

NEOGOV

Search Committee

Chair

User Guide

INTRODUCTION

The focus of this user guide is on the Search Committee Chair process within NEOGOV. Within NeoGov, we can designate Search Committee Members as Subject Matter Experts (SME's). This allows the Search Committee Member to view the applications electronically. The Search Committee Chair will also be able to change the disposition of all applicants. This guide will describe how to view applications and change the applicant disposition in NeoGov.

LOGIN

Go to: <https://login.neogov.com/Signin?siteCode=IN>

Username: Your Hennepin Technical College email address

Password: Enter the password that is emailed to you by info@neogov.com

OHC - DASHBOARD

- Hover over your name on the right hand side of screen and Click on "MY SME REVIEW"
 - A list of job postings to which you have been assigned as a SME will appear.
- Click on the job posting under the Exam Plan column for the applicants that you want to view.
- (DO NOT PRINT APPLICATIONS)

The screenshot shows the NEOGOV Insight OHC dashboard. At the top, there is a navigation bar with "My SME Review | Preferences | Help & Support | Logout". Below this, a search bar is visible with the text "Search for exam title or exam number:" and a "Go" button. Below the search bar, there are two tables of results. The first table has 2 records found and shows exam details. The second table also has 2 records found and shows exam details. An orange arrow points to the "Exam Plan" column in the first table. Another orange arrow points to the "Print" links in the "Applications" column of the second table, with a callout box that says "Do Not Print".

Exam #	Exam Plan	Job Posting	Analyst	Applications
12345	Customized Training Representative - (Healthcare/L...	Customized Training Representative - (Healthcare/L...	Training, HR	Print
2012-00012	Counselor	Counselor	Carlson, Kelly	Print

- You will see the candidate names listed. Click on the first candidate name.
- You can now view the application

Note: If you are accessing NeoGov from a computer other than a Hennepin Technical College computer, and are unable to open an attachment, you may need to access the application from a Hennepin Technical College Computer or other computer with the required software.

- To view the coverletter, resume, references, and transcript they attached, scroll down to the Attachments section of the application, and click on the File Name.

Additional Information

References
Hennepin Technical College has chosen not to collect this information for this job posting.

Resume

Text Resume
Hennepin Technical College has chosen not to collect this information for this job posting.

Attachments

Attachment	File Name	File Type	Action
E A Poe-Resume	Poe Edgar resume	Resume	
Cover Letter- E A Poe	NEOGOV Practice Cover Letter	Cover Letter	
References	Web Pages Customization Guide - v7 MNSCU sample	References	
Transcript	Web Pages Customization Guide - v7 MNSCU sample	Other	

Agency-Wide Questions

1. Q: Are you presently or were you previously employed by the State of Minnesota and/or the Minnesota State Colleges and Universities (MnSCU) system?
A: No

Supplemental Questions

1. Q: Do you have a Master's Degree in Philosophy or 16 graduate level semester credits in Philosophy?
A: Yes

[«Previous Applicant](#) | [Next Applicant»](#)

- DO NOT CLICK ON “Print”

- The Search Committee Chair will make entries in the disposition record after the Search Committee reaches a consensus on whom they will interview.



Application 3 of 3 <<Previous Applicant | Next Applicant>> [Show Candidate Disposition](#) [Print View](#)

2012-00012 - Counselor			
Contact Information -- Person ID: 5126247			
Name:	Edgar A Poe	Address:	100 Main St. E. Baltimore, Maryland 21030 US
Home Phone:		Alternate Phone:	
Email:	eapoe@inverhills.edu	Notification Preference:	Email
Former Last Name:		Month and Day of Birth:	01/19
Personal Information			
Driver's License:			No
Can you, after employment, submit proof of your legal right to work in the United States?			Yes
What is your highest level of education?			Master's Degree
Preferences			
Preferred Salary:			
Types of shifts you will accept:			Day
Education			
Graduate School		Did you graduate:	Yes
Fisher College		College Major/Minor:	
7/ - 5/		Degree Received:	Master's
Fisher, Minnesota			

- Make notations on the minimum and preferred qualifications of candidates in the Search Committee Comments column of the rating sheet. All notations must be job-related, and be objective recordings of information that can be seen on the application materials only. To protect candidate confidentiality, please do not print applications off the online system.
- Human Resources can print a copy of an online application, coverletter, resume, references or transcripts if needed to review when meeting to finalize interviewees.
- Bring your rating sheet with you when your search committee meets. All Search Committee Members should turn in their rating sheets.
 - Maintain the security of your notes while they are in your possession. Your notes are meant to be temporary. While they exist, the subject of the data (i.e., the candidate) could request information from them. (Note: All requests for personnel data should be directed to, and responded to by HR only.)
- Click Next Applicant when you are finished reviewing this candidate.
- When you are finished reviewing all of the applications, Click "Logout" on the upper right hand side of website. Do not walk away from your computer or stop your work in NeoGov for the day without logging out to protect candidate confidentiality. NeoGov will time out after 15 minutes of inactivity, requiring a login to resume.
- If you have any difficulty accessing the applicants, please contact Human Resources or your Search Committee Chair.

- Once the committee has met and semi-finalists are determined for interview, you can go in and change the disposition of the candidates.

CHANGING CANDIDATE DISPOSITION

- Once into the first candidates application, click on “Show Candidate Disposition”

Application 1 of 3 <<Previous Applicant | [Next Applicant](#)>> [Show Candidate Disposition](#) [Print View](#)

2012-00012 - Counselor			
Contact Information -- Person ID: 211687			
Name:	Louise Erdrich	Address:	2540 Minnehaha Parkway Minneapolis, Minnesota 55408 US
Home Phone:		Alternate Phone:	

- Click “Passed” if the candidate is moving on to an interview or “Failed” if the candidate is not selected for an interview. When you click “Failed” you will need to select a Reject Reason “Not Selected for an Interview.” **If candidate is not qualified or not interviewed, explain the reason in the comments section.* Do not click on “other”. Candidate’s codes as “other” will be treated by the system as if they failed.

[Hide Candidate Disposition](#)

Exam Plan 2012-00012 - Counselor		
Evaluation Step Initial SME Review		
* Required		
Applicant:	Name	Person ID
	Erdrich, Louise	211687
* Pass/Fail Step:	<input type="radio"/> Passed <input checked="" type="radio"/> Failed <input type="radio"/> Other	
Reject Reason:	Not Selected for an Interview	
Comments:	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>	
<input type="button" value="Save"/> <input type="button" value="Save & View Next App »"/>		

- Click “Save and View Next App”
- Logout and notify Human Resources and the Affirmative Action Officer that they dispositions have been completed.
- Do not contact candidates for interview until you have contacted Human Resources and the Affirmative Action Officer for review for consistent screening and affirmative action. You may schedule candidates for interview after Human Resources and Affirmative Action Approval.

- Human Resources will then make you the only SME for the “passing” candidates. The other SME’s will no longer have access to the online applications.
- After the interview has been completed and a candidate(s) are selected for interview at the next step, you will repeat the above steps for changing the candidates’ disposition.
- Contact Human Resources and the Affirmative Action Officer that the dispositions have once again been updated.

Reminders:

- *Search Committee Chairs are expected to personally contact candidates who were interviewed that they are eliminated from further consideration.*