NEOGOV

Transform Your Government HR with
One Easy-To-Use Platform

Make work easier by streamlining everyday HR processes in one integrated system.
Built based on public sector best practice, NEOGOV's easy-to-use, configurable platform is designed to enhance your operations and improve 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

NEOGOV

Recruit

Reach - Engage - Screen - Hire - Onboard - Measure

AT Attract | Candidate Relationship Management

- **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

GJ GovernmentJobs.com | Public Sector Job Board

- **Stop wasting time reaching candidates who aren't interested** in public sector work
- **Feel confident in finding qualified hires** with 177% more success than Indeed and 67% more success than LinkedIn

IN Insight | Recruiting & Applicant Tracking

- **Be proud of how easy it is for candidates to apply for your jobs** with a user-friendly process
- **Make screening applicants a breeze** with automation – and fill new positions without breaking a sweat

Vetted | Background Investigation Software

- **Manage public safety hiring in one system** with an integrated background investigation software
- **Gain a competitive edge and hire public safety roles faster** by completing investigations in less time

ON Onboard | Employee Onboarding

- **Have peace of mind knowing you're always compliant** with public sector new hire requirements
- **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

AT Attract **IN** Insight **GJ** GovernmentJobs.com **ON** Onboard **⚙** Vetted

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

Email and text applicants with status updates

⚙ **Securely manage the background investigation process** for public safety hires

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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

AT Attract   **IN** Insight   **GJ** GovernmentJobs.com   **ON** Onboard   **⊙** Vetted

Hire Employees

IN **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

Casey Akers

Cancel   Save

Onboard Employees

ON **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	
Complete Beneficiary Form	
Complete Personal Data form	
Complete W-4	
Watch Orientation Video	
Complete Parking Form	
Complete Direct Deposit Agreement	

Measure Activities

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

Measure which recruitment efforts result in the most hires

IN **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

ON **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** | Performance Management

- **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** | Learning & Training Management

- **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 1,300+

Attach custom quizzes to learning materials to verify employee understanding

My Goal Tasks

8	2	1	5
Total	On-Time	Behind	Not Started

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.
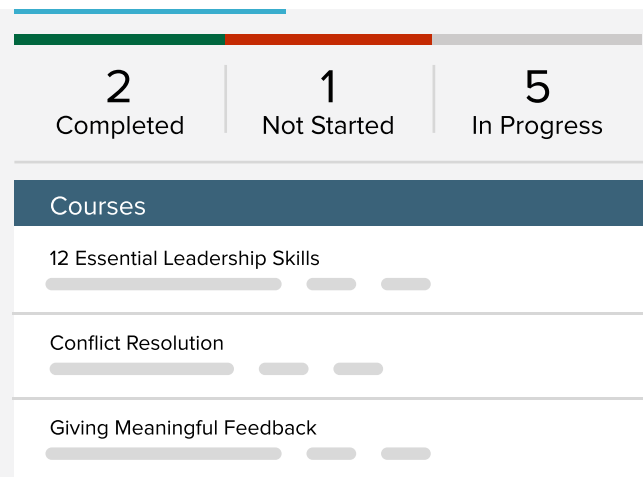
Share with...
- ☑ Employee
- ☑ Manager(s)
- ☐ Direct Manager's Manager

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

2	1	5
Completed	Not Started	In Progress

Courses

12 Essential Leadership Skills

Conflict Resolution

Giving Meaningful Feedback

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Manage

Input - Empower - Pay - Measure

HR **Core HR** | Employee Lifecycle 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** | Benefit 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 & Tax Processing

- **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** | Employee Time Tracking

