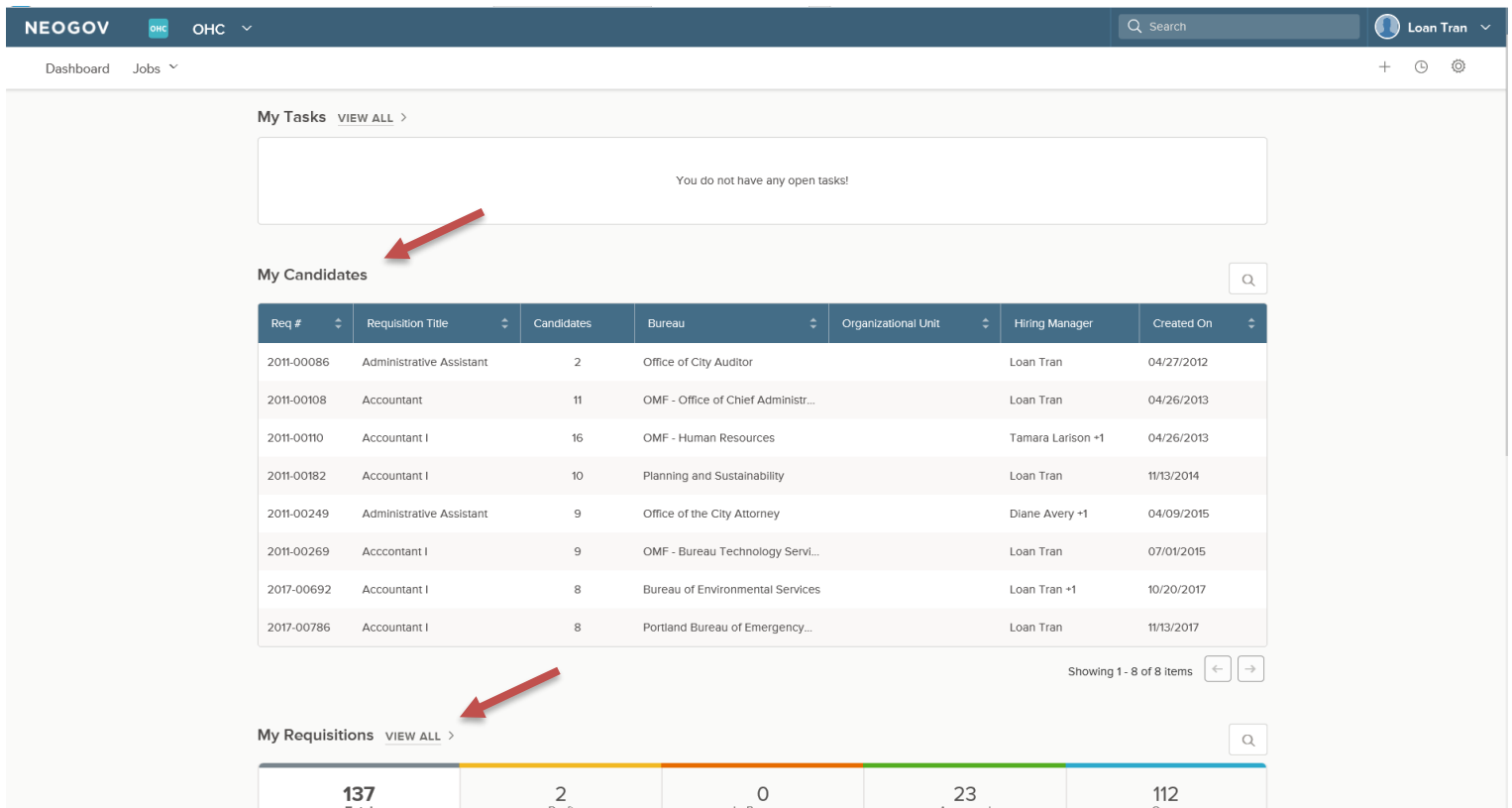## Referral

After all applications have been received and evaluated, and the Hiring Manager approves the pass point, a list of all candidates who have met the minimum qualifications for the position is created. This list is known as the eligible list. The eligible list is referred electronically to the Hiring Manager in NEOGOV. The Hiring Manager can access the referral in the My Candidates section of their Online Hiring Center dashboard. The referral provides the Hiring Manager with the list of eligible candidates (including their contact information, application materials, veteran status, and status in the selection process), the exam number with which the requisition is associated, and the referral expiration date (90 days from the date the referral is made).

Access the Referral

1. When you log into NEOGOV, you will see your dashboard. To access your referral, look for the requisition in the My Candidates section (Hiring Managers) or the My Requisitions section (HR Liaisons). You can locate the referral by searching by the requisition number.

   a) If you are a Hiring Manager, click on the requisition in the My Candidates section and you will see the list of candidates.

   b) If you are an HR Liaison, click on the requisition in the My Requisitions section and then click on the Candidates tab to view the list of candidates.

2. When you first look at the list of candidates, you will see that they all have the status Referred. The total number of candidates with the Referred status is depicted in the doughnut chart above the list. The list of eligible candidates is displayed below the doughnut chart. The following are the columns on the referral:

Total Rank: This column can be disregarded unless your recruitment established a ranked eligible list. Most eligible lists are equally ranked.
Name: This column displays the name of each candidate and provides access to their application.
Phone: This column displays each candidate's phone number.
Action Date: This date will be updated to the last date that an action was taken for each individual candidate.
Referral Expires: This is the date your referral expires. After this date, candidate in the referral will be locked so that you cannot take further action on them. This date is 90 days from the date the referral was issued.
Notices: If a notice has been sent to a candidate from the OHC environment, an envelope icon will be visible in this column. You can click on the icon to see the notices that have been sent.
Veteran: If there is a "Yes" in this column for a candidate, they are eligible for veterans' preference and must be invited to an interview.
Lateral Transfer Employee: If there is a "Y" in this column for a candidate, they are a current City employee working in the classification who has expressed interested in a lateral transfer. You are not required to Interview these candidates, but they should be given the same consideration as other candidates on the referral.
Status: This column provides a quick snapshot of the current status of the candidate within the referral.
Offer Type: If an offer has been given to a candidate, this column will indicate the offer type, which will always be "Regular." If no offer has been given, there will be nothing in this column.
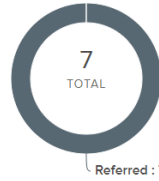
![BHR Bureau of Human Resources logo]

Requisition Detail

Accountant I (201800029) `Open`

Copy Print Cancel

Requisition Information   Approvals   Hire Workflow   **Candidates**   History

Candidates

7
TOTAL

Referred : 7

Referred ▼   Actions ▼   More   🔍

	🔒	Total Rank	Name	Phone	Action Date	Referral Expires	Notices	Veteran	Transfer Employee	Status	Offer Type
☐		2	Chen, Cathy		05/09/2018	05/31/2020	✉		Y	Referred Active	
☐		2	Jones, Josh		05/09/2018	05/31/2020	✉	Yes		Referred Active	
☐		2	Katz, Beverly		05/09/2018	05/31/2020	✉			Referred Active	
☐		2	Lopez, Ofelia		05/09/2018	05/31/2020	✉	Yes		Referred Active	
☐		2	Marquam, Ed		05/09/2018	05/31/2020	✉			Referred Active	