



Online Hiring Center Training Guide

Create a requisition

View a job posting

Review applications

Access certification list

Track candidate interviews

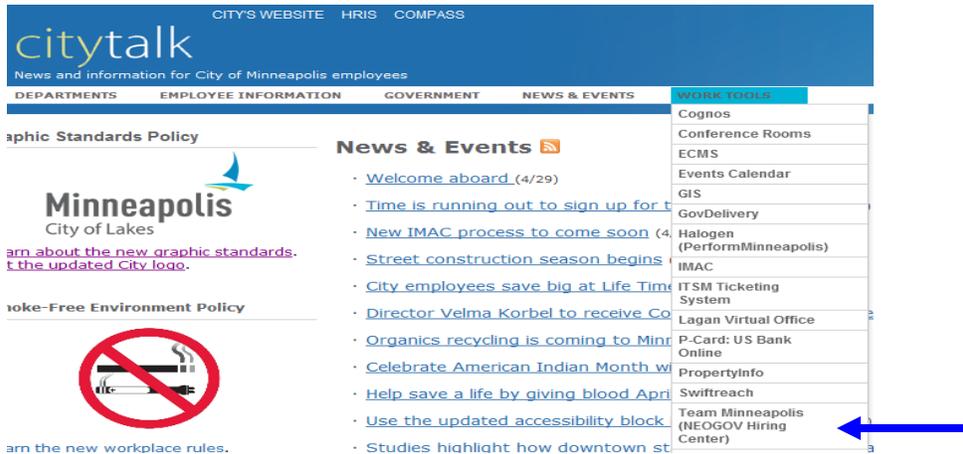
Process job offers and accepts

Submit a hire request

The City of Minneapolis utilizes the applicant tracking system and online application developed by NEOGOV.

Logging into NEOGOV Online Hiring Center (OHC)

1. From CityTalk, click on Team Minneapolis under the Work Tools header.



2. Enter your Login User name and Password. (Your username is your City of Minneapolis email address in all lower case letters, and a password of your creation.)

The screenshot shows a login form with two input fields: 'Username' and 'Password'. Two blue arrows point to these fields from the left. Below the fields are two links: 'Forgot username?' and 'Forgot your password?'. At the bottom right of the form is a blue button labeled 'Sign In »'.

3. If you forget your password, click the Forgot your password? link and enter the requested information. You will receive an email from NEOGOV with a link to reset your password.

Managing Requisitions

Creating a Requisition

1. Click "Open New Requisition" link.



2. Click "Create New" link under the Requisition column for the classification title of your vacant position.

Class Code	Class Title	Positions	Requisition
258	ACCOUNTANT	Positions	Create New

3. A blank requisition form will be displayed. You are only required to complete fields with a red asterisk.

Class Title: Accountant II -C
 Class Code: 00220C
 Creator: Krueger, Deb

The screenshot shows a requisition form with the following fields:

- Desired Start Date: 3/30/2015
- Requisition #: [assigned when requisition is saved]
- Working Title: [empty]
- Vacancies: 1
- Department: Finance & Property Services
- Location Code: Finance Managerial Acctg Budget
- Position: 00001792 - Accountant II-C (highlighted with a blue arrow)
- Hiring Managers:
 - Available: Salami, Hassan; Toal, Beth; Villarreal, Daniel; Waryan, Katherine; Wilson, Krista; Xiong, Destiny
 - Assigned: Westman, Lisa
- Job Term: Full-time
- List Type: Regular
- Skills: [empty]
- Comments: CPA highly preferred. Please advertise on the GFOA website. I would like this open for application for 3 weeks.

4. Enter the **Desired Start Date** (formatted MM/DD/YY), a preferred **Working Title**, and number of **Vacancies**.
5. Select your department from the **Department** drop down menu.
6. Select your division from the **Location Code** drop down menu. The available divisions funnel down from the department selected.
7. The **Position** field is activated after the Location Code is selected. Position information is populated from HRIS. The available positions funnel down from the department and location code selections. Click this icon  to add more than one position number.
8. Select your name from the list of “Available” Hiring Managers and use the right-facing arrow to move it to “Assigned.” More than one name may be listed in the “Assigned” box.
9. **Job Term** options are full-time, part-time and intermittent.
10. Select the type of eligible list you are requesting from the **List Type** menu.
 - a. **Regular** = open to external applicants
 - b. **Promotional Only** = open only to current City employees
 - c. **Department Promotional Only** = open only to employees working in a specific department (typically used for Police and Fire).
11. Enter **Comments** for your HR Generalist team regarding qualifications, desirable qualifications (language ability), advertising sources, and other relevant information. No character limit.

