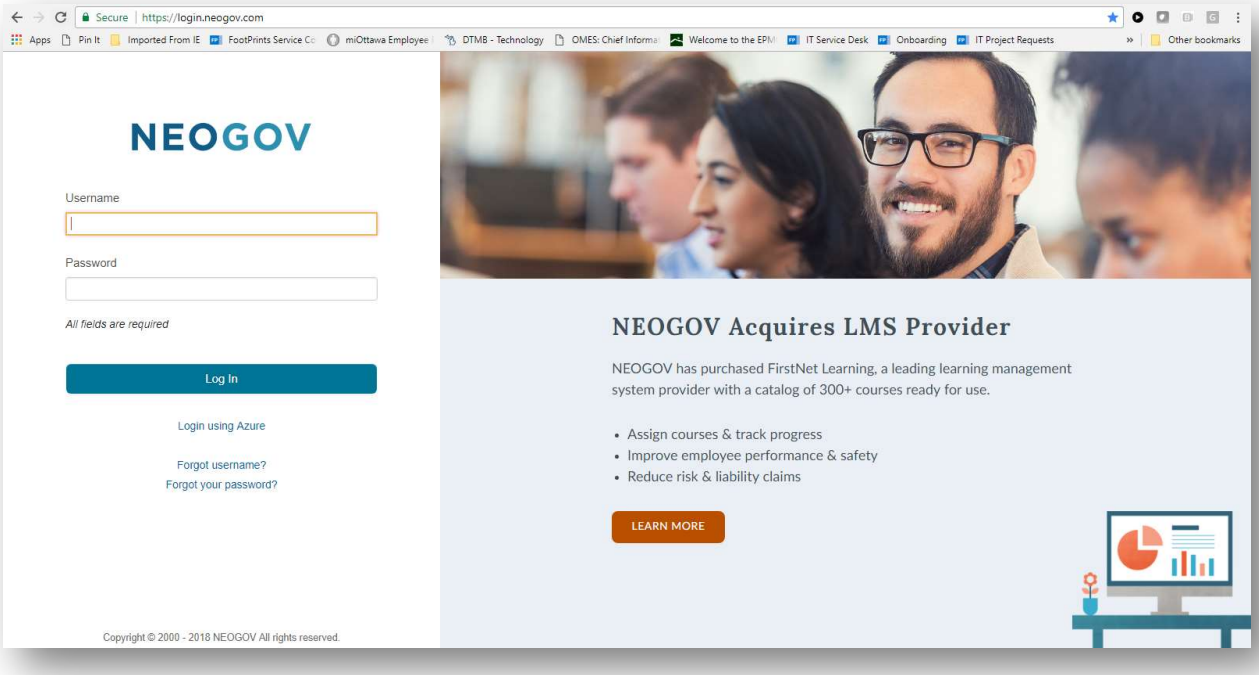
NeoGov Hiring Manager Guide

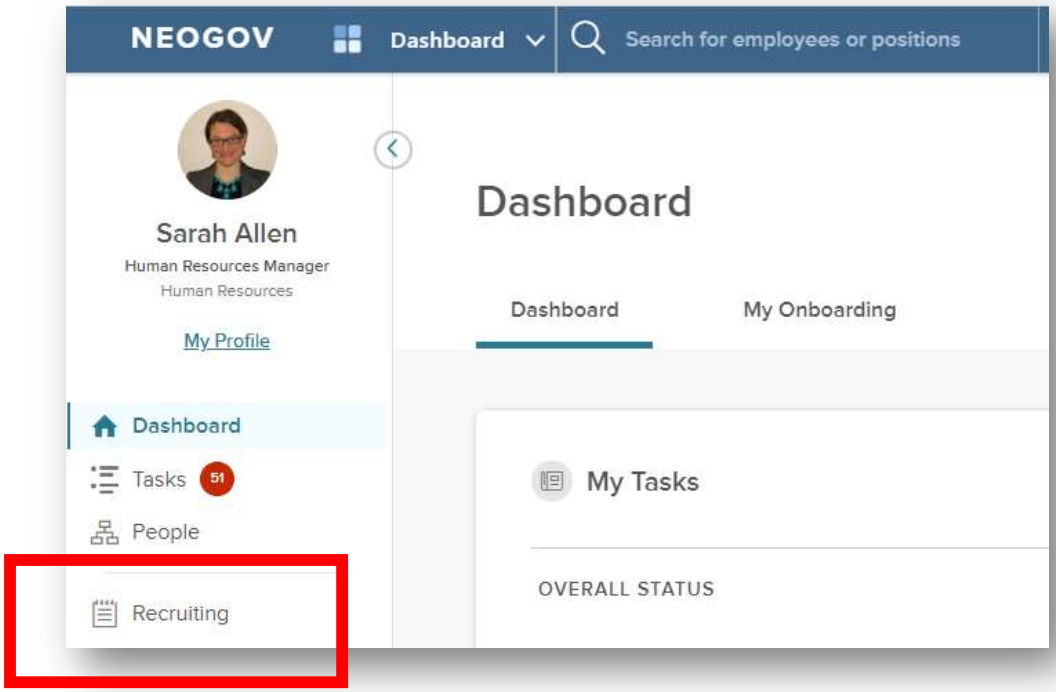
The Online **Hiring** Center (OHC) engages hiring manager(s) in the recruitment and selection process. The intuitive design of the OHC includes a central dashboard of pertinent tasks and many other great features. This guide will give you an overview, based on your role as a hiring manager. Read on and enjoy using the OHC!

1. Log into your NeoGov Online Hiring Center (OHC) account at https://login.neogov.com/
