

# Agency Recruitment Selection Process

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NeoGov Insight

# NeoGov Insight – Agency Recruitment and Selection Process

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## 1.0 Overview

The NeoGov Insight implementation allows agencies to create and submit requisitions for job postings to MSPB. Once MSPB authorizes the requisition, posts the job opportunity, builds the list of eligible candidates and refers eligible candidates, state agencies will need to complete the hiring process. NeoGov allows agencies to schedule interviews, track offers, reject candidates, and make hires.

The agency user has links to view the following (navigational links located on the upper right side of the screen):

- My Requisitions – displays a listing of all requisitions for which a user has access to
- My List – displays referral lists by requisition
- Preferences – displays user information for requisition notifications
- Help and Support – provides links to training manuals
- Logout – allows the user to log out of the system

Menu Options (Post, Approval and Admin) will appear at the top of the screen under the navigational links (left of screen). To see additional details regarding Menu Options, refer to Section 8.0 Miscellaneous Information.

**NOTE:** The security rights assigned to a user will indicate what links a user will see when they sign on.

The steps outlined in sections *2.0 Create Requisition – 6.0 Hire Approval* guides a user through a complete recruitment lifecycle from the perspective of a state agency.

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## 2.0 Create Requisition

The following outlines the steps to creating a requisition:

1. Log into the Online Hiring Center – Departments region of Insight
2. Click on **Open New Requisition**

NEOGOV Insight OHC My Requisitions | My SME Review | My List | Preferences | Help & Support | Logout

Post Approvals Admin

Welcome, Logan Litchliter My Requisitions

[Open New Requisition](#) | [Show All Reqs. in My Dept.](#) | [Show Approval Detail](#) | [View Department Users](#) | [Show Filled Reqs.](#) | [Show Cancelled Reqs.](#)

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Search for req. #, req. title or position #:  Go

NOTE: Links are available to allow a user to perform the following:

- Show all Reqs in My Dept -- all requisitions in a department for which a user has access
- Show Approval Detail -- details associated with an approval (i.e. assignment, date, notes)
- View Department Users link -- all the users assigned to a department
- Filled Requisitions
- Cancelled Requisitions

3. Locate the appropriate class title, under the 'Requisition' column, click on **Create New**

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Search for class title or class code:  Go

2187 records found.  
Page 1 of 88 << Previous Page 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 Next Page >>

Class Code	Class Title	Positions	Requisition
2950	<a href="#">ABC-AGENT-IN-CHARGE</a>	<a href="#">Positions</a>	<a href="#">Create New</a>
0200	<a href="#">ABC-ENFORCEMENT AGENT I</a>	<a href="#">Positions</a>	<a href="#">Create New</a>
0835	<a href="#">ABC-ENFORCEMENT AGENT II</a>	<a href="#">Positions</a>	<a href="#">Create New</a>
3319	<a href="#">ABC-ENFORCEMENT AGENT III</a>	<a href="#">Positions</a>	<a href="#">Create New</a>
0173	<a href="#">ACADEMIC TEACHER I</a>	<a href="#">Positions</a>	<a href="#">Create New</a>

NOTE: Use the search functionality to narrow the results displayed.

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4. Complete the following Fields on the requisition screen:
- **Desired Start Date** = This is the date the department wants the posting period to begin (MM/DD/CCYY)
  - **Requisition #** = Insight will populate this field each time a requisition is created
  - **Working Title** = Enter the name associated with the Class Specification type (Occupational Name).
  - **Vacancies** = Enter the number of vacancies the agency wants to fill with this requisition
  - **Department** = User will select the department associated with the requisition
  - **Division** = This is not a required field and no selections will be identified.
  - **Position** = Users will select the appropriate position number (PIN – Personal Identification Number).
    - **Multiple Positions** = Users may select multiple positions of the same class specification type by clicking on the document icon.
    - **Position Search** = Users may perform a search to identify the appropriate PIN. If a user selects the magnifying glass icon, a search box opens and users can search using “Starts with” or “Contains” filters.
    - **Position Information** = The following position information is displayed dynamically from the Insight Position Data table when the information icon is selected:
      - Position Code
      - Position Title
      - Job Type
      - Status
      - Standard Hours
      - FTE
  - **Hiring Manager** = User will select the name of the employee who has the authority to hire an applicant
  - **Job Term** = Full-Time or Part-Time
  - **List Type** = Insight will display the following options:
    - **Regular** = posting is open to all applicants and will appear on the ‘MSPB Career Center – Job Postings’ link of the MSPB website.
    - **Promotional Only** = posting is only open to permanent state employees that work for the hiring agency. The posting will appear on the ‘Agency Only Opportunities’ link on the MSPB website.
    - **Transfer** = posting is open to all state employees. The posting will appear on the ‘State Employee Opportunities’ link on the MSPB website.
  - **Skills** = This box will not be used.
  - **Requisition End Date** = This is the date the department wishes the job posting period to end (MM/DD/CCYY)
  - **Special Qualifications** = Special Qualifications are additional requirements used in conjunction with the minimum qualifications of a job class to designate specific skills, abilities, education, and/or experience necessary for a particular position. In no case

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shall the special qualifications exceed the minimum qualifications as outlined on the class specification for the job class.

- **County/Counties Name** = Identify the appropriate county/counties for the position. In order to choose more than one county, hold the Ctrl key when selecting.
- **Shift Schedule** = Identify the appropriate shift schedule.
- **Travel Schedule** = Identify the appropriate travel schedule for the position.
- **Is this position time-limited** = The department will choose whether this position will be time-limited or permanent
- **Agency Information** = If the agency wants to be identified on the posting enter name and address
- **Comments** = The department may enter in specific information related to the requested position(s)
- **No Approvals** = Check this box if no approvals are required. MSPB will still authorize the requisition even if this option is selected.
- **Approval Levels** = NeoGov allows for various approval groups to be added. If approvals are needed, select the approver(s) from the list boxes on the right side of the screen.

