Terminology in the NEOED System

- **Unified Dashboard** - main dashboard when you login to NEOED
Terminology in the NEOED System

- **Online Hiring Center (OHC)** - Central dashboard of pertinent tasks and other features involving hiring managers, search committees, and approval groups in the recruitment and selection process.

- **Tasks** - Actions that need to be taken by the user. User will receive an email notification to take action (i.e., approve a requisition, evaluate a candidate, etc.). Tasks are located on the Unified Dashboard.

- **Search Committee Chair & Hiring Manager** - Within the NEOED system the Search Committee Chair is also set up as the Hiring Manager on a position requisition in order to have access to the candidate information.
Terminology in the Search Process

• **Minimum Qualifications** - the minimum amount of education, experience, licensures, certifications, and other job-related requirements that must be met for a candidate to be considered for a position.

• **Preferred Qualifications** - qualifications that a candidate does not have to possess in order to be considered a “candidate” for the position; however, they are preferred that the candidate have and could lead to a higher level of success for the candidate.

• **Desired Qualifications** - qualifications that must be contained in the job posting, but not necessarily contained in the minimum or preferred qualifications. *Please discuss with the Hiring Manager to determine what the desired qualifications should be.*
Terminology in the Search Process

- **Supplemental Questions** - questions developed from the minimum qualifications of the position. The candidate responses will assist committee members in determining if the minimum qualifications are met.

- **Pass/Fail** - this is an option in the system to evaluate candidates, however we will not be using this feature. It is an additional step that is not necessary.

- **Inactivation Reason** - explanation of why a candidate is not being considered for an interview and/or a position.

- **Initial Search Committee Meeting** - the scheduled committee meeting to discuss and evaluate the candidates that have applied to the position.

- **Star Rating Guidelines** - explanation of how to determine the star rating 1-5 for preferred/desired qualifications (previously known as the Rubric). The Star Rating Guidelines are detailed on the next slide.
Star Rating Guidelines

1 - No Evidence of Preferred/Desired Qualifications
The candidate has met the Minimum Qualifications but doesn’t possess any of the Preferred/Desired Qualifications.

2- Marginal Evidence of Preferred/Desired Qualifications
The candidate has met the Minimum Qualifications and has provided evidence of marginal experience of the Preferred/Desired Qualifications.

3- Proficient Evidence of Preferred/Desired Qualifications
The candidate has met the Minimum Qualifications and has provided evidence of proficient experience of the Preferred/Desired Qualifications.

4- Extensive Evidence of Preferred/Desired Qualifications
The candidate has met the Minimum Qualifications and has provided evidence of extensive experience of the Preferred/Desired Qualifications.

5- Exceptional Evidence of all Preferred/Desired Qualifications are met.
The candidate has met the Minimum Qualifications and has provided evidence of exceptional experience of the Preferred/Desired Qualifications.
Getting Started in NEOED - Search Committee Chair

• From *My Tasks*, select the position for which you are assigned as the Search Committee Chair.

• Once you select the title of the position, you will be routed to the *Online Hiring Center (OHC)*.
Under the Requisition Information tab, you can view the position details by clicking on the position title under the Position Description heading.

Click on the Candidates tab to view the candidates that have applied.
Steps in the Search Process- Search Committee Chair

Prior to meeting with the search committee, it is recommended that the Search Committee Chair discuss the position qualifications with the Hiring Manager.

• **Referred** – identifies candidates for a position, i.e., this is the candidate pool. (corresponds to “Under Review by Dept./Committee” in the previous PeopleAdmin system).

  ▪ The Search Committee Chair reviews the candidate(s) materials to determine if they meet the minimum qualifications based on the supplemental questions.

  ▪ If the candidate(s) meet the minimum qualifications, the Search Committee Chair will move the candidate(s) to **Search Committee Review**. The Search Committee members will now be able to view candidates that have applied.

  ▪ If the candidate(s) do not meet the minimum qualifications, the Search Committee Chair will move the candidate(s) to **Reject**, indicating an inactivation reason and providing an explanation as to why the candidate does not meet the minimum qualification(s).
Search Committee Process

- When candidates apply, they will be in the **Referred** workflow state.
- Only the Search Committee Chair and the Hiring Manager can see the candidates that have applied in the **Referred** workflow state.
Search Committee Process

- Search Committee Chair will click on the candidate’s name in order to open up their application to review their materials.
Search Committee Process

- **Search Committee Chair** can scroll through the entire application or click on a specific section of the application.
Search Committee Process

• **Search Committee Chair** will select the Questions tab to review the **Supplemental Questions** and determine if the candidate(s) meet the minimum qualifications.
Search Committee Process

• From the Actions drop down menu, the Search Committee Chair will move the candidate(s) that do not meet the minimum qualifications by selecting **Reject**, indicating an inactivation reason and providing an explanation as to why the candidate does not meet the minimum qualification(s) (see next slide).

• and the Search Committee Chair will move the candidate(s) that meet the minimum qualifications by selecting **Move to Search Committee Review**.
Search Committee Process

- When the Search Committee Chair has selected **Reject**, click the magnifying glass to pull up the Inactivation Reasons.

- Select ‘Does Not Meet Minimum Qualifications (must identify qualification(s) not met)’.
Search Committee Process

• Provide an explanation as to which minimum qualification(s) the candidates does not meet.