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

*"Nobody believes me when I say we found **a solution that actually works**. The agencies near me do 90% of their process manually because of the amount of work keys. NEOGOV **can handle all our needs.**"*
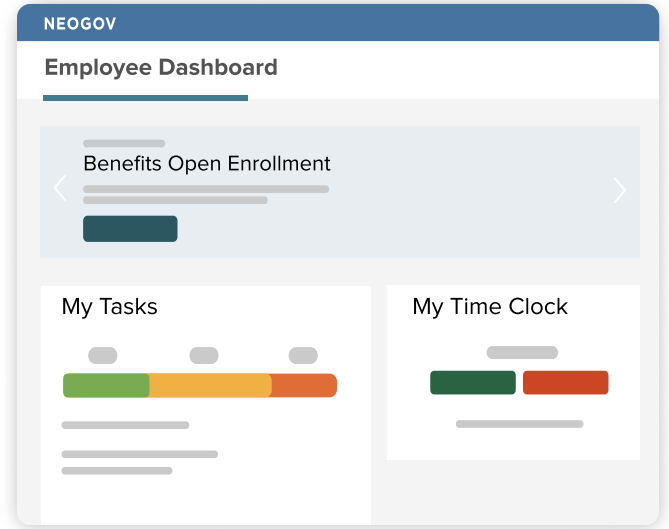
Tracy Knighton, HR Program Manager, Sacramento Housing & Redevelopment Agency, CA

How We Help You Simplify the Management of Employee Data

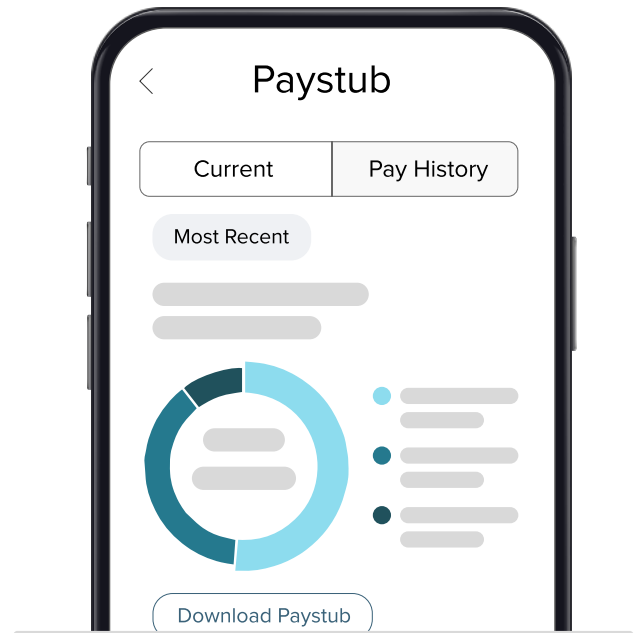HR Core HR BE Benefits PR Payroll TA Time & Attendance

Input

HR **Enter employee information** in one location

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

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Employee Dashboard

Benefits Open Enrollment

My Tasks

My Time Clock

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

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

Paystub

Current | Pay History

Most Recent

Download Paystub

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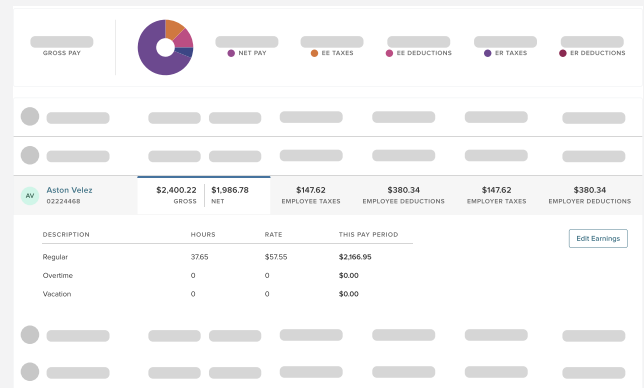
PR **Automatically calculate blended rates,** even for mid-pay period changes, overtime, and retro pay per employee