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Class Code: 4322  
 Creator: Wadsworth, Susan

\* Required

Desired Start Date:

\* Requisition #: [assigned when requisition is saved]

Working Title:

Vacancies:

\* Department: 0671 - EMPLOYMENT SECURITY

Division: === Select ===

Position: 0671-000514-000001593 - ES-EMPLOYMENT INTERV

**Position Search**

**Filter Options:**  
 Starts with  
 Contains

Position Code:  Search

Select a position: === Select ===

---

**Position Info**

Position Code **0671-000514-000001593**  
 Position Title **ES-EMPLOYMENT INTERVIEWER II**  
 Type **Part-Time**  
 Status **Vacant**  
 Reports To  
 Bargaining Unit  
 Standard Hours **39**  
 Head Count /  
 FTE **0/**

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\* Hiring Managers:

Available:	Assigned:
Adams, Sherry	
Addison, Gloria	
Cain, Cheryl	
Coleman, Alicia	
Galloway, Carlos	
Hampton, Crystal	

List Type: === Select ===

Skills:

Comments:

\* Requisition End Date:

Special Qualifications:

\* Select county/counties associated with position (if selecting multiple counties, hold the Ctrl key down and select all appropriate counties):  
 == Select ==  
 ADAMS  
 ALCORN  
 AMITE

\* Is this position Time-Limited?:  Yes  No

\* Travel Schedule: == Select ==

\* Schedule Shift: == Select ==

No Approvals

Approval 1: Department Approver

Must approve before next approval  
 Final approval

Approval 2: HR Director

Must approve before next approval  
 Final approval

Adams, Sherry  
 Addison, Gloria  
 Galloway, Carlos  
 Hampton, Crystal  
 Keaton, Tiry  
 Litchliter, Logan

Adams, Sherry  
 Addison, Gloria  
 Galloway, Carlos  
 Hampton, Crystal  
 Keaton, Tiry  
 Lockett, Adriane

Save Only Save and Release

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5. Click **Save and Release** to send the requisition to MSPB or the appropriate approver.

NOTE: The **Save Only** button retains the requisition information entered as a Draft Requisition.

NOTE: If approver(s) have been selected, the requisition is not sent to MSPB until at least one approver has performed the approval function.

## 3.0 Requisition Approval

If the requisition requires agency approval, the following steps should be followed by the **selected** Approver:

1. Log into the Online Hiring Center – Departments region of Insight
2. Click on **Requisition** from the 'Approval' tab in the menu bar
3. Select the **Approve/Deny** link in the Action column under “Requisitions Awaiting My Action”

Post Approvals Admin

Welcome, Logan Litchliter My Requisition Approvals

[Show Approval Detail](#) | [Active Reqs.](#) | [Filled Reqs.](#) | [Cancelled Reqs.](#)

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Search for req. #, req. title or position #:

**Requisitions Awaiting My Action**  
1 record found.

Req #	Title	Position ID	Department	Division	Created	Creator	Status	Action
00171	Academic Teacher I		0161 - DFA-FINA...		05/11/11	Litchliter, L	In Progress	<a href="#">Edit</a> <a href="#">Reassign</a> <a href="#">Approve/Deny</a> <a href="#">History</a>

[Company Information](#) | [Privacy Policy](#) | [Legal Terms](#)

NOTE: Users can elect to edit, modify the assignment, or review the history of a requisition.

4. Select the appropriate action:
  - **Approve** = the requisition is approved
  - **Deny** = the requisition is denied
  - **On Hold/Pending** = the requisition is placed in a pending status, and no further action is taken
  - **Cancel** = cancels the requisition and sends an email notification back to the individual who created the requisition

**00171 - ACADEMIC TEACHER I** \* Required

\* Approve/Deny

Note

5. Add comments if applicable and click on the **Save** button

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## 4.0 Postings/Applications/Evaluation/Eligible and Referral Lists

Once a user selects the Save and Release button from the recruitment, the record is available for processing by MSPB. MSPB staff will authorize the requisition and generate a posting. Once applicants have applied for the position and closing period has ended, MSPB will push applicant records through the evaluation process, place eligible candidates on an eligible list, and then refer the applicants to the hiring agency.

If MSPB cancels the requisition, it will be routed back to the agency. The agency will be notified via email from their MSPB Consultant if a requisition is canceled. In order to see cancelled requisitions, click **Show Cancelled Requisitions**.



Welcome, [Logan Litchliter](#) My Requisitions

[Open New Requisition](#) | [Show All Reqs. in My Dept.](#) | [Show Approval Detail](#) | [View Department Users](#) | [Show Filled Reqs.](#) | [Show Cancelled Reqs.](#)

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Search for req. #, req. title or position #:

## 5.0 Hiring Manager

The hiring manager has the ability to schedule interviews, make an offer, hire an applicant, and track each option of the life cycle. The hiring manager also has the ability to generate notices/emails to referred applicants. The Hiring Manager now has the ability to print all applications they wish to review or only selected applications.

### 5.1 Schedule Interviews

This section provides instructions for an agency to schedule interviews.

1. Log into the Online Hiring Center – Departments region of Insight
2. Click **My List** in the toolbar at the top of the page.
3. Click **View** in the Candidates column on the row with the correct requisition.

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5 records found.  
Page 1 of 1

Req #	Title	Position ID	Department	Division	Hiring Mgr	Candidates	Applications	Last Referred
00001	Accountant/Auditor		Department of F...		Benson, Brenda Galloway, Carlos Litchliter, Logan McDade, Elma Jane Wadsworth, Susan Walker, Shelley	<a href="#">View</a>	<a href="#">Print</a>	02/25/11
00035	Branch Director II	232132	Department of F...	DFA-Human Resou...	Benson, Brenda Litchliter, Logan Wadsworth, Susan Walker, Shelley	<a href="#">View</a>	<a href="#">Print</a>	03/08/11
00041	EMERGENCY TELECOMMUNICATOR I		Department of F...		Batts, Sharetha Beard, Ryan Benson, Brenda Culrp, Lea Anne Dampier, Randy Galloway, Carlos Griffin, Iris Hartzog, Martha Hayes, Teresa Hill, Mary Hill, Valerie Jones, Linda Litchliter, Logan Luckey, Carlton Lunsford, Cheryl McDade, Elma Jane Owens, Ronna Perry, Susan Wadsworth, Susan Walker, Shelley Wadsworth, Susan	<a href="#">View</a>	<a href="#">Print</a>	03/11/11
00050	DIRECTOR V		Department of F...		Wadsworth, Susan	<a href="#">View</a>	<a href="#">Print</a>	03/16/11
00052	DIRECTOR V		State Personnel...		Griffin, Iris Litchliter, Logan Wadsworth, Susan	<a href="#">View</a>	<a href="#">Print</a>	03/17/11

NOTE: The Hiring Manager has the ability to print applications once the referred list is sent to the agency.

- Put a check in the box next to the applicant you would like to schedule an interview.
- Choose **Schedule Interview** from the dropdown box, and click **Go**.

