

NEOGOV - Unified Self-Service Dashboard User Guide

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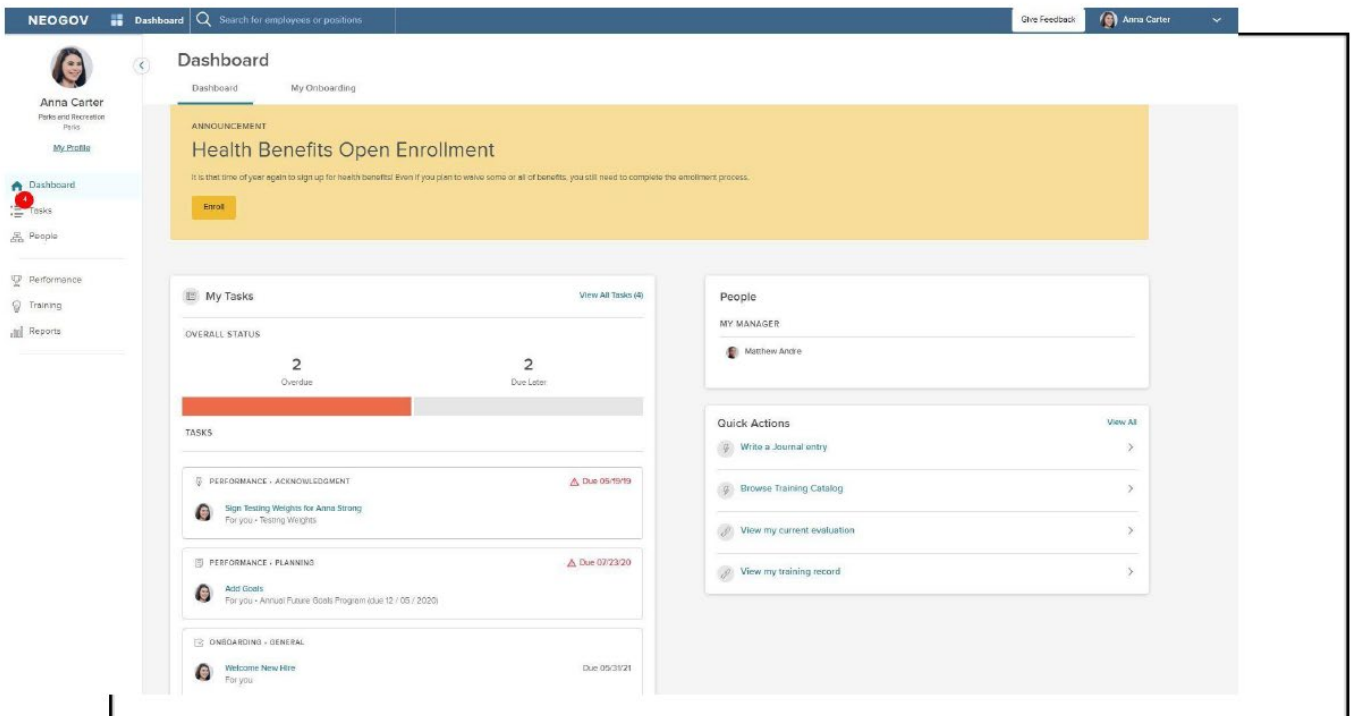
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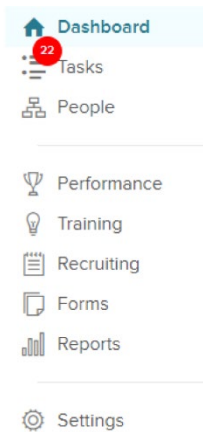
NEOGOV has implemented a new centralized location for users with a fresh new look called Unified Self-Service Dashboard. Upon logging in, your view is now your Dashboard. If you are a recent hire, Onboarding will be your default view until your onboarding is complete.

Dashboard

The Dashboard is a single central hub within NEOGOV for you to manage any Recruitment and/or Onboarding tasks.

Your Dashboard is made up of widgets that organize information and actions. Your Dashboard displays your first five upcoming tasks with the earliest due dates. You can use quick filters to get instant visibility on tasks that are Overdue, Due This Week, and Due Later.





On the left side of your Self-Service page, you will see a side navigation menu. This menu includes quick links to specific pages for product and user role specific actions.

