

NEOGOV

A One-Stop HR Suite for the Public Sector

Make work easier by streamlining everyday HR processes in one integrated system. Built based on public sector best practice, NEOGOV's easy-to-use platform is customizable to your needs to enhance your operations and efficiency. With modern solutions to the most pressing issues you face each day, you can put more focus on the work that matters.

What We Help You With



Recruitment

Get qualified public sector applicants for hard-to-fill positions.



Hiring

Reduce time-to-hire and onboard new employees in less time.



Development

Boost retention and empower employee career growth.



Performance

Give ongoing feedback in one place for easy, fair evaluations.



Documents & Workflows

Eliminate paper and time-consuming routing tasks.



Policies & Compliance

Keep staff up-to-date on critical content like policies and procedures.



Employee Information

Consolidate Core HR, benefits, payroll, and T&A.

“If you haven’t tried NEOGOV, you’re working too hard. You will realize how easy it is to run your whole staffing process without breaking a sweat.”

Andreas Pyper, City of Santa Barbara, CA

Recruit

Reach - Engage - Screen - Hire - Onboard - Measure

AT

Attract | Candidate Sourcing

- **Experience the joy of getting 15% more applicants** without adding to your workload
- **Stop wasting time sending emails one by one** – instead reach hundreds of candidates at once
- **No more guessing which recruitment efforts result in the most applicants** – have the data to actually know the answer

GJ

GovernmentJobs.com | Public Sector Job Board

- **Stop worrying no one will see** your new job postings
- **Feel confident in finding qualified hires** with 177% more success than Indeed and 67% more success than LinkedIn
- **Stop wasting time reaching candidates who aren't interested** in public sector work

IN

Insight | Applicant Tracking & Screening

- **Be proud of how easy it is for candidates to apply for your jobs** with a user-friendly process
- **Stop forcing your processes to work** and instead use a solution that molds to your needs
- **Make screening applicants a breeze** with automation – and fill new positions without breaking a sweat

ON

Onboard | New Hire Onboarding

- **Have peace of mind knowing you're always compliant** with public sector new hire requirements
- **Help new hires feel welcome from day one** with easy access to agency and role-specific resources
- **Give new hires a great first impression** by making it easy for them to complete new hire paperwork

“We went from 200 days average recruitment to 90 days per recruitment; that includes Public Safety, which tends to have a much longer and detailed exam plan.”

Deborah Erb, HR Business Analyst, San Luis Obispo County

How We Help You at Each Step of the Recruitment Process



Attract



Insight



GovernmentJobs.com



Onboard

Reach Candidates

IN

Create standard and custom job applications with supplemental questions

Assign points to qualifications and questions

Post job openings and qualifications online that are mobile-friendly

Collect exam and application payments online

GJ

Market your jobs to 30M public sector candidates

Engage Candidates

AT

Automatically notify good-fit candidates of jobs

Contact past applicants to apply for new roles

Tell your story with custom landing pages for each department or recruitment event

Collect candidate information at recruitment events and easily follow up afterwards

Send automated email campaigns to candidates in your area

Screen Applicants

IN

Auto-score applicants based on qualifications and application questions

Screen and/or rank applicants automatically by residency preference

Create and export eligible lists

Send online canvassing letters and track their delivery, receipt, and completion

Let applicants self-schedule interviews/exams

Assign stakeholders to review applicants and add notes at each stage

Email and text applicants with status updates

Track applicant progress at every step

Schedule Appointment

Application Developer

Choose an appointment date/time:

County Administration Building
100 State Street
Grand City, CA 90927

Tuesday, October 24

10:00AM

11:00AM

2:00PM

Canvass Form

Budget Analyst

Respond by March 31

Availability Statement

☒ I am available for the position described above

☐ I am temporarily unavailable

☐ I am not available because:

☐ _____
☐ _____
☐ _____
☐ _____

How We Help You at Each Step of the Recruitment Process



Attract



Insight



GovernmentJobs.com



Onboard

Hire Employees



Manage background checks

Send digital offer letters to candidates selected for hire

Collect compliant e-signatures on digital offer letters

Signature *

Please sign your name below. Clear



Casey Akers

Cancel Save

Onboard Employees



Set up custom onboarding portals to make new employees feel welcome and showcase your culture

Send digital new hire paperwork to be completed before they start

Auto-populate employee info on new hire forms from their application in Insight


Assign and track new employee tasks and due dates

Pull job descriptions from Insight so new hires know exactly what's expected of them

View individual employee goals from Perform

Onboarding Portal

Welcome to the Team!



