



# 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 [NeoGov](#) 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**.

The screenshot shows the NeoGov OHC Dashboard. At the top, there are navigation links for "Dashboard" and "Jobs". Below this is the "My Tasks" section, which includes a search bar and a summary of tasks: "1 Total" and "1 SME Review". A table below the summary lists the tasks, with one task highlighted in a blue box. The table has columns for Type, Related To, Date Assigned, Due Date, Department, and Sub department. The highlighted task is an "SME Review (2)" for the "Job Program Assistant (00019)" assigned on "07/25/2017" to the "Human Resources" department. 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.

Candidates

Print

2 Total

2 Unreviewed

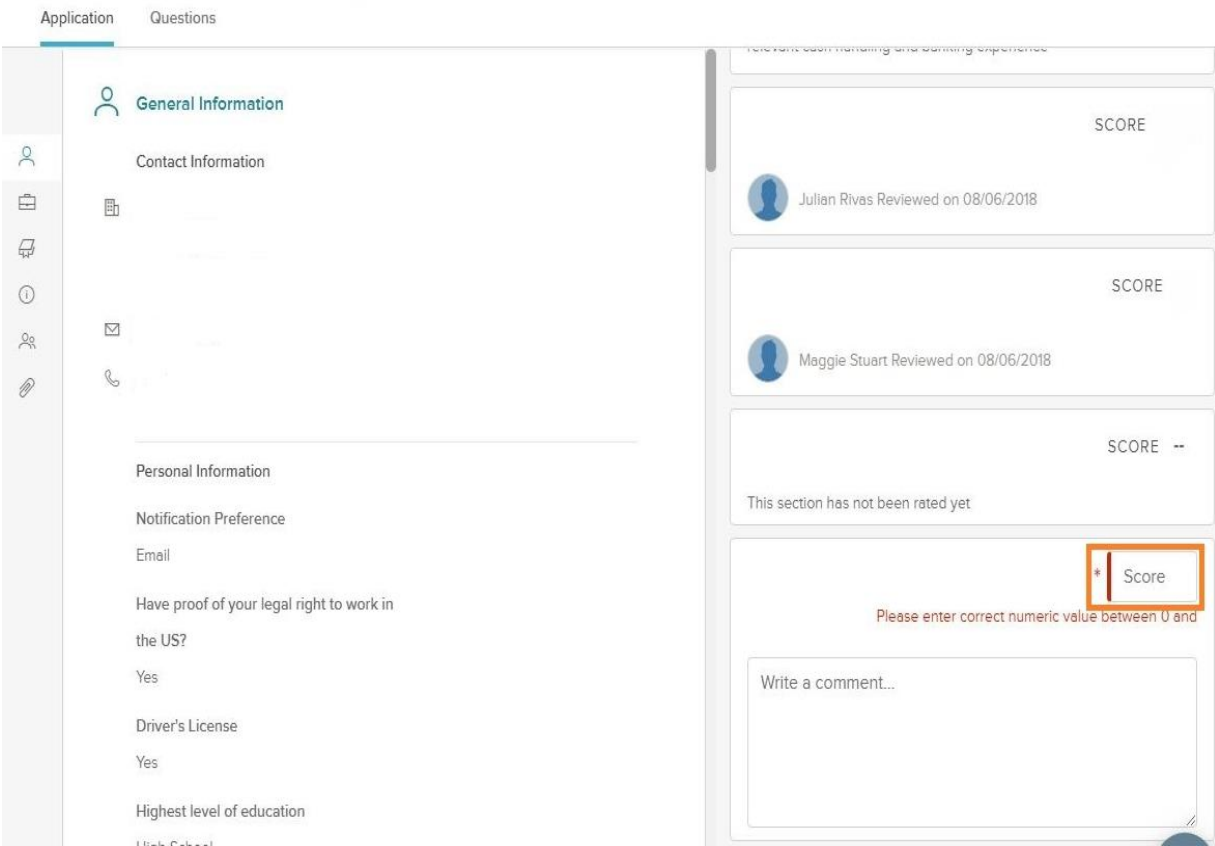
0 Reviewed

<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		

Items per page 20

Showing 1 - 2 of 2 items

3. Click the **Candidate's name** to view their application and attachments
4. Review each Candidate. **Rate** the candidate on the right hand side and indicate if you recommend moving the candidate forward for interview and make comments (see [Committee Member Interview Guidelines](#) for tips on comments). You will not 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.



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



6. After you've reviewed and rated candidates with a number between 0 and 1, select Submit to remove the candidates from your task list and notify HR that you've reviewed.