   Feel free to Bookmark this page as it will be the main Hiring website. You should have received an e-mail from an HR team member, requesting you set up a password. If you have not done this, please do so. (Please note, if it has been more than 24 hours since you received the email to set up your password, you will need to contact HR to have them send you a reset password link. If you have set up your password already, please log into your account.)

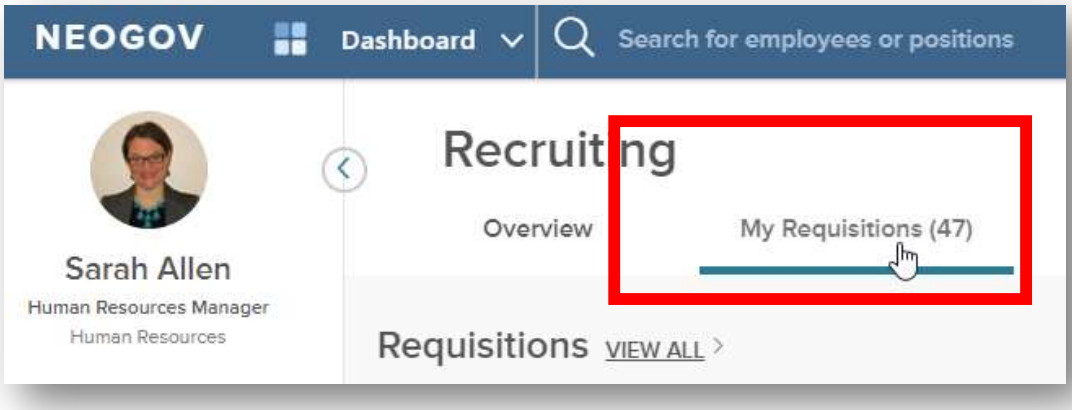
   FAQ: What is my username? Your username is your Ottawa County email address.



