

## NeoGov - User Guide - Online Hiring Center Overview (OHC)

The Online Hiring Center (OHC) is where our MassArt community can engage in the search process - including hiring department staff, subject matter experts, and approval groups. It allows these members of the community to participate in the recruitment and selection process from requisition to hire.

### The OHC help keeps hiring depts apprised of:

- Requisition form approval statuses.
- Referred applicants.
- New hire form approval statuses.

### There are a total of six OHC roles:

1. Hiring Manager = Dept Chair/Hiring Manager in our MassArt Hiring Guide.
2. Rater = Anyone who will be rating candidates throughout the search process.
3. SME (Subject Matter Expert) = Search Committee Members/Search Chair/Search Advisor.
4. Approver = Will be part of the **Approval Workflow** for a requisition (HR, A&F, President, etc.).
5. Originator = Creates the requisition to kick-off the search process. Usually Dept Chair/Hiring Manager.
6. HR Liaison = Can also perform the tasks of Hiring Manager and Originator if absolutely necessary.

**\* Some of these roles will need permissions assigned, for which you can reach out to HR to assign. Please see the below OHC roles chart to clarify what each role can do:**

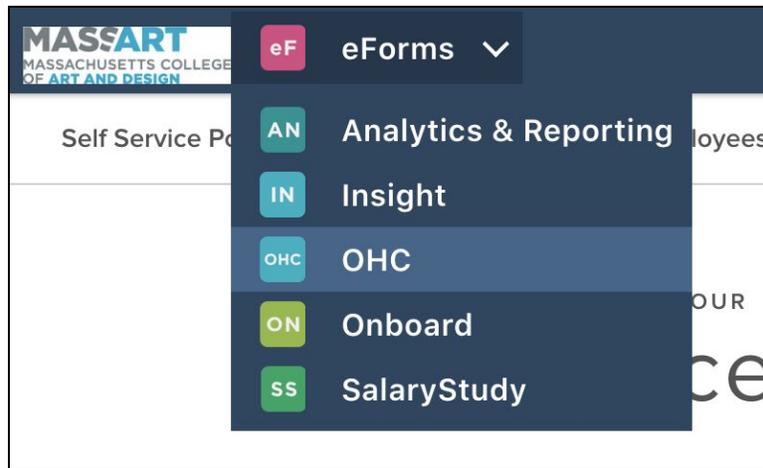
OHC Roles		NEOGOV				
Permitted Task	Originator	HR Liaison	Hiring Manager	Rater	SME	Approver
Create requisitions	•	•				
View all assigned departments' requisitions		•				
Manage all assigned departments' OHC user accounts (if permission is assigned)		•				
Approve/deny requisitions						•
View applications		•	•	•	•	•
Change candidates' disposition values (prior to the referred list)					•	
Send notices to applicants (if permission is assigned)		•	•			
View and rate assigned referred lists				•		
View and take action on assigned referred lists			•			
View and take action on all assigned departments' referred lists		•				
Approve/deny hires						•

### The OHC Dashboard:

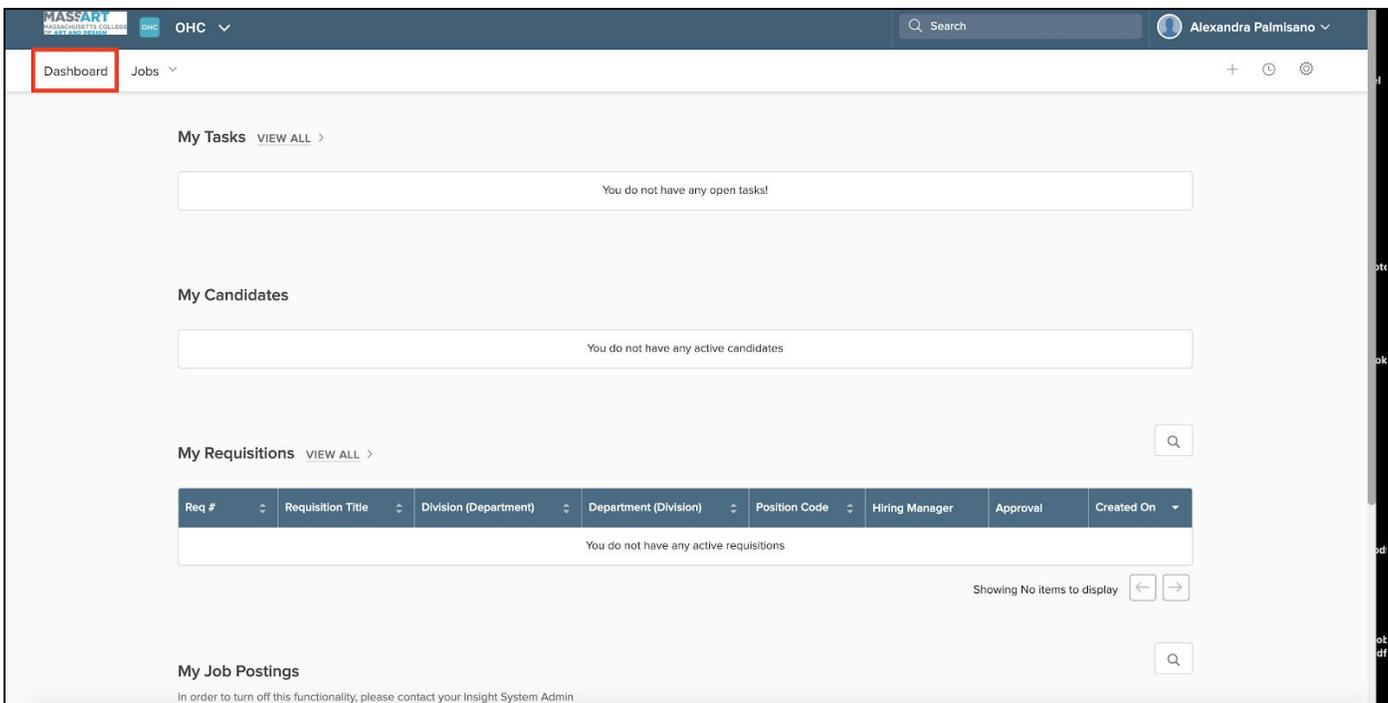
This will be your central monitoring page of tasks requiring your actions, as well as any records related to your tasks.

### To Access the OHC Dashboard:

- Log-into NeoGov.
- At the top left corner, select the **OHC** module.



- This will bring you to the main OHC Dashboard.
  - If you need to ever return back to the OHC Dashboard page, click Dashboard in the upper lefthand corner.





Please see the below chart further helping to clarify which OHC roles can review which sections:

OHC Dashboard Sections				NEOGOV
OHC Role	My Tasks	My Candidates	My Requisitions	
Hiring Manager		•	•	
Rater	•			
SME	•			
Approver	•			
Originator			•	
HR Liaison			•	

For more information, please reference this short video regarding the [OHC overview](#), and if you have any questions, please contact HR at [hr@massart.edu](mailto:hr@massart.edu) .