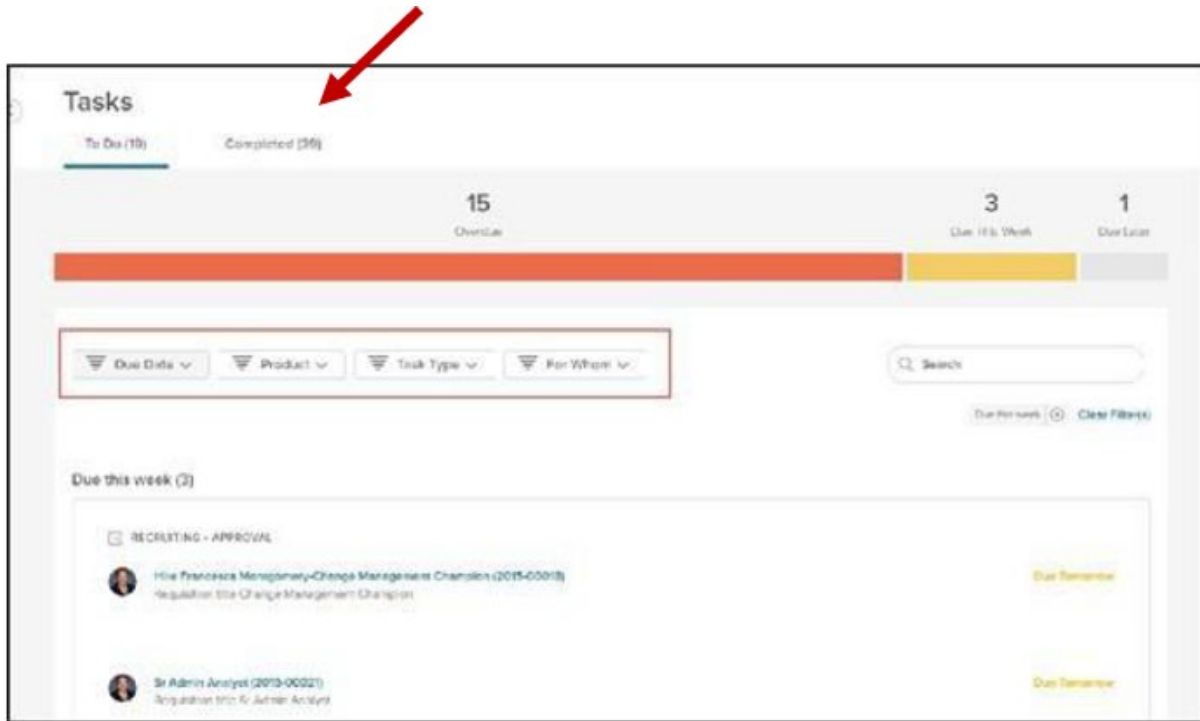
The options you will see here will vary based on your user role and the products that your organization uses.

My Tasks

In the **My Tasks** section, you may have multiple types of tasks pending your review: Examples depending on your role:

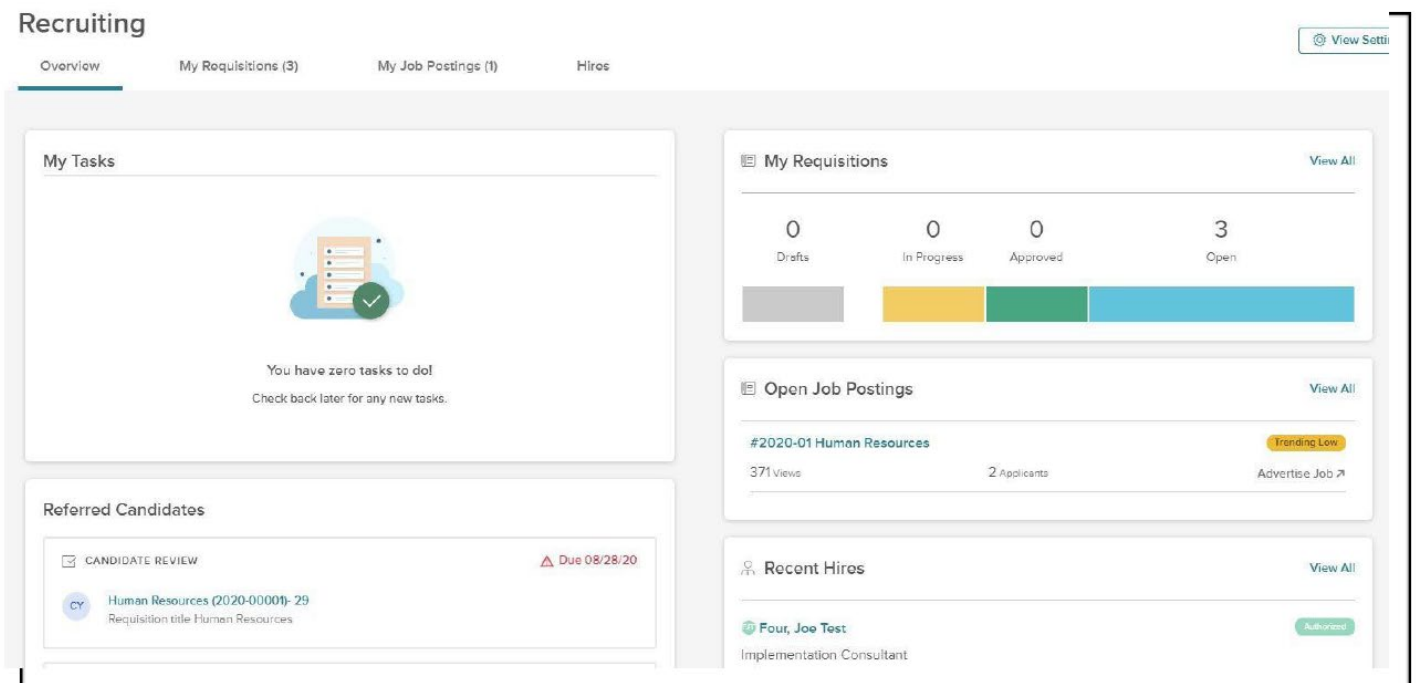
- **SME Review** – Search committee members will be assigned tasks to review and screen applications. *Please note: Once you have scored applicants, they will move to the Completed task tab. Click on this tab to view the applicants once again.*
- **Hire Approvals** – Hiring Managers will be tasked in approving new hires in their area.
- **Onboarding** – Supervisors of new hires will be tasked with reviewing the position description with their direct report, if applicable, and/or any other task as assigned.
- **New Hires** – New hires (currently only Full-Time hires) are assigned an onboard checklist that will guide them in completing their new hire paperwork. The checklist also includes reminders of benefit and training due dates. *We hope to soon send all new hires through our NEOGOV Onboard.*

You have tabs for both **To Do** and **Completed Tasks** with task due dates on each. To view all tasks, **including completed ones**, click **Completed**.



Recruiting

This page shows information related to any recruitment you are involved in. If you don't participate in any recruitment or hiring processes, you may not have the Recruiting page available.



You can adjust the **View Settings** from any tab in the Recruiting page:

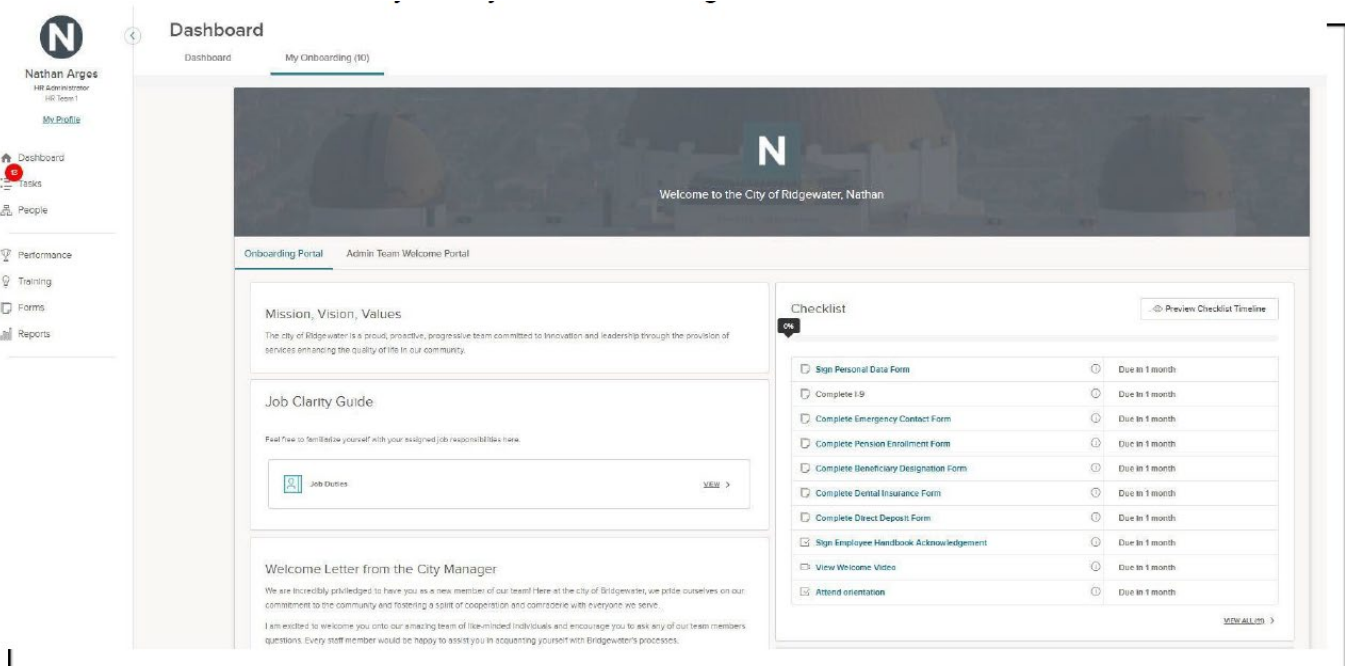
On the **Overview** tab, you can view your Tasks, Referred Candidates or Recent Hires, Open, and interactive metrics. The widgets visible on this page will vary depending on your role and responsibility in hiring. You can click directly on the name of your task, requisition, or hire to open up additional information and actionable steps.