<input type="checkbox"/>	Name	Person ID	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Notices	Referral Expires	Disabled Vet	Veteran	RIF
<input type="checkbox"/>	<a href="#">Beard, William</a>	5318602	<a href="#">View</a>	P: (601) 988-7135	•	2923-mq	03/11/11	N/A				
<input type="checkbox"/>	<a href="#">Benson, Brenda</a>	5317641	<a href="#">View</a>		•	2923-160-20110311	03/11/11	N/A				
<input type="checkbox"/>	<a href="#">blow, ioe</a>	5318945	<a href="#">View</a>		•	2923-mq	03/11/11	N/A				
<input type="checkbox"/>	<a href="#">Schrute, Dwight</a>	5318946	<a href="#">View</a>			2923-160-20110311	03/11/11	N/A				
<input type="checkbox"/>	<a href="#">Tvson, Mike</a>	5318953	<a href="#">View</a>			2923-316-20110311	03/11/11	N/A				
<input type="checkbox"/>	<a href="#">Walker, Shelley</a>	5317207	<a href="#">View</a>		•	2923-316-20110311	03/11/11	N/A				

Schedule Interview

6 records found.

- Complete the required fields.

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\* Required

Name:	William Beard		
Person ID:	5318602		
* Date:	May	9	2011
* Time:	3 pm	:00	
Duration:	1 hr	:00	
Location:	<input type="text"/>		
Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
City:	<input type="text"/>		
State:	== Select ==		
Zip Code:	<input type="text"/>		
Phone:	<input type="text"/>		
Disposition:	Scheduled		
Comments:	<input type="text"/>		

7. Click **Save**.

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## 5.2 Make an Offer

This section provides instructions for an agency to track offers made to candidates.

1. Log into the Online Hiring Center – Departments region of Insight
2. Click **My List** in the toolbar at the top of the page.
3. Click **View** in the Candidates column on the row with the correct requisition.

5 records found.  
Page 1 of 1

Req #	Title	Position ID	Department	Division	Hiring Mgr	Candidates	Applications	Last Referred
00001	Accountant/Auditor		Department of F...		Benson, Brenda Galloway, Carlos Litchliter, Logan McDade, Elma Jane Wadsworth, Susan Walker, Shelley	<a href="#">View</a>	<a href="#">Print</a>	02/25/11
00035	Branch Director II	232132	Department of F...	DFA-Human Resou...	Benson, Brenda Litchliter, Logan Wadsworth, Susan Walker, Shelley	<a href="#">View</a>	<a href="#">Print</a>	03/08/11
00041	EMERGENCY TELECOMMUNICATOR I		Department of F...		Batts, Sharetha Beard, Ryan Benson, Brenda Culrp, Lea Anne Dampier, Randy Galloway, Carlos Griffin, Iris Hartzog, Martha Hayes, Teresa Hill, Mary Hill, Valerie Jones, Linda Litchliter, Logan Luckey, Carlton Lunsford, Cheryl McDade, Elma Jane Owens, Ronna Perry, Susan Wadsworth, Susan Walker, Shelley	<a href="#">View</a>	<a href="#">Print</a>	03/11/11
00050	DIRECTOR V		Department of F...		Wadsworth, Susan	<a href="#">View</a>	<a href="#">Print</a>	03/16/11
00052	DIRECTOR V		State Personnel...		Griffin, Iris Litchliter, Logan Wadsworth, Susan	<a href="#">View</a>	<a href="#">Print</a>	03/17/11

4. Put a check in the box next to the applicant you would like to make an offer.
5. Choose **Make Offer** from the dropdown box.

Interview Scheduled												
<input type="checkbox"/>	Name	Person ID	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Notices	Referral Expires	Disabled Vet	Veteran	RIF
<input type="checkbox"/>	<a href="#">Beard, William</a>	5318602	<a href="#">View</a>	P: (601) 988-7135	•	2923-mq 2923-316-20110311	03/11/11	N/A				
<input type="checkbox"/>	<a href="#">Walker, Shelley</a>	5317207	<a href="#">View</a>		•		03/11/11	N/A				

Make Offer

2 records found.

6. Click **Go**.

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7. Complete the required fields.

**\* Required**

Name:	Shelley Walker
Person ID:	5317207
* Status:	Answer Pending
* Offer Date:	<input type="text" value="05/09/11"/>
Offer Amount:	<input type="text" value="\$0.00"/>
Bonus Amount:	<input type="text" value="\$0.00"/>
Comments:	<div style="border: 1px solid gray; height: 80px; width: 100%;"></div>

8. Click **Save**.

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## 5.3 Hire an Applicant from a Referred List

This section provides instructions for an agency to hire an applicant.

1. Log into the Online Hiring Center – Departments region of Insight
2. Click **My List** in the toolbar at the top of the page.
3. Click **View** in the Candidates column on the row with the correct requisition.

5 records found.  
Page 1 of 1

Req #	Title	Position ID	Department	Division	Hiring Mgr	Candidates	Applications	Last Referred
00001	Accountant/Auditor		Department of F...		Benson, Brenda Galloway, Carlos Litchliter, Logan McDade, Elma Jane Wadsworth, Susan Walker, Shelley	<a href="#">View</a>	<a href="#">Print</a>	02/25/11
00035	Branch Director II	232132	Department of F...	DFA-Human Resou...	Benson, Brenda Litchliter, Logan Wadsworth, Susan Walker, Shelley	<a href="#">View</a>	<a href="#">Print</a>	03/08/11
00041	EMERGENCY TELECOMMUNICATOR I		Department of F...		Batts, Sharetha Beard, Ryan Benson, Brenda Culrp, Lea Anne Dampier, Randy Galloway, Carlos Griffin, Iris Hartzog, Martha Hayes, Teresa Hill, Mary Hill, Valerie Jones, Linda Litchliter, Logan Luckey, Carlton Lunsford, Cheryl McDade, Elma Jane Owens, Ronna Perry, Susan Wadsworth, Susan Walker, Shelley	<a href="#">View</a>	<a href="#">Print</a>	03/11/11
00050	DIRECTOR V		Department of F...		Wadsworth, Susan	<a href="#">View</a>	<a href="#">Print</a>	03/16/11
00052	DIRECTOR V		State Personnel...		Griffin, Iris Litchliter, Logan Wadsworth, Susan	<a href="#">View</a>	<a href="#">Print</a>	03/17/11

4. Put a check in the box next to the person you would like to hire.
5. Choose **Hire** from the dropdown box, and click **Go**.

