

Logging on to OHC

If you have not yet been added to NEOGOV by the Human Resource (HR) Office, you should receive two automated emails from the system after your name is identified as a Screening Committee member. One email will contain your user name and another email will provide a link to establish your password. (This link will only be valid for 24 hours; please contact HR if you are unable to validate your account during this timeframe.) After your password is established, follow the steps below to access your NEOGOV Online Hiring Center (OHC) Dashboard:

1. Visit <https://login.neogov.com/>.
2. Enter your assigned username and the password you established.
3. Click on the **Sign In** button.

Reviewing Applications

HR will screen applications for completeness before forwarding them to the Screening Committee. NEOGOV will email committee members as candidates are moved to the review stage.

Your OHC Dashboard will show any recruitments with applicants assigned to you for review. Depending on your access, you may or may not be able to view applicant's personally identifying information (i.e., name, contact information), which includes the ability to view and print attachments.

Your role as a committee member is to screen and rate applicants based on their minimum qualifications as they correspond to the ability to perform the duties outlined in the job posting, as well as to match candidates with the needs of the division and of the college. The committee chair will answer any specific questions on screening.

Reviewing an Applicant List

1. Click on the job title of the recruitment with applicants awaiting your review.
2. Click on the identification number or applicant name associated with the candidate's master profile.
3. Scroll through each application to view its contents or use the navigation icons on the left side to jump to different sections.
4. Click on **Questions** to view the supplemental questions and applicant responses.
5. Enter your score for each individual candidate based on the criteria determined by the Chair. Record only comments regarding the candidate's experience, skills, education, or ability to perform the primary functions of the position.
6. After rating the final application, click on **Cancel** to return to the review page.

**** Ratings cannot be edited by the reviewer once submitted. Please contact the Human Resource Office to reset an applicant's score made in error. ****



Interviewing Candidates

Committee Chair

It is the role of the Screening Committee Chairperson to email HR with the names of candidates to schedule for interviews, as well as the names of candidates that are no longer being considered for a position so that a notice may be sent through NEOGOV letting applicants know of their status changes.

Screening Committee Members

Once you have completed reviewing all applications, you will no longer see candidates by default in your **My Tasks** tab on your Dashboard.

Click on **View All** to review previous candidates under the *Review Rating* heading.

Online Help and Training

NEOGOVS OHC Guide and training videos for all the functions performed in OHC are available online by clicking on the Help option in the dropdown menu beneath your name.

Navigating the Online Hiring Center (OHC)

- Insight 110: [Online Hiring Center Overview](#)
- Insight 113: [Subject Matter Expert Review](#)