

NEOGOV RESOURCES

- 1.) The Create Job Requisition process must be completed in Workday PRIOR to submitting a requisition to post in NEOGOV.

*For more information log in to Workday. Step-by-step resources are located under the Training Tab for Employees, Managers, HR, and Finance. Click on the Create Job Requisition Job Aid.

- 2.) Once the Create Job Requisition is complete in Workday the position can be submitted in NEOGOV. Please see the guidance on NEOGOV below:

*For a step-by-step guide on actions in NEOGOV such as creating a requisition, submitting the requisition, sending notices to candidates and setting up self-scheduling for interviews that applicants complete – use the arrow by your name. Select “Help” and this will allow you to download a training manual with step-by-step instructions on each process.

*The agency screening tool that would be used by the hiring agency to determine which applicants to interview can be used as questions applicants will answer during the application process. This will produce a scored and ranked referred list of candidates. This increases the hiring efficiency by shortening the time it takes for agencies to review applicants and ultimately decreases the time to hire. Please see your employment specialist for additional information.

*Please also remember that NEOGOV provides the option for agencies to set up self-scheduling for interviews. Applicants will get an email notice to log in to their NEOGOV account. The applicant will be able to select a time from a set of pre-determined times set by the agency to interview. Visit page 47 of the NEOGOV training manual for instructions on how to set this up in NEOGOV.

- 3.) Please also visit the NEOGOV Webinar available on the Human Resources Information for HRAs page. This provides a live demonstration of common procedures used in NEOGOV.