



# Search Process in NEOED\*

\* division of NEOGOV

Office of Human Resources



YOUNGSTOWN  
STATE  
UNIVERSITY

# Terminology in the NEOED System

- Unified Dashboard- main dashboard when you login to NEOED

The screenshot displays the NEOED Unified Dashboard for user Jenn Drennen. The interface includes a top navigation bar with the NEOED logo, a search bar for employees or positions, and a user profile section with a 'Give Feedback' button. The main content area is divided into two tabs: 'Dashboard' (selected) and 'My Onboarding'. The 'Dashboard' tab features a 'My Tasks' section with an 'OVERALL STATUS' bar chart showing 5 overdue tasks (orange) and 2 due later tasks (grey). To the right, the 'People' section lists 'MY MANAGER' (Jennifer Lewis-Aey) and 'MY DIRECT REPORTS' (Nicole Burdette, Carrie Clyde, and another partially visible name). A left sidebar contains navigation options: Dashboard, Tasks (7), People, Recruiting, and Reports.



# Terminology in the NEOED System

- **Online Hiring Center (OHC)**- central dashboard of pertinent tasks and other features involving hiring managers, search committees, and approval groups in the recruitment and selection process.
- **Tasks**- actions that need to be taken by the user. User will receive an email notification to take action (i.e., approve a requisition, evaluate a candidate, etc.). Tasks are located on the Unified Dashboard.
- **Search Committee Chair & Hiring Manager**- within the NEOED system the Search Committee Chair is also set up as the Hiring Manager on a position requisition in order to have access to the candidate information.



# Terminology in the Search Process

- **Minimum Qualifications**- the minimum amount of education, experience, licensures, certifications, and other job-related requirements that must be met for a candidate to be considered for a position.
- **Preferred Qualifications**- qualifications that a candidate does not have to possess in order to be considered a “candidate” for the position; however, they are preferred that the candidate have and could lead to a higher level of success for the candidate.
- **Desired Qualifications**- qualifications that must be contained in the job posting, but not necessarily contained in the minimum or preferred qualifications. *Please discuss with the Hiring Manager to determine what the desired qualifications should be.*



# Terminology in the Search Process

- **Supplemental Questions**- questions developed from the minimum qualifications of the position. The candidate responses will assist committee members in determining if the minimum qualifications are met.
- **Pass/Fail**- this is an option in the system to evaluate candidates, however we will not be using this feature. It is an additional step that is not necessary.
- **Inactivation Reason**- explanation of why a candidate is not being considered for an interview and/or a position.
- **Initial Search Committee Meeting**- the scheduled committee meeting to discuss and evaluate the candidates that have applied to the position.
- **Star Rating Guidelines**- explanation of how to determine the star rating 1 -5 for preferred/desired qualifications (previously known as the Rubric). The Star Rating Guidelines are detailed on the next slide.



# Star Rating Guidelines



## **1 - No Evidence of Preferred/Desired Qualifications**

The candidate has met the Minimum Qualifications but doesn't possess any of the Preferred/Desired Qualifications.



## **2- Marginal Evidence of Preferred/Desired Qualifications**

The candidate has met the Minimum Qualifications and has provided evidence of marginal experience of the Preferred/Desired Qualifications.



## **3- Proficient Evidence of Preferred/Desired Qualifications**

The candidate has met the Minimum Qualifications and has provided evidence of proficient experience of the Preferred/Desired Qualifications.



## **4- Extensive Evidence of Preferred/Desired Qualifications**

The candidate has met the Minimum Qualifications and has provided evidence of extensive experience of the Preferred/Desired Qualifications.



## **5- Exceptional Evidence of all Preferred/Desired Qualifications are met.**

The candidate has met the Minimum Qualifications and has provided evidence of exceptional experience of the Preferred/Desired Qualifications.



# Getting Started in NEOED- Search Committee Chair

- From *My Tasks*, select the position for which you are assigned as the Search Committee Chair.
- Once you select the title of the position, you will be routed to the *Online Hiring Center (OHC)*.