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Referred												
<input type="checkbox"/>	Name	Person ID	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Elig Exp Date	Notices	Disabled Vet	Veteran	RIF
<input type="checkbox"/>	<a href="#">Bob, Bob</a>	5319016	<a href="#">View</a>			0159-DIRECTOR I-V-GN	03/16/11	03/15/12	N/A			
<input type="checkbox"/>	<a href="#">Davis, Charlie</a>	5319022	<a href="#">View</a>			0159-DIRECTOR I-V-GN	03/16/11	03/15/12	N/A			
<input type="checkbox"/>	<a href="#">Jordan, Tom</a>	5319050	<a href="#">View</a>			0159-161-20110316	03/16/11	03/15/12	N/A			
<input type="checkbox"/>	<a href="#">Moore, Tony</a>	5319028	<a href="#">View</a>			0159-DIRECTOR I-V-GN	03/16/11	03/15/12	N/A			
<input type="checkbox"/>	<a href="#">Rain, Cindy</a>	5319019	<a href="#">View</a>			0159-DIRECTOR I-V-GN	03/16/11	03/15/12	N/A			
<input type="checkbox"/>	<a href="#">Smith, Toya</a>	5319024	<a href="#">View</a>			0159-DIRECTOR I-V-GN	03/16/11	03/15/12	N/A			
<input checked="" type="checkbox"/>	<a href="#">Sue, Penny</a>	5319013	<a href="#">View</a>			0159-DIRECTOR I-V-GN	03/16/11	03/15/12	N/A			
<input type="checkbox"/>	<a href="#">Williams, Bill</a>	5318437	<a href="#">View</a>		•	0159-161-20110316	03/16/11	03/15/12	N/A			

8 records found.

6. Complete the required fields.

NOTE: Be sure to include 6 digits for the PIN # (include leading zeros, example for PIN # 155 = 000155)

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\* Required

Name:	contract analyst - fail	
Person ID:	5319121	
Status:	Hired	
* Offer Date:	<input type="text" value="05/19/11"/>	
Offer Amount: \$	<input type="text"/>	
Bonus Amount: \$	<input type="text"/>	
* Answer Date:	<input type="text" value="05/19/11"/>	
* Filled On Date:	<input type="text" value="05/19/11"/>	
* Start Date:	<input type="text" value="05/19/11"/>	
Orientation Date:	<input type="text" value="05/19/11"/>	
Keep Active on Eligible List:	<input type="button" value="No"/>	
Comments: 2500 character limit	<input type="text"/>	
* Annual Salary (#####.##, decimal is required, no symbols) :	<input type="text"/>	
* PIN # :	<input type="text"/>	
* Appointment (Hire) Reason :	<input type="text" value="Lateral Transfer - No Pay Change"/> <input type="text" value="New Appoint - At Start Salary"/> <input type="text" value="New Appoint - Below Start Salary"/> <input type="text" value="New Appoint/Newly Elected - Non SPB, Non-Comply"/>	
* New Hire SSN (numbers only) :	<input type="text"/>	
* Gender :	<input type="button" value="== Select =="/>	
* Ethnicity :	<input type="button" value="== Select =="/>	
* Birth Date (mm/dd/yyyy) :	<input type="text"/>	
No Approvals <input type="checkbox"/>		
Approval 1	<input type="button" value="== Select =="/>	<input type="text"/>
Approval 2	<input type="button" value="== Select =="/>	<input type="text"/>

7. Click **Save and Release**.

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## 5.4 Reject Applicants

Applicants that are not selected for hire should be rejected. This section provides instruction on how to reject referred applicants.

1. From the 'View Applicants' screen, put a check in the box next to the applicant you would like to reject.
2. Choose **Reject** from the dropdown box, and click **Go**.

Interview Scheduled												
<input type="checkbox"/>	Name	Person ID	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Notices	Referral Expires	Disabled Vet	Veteran	RIF
<input type="checkbox"/>	<a href="#">Beard, William</a>	5318602	<a href="#">View</a>	P: (601) 988-7135	•	2923-mq	03/11/11	N/A				
<input type="checkbox"/>	<a href="#">Walker, Shelley</a>	5317207	<a href="#">View</a>		•	2923-316-20110311	03/11/11	N/A				

2 records found.

3. Select the appropriate reason for notification and enter any appropriate comments (if applicable)

\* Required

Name:	Shelley Walker	5317207
* Reason:	<input type="text" value="Declined Appointment"/>	
Comments:	<input type="text"/>	

4. Click **Save**.

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## 5.5 Notify Applicants

All applicants should be notified. This section provides instruction on how to notify referred applicants. Staff should select Email Notify for candidates who have elected to receive email notifications and Mail Merge for those who have elected to be notified by paper.

1. Click **My List** in the toolbar at the top of the page.
2. Click **View** in the Candidates column on the row with the correct requisition.
3. Select the candidate(s) you wish to notify, the type of action (Email Notify or Mail Merge) and click **Go**.

Interview Scheduled												
<input type="checkbox"/>	Name	Person ID	Master Profile	Phone	Email Notify	Exam Plan #	Action Date	Notices	Referral Expires	Disabled Vet	Veteran	RIF
<input type="checkbox"/>	Beard, William	5318602	<a href="#">View</a>	P: (601) 988-7135	•	2923-mq	03/11/11	N/A				
<input checked="" type="checkbox"/>	Walker, Shelley	5317207	<a href="#">View</a>		•	2923-316-20110311	03/11/11	N/A				

2 records found.

4. Select the appropriate Template for notification
5. Click the **Generate Notices** button

**NOTE:** The user has the ability to customize the template by clicking the Edit Template button. Refer to section 8.0 Create OHC Notice Templates for instructions.

Requisition: 00041 - EMERGENCY TELECOMMUNICATOR I

Select Email Format:

Select Template:

Candidate	Person ID	Email	Date & Time Received
Walker, Shelley	5317207	walkersh@dfa.state.ms.us	03/11/11 10:35 AM

# NeoGov Insight – Agency Recruitment and Selection Process

6. Review the email notification or paper document
7. Select the **Send** button

[View Referred Candidates](#)

Requisition: 00041 - EMERGENCY TELECOMMUNICATOR I

**Email preview appears below. Email will NOT be sent until you click on the 'Send' button.**

Template: **you're hired**

Candidate	Person ID	Email	Date & Time Received
Walker, Shelley	5317207	walkersh@dfa.state.ms.us	03/11/11 10:35 AM

**Email 1** (To: walkersh@dfa.state.ms.us)

May 11, 2011

Shelley Walker  
test  
test, MS 12345

Dear Shelley:

We are happy to inform you that your are hired for Emergency Telecommunicator I.

Very truly yours,

State of Mississippi Human Resources Department

If you applied online, please verify you have received this message by visiting:  
[https://www.training.governmentjobs.com/js\\_login.cfm?topheader=mississippi&OHCResponseCode=44531](https://www.training.governmentjobs.com/js_login.cfm?topheader=mississippi&OHCResponseCode=44531)

## Mail Merge

[www.zeallsoft.com](#)

[View Referred Candidates](#)

Requisition: 00244 - ADMIN ASSISTANT III

Template: **you're hired**

Candidate	Person ID	Date & Time Received
Smith, Valerie	5320190	05/19/11 08:00 AM

Template Name	Candidates	Mail Merge	Mailing Labels
you're hired	1		 Avery 5260 ▾

8. Applicants are notified.

NOTE: Select the Mail Merge icon to display the word document and print the word document. Users also have the ability to print mailing labels.

