### **Internship Enrollment Instruction**

#### **ENROLLING INTERNS IN THE STATE OF IOWA INTERNSHIP PROGRAM**

To formally enroll an intern in the State of Iowa's Internship Development Program the internship opportunity must be requisitioned in NEOGOV. This *does not* mean the agency must post for open recruitment, but instead it's a requirement for all intern hires to be dispositioned in the applicant tracking system if the internship is to be recognized under the state's Internship Development Program.

A few general considerations to make note of would include:

• For each internship opportunity the agency should decide if the internship will be recruited openly <u>or</u> if the internship is closed and made available only to specific schools and/or programs within the school. The agency should give careful consideration to how the internship will be recruited for and avoid any opportunity of perceived inequity in the appointment or placement of students in state internships.

Ultimately, the internship may be **posted** <u>or</u> **not-posted** for **Open Recruitment**. If the internship is posted for open recruitment, intern applicants may apply directly to the opening online at the State of Iowa's employment website. If the position is <u>NOT</u> to be posted for open recruitment, the HRA should include a note in the Requisition Comments field using the following verbiage – *"Do Not Post for Open Recruitment"*. In instances where the requisition will not be recruited for via the employment website, the Employment Specialist will **open** the requisition only and *will not post* it where applicants can access the position via the website

- **Multiple Hires** may be made using the same requisition <u>only</u> when the basic objectives of the internship are the same, in the same location, and/or under the same leadership. The same requisition should only be used for like positions with regard to pay status. All internships per requisition should either be paid or unpaid. When the internship is for credit and there are specific curriculum expectations that may differ from another internship, it is advisable to use individual requisitions.
- The **Minimum Qualification ("MQ")** for an intern appointment (paid) or placement (unpaid) is: "Are you a student currently enrolled in an accredited college, university, trade or technical school program leading to a degree?" This field will populate automatically with the job code selection and should not be altered. If there are specific preferences you may use the Additional Qualifications section; but realize this will not impact the student's ability to be sent forward to the hiring agency for internship eligibility.
- For those positions **NOT** posted to the employment website, the HRA should provide the Employment Specialist with the selected interns resume and/or additional documents that support the students eligibility for an internship when they submit the request for internship requisition.

The enrollment process starts with the creation of a job requisition in NEOGOV and concludes with the intern being dispositioned in NEOGOV at the conclusion of the internship.

#### HUMAN RESOURCE ASSOCIATE ROLE - ADDING AN INTERNSHIP REQUISITION FROM OHC

After logging into NEOGOV, the HRA will add a new requisition by accessing via the dropdown menu > JOBS > RECQUISITIONS > + (see exhibit #1). The requisition form will open in a new window. See instructions below for completing the form.

| View/Edit Requisi | tio 🗙 🔪 M Fwd: DST S   | ioror Con X  | M Inbox (5,2    | 33) - robin 🗙 🔪 🦀 NEOGOV Checkli | ists 🗙 🔪 📴 CHECKL | IST 1 (HRA) 🗙 🔣 OHC - Requisi | itions   🗙 🔪 📤 My Drive - Google 🛛 | × Entrance - Goog   | le 🗆 🗙 🔪 🌆 State             | of Iowa - Cale: X | 3 decorum me |
|-------------------|------------------------|--------------|-----------------|----------------------------------|-------------------|-------------------------------|------------------------------------|---------------------|------------------------------|-------------------|--------------|
| ← → C             | cure   https://secure. | neogov.con   | n/aurora#/requi | isitionlist                      |                   |                               |                                    |                     |                              |                   |              |
| 🛄 Apps 🔣 NEOGO    | WSign In 🔤 IBM Kene    | xa BrassRing | IBM Kenexa      | BrassRin: 🔣 NEOGOV Training      |                   |                               |                                    |                     |                              |                   |              |
| NEOGOV            | 🚾 ОНС                  |              |                 |                                  |                   |                               |                                    |                     |                              | Q Search          |              |
| Dashboard         | Jobs ~                 |              |                 |                                  |                   |                               |                                    |                     |                              |                   |              |
| _                 | Requisitions           |              |                 |                                  |                   |                               |                                    |                     |                              |                   |              |
|                   | Job Postings           | Requ         | lisitions       |                                  |                   |                               |                                    |                     |                              |                   |              |
|                   |                        | +            | Add All         | * ズ Ac                           | tions *           |                               |                                    |                     |                              | More              | e Q          |
|                   | /                      |              | Req # ≎         | Title \$                         | Status ‡          | Agency ‡                      | Division \$                        | Hiring Manager      | Approval                     | Created On 🔺      | Owner        |
|                   |                        |              | 17-00001        | RECALL/OUTPLACEMENT              | Open (0)          | NULL Department               |                                    | Tammy Mohning       | <ul> <li>Complete</li> </ul> | 04/11/2017        | Tammy M      |
|                   |                        |              | 17-00002        | Executive Officer 2              | Open (2)          | 583 Iowa Department of H      |                                    | Amy Brown           | ✓ Complete                   | 04/13/2017        | Amy Brow     |
|                   |                        |              | 17-00002a       | Center Technology Instruc        | Open (0)          | 131 Iowa Department for th    |                                    | Troy Green          | <ul> <li>Complete</li> </ul> | 04/14/2017        | Troy Gree    |
|                   |                        |              | 17-00003        | Rehabilitation Technology        | Open (0)          | 131 Iowa Department for th    |                                    | Troy Green          | ✓ Complete                   | 04/14/2017        | Troy Gree    |
|                   |                        |              | 17-00004        | Social Worker 2                  | Open (13)         | 402 Dept of Human Servic      | DHS - Targeted Case Man            | Danielle Potter     | ✓ Complete                   | 04/14/2017        | Danielle F   |
|                   |                        |              | 17-00005        | Social Worker 2                  | Filled (11)       | 402 Dept of Human Servic      | DHS - Targeted Case Man            | Danielle Potter     | ✓ Complete                   | 04/14/2017        | Danielle F   |
|                   |                        |              | 17-00006        | Social Worker 2                  | Filled (10)       | 402 Dept of Human Servic      | DHS - Targeted Case Man            | Danielle Potter     | ✓ Complete                   | 04/14/2017        | Danielle F   |
|                   |                        |              | 17-00007        | Social Worker 2                  | Filled (8)        | 402 Dept of Human Servic      | DHS - Targeted Case Man            | Danielle Potter     | ✓ Complete                   | 04/14/2017        | Danielle F   |
|                   |                        |              | 17-00008        | Social Worker 2                  | Filled (17)       | 402 Dept of Human Servic      | DHS - Targeted Case Man            | Danielle Potter +1  | ✓ Complete                   | 04/14/2017        | Danielle F   |
|                   |                        |              | 17-00009        | Social Worker 3                  | Filled (18)       | 402 Dept of Human Servic      | DHS - Des Molnes Service           | Danielle Potter +2  | ✓ Complete                   | 04/14/2017        | Danielle F   |
|                   |                        |              | 17-00010        | Resident Treatment Worker        | Open (54)         | 412 Dept of Human Servic      |                                    | Amy Monaghan +2     | ✓ Complete                   | 04/17/2017        | Cindy Bra    |
|                   |                        |              | 17-00011        | Warkforce Advisor                | Cancelled (69)    | 309 Iowa Department of        |                                    | Karen Chapman +1    | ✓ Complete                   | 04/17/2017        | Karen Ch     |
|                   |                        |              | 17-00012        | Driver                           | Open (13)         | 411 Dept of Human Service     |                                    | Kelly Fredericks +1 | ✓ Complete                   | 04/17/2017        | Natalie M    |
|                   |                        |              | 17-00013        | RTS                              | Open (5)          | 411 Dept of Human Service     |                                    | Natalie McEwen      | ✓ Complete                   | 04/17/2017        | Natalie M    |
|                   |                        |              | 17-00014        | Resident Treatment Worker        | Open (145)        | 411 Dept of Human Service     |                                    | Kelly Fredericks +1 | <ul> <li>Complete</li> </ul> | 04/17/2017        | Natalie M    |

