Southern Illinois University
CARBONDALE

NEOED Offer & Onboard Training

November 2025

Overview

This PowerPoint provides information for departments on onboarding Faculty, Administrative Professional, and Civil Service employees through NEOED. It includes both Preboarding and Onboarding phases. Pre-boarding and Onboarding tasks vary by hire type. Hiring managers should monitor their email closely for various tasks requiring attention.

Key Definitions

- Employee – The new hire who has accepted the position.
- Manager – Department user responsible for onboarding tasks.
- Onboard Task – Assigned actions to complete.
- Onboard Form – Forms to fill and submit once complete.
- Mult-Contributor Task – tasks that must be completed in a specific pre-defined order.
- Form Task – requires fields to be filled in and completed
- Review Task – Manual/reminder task. May include links to review.
- Attachment Task – User must upload a file. This file will appear within the Employees 'Notes & Attachments' section

Interview Documentation in NEOED

- Ratings should be entered by raters (interview committee/search committee) for every candidate interviewed.
- Only those candidates who were not interviewed should be moved to rejected with the appropriate inactivation reason selected.
- Those candidates interviewed should be left in the interview status.
- Workflow & recruitment guides available at the links below;
  - Faculty/AP
  - Civil Service

Offer Process

All Faculty, Administrative/Professional, and Civil Service hire types, including search waivers and Civil Service intern hires, will now use the offer status within NEOED. This new step will replace the Notice of Appointment paperwork, enhancing approval routing and improving the overall efficiency of the hiring process.

Ready to Make an Offer?

Faculty
- Move the selected candidate to the offer status and complete all relevant fields that would be found on the Notice of Appointment paperwork including approvals.
- Offers can be initiated with the candidate outside of the NEOED system prior to the offer being approved in NEOED.
- Once the offer is fully approved in NEOED, Human Resources will send the draft E-offer to the Director and Vice Chancellor area for clearance before sending the official E-offer.

Administrative/Professional
- Move the selected candidate to the offer status and complete all relevant fields that would be found on the Notice of Appointment paperwork including approvals. **No verbal offer should be made to the candidate until the offer has been approved by all approvers, including Human Resources and Affirmative Action.**
- Once the offer is fully approved the department should contact the candidate to extend a contingent offer. When accepted, email the HR Analyst/Coordinator listed on the requisition with the requisition details, final start date, and accepted salary.

Civil Service
- Email the HR Analyst/Coordinator listed on the requisition for approval and salary that can be offered to the candidate.
- Once our office provides the salary information the department can move forward with a contingent offer to the candidate. When accepted, the department should move the candidate to the offered status completing all relevant fields that would be found on the Notice of Appointment paperwork including approvals.
- Please be sure to leave Human Resources in as the last approver.

*If the position is security sensitive or safety sensitive, please initiate the appropriate forms when the candidate is moved to the offered status.

Moving Candidate to Offered Status

E-offer Process in NEOED

E-offer's will be initiated by Human Resources only. Departments should not send out the E-offer through NEOED.

Draft E-offers for Faculty hires will be sent to the Director and the respective VC area for clearance prior to sending the official E-offer to the candidate.

Email to candidate will come from info@schooljobs.com

Once the E-offer is accepted by the candidate Human Resources will initiate the NEOED onboarding process.

Search Waivers

- Human Resources/Affirmative Action will review the requisition to ensure the information provided is accurate and appropriate.
- Once the requisition is approved our office will provide a job link for the search waiver hire to create an application.
- Department should move hire to the offered status in NEOED once they've received notification via NEOED that the hire has completed their application. Please complete all relevant fields that would be found on the Notice of Appointment paperwork including approvals.
- E-offer's will be initiated by Human Resources only. Departments should not send out the E-offer through NEOED.
- Once the E-offer is accepted by the candidate Human Resources will initiate the NEOED onboarding process.

If alternative paperwork is required Human Resources will communicate that to you.

