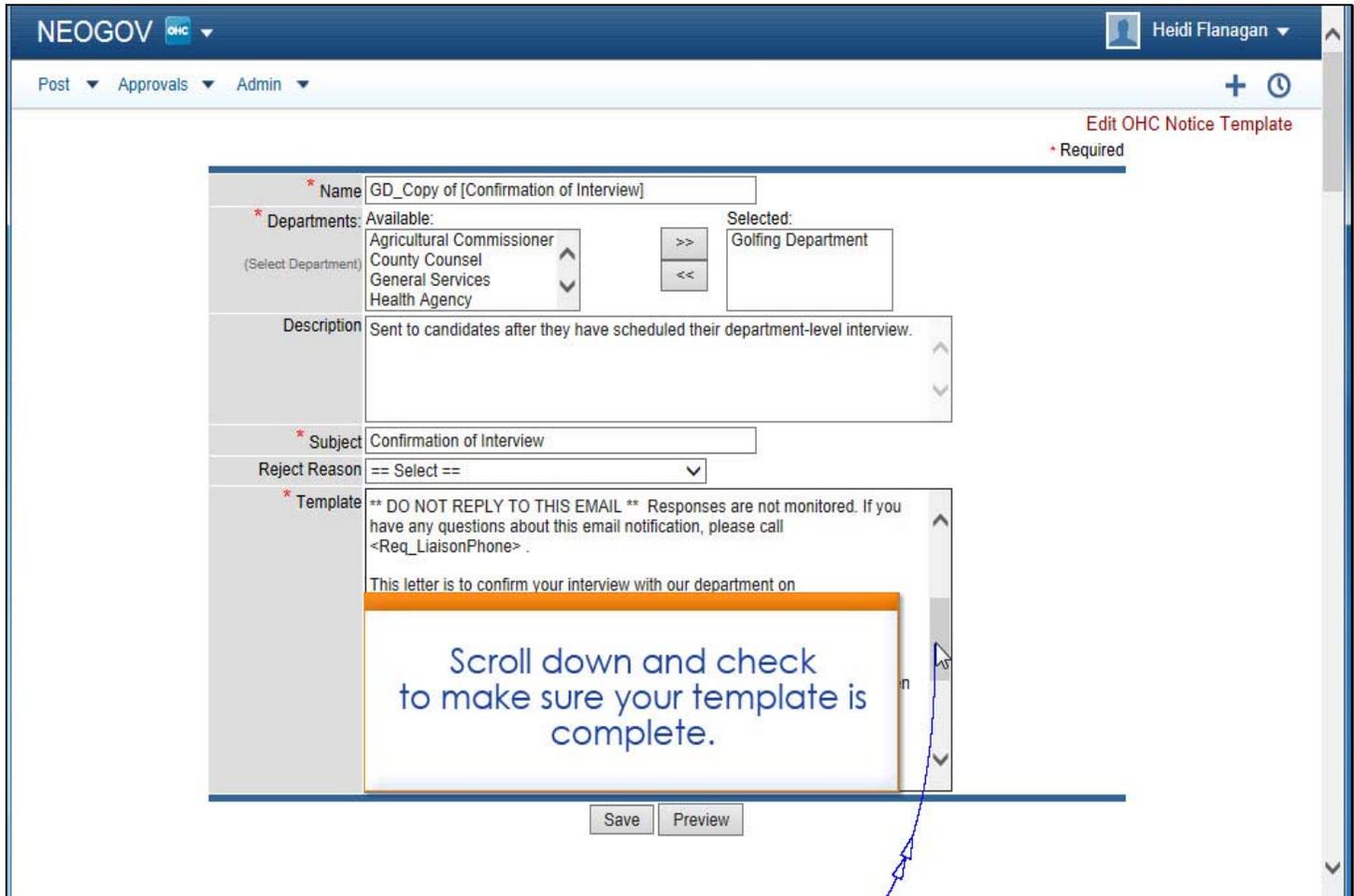


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Slide 9



NEOGOV OHC

Heidi Flanagan

Post Approvals Admin

Edit OHC Notice Template  
Required

\* Name GD\_Copy of [Confirmation of Interview]

\* Departments: Available: Selected:  
(Select Department) Agricultural Commissioner >> Golfing Department  
County Counsel <<  
General Services  
Health Agency

Description Sent to candidates after they have scheduled their department-level interview.

