



NEOGOV Hiring Manager Training

Presented by DAS-HRE

Monday, January 24, 2022; 1:00 pm – 2:00 pm via Zoom

**This free Hiring Manager Training will focus on
the NEOGOV Self-Scheduling Feature**

***The NEOGOV self-scheduling feature allows hiring managers to set a schedule for interviews in NEOGOV. From this set schedule, applicants are able to self-schedule their own interview time within NEOGOV.

- ✓ Creates efficiency
- ✓ Decreases time in the hiring process setting up interviews
- ✓ Easier for applicants/agencies to connect/finalize interview times

This training will go over:

- ✓ How to set up an interview schedule in NEOGOV
- ✓ How to move applicants to the interviewed step
- ✓ How to send a notice within NEOGOV that details the steps the applicant will need to take to finalize an interview time

***Hiring managers can register through Learnsoft – the Learning Management System (LMS). If there are questions please contact your agency's PDS Training Liaison.