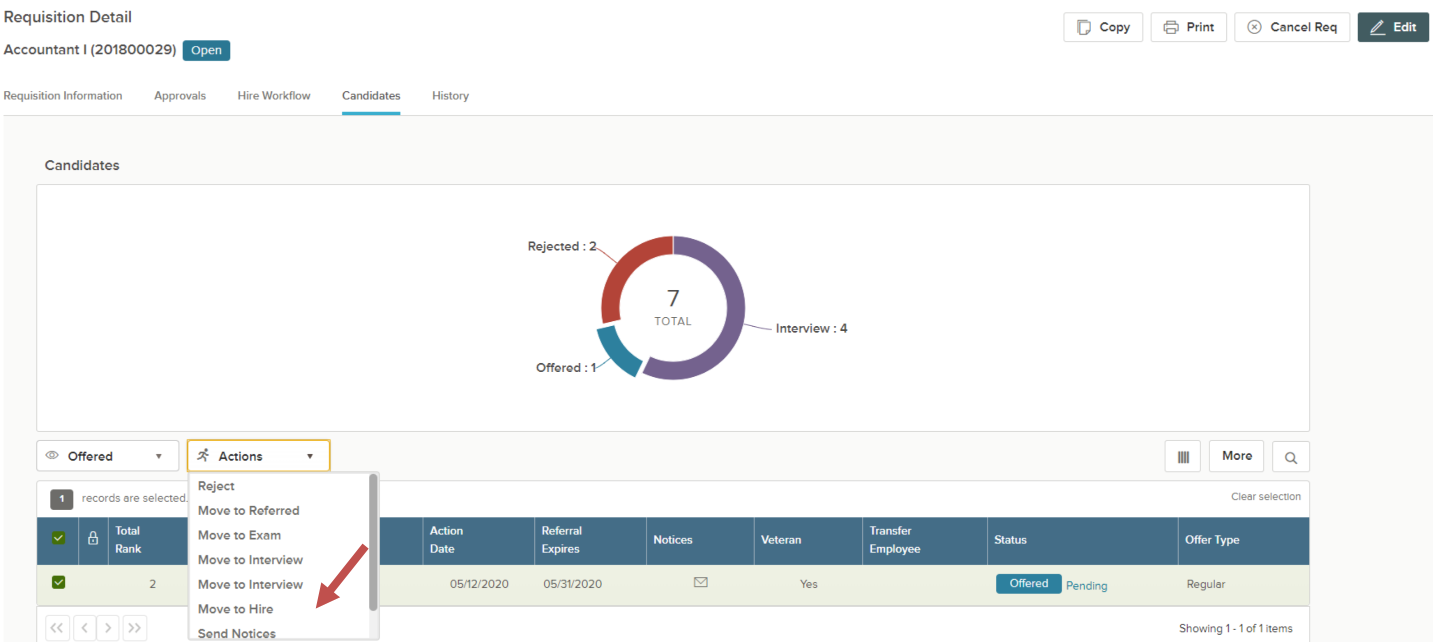
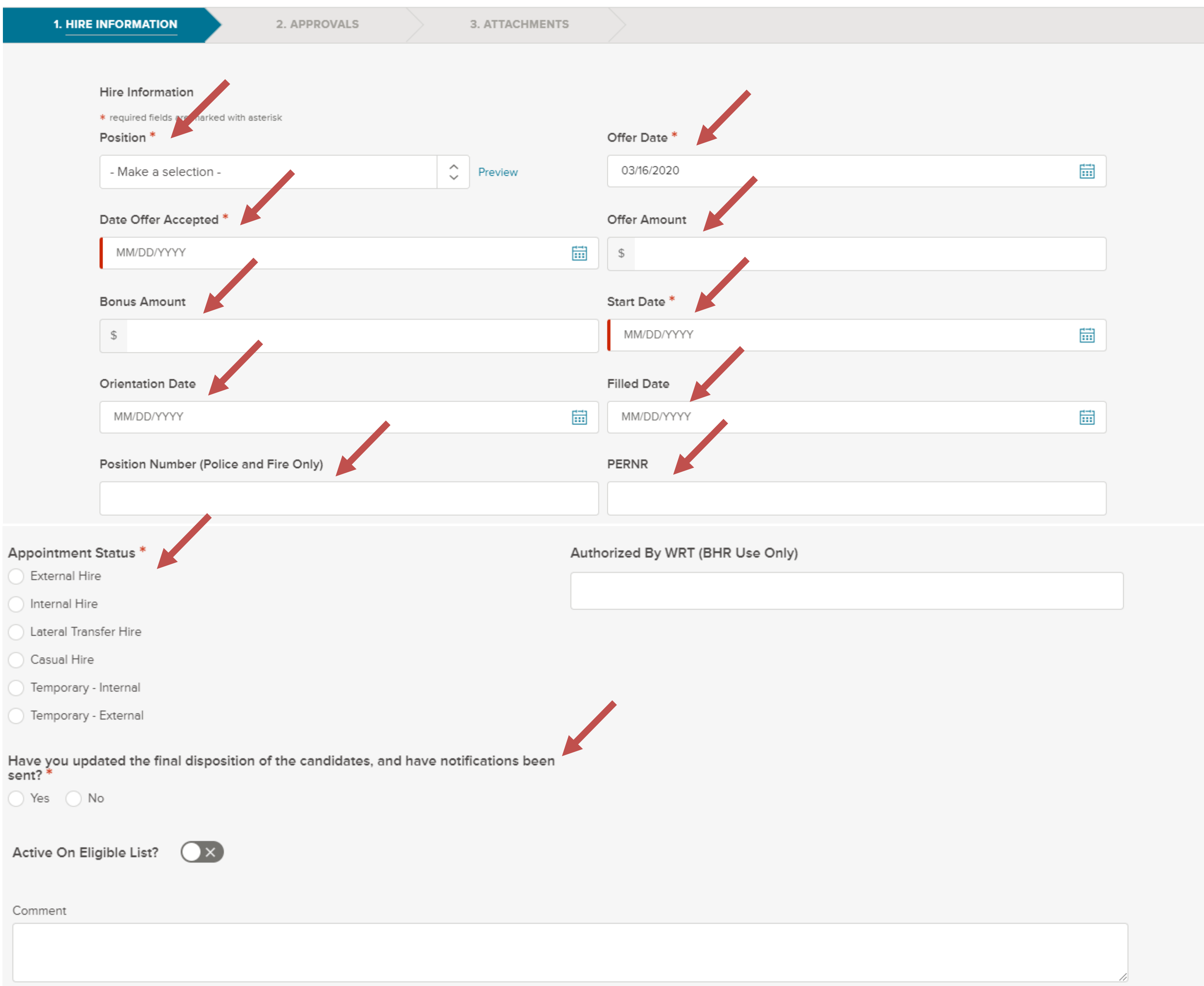
2. From the Actions menu, select Move to Hire.



