

NEOGOV

WORKFORCE MANAGEMENT PLATFORM

for the public sector

TABLE OF CONTENTS

About NEOGOV.....	1
RECRUIT MODULE.....	3
INSIGHT.....	4
Benefits.....	5
Highlighted Features.....	6
Background Checks.....	8
Implementation.....	9
ATTRACT.....	10
Benefits.....	11
Highlighted Features.....	12
Implementation.....	14
GOVERNMENTJOBS.....	15
Benefits.....	16
Highlighted Features.....	17
ONBOARD.....	18
Benefits.....	19
Highlighted Features.....	20
Implementation.....	22
DEVELOP MODULE.....	23
PERFORM.....	24
Benefits.....	25
Highlighted Features.....	26
Implementation.....	28
LEARN.....	29
Benefits.....	30
Highlighted Features.....	31
Implementation.....	33
MANAGE MODULE.....	34
HRIS.....	35
Benefits.....	36
Highlighted Features.....	37
Implementation.....	39
COMPLY MODULE.....	40
POLICY.....	41
Benefits.....	42
Highlighted Features.....	43
Implementation.....	45
EFORMS.....	46
Benefits.....	47
Highlighted Features.....	48
Implementation.....	49
SUPPORT.....	50

ABOUT NEOGOV

Serving over 7,000 organizations, NEOGOV is the leading provider of comprehensive human capital management solutions for the public sector.

NEOGOVS product suite of four integrated modules – Recruit, Develop, Manage, and Comply – is designed exclusively for government agencies and institutions of higher education. NEOGOV products are built to support the unique needs of public sector HR teams and to automate the entire employee lifecycle while maintaining the highest standard of compliance.

Why Trust NEOGOV?

7,000+

Public Sector Agencies

250,000+

People Use NEOGOV

100M+

Citizens Served

20+

Years of Experience

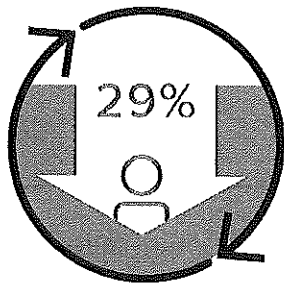
1.5M+

Hires Made

2M+

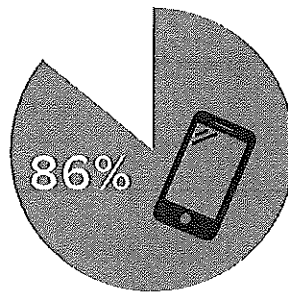
Courses Taken

THE BENEFITS OF USING NEOGOV



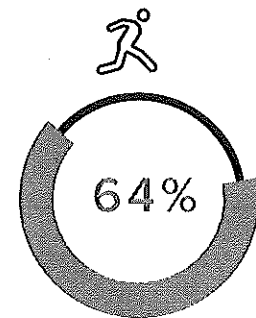
LOWER EMPLOYEE TURNOVER

Effective onboarding lowers the employee turnover rate by **29%**



MOBILE-FRIENDLY SOFTWARE

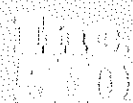
86% of job seekers would use their smartphone to apply for a job¹



CLOSE THE SKILLS GAP WITH TRAINING

64% of SCAs believe a growing skills gap is their greatest workforce challenge²

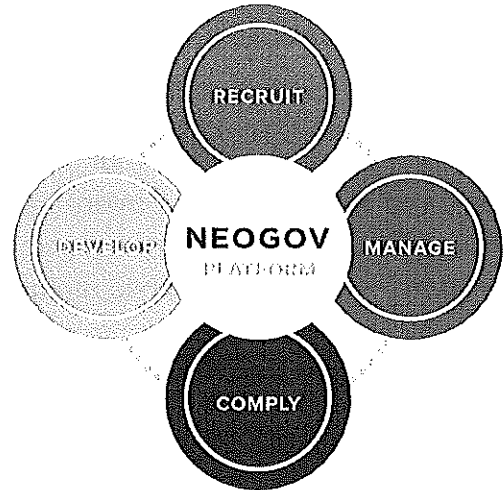
Our Accreditations



OUR SUITE

NEOGOV is the industry leader in human resources software for the public sector.

The NEOGOV platform combines four modules – Recruit, Develop, Manage, and Comply – to automate and support the entire public sector employee lifecycle.



RECRUIT



INSIGHT | Applicant tracking software helps you recruit and hire high-quality candidates, complete with compliance reporting.



GOVERNMENTJOBS.COM | The largest public sector-specific job board in the USA, designed to help you attract quality applicants, hire faster, and save on advertising.



ONBOARD | Onboarding software ensures day-one readiness for new employees, accelerates productivity, and helps you keep your hires longer.



ATTRACT | Capture leads, manage relationships, automate communications, and measure recruiting data with our Candidate Relationship Manager (CRM).

DEVELOP



PERFORM | Performance management software to nurture communication, identify and promote employee strengths, and establish a sense of purpose.



LEARN | Learning management software that increases the productivity, safety, and retention of your workforce with engaging training.

MANAGE



HRIS | Our Human Resources Information System makes it easy for you to automate Core HR, Payroll, Benefits, and Time & Attendance and track data.