Checklist	
Review Employee Handbook	<input type="checkbox"/>
Complete Beneficiary Form	<input type="checkbox"/>
Complete Personal Data form	<input type="checkbox"/>
Complete W-4	<input type="checkbox"/>
Watch Orientation Video	<input type="checkbox"/>
Complete Parking Form	<input type="checkbox"/>
Complete Direct Deposit Agreement	<input type="checkbox"/>

Measure Activities



Track recruitment email campaign metrics like opens, clicks, applications, and qualified candidates

Measure which recruitment efforts result in the most hires



Track time-to-hire and compare job posting views to applications received

View and export reports on EEO data and see progress on D&I initiatives



Track progress of onboarding activities by employee and across the organization

Email Campaign Conversion

SENT

590

NOT SENT

13

OPENED

98%

CLICKED

25%

REPLIED

33.33%

FAILED

0%

Develop

Coach - Grow - Manage - Track



PE

Perform | Centralizing and Tracking Evaluations

- **Feel confident that your process is fair** with ongoing employee feedback vs. just once a year
- **Cultivate a culture of engagement and growth** rather than just checking a box
- **Stop struggling with tools that don't fit** your unique public sector processes

*"We have seen a transformation with Perform and **no longer have a widespread timeliness issue with the completion of evaluations.**"*

Julie Broome, HR Director, Union County

LE

Learn | Training Storage, Creation, and Tracking

- **Eliminate the hassle of managing your employee training** in multiple systems and places
- **Sleep easy knowing employees are up-to-date** on your required compliance training
- **Be confident employees have a clear path to grow** and stay committed to your agency

*"The features and functionality of the LMS software have allowed our organization to **drastically improve our compliance, engagement, and overall employee experience around training.**"*

Makayle L., Capterra Online Review

How We Enable Your Staff to be Successful in Their Role

PE Perform **LE** Learn

Coach


- PE** **Schedule periodic check-ins** to provide feedback and track progress to goals
- Give employees frequent feedback** on their performance throughout the year
- Collect feedback** from employees, managers, and others for a 360-view of performance
- Create Performance Improvement Plans (PIPs)** for employees based on their role
- LE** **Group training courses** together to create clear learning plans for employees


Employee Promotion Survey


SURVEY DETAILS

QUESTION BUILDER

Question 1: Please rate the employee's performance:

Excellent

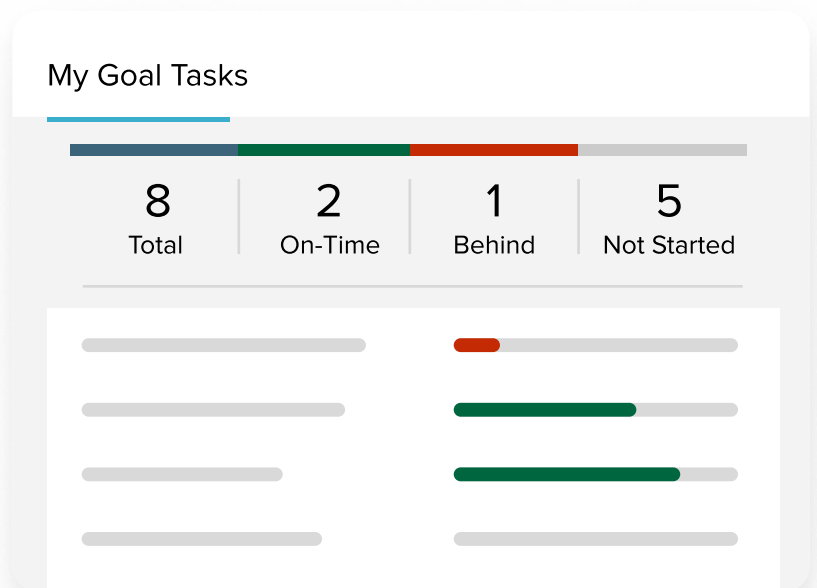
Average

Poor

Question 2: What are the employee's strengths?

