**Neogov Requisition - How to Sheet**

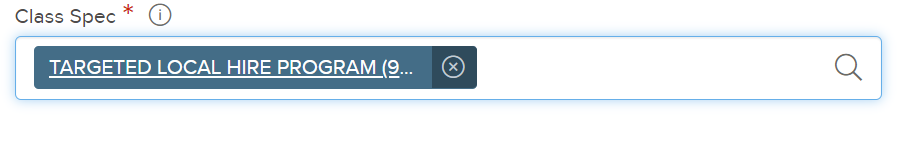
The purpose of this document is to provide instructions to City departments on how to request candidates from the Targeted Local Hire Program, the Bridge to Jobs Program and/or the Alternative Pathway for Part-Time/Exempt Employees for hiring consideration.

**Step 1**: Log into Neogov and create a new requisition. 

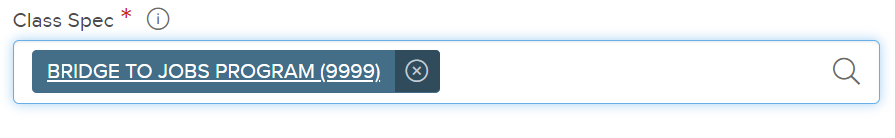
**Step 2:** Enter your Department/Division

**Step 3:** Enter either of the following for “Class Spec”

* For the Targeted Local Hire Program, enter: TARGETED LOCAL HIRE PROGRAM (9999)



* For the Bridge to Jobs Program, enter: BRIDGE TO JOBS PROGRAM (9999)



* For the Alternative Pathway for Part-Time/Exempt Employees, enter: ALTERNATIVE PATHWAY FOR PART-TIME/EXEMPT EMPLOYEES (9999)



**Step 4:** Enter either of the following for **“Working Title”**:

* For the **Targeted Local Hire Program**, enter either:
  + OFFICE TRAINEE - Targeted Local Hire Program 9999; ***or***
  + VOCATIONAL WORKER (ASSISTANT CLASS) – Targeted Local Hire Program 9999
    - *Example: VOCATIONAL WORKER CUSTODIAL SERVICES ASSISTANT - Targeted Local Hire Program 9999*
* For the **Bridge to Jobs Program**, enter “ Bridge to Jobs Program 9999 - TITLE OF TRAINEE CLASS
  + *Example: “Bridge to Jobs Program 9999 - Accounting Clerk Trainee”*
  + **Important Note:** For all *regular, civil service requisitions only*: Copy and paste the class title from the class specs without the class code.
* For the **Alternative Pathway for Part-Time/Exempt Employees** enter either:
  + OFFICE TRAINEE - Alternative Pathway for Part-Time/Exempt Employees 9999; ***or***
  + VOCATIONAL WORKER (ASSISTANT CLASS) – Alternative Pathway for Part-Time/Exempt Employees 9999
    - *Example: VOCATIONAL WORKER CUSTODIAL SERVICES ASSISTANT - Alternative Pathway for Part-Time/Exempt Employees* *9999*

**Step 5:** Answer the following standard items:

* Desired Start Date:
* Hiring Manager
  + If a hiring manager is not listed in the drop down list, please submit a request to Certifications at [per.certs@lacity.org](mailto:per.certs@lacity.org) to add the hiring manager in Neogov.
* Job Type
  + Select Full-Time. Please note that the Targeted Local Hire Program, the Bridge to Jobs Program, and the Alternative Pathway for Part-Time/Exempt Employees are designed to fill full-time, civil service positions.
* List Type
  + Regular
* **Number of Vacancies**
  + **Please enter the number of vacancies**. The number of candidates referred will be based on the number of vacancies.
* EEO/Census Data Template
  + May leave blank
* LOCATION
* SHIFT
* **Candidate Contact Phone -(213) 555-5555**
  + If you would like candidates to report in by telephone, please enter the phone number that candidates should call. If not, please input “999-999-9999” since it is a required field.
* **Candidate Contact Email**
  + If you would like candidates to report in by email, please enter the email address that candidates should email.

