Samford University
Human Resources

NEOED

Online Hiring Center [OHC] User Guide | Hiring Managers

Introduction

The Online Hiring Center (OHC) engages hiring department staff, subject matter experts, committees, and approval groups 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 user role—reviewing and recommending candidates.

Requisitions

In the My Requisitions section, up to four types of requisitions associated with you will display:

- Draft – Requisitions you have created and saved, but haven't yet submitted.
- In Progress – Requisitions you have submitted and are in progress of being approved.
- Approved – Requisitions you have submitted and have be approved by all groups but not yet posted.
- Open – Requisitions you have submitted and have been posted by HR for recruiting.

Position Management

Position management encompasses any change that is made to an existing position or job or any new position that may be needed. Regardless of whether this position is currently filled or vacant, the position must be altered to match the job description and attributes. This includes, but is not limited to such things as:

- Title
- Job Duties/Responsibilities
- Qualifications
- Salary Grade
- FLSA Status
- Funding (FOAPALs)
- Supervisor or Employees Supervised

If you need to request an existing position be filled with no changes, you can proceed to the Staff Job Requisition portion of this document. If any changes are needed or if this is a new position, you will begin by completing a Staff Position Approval Request form.

If this is the first time this position has been posted in NEOED, please attach a job description to the NEOED requisition so this can be entered prior to posting.

Completing the Staff Position Approval Request Form

Complete all information relevant to the position that you wish to fill and/or change. Pay special attention to the Grant Funding question as all positions utilizing grant funding require the approval of the principal investigator as well as the associate director of grants and contracts.

The Compensation Review section will be completed by the Human Resources Assistant Director of Total Rewards. A compensation analysis using comparator positions will be carefully aligned with the job description attached.

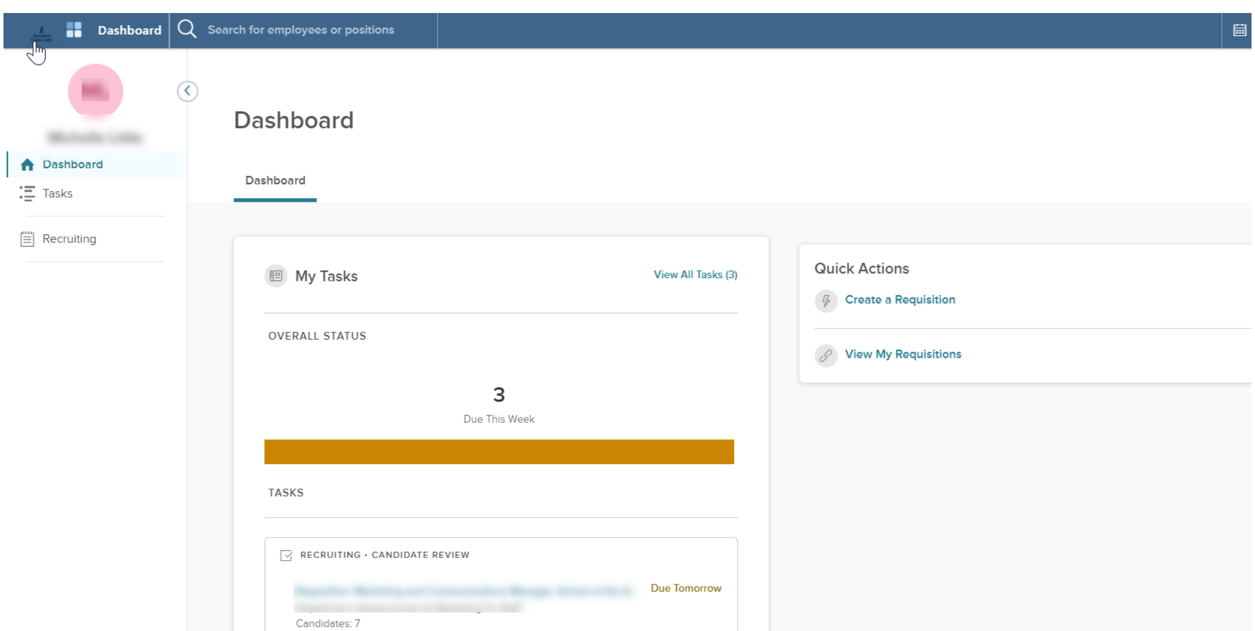
The Hiring Manager will be asked to review the form when initially submitted and to acknowledge the position as it was approved at the end of the process. The staff job posting will reflect the changes exactly as approved in this process including the job duties, requirements, FLSA status and salary grade.