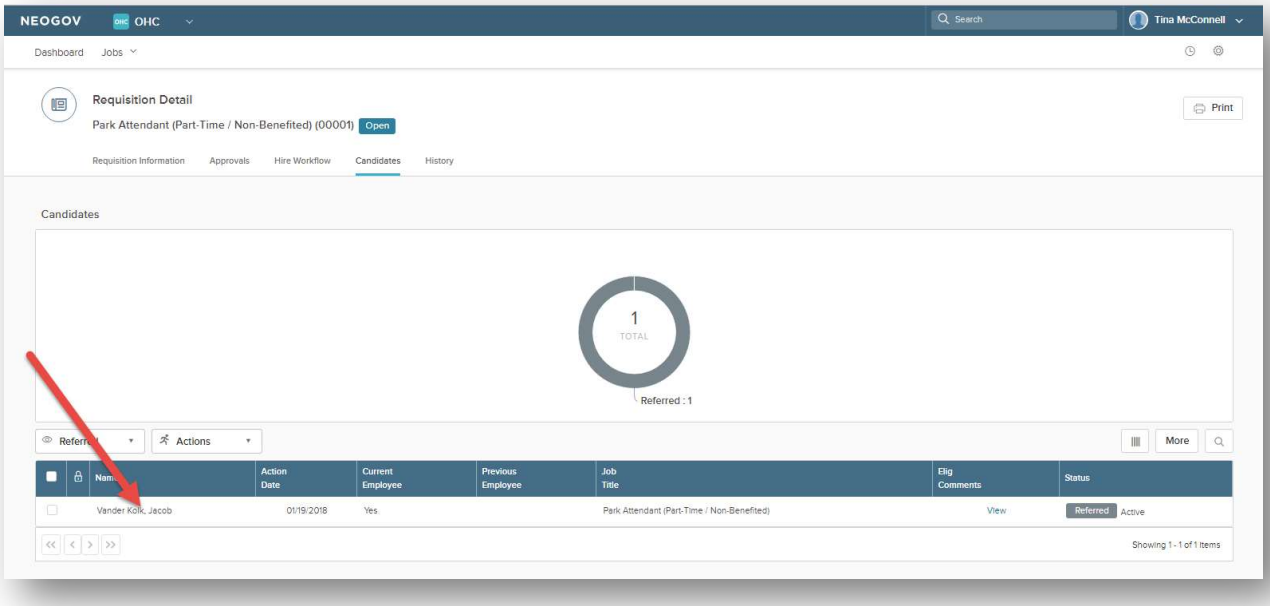
2. When you are logged in, you will be taken to your Dashboard which will look similar to the screen below. Click on “Recruiting”.



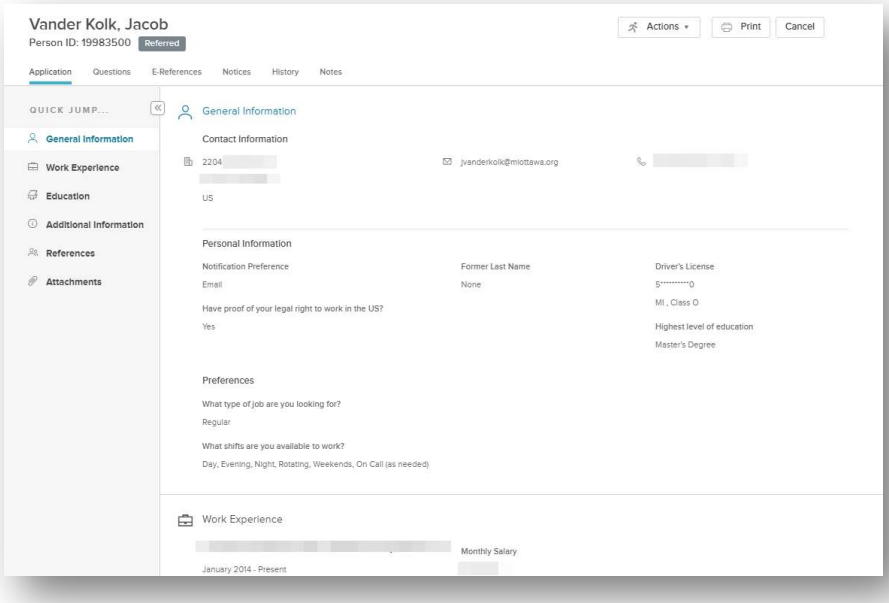
3. Then, click on “My Requisitions.” You will see a list of all of your open positions.