\* Subject Confirmation of Interview

Reject Reason == Select ==

\* Template \*\* DO NOT REPLY TO THIS EMAIL \*\* Responses are not monitored. If you have any questions about this email notification, please call <Req\_LiaisonPhone> .  
This letter is to confirm your interview with our department on

Scroll down and check to make sure your template is complete.

Save Preview

Text Captions

Scroll down and check  
to make sure your template is complete.

Notes

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Slide 10

Post ▾ Approvals ▾ Admin ▾ + ⌚

Edit OHC Notice Template  
• Required

* Name	GD_Copy of [Confirmation of Interview]
* Departments: (Select Department)	Available: Agricultural Commissioner County Counsel General Services Health Agency
Description	Sent to candidates after they have scheduled the
* Subject	Confirmation of Interview
Reject Reason	== Select ==
* Template	<p>Please report to our offices at &lt;ReferredInterview_LocationTitle&gt;, &lt;ReferredInterview_Address1&gt;, &lt;ReferredInterview_Address2&gt;, &lt;ReferredInterview_City&gt;, &lt;ReferredInterview_State&gt; &lt;ReferredInterview_ZipCode&gt;.</p> <p>Please park in Lot A next to the Administration Building. Please report to the front desk and ask for Teri.</p> <p>We look forward to meeting with you. Please contact our office if you need to reschedule by dialing &lt;Req_LiaisonPhone&gt;.</p> <p>Regards, &lt;Req_LiaisonFirstName&gt; &lt;Req_LiaisonLastName&gt; Payroll Coordinator</p>

Save Preview

Example Template:  
<Today>

**Text Captions**

Scroll down to find merge fields if you'd like to add any.

**Notes**

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Slide 11

vacancy type	<Position_JobTerm>	Department Logo	<Position_DepartmentLogo>
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Requisition Merge Fields

Field Name	Merge Name	Field Name	Merge Name
Requisition Number	<Req_Number>	Class Title	<Req_Title>
Requisition Department	<Req_Department>	Requisition Division	<Req_Division>
Req. Job Term	<Req_JobTerm>	Req. List Type	<Req_ListType>
Req. Position Type	<Req_PositionType>	Liaison First Name	<Req_LiaisonFirstName>
Liaison Last Name	<Req_LiaisonLastName>	Liaison Phone Number	<Req_LiaisonPhone>
Liaison Email	<Req_LiaisonEmail>	Hiring Manager First Name	<Req_HiringManagerFirstName>
Hiring Manager Last Name	<Req_HiringManagerLastName>	Hiring Manager Full Name	<Req_HiringManagerFullName>
Hiring Manager Full Name + Phone	<Req_HiringManagerFullNameAndPhone>	Hiring Manager Phone Number	<Req_HiringManagerPhone>
Hiring Manager Email	<Req_HiringManagerEmail>	Requisition Department Logo	<Req_DepartmentLogo>

Referral Merge Fields

Field Name	Merge Name	Field Name	Merge Name
Referral Department	<Referral_Department>	Referral Division	<Referral_Division>
Referral Hiring Manager First Name	<Referral_HiringManagerFirstName>	Referral Hiring Manager Last Name	<Referral_HiringManagerLastName>
Referral Hiring Manager Full Name	<Referral_HiringManagerFullName>	Referral Hiring Manager Full Name + Phone	<Referral_HiringManagerFullNameAndPhone>
Referral Hiring Manager Phone	<Referral_HiringManagerPhone>	Referral Department Logo	<Referral_DepartmentLogo>

Referred List - Interview Merge Fields

Select the desired cell

Text Captions

Select the desired cell

Notes

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Slide 12

vacancy type	<Position_JobTerm>	Department Logo	<Position_DepartmentLogo>
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Requisition Merge Fields

Field Name	Merge Name	Field Name	Merge Name
Requisition Number	<Req_Number>	Class Title	<Req_Title>
Requisition Department	<Req_Department>	Requisition Division	<Req_Division>
Req. Job Term	<Req_JobTerm>	Req. List Type	<Req_ListType>
Req. Position Type	<Req_PositionType>	Liaison First Name	<Req_LiaisonFirstName>
Liaison Last Name	<Req_LiaisonLastName>	Liaison Phone Number	<Req_LiaisonPhone>
Liaison Email	<Req_LiaisonEmail>	Hiring Manager First Name	<Req_HiringManagerFirstName>
Hiring Manager Last Name	<Req_HiringManagerLastName>	Hiring Manager Full Name	<Req_HiringManagerFullName>
Hiring Manager Phone Number	<Req_HiringManagerPhone>	Requisition Department Logo	<Req_DepartmentLogo>

