NEOGOV

OHC Training Guide

Phase 1

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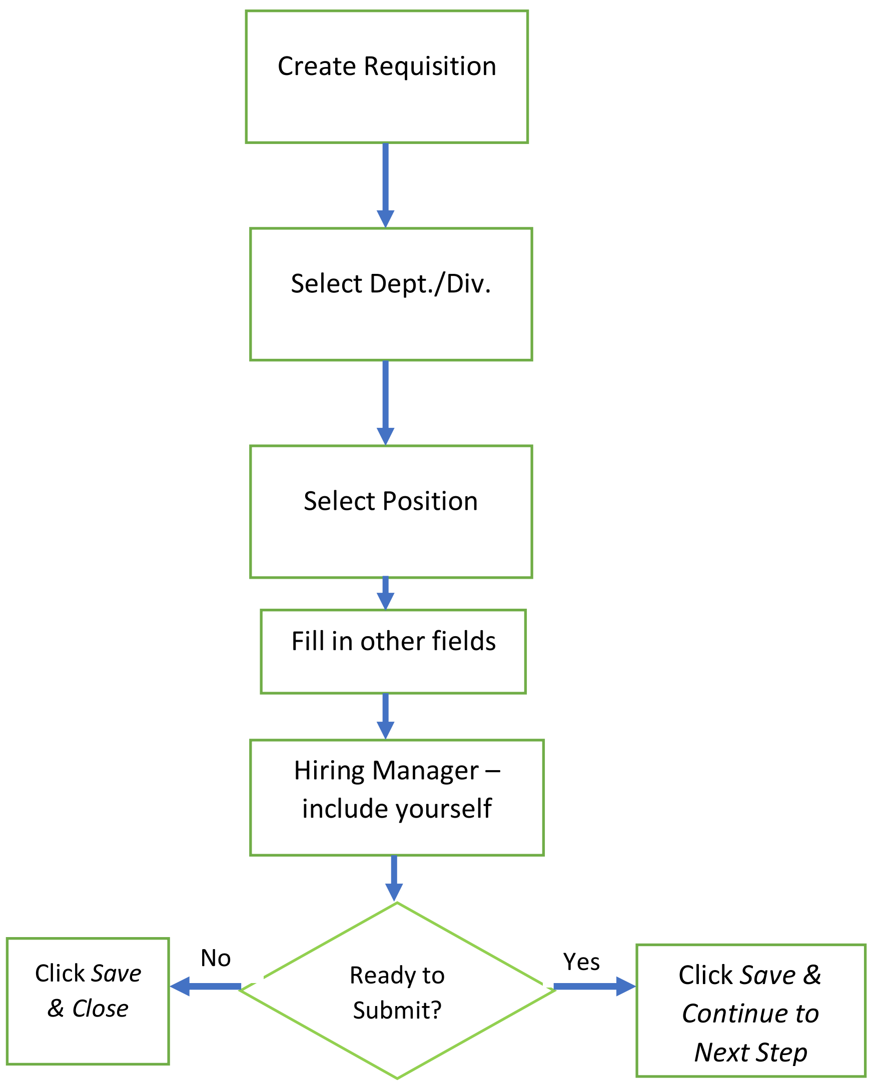
Section 1: Creating a Requisition & Requisition Approval

This guide covers the first step in Phase 0 which is creating the requisition. This is done by the agency HRL. Once the requisition is created, the HRL will submit the requisition. OHRM will then review and approve (or deny) the requisition.

☛ Note: This section assumes that you have already completed Phase 0 where OMB and OHRM have reviewed and approved the position for this requisition. This process was all completed in SAP via the ePRB. Refer to the Recruitment & Hiring Resources for the appropriate links to the relevant guide.

1.1 Creating a Requisition

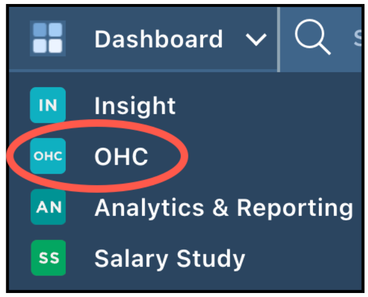
Shown below are the basic steps needed to successfully create a requisition in NEOGOV.



