OHC Training Guide

Phase 5

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Table of Contents

Section 1: Making a Formal Offer / Hiring Candidate 3

1.1 Processing a New Hire 4

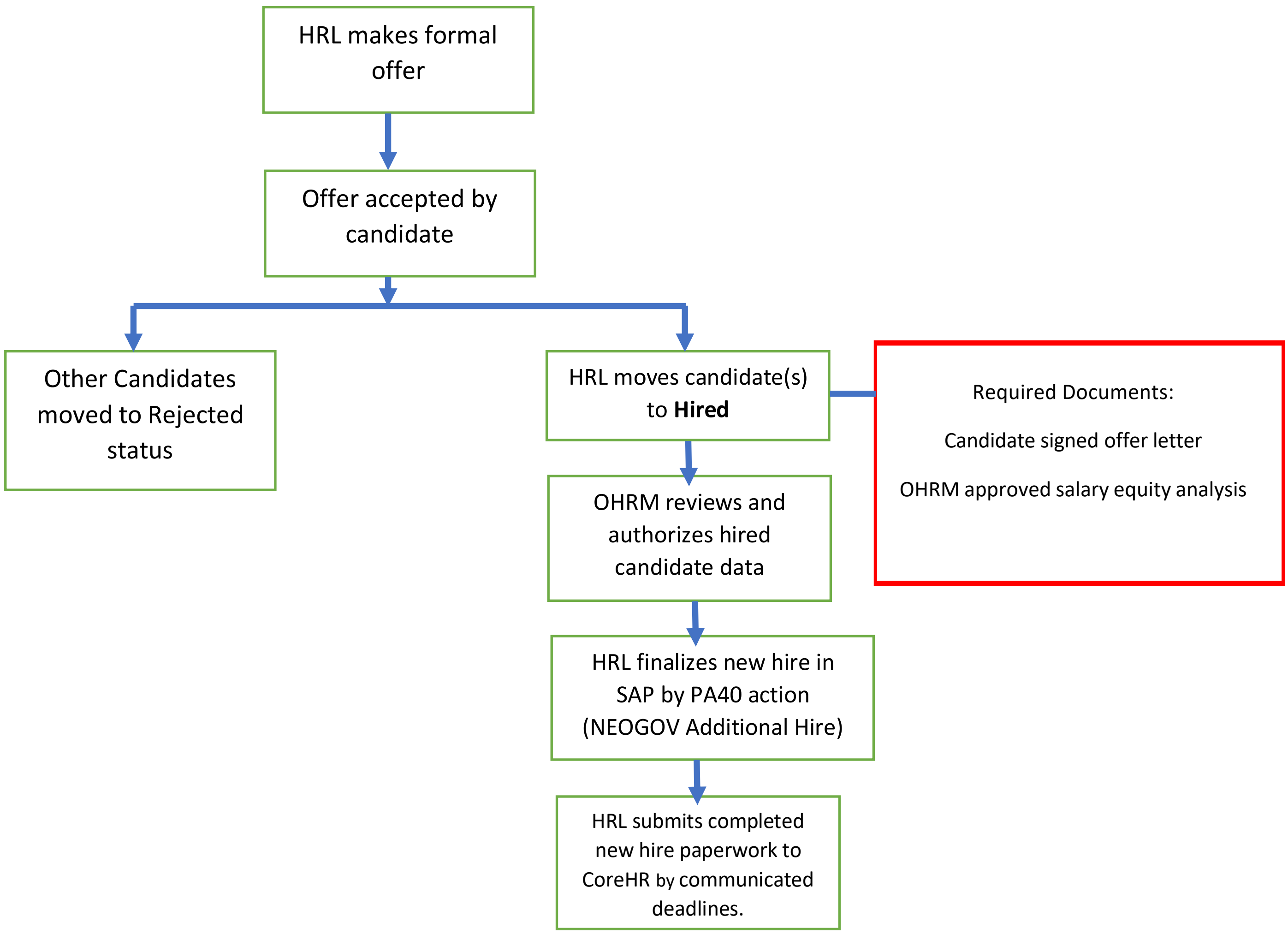
1.2 Cleaning the Referred Candidates List 6