The image displays two screenshots of the NEOED system dashboard. The top screenshot shows the 'Dashboard' page with a search bar at the top and a 'My Tasks' section highlighted by a red arrow. The bottom screenshot shows the user profile for Madison Jerome, Deputy Title IX Coordinator and Investigator, Legal Affairs & HR. The 'My Tasks' section is highlighted, showing a task for 'RECRUITING - CANDIDATE REVIEW' with a red arrow pointing to it. The task details include 'Requisition: Human Resources Generalist (202200120)', 'Department: Legal Affairs & HR', and 'Candidates: 11'. The task is due on 12/16/22.



# Getting Started in NEOED- Search Committee Chair

Under the Requisition Information tab, you can view the position details by clicking on the position title under the Position Description heading.

Click on the Candidates tab to view the candidates that have applied.

Jobs ▾

Requisition Detail  
Human Resources Generalist (202200120) [Open](#)

[Requisition Information](#) [Approvals](#) [Hire Workflow](#) [Candidates](#) [History](#)

Requisition Information

Requisition Number 202200120	Department Human Resources	Positions <a href="#">Human Resources Generalist (998632)</a>
Division Legal Affairs & HR	Position Description Human Resources Generalist (998632)	New Position No
Working Title Human Resources Generalist	Job Type Classified	Position # 998632
Vacancies 1	EEO/Census Data Template N/A	Vacancy Date 11/30/2022
List Type Regular	Desired Start Date N/A	Name Aaron Maurice
Search Chair Madison Jerome	Hiring Manager Jennifer Drennen, Madison Jerome	
Owner Aaron Maurice	Hiring Team Member Jennifer Drennen, Evangella Burzynski	



# Steps in the Search Process- Search Committee Chair

*Prior to meeting with the search committee, it is recommended that the Search Committee Chair discuss the position qualifications with the Hiring Manager.*

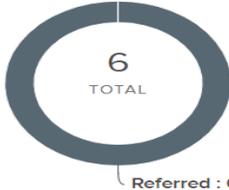
- **Referred** – identifies candidates for a position, i.e., this is the candidate pool. (corresponds to “Under Review by Dept./Committee” in the previous PeopleAdmin system).
  - The Search Committee Chair reviews the candidate(s) materials to determine if they meet the minimum qualifications based on the supplemental questions.
  - If the candidate(s) meet the minimum qualifications, the Search Committee Chair will move the candidate(s) to **Search Committee Review**. The Search Committee members will now be able to view candidates that have applied.
  - If the candidate(s) do not meet the minimum qualifications, the Search Committee Chair will move the candidate(s) to **Reject**, indicating an inactivation reason and providing an explanation as to why the candidate does not meet the minimum qualification(s).



# Search Committee Process

- When candidates apply, they will be in the Referred workflow state.
  - Only the Search Committee Chair and the Hiring Manager can see the candidates that have applied in the Referred workflow state.

Candidates



6  
TOTAL

Referred : 6

Referred Actions More

<input type="checkbox"/>	<input type="lock"/>	Name	Action Date	Total Rank	Phone	E-References	Status
<input type="checkbox"/>		Hannon, Melinda B	05/10/2022	1		N/A	Referred Active
<input type="checkbox"/>		Massaro, Megan	05/10/2022	1		N/A	Referred Active
<input type="checkbox"/>		Burdette, Nicole	05/10/2022	1		N/A	Referred Active
<input type="checkbox"/>		Burzynski, Ghia	05/10/2022	1		N/A	Referred Active
<input type="checkbox"/>		Maurice, Aaron Jon	05/10/2022	1		N/A	Referred Active
<input type="checkbox"/>		Lewis-Aey, Jennifer Jill	05/10/2022	1		N/A	Referred Active



# Search Committee Process

- Search Committee Chair will click on the candidate's name in order to open up their application to review their materials.

Referred Actions

<input type="checkbox"/>	<input type="lock"/>	Name	Action Date	Total Rank	Phone	E-References	Status
<input type="checkbox"/>		Hannon, Melinda B	05/10/2022	1		N/A	Referred Active
<input type="checkbox"/>		Massaro, Megan	05/10/2022	1		N/A	Referred Active
<input type="checkbox"/>		Burdette, Nicole	05/10/2022	1		N/A	Referred Active
<input type="checkbox"/>		Burzynski, Ghia	05/10/2022	1		N/A	Referred Active
<input type="checkbox"/>		Maurice, Aaron Jon	05/10/2022	1		N/A	Referred Active
<input type="checkbox"/>		Lewis-Aey, Jennifer Jill	05/10/2022	1		N/A	Referred Active

