

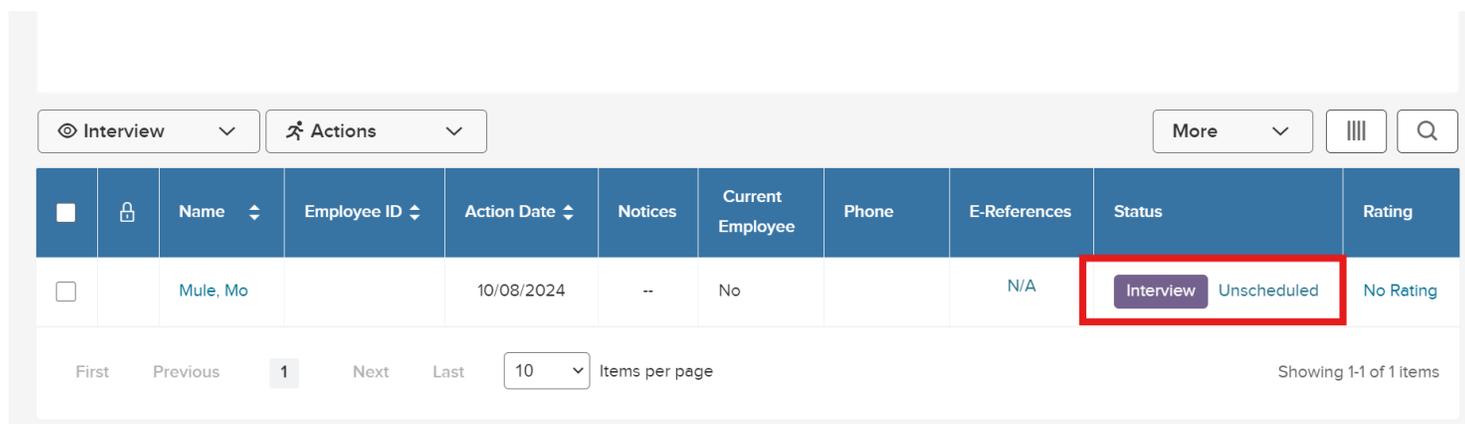
How to use NEOED as a Search Committee Chair Interview & Hire

There are two options you can use to schedule candidates within the system. Both instructions are below.

1. Reach out to the candidate via email or phone and schedule an interview time, then send them interview reminders through the system
2. Set your schedule in the system and let the candidate pick their interview date and time through a link that will be emailed to them.

First Option

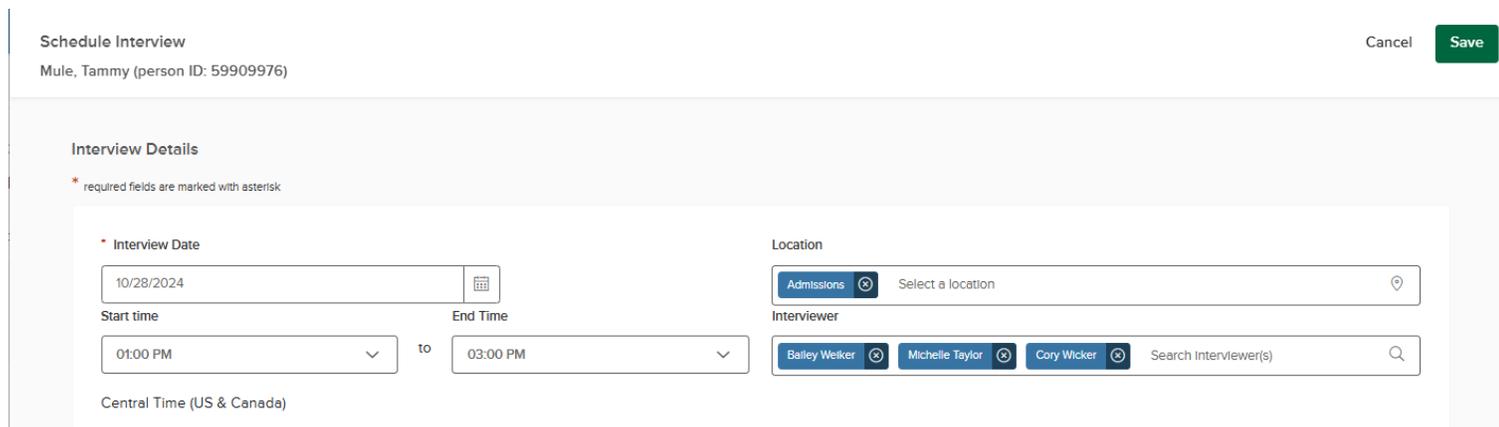
Click on the “Unscheduled” blue link.



