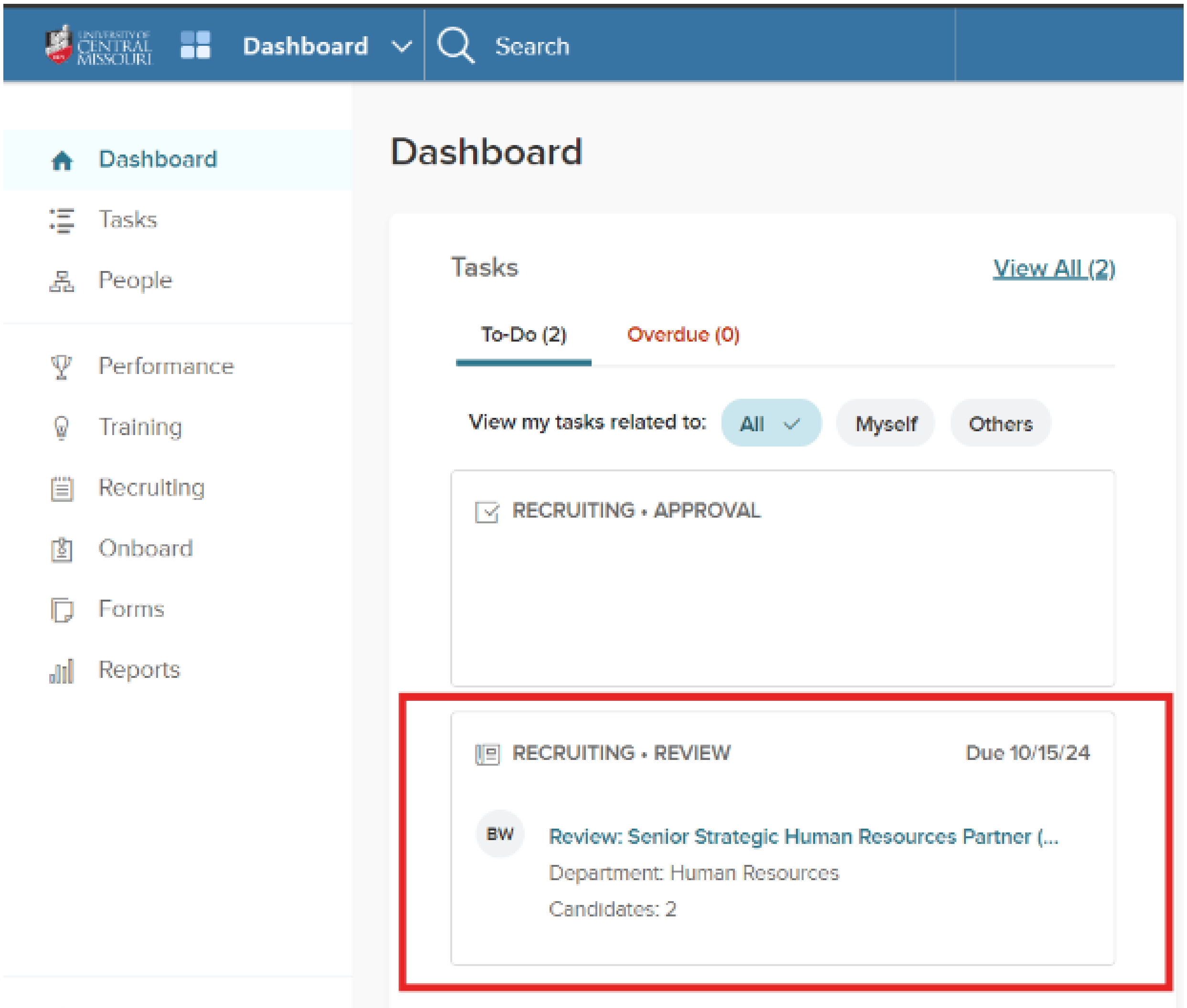
UNIVERSITY OF CENTRAL MISSOURI
HUMAN RESOURCES

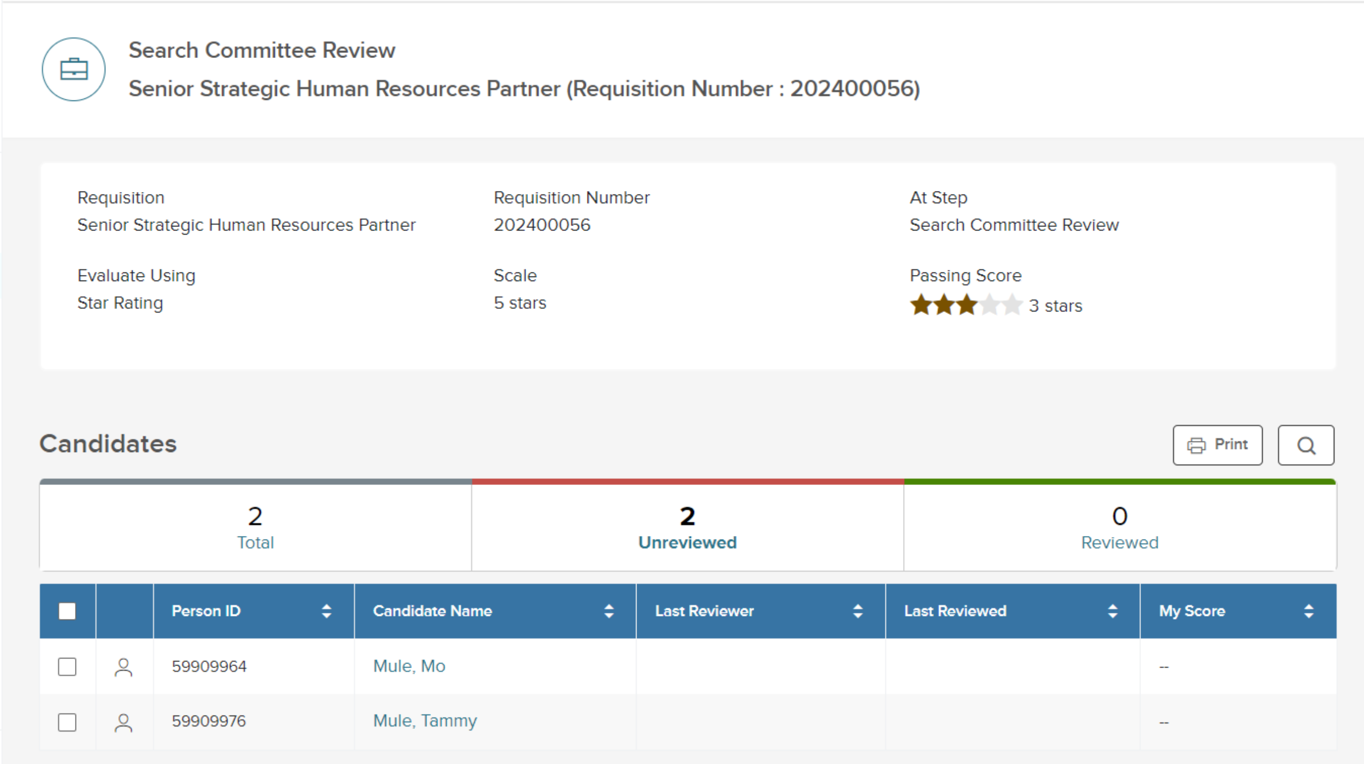
How to use NEOED as a Search Committee Chair
Interview & Hire

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”

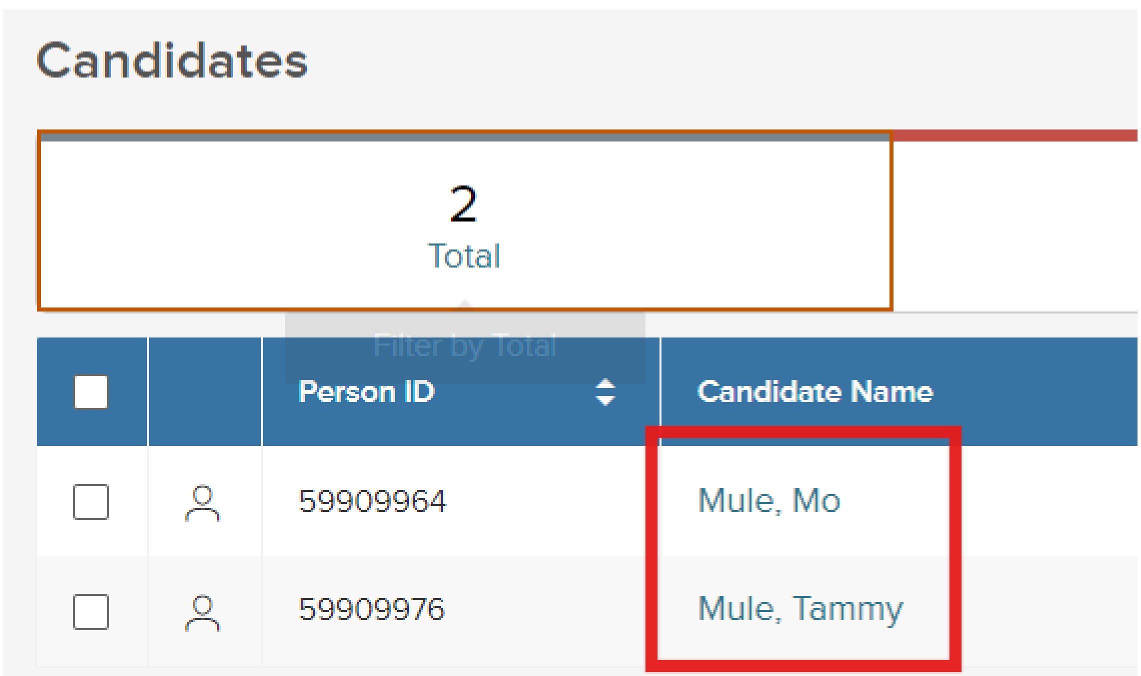


When you click on the task, it will take you to an overview of the requisition, the candidates, and the rating system.

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



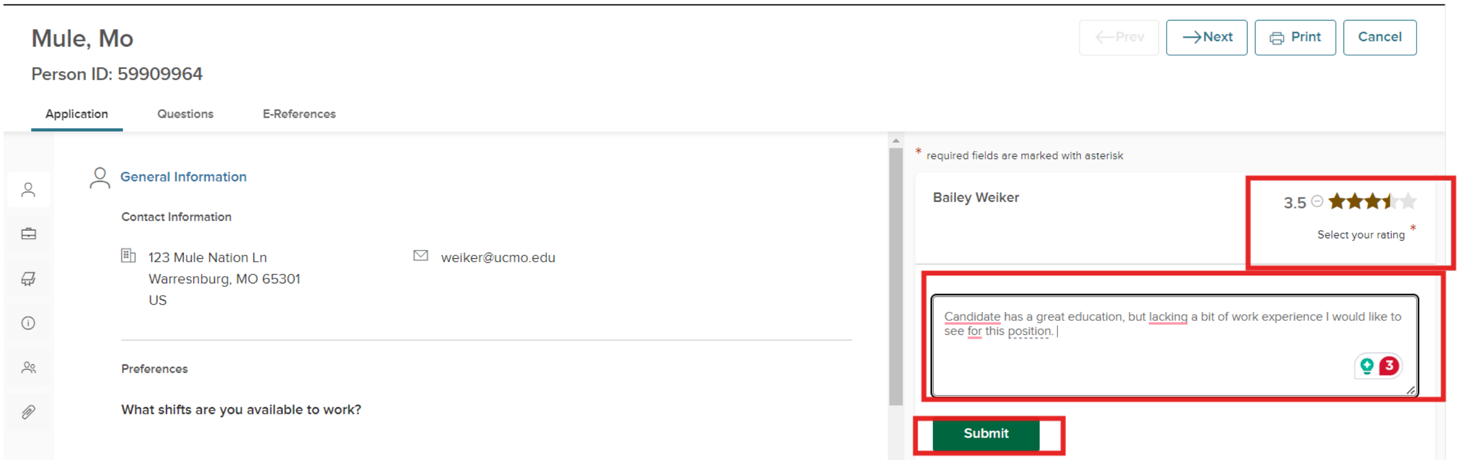
To view a candidate's application, click on their name.



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

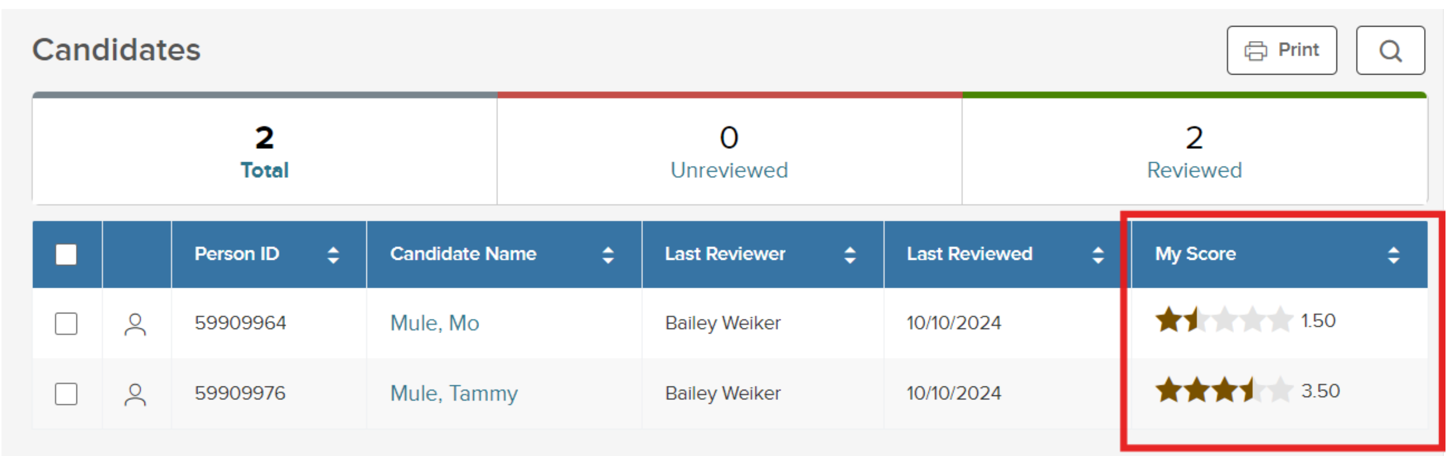
After reviewing their application & attachments, you will rank the applicants based on a 5-star rating system. You can rate the candidates with full or half stars and comment on the applicants as appropriate. Please ensure your comments are ethical.

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



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.

