



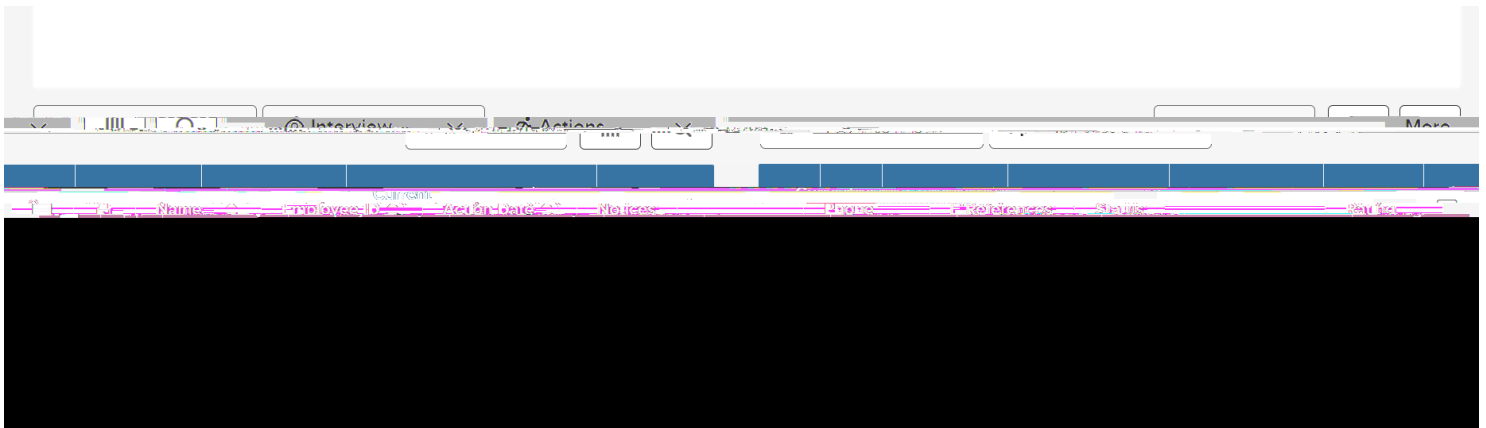
How to use NEOED as a Search Committee Chair Interview & Hire

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.