On the **My Requisitions** tab, you can see any requisitions where you are a hiring manager and the requisition status is Draft, In Progress, Approved, or Open. You can click on the name of the requisition to go to it to perform whatever actions are needed. On this tab you can also filter the requisition list, create a requisition, or click to view all requisitions you have access to.

On the **Hires** tab, users will see a list of all hires you are involved in and be able to filter them based on status: Pending Release, Approval In Progress, Awaiting Authorization, or Authorized. You can click the **hire's name** to go to OHC and see more detail about the hire.

My Onboarding

You will also see a My Onboarding tab on left side of your Dashboard. This tab will take you to your own Onboarding Portal. No action is needed if you do not have any checklist items assigned to you.

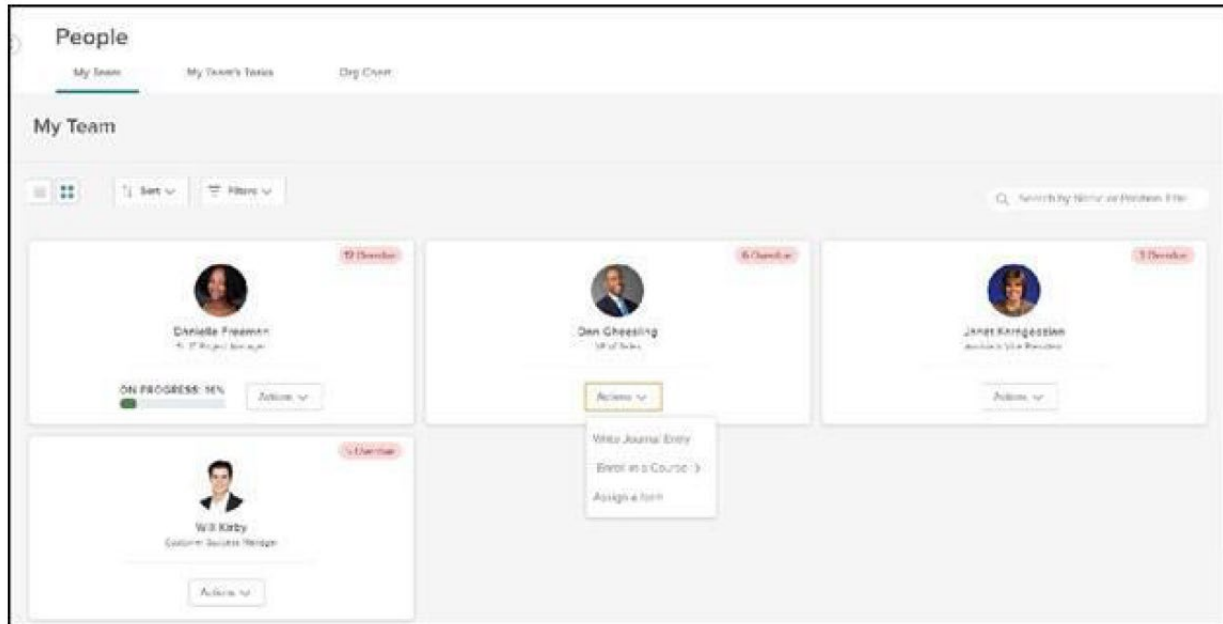


During Onboarding (when you are a recent hire), your default page will be the My Onboarding Tab. Once Onboarding is complete, i.e. have completed all your assigned

