

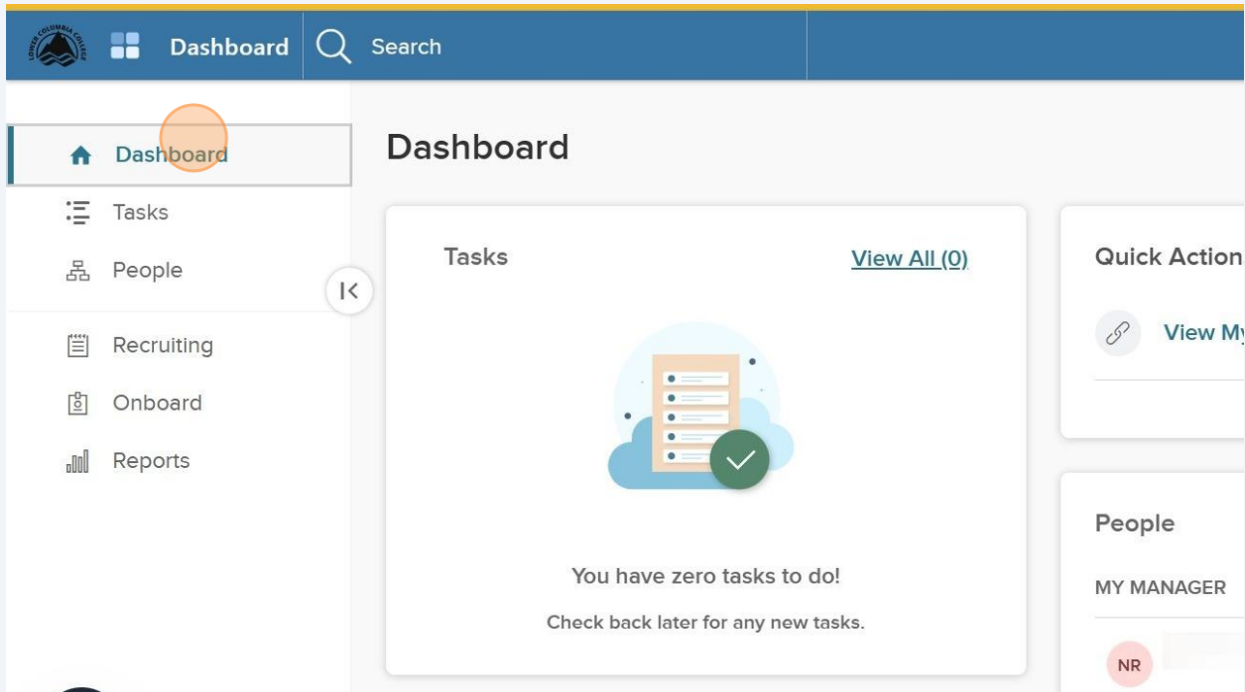
View part-time applications in NEOED (Online Hiring Center)

1

Navigate to NEOED (link can always be found on our [HR webpage](#)): <https://unified.neeed.com/dashboard>