COMPLY



POLICY | A secure, cloud-based repository to develop, review, approve, distribute, and track policies and procedures across their entire lifecycle.



EFORMS | Store and centralize personnel files, create electronic forms and convert existing ones, and build routing and approval workflows in a secure repository.

NEOGOV

DEVELOP

MANAGE

COMPLY

RECRUIT

The NEOGOV platform combines 4 modules - Recruit, Develop, Manage, and Comply - to automate and support the entire public sector employee lifecycle.

THE RECRUIT MODULE

automates hiring by centralizing the process of attracting applicants, screening them, and landing a qualified hire that's productive on day one, while ensuring compliance.

One of the main challenges in public sector HR is building and maintaining a highly qualified workforce. NEOGOV's Recruit module cohesively integrates a public sector-specific job board, applicant tracking system, candidate relationship management, and onboarding solutions to deliver a faster, more efficient, and compliant recruitment process.

NEOGOV

INSIGHT

RECRUIT

Applicant tracking software helps you attract and hire high quality candidates, complete with compliance reporting.

TRANSFORM HIRING WITH THE LEADING – *applicant tracking system* – FOR THE PUBLIC SECTOR

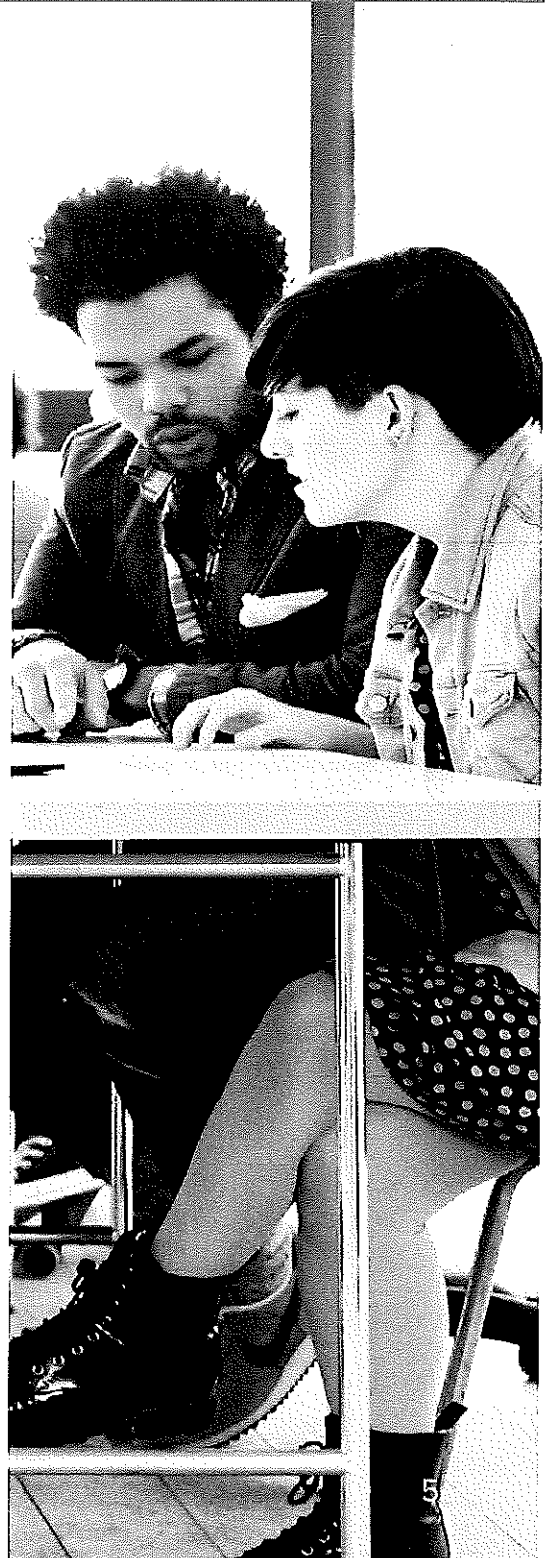
Built to serve the public sector, NEOGOV's applicant tracking system automates the hiring process and meets compliance requirements, reducing time to hire. With easy-to-use job application templates and an applicant self-service portal, Insight makes it easier to find and hire more qualified candidates.

With Insight, HR teams can quickly and easily manage all applicants and access recruitment data throughout the application process. List open positions on your company website and accept online applications, while ensuring ADA/ Section 508 Compliance. Ensure compliance with the built-in, auditable, and legally defensible hiring process, complete with reporting on applicants, applicant flow, EEO, adverse impact, and passpoint analysis.

Integrated with NEOGOV's online job board GovernmentJobs.com, Insight allows you to broaden your reach by advertising to job seekers nationwide. Show your agency in the best light with a customized Career Page that lets candidates find your job openings and submit online applications.

CREATED FOR YOU *and your candidates*

- ✓ Public Sector Focus
- ✓ Compliance & Fairness Automation
- ✓ Decreases Time to Hire
- ✓ Automates Recruiting and Hiring



HIGHLIGHTED FEATURES

CANDIDATE SCORING

As candidates apply, Insight pre-screens them using auto-scoring to highlight the best candidates. By showing weighted scores and rankings based on screening protocols, tests, and interviews, Insight helps you narrow candidates down and find the best fit.

