UNIVERSITY OF CENTRAL MISSOURI
HUMAN RESOURCES

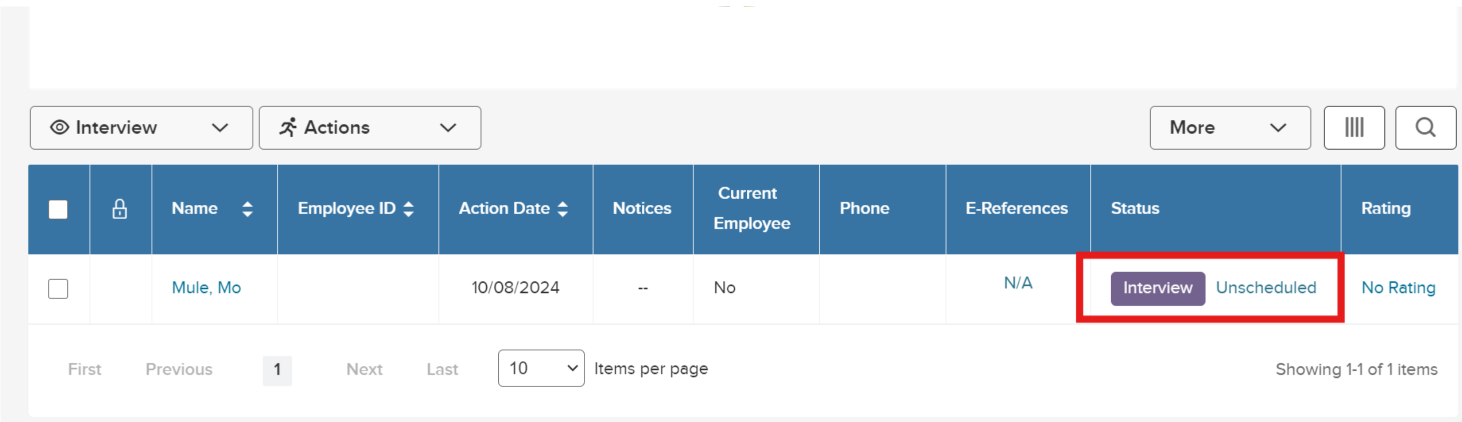
# How to use NEOED as a Search Committee Chair
# Interview & Hire

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

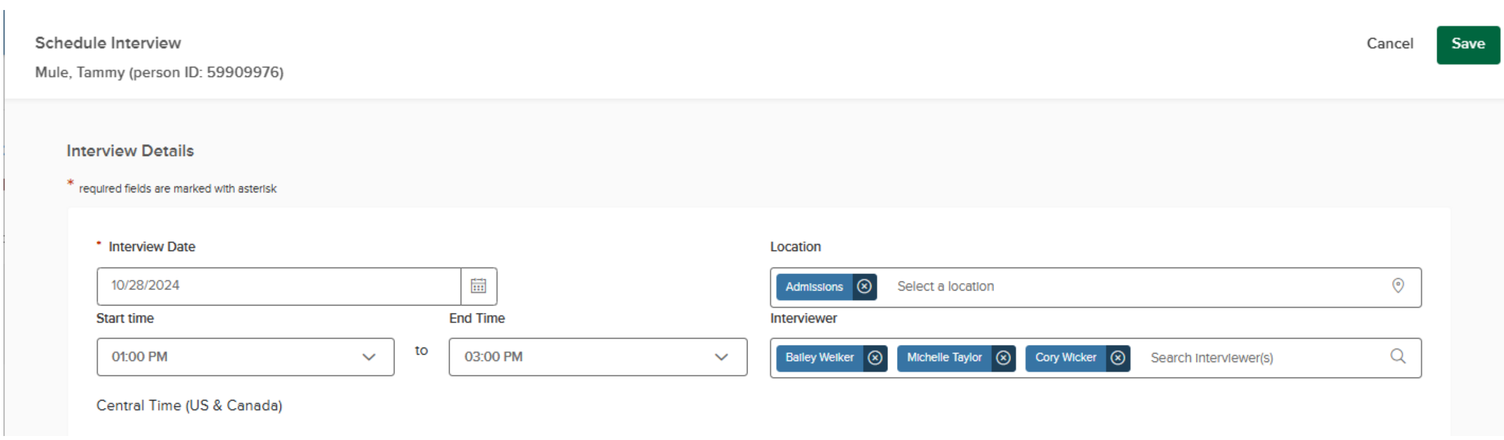
1. Reach out to the candidate via email or phone and schedule an interview time, then send them interview reminders through the system
2. Set your schedule in the system and let the candidate pick their interview date and time through a link that will be emailed to them.

## First Option

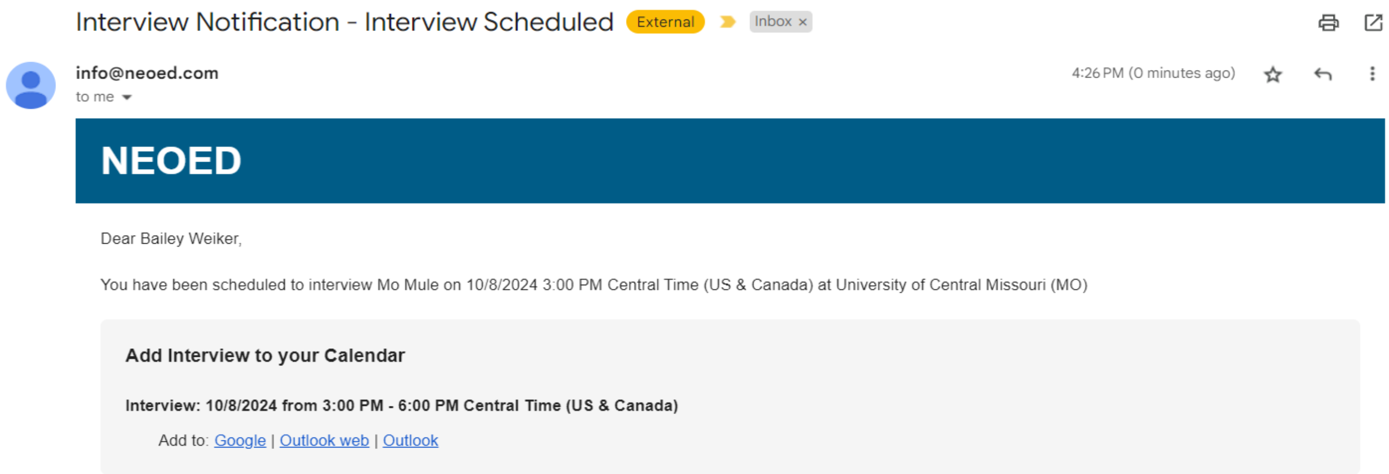
Click on the “Unscheduled” blue link.



