



NEOED

**Online Hiring Center (OHC)
User Guide**

recruit@rsccd.edu

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Introduction

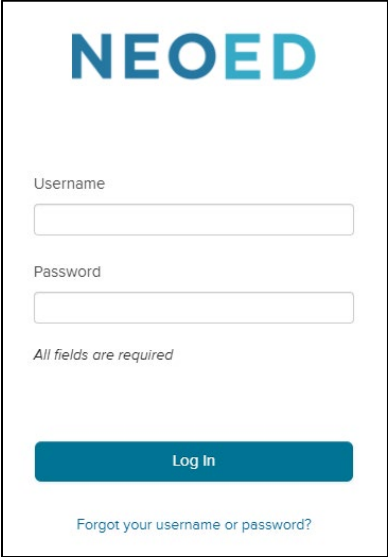
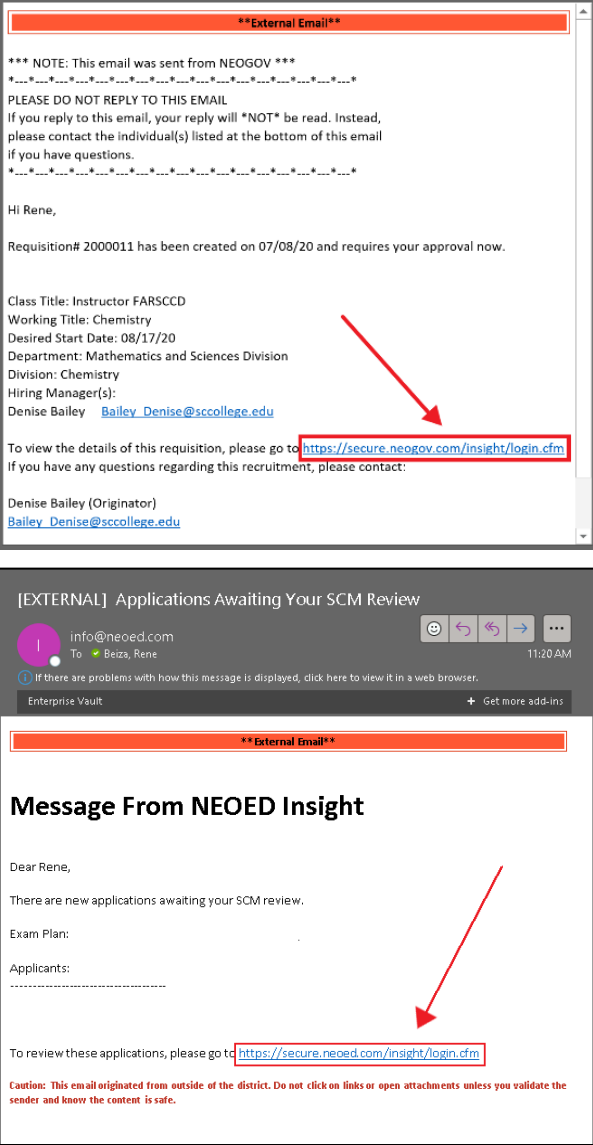
The Online Hiring Center (OHC) allows hiring administrators and approval groups to participate in the hiring process, from requisition to hiring electronically. The OHC enables management to create requisitions to fill vacant positions online, electronically route the requisitions for approval, review applications, and recommend hiring a candidate for permanent or temporary position.

In addition, Screening Committee Members can access the OHC to review and rate candidates. Hiring administrators and Screening Committee Members can access NEOED's Online Hiring Center (OHC) through the NEOED's Single Sign On (SSO) website. <https://login.neoad.com/signin>

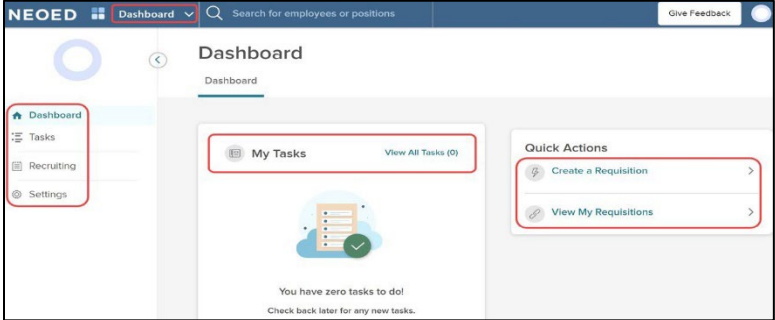
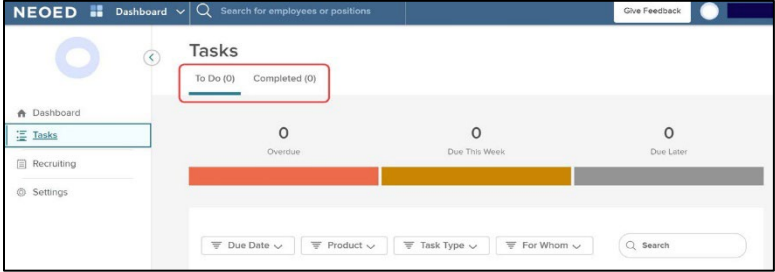
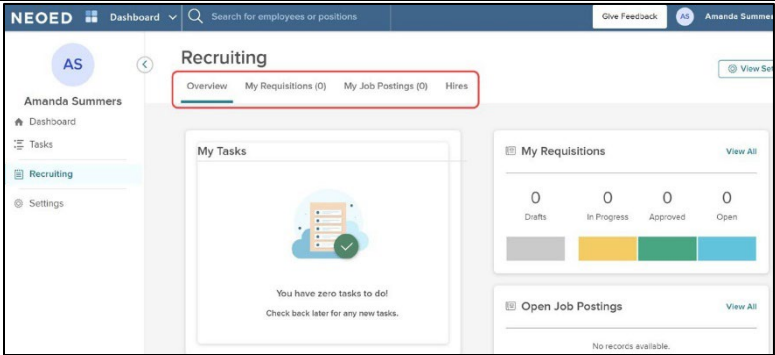
If you are able to log in but cannot access the OHC or have questions, please contact Recruitment at Recruit@rscdd.edu or (714) 480-7455. Not all employees have access to the OHC features.

Job seekers can view and apply for career opportunities with Rancho Santiago Community College District online at <https://www.schooljobs.com/careers/rscdd>.

I. Account Set-up and Alerts

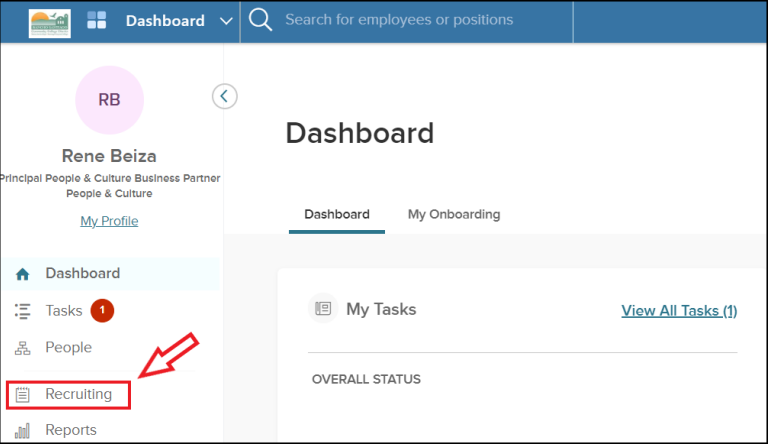
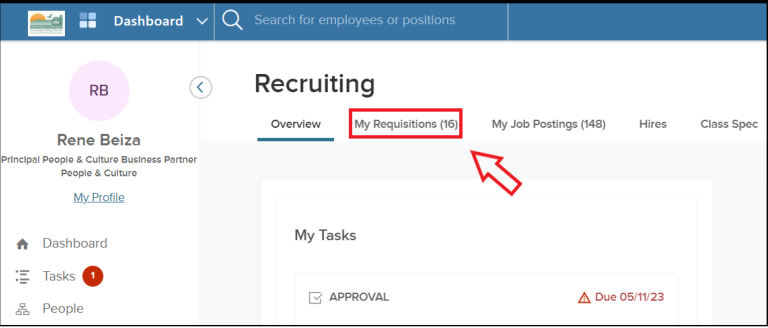
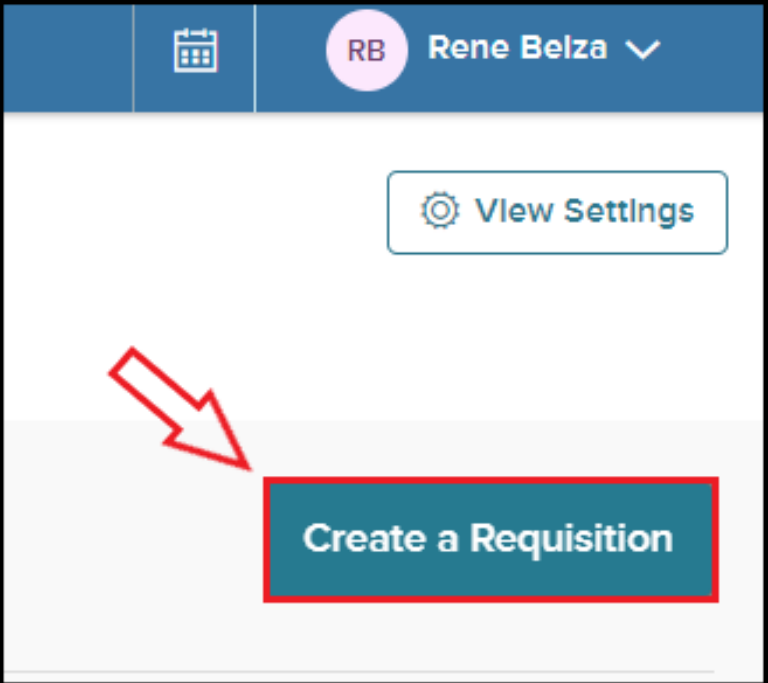
STEPS	SCREENSHOT
<p>Go to https://login.neoed.com/. When prompted, you need to enter your RSCCD email address and the password you created. Next, Click Login.</p> <p>Do not share your password to maintain the confidentiality of the screening process.</p> <p>If you need assistance with the OHC or have questions, please contact us at recruit@rsccd.edu or (714) 480-7455.</p>	
<p>Account users will receive an email notification regarding requisition status, screening review, screening deliberation, interview, and referring finalist from info@neoed.com</p> <p>Click the link in the email or https://login.neoed.com/ to access your account and complete the task.</p> <p>A reminder email from NEOED will continue to be generated until the approval task is completed.</p>	

II. Dashboard (United Self-Service)

STEPS	SCREENSHOT
<p>After signing into the system, the Dashboard module will display. This is a centralized area for items that require your attention (i.e., your assigned tasks, associated requisitions, referred candidates, and more). The Dashboard is a feature of NEOED's Unified Self-Service platform, which acts as an information hub, centralizing tasks and actions for managers and employees into one easy-to-find location.</p>	
<p>Dashboard Home Page:</p> <p>Clicking this icon displays the Dashboard home page shown above.</p> <p>My Tasks: Stay on top of your to-do list by selecting the Task icon. View actions you need to take (e.g., reviewing or approving a requisition, rating candidates), as well as those you completed.</p> <p>The default view shows all tasks pending your review. Click on a colored bar to view tasks according to their deadlines (i.e., Overdue, Due This Week, Due Later).</p> <p>Use the filter and search fields to quickly locate specific tasks. Once a task is finished, it is moved to the Completed tab.</p>	
<p>Recruiting: Clicking this icon provides a quick glance at your requisitions, job postings, candidates and hires.</p>	

III. Creating Personnel Requisitions

When a Division/Department has a vacant position, the Administrator, Supervisor, Manager, or Administrative Support will create a requisition using NEOED's Dashboard platform for their assigned department(s).

STEPS	SCREENSHOT
In your "Dashboard" home screen, click Recruiting in the left corner under your display name and title.	
Click My Requisitions	
Click Create a Requisition located in the right corner under the view setting button.	
Create Requisition Full Display	

Create Requisition

Cancel

Save & Exit

Next

1. CREATE

2. APPROVALS

3. ATTACHMENTS

Requisition Details

* required fields are marked with asterisk

Requisition #

[Assigned when requisition is saved]

Division/Department *

Find a Division/Department

Class Spec *[Ⓛ]

Find a Class Spec

Working Title

Desired Start Date

MM/DD/YYYY



Hiring Manager *

Find a hiring manager

Job Type

Select one

List Type

Select one

Position[Ⓛ]

Find a position

Number of Vacancies

0

EEO/Census Data Template

Find a EEO/Census Data Template

[Ⓛ] Please note the system will use the Global EEO / Census numbers in the EEO / Census Data settings if no template is selected. To view the EEO / Census data values, please go to Admin > EEO / Census Data.

* Work Site

Select one

* Work Schedule

* Program Description (Enter N/A, if not applicable)

Remote Work Eligible

- Yes
 No

Has the Screening Committee been formed?

- Yes
 No

* Per BP 7120 Recruitment & Hiring, select closing date.

Select one

* Fund Type

Select one

* Account Number

* Reason of Vacancy

Select one

* If this position is a re-org, enter the number. Enter N/A, if not applicable.

New Position?

- Yes
 No

Position Details

+ Add Position Detail

Comment

Requisition #
It is assigned when the requisition is saved. No action is required.

Requisition #

[Assigned when requisition is saved]

Division/Department *

For a quick search, click the **Magnifying Glass**.

Click the Department Name search field. Enter the first letters of the Department to narrow your selection.

Selecting the appropriate Division and Department Name to auto-identify the requisition approvers is important.

Example: Administrative Services/SAC, Facilities/Grounds.