<< < > >>

Showing 1 - 6 of 6 items



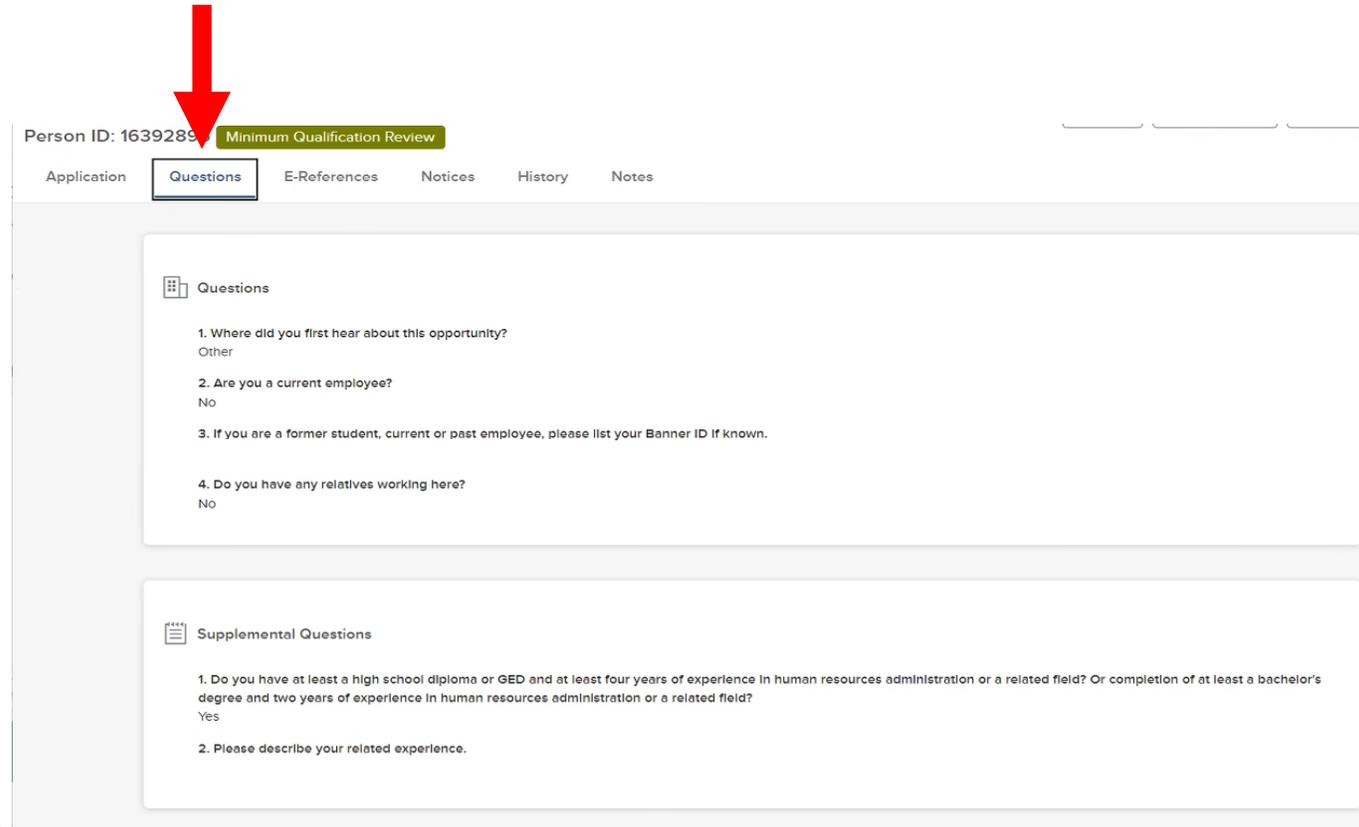
# Search Committee Process

- Search Committee Chair can scroll through the entire application or click on a specific section of the application.

The screenshot displays a user interface for a search committee process. At the top, the candidate's name "Hannon, Melinda" is shown, along with a "Person ID" of 142523 and a "Minimum Qualification Review" status. A navigation bar includes tabs for "Application", "Questions", "E-References", "Notices", "History", and "Notes". A red arrow points to the "Application" tab, which has opened a "QUICK JUMP..." menu. This menu lists several sections: "General Information", "Work Experience", "Education", "Additional Information", "References", and "Attachments". The "General Information" section is currently selected and expanded on the right side of the screen. At the top right, there are buttons for "Next", "Actions", "Print", and "Cancel".

