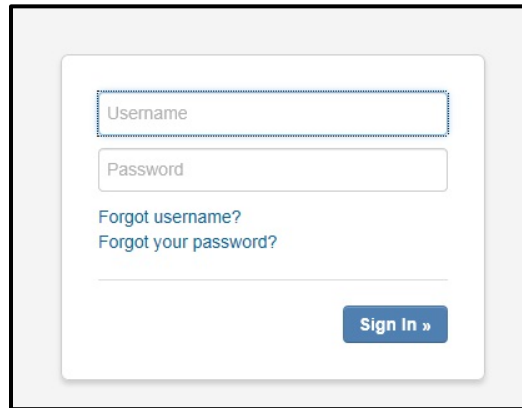


2017 Position Requisitions

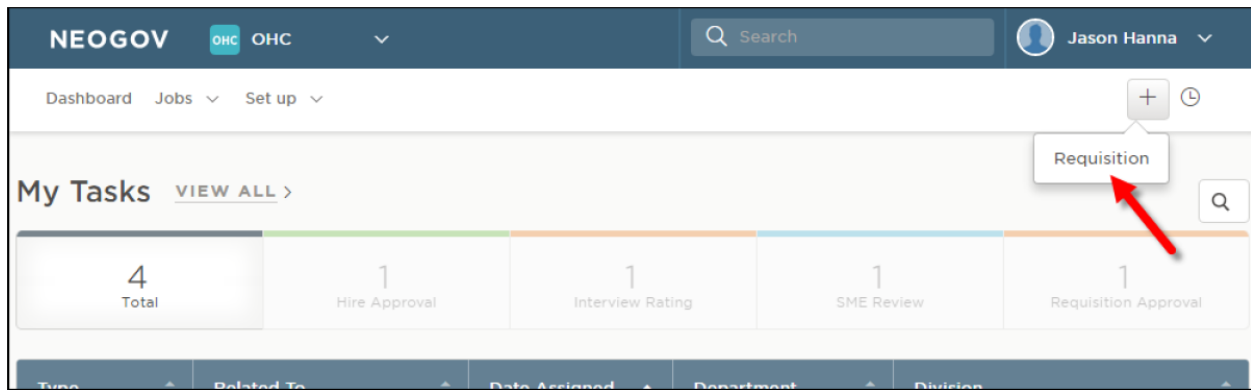
Step By Step Guide

Please note that if you want to save a partially completed requisition you must go through and enter at least one letter in each required field box. If you do not, the requisition will not save.

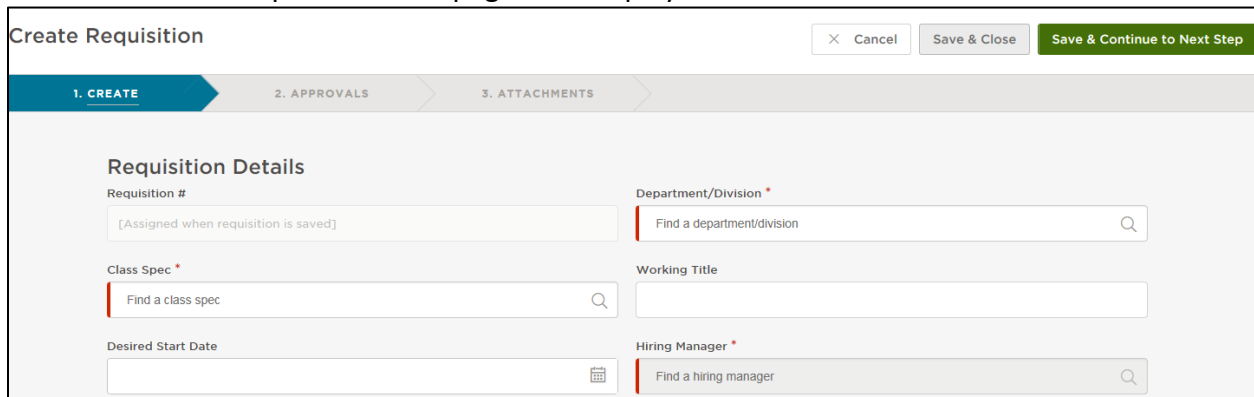
1. Go to <https://login.neogov.com> and log-in. Your username is your full e-mail address. If you have forgotten your password please call Katie at X6350 to have it reset.



2. Click on the [+], in the top right of the screen, click “requisition”



3. The first of three requisition form pages will display:



4. Fill in the requisition form:

A. **Requisition #:** {assigned when requisition is saved}: Leave this field alone

Department/Division: Type the name of your Department to search (the department for which the requisition is needed)

The screenshot shows two input fields. The first field is labeled 'Requisition #' and contains the text '[Assigned when requisition is saved]'. The second field is labeled 'Department/Division' and contains the placeholder text 'Find a department/division'. A red letter 'A' is positioned between the two fields.

B. **Class Spec:** begin typing position title to search and select desired position.

Working Title: Optional Field, Job title may be entered.

The screenshot shows two input fields. The first field is labeled 'Class Spec' and contains the placeholder text 'Find a class spec'. The second field is labeled 'Working Title' and is empty. A red letter 'B' is positioned between the two fields.

C. **Desired Start Date:** Optional box, but if you have a specific date in mind, please enter the information here.

Hiring Manager: Please select the person responsible for recommending a candidate for hire. This is generally a division supervisor or superintendent. Type the name in the search field to select. Contact Katie Smith for assistance in setting up or revising any hiring manager.

The screenshot shows two input fields. The first field is labeled 'Desired Start Date' and is empty. The second field is labeled 'Hiring Manager' and contains the placeholder text 'Find a hiring manager'. A red letter 'C' is positioned between the two fields.