If still not found, contact Recruit@rscdd.edu

Division/Department *

Find a division/department



Select a Division/Department

Cancel

Q Division Name Q Division Code Q Facilities | X Q Department Code

Administrative Services/SAC	Administrative Services/SAC	Facilities/Custodial
Administrative Services/SAC	Administrative Services/SAC	Facilities/Grounds
Administrative Services/SAC	Administrative Services/SAC	Facilities/Maintenance
Administrative Services/SAC	Administrative Services/SAC	Physical Plant and Facilities
Administrative Services/SCC	Administrative Services/SCC	Facilities
Administrative Services/SCC	Administrative Services/SCC	Facilities/Custodial
Administrative Services/SCC	Administrative Services/SCC	Facilities/Grounds
Administrative Services/SCC	Administrative Services/SCC	Facilities/Maintenance

<< < > >>

Showing 1 - 8 of 8 items

Class Spec *

For a quick search, click the **Magnifying Glass**.

Click **Title**, and enter the first letters of the position to narrow your selection.

Classified/Management Positions:
Select the class spec (position title).

Faculty & Tenure Track Positions:
Select Assistant Professor and add the discipline in the Working Title

Part-Time Instructor Pools:
Select Instructor and add the discipline in the Working Title.

If still not found, contact Recruit@rscdd.edu

Class Spec * ⓘ

Find a class spec



Select a Class Spec

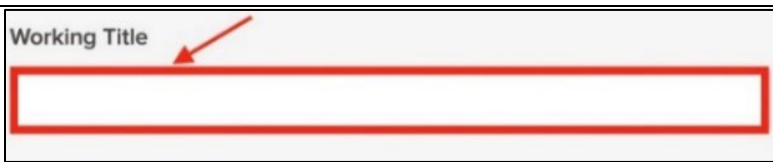

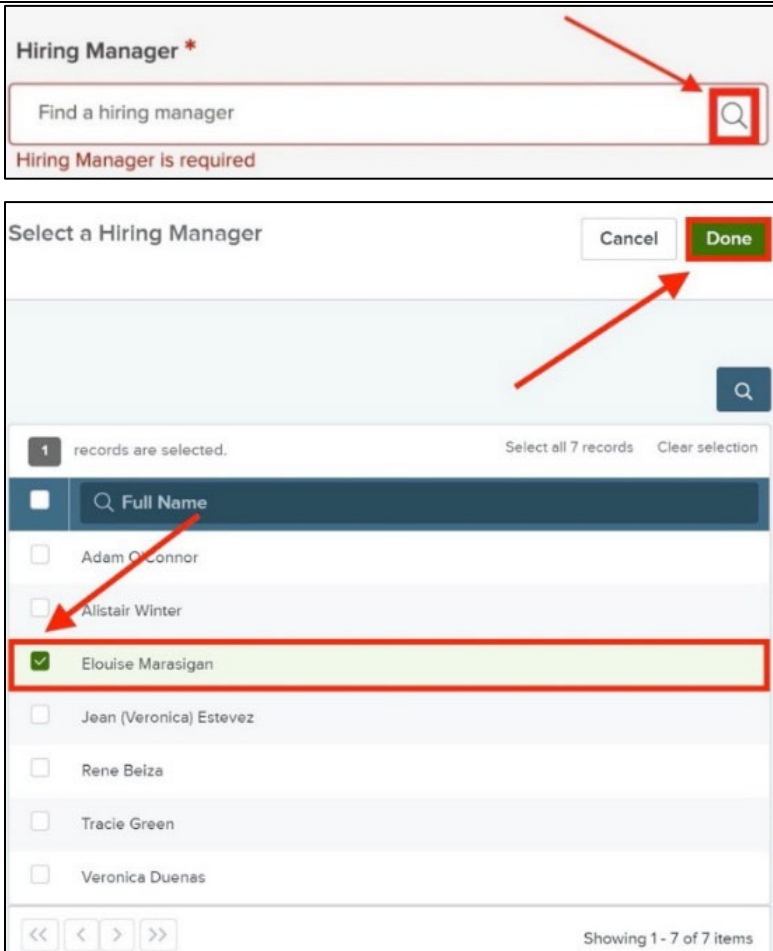
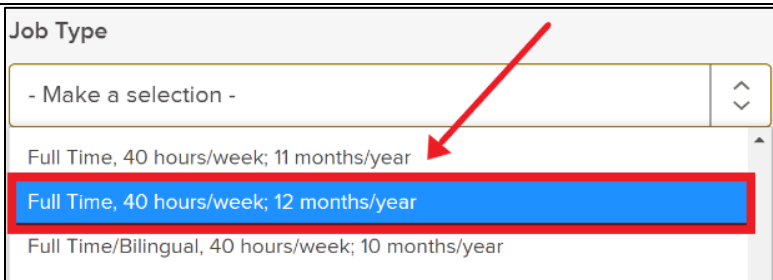
Cancel

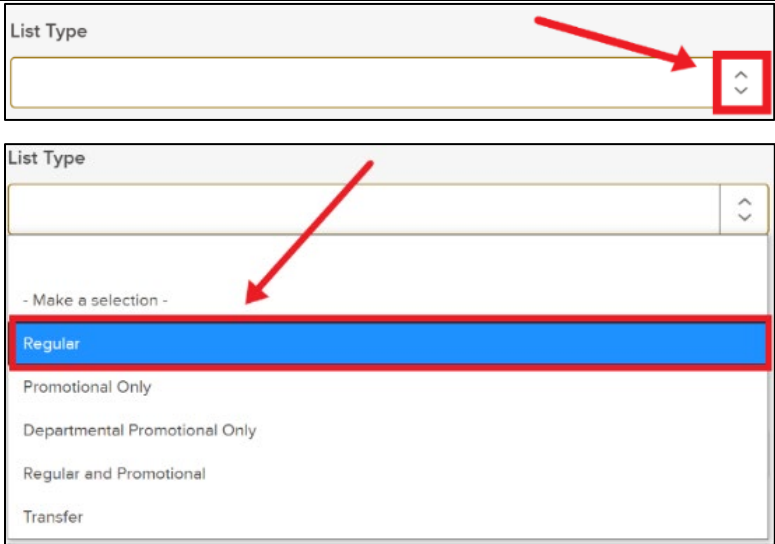
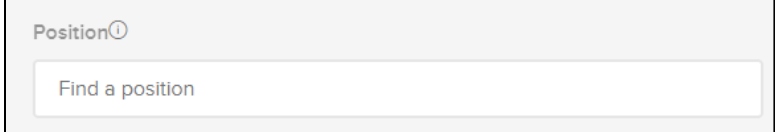
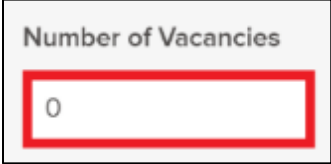
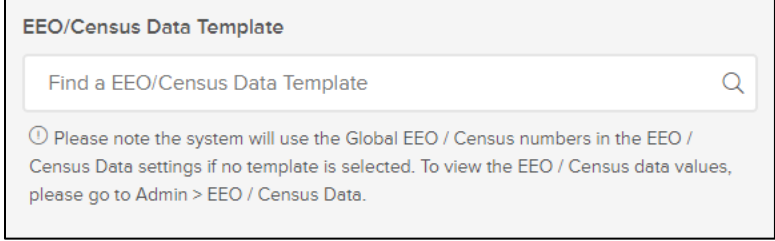
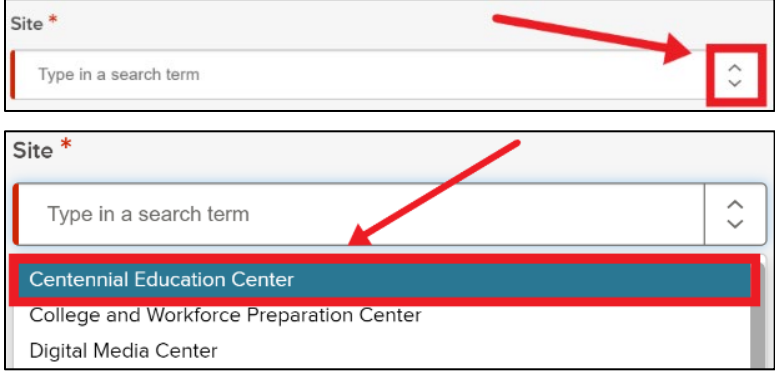

Q Code Q Custodian | X

C04-Custodian	Custodian
C04PT-Custodian	Custodian (PT)
C04ST-Custodian	Custodian (Short-Term/Sub Pool)
C08-Lead Custodian	Lead Custodian
C07-Senior Custodian/Utility Worker	Senior Custodian/Utility Worker

<< < > >>

Showing 1 - 5 of 5 items

<p>Working Title: For Part-Time Classified positions, enter the Position Title.</p> <p>For Tenure Track Faculty positions, enter Assistant Professor of Discipline. (Example: Assistant Professor of Mathematics).</p> <p>For Part-Time Instructor Pools, enter the Discipline. (Example: Mathematics Instructors).</p>	
<p>Desired Start Date: Click the Calendar Icon to select the Desired Start Date.</p>	
<p>Hiring Manager/Hiring Administrator *</p> <p>For a quick search, click the Magnifying Glass.</p> <p>Find the name of the Hiring Manager and click the box to the left of their name.</p> <p>If you are the Hiring Manager, select your name from the list.</p> <p>Click Done to assign the Hiring Manager to the requisition.</p> <p>Note: If the name of the Hiring Manager is not on the list, please contact Recruit@rsccd.edu</p>	
<p>Job Type: Click the Drop-Down Menu.</p> <p>Select Job Type Example: Full-time, 40 hours/week, 12 months/year.</p>	

<p>List Type: Click the Drop-Down Menu.</p> <p>Select Regular</p>	 <p>The screenshot shows two views of the 'List Type' dropdown menu. In the top view, a red arrow points to the dropdown arrow icon in the top right corner of the input field, which is also enclosed in a red box. In the bottom view, the dropdown menu is open, showing a list of options: '- Make a selection -', 'Regular' (highlighted in blue and enclosed in a red box), 'Promotional Only', 'Departmental Promotional Only', 'Regular and Promotional', and 'Transfer'. A red arrow points to the 'Regular' option.</p>
<p>Position: No action is required.</p>	 <p>The screenshot shows a search field labeled 'Position' with a search icon. Below the label is a text input field containing the placeholder text 'Find a position'.</p>
<p>Number of Vacancies: Enter the number of vacancies.</p>	 <p>The screenshot shows a text input field labeled 'Number of Vacancies' with the number '0' entered. The input field is enclosed in a red box.</p>
<p>EEO/Census Data Template No action is required.</p>	 <p>The screenshot shows a search field labeled 'EEO/Census Data Template' with a search icon. Below the label is a text input field containing the placeholder text 'Find a EEO/Census Data Template'. Below the input field is a note: 'Please note the system will use the Global EEO / Census numbers in the EEO / Census Data settings if no template is selected. To view the EEO / Census data values, please go to Admin > EEO / Census Data.'</p>
<p>Work Site * Click the Drop-Down Menu</p> <p>Select Site</p>	 <p>The screenshot shows two views of the 'Work Site' dropdown menu. In the top view, a red arrow points to the dropdown arrow icon in the top right corner of the input field, which is also enclosed in a red box. In the bottom view, the dropdown menu is open, showing a list of options: 'Centennial Education Center' (highlighted in blue and enclosed in a red box), 'College and Workforce Preparation Center', and 'Digital Media Center'. A red arrow points to the 'Centennial Education Center' option.</p>
<p>Work Schedule: Examples: M-F, 8-5; MTWTH, 8AM – 12PM & F, 9AM-12PM.</p>	 <p>The screenshot shows a text input field labeled 'Work Schedule'. The input field is enclosed in a red box.</p>

<p>Program Description (Enter N/A, if not applicable) *</p>	<p>* Program Description (Enter N/A, if not applicable)</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>
<p>Remote Work Eligible</p>	<p>Remote Work Eligible</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>Has the Screening Committee been formed?</p>	<p>Has the Screening Committee been formed?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>Per BP 7120 Recruitment & Hiring, select closing date *</p> <p>Click the Drop-Down Arrow</p>	<p>* Per BP 7120 Recruitment & Hiring, select closing date.</p> <div style="border: 1px solid gray; padding: 2px;"> <p>Select one ▼</p> </div>
<p>Fund Type *</p> <p>Click the Drop-Down Arrow</p>	<p>Fund Type *</p> <div style="border: 1px solid gray; padding: 2px;"> <p>- Make a selection - ⬆</p> </div>
<p>Account Number *</p> <p>If there are multiple accounts, enter % for each account.</p>	<p>Account Number *</p> <div style="border: 2px solid red; height: 20px; width: 100%;"></div>
<p>Reason for Vacancy *</p> <p>Click the Drop-Down Arrow</p>	<p>* Reason of Vacancy</p> <div style="border: 1px solid gray; padding: 2px;"> <p>Select one ▼</p> </div>
<p>If this position is a re-org, enter the number. Enter N/A if not applicable *</p>	<p>Reorg # (If New Position)</p> <div style="border: 2px solid red; height: 20px; width: 100%;"></div>
<p>New Position?</p> <p>If New Position, click YES and make sure the reorg number is entered.</p> <p>If NO, click Add Position Detail.</p>	<p>Position Details</p> <p>New Position?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p style="text-align: center; border: 1px solid red; padding: 2px;">⬆ Add Position Detail</p> </div>

Position Details (NO)? *
 Click **NO** and click **Add Position Detail**.

Position #: Position ID or Employee ID

Vacancy Date: Date of employee separation. Click on the Calendar Icon.

First and Last Name: Legal Name

Comment:
 Enter specific information related to the position for Recruitment to include in the job posting.

Review Requisition:

Review the information provided in all fields. If all required fields are complete, you are ready to click Next to advance to the Approvals step.

If you are missing data for any non-required fields, click **Save & Exit** to continue later.

Approvals:
 The approval workflow for the Division/Department you selected will be displayed automatically.