# Search Committee Process

- Search Committee Chair will select the Questions tab to review the Supplemental Questions and determine if the candidate(s) meet the minimum qualifications.



Person ID: 1639289 Minimum Qualification Review

Application **Questions** E-References Notices History Notes

**Questions**

1. Where did you first hear about this opportunity?  
Other
2. Are you a current employee?  
No
3. If you are a former student, current or past employee, please list your Banner ID if known.
4. Do you have any relatives working here?  
No

**Supplemental Questions**

1. Do you have at least a high school diploma or GED and at least four years of experience in human resources administration or a related field? Or completion of at least a bachelor's degree and two years of experience in human resources administration or a related field?  
Yes
2. Please describe your related experience.



# Search Committee Process

- From the Actions drop down menu, the Search Committee Chair will move the candidate(s) that do not meet the minimum qualifications by selecting **Reject**, indicating an inactivation reason and providing an explanation as to why the candidate does not meet the minimum qualification(s) (see next slide).
- and the Search Committee Chair will move the candidate(s) that meet the minimum qualifications by selecting **Move to Search Committee Review**.

The screenshot displays the recruitment system interface for candidate Melinda Hannon (Person ID: 6142523). The interface includes a navigation bar with 'Dashboard' and 'Jobs' options. The main content area shows the candidate's profile and a list of questions. The 'Questions' section contains three questions:

1. Where did you first hear about this opportunity?  
YSU Career Page
2. Are you a current employee?  
No
3. Do you have any relatives working here?  
No

The 'Supplemental Questions' section contains one question:

1. Do you have at least an associate degree in business administration, management science, public administration, or a related field; or at least two years of experience in the secretarial and/or administrative professional field to include office management, public relations, and/or budgeting?  
Yes

The 'Actions' dropdown menu is open, showing the following options:

- Reject
- Move to Referred
- Move to Search Committee Review
- Move to Interview Requested
- Move to Interview
- Move to Additional Interview Requested
- Move to Hiring Manager Interview
- Move to Offered
- Move to Background Check
- Move to Hire
- Send Notices
- Send E-Reference Notification
- Rate

Red arrows indicate the 'Actions' menu and the 'Move to Search Committee Review' option.



# Search Committee Process

- When the Search Committee Chair has selected **Reject**, click the magnifying glass to pull up the Inactivation Reasons.



Reject Details

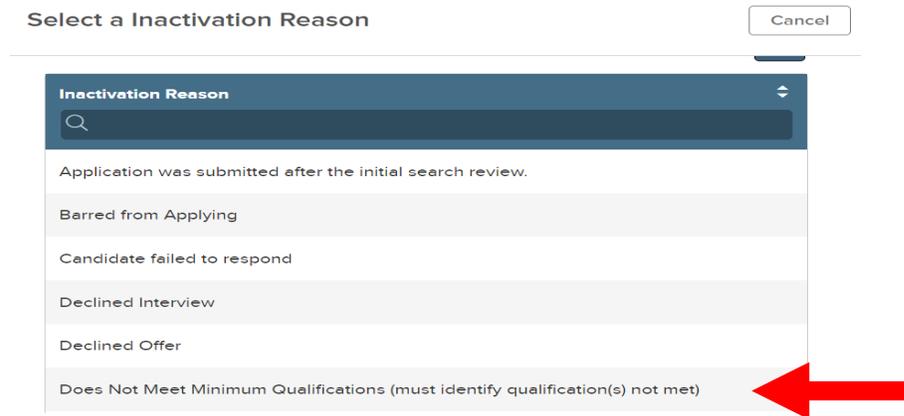
\* required fields are marked with asterisk

Inactivation Reason\*

Find a Inactivation Reason 

A red arrow points to the magnifying glass icon.

- Select 'Does Not Meet Minimum Qualifications (must identify qualification(s) not met)'.



Select a Inactivation Reason Cancel

**Inactivation Reason**



Application was submitted after the initial search review.

Barred from Applying

Candidate failed to respond

Declined Interview

Declined Offer

**Does Not Meet Minimum Qualifications (must identify qualification(s) not met)**

A red arrow points to the 'Does Not Meet Minimum Qualifications' option.



