



Online Hiring Center Guide for Selection Committee Members

LCC has moved to an online recruitment system, NeoGov. The Online Hiring Center (OHC) is where you can review candidates' applications online. Please be sure to review applications prior to the scheduled selection committee meeting.

Login Information

Visit <https://secure.neogov.com/insight/login.cfm> to login to your OHC account. Your user name is your LCC email (sorth@lowercolumbia.edu) and you create your password via the system generated link. The create password link expires 24 hours after it's sent to you. Please contact HR if you need to create or reset your password.

System Generated Emails

You will receive system generated emails when you have candidates to review in the OHC.

Review Applicants as Subject Matter Expert (SME)

1. Login to the OHC Dashboard. Candidates awaiting your review will show up in the **My Tasks** section as **SME Review**.

The screenshot shows the 'My Tasks' section of the OHC Dashboard. It features a search bar and two summary cards: '1 Total' and '1 SME Review'. Below these is a table with the following data:

Type	Related To	Date Assigned	Due Date	Department	Sub department
SME Review (2)	Job Program Assistant (00019)	07/25/2017		Human Resources	

At the bottom right, it says 'Showing 1 - 1 of 1 items' with navigation arrows.

2. Select **SME Review** to see the list of Candidates to review.

	Person ID	Candidate Name	Assigned By	Last Reviewer	Last Reviewed
<input type="checkbox"/>	5381182	Samantha M Orth	Sam Orth		
<input type="checkbox"/>	5381175	Serina Graham	Sam Orth		

3. Click the **Candidate's name** to view their application and attachments
4. Review each Candidate. Select **Rate** to indicate if you recommend moving the candidate forward for interview and make comments (see [Committee Member Interview Guidelines](#) for tips on comments). You'll also be able to view other committee members' ratings and comments when you're rating candidates.

- **Rating 1** means you recommend the candidate for interview
- **Rating 0** means you do not recommend the candidate for an interview
- Review and rate all candidates prior to the selection committee review meeting.

Samantha Orth
Person ID: 5381182 NA

Next → **★ Rate** Print Cancel

Application Questions

QUICK JUMP... <<

General Information

Work Experience

Education

Additional Information

References

Attachments

Work Experience

HR Employee Benefits & Development Consultant
January 2014 - Present

Lower Columbia College

Longview, WA 98632
US
(360) 442-2120

Monthly Salary

Employees Supervised

Rosie

YOUR SCORE 1

Write a comment...

- After you've reviewed and rated candidates with a 1 or 0, select Complete Review to remove the candidates from your task list and notify HR that you've reviewed.

Dashboard Jobs

SME Review
Program Assistant (Job Number : 00019)

Complete Review

HR Hub Program Assistant	At Step Scored SME Review	HR Hub Number 00019
Max Raw Score 2	Evaluate On Scored	Passing Score NA
Weight 0%		

CURRENT STATUS

- Review Complete

RELATED ITEMS

- Job Posting