Press **Ctrl + C** to copy the name of the desired merge field

Referral Merge Fields

Field Name	Merge Name	Field Name	Merge Name
Referral Department	<Referral_Department>	Referral Division	<Referral_Division>
Referral Hiring Manager First Name	<Referral_HiringManagerFirstName>	Referral Hiring Manager Last Name	<Referral_HiringManagerLastName>
Referral Hiring Manager Full Name	<Referral_HiringManagerFullName>	Referral Hiring Manager Full Name + Phone	<Referral_HiringManagerFullNameAndPhone>
Referral Hiring Manager Phone	<Referral_HiringManagerPhone>	Referral Department Logo	<Referral_DepartmentLogo>

Referred List - Interview Merge Fields

Text Captions

Press **Ctrl + C** to copy the name of the desired merge field

Notes

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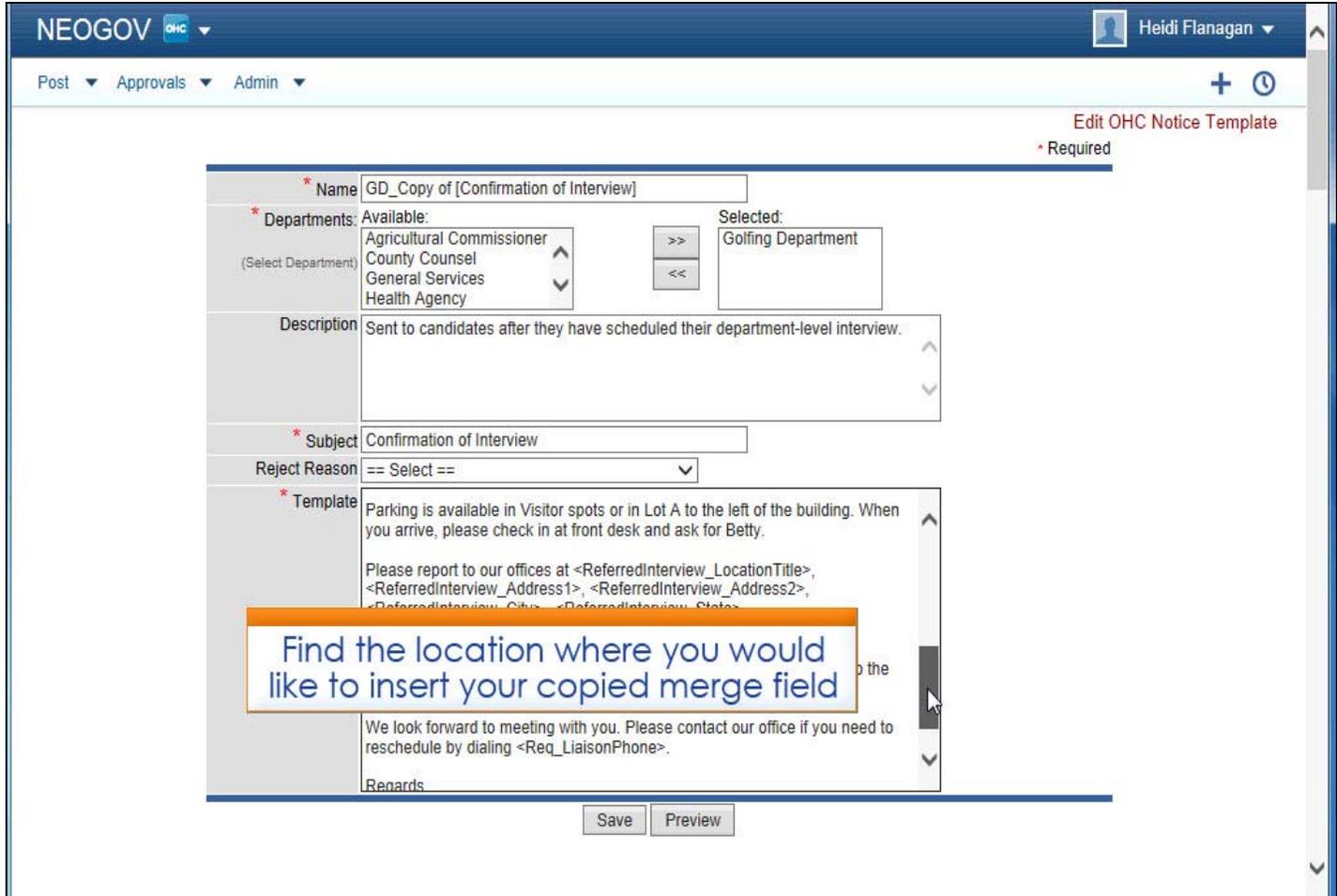
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Slide 13



