Hire a Candidate

This job aid describes how to process a hire in NEOGOV.

Step A: Gather information from supervisor

Ask the supervisor for:

- Date of offer and accepted date
- Start date
- Offer amount
- Payroll distribution account number
- Step hired at
- Offer letter if applicable

Step B: Gather information from the requisition

For hourly hires

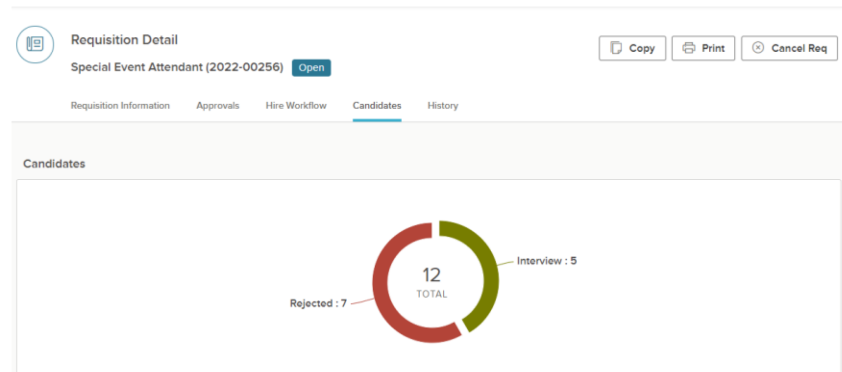
The step, range and FTE are 0.The probation trial duration is N/A.

Search candidate's name and relevant requisition in NEOGOV to find:

- Position #
- Class spec (Class # hired into)
- Bargaining unit (never mind the -60)
- FTE
- Range
- Probation trial duration

Step C: Move the candidate to "Hired"

1. Click on the requisition and go to Candidates. You will see a doughnut shaped graph with all candidates.



2. Click in the Interviewed or Offered sections to find the candidate(s) you want to hire.
3. Click the name of the candidate(s). On the Actions menu, click Move to Hire.

Step D: Fill out hire information

1. Enter offer date, amount, class spec and other information found in the requisition.

Questions? Call (608) 266-4615
Learn more: hr@cityofmadison.com

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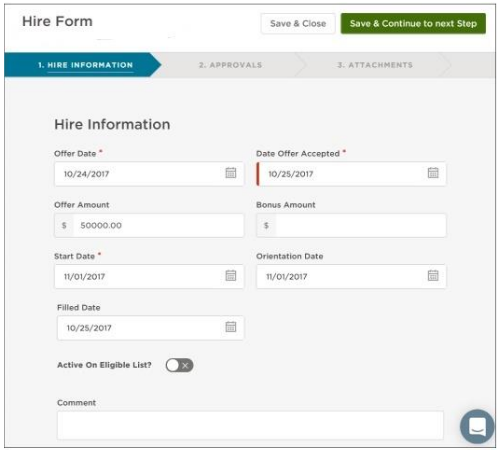


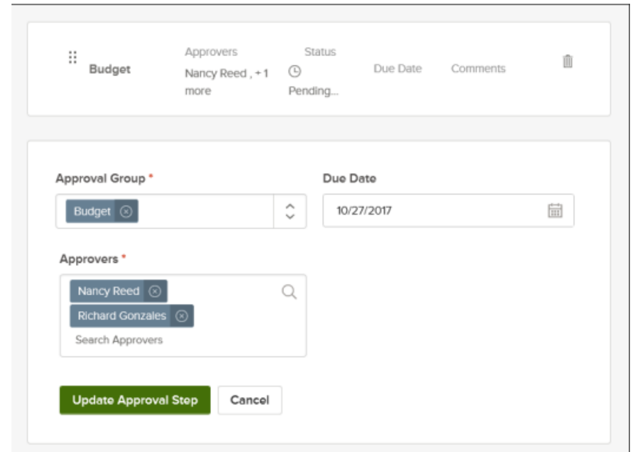
Sign into [MUNIS]() and check if the employee is a new hire or has been promoted/demoted. Choose correct type of action.

> If the candidate selected previously worked for another agency, you will not be able to see them in MUNIS. HR will correct for that.

Step E: Add Approval Workflow if Needed.

> Only add this step if required by your department. Do not add an HR Approval at this step.

1. Add your department supervisor.



1. Click Save & submit.
2. Send an email to department supervisor reminding them to approve the hire in their NEOGOV queue.

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