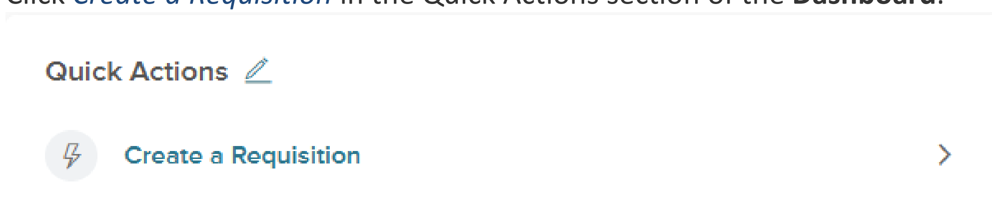
Mid - NEOED Hiring Manager User Guide

Login

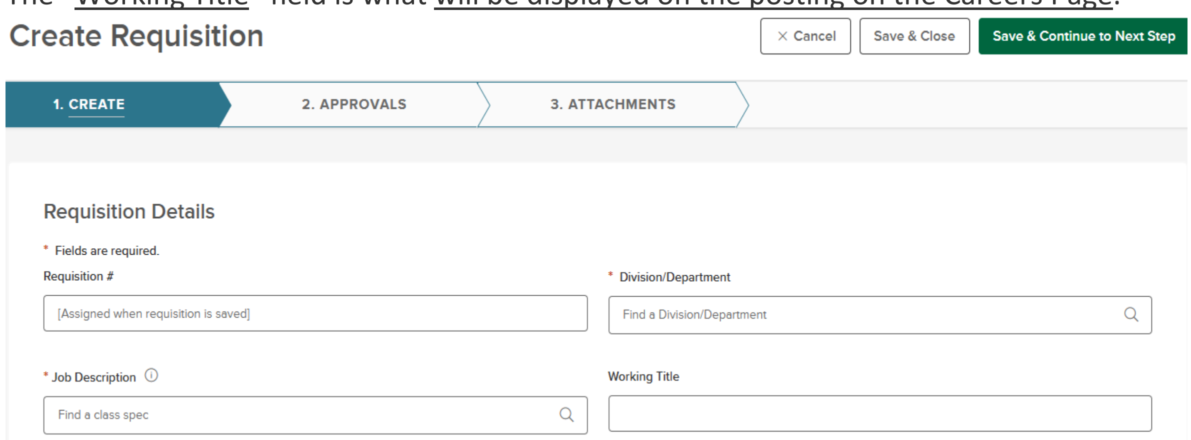
- To log into the NEOED OHC (Online Hiring Center) system, utilize the link at the bottom of the Careers Page, **or** on the Hiring Manager/NEOED page on the Human Resources webpage, **or** use this link: https://login.neoed.com/authenication/sami/login/midmich. If promoted for a code, enter the employer code: **midmich** (if you are already logged in, you won't see this step).
- You will be directed to the NEOED main page (Dashboard).

Creating Requisitions (for Directors/Deans/Hiring Managers)

- Hiring Manager = HM
- After Hiring Manager (HM) and Director, Dean, AVP or VP have agreed on the need for a position, the HM updates the job description and sends the WORD version to HR.
- HR must have documentation in writing of an employee vacating a position (Unless it is a new position).
- HR will create/update the job requisition template in NEOED and notify HM when its ready.
- HM creates the job requisition.
- To create a new **Requisition** and route for approval:
    - Click *Create a Requisition* in the Quick Actions section of the **Dashboard**.