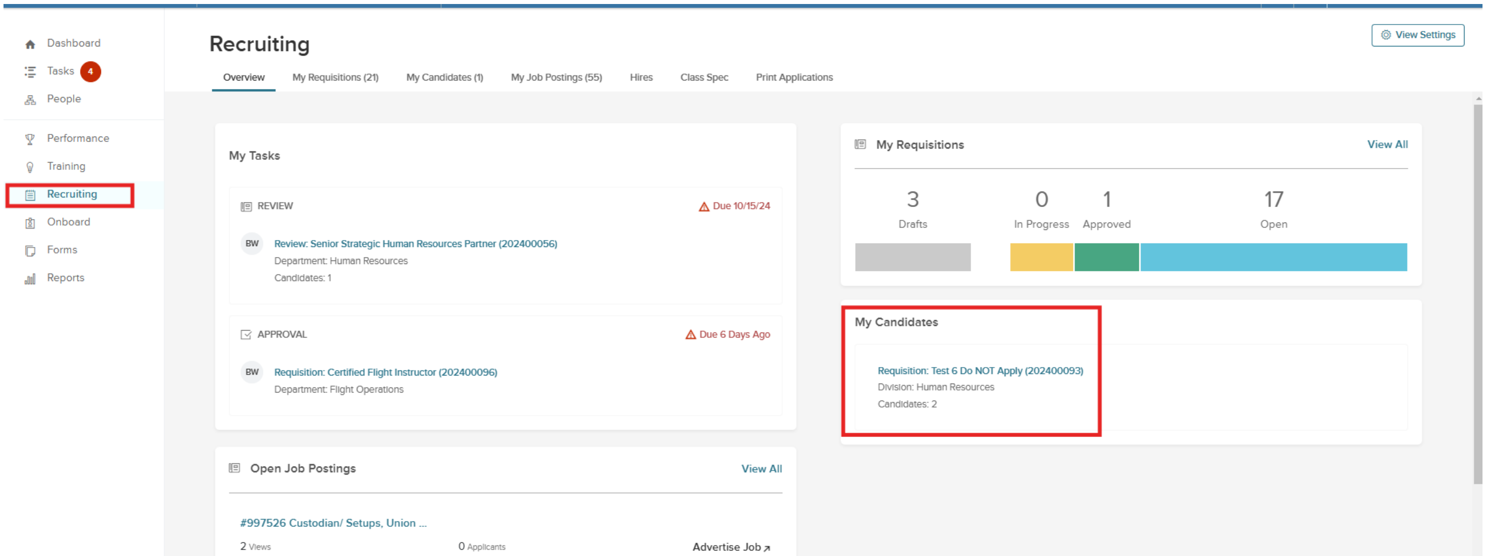


This initial rating is based on their application information, materials, and attachments. If you have determined to continue with the applicant and you want to interview them, you will need to continue to move them within the workflow.

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.

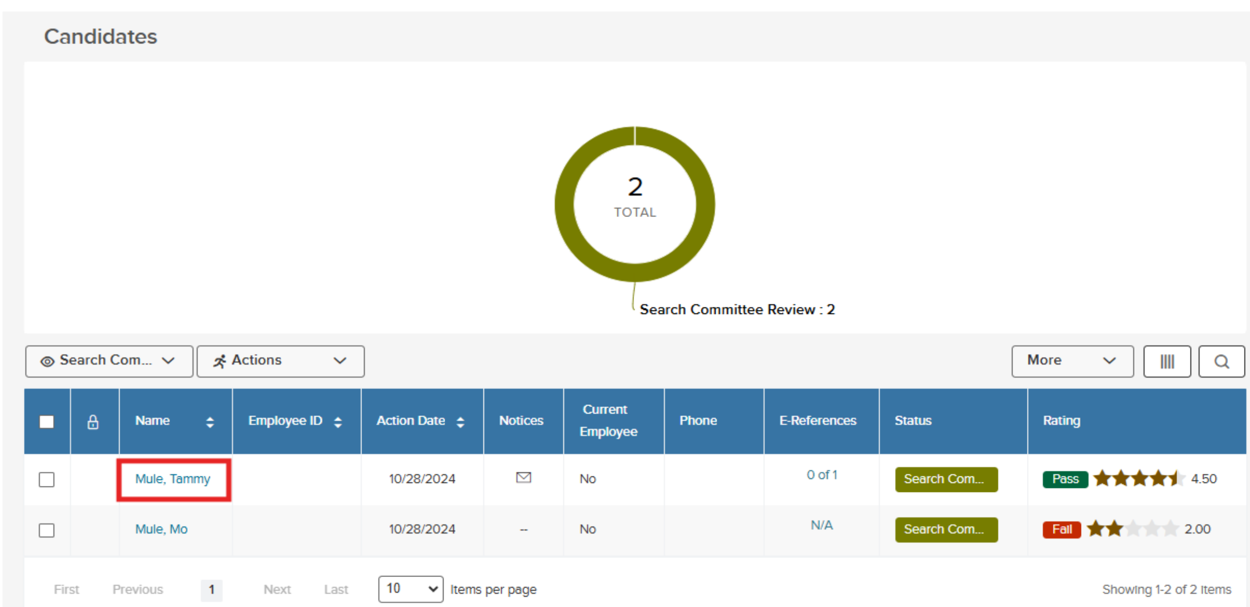
It is important that you click within that box of the recruiting tab to move your applicants. If you click on the search in another box, it will not give you the opportunity to move the candidates within the workflow accordingly.



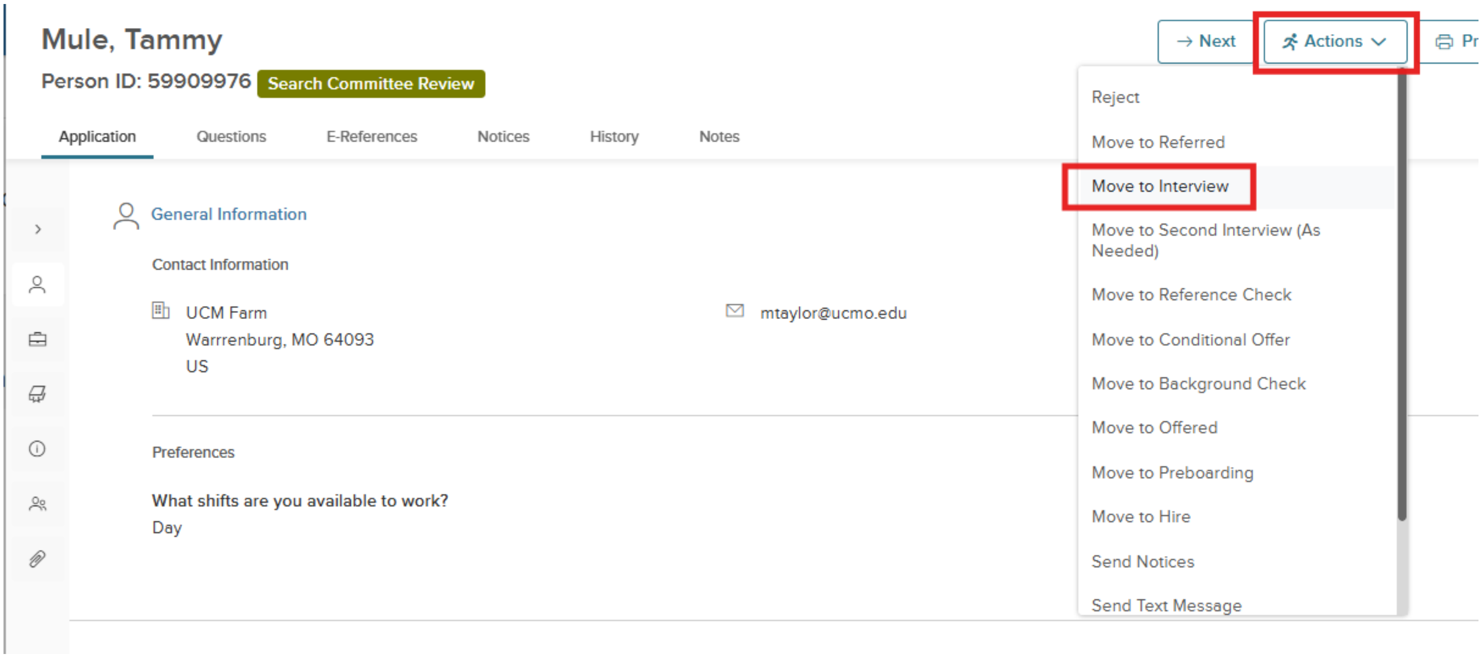
When clicking on the title, it will take you to your list of candidates that you will have the opportunity to take action on. You can move the candidates you choose to interview or reject.

For this example, we are going to move them to interview.

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

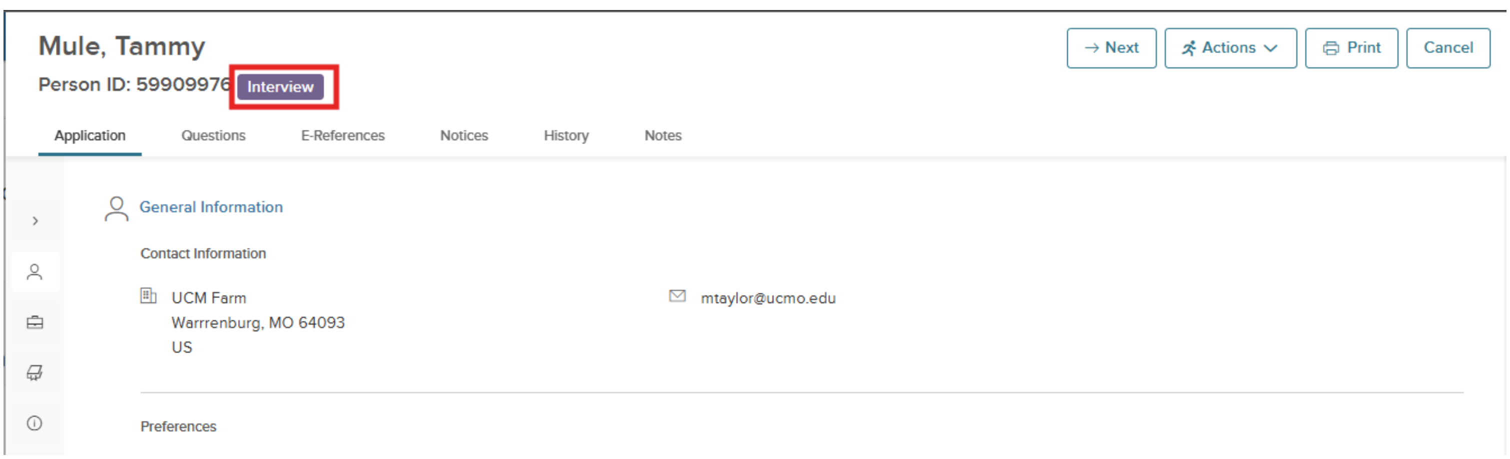


Select “Actions” then “Move to Interview”



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”



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

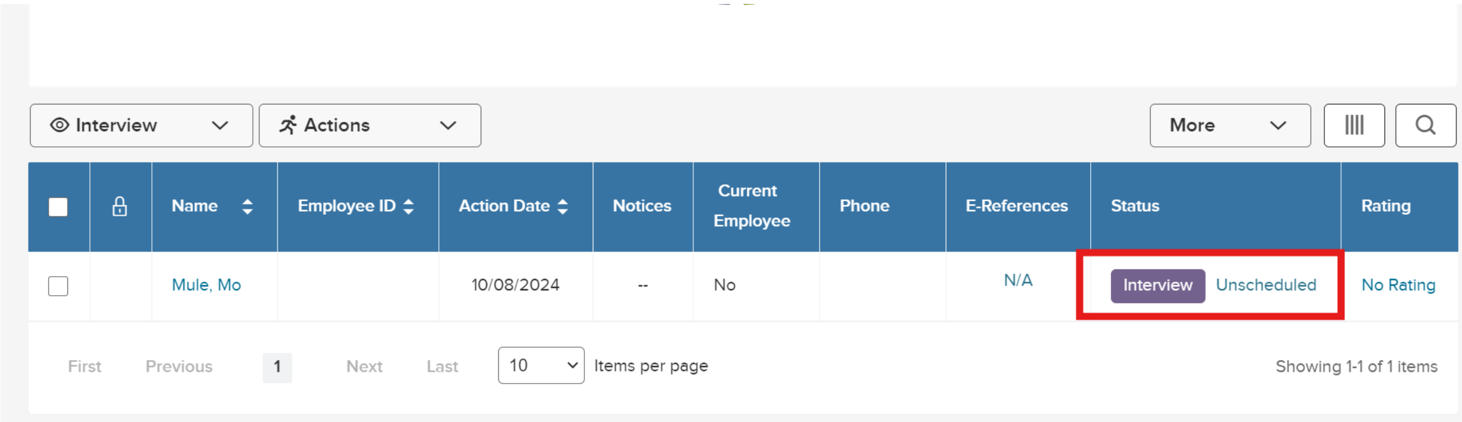
There are two options you can use to schedule candidates within the system. Both instructions are below.

1. Reach out to the candidate via email or phone and schedule an interview time, then send them interview reminders through the system

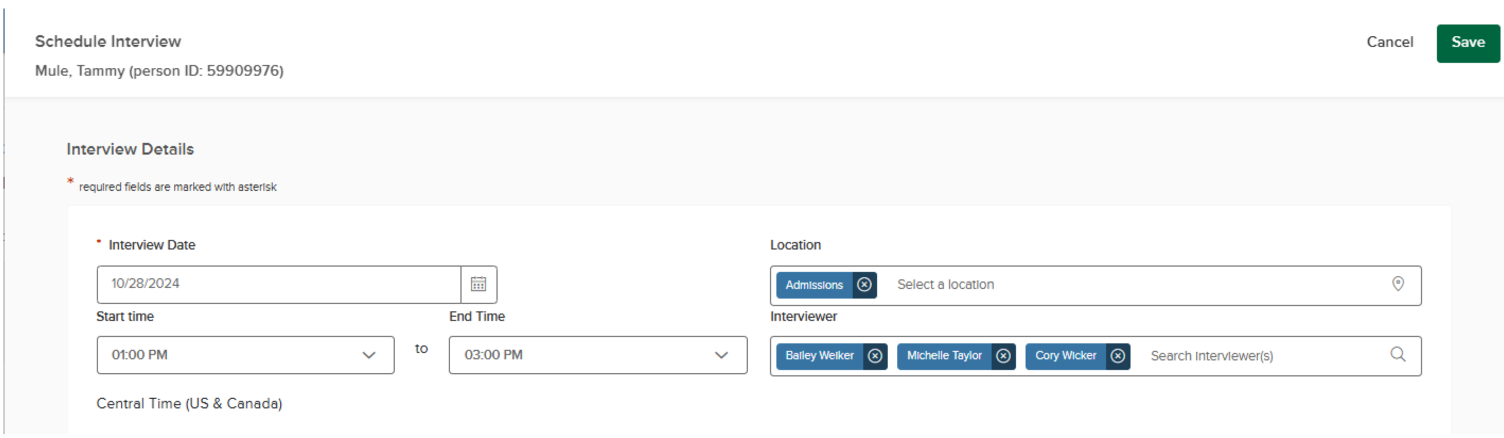
2. Set your schedule in the system and let the candidate pick their interview date and time through a link that will be emailed to them.