Reports To Position Number :	<input type="text"/>
Bargaining Unit :	<input type="text"/>
Reg/Temp/Seas :	<input checked="" type="radio"/> Regular <input type="radio"/> Seasonal
Classified Indicator :	<input checked="" type="radio"/> Classified <input type="radio"/> Grant
Employment Class :	<input checked="" type="radio"/> Certified
Employee Type :	<input type="radio"/> Hourly <input type="radio"/> Salary
Standard Hours :	<input type="text"/>
Salary Plan :	<input type="text"/>
Salary Grade :	<input type="text"/>
Pay Group :	<input type="text"/>
FICA Status :	<input checked="" type="radio"/> Subject <input type="radio"/> Medicare Only
Officer Code :	<input checked="" type="radio"/> Non-Sworn <input type="radio"/> Sworn
No Approvals	<input type="checkbox"/>
Approval 1:	<input type="text" value="=== Select ==="/> <input checked="" type="radio"/> Must approve before next approval <input type="radio"/> Final approval

12. Change radio button selections to **Seasonal and Grant Funded** if needed.
13. **Standard Hours** is a required field. Enter the expected number of hours the incumbent will work per week (max 40). This is important due to the new benefits-eligibility rules under the Affordable Care Act effective January, 2015.
14. **Always click on the “No Approvals” check box** for requisitions.
15. Once you click either “Save” or “Save and Release,” you can upload attachments at the bottom of the requisition. HR is notified that you have submitted a requisition.

Attachments: [Add New](#)

Attachment Title	Date Uploaded	File Name	Action
------------------	---------------	-----------	--------

Editing a Requisition

1. To edit a requisition, click the “Edit” link in the upper right corner and make changes (not including department, location code and position numbers).

Your Requisition Dashboard

 Deb Krueger ▾

- My Requisitions
- My SME Review
- My List
- Preferences
- Help & Training
- Sign Out

Click My Requisitions under your name icon to display your dashboard page.

Approved Requisitions

1 record found.

Page 1 of 1

Req. # ▲	Req. Title ▼	Position ID	Department ▲	Location Code ▲	Created ▲	Action
2014-00104	Senior Applications Analyst		Information Technology	Application Support-ERP	01/05/15	Edit Copy Req Cancel History

Page 1 of 1

Open Requisitions

11 records found.

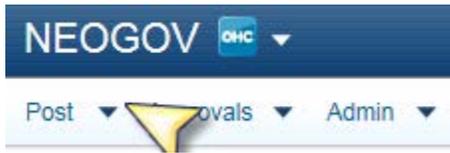
Page 1 of 1

Req. # ▲	Req. Title ▼	Position ID	Department ▲	Location Code ▲	Created ▲	Action
2014-00018	Account Clerk II		Finance & Property Service...	Accounting	11/05/14	Edit Copy Req Cancel History
2014-00014	Accountant II - Supervisory	00001822	Finance & Property Service...	Treasury	08/20/14	Edit Copy Req Cancel History
2014-00020	Accountant II - Supervisory		Finance & Property Service...	Accounting	11/11/14	Edit Copy Req Cancel History
2014-00051	Accountant II - Supervisory		Finance & Property Service...		11/25/14	Edit Copy Req Cancel History
2014-00100	Applications Programmer		Information Technology	Application Support-ERP	12/10/14	Edit Copy Req Cancel History
2014-00008	...		PW-Transportation	Street Maintenance &	01/05/15	Edit Copy Req Cancel History

Approved Requisitions are those submitted, but not yet authorized, by HR.

Open Requisitions are those authorized by HR, but not yet filled.

View Job Posting



Hover over the Post down-arrow, then click Job Postings.

1. Job postings associated with your requisitions will be listed.

Job # ▲	Job Title ▼	Status ▲	Adv. From ▲	Adv. To ▲	Last Updated ▲	Assigned To ▲
2014-00009	Account Clerk II	Expired	08/15/14	08/29/14 11:59 PM	08/20/14	Berg, B
2014-00021	Account Clerk II	Expired	11/12/14	11/28/14 11:59 PM	11/25/14	Gabbard, J
00221C	Accountant II - Supervisory	Expired	08/04/14	08/29/14 11:59 PM	08/20/14	Lajon, J
2014-00033	Accountant II, Supervisory KW	Expired	11/17/14	11/28/14 11:59 PM	11/17/14	Wilson, K
0014363	Accounting Supervisor	Expired	08/21/14	11/24/14 11:59 PM	10/27/14	Richardson, F
2014-00013	Animal Control Warden	Expired	08/18/14	08/29/14 11:59 PM	08/20/14	Wilson, K
2014-00034	Animal Control Warden BB	Expired	11/17/14	12/01/14 11:59 PM	11/17/14	Berg, B
2014-00010	City Planner	Expired	08/15/14	08/29/14 11:59 PM	08/15/14	Berg, B
2014-00026	City Planner, CPED	Expired	11/12/14	11/21/14 11:59 PM	11/17/14	Lampe, J
2014-00022	Community Service Officer	Active	11/21/14	02/15/15 11:59 PM	11/21/14	Xiong, D
2014-00039	Community Service Officer	Active	12/09/14	01/30/15 11:59 PM	01/05/15	Krueger, D
2014-00037	CSO	Expired	11/21/14	12/12/14 11:59 PM	11/21/14	Ghatt, I
2014-00027	Customer Service Rep II JML	Expired	11/14/14	12/14/14 11:59 PM	11/17/14	Lajon, J

“Active” status = currently in an open application period.