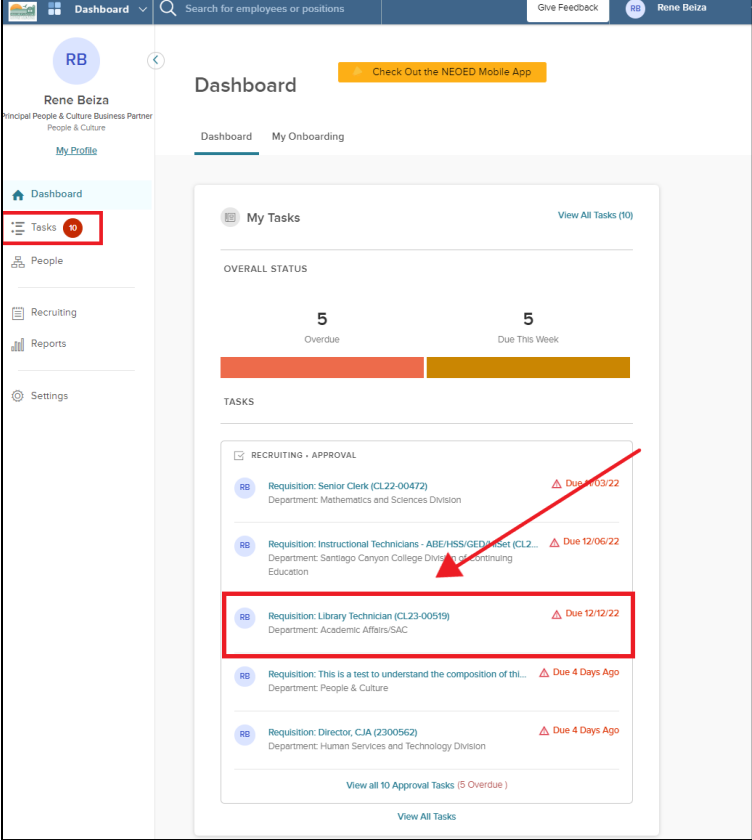
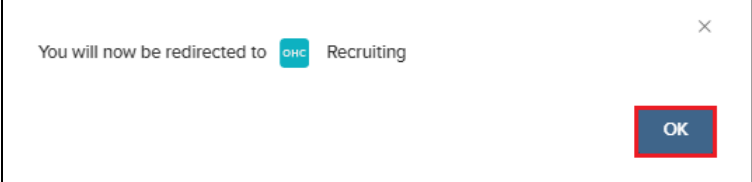
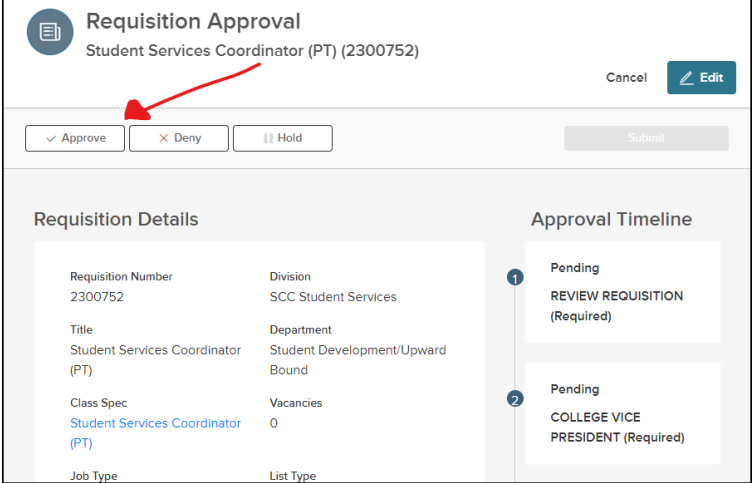
Click **Next** to advance to the Attachments step. If the approvers assigned to your division/department are incorrect, please contact Recruit@rscdd.edu.

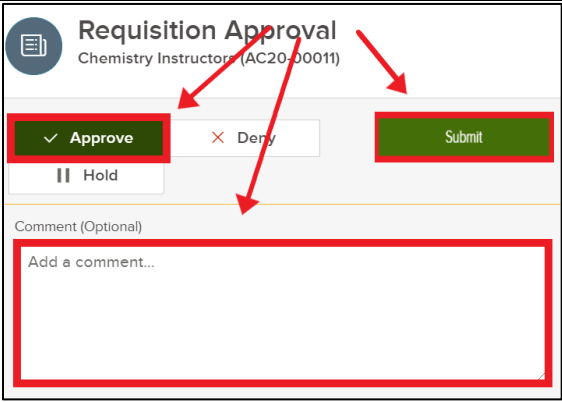
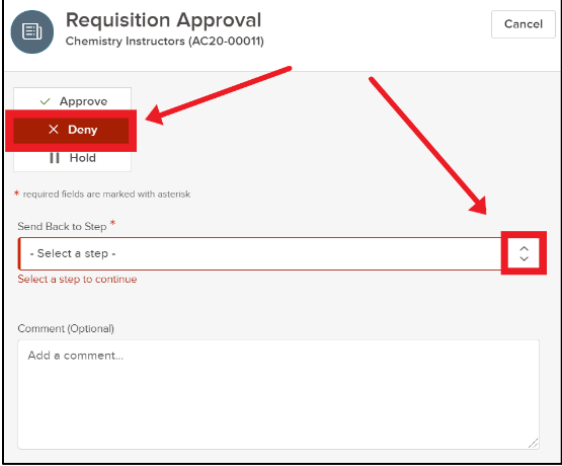
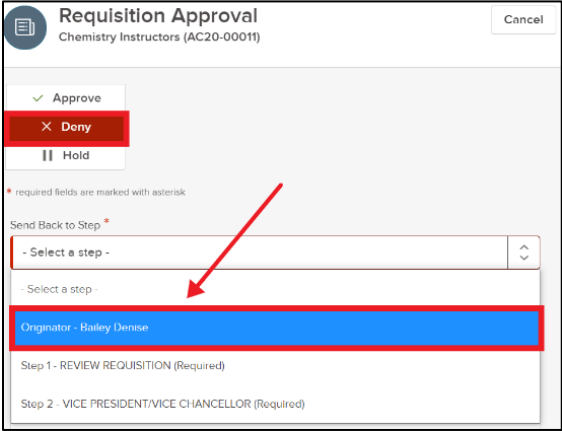
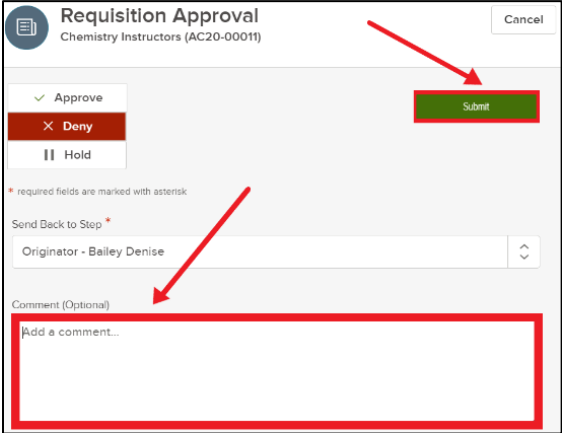
Attachments:
 Upload any documents related to the requisition (if applicable).

Click **Submit** to route the requisition to the approvers.

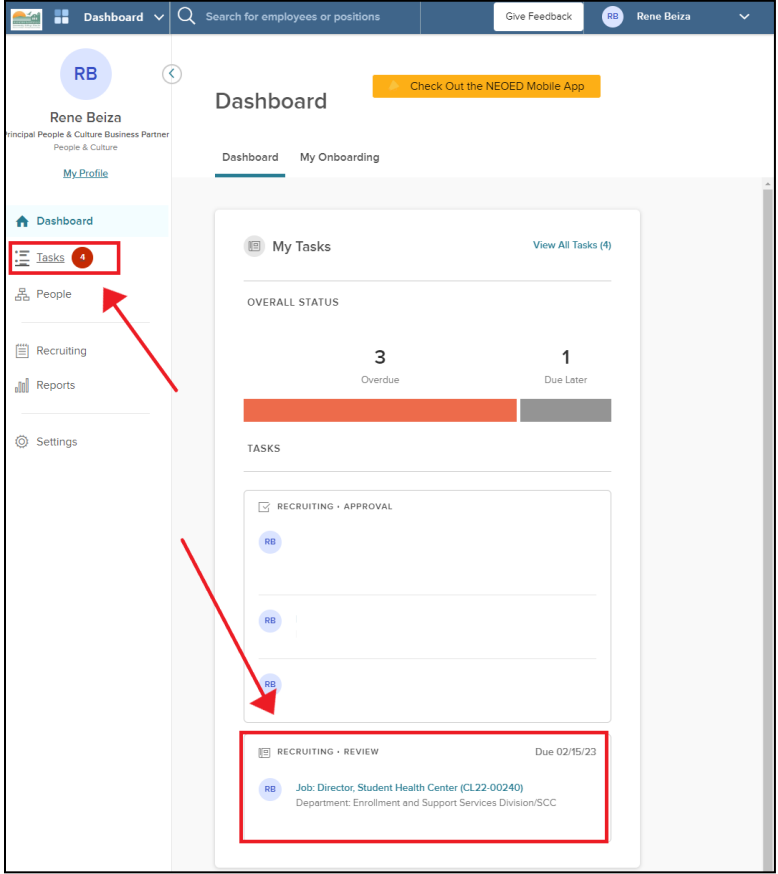
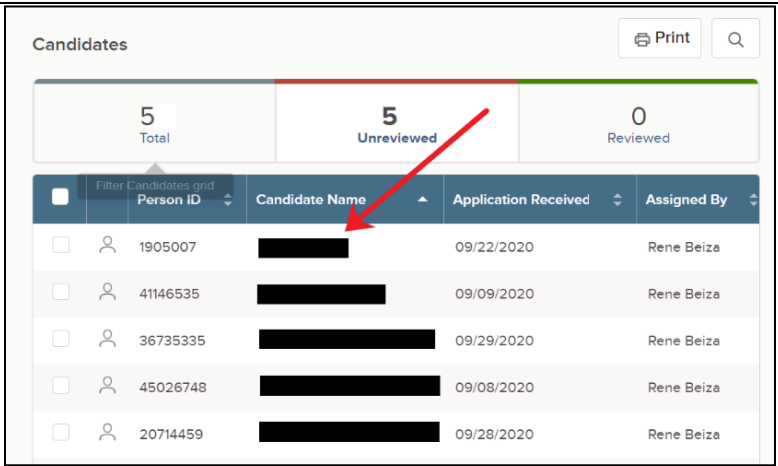
IV. Approving Personnel Requisitions

Once the requisition is submitted, the requisition will go through the approval path assigned to your Division/Department. Please note that the approval workflow may vary. List of Approvers: Recruitment, College Vice President; College President or Vice Chancellor, Fiscal Services, & Vice Chancellor Human Resources or Designee.

STEPS	SCREENSHOT																								
<p>Click the Requisition Title under My Task on the Dashboard homepage to review and approve.</p>	 <p>The screenshot shows a user dashboard for Rene Beiza. The 'My Tasks' section displays a list of tasks. One task, 'Requisition: Library Technician (CL23-00519)', is highlighted with a red box. A red arrow points to this task from the right side of the screenshot.</p>																								
<p>Click OK</p>	 <p>The screenshot shows a confirmation dialog box with the text 'You will now be redirected to OHC Recruiting'. There is a red box around the 'OK' button.</p>																								
<p>Requisition Approval: Review the requisition details. Once reviewed, select Approve (Step 6) or Deny (Step 7: 1-3).</p>	 <p>The screenshot shows the 'Requisition Approval' screen for 'Student Services Coordinator (PT) (2300752)'. It features buttons for 'Approve', 'Deny', and 'Hold'. Below are 'Requisition Details' and an 'Approval Timeline'.</p> <table border="1" data-bbox="755 1627 1201 1896"> <thead> <tr> <th colspan="2">Requisition Details</th> </tr> </thead> <tbody> <tr> <td>Requisition Number</td> <td>2300752</td> </tr> <tr> <td>Title</td> <td>Student Services Coordinator (PT)</td> </tr> <tr> <td>Class Spec</td> <td>Student Services Coordinator (PT)</td> </tr> <tr> <td>Job Type</td> <td></td> </tr> <tr> <td>Division</td> <td>SCC Student Services</td> </tr> <tr> <td>Department</td> <td>Student Development/Upward Bound</td> </tr> <tr> <td>Vacancies</td> <td>0</td> </tr> <tr> <td>List Type</td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="1226 1627 1466 1896"> <thead> <tr> <th colspan="2">Approval Timeline</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Pending REVIEW REQUISITION (Required)</td> </tr> <tr> <td>2</td> <td>Pending COLLEGE VICE PRESIDENT (Required)</td> </tr> </tbody> </table>	Requisition Details		Requisition Number	2300752	Title	Student Services Coordinator (PT)	Class Spec	Student Services Coordinator (PT)	Job Type		Division	SCC Student Services	Department	Student Development/Upward Bound	Vacancies	0	List Type		Approval Timeline		1	Pending REVIEW REQUISITION (Required)	2	Pending COLLEGE VICE PRESIDENT (Required)
Requisition Details																									
Requisition Number	2300752																								
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List Type																									
Approval Timeline																									
1	Pending REVIEW REQUISITION (Required)																								
2	Pending COLLEGE VICE PRESIDENT (Required)																								

<p>If the Requisition is Approved: Click Approve Add any necessary comments (optional)</p> <p>Click Submit</p>	
<p>If Requisition is Deny (Step1): Click Deny</p> <p>Click the drop-down menu in the Send Back to Step field.</p>	
<p>If Requisition is Deny (Step 2): Select Originator – Hiring Manager (this will notify the hiring Manager that the requisition was denied).</p>	
<p>If Requisition is Deny (Step 3): Enter the reason for denying the requisition in the Comment Box Click the Submit button to send the requisition back to the originator.</p>	

