Requisition Approval Process

NEOGOV

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WINNER 2023

Introduction

Imperial Valley College has partnered with NEOED as the designated applicant tracking system. This manual will guide you through the process of creating a Position Requisition and route it for approval.

Please read carefully, and if you have any questions, reach out to the Human Resources Point of Contact:

Martha Gutierrez

HR Technician

martha.gutierrez@imperial.edu

Phone (760) 355-6212

Creating a Requisition

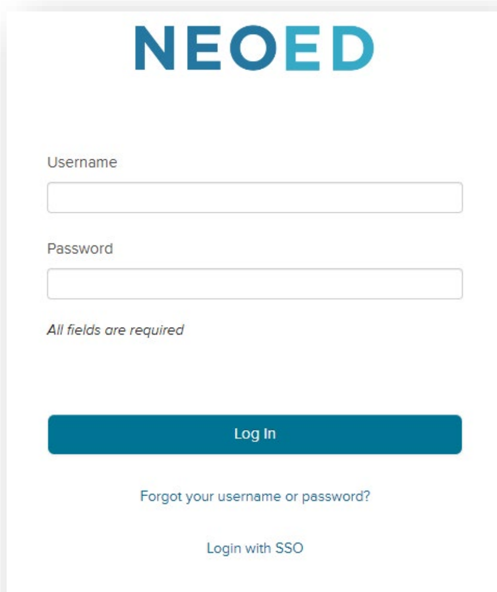
Step 1 – Go to NEOED to access the portal.

Login In to NEOED by going to https://login.neoed.com/. If you are already an active user, login by entering your campus email and password. If you are unable to access the system or need further assistance, contact Martha Gutierrez martha.gutierrez@imperial.edu.

Please check your junk mail for an email directly from NEOED and reset your password within 24 hours.

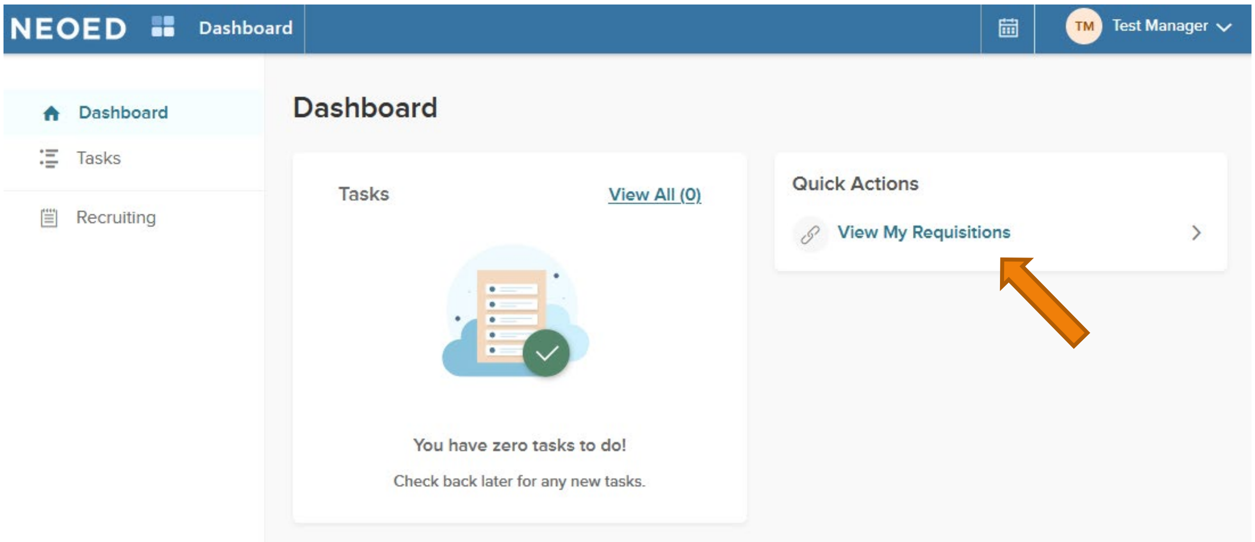
The email will contain instructions similar to the following:

- Passwords will need to meet the following requirements:
- Length of 8 or more characters
- Contain a number
- Contain a special character, for example: !,@,#,$,%,^,&,*
- Contain an upper and lowercase letter