3. The Hire Form will pop up. Enter the new employee’s Hire Information. Make sure the initial verbal Offer Date is entered. **Note: Do NOT change the Offer Date to the date of the written offer. The initial verbal offer date is used for calculating the time it took to fill the position.** Enter the Date Offer Accepted, Start Date, Filled Date (date you are entering information into the form) and the Position Number. Select the type of appointment status of the hire (See Glossary for definition of Appointment Status. If the employee has a PERNR, enter it in the Comment section. If the requisition utilized the position integration field, please select the position number from the dropdown menu in the “Position” field. If the requisition did not use the position integration field, you will enter it in the “Position Number (Police and Fire Only)” field. You will know if the requisition utilized the position integration field if there is an option to select a position number from “Position” field.


1. HIRE INFORMATION
2. APPROVALS
3. ATTACHMENTS

Hire Information
* required fields are marked with asterisk

Position *
- Make a selection -
Preview

Offer Date *
03/16/2020

Date Offer Accepted *
MM/DD/YYYY

Offer Amount
$

Bonus Amount
$

Start Date *
MM/DD/YYYY

Orientation Date
MM/DD/YYYY

Filled Date
MM/DD/YYYY

Position Number (Police and Fire Only)

PERNR

Appointment Status *
- External Hire
- Internal Hire
- Lateral Transfer Hire
- Casual Hire
- Temporary - Internal
- Temporary - External

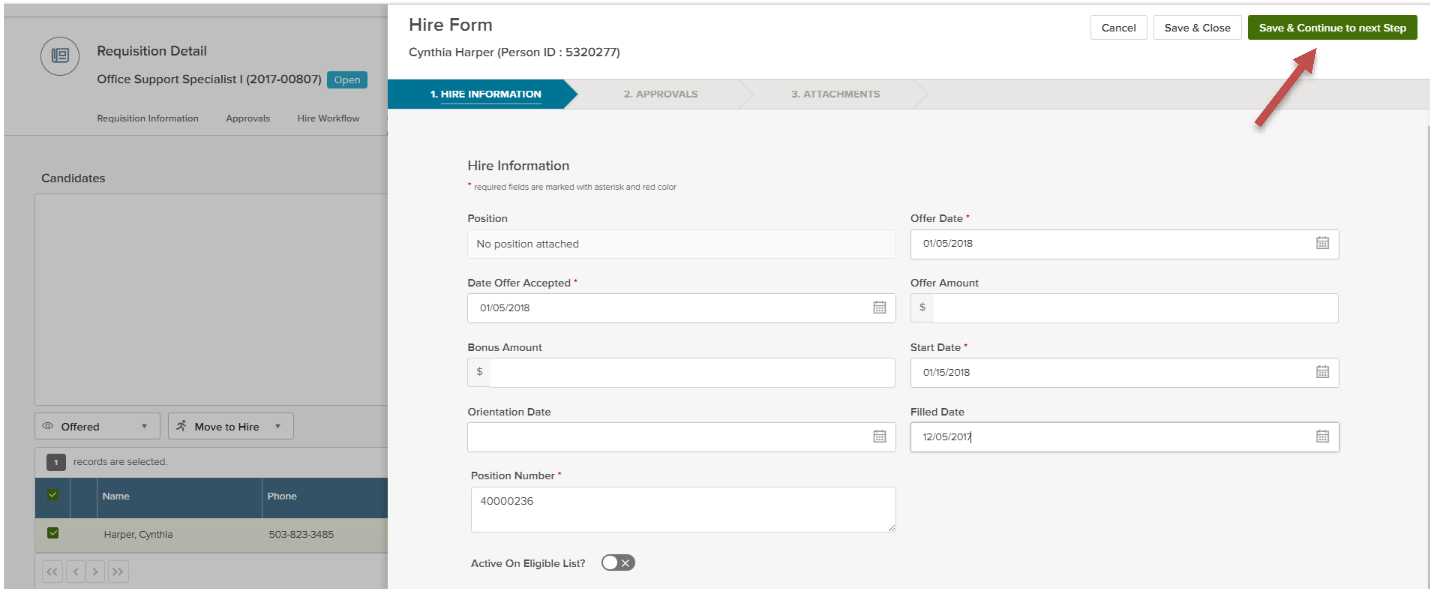
Authorized By WRT (BHR Use Only)

Have you updated the final disposition of the candidates, and have notifications been sent? *
Yes No