Once the Position Approval form has been fully approved, you may proceed to NEOED to request that a job posting be prepared for the position. All aspects of the posting will reflect the details from the position request. This allows careful thought to be given to the exact components needed in a position to allow the department to meet the needs and goals of the university prior to advertising a job.

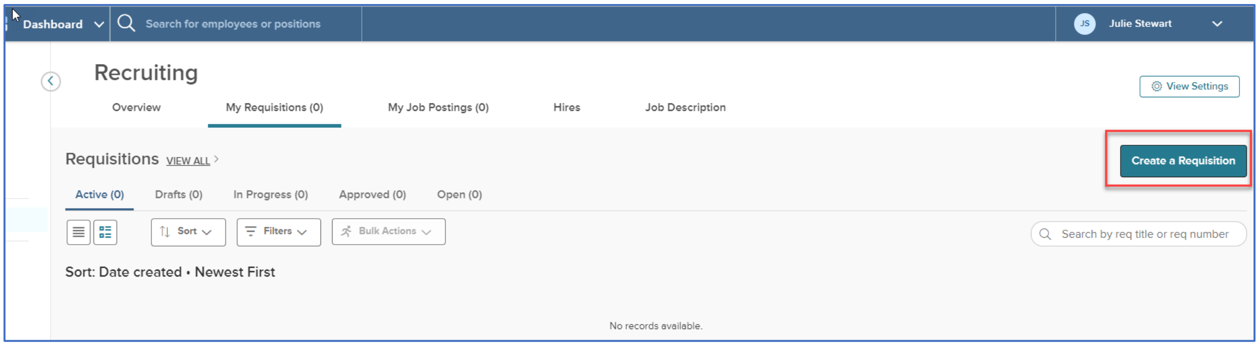
Job Requisition Process

Posting to Fill an Approved Position - Hiring Managers or Assistants

- Begin by logging in to the NEOED Training Site.
- You will begin on the NEOED Dashboard.
- In the Quick Actions section, select View My Requisitions



Or on the next page that display, select the option to Create a Requisition

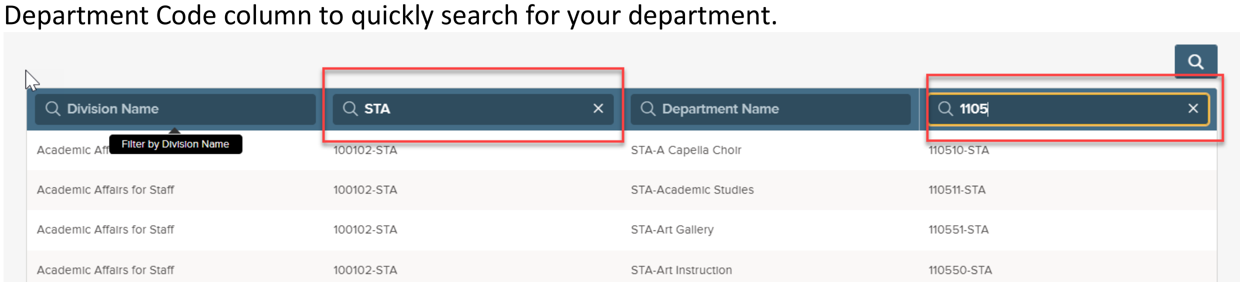


Completing the Requisition

Fields marked with a red asterisk are required. The information entered will vary by department and position.

Division/Department: Search will display all divisions and all departments. You will notice that there is a Faculty (FA), Staff (STA), and Student (STU) option for each division and each department within the division. This allows the proper approval routing and appropriate application type to be assigned to the requisition and job posting. You may enter any part of the title in the search bar and click on the magnifying glass icon, or you may simply click on the magnifying glass icon to scroll through all selections. Be sure to select the Department and Job Type for the position and not just the Division level. Once located, click on the title of the department to select it.

