

Login to <https://login.neogov.com>

Create a Requisition – OHC User

Recruitments often begin with a request to fill the position. In the NEOGOV system, the Requisition is the electronic request that have approvers prior to beginning the recruitment.

The screenshot displays the NEOGOV user interface. At the top, a dark blue navigation bar contains the NEOGOV logo, a 'Dashboard' link, a search bar for employees or positions, a 'Give Feedback' button, and a user profile for Jason Balangué. On the left, a sidebar menu includes 'Dashboard', 'Tasks', and 'Recruiting'. The main content area is titled 'Dashboard' and features a 'My Tasks' widget with a 'View All Tasks (0)' link and a message stating 'You have zero tasks to do! Check back later for any new tasks.' To the right, a 'Quick Actions' widget contains a prominent green button labeled 'Create a Requisition'.

Complete the fields, those marked with the red asterisk (*) are required.

- **Requisition #** – this # will be automatically assigned by the system
- (*) **Department/Division** – From the list, select the name of the Department/Division for which the Requisition is being created; note that the system will update with Hiring Manager names with matching department/division permission access.
- (*) **Class Spec** – From the list, select the class spec (job description) that you would like to use for this requisition. Once the requisition is released, this cannot be changed.
- **Working Title** – Use the same title as shown in the Class Spec box plus add the specific program to differentiate each department. For example: Recreation Assistant – Gymnastics
- **Desired Start Date** – Use to specify the ‘estimated’ start date
- (*) **Hiring Managers** – Select the magnifying glass to view the list of names of hiring managers that are available. Select the checkbox of the **Hiring Manager** (person responsible for completing the hire who will receive a list of candidates from which to select) and select ‘Done’. *Note* – more than one hiring manager may be **Assigned**. All individuals **Assigned** will simultaneously receive the list of candidates from which to select and hire.
- **Job Type** – Select Full-Time, Part-Time or Regular Part-Time
- **List Type** – Select Regular
- **Position** – Select the Position Type that corresponds to the Class Spec
- **Vacancies** – Enter the # of vacancies to be filled

Create Requisition

Cancel Save & Close Save & Continue to Next Step

1. CREATE

2. APPROVALS

3. ATTACHMENTS

Requisition Details

Requisition #

[Assigned when requisition is saved]

Department/Division *

Find a department/division

Class Spec * ⓘ

Find a class spec

Working Title

Desired Start Date

Hiring Manager *

Find a hiring manager

Job Type

- Make a selection -

List Type

- Make a selection -

Position ⓘ

Find a position

Number of Vacancies

0

NOTE: Click on the magnifying glass to bring up the selection. Most of the boxes have a drop-down list.

- **EEO/Census Data Template** – leave blank

Position Details

- **New Position**

- Yes, complete if newly created position
- No, complete if filling vacancy

EEO/Census Data Template

Find a EEO/Census Data Template



Please note the system will use the Global EEO / Census numbers in the EEO / Census Data settings if no template is selected. To view the EEO / Census data values, please go to Admin > EEO / Census Data.

Position Details

New Position?

Yes No

[Add Position Detail](#)

Comment

Comments – Field used to expand upon the Skills field or to add additional comments about the requisition, recruitment process, or special requests.
Examples - Post to USA Gymnastics job board, WRPA, NRPA, Craigslist, Kitsap Sun
List minimum qualifications, specific job duties not included in the Class Spec

Complete the requisition creation by selecting 'Save & Continue to Next Step' and click the pencil icon to select the approval due date for the HR Approval Group. Click Update Approval Step to save the selection. Division Director approval is not required.

Approval Workflow

* required fields are marked with asterisk



The approval workflow below has been automatically applied to this requisition based on the Department/Division.
You have the option to override the workflow for this requisition

1

Human Resources	Approvers	Status	Due Date	Comments	
	Stephanie Balangue	Pending...			