Onboarding Hire Types

- Faculty
- Administrative/Professional
- Civil Service

New employees to the University and current employees accepting a new position will be included in the onboarding process.

For Faculty and Administrative/Professional appointments, this does not include reappointment paperwork for term positions.

Onboarding Overview

There are two main steps to onboarding:

1. Preboarding
2. Onboarding

- Preboarding is used for new employees to the University or rehires not currently employed with us. This step consists of two forms for the new hire and additional tasks depending on the hire type (FAC, AP, or CS, security sensitive, etc). Once the new hire and department complete these tasks, the new hire is then authorized and assigned onboarding tasks. **Please note, onboarding forms will not be available to the new hire until all preboarding tasks are complete.**

- Onboarding is used for current SIUC Faculty, Administrative/Professional, Civil Service, and Extra Help employees. This step consists of various tasks for both the hiring manager and employee.

Preboarding for Faculty & AP Positions

For Faculty and Administrative Professional hires, there are two tasks in addition to the standard preboarding tasks:

- Applicant submits official transcripts to the hiring manager.

- Hiring manager validates and uploads transcripts.
  - You will not have this task until the new hire completes their step.

Transcript upload tasks will also apply to current employees going directly through onboarding.

Faculty positions will also require the hiring manger to complete the Oral English Proficiency form

*If the position is security sensitive and/or safety sensitive, there may also be tasks related to this within the preboarding/onboarding steps.

Preboarding for Civil Service Positions

- Civil Service new hires will have two tasks within the preboarding phase.

- There may be additional tasks for both the new hire and the HR Analyst if Human Resources determines transcript verification is required.

- If the position is security sensitive and/or safety sensitive, there may also be tasks related to this within the preboarding step.

Email Notifications During Preboarding

- When preboarding begins, the hiring manager receives an email notification.

- This indicates that the new hire has been assigned preboarding tasks.