Tip: Enter the job type abbreviation in the Division Code column and the ORG number in the Department Code column to quickly search for your department.



- **Job Description:** For staff, enter the Position Control number. If this is a new position or if changes were requested, please use the Position Control Number in the HR Compensation Review Section to ensure the correct position is posted.
  The search feature will allow you to enter the position control number in the CODE section to search for the Job Description. If you are unable to locate the position control number, reach out to HR for assistance. Using an incorrect position can result in errors in the hiring process.
- **Working Title:** This should match the Job Description. If not, contact HR or complete the Position Approval form to request a change.
- **Desired Start Date:** Can be left blank unless you are requesting a hire at a specific date in the future. The earliest availability of the successful candidate will be assumed otherwise.
- **Hiring Manager:** Search will allow you to choose the hiring manger(s) for the position. If multiple people need access to the requisition and/or candidates, choose all that apply. For instance, if a department head is the hiring manager but their assistant will be doing the work in NEOED, they will both be chosen as the hiring manager. Budget Managers and Deans may also be included in this field. This does not include Committees which are handled differently.
  Tip: Everyone listed as a hiring manager will receive all email notifications from NEOED.

- **Hiring Team Lead and Hiring Team Members:** These fields will be used for a committee chair and committee members respectively if a committee will be used.
- **Job Type:** Enter the type of position being requested.
- **List Type:** This field determines how this job will be posted.
    - Regular – Public/External Posting
    - Promotional Only – Internal Posting
    - Transfer – Used by HR
- **Position:** Enter the position control number assigned. Please confirm this in the HR Compensation Review Section of the Position Approval Form if changes were requested to be sure this position control code did not change. In rare cases if more than one opening exists with the EXACT same job description, it may be appropriate to select multiple positions for one requisition. Contact HR is you are unsure.
- **Number of Vacancies:** Enter the number of vacancies. Usually 1 unless this is a pooled or student position.
- **EEOC –** skip this question.

Samford Specific Section: Many of these questions are self-explanatory. Several are specific to one job type (i.e., faculty, staff, or student only). These can be skipped when completing a requisition for job types other than those specified in the question.

- **Grant Funding:** Enter YES if this job is being paid by grant funding in any amount.
- **School:** Only applies to positions with a specific school.
- **Committee:** If a committee will be used, members should be listed in the Hiring Lead and Hiring Team section of the requisition.
- **Positions applications close date:** Only required for faculty but may be completed for staff or student if there is specific date when the posting will close.
- **If Faculty:** Skip questions not designated for the job type requested.
- **Months per year:** Enter the number of months this position will work.
- **Offer:** Human Resources will calculate all staff job offers. Unless requested, the Employment Coordinator will also make the offer to the candidate as they have the knowledge and experience to answer most questions a candidate may ask. This may encourage a positive response from the candidate. If the hiring manager prefers to make the offer, indicate that here.
- **Hours per Week:** All exempt staff are considered 40 hours per week based on Department of Labor policy. Full-time staff vary from 30 hours per week to 40 hours per week depending on the position with most administrative hourly staff working 37.5. Part-time staff work 27.5 or less.
- **Schedule:** Select the days this position normally works.
- **Special Shifts:** Select any special shifts that this position will be expected to work and the frequency these generally occur.
- **Screening Questions:** Please list any specific screening questions you would like to include. The analyst will attempt to match these as closely as possible. Example: Do you have a bachelors degree in a related field?
- **Position Details**: If this is not a new position, enter the Position Control Number. Enter the date the position was or will be vacated, unless this is a pooled position, and the employee vacating the position.

Scroll back to the top to **Save & Continue to Next Step**

- **Build the Approval Workflow** –

- **Leave the Due Date blank** as this can create issues and create delays when adding additional steps. Entering a due date will not speed your requisition approval flow.
- **Select Add Approval Group:** Since all changes or new positions should have already been approved via the Position Approval form, the request to fill an already approved position should require less steps.