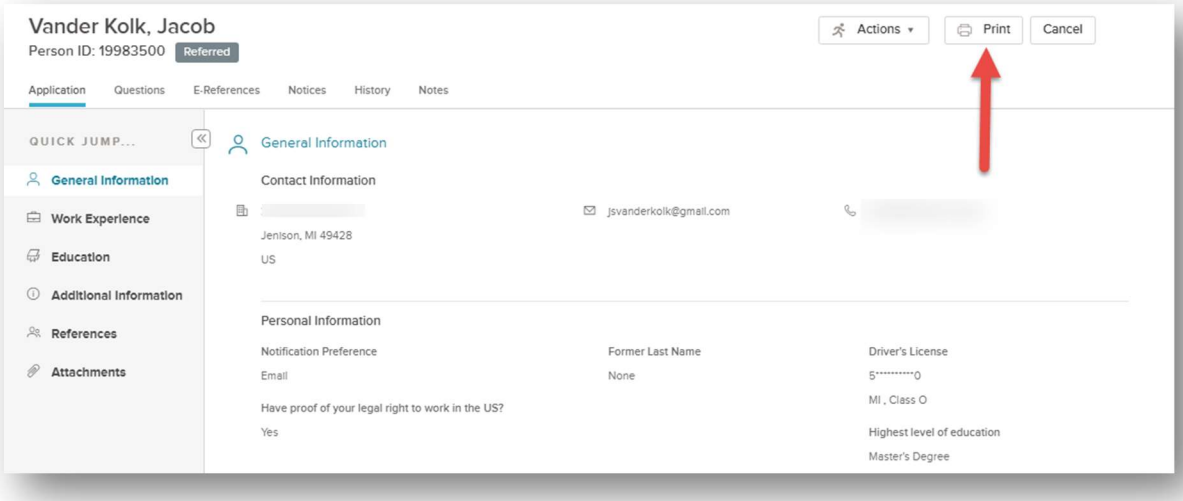
4. Under the “Candidates” section, you will see all of the candidates who have submitted applications for that position. To review an applicant, click on the applicant’s name, which will open up their application.



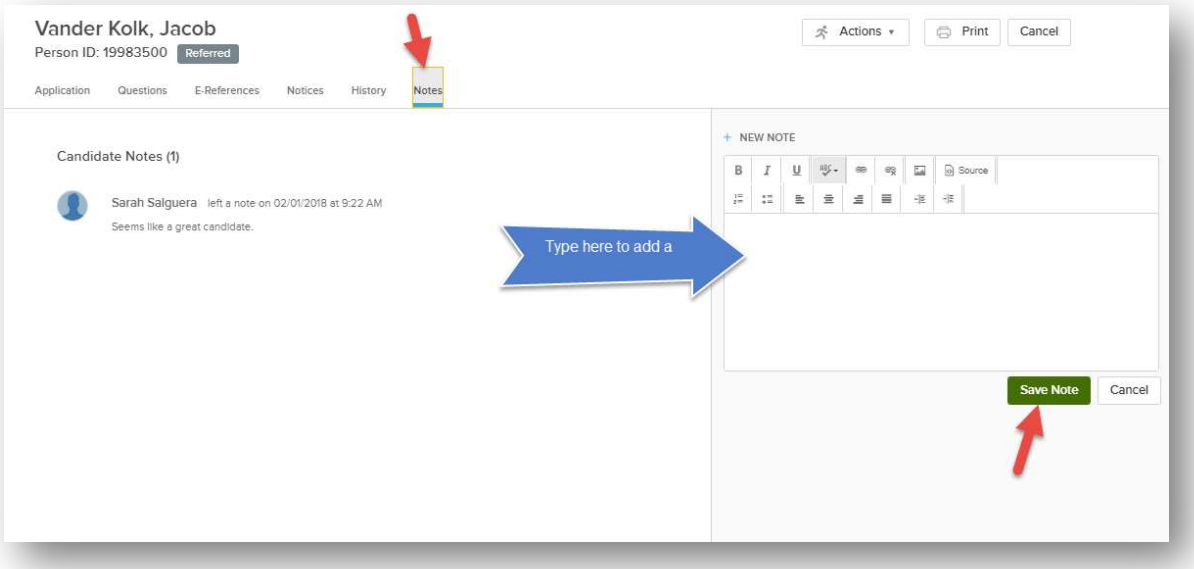
5. On the application page, you can click on the different tabs to review different parts of the application, such as General Information, Work Experience, Education, Additional Information, References, and Attachments.