“Expired” status = closed for application

2. Click on a Job Title link to view the job posting.

Job #	Hits	Submitted	Advertised
2014-00013	11	2 Active 2 Total	08/18/14 - 08/29/14 11:59 PM

Job Title: [Animal Control Warden](#)

Closing Date/Time: Fri. 08/29/14 11:59 PM Central Time

Salary: \$18.65 - \$26.33 Hourly
 \$1,492.32 - \$2,106.64 Biweekly
 \$3,233.36 - \$4,564.39 Monthly
 \$38,800.32 - \$54,772.64 Annually

Job Type: Full Time

Location: Public Service Center, 250 South 4th Street, Minneapolis, Minnesota

Department: Regulatory Services

[Print Job Bulletin](#)

Position Description	Benefits	Supplemental Questions	Custom Form Fields
Responsible for the maintenance and operation of the Minneapolis Animal Care Center and the implementation and enforcement of Ordinances relating to animals in the City of Minneapolis.			
Job Duties and Responsibilities:			
Conduct field investigations in response to public complaints for animal care.			

3. The Job Posting displays the number of **hits** and applications **submitted**. Specific applicants and application information cannot be viewed at this time.

4. **Print Job Bulletin** generates a printable job posting, or can be converted to a PDF document.

Position Description	Benefits	Supplemental Questions	Custom Form Fields
<p>The City of Minneapolis offers the following benefits to full-time employees:</p> <p>Health Care: Eligibility for benefits and City-paid contributions towards the cost of medical, dental, and life insurance plans begins the first of the month following thirty (30) days of employment. The City's medical plan is insured by Medica. There is one plan design with the choice of three (3) provider networks. The medical plan offers a wide range of covered services, including physician and hospital service and prescription drugs. Covered services are subject to an annual deductible of \$2,000 individual or \$4,000 family.</p> <p>2015 Medical Premiums: Employees who are eligible for the Wellness Rate contribute: Elect and Essential Networks: \$32.00/month for single or \$140.00/month for family coverage. Choice Passport Network: \$66.00/month for single or \$233.00/month for family coverage</p> <p>HRA/VEBA: The City's medical plan includes employer contributions to a Health Reimbursement Arrangement Plan (HRA) that is funded by a VEBA trust. The HRA/VEBA is designed to help offset out-of-pocket costs for health care expenses not</p>			

Full benefits information is provided for each job posting.

Position Description	Benefits	Supplemental Questions	Custom Form Fields
<p>Police Officer (Recruit) Supplemental Questionnaire</p> <p>*1. Have you ever been convicted of any of the following? (MPD Standard)</p> <ul style="list-style-type: none"> •Mistreatment of residents or patients •Abuse or neglect •Financial exploitation of a vulnerable adult or child •Failure to report maltreatment of a vulnerable adult or child •Disorderly conduct in regards to a vulnerable adult or child <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>*2. Are any of the following statements true? (MPD Standard)</p> <ul style="list-style-type: none"> •You are listed as a defendant or suspect in any pending or active criminal case •You have an outstanding warrant •You are considered to be a fugitive from justice <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>*3. Are you listed as a "Respondent" of a current Restraining or Harassment Order of Protection? (MPD Standard)</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>			

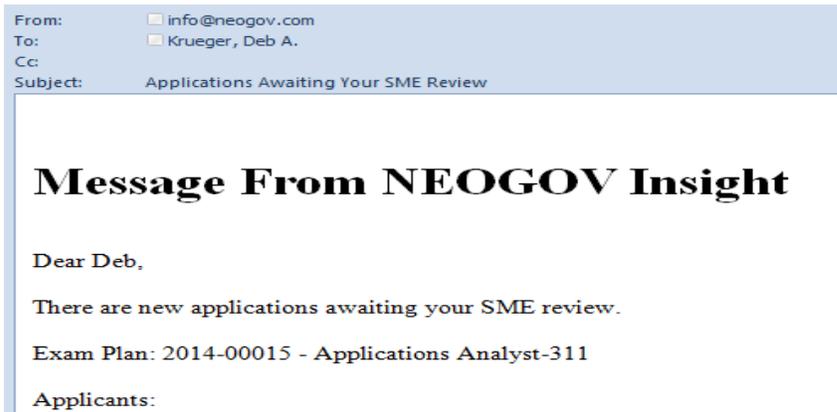
--Supplemental questions in the form of single-choice answers, multiple choice answers, and/or text answers can be added to each job posting.