- Configurable screening hurdles and weights
- Customize scoring rules to rank candidates
- Generate and manage your ranked eligible list

COMPREHENSIVE REPORTING

Insight's easy-to-navigate reports and dashboards help optimize the hiring process by offering data visualization and analysis. With Insight you get more than 90 standard reports, advanced ad-hoc reporting, adverse impact statistics, and dashboards that help you make more informed hiring decisions. Monitor job health and boost job postings to increase your exposure and reach more candidates.

- See real-time applicant flow and job posting health and boost jobs that are not attracting enough candidates
- Perform passpoint analysis to ensure hiring does not result in adverse impact
- Analyze recruitment timelines to identify opportunities to reduce your time to hire

CANDIDATE SELF-SERVICE PORTAL

Maintain transparency and streamline communication for both the applicant and HR with an online self-service portal. Save time by giving applicants the ability to check the status of their application and self-schedule written exams, oral panel interviews, and performance tests.

- Allow candidates to monitor where they are in the application process
- View all email notifications sent by the employer in the job seeker inbox
- Access complete application history for all jobs the candidate has applied for

Besides making everything a lot easier, what I value most is that NEOGOV listens to the users and implements our ideas.

JANET FAGER
Kankakee Community College

NEOGOV OHC Search Michelle Cline

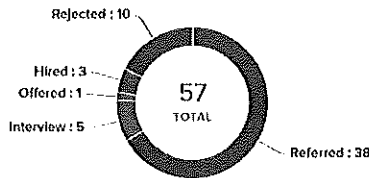
Dashboard Jobs

Requisition Detail
Police Officer (2016-00002) **Open**

Copy Print Cancel Req Edit

Requisition Information Approvals Hire Workflow Candidates History

Candidates There are 2 notes



All Candidates Actions

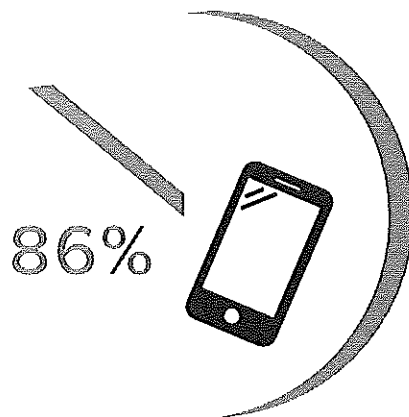
57 records are selected Select all 57 records Clear selection

Name	Notices	Master Profile	Total Score	Action Date	Status
Mendoza, Brandon X	-	👤	94.00	02/17/2017	Rejected (Pending) Interviewed - not selected
Buhr, Kathy B	-	👤	94.00	02/17/2017	Rejected (Pending) Interviewed - not selected
Ryan, Andrew T	-	👤	94.00	02/17/2017	Rejected (Pending) Interviewed - not selected
Gipth, Richard H	-	👤	92.00	02/17/2017	Hired Approval in Progress
Nichols, Elliot R	-	👤	92.00	02/17/2017	Rejected (Pending) Interviewed - not selected
Garsell, Kellieanne A	-	👤	91.00	02/17/2017	Rejected (Pending) Interviewed - not selected
Nigma, Tammy L	-	👤	91.00	02/17/2017	Interview Scheduled for 05/02/2017 8:00 AM
Reyes, Paula E	-	👤	91.00	03/27/2018	Offered Accepted

MODERNIZING FOR TODAY'S APPLICANT

Enhance both the applicant and staff experience by eliminating paper and automating processes. In today's age of technology, Insight helps your organization stay up-to-date.

- ✓ Integrate job postings with GovernmentJobs.com
- ✓ Configure online job application forms
- ✓ Ask job-specific supplemental questions to better screen applicants
- ✓ Avoid incomplete applications with required fields



86% of job seekers would use their smartphone to apply for a job. (Source: Staff.com)



Integration:

BACKGROUND CHECKS

Accelerate the hiring process by integrating Insight with one of NEOGOV's recommended background check partners.

Insight's background check integration shortens time to hire, provides accurate information about candidates, and ensures compliance with public sector hiring laws. Set up processes online to decrease the amount of time spent routing paperwork manually. Shorten the time required to complete background checks by up to 35% and see a cost savings of up to 15% per candidate.

Give candidates and hiring managers visibility into the status of applications as they move through the background check process.

The system is built to meet compliance requirements for EEOC and FCRA. Generate more accurate background reports and field fewer candidate disputes. Our integration partners report a 10x lower dispute rate compared to manual background checks.

- Shorter time to hire
- Lower risk of noncompliance
- Visibility for HR, hiring managers, and candidate

VENDORS INCLUDE

AccuSource

Alliance₂₀₂₀

assurehire

Checkr

ChoiceScreening

GIC

ESR

FIRSTCHECK

GUARDIAN
ALLIANCE TECHNOLOGIES

OPEN
online

QUICKSEARCH

ScreeningOne

VerifiedFirst

...and more!

NEOGOV

RECRUIT

The largest public sector job board in the US designed to help you attract quality applicants, hire faster, and save on advertising.