	Interview	Actions	More	Search						
	🔒	Name	Employee ID	Action Date	Notices	Current Employee	Phone	E-References	Status	Rating
<input type="checkbox"/>		Mule, Mo		10/08/2024	--	No		N/A	Interview Unscheduled	No Rating

First Previous **1** Next Last 10 Items per page Showing 1-1 of 1 items

When you schedule the interview for the applicants within the system by choosing the interview date, location, start time, end time, and add the search committee members in the interviewer box.



Schedule Interview Cancel **Save**

Mule, Tammy (person ID: 59909976)

Interview Details

* required fields are marked with asterisk

* Interview Date: 10/28/2024

Start time: 01:00 PM to End Time: 03:00 PM
Central Time (US & Canada)

Location: Admissions Select a location

Interviewer: Bailey Welker, Michelle Taylor, Cory Wicker Search Interviewer(s)

Upon hitting submit, the interviewers will receive a confirmation email that will allow them to add the interview to their Google Calendar.

info@neod.com
to me

4:26 PM (0 minutes ago) Star Back More

NEOED

Dear Bailey Weiker,

You have been scheduled to interview Mo Mule on 10/8/2024 3:00 PM Central Time (US & Canada) at University of Central Missouri (MO)

Add Interview to your Calendar

Interview: 10/8/2024 from 3:00 PM - 6:00 PM Central Time (US & Canada)

Add to: [Google](#) | [Outlook web](#) | [Outlook](#)

While the search committee received the email, you will still have to manually send the candidate their reminder email. To do so, click back on the candidate's name.



Requisition Detail

Test 6 Do NOT Apply (202400093) [Open](#)

[Copy](#) [Print](#)

[Requisition Information](#) [Approvals](#) [Hire Workflow](#) [Candidates](#) [History](#)

Candidates



Search Com... Actions More

Name	Employee ID	Action Date	Notices	Current Employee	Phone	E-References	Status	Rating
Mule, Tammy		10/28/2024	✉	No		0 of 1	Interview Scheduled for 10/28/2024, 4:0...	No Rating

First Previous 1 Next Last 10 Items per page Showing 1-1 of 1 Items

Select "Actions" and "Send Notices"

Mule, Tammy
Person ID: 59909976 Interview

Application Questions E-References Notices History Notes

General Information

Contact Information

UCM Farm
Warrenburg, MO 64093
US

mtaylor@ucmo.edu

Preferences

What shifts are you available to work?
Day

Work Experience

Actions Print Cancel

- Reject
- Move to Referred
- Move to Search Committee Review
- Move to Second Interview (As Needed)
- Move to Reference Check
- Move to Conditional Offer
- Move to Background Check
- Move to Offered
- Move to Preboarding
- Move to Hire
- Send Notices
- Send Text Message

Click the magnifying glass next to “Find a Notice Template” field.

Send Notice
Mule, Tammy (Person ID : 59909976) Cancel Send

Notice Details

* Required fields are marked with asterisk

• Notice

Find a Notice Template

Select “Interview Confirmation Notice”

Name	Description
Generic Rejection Letter	Generic Rejection Letter
Interview Confirmation Notice	Interview Confirmation Notice
Invite to Self-Schedule for Interview	Invite to Self-Schedule for Interview
UCM Conditional Offer	Hiring Manager notifies HR of the conditio.
UCM Official Offer Letter - Action Required	Official Offer Letter

First Previous **1** Next Last 10 Items per page
Showing 1-5 of 5 items

“Send”

Send Notice

Mule, Tammy (Person ID : 59909976)

Cancel **Send**

Notice Details

* Required fields are marked with asterisk

• Notice

Interview Confirmation Notice

Notice Preview Override

Template Sample Candidate

<Today>

<Applicant_FirstName> <Applicant_LastName>

<Applicant_Address1> <Applicant_Address2>

<Applicant_City>, <Applicant_State> <Applicant_ZipCode>

Re: <Position_Title>

Dear <Applicant_FirstName>,

This message is to confirm your interview for the <Position_Title> position at <Agency_Name>. Your interview is scheduled to begin at on . Interviews are being held at:

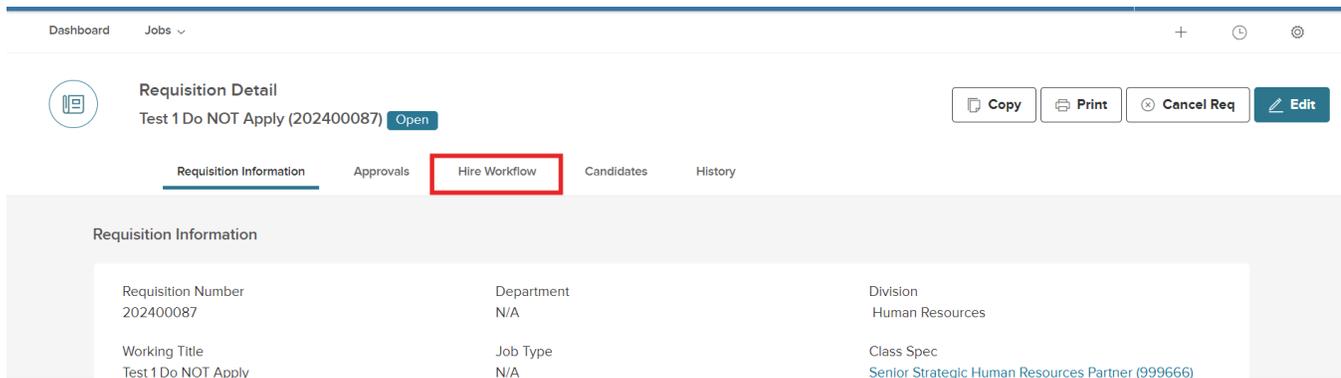
Second Option

You can allow the candidate to self-schedule an interview time within the system by sending them a link to pick availability.

To do this, you must re-customize the candidate workflow within the requisition.

In your recruiting tab, find your search under the “My Candidates” box & click on the title.

Once in the search, click “Hire Workflow” at the top of the toolbar.



Dashboard Jobs ▾ + ⌚ ⚙

Requisition Detail
Test 1 Do NOT Apply (202400087) [Open](#)

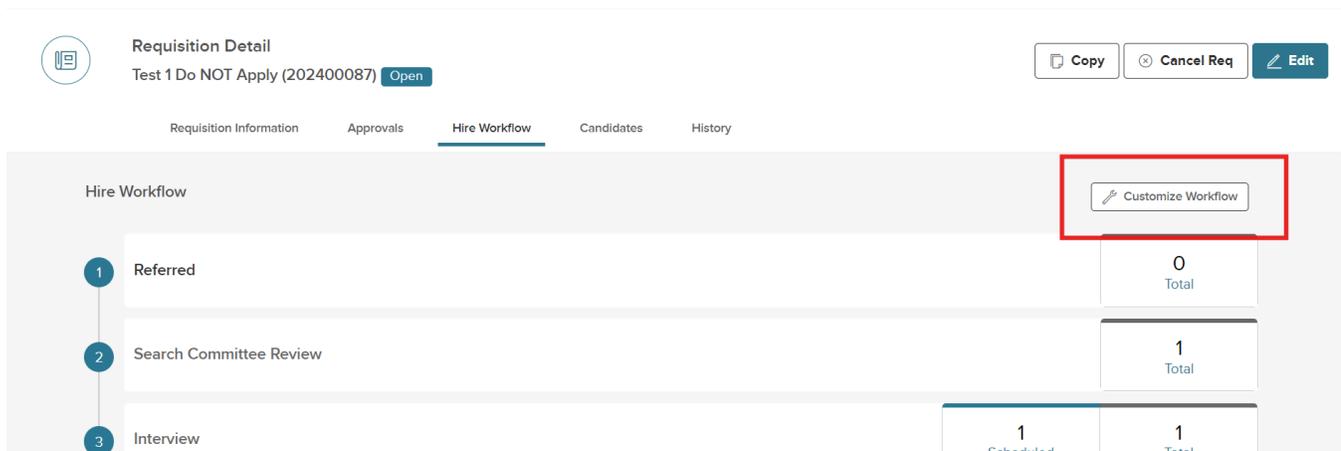
[Copy](#) [Print](#) [Cancel Req](#) [Edit](#)

[Requisition Information](#) [Approvals](#) **[Hire Workflow](#)** [Candidates](#) [History](#)

Requisition Information

Requisition Number 202400087	Department N/A	Division Human Resources
Working Title Test 1 Do NOT Apply	Job Type N/A	Class Spec Senior Strategic Human Resources Partner (999666)

Then “Customize Workflow”



Requisition Detail
Test 1 Do NOT Apply (202400087) [Open](#)

[Copy](#) [Cancel Req](#) [Edit](#)