Step 2 – Familiarize with OHC (Online Hiring Center) Dashboard

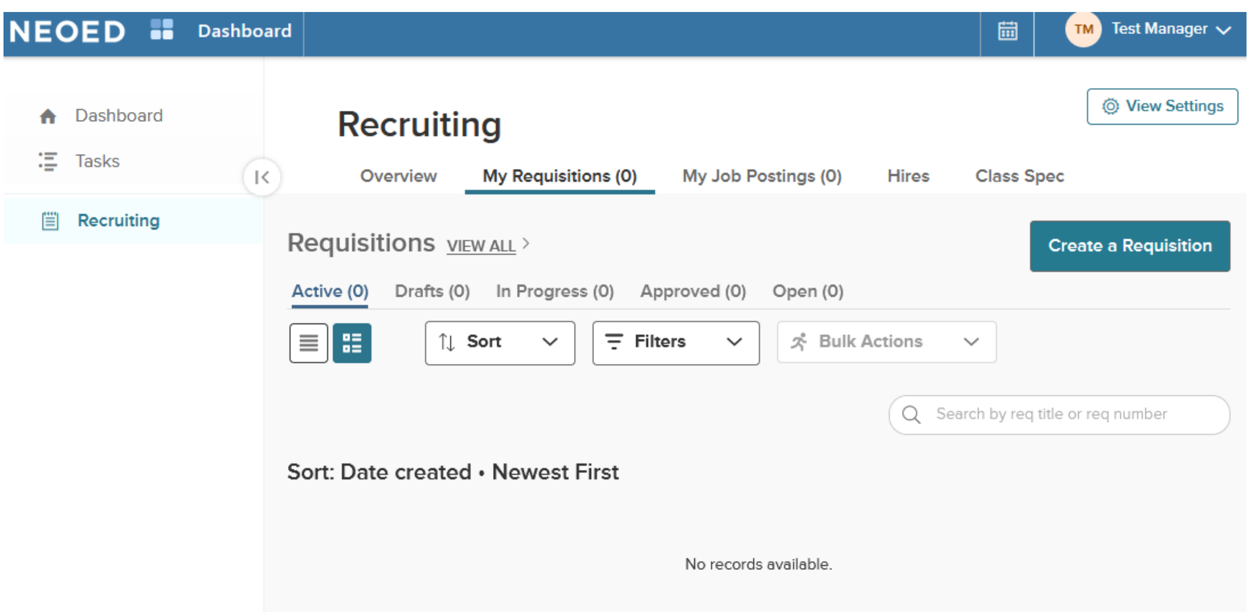
The Dashboard will give you a snapshot of your tasks and access to view your requisitions on Recruitment. Click on 'View My Requisitions' to continue.



