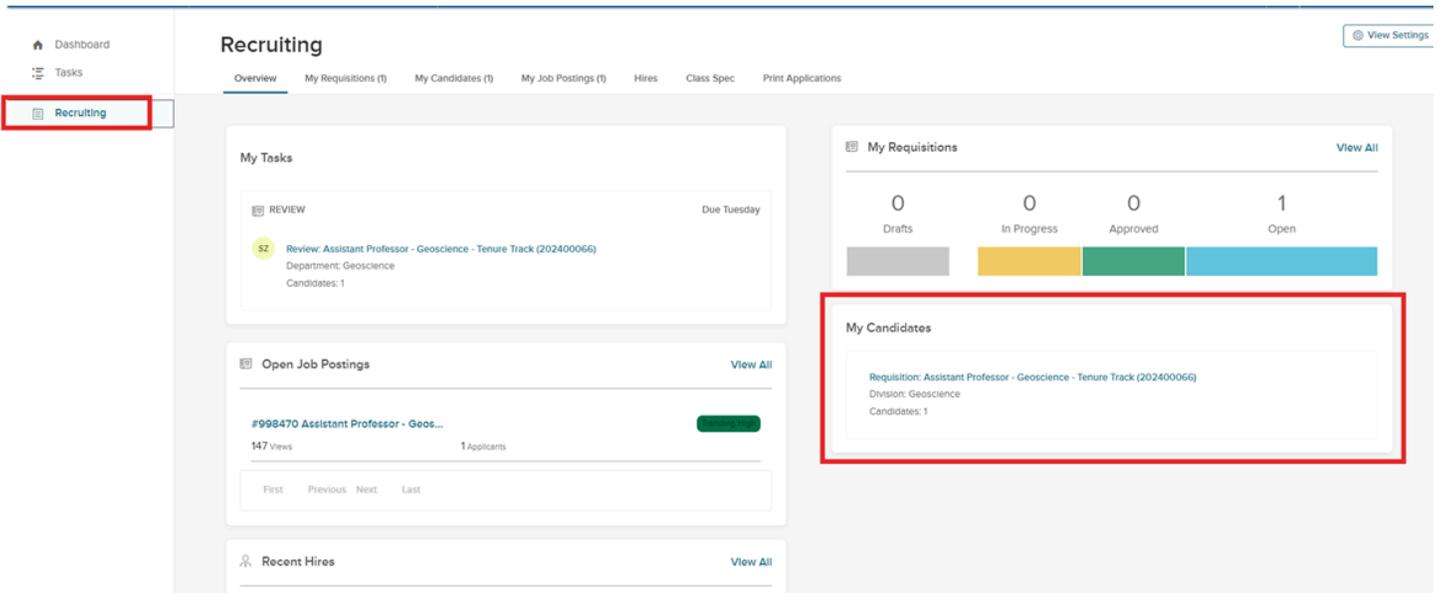


## How to use NEOED as a Hiring Manager Reject & Code Out Applicants

You will need to click the “Recruiting” tab on the left tool bar of your dashboard. 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.*