1.1.1 Create a New Requisition

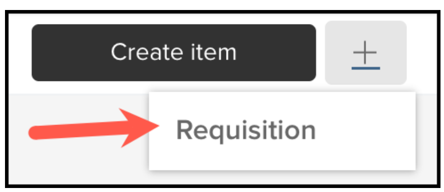
Note: All fields marked with an asterisk (*) are required fields.

1. Access the OHC from your Dashboard dropdown menu.



2. To start a new requisition, click the plus (+) symbol in the upper right of the window, under your name.

3. Click on the *Requisition* button.



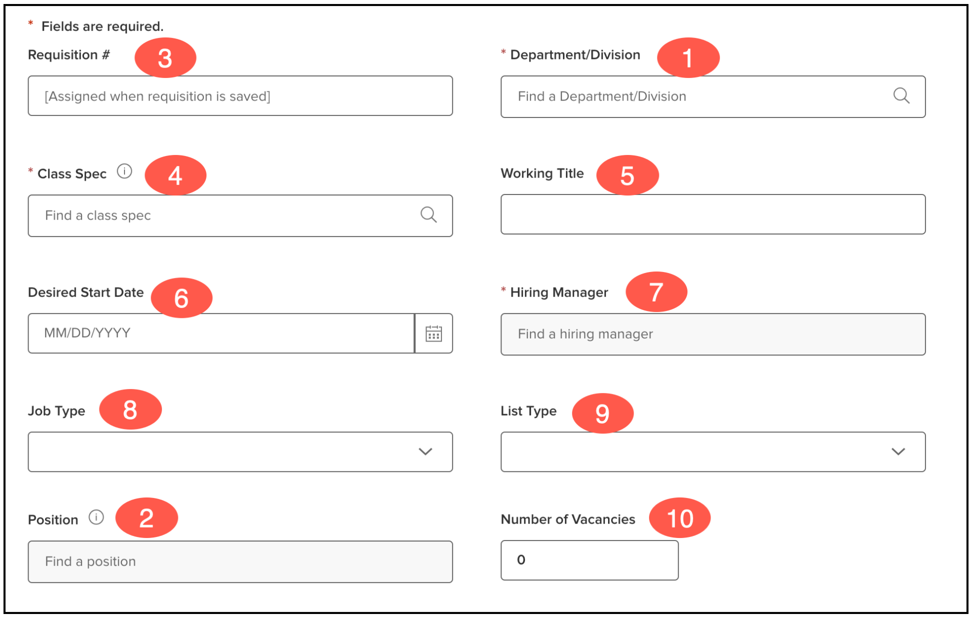
4. You are now in the *Create Requisition* window. There are three (3) parts to creating a requisition.
   a. Create = Where you create the requisition.
   b. Approvals = Where you start the approval workflow (next section).
   c. Attachments = Where you attach the required documentation (next section).

   At the top of the screen, you have three (3) actions:

   a. Cancel = Clicking this will cancel the creation of the requisition.
   b. Save & Close = Allows you to save your work so that you can come back later to finish it.
   c. Save & Continue to Next Step = You are creating the requisition and are ready to move to the next step in the process.

1.1.2 Completing the Top Half of the Requisition Form

The Requisition form has several fields. It is strongly suggested that you fill them out in a certain order which will save you time. We will tackle these fields in logical clusters. We will start with the fields in the top portion of the form: Department/Division, Position, Requisition #, Class Spec, Desired Start Date, Hiring Manager, Job Type, List Type, and Number of Vacancies.



1. Department/Division (#1) – Enter enough search criteria to locate the correct Department/Division and then select.

   ☛ Notes:

   - It is strongly recommended that you fill in this field first! You will not be able to find your created position without the correct Department/Division listed.
   - Division = Org Unit in SAP.

2. Position – Click to see the Position numbers available. If you do not see the Position number you are looking for, check that you have entered the correct Department/Division. You will only see the available Position numbers for the Department/Division that you entered in the previous step.

   ☛ Notes:

   - If there is not Position number selected when you submit the requisition for approval, it will be denied. The unique Position number is what ties SAP and NEOGOV together, therefore, this is a critical field.
   - It is strongly recommended that you fill in this position after selecting the Department/Division instead of filling out the other fields before getting to the Position field. This way, if you have to change the Department/Division field, you won't have to redo all the other fields.

- If you have multiple positions that are in the same division **and** are in the same classification, you can select them. This will save you the trouble of creating a requisition for each one of those.

