



NEOGOV eRecruit TRAINING ACCESS REQUEST FORM

In addition to the class registration, all registrants for **NEOGOV eRecruit Training** **MUST submit this ACCESS REQUEST form to DHR Learning & Development (training@baltimorecity.gov or FAX: 410-545-3289) NO later than 5 working days prior to the scheduled class.** For questions, call **410-396-1411**

Type of NEOGOV Access Requested:
 Create New Account Delete an Account Change User Level Name Change

REGISTRANT / USER INFORMATION

REGISTRANT First Name: _____ Last Name: _____ Middle Initial: _____
Working Job Title: _____ Employee HRIS ID # _____ (6 Digits found on paystub)
Agency: _____ Bureau / Division _____
Work Phone: _____ Work Email: _____
Supervisor's Name _____ Supervisor's Working Title: _____
Supervisor's Phone: _____ Supervisor's Email: _____

LEVELS OF USER ACCESS

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

AGENCY HUMAN RESOURCES EMPLOYEES ONLY	Human Resources Originator: Creates recruitment requisitions but cannot view other user's requisitions.
	Human Resources Liaison: Creates recruitment requisitions, views all requisitions for the assigned department(s) and views / takes action on referred lists.
	Human Resources Liaison & Final Approver: Final approver for recruitment requisitions prior to release to DHR. Creates recruitment requisitions, views all requisitions for the assigned department(s) and views/takes action on referred lists.
	Approver: Reviews and approves recruitment requisitions before final approval by Agency Human Resources.
	Hiring Manager: Receives electronic eligible lists for assigned department(s) and takes actions on referred lists.
	Human Resources Liaison/Evaluator: Has received DHR application evaluation training and evaluates applications for agency specific classifications. Creates recruitment requisitions, views all requisitions for the assigned department(s) and views/takes action on referred lists.
	Human Resources liaison/Evaluator & Final Approver: Final approver for recruitment requisitions 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 the assigned department(s) and views / takes action on referred lists.

AGENCY/DEPARTMENT/BUREAU ACCESS

Indicate the requested Agency/Department/Bureau(s) for which the above registrant will need access.

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

REQUESTING OFFICIAL'S AUTHORIZATION

By electronically submitting this NEOGOV eRecruit Training Addendum form I certify that the registrant listed on this document requires a user account and system access as indicated above in order to perform assigned recruitment-related functions.

Requesting Official's Name _____ Job Title: _____
Email: _____ Phone: _____
Signature: _____ Date: _____