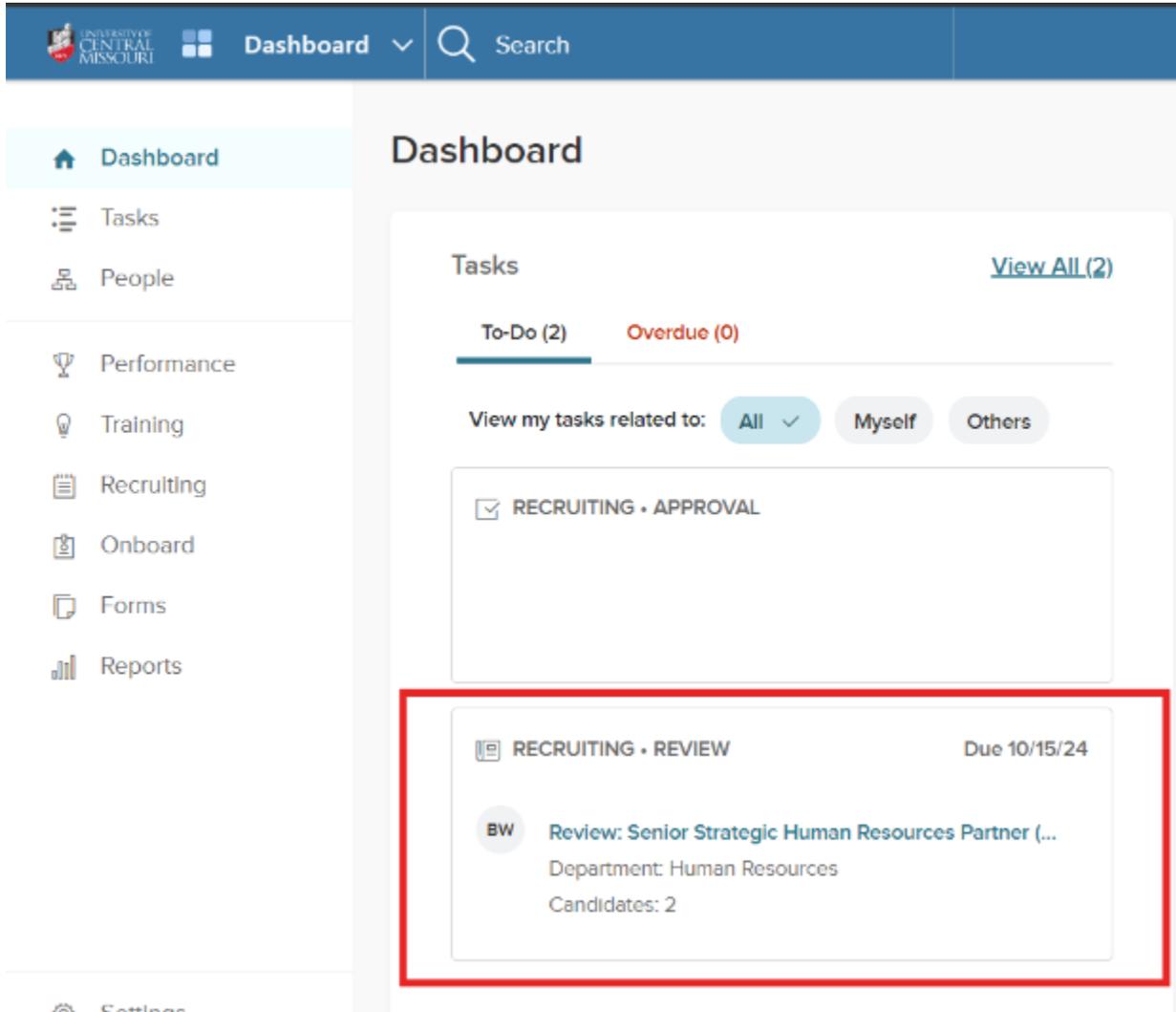


## How to use NEOED as a Search Committee Chair Reject & Code Out Applicants

When applicants are under your review, you can see the action that needs to be taken on your “Tasks” dashboard under the title “Recruiting Review”



The screenshot displays the NEOED dashboard interface. At the top, there is a navigation bar with the University of Central Missouri logo, a 'Dashboard' dropdown menu, and a search bar. A left-hand sidebar contains various navigation options: Dashboard (selected), Tasks, People, Performance, Training, Recruiting, Onboard, Forms, and Reports. The main content area is titled 'Dashboard' and features a 'Tasks' section. This section shows 'To-Do (2)' and 'Overdue (0)' counts, along with a filter for 'View my tasks related to:' with options for 'All', 'Myself', and 'Others'. A task titled 'RECRUITING • APPROVAL' is listed with a checked checkbox. Below it, a task titled 'RECRUITING • REVIEW' is highlighted with a red border. This task is due on 10/15/24 and includes details for a review: 'Review: Senior Strategic Human Resources Partner (...)', 'Department: Human Resources', and 'Candidates: 2'.