ATTRACT QUALIFIED CANDIDATES – *quickly with the* – #1 PUBLIC SECTOR JOB BOARD

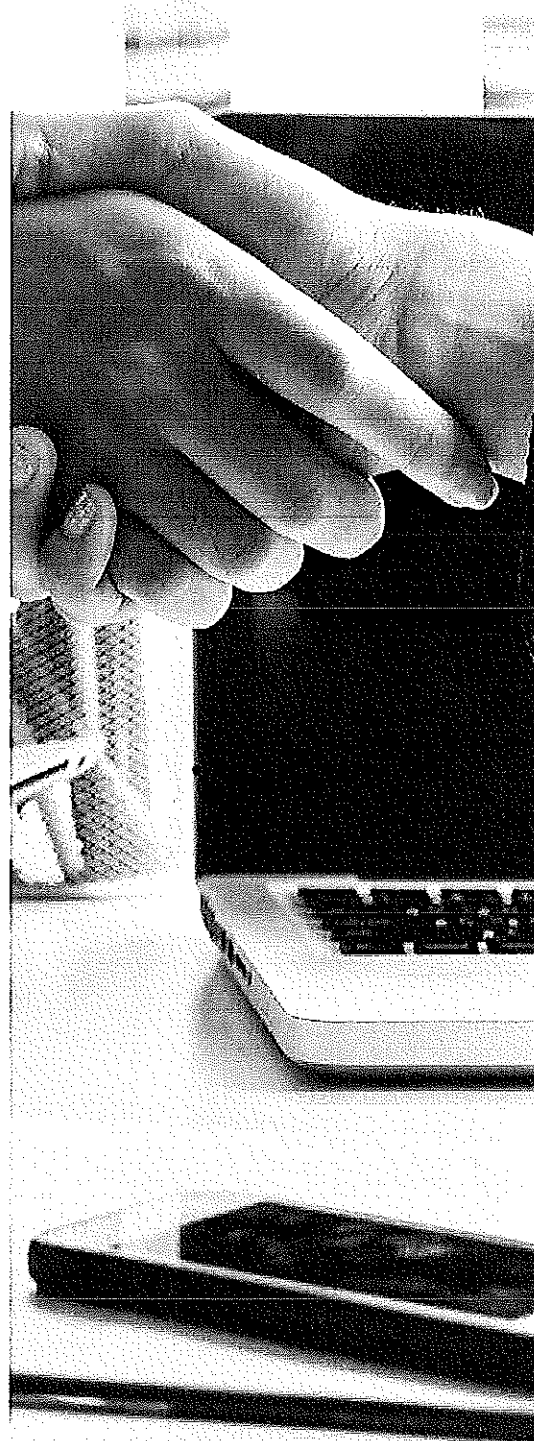
With over 6 million page views a month and more than 14.5 million applications submitted annually, GovernmentJobs.com is the best place to find candidates committed to landing a job in the public sector. Using our job board gives your organization access to 39 million applicant profiles to ensure you find the most qualified candidate for the job.

Host to over 45,000 job postings, GovernmentJobs.com is the #1 public sector job board. Over 1,500 organizations from all 50 states use our job board to advertise their open positions, attracting qualified candidates who are specifically searching for public sector roles.

As you search for candidates, easily track their application process with the seamless integration with NEOGOV's applicant tracking system, Insight. Use Insight to post open positions on GovernmentJobs.com, manage interviews, and even hire through one system. Our solutions work in tandem to help you fill open positions with candidates who are right for your organization.

CREATED FOR YOU *and your applicants*

- ✓ #1 public sector job board
- ✓ 14+ million applications submitted annually
- ✓ Integrates with NEOGOV talent management suite



HIGHLIGHTED FEATURES

#1 PUBLIC SECTOR JOB BOARD

GovernmentJobs.com is the largest job board that's focused exclusively on the public sector. Originally developed for the public sector, it was conceived to meet specific compliance standards for government agencies.

- Top rankings on Google for public sector job searches
- Serving the public sector for over 20 years
- Designed for accessibility, meets 508 compliance requirements

ATTRACT MORE QUALIFIED APPLICANTS

Because GovernmentJobs.com is public-sector focused, it's the fastest and most efficient way to find applicants that already have government experience or are looking to start a career in the public sector.

- Over 1.5 million applicants have created profiles on GovernmentJobs.com
- Mobile-friendly application submission process
- Reduce other advertising costs by only targeting public sector job seekers

INTEGRATES WITH INSIGHT

NEOGOV's applicant tracking system integrates directly with GovernmentJobs.com, making it possible for you to post jobs, accept applications, and track candidates all in one place.