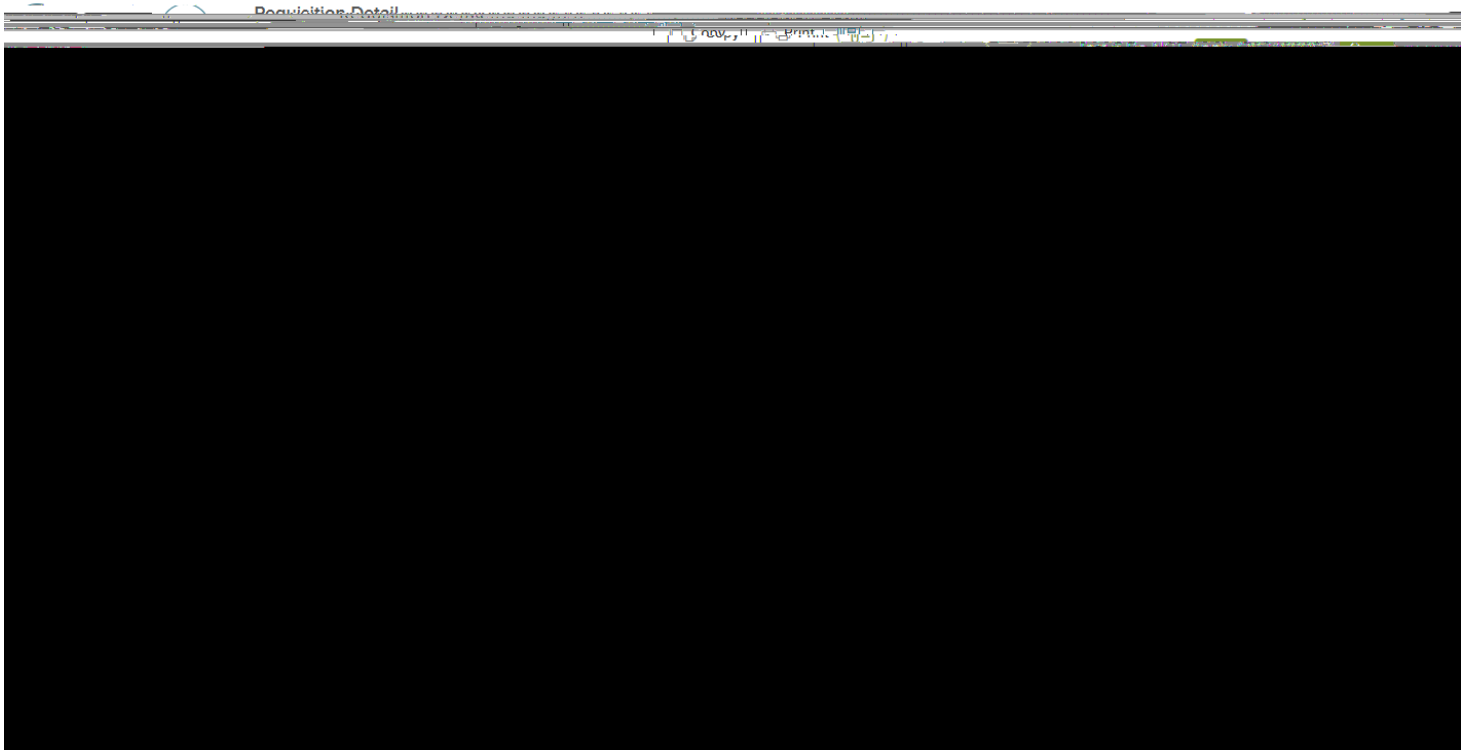
When you schedule the interview for the applicants within the system by choosing the interview date, location, start time, end time, and add the search committee members in the interviewer box.



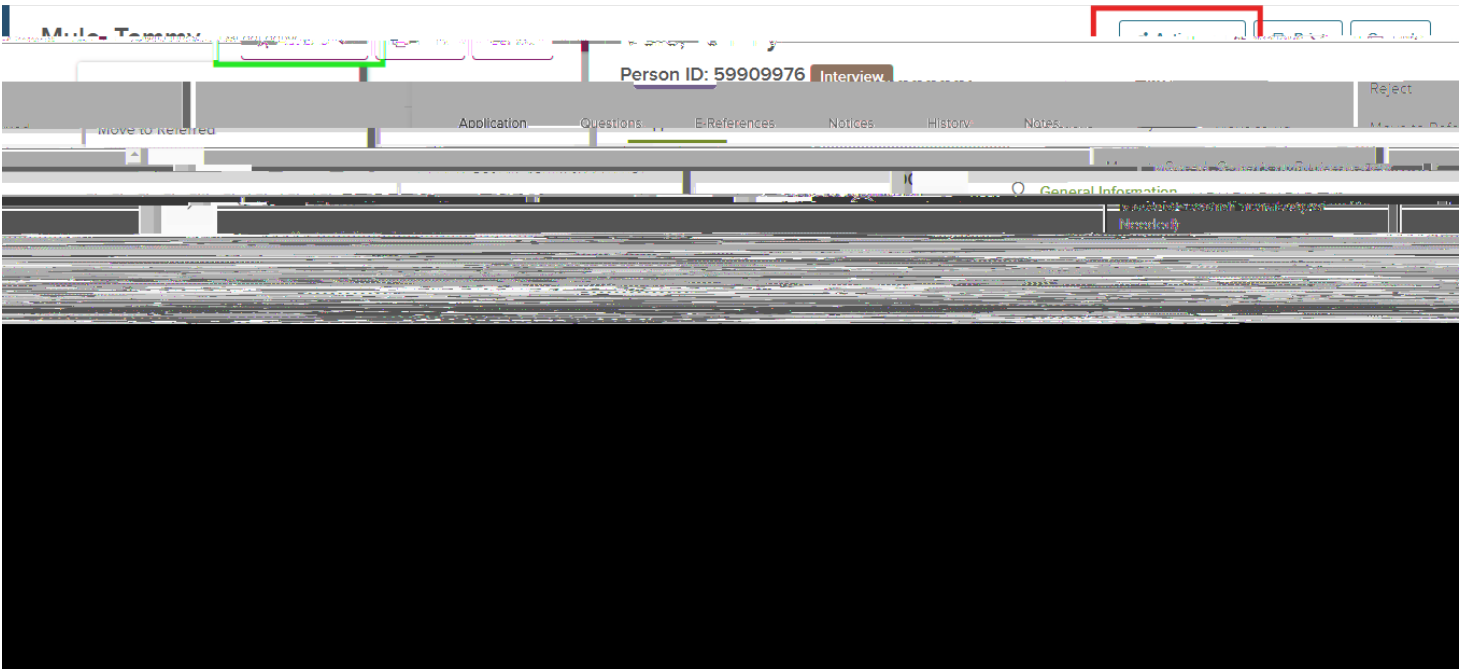
Upon hitting submit, the interviewers will receive a confirmation email that will allow them to add the interview to their Google Calendar.