Approval Group * **Due Date**

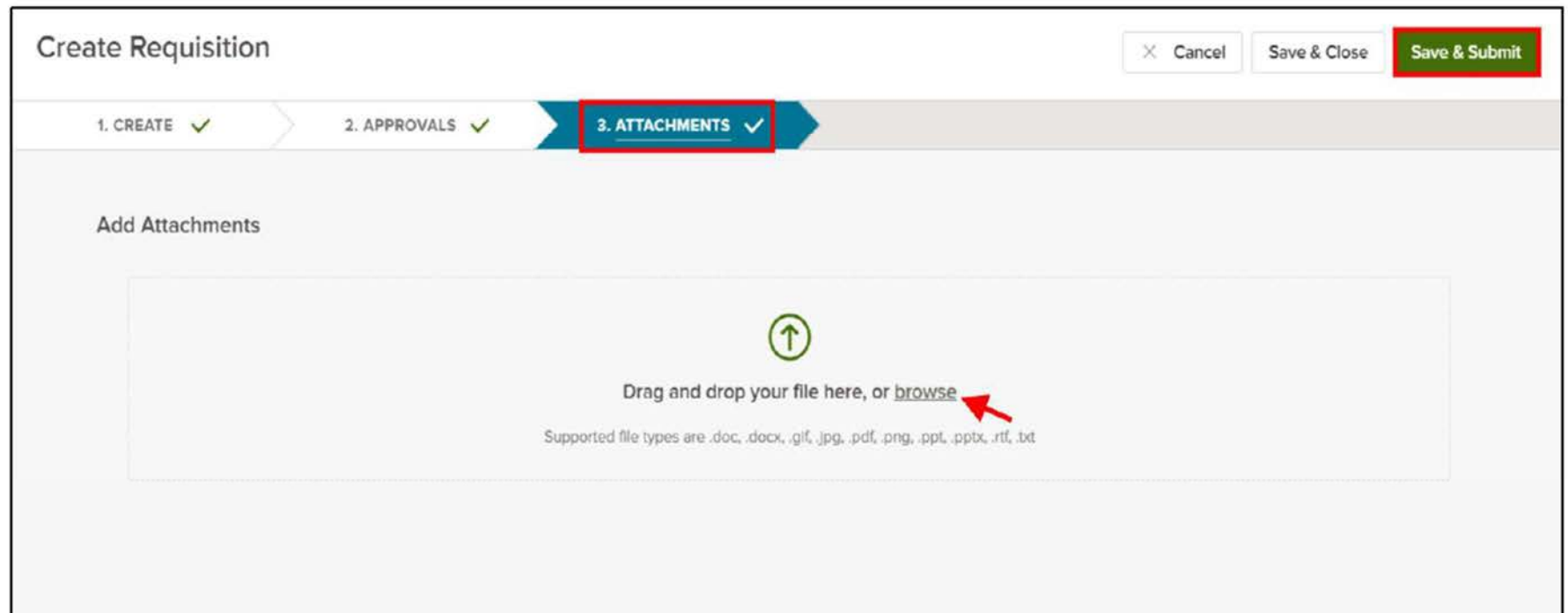
Human Resources

Approvers *

Stephanie Balang...



Finalize the content - Add attachments, if necessary for your process. Click **Save and Submit**.



Create Requisition

1. CREATE ✓

2. APPROVALS ✓

3. ATTACHMENTS ✓

Add Attachments

Drag and drop your file here, or [browse](#)

Supported file types are .doc, .docx, .gif, .jpg, .pdf, .png, .ppt, .pptx, .rtf, .txt

Cancel Save & Close Save & Submit

The created requisition is forwarded to HR for review and approval.

Once approved, HR creates the job posting on governmentjobs.com.

Applicants that pass the minimum qualifications screening are referred to the hiring manager by HR. Applicants that fail the minimum qualifications are sent rejection emails by HR.

Referred applicants will appear on the hiring manager's OHC dashboard. The manager reviews the applications and decides on the next steps, either to interview or reject an applicant.

Under My Candidates, click on the requisition title to view the applications.

The screenshot shows the OHC dashboard interface. At the top, there is a dark blue header with the 'OHC' logo on the left, a search bar in the center, and the user's name 'Jason Balangué' on the right. Below the header, there is a navigation bar with 'Jobs' on the left and three icons (plus, clock, gear) on the right. The main content area is divided into two sections: 'My Tasks' and 'My Candidates'. The 'My Tasks' section has a 'VIEW ALL' link and a message box stating 'You do not have any open tasks!'. The 'My Candidates' section features a search icon and a table with the following data:

Req #	Requisition Title	Candidates	Division	Department	Hiring Manager	Created On
202200023	Recreation Assistant	1	Recreation	Gymnastics	Stephanie Balangué	02/27/2023

At the bottom right of the table, there is a pagination control showing 'Showing 1 - 1 of 1 items' with left and right arrow buttons.

Click on an applicant's name to view their application.

Requisition Detail
Recreation Assistant (202200023) [Open](#) Print

Requisition Information Approvals Hire Workflow **Candidates** History

Candidates

Interview : 1 2 TOTAL Referred : 1

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

Referred Actions

Name	Master Profile	Phone	Email Notify	Exam #	Action Date	Elig Exp Date	Print PA	Notices	Status
Balangue, Stephanie		2068425661 ext. 121	Yes	2023-02-28	03/01/2023			--	Referred Active

To reject the applicant, select an inactivation reason (drop-down list) and enter comments. Under Notice, you can opt to automatically send a notice after rejection.

