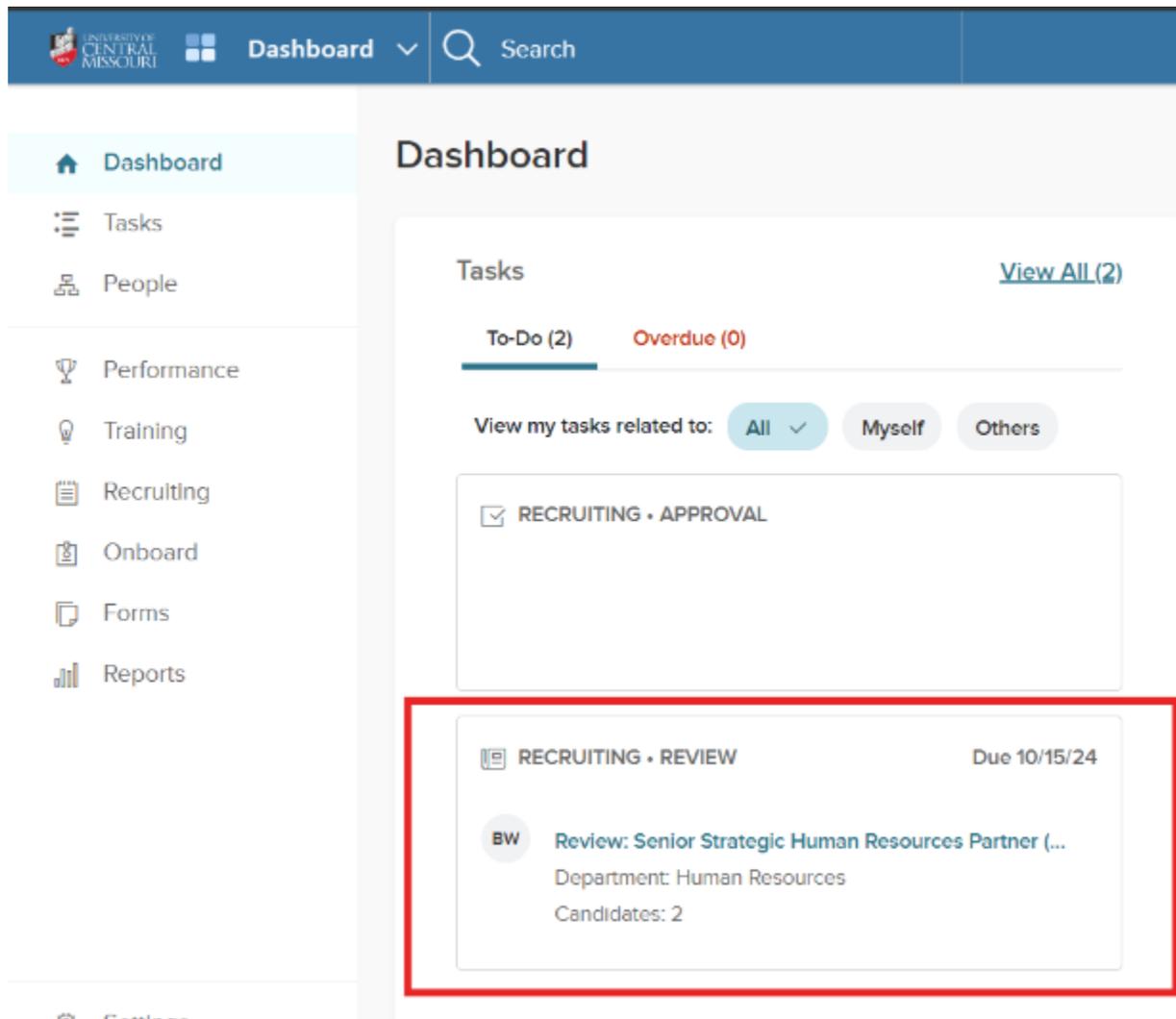


How to use NEOED as a Search Committee Chair Interview & Hire

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 shows 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. On the left side, there is a sidebar menu with options: Dashboard, Tasks, People, Performance, Training, Recruiting, Onboard, Forms, and Reports. The main content area is titled 'Dashboard' and features a 'Tasks' section. This section includes a 'View All (2)' link, a progress indicator for 'To-Do (2)' and 'Overdue (0)', and a filter for 'View my tasks related to:' with options 'All', 'Myself', and 'Others'. A task titled 'RECRUITING - APPROVAL' is listed with a checkmark. Below it, a task titled 'RECRUITING - REVIEW' is highlighted with a red border. This task is due on 10/15/24 and includes a sub-task 'Review: Senior Strategic Human Resources Partner (...)' with the department 'Human Resources' and 'Candidates: 2'. A 'Settings' link is visible at the bottom left of the dashboard.

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



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		
<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 shortlist.

Mule, Mo
Person ID: 59909964

Application Questions E-References

General Information
Contact Information
123 Mule Nation Ln
Warrensburg, MO 65301
US
weiker@ucmo.edu

Preferences
What shifts are you available to work?

Bailey Weiker 3.5 ★★★★★
Select your rating *

Candidate has a great education, but lacking a bit of work experience I would like to see for this position.