When you click on the task, it will take you to an overview of the requisition, the candidates, and the rating system.

You can see that the candidates must have 3 stars to pass the initial screening.



### Search Committee Review

Senior Strategic Human Resources Partner (Requisition Number : 202400056)

Requisition  
Senior Strategic Human Resources Partner

Requisition Number  
202400056

At Step  
Search Committee Review

Evaluate Using  
Star Rating

Scale  
5 stars

Passing Score  
★★★★☆ 3 stars

### Candidates

Print



2 Total		2 Unreviewed		0 Reviewed		
<input type="checkbox"/>	Person ID	Candidate Name	Last Reviewer	Last Reviewed	My Score	
<input type="checkbox"/>	59909964	Mule, Mo			--	
<input type="checkbox"/>	59909976	Mule, Tammy			--	

To view a candidate's application, click on their name.

### Candidates

2  
Total

Filter by Total

<input type="checkbox"/>	Person ID	Candidate Name
<input type="checkbox"/>	59909964	Mule, Mo
<input type="checkbox"/>	59909976	Mule, Tammy

You can now review and rate the candidate based on their work experience, education, and attachments.

After reviewing their application & attachments, you will rank the applicants based on a 5-star rating system. You can rate the candidates with full or half stars and comment on the applicants as appropriate. Please ensure your comments are ethical.

This initial rating will, in theory, help you create your short list.

After choosing “submit” the system will automatically take you to the next candidate to review and rate.

After ranking all candidates, you can view how many total applicants you have, how many you have reviewed, and how many you have unreviewed.

**Candidates** Print Q

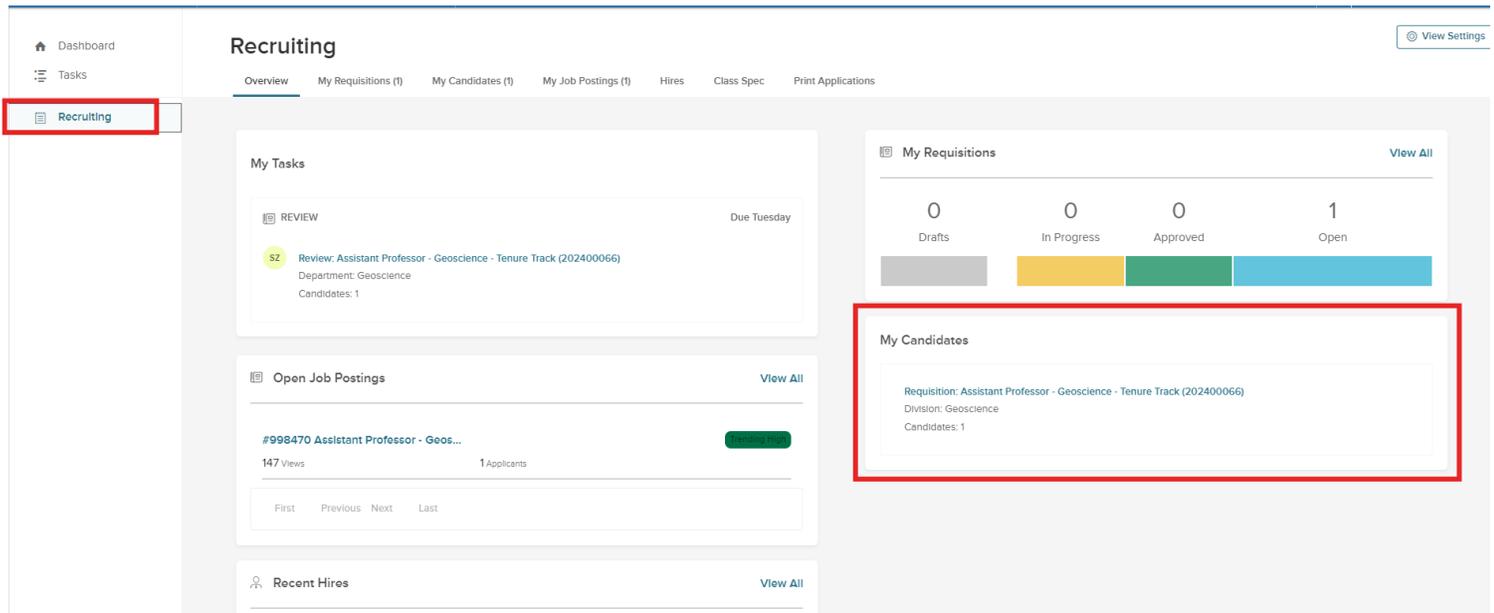
<b>2</b> Total		<b>0</b> Unreviewed		<b>2</b> Reviewed	
<input type="checkbox"/>	Person ID	Candidate Name	Last Reviewer	Last Reviewed	My Score
<input type="checkbox"/>	59909964	Mule, Mo	Bailey Weiker	10/10/2024	★☆☆☆☆ 1.50
<input type="checkbox"/>	59909976	Mule, Tammy	Bailey Weiker	10/10/2024	★★★★☆ 3.50