Following are step by step instructions for completing the **Requisition Details** form (exhibit 2):

### Exhibit 2 – Requisition Details

| OHC - Create Requir × M Inbox (1,039) - artor × M Inbox (1 | 5,238) - robin 🛪 🗸 🛃 NEOGOV Checklistin 🛪 🖉 CHECKLIST 1 (HRA) – x 🖉 Sign In 👘 | 🛛 🗙 🕼 My Drive - Google 🗆 X 🖉 Entrance - Google 🗀 X 🕼 State of Iowa - Calir 🛛 X G decorum | meaning × Θ – σ ×            |
|--|---|---|------------------------------|
| ← → C   Secure   https://secure.training.neogov.com/aur    | rora#/createrequisition/  |   | ☆ 🖸 💆 🖬 🗄                    |
| 🖽 Apps 🔯 NEOGOVSign In 🔤 IBM Kenexa BrassRin; 🔤 IBM Kene   | zia BrassRinj 🔯 NEOGOV Training   |   | Cther bookmarks              |
| NEOGOV 🚾 онс 🗸   | Create Requisition  | × Cancel Save & C   | Save & Continue to Next Step |
| Desitively 3005  | 1. CREATE 2. APPROVALS  | 3. ATTACHMENTS  |                              |
| Requisitions   |   |   | i i                          |
| + Add Al   | Requisition Details   |   |                              |
|  | Requisition #   | Agency/Division *   |                              |
| Req #  | [Assigned when requisition is saved]  | Find a agency/division  | Q                            |
| 00002  | Classification *  | Working Title   |                              |
| 00003  | Find a class spec   | ٩   |                              |
| 00004  | •   |   |                              |
| 00005  | Desired Start Date  | Hiring Manager *  |                              |
|  |   | Find a hiring manager   | Q                            |
| 00006  | Job Type  | List Type   |                              |
| 00007  | - Make a selection -  | A Make a selection -  | <u>^</u>                     |
| 0000   | - Hand & Selecters -  | A selection.  | ~                            |
|  | Number of Vacancies   |   |                              |
| 0000   | 0   |   |                              |
| 0001   |   |   |                              |
| 00013  | HRIS P5#  | Job Location *  |                              |
|  |   | - Make a selection -  | 0                            |
| 00014  | Tunes of Applicants to Baselus 1  | Transal   |                              |
| 17-00015   | Types of Applicants to Receive  | Traven  |                              |
| 17-00017   | - Make a selection -  | v   |                              |
|  | Shift *   | Merit Covered *   |                              |
| 17-00018   | Day   | O Merit   |                              |
| 17-00020   | Evening   | Non-Merit   |                              |

1. **Requisition #** – Will auto populate when requisition is saved. You do not need to fill in.

- Agency/Division Enter your agency's number. This will generate a list for you to select the appropriate agency. When you select your agency if there are Divisions available, an appropriate list will be selectable (e.g., DHS-402).
- 3. **Classification** You will enter the classification code (00705) or the class title (Administrative Intern) for this to populate.
- 4. Working Title This field may be edited and does not have to be the name of the classification. Should be a title that describes the internship position and creates interest in the internship when candidates are viewing the posting. No need to complete this field if the internship is not posted for open recruitment.
- 5. **Desired Start Date** The date your agency anticipates the new hire starting this can be an approximate date. This does not go on the posting and is just for your agency's reference if needed.
- 6. **Hiring Manager** Enter the name of the hiring manager or HRA that will be processing the hire.
- 7. Job Type Select "Internship."
- 8. List Type Do not fill in leave as "Make a selection."
- 9. Number of Vacancies Type in the numerical number of vacancies for the requisition.
- **10. HRIS P5# -** DOT applicable only.
- 11. Job Location Select from the menu the correct City, Zip Code and County of the domicile of the position(s) where the position is based out of even if position has a considerable amount of travel.
- 12. Types of Applicants to Receive Select "Intern Applicants."
- 13. Travel Select "Yes" or "No".
- 14. **Shift** Select the appropriate shift.
- 15. Merit Covered select "Non-Merit."
- 16. **Current Exclusion** Leave unselected <u>or</u> make an appropriate selection of Yes or No.
- 17. Pending Graduation Applicants Leave unselected <u>or</u> make an appropriate selection of Yes or No.
- 18. Pending License Applicants Leave unselected or make an appropriate selection of Yes or No.
- 19. Number of Days to Post ALL positions on NEOGOV (Merit or Non-Merit) must be posted to run a minimum of 10 calendar days. They can also run longer. Type in the numerical number identifying the number of days the position should be posted. Because this is a <u>required field</u>, please type in a number even if the position is NOT posted for open recruitment.
- 20. Hiring Authority Enter the name of the hiring authority.
- 21. **Point of Contact for Applicant Questions** This should be the person who is to be contacted if an applicant has questions about the position typically this is the Human Resources Associate
- 22. Selectives Type all numerical 3-digit codes in the provided field.
- 23. Job Description Enter the job description here. This must describe the objectives of the internship position and should be used to generate applicant interest.
- 24. **To Apply** Enter any additional application instructions OTHER THAN the normal instructions that HRE will post for applications received through NEOGOV. If your agency wants a cover letter/resume sent directly to the hiring manager, this field should list the exact name, address and any additional instructions for applicants to follow.

Following are step by step instructions for completing the **Position Details** form:

# Exhibit 3 – Position Details

| OHC - Create Requir X M Inbox (1,035 | i) - artce 🗙 M Inbox (! | 5,238) - robii: X 🔥 NEOGOV Checklist: X 🔽 CHECKLIST 1 (HRA) X 🔽 Sign In | X 📣 My Drive - Google I: X 🔲 Entrance - Google I: X 🛅 State of Iowa - Cali : X G decorum meaning : X 📄 😝 🗕 🗗 X |
|--------------------------------------|-------------------------|---|--|
| ← → C 🔒 Secure   https://secure.tr   | aining.neogov.com/au    | rora#/createrequisition/  |  |
| 🛗 Apps 🔯 NEOGOVSign In 🔤 IBM Kenex   | a BrassRing 🔤 IBM Kene  | xa BrassRin 🔤 NEOGOV Training   | Contentionality  |
| NEOGOV Solor                         | ¥                       | Create Requisition  | X Cancel Save & Close Save & Continue to Next Step   |
|                                      |                         | 1. CREATE 2. APPROVALS  | 3. ATTACHMENTS   |
|                                      | Requisitions            | ○ Yes ○ No  |  |
|                                      | + Add Al                | Hiring Authority *  | Point of Contact for Applicant questions *   |
|                                      | Req # :                 |   |  |
|                                      | 00002                   | Selectives (Type your selective 3-digit codes here)                     | Job Description *  |
|                                      | 00003                   |   |  |
|                                      | 00004                   | To Apply (Enter only for non-merit Regs)                                |  |
|                                      | 00005                   |   |  |
|                                      | 00006                   |   |  |
|                                      | 00007                   | Position Details  |  |
|                                      | 00009                   | New Position?   |  |
|                                      | 00010                   | Ves  No   |  |
|                                      | 00011                   |   |  |
|                                      | 00013                   |   | Add Position Detail  |
|                                      | 00014                   |   |  |
|                                      | 17-00015                |   |  |
|                                      | 17-00017                | Comment   |  |
|                                      | 17-00018                |   |  |
|                                      | 17-00020                |   |  |

