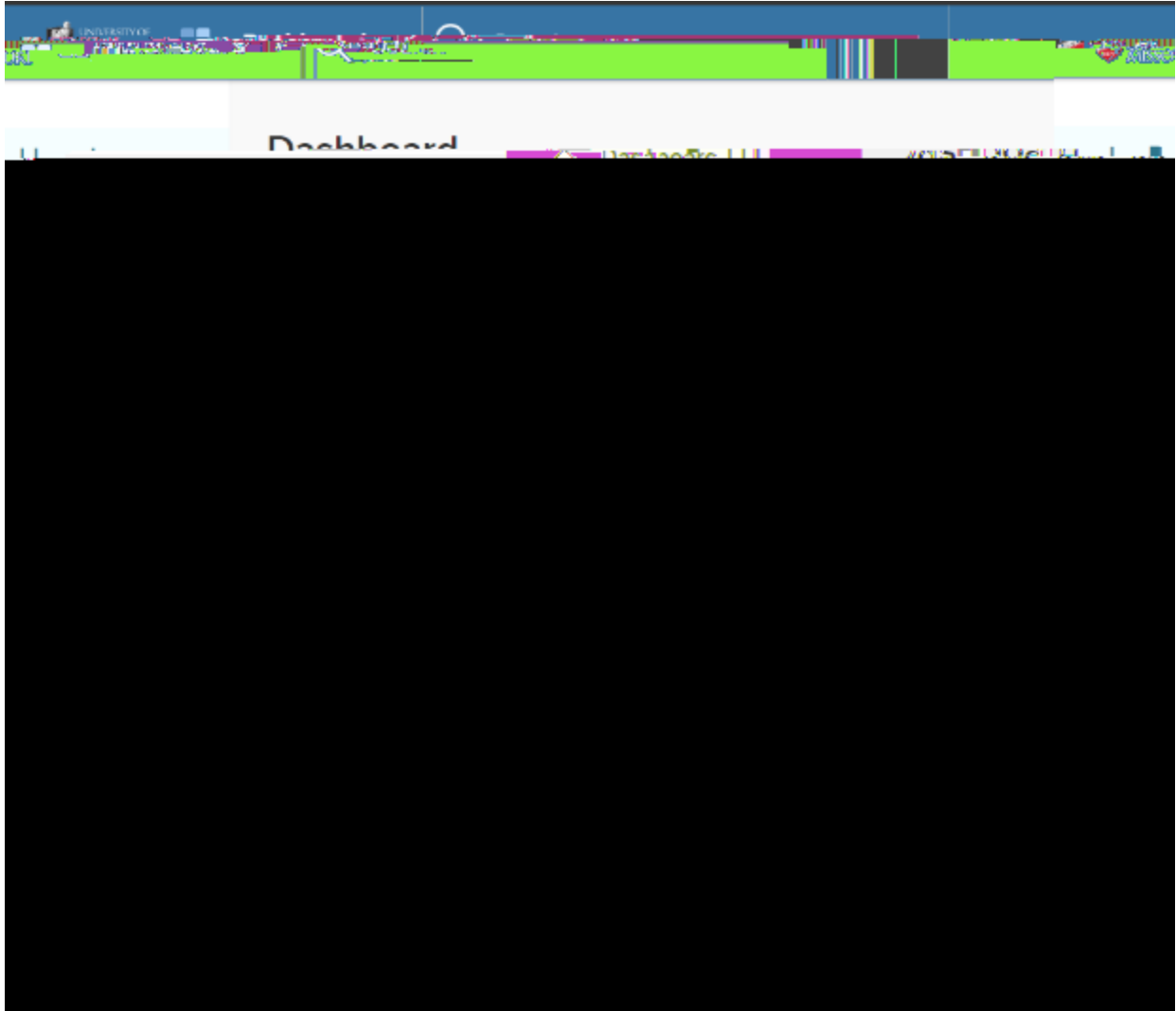




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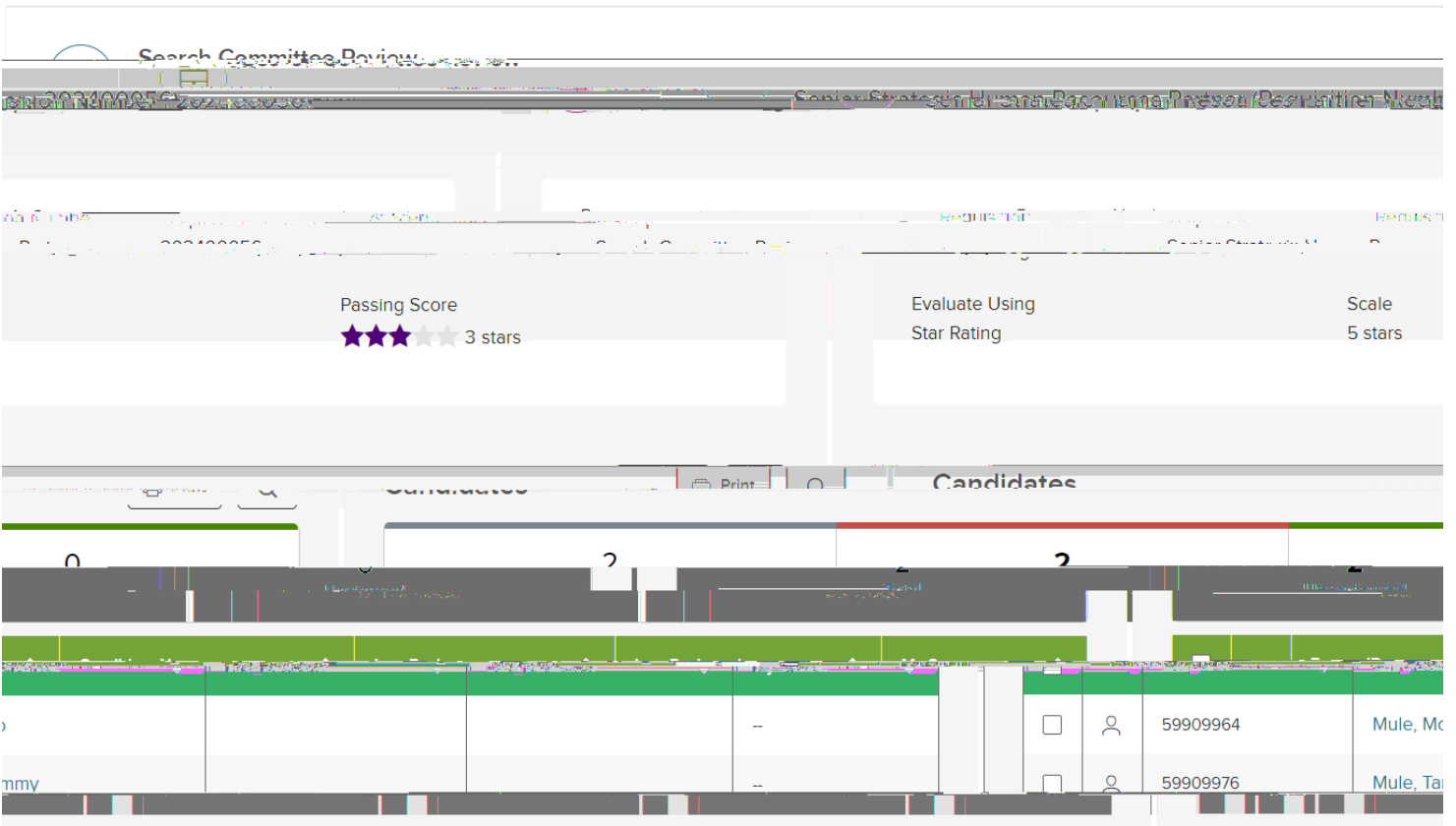
How to use NEOED as a Search Committee Chair Reject & Code Out Applicants

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”