The screenshot displays a user interface for rejecting an applicant. The main window is titled "Reject" and shows details for "Balangue, Stephanie (Person ID : 5404987)". The "Reject Details" section includes a required field for "Inactivation Reason" with a search icon and a "Comments" text area. A "Notice" section is also visible. A modal window titled "Select a Inactivation Reason" is open on the right, featuring a search bar and a list of three options: "Failed Background", "No Show for Interview", and "Withdrawn from Consideration". The modal also includes navigation arrows and a "Showing 1 - 3 of 3 Items" indicator. A "Cancel" button is located in the top right corner of the modal.

See Offer Instructions for next steps.

Offer Instructions

Before sending an invite to an applicant you wish to interview, go to Hire Workflow and click on Customize Workflow to configure interview slots.

The screenshot shows the 'Requisition Detail' page for 'Recreation Assistant (202200023)'. The 'Hire Workflow' tab is selected, showing a vertical list of steps: 1. Referred, 2. Interview, 3. Offered, and 4. Hired. To the right of each step is a table with 'Active' and 'Total' counts. A 'Customize Workflow' button is visible in the top right of the workflow area.

Step	Step Name	Active	Total
1	Referred	1	1
2	Interview	1	1
3	Offered	0	0
4	Hired	0	0

Click on the pencil icon to customize the interview schedule.

The 'Customize Hire Workflow' dialog shows a vertical list of steps: 1. Referred, 2. Interview, 3. Offered, and 4. Preboarding. The 'Interview' step is highlighted in green and has a pencil icon next to it. An 'Add Step' button is located between the 'Interview' and 'Offered' steps. A 'Close' button is in the top right corner.

Name defaults to Interview. Select Raters using the dropdown menu. You can add more than one rater to be included in the evaluation process. Evaluation rating/scale is preconfigured, no need for adjustment.

The screenshot shows the 'Interview' configuration page, specifically the 'Step Details' section. At the top right, there are three buttons: 'Cancel', 'Save & Close', and 'Save & Continue'. Below the page title, there are two progress indicators: '1. STEP DETAILS' with a checkmark and '2. SCHEDULING' with a checkmark. The 'Step Details' section includes a 'Name' field with the value 'Interview', a 'Display Status to Candidate As' field, a 'Raters' dropdown menu showing 'David Ha...', and a 'Comment' text area. On the right side, there are three sections: 'Evaluate Using' with radio buttons for 'Pass/Fail', 'Star Rating' (selected), and 'Percentage'; 'Scale' with radio buttons for '5 Stars' (selected) and '10 Stars'; and 'Pass Point' with a star rating of 3 Stars.

Appointment Scheduling can either be pre-configured or self-scheduled.

Next, select the interview location.

The screenshot shows the 'Interview' configuration page, specifically the 'Scheduling' section. At the top right, there are two buttons: 'Cancel' and 'Save & Close'. Below the page title, there are two progress indicators: '1. STEP DETAILS' with a checkmark and '2. SCHEDULING' with an 'X' icon. The 'Appointment Scheduling' section includes two toggle switches: 'Pre-Configure Interview Slots' and 'Allow Candidate Self-Scheduling', both of which are turned 'ON' and indicated by blue arrows. Below the toggles, there is a '1 Select Location(s)' field with a search input and a location pin icon.

Select the date(s), time(s), and candidate self-scheduling deadline.

Interview Cancel Save & Close

1. STEP DETAILS ✓ **2. SCHEDULING ✕**

2 Select Available Dates *

March 2023						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Interview Cancel Save & Close

1. STEP DETAILS ✓ **2. SCHEDULING ✕**

3 Select Times

Start Time * to End Time *

Duration * Time Between Slots *

Pacific Time (US & Canada), Tijuana

4 Self Schedule Deadline

Interview Cancel Save & Close

1. STEP DETAILS ✓ 2. SCHEDULING ✕

5 Add Breaks

Starts **Ends**

Select break start time Select break end time - +

8AM	
9AM	
10AM	
11AM	
12PM	
1PM	
2PM	
3PM	
4PM	

You have the option to send email confirmation to raters at the bottom of the form.