3. Requisition # – This will be auto-assigned when you save the requisition.
4. Class Spec – Select the Class Spec that matches the job title.
5. Working Title – while this field is not required, it is highly desirable that you put a title in here. This title is what will be posted on the external job boards for prospective candidates to see. Therefore, it should be a title that clearly states to the candidate what will likely be needed in that job.
6. Desired Start Date – List the desired start date.
7. Hiring Manager – You can have multiple selections in this field. Therefore, you should select anyone who will be reviewing candidates. Be sure to include yourself (the HRL) and any other HR team members in your agency, even if you are not the hiring manager. You, and your HR team members, need to be listed so that you/them can see the candidates listed in the *My Candidates* section on your Dashboard.

   ☛ Notes:

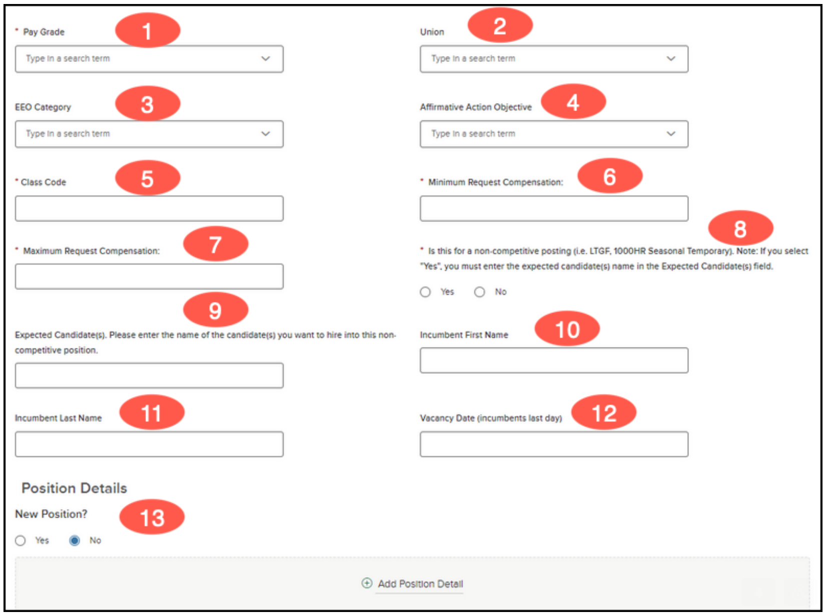
   - It is a good idea to check with your manager on who needs to be included in this list.
   - If the name of the Hiring Manager you would like to select does not appear, you will need to e-mail OHRMRecruitment@co.pg.md.us to request access for them. Please see ***Error! Reference source not found.*** in the **Error! Reference source not found.** se ction for this process.

8. Job Type – Select the job type from the dropdown. Check the *Classification Plan* file to find the correct *job type probationary plan.* If the answer is *NA*, then select the appropriate Job type. Otherwise, all other job types will have a specific probationary plan (i.e. Probationary FT, Probationary PT).
9. List Type – This defines how you want your position to be promoted. For the majority of postings, *Regular* is the selection you will need.
10. Number of Vacancies – Enter the number of vacancies that there are for this job. If you have listed more than one position in the *Position* field, then the number you put here needs to equal the number of positions listed.

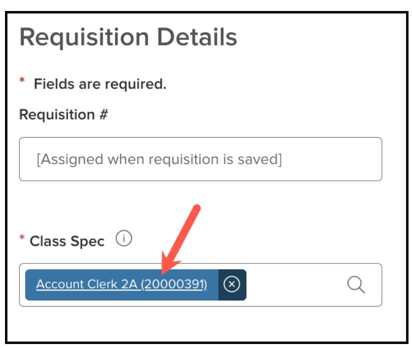
   ☛ Note: The field titled *EEO/Census Data Template* is not used.

1.1.3 Completing the Bottom Half of the Requisition Form

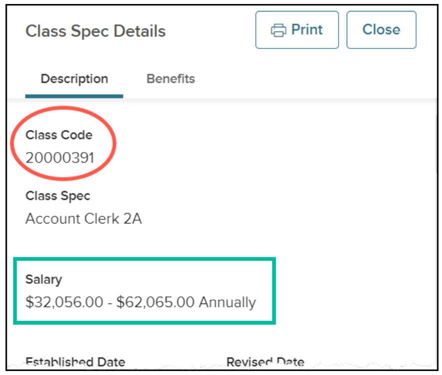
Here are the fields in the bottom half of the requisition form which need to be filled out.