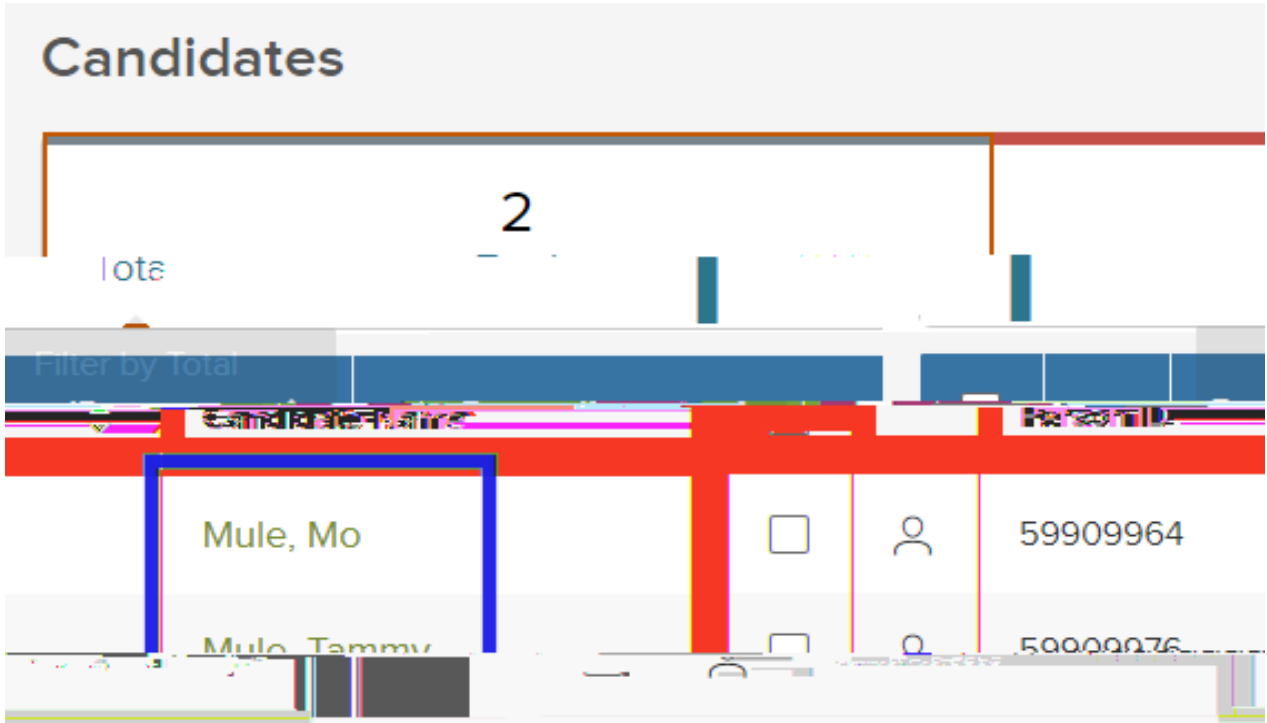


When you click on the task, it will take you to an overview of the requisition, the candidates, and the rating system.

You can see that the candidates must have 3 stars to pass the initial screening.