This initial rating is based on their application information, materials, and attachments. If you have determined that you wish not to interview them, you will need to reject their application.

To move your applicants through the workflow, click back to your initial dashboard page.

You will need to click the “Recruiting” tab on the left tool bar. Then, click the search title within the “My Candidates” box from which you are rejecting candidates.

*Note: It is important that you click within that box of the “Recruiting” tab to move your applicants. If you click on the search in another box, it will not give you the opportunity to move the candidates within the workflow accordingly.*



When clicking on the title, it will take you to your list of candidates that you will have the opportunity to take action on. You can move the candidates you choose to interview or reject.

For this example, we are going to move them to reject and code them out of the system.

Select “Actions” and “Reject” in their application

**Mule, Mo**  
 Person ID: 59909964 [Search Committee Review](#)

← Prev **Actions** Print Cancel

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
- Send Text Message

Application Questions E-References Notices History Notes

General Information

Contact Information

123 Mule Nation Ln  
 Warresburg, MO 65301  
 US

weiker@ucmo.edu

Preferences

What shifts are you available to work?

Work Experience

The system will reroute you to an inactivation reason to code out the candidates. Click the magnifying glass in the “Inactivation Reason” field to see all options within the system. Add comments as needed.

Reject Cancel **Save**

Mule, Mo (Person ID : 59909964)

Reject Details

\* required fields are marked with asterisk

**\* Inactivation Reason**

⚠ Field is required

Find a inactivation Reason 🔍

Comments

Choose your inactivation reason and select “Save”. These are the same choices that you have had on the candidate interview form in the past.

**Reject**  
Mule, Mo (Person ID : 59909964)

**Reject Details**

\* required fields are marked with asterisk

\* **Inactivation Reason**

⚠ Field is required

Find a Inactivation Reason

**Comments**

**Select a Inactivation Reason** Cancel

**Inactivation Reason** ▾

Q Search

- Accepted Another Offer
- Accepted another position within the University
- Application materials received after screening began/priority by date
- Asked not to be considered
- Barred from Applying
- Candidate acceptable but candidate selected better fits position.
- Candidate demonstrated poor communication skills in the interview.
- Candidate did not possess the degree(s) advertised.
- Candidate met minimum qualifications but lacked preferred knowledge and experi...
- Candidate's contributions in the service area were insufficient. (Includes lack of part...

Their applicant should now show as “rejected” in the search.

**Candidates**

Rejected : 1      2 TOTAL      Search Committee Review : 1

⊙ All Candidates ▾    ⚙ Actions ▾    More ▾    ☰    🔍

☐	🔒	Name ▾	Employee ID ▾	Action Date ▾	Notices	Current Employee	Phone	E-References	Status	Offer
<input type="checkbox"/>		Mule, Tammy		10/08/2024	✉	No		N/A	Search Com...	
<input type="checkbox"/>		Mule, Mo		10/10/2024	✉	No		1 of 2	Rejected	Candidate demonstrated po...

If you are rejecting candidates, this is as far as you will need to take them within the system. From here, once the search is complete, Human Resources will send the candidate the notification that the position has been filled and they were not chosen.