- 1. **New Position**? Select YES or NO
- 2. Click on "Add Position Detail" located center bottom of page (see exhibit 3)
  - a. If you selected <u>YES</u> to the question -"New Position"-two boxes will pop up: Position Number and Vacancy Date.
    - For Position Number fill in the entire 18-digit number.
    - For Vacancy Date fill in the date the position becomes vacant. This can be approximate.
  - b. If you selected **NO** to the question-"New Position"-four boxes will pop up
    - For Position Number and Vacancy dates (follow above instructions)
    - Two additional boxes for the first and last name of the current employee in the position. Fill in this information.
  - **NOTE** If there is more than one vacancy repeat the steps.

**Additional NOTE** – NEOGOV Requisitions cannot accommodate a combination of New Positions and Old Positions.

- 3. **Comment box** Fill in any comments you want the DAS-HRE employment specialist to know about the requisition and posting e.g., please "Do NOT post for open recruitment".
- 4. Click "Save and Continue to Next Step" at top of page in green highlights (see Exhibit 3)

Following are step by step instructions for completing the **Approval Workflow** form:

#### Exhibit 4 – Approval Workflow

| 🔣 OHC - Create Requir 🗙 M Inbox (1,039) - artce 🗙 M Inbox | (5238) - robi x 🔥 NEOGOV Checklist: x 🖉 CHECKLIST 1 (HRA) x 📖 Sign In 🛛 x 🕼 🥵 My Drive - Google : x 💭 Entrance - Google : x 🖓 📅 State of Iowa - Cali x 🖉 G decorum meaning : x 👘 😝 🧁 🍘 🗙 |  |
|---|--|--|
| ← → C   | urers#/createrequisition/  |  |
| 🛛 Apps 🔣 NEOGOVSign In 🔤 IBM Kenexa BrassRin: 🏧 IBM Ken   | nea Brassilini 📓 NEOSOV Training   |  |
| NEOGOV 🔤 онс 🗸  | Create Requisition X Cancel Save & Close Save & Continue to Next Step  |  |
| Dashboard Jobs Y  | 1. CREATE V 2. APPROVALS V 3. ATTACHMENTS V  |  |
| Requisitions  |  |  |
| + Add A   | Approval Workflow  |  |
| Req # :   |  |  |
| 00002   | Approval Group   |  |
| 00003   | Select an approval group   |  |
| 00004   | Approxime *  |  |
| 00005   | Search Approvers   |  |
|   |  |  |
|   | Add Approval Step Concel   |  |
|   |  |  |
| e0000 -   |  |  |
| 00010   |  |  |
| 00011   |  |  |
| 00013   |  |  |
| 00014   |  |  |
| 17-00015  | 5  |  |
| 17-00017  |  |  |
| 17-00018  |  |  |
| 17-00020  |  |  |

1. **Approval Group** – Do not select an Approval Group - Click "Save and Continue to Next Step" at top of page highlighted in Green box (See exhibit 4).

Following are step by step instructions for completing the **Approval Workflow** form:

### Exhibit 5 – Add Attachments

|              | SSRIM REDGOV Training  | Cther bookmarks                     |
|--------------|--|-------------------------------------|
| оv 🔤 онс 🗸   | Create Requisition   | X Cancel Save & Close Save & Submit |
| oard Jobs ~  | 1. CREATE 🗸 2. APPROVALS 🗸 3. ATTACHMENTS 🗸                                    | <b></b>                             |
| Requisitions |  |                                     |
| + Add Al     | Add Attachments  | '                                   |
| 🔳 Reg # :    |  |                                     |
| 00002        | $(\uparrow)$   |                                     |
| 00003        | Drag and drop your file here, or browse  | 2                                   |
| 00004        | Supported file types are .doc, .jpeg, .jpg, .pdf, .png, .ppt, .bd, .xds, .vds, | . ppb, .rtf, .18,                   |
| 00005        |  |                                     |
| О ооооб      |  |                                     |
| 00007        |  |                                     |
| e0000 🗆      |  |                                     |
| 00010        |  |                                     |
| 0001         |  |                                     |
| 00013        |  |                                     |
| 00014        |  |                                     |
| 17-00015     |  |                                     |
|              |  |                                     |

- 1. Add Attachments Follow the drag and drop or browse to add attachments e.g., PDQ, Transcripts, Proof of Enrollment.
- 2. Click Save and Submit button at top of page highlighted in Green (See Exhibit 5).

**NOTE** – If you are not ready to submit the Requisition to HRE for processing, click the "**Save and Close**" button instead, and you can return to the Requisition to make further changes before submitting it.

# <u>GETTING THE INTERN APPLICANT INTO THE FOLDER WHEN THE INTERNSHIP IS NOT</u> <u>RECRUITED ON NEOGOV</u>

In instances when the position is **NOT** to be posted on the websites for open recruitment, the HRA should attach the resume (see Exhibit 6) and any supporting documents of eligibility to the requisition when requisitioning the internship position if that information is available. The HRA should also make note to the Employment Specialist in the *Comments field* (back at the Create Requisition step; see Exhibit 7) to place the intern in the requisition folder once the requisition is opened.

# Exhibit 6 – Attaching Documents

| CHC + Create Require x M Inbox (1,0<br>← → C  Secure   https://secure | 038) - arte X M Inbox (5,<br>e.training.neogov.com/auro | 342) - rob: X 🕹 NEGOOV Checklist: X 🔄 CHECKLIST 1 (HRA) X 🖓 Sign In X 🍐 My Drive - Google: X 🗯 Entrance<br>ora#/createrequisition/ | - Google II X 🔟 State of Iows - Call X C decorum meaning X 🛛 🕹 - O X 🖈 🖸 🖬 🖾 II |
|---|---|--|---|
| III Apps 🔣 NEOGOVSign In 🏧 IBM Ken                                    | nexa BrassRin 🔛 IBM Kenex                               | ia BrassRin 🔄 NEOGOV Training  | Other bookmarks   |
| NEOGOV 🔤 онс  | ~   | Create Requisition   | X Cancel Save & Close Save & Submit   |
| Dashboard Jobs ~  |   | 1. CREATE V 2. APPROVALS V 3. ATTACHMENTS V  |   |
|   | Requisitions  |  |   |
|   | + Add Al  | Add Attachments  |   |
|   | Reg # :   |  |   |
|   | 00002   | <u></u>  |   |
|   | 00003   | Drag and drop your file here, o  | r <u>browse</u>   |
|   | 00004   | Supported file types are .doc, .docx, jpeg, .jpg, .pdf,<br>.bd, .xds, .xdsx  | .png, ppt, .pptx, .rtf, .tf,  |
|   | 00005   |  |   |
|   | 00006   |  |   |
|   | 00007   |  |   |
|   | 00009   |  |   |
|   | 00010   |  |   |
|   | 00011   |  |   |
|   | 00013   |  |   |
|   | 00014   |  |   |
|   | 17-00015  |  |   |
|   | 17-00018  |  |   |
|   | 17-00020  |  |   |

