

## **NEOGOV Requirements for P1s**

---

### **When a NEOGOV requisition number is needed**

There should be a NEOGOV requisition number listed on all hire P1s. The only exception is for non-merit hires, and for contract transfers at the first step in the hiring process for IUP-covered employees. The P1 types that should have a requisition number listed are:

005 – Full-Time New Hire  
015 – Part-Time New Hire  
058 – Recall of Terminated (Laid Off) Employee  
059 – Recall of Active Employee  
069 – Reemployment  
088 – Transfer  
099 – Reinstatement (also P1 type used for Extended Outplacement hires)  
662 – Promotion  
669 – Demotion

### **Where to enter the NEOGOV requisition number in the P1**

Please enter the requisition number in both the “CERT.NUMBER” field of the P1 and in the remarks. If the hire did not require a requisition, but recall had to be cleared for the position first (as for IUP contract transfers after the first step of the hiring process), please include remarks stating that recall was cleared.

### **Steps to complete in NEOGOV before the P1 will be approved**

- Code the selected applicant(s) as Hired, and complete the Hire form (this should pop up automatically when the status is changed to “Hired”). The “Date Offer Accepted” on the Hire form must fall between the date the referred list was issued and the date it expires (the referred list expires 120 days after issuance).
- Click “Save & Submit” on the final page of the Hire form.
- All other applicants on the referred list must be coded with a final status.