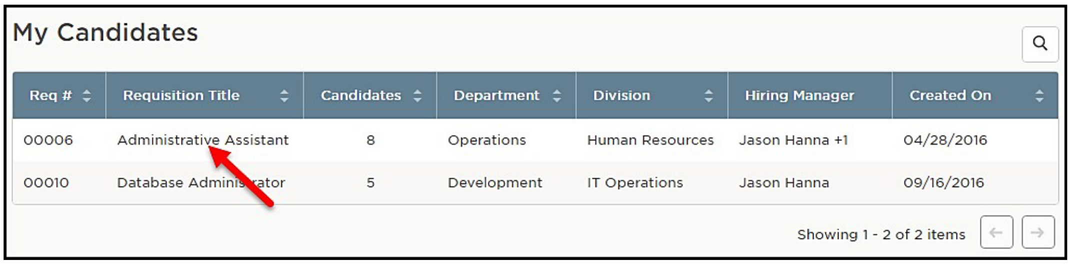
Candidate Selected: Move Candidate to Hire in NEOGOV
This action must be completed before doing any hire actions in SAP. The NEOGOV hire automatically moves the candidate to Onboard and notifies CoreHR. The NEOGOV hire action automatically moves the candidate and candidate's information into SAP so that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

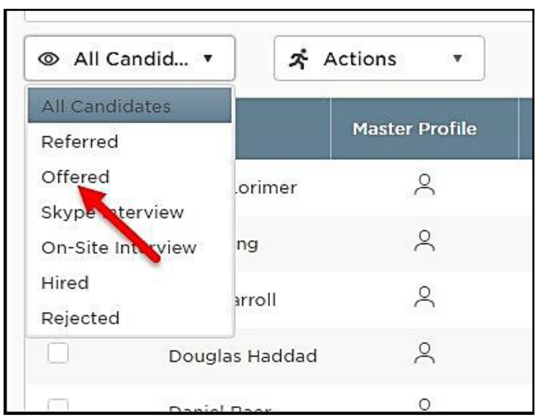
<u>Reminder: The employee must be hired in the system (NEOGOV/SAP) and all documentation must be sent to Core HR 5 business days before the scheduled onboarding date.</u>

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.

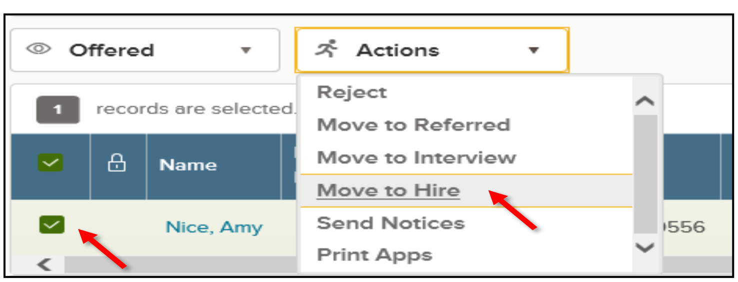
2. Once you have all the employee information verified and accurate, go to the My Candidates section on your dashboard, click the referred list.



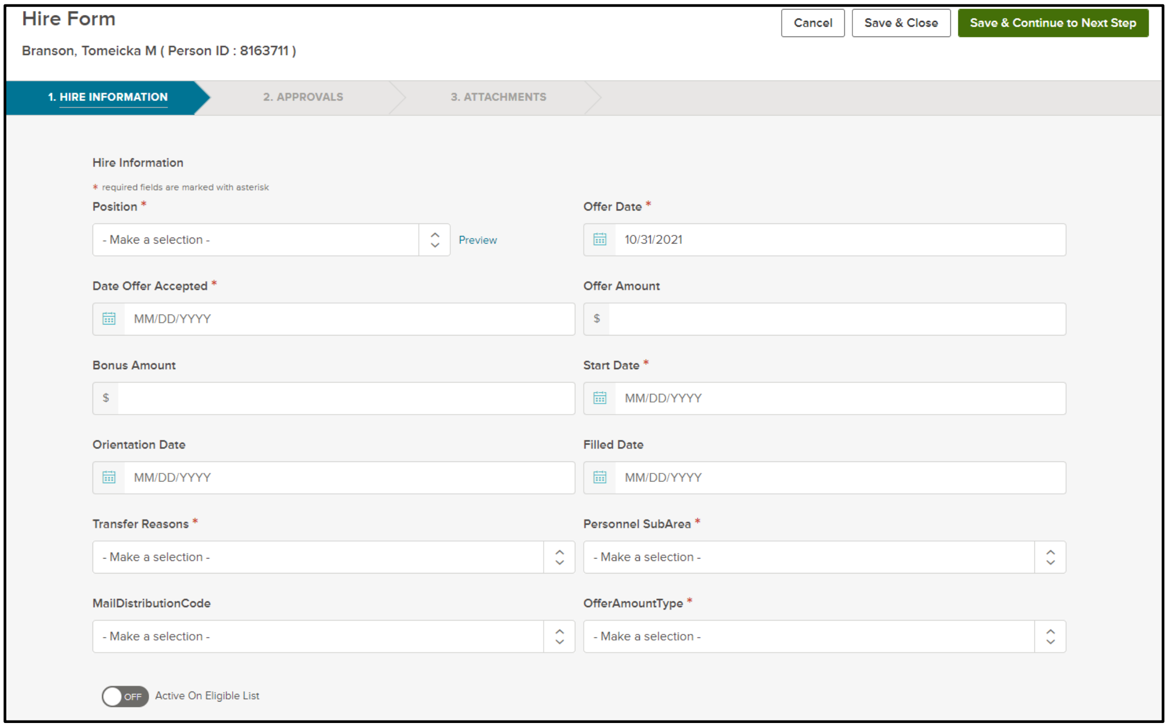
3. On the doughnut chart or on the Candidates menu, choose the appropriate step where the candidate is currently placed (the candidate should be in the offered status).