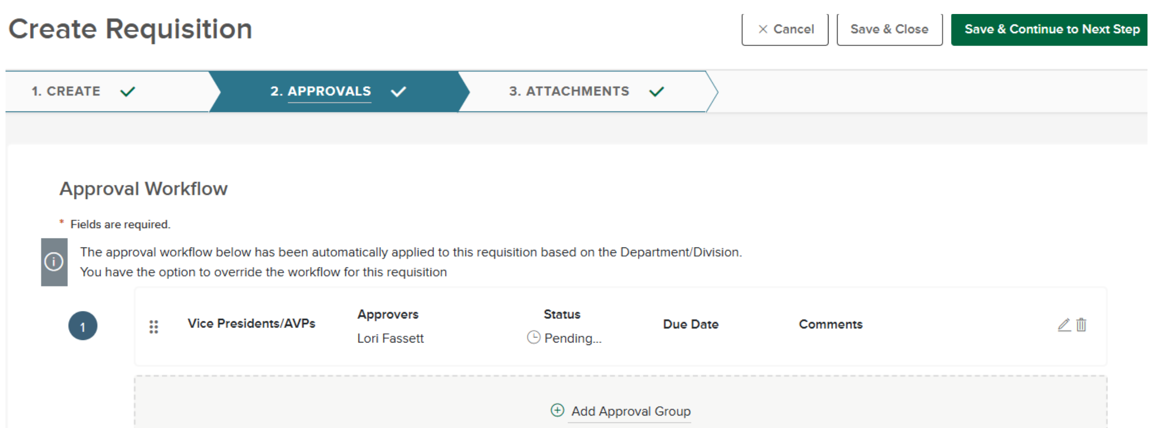


    - Fill in all of the required fields in the template and any other fields which apply.
    - You can either start typing in the field itself to find the position or use the magnifying glass to pull up the full list of templates.
    - The "Working Title" field is what will be displayed on the posting on the Careers Page.



    - Select the "Job Type" and the "List Type" from the drop-down menus.
    - Enter the number of vacancies you expect to fill with this job posting.
    - In the Position Details section, you can add information about the person vacating the position.

- Any justification or additional information can be entered in the *Comment* section (the notes are NOT displayed on the job posting). Click the green ***Save & Continue to Next Step*** button at the top right.
- The *default Approval Workflow will display on the approvals page*. IF additional approvers need to be added, click on the "Add Approval Group" link and select additional approvers.
  - In the Approval Workflow section, click *Add Approval Group* and select the appropriate Approval Group.
  - For most requisitions, you will want to include:
    1) Associate VP of Human Resources – Lori Fassett as first approver
    2) Your supervisor or AVP/VP as the second approver



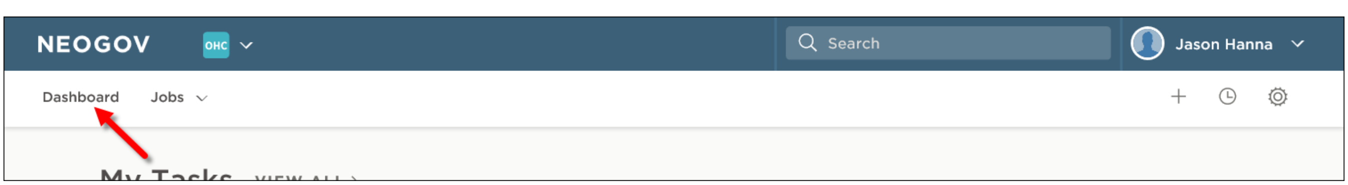
- Once approvers are selected, click *Save & Continue to Next Step.*
- Step 3 is the *Attachments* step. Most requisitions will NOT include an attachment.
- Lastly, click *Save & Submit*.

- An email will be sent to the first approver on the approval list. The HM will receive an email notifying them of the approval or denial of the requisition. The submitter can also monitor which approver has the request at any given time.
- HM will see the job on their Dashboard, in *My Requisitions - Pending* until approval, and then in *My Requisitions -Approved* after approval is complete. Click "View All" to see more details.

OHC Dashboard

After signing into the OHC your dashboard displays. This is a centralized place of items requiring your attention. In the OHC world, these are your assigned tasks, referred candidates and associated requisitions.

Whenever you need to return back to the dashboard, click Dashboard, from the upper left.