Grow

- PE** **Set goals** for individual employees, including milestones and deadlines
- LE** **Connect training to performance plans** to support skill development
- Leverage online and classroom courses** and third-party training
- Create your own courses**, bring in existing ones, or choose from a library of 1,000+
- Attach custom quizzes** to learning materials to verify employee understanding



How We Enable Your Staff to be Successful in Their Role

PE Perform **LE** Learn

Manage

- LE** **Keep employees up-to-date** on required training with automated reminders
- PE** **Assign tasks** to employees and automate notifications to remind them of due dates
- Configure performance review** processes by department or position
- Build evaluation templates and rubrics** to score all employees on the same criteria
- Set custom rating scales** and weighted tasks for performance evaluations
- Use the best practice writing assistant** to avoid poorly worded feedback
- Collect e-signatures and automate routing** of changes, approvals, and reviews
- Allow employees to complete and view** their personal and direct report evaluations

Journal Entries for Casey Akers

Casey is on top of her projects and never misses a deadline. She balances a heavy workload, yet is still willing to help out others in the department when needed.

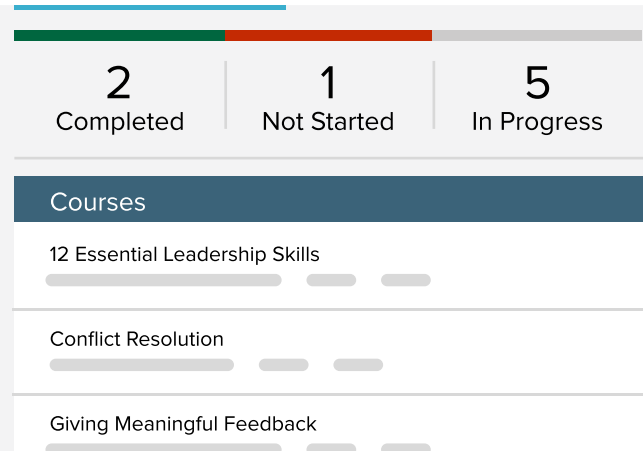
Share with...

- ☒ Employee
- ☒ Manager(s)
- ☐ Direct Manager's Manager

Track

- PE** **Track performance review status** and completion across managers and departments
- See historical information** on goals, journal entries, and evaluations
- Measure what can improve** with goal progress for staff, departments, and the agency
- LE** **Monitor and report on training**, and drill into specific courses, custom fields, and more
- Export reports** on attendance, quiz scores, and completion rates to prove compliance

Supervisor Learning Plan



Manage

Input - Empower - Pay - Measure

**HR**

Core HR | Information & Process Management

- **Get excited to focus on more strategic work** instead of fulfilling tedious employee requests
- **Feel confident** that all your employee information is up-to-date and accurate
- **Don't waste time** re-entering the same employee data in multiple systems

BE

Benefits | Benefits Plan Administration

- **Show your employees you care** with the ability to enroll in benefits with their loved ones at home
- **Free up your mind and your time** by automating the flow of information between benefits and payroll
- **Stop worrying** whether plans and offers are accurate for each employee

PR

Payroll | Pay Calculations & Distribution

- **Give employees autonomy** with anytime access to pay stubs when they need it most
- **Stop spending countless hours generating payroll** at the end of the pay period, let Payroll calculate it
- **Gain peace of mind** never having to question if calculations are correct or if you're tax compliant

TA

Time & Attendance | Time Tracking

- **Show employees you value their time** by letting them view their PTO and request vacation online
- **Never stress about the nuances** of your timekeeping – let the system handle eligibility, entitlement, and FMLA tracking
- **Eliminate the hassle of getting hours to payroll** with time tracking and payroll integration

"We used to do so much manipulation to pull reports that it could take half an hour to get [what] we needed. Now, it takes five minutes and does exactly what we need it to do."

