

# How to Create a Posting

## NEOED

Username

Password

All fields are required

Log In

[Forgot your username or password?](#)

[Login with SSO](#)

### WEBINARS

## Fall 2025 Product Release: Webinar Recordings

New product enhancements are coming soon!

Get a first look at what's coming to your NEOED products this October. Click below to watch your product webinars on demand and get ready for the new updates:

WATCH NOW

To sign in to NEOGOV, click the Login button on the left.

## Accessing NeoEd

Enter the following link into your web browser:

<https://login.neoed.com/signin?siteCode=IN>

Sign in to NeoEd using your daily credentials.

Your username is your **ALCORN** username.

Your password is the password you created when setting up your account.

If you have forgotten your username or password, select “**Forgot your username or password**” located beneath the login fields.

# NEOED

Username

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WEBINARS

## Fall 2025 Product Release: Webinar Recordings

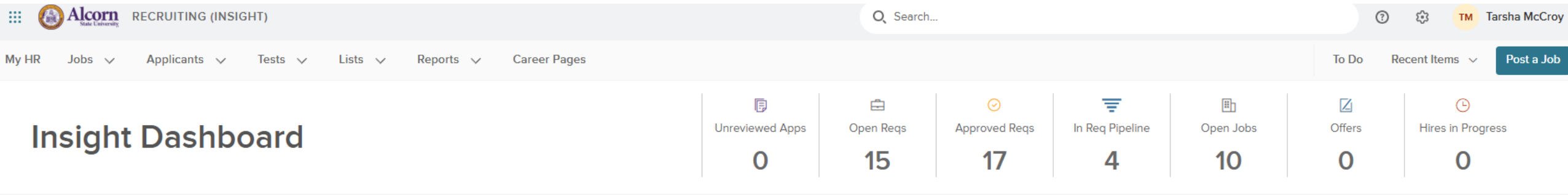
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To sign in to NEOGOV, click the Login button on the left.

After you login to the system, you should see the Insight Dashboard.



Alcorn State University RECRUITING (INSIGHT) Search... TM Tarsha McCroy

My HR Jobs Applicants Tests Lists Reports Career Pages To Do Recent Items Post a Job

## Insight Dashboard

Unreviewed Apps	Open Reqs	Approved Reqs	In Req Pipeline	Open Jobs	Offers	Hires in Progress
0	15	17	4	10	0	0

If you don't see the dashboard, select the 9 dots on the left side.



The following menu will appear. Select **Recruiting (Insight)** under Talent Acquisition.



Alcorn State University RECRUITING (INSIGHT)

- Home
- Analytics & Reporting
- Talent Acquisition**
  - Hiring Center (OHC)
  - Recruiting (Insight)**
  - Salary Study
- Training & Development**
  - Learning
  - Onboarding
  - Performance

From the Recruiting (Insight) Dashboard, select **Approved Reqs**

Alcorn State University RECRUITING (INSIGHT)

My HR Jobs Applicants Tests Lists Reports Career Pages

Search... TM Tarsha McCroy

To Do Recent Items Post a Job

### Insight Dashboard

Unreviewed Apps	Open Reqs	Approved Reqs	In Req Pipeline	Open Jobs	Offers	Hires in Progress
0	17	15	4	11	0	0

The approved requisitions for your department will appear. Select **Create New Job**

### Requisitions

+ Add Approved Bulk Actions

Reset

Req. #	Req. Title	Status	# Referred	Department	Position Code	Assigned	Hiring Managers	Approval	Created On	Status Date	Actions
<input type="checkbox"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>		<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>			<input type="text" value="Search"/>	<input type="text" value="Search"/>	
<input type="checkbox"/>	FY202600055	Approved	0	Campus Police			Stewart, Douglas	✓ Complete	01/28/26 2:57...	02/05/26	Authorize Create New Job

The following screen will appear.

Select **No, enable later**.

Then select **Proceed**.

**Job Details**

Field marked with an

\* Exam Plan

Create New

Select Existing

Job Status

Draft

\* Department

Campus Police (

Time  Continuous

on

rch

\* Job Description

Police Officer (CAMP0005)

\* Job Title

Police Officer

**Post a Job** x

**Enable Auto-Screening**

Auto-Screening allows candidates to be screened on their responses to supplemental questions. You can enable this later.

Yes, enable now

No, enable later

Cancel Proceed

The Job Details screen will appear. The information from the requisition will populate into the job posting. \* Fields with a red asterisk are required.