--Knock-out screening and auto-scored ratings can be performed on supplemental question answers.

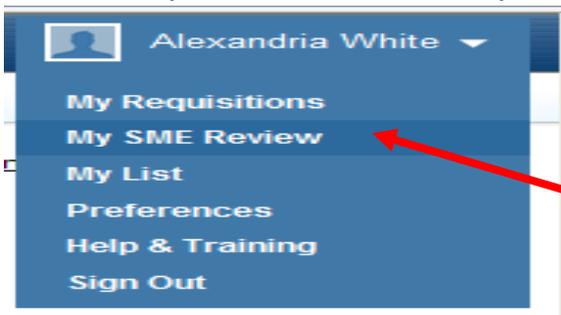
Subject Matter Expert (SME) Reviews

Conducting an SME Review

1. When applications have been sent to you for review by HR, you will receive an email notification.



2. Hover over your name and click "My SME Review".



3. The list of job openings where you are assigned as an SME Reviewer will be displayed.

Search for exam title or exam number.

2 records found.
Page 1 of 1

Exam #	Exam Plan	Job Posting	Analyst	Applications
12-00022-AMW	Plumber	Plumber	White, Alexandria	
12-00042	Accountant-Alex W.	Accountant-Alex W.	White, Alexandria	

4. Click on the applicable job title under the Exam Plan column.

5. The applicants in the applicant pool for you to evaluate as an SME are listed.

Exam Plan **12-00042 - Accountant-Alex W.**

PersonID	Master Profile	Last Updated	Updated By	At Step	Disposition	Assigned By	Comments
5333725	View	12/12/12 9:20 AM	White, Alexandria	Training and Experience		White, Alexandria	Add
5333921	View	12/12/12 9:21 AM	White, Alexandria	Training and Experience		White, Alexandria	Add

6. Click on a PersonID link to begin the review of each applicant.

Exam Plan **12-00042 - Accountant-Alex W.**

PersonID	Master Profile	Last Updated	Updated By	At Step	Disposition	Assigned By	Comments
5333725	View	12/12/12 9:20 AM	White, Alexandria	Training and Experience		White, Alexandria	Add
5333921	View	12/12/12 9:21 AM	White, Alexandria	Training and Experience		White, Alexandria	Add

7. Each application, in sequential order, should be reviewed against the established minimum qualifications for the position (work experience, education, license, etc), as well as the established desirable criteria. In collaboration with the hiring authority, the HR liaison will send you the criteria and applicable point values to use in rating applications.

[Show Candidate Disposition](#)

Application 1 of 2 « Previous Applicant | [Next Applicant](#) »

12-00042 - Accountant-Alex W.

Contact Information -- Person ID: 5333725

Personal Information

Preferences

Preferred Salary:
Are you willing to relocate?

Types of positions you will accept:
Types of work you will accept:
Types of shifts you will accept:

Objective

8. Click on the “**Show Candidate Disposition**” link after reviewing the first application.

[Show Candidate Disposition](#)

Application 1 of 2 « Previous Applicant | [Next Applicant](#) »

12-00042 - Accountant-Alex W.

Contact Information -- Person ID: 5333725

Personal Information

Preferences

Preferred Salary:
Are you willing to relocate?

Types of positions you will accept:
Types of work you will accept:
Types of shifts you will accept:

Objective

- You will now be able to screen and rate your applicants (if applicable) by typing in the appropriate score or selecting to reject an applicant if they do not meet minimum qualifications (**Reject Reason = Always use SME Review**).

[Hide Candidate Disposition](#)

Exam Plan 12-00042 - Accountant-Alex W.

Evaluation Step T&E Review

*** Required**

Applicant:	Person ID	Raw Score	SME 1	SME 2	SME 3
	5333725		69		

Score Calculation: Average

Reject Reason: == Select ==

Comments:

- You will only have access to your specific reviewer box and you are unable to manipulate another SME's score entry. You may also enter objective and relevant comments for each applicant. **Be aware that Comments may be subject to legal perusal if an exam is challenged.**

11. Click "Save & View next App" until you have completed your SME review.

12. Upon completion, click the "Return to Candidate List" link.

[Return to Candidate List](#)

Application 1 of 4

« Previous Applicant | [Next Applicant](#) »

2014-00018 - Account Clerk II

- Click the SME Review Complete button to notify HR.