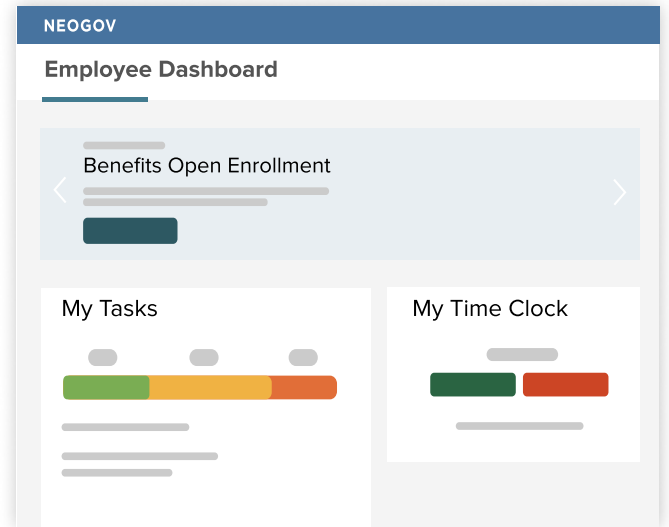
Amada Swanson, HR Generalist, City of West Fargo, ND

How We Help You Simplify the Management of Employee Data

HR Core HR **BE** Benefits **PR** Payroll **TA** Time & Attendance

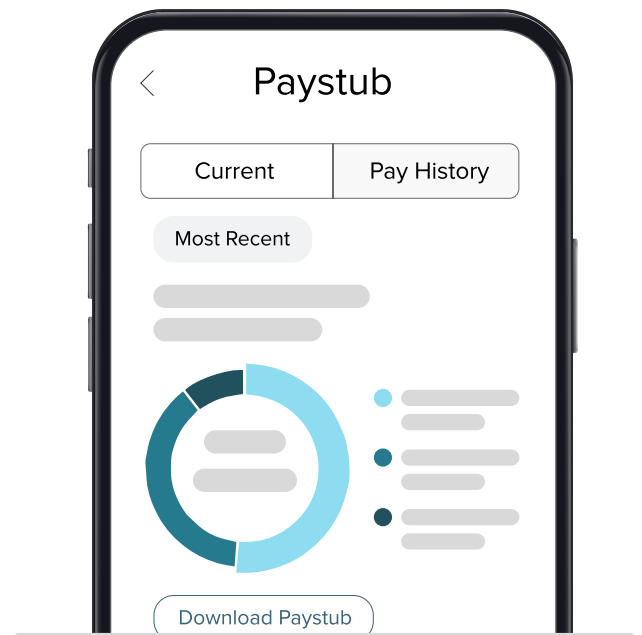
Input

- HR** Enter employee information in one location
- BE** Set up approval workflows for when employees change their information
- PR** Set up pay rates for employees and view pay history
- BE** Insert benefit plans available to employees
- TA** Add schedules and/or automatically collect hours for timesheets



Empower

- HR** Allow employees to enter and update their own information
- BE** Let employees easily enroll in benefits from anywhere
- TA** Give employees freedom to check their bank balances and request time off
- TA** Enable employees to clock in and out from a physical time clock or online
- PR** Allow employees to view pay stubs, update direct deposit info, and download tax forms



How We Help You Simplify the Management of Employee Data

HR Core HR **BE** Benefits **PR** Payroll **TA** Time & Attendance

Pay

TA

Automate the collection of hours for timesheets from time clock punches

Set up approval workflows for timesheets and time-off requests

Define daily, weekly, or other overtime rules to dynamically calculate overtime in payroll