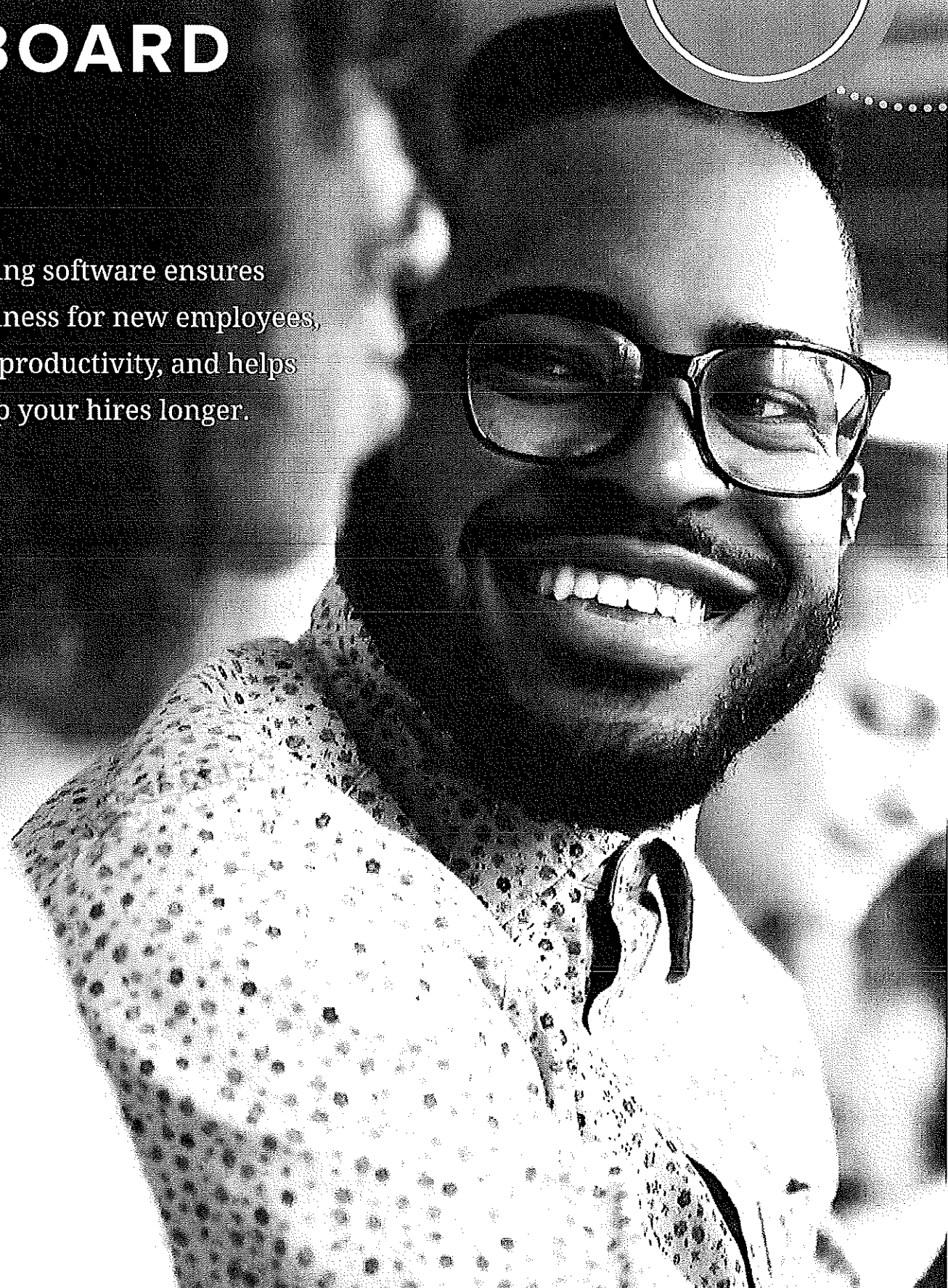
- Attract, interview, and hire applicants from one place
- Create job postings in Insight and automatically publish to GovernmentJobs.com
- Enable candidates to self-schedule interviews and view application status
- Includes live support from NEOGOV's customer service agents to reduce applicant calls to your agency

NEOGOV

ONBOARD

RECRUIT

Onboarding software ensures day-one readiness for new employees, accelerates productivity, and helps you keep your hires longer.



STIMULATE PRODUCTIVITY – *by empowering new hires to* – BE PRODUCTIVE BEFORE DAY ONE

NEOGOV's onboarding software, Onboard, enables new hires to become more productive before their first day on the job by streamlining new hire paperwork, processes, and training on an easy-to-use platform. Assign checklists to your new hires prior to their start date and create forms specific to employees, groups, or departments. Set up required fields to ensure forms are properly completed by new hires.