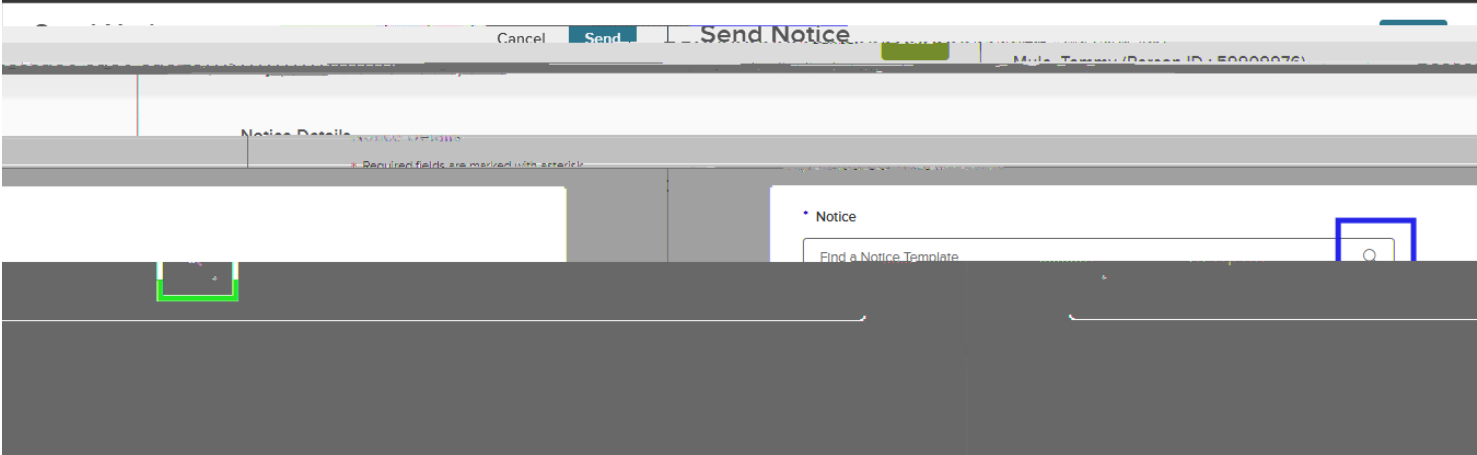
While the search committee received the email, you will still have to manually send the candidate their reminder email. To do so, click back on the candidate's name.



Select "Actions" and "Send Notices"



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



Select “Interview Confirmation Notice”

Name	Description
Generic Rejection Letter	Generic Rejection Letter
Interview Confirmation Notice	Interview Confirmation Notice
Conditional Offer	Hiring Manager notifies HR of the condition
Official Offer Letter - Action Required	Official Offer Letter

Previous **1** Next Last 10 Items per page

“Send”

Person ID : 59909976

Cancel Send

Mule, Tammy (P...)

