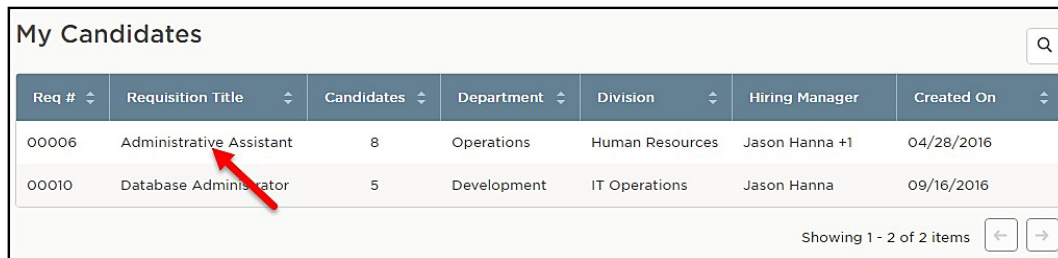


## Candidate Selected: Move Candidate to Hire in NEOGOV

This action must be completed before doing any hire actions in SAP. The NEOGOV hire automatically moves the candidate to Onboard and notifies CoreHR. The NEOGOV hire action automatically moves the candidate and candidate's information into SAP so that the PA40 action can be completed.

**Reminder: The employee must be hired in the system (NEOGOV/SAP) and all documentation must be sent to Core HR 5 business days before the scheduled onboarding date.**

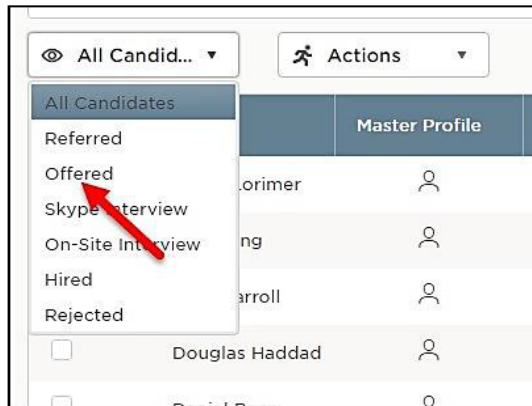
1. **Verify employee data.** For the candidate to transfer over to SAP properly the employee's address, birthdate, and social security number **MUST** be on the profile and accurate. If any of the fields are missing, please update them before performing the hire action. If you are unable to update them, contact your OHRM Recruiter.
2. Once you have all the employee information verified and accurate, go to the My Candidates section on your dashboard, click the referred list.



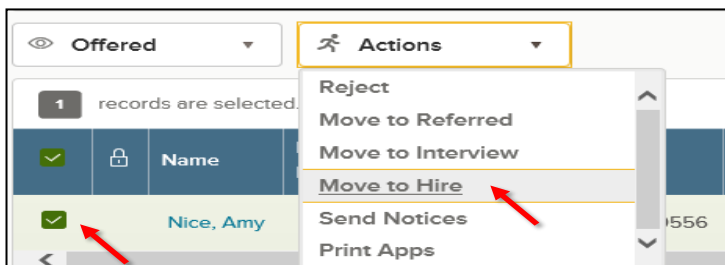
Req #	Requisition Title	Candidates	Department	Division	Hiring Manager	Created On
00006	Administrative Assistant	8	Operations	Human Resources	Jason Hanna +1	04/28/2016
00010	Database Administrator	5	Development	IT Operations	Jason Hanna	09/16/2016

Showing 1 - 2 of 2 items

3. On the doughnut chart or on the Candidates menu, choose the appropriate step where the candidate is currently placed (the candidate should be in the offered status).



4. Select the candidate. From the Actions dropdown, choose Move to Hire.



5. The Hire Form will appear. Complete the form on the Hire Information tab.
- Refer to the chart below for definitions of each field on the Hire Form, if needed.

The screenshot shows the 'Hire Form' for Branson, Tomeicka M (Person ID: 8163711). The interface has three tabs: '1. HIRE INFORMATION' (active), '2. APPROVALS', and '3. ATTACHMENTS'. The 'Hire Information' section contains the following fields:

- Position \***: A dropdown menu with '- Make a selection -' and a 'Preview' link.
- Offer Date \***: A date field with a calendar icon, showing '10/31/2021'.
- Date Offer Accepted \***: A date field with a calendar icon, showing 'MM/DD/YYYY'.
- Offer Amount**: A text field with a '\$' symbol.
- Bonus Amount**: A text field with a '\$' symbol.
- Start Date \***: A date field with a calendar icon, showing 'MM/DD/YYYY'.
- Orientation Date**: A date field with a calendar icon, showing 'MM/DD/YYYY'.
- Filled Date**: A date field with a calendar icon, showing 'MM/DD/YYYY'.
- Transfer Reasons \***: A dropdown menu with '- Make a selection -'.
- Personnel SubArea \***: A dropdown menu with '- Make a selection -'.
- MailDistributionCode**: A dropdown menu with '- Make a selection -'.
- OfferAmountType \***: A dropdown menu with '- Make a selection -'.
- Active On Eligible List**: A toggle switch currently set to 'OFF'.

Field	What to Enter
Position	Select the appropriate position number for the hired candidate from the Make a Selection dropdown.
Offer Date	Enter the date the job offer was extended.
Date Offer Accepted	Enter the date the candidate accepted the job offer.
Offer Amount	Enter offer amount
Bonus Amount	Enter bonus amount (optional)
Start Date	Enter the established start date.
Orientation Date	Enter the established orientation date.
Filled Date	Enter Start Date
Transfer Reasons	Make a selection
Personnel SubArea	Make a selection
Mail Distribution Code	Leave Blank
OfferAmountType	Make a selection
Active on Eligible List	Move to "On"
Comments	Include comments if necessary

6. Once you've completed the form, click Save & Continue to Next Step
7. Approvals Tab: We currently don't have an approvals process. Click Save & Continue to Next Step.

The screenshot displays the 'Hire Form' for 'Mary King (Person ID : 21099746)'. At the top right, there are two buttons: 'Save & Close' and 'Save & Continue to next Step'. Below the header, a progress bar shows three steps: '1. HIRE INFORMATION' (checked), '2. APPROVALS' (active), and '3. ATTACHMENTS'. The main content area is titled 'Approval Workflow'. A message box states: 'The approval workflow below has been automatically applied to this hire based on the Department/Division. You have the option to override the workflow for this hire'. Below this, a table lists approval steps:

Step	Director	Approvers	Status	Comments	Actions
1		Jason Hanna	Pending...		[Edit] [Delete]
2	Budget				[Edit] [Delete]

8. Attachments Tab: Attach the new hire documents here, which include:
  - Offer/Welcome Letter signed by the Appointing Authority and the new employee acknowledging acceptance
  - Approved Position Requisition Form (PRF) for the position being filled by the new employee
  - NEOGOV Employment Application (and Resume if provided)
  - Applicable commitment agreements
  - Applicable Personal Services Agreement (for Limited-Term-Grant-Funded employees)
  - Copy of the printed Personnel Information Document (PID)
  - Submission of the Checklist for Submission of Competitive and Non-Competitive Actions.

Note: If you're not ready to submit the hire, click Save & Close. The hire will display in your referred list with a pending release status. Once you're ready to submit, edit the hire, make any updates, and click Save & Submit.



## Hire Form

Mary King (Person ID : 21099746)

Save & Close

Save & Submit

1. HIRE INFORMATION ✓

2. APPROVALS ✓

3. ATTACHMENTS

### Add Attachments



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

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