# NeoGov Insight – Agency Recruitment and Selection Process

## 6.0 Hire Approval

If the hire record requires agency approval, the following steps should be followed:

1. Log into the Online Hiring Center – Departments region of Insight
2. Under the 'Approval' tab in the menu bar, click on **Hires**
3. Select the **Approve/Deny** link

Req #	Title	Department	Division	Hire Name	Start Date	Hire Steps	Action
00054	HISTORIAN III	0161 - DFA-FINA...		Montgomery, Susan	05/11/11	Details Show	Approve/Deny History

NOTE: Links are available to allow a user to perform the following:

- Show all approval steps = displays details regarding the approval process
- See Hire Details = displays details associated with the hire
- Steps = displays the status of the approval
- History = displays the approval history

4. Select the appropriate action and enter any comments (if applicable):

- **Approve** = the hire is approved
- **Deny** = the hire is denied

\* Required

\* Approve/Deny == Select ==

Comments

Save

5. Click the **Save** button

# NeoGov Insight – Agency Recruitment and Selection Process

---

## **7.0 Authorize Requisition/Upload to SPAHRS**

After the hire is saved, a record is created for MSPB staff to approve the hire. Once the hire is approved, a nightly batch creates a record in SPAHRS.

AGENCY DEPARTMENT USER STAFF WILL CONTINUE TO COMPLETE THE NECESSARY DETAILS IN SPAHRS ONCE THE INDIVIDUAL BEGINS WORK.

# NeoGov Insight – Agency Recruitment and Selection Process

## 8.0 Create OHC Notice Templates as a Department User

Agency users can create and view OHC Notice Templates if they have “Create OHC Notice Templates” and/or “Send OHC Notices” selected in his or her security profile.

1. Log into the Online Hiring Center – Departments region of Insight
2. Select **Notice Templates** from the ‘Admin’ pull-down menu



The screenshot shows the NeoGov Insight OHC Admin interface. At the top, there is a navigation bar with links for [My Requisitions](#), [My SME Review](#), [My List](#), [Preferences](#), [Help & Support](#), and [Logout](#). Below this is a sub-menu with [Post](#), [Approvals](#), and [Admin](#). The [Admin](#) menu is expanded, showing [Notice Templates](#) as the selected option. The main content area displays a welcome message for Logan Litch, a search bar for requisitions, and a list of navigation links including [Open New Requisition](#), [Show All Reqs. in My Dept.](#), [Show Approval Detail](#), [View Department Users](#), [Show Filled Reqs.](#), and [Show Cancelled Reqs.](#). A search bar is present with the text "Search for req. #, req. title or position #:" and a "Go" button.

3. Click **Add New Template**



The screenshot shows the NeoGov Insight OHC Admin interface for the 'Add New Template' page. The navigation bar is the same as in the previous screenshot. The sub-menu is expanded to show [Post](#), [Approvals](#), and [Admin](#). The [Admin](#) menu is expanded, showing [Notice Templates](#) as the selected option. The main content area displays a welcome message for Logan Litch, a search bar for templates, and a list of navigation links including [Show Inactive Templates](#) and [Add New Template](#). A search bar is present with the text "Search for template name:" and a "Go" button.

4. Complete the OHC Template form, including:
  - **Name** – Notice template name
  - **Department Available** – Authorized users from the specified departments can copy this template
  - **Description** – Notice template description
  - **Subject** – Email template subject
  - **Reject Reason** – Associated reject reason (If applicable)
  - **Template** – Define the notice template text
    - A sample template is provided within the OHC
    - Available automatic text fields are located and defined at the bottom of the ‘OHC Notice Template’ form

## NeoGov Insight – Agency Recruitment and Selection Process

\* Required

* Name	<input type="text"/>	
* Department(s): (Select Department)	Available: 0051 - SC-SUPREME COURT 0054 - SC-ADMINISTRATIVE OFF OF COURTS 0055 - SC-COURT OF APPEALS 0071 - ATTORNEY GENERAL	Selected: <input type="text"/>
Description	<input type="text"/>	
* Subject	<input type="text"/>	
Reject Reason	== Select ==	
* Template	<input type="text"/>	

5. Click the **Save** button

6. The OHC Notice Template screen is displayed including the new template.

# NeoGov Insight – Agency Recruitment and Selection Process

## 8.1 Edit OHC Notice Templates from the OHC as a Department User

1. Log into the Online Hiring Center – Departments region of Insight
2. Select **Notice Templates** from the 'Admin' pull-down menu. A listing of previously created templates will appear.
3. Click **Edit** next to the specific template. (Department Users do not have access to edit notices created by other users.)

3 records found.  
Page 1 of 1

Name	Description	Subject	Created By	Action
<a href="#">you're hired</a>	you're hired	you're hired	Quinones, A (OHC)	<a href="#">Copy</a> <a href="#">Preview</a>
<a href="#">Regrets</a>	Rejection Notification - Educational Requirements Not Met	Job Application - ; Requisition #	Henderson, D (OHC)	<a href="#">Copy</a> <a href="#">Preview</a>
<a href="#">No Longer an Opening</a>	This position is no longer open to recruitment.	No Longer an Opening	Litchliter, L (OHC)	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Archive</a> <a href="#">Preview</a>

Page 1 of 1

4. Make the appropriate changes.
5. Click the **Save** button
6. The OHC Notice Template screen is displayed including the new template.

## 8.2 Copy OHC Notice Templates from the OHC as a Department User

1. Log into the Online Hiring Center – Departments region of Insight
2. Select **Notice Templates** from the 'Admin' pull-down menu. A listing of previously created templates will appear.
3. Click **Copy** next to the specific template.

3 records found.  
Page 1 of 1

Name	Description	Subject	Created By	Action
<a href="#">you're hired</a>	you're hired	you're hired	Quinones, A (OHC)	<a href="#">Copy</a> <a href="#">Preview</a>
<a href="#">Regrets</a>	Rejection Notification - Educational Requirements Not Met	Job Application - ; Requisition #	Henderson, D (OHC)	<a href="#">Copy</a> <a href="#">Preview</a>
<a href="#">No Longer an Opening</a>	This position is no longer open to recruitment.	No Longer an Opening	Litchliter, L (OHC)	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Archive</a> <a href="#">Preview</a>

Page 1 of 1

4. A new window will open with a copy of the selected template. Click the **Copy** button.

\* Required

* Name	No Longer an Opening
Department(s):	0161 - DFA-FINANCE AND ADMINISTRATION
Description	This position is no longer open to recruitment.
* Subject	No Long
Reject Reason	Considered
* Template , Dear :	This position is no longer open to recruitment.