V. Screening Committee Review

STEPS	SCREENSHOT																														
<p>In your "Dashboard" home screen, go to My Tasks and click the Requisition Title pending your screening review. You can also click on Tasks (left column) to locate the requisition.</p>	 <p>The screenshot shows the user's dashboard for Rene Beiza. The left sidebar contains a 'Tasks' menu item with a red box around it and a red arrow pointing to the 'RECRUITING - REVIEW' task in the main content area. The task details include the job title 'Job: Director, Student Health Center (CL22-00240)' and the department 'Enrollment and Support Services Division/SCC'.</p>																														
<p>Click the first applicant's name in the SCM Review screen to start the screening review process.</p>	 <p>The screenshot shows the 'Candidates' screen with a summary of 5 Total, 5 Unreviewed, and 0 Reviewed candidates. Below is a table of candidates with a red arrow pointing to the first row.</p> <table border="1" data-bbox="743 1234 1468 1524"> <thead> <tr> <th></th> <th>Person ID</th> <th>Candidate Name</th> <th>Application Received</th> <th>Assigned By</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1905007</td> <td>[REDACTED]</td> <td>09/22/2020</td> <td>Rene Beiza</td> </tr> <tr> <td><input type="checkbox"/></td> <td>41146535</td> <td>[REDACTED]</td> <td>09/09/2020</td> <td>Rene Beiza</td> </tr> <tr> <td><input type="checkbox"/></td> <td>36735335</td> <td>[REDACTED]</td> <td>09/29/2020</td> <td>Rene Beiza</td> </tr> <tr> <td><input type="checkbox"/></td> <td>45026748</td> <td>[REDACTED]</td> <td>09/08/2020</td> <td>Rene Beiza</td> </tr> <tr> <td><input type="checkbox"/></td> <td>20714459</td> <td>[REDACTED]</td> <td>09/28/2020</td> <td>Rene Beiza</td> </tr> </tbody> </table>		Person ID	Candidate Name	Application Received	Assigned By	<input type="checkbox"/>	1905007	[REDACTED]	09/22/2020	Rene Beiza	<input type="checkbox"/>	41146535	[REDACTED]	09/09/2020	Rene Beiza	<input type="checkbox"/>	36735335	[REDACTED]	09/29/2020	Rene Beiza	<input type="checkbox"/>	45026748	[REDACTED]	09/08/2020	Rene Beiza	<input type="checkbox"/>	20714459	[REDACTED]	09/28/2020	Rene Beiza
	Person ID	Candidate Name	Application Received	Assigned By																											
<input type="checkbox"/>	1905007	[REDACTED]	09/22/2020	Rene Beiza																											
<input type="checkbox"/>	41146535	[REDACTED]	09/09/2020	Rene Beiza																											
<input type="checkbox"/>	36735335	[REDACTED]	09/29/2020	Rene Beiza																											
<input type="checkbox"/>	45026748	[REDACTED]	09/08/2020	Rene Beiza																											
<input type="checkbox"/>	20714459	[REDACTED]	09/28/2020	Rene Beiza																											

Review Application(s):

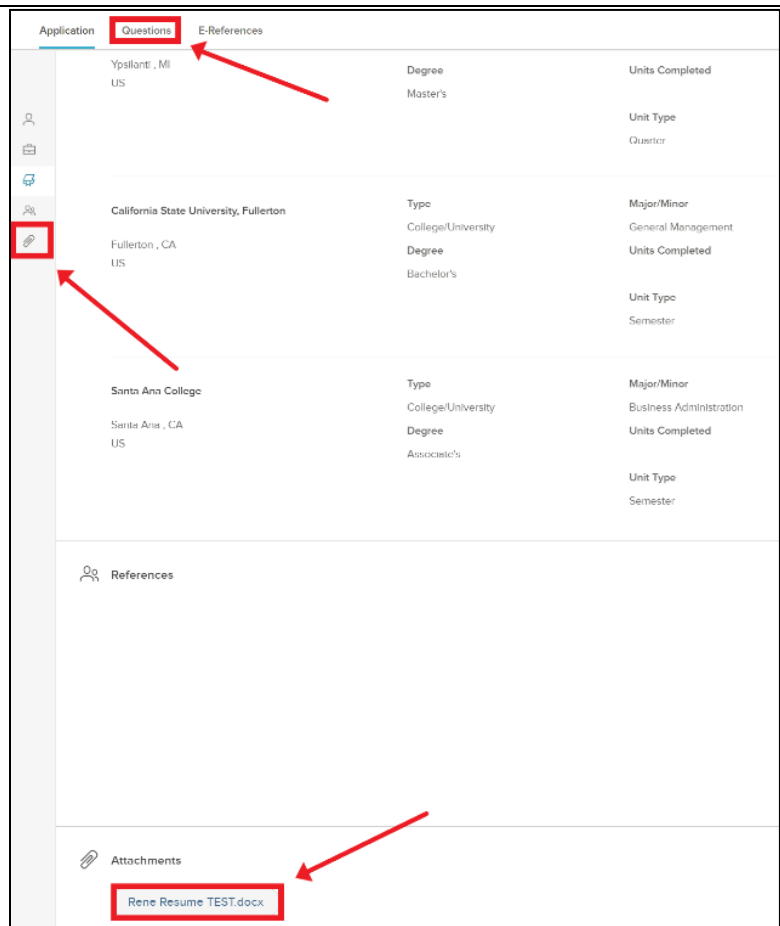
For Agency-Wide and Supplemental Questions

Click the **Questions tab** on the top of the screen below the applicant's name.

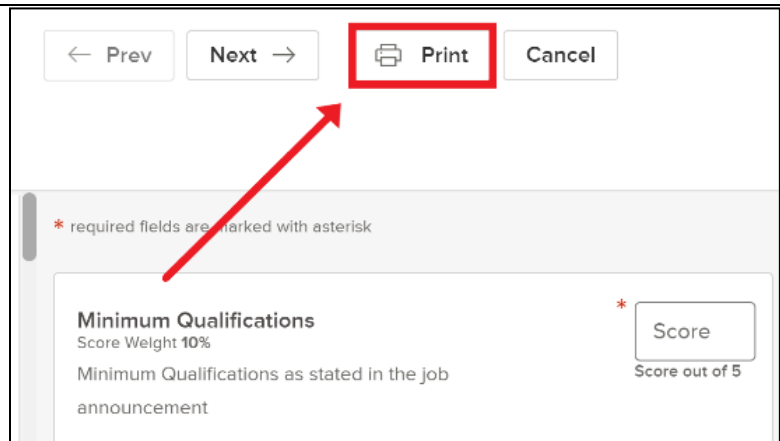
For Attachments

Click the **paperclip icon** in the left navigation bar OR

Scroll to the Attachments section at the bottom of the application screen and click on the Document Title.



If you wish to print any online application or supporting documents, click **Print** (top right corner).



Screening applications that MEET the minimum qualifications

Minimum Qualifications

If the applicant meets the MQs, enter = 1 in the Score Box.

Enter your SCREENING NOTES in the Comments Box for MQs.

Screening Criteria

3 = Strong candidate,
2 = Average candidate,
1 = Interesting candidate, need more information, or
0 = does not meet criteria or insufficient information.

Note: The rating scale may be defined differently based on each screening committee.

Enter your rating (0 – 3) in the Score Box.

Enter your SCREENING NOTES in the Comments Box for each criteria.

* required fields are marked with asterisk

Minimum Qualifications
Score Weight 20%

**If the applicant meets minimum qualifications, enter "1" continue rating the remaining criteria. Refer to Screening Instructions.

**If the applicant does not meet minimum qualifications, enter "0". Enter "0" for the remaining Criteria. Refer to Screening Instructions.

Minimum Qualifications as stated in the job announcement.

Applicant has a Master's Degree and 5 years of experience in HR.

Screening Criteria #1
Score Weight 16%

3 = Strong candidate,
2 = Average candidate,
1 = Interesting candidate, need more information, or
0 = does not meet criteria or insufficient information.

Experience in Human Resources at a community college district.

3 years of HR experience at RSCCD.

Score out of 3: 1

Score out of 3: 3

Screening applications that DO NOT MEET the minimum qualifications.

Minimum Qualifications

If the applicant does not meet the MQs, enter = 0 in the Score Box.

Enter your SCREENING NOTES why they don't meet the MQs in the Comments Box.

* required fields are marked with asterisk

Minimum Qualifications
Score Weight 20%

**If the applicant meets minimum qualifications, enter "1" continue rating the remaining criteria. Refer to Screening Instructions.

**If the applicant does not meet minimum qualifications, enter "0". Enter "0" for the remaining Criteria. Refer to Screening Instructions.

Minimum Qualifications as stated in the job announcement.

Applicant does not have a Master's Degree or 5 years of experience in HR.

Screening Criteria #1
Score Weight 16%

3 = Strong candidate,
2 = Average candidate,
1 = Interesting candidate, need more information, or
0 = does not meet criteria or insufficient information.

Experience in Human Resources at a community college district.

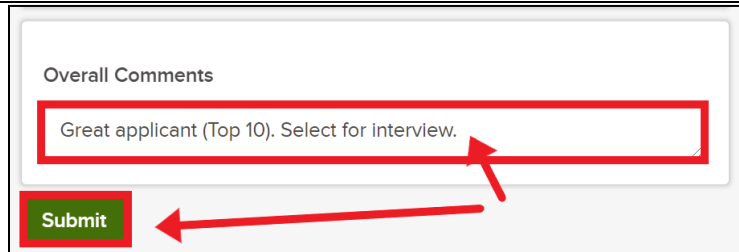
Write a comment...

Score out of 3: 0

Score out of 3: 0

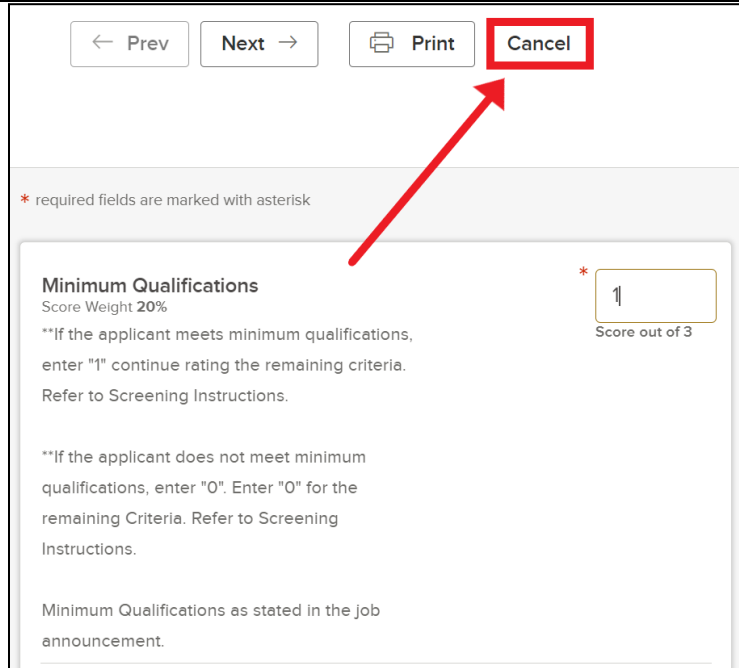
Enter your comments in the Overall Comments Box and click **Submit**.

The next application will display. Repeat the screening process for the rest of the applicants.

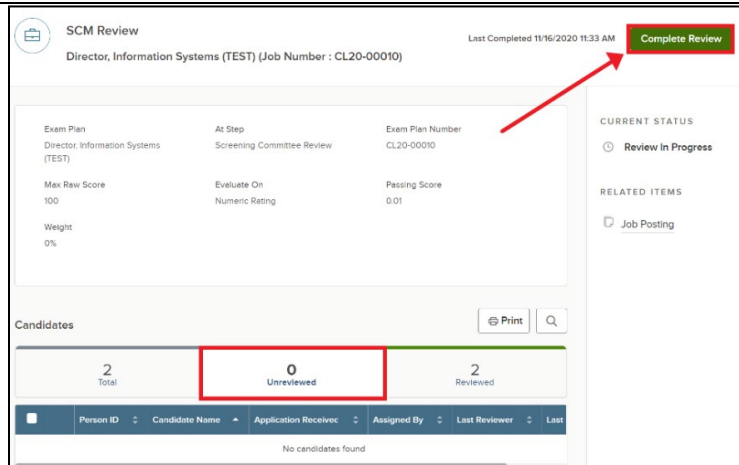


When you have reviewed and rated the last application, the Next button will no longer be available, indicating that the last application has been rated.

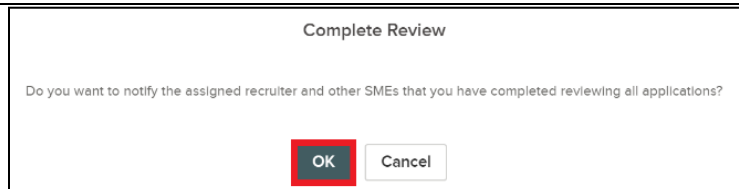
Click **Cancel** to return to the SCM Review home page.



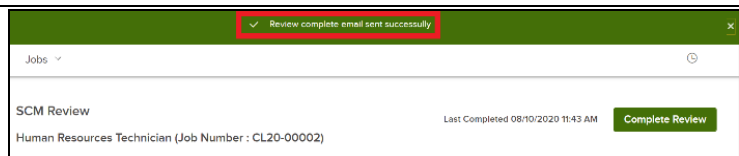
Once the review is complete (0 unreviewed applications), click **Complete Review**.



Click **OK** to notify Recruitment/Talent about your completed review.



Confirmation message Review complete email sent successfully will be generated from OHC to Recruitment and the rest of the committee members.



VI. Screening Committee Deliberation

The Screening Committee will meet as a group and attempt to reach a consensus regarding the selection of candidates to invite for an interview. Based on the SCMs consensus, the Chair/Co-Chair will update the status of each candidate to either Selected for Interview OR Not-Selected for Interview in the NEOED Online Hiring Center.