The screenshot shows a 'Job Details' form with the following fields and annotations:

- Exam Plan:** \* Exam Plan. Options:  Create New,  Select Existing.
- Job Status:**  Draft,  Archived,  Accept Online Applications,  Show Closing Date/Time,  Continuous.
- Department:** \* Department. Value: Campus Police (305000).
- Division:** Division. Value: Search.
- Job Description:** \* Job Description. Value: Police Officer (CAMP0005).
- Job Title:** \* Job Title. Value: Police Officer.
- Job Number:** \* Job Number. Value: FY202600053.
- Job Type:** \* Job Type. Value: Full-Time Staff.
- Job List:** \* Job List. Value: Default Job Listing.
- Exam Type:** \* Exam Type. Value: Open.
- Advertise From:** \* Advertise From. Value: 02/09/2026.

Annotations and callouts:

- Top right: Field marked with an asterisk (\*) are required.
- Top center: Select only if you want to advertise a closing date to the applicant. (points to Show Closing Date/Time)
- Right side: Select **continuous** to leave the position open until filled. Keep in mind the posting will close in 60 days by default. (points to Continuous)
- Bottom right: Select the drop-down menu. **Select Open**. This means both internal and external applications can apply. If you select **Promotional** if only internal applications will be accepted. (points to Exam Type)
- Left side: Leave the following default fields. (points to Exam Plan, Job Status)
- Left side: **Create New**
- Left side: **Draft** – leave in draft until you complete the form.
- Left side: **Accept Online Applications**
- Left side: Populated from the requisition (points to Department, Job Description, Job Number, Job List)
- Left side: The date the posting is created will automatically populate. (points to Advertise From)
- Right side: Populated from the requisition (points to Job Title, Job Type)

Leave the following default fields.

- **Create New**
- **Draft** – leave in draft until you complete the form.
- **Accept Online Applications**

Populated from the requisition

Populated from the requisition

Populated from the requisition

Populated from the requisition

The date the posting is created will automatically populate.

Select **continuous** to leave the position open until filled. Keep in mind the posting will close in 60 days by default.

Populated from the requisition

Select the drop-down menu. **Select Open**. This means both internal and external applications can apply. If you select **Promotional** if only internal applications will be accepted.

Select the search icon.  
Select a category to describe the position.

Select search icon and indicate which location, Lorman or Natchez branch.

Do not complete EEO. It will populate once the posting is created.

Select search icon. Then select the application type. Faculty, Staff, or Student.

Enable Maximum Number of Applicants ⓘ

\* Category  
Search

\* Location on Job Posting Display  
Search

EEO / Census Data Template ⓘ  
Search

\* Application Template  
Default

\* Assigned To  
McCroy, Tarsha

If you are creating the posting, the job posting is assigned to you. Otherwise, you can assign the posting to someone else in the dept.

Allows you to indicate the maximum number of applications you will accept.

\* Reply Period (Days)  
1

Leave this number as 1. This allows the applicant one time to reapply.

\* Physical Address ⓘ  
+ Add an additional address

The address will populate once the Location is selected on the opposite side.

Advertise Remote Employment  
== Select ==

Leave this field blank. It is not a required field. There are no remote jobs at this time.

\* E-Reference Questionnaire  
Staff E-Reference Questionnaire Form

The E-Reference Questionnaire will appear after you select the application type. A questionnaire will be sent to the references listed by the applicant.

For the next four fields, Job Title, Essential Job Functions, Qualifications, and Knowledge, Skills, and Abilities, select [Populate from Job Description](#). The information will auto – fill. Do not edit the job description.

Job Title

[Populate From Job Description](#)

**B** *i* U A: [bulleted list] [numbered list] [checkbox list] [link] [image] [video] [table]

Press Alt + F10 to move to the toolbar

Characters : 0

Essential Job Functions

[Populate From Job Description](#)

**B** *i* U A: [bulleted list] [numbered list] [checkbox list] [link] [image] [video] [table]

Press Alt + F10 to move to the toolbar

Characters : 0

Qualifications

[Populate From Job Description](#)

**B** *i* U A: [bulleted list] [numbered list] [checkbox list] [link] [image] [video] [table]

Press Alt + F10 to move to the toolbar

If bilingual, which language is desired?

Do not change the following field. We do not advertise on the posting.

Auto Update

Automatically update salary range information from Job Description

\* Minimum Salary

Maximum Salary

Salaries are commensurate with experience and not advertised. Therefore, leave this field blank.

\* Per

\* Based On

 hours per year

This field populates from the requisition. Do not change.

