

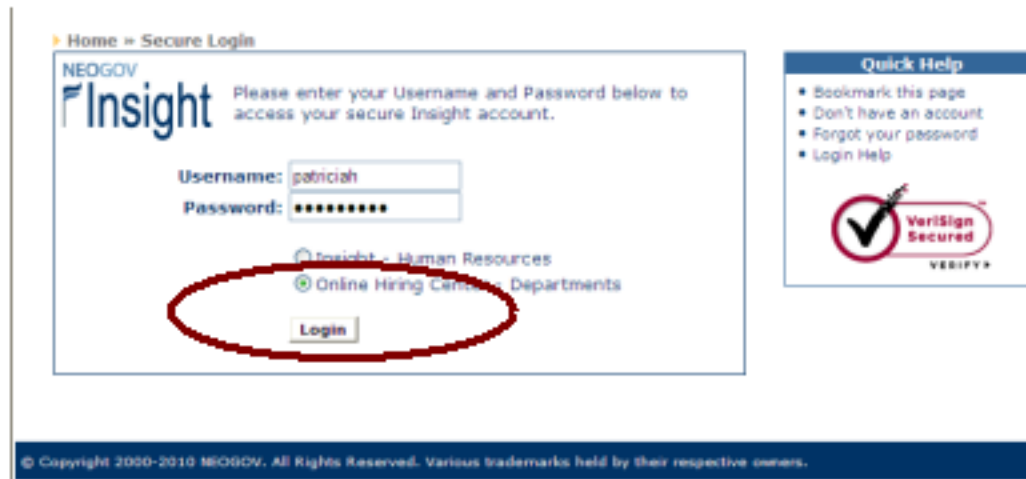
Creating a new requisition

For user account set-up, contact:

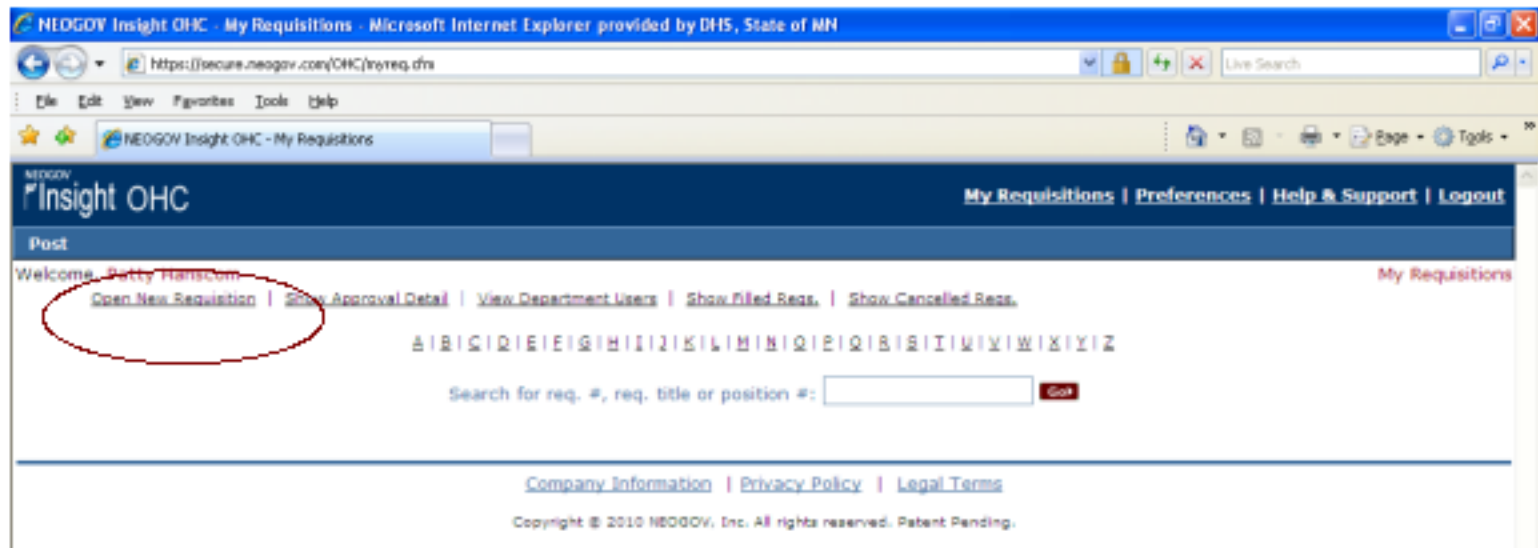
Patty Hanscom (patricia.hanscom@state.mn.us, 651.431.3027) or

Linda Ask (linda.ask@state.mn.us, 651.431.3031)