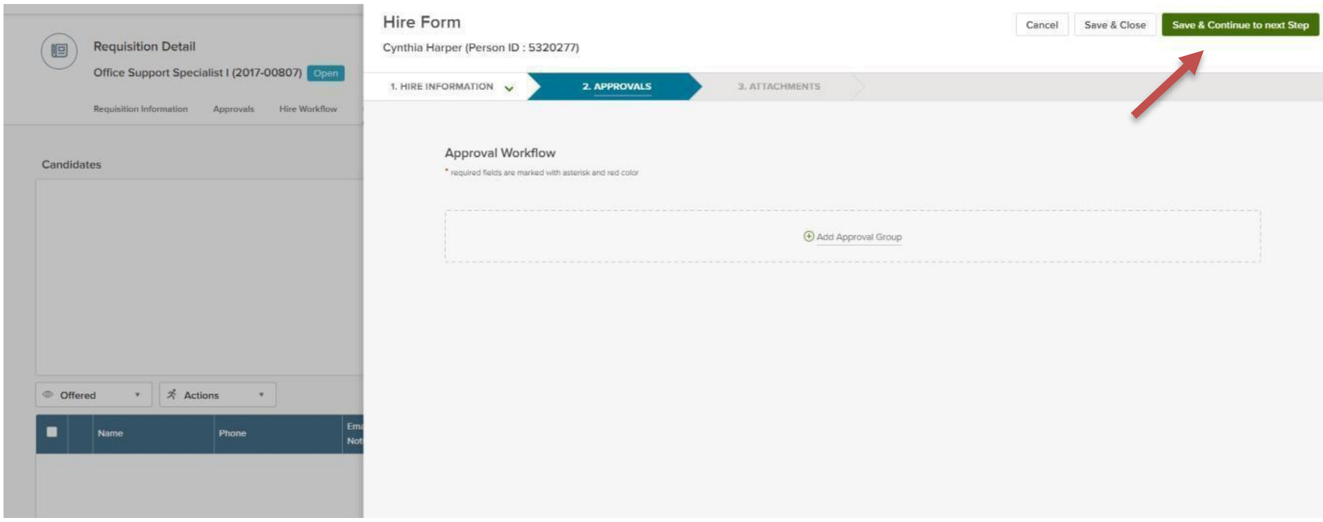
Active On Eligible List?

Comment

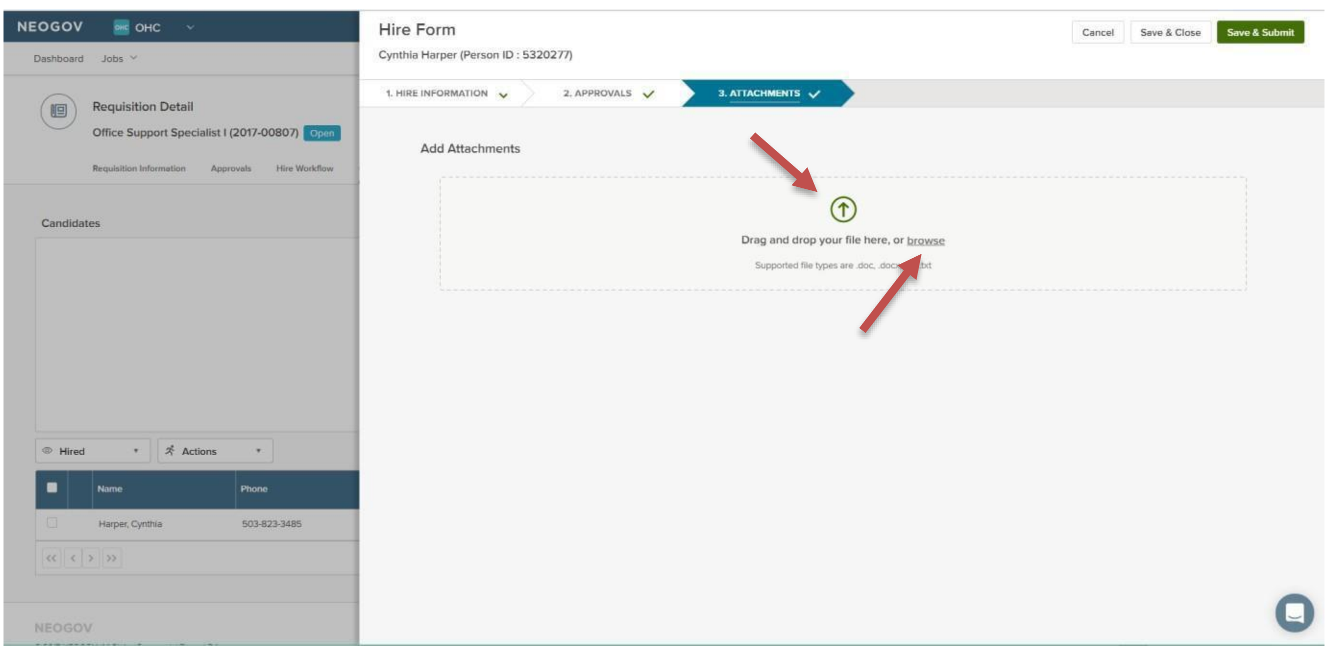
4. Select Save & Continue to next Step.