- Hiring managers should login to their NEOED Admin account (not the View Portal link) to view any pending tasks that may require your attention.
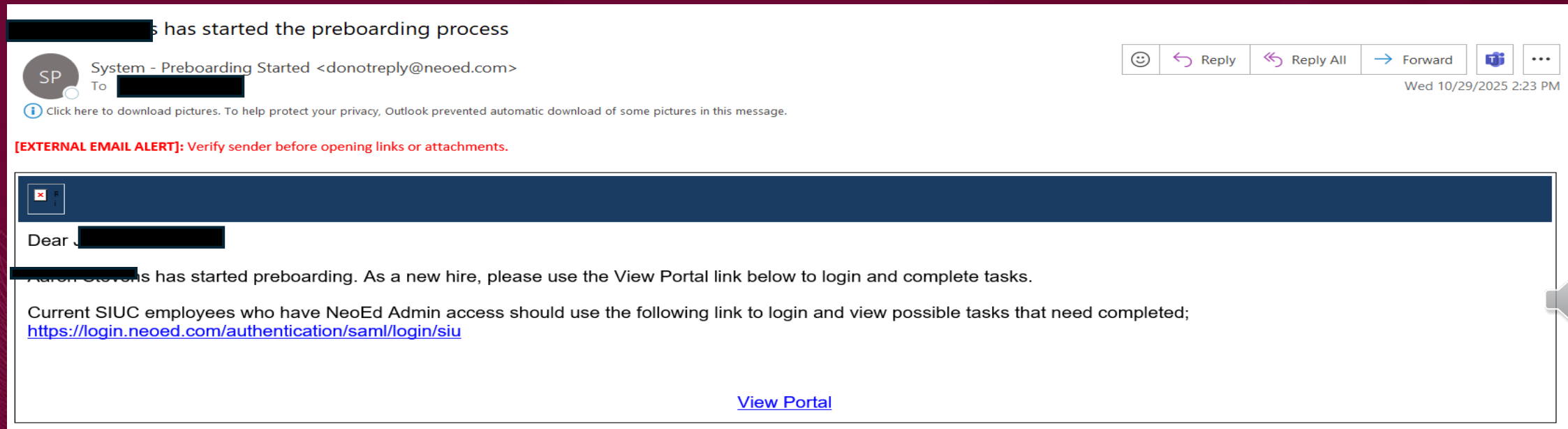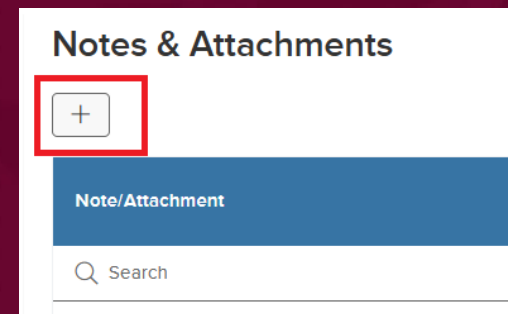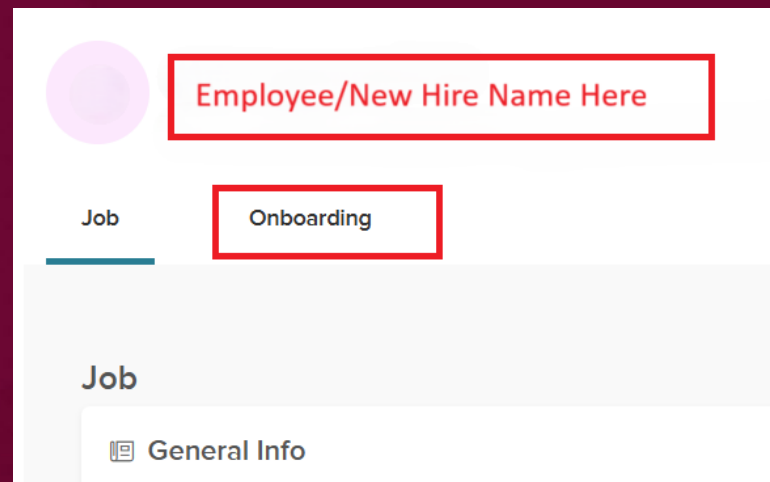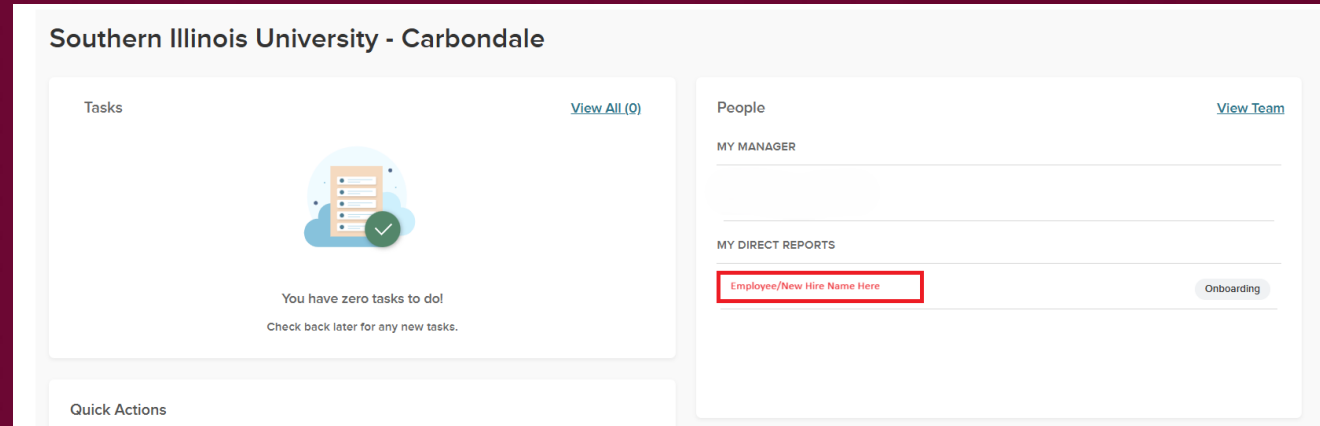
Preboarding Email Example

Figure 1: Sample Preboarding Email Notification

Uploading Documents To Employee's Onboarding Detail page

- To upload documents directly into the employees onboarding, the hiring manager will navigate to their 'My Direct Reports' section of their dashboard and selecting employee name

See screenshots for step by step

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Tasks   View All (0)

You have zero tasks to do!
Check back later for any new tasks.