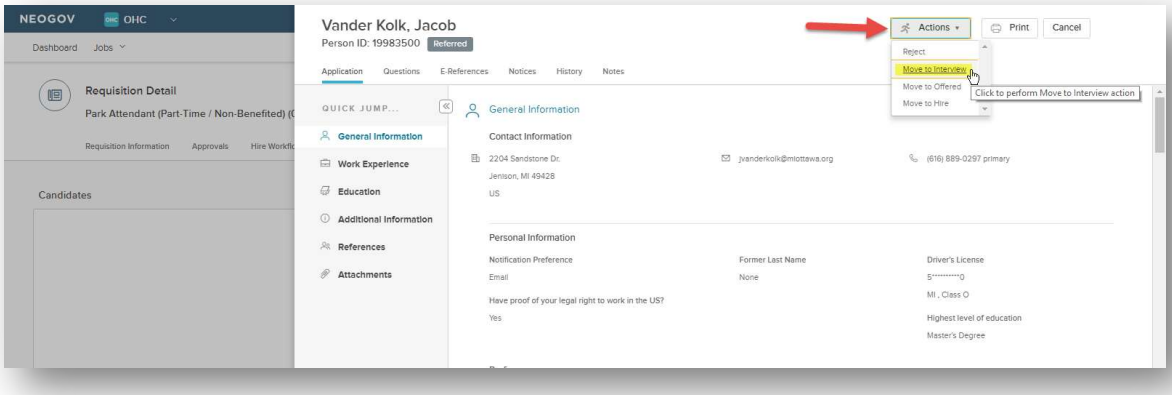
6. If you would like to print the application to review, click on the Print button.



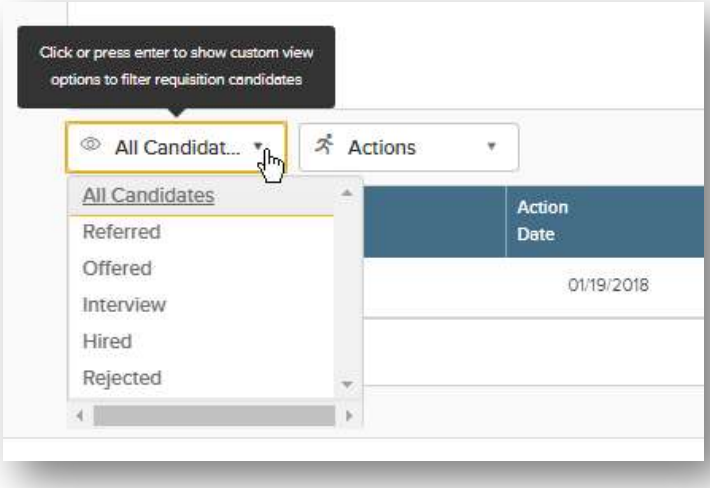
7. The Notes page will allow you to add a note about the candidate, if desired. This is an option that can assist you with evaluating candidates, but is not required. Add your note and then click on the Save Note button.

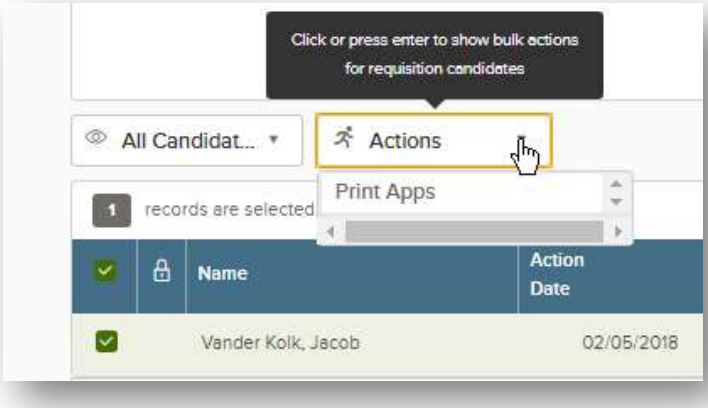


8. If you decide you would like to interview the candidate, you can select Move to Interview from the Actions menu. If you are not interested in the candidate, you can select Reject from the Actions menu, or do nothing.



You may also move them to interview by returning to the "Candidates" page. Above the candidates' names there are two drop down menus. The first one, with the eye, is a filter button that allows you to filter which candidates are in the list based on their status: All Candidates, Referred, Offered, Interview, Hire or Rejected.