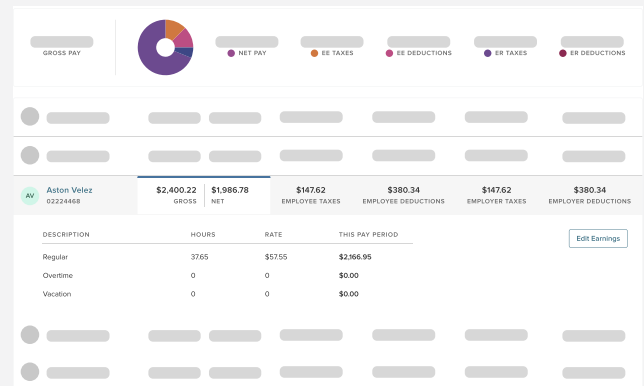
PR

Automatically calculate blended rates, even for mid-pay period changes, overtime, and retro pay per employee

Track taxable wages for benefits that require imputed income

Generate digital copies of W2s, 1095s, and/or 1094s

Payroll Exceptions



Measure

HR

Generate ad hoc and cross-functional reports exportable in Excel or .csv file format

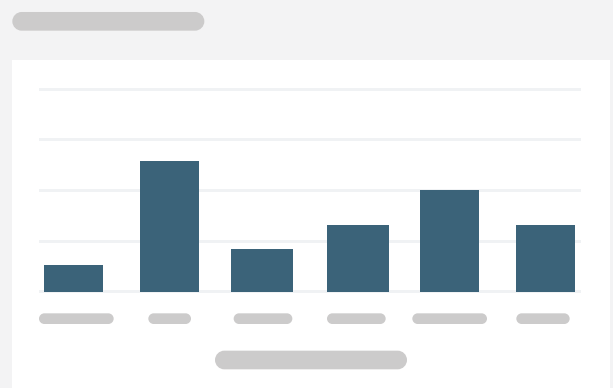
PR

Set schedules for payroll reports to be automatically sent to stakeholders

Run payroll reports for auditing purposes before finalizing payroll

Create charts with ad hoc reporting of cash requirements, for example, and schedule them out

Pay History: Amount



Comply

Manage - Organize - Update - Distribute - Track



eForms | Document Storage & Routing

- **Reduce stress** by having all your documents organized and easy to find
- **Rest easy** knowing your personnel files and forms are securely stored
- **Give employees comfort** that their requests are moving through the approval process

*“Between all the policy updates, furlough letters, and documents that needed to be signed by employees – **eForms has been our most important tool for tracking changes as they are happening.**”*

Randy Clark, IT Manager, Vernon Hills Park District



Policy | Policy Management & Compliance

- **Feel at ease knowing only one version** of every document exists
- **Don't lie awake at night worrying** if your employees signed off on critical policies and procedures
- **Stop dreading regular policy updates** with tools for easy collaboration

*“**Our employees are always up-to-date and well-versed in the latest knowledge.** Compared to the old-fashioned paper-and-folder technique, this has simplified and streamlined the process considerably. That is priceless to us.”*

Jairo R., Human Resources Director, G2 Online Review

How We Help You Manage & Maintain Your Documents

eF eForms

PO Policy

Manage

eF **Convert any existing PDF** into a digital form or create your own from scratch

Set user roles and control permissions to protect sensitive HR data

PO **Import documents** with a simple drag-and-drop interface

Store and manage Microsoft Word, Excel, PowerPoint, PDF, JPEG, HTML, Google Docs, and video files

Control who can view, audit, and edit specific folders, documents, or users

Documents

Casey Akers

Folders > Onboard



I-9



Reverification



W-4



Copy of DL



Copy of SSN



W-2

Organize

eF **Store all completed forms** in individual employee personnel files, including new hire paperwork from Onboard

PO **Organize and tag policies** based on your preferred organizational structure

Easily find policies and procedures with full-text search, folder structures, tagging, and bookmarks

Find Anything

● _____

● _____

● _____

● _____

● _____

● _____

● _____

● Policies

● Organization Policies

● Department One Policies

● Department Two Policies

● Department Three Policies

● Finance Policies

● HR Policies

● _____

● _____

● _____

● _____

● _____

Update

PO **Edit documents using tools you know** with Microsoft Word, Excel, PowerPoint, OneDrive, and Google Drive integrations

Automatically archive old versions of documents so employees can't view outdated information

Schedule recurring reviews for your policies and get automatic email reminders of your review dates