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



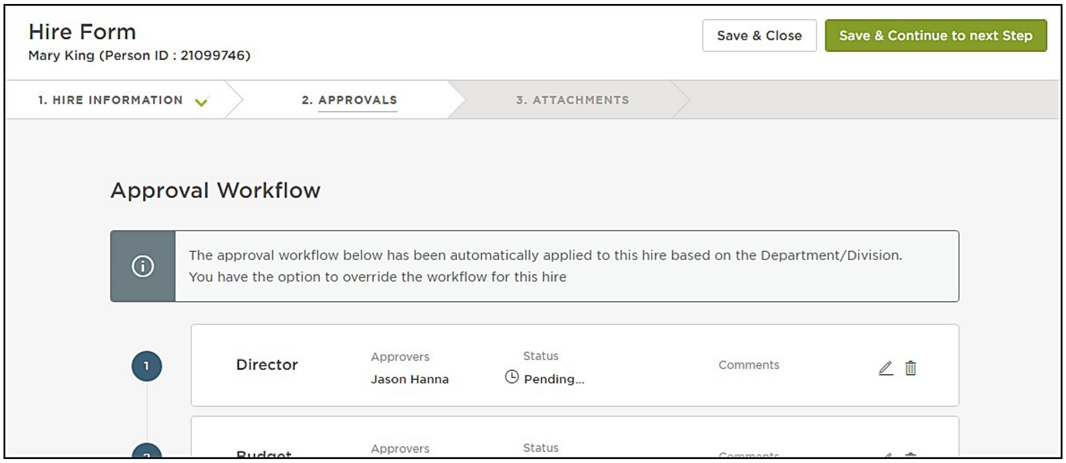
5. The Hire Form will appear. Complete the form on the Hire Information tab.
   - Refer to the chart below for definitions of each field on the Hire Form, if needed.



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

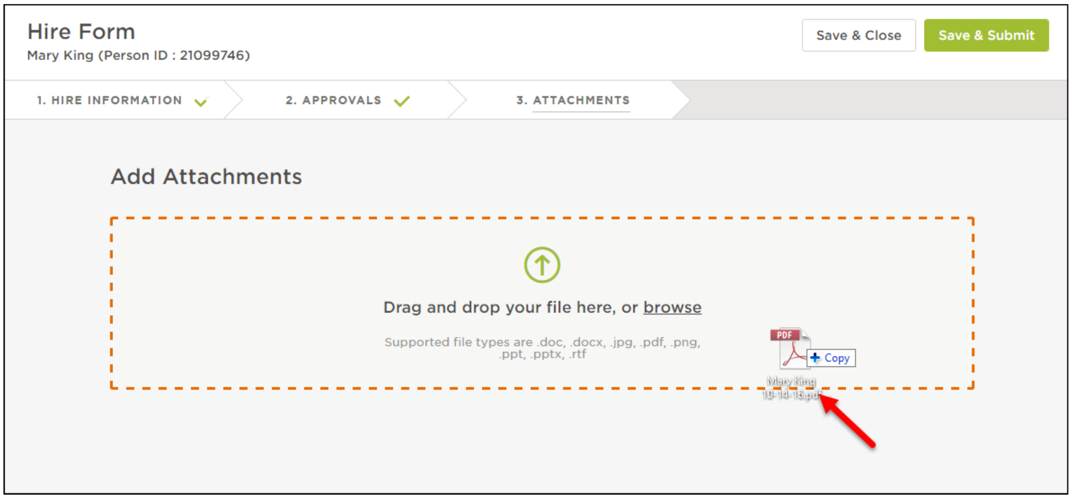
6. Once you've completed the form, click Save & Continue to Next Step

7. Approvals Tab: We currently don't have an approvals process. Click Save & Continue to Next Step.



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
PDF
Copy