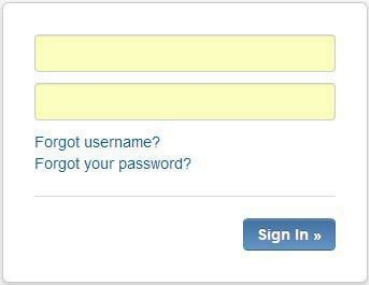
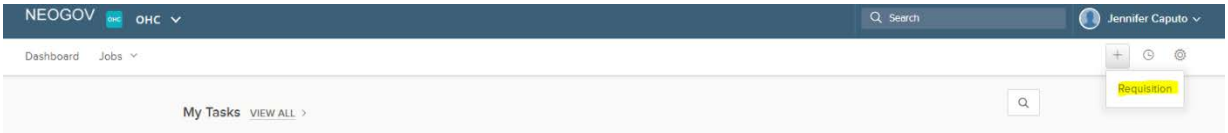
NEOGOV REQUISITION GUIDE

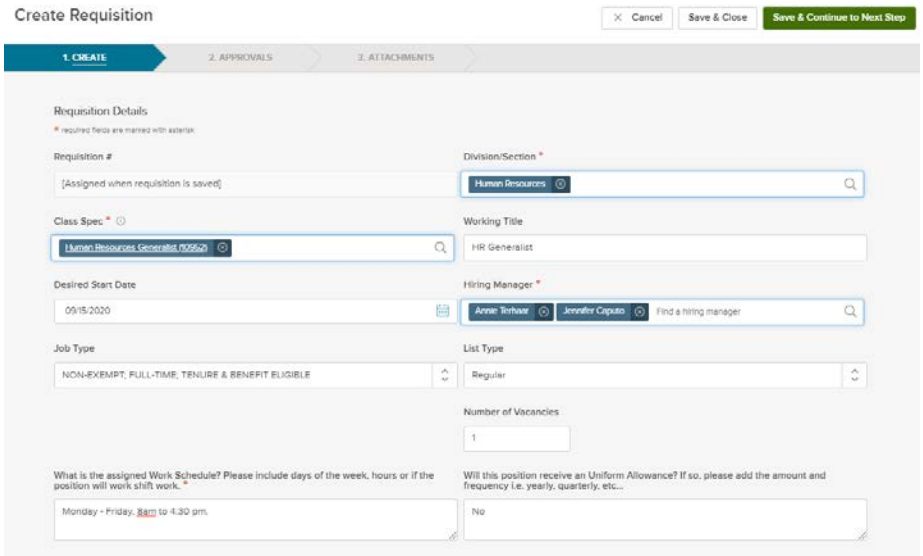
1. **Log into NEOGOV's Online Hiring Center (OHC):**
   - After a member of the HR team has added you as a user in the system, click on the link in the email generated by NEOGOV
   - Follow instructions to set up a new account. (Your username will always be your COF email address and your password will be your choice.) Make sure to do this within 24 hours of receiving notification email, or the link will expire.
   - Once you have created an account, you can access the login page in the future at https://login.neogov.com/Signin?siteCode=IN and enter your username (COF email) and Password.