tasks, your default view is the Dashboard Tab. You are able to return to your **My Onboarding** tab at any time to review your onboarding links, documents, and tasks.

People

The **People** widget allows you to view your manager and any direct reports. For each direct report, there will also be a message to show how many overdue tasks that person has assigned with a link to a list of the relevant tasks.



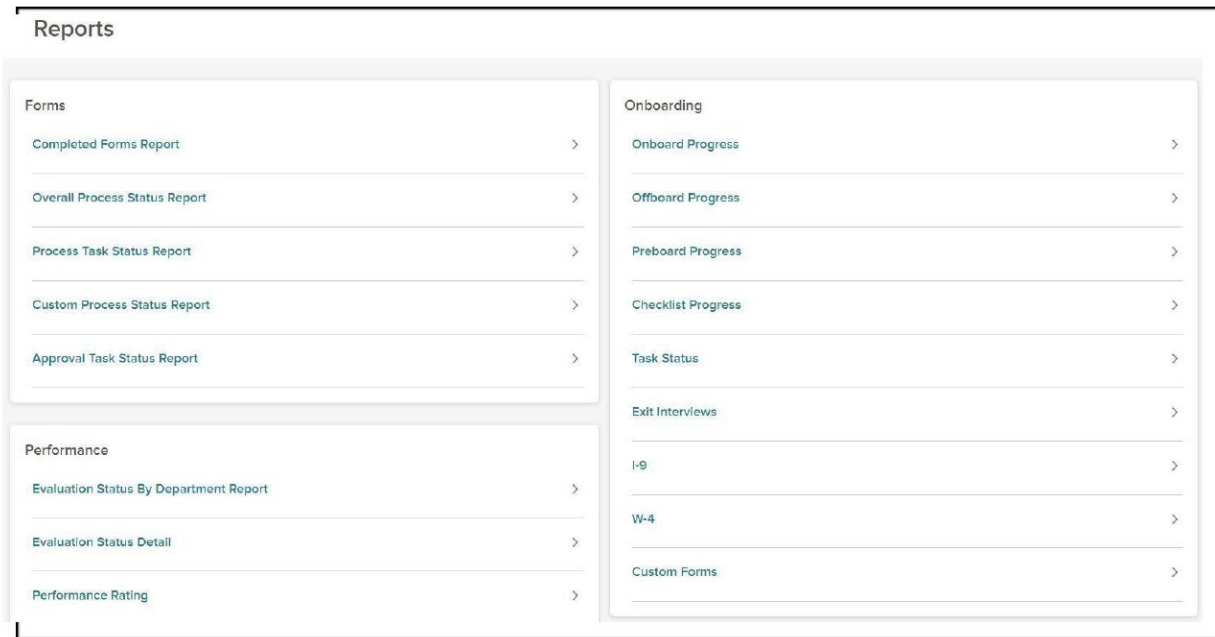
If you are a manager, you will see three tabs here to help you manage your direct reports: **My Team**, **My Team's Tasks**, and **Org Chart**.

On the **My Team** tab, you can view your direct reports to see any overdue tasks each team member may have. The Actions dropdown on each employee card provides an easy way for you to create a journal entry, enroll the direct report in training, and/or assign a form. The options here may vary depending on what products your organization uses.

On the **My Team's Tasks** tab, managers can view tasks assigned to members of their team and have more oversight over what their team needs to do.

Reports

The **Reports** tab is available for all Unified Self-Service users. This page shows reports across all products you have access to.



The report options available to you on the Reports page will vary depending on which products your organization uses, your permissions and scope, and your past activity. You can select a report name, or the arrow beside it to navigate to the Report Generator for that report. You can then filter or sort the report as well as export it to CSV, PDF or Excel format.

Note: Neogov data is not integrated with WarriorLink (ctclick). Any changes made in Neogov will not flow to WarriorLink or vice versa.