**Step 6:** Answer the following items that are specific to requisitions for the **Targeted Local Hire Program**, the **Bridge to Jobs Program,** and the **Alternative Pathway for Part-Time/Exempt Employees**. Please note that all items must be answered in order for the requisition to be processed. *Failure to provide all information may result in a processing delay.*

1. IS THIS REQUISITION FOR TLH, BRIDGE, OR ALTERNATIVE PATHWAY FOR PT/EXEMPT EMPLOYEES (APPTE)?
   1. YES
   2. NO
2. Select the appropriate **“Trainee”** classification for either the TLH, BRIDGE or APPTE Program.

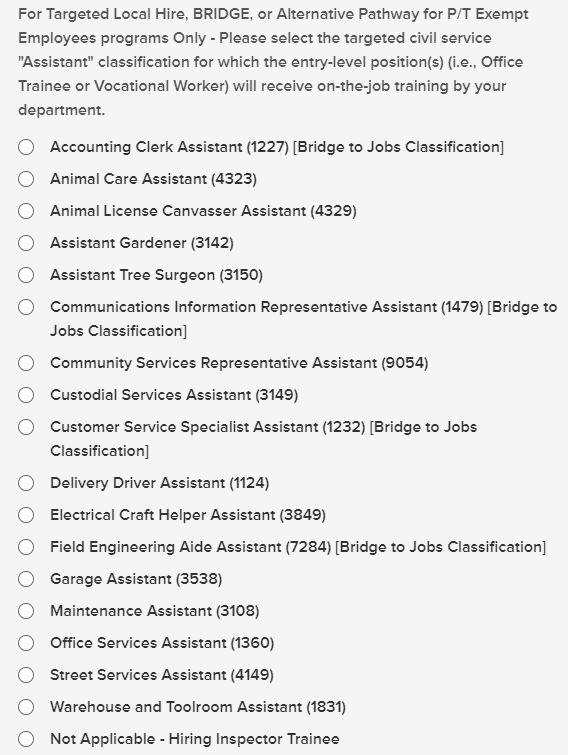


Select the appropriate “Trainee” classification for BRIDGE requisitions.

Select appropriate “Trainee” classification for TLH or APPTE requisitions.

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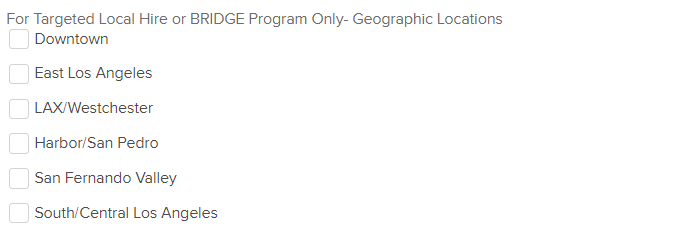
1. Select the appropriate **“Assistant”** classification for either the TLH, BRIDGE or APPTE Program.

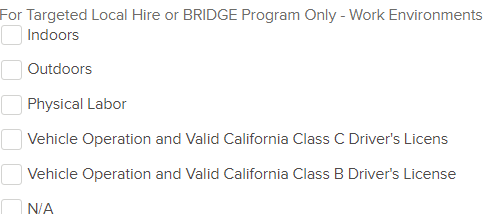


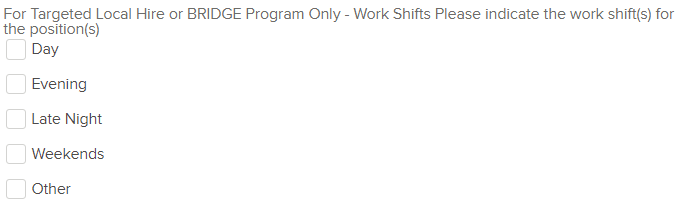
For classes that do not say “Bridge to Jobs Classification,” select the appropriate “Assistant” class for TLH or APPTE requisitions.

[Bridge to Jobs Classification]

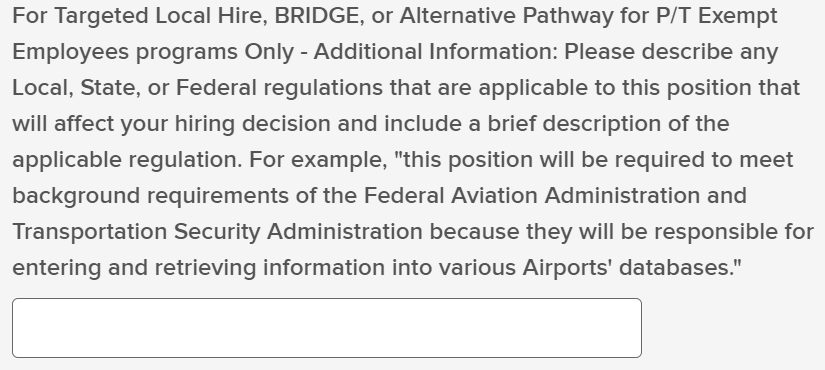
1. Select the **geographic location**, **work environment**, and **work shift** that apply to the position(s).