Submit

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

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

Candidates Print Search

2 Total 0 Unreviewed 2 Reviewed

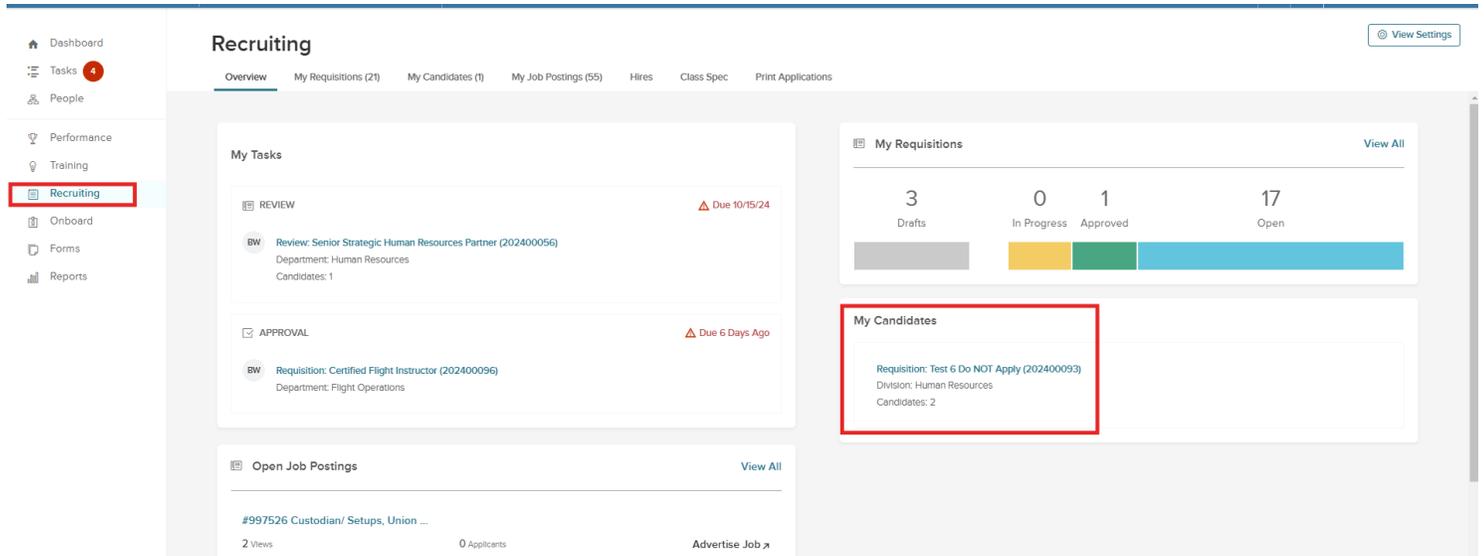
	Person ID	Candidate Name	Last Reviewer	Last Reviewed	My Score
<input type="checkbox"/>	59909964	Mule, Mo	Bailey Weiker	10/10/2024	★☆☆☆☆ 1.50
<input type="checkbox"/>	59909976	Mule, Tammy	Bailey Weiker	10/10/2024	★★★★★ 3.50

This initial rating is based on their application information, materials, and attachments. If you have determined to continue with the applicant and you want to interview them, you will need to continue to move them within the workflow.

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.

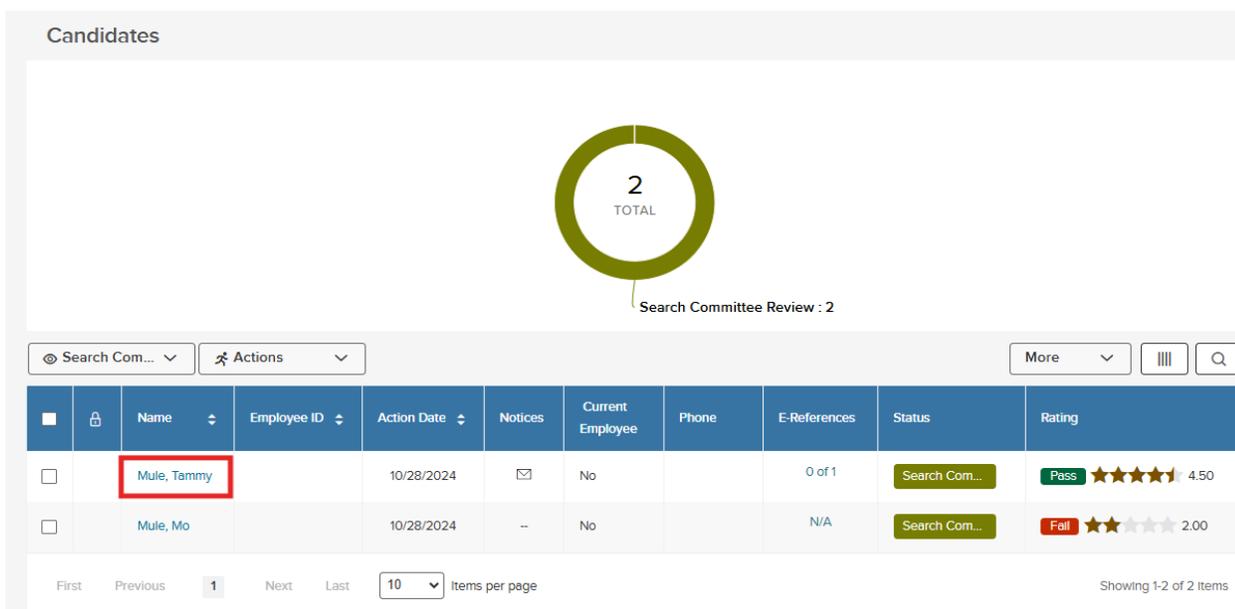
It is important that you click within that box of the recruiting tab to move your applicants. If you click on the search in another box, it will not give you the opportunity to move the candidates within the workflow accordingly.



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 interview.

Click the name of the candidate that you want to interview.



Select “Actions” then “Move to Interview”

The screenshot shows the candidate profile for Tammy Mule (Person ID: 59909976). The 'Actions' dropdown menu is open, and the 'Move to Interview' option is highlighted. The candidate's contact information includes UCM Farm, Warrenburg, MO 64093, US, and email mtaylor@ucmo.edu. The preferences section shows 'What shifts are you available to work?' with the answer 'Day'.

It will ask for a confirmation if you want to move them to “Interview”. Select “OK” in the popup.

You can now see that the candidate status has been updated to “Interview”

The screenshot shows the candidate profile for Tammy Mule (Person ID: 59909976). The candidate status is now 'Interview', highlighted in a red box. The 'Actions' dropdown menu is closed. The candidate's contact information and preferences are visible on the left.

On the initial search page, you can see the candidate is “unscheduled” in the interview status.

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

- 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
Mule, Mo		10/08/2024	--	No		N/A	Interview Unscheduled	No Rating

Navigation: 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
Mule, Tammy (person ID: 59909976) Cancel Save

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 Weiker, 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@neoed.com
to me

4:26 PM (0 minutes ago) Star Reply 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

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:

[Override](#)

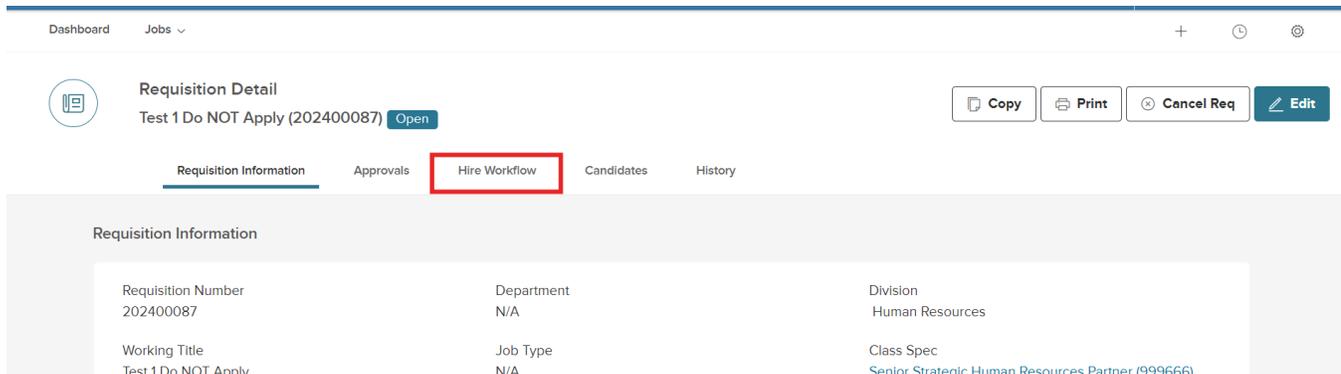
Second Option

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.

