About NEOGOV

Online Hiring Center (OHC) and Subject Matter Expert (SME)

NEOGOV is West Liberty University’s applicant tracking system to make recruiting and hiring easy.

Online Hiring Center is where users in hiring departments login in to the system as a department user to create requisitions, approve requisitions, and review applications from their own computers as a Subject Matter Expert.

Users will have different access based on the user role they have been assigned to in the NEOGOV system.

Once an account has been created for you, you will receive an email with your username and instructions how to create a password.

**Originator**: Originators are restricted to only submit requisitions and view the requisitions they have created.

**HR Liaison**: HR Liaisons are essentially originators with “super user” permissions. They create requisitions, view the requisitions they have created as well as requisitions of others in their assigned department. Additionally, HR liaisons have access to referred lists where they can interview, offer, hire and reject candidates.

**Hiring Manager**: Hiring managers have access to referred lists where they can interview, offer, hire and reject candidates.

**SME**: SMEs have access to Insight user-released exam plans where they can view, score and change the dispositions of candidates.

**Approver**: Requisitions and/or hire actions are routed to approvers where they have the ability to approve or deny.

Any questions please contact Human Resources at 304-336-8029.
Logging in to NEOGOV

Go to: https://login.neogov.com

Enter username and password, then log in

Your password must contain 1 number, 1 uppercase letter, 1 lower case letter and 1 special character

Go to the following link to review the tutorial titled - Insight 111 Create a Requisition and Route for Approvals

https://neogov-2.wistia.com/medias/tn1qs4ebb3
How To Create A Requisition

Once logged in, the following screen will appear.
Click on the “+” symbol in the upper right, then click on “Requisition”
The next screen will look like the following:

Please fill in all of the “Requisition Details”. Fields with an asterisk are required. Start with the top of the form and work your way down completed as much as possible. The magnifying glass on the right of a field allows you to search options for completing that field.
**Requisition Number:** Automatically assigned once requisition is saved.

**Department/Division:** The name of the department completing the requisition, select from the magnifying glass search.

**Job Description:** This is a job description the hiring manager must choose. Type the first few letters of the word or click the magnifying glass to find the job description.

**Working Title:** This is optional to be used for the posting if different from the Class Spec.

**Desired Start Date:** Please enter a date to the best of your knowledge when this position will start.

**Hiring Manager:** Select from the magnifying glass search the person responsible for starting the hiring process. This will be the person creating the requisition.

**Job Type:** Select from options listed.

**List Type:** Select from options listed, most often is “regular.”

**Number of vacancies:** Enter the number of vacancies to be filled for this position.

**Please check all that apply section:** Please choose the categories for this position.

**FTE:** Select from options listed.

- 1.0 FTE = 37.5 hours/week
- .92 FTE = 34.5 hours/week
- .87 FTE = 32.63 hours/week
- .80 FTE = 30 hours/week
- .75 FTE = 28 hours/week
- .53 FTE = 19.87 hours/week
- .49 FTE = Student worker
- .23 FTE = Adjunct
Student Work Study or Student Personal Service: Select from options listed.

Replacement for: Enter the name of the employee that is going to be replaced.

Anticipated Date of Hire: Enter the date.

Estimated Salary: A dollar amount must be entered here. If not sure of the exact salary, a dollar amount can be listed as part of a salary range.

Is Driving Required For This Job: Select from options listed.

Frequency of Pay: Select from options listed.

Non-exempt Hourly Rate: Enter hourly rate.

ORG: This is required. Enter ORG number.

FUND: This is required. Choose from options.

- 8110  Academic
- 8121  Administration
- 8125  Dental Hygiene CEU
- 812F  Graduate Programs
- 8432  Dental Hygiene Clinic Fund
- 843F  Foundation
- 843G  Admin Overhead
- 843H  Fundraising
- 8320  Housing
- 8321  Dining
- 8360  Auxiliary
- 8400  Athletics
- 8440  Parking
- 8651  Capital
- 8215  State Grants
- 8256  NASA
- 7010  Research Corp

*For those who need assistance with accounting/fund/org information please contact VP of Finance and Administration at 304-336-8990.*
ACCT: This is required. Choose from options.

New Position?: Choose “yes” or “no”

Add position detail in the box if necessary

Comment: optional notes field
Once this field is filled, click “Done” at the top right.

Once all fields are complete, click “Save & Continue to Next Step”
This will bring up the “Approvals” step. Select the appropriate approval group from the drop down, followed by the “Approvers”, in the appropriate order. Click “Save & Continue”

Choosing a Due Date is optional
Student Hiring Approval Workflow

Staff Hiring Approval Workflow (includes Temporary)

Adjunct/Faculty Approval Workflow

*Hiring Managers authorized to initiate a requisition include Chairs, Directors and Deans*
Once approval chain is entered correctly, click “Save & Continue to Next Step” at the top right.
If there are attachments to the requisition (such as a job description), they are added on the next page. You can drag and drop the attachments or click “browser” to locate them in your saved documents. Once attached, click “Save & Submit.”

Once submitted, the page will go back to the Dashboard and the new Requisition will show under the “My Requisitions” field. It will show “In Progress” until it is approved.
Once approved, it will show “Approved” in a green box, see above. Once approved, Human Resources will post the job in NEOGOV and all other appropriate locations.
Creating a Requisition “Cheat Sheet”

1. Login to NEOGOV

2. Click on “+” symbol in upper right corner, then click on “Requisition”

3. Complete all Requisition Details – **All student FTE will be .49**

4. Click “Done” in top right corner

5. Click “Save & Continue to the Next Step”

6. Next is Approvals Screen

7. Select Approval Groups, Approvers and Due Date

8. Student Hiring Approval Workflow

   ![Hiring Manager -> Dean (if academic role) -> Cabinet Member/Provost -> Finance -> Human Resources](Diagram)

9. Click “Save & Continue to the Next Step”

10. Include any Attachments if applicable

11. Click “Save & Submit”

12. Once submitted, you will see your Dashboard and the new requisition should show under the “My Requisitions” field. It will show “In Progress” until it is approved.

13. Once “Approved”, a green box with “Approved” will show up under the “My Requisitions” field.

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