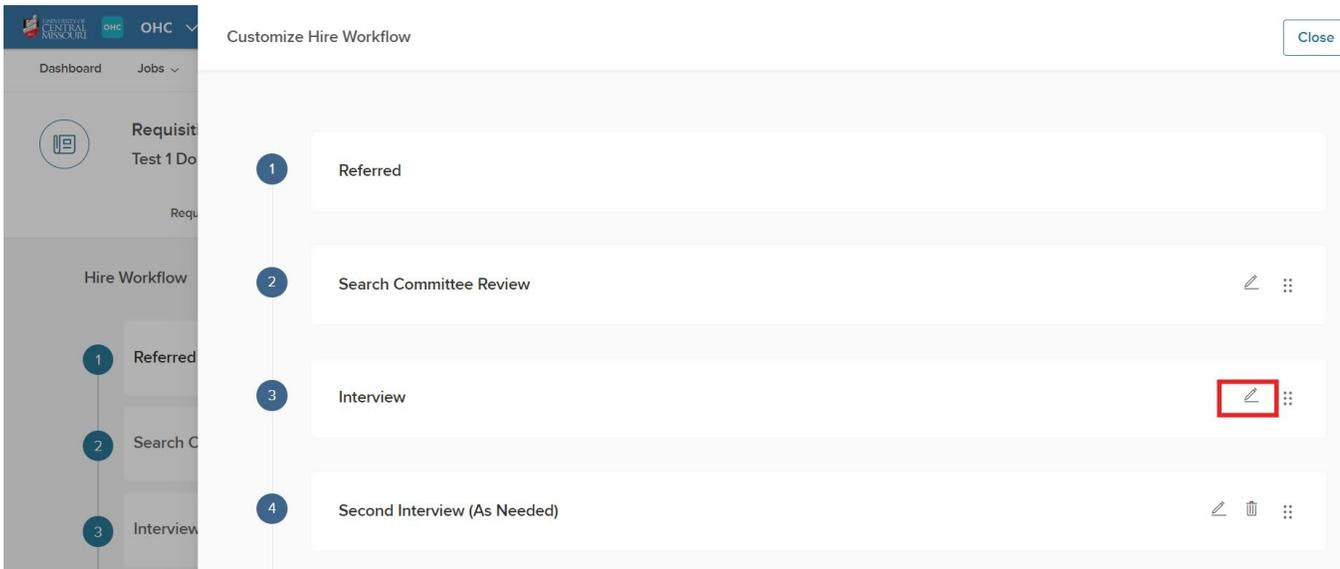
[Requisition Information](#) [Approvals](#) **[Hire Workflow](#)** [Candidates](#) [History](#)