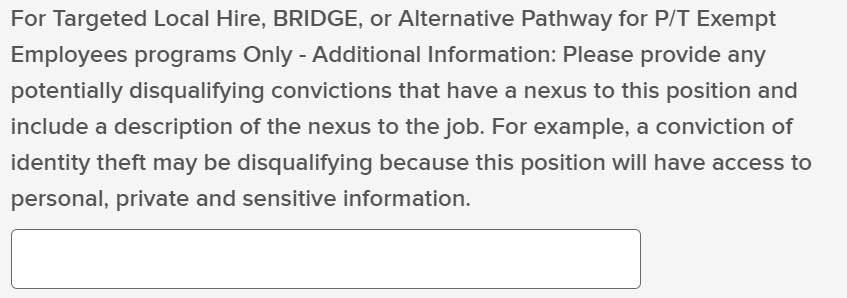




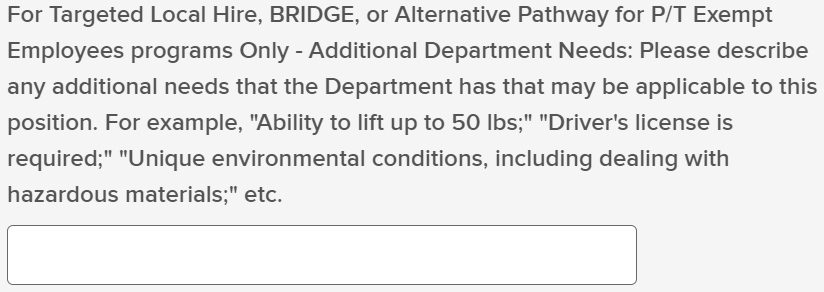
1. Enter additional information for TLH, BRIDGE, or APPTE requisitions:



**Tell us about specific Local, State, or Federal regulations that apply to this position.**

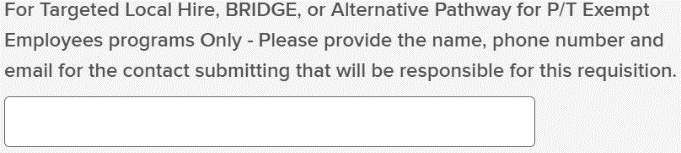
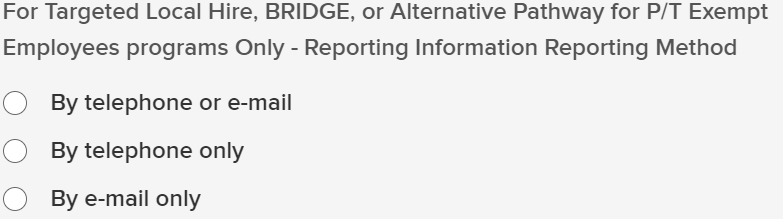


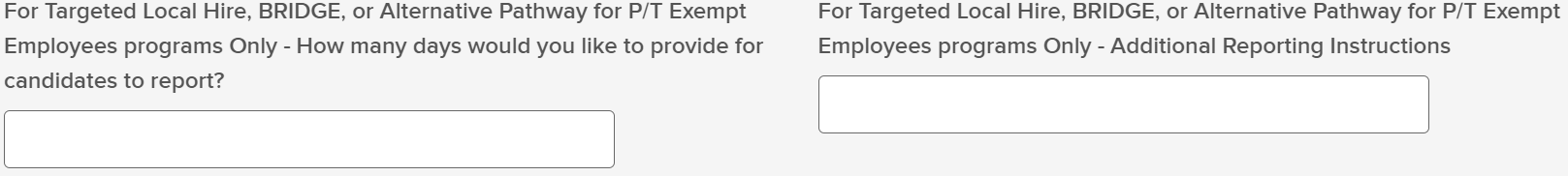
**Tell us about disqualifying convictions that may have a nexus to this position.**



