



## **NEOED Online Hiring Center (OHC)**

### **USER GUIDE for STAFF**

#### ***How to submit job descriptions & requisitions for approval***

- ***Full Time Staff for Existing Job Descriptions & Approvals page 3-4***
- ***Full Time Staff for “New” Job Description & Approvals page 5-6***
- ***Part Time Job Descriptions & Approvals page 8***
- ***Student Employment Job Descriptions & Approvals pages 9-10***

## ***Employment Staff Coordinators***

### ***Contact Information***

#### **Natalia Esser**

[nesser@slcc.edu](mailto:nesser@slcc.edu)

- *Student Affairs*
- *Institutional Effectiveness*
- *Institutional Advancement*

#### **Sadie Graham**

[sgraha45@slcc.edu](mailto:sgraha45@slcc.edu)

- *Academic Affairs*
- *Gov't Community Relations*

#### **Devin Robinson**

[drobi135@slcc.edu](mailto:drobi135@slcc.edu)

- *President's Office*
- *Finance & Administration (Business Services)*

#### **Cindy Barela**

[cindy.barela@slcc.edu](mailto:cindy.barela@slcc.edu)

*Director Onboarding & Employment*

## **FULL TIME STAFF**

### **EXISTING Job Description WITH Changes/ NO Changes/ Upgrade/ Downgrade**

**The first step is to log into NeoEd:**

**<https://login.neoed.com/authentication/saml/login/slcc>**











**Click on SSO (Single Sign On)**

## **STEP 1 - Reviewing a Job Description**

1. On your dashboard in the upper left-hand corner click **“Recruiting”**, (if you do not see the **recruiting tab** reach out to your employment coordinator) click on the **“Job Description”** tab and search for the position. (If you are unable to find the position or do not know what the position number is, please reach out to your Employment Coordinator)
2. Make edits if needed, click **“Next”**.
3. Add Approval Workflow
  - **Compensation Evaluation:** Lori Allen, Heather Jordan and Joanna Kreifeldt and click **“Save”**.
  - **HR Final Review - Staff:** Cindy Barela, Devin Robinson, Sadie Graham and Natalia Esser and click **“Save”**.
  - **Hiring Manager OR Originator:** (this will trigger a task to let the Hiring Manager OR Originator know to submit a requisition) and click **“Save”**.

### **Approval Workflow**

\* fields are required

1	 <b>Compensation Evaluation</b>	<b>Approvers</b> Lori Allen, Heather Jordan , +1 more	<b>Status</b> Pending	<b>Due Date</b>	 
2	 <b>HR Final Review - Staff</b>	<b>Approvers</b> Devin Robinson, Sadie Graham , +2 more	<b>Status</b> Pending	<b>Due Date</b>	 
3	 <b>Hiring Manager Approval</b>	<b>Approvers</b> Cynthia Barela	<b>Status</b> Pending	<b>Due Date</b>	 
<div> Add Approval Group</div>					

4. Click **“Submit”**.

***This position will need to have ALL approvals BEFORE Hiring Manager/ Originator can create the requisition.***

***\*\*\*If this is an upgrade or downgrade Step 2 (requisition) is still required but the position WILL NOT be posted.***

## **STEP 2 - Submitting a requisition**

1. In the **“Recruiting”** tab, click **“My Requisitions”**, create a new requisition, enter in all applicable information and click **“Save & Continue to Next Step”**.
2. Add Approval Workflow
  - **Compensation Evaluation:** Lori Allen, Heather Jordan, and Joanna Kreifeldt and click **“Save”**.
  - **Budget Review:** Denise (Lynn) Miller and click **“Save”**.
  - **VP Approval FT Staff:** select your VP’s name and click **“Save”**.
  - **Compensation Final:** Lori Allen, Heather Jordan and Joanna Kreifeldt and click **“Save”**.
  - **HR Final Review – Staff:** Cindy Barela, Devin Robinson, Sadie Graham and Natalia Esser and click **“Save”**.

