Office of Human Resources

NEOGOV

Hiring Manager User Guide

Contents

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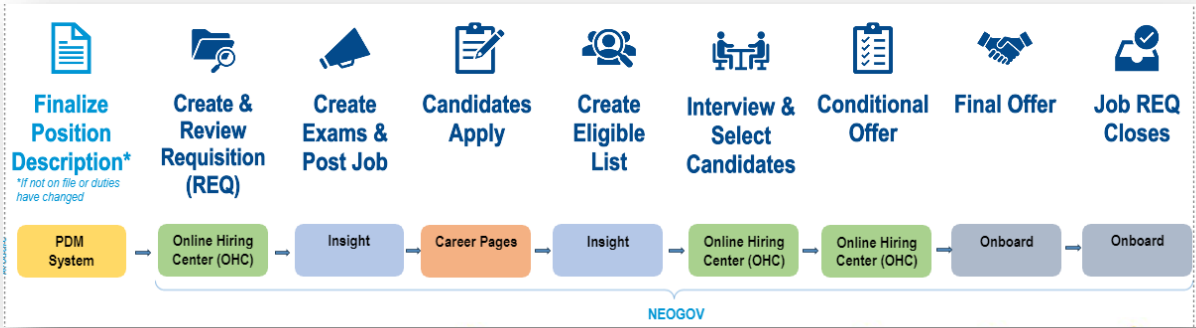
Important: This guide contains the initial steps in the recruiting process for Hiring Managers and will be updated once further NEOGOV tasks (such as reviewing referred candidates, setting up interview slots, etc.) need to be completed.

Overview

As a Hiring Manager, you play a vital role in the recruiting process. Here is a look at the recruitment process from end to end:



Your role in the recruitment process consists of these steps:

- You review and approve the REQ and job ad (sent to you by the HR Liaison).
- OHR Compensation adds the job's estimated salary range.
- Your Recruiter reviews and prepares the REQ and job ad, then posts it.
- Applicants apply.
- Your Recruiter creates and sends you a Referred List (eligible list) of candidates.
- You review your referred candidates and take notes.
- You set up interview date/time slots.
- You select candidates you want to interview and move them to the interview stage.
- You conduct the interviews (you and/or the interview panel) and ask the Lead Panelist to enter ratings in the system.
- The Lead Interview Panelist enters the ratings in the system.
- You review the panelists' ratings.
- You request that a conditional offer be made to your final candidate (or, if desired, set up second-round interviews) and move the candidate to the next approver in the pre-determined chain of approvers.

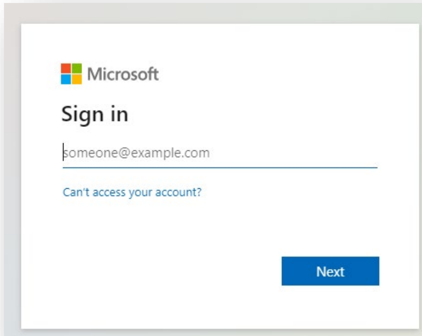
Acronyms Used in This Guide

- DOA Recruiter: Delegation of Authority Recruiter
- PD: Position Description
- PDM System: Position Description Management System
- PN: Position Number
- Referred List/Eligible List: List of eligible candidates created by the Recruiter
- REQ: Shorthand for job requisition

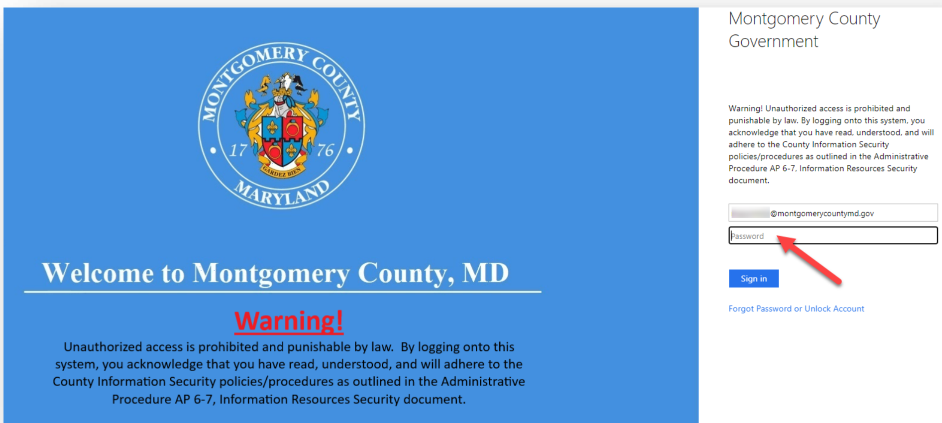
Access the System

- Go to https://login.neogov.com/authentication/saml/login/montgomerycountymd. This URL provides direct access to the system without having to use your VPN.

