



# 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](mailto: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**.

Dashboard Jobs ▾ + ⌚

My Tasks [VIEW ALL >](#) 🔍

1 Total 1 SME Review

Type ▾	Related To ▾	Date Assigned ▲	Due Date ▾	Department ▾	Sub department ▾
SME Review (2)	<a href="#">Job: Program Assistant (00019)</a>	07/25/2017		Human Resources	

Showing 1 - 1 of 1 items ⏪ ⏩

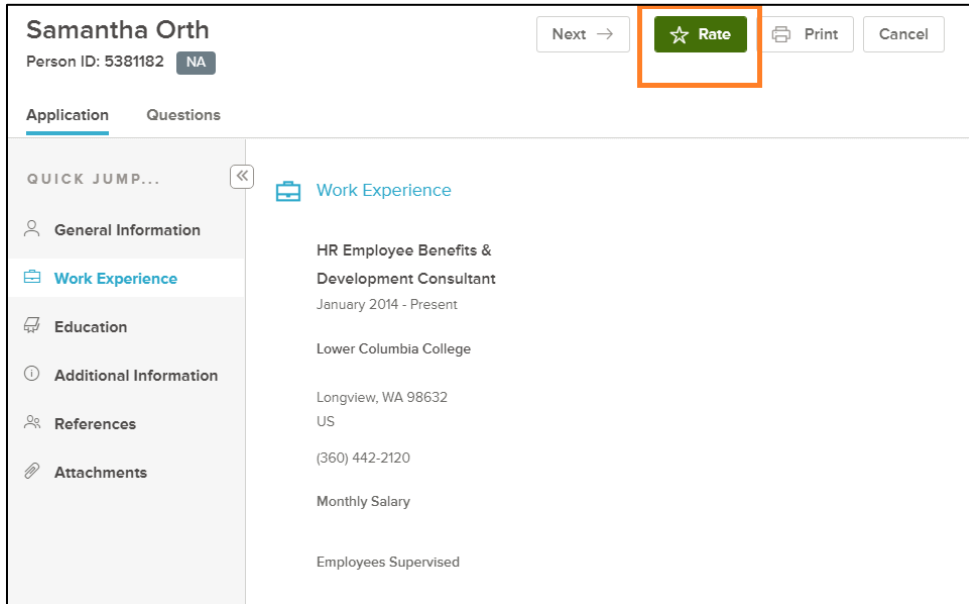
2. Select **SME Review** to see the list of Candidates to review.

<input type="checkbox"/>	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		

Showing 1 - 2 of 2 items

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 .5** means you might recommend, might not
  - **Rating 0** means you do not recommend the candidate for an interview

- Review and rate all candidates prior to the selection committee review meeting.

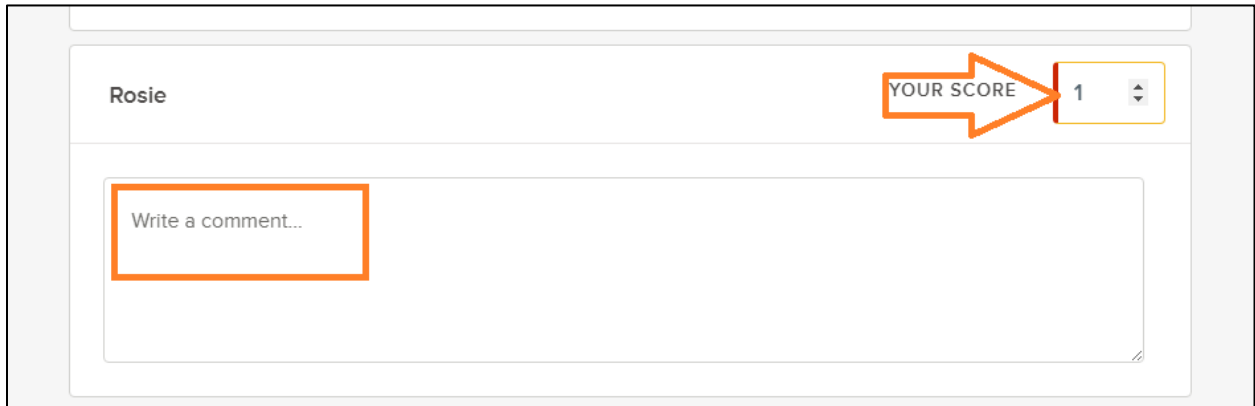


The screenshot shows a candidate profile for Samantha Orth (Person ID: 5381182). At the top right, there are buttons for 'Next', 'Rate', 'Print', and 'Cancel'. The 'Rate' button, which features a star icon, is highlighted with an orange border. Below the header, there are tabs for 'Application' and 'Questions'. A sidebar on the left lists navigation options: 'General Information', 'Work Experience', 'Education', 'Additional Information', 'References', and 'Attachments'. The main content area displays details for 'Work Experience', including the role 'HR Employee Benefits & Development Consultant' from January 2014 to Present, education at 'Lower Columbia College', and contact information for Longview, WA.

5. Please do not select a reject reason at the top of the page. It will pass/fail the candidate on the administrator side.



The screenshot shows a 'Reject Reason' dropdown menu with the text '- Make a selection -'. Below it is an 'Overall Comments' text area. A large red prohibition sign (a circle with a diagonal slash) is overlaid on the dropdown menu, indicating that selecting a reject reason is not allowed.



6. After you've reviewed and rated candidates with a number between 0 and 1, select Complete Review to remove the candidates from your task list and notify HR that you've reviewed. Please note that after selecting Complete Review, you will no longer be able to access the candidates' apps.

