

# Using the Online Hiring Center to Review Applications

# Snow College Sign-In

- Access your account by clicking on the link found in the notification email from NEOED

From: [info@neoed.com](mailto:info@neoed.com) <[info@neoed.com](mailto:info@neoed.com)>  
Sent: Wednesday, December 2, 2020 1:57 PM  
To: [REDACTED]  
Subject: Applications Awaiting Your SME Review

## Message From NEOED Insight

Dear [REDACTED]

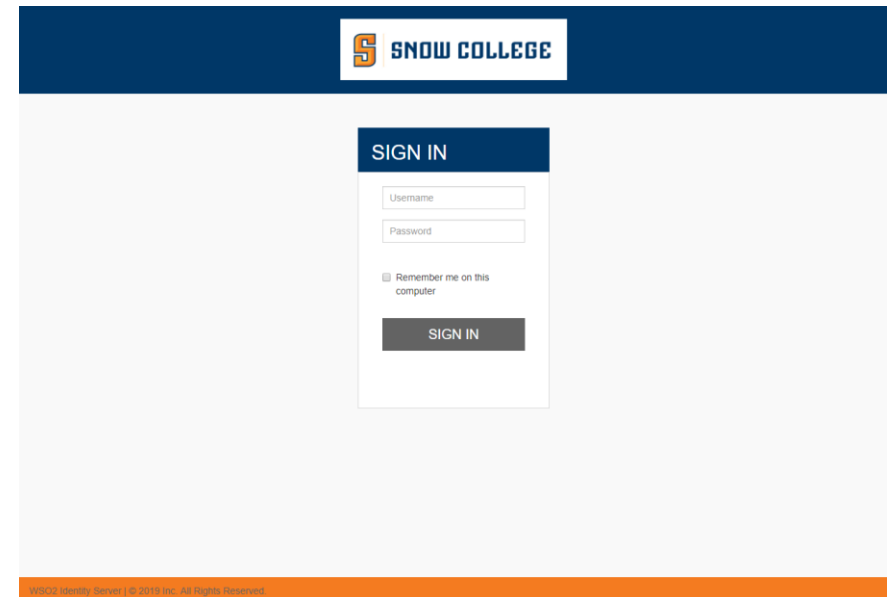
There are new applications awaiting your SME review.

Exam Plan: 00132 - Custodian

To review these applications, please go to <https://login.neoed.com/authentication/saml/login/snowcollege>

OR

- Type [Neoed.snow.edu](https://neoed.snow.edu) into your browser
  - This will take you directly to the single sign on page (the same login as your Badger Web).