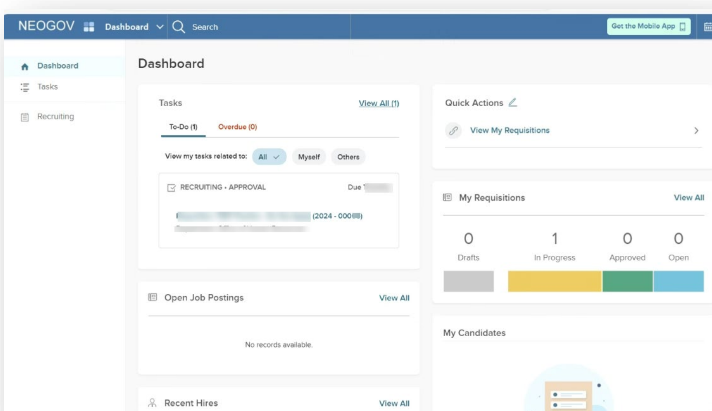
- If you are not already signed on to AccessMCG, you will need to enter your AccessMCG user name plus @montgomerycountymd.gov (username@montgomerycountymd.gov), then click Next.



- The following screen will appear; enter your AccessMCG password.



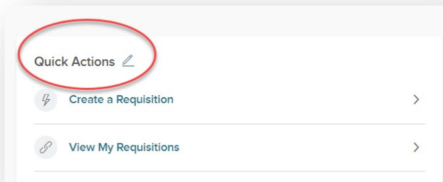
- Once logged in, you will see the NEOGOV Dashboard.



Important System Tips

- **Magnifying Glass:** Whenever you see a magnifying glass at the end of the field, this means you can click it and search for pre-populated data. Also, in most cases, you will then need to click the Done button (top right of the slide-in windows) before the system accepts your selection.

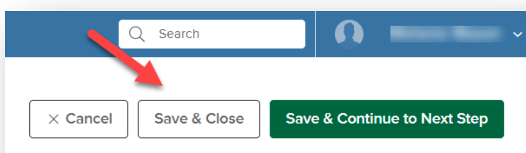
- **Quick Actions:** In addition to the Tasks area of your Dashboard (which will contain REQ-specific actions you need to take), you also have a Quick Actions area (right side of the Dashboard) to do some of the more common tasks in NEOGOV.



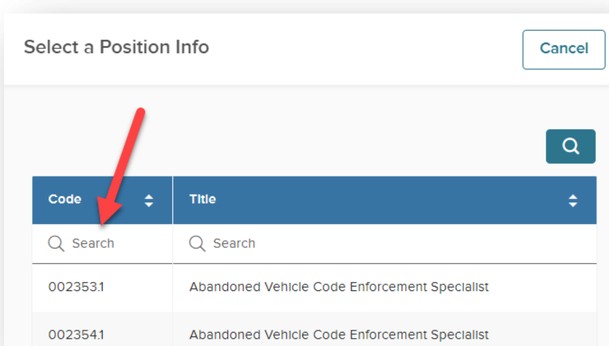
- **Required Fields:** These are marked with red asterisks***.**

- **Save and Next Buttons:** In NEOGOV, these buttons are generally found at the far top right of screens. This means you may need to scroll to the top of a screen to continue to the next step.

- **Saving and sign out (to come back at a later time)**: You can always save your work and return later by selecting the Save & Close button (top right of most NEOGOV screens.