### Exhibit 7 - Comments

| 🔯 NEOGOVSign In 📰 IBM Ken | exa BrassRing 🔤 IBM Kenesa | BressRin: 🔝 NEOGOV Training                         | Cther   |
|---------------------------|----------------------------|---|---|
| одоу 🚾 онс                | ~                          | Create Requisition                                  | × Cancel Save & Close Save & Continue to Next |
| shboard Jobs ~            |                            | 1. CREATE 2. APPROVALS 3. ATTACHMENTS               |   |
|                           | Requisitions               |   |   |
|                           | + Add Al                   | Hiring Authority "                                  | Point of Contact for Applicant questions *    |
|                           | Rog # :                    |   |   |
|                           | 00002                      | Selectives (Type your selective 3-digit codes here) | Job Description *                             |
|                           | 00003                      |   |   |
|                           | 00004                      | To Apply (Enter only for non-marit Bans)            |   |
|                           | 00005                      | то нарлу (штет опу то полятеть нець)                |   |
|                           | 00006                      |   |   |
|                           | 00007                      | Position Details                                    |   |
|                           | 00009                      | New Position?                                       |   |
|                           | 00010                      | Ves  No   |   |
|                           | 00013                      |   |   |
|                           | 00014                      | (e) A   | da Position Lietali                           |
|                           | 17-00015                   |   |   |
|                           | 17-00017                   | Comment   |   |
|                           | 17-00018                   |   |   |

If a student has not been selected at the Create Requisition step in the process, the HRA may send via email the resume and any supporting documents of internship eligibility directly to the Employment Specialist to add the student to the requisition folder once a selection is made.

#### **PROCESS CANDIDATES TO HIRE**

The HRA will locate on the Dashboard under My Candidates the requisition to be processed and click on the applicable Req#.

| M Inbax (8,504) - rol 🗙 🥐 Jab Oppartunitie: 🗴 | 🔁 State of Iowa - Co 🗴 🦀 Shared wit  | h me - 🗙 🛛 OHC - Dashboard 🗴 🗋         | Job Opportunitie: X C Job Opportun    | tie: X RE[DAS HR Info X     | reation - Cher X V HOME - Cheroke: X                | Ө — — ×         |
|---|--------------------------------------|--|---------------------------------------|-----------------------------|---|-----------------|
| ← → C   Secure   https://secure.training.     | neogov.com/aurora#/dashboard         |  |                                       |                             |   | x 🖬 🖬 🖬 🗄       |
| Apps 🔛 NEOGOVSign In 🔤 IBM Kenexa BrassR      | ling 🔤 IBM Kenexa BrassRing 💽 NEOGOV | ' Training                             |                                       |                             |   | Cther bookmarks |
| NEOGOV 🚾 онс 🗸                                |                                      |  |                                       |                             | Q Search  | Robin Jenkins 🗸 |
| Dashboard Jobs ~                              |                                      |  |                                       |                             |   | + © ©           |
|   | My Tasks VIEW ALL >                  |  |                                       |                             | Q   |                 |
|   |                                      | 1<br>Total                             |                                       | 1<br>Requisition Approve    | i   |                 |
|   | Type                                 | Date Assignment                        | ned 🔺 Due Date                        | Agency                      | Division \$   |                 |
|   | Approval Reg Administra              | ative Assistant 2 (17-00154) 04/05/201 | 7                                     | 625 Iowa Department of Reve | nue   |                 |
|   |                                      |  |                                       |                             | Showing 1 - 1 of 1 items $\leftarrow$ $\rightarrow$ |                 |
|   | My Candidates                        |  |                                       |                             | ٩   |                 |
|   | Req #                                | Candidates                             | Agency                                | Division                    | r Created On 💠                                      |                 |
|   | 17-00217 Administrative Int          | ern 3 (                                | 005 Department of Administrative Ser. | Robin Jenkins               | 04/26/2017  |                 |
|   | 18-00034 Test Intern                 | 1 0                                    | 005 Department of Administrative Ser. | Robin Jenkins               | 02/23/2018  |                 |
|   |                                      |  |                                       |                             | Showing 1 - 2 of 2 items $\leftarrow$ $\rightarrow$ |                 |
|   | My Requisitions VIEW ALL >           |  |                                       |                             | Q   |                 |
|   | 10<br>Total                          | 0<br>Draft                             | O<br>In-Progress                      | 2<br>Approved               | 8<br>Open   | Q.              |

The Requisition Detail displays the Candidates tab showing your referred candidates.

• Click on the candidates name to review their Application.

| C Secure https://secure.training.neo                                   | gov.com/aurora#/r | equisitiondetail/85 | b9a2ceb99fe70b9     | 9da49cc9adcd0b0   | ы                  |                       |                                 |         |              |                |               |                   |         | ☆ 🖾          |
|--|-------------------|---------------------|---------------------|-------------------|--------------------|-----------------------|---------------------------------|---------|--------------|----------------|---------------|-------------------|---------|--------------|
| NEOGOVSign In 🔤 IBM Kenexa BrassRin;                                   | IBM Kenexa Brass  | Rin: NEOGOV1        | Training            |                   |                    |                       |                                 |         |              | O Source       | _             | _                 |         | Dable Isolda |
| ashboard Jobs ~  |                   |                     |                     |                   |                    |                       |                                 |         |              | CC Jelici      |               |                   |         | + © ©        |
| Requisition Detail<br>Test Intern (18-00034)                           | lpen              |                     |                     |                   |                    |                       |                                 |         |              |                | D             | Сору              | ) Print | S Cancel R   |
| Requisition Information Ap   | provals Hire 1    | Workflow Car        | ndidates His        | story             |                    |                       |                                 |         |              |                |               |                   |         |              |
|  |                   |                     |                     |                   |                    |                       |                                 |         |              |                |               |                   |         |              |
| Candidates   |                   |                     |                     |                   |                    |                       |                                 |         |              |                |               |                   |         |              |
| Candidates   |                   |                     |                     |                   |                    |                       |                                 |         |              |                |               |                   |         |              |
| Candidates   |                   |                     |                     |                   |                    |                       |                                 |         |              |                |               |                   |         |              |
| andidates  |                   |                     |                     |                   | (                  | 1<br>TOTAL            |                                 |         |              |                |               |                   |         |              |
| andidates  |                   |                     |                     |                   | (                  | 1<br>TOTAL            | )                               |         |              |                |               |                   |         |              |
| Candidates   |                   |                     |                     |                   | (                  | 1<br>TOTAL<br>Referre | ed : 1                          |         |              |                |               |                   |         |              |
| Deferred ★ Actions   | •                 |                     |                     |                   | (                  | 1<br>TOTAL<br>Referre | ed:1                            |         |              |                |               |                   |         | More         |
| Referred      Referred      Actions      Actions      Phone      Phone | *<br># doL        | Action<br>Date      | Referral<br>Expires | Elig<br>List Type | Pending<br>Appeal? | 1<br>TOTAL<br>Referre | od : 1<br>Current<br>Department | Notices | Job<br>Trile | Total<br>Score | Total<br>Rank | Master<br>Profile | Status  | More         |
| Candidates  Refered  Refered  Refered  Phone                           | *<br># doL        | Action<br>Date      | Referral<br>Expires | Elig<br>List Type | Pending<br>Appeal? | 1<br>TOTAL<br>Referre | od : 1<br>Current<br>Department | Notices | Job<br>Trile | Total<br>Score | Total<br>Rank | Master<br>Profile | Status  | More         |

Once you select the candidate their application is displayed providing you access to their Application containing General Information, Work Experience, Education, Additional Information, References and Attachments; Questions they've responded to; Notices sent; History and Notes.