Interview Cancel Save & Close

1. STEP DETAILS ✓ 2. SCHEDULING ✕

6 Email Confirmation

Raters

Send Email Confirmation

Subject
Interview Notification - Interview Scheduled

Body
Dear [Rater], You have been scheduled to interview <Candidate Name> on <Date><Time> at <Location>

NEOGOV OHC OHC Search Betty Mirkov

Dashboard Jobs + ⊙

Candidates

Offered	Actions	More
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name	Action Date	Total Rank	Phone	E-References	Status	Offer
Balangué, Stephanie	05/16/2023	1	(206) 612-5202	N/A	Offered	e-Offer

Send e-Offer

Click on Send e-Offer under Status

Offer Details

Stephanie Balangué (Person ID : 20246411)

[Send e-Offer](#) [Edit](#) [Cancel](#)

[Offer Information](#) [Approvals History](#)

Offer Information

Position Details Maintenance Tech (MT001)	Offer Date 05/16/2023	Offer Response Date N/A
Expected Start Date 05/16/2023	Offer Amount \$5,000.00	Frequency Monthly
Bonus Amount N/A		
Comments N/A		

Attachments

There are no available attachments

Complete Offer Details

The Due Date should be at least 5 days after the Offer Date. The offer letter will not be available to the candidate after the Due Date.

NEOGOV OHC OHC

REQUISITION POSITION CANDIDATE
Maintenance Tech (202300013) Balangu, Stephanie

1. OFFER DETAIL 2. OFFER LETTER 3. EMAIL NOTICE

Offer Detail

* Offer Date 05/16/2023 * Due Date MM/DD/YYYY

* Offer Amount \$ 5000 Frequency Monthly Bonus Amount \$

Comment

Select E-Offer in the Offer Letter Template drop-down menu. To review offer letter, select Sample Candidate.

NEOGOV OHC OHC

REQUISITION POSITION CANDIDATE
Maintenance Tech (202300013) Balangu, Stephanie

1. OFFER DETAIL 2. OFFER LETTER 3. EMAIL NOTICE

Template Sample Candidate Override

* required fields are marked with asterisk

Select Offer Letter Template*

E-Offer PT

E-Offer PT

E-Offer RPT/FT

Dear <Applicant_FirstName>.

<Agency_Name> is delighted to offer you the <Position_Title> position with an anticipated start date of <ReferredOffered_ExpectedStartDate>, contingent upon successful completion and administrative review of the background check, if applicable.

The starting salary for this position is <ReferredOffered_OfferAmt> per <ReferredOffered_Frequency>. Payment is monthly, typically on the last business day of the month.

<Agency_Name> offers sick leave to part-time employees. Sick leave is accrued at one hour of paid sick leave for every 40 hours worked. Employees receive a discount on most Park District classes, free pool pass at the Aquatic Center, and basic fitness membership at the Bainbridge Island Recreation Center (BIRC) while employed for employees and dependents.

Select E-Offer in the Email Notice Template drop-down menu. **Insert Start Date in the body of the notice.** Click on Send e-offer button to send the email notice.

The screenshot shows the 'Send e-Offer' interface. At the top, there are navigation buttons: 'Cancel', 'Previous', and 'Send e-offer'. Below this, the '3. EMAIL NOTICE' step is active. On the left, a dropdown menu titled 'Select Email Notice Template' is open, with 'E-Offer' selected. The main content area displays a draft email template. The email body includes a congratulatory message: 'Congratulations on your offer from Bainbridge Island Metro Park and Recreation District! We are delighted to offer you the position of Maintenance Tech with an anticipated start-date of NA. In the initial recruitment process you were advised that this offer is contingent upon successful completion and administrative review of the background check results, if applicable.' It also includes a login instruction: 'Please login through www.governmentjobs.com/careers/biparks and navigate to the Applications page to view and accept your offer by the listed date.' The email is signed by Betty Mirkovich, Bainbridge Island Metro Park and Recreation District. There is an 'Attachments' section on the right and an 'Override' button at the top right of the email content area.