Notice

Interview Confirmation Notice

Applicant_FirstNames	Applicant_LastNames

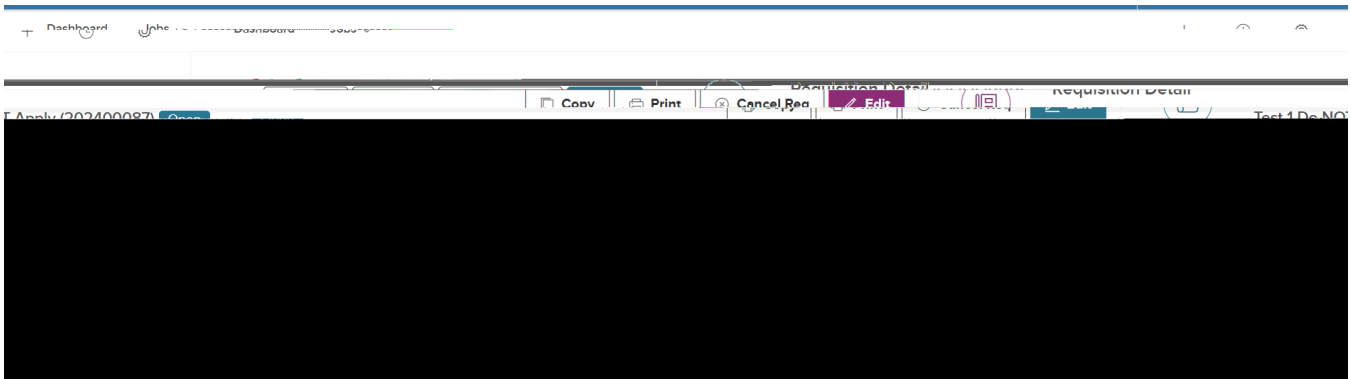
Second Option

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.