Exam Plan 2014-00018 - Account Clerk II

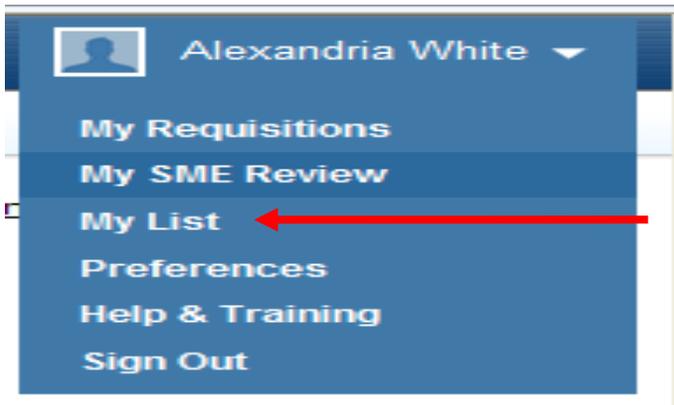
PersonID	Master Profile	Last Updated	Updated By	At Step	Disposition	Assigned
5348092	View	01/28/15 12:02 PM	Krueger, Deb	Supplemental Questionnaire	Fail - 0.00%	Krueger, D
5348093	View	01/28/15 12:02 PM	Krueger, Deb	Supplemental Questionnaire	Fail - 0.00%	Krueger, D
5347978	View	01/28/15 12:02 PM	Krueger, Deb	Supplemental Questionnaire	Fail - 0.00%	Krueger, D
5346484	View	01/28/15 12:02 PM	Krueger, Deb	Supplemental Questionnaire	Fail - 0.00%	Krueger, D

- When all SME ratings have been received by HR, you will not be able to edit scores or reject reasons.

Managing A Certification List (Referral List)

Managing “My List”

1. Hover over your name and select “My List.”



2. All of your certification lists will be displayed. A certification list contains all of the candidates who are eligible to be interviewed and hired for your position.
3. Under the “Candidate” column, click on the “View” link for the certification list you want to access. You can also print applications for all or select candidates.

12-00042	ACCOUNTANT	00052525	Finance Departm...	Income Tax	White, Alexandria	View	Print	12/12/12
----------	------------	----------	--------------------	------------	-------------------	----------------------	-----------------------	----------

Page 1 of 1

4. In accordance with the applicable certification rule, HR will note in the Comments section any candidates that you “must interview”.

Requisition #	2014-00025	Job Type	Full Time
Requisition Title	Police Support Technician I	Vacancies	2
Working Title	PST1-HMR	HR Analyst	Rende, Heather
Department	Police Department	HR Analyst Phone	
Division	Police	HR Liaison	Rende, Heather
Positions	00001111, 00001112	HR Liaison Phone	
Comments:	12/26/14 [D. Krueger]: You must interview the top 3 scoring candidates, in addition to any other candidate on the list.		

[Show List View](#)

Referred (1)		Interview Scheduled (2)		Offer Pending (0)		Hired (2)		Rejected (0)	
Name	Master Profile	Current Employee	Referral Code	Action Date	Referral Expires	Total Rank	Total Score	Phone	Notices
<input type="checkbox"/> Dickens, Donna A	View		000005	11/17/14	1/5/2015	1	0.00	P: 212-476-8340	N/A

- Candidates are listed in rank order by total exam score, which includes any veteran or seniority points. You will manage the related activities for scheduling interviews, entering job offers, sending out related emails to candidates, and preparing a hire.

Referred (1)		Interview Scheduled (2)		Offer Pending (0)		Hired (2)		Rejected (0)		
<input type="checkbox"/>	Name	Master Profile	Current Employee	Referral Code	Action Date	Referral Expires	Total Rank	Total Score	Phone	Notices
<input type="checkbox"/>	Dickens, Donna A	View		000005	11/17/14	1/5/2015	1	0.00	P: 212-476-8340	N/A

- Click on a candidate's name to view their application and contact information.
- Candidates cannot self-schedule for interviews. You can send interview invitations via email to candidates through the system. Click the checkbox for each candidate that you want to send an email notice to. From the drop down menu select "Email Notify", then "Go".

Referred (6)		Interview Scheduled (0)		Offer Pending (0)		Hired (0)		Rejected (0)	
<input type="checkbox"/>	Name	Master Profile	Current Employee	Referral Code	Action Date	Referral Expires	Total Rank	Total Score	Notices
<input checked="" type="checkbox"/>	Phillips, Mickey	View		000035	01/06/15	2/24/2015	1		
<input checked="" type="checkbox"/>	Davies, Walter	View		000035	01/06/15	2/24/2015	1		
<input type="checkbox"/>	Jensen, Diane	View		000035	01/06/15	2/24/2015	1		
<input checked="" type="checkbox"/>	Holmes, Peter	View		000035	01/06/15	2/24/2015	1		
<input type="checkbox"/>	Beckenfield, Elizabeth	View		000035	01/06/15	2/24/2015	1		
<input type="checkbox"/>	Staten, Andrea	View		000035	01/06/15	2/24/2015	1		

Email Notify

6 Records Found

- From the drop down Template menu select "Interview Notice", then click Edit.