    - Approval Group: Hiring Manager
        - Approvers: Choose HR Initial: Select Tambry Roth for staff
        - Add Approval Step
    - Add Approval Group
        - Approvers: Choose one Hiring Manager to approve
        - If the hiring manager is not the department head or the dean, please add them
        - Approval Group: Next Add Department Head NOTE: This must be the PI if the position is grant funded
        - Approval Group: Next Add Dean
        - If Grant funding is involved, add Approval Group: Grants & Contracts: Danielle Johnson
        - Add the HR Analyst for this position Tambry Roth

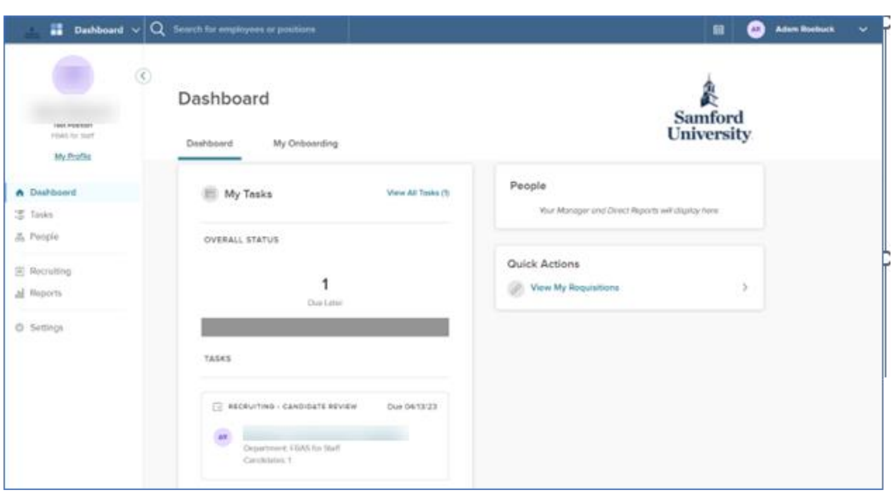
Candidate Review

You will receive an automated email when you have new applicants to review. In the Referred List or My Candidates section, lists of referred candidates will display for jobs which you are an assigned hiring manager.

Review the Referred List

Everyone listed as hiring manager will receive an email when candidates are available to review. This may include the hiring manager, their assistant, and/or budget manager, depending on who was listed on the requisition.

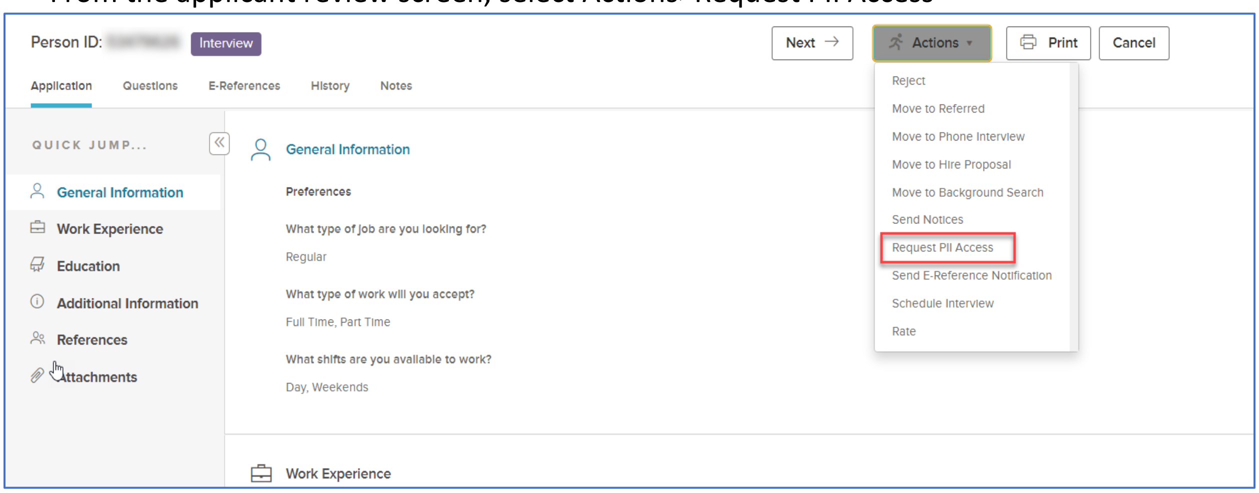
- The link in the email lands on the Dashboard.
- Select Recruiting from the side menu.
- There should be a task in the Referred Candidates section if you have applicants.
- If you're not seeing your dashboard page, click Dashboard from the upper left.