If you're screening to select candidates for interview use this page to review their submission. Once it's been decided if the candidate will move on to interview, be rejected or hired you will make the appropriate selection by clicking on the dropdown menu under *Actions* in the upper right corner of the page.

| M Indox (8,504)- ro: X ( 19 Job Opportunitie: X ( 19 State of Ions - G: X ) 🙆 Shared with me - X / 🔯 OHC - Candidate: X ( ) Job Opportunitie: X ( ) Job Opportunitie: X ( ) Job Opportunitie: X ( )  | K G HOME - Cheroke: X B Cherokee 2018: 8 X   | 0 – 0 ×         |
|--|--|-----------------|
| € → C B Secure https://secure.training.neogov.com/aurora*/requisitiondetai/85b9a2ceb99fe70b9da49cc9adcd0b0d/candidate/ebc02935f974f5d2f38a4c734889442/ef1052784f6a6ddfeee8d7857b2d5473/85b9a2  | ceb99fe70b9da49cc9adcd0b0d   | * 2 2 3 :       |
| 👯 Apps 🔃 NEOGOVSign In 🔤 IBM Kenesa BrassRin i 🔤 IBM Kenesa BrassRin i 🔤 NEOGOV Training   |  | Other bookmarks |
| If Age If Moreous Branchine If Moreous Branchine If Moreous Branchine     NEOCOCY If OHC        Dashboard Jobs     Dashboard Jobs        Requisition Information Approvable           Candidates                 Image: Candidates   Image: Candidates                    Image: Candidates                                      Image: Candidates | Actions •     Print     C       Reject     Move to Interview     Move to Differed       Move to Drife     Send Notices | Other bookmarks |
| C Name Phone Jul   |  |                 |
|  |  | Q               |

If the candidate is to be rejected, make that selection by clicking Reject. A Reject Details window will open providing a Reject Reason field (required).;

- Select the appropriate Reject Reasons (see list below) and make that entry in the Reject Reason's field.
  - Candidate Not Interested Agency
  - Considered, Not Interviewed
  - Failed to Respond to Agency
  - NonMerit Considered, Not Interviewed (use only on NonMerit Reqs)
  - Out Bypass (use only for Outplacement Candidates)
  - Recall Bypass (use only for Recall Candidates)
  - Req Canceled
  - Resume Not Submitted
- Enter comments as necessary
- Turn on Automatically send a notice
- Click SAVE at top of page

| M Inbox (8,504) - rol X M Iob Opportunitie: X 23 State of Iowa - (   | 🗧 x 🔪 Shared with me : X X 🛄 OHC - Reject Car: X X 🕒 Job Opportunitie: X X 🗇 Job Opportunitie: X X Jab Opportunitie: X X Jab Opportunitie: X X 🕼 HRE[DAS HR Inti: X X 🔀 Recreation - Ohe: X X 🖾 HOME - Cheroise: X X 🕼 Cheroise: 2018   X | θ      | - 0   | ×       |
|--|---|--------|-------|---------|
| ← → C  Secure   https://secure.training.neogov.com/aurora H Apps NEOGOVSign In III IBM Kenexa BrassRin: III IBM Kenexa B | #/requisitiondetail/8569a2ceb991e70b9da49cc9adcd0b0d/candidate/ebc029351974152d2138a4c734889442/ef105278415a6ddleee8d7857b2d5473;/6569a2ceb991e70b9da49cc9adcd0b0d/reject RessRim Di NEOGOV Texining                                      | *      | 🖃 🛃 🛛 | okmarks |
| NEOGOV CONC Y  | leject<br>rrt, Sweet (Person ID : 5386277)  | Cancel | Save  | re      |
| Requisition Detail<br>Test Intern (18-00034) Open  | Reject Details  * required fields are marked with estensis  |        |       | ĺ       |
| Requisition Information Approvats  | Reject Reason * Can Q   |        |       |         |
| Candidates   | Comments  |        |       |         |
|  |   |        |       |         |
|  |   |        |       |         |
|  | Notice  |        |       |         |
| © Referred ▼   | Automatically send a notice   |        |       |         |
| Tart, Sweet 15157252095 18   |   |        |       |         |
|  |   |        | G     | J       |

If the candidate is to be moved to interview, make that selection by clicking "**Move to Interview**." A confirmation window will display providing you an opportunity to confirm by clicking **OK**.

| M Inbox (8,504) - rol 🗴 🥐 Job Opportunitie: 🗙 🕎 State of Iov | va - Ci - X 🗸 💩 Shared with me X 🖉 OHC - Candidate - X 🖉 Job Opportunitie - X 🖉 Job Opportunitie - X 🖓 🔂 HRE[DAS HR Info - X 🖉 Recr | estion - Cher X V HOME - Cheroke: X V C HOME - Cherokee 2018: 8 X |
|--|---|---|
| ← → C  | rrora#/requisitiondetail/85b9a2ceb99fe70b9da49cc9adcd0b0d/candidate/ebc02935f974f52d2f38a4c734889442/ef1052784f6a6ddfeee8d7857b2d   | 5473/85b9a2ceb99fe70b9da49cc9adcd0b0d 🖈 🖾 💆 🖬                     |
| 👯 Apps 🔃 NEOGOVSign In 🔤 IBM Kenexa BrassRin; 🔤 IBM Ken      | exa BrassRing 🔯 NEOGOV Training   | Other bookmarks   |
| NEOGOV ee OHC ~<br>Dashboard Jobs ~                          | Tart, Sweet Person ID: 5386277 Referred   | Actions • 🗇 Print Cancel  |
| Poquisition Dotail   | Application Guestions Notices Pristory Notes  |   |
| Test Intern (18-00034) Open                                  | Move to Interview   |   |
| Requisition Information Approvals                            | Are you sure you want move candidate Tart. Sweet to Interview ?   | e.  |
| Candidates   | OK Cancel   |   |
|  |   |   |
|  |   |   |
|  |   |   |
|  |   |   |
|  |   |   |
| © Referred * 2 Actions *                                     |   |   |
| B A Name Phone Joi   |   |   |
| Tart, Sweet 15157252095 18                                   |   |   |
| «<>»   |   |   |
|  |   |   |

Immediately the candidate's status will be updated to that of **Interview**.