Hire Workflow

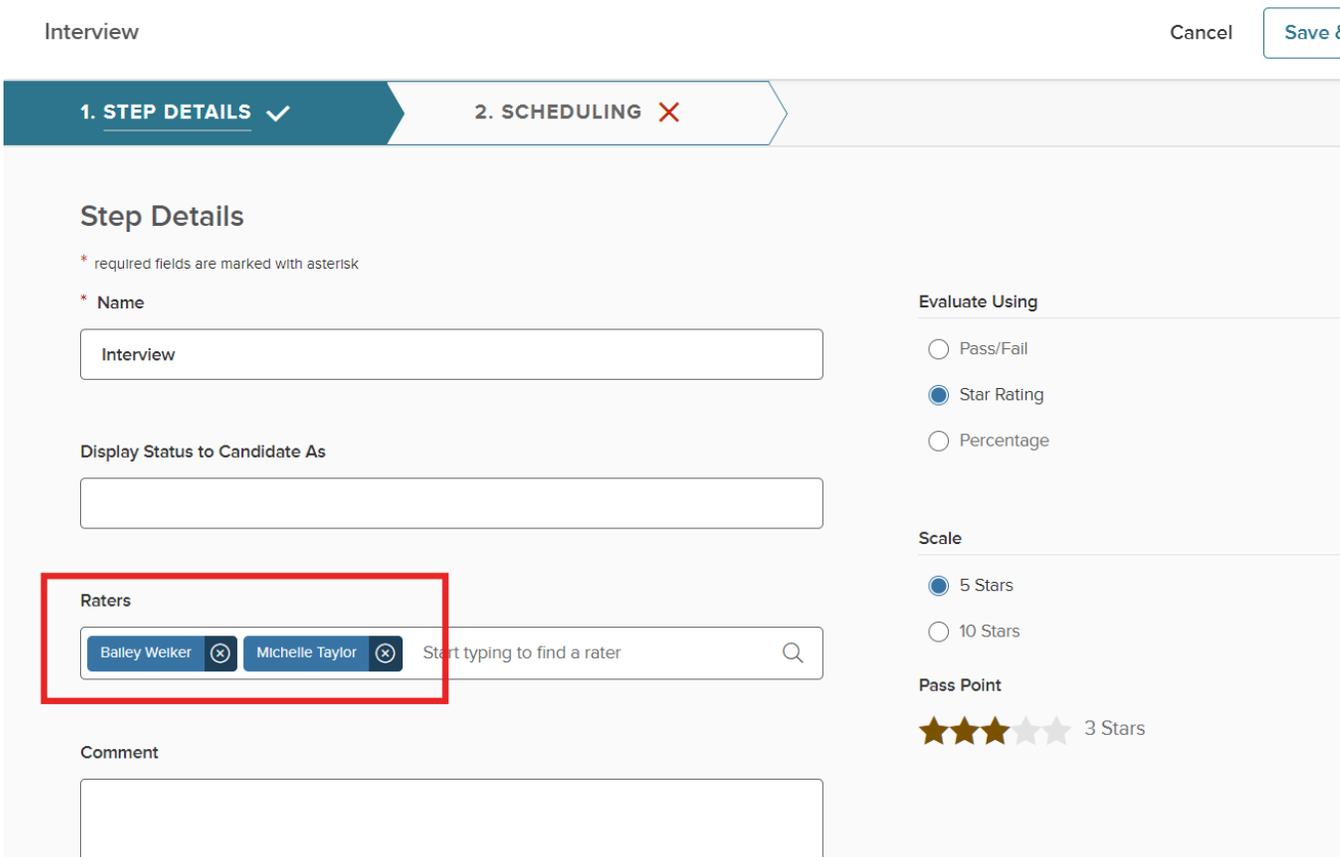
[Customize Workflow](#)

1 Referred	0 Total	
2 Search Committee Review	1 Total	
3 Interview	1 Scheduled	1 Total

Navigate to the "Interview" step and click the pencil button to edit that step.

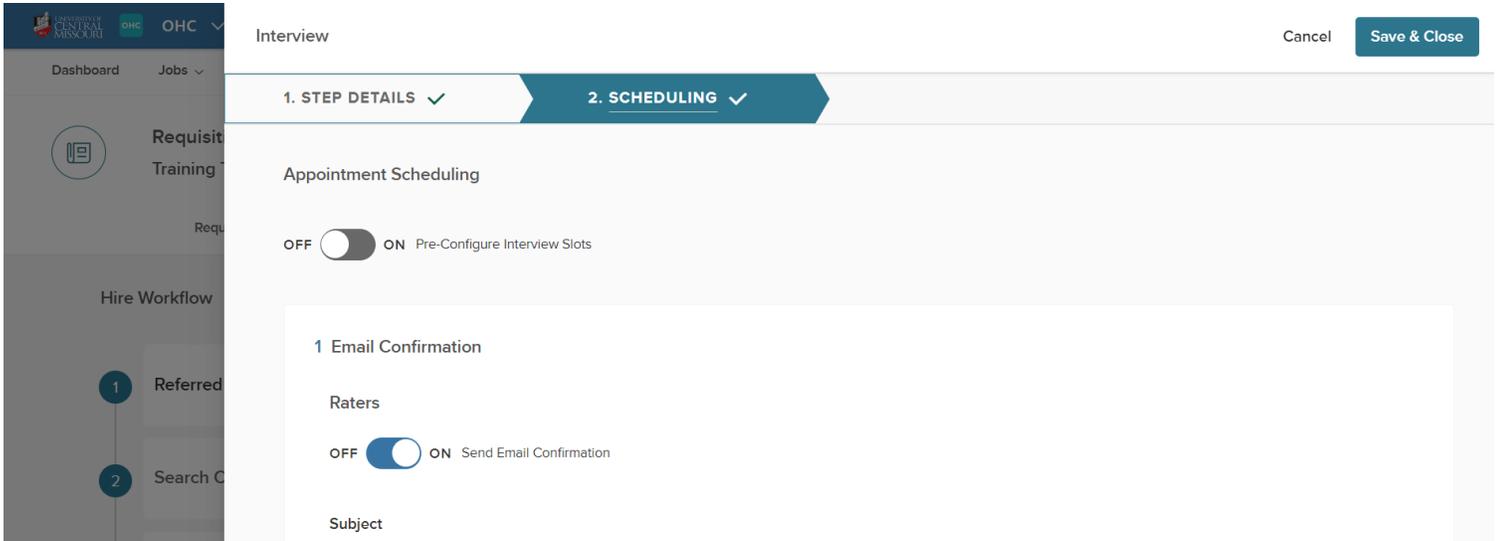


In the first screen, add the search committee members again to the "raters" section.