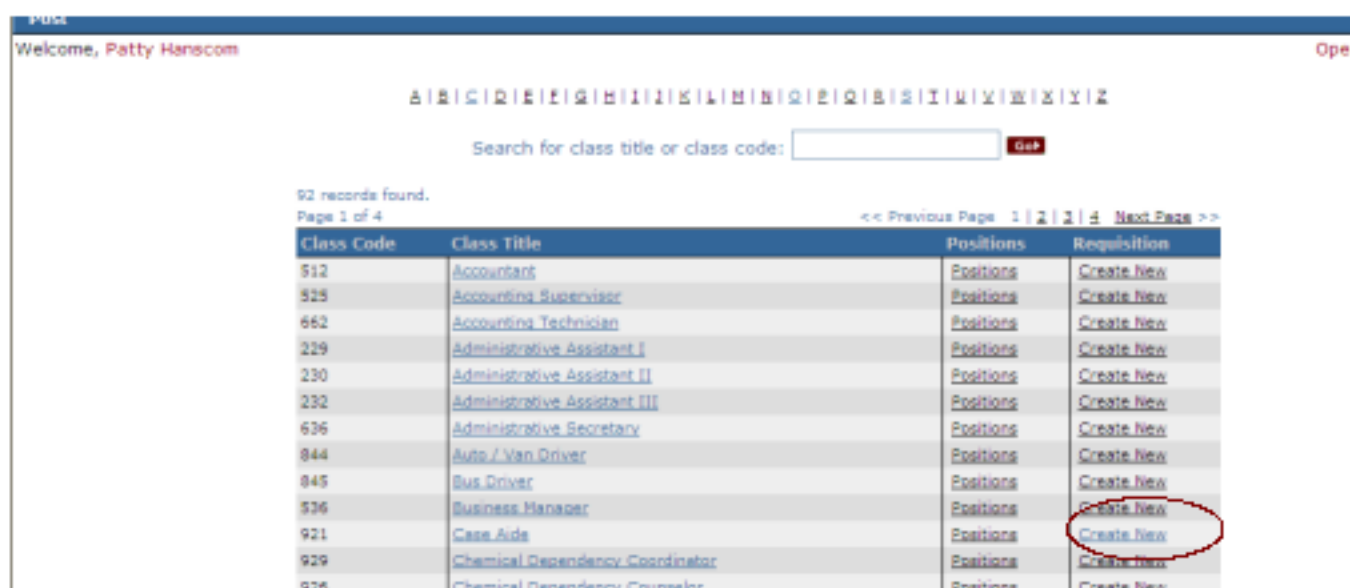
Log in to the Online Hiring Center (<https://secure.neogov.com/insight/login.cfm>) using your assigned User Name and Password.



Click on "Create New Requisition"



Find the Job class name in the list, and click on Create New



Fill in relevant fields as indicated.

- Use only the necessary individuals from your agency as Hiring managers.
- Highlight those needed and click on the >> button to move them into the right-hand box.
- Do not choose people from your agency not involved in filling this position, and do not choose any Merit System Staff listed.
- Please **NOTE**: Date fields **MUST** be in the Format **MM/DD/YYYY**.

NEOGOV Insight OHC - View/Edit Requisition - Microsoft Internet Explorer provided by DHS, State of MN

https://secure.neogov.com/OHC/requisition.dfm?mode=49&ClassSpecID=738138

Class Title: **Case Aide**
Class Code: **921**
Creator: **Hanscom, Petty**

Required

Desired Start Date: 4/01/2010

Requisition #: [assigned when requisition is saved]

Working Title: Social Services Case Aide

Vacancies: 1

Department: Carlton County Public Health & Human Services

Division: --- Select ---

Hiring Managers:

Available:	Assigned:
Ask, Linda Staff, Merit System	Bohen, Deb

Job Term: Full Time Permanent

List Type: Regular

Position Type: Existing Position (Replacement of Staff)
 New Position

Position #	First Name	Last Name	Vacancy Date
9374	Mary	Smith	3/15/2010

Add Another Vacancy

Skills:

Comments:

New Position Number

The Approval Process is what prompts Merit Staff with e-mails to take action on your request throughout the hiring process. Be sure to choose as below:

- No approvals is OFF
- Approval 1 – Merit Approval / then highlight Staff, Merit System
- Click on FINAL Approval

The screenshot shows a web form with several sections. The 'County Posting Date (Enter current date if no county posting)' field is set to 03/01/2010. The 'Posted Closing Date (if applicable)' field is set to 04/05/2010. Under 'Do you require a County application in addition to Merit application?', the 'No' radio button is selected. Under 'How should Merit System refer your candidates?', the 'Upon Closing Date' radio button is selected. The 'No Approvals' checkbox is unchecked. Under 'Approval 1', the 'Merit Approval' dropdown is set to 'Merit Approval', and the 'Staff, Merit System' dropdown is highlighted. The 'Final approval' radio button is selected. At the bottom, there are 'Save Only' and 'Save and Release' buttons. The footer contains links for 'Company Information', 'Privacy Policy', and 'Legal Terms', along with copyright information for 2010 NBOGOV, Inc. and a system tray showing '9 of 24 - Clipboard' and 'Items collected'.

The Final Step is to **Save and Release** the request.

What happens then:

- You (Hiring Manager) will get an e-mail indicating that the list has been requested.
- Merit System will get an e-mail indicating that the request needs to be reviewed. When Merit Staff Reviews it, we will contact you with any questions we may have, then "Approve it"
- If you have asked for the list as it stands, you will be notified as soon as the referral has been made.
- If you have asked that we process new applicants before sending the list, you will get the "Applicants have been Referred" e-mail when the list has been established. After testing has been scored, or after E&T assessments have been made.
- Please note that the system will generate a number of e-mails throughout the referral process. In addition, we may need to make copies of your original request in order to refer additional lists (statewide, regional, county, promotional, transfer, etc.) which will also generate more e-mails. The e-mail messages to watch for are the ones that say "Candidates have been added to your referral."
- There is a [Help and Support](#) link towards the top right corner of your web page. Please note the tutorials that are available. If you have specific questions about managing your referred lists, do not hesitate to contact us!