



Angela D. Alsobrooks  
County Executive


Prince George's County Government  
Office of Human Resources Management



Shawn Y. Stokes  
Director

June 20, 2023

MEMORANDUM

**TO:** All Agency Directors, Appointing Authorities and Human Resources Liaisons  
**FROM:** Shawn Stokes, Director, Office of Human Resources Management   
**RE:** NEOGOV Hiring Process Enhancements – Effective July 17, 2023

In FY2024, the Office of Human Resources Management (OHRM) will continue their commitment to data integrity and compliance by implementing two (2) process enhancements within the applicant tracking system, NEOGOV:

1. NEOGOV New Hire Authorization Process (all positions)
2. NEOGOV Requisition Approval Workflow Process

**NEOGOVS New Hire Authorization Process**

**Beginning Monday, July 17, 2023, all competitive and non-competitive hires must be processed and hired in NEOGOV.** Per [Administrative Procedure 208](#), competitive and non-competitive hires include:

- Full- and Part-time
- Limited Term Grant Funded
- Seasonal/Temporary (1000-hour)

By processing all competitive and non-competitive hires in NEOGOV, agencies will ensure that the County electronically captures all candidate data (i.e., applications, EEO data, etc.) and decrease the amount of system errors when entering candidate data into SAP, the County's personnel system of record.

OHRM has updated the FY24 New Hire Enrollment and Onboarding Schedule to reflect the deadline dates for agencies to have the hire action completed in NEOGOV. The FY2024 schedule can be found on the OHRM website at: [New Employee Onboarding Schedule | Prince George's County, MD \(princegeorgescountymd.gov\)](#).

**NEOGOVS Requisition Approval Workflow Process**



1400 McCormick Drive, Largo, Maryland 20774  
301-883-6330 | [ohrm@co.pg.md.us](mailto:ohrm@co.pg.md.us) | MD Relay Service 711

**Effective, July 17, 2023, OHRM will implement an approval workflow within NEOGOV that allows the Talent Acquisition Analyst to review and approve or reject a requisition.**

A key component of OHRM's role for Prince George's County is to ensure compliance when requesting to recruit and hire new employees into the County. Compliance includes submitting accurate and complete requisitions with position numbers, classifications, job announcement forms, etc.

In the event that a requisition is rejected, the OHRM Talent Acquisition Analyst will note any missing or inaccurate information and the Agency HR Liaison will have an opportunity to provide that information without having to recreate the requisition. This workflow will improve efficiency and decrease the time it takes to make corrections or provide missing documentation.

### Next Steps and Training

OHRM will conduct mandatory training for HR Liaisons on these process enhancements and changes. HR Liaisons must attend one (1) of the following trainings:

- Tuesday, July 11<sup>th</sup> – 12 to 1 p.m., or
- Wednesday, July 12<sup>th</sup> – 12 to 1 p.m., or
- Thursday, July 13<sup>th</sup> – 12 to 1 p.m.

An Outlook calendar invitation will be sent to HR Liaisons with the training dates. Any HR Liaisons that do not attend will have their NEOGOV OHC access removed and will need to contact [OHRMRecruitment](#) to take a training and have their access restored.

Job aides for NEOGOV can be found online at: [Recruitment & Hiring Resources | Prince George's County, MD \(princegeorgescountymd.gov\)](#)

cc: Kameron Coefield, Deputy Director, OHRM  
Christi Crist, Program Management Officer, OHRM  
OHRMRecruitment inbox