



# NEOGOV Applicant Tracking System Access Request

HUMAN RESOURCES

| EIN                 | Employee Name | Phone # | Department | Unit |
|---------------------|---------------|---------|------------|------|
|                     |               |         |            |      |
| Work Email Address: |               |         |            |      |

**Grant new access to the following roles:**

- HR Liaison/Hiring Manager
- Subject Matter Expert (SME)
- Requisition/Hire Approver

**Remove access to the following roles:**

- HR Liaison/Hiring Manager
- Subject Matter Expert (SME)
- Requisition/Hire Approver

\_\_\_\_\_  
**Signature (Appointing Authority or Designee)**

\_\_\_\_\_  
**Printed Name (Appointing Authority or Designee) Date**

Submit signed document to the Human Resources Department Attn: Recruitment & Selection Team Supervisor

**To be completed by NEOGOV Site Administrator:**

Access granted/modified/deleted as requested.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_