### **Approval Workflow**

\*required fields are marked with asterisk

		Approvers	Status	Due Date	Comments		
1	⋮ Compensation Evaluation	Heather Jordan, +2 more	⌚ Pending			✎	🗑
2	⋮ Budget Review	Denise Miller	⌚ Pending			✎	🗑
3	⋮ VP Approval FT Staff Aca...	Jason Pickavance	⌚ Pending			✎	🗑
4	⋮ Compensation Final	Heather Jordan, +2 more	⌚ Pending			✎	🗑
5	⋮ HR Final Review - Staff	Cynthia Barela, +3 more	⌚ Pending			✎	🗑
<div>⊕ Add Approval Group</div>							

3. Click **“Submit”**

## **FULL TIME STAFF**

**Brand New Position (does not exist in NeoEd)**

**The first step is to log into NeoEd:**

**<https://login.neoed.com/authentication/saml/login/slcc>**

**Click on SSO (Single Sign On)**

### **STEP 1 - Creating a Job Description**

1. On your dashboard in the upper left-hand corner click **“Recruiting”**, (if you do not see the **recruiting tab** reach out to your employment coordinator) click on the **“Job Description”** tab and **“Add Job Description”**. For the Job Description code list **TBD**, enter in all applicable information and click **“Next”**.
2. Add Approval Workflow
  - **Compensation Evaluation:** Lori Allen, Heather Jordan and Joanna Kreifeldt and submit and click **“Save”**.
  - **Budget:** Denise (Lynn) Miller and click **“Save”**.
  - **Compensation Final:** Lori Allen, Heather Jordan and Joanna Kreifeldt and click **“Save”**.
  - **HR Final Review:** Cindy Barela, Devin Robinson, Sadie Graham and Natalia and click **“Save”**.
  - **Hiring Manager OR Originator** (this will trigger a task to let Hiring Manager/ Originator know to submit requisition) and click **“Save”**.

#### **Approval Workflow**

\* fields are required

1	⋮ Compensation Evaluation	Approvers Lori Allen, Heather Jordan , +1 more	Status Pending	Due Date	✎ 🗑
4	⋮ HR Final Review - Staff	Approvers Devin Robinson, Sadie Graham , +2 more	Status Pending	Due Date	✎ 🗑
5	⋮ Hiring Manager Approval	Approvers Cynthia Barela	Status Pending	Due Date	✎ 🗑
+ Add Approval Group					

3. Click **“Submit”**.

**This position will need to have ALL approvals BEFORE Hiring Manager/ Originator can create the requisition.**

## STEP 2 - Submitting a requisition

1. After position is approved by **all** approvals (Step 1) you can create the requisition.
2. In the **“Recruiting”** tab click **“My Requisitions”**, create a new requisition enter in all applicable information and click **“Save & Continue to Next Step”**.
3. Add Approval Workflow
  - **Compensation Evaluation:** Lori Allen, Heather Jordan, and Joanna Kreifeldt and click “Save”.
  - **Budget Review:** Denise (Lynn) Miller and click “Save”.
  - **VP Approval FT Staff:** select your VP’s name and click “Save”.
  - **Compensation Final:** Lori Allen, Heather Jordan and Joanna Kreifeldt and click “Save”.
  - **HR Final Review - Staff:** Cindy Barela, Devin Robinson, Sadie Graham and Natalia Esser and click “Save”.

### Approval Workflow

\*required fields are marked with asterisk

1	⋮ Compensation Evaluation	Approvers Heather Jordan, +2 more	Status ⌚ Pending	Due Date	Comments	✎	🗑
2	⋮ Budget Review	Approvers Denise Miller	Status ⌚ Pending	Due Date	Comments	✎	🗑
3	⋮ VP Approval FT Staff Aca...	Approvers Jason Pickavance	Status ⌚ Pending	Due Date	Comments	✎	🗑
4	⋮ Compensation Final	Approvers Heather Jordan, +2 more	Status ⌚ Pending	Due Date	Comments	✎	🗑
5	⋮ HR Final Review - Staff	Approvers Cynthia Barela, +3 more	Status ⌚ Pending	Due Date	Comments	✎	🗑
<div>⊕ Add Approval Group</div>							