- Select the green ‘SAVE’ button in the upper right hand corner to complete the Inactivation Reason
Search Committee Process

- **Search Committee Review**: The search committee evaluates the candidates' preferred/desired qualifications using the Star Rating Guidelines in the system generated rubric (see the Star Rating Guidelines slide for clarification).

  - Based upon the outcome of the ratings, the Search Committee Chair moves candidates to either **Interview Requested** or **Reject**, indicating an inactivation reason and providing an explanation as to why the candidate does not meet the preferred/desired qualification(s).

  - Failure of the Search Committee Chair to ensure that inactivation reasons are entered for each candidate will delay subsequent EEO review and interview approval. Once candidates have been moved to **Interview Requested**, EEO review is performed.

  - When reviewing a candidate, do not **Reject** a candidate based on perceived over qualification or high salary requirements. Hire the most qualified person for the position.

  - When you contact the candidate for an approved interview, you can make sure they understand what the position duties and responsibilities are and what the hourly rate/salary range for the position is.
Search Committee Process

- Search Committee Chair and Members will receive notification to review candidates using the Star Rating.
- Click on the candidate's name to pull up their materials and the rating criteria will be located to the right of the candidate’s information.
Search Committee Process

- Search Committee Chair and Members will click on the appropriate Star Rating and may leave comments under each rating, if applicable.
  - An overall comments box is provided, if applicable.
  - Click SUBMIT to send your ratings to the Search Committee Chair.
Search Committee Process

• Search Committee Chair can click on ‘Other Raters’ below the comment block to see who has completed their candidate review.

• After completion of the Star Ratings, the Search Committee Chair must review the ratings and determine who will be interviewed by sending them to **Interview Requested**, and those that are not selected for interview will be moved to **Reject**, indicating an inactivation reason of ‘Not Selected for Interview’ and providing an explanation as to why the candidate was not selected for an interview.
Search Committee Process

• When candidates are moved into different workflow states, the Search Committee Chair can click on the pie chart above to view the candidates in a particular workflow state. Below depicts candidates in the Minimum Qualification Review workflow state. Click on Search Committee Review to view the other candidates.
Search Committee Process

- When the Search Committee Chair has selected **Reject**, click the magnifying glass to pull up the Inactivation Reasons.

- Select the appropriate inactivation reason as to why the candidate is not being moved on for Interview.
Search Committee Process

- Provide an explanation as to why the candidate was not selected for an interview.

- Select the green ‘SAVE’ button in the upper right-hand corner to complete the Inactivation Reason.
Steps in the Search Process- EEO

• **Interview Requested**: EEO reviews the interview requests and communicates accordingly in the NEOED system. Once approved EEO moves candidates to **Interview**.
Search Committee Process

• Once the search committee has conducted interviews, the Search Committee Chair will move the recommended candidates to the Hiring Manager by selecting the box to the left of the candidate's name and selecting Move to Hiring Manager Interview from the Actions drop down.

• The Hiring Manager will receive notification to conduct interviews with the recommended candidates.

  ▪ For those candidates not moving on to the Hiring Manager Interview, the Search Committee Chair must move the candidates to Reject, indicating an inactivation reason and providing an explanation as to why the candidate is not moving on to the next step based on the interview.
Search Committee Process

- When the Search Committee Chair has selected **Reject**, click the magnifying glass to pull up the Inactivation Reasons.

- Select the appropriate inactivation reason as to why the candidate is not being moved on to the Hiring Manager for Interview.
Search Committee Process

• Provide an explanation as to why the candidate was not selected for another interview.

• Select the green ‘SAVE’ button in the upper right-hand corner to complete the Inactivation Reason.
Search Committee Process

• The Search Committee Members have completed their responsibilities for this search.

• Thank you for volunteering to serve as a Search Committee Chair/Member!
Steps in the Search Process- Hiring Manager

- **Hiring Manager Interview**- hiring manager conducts interviews and moves candidates to
  - **Reject**, indicating an inactivation reason and providing an explanation as to why the candidate is not selected for hire, or
  - **Offered** (corresponds to "Hiring Proposal" in the previous PeopleAdmin System) and completes the Offer Approval Form.
  - Following applicable administrative approvals, HR will move the candidate to **Preboarding** for Human Resources (HR) processing.
Search Committee Process

• The Hiring Manager will move the selected candidate for hire to **Offered** from the Actions drop down,

• and select **Reject**, indicating an inactivation reason and providing an explanation as to why the other candidate(s) were not selected for hire.

• You must move all candidates to one of the workflow states. If the selected candidate declines the offer, you can go back and move another interviewed candidate forward for hire.
Search Committee Process

• When the Hiring Manager has selected **Reject**, click the magnifying glass to pull up the Inactivation Reasons.

• Select the appropriate inactivation reason as to why the candidate is not being selected for hire.
Search Committee Process

• Provide an explanation as to why the candidate was not selected for hire.

• Select the green ‘SAVE’ button in the upper right-hand corner to complete the Inactivation Reason
Steps in the Search Process- Human Resources

• **Preboarding** – candidate background check release is processed by HR Generalist. With successful background check and review, HR generalist moves candidate to **Hired**.

• **Hired** - HR Generalist completes the hiring process for the new employee.
Contact HR with ANY Questions