

# NEOGOV Requisition Guide

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FOR DEPARTMENTAL USERS

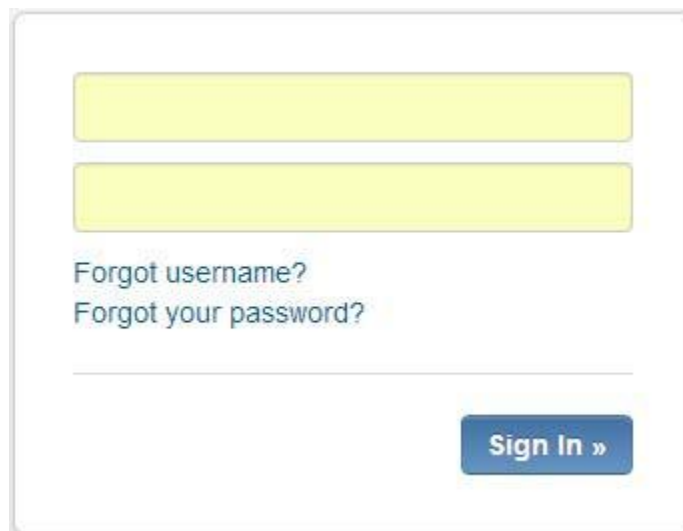


## **Logging into NEOGOV Online Hiring Center (OHC)**

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### **Logging into NEOGOV's Online Hiring Center for Departmental Users:**

1. After a member of the Employment team has added you as a user in the system, click on the link in the email generated by NEOGOV.
2. Follow instructions to set up a new account. (Your username will always be your EMU email address and your password will be your choice.) Make sure to do this within 24 hours of receiving notification email, or the link will expire.
3. Once you have created an account, you can access the login page in the future at <https://login.neogov.com/Signin?siteCode=IN> and enter your user name (emich email) and Password.



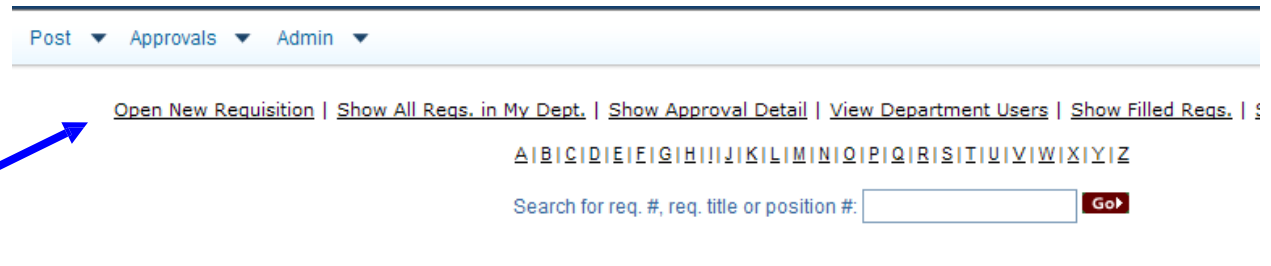
The image shows a login form with two yellow input fields for username and password. Below the fields are two links: "Forgot username?" and "Forgot your password?". At the bottom right of the form is a blue button labeled "Sign In »".

4. After you have logged into the system, the functions and menu items that are displayed within each drop down menu will vary depending on the type of security role(s) you have been assigned by the system administrator.

# Creating Requisitions

## Creating a Requisition:

1. Click on “Open new Requisitions” link.



2. Select the “Create New” link under the Requisition column for the desired position from the list of class specs.

Class Code	Class Title	Positions	Requisition
03802	<a href="#">ACCOUNTANT I</a>	<a href="#">Positions</a>	<a href="#">Create New</a>

3. A blank requisition form will be displayed.

Class Title: ACCOUNTANT I  
 Class Code: 03802  
 Creator: Miller, Michele

\* Required

Desired Start Date:	<input type="text"/>										
* Requisition #:	[assigned when requisition is saved]										
Working Title:	<input type="text"/>										
Vacancies:	<input type="text"/>										
* Division:	=== Select === ▾										
Department:	=== Select === ▾										
* Hiring Managers:	<table border="1"> <tr> <td>Available:</td> <td><input type="text"/></td> <td>&gt;&gt;</td> <td>Assigned:</td> <td><input type="text"/></td> </tr> <tr> <td></td> <td></td> <td>&lt;&lt;</td> <td></td> <td></td> </tr> </table>	Available:	<input type="text"/>	>>	Assigned:	<input type="text"/>			<<		
Available:	<input type="text"/>	>>	Assigned:	<input type="text"/>							
		<<									
Job Term:	=== Select === ▾										
List Type:	=== Select === ▾										
Position Type:	<input type="radio"/> Existing Position (Replacement of Staff) <input type="radio"/> New Position										
Position Control:	<table border="1"> <tr> <th>Position #</th> <th>First Name</th> <th>Last Name</th> <th>Vacancy Date</th> </tr> <tr> <td colspan="4" style="text-align: center;"><input type="button" value="Add Another Vacancy"/></td> </tr> </table>	Position #	First Name	Last Name	Vacancy Date	<input type="button" value="Add Another Vacancy"/>					
Position #	First Name	Last Name	Vacancy Date								
<input type="button" value="Add Another Vacancy"/>											
Skills:	<input type="text"/>										