4. Click **“Submit”**

## **PART TIME STAFF**

***The first step is to log into NeoEd:***

***<https://login.neoed.com/authentication/saml/login/slcc>***

***Click on SSO (Single Sign On)***

***\*\*\*All part time positions Do NOT require job description approvals.***

1. On your dashboard in the upper left-hand corner click “**Recruiting**”, (if you do not see the **recruiting tab** reach out to your employment coordinator) click on the “**Job Description**” tab and add or edit the job description. If it is a new position, enter the Job Description Code as **TBD**, enter in all applicable information and click “**Next**”.

*It is easier to search for Part Time job descriptions by title. You can also narrow down the search by entering the division code for your area: (first number of department followed by 42)*

142	President's Office
242	Academic Affairs
342	Business Services (Finance and Administration)
442	Student Affairs
542	Institutional Advancement
642	Gov't & Comm Relations
742	Institutional Effectiveness
842	SLTC

For example, if you were looking for a part time Academic Affairs job description information click  
**“Save & Continue to Next Step”**

## Job Descriptions

Job Descriptions Job Descriptions Requests

All Job Descriptions▼		
Other Agency's Job Descriptions		Bulk Actions
Job Description Code	Job Description Title	
Q 242	Q Search	
<input type="checkbox"/> 2420106	<a href="#">(CIP)-Specialist I, English as Second Language (ESL) Student Intern (Part Time)</a>	
<input type="checkbox"/> 2420278	<a href="#">AI Workforce Trainer &amp; Content Developer (Various Industries)</a>	
<input type="checkbox"/> 2420086	<a href="#">Campus Internship Program (CIP) - Specialist I, Social Media-English (Part Time)</a>	
<input type="checkbox"/> 2420069	<a href="#">Campus Internship Program (CIP) -Specialist I, Pro-Bono OT/PT Clinic Intern (Part Time)</a>	
<input type="checkbox"/> 2420123	<a href="#">Campus Internship Program (CIP) Tutor Non-Certified, Chinese Mandarin (Part Time)</a>	
<input type="checkbox"/> 2420203	<a href="#">Campus Internship Program (CIP), Specialist I, Student Success Ambassador (Part-Time)</a>	
<input type="checkbox"/> 2420002	<a href="#">Campus Internship Program (CIP)- Specialist I, Aviation/Related Tech (Part Time)</a>	
<input type="checkbox"/> 2420074	<a href="#">Chef II, Lead Cook, Eccles Child Dev Lab School (Part Time)</a>	
<input type="checkbox"/> 2420075	<a href="#">Chef II, Lead Cook, Eccles Lab School (Part Time)</a>	
<input type="checkbox"/> 2420076	<a href="#">Child Care Provider II, Eccles Lab School SLCC (Part time)</a>	
<input type="checkbox"/> 2420077	<a href="#">Child Care Provider III, Eccles Lab School SLCC (Part time)</a>	

### 2. Add Approval Workflow

- **Hiring Manager Approval (if applicable):** If you are the hiring manager, or if the hiring manager does NOT need to review **skip this step**
- **HR Final Review - Staff:** Cindy Barela, Devin Robinson, Sadie Graham and Natalia Esser and click “Save”.

## Approval Workflow

\*required fields are marked with asterisk

1	⋮ Hiring Manager Approval	Approvers Sadie Graham	Status ⌚ Pending	Due Date	Comments	✎	🗑
2	⋮ HR Final Review - Staff	Approvers Cynthia Barela, +3 more	Status ⌚ Pending	Due Date	Comments	✎	🗑



## STUDENT EMPLOYMENT PART TIME (CIP and Work Study)

***The first step is to log into NeoEd:***

***<https://login.neoed.com/authentication/saml/login/slcc>***

***Click on SSO (Single Sign On)***

1. On your dashboard in the upper left-hand corner click **“Recruiting”**, (if you do not see the **recruiting tab reach out to your employment coordinator**) click on the **“Job Description”** tab and add or edit the job description.