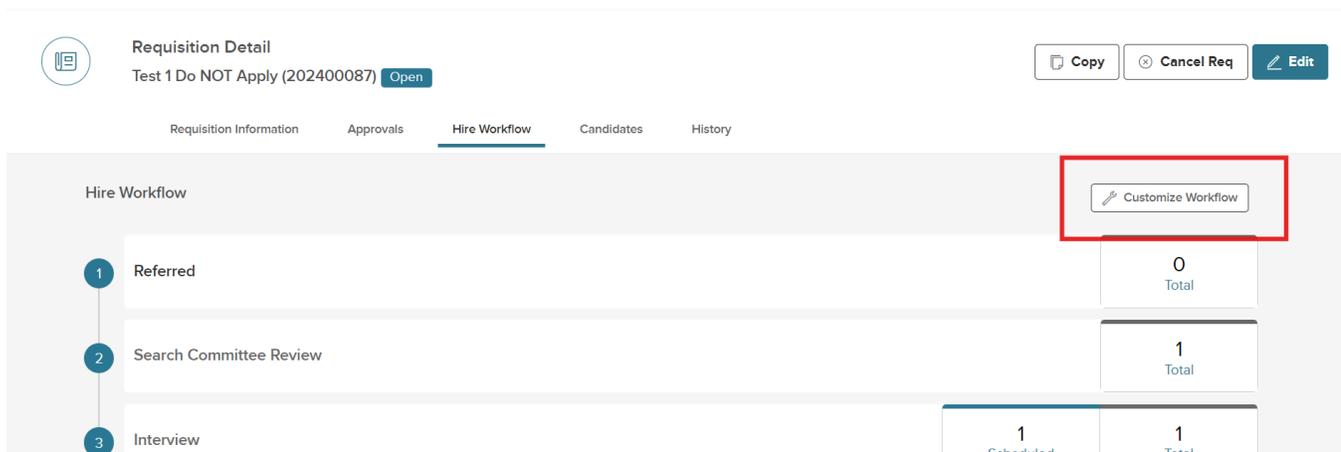
Once in the search, click “Hire Workflow” at the top of the toolbar.



The screenshot shows the 'Requisition Detail' page for 'Test 1 Do NOT Apply (202400087)'. The 'Hire Workflow' tab is selected and highlighted with a red box. The page displays requisition information in a table format.

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

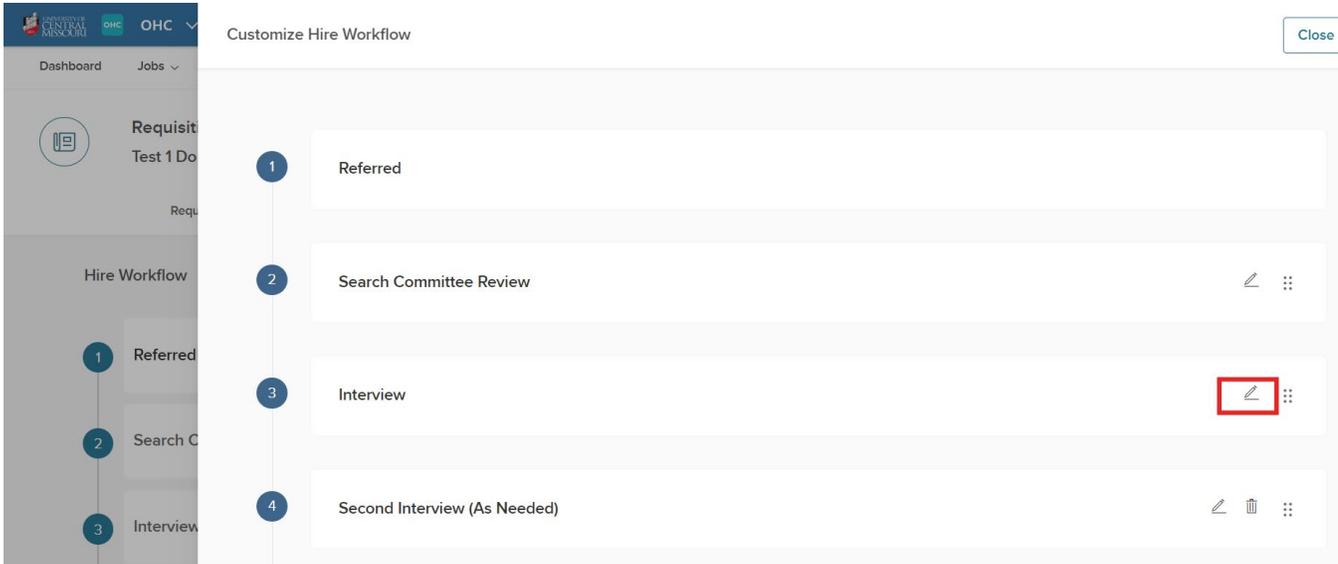
Then “Customize Workflow”