NEOGOV OHC Heidi Flanagan

Post Approvals Admin

Edit OHC Notice Template  
Required

\* Name: GD\_Copy of [Confirmation of Interview]

\* Departments: Available: Agricultural Commissioner, County Counsel, General Services, Health Agency. Selected: Golfing Department

Description: Sent to candidates after they have scheduled their department-level interview.

\* Subject: Confirmation of Interview

Reject Reason: == Select ==

\* Template: Parking is available in Visitor spots or in Lot A to the left of the building. When you arrive, please check in at front desk and ask for Betty. Please report to our offices at <ReferredInterview\_LocationTitle>, <ReferredInterview\_Address1>, <ReferredInterview\_Address2>, <ReferredInterview\_City>, <ReferredInterview\_State>. We look forward to meeting with you. Please contact our office if you need to reschedule by dialing <Req\_LiaisonPhone>.

Remarks

Save Preview

Text Captions

Find the location where you would like to insert your copied merge field

Notes

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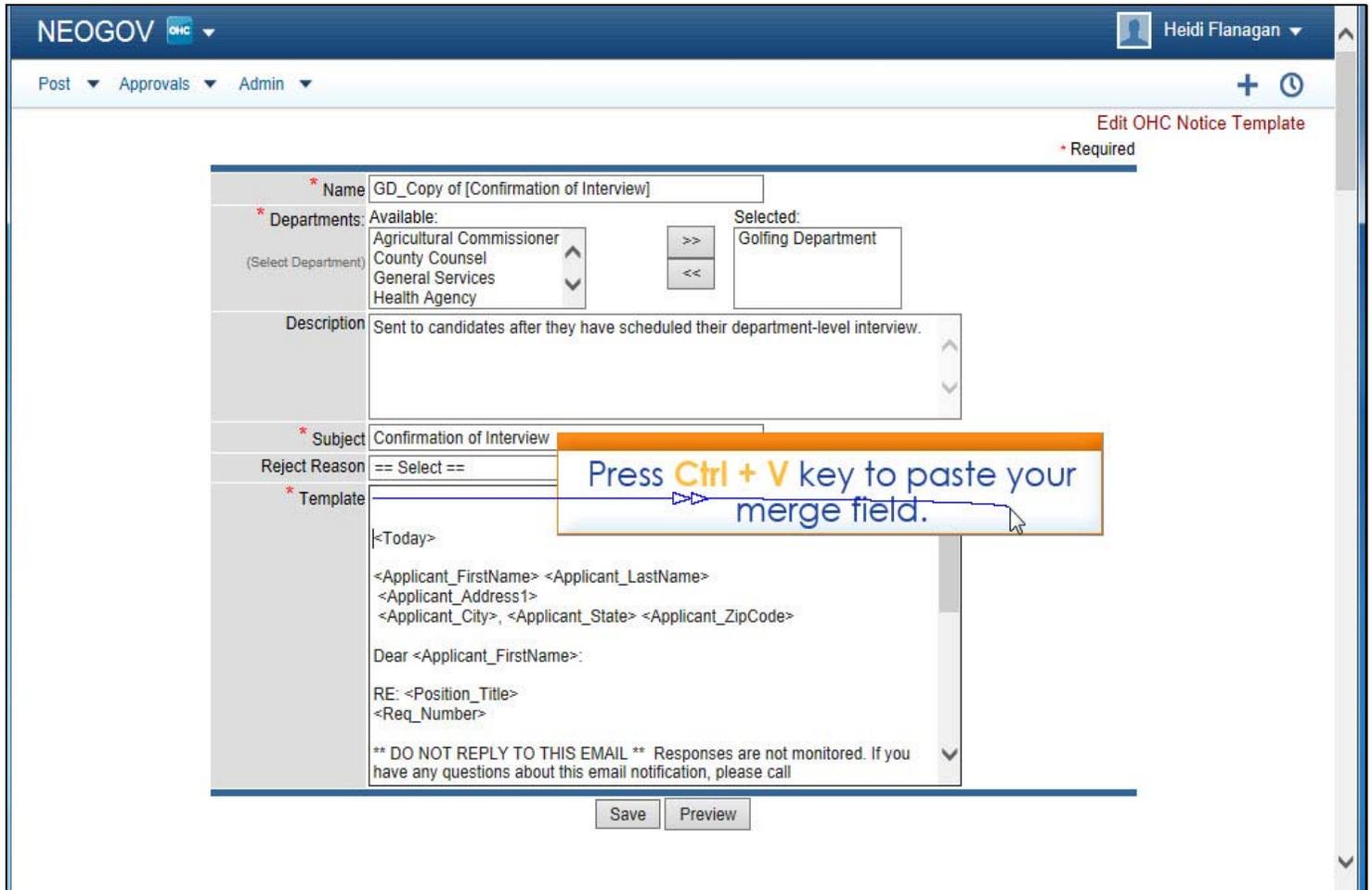
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Slide 14