First Option

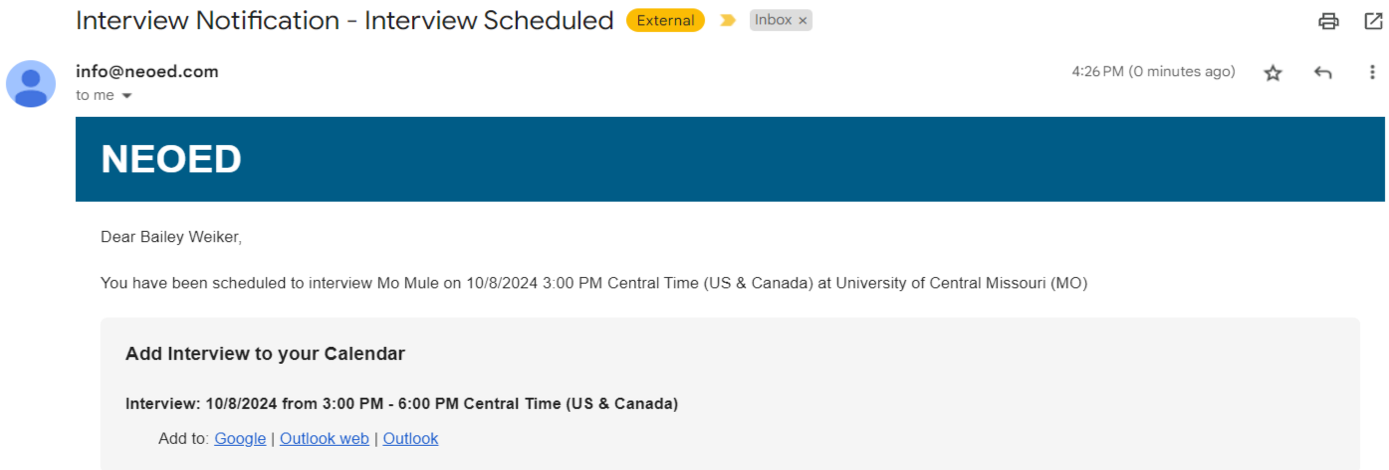
Click on the "Unscheduled" blue link.



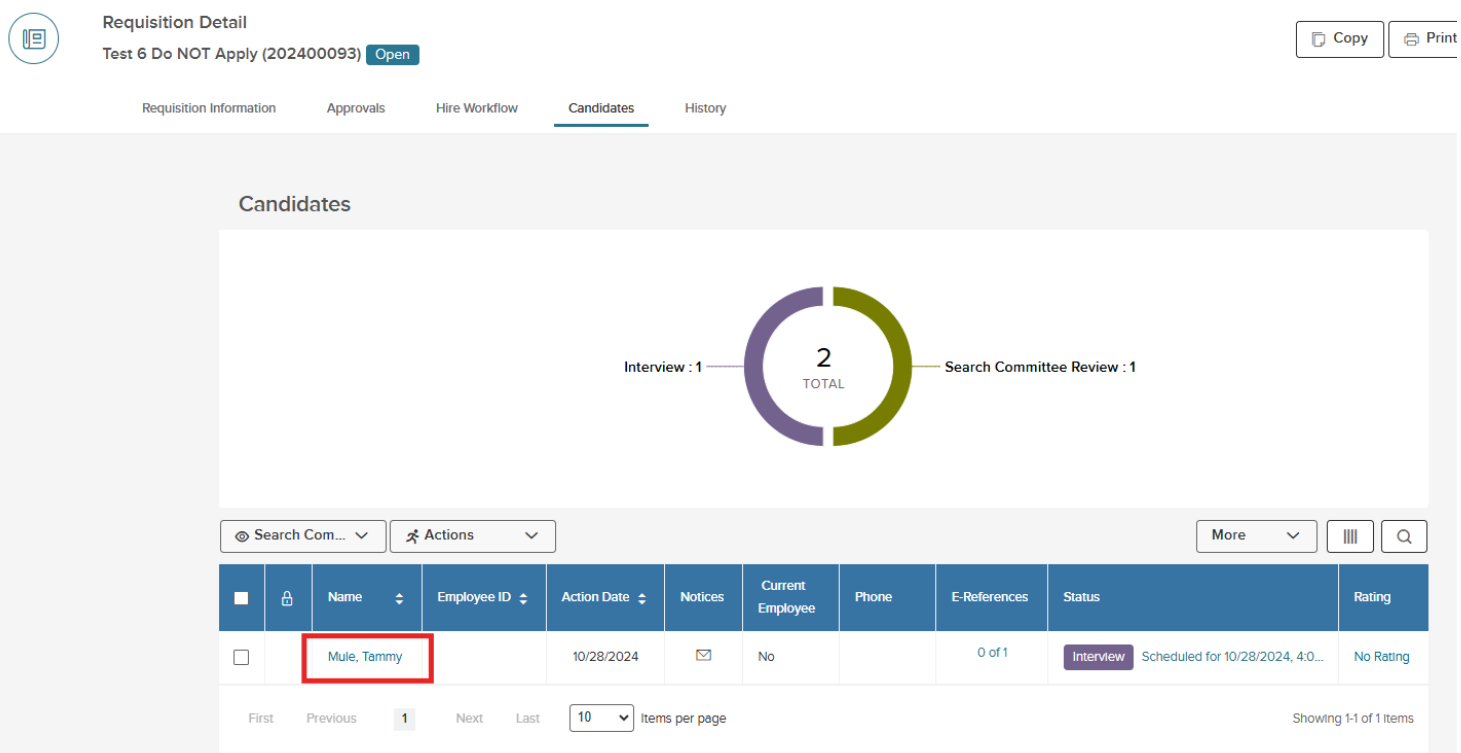
When you schedule the interview for the applicants within the system by choosing the interview date, location, start time, end time, and add the search committee members in the interviewer box.



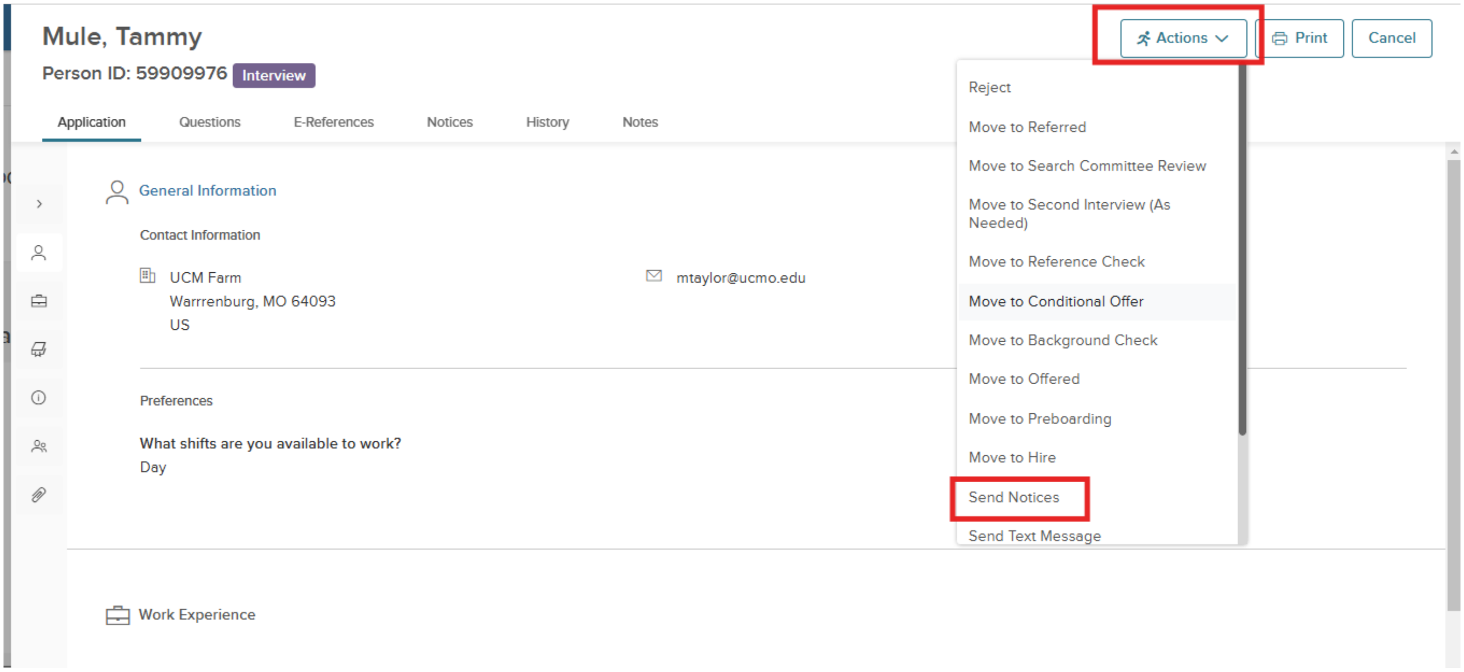
Upon hitting submit, the interviewers will receive a confirmation email that will allow them to add the interview to their Google Calendar.



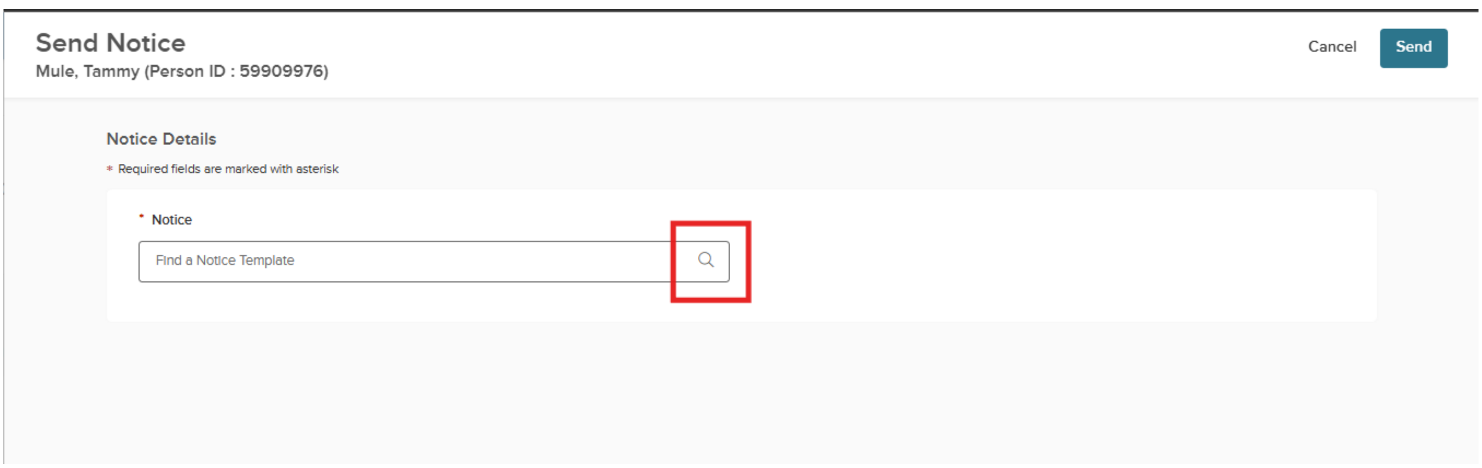
While the search committee received the email, you will still have to manually send the candidate their reminder email. To do so, click back on the candidate's name.



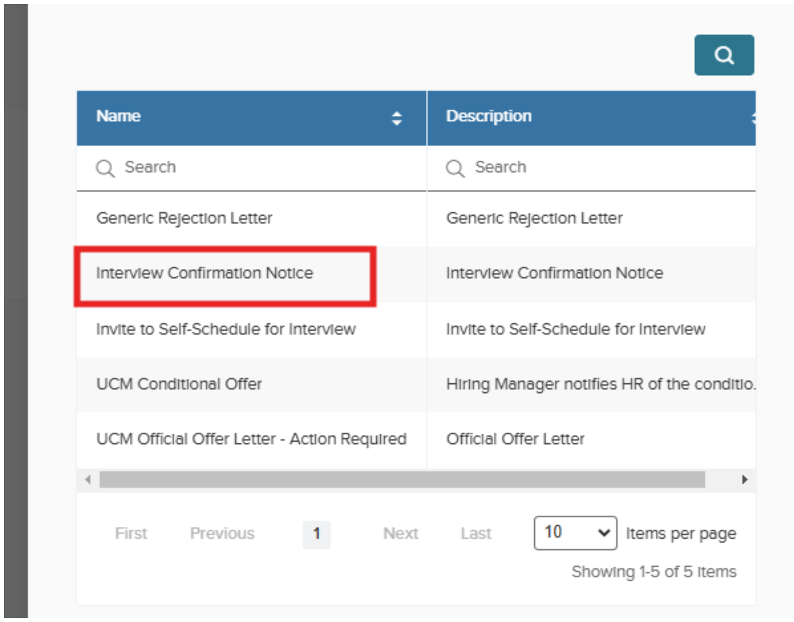
Select "Actions" and "Send Notices"