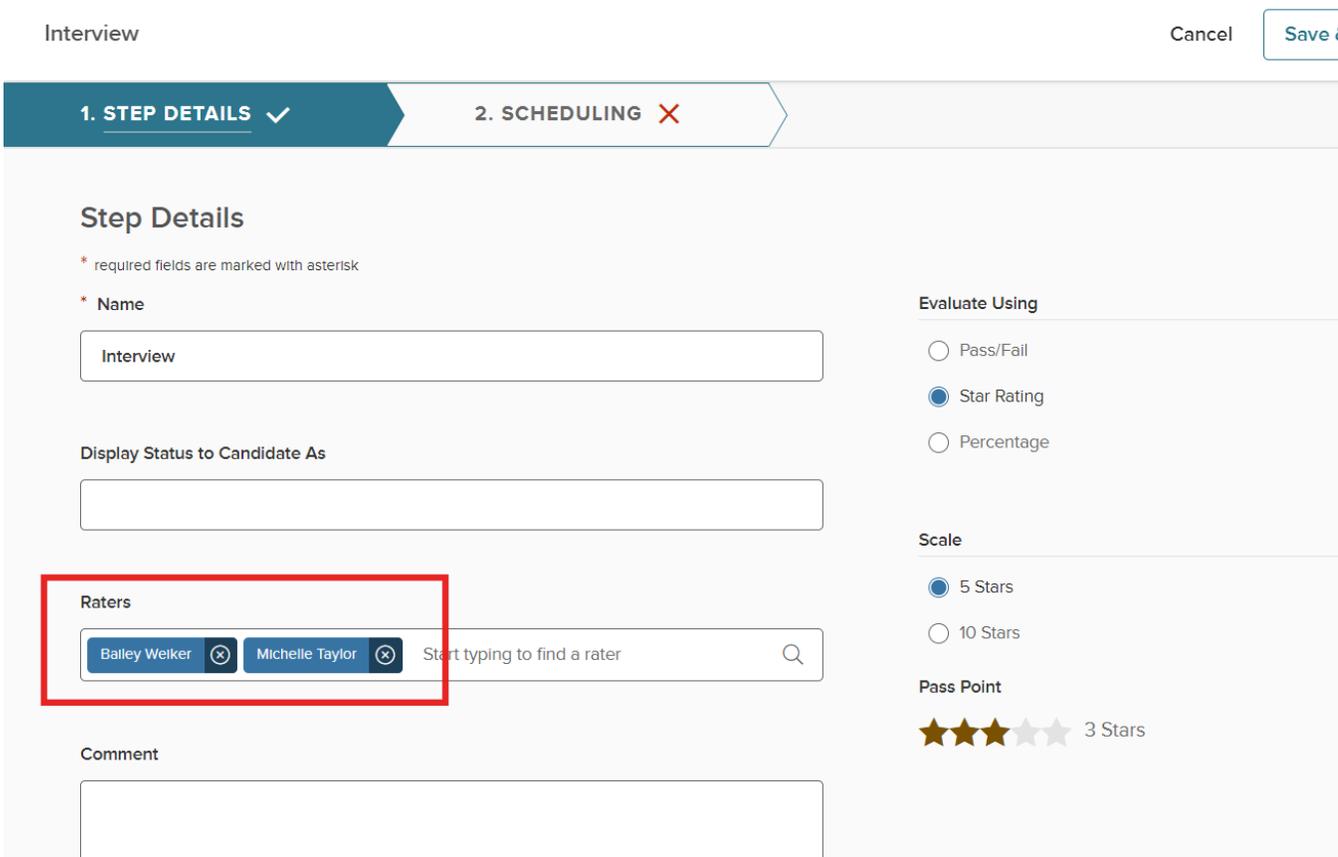
The screenshot shows the 'Requisition Detail' page for 'Test 1 Do NOT Apply (202400087)'. The 'Hire Workflow' tab is selected. A 'Customize Workflow' button is highlighted with a red box. The workflow steps are listed on the left, and the number of candidates at each stage is shown on the right.

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

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

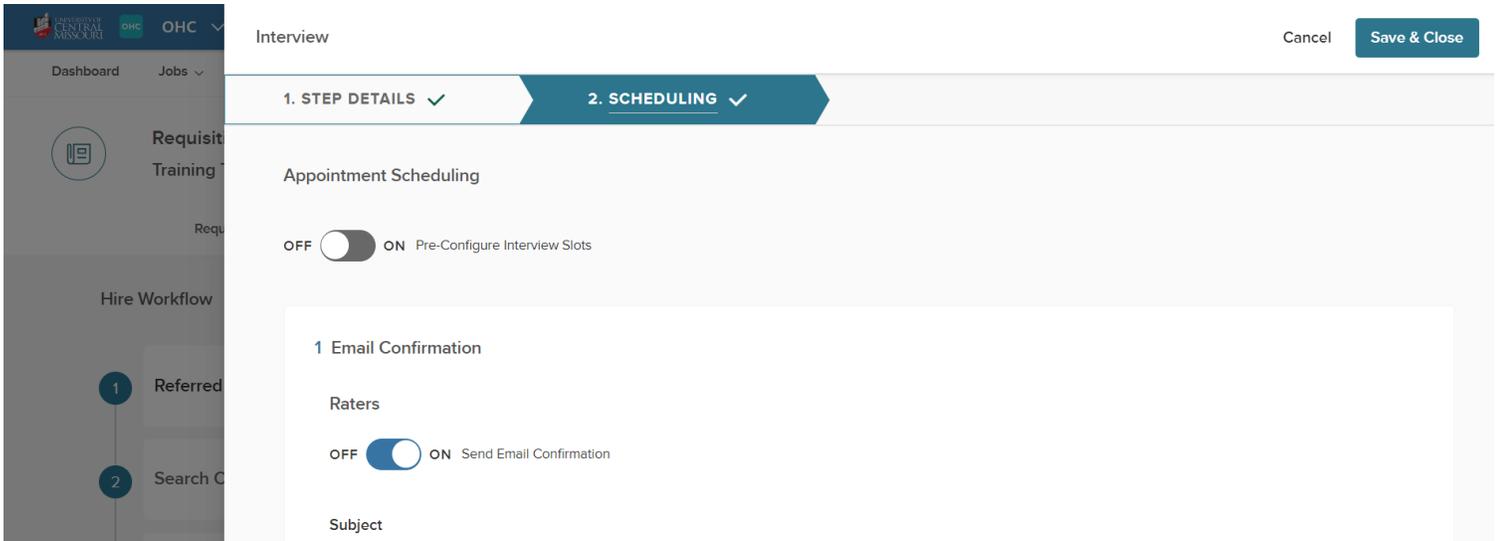


In the first screen, add the search committee members again to the “raters” section.