STEPS	SCREENSHOT																								
<p>In your "Dashboard" home screen, go to My Tasks and click the Requisition Title pending your screening review. You can also click on Tasks (left column) to locate the requisition.</p>																									
<p>Click the name of the first applicant to start the Screening Deliberation process.</p>	 <table border="1" data-bbox="743 1297 1466 1675"> <thead> <tr> <th>Person ID</th> <th>Candidate Name</th> <th>Application Received</th> <th>Assigned By</th> </tr> </thead> <tbody> <tr> <td>1905007</td> <td>[REDACTED]</td> <td>09/22/2020</td> <td>Rene Beiza</td> </tr> <tr> <td>41146535</td> <td>[REDACTED]</td> <td>09/09/2020</td> <td>Rene Beiza</td> </tr> <tr> <td>36735335</td> <td>[REDACTED]</td> <td>09/29/2020</td> <td>Rene Beiza</td> </tr> <tr> <td>45026748</td> <td>[REDACTED]</td> <td>09/08/2020</td> <td>Rene Beiza</td> </tr> <tr> <td>20714459</td> <td>[REDACTED]</td> <td>09/28/2020</td> <td>Rene Beiza</td> </tr> </tbody> </table>	Person ID	Candidate Name	Application Received	Assigned By	1905007	[REDACTED]	09/22/2020	Rene Beiza	41146535	[REDACTED]	09/09/2020	Rene Beiza	36735335	[REDACTED]	09/29/2020	Rene Beiza	45026748	[REDACTED]	09/08/2020	Rene Beiza	20714459	[REDACTED]	09/28/2020	Rene Beiza
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20714459	[REDACTED]	09/28/2020	Rene Beiza																						

Review Application(s) if needed:

For Agency-Wide and Supplemental Questions

Click the **Questions tab** on the top of the screen below the applicant's name.

For Attachments

Click the **paperclip icon** in the left navigation bar OR scroll to the **Attachments Section** at the bottom of the application screen and click on the Document Title.

Application	Questions	E-References
Ypsilanti, MI US	Degree Master's	Units Completed
California State University, Fullerton Fullerton, CA US	Type College/University Degree Bachelor's	Unit Type Quarter Major/Minor General Management Units Completed Unit Type Semester
Santa Ana College Santa Ana, CA US	Type College/University Degree Associate's	Major/Minor Business Administration Units Completed Unit Type Semester

References

Attachments
Rene Resume TEST.docx

Chair/Co-Chair ONLY

Pass – Selected for Interview

If the candidate is selected for an interview, click **Pass**.

Enter Selected for Interview in the Overall Comments box, then click **Submit**.

The next candidate will automatically populate.

← Prev Next → Print Cancel

* required fields are marked with asterisk

Your score * Pass Fail Other

Overall Comments

Selected for Interview

Submit

Chair/Co-Chair ONLY

Fail – Not Selected for Interview
If the candidate is not selected for interview, click **Fail**.

Click the **Inactivation Reason field's drop-down menu** and select Not-Selected for Interview.

Enter **Reason for Non-Selection** in the Overall Comments box.

Please note that Recruitment will not process the deliberation results if at least one job announcement-related deficiency is entered for each applicant not moving forward to the interviews, then click **Submit**.

The next candidate will automatically populate.

The screenshot shows a navigation bar with 'Prev', 'Next', 'Print', and 'Cancel' buttons. Below it, a note states '* required fields are marked with asterisk'. The 'Your score' section has three buttons: 'Pass', 'Fail', and 'Other'. The 'Fail' button is highlighted with a red box. The 'Inactivation Reason' dropdown menu is open, showing 'Not Selected for Interview' as the selected option, also highlighted with a red box. The 'Overall Comments' text area contains the text: 'Did not meet minimum qualifications OR Did not meet screening criteria #1, 2 and 4'. A 'Submit' button is at the bottom. A red arrow points from the 'Fail' button to the dropdown menu.

When you have reviewed and rated the last application, the Next button will no longer be available, indicating that the last application has been rated.

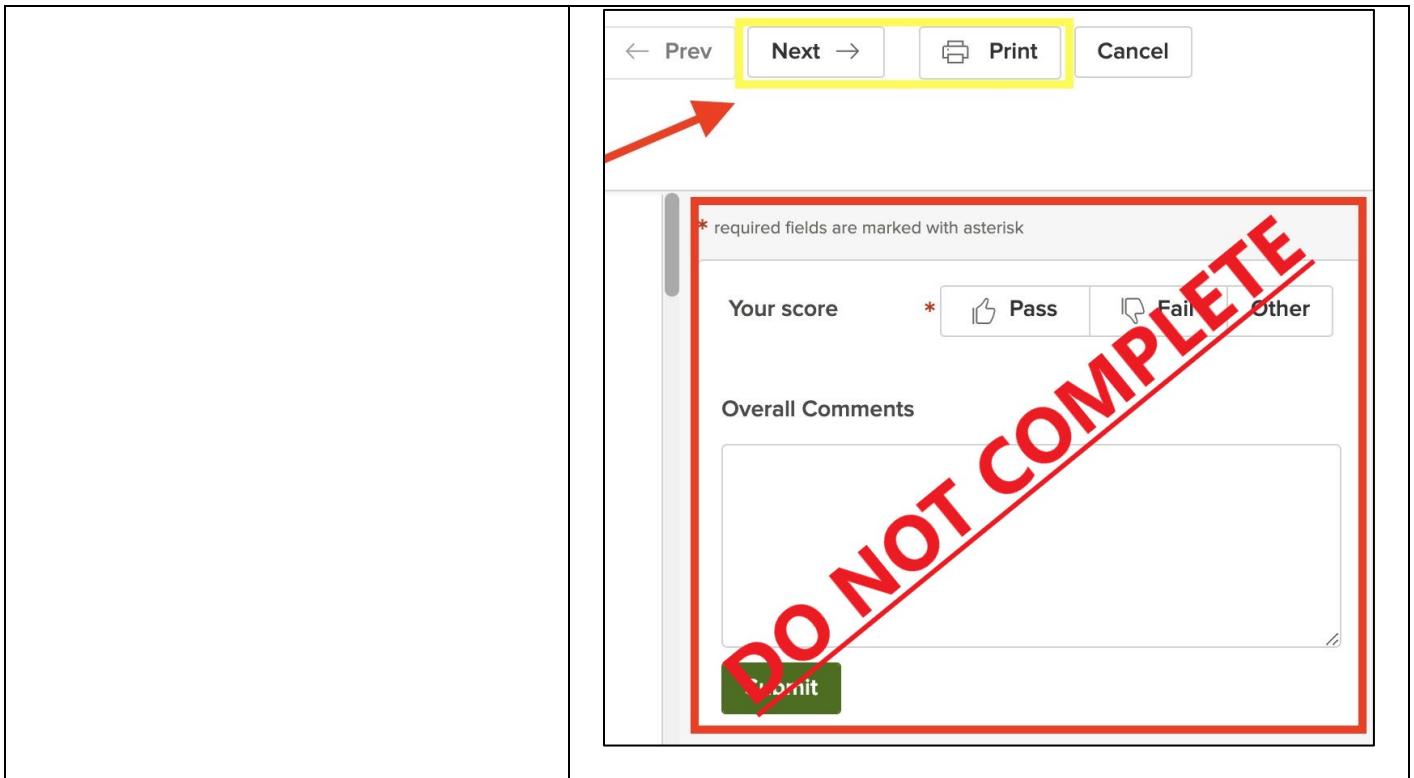
Click **Cancel** to return to the SCM Review home page.

The screenshot shows the same navigation bar as above. The 'Cancel' button is highlighted with a red box. The 'Your score' section has three buttons: 'Pass', 'Fail', and 'Other'. The 'Pass' button is highlighted with a green box. The 'Overall Comments' text area contains the text: 'Selected for Interview'. A 'Submit' button is at the bottom. A red arrow points from the 'Pass' button to the 'Cancel' button.

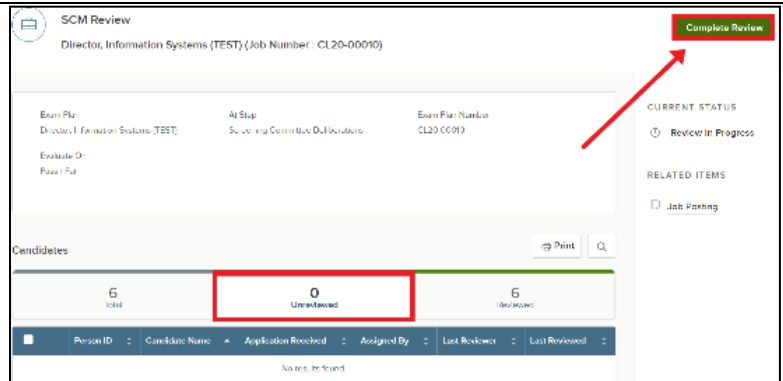
Committee Member

Please note that the system will not allow you to select "Pass or Fail" and will only view the applications.

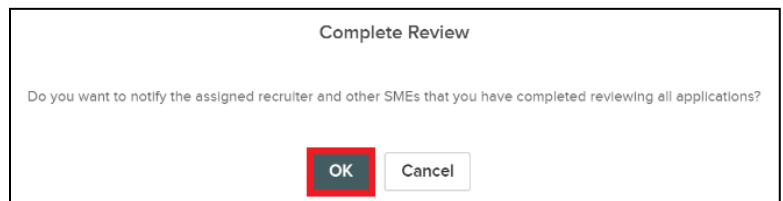
Click **Next** to view the next application.



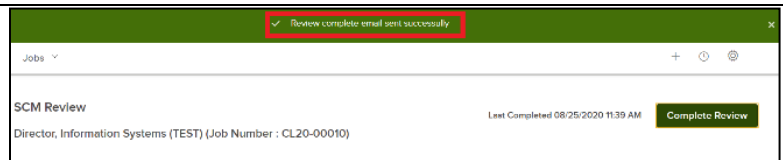
Once the review is complete (0 unreviewed applications), click **Complete Review**.



Click **OK** to Recruitment and other SCMs you have completed reviewing all applications.

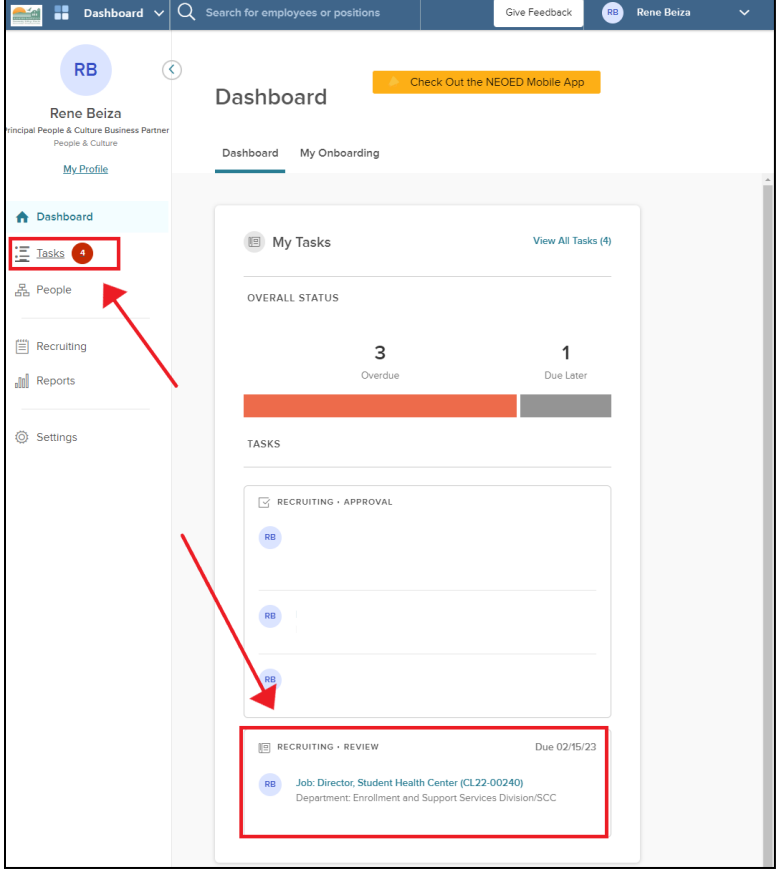
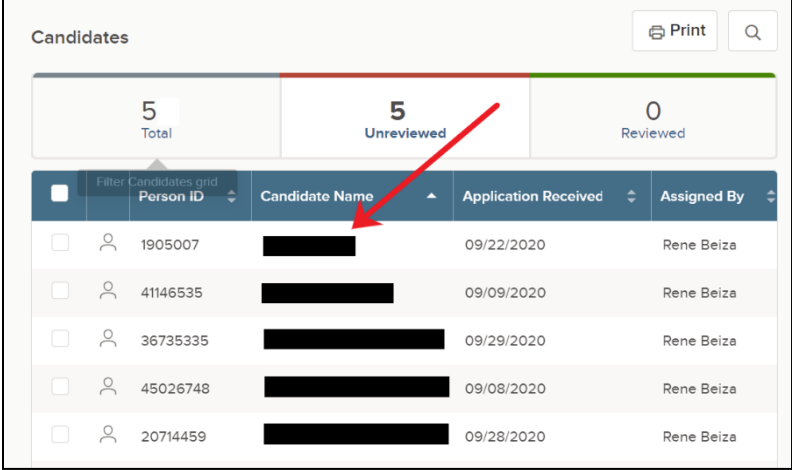


Confirmation message Review complete email sent successfully will display, and an email notification will be automatically generated from OHC to Recruitment and all committee members.



VII. Screening Committee Interviews

The Screening Committee will meet as a group to reach a consensus regarding selecting candidates to be finalists. The Chair/Co-Chair will update the status of each candidate to either Finalist OR Finalist, Not-Selected in the NEOED Online Hiring Center.