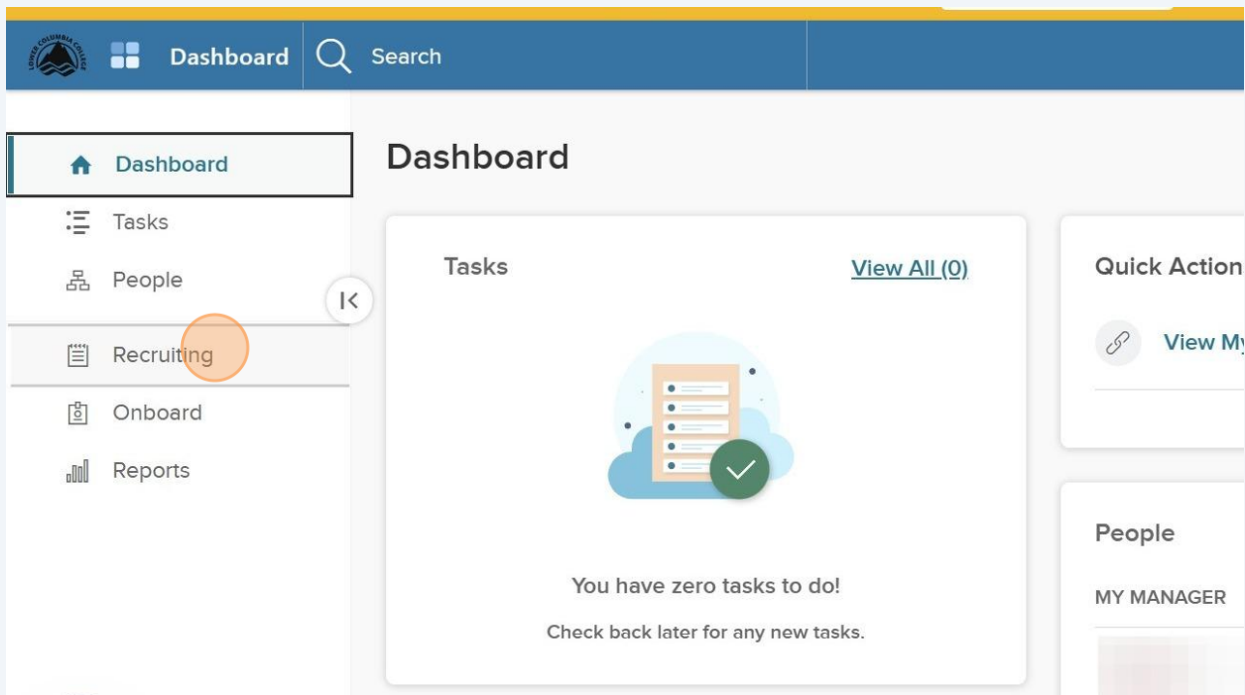
2

Click "Dashboard" to see a summary of items related to both the Online Hiring Center (recruiting) & Onboard



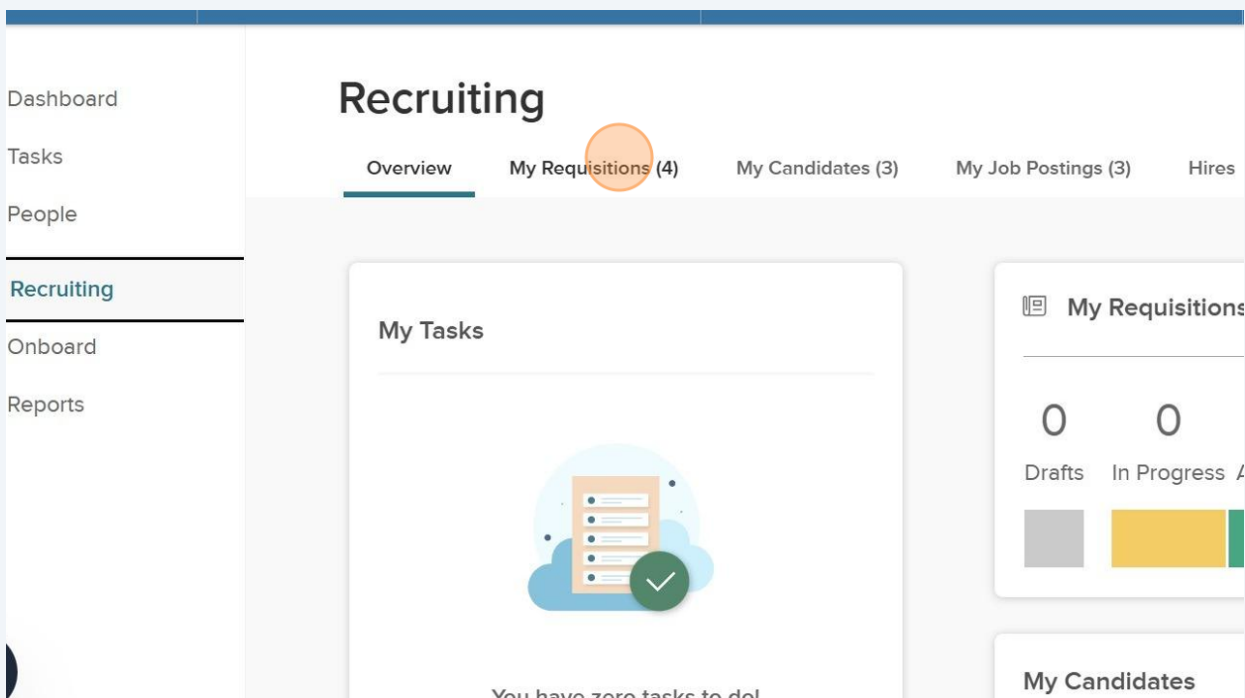
3

Click "Recruiting" to navigate to the Online Hiring Center



4

Click "My Requisitions" to view open requisitions. Explore other tabs for other info on recruitments in your department(s) and any hires.