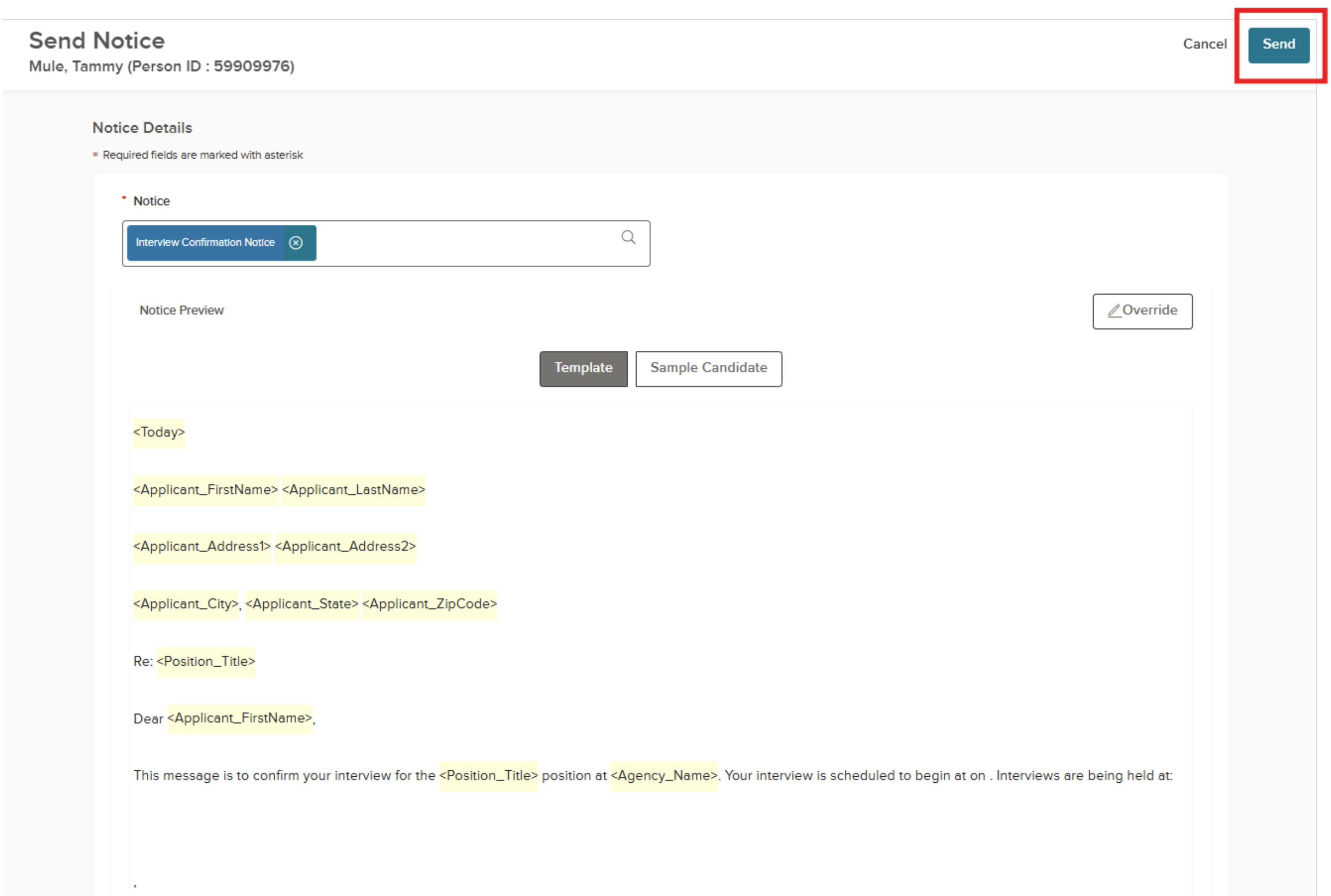
Click the magnifying glass next to “Find a Notice Template” field.



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:

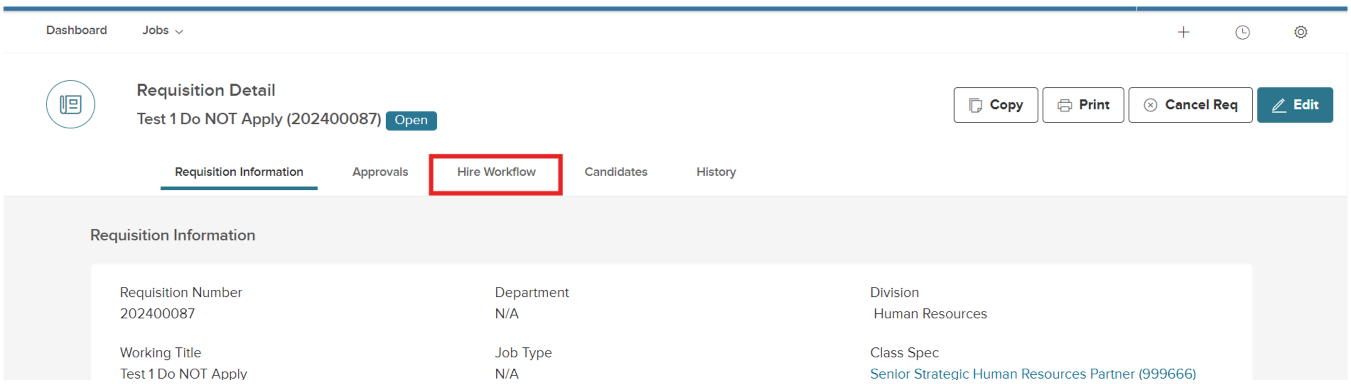
Second Option

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

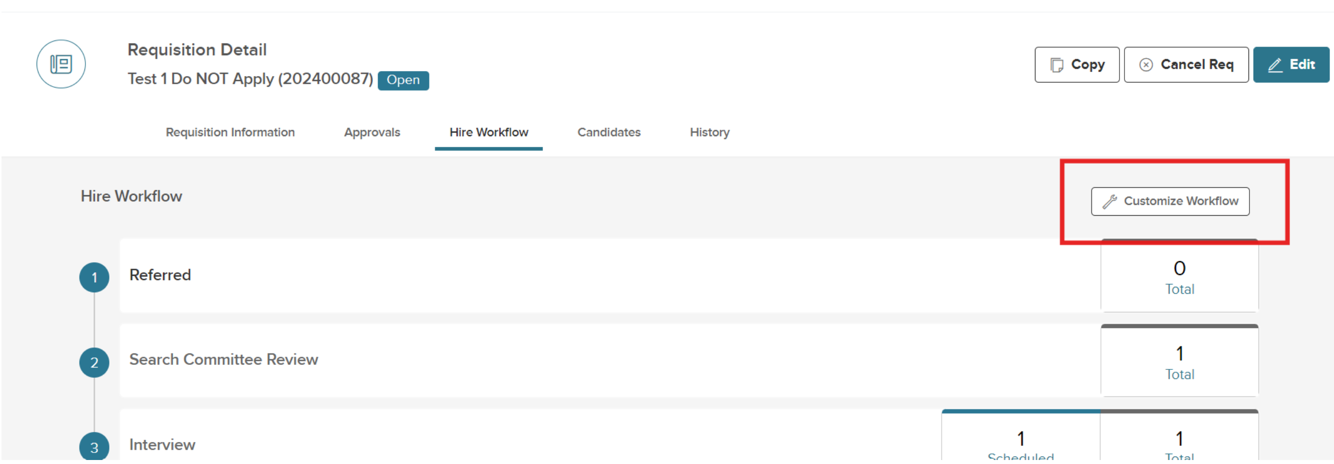
To do this, you must re-customize the candidate workflow within the requisition.

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

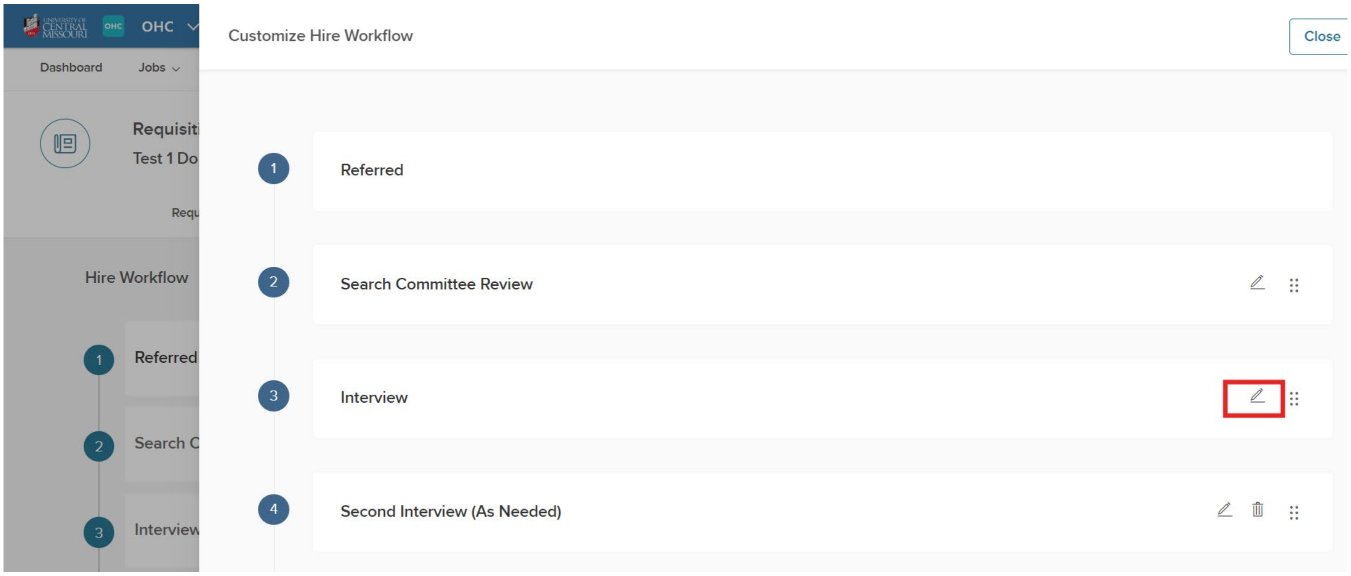
Once in the search, click “Hire Workflow” at the top of the toolbar.



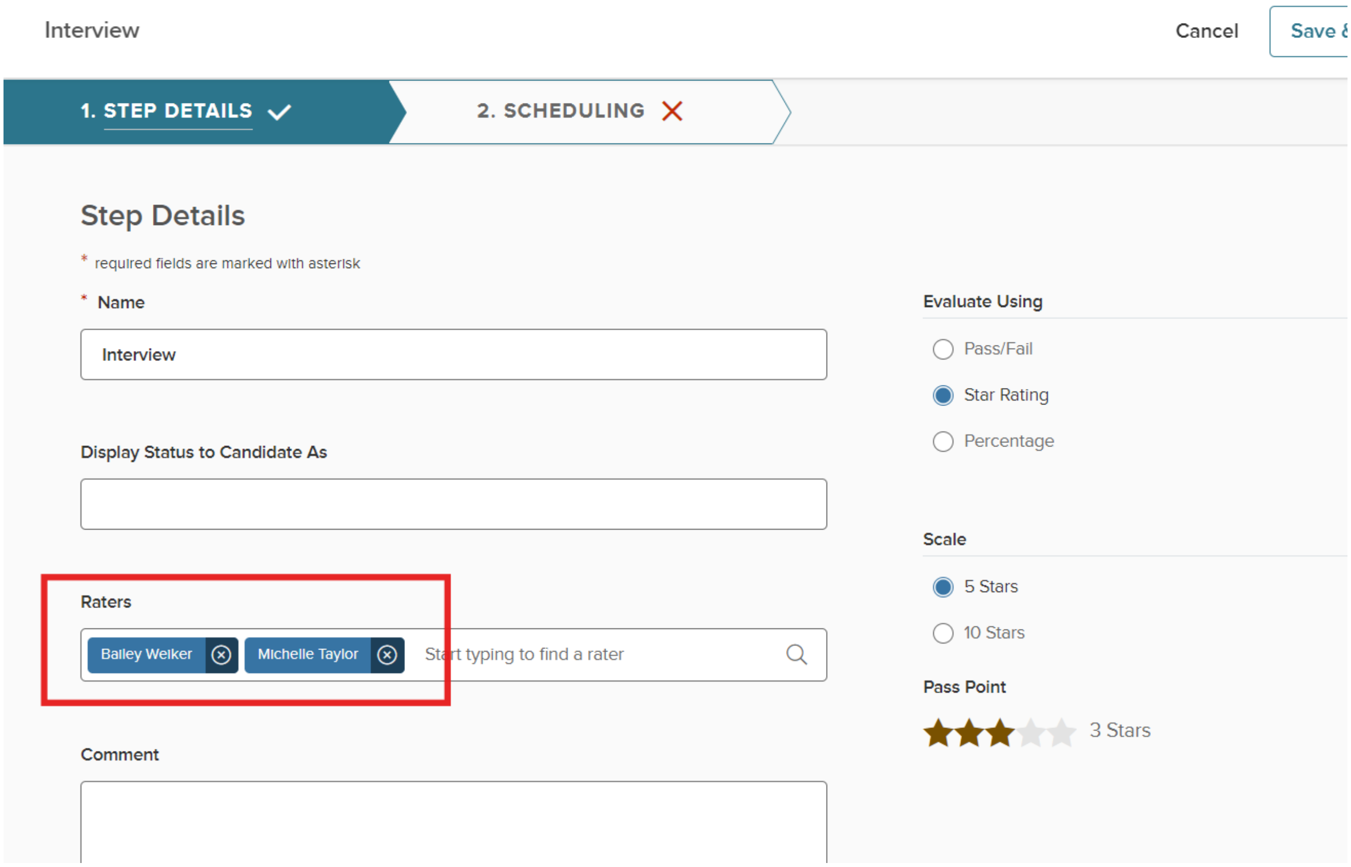
Then “Customize Workflow”



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

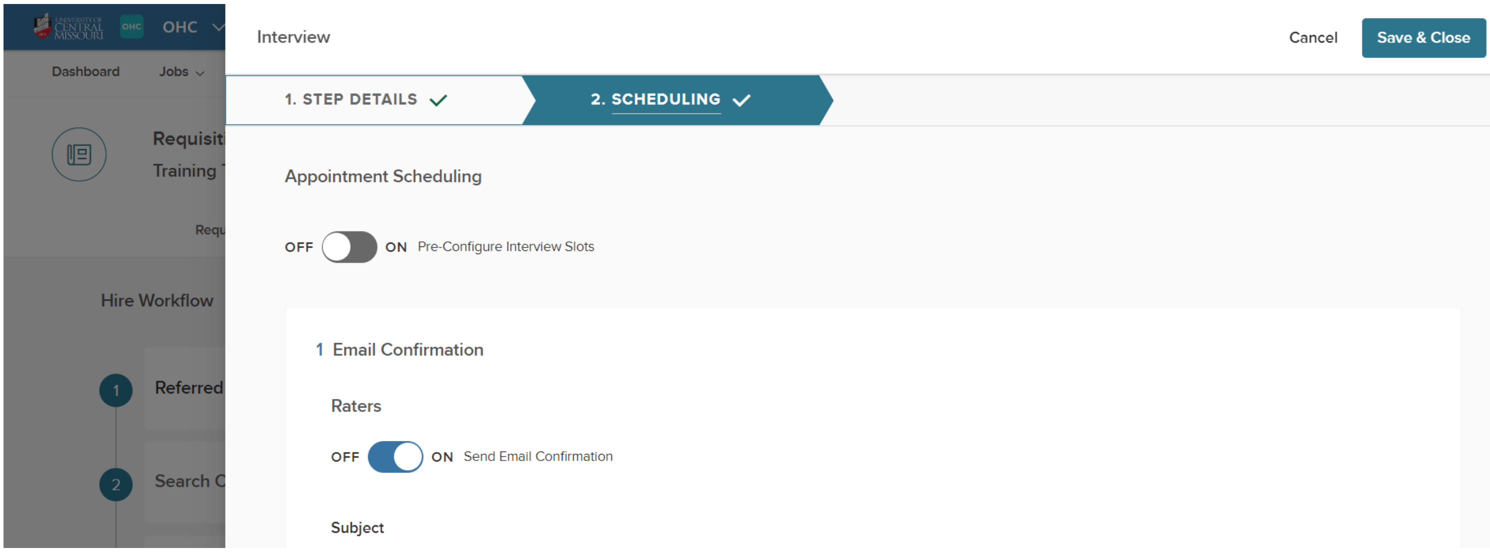


In the first screen, add the search committee members again to the “raters” section.