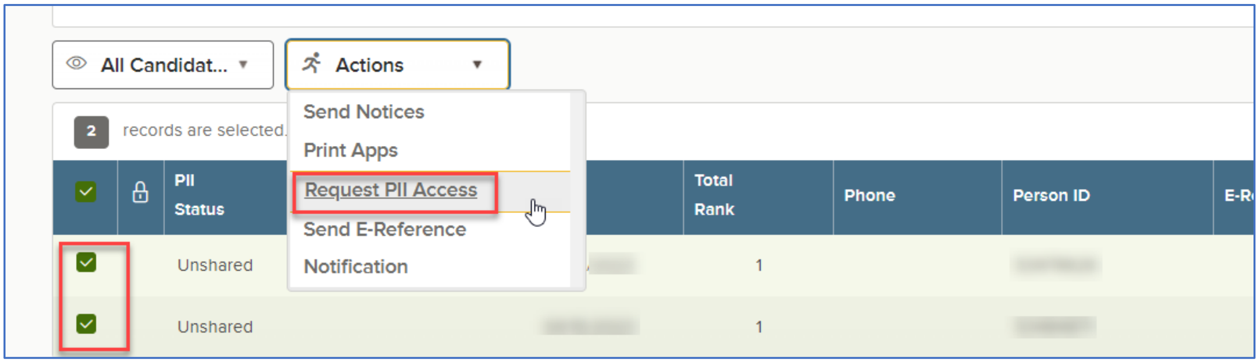
- To further prevent unconscious bias in hiring practices, the name, address, phone number and other personal identifiable information (PII) is hidden until a certain point in the selection process.
- Hiring managers are encouraged to screen the applications and select qualified candidates for interview.
- Applicants can be reviewed by clicking through each candidate.
- Be sure to review the various tabs across the top of the applicant profile.
    a. Application – General information, education, and work history
    b. Questions – Specific questions for the Samford applicant
    c. E-References – Will be populated for finalists who have been selected to check references.
    d. History – Information regarding the evaluation process thus far for this job
    e. Notes – Can contain notes added by the position analyst, hiring manager, committee members or others with access. **NOTE:** This information is part of the permanent record associated with this applicant and the filling of this position.

Requesting Access to Personal Identifiable Information

- Once qualified candidates have been identified, managers may request that the PII be shared so you can contact the applicant.
- From the applicant review screen, select Actions>Request PII Access



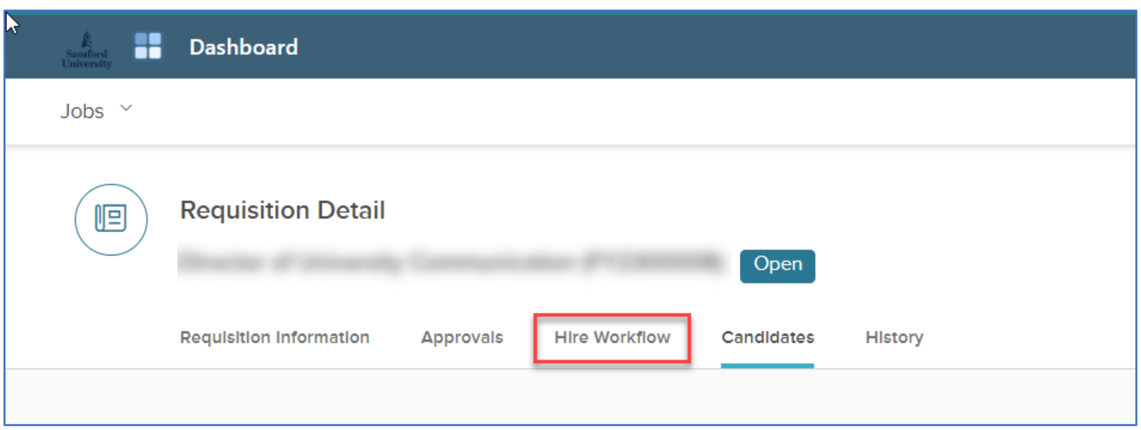
- PII can also be requested from the list view by checking the box beside the chosen candidates.
- From the Actions box above, choose Request PII from the applicant list.