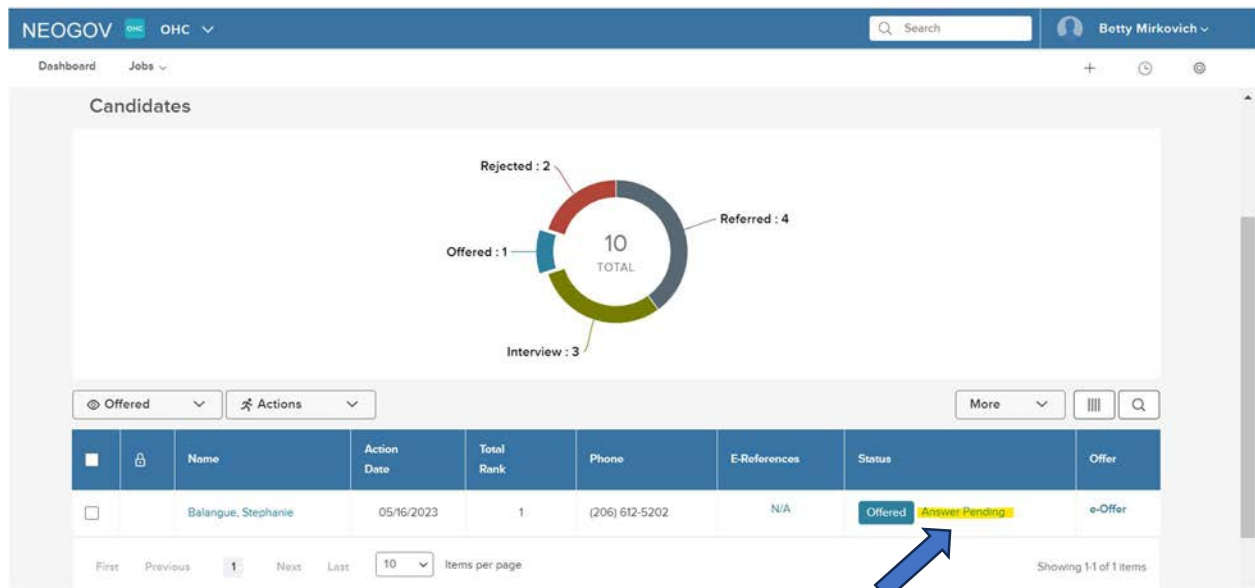
Examples of notifications the applicant receives.

APPLICATIONS Stephanie Balangué

SUBMITTED INCOMPLETE 17 Submitted Applications found

POSITION	APPLICATION STATUS	ACTIONS
Rec Asst - Active Bainbridge Island Metro Park and Recreation District, Washington	Applied on 02/27/2023 04:01 PM Pacific History	Application received Recreation (Req. 202200027)
Recreation Assistant Gym Bainbridge Island Metro Park and Recreation District, Washington	Applied on 02/27/2023 03:36 PM Pacific History	Application received Recreation (Req. 202200023) Schedule Appointment
2023 AC Bainbridge Island Metro Park and Recreation District, Washington	Applied on 02/27/2023 03:15 PM Pacific History	Application Received Admin (Req. 202200026) Offer Letter Signature Due 03/01/2023
Rec Assist Aquatics Bainbridge Island Metro Park and Recreation District, Washington	Applied on 02/27/2023 02:21 PM Pacific History	Application Received

Applicant's response will update under Status column.



After a job offer is accepted, move applicant to Preboarding. Applicant will be assigned a checklist to complete new hire "paperwork."

ONBOARDING NOTES

- **ONBOARD PORTAL**

The pre-hire receives an e-mail from NeoGov to activate their new account and set up a password.

Fwd: For Testla Testla Jr, Activate Your Neogov User Account



Stephanie Balangué <[redacted]@gmail.com>
To: Stephanie Balangué




Thu 3/9/2023 10:10 AM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

----- Forwarded message -----

From: <donotreply@neogov.com>
Date: Thu, Mar 9, 2023, 8:58 AM
Subject: For Testla Testla Jr, Activate Your Neogov User Account
To: <[redacted]@gmail.com>



Dear Testla Testla Jr,

Welcome to Bainbridge Island Metro Park and Recreation District, we're happy to have you! Your new account is set up. Please visit the following link to set your password.
Your User Name is [redacted]@gmail.com
[Activation Link](#)

Thank you!
Bainbridge Island Metro Park and Recreation District

When the new hire logs into NeoGov, they land on the Preboarding Portal. From here they complete the various new hire forms which appear in the Checklist box. New hire can browse through all the helpful information on their portal(s) and access their Dashboard and their Employee Details page.

Employee's Dashboard in Preboarding

The screenshot shows the NeoGov Onboard portal interface. The top navigation bar includes 'NEOGOV Onboard' and a search bar. Below the navigation bar, there are several menu items: 'eVerify', 'Employees', 'Pre-Hires', 'Reports', 'Portals', 'Checklists', 'Positions', 'Administrative', and 'Downloads'. The main content area is divided into three sections: 'Pre-Hire' (with 'Onboarding' selected), 'Manager' (with 'JK' selected), and a large 'Seasonal Portal' banner. The banner features a scenic view of a beach and a 'WELCOME, Betty' message. Below the banner, there are three main content blocks: 'Welcome!' (addressed to Shannon), 'Welcome to the BIMPRD family!', and 'Staff Directory'. A blue arrow points from the 'Welcome!' block to the 'Checklist' block. The 'Checklist' block shows a progress bar at 93% and a list of tasks with their completion status.