5. When the template opens, make any necessary changes.
6. Click **Save**

# NeoGov Insight – Agency Recruitment and Selection Process

---

## 8.3 Archive OHC Notice Templates from the OHC as a Department User

1. Log into the Online Hiring Center – Departments region of Insight
2. Select **Notice Templates** from the 'Admin' pull-down menu. A listing of previously created templates will appear.
3. Click **Archive** next to the specific template. (Department Users do not have access to archive notices created by other users.)

3 records found.  
Page 1 of 1

Name	Description	Subject	Created By	Action
<a href="#">you're hired</a>	you're hired	you're hired	Quinones, A (OHC)	<a href="#">Copy</a> <a href="#">Preview</a>
<a href="#">Regrets</a>	Rejection Notification - Educational Requirements Not Met	Job Application - ; Requisition #	Henderson, D (OHC)	<a href="#">Copy</a> <a href="#">Preview</a>
<a href="#">No Longer an Opening</a>	This position is no longer open to recruitment.	No Longer an Opening	Litchliter, L (OHC)	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">Archive</a> <a href="#">Preview</a>

Page 1 of 1

4. A pop-up window will ask if you are sure you want to archive the specific template. Click the **OK** button.

NOTE: OHC Notices can also be created by HR Users from the Candidate Track menu in Insight and are assigned to one or more departments. Insight users have the ability to create OHC Notices and edit notices created by OHC Users.

# NeoGov Insight – Agency Recruitment and Selection Process

## 9.0 Miscellaneous Information

### 9.1 Post Menu Option

The 'Post' tab in the menu bar has only one option, Job Postings. If you click this button, the system will display all of the job postings the user can access. **Job #, Job Title, Status, Advertise From, Advertise To, Last Updated, and Assigned To** columns are displayed.

Job #	Job Title	Status	Adv. From	Adv. To	Last Updated	Assigned To
00001	Accountant/Auditor Manager	Expired	02/08/11	02/18/11 11:59 PM	03/22/11	McDade, E
00002	Accountant/Auditor	Archived	02/08/11	02/11/11 02:56 PM	03/31/11	Griffin, I
00004	BUREAU DIRECTOR II	Expired	02/08/11	02/22/11 11:59 PM	02/08/11	Jones, L
00004	BUREAU DIRECTOR II	Expired			03/11/11	Jones, L
00005	Accountant/Auditor	Archived	03/09/11	03/11/11 11:59 PM	05/02/11	Galloway, C
00007	Accountant/Auditor	Archived	02/08/11	02/16/11 11:59 PM	04/13/11	Wadsworth, S
00010	Accounting Auditor III	Expired	02/08/11	02/15/11 11:59 PM	02/08/11	Owens, R

### 9.2 Admin Menu Option: Notice Templates

Users with Administrator security access can manage Notice Templates in NeoGov. Under the 'Admin' tab in the menu bar, click **Notice Templates**. This page allows the user to edit, copy, and preview Notice Templates. Refer back to section 8.0 for instructions.

Name	Description	Subject	Created By	Action
<a href="#">you're hired</a>	you're hired	you're hired	Quinones, A (OHC)	<a href="#">Copy</a> <a href="#">Preview</a>

## 9.3 New Hire Does Not Report to Work

If the new hire does not report to work, follow the steps listed below:

1. Place the new Hire in the rejection category. This action takes the applicant out of the approval stage.
2. Submit a new requisition with a note in the comments section. SPB staff will tie the existing referred list to the new requisition, and resubmit to the agency.
3. Select a new hire and resubmit to SPB staff for approval.

### **Scenario Actions:**

- If the hire record has a future date, delete the record from SPAHRS and the PIN will become free the following morning (Follow the process above for NEOGOV)
- If the date has past, call MMRS to delete the record from SPAHRS, the PIN will become free the following morning (Follow the process above for NEOGOV)
- If the new hire works one day and leaves, the agency will put a termination date on the record. The PIN will become free the following morning. (The agency will submit a new requisition, and SPB staff will tie the existing referred list to the new requisition. MSPB will resubmit to the agency. The agency will select a new hire and resubmit to SPB staff for approval.

## 9.4 Contact Information

For any questions regarding policy/procedure or security issues contact the following:

MSPB for functional questions at 601-359-1406

MASH for security questions at 601-359-1343

# NeoGov Insight – Agency Recruitment and Selection Process

## NeoGov User's Quick Help Guide

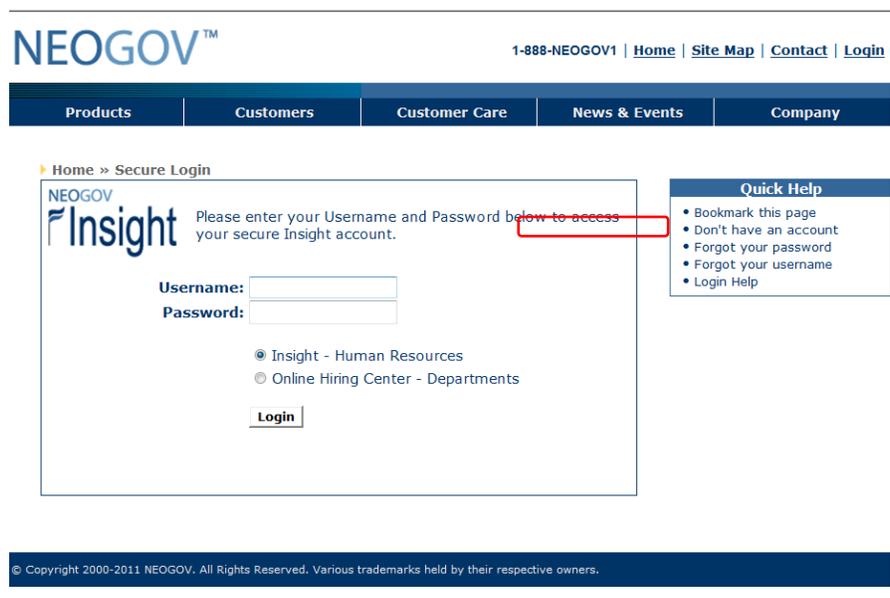
The NeoGov training environment is accessible via [www.training.neogov.com](http://www.training.neogov.com). The production environment is accessible via [www.neogov.com](http://www.neogov.com).