**Tell us about any other specific needs that your department has and would like to inform candidates about.**

1. Enter instructions about how you would like candidates to report in. Please note, candidates submit a short-form application for the TLH, BRIDGE, and APPTE program, which does not include training, education, work or volunteer experience. *If you would like to review candidates’ training, education, work or volunteer experience, you may select the option to report in via email and request a resume at the time that candidates report in.*



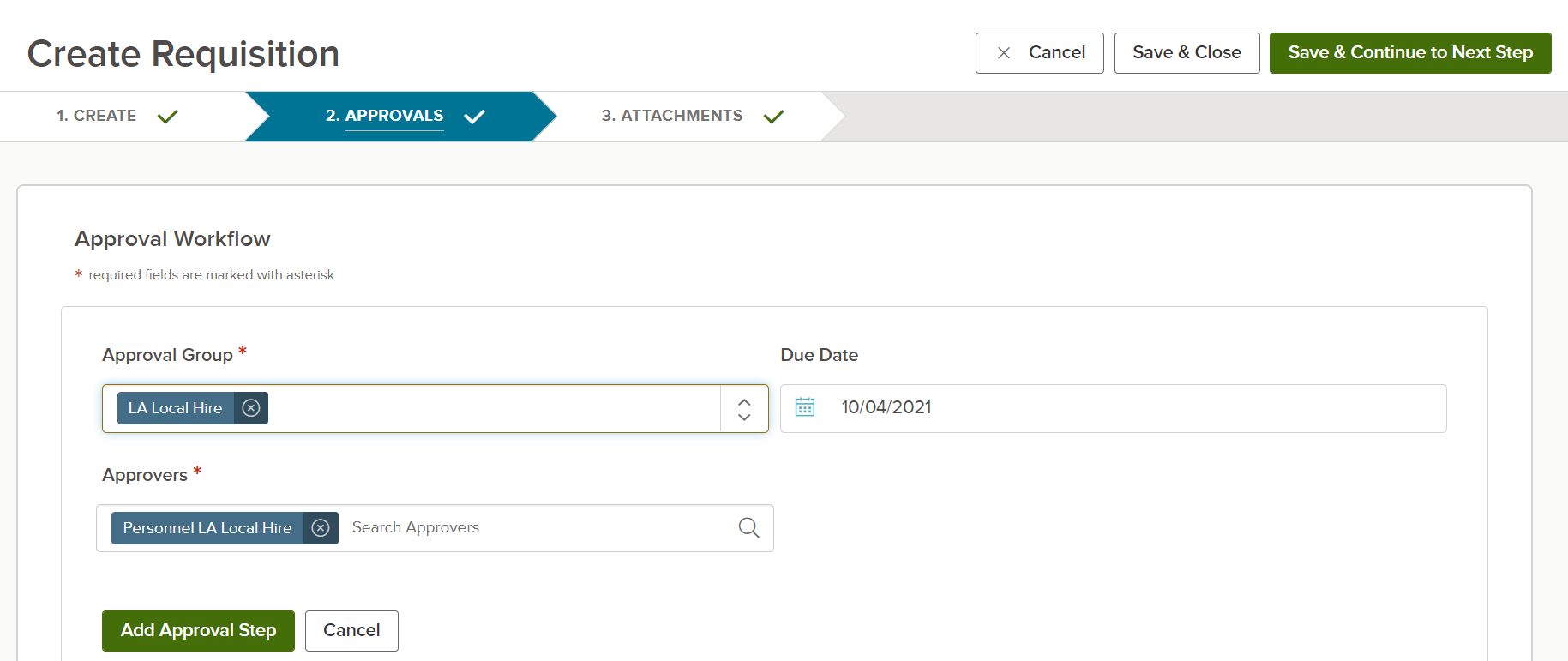
**Step 7:** Save and Continue to the Next Step.

**Step 8: Approval Workflow**

New Positions – Classification is **no longer needed** as an approver. Please only select Personnel LA Local Hire as the approver

All other positions only require Personnel LA Local Hire as approver

* **Approval Group**: Select “**LA Local Hire**”
* **Approvers**: Select “**Personnel LA Local Hire**”
* Click “Add Approval Step”
* Click “Save and Continue to Next Step”



**Step 9:** Attach position description, if necessary.

* Attach any additional information you feel will be helpful in referring TLH, BRIDGE, and/or APPTE candidates, such as a position description.

**Step 10**: Select Save and Continue.