5 Click "My Candidates" to view the part-time jobs with applicants.

The screenshot shows the 'Recruiting' dashboard. At the top, there is a search bar and navigation icons. Below the search bar, the 'Recruiting' title is displayed. Underneath, there are several tabs: 'Overview', 'My Requisitions (4)', 'My Candidates (3)', 'My Job Postings (3)', 'Hires', and 'Class Spec'. The 'My Candidates (3)' tab is highlighted with an orange circle. Below the tabs, there is a section for 'Requisitions' with a 'VIEW ALL >' link and a 'Create a' button. Underneath, there are filters for 'Active (4)', 'Drafts (0)', 'In Progress (0)', 'Approved (1)', and 'Open (3)'. There are also buttons for 'Sort', 'Filters', and 'Bulk Actions'. A search bar is present with the text 'Search by req title or req n'. Below this, it says 'Sort: Date created • Newest First'. At the bottom, there is a card for '#202300086 Mentor Teacher' with the department 'Early Learning Center' and a 'Created 03/20' date. An 'Approv' button is visible.

6 Click the hyperlink on the job you want to review applications for.

The screenshot shows the 'Recruiting' dashboard with a sidebar on the left containing 'Dashboard', 'Tasks', 'People', 'Recruiting', 'Onboard', and 'Reports'. The main content area shows the 'Recruiting' title and tabs for 'Overview', 'My Requisitions (4)', 'My Candidates (3)', and 'My Job Postings (3)'. The 'My Candidates (3)' tab is highlighted with a black box. Below the tabs, there is a table of job requisitions. The first row is highlighted with an orange circle around the hyperlink 'Food Service Worker Lead (... Learning Center)'. The table has columns for 'R...', 'Candidates', 'D...', 'D...', and 'P...'. Below the table, there is a pagination control showing 'First', 'Previous', '1', 'Next', 'Last', and '10' items per page.

R...	Candidates	D...	D...	P...
202... Food Service Worker Lead (... Learning Center)	11	Earl...		
202... Part-time food service worker	9	Earl...		
202... Substitute teacher	28	Earl...		

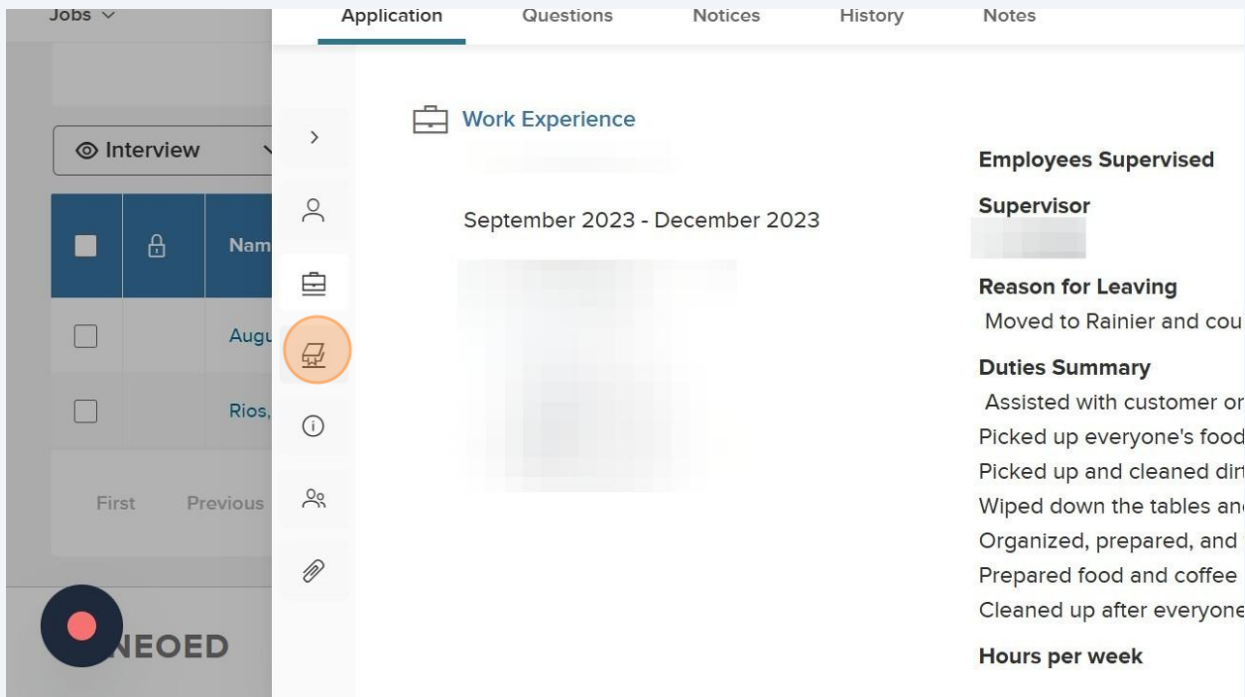
7 Select the applicant's name to view their application.

