

Completing a Hire in NEOGOV

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PURPOSE

This is for agency hiring managers responsible for hire actions in the Recruitment and Selection Center/NEOGOV.

Completing the hire will initiate the creation of the new employee's Pre-Hire record in Workday (Employee Work Center). Information from the Candidate record and the NEOGOV Hire Form will be used to populate the required fields on the Pre-Hire Record in Workday.

Hiring Managers are encouraged to take advantage of NEOGOV's candidate Workflow steps including the Interview, Offer, and Hire steps. Recording these actions contributes to detailed reporting of your agency's hiring efforts.

LOG IN TO NEOGOV

1. Log in to NEOGOV from this page, <http://link.nebraska.gov/>, or from this page, <https://www.neogov.com/>.
2. Type your user name and password.
3. Click Log In.

RECORD THE HIRE

1. From the My Candidates section, locate the requisition title you are updating.
2. Click on any of the links to open the list of referred candidates.
3. Identify the candidate you are hiring and click on the blank box next to her/his name.
4. From the Actions field, select Move to Hire (or to the appropriate step in your process) from the pull-down menu. The Hire Form screen appears.
5. Complete the *required fields.
6. Be sure to complete the Filled Date field.
 - a. Although this is not a required field, the information is necessary for us to authorize the hire.
7. An additional required field asks if the new employee has an existing Pre-Hire record in Workday. You must verify by searching Workday for the candidate's social security number.
 - a. To perform the search, type id: #####, and then press Enter. This is critical to avoid duplicate pre-hire records.
8. Continue through the Approval and Attachment tabs and take the appropriate actions. If these options are not in use by your agency, proceed to the Save & Submit link.
 - Once submitted, the hire information is updated and viewable to the NEOGOV Insight User. An email is sent to the State Personnel TA Team member indicating a hire has been made and is awaiting their approval.
 - The State Personnel HR Analyst takes action to authorize the hire and close out the recruiting process.
 - **NOTE:** Do not Cancel a requisition that has been filled. The State Personnel Team will update the requisition status.

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AUTHORIZATION OF THE HIRE

Authorization of the hire is the final step. A DAS TA Team member will complete this step. This critical step triggers the creation of the Pre-Hire record in Workday.

EMPLOYEE WITHDRAWAL OR NO SHOW

If the newly hired employee withdraws from a job offer, or does not report to work AND we have not yet authorized the hire, we ask that you inform the DAS State Personnel TA Team member working on your recruitment. We will then remove the candidate from the Hire status in NEOGOV.

SUPPORT

DAS State Personnel TA Team members:

- Eric Altgilbers
- Kaitlyn Betz
- Kaywin Sohl
- Kelvin Gan
- Nikki Moeder
- Rachelle Hanisch

NEOGOVS System Administrator: Vicki Logan

Technical System Administrator: Chase Olson