How We Help You Manage & Maintain Your Documents

eF eForms **PO** Policy

Distribute

eF **Allow employees to self-initiate** processes and track status to completion

Set up custom routing paths for the review and approval of HR forms

Automatically send HR forms to employees for review

PO **Route documents** for collaboration, review, or approval

Automatically notify employees when a policy is revised and requires their signature

Compare versions of a document side-by-side with color-coded highlighting

Allow employees to search, view, and sign policies from any device

Self Service Portal

Casey Akers

Life Events Update >

Overnight Parking >

Update Contact Info >

Direct Deposit >

Update Beneficiary >

Emergency Contact >

Update W-4 >

Update I-9 >

Track

eF **Automate the submission, tracking, and approval** of HR forms

Collect e-signatures on HR forms

PO **Collect e-signatures** on critical policies and procedures

See outstanding items like missing signatures to keep employees accountable

View a complete audit trail of changes throughout a document's lifecycle

Sexual Harassment Policy

Enter your Username and Password to sign this document.

Username

Password

Sign

Cancel

Integrations

Our flexible API makes it **easy to integrate the NEOGOV platform with any software** so you can enhance the capabilities of the NEOGOV platform and boost the productivity of your agency. Below are just a few of the most commonly used integrations available to you.

Document Management

Laserfiche®

MCCI

Consulting

accenture

ERP

CGI

OPENGOV

HRIS

CVIITIME
management

UKG

Employment Screening

accurate.

AccuSource

Alliance 2020
Vision through Insight

assurehire

Checkr

ChoiceScreening

ESR
EMPLOYMENT SCREENING RESOURCES®

FIRSTCHECK
APPLICANT SCREENING

InfoMart.

QUICKSEARCH
A WORKFORCE LOGIQ COMPANY

ScreeningOne®

Sterling

Universal
BACKGROUND SCREENING

verified First

Employment Testing

biddle
opportunity. for all.

eSkill

SKILLCHECK.
A Symphony Talent Solution

.SHL.

Services

OUTSAIL

textio

Don't see what you're looking for?

To see all our integrations, visit neogov.com/marketplace.

Product Implementation Process

Implementation typically takes 90–120 days per product. Depending on the organization, concurrent implementations for multiple products are available.

Pre-Implementation

1 WEEK

- Assign Project Lead and assemble Project Team
- Business process and document review
- Guide CX Access
- Complete pre-kick-off call questionnaire
- Schedule kick-off call

System Configuration

8 - 10 WEEKS

- Self-paced online training and setup
- Hold kickoff call
- Review scope and responsibilities
- User configuration training
- Community overview
- Get training resources and project assignments
- Complete self-paced training and workbook exercises
- System configuration
- Establish security and admin settings
- Build forms, workflows, tables, checklists (specifics vary based on product)

Go Live Preparation

2 - 4 WEEKS

- Train internal users
- System validation
- Import employee data (depending on product)
- Internal workflow and process training for end users based on configuration and setup
- Final production review
- Sign off and go live
- Introduction to Customer Support process

Weekly check-in meetings to provide support and guidance

Post-Implementation

ONGOING

- Transition to Customer Support
- Implementation Consultant available for 30 days for a smooth transition

Why NEOGOV?



Built for the Public Sector

Made for the complexities of the public sector – and trusted for over 20 years.



Easy-to-Use

A modern interface and simple software your employees actually want to – and can – use.



One Login

A single login to access all your products in one integrated system, plus a mobile app.



Analytics and Reporting

View preloaded or custom dashboards and reports with data on your entire employee lifecycle.



Global Resource Library

Share job descriptions, forms, and processes from other government agencies.



Great Customer Service

Guidance and support from implementation and beyond, with 4.3/5 stars on Capterra.

*“We chose NEOGOV because of the customer service and the ease of use. **We don’t have IT do everything – we do it in HR ourselves.** Having a system we can run is very nice.”*

Teedara Garn, Cowlitz Public Utility District, WA

Trusted By



Ready to make processes easier for HR and your employees?

[Book an appointment](#) on our website to see how NEOGOV puts all your HR needs in one place.