1. Pay Grade – Select the pay grade for the position.
2. Union – Select the appropriate union for the position (optional).
3. EEO Category – Select the EEO category (optional).
4. Affirmative Action Objective – Select the category for the Affirmative Action Objective (optional).
5. Class Code – If you aren't sure of the Class Code, click on the entry for the Class Spec to see what the Class Code is (red circle in screenshot below).
    a. To access the Class Spec, click on the Class Spec that you entered in the top half of the screen as shown below (red arrow).



b. The *Class Spec Details* window will pop out on the right side of your screen.



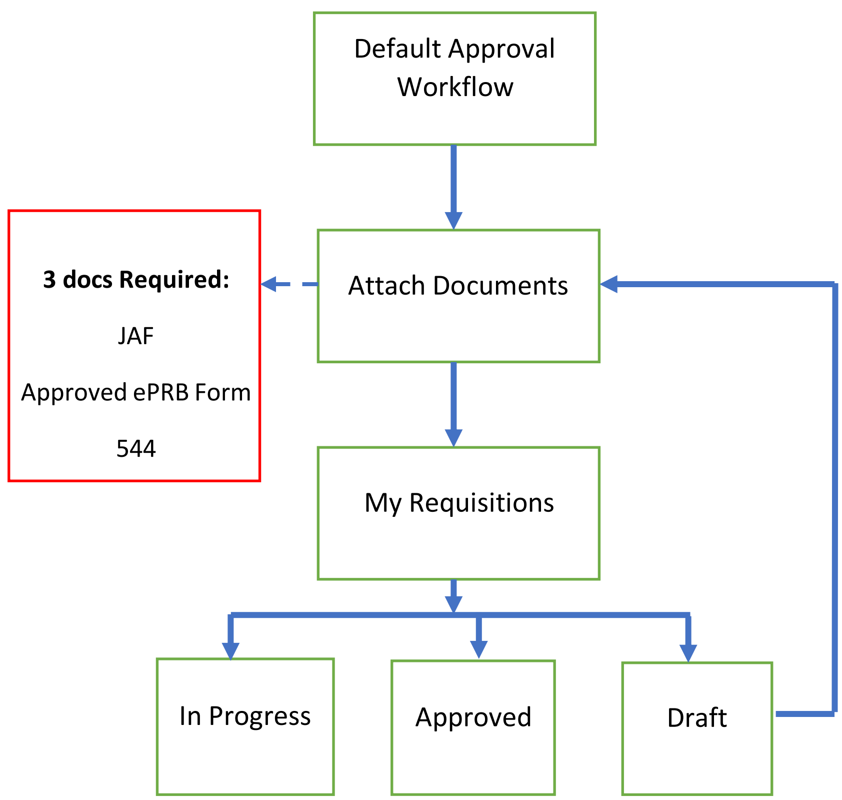
6. Minimum Request Compensation – Enter the minimum amount which will be used when posting the compensation range for the position. This should be the budgeted amount your agency has for the position. The full range can be found on the *Class Spec Details* (see green square above).
7. Maximum Request Compensation – Enter the maximum amount which will be used when posting the compensation range for the position. This should be the budgeted amount your agency has for the position. The full range can be found on the *Class Spec Details* (see green square above).
8. Is this for a non-competitive posting…? – This relates to postings such as LTGF or 1000HR Seasonal Temporary). Select the appropriate radio button.
9. Expected Candidate(s) – Enter the name(s) of the candidates you want to hire into this non-competitive position.
10. Incumbent First Name – This field is only used if the position is for a backfill and you know when the person is leaving the position.
11. Incumbent Last Name – See explanation above for *Incumbent First Name*.
12. Vacancy Date (Incumbent's last day) – OHRM will check this field, along with the Incumbent's name, if they notice that the position is currently listed as full. If this field (and Incumbent Name fields) are empty, the TA will reach out to you for clarification on why the position is currently listed as full but you are submitting a requisition for this position.
13. Position Details – The remaining section of the *Requisition* form is the *Position Details*. This section is currently not used and can be skipped.

You are now ready to move to the next major action – Approval Workflow.