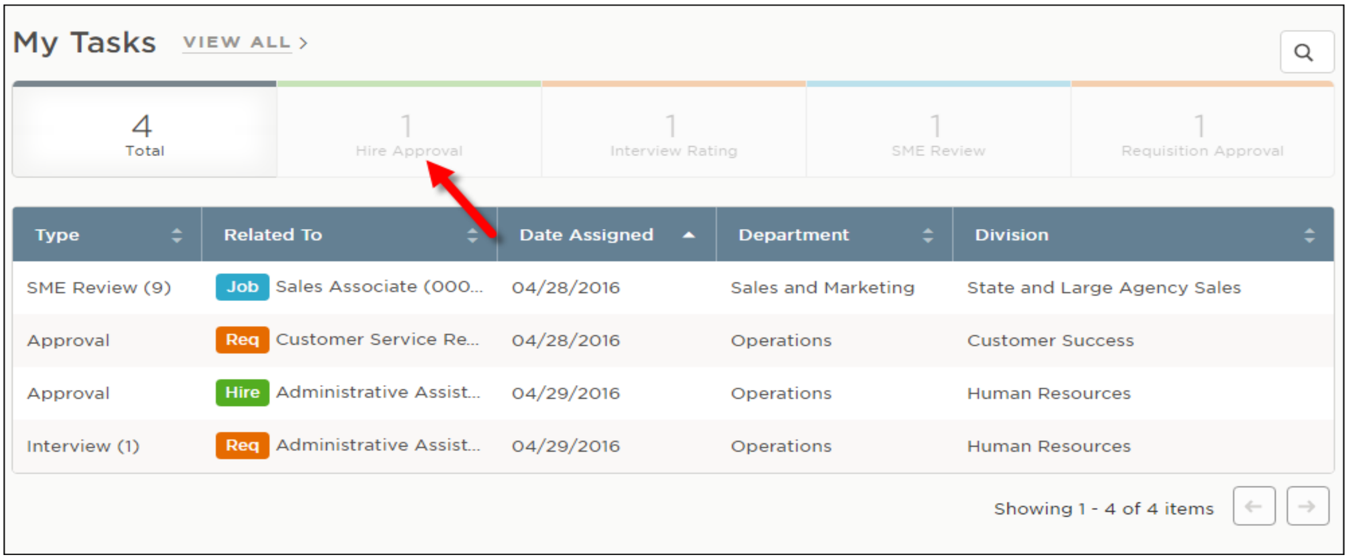


My Tasks

In the My Tasks section, you can have four types of tasks pending your review:

1. Requisition Approval
2. SME (Subject Matter Expert) Review
3. Interview Rating
4. Offer Approval

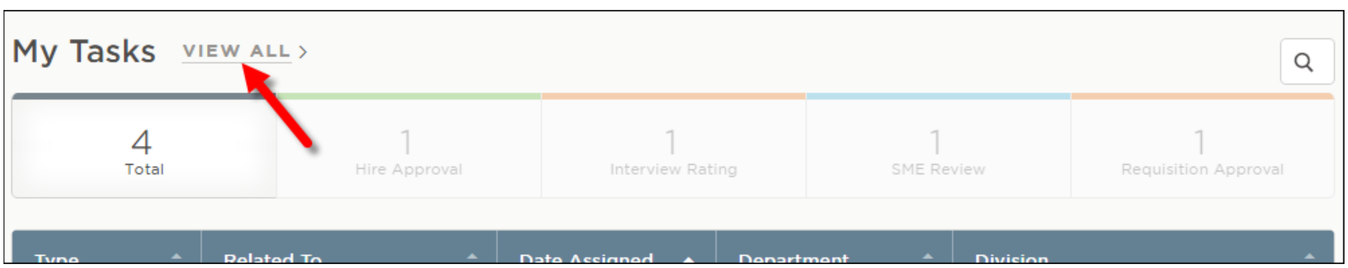
The default view displays all tasks pending your review. Click one of the color-coded tabs to view a specific task type.



