City of Round Rock

Hiring Procedure Refresher Training

HUMAN RESOURCES

Hiring Procedure Review

MCKENZIE HARDING

Hiring Procedure

STEP 1: SUBMITTING A REQUISITION

Prior to submitting a requisition, the department will ensure the job description is updated and accurately reflects the duties and minimum qualifications required for the position being filled.

Department will submit the requisition using NEOGOV – Applicant Tracking System.

- Approvals must include the Department Director & an HR Representative (for Final Approval)
- HR will begin working on the job posting once all approvals have been completed

Hiring Procedure (Cont.)

HR representative will send a draft of the posting to the department for their review *(typically within three (3) business days).*

After reviewed, Edits/Additions will be made if necessary or the position will be posted.

◦ **External** postings will be posted for a minimum of 14 days – if requested, HR will post the position for additional days

◦ **Internal** postings are reserved for limited circumstance and not available for all positions. Departments should contact the HR representative for review. Posted for a minimum of 7 days & an email notification to the department will be required

◦ **Continuous** postings will only be posted with HR approval

If Recruitment Materials have not been submitted previously for the position or have changed since the last recruitment for the position, they must be sent to the HR representative for review.

Hiring Procedure (Cont.)

STEP 3: SCREENING & INTERVIEWS

Applicants will be screened for minimum qualifications automatically by NEOGOV, based on the Supplemental Questions and referred to the department **once the posting closes**. Applicants for continuous postings will be referred on a weekly basis, after the standard 14 day minimum.

Hiring Managers will receive notification when applicants are referred over – it is the Hiring Managers responsibility to screen the applicants further & select applicants for interviews.
- Departments may request HR screen the applicants for a list of Top Candidates

Hiring managers will screen applications to verify the applicant has no relatives that currently work in their department

Applicants that do not meet minimum qualifications will not be forwarded to the department.

Prior to interviews, hiring managers will send interview questions, assessments, and panel composition to the HR representative for review.

Interview Requirements:

Minimum of 3 applicants must be interviewed. If less than 3 applicants meet the minimum qualifications, the position may be reposted.

Interview Panels:

Must consist of 3 people, including the hiring manager & two additional employees, one of which should be from another department. A designee from HR can serve as a member of the panel and will be available if requested.

Hiring managers are responsible for conducting reference checks & keeping contact log with notes.

Interview notes will be retained and sent to HR at the end of the recruitment.

Hiring Procedure (Cont.)

STEP 4: SELECTING A TOP CANDIDATE

Once interviews have been completed, the Hiring Manager will choose the top candidate & submit the Top Candidate Form to HR.

HR will approve & provide the Hiring Manager with a salary range within 3 business days – **NO job offers can be made prior to receiving approval from HR.**

STEP 5: CONDITIONAL JOB OFFER

Hiring manager will call the top candidate & verbally make the conditional job offer – include details about the **next steps in the hiring process** & inform them that a Conditional Job Offer Letter will be emailed to them.

Hiring Manager will email Conditional Job Offer Letter to the top candidate
- Attach List of Acceptable I9 Documents
- Within 5 business days the top candidate will report to HR to provide I9 documents & pick up Drug Screen Form
- Within 5 business days the top candidate will report to RockCare for drug screen testing

Applicants who do not complete this process within five (5) business days will be withdrawn from the hiring process.

Hiring Procedure (Cont.)

STEP 6: SUBMIT NEOGOV PA

Department must submit a Hire PA in NEOGOV **immediately** after the candidate accepts the conditional job offer to initiate the New Hire Paperwork process.

HR must receive the Hire PA at least two (2) weeks prior to the desired start date.

Hiring Manager will upload interview notes when submitting the Hire PA in NEOGOV.

HR sends onboarding link to top candidate.

Top candidate will have 24 hours to activate the link & five (5) business days to complete the New Hire Paperwork.

Applicants who have not completed the process within the timeframe will have their start date changed to the following NEO date.

STEP 7: NEW EMPLOYEE ORIENTATION

HR will submit background check once paperwork has been completed. HR will monitor the completion & results of the drug screen, background check, and New Hire Paperwork.

HR will notify the department once everything is completed & provide a date for orientation.