# Search Committee Process

- Provide an explanation as to which minimum qualification(s) the candidates does not meet.



The screenshot shows a form titled "Reject Details" with a sub-header "\* required fields are marked with asterisk". The "Inactivation Reason\*" field contains the text "Does Not Meet Minimum Qualifi..." and has a tooltip that says "Click here or press enter to view inactivation reason in a window." Below it is a "Comments" text area. A red arrow points to the right side of the "Comments" text area.

- Select the green 'SAVE' button in the upper right hand corner to complete the Inactivation Reason



A close-up of two buttons: a grey "Cancel" button and a green "Save" button. A red arrow points to the right side of the "Save" button.

# Search Committee Process

- **Search Committee Review**- the search committee evaluates the candidates' preferred/desired qualifications using the Star Rating Guidelines in the system generated rubric (see the Star Rating Guidelines slide for clarification).
  - Based upon the outcome of the ratings, the Search Committee Chair moves candidates to either **Interview Requested** or **Reject**, indicating an inactivation reason and providing an explanation as to why the candidate does not meet the preferred/desired qualification(s)
  - Failure of the Search Committee Chair to ensure that inactivation reasons are entered for each candidate will delay subsequent EEO review and interview approval. Once candidates have been moved to **Interview Requested**, EEO review is performed.
  - When reviewing an candidate, do not **Reject** a candidate based on perceived over qualification or high salary requirements. Hire the most qualified person for the position.
  - When you contact the candidate for an approved interview, you can make sure they understand what the position duties and responsibilities are and what the hourly rate/salary range for the position is.



# Search Committee Process

- Search Committee Chair and Members will receive notification to review candidates using the Star Rating.
- Click on the candidate's name to pull up their materials and the rating criteria will be located to the right of the candidate's information.

 Search Committee Review  
Academic Operations Specialist 1 (Requisition Number : 202200027)

Requisition Academic Operations Specialist 1	Requisition Number 202200027	At Step Search Committee Review
Evaluate Using Star Rating	Scale 5 stars	Passing Score ★☆☆☆☆ 1 stars

Candidates Print Search

	4 Total	4 Unreviewed	0 Reviewed			
<input type="checkbox"/>	Person ID	Candidate Name	Reviewer	Last Reviewed	My Score	Average Score
<input type="checkbox"/>	48919000	Burdette, Nicole			--	--
<input type="checkbox"/>	22293631	Burzynski, Ghia			--	--
<input type="checkbox"/>	6142523	Hannon, Melinda B			--	--
<input type="checkbox"/>	11796	Maurice, Aaron Jon			--	--

**CURRENT STATUS**  
Review In Progress

**RELATED ITEMS**  
Requisition

# Search Committee Process

- Search Committee Chair and Members will click on the appropriate Star Rating and may leave comments under each rating, if applicable.
  - An overall comments box is provided, if applicable.
  - Click SUBMIT to send your ratings to the Search Committee Chair.

Burdette, Nicole  
Person ID: 48919000

Application Questions E-References

General Information

Contact Information

Personal Information

← Prev Next → Print Cancel

\* required fields are marked with asterisk Your Average Score: 5.00

Banner Experience \* 5.0 ★★★★★

Write a comment...

OTHER RATERS

Bachelors Degree In Business \* 5.0 ★★★★★

Write a comment...

OTHER RATERS

Overall Comments

Candidate has all the preferred qualifications we're looking for.

Submit

# Search Committee Process

- Search Committee Chair can click on 'Other Raters' below the comment block to see who has completed their candidate review.
- After completion of the Star Ratings, the Search Committee Chair must review the ratings and determine who will be interviewed by sending them to **Interview Requested**,
- and those that are not selected for interview will be moved to **Reject**, indicating an inactivation reason of 'Not Selected for Interview' and providing an explanation as to why the candidate was not selected for an interview.