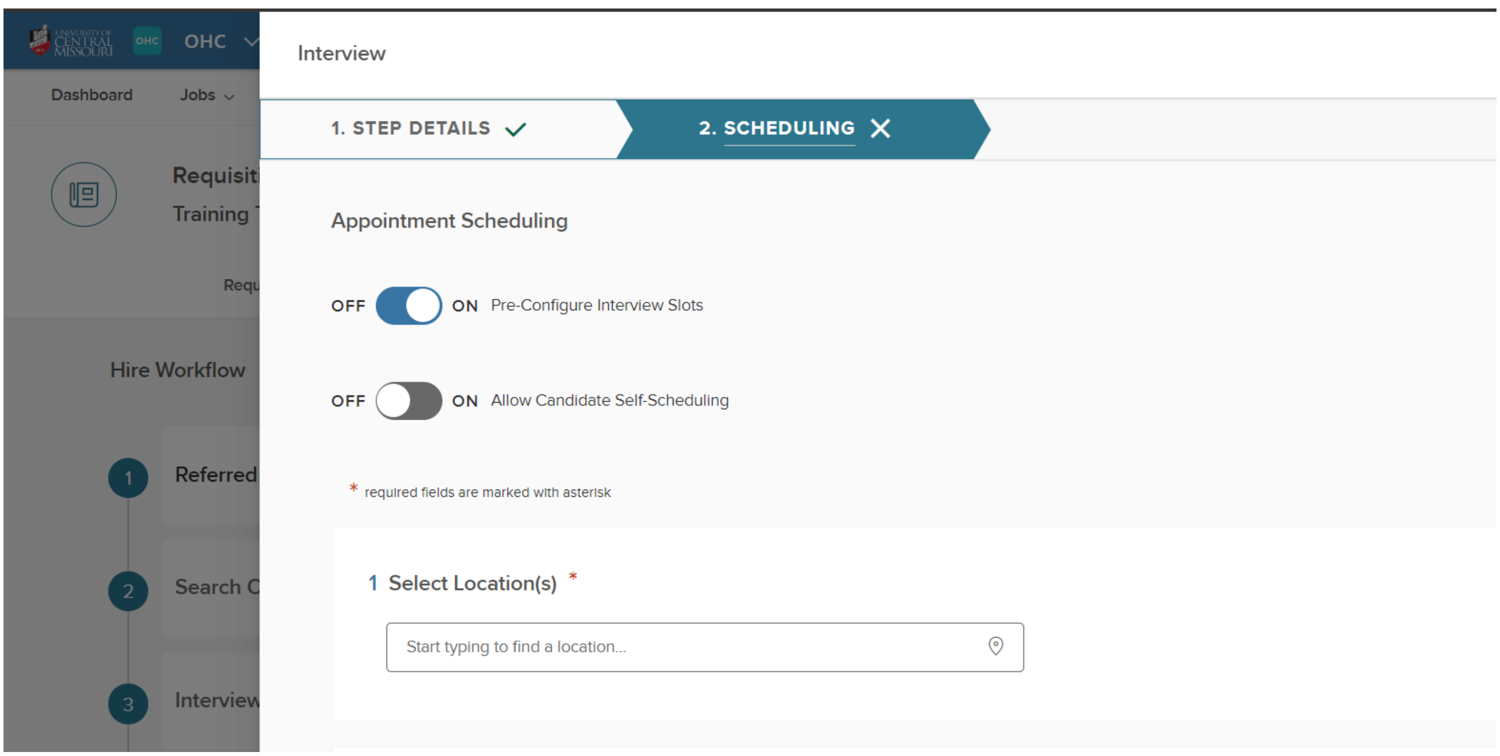


Click “Save and Continue”

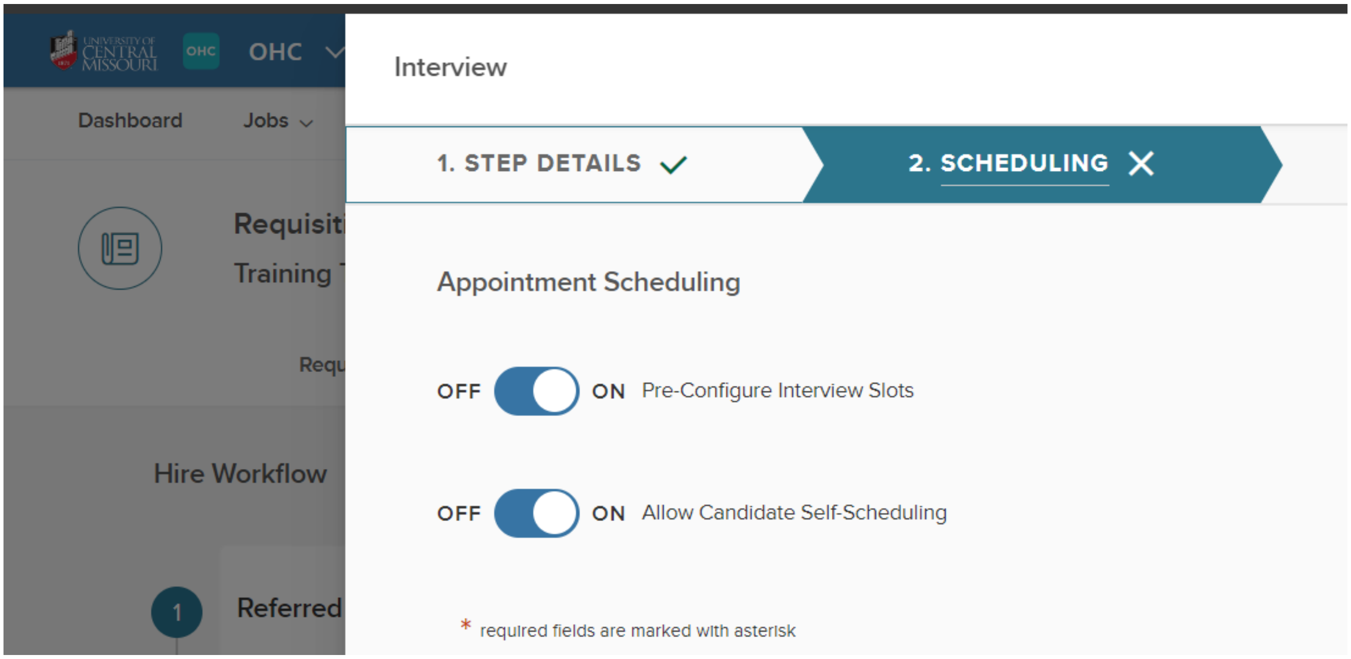
The next step will look like the below:



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

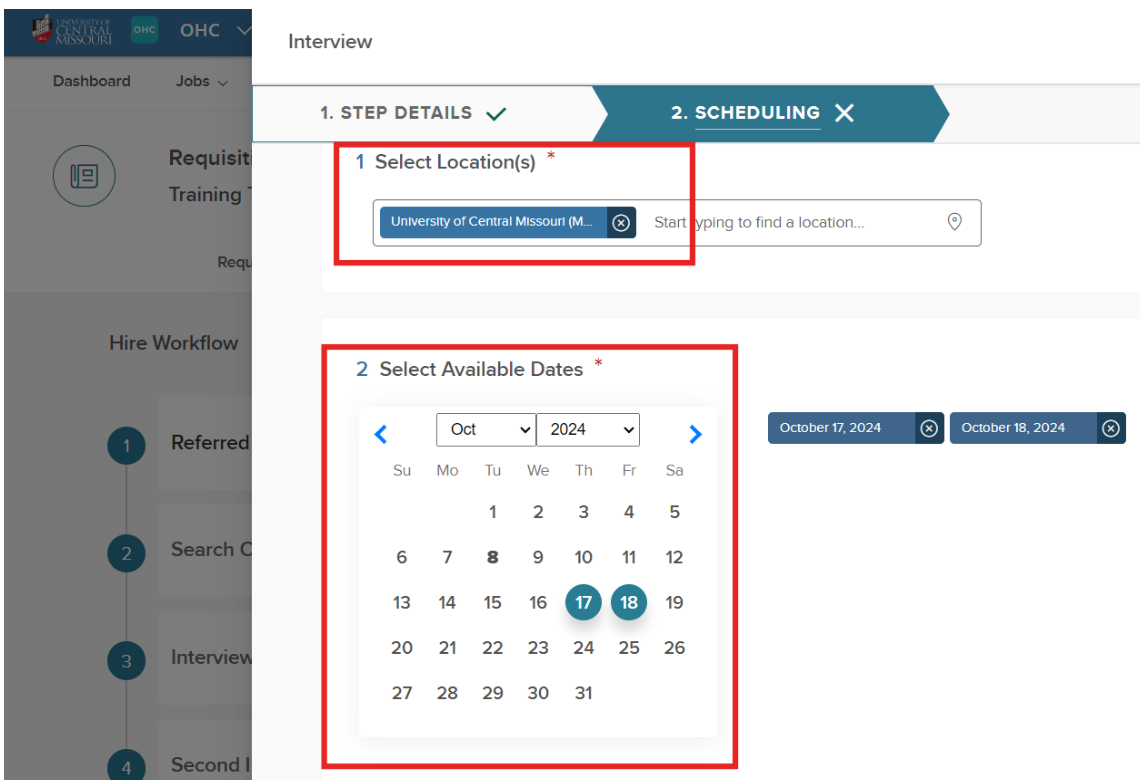


Then, toggle the "Allow Candidate Self-Scheduling" to "ON"

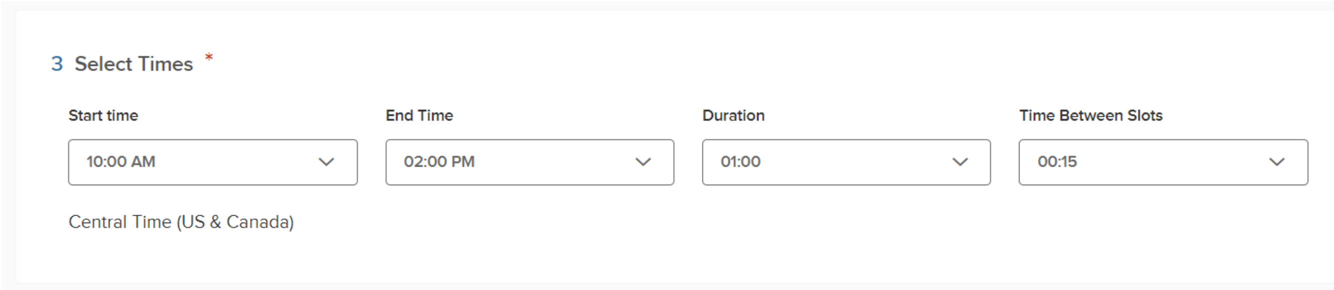


Choose the location of the interview. Ensure this is accurate as the candidate will receive reminders and set an initial confirmation email based on that location. If the location is not listed, please reach out to HR so we can get it added.

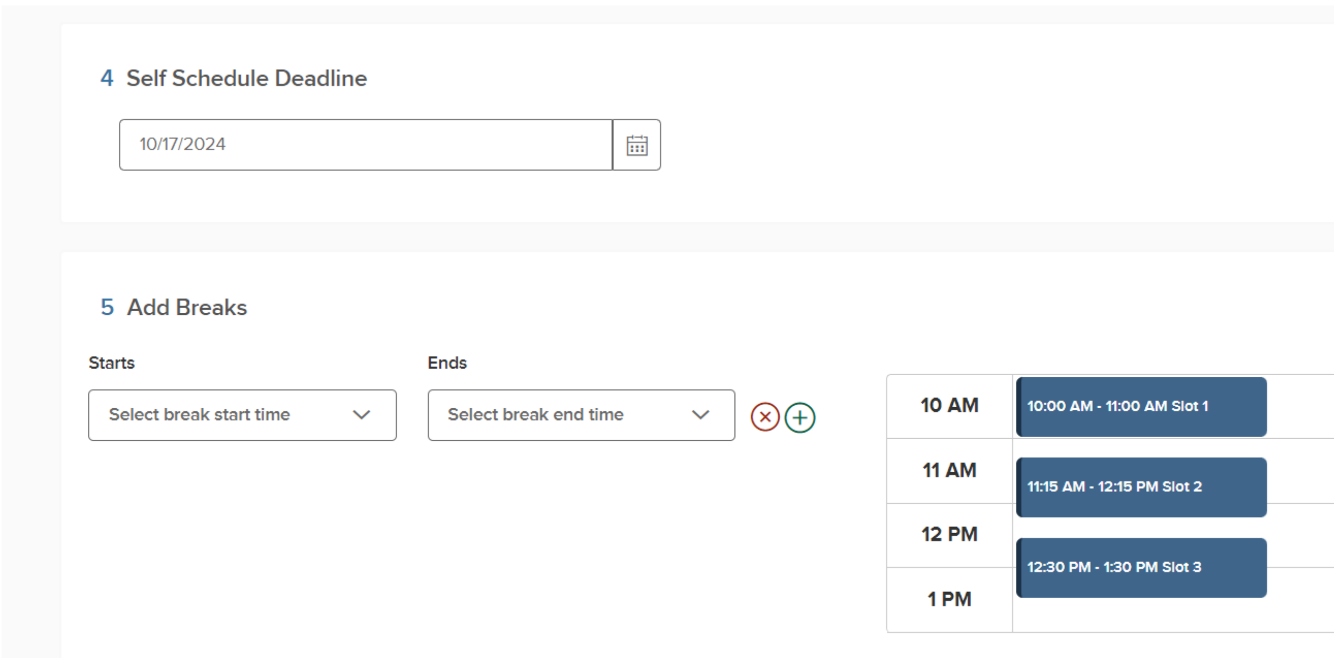
Select the dates in which interviews can be scheduled.