| M Inbox (8.504) - ro: X Y Job Opportunitie: X 🔃 State of Iow  | va - Co 🗙 🍐 Shared with me - 🕱 📧   | DHC - Candidate x 🔨 D Job Opportunitie x 🔪 D Job Opportunitie x 🛝 HRE[DAS HR Inte x 🔪 🗖 Recreation - C   | Cher x G HOME - Cheroke: x G Cherokee 2018; 8 x × |
|---|--|--|---|
| G Secure   https://secure.training.neogov.com/au     Apps NEOGOVSign In M IBM Kenexa BrassRin: M IBM Kene               | rora#/requisitiondetail/85b9a2ceb99te70<br>exa BrassRin: NEOGOV Training                                   | b9da49cc9adcd0b0d/candidate/ebc029351974152d2138a4c734889442/ef105278416a6ddteee8d7857b2d5473/85   | 169a2ceb99fe70b9da49cc9adcd0b0d 🗘 🔛 🖬 🖾 🗄         |
| NEOGOV es onc v<br>Dashboard Jobs v   | Tart, Sweet           Person ID: 5386277         Interv           Application         Questions         No | ew Histey Notes  | 🖈 Actions * 🖨 Print Cancel                        |
| Requisition Detail<br>Test Intern (18-00034) Open<br>Requisition Information Approvals                                  | QUICK JUMP «   | General Information     Contact Information     12 Sour Candy Lane     robin jenkins@lowa.gov  | •<br>% (151) 572-5209 ext. 5 primary              |
| Candidates  | Education  Additional Information  Additional Information  References  Attachments                         | Des Mones, IA 50319<br>US<br>Personal Information<br>Preferences<br>What type of job are you looking for?<br>Internatio<br>What type of work will you accept?<br>Full Time, Pert Time<br>What shifts are you available to work?<br>Dey |   |
| ●         0         Name         Phone         Job #           ≪         <         >>>         >>         >>         >> |  | Work Experience  | 9   |

If the candidate is selected for hire and the offer is extended, you should document the offer by selecting "**Move to Offered**" from the ACTION button at the top of the page. A form will display providing you an opportunity to enter the Offer Details – Offer Date; Offer Amount; Bonus Amount; and Comment. Once the form is completed click **Save & Submit** at the top of the page.

| M Inbox (8,504) - ro: 🗙 🥐 Job Opportunitie: 🗙 🕎 State of                               | owa - Ci X 🔏 Shared with me - X X 🖬 OHC - Male Offic X 🕥 Job Opportunitie: X \ D Job Opportunitie: X 🔩 HEEDAS HR Intic: X 🖉 Recreation - Che: X 😨 HOHE - Cheroke: X 🕼 OHC + Cheroke: 2018. E X | θ – □ ×         |
|--|--|-----------------|
| ← → C  | aurora@/requisitiondetail/85b9a2ceb99le70b9da49cc9adcd0b0d/candidate/ebc02935f974f52d2188a4c734889442/ef1052784f6a6ddfeee8d7857b2d5473/85b9a2ceb99le70b9da49cc9adcd0b0d/offer                  | x 2 🗷 🖬 :       |
| 👯 Apps 🔯 NEOGOVSign In 🔤 IBM Kenexa BrassRing 🔤 IBM K                                  | enexa BrassRiv, 🛄 NEOGOV Training  | Cther bookmarks |
| NEOGOV ee ohc ~<br>Dashboard Jobs ~  | Make Offer Cancel Tart, Sweet (Person ID : 5386277)  | Save & Submit   |
| Requisition Detail<br>Test Intern (18-00034) Open<br>Requisition Information Approvals | Offer Details  • required fields are marked with assertisk   |                 |
| Candidates   | Offer Date * 02/23/2018  |                 |
|  | Offer Amount S   |                 |
|  | Bonus Amount<br>S  |                 |
|  | Comment  |                 |
| © Referred * 🕺 🛧 Actions *   |  |                 |
| ■ & Name Phone Job #   |  |                 |
| «<>>>>   |  | 0               |

When the offered candidate accepts and you've documented the offer details you should process the Hire by selecting "**Move to Hire**" from the ACTION button at the top of the candidate's page. A

form will display providing you an opportunity to enter the Hire Information. Complete all required fields as well as the following fields:

- Internship Paid or Unpaid
- Internship (After Hire): Anticipated Completion Date
- Internship (After Hire): Anticipated Graduation Date

The **Hire Type** (required) selection should be **Hired Intern**.

Upon completing the above fields click the **Save & Close** button. <u>**DO NOT**</u> select Save & Continue to next Step at this point in the process.

| M Inbox (8,504) - ro 🗙 🥐 Job Opportunities 🗙 🕎 State of Iowa - Co 🛪 | A Shared with me - × OHC - Move to H ×                        | unitie: X 🖉 Job Opportunitie: X 🔥 H | HREIDAS HR Info: X C Recreation - Cher X C HOME - Cheroker | × 120 Cherokee 2018: 8 ×            | o ×       |
|---|---|-------------------------------------|--|-------------------------------------|-----------|
| ← → C   | quisitiondetail/85b9a2ceb99fe70b9da49cc9adcd0b0d/candidate/eb | c02935f974f52d2f38a4c734889442/ef10 | 52784f6a6ddfeee8d7857b2d5473/85b9a2ceb99fe70b9da49cc9ad    | Scd0b0d/hire 🖈 🖪 🗷                  | •         |
| Apps 🚯 NEOGOVSign In 🔤 IBM Kenexa BrassRin; 🔤 IBM Kenexa BrassR     | ing NEOGOV Training   |                                     |  | Other                               | bookmarks |
| NEOGOV 🔤 OHC Y Hire   | e Form  |                                     | Cancel Save  | e & Close Save & Continue to next S | tep       |
| Dashboard Jobs ~ Tart,  | Sweet (Person ID : 5386277)                                   |                                     |  |                                     |           |
| Requisition Detail  | HIRE INFORMATION 2. APPROVALS                                 | 3. ATTACHMENTS                      |  |                                     |           |
| Test Intern (18 00024)  | 5   |                                     | 5  |                                     | ^         |
| Test Intern (18-00034) Open   | Start Date •  |                                     | Orientation Date   |                                     |           |
| Requisition Information Approvals                                   | MM/DD/YYYY  | Ē                                   | MM/DD/YYYY   | i                                   |           |
|   | Filled Date   |                                     | Hire Type *  |                                     |           |
| Candidates  | MM/DD/YYYY  | <b></b>                             | - Make a selection -                                       | 0                                   | - 1       |
|   | Internship: Paid or Unpaid?                                   |                                     | Internship [After Hire]: Anticipated Completion Date       |                                     |           |
|   | - Make a selection -  | \$                                  | MM/DD/YYYY   |                                     |           |
|   | Internship [After Hire]: Anticipated Graduation Date          |                                     | Internship: Pay Period Processed                           |                                     |           |
|   | MM/DD/YYYY  | <b></b>                             | MM/DD/YYYY   | <b></b>                             |           |
|   | Internship [Completion]: Status                               |                                     | Internship [Completion]: Date                              |                                     |           |
|   | - Make a selection -  | \$                                  | MM/DD/YYYY   | <b></b>                             |           |
| ⊕ Referred * Å Actions *  | Internship [Completion]: Number of Hours Complet              | ed for THIS Internship.             |  |                                     |           |
|   |   |                                     |  |                                     |           |
| A Name Phone Job #  | Active On Eligible List?                                      |                                     |  |                                     |           |
|   | Comment   |                                     |  |                                     |           |
|   |   |                                     |  | (                                   |           |
|   |   |                                     |  | ł.                                  |           |

Once the intern has completed the internship, the HRA will access the candidate via their My Candidates list by requisition, select the appropriate requisition, identify the appropriate candidate and select Pending Release under the Status column.

