

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
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Employment Staff Coordinators Contact Information

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- Student Affairs
- Institutional Effectiveness
- Institutional Advancement

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- Academic Affairs
- Gov't Community Relations

Devin Robinson

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

Cindy Barela

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Director Onboarding & Employment

FULL TIME STAFF

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

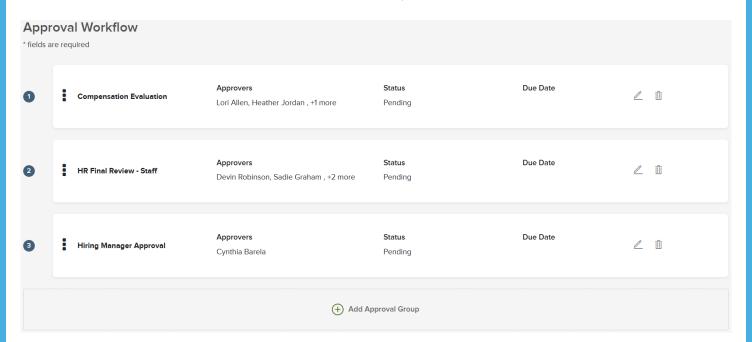
The first step is to log into NeoEd:

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".



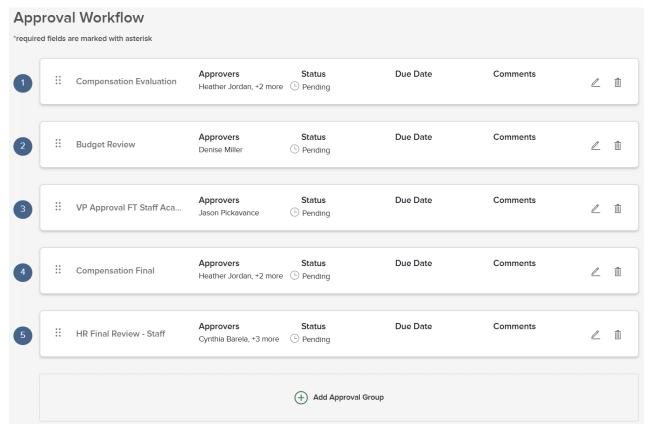
4. Click "Submit".

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 <u>position WILL</u> <u>NOT be posted.</u>

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".



3. Click "Submit"

FULL TIME STAFF

Brand New Position (does not exist in NeoEd)

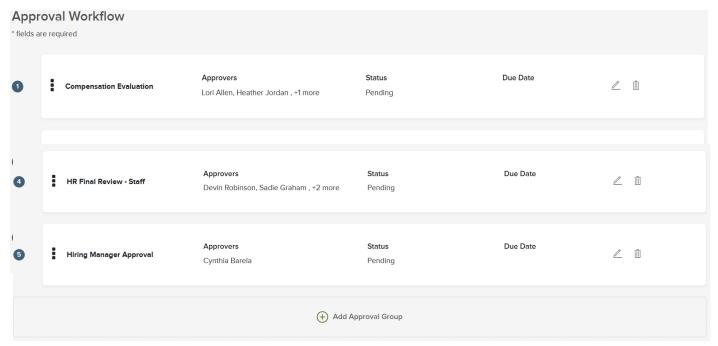
The first step is to log into NeoEd:

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Click on SSO (Single Sign On)

STEP 1 - Creating a Job Description

- 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".

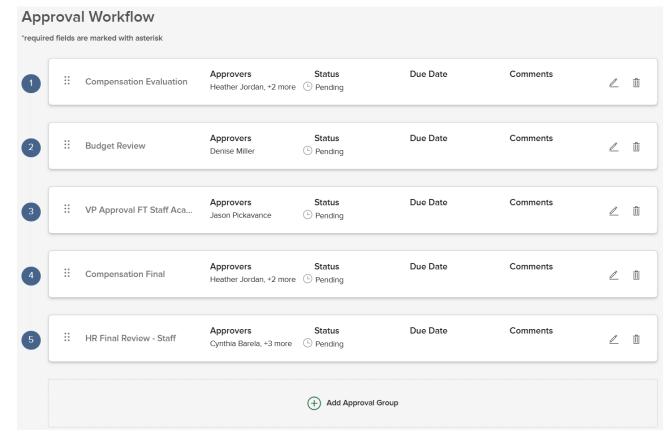


3. Click "Submit".

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".



4. Click "Submit"

PART TIME STAFF

The first step is to log into NeoEd:

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Click on SSO (Single Sign On)

***All part time positions <u>Do NOT require job description approvals.</u>

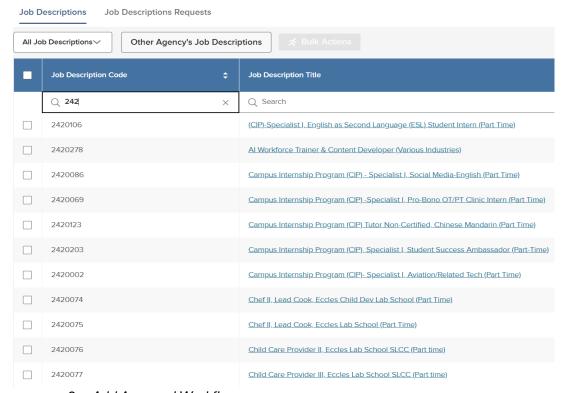
1. On your dashboard in the upper left-hand corner click "Recruiting", (if you do not see the recruiting tab reach out to your employment coordinator) click on the "Job Description" tab and add or edit the job description. If it is a new position, enter the Job Description Code as TBD, enter in all applicable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

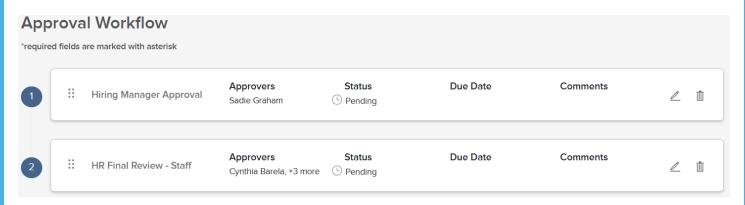
142	President's Office
242	Academic Affairs
342	Business Services (Finance and Administration)
442	Student Affairs
542	Institutional Advancement
642	Gov't & Comm Relations
742	Institutional Effectiveness
842	SLTC

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

Job Descriptions



- 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".



STUDENT EMPLOYMENT PART TIME (CIP and Work Study)

The first step is to log into NeoEd:

https://login.neoed.com/authentication/saml/login/slcc

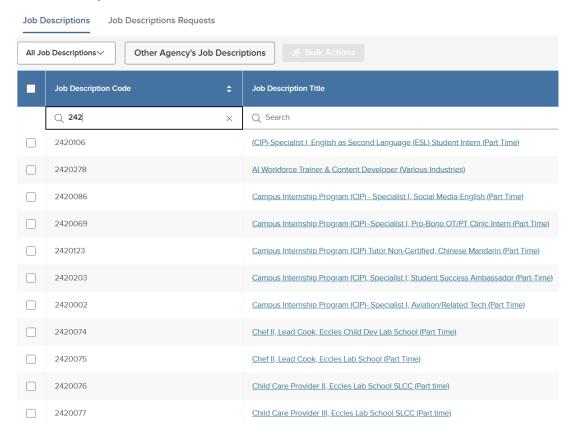
Click on SSO (Single Sign On)

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



- 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?