Disposition: Rejection Reason Not Specified

Template:

Candidate	Person ID	Email	Date & Time Received
Davies, Walter	5348061	None - notice will not be sent	12/10/14 05:32 AM
Holmes, Peter	5348065	None - notice will not be sent	12/10/14 05:58 AM
Phillips, Mickey	5348049	None - notice will not be sent	12/10/14 05:02 AM

- Edit the highlighted areas to include specific interview date(s), time(s), duration, and location. Click "Generate Notices", which will give you a preview of the email to be sent. Review your email, then click "Send".

Disposition: Rejection Reason Not Specified Template:

```

<<today>>
|
<Applicant_FirstName> <Applicant_LastName>
<Applicant_Address1>
<Applicant_City>, <Applicant_State> <Applicant_ZipCode>
Dear <Applicant_FirstName>:
Thank you for applying for the <Position_Title> position at the City of Minneapolis.
We would like to extend an invitation to you to interview for this position with the hiring authority.
Department selection interviews will be held on XXXX beginning at XXX, for XXX minutes each. Interviews will be held at
XXXX.
Please contact me at <User_Phone> or <User_Email> to schedule an interview time. I look forward to hearing from you soon.
Very truly yours,
<User_FirstName> <User_LastName>
<Agency_Name>
<Position_Department>

```

Candidate	Person ID	Email	Date & Time Received
Staten, Andrea	5348064	None - notice will not be sent	12/10/14 05:51 AM

10. Click the checkbox next to a candidate that you have scheduled for an interview, then from the drop down menu select "Schedule Interview". Click "Go."

Referred

<input type="checkbox"/>	Name	Master Profile	Phone	Email Notify	Total Rank	Days Svc	Total Score	Exam Plan #	Action Date	Elig Exp Date	Notices
<input type="checkbox"/>	Jackson, Arnell D	View	P: (513) 555-5555 A: (513) 675-2655	.	2		94.50	12-00042	12/27/12	12/13/13	N/A
<input type="checkbox"/>	Willis, Charlene	View			5	1	84.67	12-00042	12/27/12	12/13/13	N/A
<input type="checkbox"/>	Rollinson, Shelia	View	P: 513-921-9668 A: 513-382-9668		5	2	84.67	12-00042	12/27/12	12/13/13	N/A

3 records found.

== Select ==

== Select ==

Schedule Interview

Make Offer

Hire

Reject

Email Notify

Mail Merge

Interview Scheduled

Phone	Email Notify	Total Rank	Days Svc	Total Score	Exam Plan #	Action Date	Elig Exp Date	Notices	Interview
-------	--------------	------------	----------	-------------	-------------	-------------	---------------	---------	-----------

No records found.

11. The interview scheduling page will be displayed. Complete the form with all the required information at a minimum. Then click "Save"

* Required

Name: Arnell Jackson D 5333722

* Date: December 27 2012

* Time: 2 pm :00

Duration: 1 hr :00

Location: Human Resources

Address 1: 805 Central Avenue

Address 2: Ste 200

City: Cincinnati

State: Ohio

Zip Code: 45202

Phone: 513-352-2499

Disposition: Scheduled

Comments: Candidate will be interviewed by Georgetta Kelly, HR director
Ask applicant to bring official transcript
Complete form for criminal background check

12. This action moves the candidate from referred status to interview scheduled status.

Referred (1)		Interview Scheduled (2)		Offer Pending (0)		Hired (2)		Rejected (0)			
<input type="checkbox"/>	Name	Master Profile	Current Employee	Referral Code	Action Date	Referral Expires	Total Rank	Total Score	Phone	Notices	Interview
<input type="checkbox"/>	Krueger, Debra A	View		000005	11/17/14	1/5/2015	1	0.00	P: (612) 673-3109	N/A	11/21/14 11:55 AM
<input type="checkbox"/>	Villarreal, Daniel NMN	View	.	000005	11/17/14	1/5/2015	1	0.00	P: 612-673-2282	N/A	11/21/14 11:55 AM

== Select ==

2 Records Found

Page: 1 of 1

13. To **Reject** candidates who cancel an interview or withdraw themselves from consideration, click on their checkbox and select “Reject” from the drop down menu, then “Go”. Select the appropriate rejection reason, add any relevant comments, then “Save”.

The screenshot shows a table with columns: Name, Master Profile, Current Employee, Referral Code, and Action Date. Two candidates are listed: Mickey Phillips and Diane Jensen. Below the table is a dropdown menu set to 'Reject' and a 'Go' button. To the right is a form for Mickey Phillips (ID: 5348049) with a 'Reason' dropdown set to 'Accepted other job' and a 'Comments' field. A red arrow points from the 'Reject' dropdown to the 'Reason' dropdown.

14. Click on the box next to the candidate’s name under interview scheduled, and from the drop down menu select “Make an Offer.” Then Click “Go.”