The screenshot shows a dashboard with a donut chart at the top right. The chart is divided into three segments: a large red segment labeled 'Rejected : 8', a smaller purple segment labeled 'Background Check', and a white segment labeled '11 TOTAL'. Below the chart is a table with columns: Name, Action Date, Notices, Current Employee, and Phone. The first row has a name that is blurred, an action date of 02/27/2024, a notice icon, 'No' for current employee, and phone number 5033809170. The second row has a name that is blurred, an action date of 03/19/2024, a dash for notices, 'No' for current employee, and phone number 5412413666. At the bottom, there are navigation buttons: First, Previous, 1, Next, Last, and a dropdown menu for '10 Items per page'.

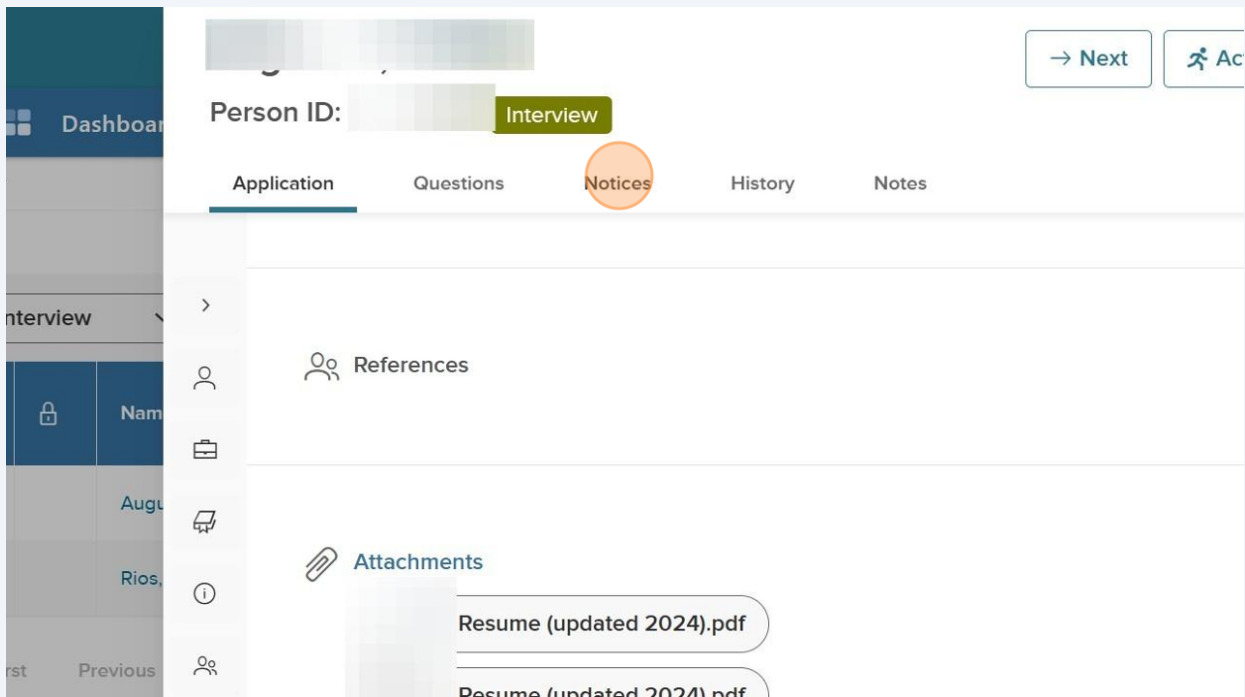
8 Scroll through the app or click the side menu options to view various parts of the app. Be sure to view any attachments and the questions tab to see answers to supplemental questions.