Step 3 – Recruiting Page

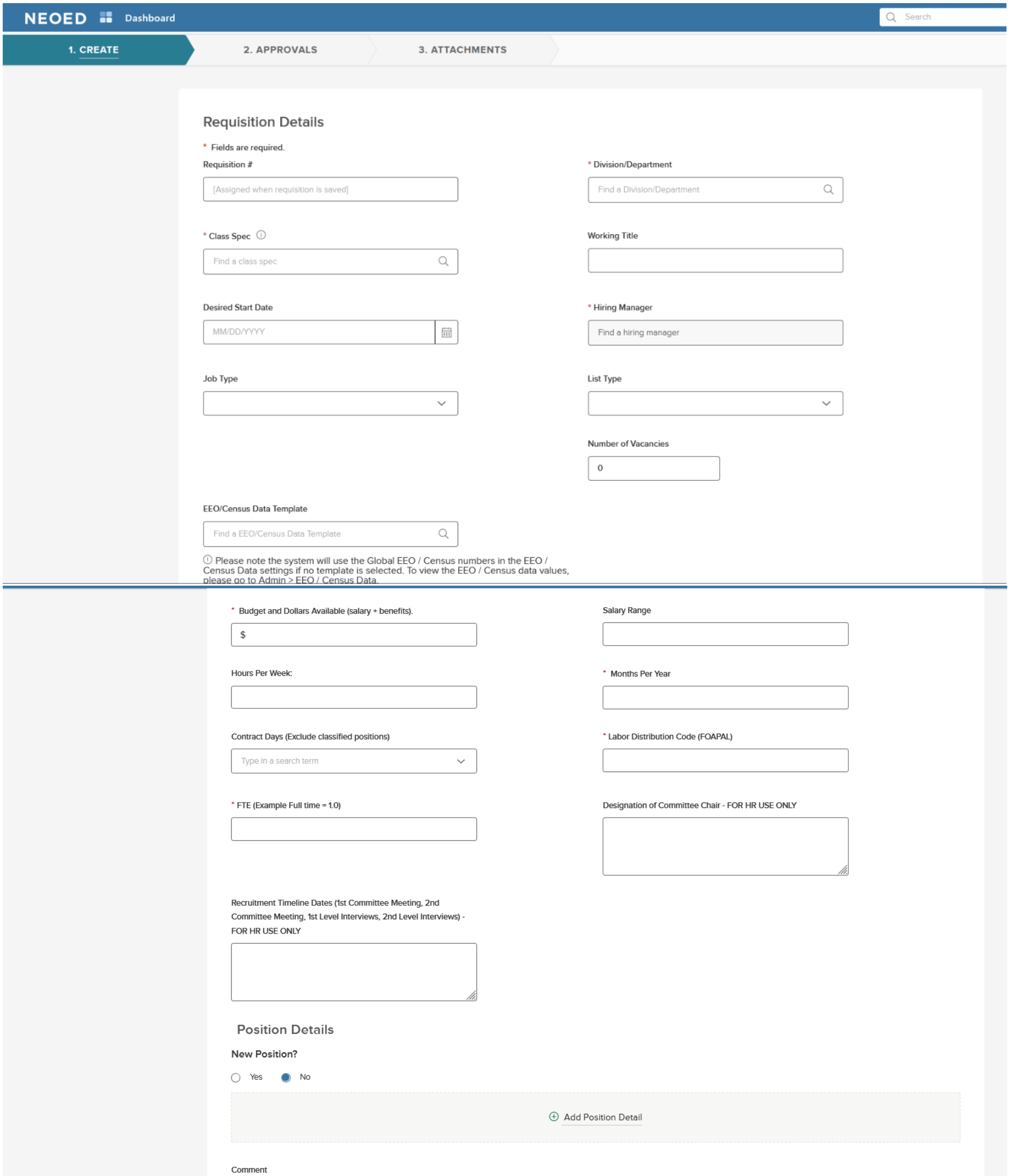
On this page, you will have access to see and create requisitions. Click on 'Create a Requisition' to begin the process.

This page will provide you with an overview of your requisitions and you can filter by requisition status.



Step 4 – Enter Requisition Details.

You will then be directed to enter your vacancy details such as department, job class, etc. Fields marked with an asterisk (*) must be completed.