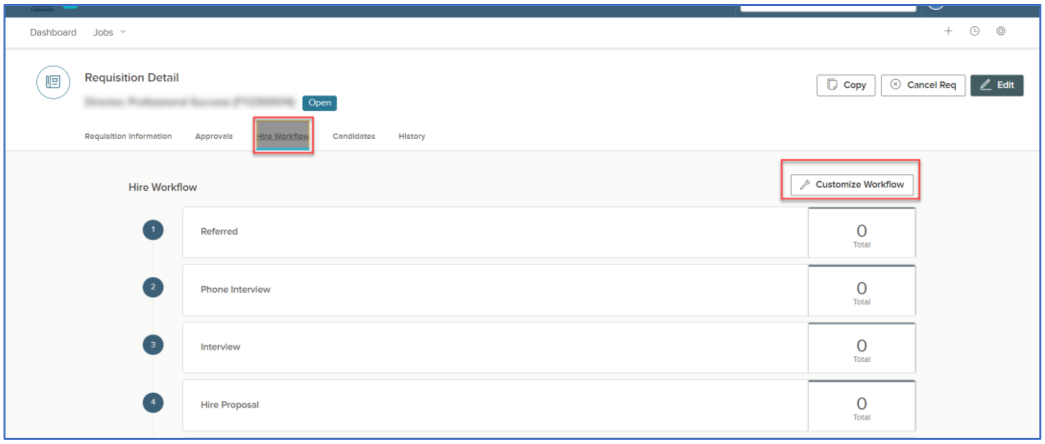
- NEOED notifies the Position Analyst of this request via email.
- The Position Analyst will process this request to reveal the information becomes. Please allow at least 1 business day.
- Once the Analyst has completed their part, the hiring manager can now see PII to schedule interviews.

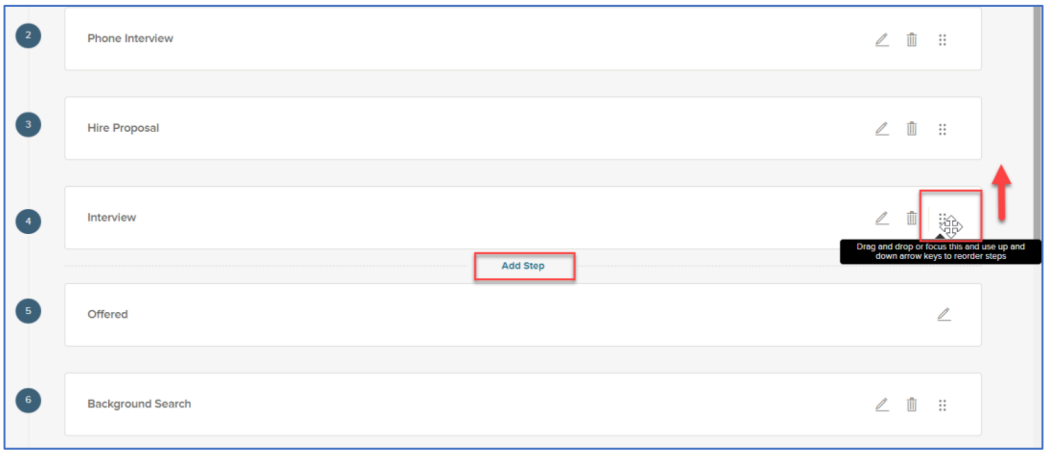
Selection Process

- Hiring Managers can Customize the Hire Workflow.
  a. From the Dashboard, click on the Title of the Requisition
  b. Then select Hire Workflow and Customize Workflow.

