Position Posting

NeoGov system screenshots

(https://secure.neogov.com/aurora)

Dashboard (https://unified.neogov.com)

Q Search   Nicole Sassenus ▾

✕ Cancel   Save & Close

Save & Continue to Next Step

Create Requisition

1. CREATE   **2. APPROVALS**

3. ATTACHMENTS

Requisition Details

* required fields are marked with asterisk

Requisition #

[Assigned when requisition is saved]

Department/Division *

Find a department/division   Q

Job Description * ⓘ

| Find a class spec | 🔍 |

Working Title

Desired Start Date

📅 MM/DD/YYYY

Hiring Manager *

Find a hiring manager

Hiring Team Lead

Find a Hiring Team Lead   🔍

Hiring Team Member

Find a Hiring Team Member   🔍

Job Type

List Type

Position ⓘ

Find a position

Number of Vacancies

0

EEO/Census Data Template

Find a EEO/Census Data Template 🔍

ⓘ Please note the system will use the Global EEO / Census numbers in the EEO / Census Data settings if no template is selected. To view the EEO / Census data values, please go to Admin > EEO / Census Data.

FTE (Full Time = 1, Part Time = .5, etc.) *

Name of employee(s) vacating position, employee ID (if New Position type N/A) *

How should the position be posted? *
● General Public
○ In-House
○ In-House - Departmental Only

How long should the position be posted?: *
● Minimum - 4 days
○ 1 Week
○ 2 Weeks
○ 3 Weeks
○ Continuous (limited to specific positions)

○ Do Not Post (Memo must be attached)

○ Use Previous Applicant Pool (Within 6 months)

Please refer to the pay plan to verify the salary range. Posted Salary: *

⦿ Minimum to P25

○ P10 to P25 (Library)

○ Minimum to P50

○ Hourly Rate (Temp/Seasonal Only)

○ Depends on Qualifications (Rate is not advertised)

○ Other - Please add range request in comments for review.

If you want to require that candidates include attachments with the application, check the box next to the type of attachment required.

☐ Cover Letter

☐ Resume

☐ No attachments

Additional Advertising Instructions: (All general public jobs are advertised in the Denton Record Chronicle, the COD Website, and governmentjobs.com. If you would like to advertise in additional mediums please specify.)

Account Number for Additional Advertising

Will the position require the employee to drive for city business? *
○ Yes   ○ No

Does the position require the employee to possess CDL? *
○ Yes   ○ No

Does this position require a CJIS background check? *

○ Yes

○ No

○ Unsure

Will the new employee need access to the City's fuel system? *

○ Yes ○ No

Position Details

New Position?

○ Yes ● No

ⓘ Add Position Detail

Comment

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https://secure.neogov.com/aurora/createrequisition

5/5

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× Cancel   Save & Close

Save & Continue to Next Step

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▶ 3. ATTACHMENTS ✓

Approval Workflow

* required fields are marked with asterisk

ⓘ   The approval workflow below has been automatically applied to this requisition based on the Department/Division.

You have the option to override the workflow for this requisition

① ⠿

HR Approval   **Approvers**   **Status**
                       Carri Byrd , + 1 more   🕐 Pending...

Due Date **Comments**

✏️ 🗑️

Approval Group *

| HR Approval | ⊗ | ⌃⌄ |

Due Date

| 📅 | MM/DD/YYYY |

Approvers *

| Kendralyn Williams | Search Approvers | 🔍 |
| ⊗ |

[**Add Approval Step**] [Cancel]