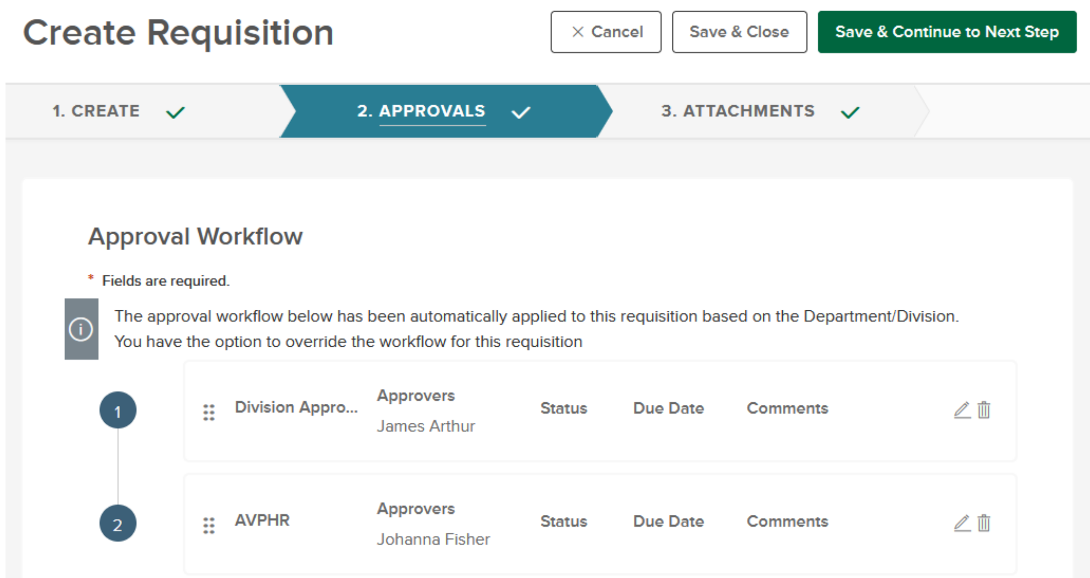
Requisition Field Descriptions

1	**Requisition #**	*NEOED will automatically generate a number for this field.*
2	**Division/Department**	Select Department/Division
3	**Class Spec**	Select job title from the drop-down menu (If not found contact HR.)
4	**Working Title**	Same as Class Spec. May add department area.
5	**Desired Start Date**	Enter proposed starting date.
6	**Hiring Manager**	Select a Hiring Manager from the drop-down menu.
7	**Job Type**	Select Classification from the drop-down menu.
8	**List Type**	Select "Regular" from the drop-down menu for all position requisitions.
9	**Number of Vacancies**	Enter the number of vacancies.
10	**EEO Census Template**	Leave Blank
11	**Budget and Dollars Available**	Enter the budgeted amount (total compensation) Click here to access budget calculator Here
12	**Salary Range**	Enter the appropriate salary range. Refer to salary schedules. Click Here
13	**Hours Per Week**	Enter the expected hours worked in a week.
14	**Months Per Year**	Enter number of months.
15	**Contract Days (Leave blank for classified)**	Select number of contract days. Field not applicable for classified positions.
16	**Labor Distribution Code (FOAPAL)**	Enter the Labor Distribution Account/FOAPAL.
17	**FTE (Example Full time = 1.0)**	Enter the FTE (Example Full Time= 1.0)
18	**Designation of Committee Chair**	*For HR Use Only*
19	**Recruitment Timeline Dates**	*For HR Use Only*
20	**New Position?**	
	Yes	*HR will assign position number.* Proceed to the next step.
	No	If this is a replacement, Click "Add Position Detail", Enter position number, date vacated, and the name of the previous incumbent.
21	**Comments**	Optional

Step 5 – Approval Workflow

An approval workflow has been created to route approvals to the appropriate approver. A typical approval workflow will be as follow:

The approval workflow will be automatically populated based on the department creating the requisition. You can accept the approvers that are auto populated or click on the pencil icon to add or remove approvers for each step.



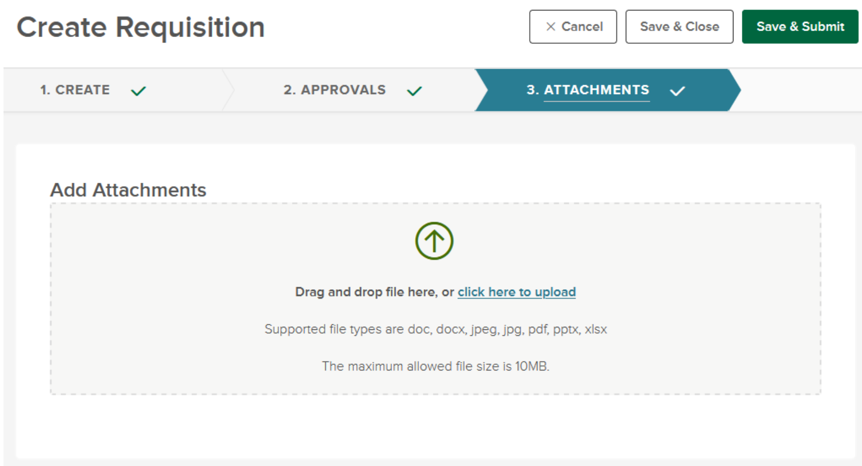
The approvers listed in the workflow will receive a notification on their emails alerting them that they have to an approval task pending.

Important: Each approval step can be approved by any listed approver. For example, if there are two approvers in a step, just one of them is needed to approve the requisition and advance it to the next approval step.