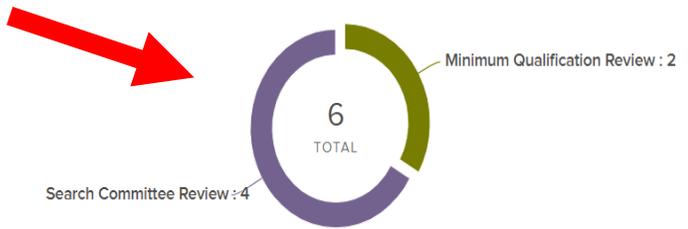
The screenshot displays a candidate review interface for Nicole Burdette (Person ID: 48919000). The interface is divided into two main sections: 'General Information' on the left and a detailed review section on the right. The 'General Information' section includes 'Contact Information' and 'Personal Information' fields. The right section shows a 'Banner Experience' section with a 5.0 rating (5 stars) and a 'Write a comment...' text area. Below the comment area is a link for 'OTHER RATERS' with two profile icons. A red arrow points from the 'Personal Information' field in the left section to the 'OTHER RATERS' link in the right section. The interface also includes navigation buttons (Prev, Next, Print, Cancel) at the top right and a 'Submit' button at the bottom right.



# Search Committee Process

- When candidates are moved into different workflow states, the Search Committee Chair can click on the pie chart above to view the candidates in a particular workflow state. Below depicts candidates in the Minimum Qualification Review workflow state. Click on Search Committee Review to view the other candidates.

Candidates



Minimum Q... Actions More

	Name	Action Date	Total Rank	Phone	E-References	Status	Rating
<input type="checkbox"/>	Massaro, Megan	06/23/2022	1		N/A	Minimum Quali... Does Not Meet Minimum Qualifications (must identi...	Fail
<input type="checkbox"/>	Lewis-Aey, Jennifer Jill	06/23/2022	1		N/A	Minimum Quali... Does Not Meet Minimum Qualifications (must identi...	Fail

Showing 1 - 2 of 2 items

# Search Committee Process

- When the Search Committee Chair has selected **Reject**, click the magnifying glass to pull up the Inactivation Reasons.



- Select the appropriate inactivation reason as to why the candidate is not being moved on for Interview.



# Search Committee Process

- Provide an explanation as to why the candidate was not selected for an interview.

Reject Details

\* required fields are marked with asterisk

Inactivation Reason\*

Meets minimum qualifications bu... [X] [icon]

Click here or press enter to view inactivation reason in a window.

Comments

[Empty text area]

←

- Select the green 'SAVE' button in the upper right-hand corner to complete the Inactivation Reason

Cancel Save

←



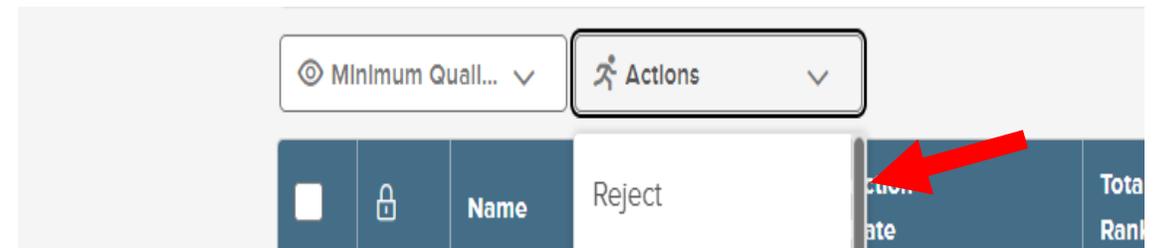
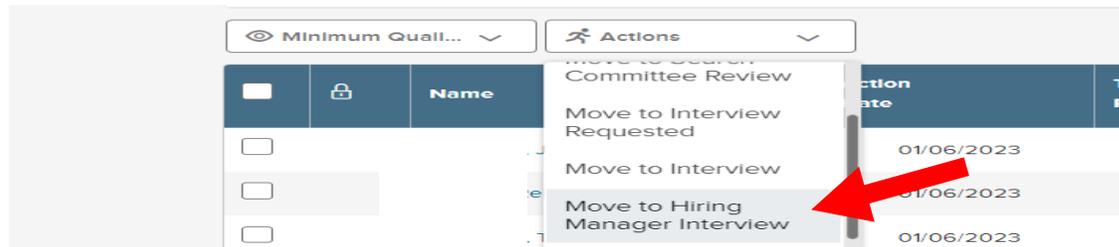
# Steps in the Search Process- EEO

- Interview Requested- EEO reviews the interview requests and communicates accordingly in the NEOED system. Once approved EEO moves candidates to **Interview**.



