

Online Hiring Center SME Rating Guide ★★★★★

LCC uses an online recruitment system, NEOED. The Online Hiring Center (OHC) is where you can review applications online. Please be sure to review applications prior to the scheduled search committee meeting.

Login Information

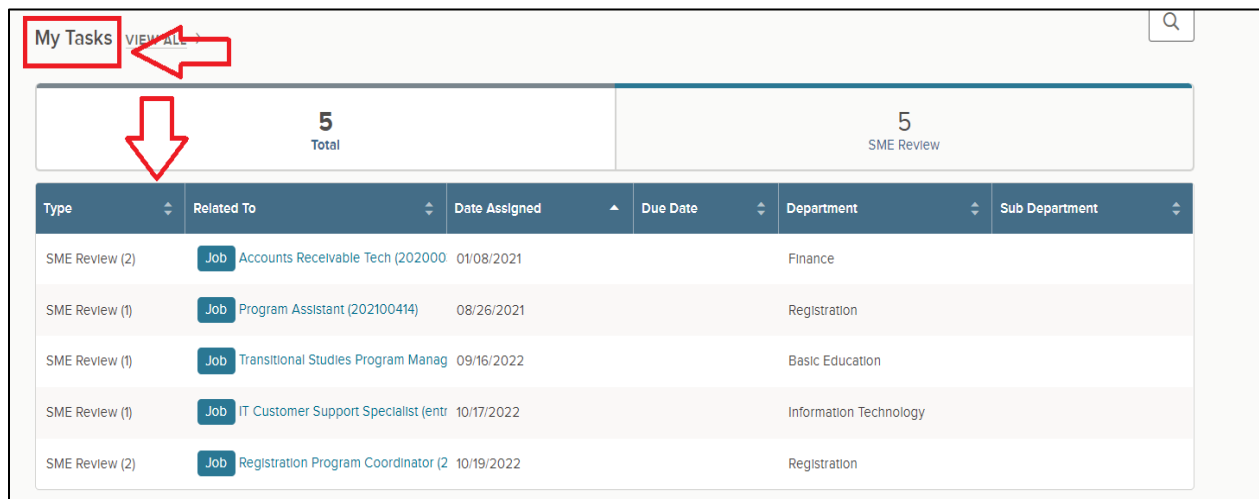
Visit NEOED to login to your OHC account. Your username is your LCC email (i.e. sorth@lowercolumbia.edu) and you will create your own password via the system generated link (email comes from NEOED). The create password link expires 24 hours after it's sent to you. Please contact HR if you need to create or reset your password.

System Generated Emails

You'll receive system generated emails from NEOED when you have applications ready for review in the OHC.

Review Applicants as Subject Matter Expert (SME)

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



The screenshot shows the 'My Tasks' section of the OHC Dashboard. A red box highlights the 'My Tasks' label, and a red arrow points to it from the left. Another red arrow points down to the '5 Total' summary box. The table below lists five tasks:

Type	Related To	Date Assigned	Due Date	Department	Sub Department
SME Review (2)	Job Accounts Receivable Tech (202000)	01/08/2021		Finance	
SME Review (1)	Job Program Assistant (202100414)	08/26/2021		Registration	
SME Review (1)	Job Transitional Studies Program Manag	09/16/2022		Basic Education	
SME Review (1)	Job IT Customer Support Specialist (entr	10/17/2022		Information Technology	
SME Review (2)	Job Registration Program Coordinator (2	10/19/2022		Registration	

2. Select the job and then the applicant's name to begin reviewing their application materials.

SME Review
IT Customer Support Specialist (entry) (Job Number : 202200560)

HR Hub IT Customer Support Specialist (entry)	At Step SME Review	HR Hub Number 202200560
Max Raw Score 5	Evaluate On Star Rating	Passing Score 60
Weight 0%		

Candidates Print Q

1 Total ↓ 1 Unreviewed 0 Reviewed

Person ID	Candidate Name	Application Received	Assigned By	Last Reviewer	Last Reviewed
34703198		09/01/2022	Sam Orth	Sam Orth	09/08/2022

3. You'll see the Star Rating criteria on the right hand side.

Star Rating Score

★ 1 Star = Unqualified (does not meet one or more of the published quantifiable minimum qualifications for the position)

★★ 2 Stars = Minimally qualified (meets all the minimum/required qualifications for the position)

★★★ 3 Stars = Well-qualified (meets all minimum/required qualifications for the position, exceeds some)

★★★★ 4 Stars = Very well-qualified (meets or exceeds all minimum/required qualifications and some of the preferred qualifications)

★★★★★ 5 Stars = Highly qualified (meets all the minimum qualifications and many of the preferred qualifications; strong applicant)

Application Questions

General Information

Contact Information

Personal Information

Notification Preference

Driver's License

Have proof of your legal right to work in the US?

Highest level of education

Preferences

What type of job are you looking for?

What type of work will you accept?

What shifts are you available to work?

Star Rating

Your Average Score: 3.00 **Pass**

* required fields are marked with asterisk

1 Star = Unqualified (does not meet one or more of the published quantifiable minimum qualifications for the position)

2 Stars = Minimally qualified (meets all the minimum/required qualifications for the position)

3 Stars = Well qualified (meets all minimum/required qualifications for the position, exceeds some)

4 Stars = Very well qualified (meets or exceeds all minimum/required qualifications and some of the preferred qualifications)

5 Stars = Highly qualified (meets all the minimum qualifications and many of the preferred qualifications; strong applicant)

4. Review each application including attachments and supplemental questions. **Rate** the applicants based on your assessment of their materials utilizing the criteria matrix and the above star rating scores (don't worry if your score makes a "Pass" or "Fail" indicator pop up).

5. Applicants' responses to **Supplemental questions** are found through the **Question** tab.

Application Questions

Questions

1. Are you a current employee of Lower Columbia College or have you worked at LCC previously?

Yes

2. If you are a previous employee of LCC, when did you work here and in what role?

Payroll Assistant

3. Do you have any relatives working at Lower Columbia College?

No

Star Rating

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6. You can make comments as it relates to your assessment of their strengths, qualifications, and other job-related information that led you to the star rating score. You will not be able to see other committee members' rating and comments when you're reviewing and rating applications in the OHC.

Star Rating * 3.0 ☹️ ★★☆☆

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BA degree, 6 years of experience, higher education experience. Good written communication. Meets many of the preferred quals. |

OTHER RATERS 

7. You can ignore the overall comments box towards the bottom of the right hand side. However, you will need to select the **Submit** button at the bottom to submit the other comments under the Star Rating.

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5 Stars = Highly qualified (meets all the minimum qualifications and many of the preferred qualifications; strong applicant)

Write a comment...

OTHER RATERS



Overall Comments

~~Overall Comments text area~~

Submit