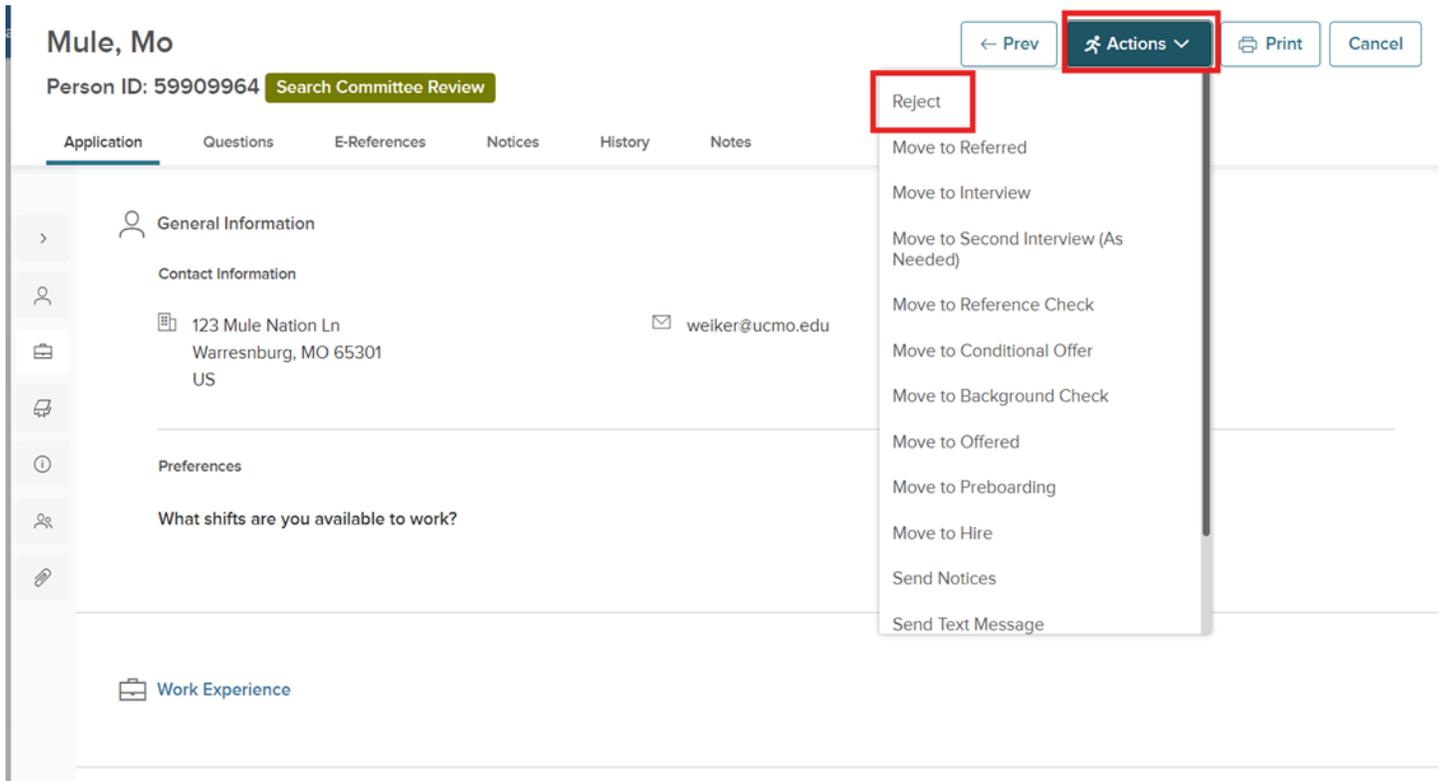
The screenshot displays the NEOED Recruiting dashboard. The left sidebar has a 'Recruiting' tab highlighted with a red box. The main dashboard area is titled 'Recruiting' and includes a 'View Settings' button in the top right. Below the title are navigation tabs: Overview, My Requisitions (1), My Candidates (1), My Job Postings (1), Hires, Class Spec, and Print Applications. The dashboard is divided into several sections: 'My Tasks' with a 'REVIEW' task due Tuesday for 'Assistant Professor - Geoscience - Tenure Track (202400066)'; 'Open Job Postings' for '#998470 Assistant Professor - Geos...' with 147 views and 1 applicant; and 'My Candidates' for 'Requisition: Assistant Professor - Geoscience - Tenure Track (202400066)' with 1 candidate. The 'My Candidates' section is highlighted with a red box. A 'My Requisitions' summary bar shows 0 Drafts, 0 In Progress, 0 Approved, and 1 Open.

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.