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

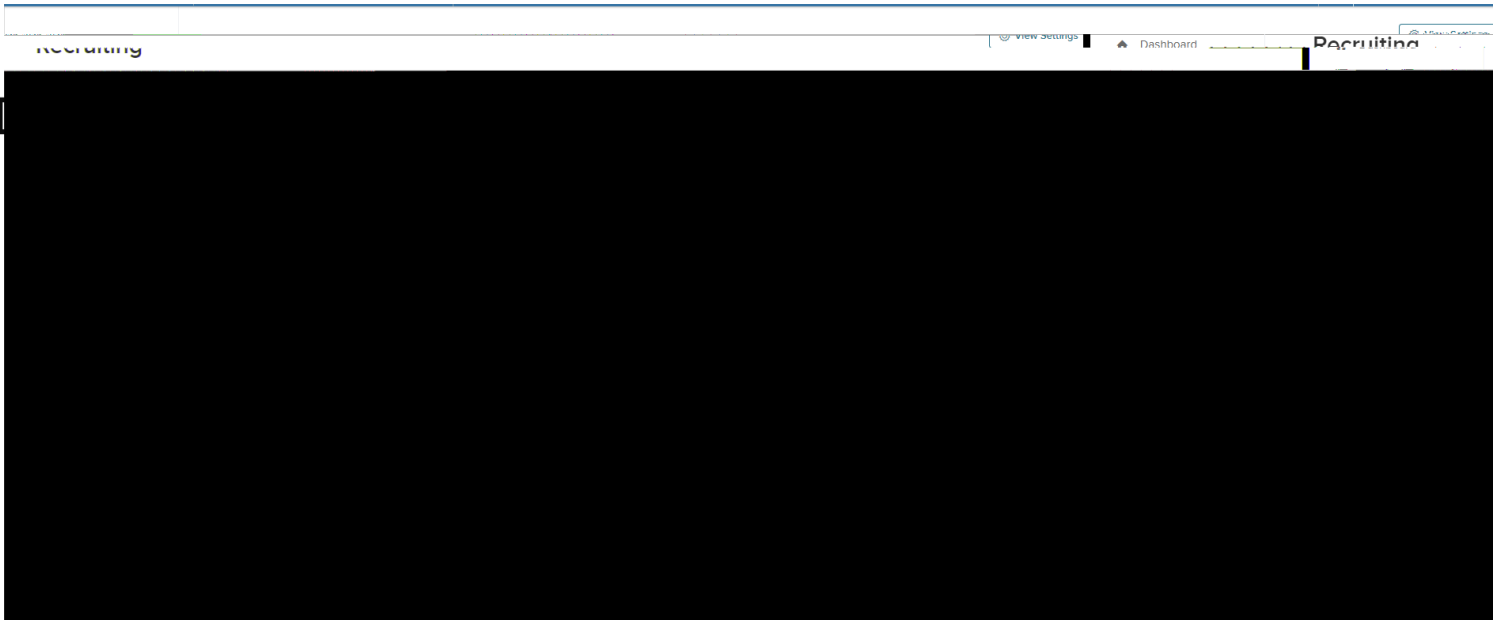


You can now review and rate the candidate based on their work experience, education, and attachments.

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.

