



# **Prince George's County Hiring Manager - NEOGOV OHC Guide**



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## Section 1: What is NEOGOV?

Presently the County utilizes two (2) systems, SAP and NEOGOV, for employee profile management, position management, and requisition management (recruiting & hiring).

- **SAP**
  - SAP is used for two purposes:
    - **Employee profile management:** SAP serves as the County's HRIS system; therefore, employee's information is housed here (also known as employee self-service - ESS).
    - **Position Management:** Creating, reallocating, and approving positions. This process is known as electronic position review board (ePRB).
      - This process also involves the Office of Management & Budget (OMB) to review positions to ensure there is funding for the requested position.
- **NEOGOV**
  - NEOGOV is used for requisition management, also known as the County's applicant tracking system (ATS). NEOGOV is the system used to post job announcements, receive candidate applications, track candidate statuses as they move throughout the recruiting process, and for kicking off the hiring process of a selected candidate for hire.
  - NEOGOV Online Hiring Center (OHC) is the platform where the Human resource Liaisons (HRLs), Hiring Managers, Raters, and Subject Matter Experts (SMEs) view and access the requisitions and referred candidates on their prospective agency requisitions.

This document will outline getting access to NEOGOV, training videos, and duties of the Hiring Manager as it relates to candidate resume review and updating the candidate status in NEOGOV.

### 1.1 Getting Access to NEOGOV OHC

To gain access to NEOGOV, your agency HRL must submit a request to the [OHRMRecruitment@co.pg.md.us](mailto:OHRMRecruitment@co.pg.md.us).

Once you've been granted access from OHRM you will login to: [OHC - Dashboard \(neogov.com\)](https://neogov.com)

- **Note:** You will use the same username and password that you use to login to NEOGOV LMS.

## Section 2: Hiring Manager's Role & Responsibilities

Once OHRM sends you a list of qualified candidates to review, you will receive an e-mail from [info@neogov.com](mailto:info@neogov.com) with a subject line "FW: Message from NEOGOV Insight: Candidate(s) Referred". You can use the link inside the e-mail to view the list of candidates or you can use the direct link to NEOGOV.com to get to the [OHC Dashboard](https://neogov.com).

[Per AP 208: Methods of Filling Positions](#), if you have ten (10) or more candidates on the referred list, you must interview, or attempt to contact, at least five (5) candidates to interview. If the list is less than ten (10) you can hire a candidate without interviewing. Once you are ready to hire a candidate, please contact your agency's HRL.

### 2.1 Updating Candidate Status

Once a candidate is referred to you, their status in NEOGOV will show as "referred". As the

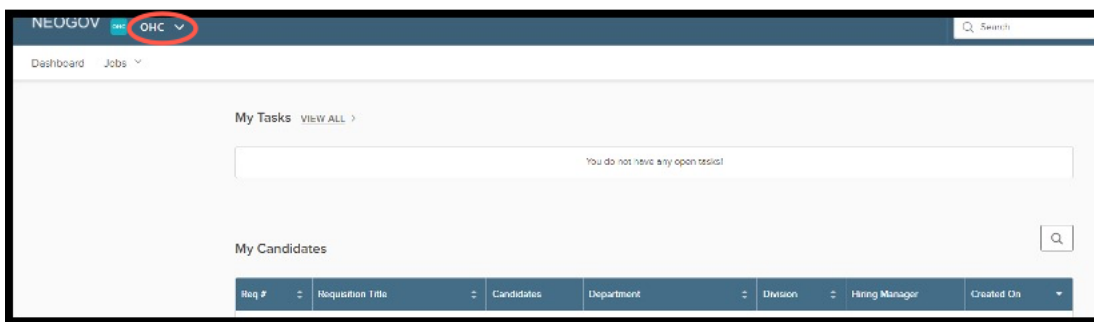
candidate moves throughout the screening and interviewing process, it is the agency's responsibility to ensure the candidate's status get updated.

**Note:** Please confirm with your agency's HRL on who is responsible for updating the candidate status as each agency handles that process differently.

Once a candidate is ready to be hired, that is when the agency HRL will move the candidate to *Hire* and process the next steps.

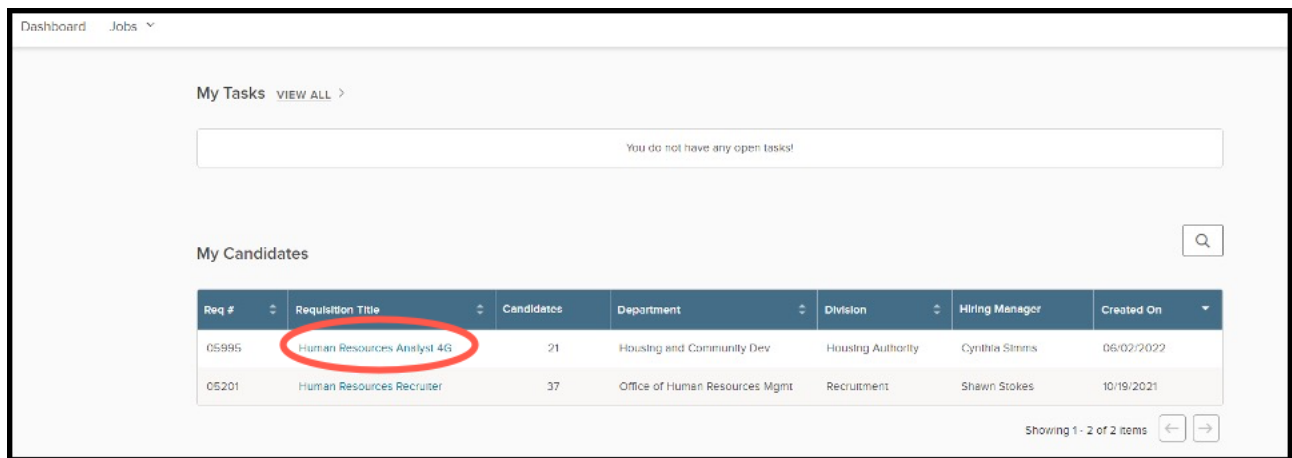
### Section 3: NEOGOV Access & Training Videos