STEPS	SCREENSHOT																								
<p>In your "Dashboard" home screen, go to My Tasks and click the Requisition Title pending your screening review. You can also click on Tasks (left column) to locate the requisition.</p>																									
<p>Click the name of the first applicant to start the Selecting Finalist process.</p>	 <table border="1"> <thead> <tr> <th>Person ID</th> <th>Candidate Name</th> <th>Application Received</th> <th>Assigned By</th> </tr> </thead> <tbody> <tr> <td>1905007</td> <td>[REDACTED]</td> <td>09/22/2020</td> <td>Rene Beiza</td> </tr> <tr> <td>41146535</td> <td>[REDACTED]</td> <td>09/09/2020</td> <td>Rene Beiza</td> </tr> <tr> <td>36735335</td> <td>[REDACTED]</td> <td>09/29/2020</td> <td>Rene Beiza</td> </tr> <tr> <td>45026748</td> <td>[REDACTED]</td> <td>09/08/2020</td> <td>Rene Beiza</td> </tr> <tr> <td>20714459</td> <td>[REDACTED]</td> <td>09/28/2020</td> <td>Rene Beiza</td> </tr> </tbody> </table>	Person ID	Candidate Name	Application Received	Assigned By	1905007	[REDACTED]	09/22/2020	Rene Beiza	41146535	[REDACTED]	09/09/2020	Rene Beiza	36735335	[REDACTED]	09/29/2020	Rene Beiza	45026748	[REDACTED]	09/08/2020	Rene Beiza	20714459	[REDACTED]	09/28/2020	Rene Beiza
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45026748	[REDACTED]	09/08/2020	Rene Beiza																						
20714459	[REDACTED]	09/28/2020	Rene Beiza																						

Pass – Finalist *

If the candidate is a Finalist, click **Pass**. Enter comments in the Overall Comments box, then click **Submit**.

The next candidate will automatically populate.

← Prev Next → Print Cancel

* required fields are marked with asterisk

Your score * Pass Fail Other

Overall Comments

Finalist

Submit

Fail – Interviewed, Not Finalist *

If the candidate is NOT a finalist, click **Fail**.

Click the **Inactivation Reason field's drop-down menu** and select Interviewed, Not Finalist.

Enter **Reason for Non-Selection** in the Overall Comments box (see samples below), then click **Submit**.

Examples: Lack of clear, detailed responses to questions # 1, 2, 5, and 8. Knowledge and experience not demonstrated as strong as other candidates.

The next candidate will automatically populate.

← Prev Next → Print Cancel

* required fields are marked with asterisk

Your score * Pass Fail Other

Inactivation Reason *

Interviewed, Not Finalist

Overall Comments

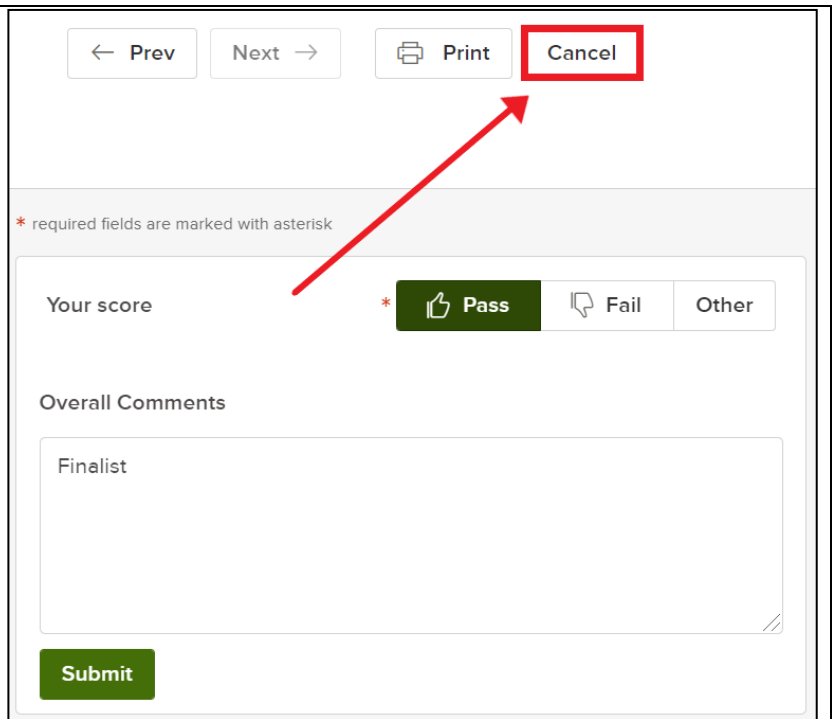
Lack of clear detailed response to questions # 1, 2, 5, and 8.

Submit

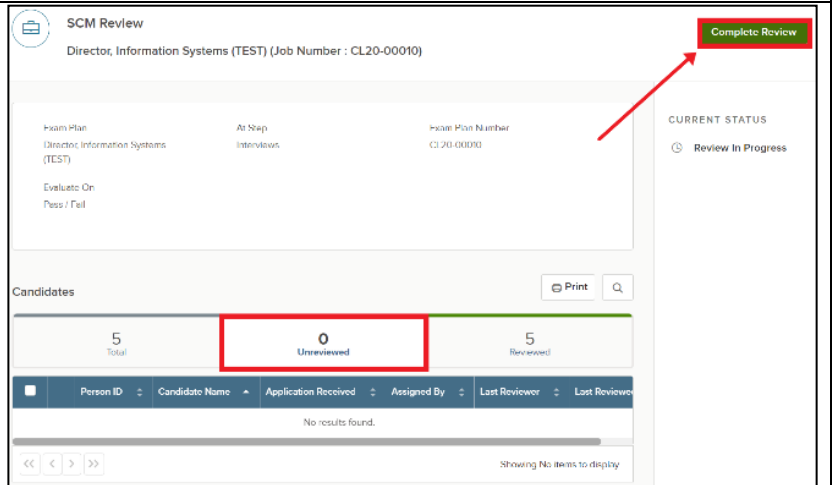
When you have rated the last application, the Next button will no longer be available which indicates that the last application has been rated.

Click **Cancel** to return to the SCM Review home page.

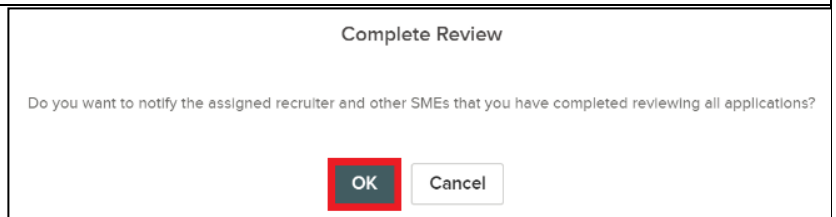
If the Cancel option is not displayed, it may be blocked by a green bar that reads: Rating Saved Successfully. Close out the green bar at top right corner and the Cancel button will display. Click **Cancel** to return to the SCM Review home page.



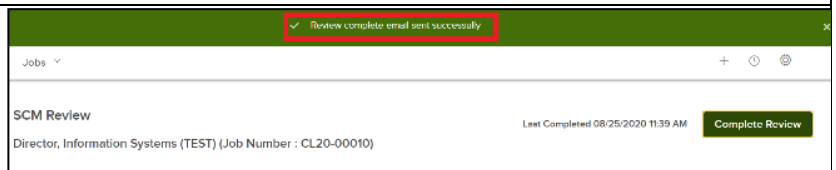
Once the review is complete (0 unreviewed applications), click **Complete Review**.



Click **OK** to notify Recruitment about your completed review.

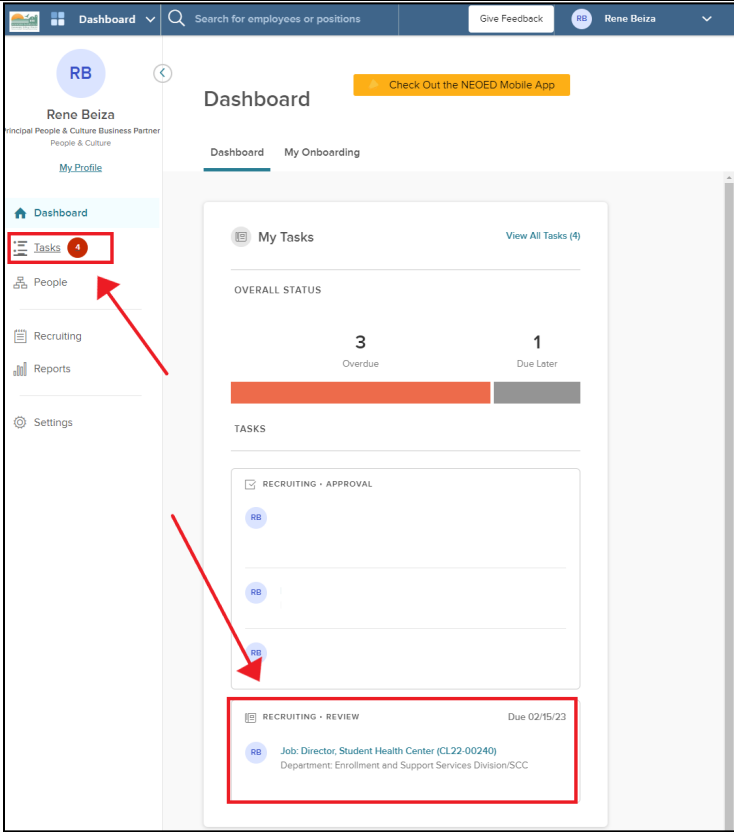
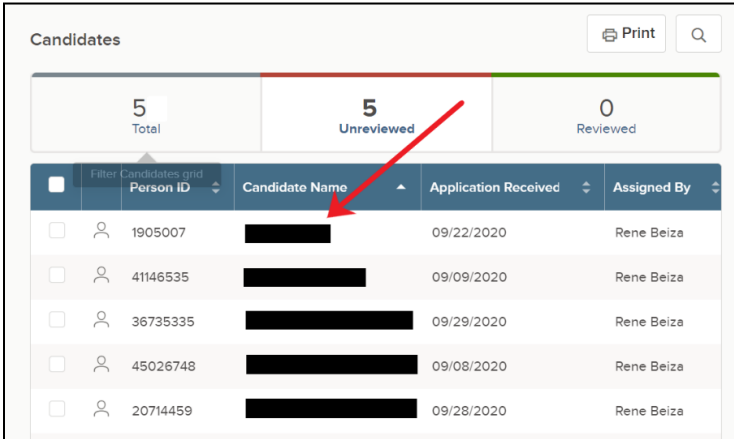


Confirmation message Review complete email sent successfully will generated from OHC to Recruitment and to the rest of the committee members.



VIII. Selecting Finalist for Position

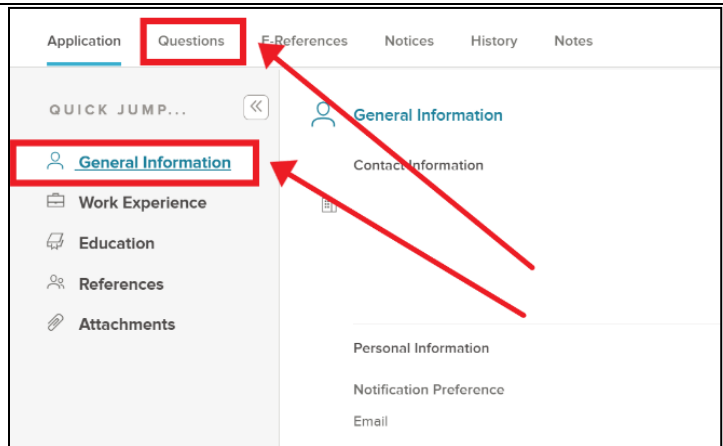
The final interview may include other administrators or a screening committee representative at the hiring administrator's discretion. The Division/Department will contact the candidates and schedule the final interview.

STEPS	SCREENSHOT																																										
<p>In your "Dashboard" home screen, go to My Tasks and click the Requisition Title pending your screening review. You can also click Tasks (left column) to locate the requisition.</p>	 <p>The screenshot shows a user dashboard for Rene Beiza. On the left sidebar, the 'Tasks' menu item is highlighted with a red box and a red arrow. In the main content area, under 'My Tasks', there is a section for 'RECRUITING - APPROVAL' and a task for 'RECRUITING - REVIEW' due on 02/15/23. This task is highlighted with a red box, and a red arrow points to it from the 'Tasks' menu item.</p>																																										
<p>Click the name of the first applicant to start the Selecting Finalist process.</p> <p>Required Actions: Pass = Selected for Position* Fail = Finalist - Not Selected</p>	 <p>The screenshot shows a 'Candidates' list with 5 total candidates, 5 unreviewed, and 0 reviewed. The first candidate's name is highlighted with a red box and a red arrow. The table below contains the data from the screenshot.</p> <table border="1" data-bbox="760 1354 1446 1612"> <thead> <tr> <th></th> <th>Filter</th> <th>Candidates grid</th> <th>Person ID</th> <th>Candidate Name</th> <th>Application Received</th> <th>Assigned By</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>1905007</td> <td>[REDACTED]</td> <td>09/22/2020</td> <td>Rene Beiza</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>41146535</td> <td>[REDACTED]</td> <td>09/09/2020</td> <td>Rene Beiza</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>36735335</td> <td>[REDACTED]</td> <td>09/29/2020</td> <td>Rene Beiza</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>45026748</td> <td>[REDACTED]</td> <td>09/08/2020</td> <td>Rene Beiza</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>20714459</td> <td>[REDACTED]</td> <td>09/28/2020</td> <td>Rene Beiza</td> </tr> </tbody> </table>		Filter	Candidates grid	Person ID	Candidate Name	Application Received	Assigned By	<input type="checkbox"/>			1905007	[REDACTED]	09/22/2020	Rene Beiza	<input type="checkbox"/>			41146535	[REDACTED]	09/09/2020	Rene Beiza	<input type="checkbox"/>			36735335	[REDACTED]	09/29/2020	Rene Beiza	<input type="checkbox"/>			45026748	[REDACTED]	09/08/2020	Rene Beiza	<input type="checkbox"/>			20714459	[REDACTED]	09/28/2020	Rene Beiza
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<input type="checkbox"/>			20714459	[REDACTED]	09/28/2020	Rene Beiza																																					

Reviewing Application(s):
Click General Information, Work Experience, Education, etc., in the left navigation bar.