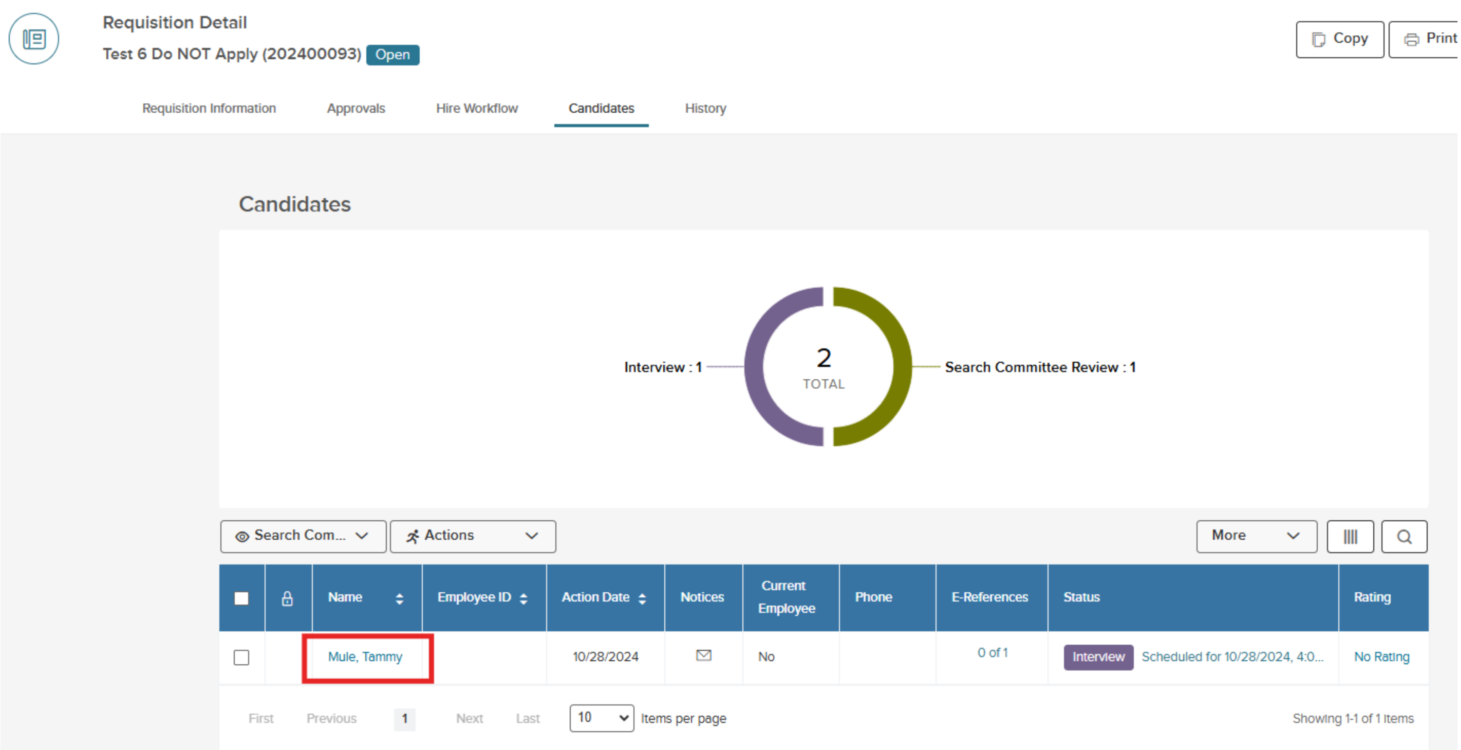

When you schedule the interview for the applicants within the system by choosing the interview date, location, start time, end time, and add the search committee members in the interviewer box.



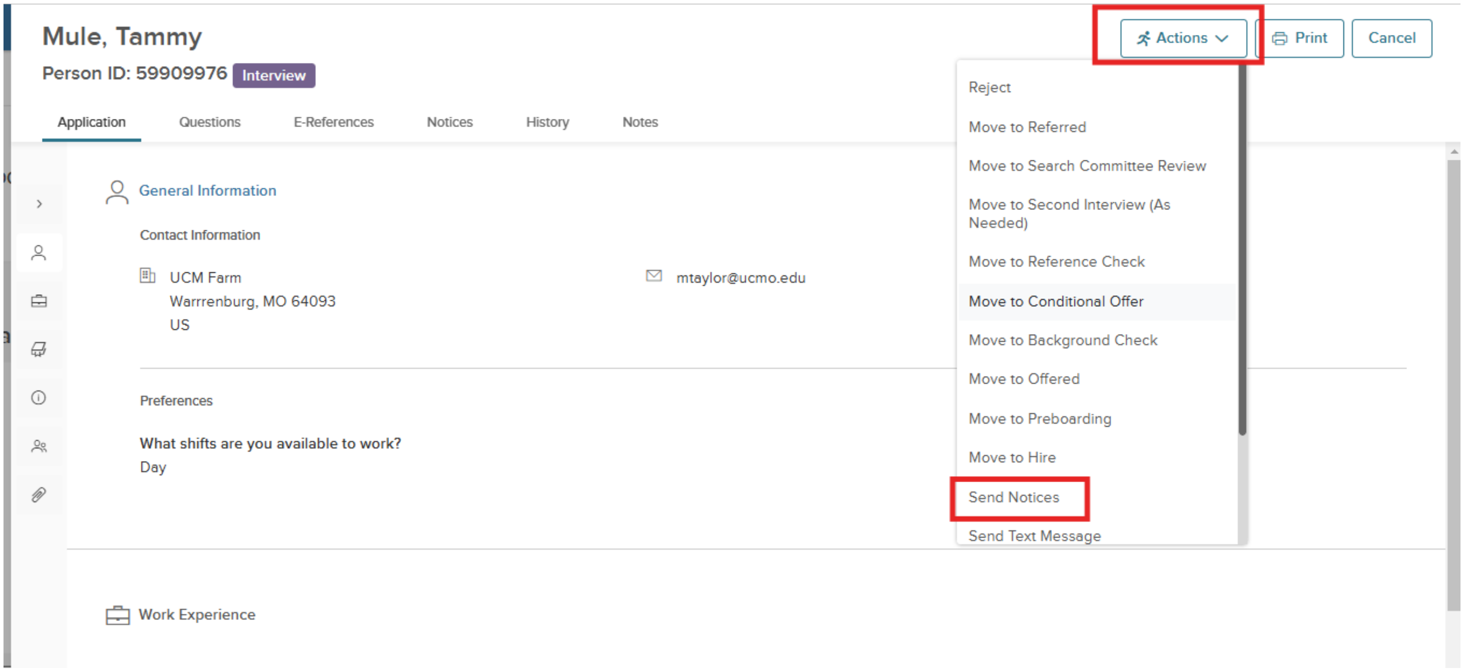

Upon hitting submit, the interviewers will receive a confirmation email that will allow them to add the interview to their Google Calendar.