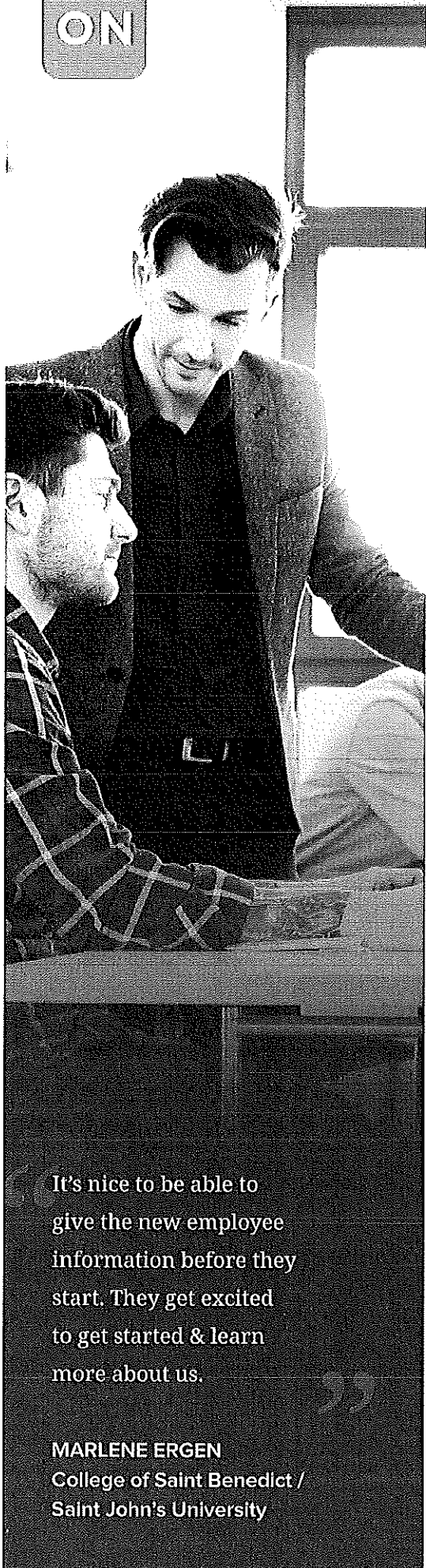
Assign employees their own accounts with unique credentials with built-in authentication and security. New hires can complete I9 and W4 forms online in minutes, and HR can easily initiate and complete E-Verify checks. Employees can even electronically sign forms.

Attracting a great candidate is only the first step. Engaging them after they've been hired is key to making them successful. Effectively onboarding new hires helps them to be productive and engage immediately.

CREATED FOR YOU *and your employees*

- ✓ Creates a transparent process for agencies and applicants
- ✓ Automates onboarding tasks
- ✓ Increases productivity and engagement





HIGHLIGHTED FEATURES

Make a great first impression, convey your organization's culture, and get your new hires fired up. The public sector has unique hiring needs and Onboard was specifically created to fill those requirements. Onboard's robust form builder, templates and global form bank, and employee portal are just a few of the ways Onboard supports HR and new hires.

MORE THAN JUST ONBOARDING

Onboard goes beyond onboarding, with the capability to handle pre-boarding and offboarding.

- Seasonal hiring capability

TEMPLATES & GLOBAL FORM BANK

Onboard's form builder allows you to drastically reduce paper forms for new hires. HR can create forms from scratch, use existing form templates, or select from a library of forms being utilized by other public sector agencies. HR can customize any template to make it fit their specific process.

- Library of form templates from other public sector agencies
- Customizable, editable templates
- Adaptable, not one-size-fits-all

EMPLOYEE PORTAL

Onboard's portal helps to communicate organizational culture, provide job clarity, and stay compliant. Clearly spell out onboarding deadlines while giving new hires the freedom to complete required forms at their convenience, leaving more time for HR to engage with their new hires. Configure your new hire portal with checklists and interactive widgets to facilitate structure and collaboration while providing new hires with vital documents, trainings, and videos.

- Communicate relevant training information to new hires
- Share your organization's mission and values

It's nice to be able to give the new employee information before they start. They get excited to get started & learn more about us.

MARLENE ERGEN
College of Saint Benedict /
Saint John's University



Welcome, Amy!

Sunnydale University Welcome to NEOGOV

NEOGOV is the market and technology leader in on-demand human resource software for the public sector. We are passionate about technology, focused on customer success, and have an entrepreneurial environment where risk-taking is encouraged and rewarded. Our environment is fast-paced with smart, energetic and passionate people and opportunities for growth.

[VIEW ALL](#)

Company Videos

Learn more about our company culture by watching these videos.



In the Community

2:03



Office Vibes

6:33



Brainstorming

3:46

[VIEW ALL \(9\)](#)

Resources & Documentation

Checklist

[VIEW ALL \(24\)](#)

39%

- Meet the design team ⚠ 2 days past due
- Complete the W-4 form 🕒 Due in 3 days
- Complete the parking form 🕒 Due in 4 days
- Complete the I-9 form ✅ Complete
- Complete the benefits form ✅ Complete
- Complete the new hire paperwork ✅ Complete
- Complete the new hire training ✅ Complete
- Complete the new hire orientation ✅ Complete
- Complete the new hire onboarding ✅ Complete
- Complete the new hire documentation ✅ Complete
- Complete the new hire paperwork ✅ Complete