1.3 Candidate Rejected / Rescinded Acceptance 6

1.4 New Hire and Orientation Onboarding 7

Section 1: Making a Formal Offer / Hiring Candidate

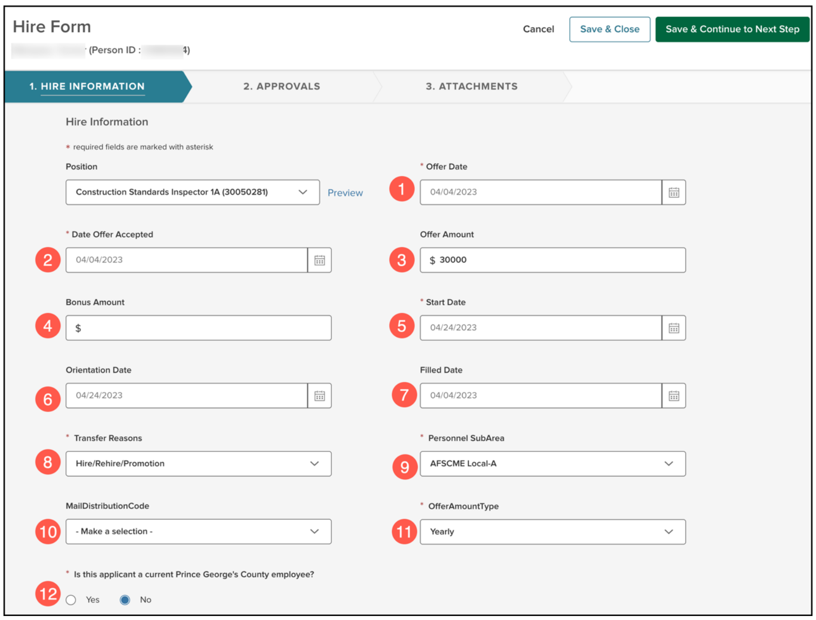
This guide covers Phase 5 of the overall timeline. The workflow below shows the steps needed to make the formal offer, completing the final paperwork, sending out the new hire paperwork, and cleaning up of the referred candidate list.



1.1 Processing a New Hire

Now that your candidate has accepted the offer, it is time to process them as a new hire. All hire actions **MUST** be processed in NEOGOV prior to any SAP actions. The deadline for submitting hire actions in NEOGOV can be found **HERE**.

1. Change the candidate's status to New Hire by selecting the candidate and the *Action* status of *Hired* in the dropdown.
2. A side window will pop out. Fill in the required fields and any others that you need to fill for the position. Fill in the fields as described below.



- Select the position that you want to hire the candidate into.
  - Note: The Position title will already be filled in if you only have one (1) position on the requisition Check to make sure that the correct position is listed.
- #1 – Enter the offer date (or click on the date and a calendar will pop out, select the correct date). This is the date that the offer was extended to the candidate.
- #2 – Enter the date that the offer was accepted (or click on the date and a calendar will pop out, select the correct date).
- #3 – Enter the offer amount (commas are not needed). The offer amount is either the annual salary or the hourly rate.
- #4 – (*optional*) If there is a bonus amount, enter it here.
- #5 – Enter the start date (or click on the date and a calendar will pop out, select the correct date). Check the available orientation dates as the start date must be on an orientation date.
- #6 – Enter the orientation date (or click on the date and a calendar will pop out, select the correct date). This should be the same as the start date.
- #7 – Enter the date that the position was filled (or click on the date and a calendar will pop out, select the correct date). This is the date the candidate returned their offer.

- #8 – You must enter a *Transfer Reason*. Most of the time, this will be *Hire/Rehire/Promotion*.
- #9 – Select the appropriate *Personnel SubArea* from the dropdown list. This should be the same as the bargaining unit for the position.
- #10 – (*optional*) If needed, select the *MailDistributionCode* from the dropdown.
- #11 – Select the appropriate *OfferAmountType* from the dropdown.
- #12 – Select the correct radio button to state if the applicant is a current Prince George's employee.

3. Once you have completed filling in the necessary fields, click the *Save & Continue to Next Step* green button.
4. The "Approval" step is not utilized at this time. Click *Save & Continue to Next Step* green button.
5. The following attachments are required in order for the hire to be authorized. Once the attachments have been added, click the *Save & Submit* green button.
    a. Signed Offer/Welcome Letter – the official offer letter that the candidate signed that states their salary, position title, and start date. This should have both the Appointing Authority and new onboarding employee's signature.

    b. Personal Services Agreement (if applicable) – this is for Limited Term Grant Funded employees only

6. OHRM ensures that all the information is in sync and authorizes the hire. The Candidate's information will not flow over into SAP until OHRM has authorized the hire. If after 48 hours you do not see the Candidate's information in SAP, please contact your designated OHRM TA Analyst or the OHRMRecruitment inbox.
    a. Note: OHRM does their best to have the new hire authorized within two (2) business days. If a shorter turnaround time is needed, reach out to your designated TA Analyst.
7. OHRM will mark the position as filled once all candidates have been dispositioned to a final status (either reject or hired).
    a. Note: All candidates not selected for the position should be moved to a *Rejected* status at the same time that the selected candidate is being moved to the *Hired* status.