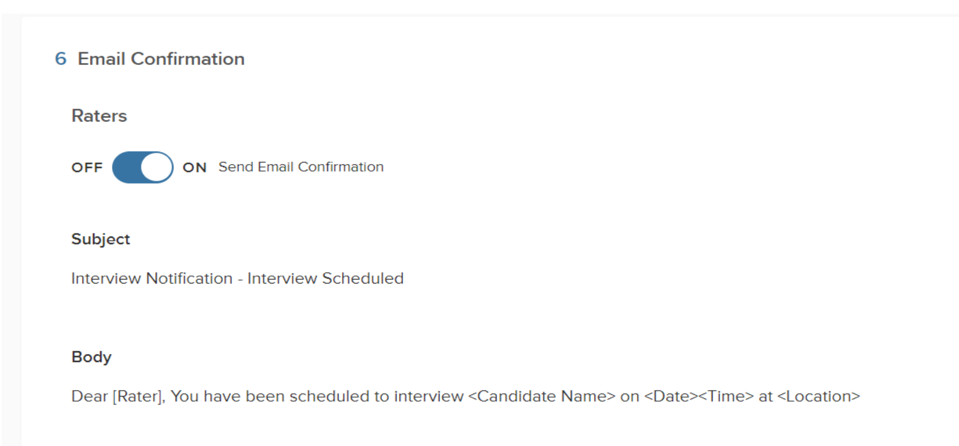
Select the start & end time for each interview, the duration of the interview, & how much “break” time in which you want between interviews. In this example, there are 15-minute breaks between each time slot.



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.

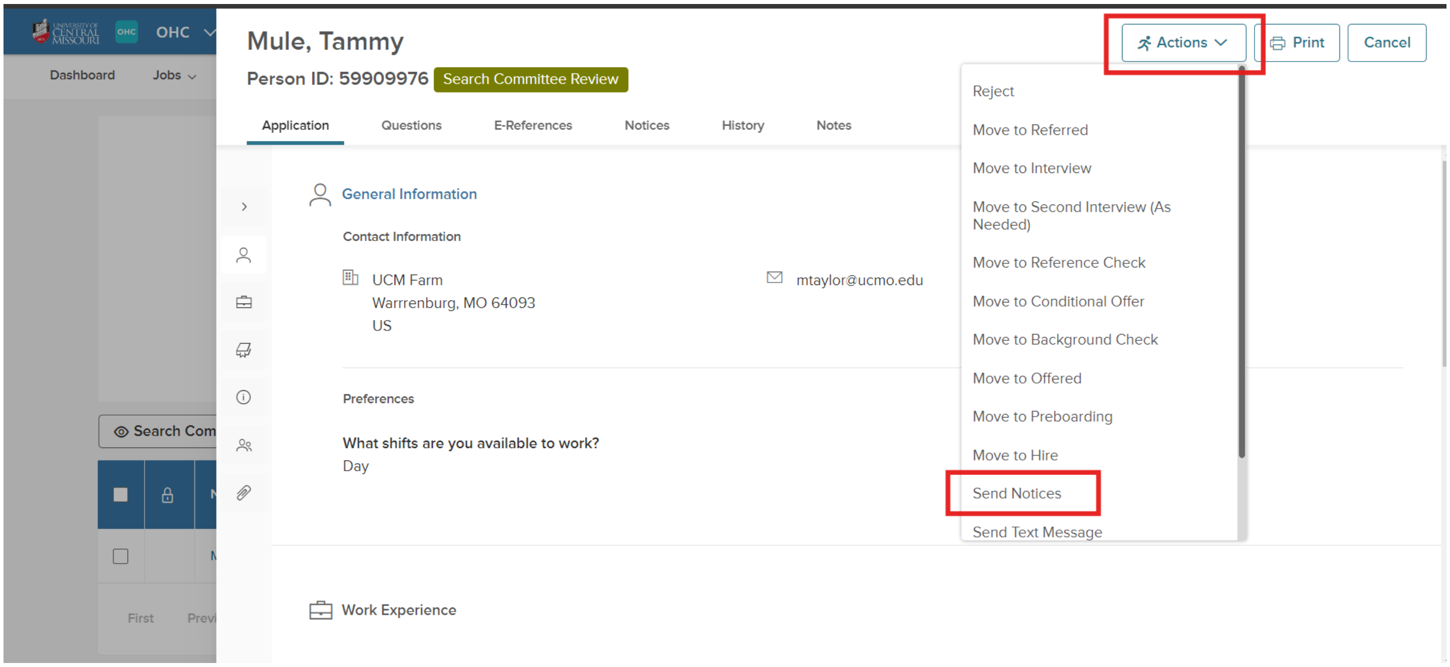


Leave the “Rates” email confirmation toggled on.

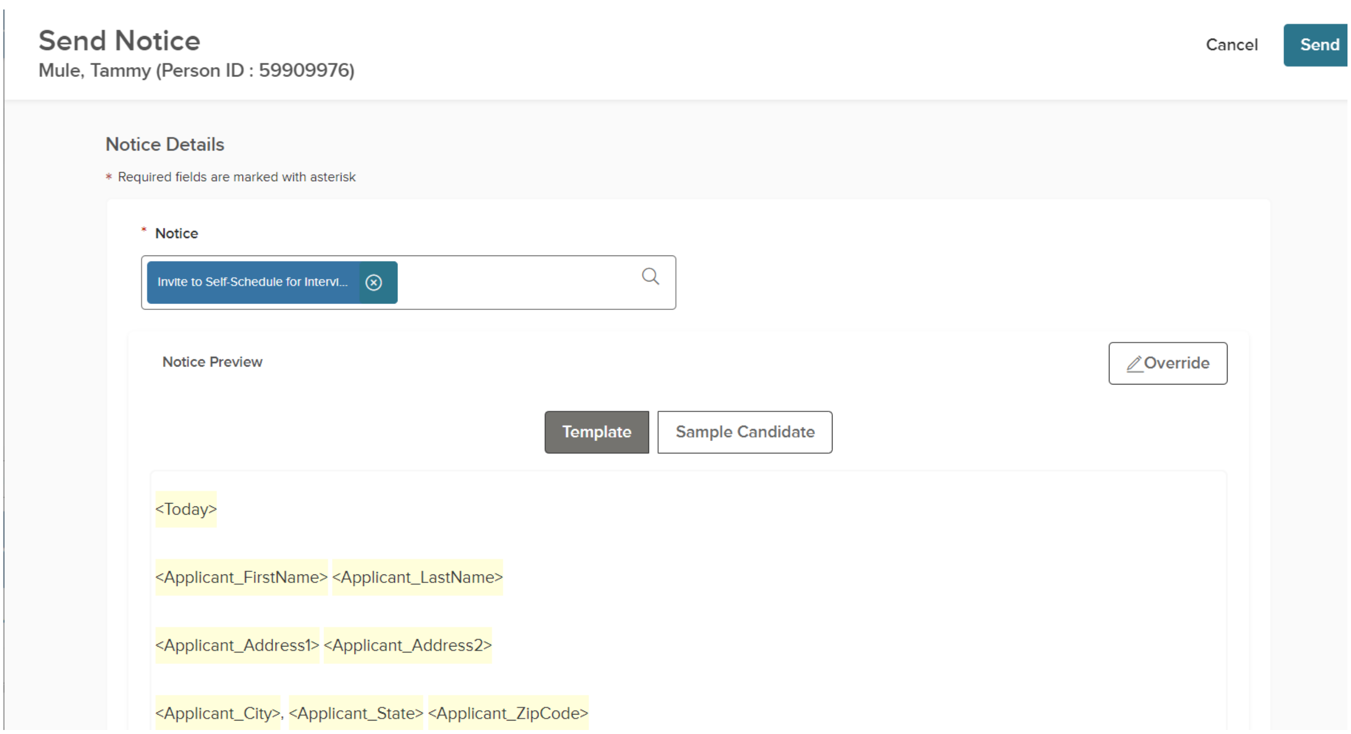


Save & Close. Your candidates can now self-schedule once you activate the self-scheduling link.

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



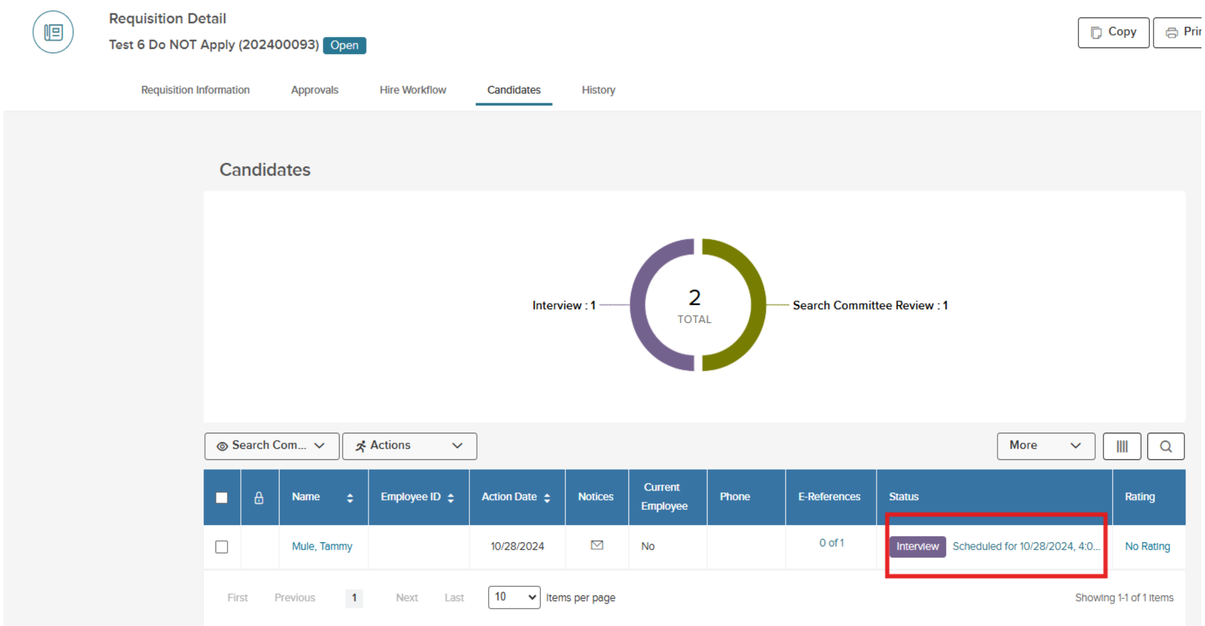
In the notice template, select "Invite to Self Schedule for Interivew".



Select “Send”

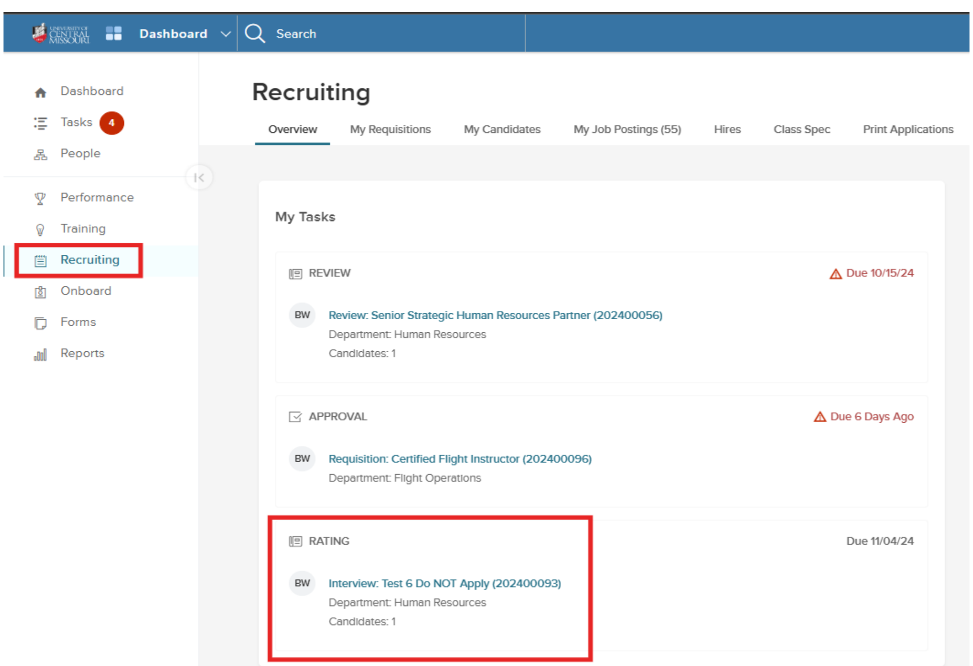
Your candidate has now received the self-scheduling instructions & has the ability to self-schedule.

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

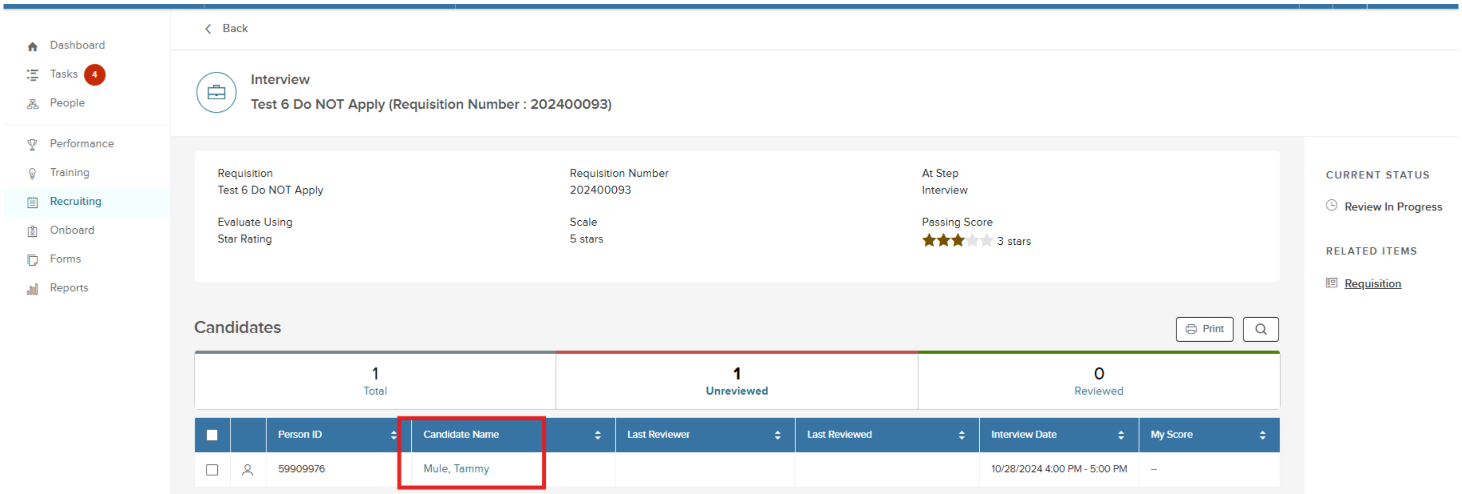


Now that you have interviewed your candidate, you will need to rate them based on their interview.

