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"

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	Requisition Number	At Step
Senior Strategic Human Resources Partner	202400056	Search Committee Review

Evaluate Using	Scale	Passing Score
Star Rating	5 stars	★★★☆☆ 3 stars

Candidates

🖨 Print   🔍

2 Total	2 Unreviewed	0 Reviewed

☐		Person ID ⇕	Candidate Name ⇕	Last Reviewer ⇕	Last Reviewed ⇕	My Score ⇕
☐	👤	59909964	Mule, Mo			--
☐	👤	59909976	Mule, Tammy			--

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

Candidates

2 Total	

Filter by Total

☐		Person ID ⇕	Candidate Name
☐	👤	59909964	Mule, Mo
☐	👤	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.

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.
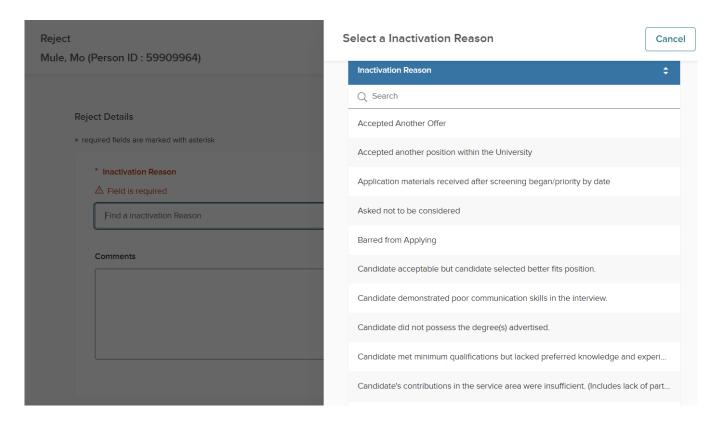
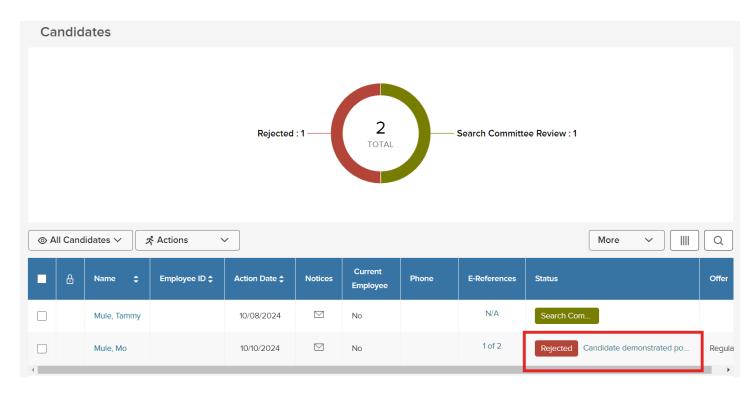Select "Actions" and "Reject" in their application

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.

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

Their applicant should now show as "rejected" in the search.

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.