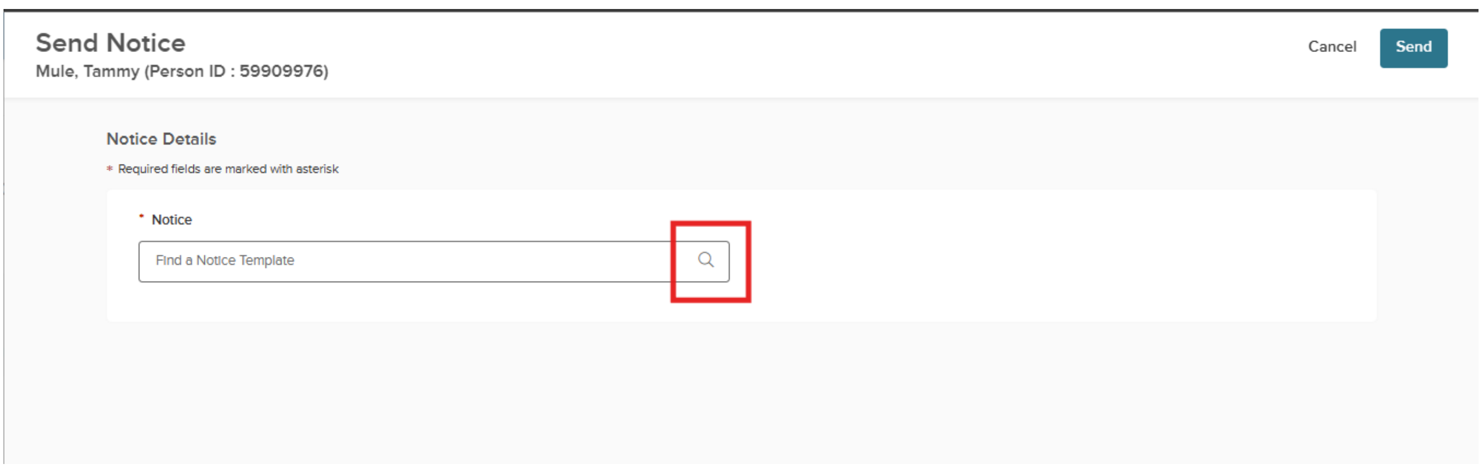

While the search committee received the email, you will still have to manually send the candidate their reminder email. To do so, click back on the candidate's name.



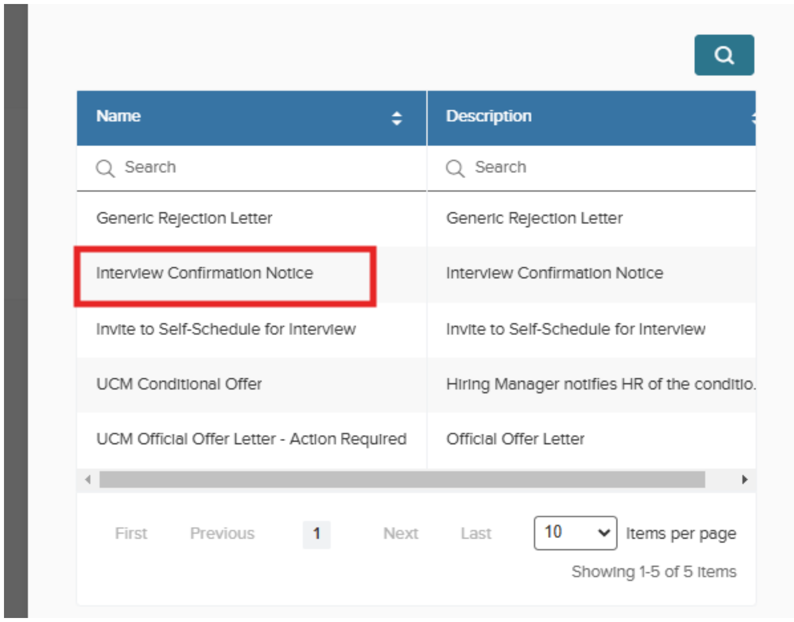

Select “Actions” and “Send Notices”



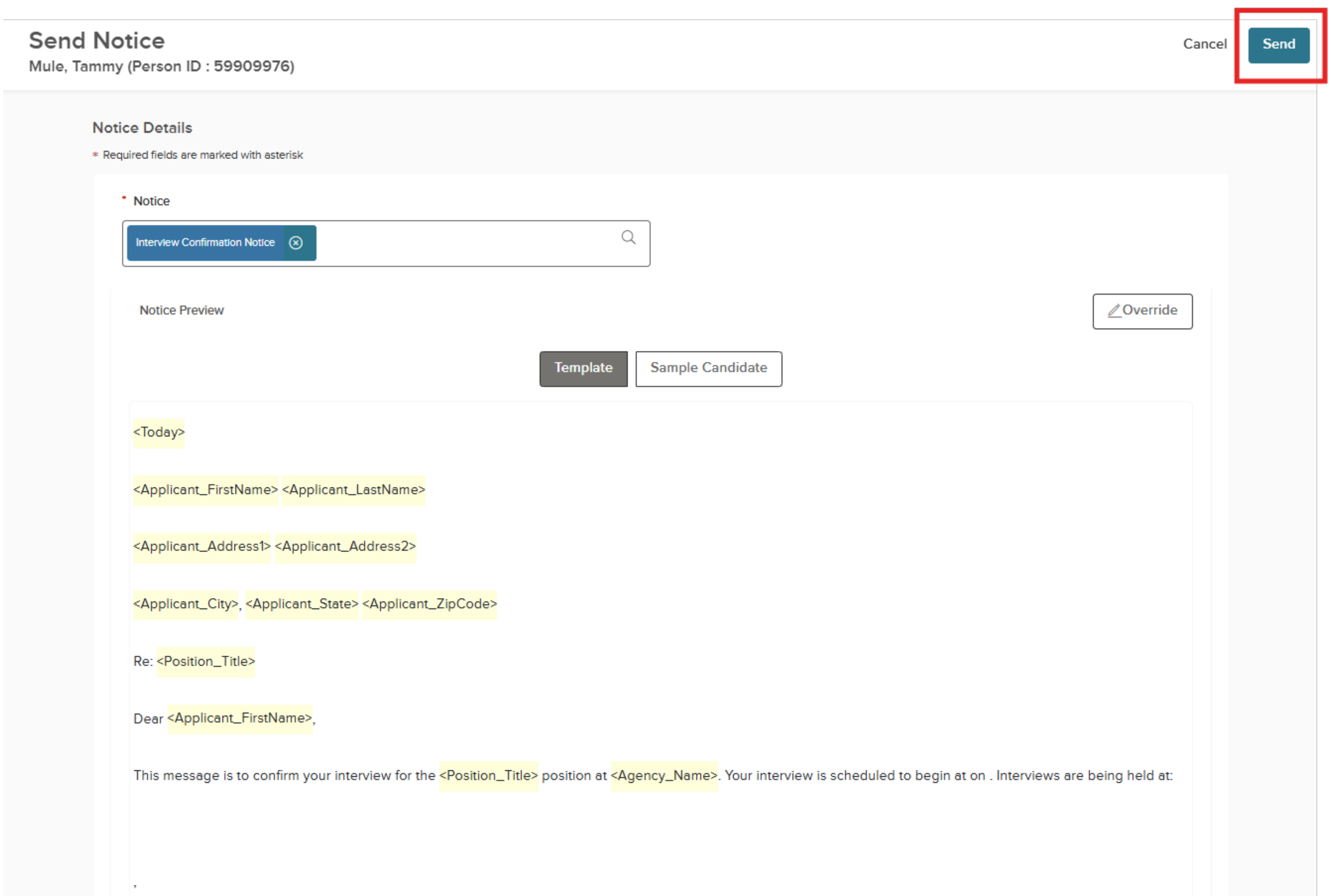

Click the magnifying glass next to "Find a Notice Template" field.