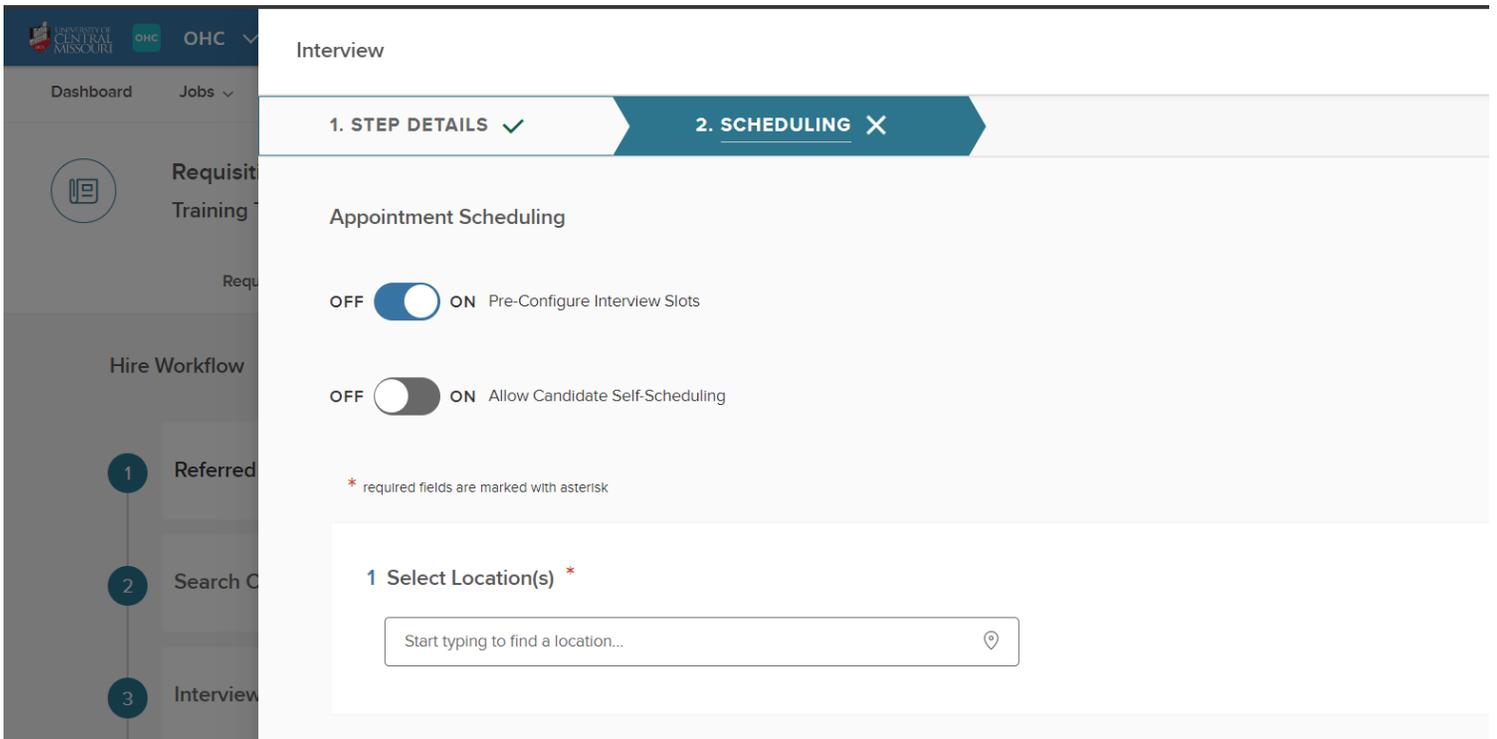


Click “Save and Continue”