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

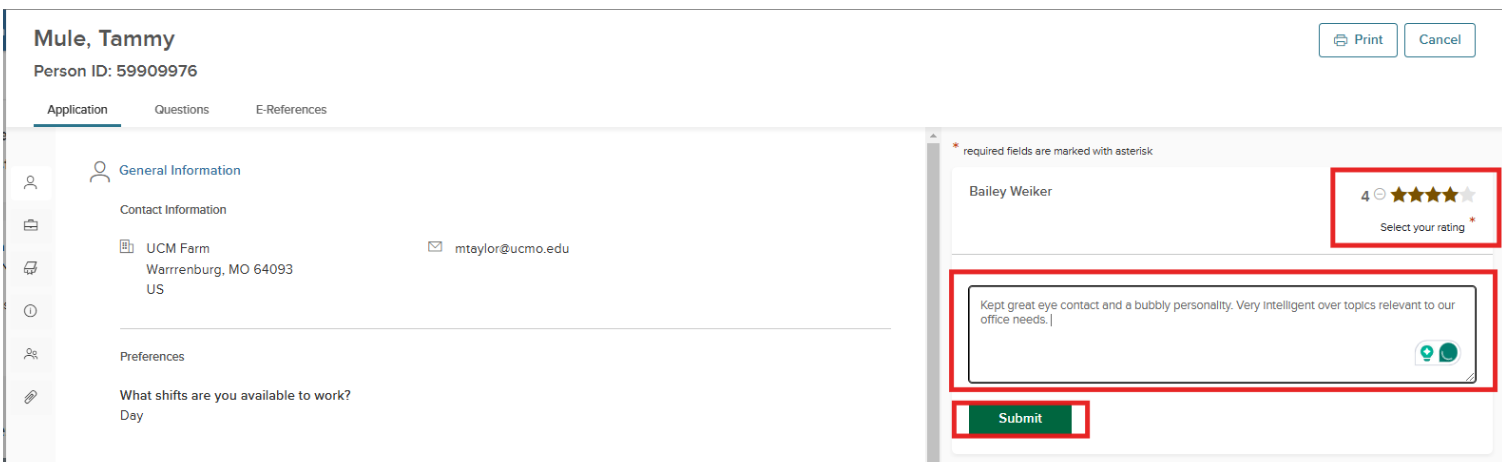


Click on the candidate's name that you have interviewed.

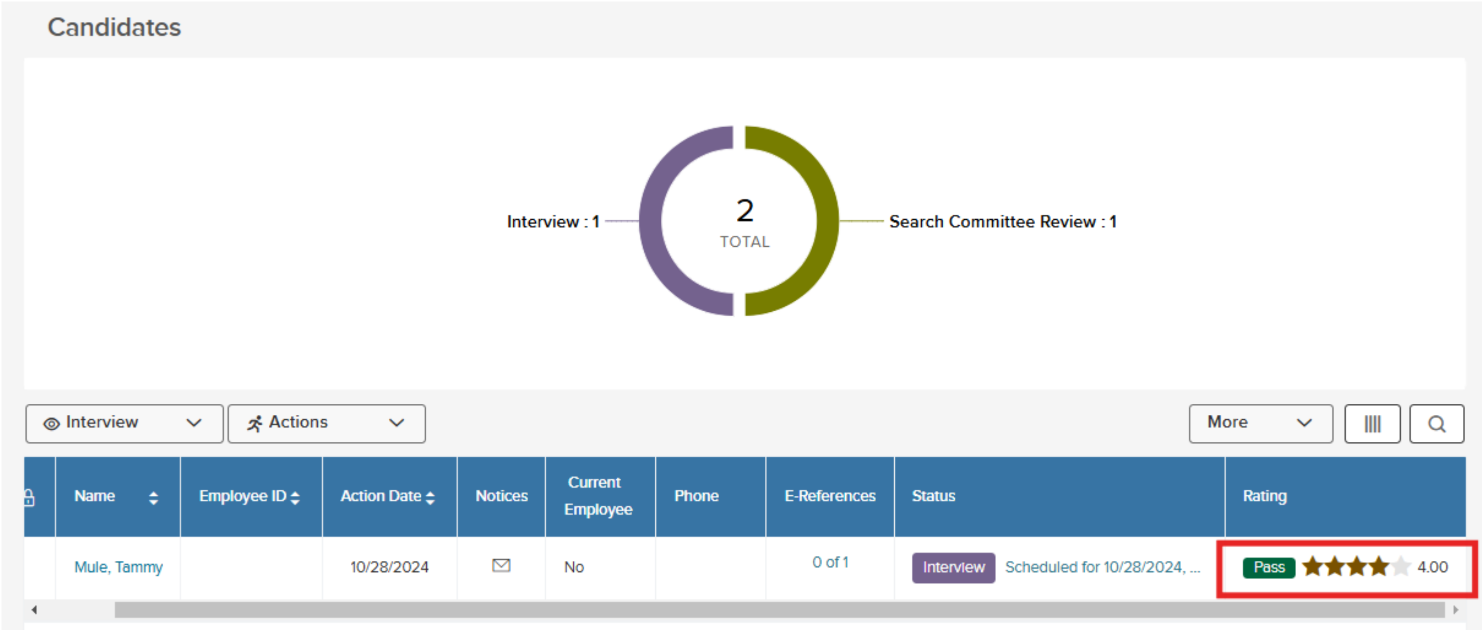


Now, rate the candidate again, but this time based on their interview.

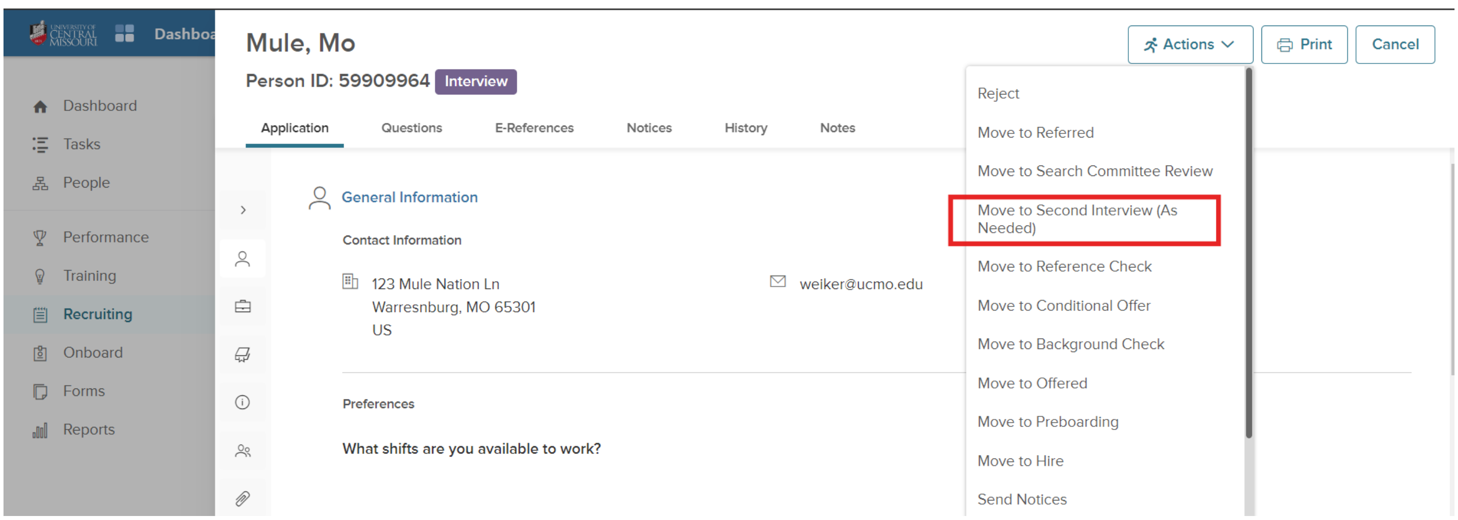
Once again, rate the candidate based on 5 stars, make a comment as necessary, and submit. As ar reminder, your star rating can be full or half stars.



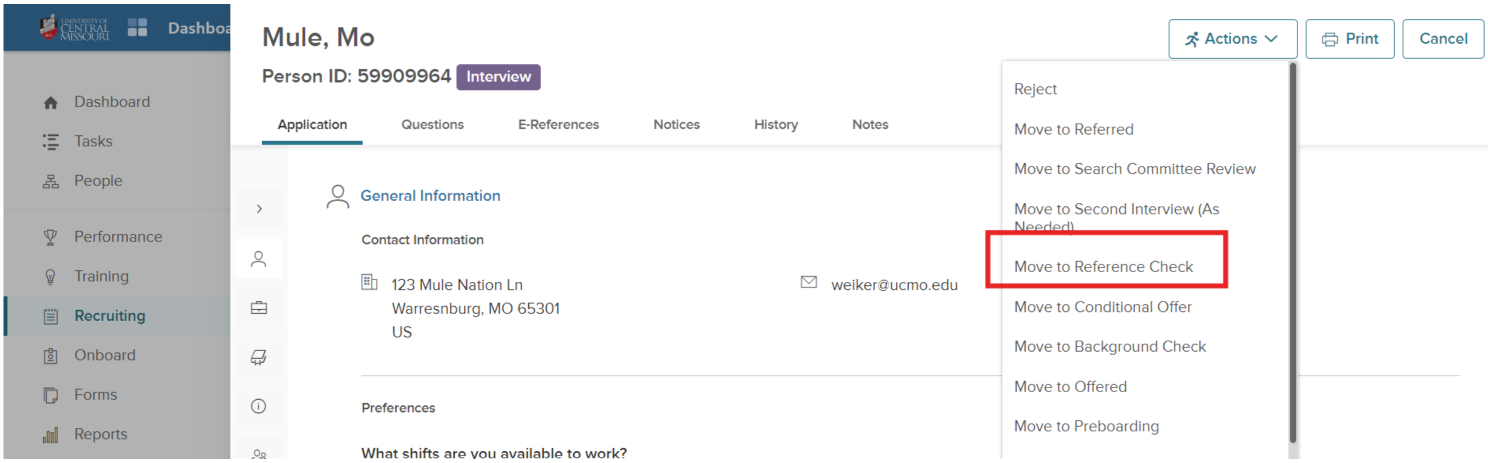
You can then view each candidate's average ratings from each of the search committee members.



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



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 "move to reference check"

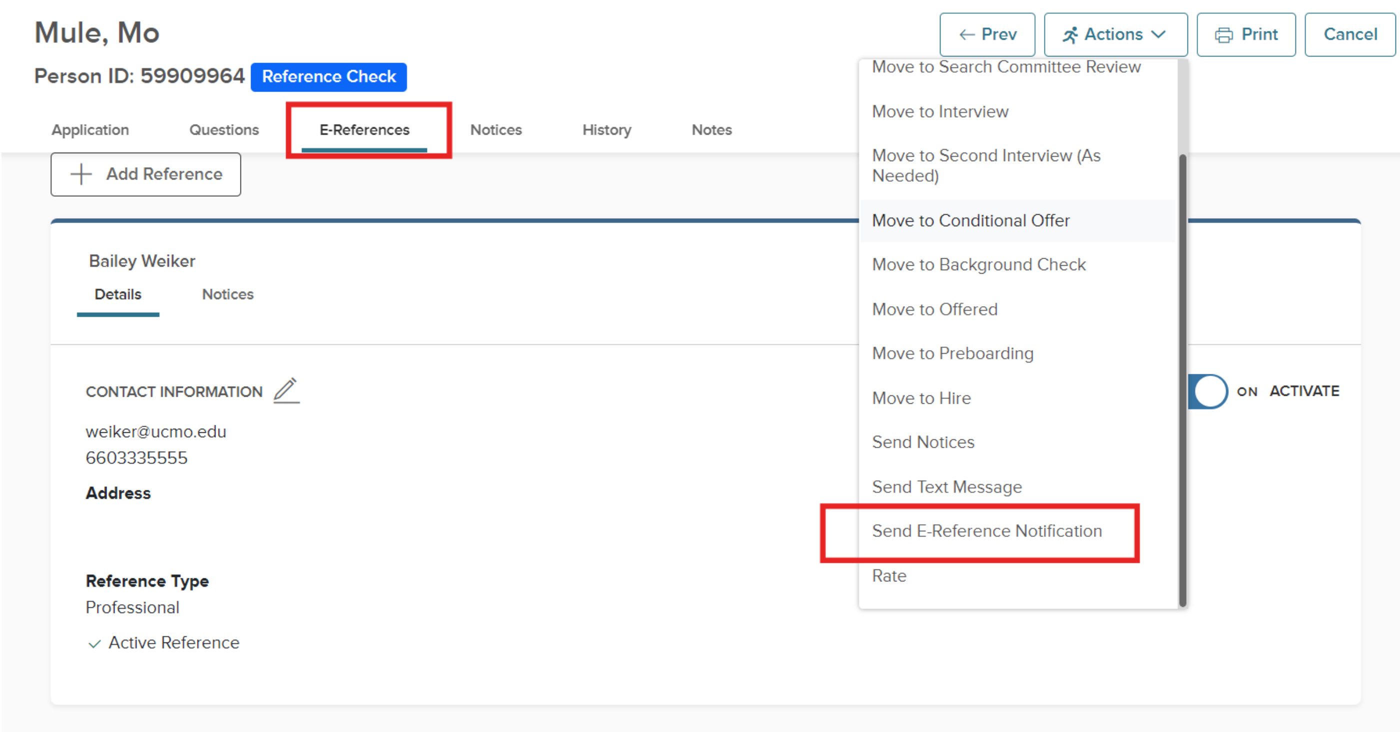


It will ask if you want to confirm moving the candidate to “Reference Check”. Select “OK”.