\* Show Salary Breakdown

- Hourly
- Daily
- Weekly
- Biweekly
- Semi-Monthly
- Monthly
- Annually

Select the salary breakdown. This is a full-time position; however, the candidate will be paid Bi-Weekly. Make sure both fields match. Per and Show Salary Breakdown.

Show Alternate Salary Text

OFF  ON

Alternate Salary Text

Internal Notes

**B** *i* U A: **B** **I** **D** ¶:

Press Alt + F10 to move to the toolbar

Characters : 0

Will overtime be paid until job is filled ?

Save & Close

Save & Continue



The fields located in the lower section of the page may remain as they are, unless you choose to add Internal Notes.

- **Show Alternate Salary Text** should remain set to **Off**.
- **Alternate Salary Text** should be left blank.
- **Internal Notes** are for your personal reference only.
- **Will Overtime Be Paid Until Job Is Filled?** should not be selected.

Once all information has been reviewed, select **Save & Submit**.

Enable Auto-Screening ⓘ OFF  ON

[Item Bank](#)

Start adding questions by using the "Add Question" button below.

If no questions are added, Auto-Screening will not be set up.

Add Question

Add New Question

Add from Item Bank

On the final page, you will have the option to add screening questions to help evaluate applicants. You may select **Add New Question** to create your own custom question, or choose **Add from Item Bank** to use pre-created questions available in the system. These questions will assist in identifying qualified candidates and strengthening the applicant review process.

## Supplemental Question Item Bank

Category: All

+ Add to Posting

Reset

Q Search

<input type="checkbox"/>	Category	Question	Actions
<input type="checkbox"/>	Education	Do you have a Bachelor's degree or higher in _____ or a related field?	
<input type="checkbox"/>	Education	Do you have a High School diploma or GED?	
<input type="checkbox"/>	Faculty	Which platforms have you used to deliver online or hybrid instruction?	
<input type="checkbox"/>	Education	Which statement below best describes the highest level of education you have completed?	

If you choose to add screening questions from the Item Bank, a list of pre-created questions will appear, covering areas such as education and experience for you to select from. Please ensure that the questions you choose focus on the required qualifications and essential job functions, as they are designed to help narrow your search and identify the most qualified candidates. For this posting, a **High School Diploma is required**; therefore, I selected the appropriate question and then clicked **Add to Posting**.

## Supplemental Questions

[Show Inactive Questions](#) [Item Bank](#) [Collapse All](#)

[+ Add Question](#)

Enable Auto-Screening  OFF  ON

Active  X

\* Question

Do you have a High School diploma or GED?

Input Type

Radio

[Show Advanced Options](#)

Please note that changing your response option titles below will affect the history of previously submitted applications.  
To alter the order or inactivate a category please use the Active column below.

Active	Internal Code	Response Option	Points
<input checked="" type="checkbox"/>	<input type="text" value="Y"/>	<input type="text" value="Yes"/>	<input type="text" value="Points"/>
<input checked="" type="checkbox"/>	<input type="text" value="N"/>	<input type="text" value="No"/>	<input type="text" value="Points"/>

[+ Add Option](#)

Required  Confidential

Save

Next, review how the applicant will view and respond to the question. The input type is set to **Radio**, which means the applicant will select either **Yes** or **No**. You may assign points to the question if desired; however, for this example, no points will be assigned. Be sure to mark the question as **Required**, as it reflects a minimum qualification for the position and must be answered. Once complete, select **Save**.

2600053)

Select Save & Close

Cancel

Previous

Save & Close

## Supplemental Questions

[Show Inactive Questions](#) [Item Bank](#) [Collapse All](#)

+ Add Question

Enable Auto-Screening ⓘ OFF  ON

ACTIVE ⌚ ✎ ^

### QUESTION 1

Do you have a High School diploma or GED?



Yes

No

✓ Required

+ Add Question

Position is in DRAFT FORM.

1. Select Edit Job

JOB NO. FY202600053 Draft

Police Officer

Hits	Active	Total
0	0	0

Edit Job

... Actions

2. Deselect Draft. 3. Then select Save & Continue in the top Right Corner

Cancel

Save & Close

Previous

Save & Continue

## Job Details

Field marked with an asterisk (\*) are required

\* Exam Plan

[FY202600053 \(Police Officer\)](#)

Job Status



Draft



Archived



Accept Online Applications



Show Closing Date/Time



Continuous

Congratulations!!!! Your posting is active on the website and applicants can begin to apply online.

---

JOB NO. FY202600053

Active

**Police Officer**

Hits

0

Active

0

Total

0