Hiring manager will provide IT with the necessary information for computer, email and phone set up two (2) weeks prior to the new employees start date.

HR will send an email to new employees the Wednesday prior to New Employee Orientation with details.

Hiring Procedure (Cont.)

HIRING PROCESS CLOSE OUT

Hiring Manager will call interviewed candidates not selected and notify them they will not be moving forward.

Hiring Manager will send Not Best Candidate emails to all other applicants through NEOGOV.

Hiring Manager will notify HR representative once this is complete, so HR representative can close the requisition.

NEOGOV Steps

MCKENZIE HARDING

NEOGOV

Username

Password

All fields are required

Log In

Login using Azure

Forgot username?
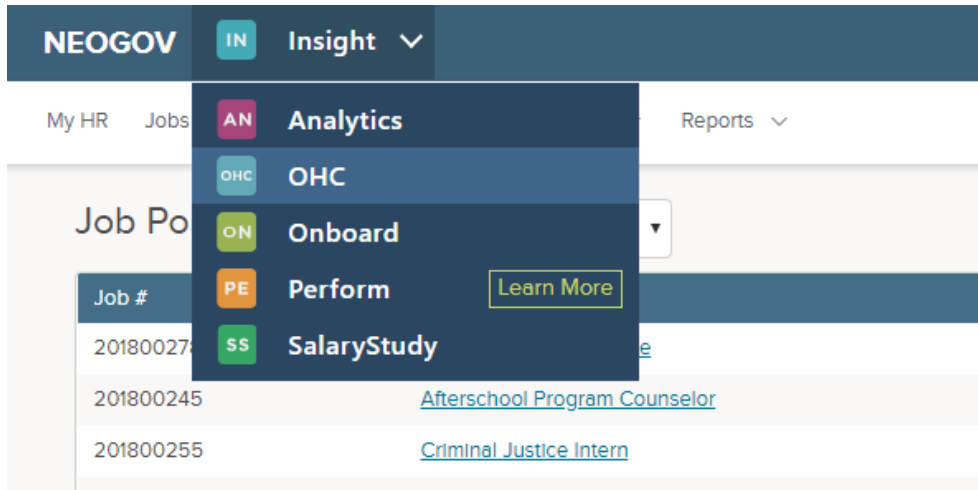
Forgot your password?

NEOGOV Launches eForms

Let's make workflows easier and put an end to chasing down forms.

- Create & store forms

- Customize workflows

- Employee self-service
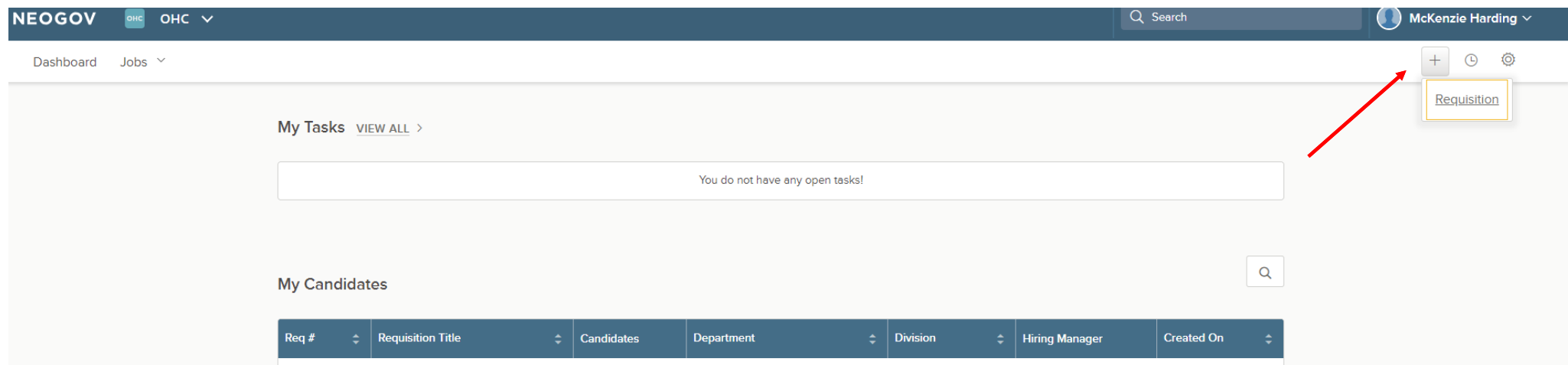
- Report on processes