The second button, called Actions, with the running figure, allows you to perform the listed action(s) any candidate that you select by checking the box in front of their name. You can check multiple candidates at once. Options include Reject, Move to Interview, Move to Offer, and Print Apps.

****Note that you do not have to perform an action on every candidate. You may wish to select reject on candidates that you are not interested in as a tool to help you sort through the applicant pool. You may also wish to only perform actions on the applicants you are interested in moving to interview.

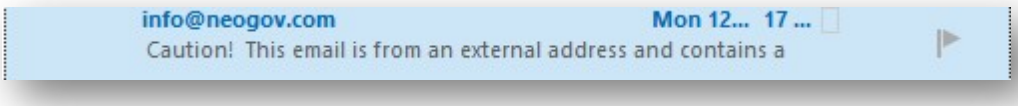
Once you have reviewed candidates and selected the ones you are interested in interviewing, please email HR and we will work on getting them scheduled for interviews.

Helpful Tip: Too many e-mails from NEOGOV?

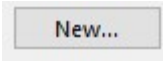
Set up a rule to have them diverted from your inbox!

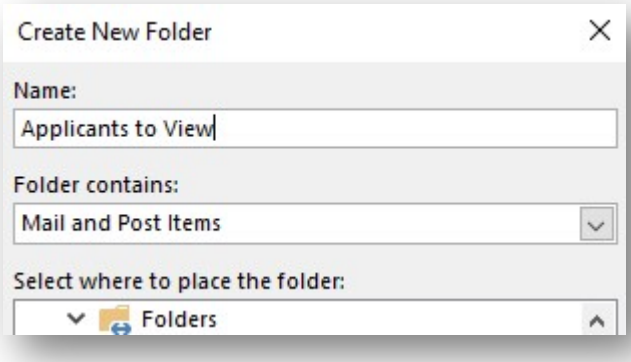
How to create a rule in Outlook (2016)

1. From your inbox, click to highlight the message received from NeoGov, our applicant tracking system.



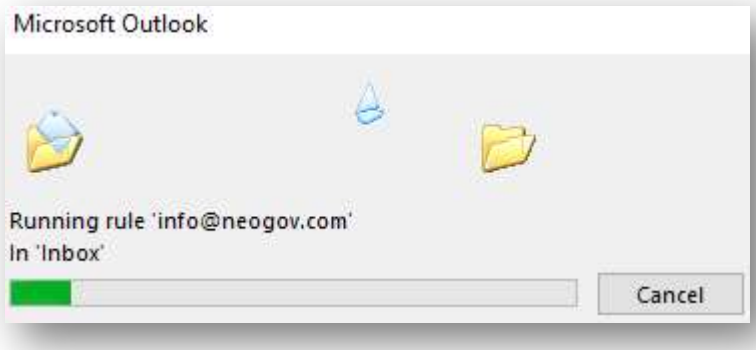
2. Locate the Rules button in the taskbar at the top, and click on the drop down arrow. Choose *Always Move Messages From: info@neogov.com*. Click on *New* to create a new folder where these messages will automatically be dropped into when received.





3. Now, you will need to name your folder, and decide where you would like to place it. Click *Ok*.

4. The rule will run, and now these messages will be delivered automatically to this folder.



FREQUENTLY ASKED QUESTIONS

1. What if I don't log-in within 24 hours to create a password? – You may contact HR and we will push a reset password link to your email.

2. How do I know when someone applies to my open position? – Applications will be pushed to the "My Candidates" list manually by HR or automatically by the NEOGOV system.

3. How do I limit the amount of e-mails I get from NEOGOV in my inbox? --Simple solution! Create a rule in your folders in Outlook. See attached document to set up this rule!

4. How do applicants apply on the GovernmentJobs.com website? – Applicants create a username and password to apply, if they do not have one set up already. This username and password is universal to any local, state, or federal agency that uses GovernmentJobs.com.

5. What is my username? – Your username is your Ottawa County e-mail address (or the e-mail address that the set-up e-mail was sent to).

Other questions?
Contact: employment@miottawa.org.