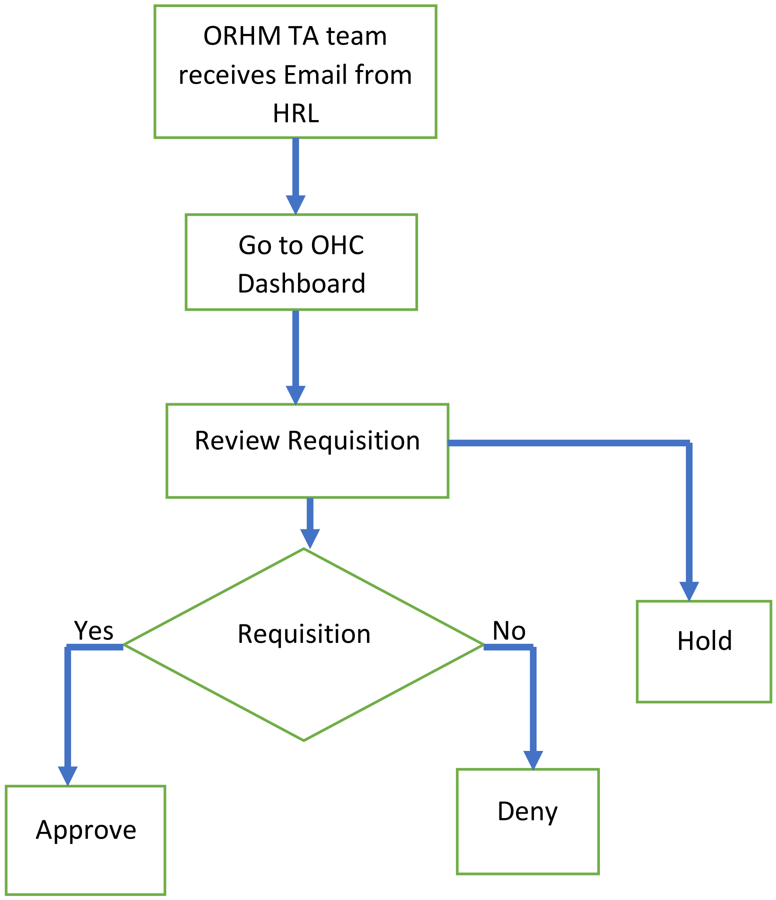
1.2 NEOGOV Requisition Approval Workflow: OHRM Talent Acquisition Approvals

The OHRM Talent Acquisition approval workflow is done within NEOGOV. There are two groups who are responsible for the workflow process. The first group is the Human Resource Liaison (HRL) and the second group is the OHRM Talent Acquisition Analyst (TA Analyst). Shown below is an illustration of the workflow steps involved for each group. The specific details, with screenshots, follow the workflow illustrations. These described in the order that the steps need to be executed. The first will be the HRL section (Human Resources Liaison (HRL) Role), followed by the TA Analyst section (Talent Acquisition (TA) Analyst Role).

HRL Component:

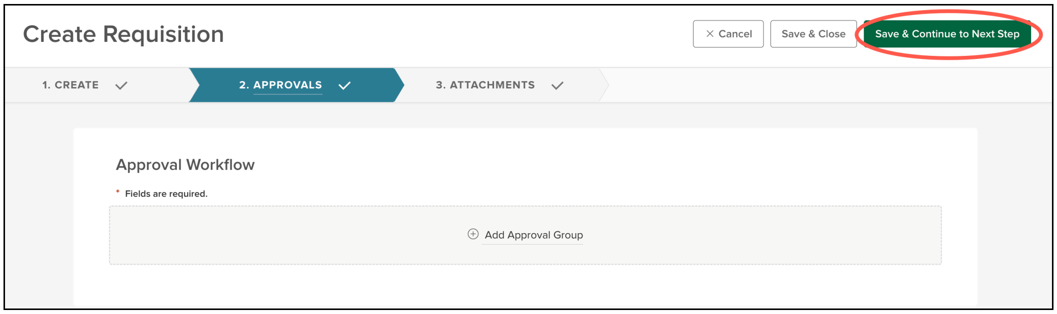


TA Analyst Component:

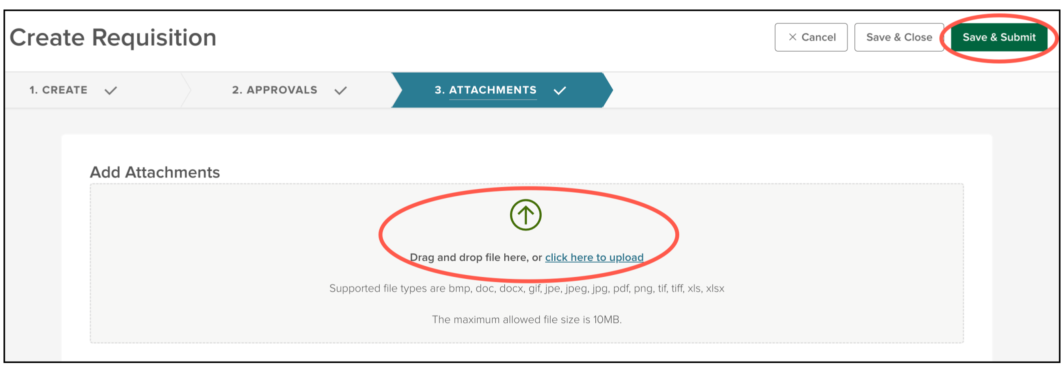


1.3 Human Resources Liaison (HRL) Role

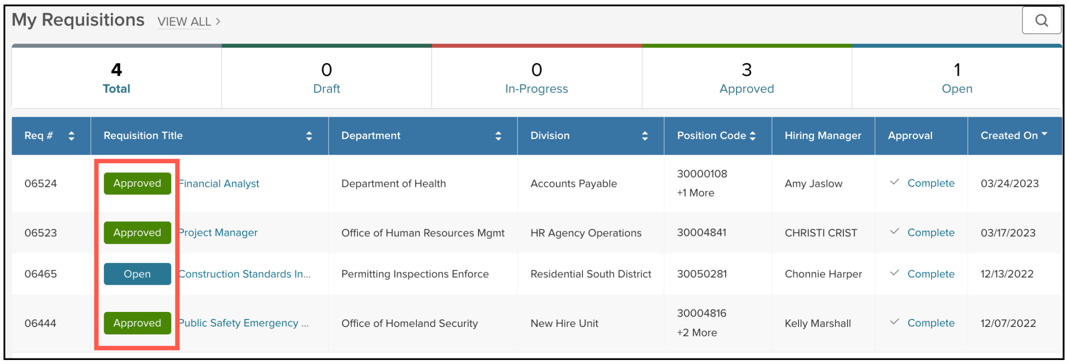
1. Once an HRL enters a new requisition, there will be a default Approval Workflow. No action is needed from the HRL at this point. Just click select “Save & Continue to Next Step.”



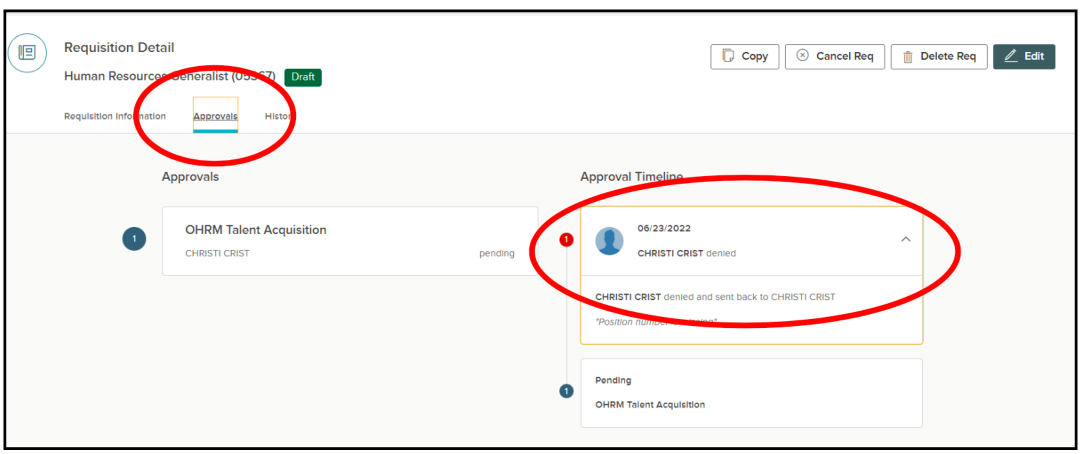
2. The HRL attaches the required documents. This is accomplished by either dragging the documents onto the box in the window or clicking the “Browse” link to locate and attach the documents. Once this is completed, select “Save & Submit” to move to the next step.
   - Required documents are:
      i. Job Announcement Form (JAF)
      ii. Approved ePRB Position Request Form (PRF) – this form must show that both OMB and OHRM approved the ePRB request.
      iii. Position Description (544)



3. Once the requisition is submitted, it will show up under the “My Requisitions” Tab in the OHC Dashboard. The following options will be displayed:
   - In Progress: If a requisition is pending OHRM approval.
   - Approved: If a requisition was approved by OHRM.
   - Draft:
     i. If a requisition was denied by OHRM, it will be directed back to the HRL’s OHC dashboard and the HRL will receive an e-mail.
     ii. A requisition can also be in this status if the HRL has not submitted it to OHRM.