| M Inbox (8,504) - robin 🗙 🌾 Ja | b Opportunities   S X  | 23 State of low | a - Calen 🗙 🗸 🕭 S   | hared with me - G   | о 🗙 🔣 ОНС -       | Requisition Dr. ×  | D Job Opport  | unities   S 🗙 💦 HRE   | DAS HR Inform: X | Recreation - | Cherok: ×      | HOME - Che    | rokee Io 🗙 🖉      | Cherokee 2018: E | Best X     | -            |            |
|--------------------------------|------------------------|-----------------|---------------------|---------------------|-------------------|--------------------|---------------|-----------------------|------------------|--------------|----------------|---------------|-------------------|------------------|------------|--------------|------------|
| - > C Secure   https://        | secure.training.neogo  | v.com/aurora#   | /requisitiondetail/ | 85b9a2ceb99fe       | 70b9da49cc9adco   | l0b0d              |               |                       |                  |              |                |               |                   |                  |            | x 🗉 🛛        |            |
| Apps 🔛 NEOGOVSign In 🔤 I       | M Kenexa BrassRing 🏧   | IBM Kenexa Bra  | ssRin 🛛 NEOGO       | V Training          |                   |                    |               |                       |                  |              |                |               | _                 | _                |            | Oth          | er bookmai |
| NEOGOV 🚾 o                     | HC Y                   |                 |                     |                     |                   |                    |               |                       |                  |              | C              | L Search      | _                 |                  | Rob        | in Jenkin    | is ~       |
| Dashboard Jobs ~               |                        |                 |                     |                     |                   |                    |               |                       |                  |              |                |               |                   |                  | +          | 0            | 0          |
| Requisition                    | n Detail<br>(18-00034) | en              |                     |                     |                   |                    |               |                       |                  |              |                |               | Сору              | 🖨 Pri            | int 🛞      | Cancel R     | leq        |
| Requisition Ir                 | formation Appro        | ovals Hire      | Workflow C          | andidates           | History           |                    |               |                       |                  |              |                |               |                   |                  |            |              |            |
| Candidates                     |                        |                 |                     |                     |                   |                    |               |                       |                  |              |                |               |                   |                  |            |              |            |
|                                |                        |                 |                     |                     |                   |                    |               |                       |                  |              |                |               |                   |                  |            |              |            |
|                                |                        |                 |                     |                     |                   |                    |               | AL<br>Hired : 1       |                  |              |                |               |                   |                  |            |              |            |
| © Hired *                      | オ Actions              | •               |                     |                     |                   |                    |               |                       |                  |              |                |               |                   | [                | III Ma     | ore          | ٦          |
| Name                           | Phone                  | Job #           | Action<br>Date      | Referral<br>Expires | Elig<br>List Type | Pending<br>Appeal? | Vets'<br>Pref | Current<br>Department | Notices          | Job<br>Title | Total<br>Score | Total<br>Rank | Master<br>Profile | Status           |            |              |            |
| Tart, Sweet                    | 15157252095            | 18-00034        | 02/23/2018          |                     | Regular           |                    |               |                       |                  | Test Intern  | 0.00           | 1             | 8                 | Hired            | Pending R  | elease       |            |
| << > >>                        |                        |                 |                     |                     |                   |                    |               |                       |                  |              |                |               | /                 |                  | Showing 1- | 1 of 1 items | 0          |

The Hire Details form will appear and the HRA should select Edit in the upper right corner of the form.

| M Inbox (8.504) - robin 🗴 🔶 Job Opportunities   🗄 🗙 🕎 Stat | ite of Iowa - Cale: 🗙 🍐 Shared with me - Gc 🕱 🔂 OHC - Hire Details 🛛 🗙 🗈  | Job Opportunities   S × V n HRE DAS HR Inform: × V Recreation - Cherok            | × (☑ HOME - Cherokee I: × (☞ Cherokee 2018: 8es: ×   |
|--|---|---|--|
| ← → C  | aurora#/requisitiondetail/85b9a2ceb99fe70b9da49cc9adcd0b0d/hire/detail/26 | a031be40fea8c033b8867ac41269c5  | * 🖬 🖬 🖬 🗄  |
| 👯 Apps 💽 NEOGOVSign In 💵 IBM Kenexa BrassRin; 💵 IBM Ke     | enexa BrassRin; 🔯 NEOGOV Training   |   | Other bookmarks                                      |
| NEOGOV ed ohc v<br>Dashboard Jobs v                        | Hire Details<br>Sweet Tart (Person ID : 5386277)                          |   | × Cancel Edit © Print                                |
| Requisition Detail   | Hire Information Approvals History  |   |  |
| Requisition Information Approvals                          | Hire Information  |   |  |
| Candidates   | Date Referred<br>02/23/2018   | Offer Date<br>02/23/2018  | Offer Accepted Date 02/23/2018                       |
|  | Start Date  | Orientation Date  | Offer Amount   |
|  | 03/01/2018  | N/A   | N/A  |
|  | Bonus Amount<br>N/A   | Filled Date<br>N/A  | Active On Eligible List<br>No                        |
|  | Hire Type   | Internship: Paid or Unpaid?   | Internship [After Hire]: Anticipated Completion Date |
|  | Hired Intern  | Paid  | 5/4/2018   |
|  | Internship [After Hire]: Anticipated Graduation Date                      | Internship: Pay Period Processed  | Internship [Completion]: Status                      |
|  | 5/21/2018   | N/A   | N/A  |
|  | Internship [Completion]: Date N/A   | Internship [Completion]: Number of Hours Completed for THIS<br>Internship.<br>N/A |  |
| <ul> <li>● Hired *</li> <li>★ Actions *</li> </ul>         | Comments<br>N/A   |   |  |
| B Name Phone Job.  |   |   |  |
| Tort, Sweet 15157252095 18-0                               | Attachments   |   |  |
| < < > >>   |   | There are no available attachments.   | Q  |

Complete the following fields:

- Internship (Completion): Status
- Internship (Completion): Date
- Internship (Completion): Number of Hours Completed for THIS Internship

Once the information has been entered the HRA should click on the Save & Continue to next Step button at the top right corner of the form.