- Go digital

LEARN MORE

SUBMITTING A REQUISITION

- Hover over Insight drop down
- Click on OHC
- OHC page will show
- Hover over the + symbol on the right side of the screen, under your name
- Click on Requisition

Create Requisition

Cancel · Save & Close · **Save & Continue to Next Step**

1. CREATE → 2. APPROVALS → 3. ATTACHMENTS

Requisition Details

* required fields are marked with asterisk

Requisition #

[Assigned when requisition is saved]

Department/Division *

Find a department/division

Job Description * ⓘ

Find a class spec

Working Title

Desired Start Date

MM/DD/YYYY

Hiring Manager *

Find a hiring manager

Job Type

List Type

Position ⓘ

Find a position

Number of Vacancies

0

Position Details

New Position?

○ Yes   ● No

Create Requisition

Cancel | Save & Close | **Save & Continue to Next Step**

| 1. CREATE ✓ | 2. APPROVALS ✓ | 3. ATTACHMENTS ✓ |

Approval Workflow

* required fields are marked with asterisk

ⓘ Add Approval Group

o You must add at least 2 Approval Groups
  ➤ Department Director
  ➤ HR – Final Approval

DO NOT ENTER A DUE DATE

Create Requisition

Cancel | Save & Close | **Save & Continue to Next Step**

| 1. CREATE ✓ | 2. APPROVALS ✓ | 3. ATTACHMENTS ✓ |

Approval Workflow

* required fields are marked with asterisk

Approval Group *

Select an approval group

Approval group is required. Only groups selected from dropdown are valid.

Due Date

MM/DD/YYYY

Approvers *

Search Approvers

Add Approval Step | Cancel

Create Requisition

1. CREATE ✓   2. APPROVALS ✓   3. ATTACHMENTS ✓

Add Attachments

Drag and drop your file here, or
browse

Supported file types are .doc, .docx, .pdf, .ppt, .pptx, .wp, .wpd, .xls, .xlsx

THE ATTACHMENTS FEATURE IS NOT BEING USED AT THIS TIME

APPROVING REQUISITIONS

o The requisition will post on the approvers OHC dashboard under My Tasks, an email will be sent alerting them of the approval request.
o The approver will double click the requisition.

Requisition Approval
Human Resources Summer Internship (201700130)

Cancel   Edit

✓ Approve | ✕ Deny | ❚❚ Hold

Submit

Comment (Optional)

Add a comment...

Requisition Details

Requisition Number	**Department**
201700130	Human Resources
Title	**Division**
Human Resources Summer Internship	N/A
Class Title	**Vacancies**
HR Internship	2
Job Type	**List Type**
Temporary	Regular
Owner	**Status**
MELISSA KING	In Progress
Hiring Manager	**Desired Start Date**
CHRISTOPHER LANE	06/01/2017
Comments	
N/A	

Approval Timeline

1 Pending

Human Resources Final Approval

REVIEWING APPLICANTS

Q Search

Dashboard   Jobs ∨

My Tasks VIEW ALL ›

2 Total	1 Hire Approval	1 Requisition Approval

Type	Related To	Date Assigned	Due Date	Department	Division
Approval	Hire Concessions Shift Manager - PT (2018(	12/18/2019		Sports Management & Tourism	
Approval	Req IT Manager - Infrastructure (201800421	01/02/2020	⚠12/30/2019	Information Technology	

Showing 1 - 2 of 2 Items ← →

My Candidates

Req #	Requisition Title	Candidates	Department	Division	Hiring Manager	Created On
201800333	Police Officer	66	Police Patrol		Andy McKinney	05/28/2019
201800334	Police Cadet	339	Police Training Division		Andy McKinney	05/28/2019
201800358	Victims Services Advocate	119	Police Support Services		Ivonne Duran	07/30/2019
201800359	Animal Control Officer	119	Police Training Division		Ivonne Duran	08/05/2019