Task	Status	Due Date
<input type="checkbox"/> Initiate eVerify for employee	<input type="radio"/>	Due in 1 month
<input checked="" type="checkbox"/> Background Check IF APPLICABLE	<input checked="" type="radio"/>	Completed
<input type="checkbox"/> PAF to Manager	<input checked="" type="radio"/>	Completed
<input type="checkbox"/> PAF to Employee	<input checked="" type="radio"/>	Completed
<input type="checkbox"/> PAF to Division Director	<input checked="" type="radio"/>	Completed
<input type="checkbox"/> PAF to HR	<input checked="" type="radio"/>	Completed
<input checked="" type="checkbox"/> Direct Deposit Void Check Upload	<input checked="" type="radio"/>	Completed
<input checked="" type="checkbox"/> I-9 Acceptable Document Upload	<input checked="" type="radio"/>	Completed
<input type="checkbox"/> DRS Retirement Status Verification	<input checked="" type="radio"/>	Completed
<input type="checkbox"/> DRS Retirement Form - HR	<input checked="" type="radio"/>	Completed

Some forms are multi-contributor forms, requiring either the hiring manager or the new hire to complete first.

Managers can find the preboarding progress in their Dashboard under Reports.

The screenshot shows the NEOGOV dashboard interface. At the top, there is a dark blue header with the NEOGOV logo, a 'Dashboard' tab, and a search bar. Below the header, the user profile for Dan Hamlin, Division Director, is visible. A left-hand navigation menu includes options for Dashboard, Tasks (with a red notification badge), People, Training, Recruiting, and Reports (highlighted in green). The main content area is titled 'Reports' and contains a list of report categories, each with a right-pointing chevron icon:

- Onboard
 - [Onboard Progress](#)
- Offboard Progress
- Preboard Progress
- Checklist Progress
- Task Status
- Form Reports

Progress Report

[Reset filters to default](#)

Division Active All Specific

Employees Employees Only Authorized Pre-Hires All

Generate Report

Show All Bulk Actions

<input type="checkbox"/>	<input type="text" value="Employee #"/>	<input type="text" value="Employee Name"/>	<input type="text" value="Position"/>	<input type="text" value="Division Code"/>	<input type="text" value="Division Name"/>	<input type="text" value="Checklist Completion"/>
<input type="checkbox"/>		Maintenance Coordinator	PARKS	Parks	21%	<div style="width: 21%;"><div></div></div>

1 - 1 of 1 items

Manager initiates background check. Click on Background Check hyperlink to access AssureHire and begin the process.

NEOGOV Dashboard Search for employees or positions

DH
Dan Hamlin
Division Director
Parks
[My Profile](#)

Dashboard My Onboarding


My Tasks View All Tasks (4)

OVERALL STATUS

2 Overdue 2 Due This Week

TASKS

- RECRUITING - CANDIDATE REVIEW Due 01/25/23
 - DH** Requisition: Senior Planner (202300010)
Department: Parks
Candidates: 3
- ONBOARD - GENERAL Due Yesterday
 - MK** Background Check [Redacted] Checklist: Background & COVID-19 Checklist
 - DI** Background Check [Redacted] Checklist: Background & COVID-19 Checklist Due Saturday
- ONBOARD - FORM Due Saturday
 - DI** Please Complete [Redacted] Checklist: ALL EMPLOYEES Standard Form Tasks



Use the dropdown to select the Job/Package

Bill Code: Use CC 80 for recreation, CC 21 for parks or CC 11 admin/other

New Background Check

- Consent*** Invite applicant to esign consent form online and securely enter personal information
 You have a valid consent form and will enter the personal information

Job/Package*

Bill Code

Email*

Mobile Phone

If you enter a mobile phone number, the candidate will receive an SMS message as well.

Name



FCRA 1681bb compliance:

By submitting this form, I certify that I have provided a standalone disclosure relating to background checks and obtained the individual's written authorization for the report or instructed AssureHire to send electronic disclosure and authorization forms to this individual at the email address I have provided; 2) the disclosure and authorization forms have been reviewed by my company and satisfy all Fair Credit Reporting Act and other legal requirements, including a clear and conspicuous disclosure in a document that consists solely of the disclosure; 3) in the case that I have instructed AssureHire to send electronic disclosure and authorization forms, my order should not be processed before the written disclosure has been made to the consumer and his or her authorization obtained in writing; 4) I understand my obligations, have complied with, and will comply with all applicable laws pertaining to Consumer Reports/Investigative Consumer Reports as defined in the Fair Credit Reporting Act as amended; and 5) the report will not be used in violation of any equal employment opportunity laws and if I decide to take action in whole or in part on the information based in the report I will follow any required adverse action requirements.