Type	Related To	Date Assigned	Department	Division
SME Review (9)	Job Sales Associate (000...	04/28/2016	Sales and Marketing	State and Large Agency Sales
Approval	Req Customer Service Re...	04/28/2016	Operations	Customer Success
Approval	Hire Administrative Assist...	04/29/2016	Operations	Human Resources
Interview (1)	Req Administrative Assist...	04/29/2016	Operations	Human Resources

Showing 1 - 4 of 4 items

To view all tasks, including completed ones, click VIEW ALL.



My Candidates

In the My Candidates section, referred lists will display for which you are an assigned hiring manager.

Req #	Requisition Title	Candidates	Department	Division	Hiring Manager	Created On
00006	Administrative Assistant	8	Operations	Human Resources	Jason Hanna +1	04/28/2016
00010	Database Administrator	5	Development	IT Operations	Jason Hanna	09/16/2016

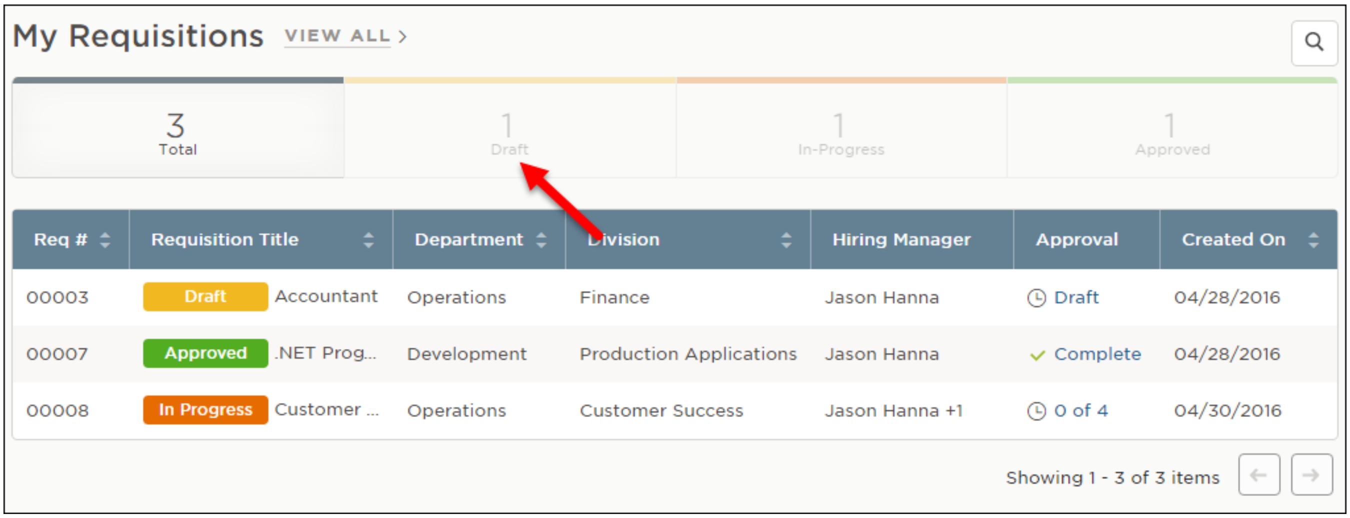
Showing 1 - 2 of 2 items

My Requisitions

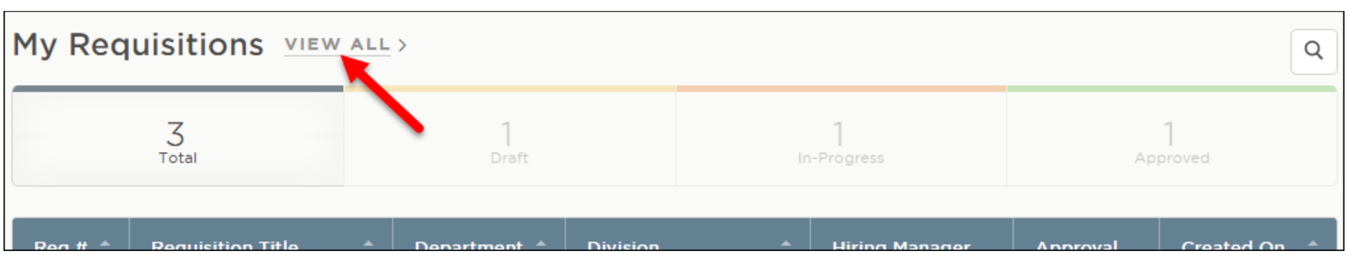
In the My Requisitions section, four types of requisitions associated with your position will display:

1. Draft – Requisitions you have created and saved, but haven't yet submitted.
2. In Progress – Requisitions you have submitted and are in the process of being approved.
3. Approved – Requisitions you have submitted and have be approved by all groups.
4. Open – Requisitions you have submitted and have been opened by HR for recruiting.

The default view displays all draft, in progress and approved requisitions associated with you. Click one of the color-coded tabs to view a specific requisition type.



To view all requisitions, including filled and cancelled ones, click VIEW ALL.



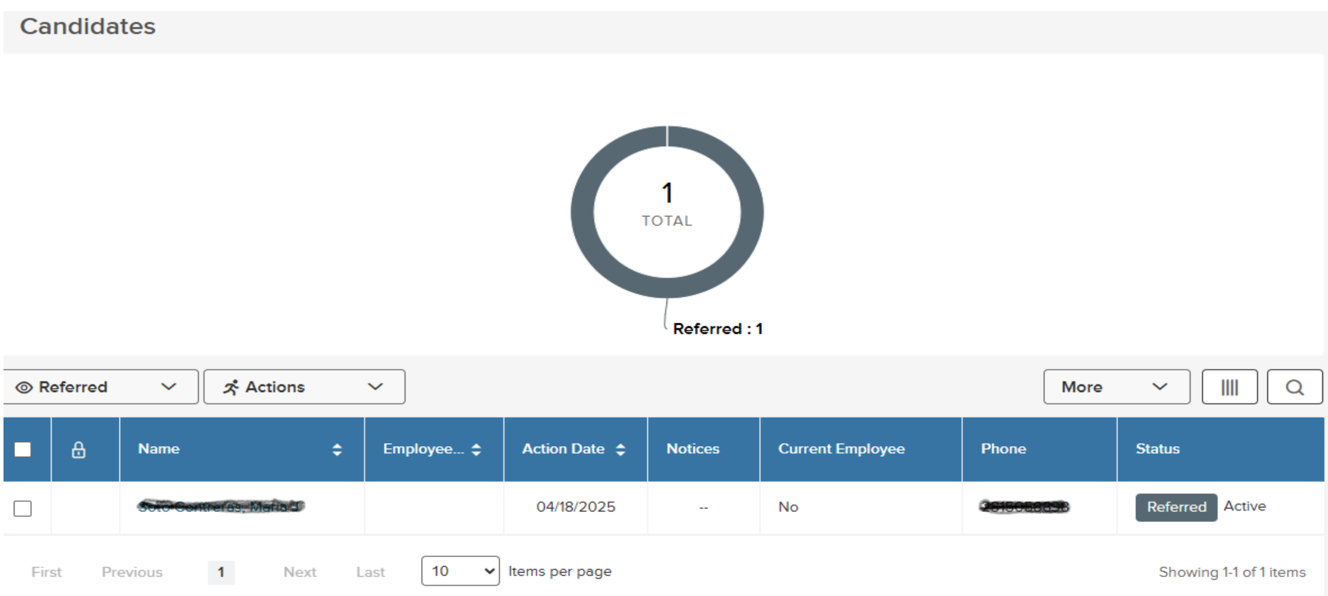
Reviewing candidates

- You will <u>NOT</u> receive an email notice when candidates have applied to the position. You will need to log in to NEOED to review candidates periodically or after the job posting ends.

- To view a candidate's profile, click on "Recruiting" on left side of Dashboard, click on the job title, and then click on the candidate's name. Their resume and any attachments will be displayed.