NEOGOV OHC

Heidi Flanagan

Post Approvals Admin

Edit OHC Notice Template  
\* Required

\* Name: GD\_Copy of [Confirmation of Interview]

\* Departments: Available: Agricultural Commissioner, County Counsel, General Services, Health Agency. Selected: Golfing Department.

Description: Sent to candidates after they have scheduled their department-level interview.

\* Subject: Confirmation of Interview

Reject Reason: == Select ==

\* Template: <Today>  
<Applicant\_FirstName> <Applicant\_LastName>  
<Applicant\_Address1>  
<Applicant\_City>, <Applicant\_State> <Applicant\_ZipCode>  
Dear <Applicant\_FirstName>:  
RE: <Position\_Title>  
<Req\_Number>  
\*\* DO NOT REPLY TO THIS EMAIL \*\* Responses are not monitored. If you have any questions about this email notification, please call

Save Preview

Text Captions

Press **Ctrl + V** key to paste your merge field.

Notes

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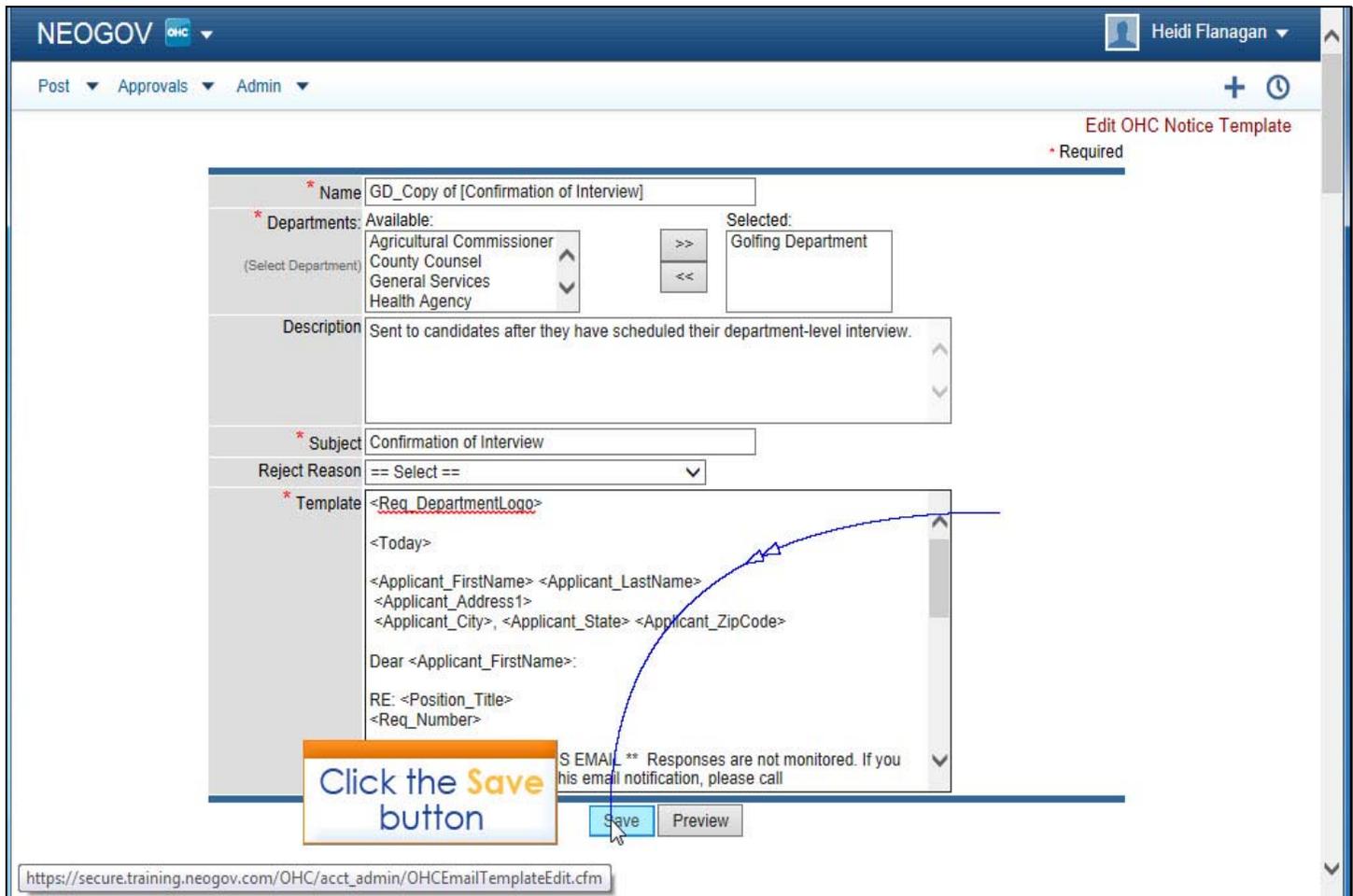
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Slide 15