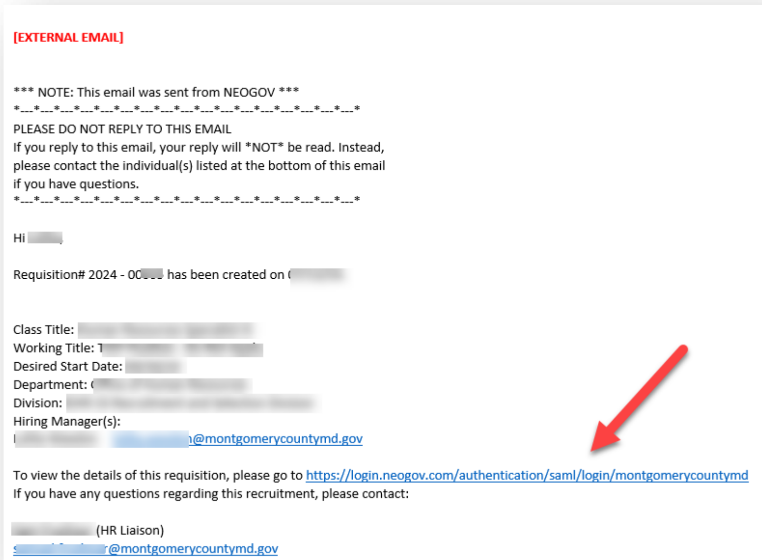
- **Search fields (in charts):** These are often found right under the top of a column in a chart:



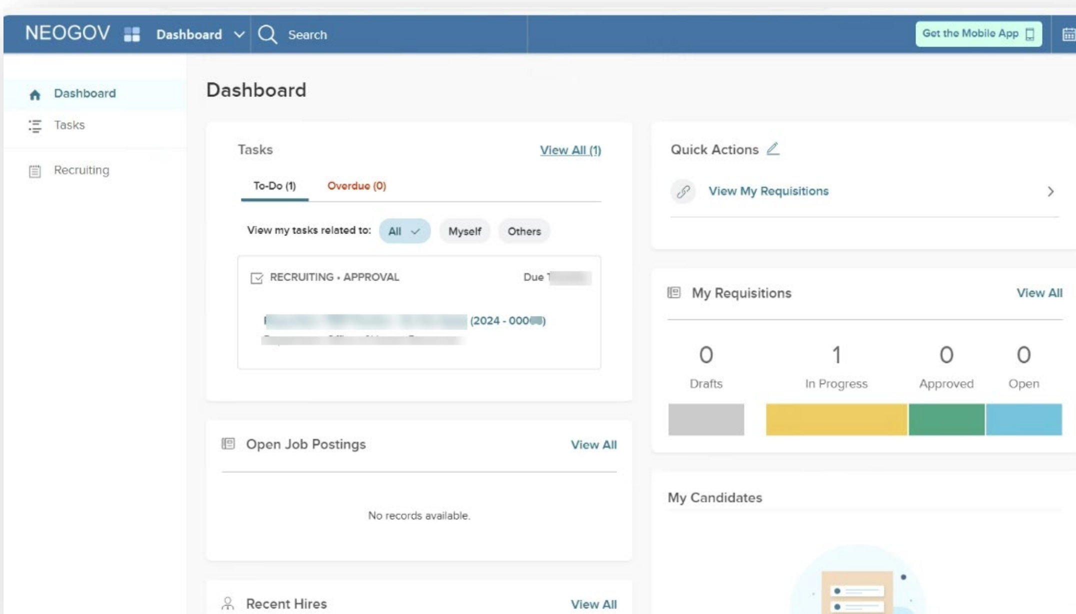
Approve the REQ

At this point in the process, your department's HR Liaison has created a REQ and job ad and sent them to you for approval. The next step is for you, the Hiring Manager, to approve the REQ and job ad.

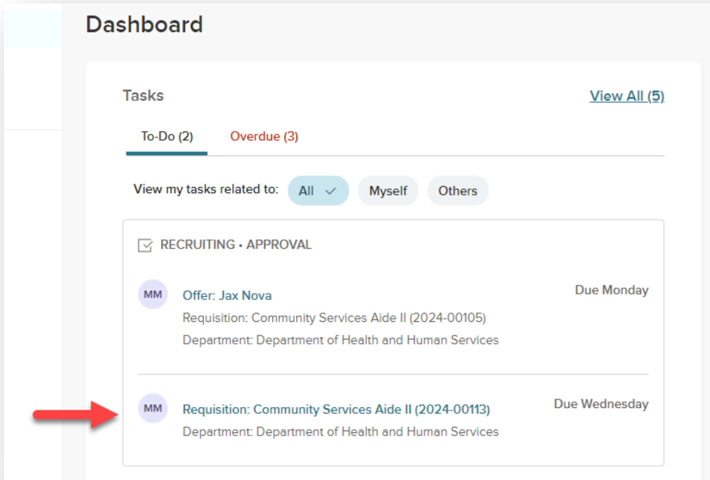
- In your NEOGOV email notification, click on the system link. If you are already logged on to AccessMCG, you will be taken directly to the NEOGOV system. Otherwise, follow the steps in the [Access the System](#) section of this guide.