### Requesting a new NeoGov account

1. Click **Login** at top Right side of window.



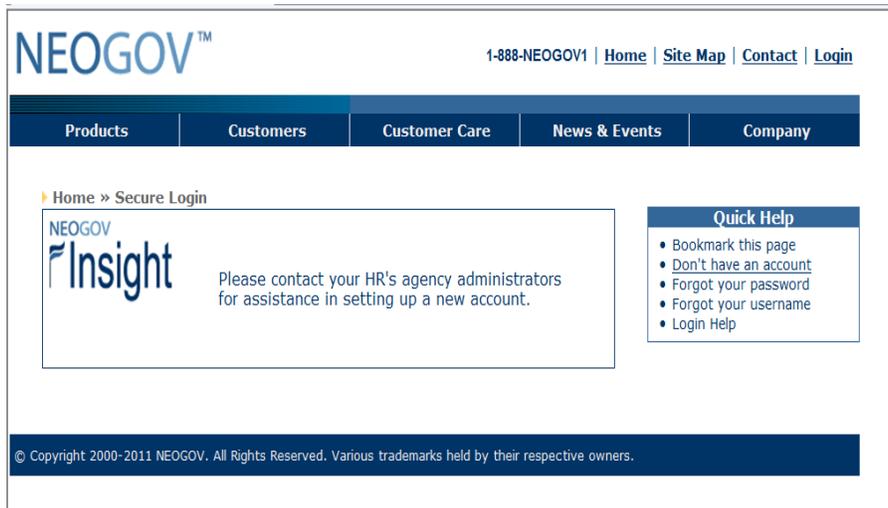
2. In the 'Quick Help' menu on the right side of the screen, click **Don't have an account**.



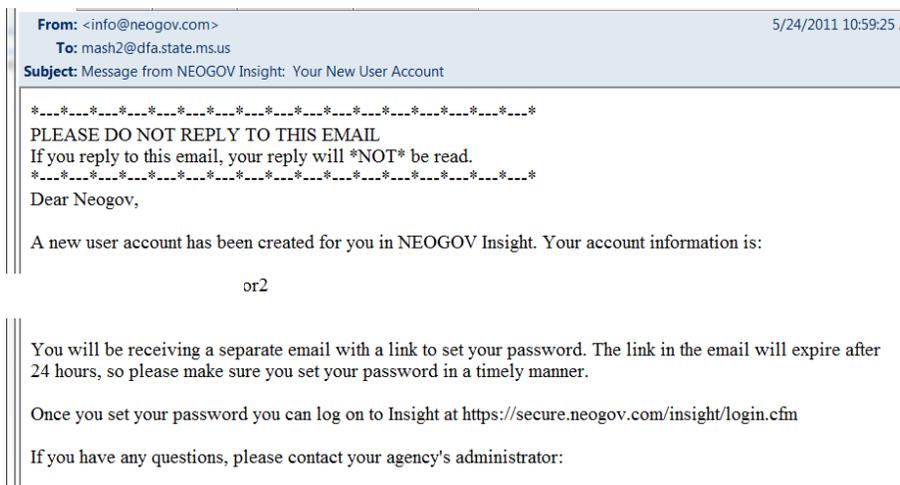
3. To contact the administrator, do the following:

# NeoGov Insight – Agency Recruitment and Selection Process

- a. Email MMRS Call Center at [MASH@dfa.state.ms.us](mailto:MASH@dfa.state.ms.us). In the email subject line, type **NeoGov Security**.
- OR
- b. Contact MMRS via the Call Center at 601-359-1343 option 1 (security), sub-option 4 (NeoGov) and the call will be redirected to the Security Administrator.
- c. Contact MMR via Fax 601-359-6551.



4. After NeoGov Account has been created by the NeoGov System Administrators you will be receiving two auto-generated e-mails.
5. The 1<sup>st</sup> E-mail that will be generated is a **Welcome E-mail** welcoming you to the NeoGov Insight System. The e-mail will also include your **username**.



6. The 2<sup>nd</sup> generated e-mail is a **Request to Reset Password**. Click the link inside of the e-mail to change the password. The Password must be reset within 24 hours of receiving the e-mail.



# NeoGov Insight – Agency Recruitment and Selection Process

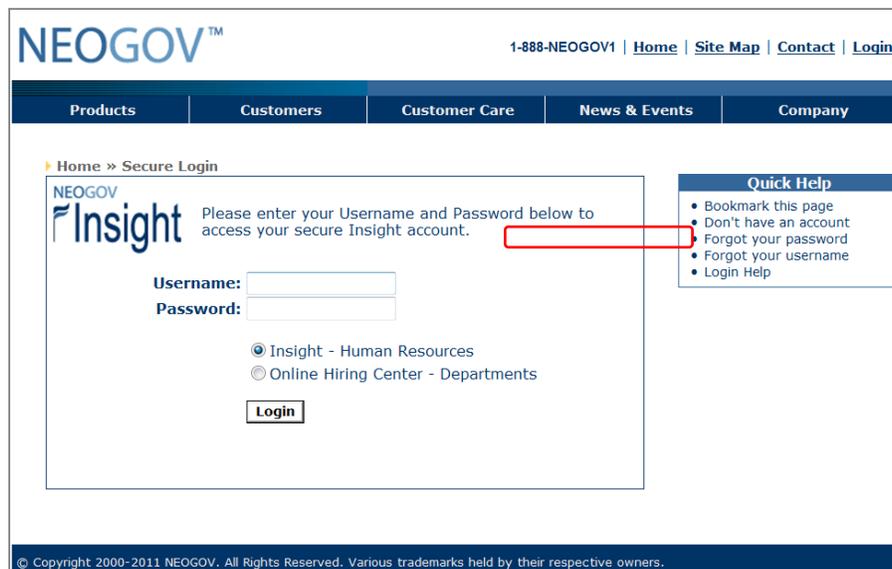
## Existing User Requesting Password

Users having troubling logging into NeoGov due to not remembering their password can troubleshoot this issue using the 'Quick Help' menu on the NeoGov webpage.

1. Click **Login** at top Right side of window.



2. In the 'Quick Help Menu' on the right side of the screen, click **Forgot Your Password**.



3. The Screen will prompt the user to enter the username to reset the password.

# NeoGov Insight – Agency Recruitment and Selection Process

The screenshot shows a web browser window with the URL <https://secure.training.neogov.com/insight/forgotPassword.cfm>. The page header includes the NeoGov logo and navigation links: 1-888-NEOGOV1 | Home | Site Map | Contact | Login. A menu bar contains: Products, Customers, Customer Care, News & Events, Company. The main content area is titled "Home » Forgot Password" and features the NeoGov Insight logo. The text reads: "Please enter your username to reset your password." Below this is a "Username:" input field. Two radio buttons are present: "Insight - Human Resources" (selected) and "Online Hiring Center - Departments". A "Proceed" button is at the bottom. To the right is a "Quick Help" box with links: Bookmark this page, Don't have an account, Forgot your password, Forgot your username, Login Help. The footer contains: © Copyright 2000-2011 NEOGOV. All Rights Reserved. Various trademarks held by their respective owners.