D. **Job Type:** From the dropdown list select an option for the type of employment. i.e.- full-time, part-time, permanent, temporary, etc.

List Type: Optional field. From the dropdown list select an option for the type of position listing. Regular = External Promotional= Internal

Vacancies: Optional Field. Enter the # of vacancies (to be filled) for the position.

The screenshot shows three input fields. The first field is labeled 'Job Type' and contains the placeholder text '- Make a selection -'. The second field is labeled 'List Type' and contains the placeholder text '- Make a selection -'. The third field is labeled 'Number of Vacancies' and contains the number '0'. A red letter 'D' is positioned between the Job Type and List Type fields.

E. **Please List Closing Date:** Date for position to be advertised until. Generally 2 to 3 weeks.

Payroll Account Number: Enter the account number for the position.

Usual Work Days (i.e., M-F): Please list the days that an employee in this position works. This will be different for full time, part time and seasonal employees.

Usual Hours of Work: Please list the normal work hours for this position, please include if hours vary day to day, or if there is possible overtime/emergency duty.

The screenshot shows four input fields. The first field is labeled 'Please list closing date'. The second field is labeled 'Payroll Account Number'. The third field is labeled 'Usual Work Days (ie, M-F)'. The fourth field is labeled 'Usual Hours of Work'. A red letter 'E' is positioned between the Usual Work Days and Usual Hours of Work fields.

F. **Responds to after hour emergencies:** Does this position require the employee to respond to emergencies after-hours? Check yes or no

Attends after hour meetings: Does this position require the employee to regularly attend night/after hours meetings?

Responds to after hour emergencies? * F Attends after hours meetings? *
 Yes No Yes No

G. **Benefits:** Does this position receive benefits?

Status: From the dropdown list select permanent or temporary.

Benefits * G Status *
 Yes No Add a tag

H. **Any changes to job description?** : Select Yes or No

List requested job description changes: Enter any changes to the job description. If you will be attaching changes, please enter 'see attachment' If you are not making any changes, please type N/A.

Any changes to job description? * H List requested job description changes *
 Yes No

I. **Any Required Certifications?** : click yes only if they are required and listed as such in the job description.

If yes, please list: If there are required certifications, list them here. If there are none, please put N/A in the box.

Any required certifications? * I If yes, please list *
 Yes No

J. **Any highly desired, but not required certifications?** : Click yes if there are certifications that you would like the person to have, but are not listed as required in the job description.

If yes, please list type and time frame to achieve: List any certifications that are listed in the job description as 'preferred', or that you feel would enhance a person's qualifications. Also include the time frame you would give a potential candidate to earn that certification if hired. If there are no certifications, please put N/A in the box.

Any highly desired, but not required certifications? * J If yes, please list type and time frame to achieve *
 Yes No

K. **List employees/others who will be Subject Matter Experts (SME) to perform the initial review of applications:** These people will be doing the initial screening of the applicants, weeding out the unqualified and ranking those who should continue to the interview stage. **Please use at least 3.**

List those who will be on interview panel: List the 3 people who will be participating in the interview process.

List employees/others who will be Subject Mater Experts (SME) to perform the initial review of applications * K List employees/others who will be on interview panel *

L. **Will there be supplemental questions for this position?** : Would you like to include job specific questions with the application? Ex: Do you have experience in plumbing, or water and sewer installation and maintenance?

If yes, list questions: List all of the questions you would like to be a part of the application. These can be used as a way for HR to pre- screen candidates for certain qualities.

Will there be supplemental questions for this position? *These questions are asked of applicant at time of application* Yes No **L** If yes, list questions *

M. **Should Human Resources pre-screen applicants for certain qualities?** : This screening would take place before the application was sent on to SME review.

List qualities that Human Resources should pre-screen for.-jobs that require a valid driver’s license will automatically be prescreened by HR: i.e., years of experience, education, etc. Try to incorporate these qualities into your supplemental questions.

Should Human Resources pre-screen applicants for certain qualities? * Yes No **M** List qualities that Human Resources should pre-screen for: -Jobs that require a valid drivers license will automatically be prescreened by HR. *

N. **Preferred Advertising Locations:** Check each place you would like this job to be advertised.

Other Advertising Locations: Please give name and contact information: List any location not listed above that you would like your position advertised.

Preferred Advertising Locations * 911 Hot Jobs (POLICE ONLY) APA APWA ASCE Craigslist GFOA VML Marketplace Washington Post Other (list below) **N** Other Advertising Locations: Please give name and contact information *

O. **Other information or requests:** Anything you would like to note that has not been asked previously.

Other information or requests * **O**

5. Once all fields are complete click Save & Continue to Next Step in top right.
6. The approval workflow template should assign the requisition to the appropriate approver.

****In the event of a special circumstance that requires changes, switch the workflow override on and complete your updates. Any changes will only be applied to this requisition, not the saved approval workflow template.***

Create Requisition Save & Close Save & Continue to Next Step

1. CREATE ✓ 2. APPROVALS 3. ATTACHMENTS

Approval Workflow

The approval workflow below has been automatically applied to this requisition based on the Department/Division. You have the option to override the workflow for this requisition

Override Workflow?

1	Manager	Approvers	Status	Comments
		Jason Hanna , + 1 more	⌚ Pending...	

7. Click Save & Continue to next step
8. Attachments: Drag any file attachments (Job description changes, etc) to the third requisition form page and click Save & Submit.

NOTE: If you're not quite ready to submit the requisition, click Save & Close. The requisition will display on your dashboard page in the My Requisitions section as a draft.

***REQUISITION IS NOT SUBMITTED UNTIL YOU HAVE CLICKED 'SAVE & SUBMIT'**