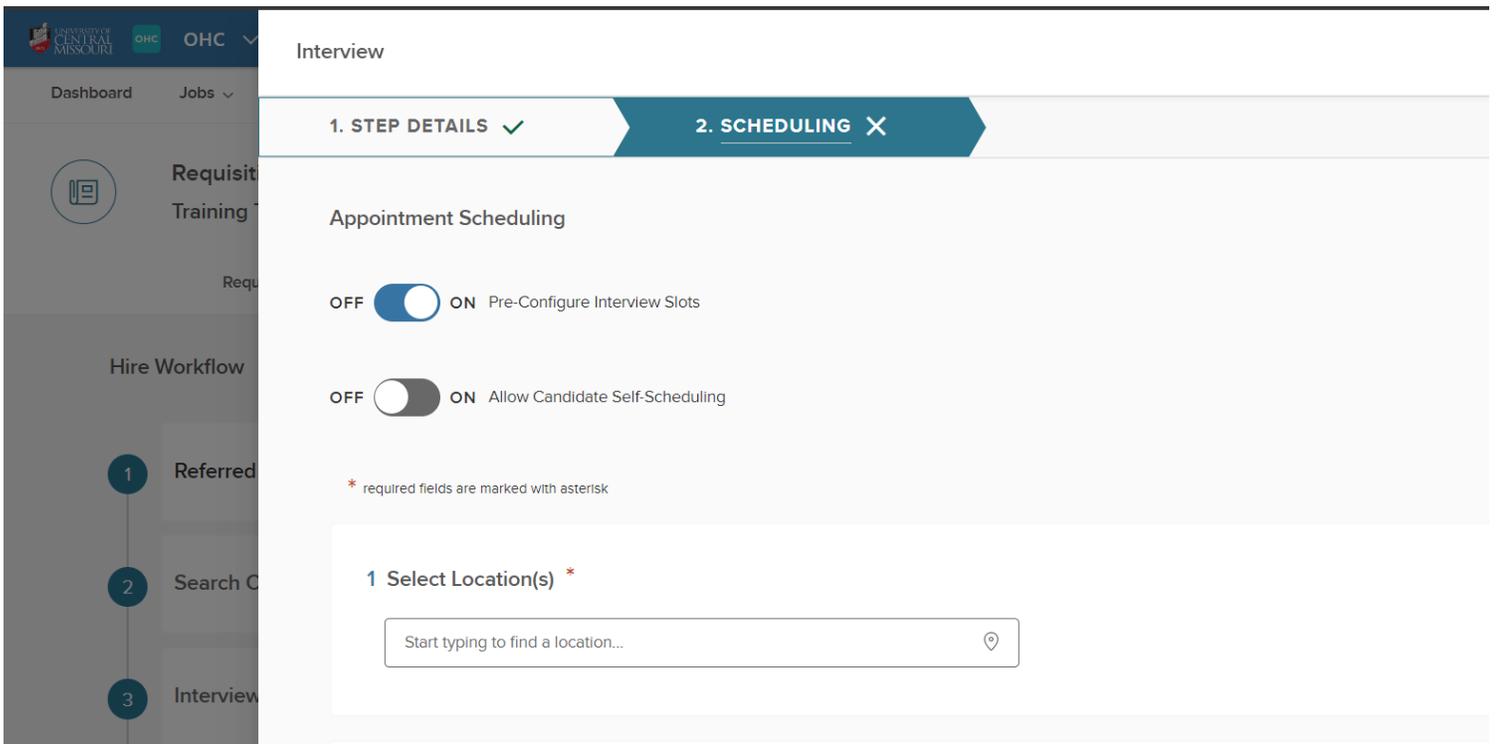


Click “Save and Continue”

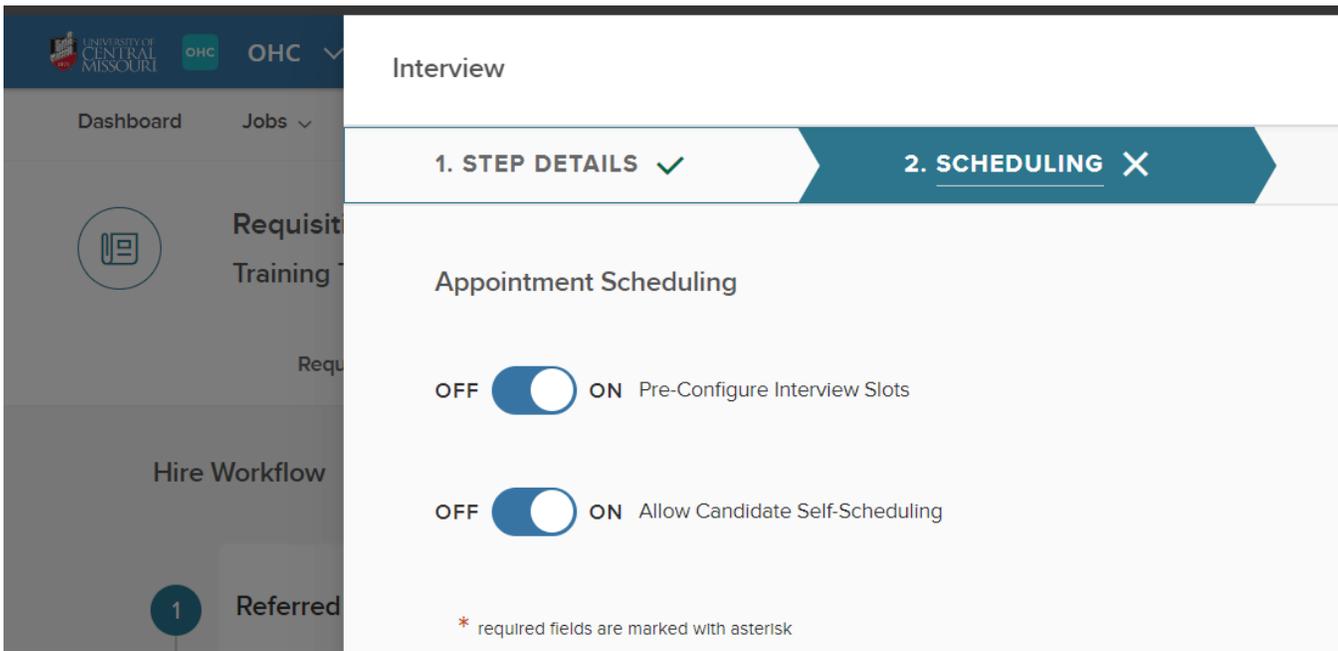
The next step will look like the below:



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

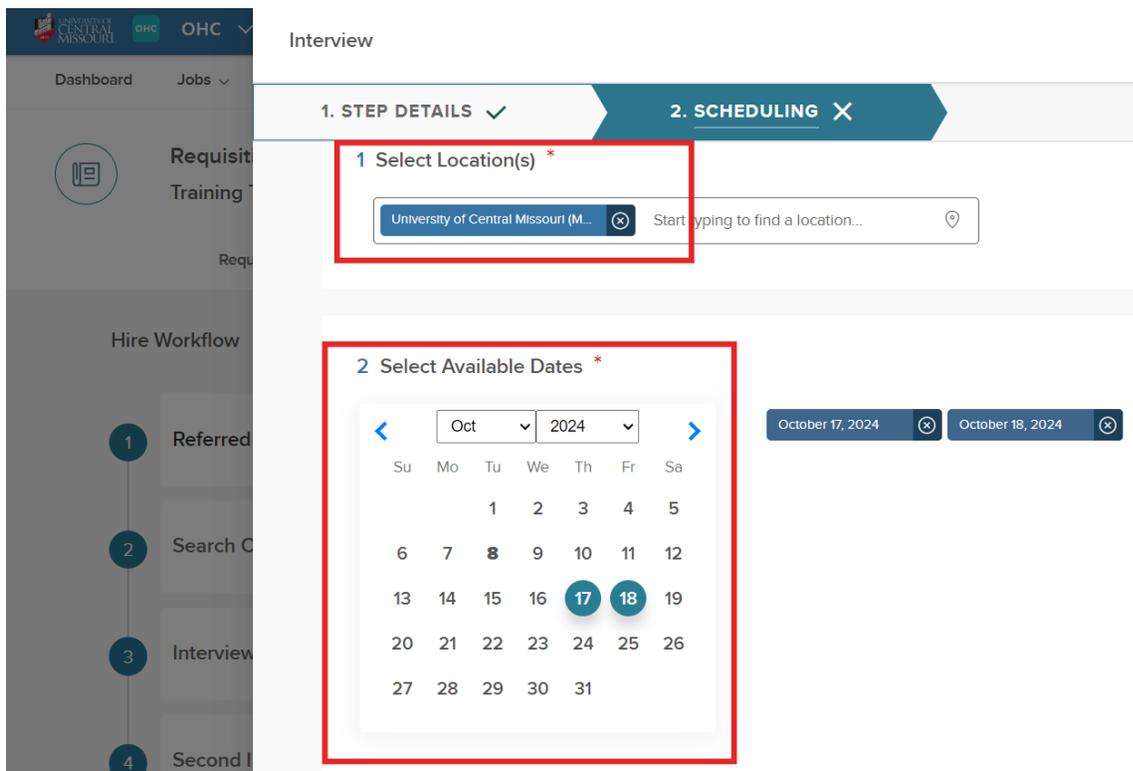


Then, toggle the “Allow Candidate Self-Scheduling” to “ON”



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	End Time	Duration	Time Between Slots
10:00 AM	02:00 PM	01:00	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	Ends
Select break start time	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 shows the HR system interface for candidate Tammy Mule (Person ID: 59909976). The 'Actions' dropdown menu is open, and the 'Send Notices' option is highlighted with a red box. Other options in the menu include 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, and Send Text Message. The 'Send Notices' option is also highlighted with a red box.

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

The screenshot shows the 'Send Notice' form for candidate Tammy Mule (Person ID: 59909976). The 'Notice Details' section is visible, and the 'Notice' dropdown menu is open, showing the selected option 'Invite to Self-Schedule for Interv...'. The 'Notice Preview' section is also visible, showing the template text: <Today>, <Applicant_FirstName> <Applicant_LastName>, <Applicant_Address1> <Applicant_Address2>, and <Applicant_City>, <Applicant_State> <Applicant_ZipCode>. The 'Send' button is highlighted in blue.

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".

The screenshot shows a 'Requisition Detail' page for 'Test 6 Do NOT Apply (202400093)'. The 'Candidates' tab is active, displaying a donut chart with 'Interview : 1' and 'Search Committee Review : 1' for a total of 2. Below the chart is a table with columns: Name, Employee ID, Action Date, Notices, Current Employee, Phone, E-References, Status, and Rating. The table contains one row for 'Mule, Tammy' with an 'Interview' status and a scheduled date of '10/28/2024, 4:00...'. The 'Interview' status and the scheduled date are highlighted with a red box.

Now that you have interviewed your candidate, you will need to rate them based on their interview.

In your recruiting tab, you can now see a task titled "Rating" with the search name. Click that task to be completed.

The screenshot shows a 'Recruiting' dashboard with a sidebar on the left containing 'Dashboard', 'Tasks', 'People', 'Performance', 'Training', 'Recruiting', 'Onboard', 'Forms', and 'Reports'. The 'Recruiting' tab is selected and highlighted with a red box. The main content area shows 'My Tasks' with three items: 'REVIEW' (Due 10/15/24), 'APPROVAL' (Due 6 Days Ago), and 'RATING' (Due 11/04/24). The 'RATING' task is highlighted with a red box and includes the search name 'Interview: Test 6 Do NOT Apply (202400093)'.

Click on the candidate's name that you have interviewed.