NEO GOV OHC

Heidi Flanagan

Post Approvals Admin

Edit OHC Notice Template  
\* Required

\* Name GD\_Copy of [Confirmation of Interview]

\* Departments: Available: Agricultural Commissioner, County Council, General Services, Health Agency. Selected: Golfing Department

Description Sent to candidates after they have scheduled their department-level interview.

\* Subject Confirmation of Interview

Reject Reason == Select ==

\* Template <Req\_DepartmentLogo>  
<Today>  
<Applicant\_FirstName> <Applicant\_LastName>  
<Applicant\_Address1>  
<Applicant\_City>, <Applicant\_State> <Applicant\_ZipCode>  
Dear <Applicant\_FirstName>:  
RE: <Position\_Title>  
<Req\_Number>  
S EMAIL \*\* Responses are not monitored. If you  
his email notification, please call

Click the Save button

Save Preview

[https://secure.training.neogov.com/OHC/acct\\_admin/OHCEmailTemplateEdit.cfm](https://secure.training.neogov.com/OHC/acct_admin/OHCEmailTemplateEdit.cfm)

Text Captions

Click the Save button

Notes

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Slide 16

NEOGOV OHC Heidi Flanagan

Post Approvals Admin

Show Inactive Templates | Add New Template

OHC Notice Templates

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search for template name:  Go

9 records found.  
Page 1 of 1

Name	Description	Action
<a href="#">Does Not Meet Education</a>		<a href="#">Copy</a> <a href="#">Preview</a>
<a href="#">Invitation to Hiring Interview</a>	Use this interview	<a href="#">Copy</a> <a href="#">Preview</a>
<a href="#">Tiffany Temp Police Officer</a>	Conviction	<a href="#">Copy</a> <a href="#">Preview</a>
<a href="#">Standard Offer Letter - Permanent Employee</a>	Standard	<a href="#">Copy</a> <a href="#">Preview</a>
<a href="#">Copy of [Invitation to Hiring Interview]</a>	Use this interview	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Archive</a> <a href="#">Preview</a>
<a href="#">Continuing in the Exam</a>	Continuation	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Archive</a> <a href="#">Preview</a>
<a href="#">You Are Hired</a>	Letter Sent to Candidates who have been hired	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Archive</a> <a href="#">Preview</a>
<a href="#">Confirmation of Interview</a>	Sent to candidates after they have scheduled their department-level interview.	Confirmation of Interview Flanagan, H (OHC) <a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Archive</a> <a href="#">Preview</a>
<a href="#">GD Copy of [Confirmation of Interview]</a>	Sent to candidates after they have scheduled their department-level interview.	Confirmation of Interview Flanagan, H (OHC) <a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Archive</a> <a href="#">Preview</a>

Page 1 of 1

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Text Captions

– Congratulations! –

You have completed the video tutorial on Notice Templates.  
Now try the exercise.

Notes

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