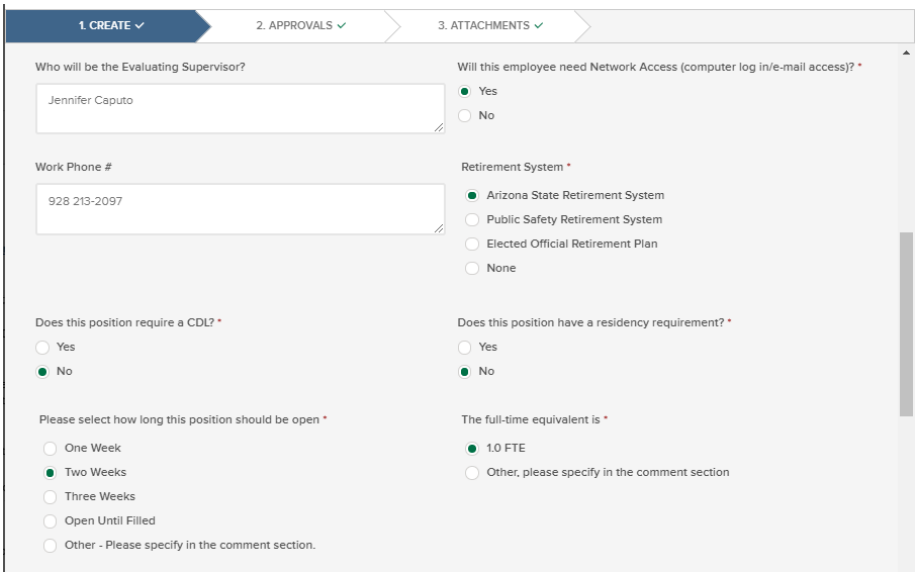


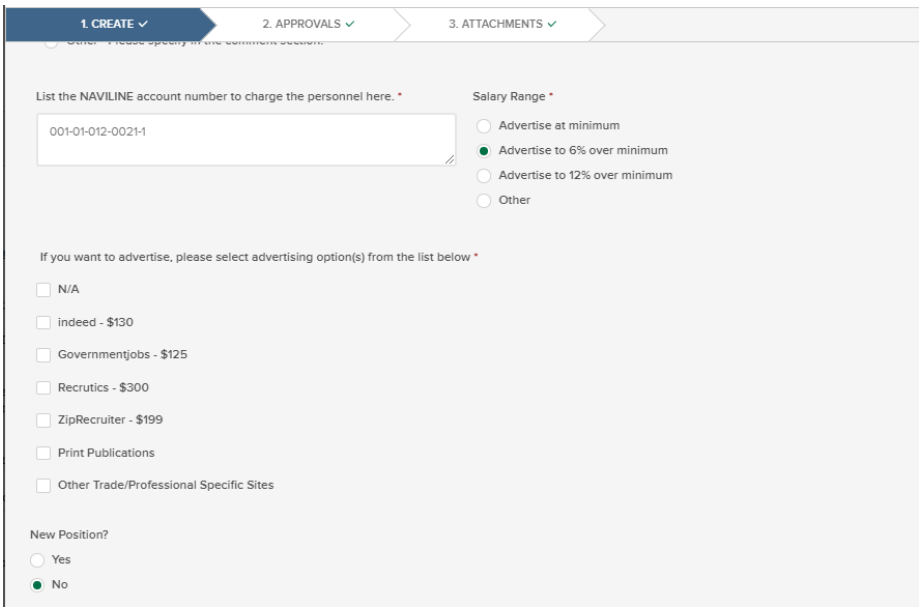
2. **Create a Requisition:**
   - Click on "**+**" then "**Requisition**" under your name on the top right



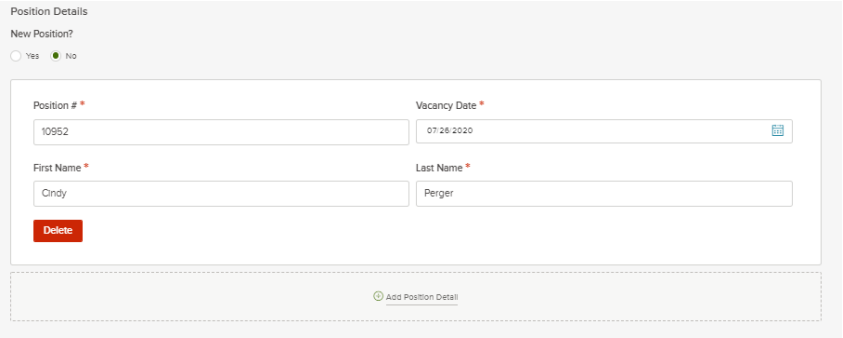
3. **Complete the Requisition Details:**
   - **Class Spec** is the title listed on the job description
   - **Start Date** – please be aware the recruitment process, plus contingent and final offer stage can take 30-45 days. New employees may only be effective on Mondays of pay period weeks.
   - **Hiring Manager** should include the assigned HR Recruiter and you
   - **List Type** will most often be "regular" for recruitments that are open to the public
   - **Number of vacancies** should reflect the total sought/approved by the Budget Team