Select "Interview Confirmation Notice"


Name
Description
Search
Search
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:

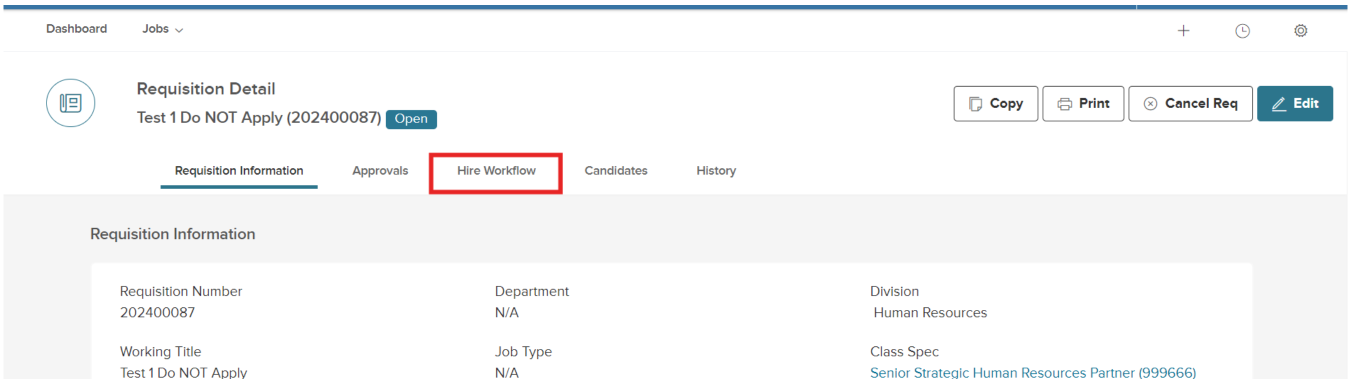
# Second Option

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

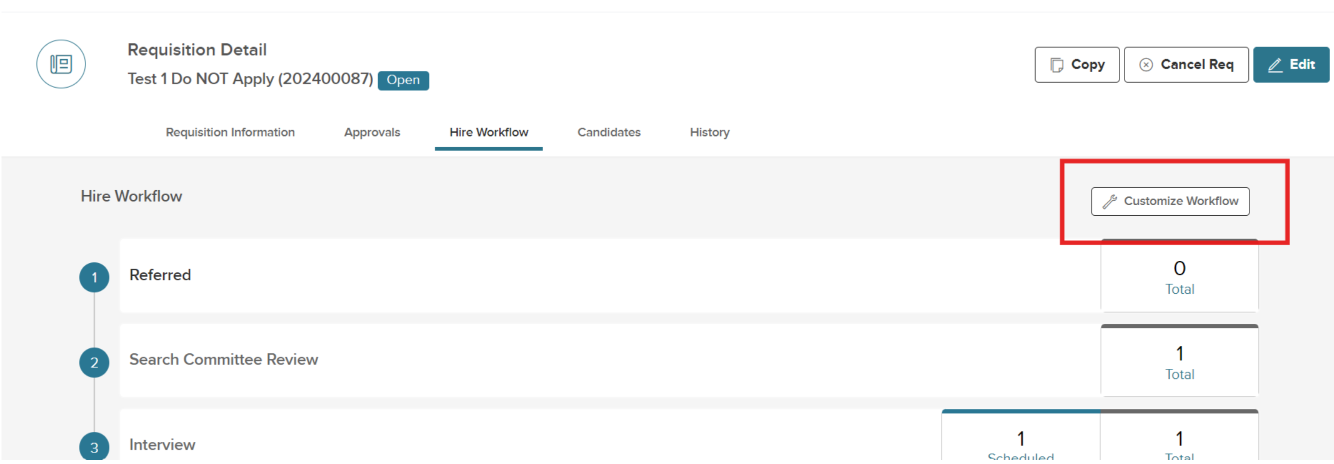
To do this, you must re-customize the candidate workflow within the requisition.

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

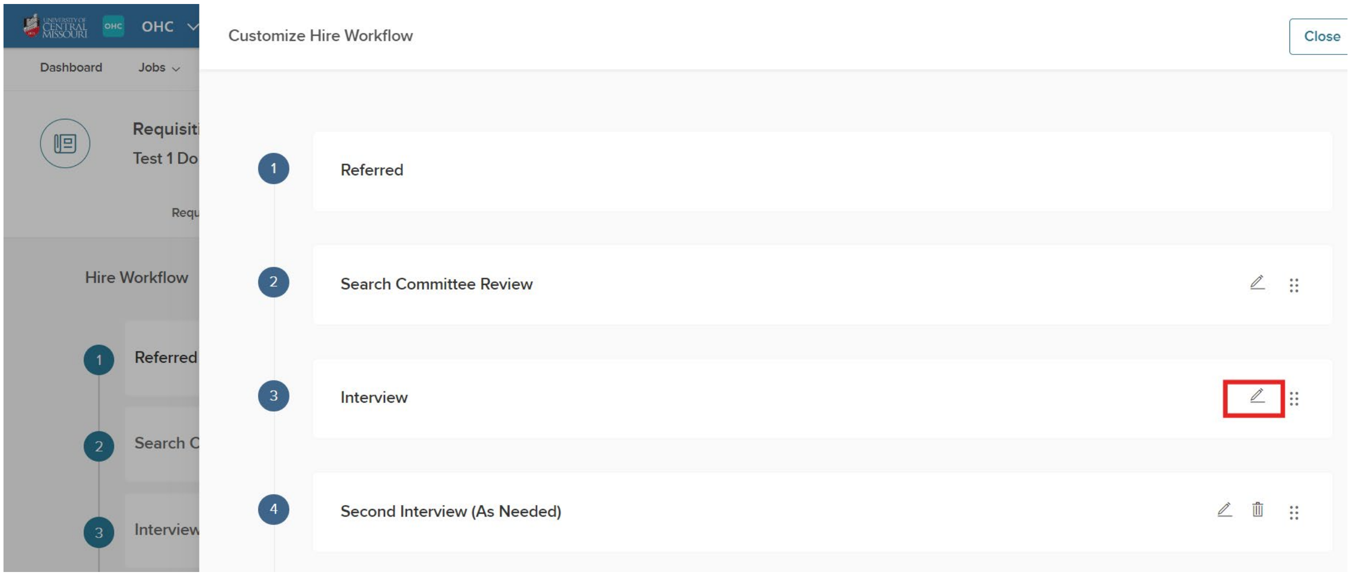
Once in the search, click "Hire Workflow" at the top of the toolbar.



