

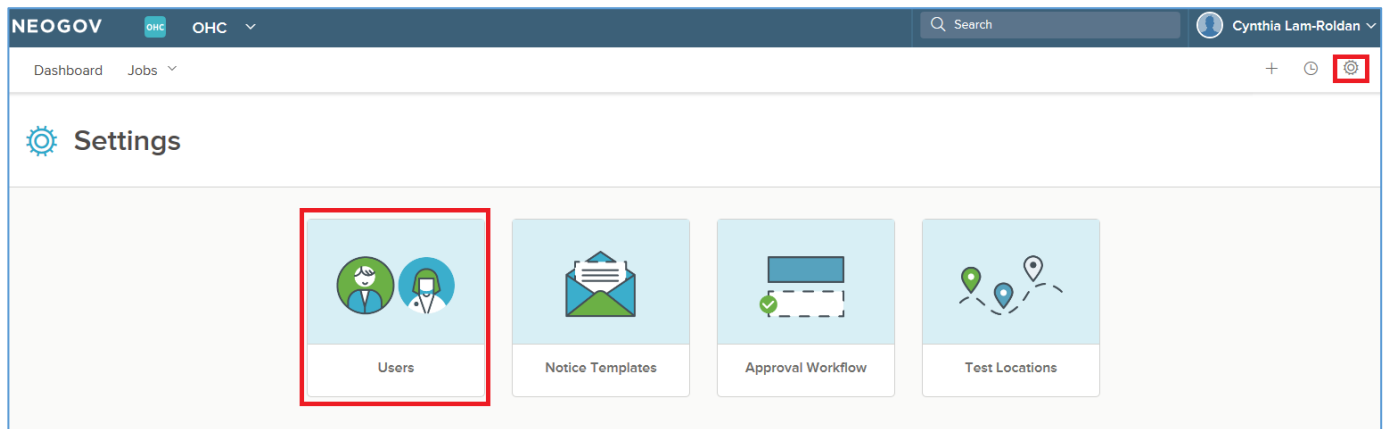
Adding On-line Hiring Center (OHC) Users in NEOGOV

With the “HR Liaison” role in NEOGOV, you can add, edit, and inactivate OHC users in your department.

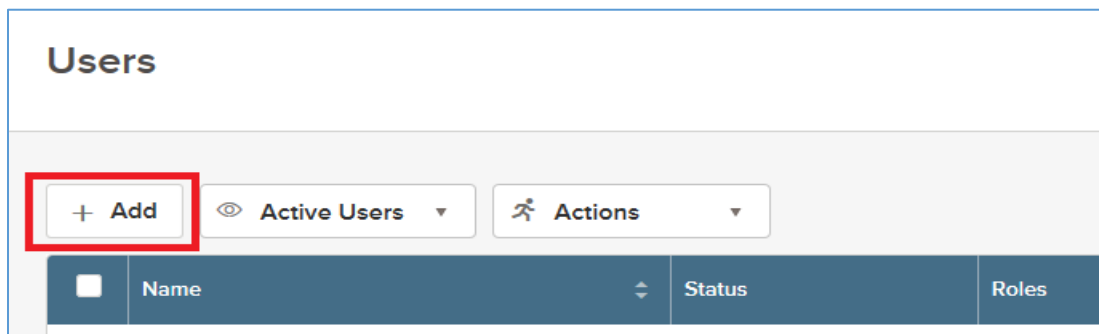
OHC users are those individuals who carry out recruiting tasks from the perspective of the hiring department. Some of these tasks include: creating requisitions, approving requisitions, reviewing and rating candidates, conducting hiring interviews and hiring candidates. An OHC user can be assigned to more than one role. For example, someone may have the role of creating requisitions (an originator or HR liaison) as well as the role of hiring candidates from referred lists (a hiring manager).

ADD/CREATE AN OHC USER

1. After logging in to OHC, click on the gear icon below your name and click “Users”.



2. You will see a list of your current OHC users and their roles. Click “+ Add” to create a new user.



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3. Fill in the new user's First Name, Last Name, e-mail address, username (use e-mail address), and department. Note: Make sure "Active" is checked.



Add User

Cancel Save

User Profile


* required fields are marked with asterisk

First Name *	Last Name *
<input type="text" value="Austin"/>	<input type="text" value="Sample"/>
Title	
<input type="text"/>	
Email *	Phone
<input type="text" value="Austin.Sample@traviscountytx.gov"/>	<input type="text" value="() - ext."/>
Username *	Login Time Rule *
<input type="text" value="Austin.Sample@traviscountytx.gov"/>	<input type="text" value="Default"/>

Change 

Active

Department/Division *

 Find a department/division Q 

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4. These are the roles and permissions for OHC users.

OHC Tab	Field	What to Enter
	Originator	Select this checkbox to assign the originator role to the OHC user. Originators are restricted to only submit requisitions and view the requisitions they have created.
	HR Liaison	Select this checkbox to assign the HR liaison role to the OHC user. HR liaisons are essentially originators with "super user" permissions. They create requisitions, view the requisitions they have created as well as requisitions of others in their assigned department. Additionally, HR liaisons have access to referred lists where they can interview, offer, hire and reject candidates.
	Hiring Manager	Select this checkbox to assign the hiring manager role to the OHC user. Hiring managers have access to referred lists where they can interview, offer, hire and reject candidates.
	SME	Select this checkbox to assign the subject matter expert (SME) role to the OHC user. SMEs have access to Insight user-released exam plans where they can view, score and change the dispositions of candidates.
	View Personally Identifiable Information For [My SME Review] only	Select this checkbox to allow the SME to view personally identifiable information (PII). PII includes: Name, address, home phone, alternate phone and email.
	View Other SME Ratings	Select this checkbox to allow the SME to view candidate ratings provided by other SMEs.
	Rater	Select this checkbox to allow the OHC user to rate referred candidates assigned to the user in OHC hire workflow steps. Candidates are rated based on a star rating or traditional pass/fail and scored methods.


Select Roles and Permissions for OHC User.

Roles

- Originator
- HR Liaison
- Rater
- Hiring Manager
- SME
 - View Personally Identifiable Information only for SME Reviews
 - View Other SME Ratings
- Approver

Permissions

- Create OHC Notice Templates
- Send OHC Notices



5. Click on "Save" at upper right hand corner.

Add User