If you do not see an approver on this step, click on the Pencil icon to select available approvers.

Step 6. – Attachments

Adding documents to the request is optional; however, you may add attachments such as grant information, department org chart, or any other document related to the requisition.



Step 7. Save and Submit

Yeah! You have created your requisition.

Next, the HR department will review the requisition for completeness and if all looks fine, then it will be routed for the next approval steps.

Approving/Denying Requisition

When a department initiates a requisition approval process, an email is generated with information regarding the requisition. You may click on the link within the email or go directly to NEOED Online Hiring Center (OHC) page to begin the process.

Sample Email

From: info@neoed.com <info@neoed.com>
Sent: Tuesday, August 29, 2023 4:06:32 PM
To: Email
Subject: Message From NEOED Insight: Requisition Created

*** NOTE: This email was sent from NEOED ***
------*---*---*---*---*---*---*---*---*---*---*---*---*---*---*---*
PLEASE DO NOT REPLY TO THIS EMAIL
If you reply to this email, your reply will *NOT* be read. Instead, please contact the individual(s) listed at the bottom of this email if you have questions.
------*---*---*---*---*---*---*---*---*---*---*---*---*---*---*---*

Hi Test,

Requisition# 00031 has been created on 08/29/23.

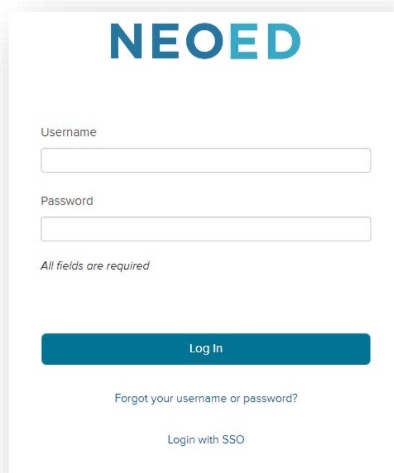
Class Title: Administrative Assistant
Working Title: Administrative Assistant
Desired Start Date: 09/04/23
Department: Student Services
Division:
Hiring Manager(s): Test Manager

To view the details of this requisition, please go to https://secure.neoed.com/insight/login.cfm
If you have any questions regarding this recruitment, please contact:

Test Manager (Originator)

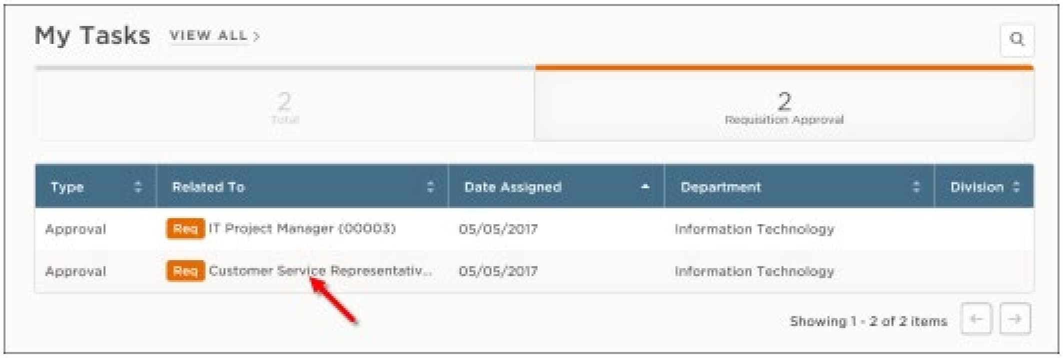
Step 1 – Go to NEOED to access the portal

Login In to NEOED by going to https://login.neoed.com/



Step 2 – Go to 'My Tasks' on OHC

From the 'My Tasks' section click the requisition pending your review



Step 3 – Approve, Deny or Hold Requisition

On this step, you will have the option to approve, deny or hold a requisition. There is also a comment section that can be used to provide information if necessary.

Approve – it will approve the requisition and it will be pushed to the next approver.

Deny – Denying will return the requisition to the Originator. You can use the Comment section to request additional information or inform the Originator the reason for the denial. The originator will see their requisition back as a Draft and it will be able to edit or cancel the requisition.

Hold – This step can be used to request more information from the Originator in order to approve a requisition.

Step 4 – Sit back and Relax