4. Enter the desired Start Date. You should enter the date as MM/DD/YYYY.
5. Enter the name of the job title
6. Enter the number of vacancies.
7. Select the correct Division from the **Division** drop down menu.
8. Select the correct Department from the **Department** drop down menu.
9. Select the correct name from the list of Hiring Managers and move the name from “Available” to “Assigned.”
10. Select type of position (Full-time, Part-time, GA, etc.) from the **Job Term** drop down menu.
11. Select “Regular” from the **List Type** drop down menu.
12. Check “Existing Position (Replacement of Staff)” or “New Position.”

Desired Start Date:	<input type="text"/>						
• Requisition #:	[assigned when requisition is saved]						
Working Title:	<input type="text"/>						
Vacancies:	<input type="text"/>						
• Department:	<input type="text"/>						
Division:	=== Select === ▼						
• Hiring Managers:	<table border="0"> <tr> <td>Available:</td> <td>Assigned:</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td style="text-align: right;"> <input type="button" value="&gt;&gt;"/>  <input type="button" value="&lt;&lt;"/> </td> <td></td> </tr> </table>	Available:	Assigned:	<input type="text"/>	<input type="text"/>	<input type="button" value="&gt;&gt;"/> <input type="button" value="&lt;&lt;"/>	
Available:	Assigned:						
<input type="text"/>	<input type="text"/>						
<input type="button" value="&gt;&gt;"/> <input type="button" value="&lt;&lt;"/>							
Job Term:	Part Time ▼						
List Type:	Regular ▼						
Position Type:	<input checked="" type="radio"/> Existing Position (Replacement of Staff) <input type="radio"/> New Position						

13. Click on the “Add Another Vacancy” button.

14. Enter the PCN, first and last name, and vacancy date.

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

15. Enter any supplemental information needed for the position to include on the posting in the “Comments” section, if applicable.

Skills:	<input type="text"/>
Comments:	<div style="border: 1px solid #ccc; height: 100px;"></div>

16. The approval process should be indicated as follows: **Approval 1:** HR (Ebony Spearman, Ginny Bender, Candice Hunter, Patricia Henry); **Approval 2:** Divisional Executive Approval (James Carroll, Akosua Dow, Robertta Goffeney); **Approval 3:** Presidential Approval (Stacie McMullen, Casey Wooster); **Approval 4:** Assigned HR Business Partner or Academic HR Approver (Sharon Curry, Mia Bass, Patricia Henry, Candice Hunter)

Approval 1:	<input type="text" value="HR Approval"/>	<ul style="list-style-type: none"> <li>Fairchild, Zachary</li> <li>Fancher, Rowena</li> <li>Henry, Patricia</li> <li>Hunter, Candice</li> <li>Miller, Michele</li> <li>Spearman, Ebony</li> </ul>
	<input checked="" type="radio"/> Must approve before next approval <input type="radio"/> Final approval	
Approval 2:	<input type="text" value="Provost/CFOWP"/>	<ul style="list-style-type: none"> <li>Carroll, James</li> <li>Dow, Akosua</li> <li>Goffeney, Robertta</li> <li>Henry, Patricia</li> <li>Spearman, Ebony</li> </ul>
	<input checked="" type="radio"/> Must approve before next approval <input type="radio"/> Final approval	
Approval 3:	<input type="text" value="Presidential Approval"/>	<ul style="list-style-type: none"> <li>Fairchild, Zachary</li> <li>Henry, Patricia</li> <li>McMullen, Stacie</li> <li>Miller, Michele</li> <li>Spearman, Ebony</li> <li>Wooster, Casey</li> </ul>
	<input checked="" type="radio"/> Must approve before next approval <input type="radio"/> Final approval	
Approval 4:	<input type="text" value="HR Final Approval"/>	<ul style="list-style-type: none"> <li>Bass, Mia</li> <li>Bender, Ginny</li> <li>Curry, Sharon</li> <li>Henry, Patricia</li> <li>Hunter, Candice</li> <li>Miller, Michele</li> </ul>
	<input checked="" type="radio"/> Must approve before next approval <input type="radio"/> Final approval	

17. Click the “Save and Release” button.

**Please note:** Once you click this button the requisition will begin the approval process.