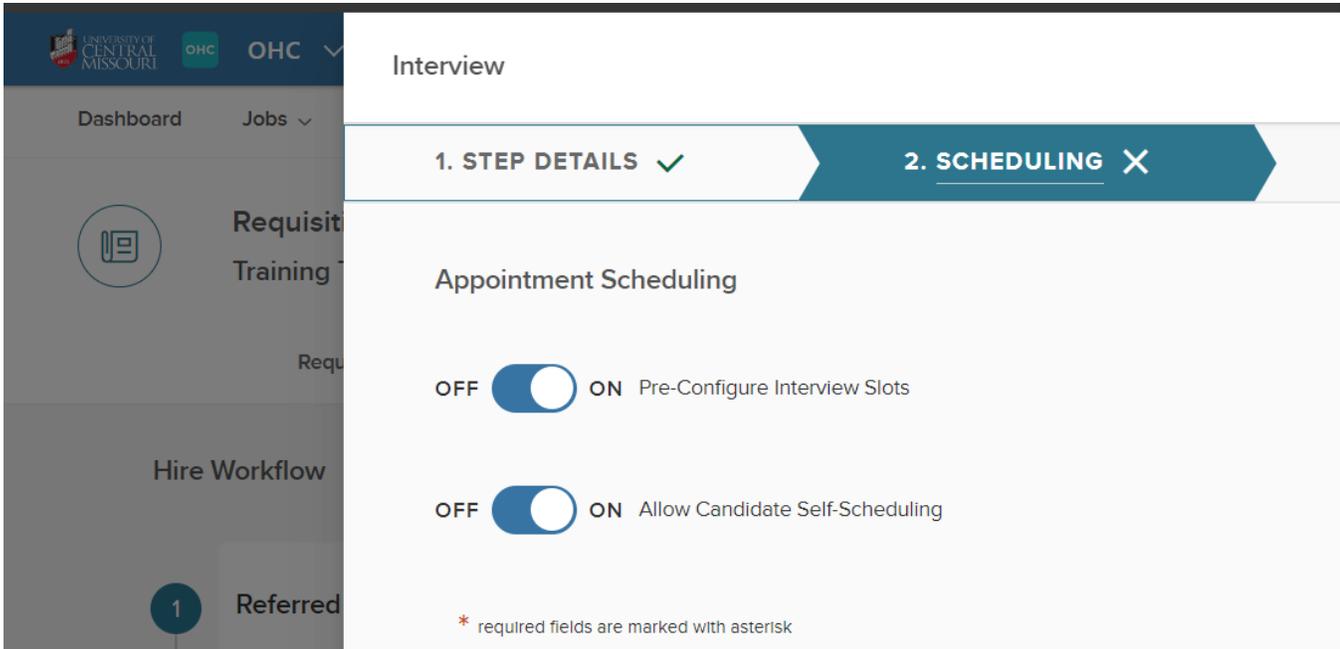
The next step will look like the below:



You MUST then toggle the “Pre-Configure Interview Slots” to “ON”, like the screenshot below.