Team Photos

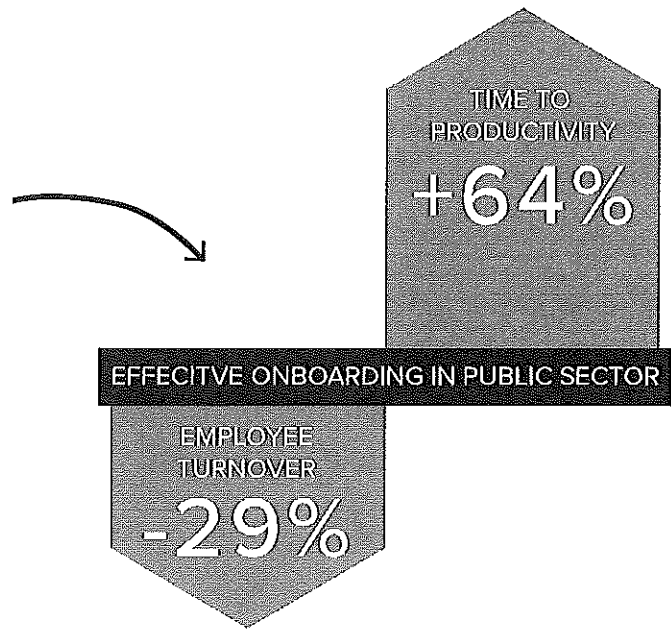
Get acquainted with our office and team building events.



ONBOARDING AND EMPLOYEE RETENTION

Onboarding is a critical part of employee retention. According to NEOGOV's *2019 Job Seeker Report*, public sector organizations that effectively onboard new hires can lower the rate of employee turnover by 29%.

Additionally, solidified onboarding programs increase time to productivity by 64%, according to The Aberdeen Group.



IMPLEMENTATION



DISCOVERY

3 Weeks

KICK OFF

Discovery sets the stage for the implementation by scoping the work needed, creating the timeline, and establishing expectations. Project resources are also assigned, including staff assignments and project management materials.

PHASES 1& 2 INITIATION

5-6 Weeks

ADMIN TRAINING

Customers start learning the Onboard system through a combination of self-paced training modules and demonstrations from the Implementation Consultant.

CONFIGURATION

The main elements of the platform are configured jointly by the customer and Implementation Consultant, including form builder, checklists and new hire portals.

PHASES 3 & 4 PRODUCTION

2-3 Weeks

DATA CONNECTIONS

The New Hire Feed is set up to bring over future employees from the Insight system. Additionally, E-Verify can be established and the position & employee imports can be completed if desired.

TESTING & REVIEW

System validation (testing) and full production review are done before the customer signs off on the Onboard system for going live.

TRAIN

Ensure successful adoption through end user training for HR Users and Managers. Leverage the online resources available from NEOGOV to conduct training sessions.

Add-On Service: Remote training for end users available for purchase.

POST-IMPLEMENTATION

Ongoing

Transitional support is set up for the live system. Implementation Consultants conduct 30-day and 60-day check-ins to provide additional assistance.

NEOGOV

MANAGE

COMPLY

RECRUIT

DEVELOP

The NEOGOV platform combines 4 modules – Recruit, Develop, Manage, and Comply – to automate and support the entire public sector employee lifecycle.

THE DEVELOP MODULE

helps HR teams build a more capable workforce by empowering managers with professional development tools and customized training programs that support employees and maintain organizational compliance.

Between retiring baby boomers, high turnover rates among younger generations, and a strong job market, it is becoming increasingly necessary for the public sector to adopt continuous and effective performance management to increase retention.

With robust, configurable evaluation functionality, and an Integrated learning management solution, the Develop Module allows agencies to groom employees and position them for growth within the organization.

NEOGOV

PERFORM

DEVELOP

Performance management software nurtures communication, identifies and promotes employee strengths, and establishes a sense of purpose.

TRACK EMPLOYEE PERFORMANCE – *and provide constructive feedback to* – BUILD A MORE CAPABLE WORKFORCE

NEOGOV's employee evaluation software, Perform, is the only full-featured performance management software in the marketplace with specific public sector functionality and a mobile-friendly interface. Perform automates annual and probationary employee evaluations, allowing your HR team to automate the process of identifying skill gaps and areas of improvement in their employees.

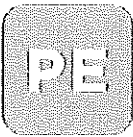
Perform is an integrated performance tracking solution that works seamlessly with NEOGOV's Onboard, Insight, and Learn. Use Perform to provide continuous feedback to your employees based on desired competencies established by your organization. Create employee or role-specific criteria for measuring performance, identify areas for growth, and schedule regular check-ins to see how employees are progressing. Avoid recency bias by regularly adding confidential journal entries to help you compose annual performance reviews.

Discover the best performers within departments and those that need more support using one-on-one performance reviews and employee self-rating. Generate individual development plans and recommend trainings based on an employee's competency scores.

CREATED FOR YOU *and your employees*

- ✓ Automate employee performance review processes
- ✓ Increase transparency and engagement between employees and managers
- ✓ Pinpoint shortcomings and growth opportunities for professional development





HIGHLIGHTED FEATURES

PUBLIC SECTOR-FOCUSED

Designed specifically for the public sector, Perform includes multiple features to ensure compliance and accommodate different processes based on each department's requirements.

- Automatically adds shift managers to public safety evaluations
- Multiple managers can collaborate on a single evaluation
- Generate automatic employee acknowledgment tasks
- Handles varying frequencies and approval workflows to maintain efficiency

REPORTING & DATA


With Perform's reports and dashboards, analyze individual employee, team, or departmental data to identify skill gaps across the agency and optimize employee development based on common themes.