For Agency-Wide/Supplemental Questions

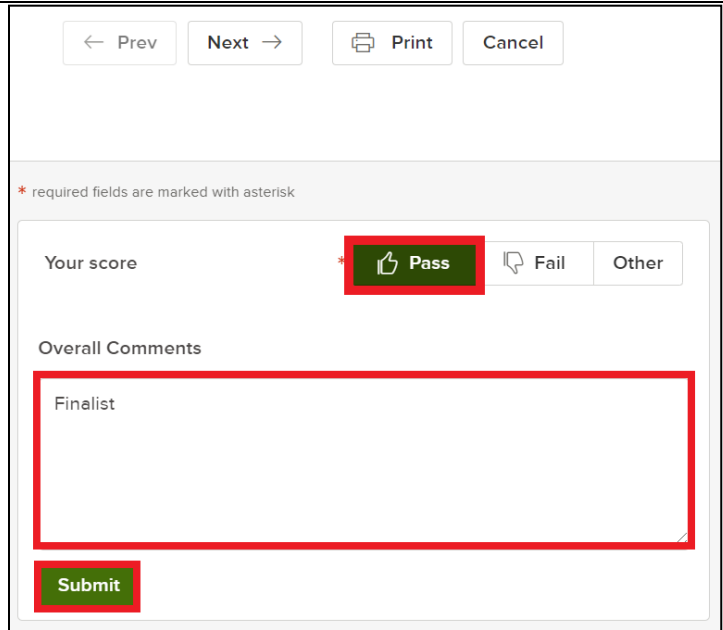
Click on the Questions tab located on the top of the screen below the applicant's name.



Finalist – Selected for Position *

If the candidate is selected for the position, click **Pass**, then click **Submit**.

The next candidate will automatically populate.



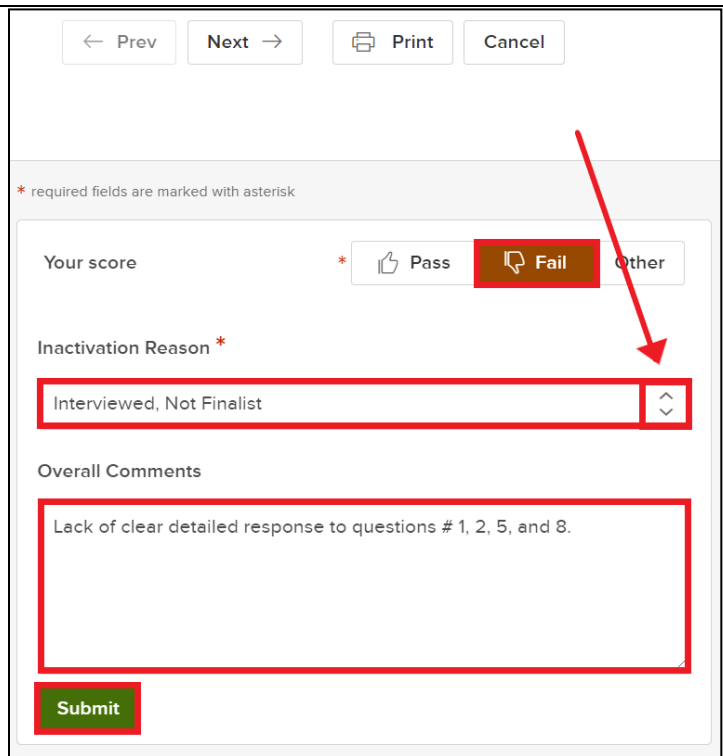
Finalist - Not Selected *

If the candidate is NOT selected for the position, click **Fail**.

Click the **Inactivation Reason field's drop-down menu** and select Finalist – Not Selected.

Enter **Reason for Non-Selection** in the Overall Comments box (see samples below), then click **Submit**.

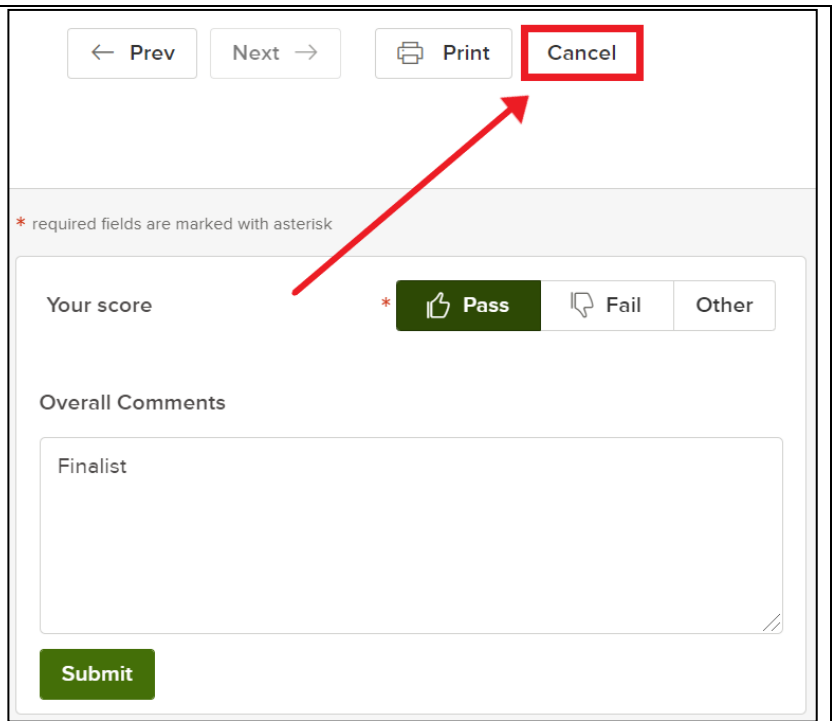
The next candidate will automatically populate.



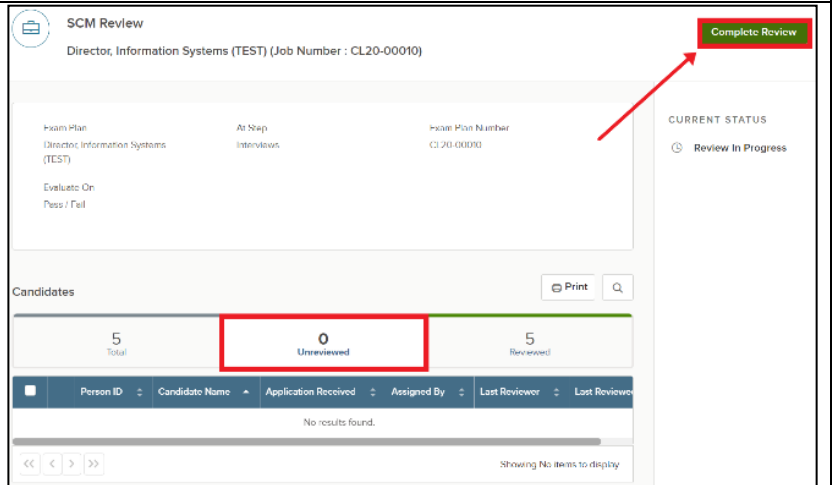
When you have rated the last application, the Next button will no longer be available which indicates that the last application has been rated.

Click **Cancel** to return to the SCM Review home page.

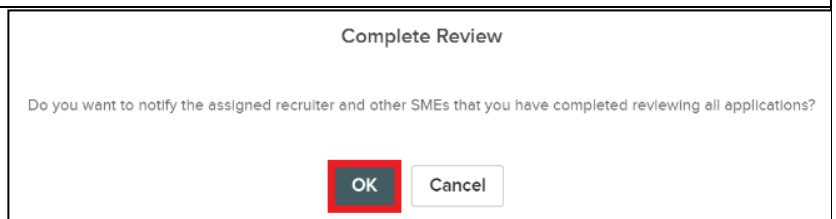
If the Cancel option is not displayed, it may be blocked by a green bar that reads: Rating Saved Successfully. Close out the green bar at top right corner and the Cancel button will display. Click **Cancel** to return to the SCM Review home page.



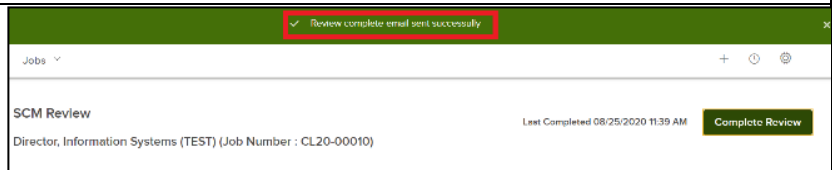
Once the review is complete (0 unreviewed applications), click **Complete Review**.



Click **OK** to notify Recruitment about your completed review.

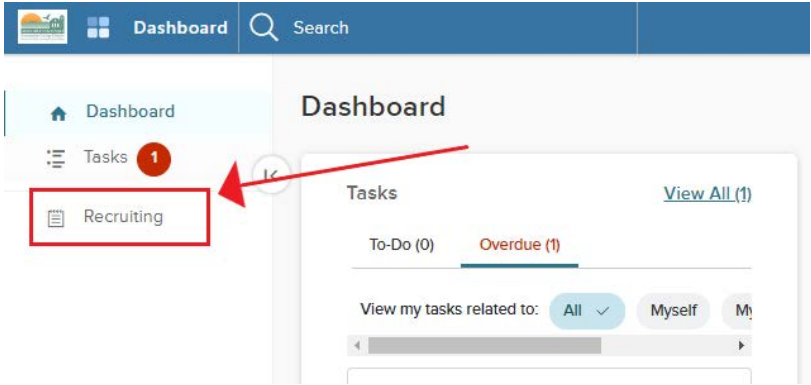

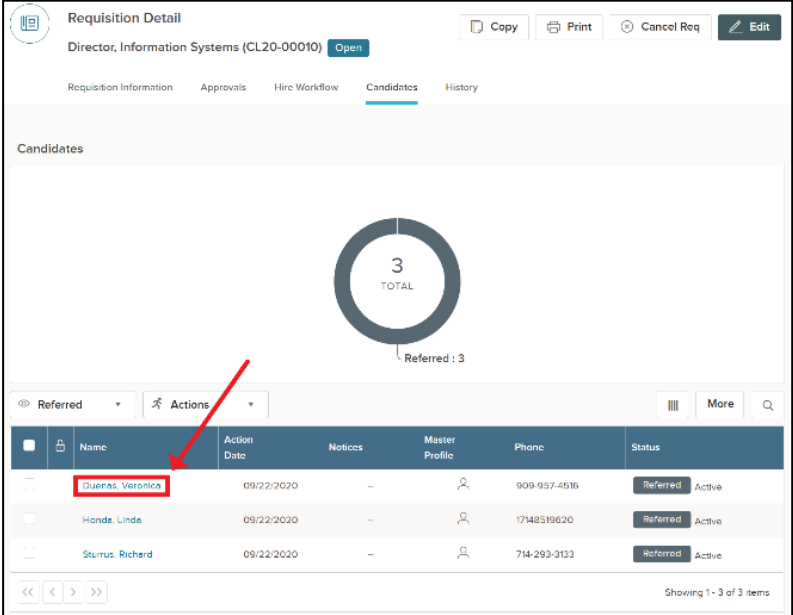


Confirmation message Review complete email sent successfully will generated from OHC to Recruitment and to the rest of the committee members.



IX. Part-Time Faculty Hiring Process

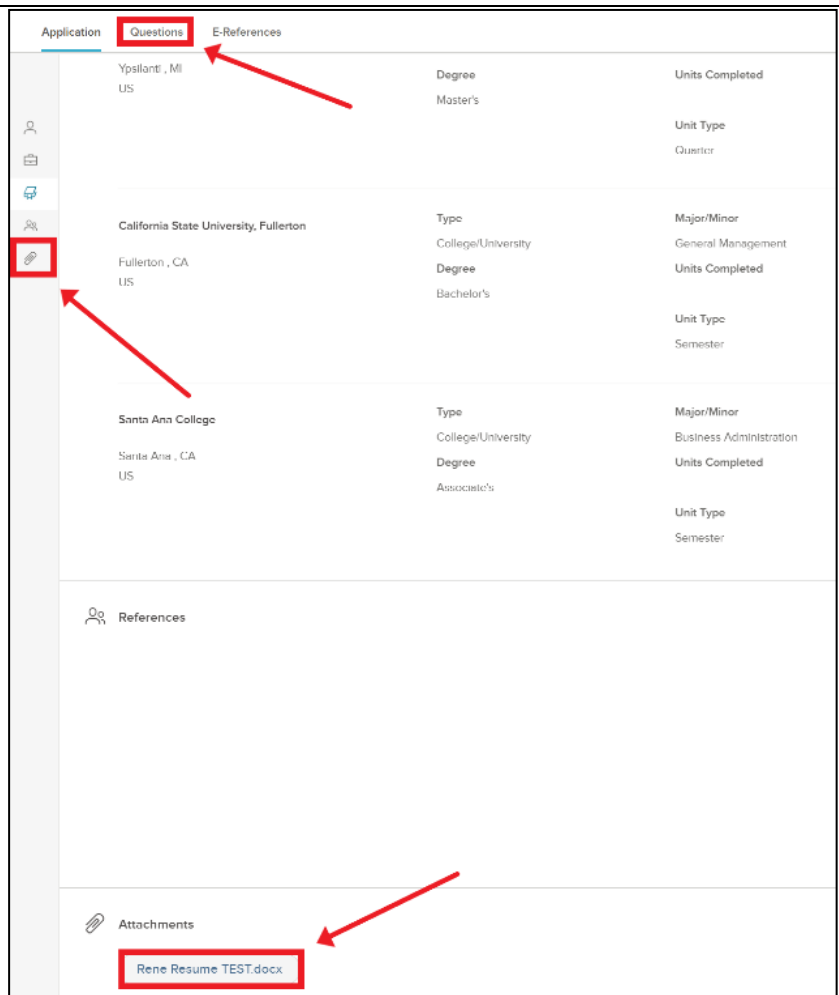
The Division/Department is responsible for contacting the applicants and scheduling interviews. The division administrator will identify the selected candidate in NEOED and offer the assignment to part-time faculty new hire(s). The administrator will submit the online application with attachments, complete the Part-time Faculty/Administrator Referral Form with appropriate administrator signatures, and contact the Part-Time Faculty Desk at Part-Time_Faculty@rscdd.edu to inform them of the candidate referred.