Dashboard   Jobs ⌄

Requisition Detail
Temporary Utility Service Worker (201500071) `Open`

Requisition Information   Approvals   Hire Workflow   **Candidates**   History
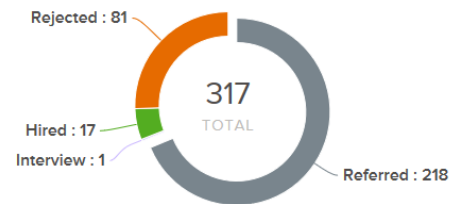
Requisition Information

Requisition Number	**Division**	**Department**
201500071	N/A	Utilities
Working Title	**Job Type**	**Class Title**
Temporary Utility Service Worker	Temporary	Utility Services Worker
Vacancies	**Desired Start Date**	**List Type**
4	06/22/2015	Regular
Owner	**Hiring Manager**	**HR Analyst**
MELISSA KING	Allison Adams, MELISSA KING, RICHARD MEDRANO, CHRISTOPHER SPENCER, FRANCISCO VICENT	MELISSA KING

Comments
N/A

Authorization Comments
N/A

Attachments

There are no available attachments.

Temporary Utility Service Worker (201500071) `Open`

Requisition Information   Approvals   Hire Workflow   **Candidates**   History

Candidates

Rejected : 81

317
TOTAL

Hired : 17

Interview : 1

Referred : 218

| Referred ▾ | 🏃 Actions ▾ | | | | | | | | More | 🔍 |

| | | 10 records are selected. | | | | | | Clear selection | Select all 218 records | |

Reject										
Move to Interview										
Move to Phone Interview										
Move to Offered										
Move to Hire										
Send Notices										
Print Apps										

✓	Total Rank			Master Profile	Phone	Current Employee	Exam #	Action Date	Email Notify	Notices	Status
✓			...er, Regginald	👤	(512) 560-7883	No	201500071	02/22/2016	Yes	--	Referred Active
✓			...ourtny	👤	(512)-788-8556	No	201500071	02/22/2016	Yes	--	Referred Active
✓	85	30.00	Davis, Darrell	👤	512-587-8424	No	201500071	02/22/2016	Yes	--	Referred Active
✓	85	30.00	ETHUN, LAWRENCE	👤	(512) 247-1880	No	201500071	02/22/2016	Yes	--	Referred Active
✓	51	40.00	Holguin, Alan	👤	512-348-0785	No	201500071	02/22/2016	Yes	--	Referred Active
✓	168	20.00	Keith, Preston	👤	512-743-0212	No	201500071	02/22/2016	Yes	--	Referred Active
✓	168	20.00	Knapp, Rebekah	👤	512-971-9914	No	201500071	02/22/2016	Yes	--	Referred Active
✓	221	10.00	MAGNO-NAOE, CIPRENIO	👤	254-368-7858	No	201500071	02/22/2016	Yes	--	Referred Active

SUBMITTING A HIRE PA

Q Search

Dashboard   Jobs ⌄

Requisition Detail
Temporary Utility Service Worker (201500071)   Open

Requisition Information   Approvals   Hire Workflow   **Candidates**   History

Candidates

Rejected : 81

318
TOTAL

Hired : 17
Interview : 1
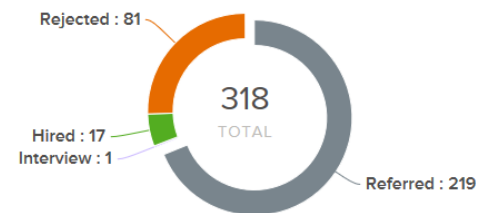
Referred : 219

Referred ▼	🏃 Actions ▼							
1 records are selected.	Reject							Clear selec
	Move to Interview							
☐	Move to Phone Interview	Q king ✕	Q MasterProfi	Q Phone	Q CurrentEmp	Q Exam #	Q ActionDate	Q EmailNotify
	Move to Offered							
☐ 168	Move to Hire	King, Tory	👤	760-644-8138	No	201500071	07/31/2017	Yes
☑ 221	Send Notices	King, Melissa	👤	(254) 251-5053	Yes	201500071	09/28/2017	Yes
	Print Apps							

