

Entering a classified-exempt PSA in Neogov

THIS PROCESS IS EFFECTIVE 8/1/2025

Due to legislative changes you are no longer required to complete a traditional internal job posting to run a PSA. If you wish to post your open classified-exempt position to the public you can complete these steps to open on the State Jobs site - this automatically gains you free access to Indeed and other prominent job boards.

The steps below will be within the **INSIGHT** side of NEOGOV.

From the main page (dashboard) go to the **Jobs** dropdown at the top and select **Postings**.

When the **Job Postings** page appears, **click the plus sign (+)** under your name at the top right of the page. This will take you to the "Add Job Posting" page.

Instructions for each field of the Job Posting Form. Items in **bold** are required fields. Required fields are marked with an asterisk (*) in NEOGOV. However, some fields not marked are still required as indicated in **bold**.

1. Uncheck the **Accept Online Applications** box. **Never uncheck Draft!!** The job posting will remain in draft status until the Division of Personnel (DOP) Staffing & Recruitment (S&R) section provides their final approval. Leave **Show Closing Date/Time** checked.
2. **Exam Plan** – This will always be **Create New**.
3. **Department** – Begin typing to auto populate or search by clicking the magnifying glass to the right.
4. **Division** – Not required.
5. **Class Spec** – You must enter the correct class spec for the job title. If you enter it incorrectly, you must correct it prior to releasing it for approval. Once the approvals are started, no edits can be made.
6. **Job Title** – Auto populates based on what is entered in the Class Spec field.
7. **Job Number** – This is the posting number (you can use whatever number you like, typically it is an abbreviation of the department, fiscal year, and random number - Example: DOP250034).
8. **Job Type** – Select the appropriate job type from the dropdown menu.
9. **Job List** – **Leave this as Default Job Listing** - DO NOT CHANGE.
10. **Exam Type** – You will need to select one of two options:
 - a. ****PSA** CLASSIFIED-EXEMPT WITH ONLINE APPS** - With this option you are opting to have DOP collect online applications for your posting, allowing for online application tracking in the Neogov system. All applications will be provided to you in an easy to access online list when the posting closes - you will be able to access applications prior to the posting closing if needed.
 - b. ****PSA** CLASSIFIED-EXEMPT *NO ONLINE APPS*** - With this option you will provide instructions to applicants in the posting on who they will need to email their application to for your department to review.
11. **Advertise From** – This determines what dates the posting will appear on the job opportunities page. All PSAs must go through the approval levels and then be opened by S&R prior to being posted on the job opportunities page. To accomplish this, your posting

must be submitted to S&R for approval one full business day prior to when the agency wants it to appear on the website.

12. **Advertise To** – Defaults to 11:59 pm on the closing day. The posting will no longer appear on the job opportunities page once this time passes and has closed for internal application.
There is no minimum time period a classified-exempt PSA must be open for, please select a period of time that fits your recruitment needs.
13. Enable Maximum Number of Applicants – Do not check this box.
14. **Category** – Select the appropriate category for the job posting.
15. **Location on Job Posting Display** – Enter the county in which the position will be located.
This field will only let you select one (1) county. If the posting is for multiple counties, be sure to include them in the job description under Nature of Work on the job posting form.
16. EEO/Census Data Template - Not required.
17. **Application Template** – Leave at **Default**.
18. **Reapply Period (Days)** – This number must be equal to the number of days the posting is open in order to post correctly.
19. **Assigned to** –Enter the name of the person entering the job posting.
20. **Nature of Work – Do not populate this field.** The agency's job description is entered here and this must be the specific duties of the position. You have the ability to complete this section as you see fit. S&R staff will complete a review for grammar and spelling, but if you are struggling with completing this section please contact us at 304-414-1852 for assistance.
21. Examples of Work – This section is optional and you can add whatever information you wish to add.
22. **Minimum Qualifications** -- Minimum qualifications are at the discretion of the agency, please make sure that the qualifications for the position reflect the skills needed to complete the job and are written in clear and easy to read language.
23. **Other Information** – You have the option to populate from the class specification, but this is where you should put information about pay, special requirements, and instructions on how to apply for the position if you are having applicants apply directly to the department.
24. OHF Only - Skip.
25. **Location of Vacancy** - This is the county where the vacancy is housed or the applicant shall report to once selected. If your vacancy is for multiple counties, please select the appropriate counties. Do not list counties that you want a register from or where the position may travel to if applicable.
26. **Education Level** - Select the best fit for your posting.
27. **Experience Level** - Select the best fit for your posting.

IF YOU WANT TO LIST PAY ON YOUR PSA PLEASE FOLLOW THESE NEXT STEPS - IF YOU DO NOT WISH TO LIST THE PAY SKIP TO STEP 35

28. **Auto-Update** – uncheck this box..
29. **Minimum Salary** – Enter the minimum/entry rate for this position.
30. **Maximum Salary** – Enter the maximum pay rate for this position.
31. **Per** – select the format you are displaying the pay on the site (yearly, monthly, hourly, etc.)
32. **Based on** – dropdown box auto populates based on *hours per year
33. **Show Salary Breakdown** – defaults to check Monthly and Annually, can be changed to your desired format.