[Invite](#)


AssureHire invites applicant to submit their information.

Bainbridge Island Metro Park and Recreation

 
invite



OrderID
1901401569534936316
Package
Standard with MVR
Bill Code
98110
Consent Form
no consent form on file

Submitted **draft**
Completed




Edit  Delete

Applicant has been invited to submit their information, but has not done so.


Email: 
Phone: 

Last sent: **Wed, Mar 08 10am**
Status:
Link: <https://assurehire.com/mybackgroundcheck/NdGmmxlvvWb5bigzQkDrKjx3kd>

Resend 

Product	Submitted	Completed	Status
---------	-----------	-----------	--------

Activity/Comment



comment  **Submit**







invite
brennajan05@gmail.com

stephanieb@biparks.org
03/08/2023 10:25am ip:70.90.190.49


Manager receives email notification when the background check is complete.


Background check for [REDACTED] is complete

 AssureHire <support@assurehire.com>
To  Stephanie Balague

  Reply  Reply All  Forward  

Wed 3/8/2023 1:10 PM

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

[Unsubscribe](#)  Get more add-ins

You don't often get email from support@assurehire.com. [Learn why this is important](#)

Background Check For [REDACTED] Is Complete

Click or visit <https://assurehire.com/backgroundchecks/1901411232422823397> to view the background check.



You are receiving this notification because your email address is associated with the above background check. If you have any questions regarding this communication please reply to this email and one of our customer support experts will contact you as soon as possible.

Thanks and have a great day!

[unsubscribe](#)


Manager can view the status of the background check by clicking the link in the email sent by AssureHire. For additional details click on View Report.




Recreation

[View Report](#) [Archive](#) [Edit](#)

OrderID	Submitted
1901411232422823397	2023-03-08
Package	Completed
Standard with MVR	2023-03-08
Bill Code	
98110	
Consent Form	
online (view)	

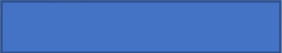


Product	Submitted	Completed	Status
SSN Address Trace	03/08/23 11:34am	03/08/23 11:34am	complete
National DOJ Sex Offender	03/08/23 11:34am	03/08/23 01:09pm	clear
			
National Criminal Database	03/08/23 11:34am	03/08/23 01:05pm	complete
			
Drivers Record	03/08/23 11:34am	03/08/23 01:00pm	clear
			

Activity/Comment

[comment](#) [Submit](#)

complete system
03/08/2023 01:09pm

submit 

invite stephanieb@biparks.org
03/08/2023 10:44am ip: 70.90.190.48

idans1ussig@gmail.com opened

PAF Start Date

- PAF Position Start Date/Effective Date is the basis used to setup Springbrook, Novatime & NeoGov Learn
- Complete PAF at least 5 days prior to start date.
 - For bulk hiring complete PAF 2 weeks prior to start date.

I-9 First Day of Employment

- This date is the true hire date/effective date of employment.
- The 3-day employment eligibility verification begins on the first day of employment.
 - This is a USCIS requirement mandating e-verify completion within 3 days.

I-9 For hiring manager must physically view the new hire's I-9 documents

NEO GOV ON Onboard Search Chris Lai

E-Verify Employees Pre-Hires Reports Portals Checklists Positions Administrative Downloads

Standard I9 Form Cancel Save For Later Submit Submit and Initiate eVerify

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS Form I-9
OMB No. 1615-0047
Expires 10/31/2022

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "List of Acceptable Documents.")

Employee info from Section 1 Last Name (Family Name) POWERS First Name (Given Name) CARL M.I. N/A Citizenship/Immigration Status I

List A OR **List B** AND **List C**
Identity and Employment Authorization Identity Employment Authorization

Document Title U.S. Passport Issuing Authority U.S. Department of State Document Number C00001111 Expiration Date (if any) (mm/dd/yyyy) 05/25/2027

Document Title N/A Issuing Authority N/A Document Number N/A Expiration Date (if any) (mm/dd/yyyy) N/A

Document Title N/A Issuing Authority N/A Document Number N/A Expiration Date (if any) (mm/dd/yyyy) N/A

Additional Information OR Code - Sections 2 & 3 (Do Not Write in This Space)


NEO GOV TERMS | PRIVACY FEEDBACK & HELP

Figure 16: Submit and Initiate eVerify

Complete Section 2 of the I-9 form. Note that for compliance purposes, you are not able to edit any information from Section 1. If any personal information needs to be updated, the new hire must be the one who makes the edits to Section 1.