Track taxable wages for benefits that require imputed income

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

Payroll Exceptions

	GROSS PAY			NET PAY	EE TAXES	EE DEDUCTIONS	ER TAXES	ER DEDUCTIONS

AV	Aston Velez 02224468	$2,400.22 GROSS	$1,986.78 NET	$147.62 EMPLOYEE TAXES	$380.34 EMPLOYEE DEDUCTIONS	$147.62 EMPLOYER TAXES	$380.34 EMPLOYER DEDUCTIONS

DESCRIPTION	HOURS	RATE	THIS PAY PERIOD	Edit Earnings
Regular	37.65	$57.55	$2,166.95	
Overtime	0	0	$0.00	
Vacation	0	0	$0.00	

Measure

HR **Generate ad hoc** and cross-functional reports exportable in Excel or .csv file format
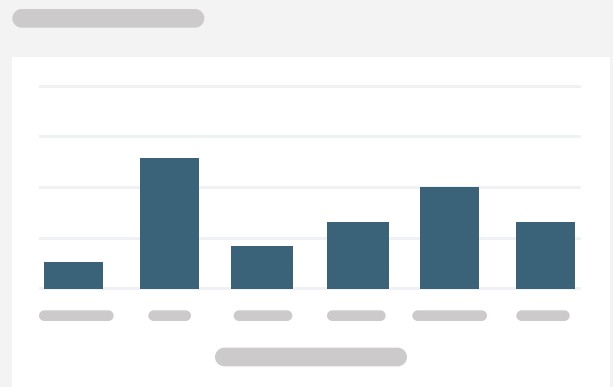
PR **Set schedules for payroll reports** to be automatically sent to stakeholders

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

HR HRIS Implementation Process

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

Kickoff & Discovery

2 - 4 WEEKS

- Assign project lead and assemble project team
- Analysis of client requirements
- Review scope and responsibilities
- Reoccurring dedicated implementation meetings
- Meeting with implementation team to determine any specific client requirements

System Configuration

6 - 8 WEEKS

- Meetings with implementation consultant & customer
- Customer begins learning HRIS through self-paced training modules & practice environment
- Implementation consultant configures the system to meet customer needs
- Complete self-paced training and workbook exercises
- Establish security and admin settings
- Import employee data

Training & Validation

2 - 4 WEEKS

- Customer works with IC to test and validate everything is working properly
- Final production review
- Customer executes internal roll out plan
- Internal workflow and process training for end users based on configuration and setup
- 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

*"We had a **really great implementation** team that stuck with us and helped us through all payrolls until we could complete one successfully on our own."*

Jaime Holmes, HR Director Town of Mountain Village, CO

NEOGOV

Comply

Manage - Organize - Update - Distribute - Track

eF eForms | Employee Documents & Forms

- **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

PO 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

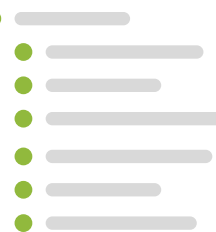**Control who can view, audit, and edit** specific folders, documents, or users

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

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

Documents

Casey Akers

Folders > Onboard

I-9   Reverification   W-4

Copy of DL   Copy of SSN   W-2

Find Anything

Policies
- Organization Policies
- Department One Policies
- Department Two Policies
- Department Three Policies
- Finance Policies
- HR Policies

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

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

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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 >

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

CMITIME management   UKG

Employment Screening

accurate.   AccuSource   Alliance2020 Vision through Insight   assurehire

Checkr   ChoiceScreening   ESR EMPLOYMENT SCREENING RESOURCES®   FIRSTCHECK APPLICANT SCREENING   InfoMart

QUICKSEARCH Consumer Background & Drug Screening Solutions 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 4.4/5 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

King County

UNION COUNTY NORTH CAROLINA

City of WEST FARGO

COUNTY OF SAN LUIS OBISPO 1850 Not For Ourselves Alone

TOL City of Toledo

VERNON HILLS PARK DISTRICT PLAY LONGER. LIVE STRONGER.

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.