STEPS	SCREENSHOT																												
<p>In your "Dashboard" home screen, click Recruiting.</p>																													
<p>Go to the My Candidates section located under My Requisition and click the Requisition Title.</p>																													
<p>On the Requisition Detail screen, click the name of the first applicant.</p>	 <table border="1" data-bbox="667 1608 1455 1793"> <thead> <tr> <th></th> <th>Name</th> <th>Action Date</th> <th>Notices</th> <th>Master Profile</th> <th>Phone</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td></td> <td>Duenas, Veronica</td> <td>09/22/2020</td> <td>-</td> <td></td> <td>909-937-4516</td> <td>Referred Active</td> </tr> <tr> <td></td> <td>Honda, Linde</td> <td>09/22/2020</td> <td>-</td> <td></td> <td>1748519620</td> <td>Referred Active</td> </tr> <tr> <td></td> <td>Sturms, Richard</td> <td>09/22/2020</td> <td>-</td> <td></td> <td>714-293-3123</td> <td>Referred Active</td> </tr> </tbody> </table>		Name	Action Date	Notices	Master Profile	Phone	Status		Duenas, Veronica	09/22/2020	-		909-937-4516	Referred Active		Honda, Linde	09/22/2020	-		1748519620	Referred Active		Sturms, Richard	09/22/2020	-		714-293-3123	Referred Active
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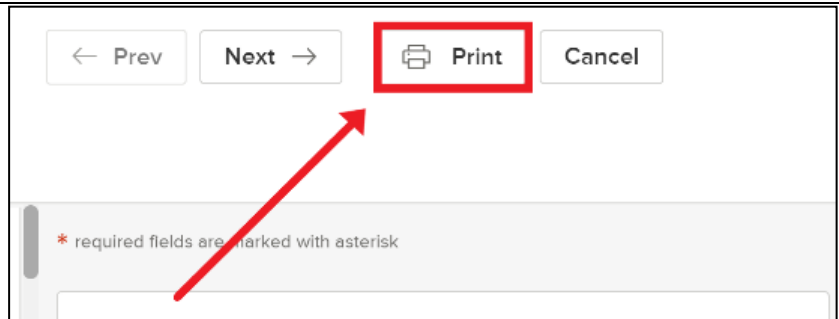
Review Application(s):

For Agency-Wide and Supplemental Questions
Click on the **Questions tab** on the top of the screen below the applicant's name.

For Attachments
Click on the **paperclip icon** in the left navigation bar OR
Scroll to the Attachments section at the bottom of the application screen and click on the **Document Title**.



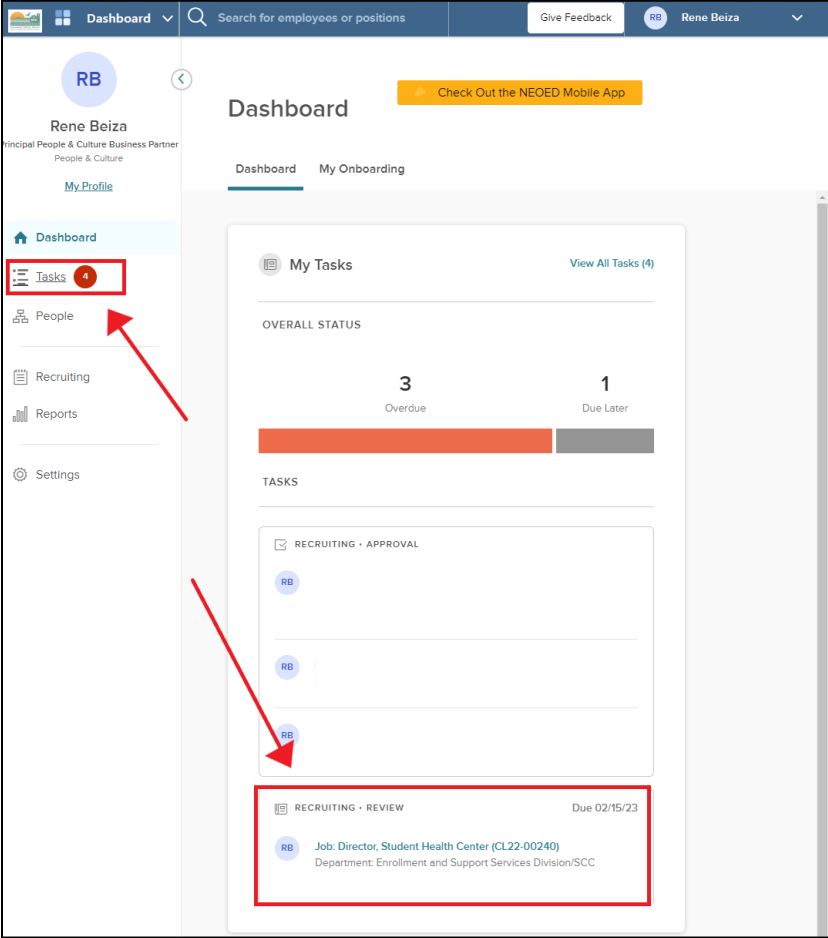
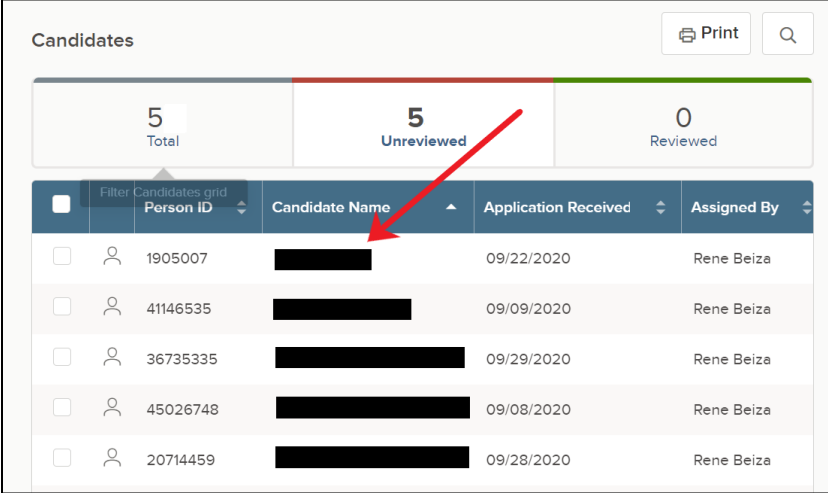
If you wish to print any online application or documents, click **Print** (top right corner).



To exit the review process, click **Cancel**.



X. Equivalency Committee Screening Review

STEPS	SCREENSHOT																														
<p>In your "Dashboard" home screen, go to My Tasks and click the Requisition Title pending your screening review. You can also click on Tasks (left column) to locate the requisition.</p>	 <p>The screenshot shows the user's dashboard for Rene Beiza. On the left sidebar, the 'Tasks' menu item is highlighted with a red box and a red arrow. The main content area shows 'My Tasks' with an overall status of 3 Overdue and 1 Due Later. A task card for 'RECRUITING - REVIEW' is highlighted with a red box, with a red arrow pointing to it from the 'Tasks' menu. The task details include 'Job: Director, Student Health Center (CL22-00240)' and 'Department: Enrollment and Support Services Division/SCC'.</p>																														
<p>Click the name of the first applicant to start the equivalency review process.</p> <p>Required Actions: Pass = Equivalency Granted Fail = Denied Equivalencies *</p>	 <p>The screenshot shows the 'Candidates' page with a summary of 5 Total, 5 Unreviewed, and 0 Reviewed candidates. Below is a table of candidates:</p> <table border="1" data-bbox="683 1213 1463 1612"> <thead> <tr> <th></th> <th>Filter Candidates and Person ID</th> <th>Candidate Name</th> <th>Application Received</th> <th>Assigned By</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1905007</td> <td>[REDACTED]</td> <td>09/22/2020</td> <td>Rene Beiza</td> </tr> <tr> <td><input type="checkbox"/></td> <td>41146535</td> <td>[REDACTED]</td> <td>09/09/2020</td> <td>Rene Beiza</td> </tr> <tr> <td><input type="checkbox"/></td> <td>36735335</td> <td>[REDACTED]</td> <td>09/29/2020</td> <td>Rene Beiza</td> </tr> <tr> <td><input type="checkbox"/></td> <td>45026748</td> <td>[REDACTED]</td> <td>09/08/2020</td> <td>Rene Beiza</td> </tr> <tr> <td><input type="checkbox"/></td> <td>20714459</td> <td>[REDACTED]</td> <td>09/28/2020</td> <td>Rene Beiza</td> </tr> </tbody> </table>		Filter Candidates and Person ID	Candidate Name	Application Received	Assigned By	<input type="checkbox"/>	1905007	[REDACTED]	09/22/2020	Rene Beiza	<input type="checkbox"/>	41146535	[REDACTED]	09/09/2020	Rene Beiza	<input type="checkbox"/>	36735335	[REDACTED]	09/29/2020	Rene Beiza	<input type="checkbox"/>	45026748	[REDACTED]	09/08/2020	Rene Beiza	<input type="checkbox"/>	20714459	[REDACTED]	09/28/2020	Rene Beiza
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Click on the **paperclip icon** in the left navigation bar OR
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Application	Questions	E-References
Ypsilanti, MI US	Degree Master's	Units Completed
California State University, Fullerton Fullerton, CA US	Type College/University Degree Bachelor's	Unit Type Quarter Major/Minor General Management Units Completed
Santa Ana College Santa Ana, CA US	Type College/University Degree Associate's	Unit Type Semester Major/Minor Business Administration Units Completed

References

Attachments
Rene Resume TEST.docx

Pass – Equivalency Granted
Click "**Pass.**" Enter "equivalency granted" in the Overall Comments box, and click **Submit**.

The next candidate will automatically populate.

← Prev Next → Print Cancel

* required fields are marked with asterisk

Your score * **Pass** Fail Other

Overall Comments

Equivalency Granted

Submit

Fail – Equivalency Denied

Click **Fail**.

Click the **Inactivation Reason** field's drop-down menu and select **"Denied Equivalency."**

Click **Submit**.

The next candidate will automatically populate.

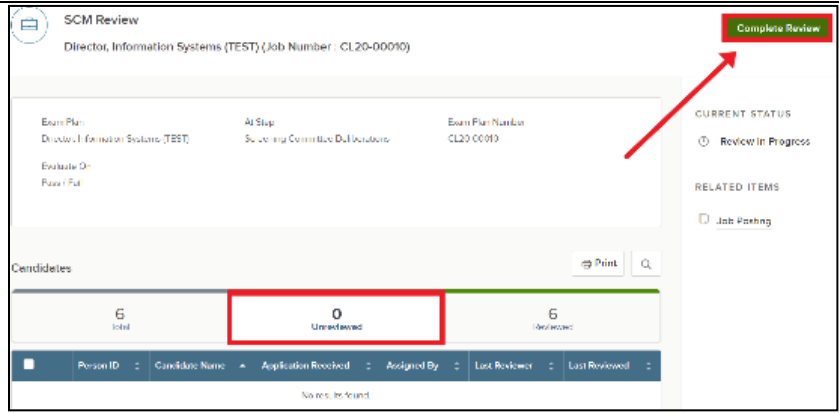
This screenshot shows the application review interface. At the top, there are navigation buttons: 'Prev', 'Next', 'Print', and 'Cancel'. Below this is a header with the text '* required fields are marked with asterisk'. The 'Your score' section has three buttons: 'Pass', 'Fail', and 'Other'. The 'Fail' button is highlighted in red. Below the score buttons is the 'Inactivation Reason' field, which is a dropdown menu with 'Denied Equivalencies' selected. This dropdown is also highlighted with a red border. Below the dropdown is a large text area for 'Overall Comments'. At the bottom left, there is a green 'Submit' button. A red arrow points from the 'Fail' button to the 'Inactivation Reason' dropdown.

When you have reviewed the last application, the Next button will no longer be available, indicating that the previous application has been rated.

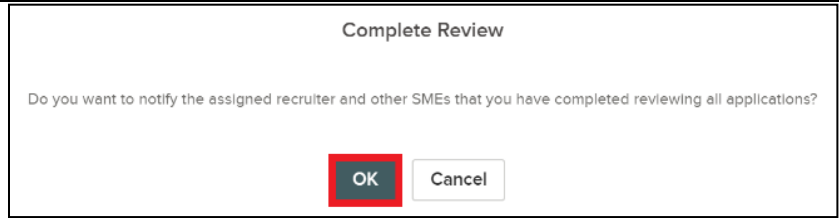
Click **Cancel** to return to the SCM Review home page.

This screenshot shows the application review interface. At the top, there are navigation buttons: 'Prev', 'Next', 'Print', and 'Cancel'. The 'Cancel' button is highlighted with a red border. Below this is a header with the text '* required fields are marked with asterisk'. The 'Your score' section has three buttons: 'Pass', 'Fail', and 'Other'. The 'Pass' button is highlighted in green. Below the score buttons is the 'Overall Comments' field, which is a large text area. At the bottom left, there is a green 'Submit' button. A red arrow points from the 'Pass' button to the 'Cancel' button.

Once the review is complete (0 unreviewed applications), click **Complete Review**.



Click **OK** to notify Recruitment and other equivalency committee members that you have completed reviewing all applications.



Confirmation message Review complete email sent successfully will display, and an email notification will be automatically generated from OHC to the Recruitment team.