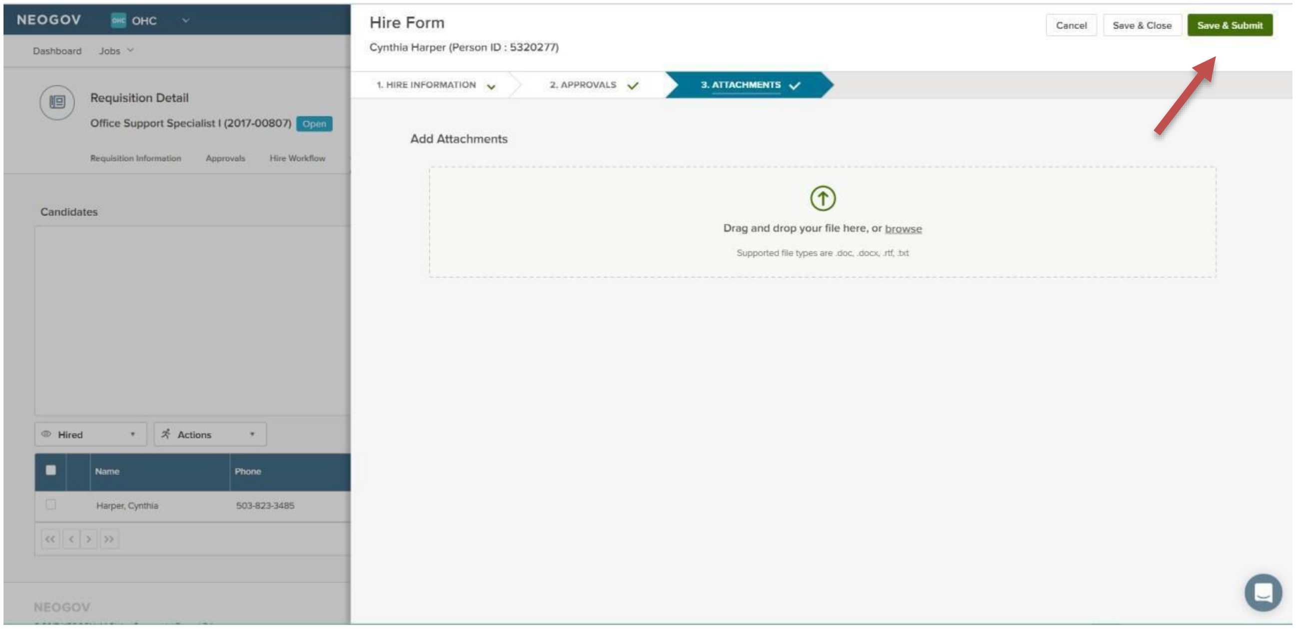
5. The hire approval process has not yet been implemented in NEOGOV. For the time-being, select Save and Continue to next Step to move past the Approvals screen.



6. Add any Attachments that you feel should be kept as a record for the hire and recruitment. Some examples of attachments that could be included are the offer letter, interview questions, interview notes, and/or written documentation of the selection process. Upload the document(s) by dragging and dropping the file(s) on the green arrow or selecting browse.



7. Once you have uploaded your documents, select Save & Submit.



Once you Save & Submit, you have officially made your hire in NEOGOV. You should now only see two steps on the doughnut chart: Rejected and Hired. If there are any candidates left in the Interview or Referred step, move them to the Rejected step and select a Reject Reason.

You will also notice that the status for the Rejected candidates will be Rejected (Pending) and the status for Hired candidates will be Hired, Awaiting Authorization. This means that Workforce Recruitment & Training needs to authorize the hire in NEOGOV and send your bureau's OBPA the approval email to be uploaded with the hire packet to Processes and Forms. Once Workforce Recruitment & Training authorizes the hire, the referral will be removed from the My Candidates section of the Hiring Manager's dashboard. The HR Liaison can view the filled requisition by clicking on View All in the My Requisitions section of their dashboard.