



# NEOGOV ONLINE HIRING CENTER (OHC) ACCESS REQUEST

## TYPE OF REQUEST

- New User/Reactivate Account  
  Inactivate Account  
  Change User Level (*See levels below*)  
  User Name Change

## USER'S INFORMATION

Last Name:	First Name:	Middle Initial:
Employee ID Number (HRIS ID#):	Phone Number:	
Job Title:		
Agency Name:		
Email Address:		

## LEVELS OF USER ACCESS (Select One)

Indicate the requested "User Level" based on the recruitment function(s) that the above individual will perform

<b>AGENCY HUMAN RESOURCES EMPLOYEES ONLY</b>	<input type="checkbox"/>	<b>Human Resources Originator</b> - Creates recruitment requisitions (Exam/Certification Request) only. Cannot view other user's requisitions or applicant information.
	<input type="checkbox"/>	<b>Human Resources Liaison</b> - Creates recruitment requisitions (Exam/Certification Request); views all requisitions for assigned department/division(s) and views & takes action on referred lists for assigned department/division(s).
	<input type="checkbox"/>	<b>Human Resources Liaison &amp; Final Approver</b> - Final agency HR approver for recruitment assigned requisitions (Exam/Certification Request) and hires prior to release to DHR. Creates recruitment requisitions; views all requisitions for assigned department/division(s) and views & takes action on referred lists for assigned department/division(s).
	<input type="checkbox"/>	<b>Human Resources Liaison/Evaluator</b> - Has received DHR application evaluation training and evaluates applications for agency specific classifications. Creates recruitment requisitions (Exam/Certification Request); views all requisitions for assigned department/division(s) and views & takes action on referred lists for assigned department/division(s).
	<input type="checkbox"/>	<b>Human Resources Liaison/Evaluator &amp; Final Approver</b> - Final agency HR approver for recruitment requisitions (Exam/Certification Request) and hires prior to release to DHR. Has received DHR application evaluation training and evaluates applications for agency specific classifications. Creates recruitment requisitions; views all requisitions for assigned department/division(s) and views & takes action on referred lists for assigned department/division(s).
		<input type="checkbox"/>
	<input type="checkbox"/>	<b>Hiring Manager</b> - Reviews electronic referred lists and takes actions on referred lists for assigned department(s).
	<input type="checkbox"/>	<b>Subject Matter Expert (SME)</b> - Has specialized knowledge that enables them to evaluate training and experience in a particular field of expertise. Will not have access to applicant personal information.

## AGENCY/DEPARTMENT/BUREAU ACCESS

Indicate the requested Agency/Department/Division(s) which the above individual will need access to

Department # (i.e. A83)	Department Name (i.e. Department of Human Resources)

## REQUESTING OFFICIAL'S CERTIFICATION (Agency HR Professional)

By electronically submitting this 'Access Request Form', I certify that the above name individual requires a user account and system access as indicated above in order to perform assigned recruitment related functions.

Requesting Official's Name:

Requesting Official's Title:

Telephone Number:

**EMPLOYEE MUST SUCCESSFULLY COMPLETE REQUIRED TRAINING TO RECEIVE ACCESS TO THE NEOGOV SYSTEM.**