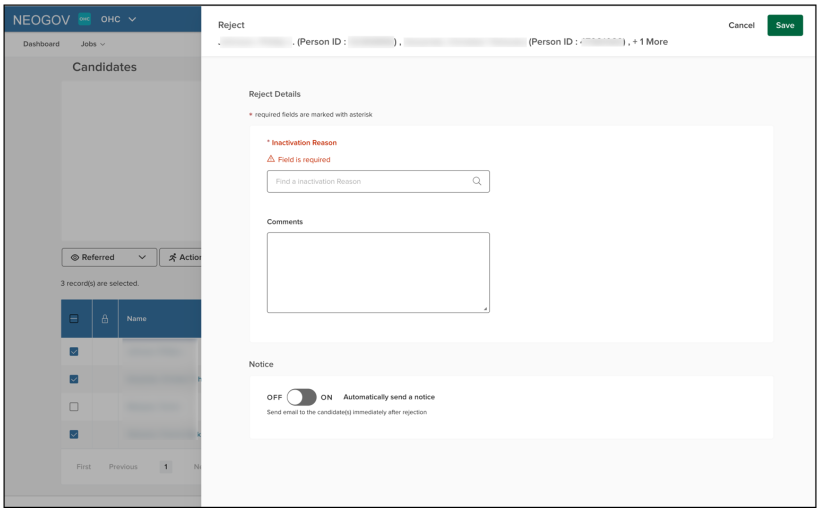
☛ Note: It is imperative that the candidate's personal information matches what is already in the system. Also, the job core details (salary, hourly or annual) must match and the start date = orientation date.

8. Your final step is to go into SAP and complete the *PA40 NEOGOV Additional Hire Data* action. Follow the instructions for that form.

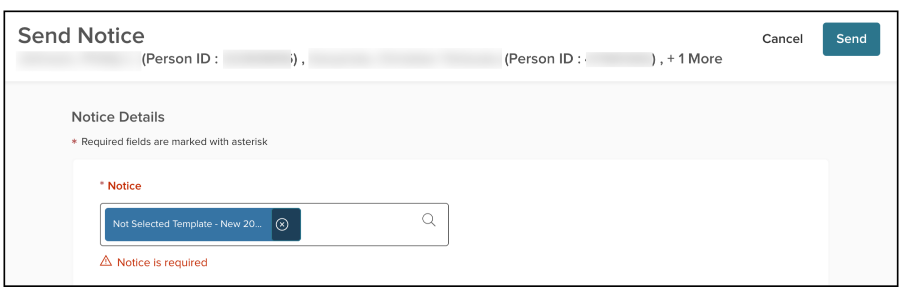
1.2 Cleaning the Referred Candidates List

Now that you have your new hire(s), your final step is to clean up the referred candidates list. This requires you to move all the other candidates to the *reject* status.

1. You can do this as a bulk action by selecting all those candidates, then the *Reject* status.
2. Select the reason for rejecting the candidates.



3. Then select those candidates again and select *Send Notice* in order to send them a notice explaining that they were not selected for the position.
4. Select the notice that will be sent to those candidates.



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1.3 Candidate Rejected / Rescinded Acceptance

If at any point after a candidate has accepted offer and have been moved to *Hired* then decides to rescind their acceptance you must do the following:

- Notify both CoreHR and your OHRM TA Analyst
- Delimit their employee profile in SAP (if they have been entered there)
- Move them from *Hired* status to *Rejected* – Withdrew From Consideration in NEOGOV

If you would like to revisit and make an offer to another candidate on that requisition's referral list, you may do so and follow the process again for that candidate, starting at 4.1 Making an Offer. If there are no other eligible candidates on that referral list, a new requisition will need to be created and the position will need to be reposted.

1.4 New Hire and Orientation Onboarding

New hire orientation happens every two (2) weeks. The new hire start date should equal the orientation date. Be sure that all completed new hire documentation has been delivered to the CoreHR no later than 5 pm the Monday before a new hire orientation. This provides enough time for the information to be compiled and pushed to SAP.

All documentation related to employee onboarding can be found at: Employee Onboarding | Prince George's County, MD (princegeorgescountymd.gov)