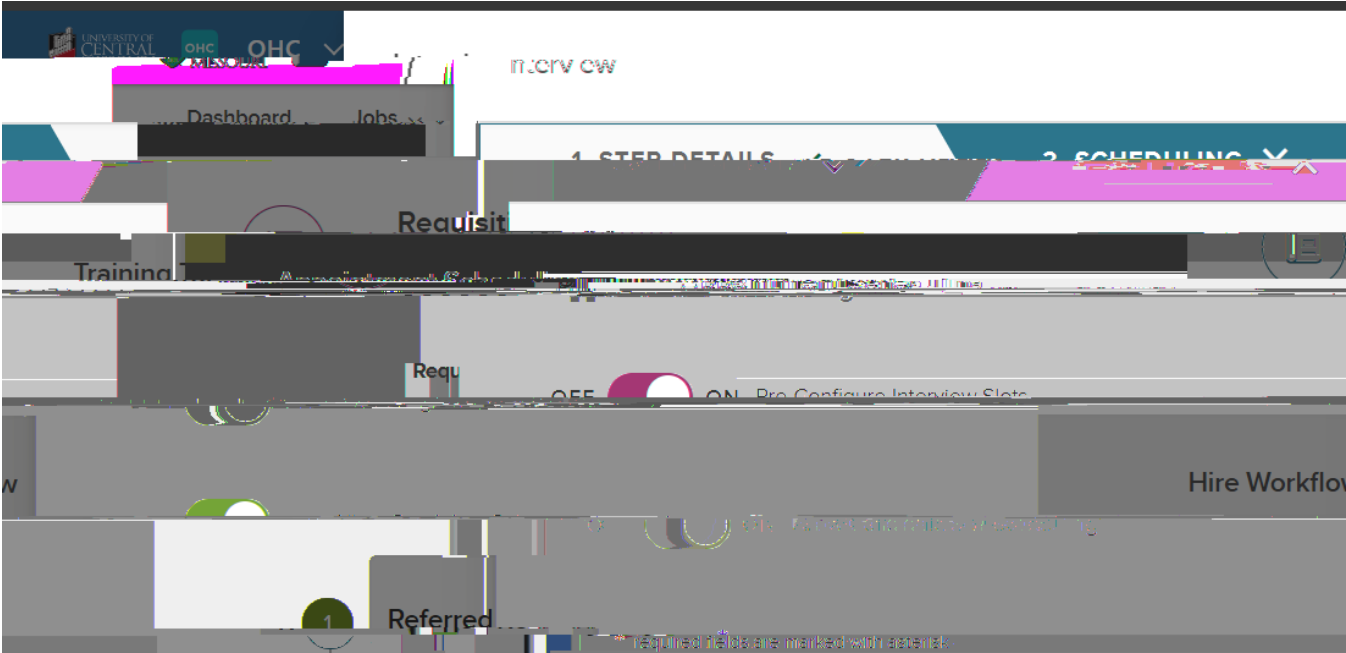


Then “Customize Workflow”



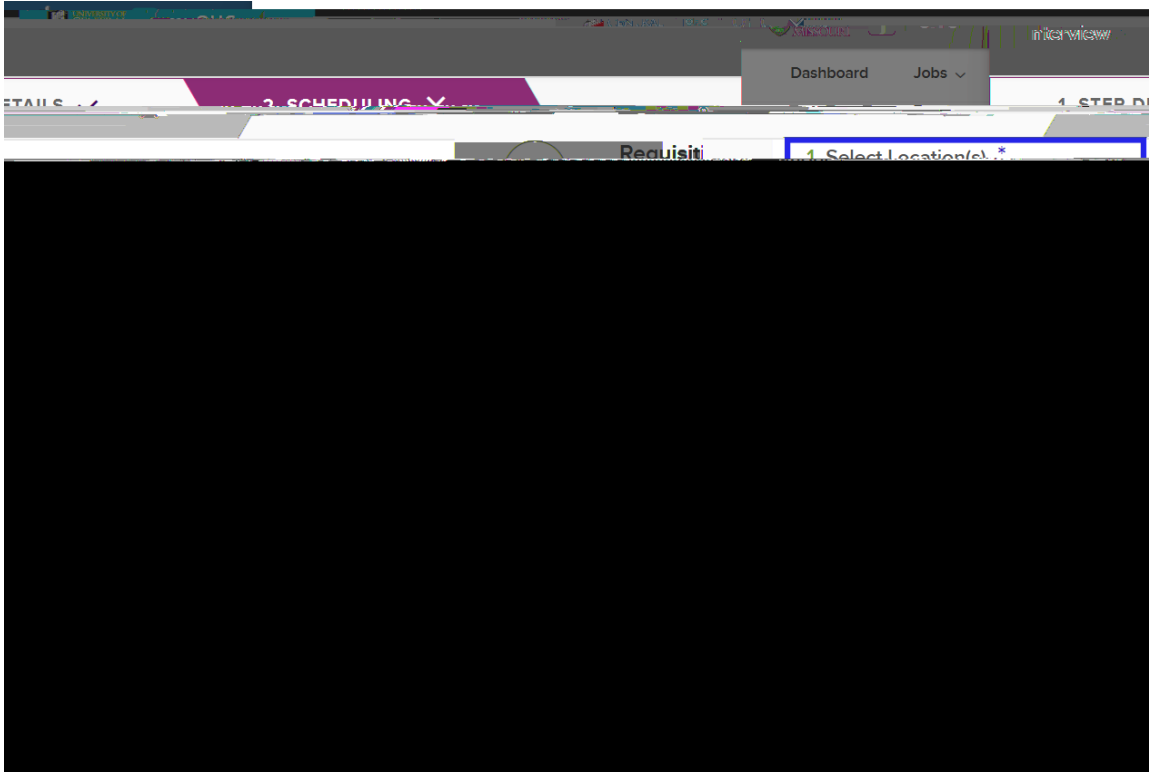
Click “Save and Continue”

The next step will look like the below:



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

Save & Close. Your candidates can now self-

Select "Send"

Your candidate has now received the self-