4. If a requisition is denied by OHRM, the HRL will need to select the requisition under “My Requisitions.” Once the Requisition Details page appears (shown below), go to the “Approvals” tab. There you will be able to review the comment left by the OHRM TA Analyst.
   - Click “Edit” and make the necessary adjustments. Then follow steps 1 & 2 to resubmit the requisition to OHRM.



1.4 Talent Acquisition (TA) Analyst Role

1. Once the requisition is submitted, the OHRM TA team that is within the approval group will receive an e-mail from NEOGOV letting them know they need to log into NEOGOV OHC and approve the requisition. Below is a sample email of what the OHRM TA Analyst will receive.

*** NOTE: This email was sent from NEOGOV ***
------*---*---*---*---*---*---*---*---*---*---*---*
PLEASE DO NOT REPLY TO THIS EMAIL
If you reply to this email, your reply will *NOT* be read. Instead,
please contact the individual(s) listed at the bottom of this email
if you have questions.
------*---*---*---*---*---*---*---*---*---*---*---*

Hi

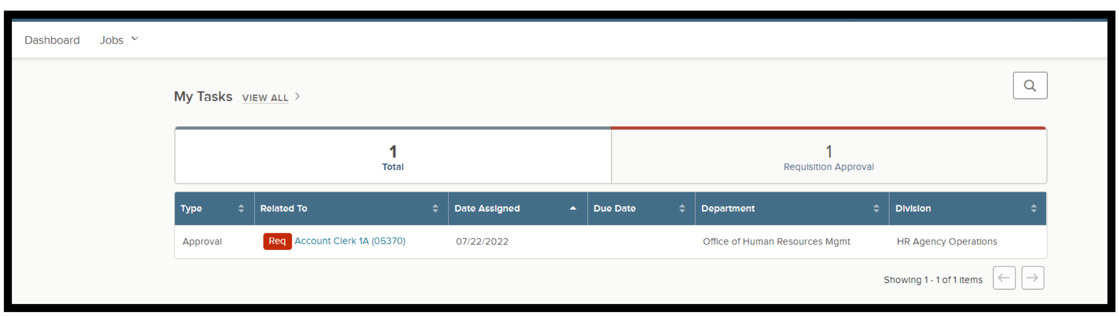
Requisition# 06775 has been created on 04/12/23 and requires your approval now.

Class Title: Community Developer 1G
Working Title: Community Developer 1G
Desired Start Date:
Department: Department of Health
Division: Recovery Clubhouse
Hiring Manager(s):
Sonia Johnson
Jacqueline Somerville
Joe Woods
Shalita Wells
Jean Gbetibouo
Ololade Olakanmi
Charleszette Ferguson
Taylor Wilder
Felecia Howard
Tomeicka Branson