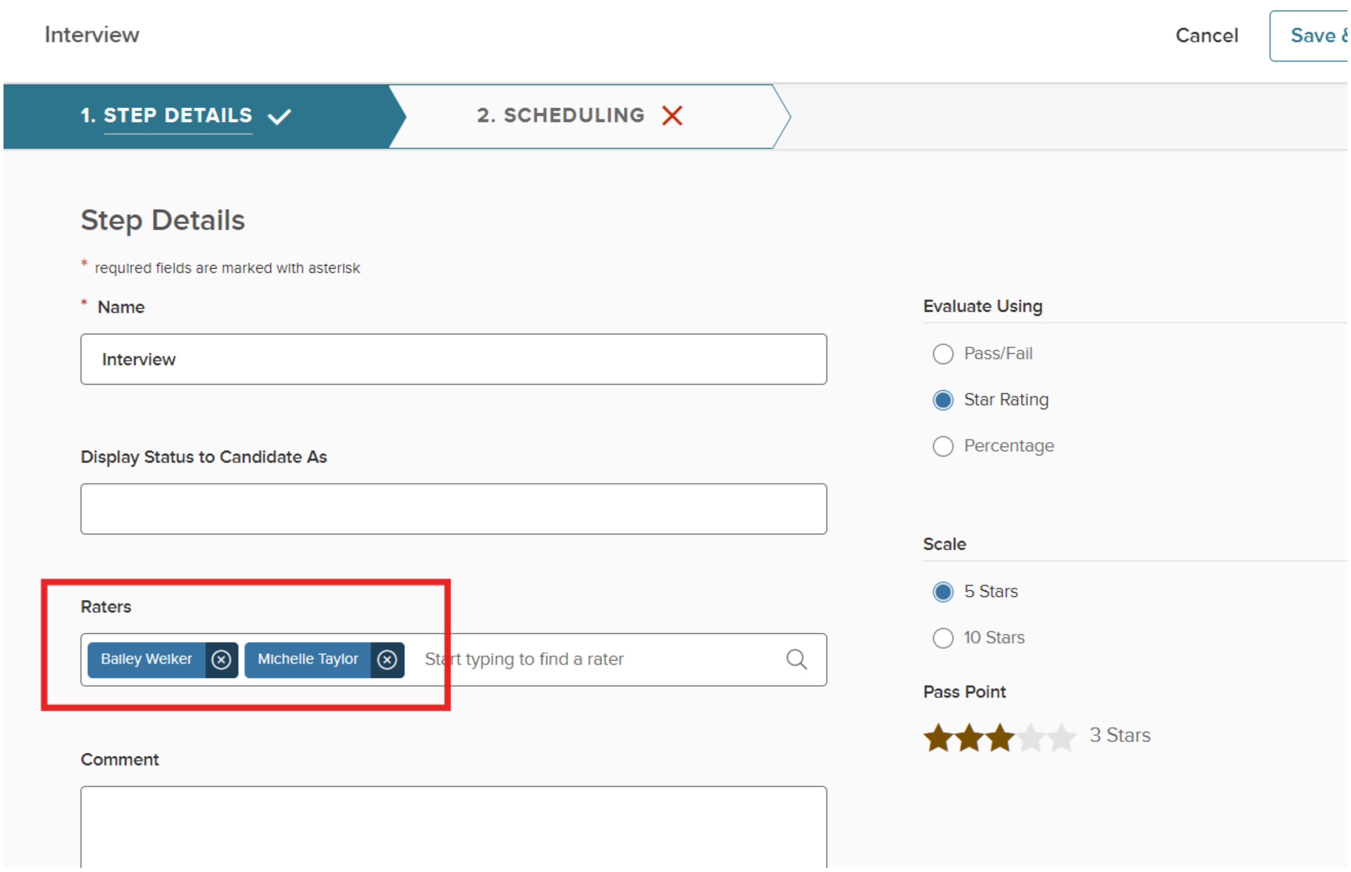

Then "Customize Workflow"



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

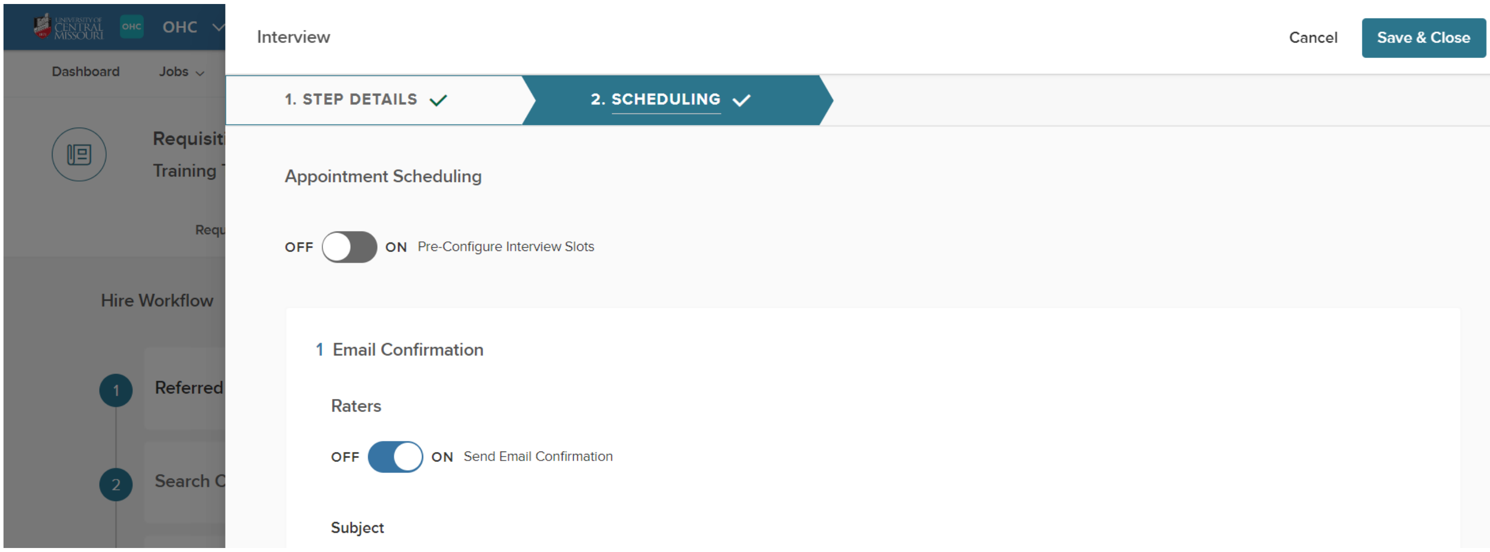



In the first screen, add the search committee members again to the “raters” section.