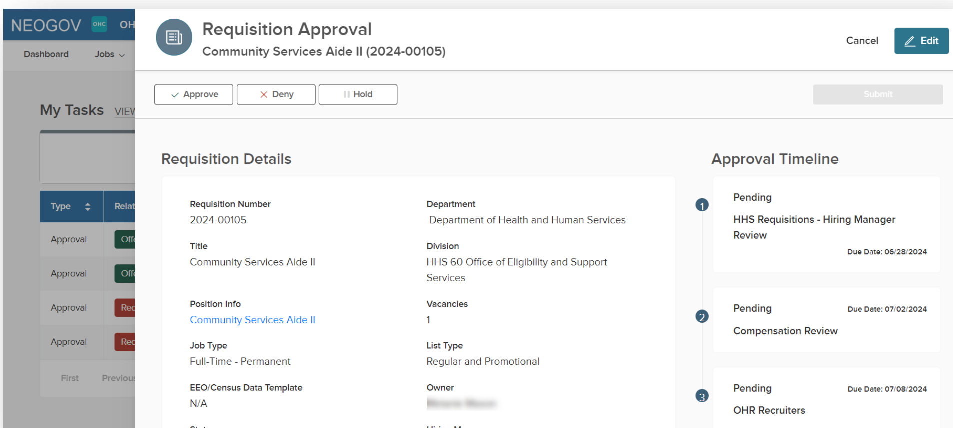
- You will see the NEOGOV Dashboard, which includes a status bar for any REQs that apply to you:



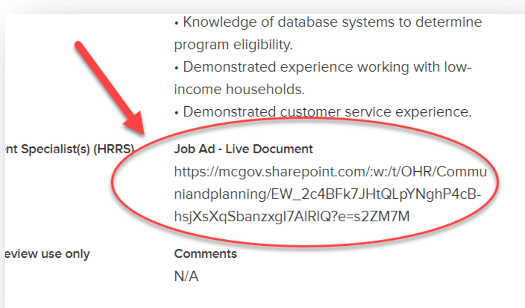
- On the Tasks list of your NEOGOV Dashboard, click the applicable REQ link that you need to review. In the example below, you have two REQs awaiting approval; in this case, the Community Services Aide II job ad and REQ will be reviewed/approved.



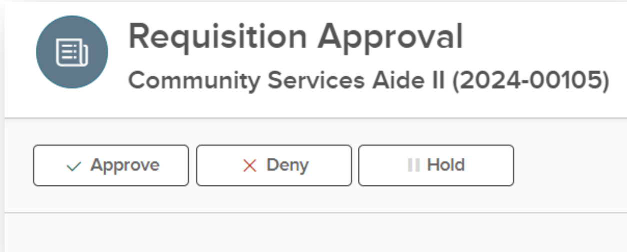
- The Requisition Approval slide-in window appears; review all the information on the screen to ensure accuracy for this recruitment. Also, under the Position Info field, click the position link (in this example, “Community Services Aide II”) and review the Oracle information for this position for accuracy.



- If you have not already done so previously, review the job ad in the field, Job Ad – Live Document. The URL link is not live in the NEOGOV system; you will need to copy and paste the URL link into a new window so that you can review it and make any suggested edits.

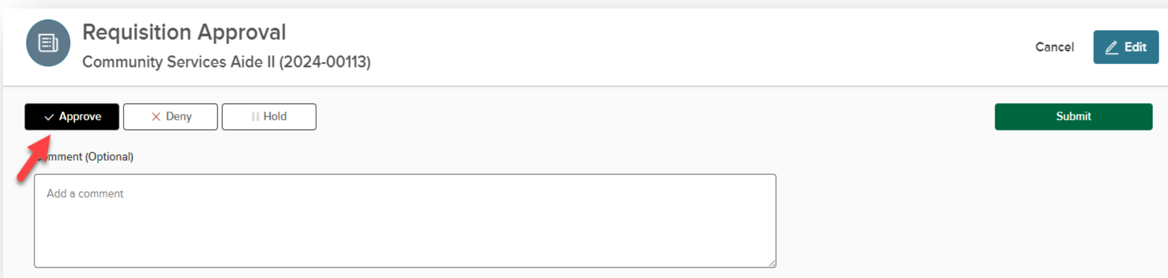


- After reviewing the REQ and job ad, you have three options:



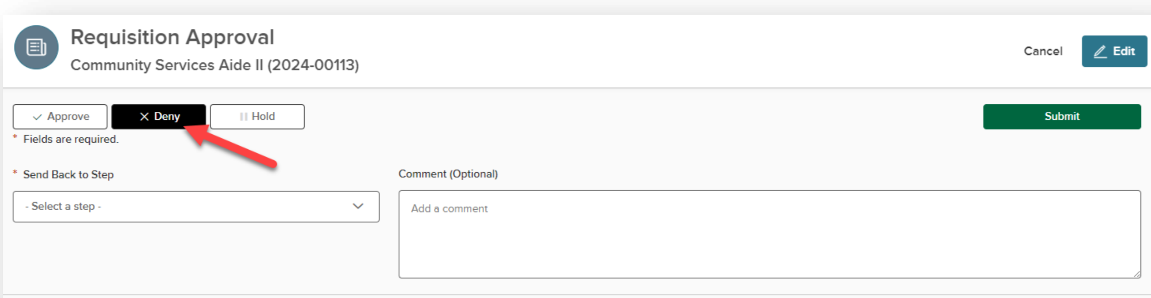
- **APPROVE:** If everything looks correct and no substantial edits were made in the job ad, click Approve. Then, click the green Submit button (right side of the screen). The task is then removed from your Dashboard's Tasks list.

- **What's next?** You will receive a system email titled *Message From NEOGOV Insight: Requisition Approval Status Update***.** This confirms that your approval has been sent to the next approver, which is OHR's Compensation team (to add the estimated salary range). Once the range is added, then the system sends the REQ and job ad to your Recruiter to complete a final review and post the job ad.

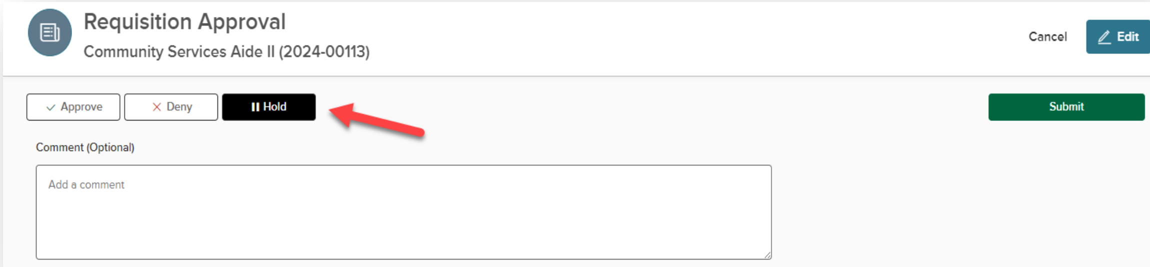


- **DENY:** If edits are needed to the requisition form or substantial edits were made in the job ad upon your review, click Deny. In the Send Back to Step, select your HR Liaison's name, and add any helpful instructional comments on what needs changed/reviewed in the Comment field. Then, click the green Submit button (right side of the screen). The task is then removed from your Dashboard's Tasks list.

  What's next? At this point, the system sends the approved REQ back to your HR Liaison for further editing.



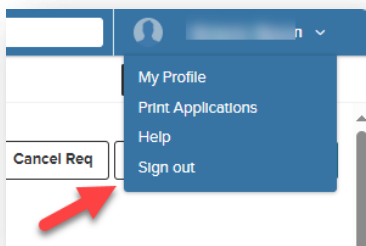
- **HOLD:** If you would like to place the recruitment on hold until you are ready to send it to the Recruiter (or send it back to the HR Liaison), click Hold. Then, click the green Submit button (right side of the screen).



- To sign out of the system, follow the steps in the Sign Out of the System section of this guide.

Sign Out of the System

- To log out of the system, hover over your name (top right of screen).
- Select Sign Out from the drop-down menu.



Resources

System Issues

- If you need help accessing the system or experience a technical issue, submit a helpdesk ticket to HelpIT@montgomerycountymd.gov.

Recruiting Process Questions

- Contact your department's HR Liaison.

Revised July 16, 2024

This document provides general information about Montgomery County Government's recruiting process. If there is an inconsistency between the content of this document and any other documents, the applicable document will prevail (e.g., the law, regulation, procedure, or collective bargaining agreement). Please consult appropriate references, such as the Montgomery County Personnel Regulations and collective bargaining agreements for additional inform