The screenshot shows a profile page for an applicant. At the top, there is a 'Person ID:' field and a green 'Interview' button. Below this are tabs for 'Application', 'Questions', 'Notices', 'History', and 'Notes'. The 'Application' tab is selected. On the left, there is a side menu with icons for a person, a briefcase, a truck, an information icon, a person with a plus sign, and a paperclip. The main content area is titled 'General Information' and contains sections for 'Contact Information', 'Personal Information', 'Notification Preference', and 'Driver's License'. The 'Contact Information' section shows a blurred name and phone number. The 'Personal Information' section shows 'Notification Preference' as 'Email' and 'Have proof of your legal right to work in the US?' as 'Yes'. The 'Driver's License' section shows 'Driver's License' as 'Yes' and 'Highest level of education' as 'High School'.

9 Click here.



10 Click "Notices" to view what recruitment notices have been sent to the applicant through NEOED so far.



11 You can see date stamps for notices.

The screenshot shows a recruitment system interface. At the top right, there are buttons for 'Next', 'Actions', and 'Print'. Below these, the candidate ID is displayed as 'Interview'. A navigation bar includes 'Questions', 'Notices', 'History', and 'Notes', with 'Notes' highlighted. The main content area shows a notice with a profile picture, 'Viewed 02/26/2024 3:15 PM', and 'Sent 02/26/2024 at 3:00 PM'. The notice details are as follows:

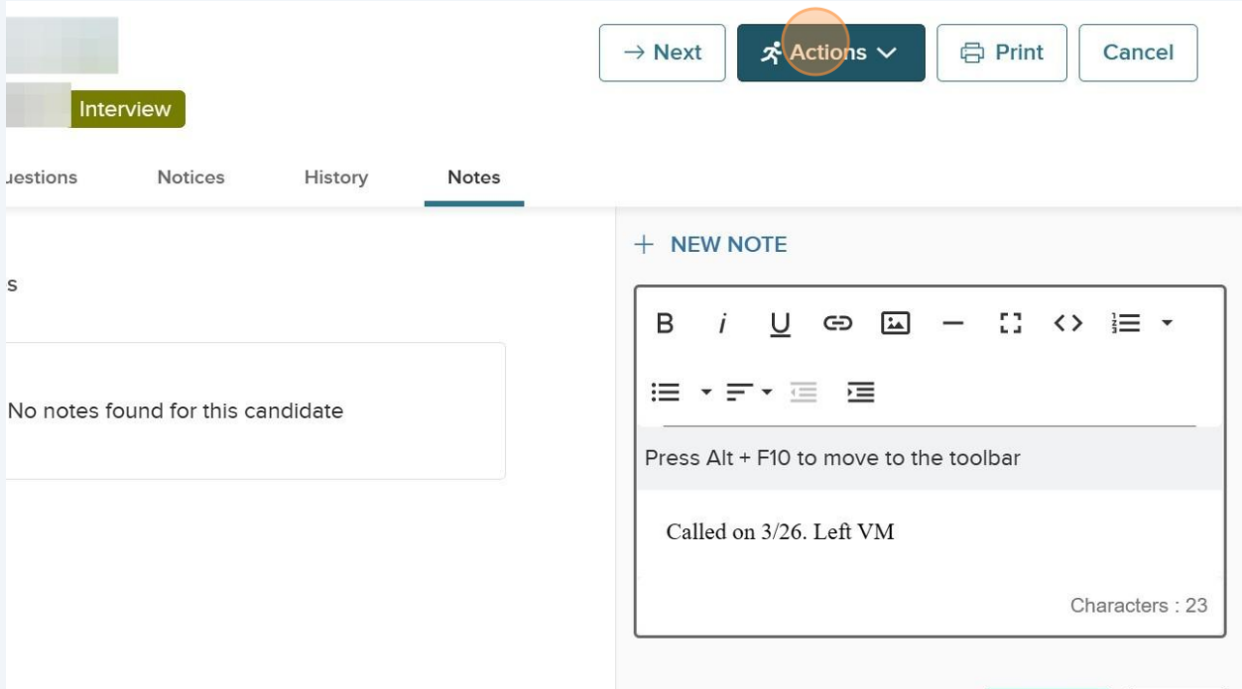
From	[Redacted]	Step	Rejected
To	[Redacted]	Type	✉ Email
Template	PTH - Not selected for interview		

12 You can also make notes if you'd like. These are not viewable for applicants. This is a good place to make note of attempts to contact applicants or other items related to the applicant and the recruitment.

