

# NEOGOV Training and Resources for OHC Users

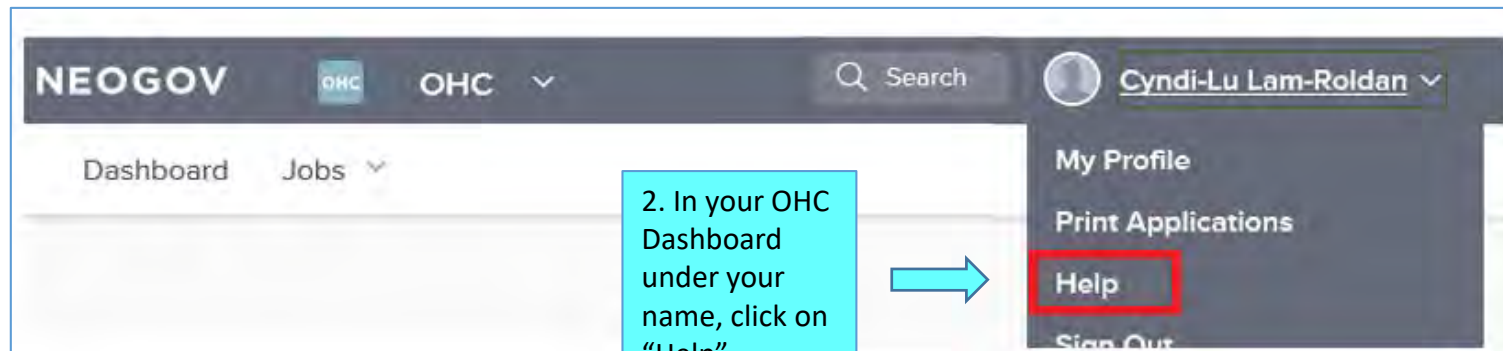
NEOGOV offers training and resources for Online Hiring Center (OHC) Users. The steps below will take you directly to the NEOGOV OHC training videos and guide.

1. Log-in to your NEOGOV account to access training and resources.

[NEOGOV Log-In](#)



The screenshot shows the NEOGOV login interface. At the top, the word "NEOGOV" is displayed in a large, blue, sans-serif font. Below the logo, there are two input fields: "Username" and "Password". The "Username" field is currently empty and has a thin red border. The "Password" field is also empty. Below these fields, the text "All fields are required" is displayed in a small, italicized font. At the bottom of the form, there is a dark blue button with the text "Log In" in white.




The screenshot shows the NEOGOV OHC dashboard. The top navigation bar is dark grey and contains the "NEOGOV" logo, the "OHC" label, a search bar, and the user's name "Cyndi-Lu Lam-Roldan" with a dropdown arrow. Below the navigation bar, there are two main sections: "Dashboard" and "Jobs". The "Help" menu item is highlighted with a red box, and a blue arrow points to it from the text box on the left.

2. In your OHC Dashboard under your name, click on "Help".

# NEOGOV Training and Resources for OHC Users

Click here to obtain a PDF copy of OHC guide.

[Download the New OHC Guide >](#)

Click on  to start a training video.

## Training Videos

Video tutorials with tips and tricks for using the Online Hiring Center. These walkthroughs are perfect for visual learners who would rather watch a video than read a manual.

### INSIGHT 110: Online Hiring Center Overview



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Use the Online Hiring Center (OHC) and take part in your organization's recruitment and selection process. In this overview tutorial, learn about the user roles, navigation menus and the dashboard page which displays relevant records and tasks requiring your attention.

### INSIGHT 111: Create a Requisition and Route for Approvals



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This is where it all starts! Creating a requisition is your first step to filling an open position. You'll discover many new things about the requisition process in this tutorial including: completing the requisition form, saving as draft, approval workflow, attaching files and tracking requisition progress.

### INSIGHT 112: Approve or Deny a Requisition



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A requisition can be sent, via approval workflow, to people for approval. Are you one of those people? If so, this tutorial is for you. Some of the topics you'll learn include: locating a requisition, reviewing the approval timeline, placing on hold, denying and approving.

### INSIGHT 113: Subject Matter Expert Review



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Are you a subject matter expert (SME) or selection committee staff member that serves a key role in the candidate review process? If so, complete this tutorial to learn various SME review tasks including: locating an assigned SME review, reviewing candidates, entering pass/fail ratings and entering scored ratings.

### INSIGHT 114: Referred List Actions



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If you're a hiring manager, you'll be interested in this tutorial. It's loaded up with great features including: customizing the hire workflow, reviewing and scheduling candidates for interview, sending scheduled notices, rating candidates, making an offer to a candidate, hiring a candidate, approval workflow and rejecting candidates not hired.

### INSIGHT 115: Approve or Deny a Hire



#### Insight 115: Approve or Deny a Hire

You've found your ideal candidate and started the hiring process. A new hire can be sent, via approval workflow, to people for approval. If you're one of those people, complete this tutorial to learn topics including: locating a hire, reviewing the approval timeline, denying and approving.