

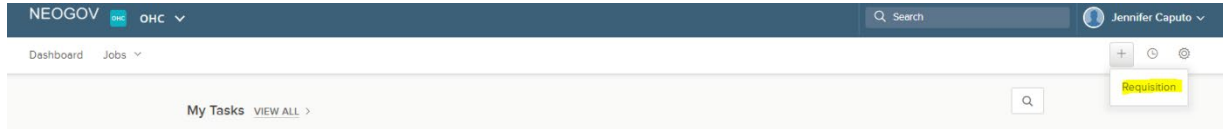
NEOGOV REQUISITION INSTRUCTIONS

1. Visit <https://login.neogov.com/signin?siteCode=IN>

If you are unable to access the Online Hiring Center, please contact a member of the Recruitment Team.

2. Log into NEOGOV's Online Hiring Center (OHC)

- 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
 - **Please ensure you have worked with the Classification and Compensation Analyst to ensure your class spec is up to date.**
- **Start Date** please be aware the recruitment process, plus contingent and final offer stage can take 30-45 days. New employees are effective on Mondays of pay period weeks.
- **Hiring Manager** include your name and our HR Recruiter, Michael O'Hagan
- **List Type** will most often be "regular" for recruitments that are open to the public ("promotional" is for internal only recruitments)
- **Number of vacancies** should reflect the total sought/approved by the Budget Team

1. CREATE ✓ 2. APPROVALS ✓ 3. ATTACHMENTS ✓

Who will be the Evaluating Supervisor?

Work Phone #

Does this position require a CDL? *
 Yes
 No

Please select how long this position should be open *
 One Week
 Two Weeks
 Three Weeks
 Open Until Filled
 Other - Please specify in the comment section.

Will this employee need Network Access (computer log in/e-mail access)? *
 Yes
 No

Retirement System *
 Arizona State Retirement System
 Public Safety Retirement System
 Elected Official Retirement Plan
 None

Does this position have a residency requirement? *
 Yes
 No

The full-time equivalent is *
 1.0 FTE
 Other, please specify in the comment section

1. CREATE ✓ 2. APPROVALS ✓ 3. ATTACHMENTS ✓

List the NAVILINE account number to charge the personnel here. *

Salary Range *
 Advertise at minimum
 Advertise to 6% over minimum
 Advertise to 12% over minimum
 Other

If you want to advertise, please select advertising option(s) from the list below *
 N/A
 Indeed - \$130
 Governmentjobs - \$125
 Recruitics - \$300
 ZipRecruiter - \$199
 Print Publications
 Other Trade/Professional Specific Sites

New Position?
 Yes
 No

4. Click Add Position Detail

- Select **Yes** or **No** to indicate if this is a new position
- Enter the **Position #** (the Position Control number in Naviline)
- If it is not a new position, enter the vacancy date and name of the person who most recently vacated the position. If it is a new position, leave fields blank.

Position Details

New Position?
 Yes No

Position # *

Vacancy Date *

First Name *

Last Name *

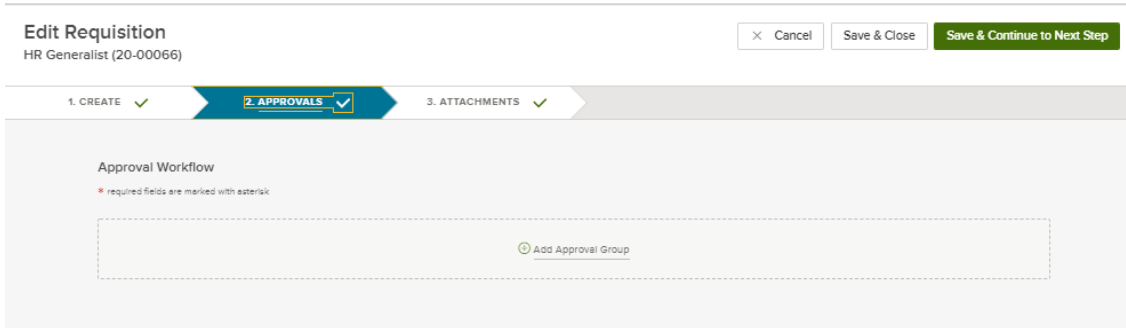
Delete

Add Position Detail

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



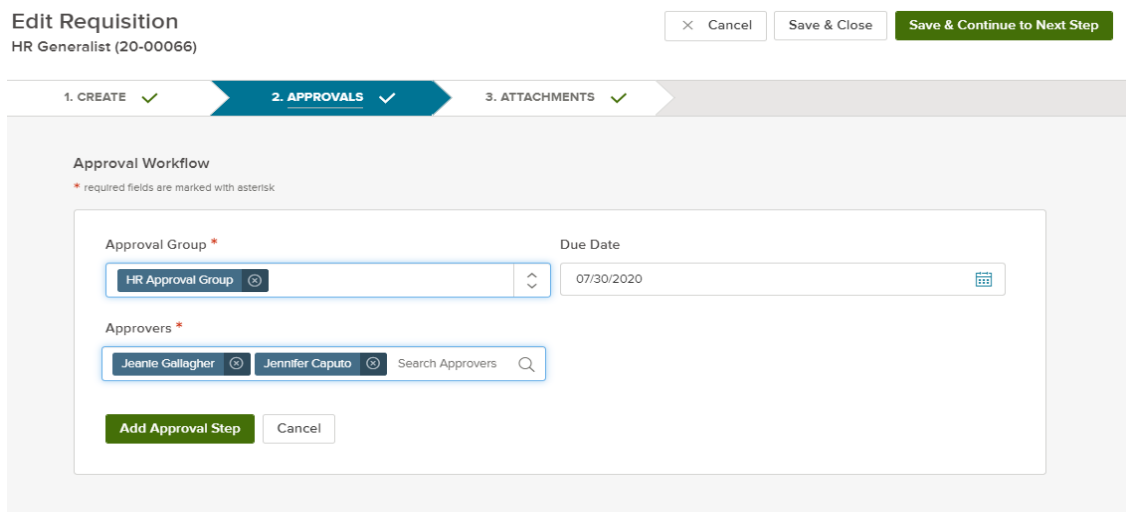
6. Click **Add Approval Group** on the Approvals tab



You will need to add multiple approval groups for each level in your chain of command, HR, and Finance.

Approvals should be added in the following order:

- Section Head (if applicable)
- Division Director
- Deputy City Manager or City Manager (whichever is applicable)
 - **Economic Vitality, Sustainability, City Clerk, and Public Affairs add City Manager Greg Clifton, NOT a Deputy City Manager)**
- For new positions only, also add “HR Approval – New Positions Only” and list Jessica Vigorito as the approver
- Finance - list Heidi Derryberry as the approver
 - Enter due date
 - Click **Save & Continue to Next Step**



7. Click **Attachment Tab**

- Attach Budget Team Recession Authorization Form

Edit Requisition
HR Generalist (20-00066)

Cancel Save & Exit Previous

1. CREATE ✓ 2. APPROVALS ✓ 3. ATTACHMENTS ✓

Add Attachments

Recession Plan Expenditure HR Generalist 7.29.20 - approved.pdf



Add more files

8. Click Save and Exit