

NeoGov Terminology Guide

Agency Wide Questions	Questions regarding Job source, County employee, prior County employment, Relatives currently employed with the County, and Applicant's criminal record.
Applicant Disposition	Statuses of applicant after each evaluation step (pass or fail).
Applicant Outcome	Applicants on the Referral List and action taken (interviewed, hired, rejected, etc.).
Approver	OHC User who can approve or deny requisitions that have been routed to him/her for approval.
Archived	Filled Postings, Exam Plan, and Referred Lists that have been stored.
Class Code	Same as the Occupation Code (OCC) which can be found on the job description.
Class Specifications	Job description including primary function, job duties, minimum requirements, working conditions as well as knowledge, skills, and abilities required for the position.
Class Title	This is the same as the Job Description title.
Eligible List	List of applicants who have passed all evaluation steps and are eligible to be referred to hiring manager for interviews.
Evaluation Steps	Each step of a job's selection process (i.e. typing test, written exam, SME review, etc.).
Exam Plan	A comprehensive plan of all recruitment and selection activities related to a job posting.
Hiring Manager	An OHC User who can view referred applicants from a Referred List and take action to interview, offer, hire, or reject an applicant.
Job Interest Card	An electronic card that an applicant completes to be notified of a future job posting.
Job Term	Status of work hours: <i>Full-time</i> , <i>Part-time</i> , <i>Part-time 20 hours or less</i> , <i>Part-time/full-time</i> , <i>Temporary</i> , etc.
List Type (Requisition)	Type of Posting: <i>Regular</i> - open to anyone, <i>Promotional Only</i> - open to County employees only, and <i>Departmental Promotional Only</i> - open to employees within the posting department.
Master Profile	Applicant's basic information such as address, phone number, education, work experience, employment preferences, etc.
Occupation Code (OCC)	The OCC number that is on the job description.
Online Hiring Center (OHC)	Department user software to create requisitions, review applications, and referred lists.
Originator	OHC User who has the authority to create requisitions.
Referred List	List of eligible applicants who will be interviewed by the department - similar to a register.
Subject Matter Expert (SME)	OHC User who will review applicants and determine their disposition.
Supplement Questions (SQ)	List of questions that applicants are required to complete.