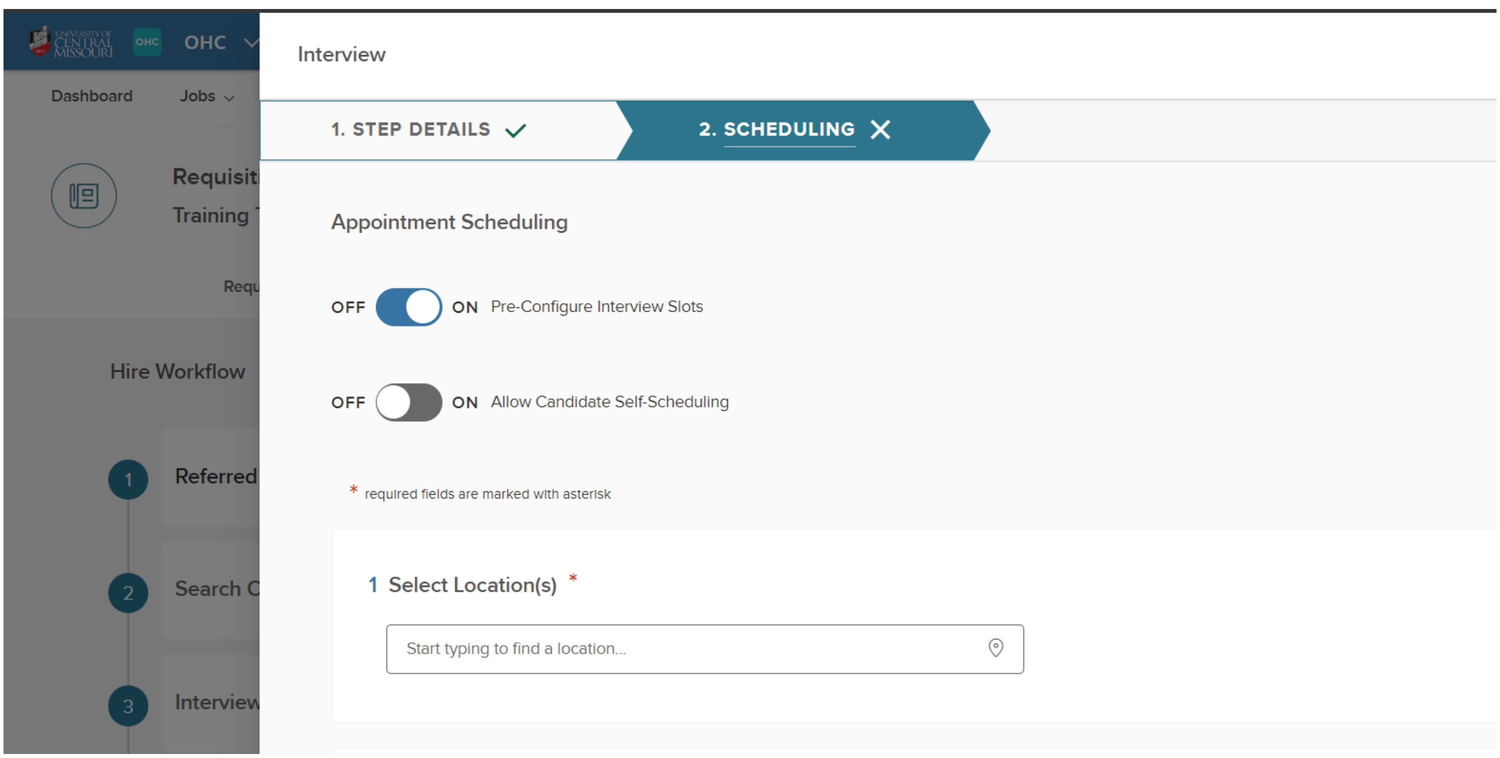


Click “Save and Continue”

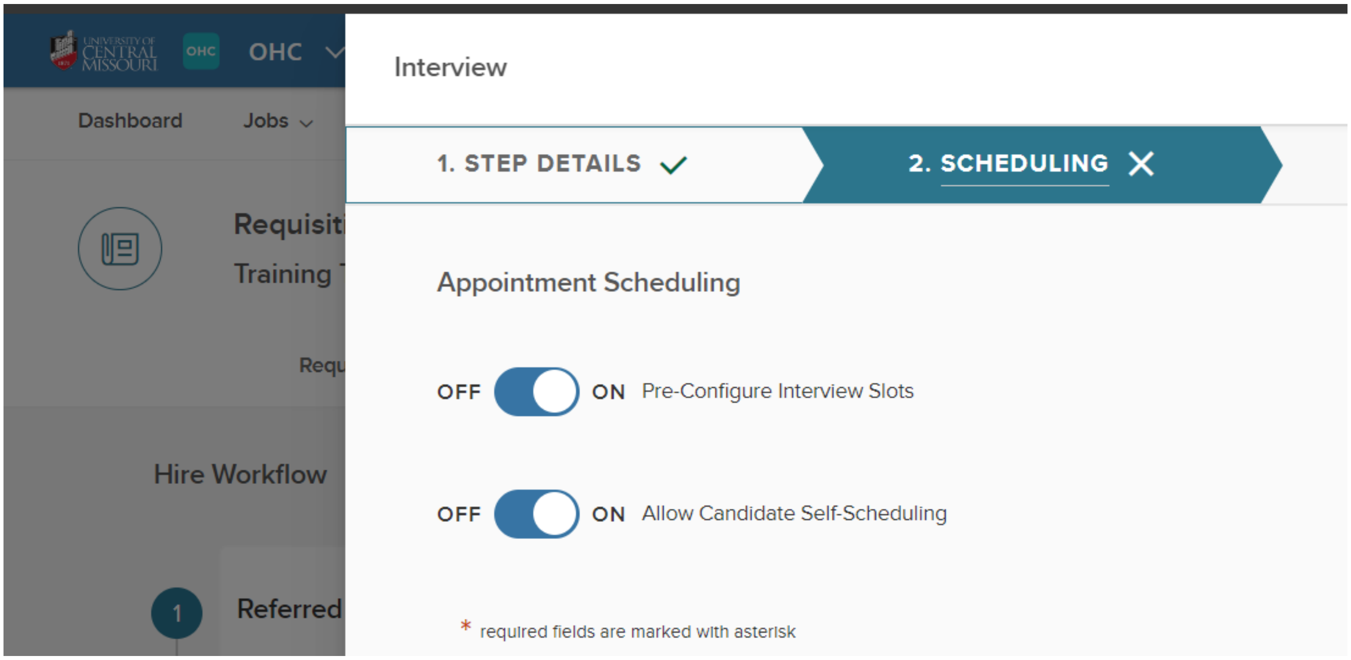
The next step will look like the below:




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

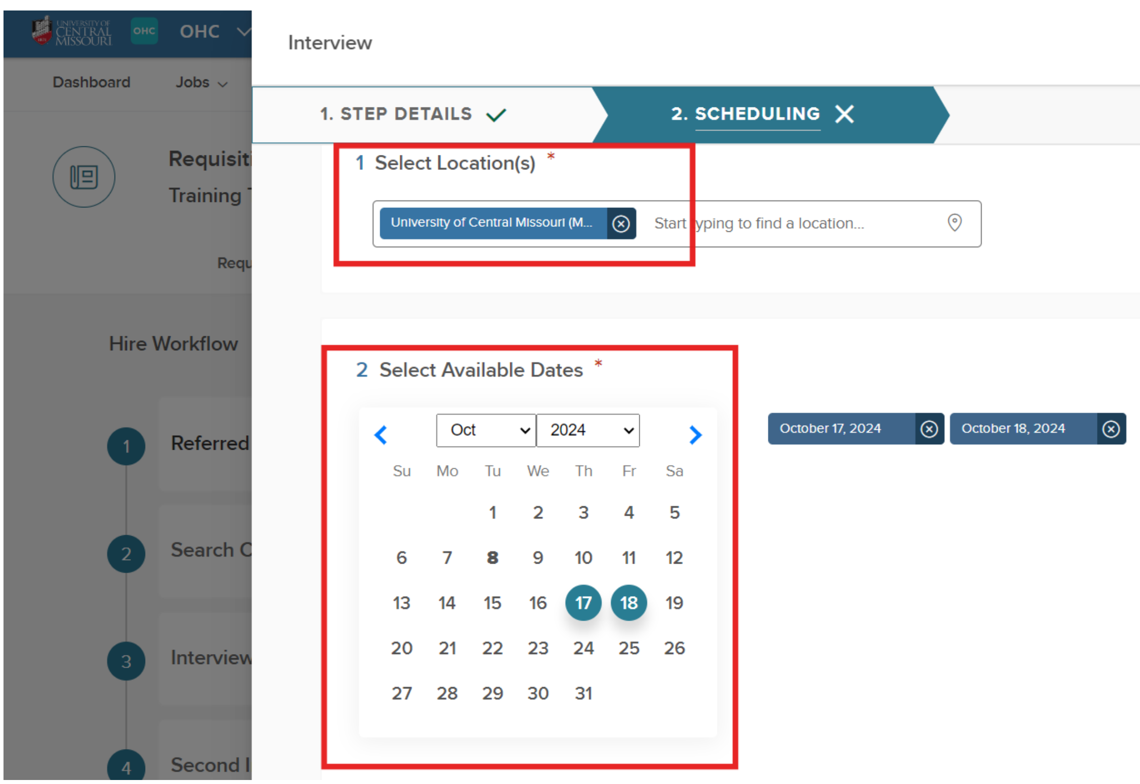



Then, toggle the “Allow Candidate Self-Scheduling” to “ON”

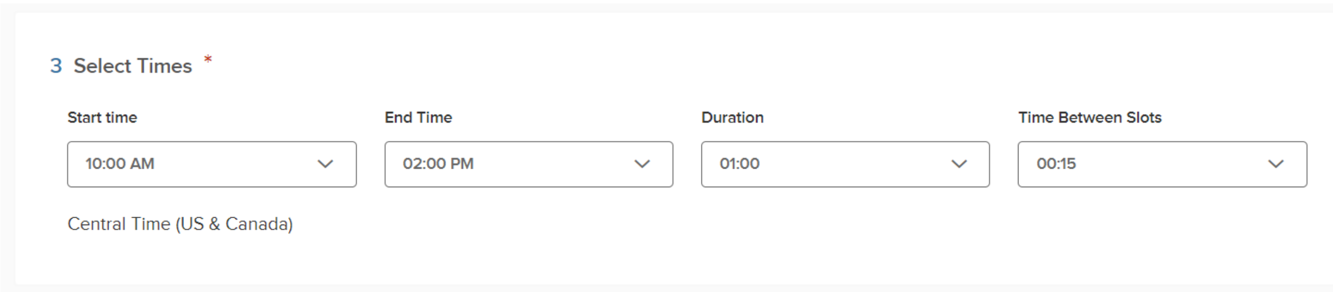



Choose the location of the interview. Ensure this is accurate as the candidate will receive reminders and set an initial confirmation email based on that location. If the location is not listed, please reach out to HR so we can get it added.

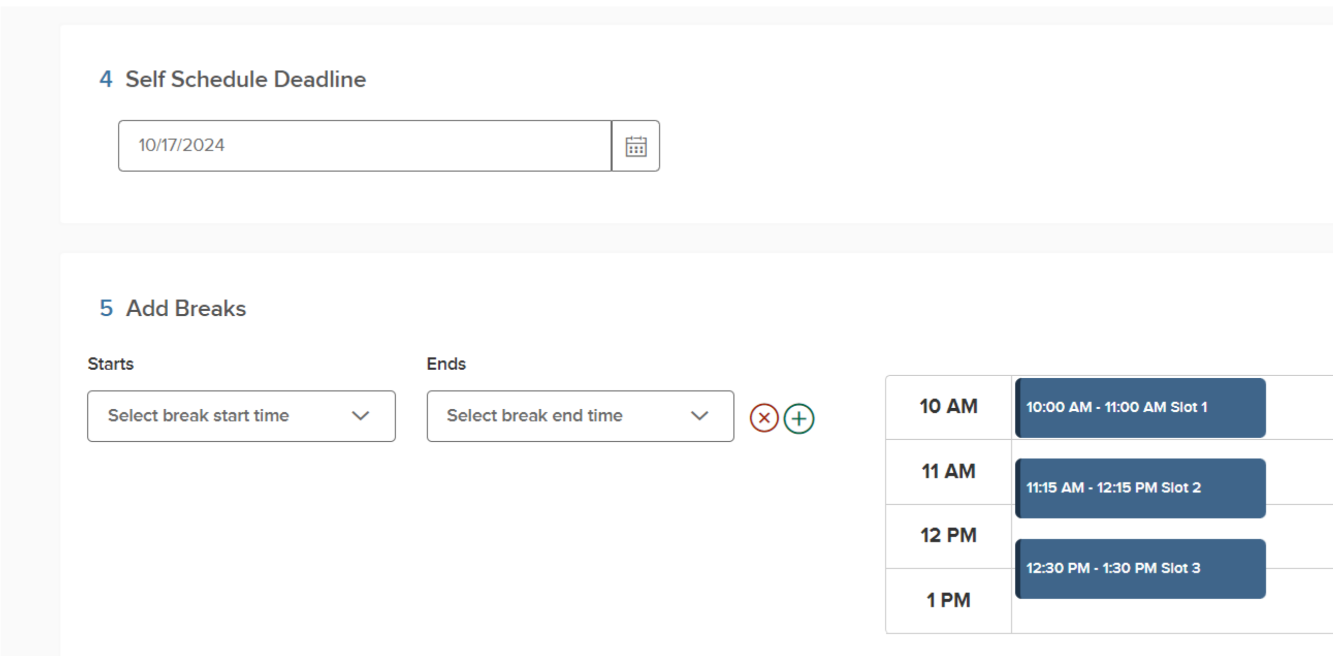
Select the dates in which interviews can be scheduled.



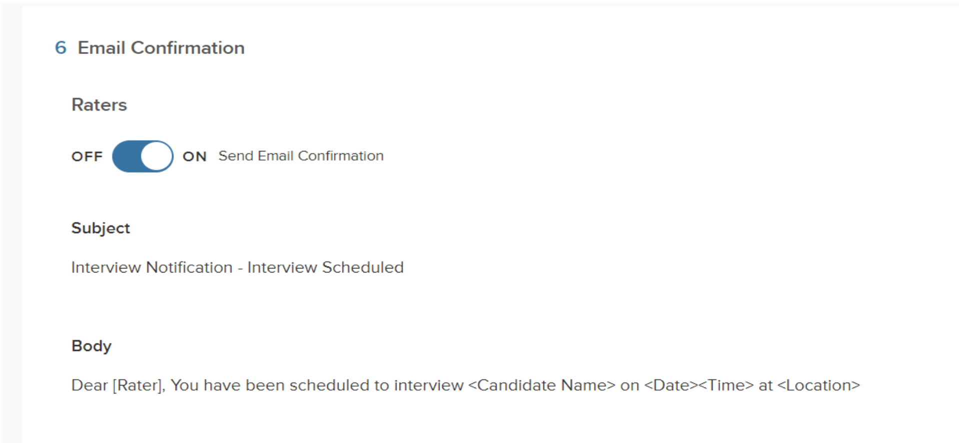
Select the start & end time for each interview, the duration of the interview, & how much "break" time in which you want between interviews. In this example, there are 15-minute breaks between each time slot.