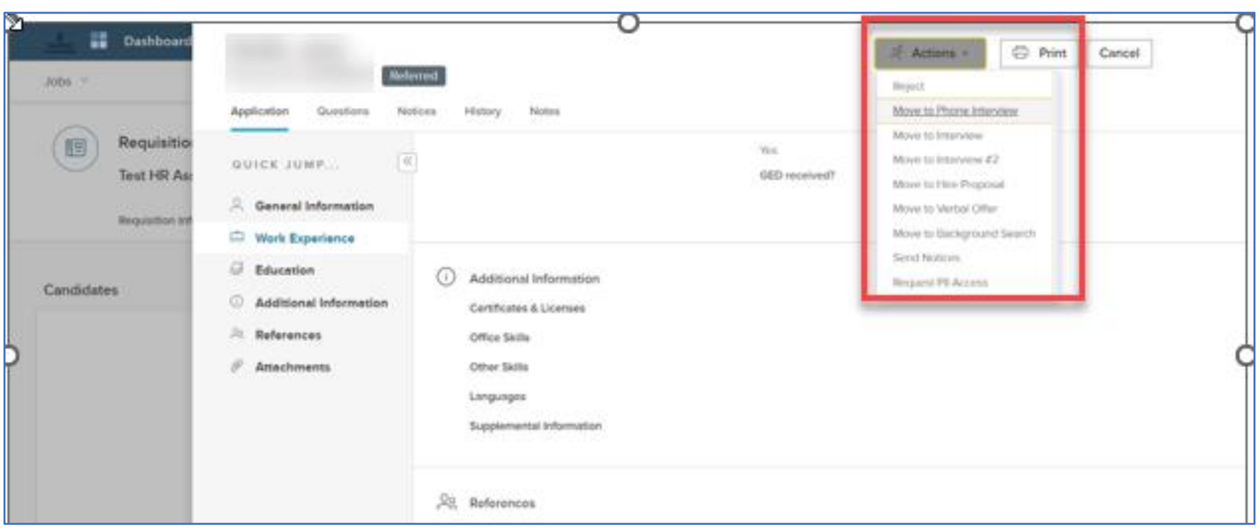


a. You can add a step by choosing Add Step just after Hire Proposal.
b. Once added, click on the ellipses to drag the step in the order you want it. Be sure all selection steps occur **prior to** the Hire Proposal.
c. You should not add steps beyond the Offered step.
d. Contact the HR Analyst if steps need to be removed.
e. Hiring managers will not be able to initiate a background search. The analyst will do that.





- Hiring managers will then be able to move candidates through the Hire Workflow.
    a. While viewing the candidate's information, click on Actions.
    b. Select the appropriate step to move the candidate.



- As you move candidates through the process, you will see the donut graph at the top of the page change to reflect where the candidates are in the process.
    a. Click on the section that you are working with in the graph if you wish to display only those candidates who have moved forward

- When you are ready to initiate a reference check, you can select the Send E-References Notification from the same Actions box and references will receive an email requesting a form be completed or a reference letter be uploaded.

Final Candidate

- When you have identified your final candidate, you may select - More to Hire Proposal from the Actions box.
    - Please indicate why this person was selected in the Comments box.
    - You may also include specific information that may be helpful to the analyst as they prepare the offer.
- This will allow you to complete a form to notify the analyst on the position.
- The analyst will prepare the offer and contact the primary hiring manager with the details.
- Offers will first be extended by Human Resources unless the hiring manager notifies them that they prefer to make the offer. **Note:** Since the Employment Coordinator is equipped to answer most questions regarding policy, benefits, and how the offer was calculated, they are often more successful in securing a positive response. Hiring managers should not answer questions regarding policy or benefits if they have not verified the answer first.=

Onboarding

- If the candidate accepts the verbal offer, a written offer is initiated in NEOED.
- All offers are contingent upon a clear background search which will be initiated upon an acceptance of an offer.
- Please allow 3 days for the results to be returned.
- The earliest hire date possible will be negotiated with the candidate unless a later date is specified in the requisition.
- Hiring managers will be notified of the date, amount, and other pertinent details once a hire is completed.
- A successful candidate will complete their onboarding in NEOED.
- Orientation dates will be scheduled in conjunction with the onboarding process.

Please be prepared to welcome your new team member aboard.