- Easily analyze data and identify bottlenecks in the evaluation process
- Track status of performance review completion across managers & departments
- Measure goal achievement progress and determine where additional training is needed within the organization
- Quickly identify employees eligible for a merit increase

CONTINUOUS FEEDBACK

Perform allows for continuous communication with employees regarding manager feedback and goal tracking through email notifications, mobile or desktop journals, and scheduled and recurring check-ins. Managers can complete journal entries throughout the year to document performance and refer back during performance reviews.

- Schedule periodic check-ins to provide feedback and track goal progress
- Implement PIPs (performance improvement plans) and electronically document every step of the process
- Managers can refer to journal entries and check-ins to expedite ratings



The ease & flexibility of having performance evaluations online has been a huge factor that generates feedback from employees.

DARCY LOWERY
City of Avondale, AZ

NEOGOV Perform Search Casey Akers

Employees Performance Evaluations Library Positions Administrative Reports Help Feedback

Evaluation Dashboard Goal Dashboard

My Tasks [view all](#)

9 Total 3 Rating 2 Approve And Sign 1 Sign 0 Approve 3 Other 3 Overdue

Task	For Employee	Related To	Due Date
Sign 2020 Annual Evaluation for Mike Paterson	Mike Paterson	2020 Annual Evaluation	01/07/2019
Add Goals to the Evaluation	Mike Paterson	2019 Annual Evaluation	04/07/2019
Add Tasks to the Development Plan	Mary Anderson	Development Plan for Mary Ande	05/01/2019
Approve and Sign 3 Month Probationary Evaluation for Blake Berry	Blake Berry	3 Month Probationary Evaluation	07/27/2019
Approve and Sign 3 Month Probationary Evaluation for Eric Jackson	Eric Jackson	3 Month Probationary Evaluation	07/28/2019
Add Goals to the Evaluation	Brandon Arnold	2020 Annual Evaluation	07/31/2019
Complete the Requiring Check In	Mary Anderson	2021 Annual Evaluation	09/28/2019
Rating For Mary Anderson's 2021 Annual Evaluation	Mary Anderson	2021 Annual Evaluation	12/05/2021
Rating For Brandon Arnold's 2021 Annual Evaluation (PT)	Brandon Arnold	2021 Annual Evaluation (PT)	12/09/2021

1 - 9 of 9 items

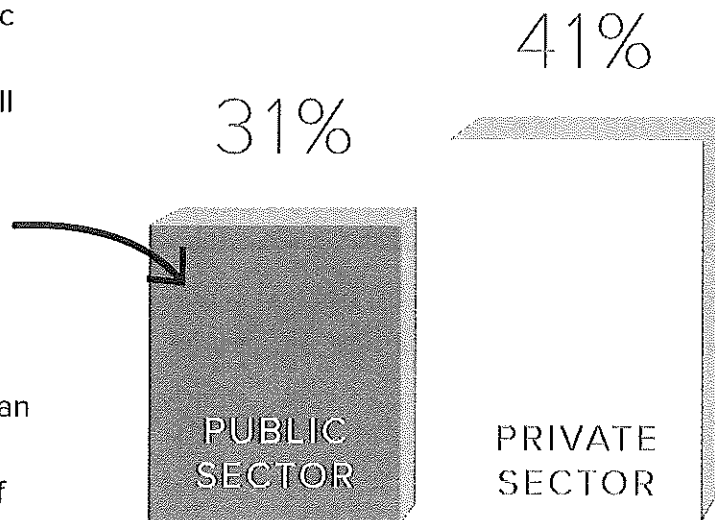
NURTURE EMPLOYEE DEVELOPMENT

Employee development is critical for the public sector. As baby boomers exit the workforce, public sector organizations are struggling to fill the positions that are opening.

According to NEOGOV's *2019 Job Seeker Report*, only 31% of public sector applicants listed Career Advancement as an attractive quality of the sector.

By conducting performance evaluations, HR can help nurture the career and skill development of teams, and ultimately improve the appeal of public sector employment.

Career Advancement as a Motivator for Working in the Public vs Private Sector



IMPLEMENTATION



DISCOVERY

3 Weeks

KICK OFF

Discovery sets the stage for the implementation by scoping the work needed, creating the timeline, and establishing expectations. Project resources are also assigned, including staff assignments and project management materials.

PHASES 1& 2 INITIATION

5-6 Weeks

ADMIN TRAINING

Customers start learning the Perform system through a combination of self-paced training modules, demonstrations from the implementation consultant and practicing in a training environment.

PROCESS MATCHING

Existing evaluation processes will be mapped onto the Perform system, including review cycles, approval structures, rating scales and competencies.

CONFIGURATION

The main elements and administrative settings of the Perform platform are configured together by the customer and Implementation Consultant.

PHASES 3 & 4 PRODUCTION

2-3 Weeks

TESTING & REVIEW

System validation (testing) and full production review are done before the customer signs off on the Perform system for going live.

TRAIN

Ensure successful adoption through end user training for HR Users and Managers. Leverage the online resources available from NEOGOV to conduct training sessions.

Add-On Service: Remote training for end users available for purchase.

POST-IMPLEMENTATION

Ongoing

Transitional support is set up for the live system. Implementation Consultants conduct 30-day and 60-day check-ins to provide additional assistance.