| M Inbox (8,504) - robin 🗙 🥐 Job Opportunities   S 🗙 🕎 State of low | va - Caler: 🗙 🍐 Shared with me - Gr: 🗙 🔯 OHC - Edit Hire 🛛 🗙 🛅 Job Opport    | unities   🗧 🗙 🗸 🛼 HREĮDAS HR | Inform: X Recreation - Cherok: X I HOME - Cherokee I: X 1 | Ø<br>Ø Cherokee 2018: Best 🛪 |                 |
|--|--|------------------------------|---|------------------------------|-----------------|
| ← → C ■ Secure   https://secure.training.neogov.com/auroral        | /requisitiondetail/85b9a2ceb99fe70b9da49cc9adcd0b0d/hire/detail/26a031be40fe | a8c033b8867ac41269c5/edit    | V   | ☆ 🖾                          | M 🖬 🗄 🗄         |
| 👯 Apps 🚯 NEOGOVSign In 🔤 IBM Kenexa BrassRing 🔤 IBM Kenexa Br      | rassRin 🛛 NEOGOV Training  |                              |   |                              | Other bookmarks |
| NEOGOV es onc v H<br>Dashboard Jobs v Sv                           | lire Form<br>weet Tart (Person ID : 5386277)                                 |                              | Cancel Save & C   | Save & Continue to ne        | ixt Step        |
| (  | 1. HIRE INFORMATION V 2. APPROVALS V   | 3. ATTACHMENTS 🗸             |   | 1224                         |                 |
| Test Intern (18-00034) Open  | Filled Date  |                              | Hire Type *   |                              |                 |
| Requisition Information Approvals                                  | MWDD/YYYY  | Ē                            | Hired intern  | \$                           |                 |
|  | Internship: Paid or Unpaid?  |                              | Internship [After Hire]: Anticipated Completion Date      |                              |                 |
| Candidates   | Paid   | \$                           | 05/04/2018  |                              |                 |
|  | Internship [After Hire]: Anticipated Graduation Date                         |                              | Internship: Pay Period Processed                          |                              |                 |
|  | 05/21/2018   | Ē                            | MM/DD/YYYY  | Ē                            |                 |
|  | Internship [Completion]: Status  |                              | Internship [Completion]: Date                             |                              |                 |
|  | - Make a selection -   | \$                           | MM/DD/YYYY  | <b></b>                      |                 |
|  | Internship [Completion]: Number of Hours Completed for THIS                  | S Internship.                |   |                              |                 |
| Hired * Actions *  | Active On Eligible List?   |                              |   |                              |                 |
| B Name Phone Job.  | Comment  |                              |   |                              |                 |
| Tart, Sweet 15157252095 18-0                                       |  |                              |   |                              |                 |
| <<>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>                             |  |                              |   |                              | Q               |

Currently Approval Workflow is not used in NeoGov. Click on Save & Continue to next Step

| M Inbox (8,504) - robin 🗙 🥐 Job Opportunities   S 🗙 🔀 St                     | tate of lows - Cale: X 📣 Shared with me - G: X 🔃 OHC - Edit Hire X 👔 Job Opportunities   : X 🔥 HRE[DAS HR Inform: X 🖉 Recreation - Cherok: X 😨 HOME - Cherokee I: X 🔞 Ch | Θ – 🗆 ×                        |
|--|--|--------------------------------|
| ← → C a Secure   https://secure.training.neogov.com                          | /aurora#/requisitiondetail/85b9a2ceb99fe70b9da49cc9adcd0bb0d/hire/detail/26a031be40fea8c033b8867ac41269c5/edit/  | x 🖸 🚺 🔲 :                      |
| 👯 Apps 🚯 NEOGOVSign In 🔤 IBM Kenexa BrassRin; 🔤 IBM I                        | Kenesa BrassRin, 🔃 NEOGOV Training   | Other bookmarks                |
| NEOGOV on OHC ~  | Hire Form Cancel Save & Clos<br>Sweet Tart (Person ID : 5386277)   | e Save & Continue to next Step |
| Requisition Detail   | 1. HIRE INFORMATION V 2. APPROVALS V 3. ATTACHMENTS V  |                                |
| Test Intern (18-00034) Open<br>Requisition Information Approvals             | Approval Workflow  * required fields are maned with asteriak   |                                |
| Candidates   | Add Approval Group   |                                |
|  |  |                                |
|  |  |                                |
| Different a Statestone a   |  |                                |
| B A Name Phone Job   |  |                                |
| Tart, Sweet         15157252095         18.0           <<<<>>>>>         >>> |  | Q                              |
|  |  |                                |

The HRA could attach a document of the schedule and hours worked if they so choose to document the total number of hours worked. If attaching the hours file, once attached select "Save & Submit".

| M Inbox (8,504) - robii 🗙 🥐 Job Opportunities   🗙 🕅 Sta  | e of lowe - Cale: X 🖉 Shared with me - G: X 🔀 OHC - Edit Hine 🛛 X 🔯 Job Opportunities   X 👘 HRE[DAS HR Inform: X V                             | Recreation - Cherol. x O HOME - Cherokee x 10 Cherokee 2018. Be: x |
|--|--|--|
| ← → C ■ Secure   https://secure.training.neogov.com//<br># Apps ■ NEOGOVSign In ■ IBM Kenexa BrassRim ■ IBM Ke | .urora#/requisitiondetail/85b9a2ceb991e70b9da49cc9adcd0b0d/hire/detail/26a031be40fea8c033b8867ac41269c5/edit/<br>mea 8rasRin 🔄 NEOGOV Training | 🖈 🖃 🖪 📮 :  |
| NEOGOV er ohc ~<br>Dashboard Jobs ~  | Hire Form<br>Sweet Tart (Person ID : 5386277)  | Cancel Save & Close Seve & Submit                                  |
| Requisition Detail   | 1. HIRE INFORMATION V 2. APPROVALS V 3. ATTACHMENTS V  |  |
| Test Intern (18-00034) Open<br>Requisition Information Approvals   | Add Attachments  |  |
| Candidates   | Drag and drop your file h  | ere, or  |
|  | browse<br>Supported file types are .doc, .docx, .jpeg, .jpg, .pd   | If, prg. ppt. ppt, stf. inf. bit                                   |
|  |  |  |
|  |  |  |
| ⊕ Hired * ☆ Actions *  |  |  |
| A Name Phone Job   |  |  |
| Tart, Sweet 15157252095 18-0   |  |  |
| « ( ) »  |  | 0  |

Final Page in the process will display.

| M Inbox (8,504) - robin 🗙 🌾 Job Opportunities   S 🗙 🔯 Stat                             | te of Iowa - Cale: X 🕹 Shared with me - Go X 🖪 OHC - Hire Details X  | ) Job Opportunities   S × V no. HREIDAS HR Inform: × V 💽 Recreation - Cherok  | HOME - Cherokee Ic X B Cherokee 2018: Best X  |       |
|--|--|---|---|-------|
| ← → C Secure   https://secure.training.neogov.com/a                                    | aurora#/requisitiondetail/85b9a2ceb99fe70b9da49cc9adcd0b0d/hire/detail/26  | a031be40fea8c033b8867ac41269c5  | x 🗉   |       |
| NEOGOV et OHC ~<br>Dashboard Jobs ~  | Hire Details<br>Sweet Tart (Person ID : 5386277)   |   | X Cancel Z Edit 🖨   | Print |
| Requisition Detail<br>Test Intern (18-00034) Open<br>Requisition Information Approvals | Hire Information Approvals History Hire Information  |   |   | Ĺ     |
| Candidates   | Date Referred<br>02/23/2018<br>Start Date<br>03/01/2018<br>Brows Amount<br>NA<br>Hris Type<br>Hred Intern<br>Hrise Type<br>Hred Intern<br>Internship (After Hire): Anticipated Graduation Date<br>5/21/2018<br>Internship (Completion): Date<br>NA<br>Comments<br>NA | Offer Date<br>02/23/2018<br>NA<br>Filed Date<br>NA<br>Internship: Paid or Unpaid?<br>Paid<br>Internship: Pey Period Processed<br>NA<br>Internship: Pey Period Processed<br>NA | Offer Accepted Date<br>02/23/2018<br>Offer Amount<br>NA<br>Active On Eligible List<br>No<br>Internship (After Hire): Anticipated Completion Date<br>5/4/2018<br>Internship (Completion): Status<br>NA |       |
| Tart, Sweet         15157252095         18-00           <<         >>>         >>>     | Attachments  | There are no available attachments.   |   | 0     |