Select **Submit** to complete task 2, "Complete I-9 for employee"

If the task assignees for the two tasks are different, then you should simply **select Submit** to complete section 2 of the Form I-9. The system will notify the user(s) responsible for initiating the E-Verify case that they have a task available.



*Fields are required.

Document Name *

Cancel Add

Figure 19: Identification Document Name

Select Document Types

Cancel Save

ListA Documents

U.S. Passport or Passport Card

ListB Documents

Driver's license or ID card issued by a U.S. state or outlying possession

ID card issued by a U.S. federal, state or local government agency

School ID card

Voter registration card

U.S. military card or draft record

Military dependent's ID card

U.S. Coast Guard Merchant Mariner Card

Figure 20: Identification Document Type

Select the correct List A, B, or C document. For example, let's select "Driver's License or ID Card".

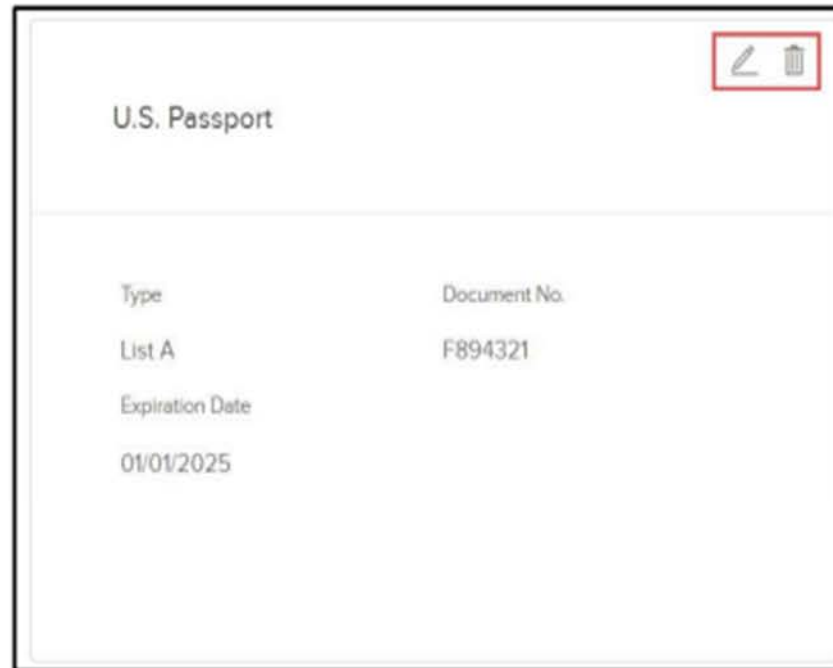
The screenshot shows a form titled "Enter Identification Document Info" with a red asterisk and the text "*Fields are required." at the top. The form contains five input fields, each with a red asterisk indicating it is required:

- Document Name ***: A text input field containing "Driver's license or ID card issued by a U." with a magnifying glass icon to its right.
- Supporting Document ***: A dropdown menu with "Select one..." and a downward arrow.
- Document Number ***: An empty text input field.
- Expiration Date ***: A date picker with "Select date" and a calendar icon.
- State Issued ***: A dropdown menu with "Select one..." and a downward arrow.

At the bottom of the form are two buttons: a grey "Cancel" button and a green "Add" button.

Figure 21: Enter Identification Document Info

Repeat this process as needed until you have added all required documents. Remember, you must list either 1) **one List A document** or 2) **both a List B and List C document**.



Type	Document No.
List A	F894321
Expiration Date	01/01/2025

Figure 22: Edit Identification Document

If you need to edit or remove a document, use the edit or delete icon.

HIRING MANAGER

sends e-offer to candidate



Candidate

accepts offer



HIRING MANAGER

moves candidate accepting offer to Preboarding
moves unhired candidates to Reject and sends notice

HR

authorizes Pre-hire

PAF 100% complete:

Adds new hire to Springbrook, Novatime, Learn, DSHS



HIRING MANAGER - NOT LATER THAN FIRST DAY OF WORK

Moves pre-hire to Hire (Only incomplete task is E-Verify)

Physically verifies I-9 acceptable documents



HR - FIRST DAY OF WORK

Authorizes and E-verifies new hire

Sends new hire letter

Orientation for Regular Part Time and Full Time employees

Hiring Manager: informs HR to close job posting and/or requisition