The screenshot shows a table with columns: Name, Master Profile, Current Employee, Referral Code, and Action Date. One candidate is listed: Diane Jensen. Below the table is a dropdown menu set to 'Make Offer' and a 'Go' button. To the right is a form for Diane Jensen (ID: 5348067) with fields for 'Offer Date', 'Offer Amount', and 'Bonus Amount'. A red arrow points from the 'Make Offer' dropdown to the 'Offer Date' field.

15. On the Offer page, enter the offer amount (hourly or salary rate), and bonus amount if the position is authorized for a Market Rate Adjustment. Click “Save”.

16. The candidate moves from “Interview Scheduled” to “Offer Pending.” Once pre-employment background checks and/or drug and alcohol testing have been completed, indicate the candidate’s response to your offer. Click on the “Pending” link under the Offer column.

Referred (4)		Interview Scheduled (0)		Offer Pending (1)		Hired (0)		Rejected (1)		
Name	Master Profile	Current Employee	Referral Code	Action Date	Referral Expires	Total Rank	Total Score	Phone	Notices	Offer
Jensen, Diane	View		000035	01/06/15	2/24/2015	1	0.00	P: (555)944-0473	N/A	Pending

17. Update the Status to accepted or declined and enter the Answer Date. Click “Save”.

The screenshot shows the offer management form for Diane Jensen (ID: 5348067). The 'Status' is set to 'Accepted' (radio button selected). The 'Offer Date' is 01/06/15, 'Offer Amount' is \$23.55, and 'Bonus Amount' is \$0.00. The 'Answer Date' is 1/7/15. The 'Comments' field contains 'Step 4, not negotiating additional vacation.' A 'Save' button is at the bottom.

18. To submit the candidate for hire, click back into the Offer Pending tab. Click the box next to the candidate's name and select "Hire" from the drop down menu.
- Note that while a delegate may be assigned to administratively create requisitions, schedule interviews, and enter job offers – **the hiring manager must be the user that submits the hire**. This constitutes the electronic signature of the hiring authority for auditing purposes.

Referred (4)		Interview Scheduled (0)		Offer Pending (1)		Hired (0)	
<input type="checkbox"/>	Name	Master Profile	Current Employee	Referral Code	Action Date	Referral Expires	
<input checked="" type="checkbox"/>	Jensen, Diane	View		000035	01/06/15	2/24/2015	

Hire

1 Record Found

19. This will take you to the Personnel Action Form (PAF). Complete all the necessary form fields. **All hire requests will have an Approval and Authorization process.**

Requisition #	2015-00034	Job Type	Full-time
Requisition Title	Supervisor Information Technology Service Desk	Vacancies	3
Working Title	Supervisor Information Technology Service Desk	HR Analyst	Waryan, Katherine
Department	INFORMATION TECHNOLOGY	HR Analyst Phone	612-673-3863
Division		HR Originator	Lajon, Janis
Positions	00008202, 00008203, 00008204	HR Originator Phone	612-673-3751

Position: == Select One ==

- == Select One ==
- 00008202 - Supv IT Service Desk-C
- 00008203 - Supv IT Service Desk-C
- 00008204 - Supv IT Service Desk-C

Information from the requisition will default into the header, including the available position number(s).

A position number must be selected for each candidate being submitted for hire.

20.

Name: Rebekah
 Status: Hired
 Offer Date: 06/02/15
 Offer Amount: \$ 67,212.00
 Bonus Amount: \$
 Answer Date: 06/02/15
 Filled On Date: 06/02/15
 Start Date: 06/08/15
 Orientation Date: 06/02/15
 Keep Active on Eligible List: No
 Comments: Salary authorization form attached for approval at step 4. Vacation acceleration form attached for approval for 21 days.
 Action/Action Reason: Hire, New Hire - Regular
 Salary Step: 4
 Earnings Distribution % - 1: 100
 Earnings Distribution % - 2:
 Combo Code - 1: 064008200100--
 Combo Code - 2:
 Probationary Date: 6/8/2016
 Expected End Date:
 No Approvals
 Approval 1: HRIS Rep
 Krueger, Deb
 Paulsen, Mark
 Save Save and Release

Position Code	Position Title	Position Hire	Hire Date
00008202	Supv IT Service Desk-C		04/15/15

Offer Amount: Enter the hourly or annual salary associated with step offered.

Bonus Amount: Enter the annual Market Rate Adjustment being offered, where applicable.

Start Date: Change this date to the actual start date.

Comments: These comments are displayed to approvers and authorizers of this hire. Enter comments regarding salary and accelerated vacation (where applicable).

Action/Action Reason Code: Select the most appropriate code for this hire.

Salary Step: The step in the salary range offered.

Expected End Date: Only used for Urban Scholar hires.

Earnings Distribution % 1 and 2: Percent of pay coming from associated combo code. For positions requiring more than two, the additional information will be added after the hire is completed in HRIS. This is a numeric field only, do not enter a % sign (i.e., enter 100).