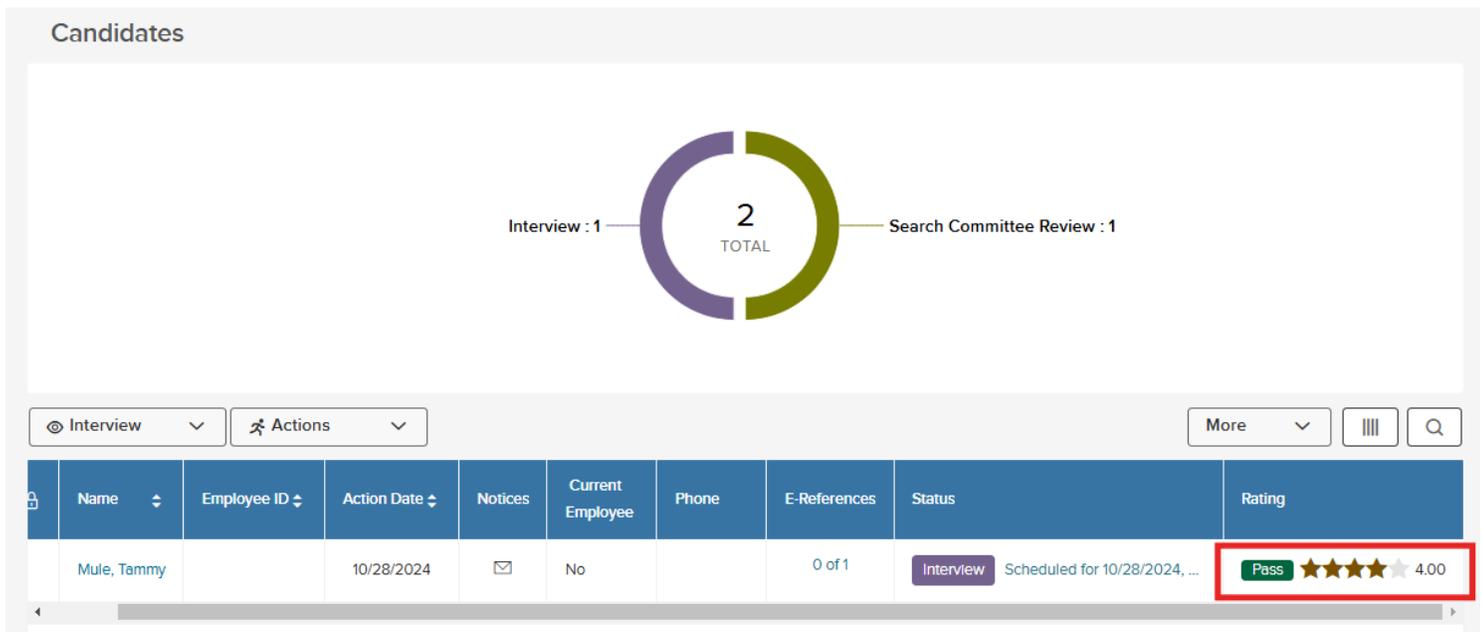
The screenshot shows the 'Interview' page for 'Test 6 Do NOT Apply (Requisition Number : 202400093)'. It displays details such as 'Requisition: Test 6 Do NOT Apply', 'Requisition Number: 202400093', 'At Step: Interview', 'Evaluate Using: Star Rating', 'Scale: 5 stars', and 'Passing Score: 3 stars'. A 'Candidates' section shows a summary: 1 Total, 1 Unreviewed, and 0 Reviewed. Below this is a table with columns: Person ID, Candidate Name, Last Reviewer, Last Reviewed, Interview Date, and My Score. The table contains one entry for 'Mule, Tammy' with Person ID 59909976 and an interview date of 10/28/2024 4:00 PM - 5:00 PM. The 'Candidate Name' column is highlighted with a red box.

Now, rate the candidate again, but this time based on their interview.

Once again, rate the candidate based on 5 stars, make a comment as necessary, and submit. As a reminder, your star rating can be full or half stars.

The screenshot shows the candidate profile for 'Mule, Tammy' (Person ID: 59909976). The 'Application' tab is active. On the right, a rating form is displayed for 'Bailey Weiker'. The form includes a star rating of 4 stars (highlighted with a red box), a text area with the comment 'Kept great eye contact and a bubbly personality. Very intelligent over topics relevant to our office needs.' (highlighted with a red box), and a 'Submit' button (highlighted with a red box). The form also has a 'Print' and 'Cancel' button at the top right.

You can then view each candidate's average ratings from each of the search committee members.

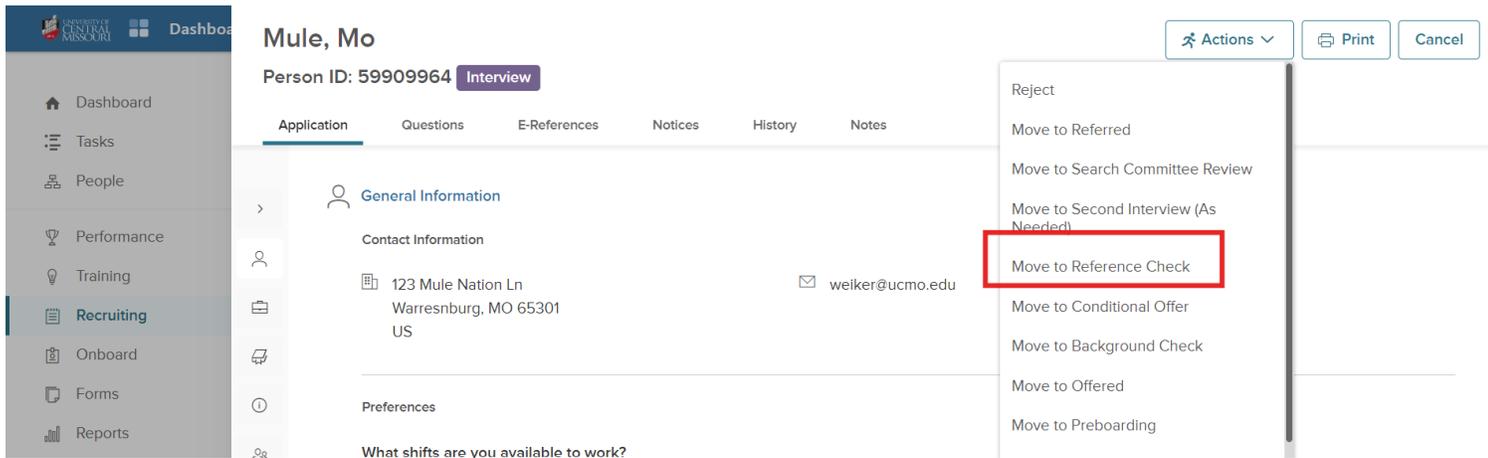


If the committee wants to conduct a second interview, you can again take action and “move to second interview (as needed)”

Mule, Mo
Person ID: 59909964 Interview

- 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

If you are only conducting one interview & all of your search committee members have ranked and a hiring decision has been made, take action on your candidate and “move to reference check”