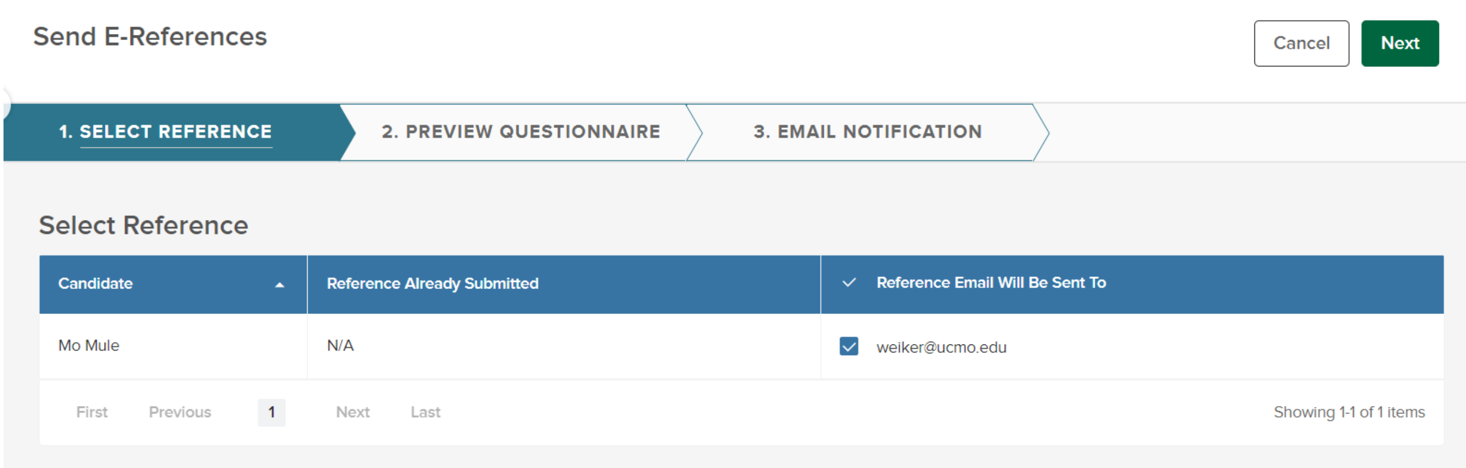
You can choose to call the candidate's references as you have in the past or conduct an e-reference.

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”

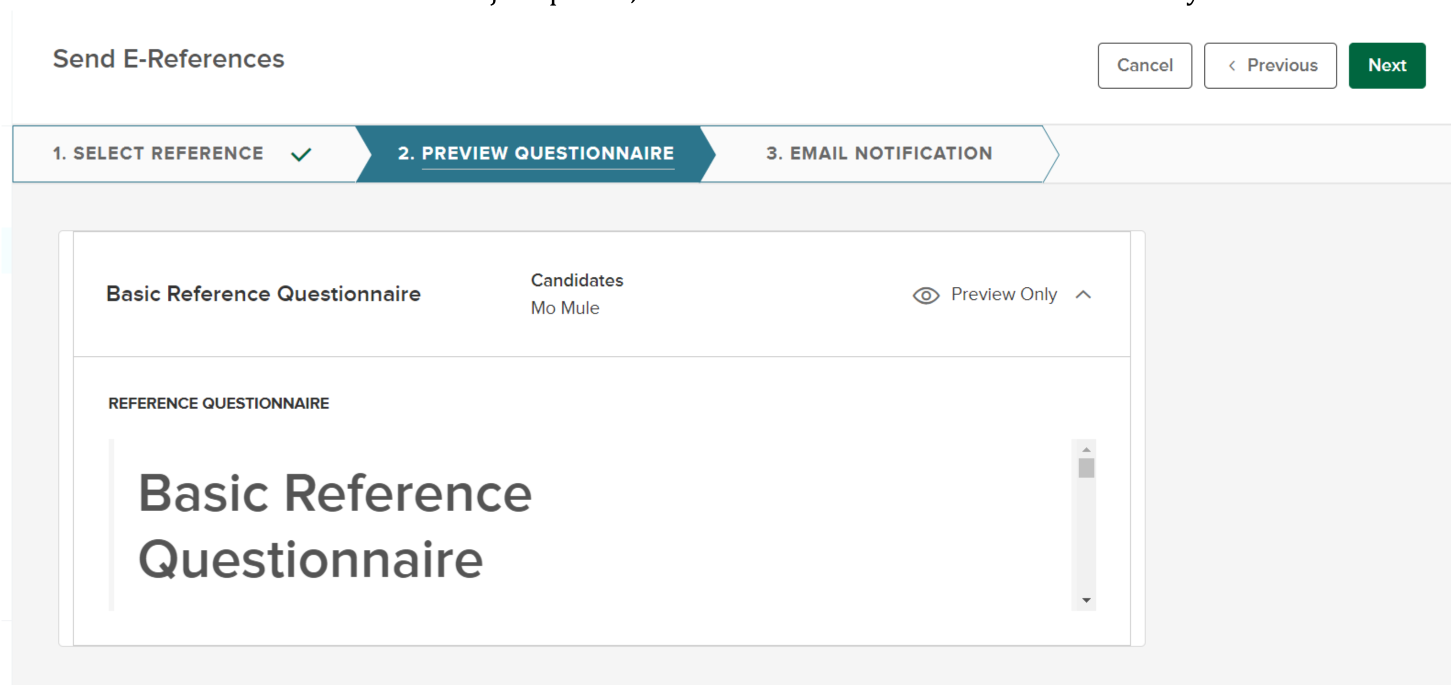


The next screen will allow you to check and uncheck the emails addresses of who will receive the reference check. You can start by selecting just one reference or you can select all three with hopes that one responds. That is up to you and your committee.



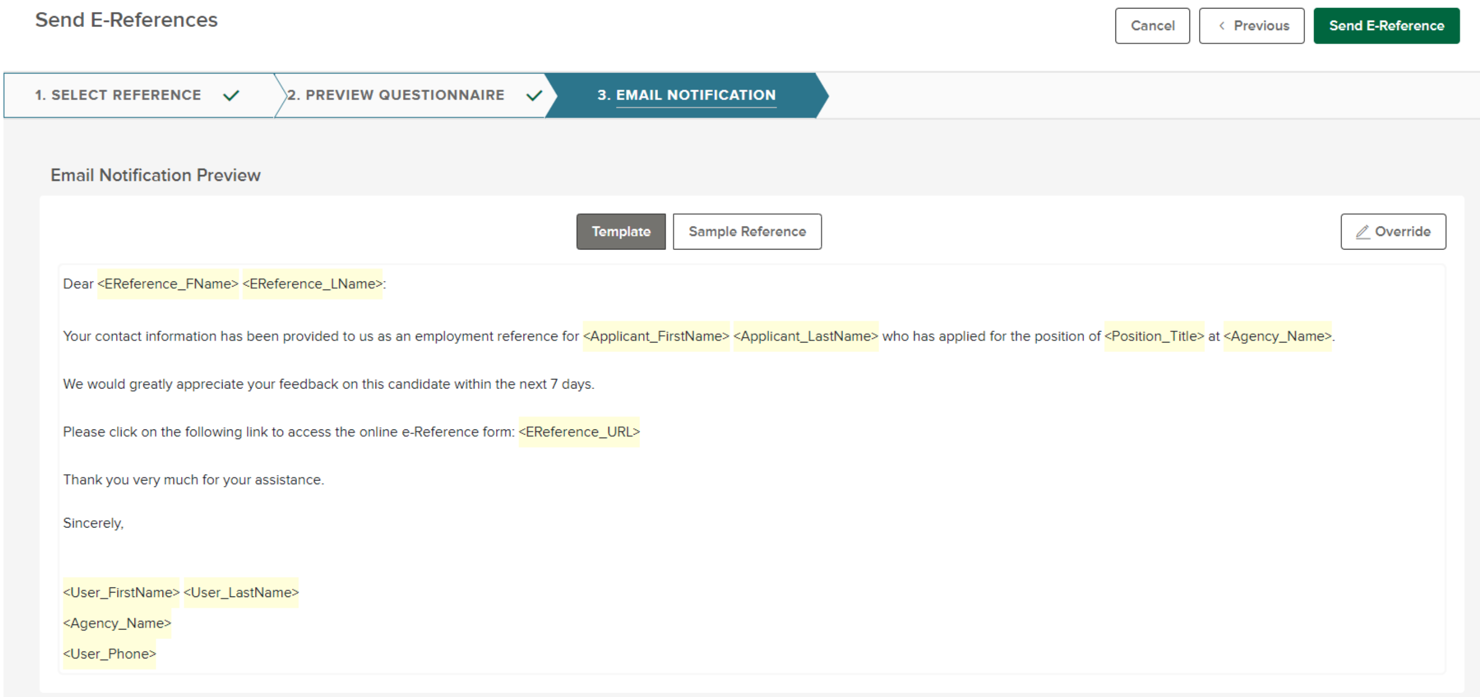
Check and uncheck as appropriate and then click “next”.

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.

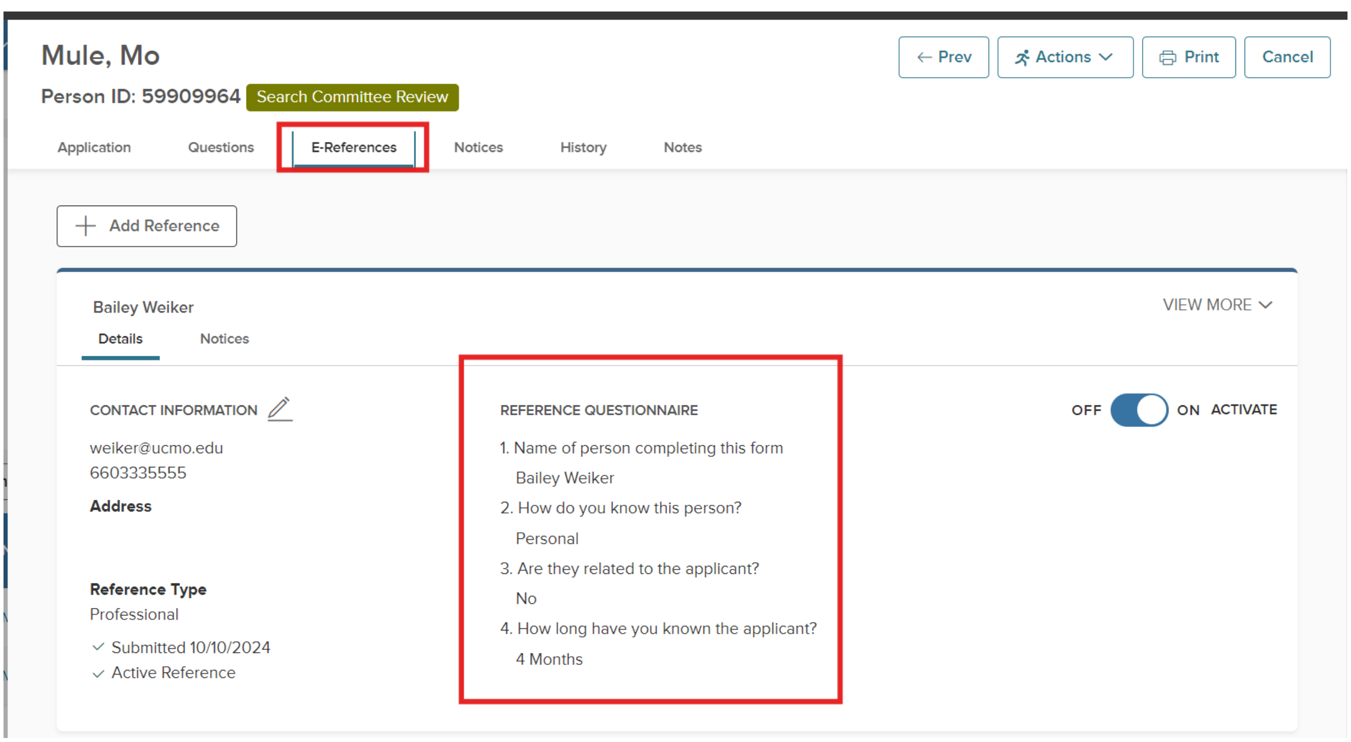


Click “next” if you wish to use the reference questions that the system shows.

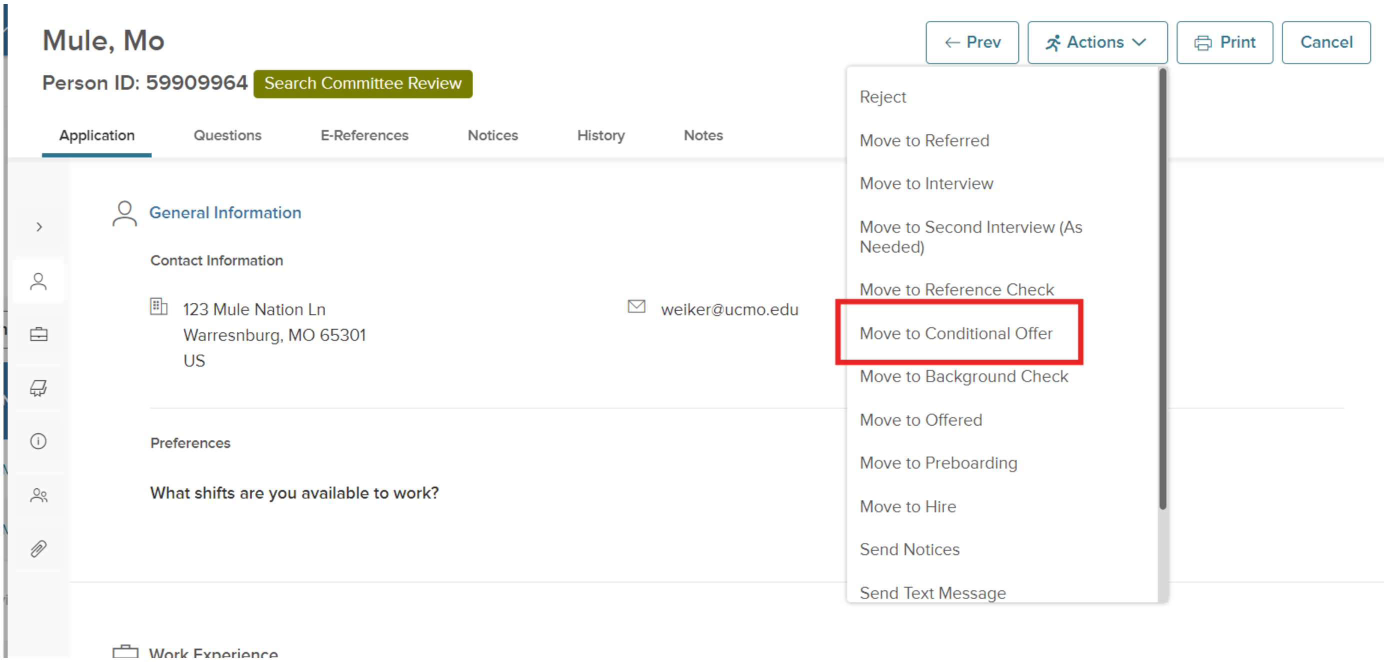
The next screen will show you what the email for the e-reference looks like. Click “Send e-refernence”



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



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.



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.