Combo Code: The payroll funding string(s). Up to two are available. For positions requiring more than two the additional information will be added after the hire is completed in HRIS. **The dashes are often required.**

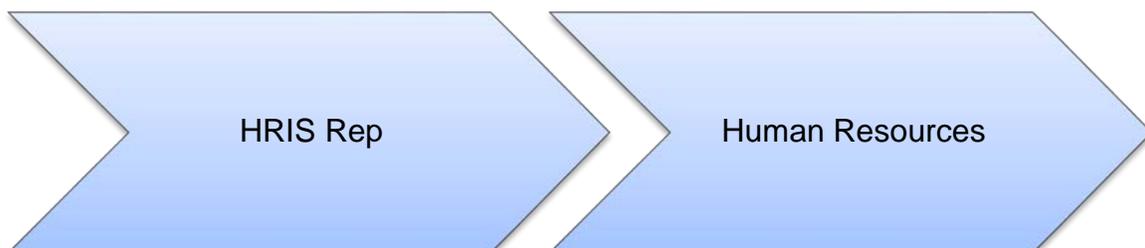
Probationary Period: Enter the end date where applicable. This is determined by Commission Rules or union rules for the type of hire being submitted.

Supervisor ID: Only used for Urban Scholars hires. This is the employee ID of the person supervising them.

Approval 1: For Approval 1, select HRIS Rep. The name of your HRIS Rep(s) will populate. Click on the HRIS Rep name and Click "Save and Release".

20. For Approval 1, select HRIS Rep. The name of your HRIS Rep(s) will populate. Click on the HRIS Rep name and Click "Save and Release".

Please note: Once you click the "Save and Release button the new hire will begin the approval process. For hires, the approval process will be as follows.



The role of the HRIS Rep as an Approver is to verify new hire information, such as probationary dates, combo codes, and other information that is usually verified on the New Hire or Employee Job Change form.

21. The candidate will now move from “Offer Pending” status to “Hired” status.

Referred (4)		Interview Scheduled (0)		Offer Pending (0)		Hired (1)		Rejected (1)	
<input type="checkbox"/>	Name	Master Profile	Current Employee	Referral Code	Action Date	Referral Expires	Total Rank	Total Score	
<input type="checkbox"/>	Jensen, Diane	View		000035	01/06/15	2/24/2015	1	0.00	

21. After you click either “Save” or “Save and Release”, click back into the “Hired’ category and click the “Details” link (last column).

Referred (0)		Interview Scheduled (0)		Offer Pending (0)		Hired (1)		Rejected (0)			
<input type="checkbox"/>	Name	Master Profile	Current Employee	Referral Code	Action Date	Referral Expires	Total Rank	Total Score	Phone	Notices	Hire
<input type="checkbox"/>	Black, Little Boy Blue T	View	*	000133	03/31/15	5/19/2015	1	0.00		N/A	Details

22. **Update all hiring-related documents, including:** signed job offer letter, approved Salary Authorization forms, and approved Acceleration Vacation forms.

22. The HRIS Rep you selected will be sent an email notification to the selected HRIS Rep, who will verify hire information and approve the hire.

23. Once the HRIS Rep has approved the hire, HR will be receive an email notification that a recruitment is ready to be authorized. HR will verify all requisition, applicant and hire form information.

Wrap Up

Candidate Email Notices – Not Selected

It is highly encouraged that you send a “Not Selected For Hire” email notice to candidates that you interviewed but chose not to hire. You can do this from within your certification list.

Hire Approvals:

1. The HRIS Rep will verify that new hire information is accurate. When the hire is approved by the HRIS Rep, the hire is sent to HR for approval and authorization.
2. HR will ensure that all new information is entered and accurate, then release the hire for integration into HRIS.
3. **Salary Authorization:** Hiring Managers will continue to complete the salary authorization form when offering a candidate a salary above Step 1 for approval by their department head and/or the Chief Human Resource Officer (if above step 3). This fully completed and signed form is to be sent to your HR liaison for inclusion in the hire process.
4. **Accelerated Vacation:** Hiring Managers will continue to complete the accelerated vacation authorization form when offering a candidate a higher vacation accrual rate, per applicable collective bargaining agreements. The vacation form is approved by your department’s HR Generalist. The fully completed and signed form is to be sent to your HR liaison for inclusion in the hire process.

HRIS and Paperwork:

1. **HRIS:** At 9:00 p.m. nightly, authorized hires are sent from Team Minneapolis automatically into HRIS. There is no manual data entry required. This will facilitate the generation an employee ID so that an IMAC can be completed in a timely fashion for phone and computer access for the new hire.
2. **Paperwork:** The Personnel Action Hire Form (PAF) in Team Minneapolis will replace the New Hire Form and Employee Job Change Form for all hires, promotions, demotions, transfers, etc., being processed through Team Minneapolis.
 - a. **Health Insurance Marketplace Notice:** ALL new hires must be given this notice by their first day of employment.