# Search Committee Process

- Once the search committee has conducted interviews, the Search Committee Chair will move the recommended candidates to the Hiring Manager by selecting the box to the left of the candidate's name and selecting **Move to Hiring Manager Interview** from the Actions drop down.
- The Hiring Manager will receive notification to conduct interviews with the recommended candidates.
- For those candidates not moving on to the **Hiring Manager Interview**, the Search Committee Chair must move the candidates to **Reject**, indicating an inactivation reason and providing an explanation as to why the candidate is not moving on to the next step based on the interview.



# Search Committee Process

- When the Search Committee Chair has selected **Reject**, click the magnifying glass to pull up the Inactivation Reasons.



- Select the appropriate inactivation reason as to why the candidate is not being moved on to the Hiring Manager for Interview.



# Search Committee Process

- Provide an explanation as to why the candidate was not selected for another interview.

Reject Details

\* required fields are marked with asterisk

Inactivation Reason\*

Meets minimum qualifications bu... [X] [icon]

Click here or press enter to view inactivation reason in a window.

Comments

[Empty text area]

←

- Select the green 'SAVE' button in the upper right-hand corner to complete the Inactivation Reason

Cancel Save

←

# Search Committee Process

- The Search Committee Members have completed their responsibilities for this search.
- Thank you for volunteering to serve as a Search Committee Chair/Member!



# Steps in the Search Process- Hiring Manager

- **Hiring Manager Interview-** hiring manager conducts interviews and moves candidates to
  - **Reject**, indicating an inactivation reason and providing an explanation as to why the candidate is not selected for hire, or
  - **Offered** (corresponds to "Hiring Proposal" in the previous PeopleAdmin System) and completes the Offer Approval Form.
  - Following applicable administrative approvals, HR will move the candidate to **Preboarding** for Human Resources (HR) processing.



# Search Committee Process

- The Hiring Manager will move the selected candidate for hire to **Offered** from the Actions drop down,
- and select **Reject**, indicating an inactivation reason and providing an explanation as to why the other candidate(s) were not selected for hire.
- You must move all candidates to one of the workflow states. If the selected candidate declines the offer, you can go back and move another interviewed candidate forward for hire.

The screenshot displays the HR system interface for candidate Hannon, Melinda (Person ID: 6142523). The interface includes a navigation menu on the left with options like Dashboard, Jobs, Requisition Details, Academic Openings, and Candidates. The main content area shows the candidate's profile and a list of questions. The 'Questions' section contains three questions: '1. Where did you first hear about this opportunity?' (answered 'YSU Career Page'), '2. Are you a current employee?' (answered 'No'), and '3. Do you have any relatives working here?' (answered 'No'). The 'Supplemental Questions' section contains one question: '1. Do you have at least an associate degree in business administration, management science, public administration, or a related field; or at least two years of experience in the secretarial and/or administrative professional field to include office management, public relations, and/or budgeting?' (answered 'Yes'). The 'Actions' dropdown menu is open, showing options such as 'Reject', 'Move to Referred', 'Move to Search Committee Review', 'Move to Interview Requested', 'Move to Interview', 'Move to Additional Interview Requested', 'Move to Hiring Manager Interview', 'Move to Offered', 'Move to Background Check', 'Move to Hire', 'Send Notices', 'Send E-Reference Notification', and 'Rate'. A red arrow points to the 'Next' button, and another red arrow points to the 'Move to Offered' option in the 'Actions' dropdown menu.

# Search Committee Process

- When the Hiring Manager has selected **Reject**, click the magnifying glass to pull up the Inactivation Reasons.



- Select the appropriate inactivation reason as to why the candidate is not being selected for hire.



# Search Committee Process

- Provide an explanation as to why the candidate was not selected for hire.

Reject Details

\* required fields are marked with asterisk

Inactivation Reason\*

Meets minimum qualifications bu... [X] [icon]

Click here or press enter to view inactivation reason in a window.

Comments

[Empty text area]

A red arrow points to the right side of the 'Comments' text area.

- Select the green 'SAVE' button in the upper right-hand corner to complete the Inactivation Reason

Cancel Save

A red arrow points to the right side of the 'Save' button.

# Steps in the Search Process- Human Resources

- **Preboarding** - candidate background check release is processed by HR Generalist. With successful background check and review, HR generalist moves candidate to **Hired**.
- **Hired**- HR Generalist completes the hiring process for the new employee.





Contact HR with ANY  
Questions