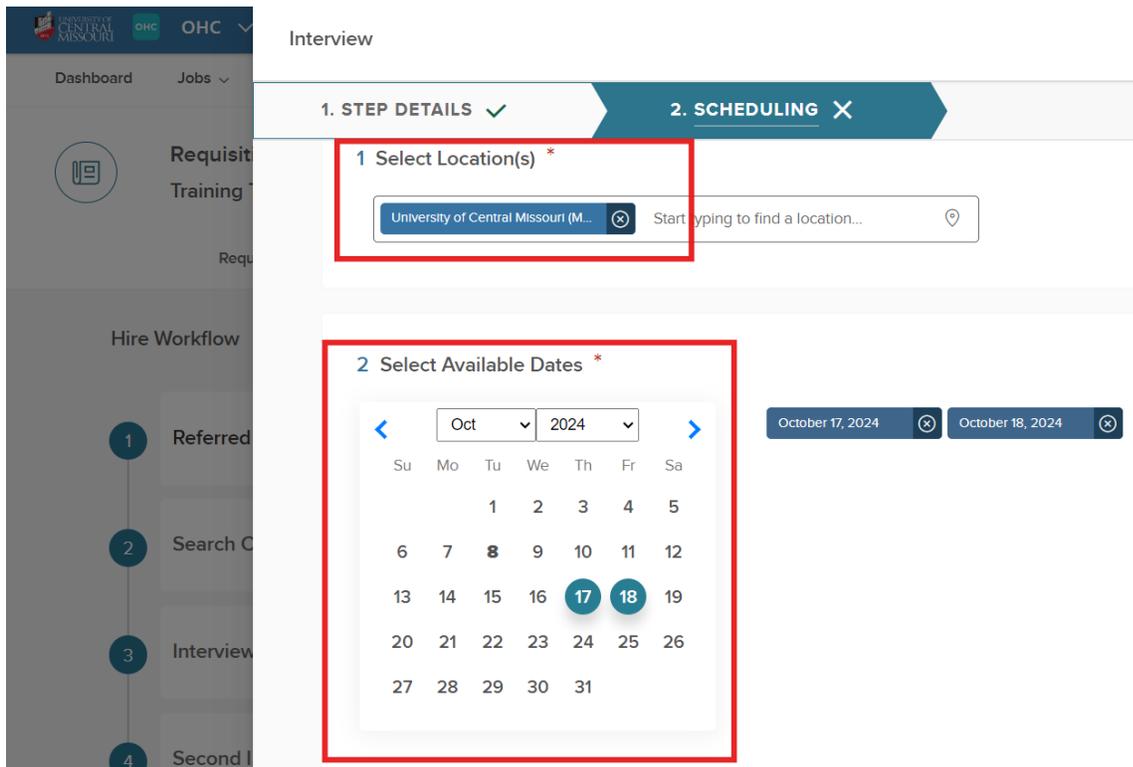


Then, toggle the “Allow Candidate Self-Scheduling” to “ON”



Choose the location of the interview. Ensure this is accurate as the candidate will receive reminders and set an initial confirmation email based on that location. If the location is not listed, please reach out to HR so we can get it added.

Select the dates in which interviews can be scheduled.



Select the start & end time for each interview, the duration of the interview, & how much “break” time in which you want between interviews. In this example, there are 15-minute breaks between each time slot.

3 Select Times *

Start time: 10:00 AM
End Time: 02:00 PM
Duration: 01:00
Time Between Slots: 00:15

Central Time (US & Canada)

Determine the deadline the candidates can self schedule. You can also add break times. For example, another meeting is held from 11:00am - 12:00pm, you can schedule that break so self-schedulers cannot schedule during that time.

4 Self Schedule Deadline

10/17/2024

5 Add Breaks

Starts: Select break start time
Ends: Select break end time

10 AM	10:00 AM - 11:00 AM Slot 1
11 AM	11:15 AM - 12:15 PM Slot 2
12 PM	12:30 PM - 1:30 PM Slot 3
1 PM	

Leave the “Rates” email confirmation toggled on.

6 Email Confirmation

Raters

OFF ON Send Email Confirmation

Subject

Interview Notification - Interview Scheduled

Body

Dear [Rater], You have been scheduled to interview <Candidate Name> on <Date><Time> at <Location>

Save & Close. Your candidates can now self-schedule once you activate the self-scheduling link.

In order to send your candidate the self-scheduling link, you will need to select “Actions” and “Send Notices”

The screenshot displays the applicant profile for Tammy Mule (Person ID: 59909976) in the 'Search Committee Review' stage. The profile includes sections for General Information, Contact Information (UCM Farm, Warrenburg, MO 64093, US; mtaylor@ucmo.edu), and Preferences (What shifts are you available to work? Day). A dropdown menu is open under the 'Actions' button, listing various actions such as 'Reject', 'Move to Referred', 'Move to Interview', 'Move to Second Interview (As Needed)', 'Move to Reference Check', 'Move to Conditional Offer', 'Move to Background Check', 'Move to Offered', 'Move to Preboarding', 'Move to Hire', 'Send Notices', and 'Send Text Message'. The 'Actions' button and the 'Send Notices' option are both highlighted with red boxes.

In the notice template, select “Invite to Self Schedule for Interivew”.

Send Notice

Mule, Tammy (Person ID : 59909976)

Cancel

Send

Notice Details

* Required fields are marked with asterisk

* Notice

Invite to Self-Schedule for Interv...

Notice Preview

[Override](#)

Template

Sample Candidate

<Today>

<Applicant_FirstName> <Applicant_LastName>

<Applicant_Address1> <Applicant_Address2>

<Applicant_City>, <Applicant_State> <Applicant_ZipCode>

Select "Send"

Your candidate has now received the self-scheduling instructions & has the ability to self-schedule.

Once scheduled, their scheduled date and time will show under their "status".

Requisition Detail
Test 6 Do NOT Apply (202400093) [Open](#)

Requisition Information Approvals Hire Workflow **Candidates** History

Candidates

Interview : 1 — **2** TOTAL — Search Committee Review : 1

Search Com... Actions More

Name	Employee ID	Action Date	Notices	Current Employee	Phone	E-References	Status	Rating
Mule, Tammy		10/28/2024	✉	No		0 of 1	Interview Scheduled for 10/28/2024, 4:00...	No Rating

First Previous **1** Next Last 10 Items per page Showing 1-1 of 1 items