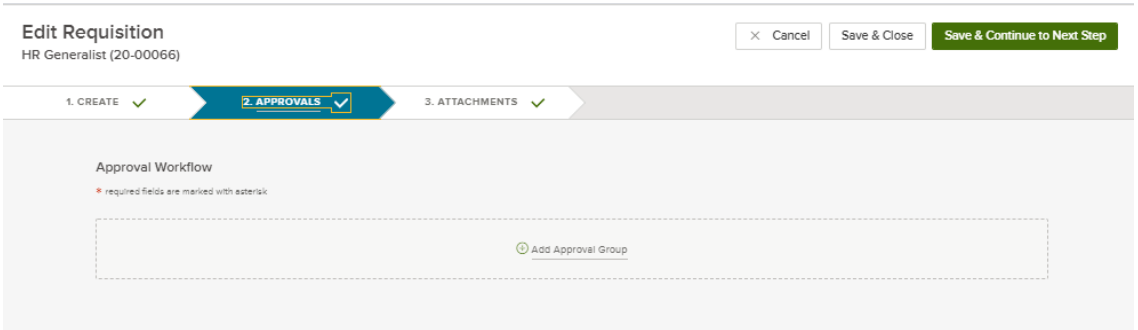


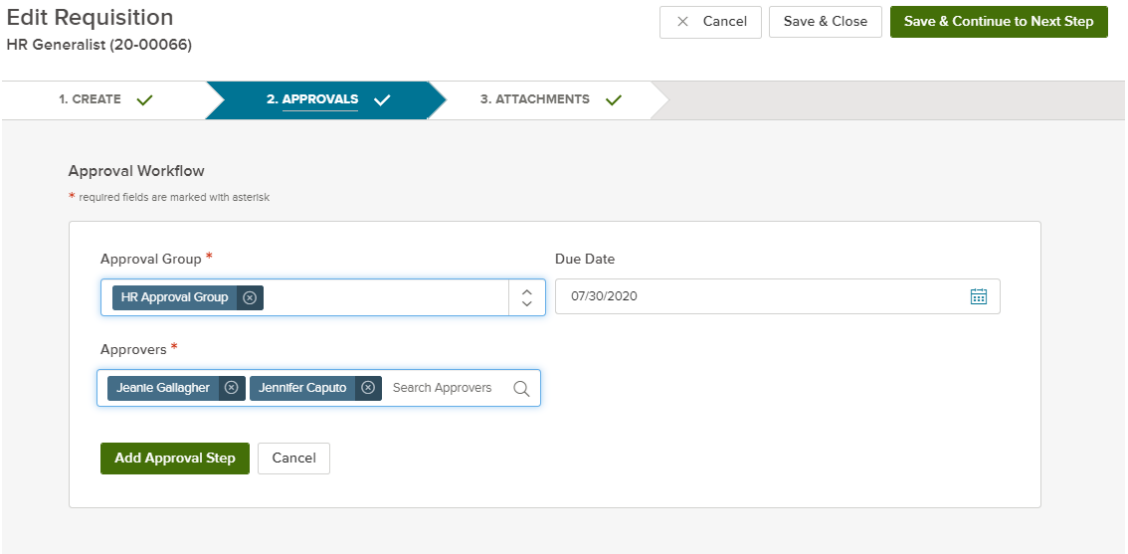
- **Click Add Position Detail**
  - **Position #** is the Position Control number in Naviline
  - **First and Last Name** identify the person who most recently vacated the position



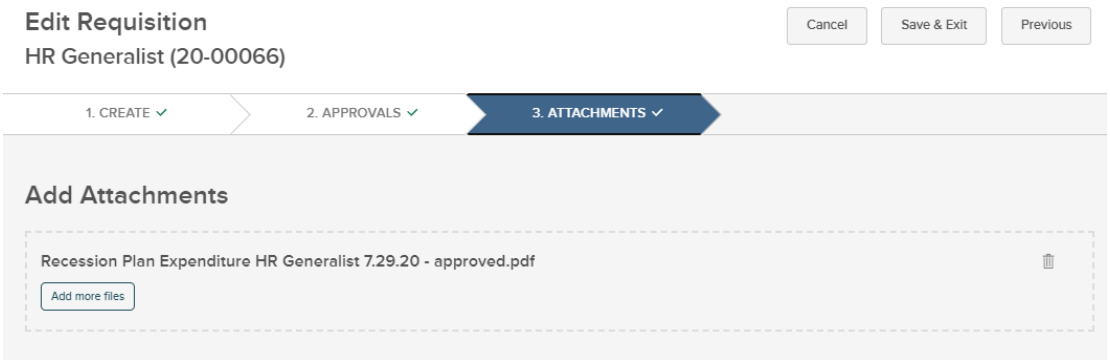
4. **Click Save & Continue to Next Step** on the top right of the screen

5. **Click Add Approval Group on the Approvals tab**
   - Select the following appropriate approval group(s)
     - section
     - division and
     - Human Resources (for new positions, also add HR Approval – New Positions)
   - Enter due date, and individuals providing approval
   - Click **Save & Continue to Next Step**





6. **Click Attachment Tab**
   - Attach Budget Team approval document



7. **Click Save and Exit**