Once logged in, ensure that you have "OHC" selected in the top left-hand corner from the dropdown options. Once in the OHC dashboard you will be able to view *My Tasks*, *My Candidates*, and *My Requisitions*.

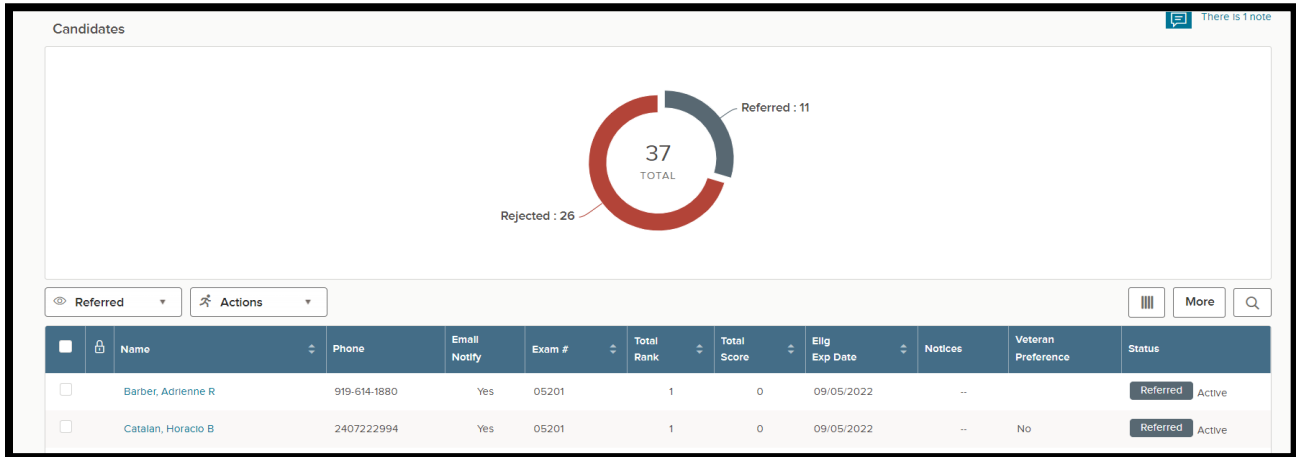


#### 3.1 Reviewing Candidate Applications & Resumes

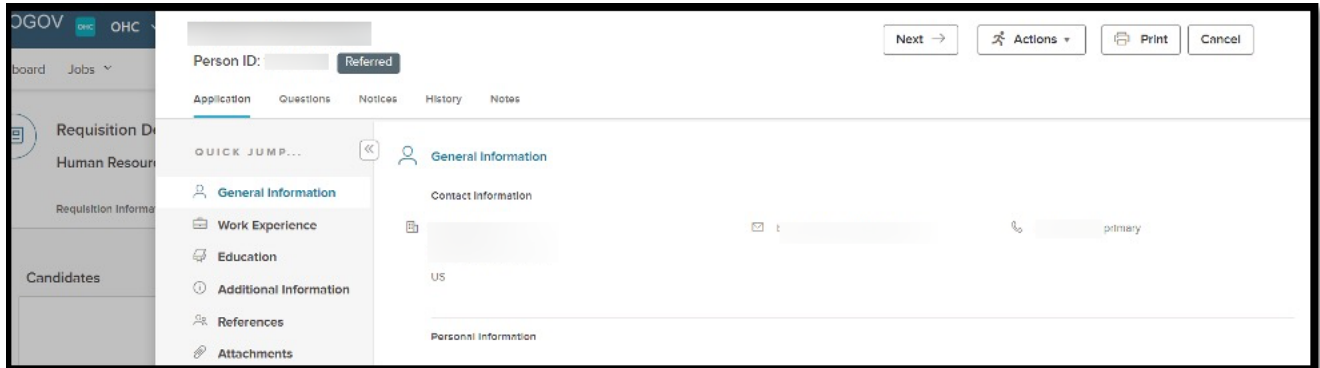
To view the candidates that have been referred to you, click on the *Requisition Title* for the position that you want to review candidates on.



Once you click on the designated requisition, you will be taken to a screen where you can view the all candidates referred to you.



By clicking on the candidate's name, a screen will appear for you to review the candidate's application, answers to the application's supplemental questionnaire, notices, history, etc.



### 3.2 NEOGOV Training Videos

NEOGOVS has an [OHC Help Center](#) which has multiple videos to help you better understand what OHC is and how to navigate it.

1. Insight 110: Online Hiring Center Overview
2. Insight 114: Referred List Actions

#### QUESTIONS?

Please contact [OHRMRecruitment@co.pg.md.us](mailto:OHRMRecruitment@co.pg.md.us) for any questions regarding NEOGOV as it relates to this document.