4. Click **Proceed**.
5. Answer the Security questions that were submitted at the time of account activation. Click **Reset Password**.
6. If the user does not remember the answers to the questions, click on the **Here** link to have an email sent to the user to reset the password.

The screenshot shows a web browser window with the URL <https://secure.training.neogov.com/insight/answerPasswordQuestions.cfm>. The page header is identical to the previous screenshot. The main content area is titled "Home » Answer Password Questions" and features the NeoGov Insight logo. The text reads: "Please answer your security questions." Below this are three questions, each with an input field: "What is your oldest sibling's middle name?", "What is your mother's middle name?", and "What is the last name of your favorite high school teacher?". Below the questions is a link: "Forgot the answers to these questions? Click [Here](#) to send a password reset link to your inbox!". A "Reset Password" button is at the bottom.

# NeoGov Insight – Agency Recruitment and Selection Process

7. After answering the questions the user will be prompted to enter their username, new password and to confirm the password. Password requirements are listed below.

Home >> Reset Password

**NEOGOV**  
Insight

Please enter your username and new password below to access your secure Insight account.

- Your password cannot contain user's first name
- Your password cannot contain user's username
- Your password must contain at least one letter (any case)
- Your password cannot contain user's last name
- Your password cannot contain user's ID
- Your password must contain at least one uppercase letter
- Your password must be at least 8 characters long
- Your password must contain at least one lowercase letter
- Your password must contain at least one number

Username:

Password:

Confirm Password:

**Quick Help**

- Bookmark this page
- Don't have an account
- Forgot your password
- Forgot your username
- Login Help

 **VeriSign**  
Trusted  
VERIFY >

8. Click **Set Password**.
9. The Password reset will take effect immediately and the user will be able to login using their username and newly set password.

## Existing User Requesting Username

Users having troubling logging into NeoGov due to not remembering their username can troubleshoot this issue using the 'Quick Help' menu on the NeoGov webpage.

1. Click **Login** at top Right side of window.

NEOGOV™  
Expect more.™

HOME PRODUCTS CUSTOMERS SUPPORT & TRAINING NEWS & CASE STUDIES COMPANY

1-888-NEOGOV1 | Login

WHY NEOGOV →

INSIGHT

OUR CUSTOMERS

SUPPORT/TRAINING

Why is **NEOGOV** the leader in the public sector?

Download Brochure Request Demo

The Leader in On-Demand HR Applications for the Public Sector

600+ Customers | Serving 1,800,000 Employees | 10,000,000 Applicants | 46 States

A Complete HR Solution For Public Sector Workforce Management

NEOGOV is the market and technology leader in on-demand workforce management for the public sector.

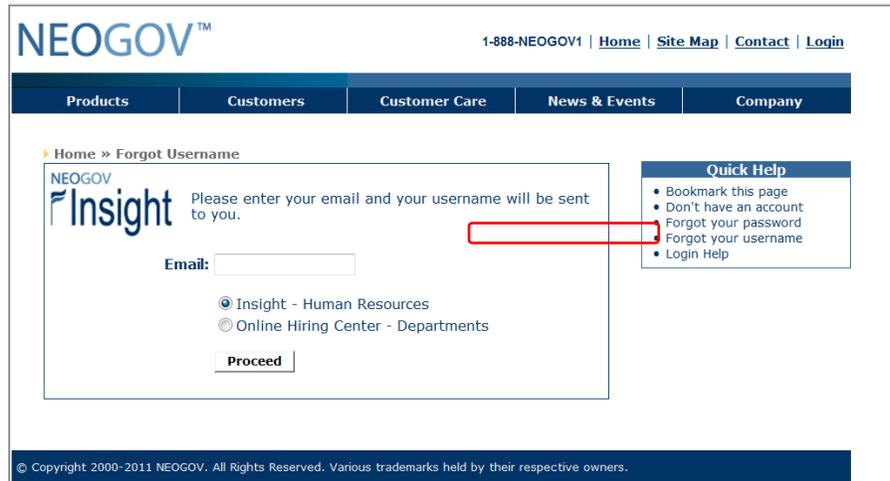
Start Accepting Online Applications!

Recent News

NEOGOV Announces Record-Setting Annual Results

2. In the 'Quick Help Menu' on the right side of the screen, click **Forgot Your Username**.

# NeoGov Insight – Agency Recruitment and Selection Process



NEOGOV™ 1-888-NEOGOV1 | [Home](#) | [Site Map](#) | [Contact](#) | [Login](#)

Products Customers Customer Care News & Events Company

Home » Forgot Username

NEOGOV Insight Please enter your email and your username will be sent to you.

Email:

Insight - Human Resources  
 Online Hiring Center - Departments

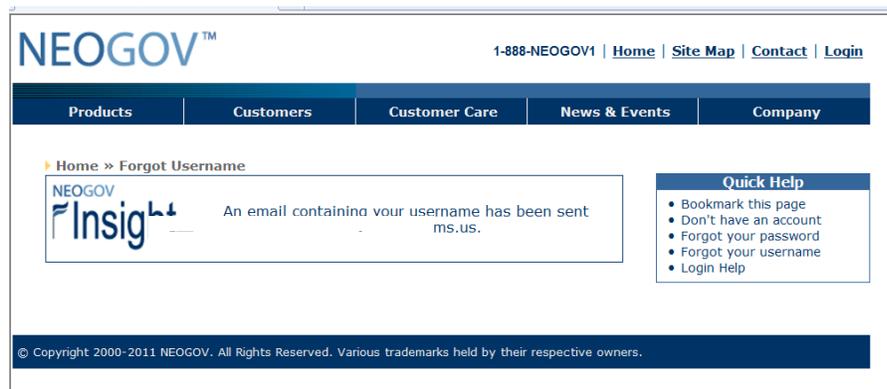
Proceed

**Quick Help**

- Bookmark this page
- Don't have an account
- [Forgot your password](#)
- [Forgot your username](#)
- Login Help

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3. The screen will prompt the user to enter their email address that was used during the time of account activation.
4. Click **Proceed**.
5. An e-mail containing the username will be sent to the account that was entered.



NEOGOV™ 1-888-NEOGOV1 | [Home](#) | [Site Map](#) | [Contact](#) | [Login](#)

Products Customers Customer Care News & Events Company

Home » Forgot Username

NEOGOV Insight An email containing your username has been sent to [redacted]@ms.us.

**Quick Help**

- Bookmark this page
- Don't have an account
- Forgot your password
- Forgot your username
- Login Help

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