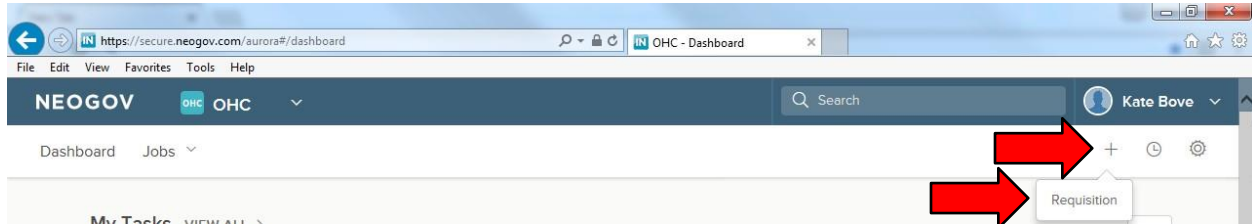


How to create a requisition in NeoGov and upload required documents for position. Please complete the following steps:

1. **Log in to the NeoGov system** at <http://www.wcupa.edu/hr/neogov/ohclogin.aspx>. Your username (email address) and password are the same as your everyday log in.
2. Place your mouse over the plus sign and then click on the word **“Requisition”** at the top right-hand corner of your screen. (If this is your first time being Hiring Manager/Search Chair for a search and/or you do not see the “+” sign, please contact HR Employment team to update).



3. **Complete the requisition fields as follows: Asterisks are required***
 - A. **Requisition #:** this can be left blank, HR Employment team will complete (once number is created, use the number in all email correspondence with the search. Please have the number in the subject line).
 - B. ***Department/Division:** the department/division name where the position will be (Click on the magnify glass and type the name over your division/department).
 - C. ***Class Spec:** list the classification i.e. administrative assistant, manager 170, faculty, etc. (click the magnifying glass icon and type the name in the box to search and click on the correct option).
 - D. **Working Title:** name of the position you are hiring for
 - E. **Desired Start Date:** date you would like new hire to begin
 - F. ***Hiring Manager:** select the name of the hiring manager/search chair name (click the magnifying glass and type in name of hiring manager/search chair).
 - G. **Job Type:** select the relevant position status (i.e. regular/full time, temporary/part time, etc.).
 - H. **List Type:** regular.
 - I. **Number of Vacancies:** number of positions you are hiring.
 - J. **Classification:** list the position's classification (i.e. Clerk Typist 2, Manager 160).
 - K. ***Advertising Cost Center:** cost center where ad placements should be charged
 - L. ***Application Deadline Date-** choose “yes” if you want to put a cutoff date for applicants to apply. Choose no if there will not be a cutoff date.
 - M. **Deadline Date:** if “yes” to “L”. Please list desired deadline date.
 - N. **Letters of Recommendation:** this can be left blank; these are for faculty positions only
 - O. **Timing of Letters of Recommendation:** this can be left blank; these are for faculty positions only
 - P. ***Supplemental Questions:** identifies whether or not you have specific questions you would like for the applicants to answer on the application (if yes, you should include these questions with your attachments at the end of the requisition).
 - Q. ***Search Committee Members:** please list all the committee members here
 - R. **Position Details:** note if this is a new position

- S. **Add Position Detail:** list individual(s) the position(s) is replacing, if existing position(s)
- T. **Comment:** list any comments you have regarding the position for HR employment to review, if applicable.
- 4. Select **“Save & Continue to Next Step”** at the top of the screen to advance to the next screen. Select **“Save & Close”** at the top of the screen to save the information to complete at a later date. (Note all required fields must be completed before moving forward with either option).
- 5. **Complete the approvals screen as noted below.**

STAFF APPROVALS:

- 1) Human Resources/ Employment Manager

FACULTY APPROVALS:

- 1) Human Resources/ Employment Manager
- 2) Department Chair/ NAME
- 3) Dean/ NAME
- 4) Provost/ Evelyn Doran
- 5) Human Resources/Employment Manager

- 6. Type the name of the employee or click the magnifying glass to search and click on the correct option. Select **“add approval step”** to complete set up of the approver.
- 7. Select **“Save & Continue to Next Step”** to advance to the next screen. Select **“Save & Close”** at the top of the screen to save the information to complete at a later date.
- 8. The attachment field will then become available. **The required documents to be uploaded before HR employment can post the position are the following:**
 - A. Job Description/Manager Position Questionnaire (“MPQ”) – **These are required for AFSCME, POA, SPFPA, OPEIU, MANAGER and SUA positions only.**
 - B. Job Ad/Announcement
 - C. Excel Applicant Screening Matrix (instrument)
 - D. Diversity Recruitment Plan. **Required for all position except for AFSCME and internal positions.**
 - E. Supplemental questions (optional)
 - F. Internal Recruitment Form (Request document from HR Employment team if the search will be internal)

Once the posting is live collecting applications, HR employment team will need the following documents/actions uploaded and completed before we can release applicants for review:

- G. Phone and/or on-campus Interview Questions
- H. Excel interview matrix for phone and/or on-campus interviews
- I. ODEI/HR training. The search committee is required to participate in the hour-long training before we can release applicants for review. Please email HR employment team a list of times and dates for training.
- 9. Select **“Save & Submit”** at the top of the screen to submit your materials to HR Employment team (The status will change from draft to In Progress) for review. Select **“Save & Close”** at the top of the screen to save the information to complete at a later date.
- 10. HR Employment team will review the requisition and required documents before posting. Once approved, the search committee will receive an email stating the position has been approved and posted.