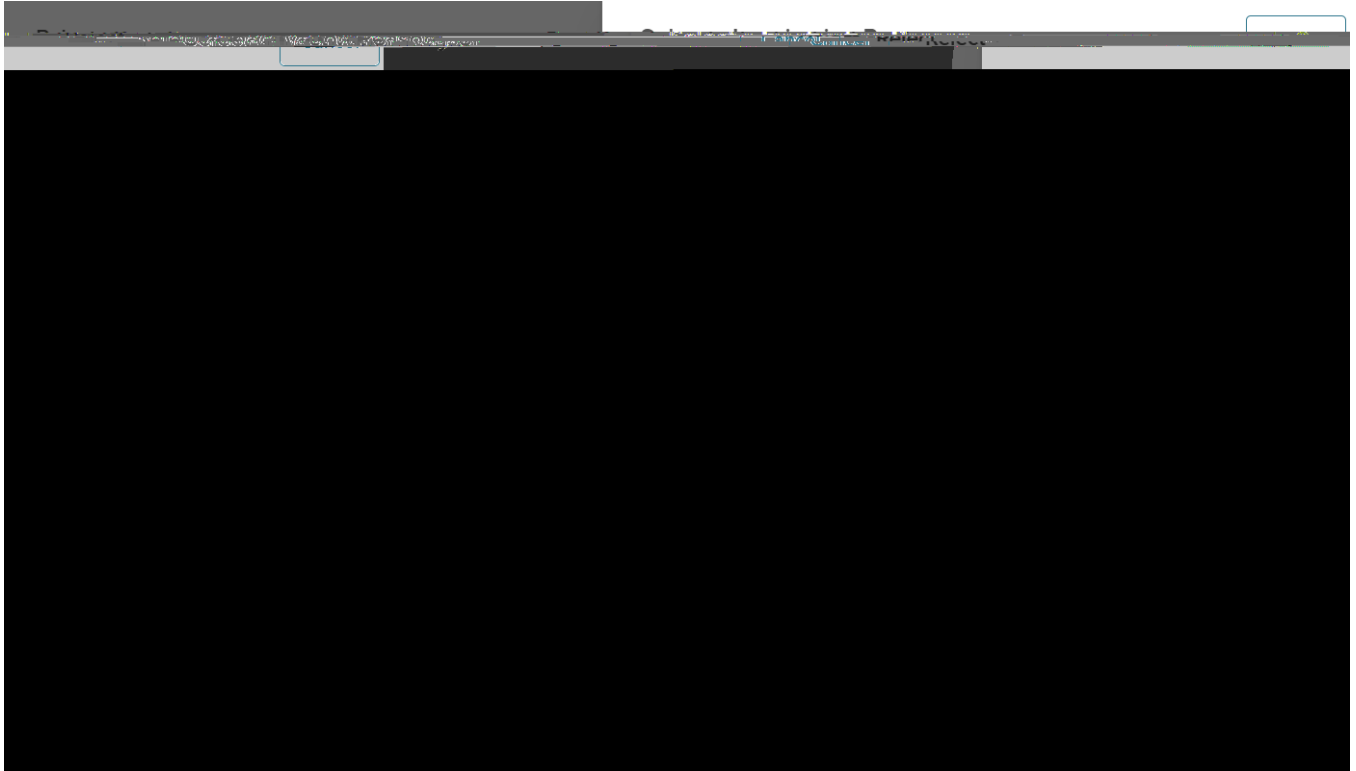


When clicking on the title, it will take you to your list of candidates that you will have the opportunity to take action on. You can move the candidates you choose to interview or reject.

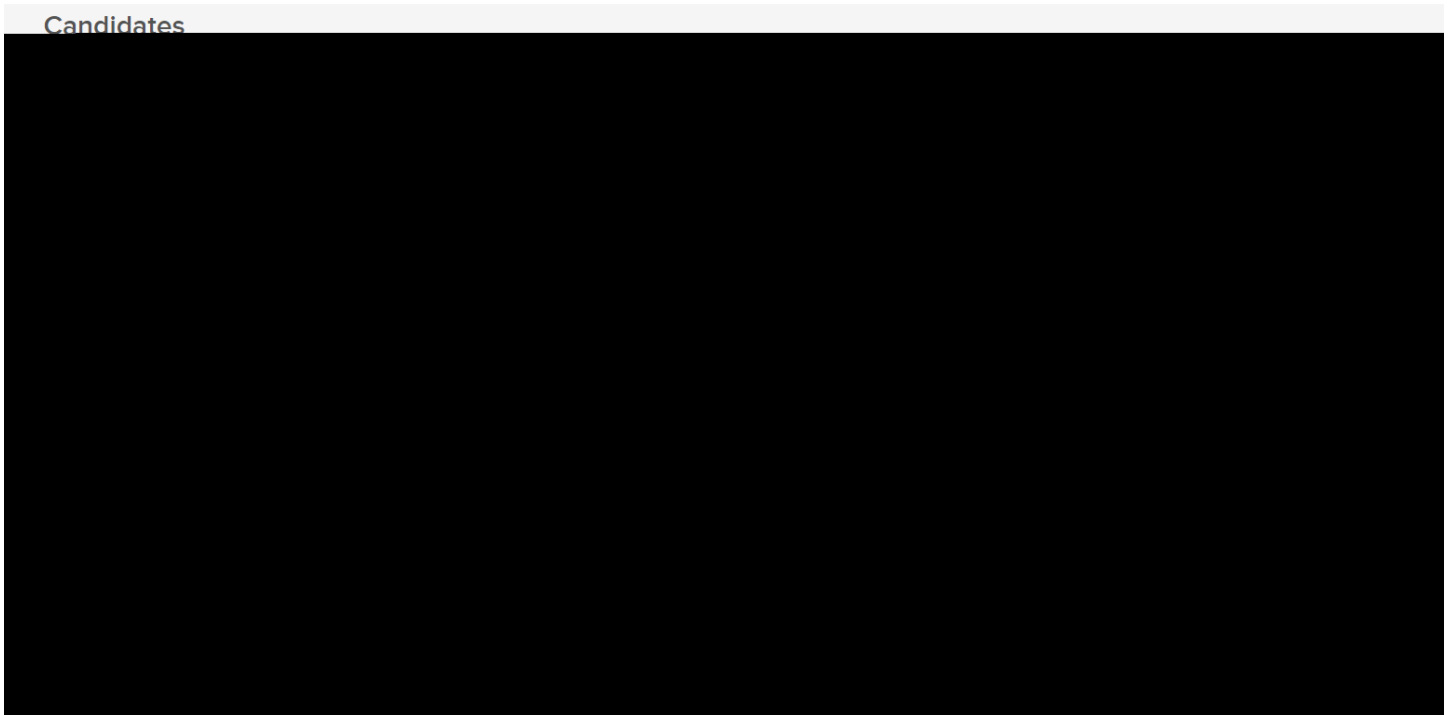
For this example, we are going to move them to reject and code them out of the system.

Select “Actions” and “Reject” in their application

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.