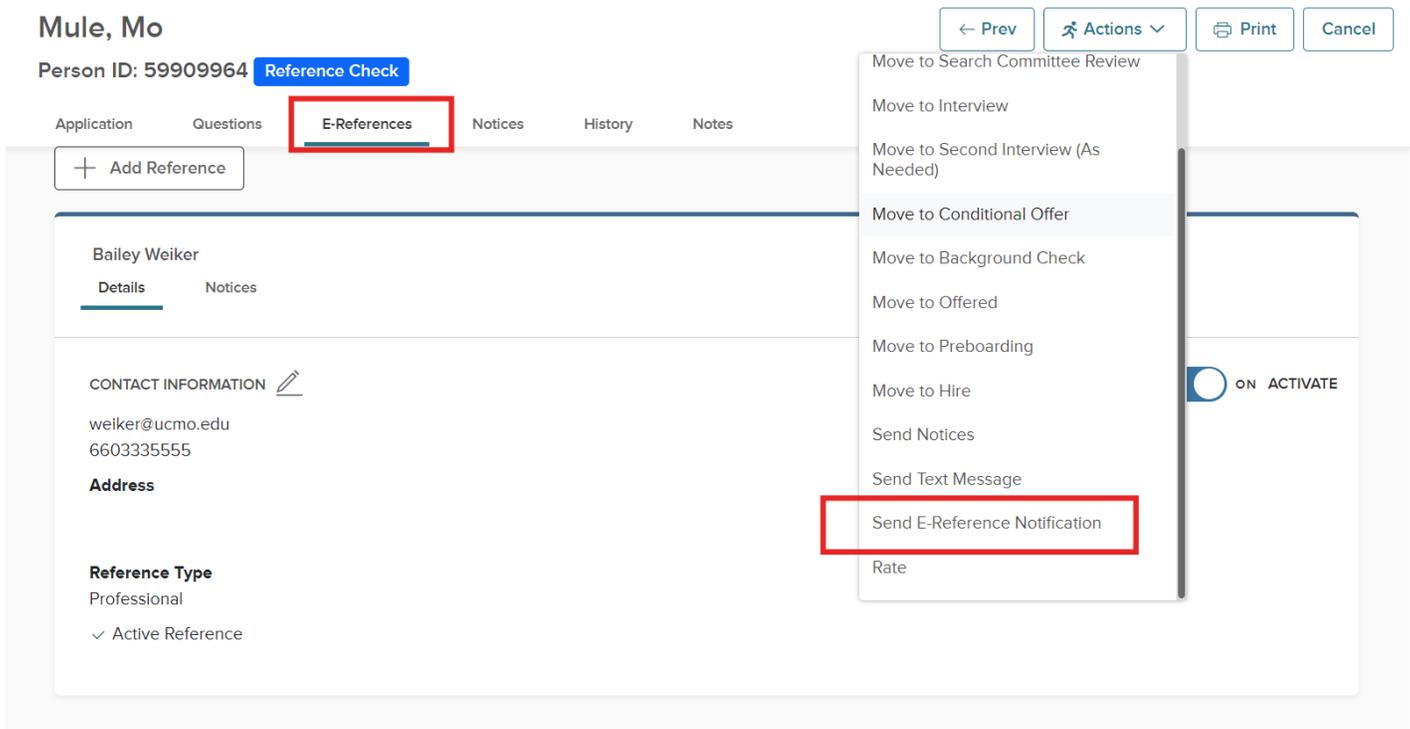


It will ask if you want to confirm moving the candidate to “Reference Check”. Select “OK”.

You can choose to call the candidate's references as you have in the past or conduct an e-reference.

On their application, click on “e-references” in your top toolbar. You can manually send e-references to references they listed on their application, or manually add additional references as needed.

Select “Actions” and “Send E-Reference Notification”



The next screen will allow you to check and uncheck the emails addresses of who will receive the reference check. You can start by selecting just one reference or you can select all three with hopes that one responds. That is up to you and your committee.

1. SELECT REFERENCE 2. PREVIEW QUESTIONNAIRE 3. EMAIL NOTIFICATION

Select Reference

Candidate	Reference Already Submitted	Reference Email Will Be Sent To
Mo Mule	N/A	<input checked="" type="checkbox"/> weiker@ucmo.edu

First Previous 1 Next Last Showing 1-1 of 1 items

Check and uncheck as appropriate and then click “next”.

The next step will allow you to review the basic reference questionnaire within the system. As the title indicates, it is a very basic questionnaire that is applicant specific, but not job specific. If you want to conduct a reference check that is more job specific, that will need to be conducted outside the system.

Send E-References

Cancel < Previous Next

1. SELECT REFERENCE ✓ 2. PREVIEW QUESTIONNAIRE 3. EMAIL NOTIFICATION

Basic Reference Questionnaire Candidates Mo Mule Preview Only

REFERENCE QUESTIONNAIRE

Basic Reference Questionnaire

Click “next” if you wish to use the reference questions that the system shows.

The next screen will show you what the email for the e-reference looks like. Click “Send e-reference”

1. SELECT REFERENCE ✓ 2. PREVIEW QUESTIONNAIRE ✓ 3. EMAIL NOTIFICATION

Email Notification Preview

Template Sample Reference Override

Dear <EReference_FName> <EReference_LName>:

Your contact information has been provided to us as an employment reference for <Applicant_FirstName> <Applicant_LastName> who has applied for the position of <Position_Title> at <Agency_Name>.

We would greatly appreciate your feedback on this candidate within the next 7 days.

Please click on the following link to access the online e-Reference form: <EReference_URL>

Thank you very much for your assistance.

Sincerely,

<User_FirstName> <User_LastName>
<Agency_Name>
<User_Phone>

Once the e-reference has completed their reference, you can view their responses under the “e-references” section.

Mule, Mo

Person ID: 59909964 Search Committee Review

← Prev Actions Print Cancel

Application Questions **E-References** Notices History Notes

+ Add Reference

Bailey Weiker VIEW MORE

Details Notices

CONTACT INFORMATION ✎
weiker@ucmo.edu
6603335555
Address
Reference Type
Professional
Submitted 10/10/2024
Active Reference

REFERENCE QUESTIONNAIRE
1. Name of person completing this form
Bailey Weiker
2. How do you know this person?
Personal
3. Are they related to the applicant?
No
4. How long have you known the applicant?
4 Months

OFF ON ACTIVATE

Once you have a reference back that you are comfortable with and ready to accept, you can move your candidate to the “Conditional Offer” step.

The screenshot shows a candidate profile for 'Mule, Mo' with Person ID: 59909964. The page has tabs for Application, Questions, E-References, Notices, History, and Notes. The 'Application' tab is active, showing sections for General Information, Contact Information, and Preferences. The contact information includes the address '123 Mule Nation Ln, Warresburg, MO 65301, US' and email 'weiker@ucmo.edu'. An 'Actions' dropdown menu is open, listing various options: Reject, Move to Referred, Move to Interview, Move to Second Interview (As Needed), Move to Reference Check, Move to Conditional Offer (highlighted with a red box), Move to Background Check, Move to Offered, Move to Preboarding, Move to Hire, Send Notices, and Send Text Message. Navigation buttons for 'Prev', 'Print', and 'Cancel' are visible at the top right.

From here, HR will take over the process & make the conditional offer, send the background check, move the candidate to hire, & close out the search.

It is important to note that your HR Partner does not receive an email when you have moved your candidate to “Conditional Offer” so it is recommended that when you have done so to send your HR Partner an email letting them know you are ready for the next steps of the process. Otherwise, will notice that you have moved a candidate to “Conditional Offer” when we check our postings on Tuesday & Thursday mornings before noon.