It is easier to search for Part Time job descriptions by title. You can also narrow down the search by entering the division code for your area. (first number of department followed by 42)

142	President's Office
242	Academic Affairs
342	Business Services (Finance and Administration)
442	Student Affairs
542	Institutional Advancement
642	Gov't & Comm Relations
742	Institutional Effectiveness
842	SLTC

### Job Descriptions

Job Descriptions    Job Descriptions Requests

All Job Descriptions ▾

Other Agency's Job Descriptions

Bulk Actions

	Job Description Code	Job Description Title
	<input type="text" value="Q 242"/> <input type="button" value="x"/>	<input type="text" value="Q Search"/>
<input type="checkbox"/>	2420106	<a href="#">(CIP)-Specialist I, English as Second Language (ESL) Student Intern (Part Time)</a>
<input type="checkbox"/>	2420278	<a href="#">AI Workforce Trainer &amp; Content Developer (Various Industries)</a>
<input type="checkbox"/>	2420086	<a href="#">Campus Internship Program (CIP) - Specialist I, Social Media-English (Part Time)</a>
<input type="checkbox"/>	2420069	<a href="#">Campus Internship Program (CIP) -Specialist I, Pro-Bono OT/PT Clinic Intern (Part Time)</a>
<input type="checkbox"/>	2420123	<a href="#">Campus Internship Program (CIP) Tutor Non-Certified, Chinese Mandarin (Part Time)</a>
<input type="checkbox"/>	2420203	<a href="#">Campus Internship Program (CIP), Specialist I, Student Success Ambassador (Part-Time)</a>
<input type="checkbox"/>	2420002	<a href="#">Campus Internship Program (CIP)- Specialist I, Aviation/Related Tech (Part Time)</a>
<input type="checkbox"/>	2420074	<a href="#">Chef II, Lead Cook, Eccles Child Dev Lab School (Part Time)</a>
<input type="checkbox"/>	2420075	<a href="#">Chef II, Lead Cook, Eccles Lab School (Part Time)</a>
<input type="checkbox"/>	2420076	<a href="#">Child Care Provider II, Eccles Lab School SLCC (Part time)</a>
<input type="checkbox"/>	2420077	<a href="#">Child Care Provider III, Eccles Lab School SLCC (Part time)</a>

2. If it is a new position, enter the Job Description code as **TBD**, enter in all applicable information and click **“Next”**.
3. On the Approval Workflow screen, do not make any changes and click **“Submit”**.
4. In the **“Recruiting”** tab click **“My Requisitions”**, create a new requisition enter in all applicable information and click **“Save & Continue to Next Step”**
5. Add Approval Workflow
  - **Hiring Manager Approval (if applicable):** If you are the hiring manager, or if the hiring manager does NOT need to review **skip this step**
  - **Student Employ Appr 1:** Brandee Burt and click **“Save”**.
  - **Student Employ Appr 2:** Melissa Kraft and Stacey Parson and click **“Save”**.
  - **HR Final Review - Staff:** Cindy Barela, Devin Robinson, Sadie Graham and Natalia Esser and click **“Save”**.

**\*Employment Coordinator will add the following questions to all postings:**

1. Do you have a 2.0 PGA?
2. Are you taking 6 credit hours for fall and spring semester?
3. Have you been awarded Federal Work Study funds through Financial Aid?  
If not, do you know if you are eligible for Federal Work Study program?

## Approval Workflow

\*required fields are marked with asterisk

1	⋮ Hiring Manager Approval	Approvers Sadie Graham	Status ⌚ Pending	Due Date	Comments	✎	🗑
2	⋮ Student Employ Appr 1	Approvers Brandee Burt	Status ⌚ Pending	Due Date	Comments	✎	🗑
3	⋮ Student Employ Appr 2	Approvers Melissa Kraft, +1 more	Status ⌚ Pending	Due Date	Comments	✎	🗑
4	⋮ HR Final Review - Staff	Approvers Cynthia Barela, +3 more	Status ⌚ Pending	Due Date	Comments	✎	🗑