

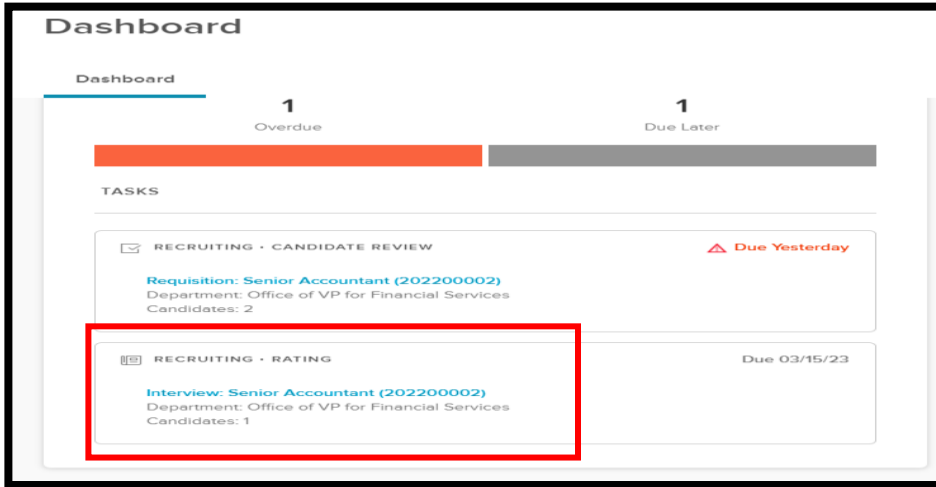


**NEOED Online Hiring Center
(OHC) User Guide**

Rater/Search Committee

Rate a Candidate After the Interview

- From your Dashboard, click the correct position under the Recruiting – Rating section.



- The below screen will open. Click the Unreviewed tab to view eligible candidates. Click on the candidate’s name to rate each individual.

Interview
Chief Information Officer (Requisition Number : 202200004)

Requisition Chief Information Officer	Requisition Number 202200004	At Step Interview
Evaluate Using Star Rating	Scale 5 stars	Passing Score ★★★★☆ 3 stars

Candidates Print Search

4 Total	4 Unreviewed	0 Reviewed
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<input type="checkbox"/>	Person ID	Candidate Name	Last Reviewer	Last Reviewed	Interview Date	My Score
<input type="checkbox"/>	53031147	Candidate 1			03/21/2023 3:15 PM - 4:00 PM	--
<input type="checkbox"/>	52761551	Candidate 2			03/17/2023 3:45 PM - 4:30 PM	--
<input type="checkbox"/>	53030641	Candidate 3			03/21/2023 4:00 PM - 4:45 PM	--
<input type="checkbox"/>	53030996	Candidate 4			03/20/2023 3:45 PM - 4:30 PM	--

- This opens the candidate's application and your ability to Rate. The rating criteria appears on the right side of screen.

Brinkman, Lisa
Person ID: 52177969

Application Questions

Personal Information

Notification Preference

Email

Preferences

What type of job are you looking for?
Regular

What type of work will you accept?
Full Time

What shifts are you available to work?
Day

Work Experience

Education

* required fields are marked with asterisk

Credentials * Ⓞ ★★★★★
Meets the Credential Requirement for the position

Write a comment...

OTHER RATERS

Work Experience * Ⓞ ★★★★★
Meets the Work Experience Requirement for Three Years or More

Write a comment...

- Enter your comments and star ratings. If you do not want to display the comments, select Hide Comments. Click **SUBMIT**.
- A summary of your ratings will appear. The overall ratings will now populate in the My Score column for each candidate that was rated.

Requisition	Senior Accountant	Requisition Number	202200002	At Step	Interview	Passing Score	★★★★★ 3 stars
Evaluate Using	Star Rating	Scale	5 stars				

Candidates Print Search

1 Total	0 Unreviewed	1 Reviewed
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Person ID	Candidate Name	Last Reviewer	Last Reviewed	Interview Date	My Score
52177969	Brinkman, Lisa M	Conya Wampler	03/08/2023	03/08/2023 9:00 AM - 9:30 AM	★★★★★ 4.33

Showing 1 - 1 of 1 Items