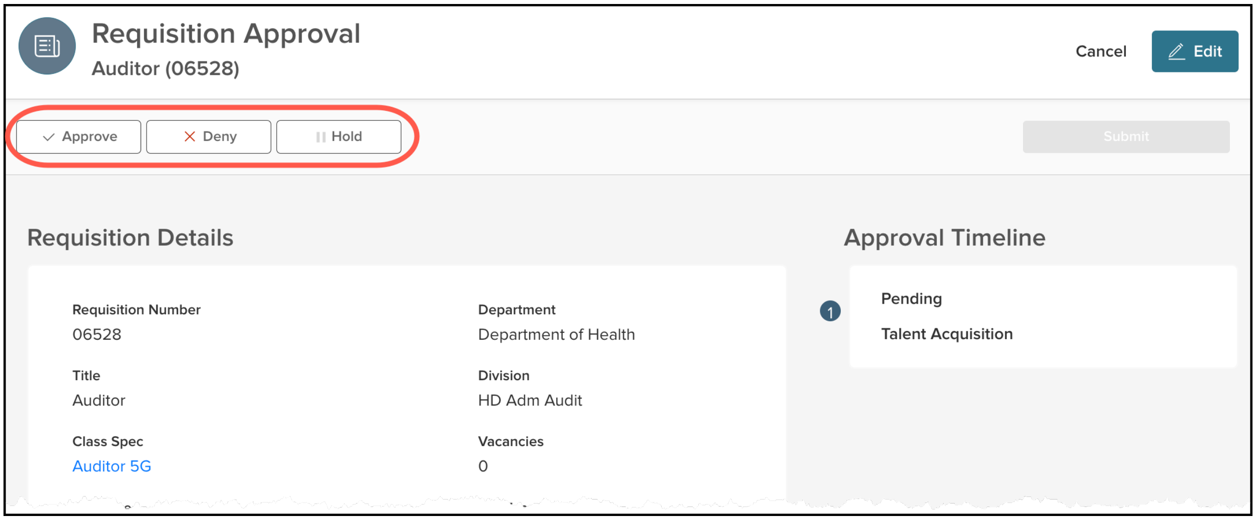
To view the details of this requisition, please go to https://secure.neogov.com/insight/login.cfm
If you have any questions regarding this recruitment, please contact:

Jean Gbetibouo (HR Liaison)

2. The designated TA Analyst will go to the OHC dashboard and locate the requisition in question under "My Tasks."

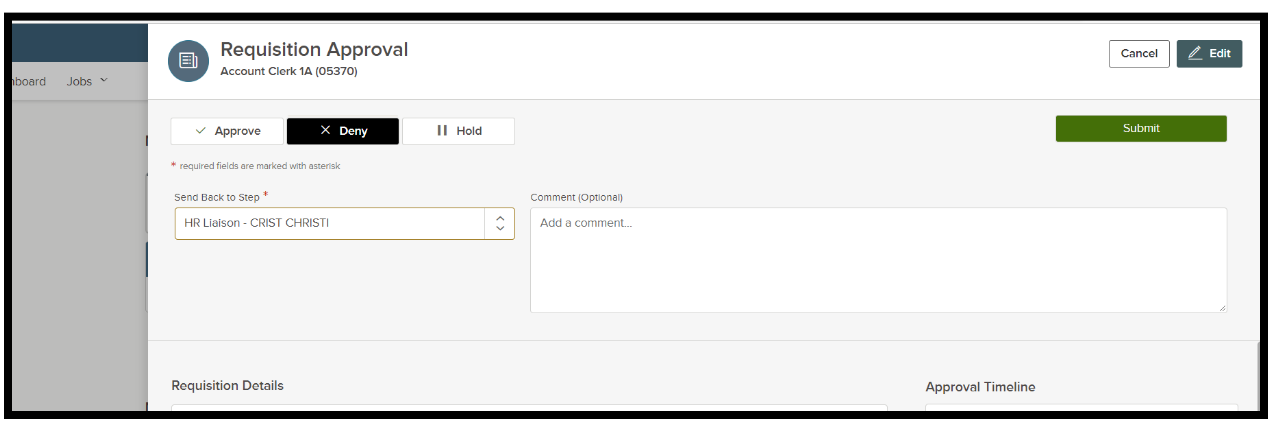


3. The TA Analyst will need to click on the requisition title under "Related To." A Requisition Approval window will appear. The TA Analyst will be able to review the requisition details and attachments and then approve, deny, or hold the requisition.
   - Before approving, the TA Analyst must ensure that the requisition has the following:
     i. Position Number
     ii. Accurate Classification Specification
     iii. Required Attachments (as listed in Step 2 of the HRL role)
     iv. The position is listed as vacant. If not, the incumbent information must be entered.



2A. *If Approved:* The TA Analyst will have the option to add comments and then will select "Submit." Once approved, the task will be removed from the "My Tasks" list and the requisition will show up on the Insight site under "Approved" requisitions.

2B. *If Denied:* The TA Analyst will select to send it back to the HR Liaison who created the requisition and add specific comments as to why it was denied.



2C**.** *If on Hold:* This option should only be marked if the HR Liaison reaches out directly to the TA Analyst and asks to put the requisition on hold. This status also will require OHRM Director approval before allowing it to be selected.

Once the requisition has been approved, the process moves to Phase 2 – Job Announcement Posting and Candidate Evaluation. This phase is handled entirely by ORHM; therefore, we will now move to Phase 3 – "Handling a Referred List of Candidates."