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.

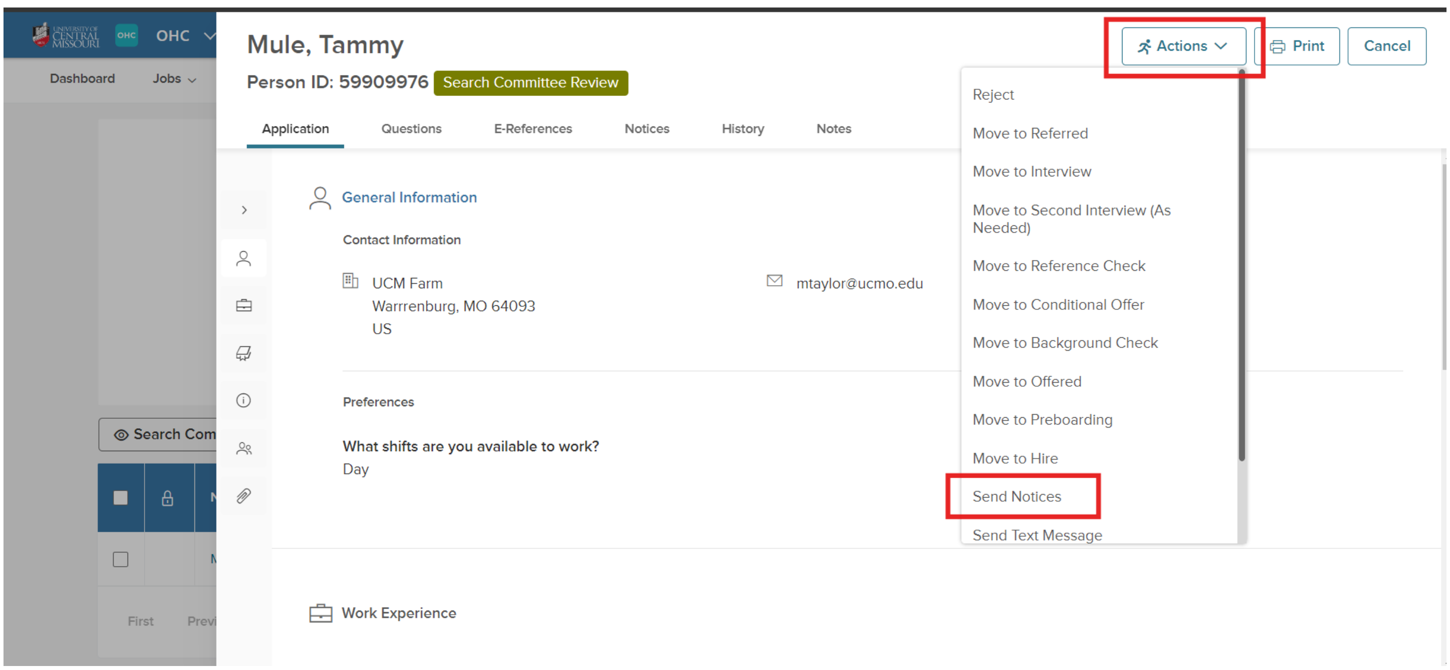



Leave the "Rates" email confirmation toggled on.

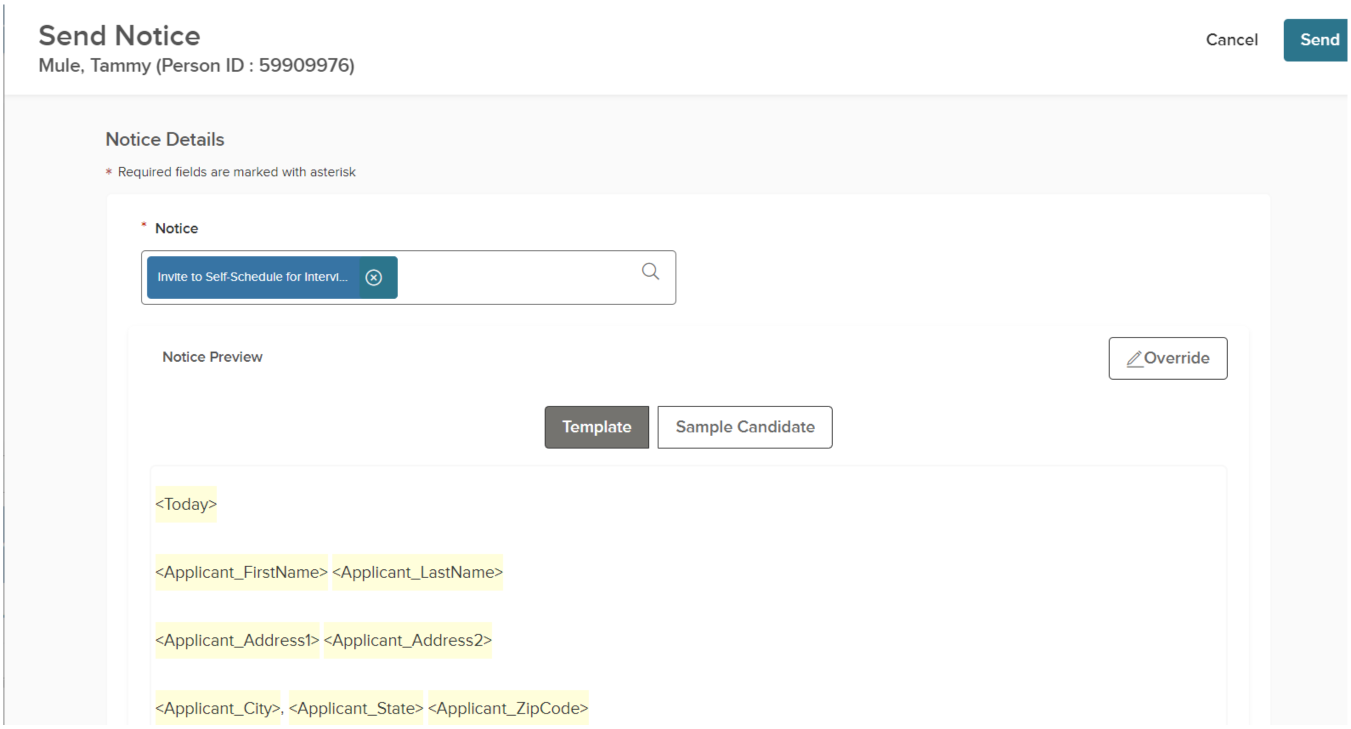



Save & Close. Your candidates can now self-schedule once you activate the self-scheduling link.

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




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




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”.