⟨⟨ ⟨ **1** ⟩ ⟩⟩   Items per page 10 ⌄

Hire Form

Cancel   Save & Close   **Save & Continue to next Step**

1. HIRE INFORMATION	2. APPROVALS	3. ATTACHMENTS

* required fields are marked with asterisk

Position *

- Make a selection -   Preview

Position is required

Offer Date *

MM/DD/YYYY

Offer Date is required

Date Offer Accepted *

MM/DD/YYYY

Date Offer Accepted is required

Offer Amount

$

Bonus Amount

$

Start Date *

MM/DD/YYYY

Orientation Date

MM/DD/YYYY

Filled Date

MM/DD/YYYY

Pay Rate *

$

Appointment *

☐ New Hire
☐ Re-hire
☐ Full - time
☐ Part - time
☐ Temporary
☐ Seasonal
☐ Promotion

Reports to *

Hours/Wk *

Replacing Employee *

Active On Eligible List? ⊗

Comment

In the comments section include:
- Position number
- Reports to (Supervisor Name)
- Account number being paid from
- Any other information HR might need

Hire Form

Save & Close   Save & Continue to next Step

1. HIRE INFORMATION ✓   2. APPROVALS   3. ATTACHMENTS

Approval Workflow

1   Utility Managers   Approvers
CHRISTOPHER SPENCER , + 1 more   Status   Comments   ✏️ 🗑️

Approval Group

Human Resources Final Approval ⊗   ⌃⌄

Approvers *

MELISSA KING ⊗   ALLEN HENDERSON ⊗   Search Approvers   🔍

Add Approval Step   Cancel

Upload all Interview questions (not applications), Interview notes, and testing information.

SENDING REJECTION NOTICES
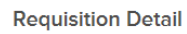
Dashboard   Jobs ⌄

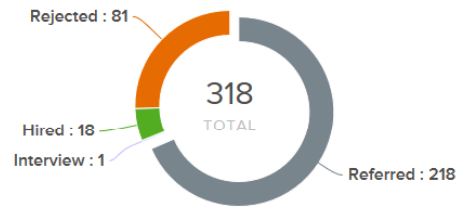**Requisition Detail**
Temporary Utility Service Worker (201500071) `Open`

Requisition Information   Approvals   Hire Workflow   **Candidates**   History

Candidates

Rejected : 81

318
TOTAL

Hired : 18
Interview : 1

Referred : 218

👁 Referred ▾   🏃 **Actions** ▾

| Reject |
| Move to Interview |
| Move to Phone Interview |
| Move to Offered |
| Move to Hire |
| **Send Notices** |
| Print Apps |

10 records are selected.   Clear selection

✓	Total	Rank		Master Profile	Phone	Current Employee	Exam #	Action Date	Email Notify	Notices
✓			er, Regginald	👤	(512) 560-7883	No	201500071	02/22/2016	Yes	--
✓			urtny	👤	(512)-788-8556	No	201500071	02/22/2016	Yes	--
✓	85	30.00	Davis, Darrell	👤	512-587-8424	No	201500071	02/22/2016	Yes	--
✓	85	30.00	ETHUN, LAWRENCE	👤	(512) 247-1880	No	201500071	02/22/2016	Yes	--

Send Notice

Cancel | **Send**

Notice Details

* required fields are marked with asterisk

Notice Template *

n   🔍

Interview: Not Best Candidate

No Show for Interview

PHS Under Review

Position has been filled

Rejected: Not Best Candidate

Scheduled for Phone Interview

Seasonal Applicant Selected (NEO Documents)

Send Notice

_____

Notice Details

* required fields are marked with asterisk

Notice Template *

Rejected: Not Best Candidate ⊗

Remove Notice Template Rejected: Not Best Candidate

Notice Preview

| Template | Sample Candidate |

<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. After careful review, we regret to inform you that your application is no longer under consideration.

We appreciate your interest in employment with the City of Round Rock and encourage you to apply for other open or future positions.

Again, thank you for your time, and good luck in your professional endeavors.

Hiring Process Close Out

Send notices once Top Candidate has started employment

Send email notices to applicants not selected to interview

Make personal contact with interviewed and not selected

Once notices have been sent, notify HR Representative that the requisition can now be closed