<u>Entering a SME PSA in Neogov</u>

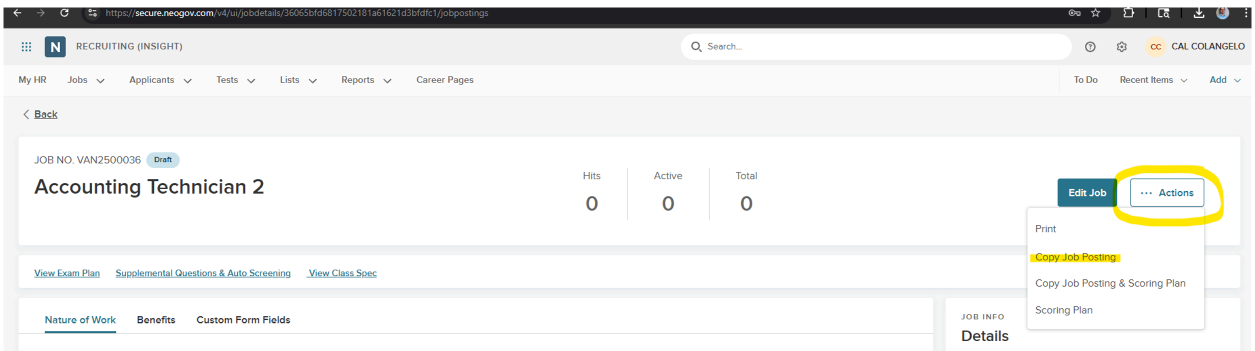
<u>*THIS PROCESS IS EFFECTIVE 8/1/2025*</u>

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, search for your approved internal posting - prior to completing a PSA for your classified position you must obtain an approved internal job posting which can be completed using the instructions in the Neogov reference guide. After locating your internal job posting:

1. Open the job posting and select the "Actions" button, and select "Copy Job Posting."



You will only need to update the following fields:

2. ***<u>DRAFT - ENSURE THAT THE DRAFT BOX IS CHECKED OR THE REQUEST WILL NOT MAKE IT TO DOP.</u>***
3. Job Number - add "PSA" to the end of the job number.
4. ***EXAM TYPE*** - You will change the Exam Type to **<u>"SME **PSA**"</u>** ***This is the most important step and ensures that your PSA is properly assigned***.
5. **Advertise From** - Select the date that you want the PSA to open (please allow for at least one business day for the PSA to be reviewed).
6. **Advertise To** - This is the closing date of the PSA and must be at least a minimum of fifteen (15) days per statute.
7. **You can now Save & Close your submission.**

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

IF YOU ARE HAVING ACCESS ISSUES, PLEASE CONTACT OF THE FOLLOWING:

Tracy Dennis - tracy.l.dennis@wv.gov

Cal Colangelo - cal.colangelo@wv.gov

<u>Creating a Requisition</u>

The completion of the requisition form is **<u>required</u>** 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 <u>Requisition</u>.

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 <u>Job Vacancy Posting Number</u> for the <u>Requisition #</u>** (the numbers should be exactly the same).

2. **Use the search option to locate your <u>Department/Division</u> 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) <u>cannot be changed</u>.

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**.

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.