Quick Actions

People   View Team

MY MANAGER

MY DIRECT REPORTS

Employee/New Hire Name Here   Onboarding

Employee/New Hire Name Here

Job   Onboarding

Job

General Info

Notes & Attachments

+

Note/Attachment

Search

Onboarding Phase

- Once all preboarding tasks are complete, the Onboarding phase begins.

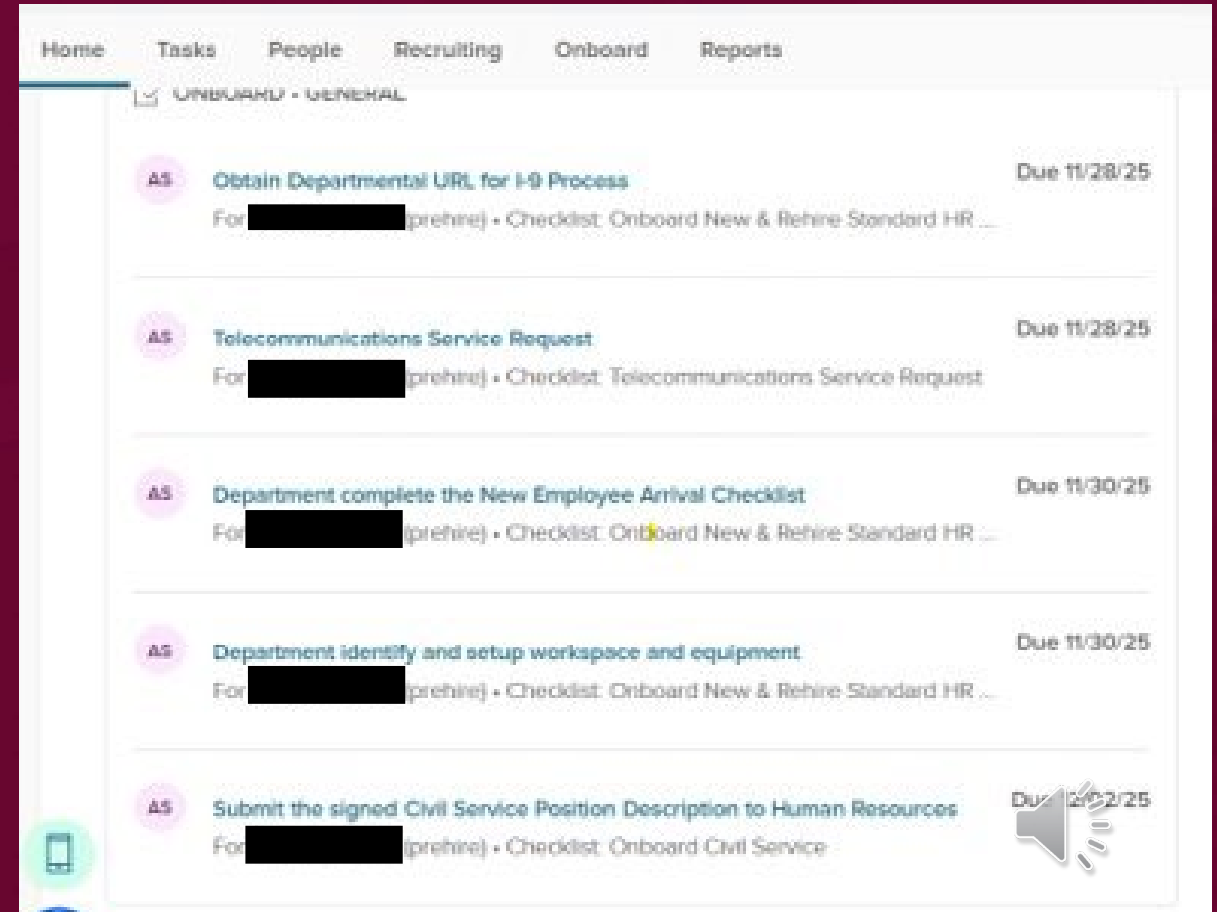- The hiring manager will receive another notification email when this is initiated. The email will be from donotreply@neoed.com
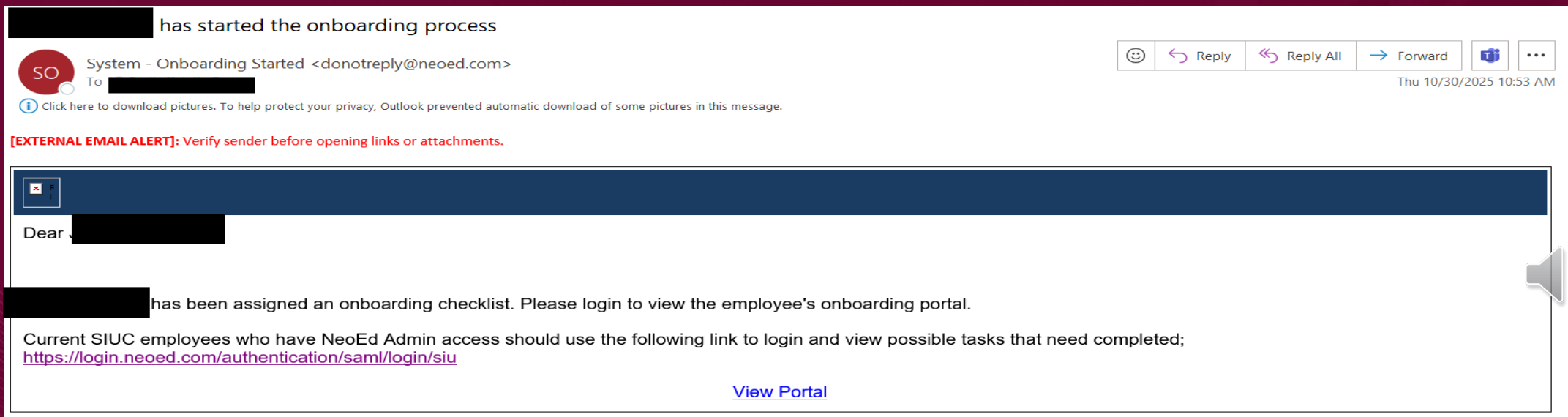
Department Onboarding Tasks

- Once onboarding starts, departments will have new tasks available.

- Tasks may include document validation, system entries, or multi-contributor tasks requiring coordination with the new hire.

Final Steps

- The candidate will be entered into AIS after the completion of preboarding tasks. This will allow new hire to claim their network ID, setup their SIU email, etc prior to their start date.

- Once candidate and hiring manager completes all onboarding tasks, additional information will be generated in AIS for payroll purposes.

- After all onboarding tasks are completed, a final completion email will be sent.

Important Notes

- Hiring managers are listed as the new employee's manager until the second day of employment.

- On the second day of employment, the system updates to show the permanent supervisor.

- If you cannot access incomplete tasks in your queue, contact the HR Analyst listed on your requisition.

- Please ensure all tasks are viewed and marked as completed in the system promptly. This practice is critical for maintaining accurate and timely data entry into the AIS system.

Support Contacts

Contact the HR Analyst listed within your requisition or call Human Resources at 618-536-3369

Thank you for helping ensure a smooth onboarding process!