Updating Candidate's Status

- Once candidates are reviewed, you will ***Advance*** the candidate by selecting an Action from the dropdown menu such as "Move to Interview", or ***Reject*** candidates not selected by choosing a disposition from the drop down menu. Select up to six candidates to be interviewed per vacant position.



Selecting Candidates for Interview

- **HM** will notify Human Resources via email when all candidates have been reviewed. HR will review the candidates selected and notify HM of any concerns.
- **HM** should allow interviews for qualified internal candidates whenever possible (discuss with HR if you are not sure whether or not to include an internal candidate).
- **HR** will schedule interviews with those candidates that have p*assed HR review*.
  - HR will need the following information:
    - Names of selected candidates
    - Date and alternate date of interviews
    - The campus and room preference (if any)
    - The amount of time needed for each interview
    - The interview team members.
  - For Hourly positions: a skills/aptitude assessment will be provided to each candidate. These will generally take place after the team interview, for those candidates who haven't been eliminated. HR will email the assessment to each candidate. The assessment is online and typically takes most candidates about 30 minutes to complete.
- HR will email candidates to confirm interview date/time using the email template within NEOED.

Preparing for Interviews

- If the interview team members are provided to HR, HR will load their names in NEOED and each member will be able to view all candidates for that job posting.
- **Interview questions** - You will want to prepare these in advance. HR is happy to assist you with providing previous question sets if available and/or reviewing new questions you prepare. HR can also, upon request, provide question suggestions. Human Resources will review new or revised questions for appropriateness and offer suggestions if needed. This will also allow HR to keep them on file for future interviews.
- Interview preparation resources are also available on the HR webpage on the Hiring Manager/NEOED tab. Please review these with new interview team members.
- If not already determined, seek individuals to participate on the interview committee.
  - The committee should include diversity of individuals (i.e., male/female, backgrounds, beliefs, etc.).
  - Interview committees for full-time positions should consist of 3-5 members.
  - Interview committees for part-time and student positions should include 2-3 members.
- After interviews are complete, **HM** forwards all completed interview sets for **all** candidates to HR. HR will keep vacancy and interview materials on file in accordance with the retention policy.

Selecting the Candidate

- **For the top candidate**, ***Advance*** the candidate to *Offered.*
- **Conduct professional references** including the candidate's current supervisor when possible. To access the reference check form, click the Reference Check Form link on the HR webpage on the Hiring Manager/NEOED tab. You can open and save the reference check form to your desktop.

- **Full-time Administrator candidates must meet with the President PRIOR TO any offer of employment being extended!**
- **Offer Approval**: Once the HM is ready to make an offer to the top candidate, **HM** will request *Offer Approval* for the desired candidate via email:

   1) Add AVP of Human Resources – lfassett1@midmich.edu (AVP of HR approval is not needed for Adjunct positions).
   2) Add your next level up manager.
   3) For Full-time Hourly candidates, you must include the VP of your department.

Approval

- Once the offer recommendation is approved, HM may proceed with the offer to the candidate.
- **HM** calls selected candidate with offer. Make offers contingent upon background check.
- Offers:
   - If the candidate accepts, ***Advance*** candidate to *Move to Background Check.*
   - If candidate requests time to think about offer, request 24-hour decision by candidate and leave them in the *Offered* status.
- **HM informs HR** when candidate accepts. For full-time positions, **HR** will send the candidate an offer confirmation letter and benefits summary (they will be instructed to contact HR with any benefit questions).
- **HM**: Call candidates interviewed, but not selected and inform them of the decision. It is best to keep your responses general and short. Example: "Thank you for taking the time to interview with us, however, we have decided to go with another candidate. Best of luck in your job search." Inform HR once this is complete and HR will send formal no-thank you letters.

Post Approval

- **HM**: When the candidate accepts the offer, submit New Hire/Change Form to HR.
- HR schedules onboarding such as background checks, new hire paperwork completion, benefits enrollment, and orientation with candidate.
- HR will send "no thank you" letters to candidates if not already sent out during the review and selection of candidates.

Created: 4/14/25