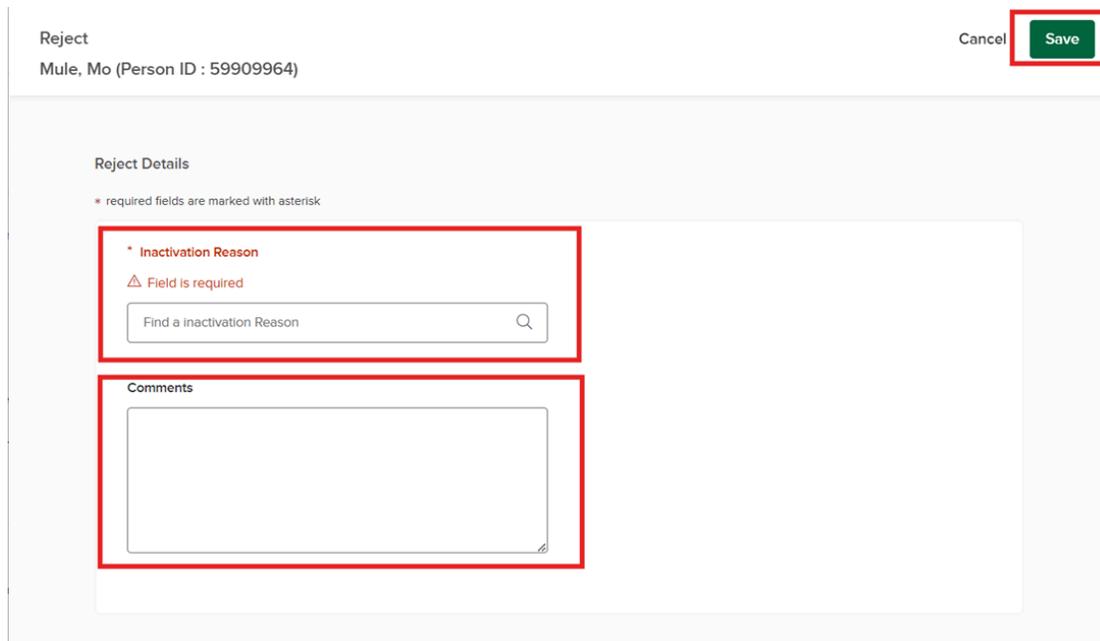
Select “Actions” and “Reject” in their application

## How to use NEOED as a Hiring Manager Reject & Code Out Applicants



The screenshot shows the NEOED interface for a candidate named "Mule, Mo" with Person ID 59909964. The "Actions" dropdown menu is open, listing various options 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 "Reject" option is highlighted with a red box.