34. ADVANCE TO STEP 43

COMPLETE THESE STEPS IF YOU DO NOT WANT TO LIST THE PAY

35. **Auto-Update** – uncheck this box..
36. **Minimum Salary** – Enter 0.
37. **Maximum Salary** – Leave blank
38. **Per** – select year.
39. **Based on** – dropdown box auto populates based on *hours per year
40. **Show Salary Breakdown** – defaults to check Monthly and Annually, leave as is.
41. **Alternative Salary Text** - select ON
42. **Alternative Salary Text** - select the option you want listed on your posting.

FINISH DRAFT

43. **Internal notes** – optional.
44. Supplemental Questions – **Always OFF. This is for the Division of Personnel use only.**
45. Click **SAVE and CLOSE**.

The DOP address that appears at the bottom of the printed copy of the job posting should be covered/removed prior to distributing.

You have completed the job posting form. Once submitted, changes cannot be made. If changes are necessary, please contact the Staffing & Recruitment section at 304-414-1852 immediately.

A requisition must be entered into the OHC side of NEOGOV to begin the approval process for this job posting.

Creating a Requisition

The completion of the requisition form is **required** to begin the review process for your PSA.

Navigate to the Online Hiring Center (OHC) side of Neogov and from the main page (dashboard) hover over or click the plus sign (+) under your name in the top right corner and click on Requisition.

Instructions for each field of the requisition form. Items in **bold** are **required** fields. Required fields are marked with an asterisk in NEOGOV.

1. **Always fill in the first Requisition# box!** (This field is not marked with an asterisk). **Use the Job Vacancy Posting Number for the Requisition #** (the numbers should be exactly the same).
2. **Use the search option to locate your Department/Division from the box.** There may be only one department to select. Large agencies may have facilities, district offices, etc. to select.
3. **For the Class Spec, you may type the job classification number or job title or use the search option. Be sure to select the correct title.** (Once the requisition has been created and saved, the title (job spec) cannot be changed.)

4. Working Title IS **OPTIONAL**.
5. Desired start date (not required).
6. **The Hiring Manager is the person who will be managing the applicants. Use the search option to locate the name of the person(s) who will manage the applicants.**
7. Job Type (permanent full-time, permanent part-time, etc.). (not required)
8. List type is “Regular”.
9. **Enter the number OF vacancies.**
10. EEO/Census Data Template is a new field that has been recently added. It is not required.
11. **Position Number(s) is required.**
12. Section is not required.
13. Unit is not required.
14. Full-Time Equivalent is not required.
15. **Posting/Requisition Number is required.** Be sure this number matches exactly what is on your job posting.
16. **Enter the county or counties in which the vacancy is located.** DO NOT PUT “STATEWIDE” UNLESS POSTING IS APPROVED FOR ALL COUNTIES. Please include in your job description, Nature of Work on the job posting form.
17. Shift is not required.
18. Position Area of Employment, if designated.
19. **Requestor’s Phone** is for the requester of the list to put their contact number.
20. **The Requestor’s Name** should be the person who can answer questions about the posting and requisition.
21. **Primary Interviewer** or Applicant Contact Person’s name.
22. **Primary Interviewer’s** or Applicant Contact Person’s phone number.
23. Name of hiring/interviewing manager who needs access to online eligibles list and application.
24. Hiring/Interviewer manager’s official agency email address
25. Special Hiring Rate % – See Comp Plan.

26. Special Hiring Rate Salary – See Comp Plan.
27. Starting Salary – Not required.
28. Is this position filled with a Provisional status employee is not required.
29. If yes, Name of Provisional is not required.
30. **Status** should be marked **Classified-Exempt**.
31. (DOP Class & Comp) Approval Date – **for Division of Personnel use only**.
32. (DOP Class & Comp) Close Date – **for Division of Personnel use only**.

33. Is this a Supervisory/Managerial Position? SKIP.

34. Position Details – New Position? Is not required.

Save & Continue to Next Step to continue. If you need to stop and come back later, click Save & Close. This will put the requisition into Draft status.

35. The second page is the Approval Workflow. This page is where the agency and/or department and the DOP's Staffing & Recruitment approvers will be added.

Select Add Approval Group.

On the next page, choose your first level Approval Group which will be your agency or department depending upon your agency's internal setup. Also, select the agency or department approver. After you have entered all of your agency/department Approval Groups and Approvers you **MUST add PSA Approver as the final approval group and select PSA Approver as the approver and not an individual.** You will click Add Approval Step for each Approver Group you enter. Once you have entered all approvers you will select **Save & Continue to Next Step**.

If you are not sure about your approval levels or whom the approvers are you will need to contact Staffing & Recruitment. If the level approvers are not set up in the correct order this will cause delays. Once the requisition reaches each level for approval, the assigned approvers will receive an email notification stating action is needed.

If you are an approver, when you receive an email notification the requisition to be approved is located in **OHC** under **My Tasks** and will appear as **In Progress**. Select the requisition to Approve, Deny, or Hold. Be sure to review the posting form and requisition form for errors before approving. If everything is correct, **Save & Continue to Next Step**.

36. The **Attachment Tab** is optional.

Hit **Save & Submit**. This will enter the requisition into the approval workflow.

The requisition will show as **In Progress** as it goes through all the approval steps. Staffing & Recruitment will take the job posting form out of **Draft** which will post the vacancy on the internal posting page. The status of the requisition will then change from **In Progress** to **Approved** and at this time your posting will be ready to open.