The screenshot shows the 'Notes' section of the recruitment system. The navigation bar includes 'Questions', 'Notices', 'History', and 'Notes', with 'Notes' highlighted. The main content area is titled 'Candidate Notes' and displays 'No notes found for this candidate'. On the right, there is a 'NEW NOTE' form with a rich text editor toolbar. The toolbar includes icons for Bold (B), Italic (i), Underline (U), Link, Image, Bulleted List, Numbered List, Indent, and Outdent. Below the toolbar, there is a text input field containing the note: 'Called on 3/26. Left VM'. A 'Save Note' button is located at the bottom right of the form.

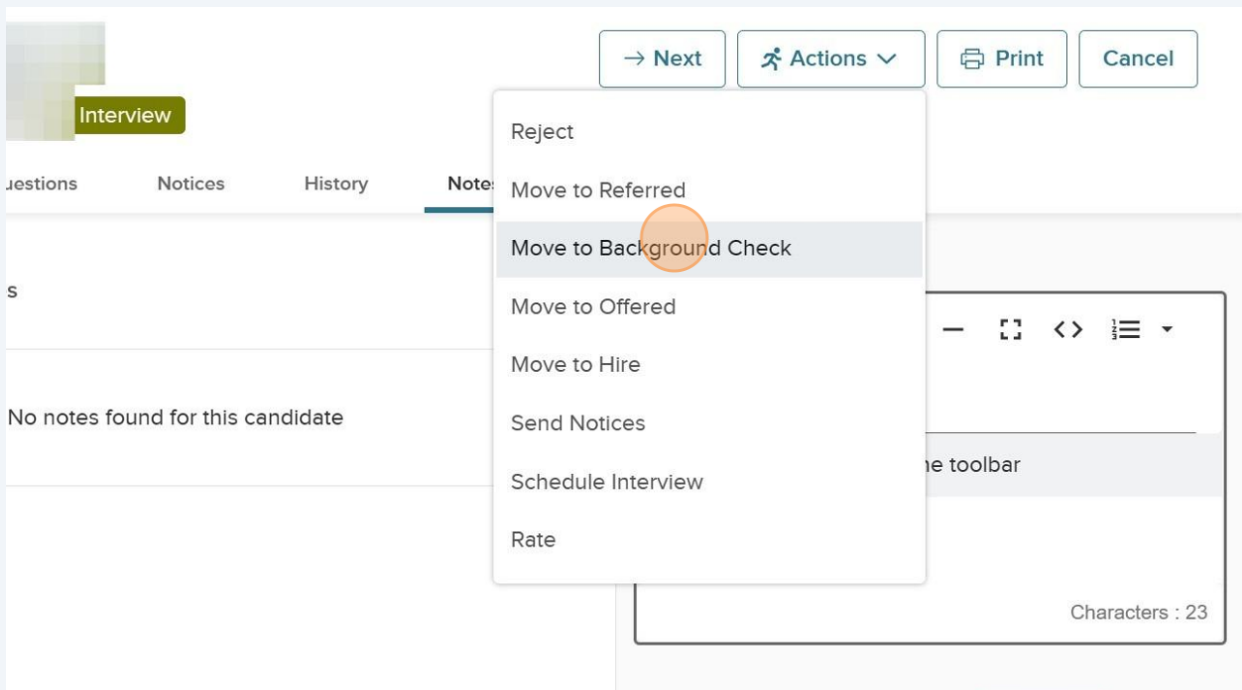
13

The "Actions" menu enables you to move applicants through the recruitment process. This applicant shows the interview stage. Next, would be to move them to background.



14

Click "Move to Background Check" to initiate the background step. This notifies HR that you want this applicant's background checked.



15 Click "Dashboard" to return to the main dashboard.

The screenshot shows a web application interface. At the top, there is a dark blue header with a logo on the left, a 'Dashboard' button in the center, and a search bar on the right. Below the header, there is a 'Jobs' dropdown menu. The main content area is titled 'Requisition Detail' and features a document icon. A blurred text field is followed by '(202300059)' and an 'Open' button. Below this, there are five tabs: 'Requisition Information', 'Approvals', 'Hire Workflow', 'Candidates' (which is selected), and 'History'. The 'Candidates' section is titled 'Candidates' and contains a progress gauge. The gauge is a semi-circle divided into three segments: a large red segment, a smaller green segment labeled 'Interview : 2', and a very small purple segment labeled 'Background Che'. The number '11' is displayed below the gauge.