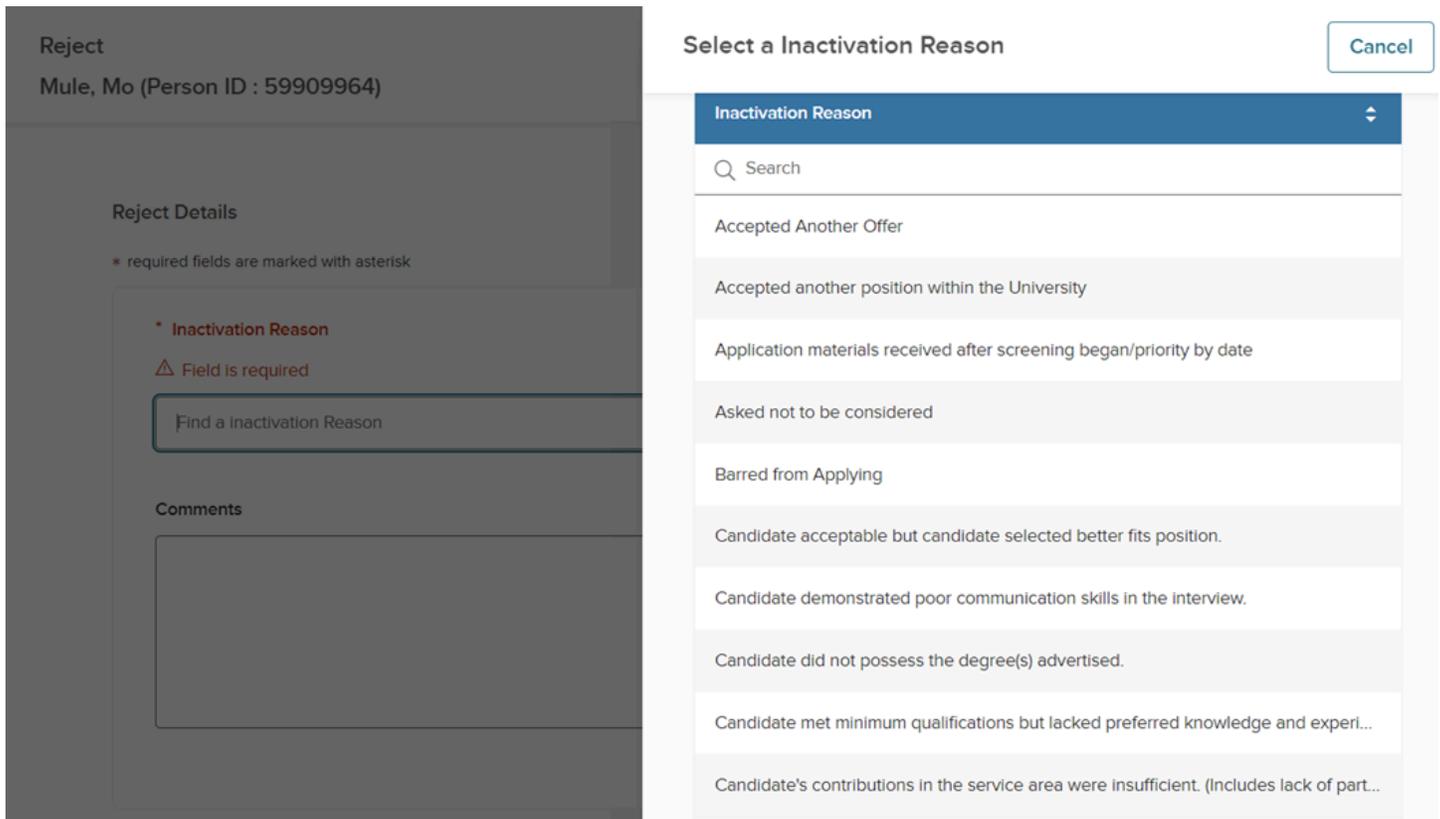
The system will reroute you to an inactivation reason to code out the candidates. Click the magnifying glass in the "Inactivation Reason" field to see all options within the system. Add comments as needed.



The screenshot shows the "Reject" form for candidate "Mule, Mo (Person ID : 59909964)". The form includes a "Reject Details" section with a note that required fields are marked with an asterisk. The "Inactivation Reason" field is highlighted with a red box and contains a magnifying glass icon. Below it is a "Comments" field, also highlighted with a red box. The "Save" button is highlighted with a red box.

## How to use NEOED as a Hiring Manager Reject & Code Out Applicants

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



The screenshot displays the 'Reject' form for a candidate named Mule, Mo (Person ID : 59909964). The form includes a 'Reject Details' section with a note that required fields are marked with an asterisk. The 'Inactivation Reason' field is highlighted with a red asterisk and a warning triangle, indicating it is required. Below this field is a search box containing the text 'Find a inactivation Reason'. A 'Comments' section is also visible. To the right, a dropdown menu titled 'Select a Inactivation Reason' is open, showing a list of reasons for inactivation, including '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 experl...', and 'Candidate's contributions in the service area were insufficient. (Includes lack of part...'. A 'Cancel' button is located at the top right of the dropdown menu.

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

## How to use NEOED as a Hiring Manager Reject & Code Out Applicants

Candidates



Rejected : 1      2 TOTAL      Search Committee Review : 1

All Candidates   
    
    
   

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

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.