SIGN IN

Username

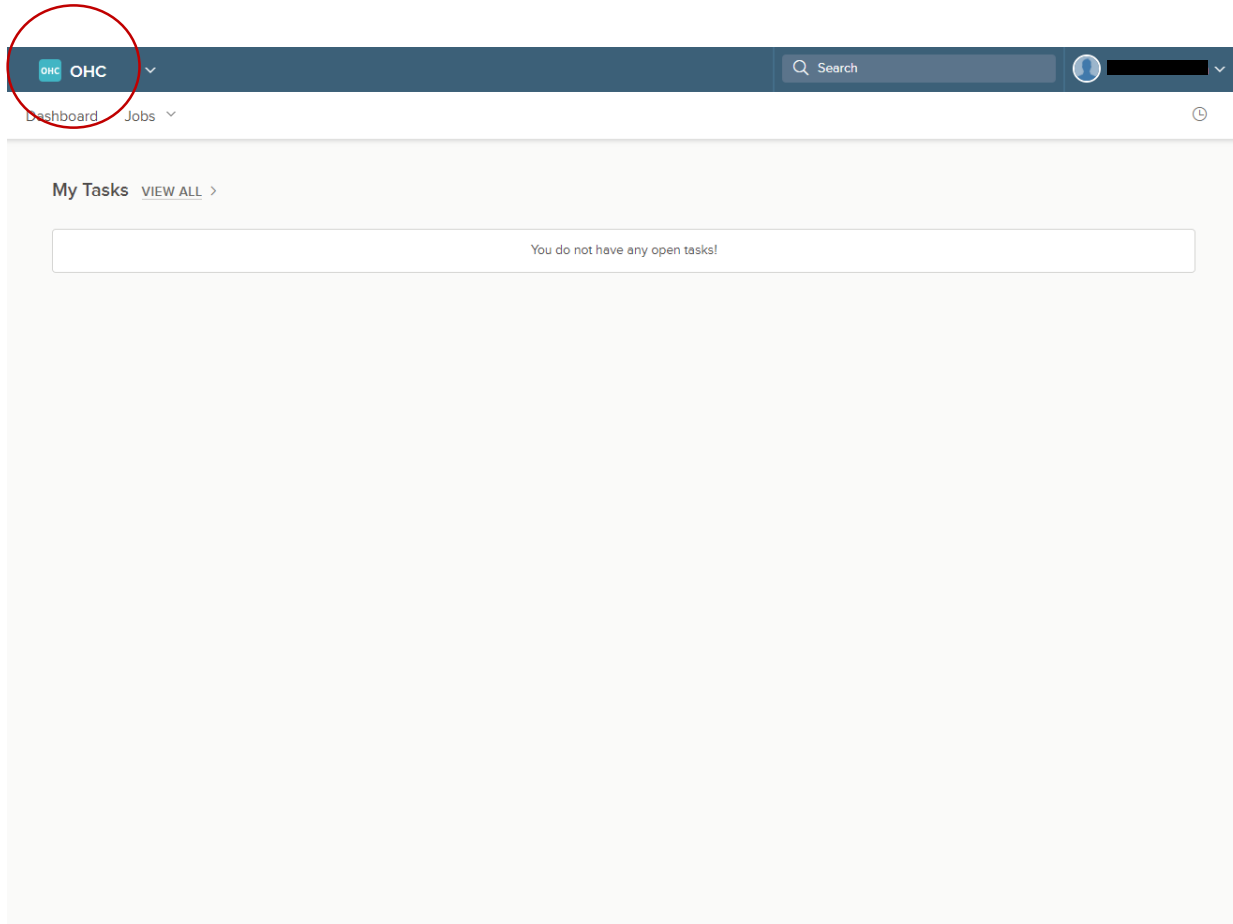
Password

☐ Remember me on this computer

SIGN IN

WSO2 Identity Server | © 2019 Inc. All Rights Reserved

# Online Hiring Center (OHC)



- This is what your OHC dashboard will look like when you first sign in.
- If your screen looks different, check that the upper left corner says OHC.
  - If needed, click on the arrow and select OHC to navigate to your dashboard.
  - If having trouble, you may need to close down your browser completely and reopen to sign in.

# OHC Tasks

My Tasks [VIEW ALL >](#) Q

1 Total			1 SME Review		
Type	Related To	Date Assigned	Due Date	Division	Department
SME Review (7)	<a href="#">Job</a> Student Success Office Manager (00151)	12/08/2020		Part-time	

Showing 1 - 1 of 1 items ← →

- Any assignments made to you will appear under “My Tasks”

*(Tip: This list may be long. Interview assignments do not disappear when completed. If you are looking for completed tasks, click ‘View All’ to expand the list)*

# Accessing Assigned Applications

My Tasks [VIEW ALL >](#) Q

1 Total			1 SME Review		
Type	Related To	Date Assigned	Due Date	Division	Department
SME Review (7)	<a href="#">Job</a> <a href="#">Student Success Office Manager (00151)</a>	12/08/2020		Part-time	

Showing 1 - 1 of 1 items ← →

Notice: SME type will not see  
applicant personal information  
Interview type will see  
personal information

Click on the position title to access  
applications

# Subject Matter Experts (SME)

Candidates Print Q

7 Total		7 Unreviewed		0 Reviewed	
<input type="checkbox"/>	Person ID ▲	Assigned By ▼	Last Reviewer ▼	Last Reviewed ▼	
<input type="checkbox"/>	24185556				
<input type="checkbox"/>	40165858				
<input type="checkbox"/>	40357483				
<input type="checkbox"/>	40377392				
<input type="checkbox"/>	40917959				
<input type="checkbox"/>	41130004				
<input type="checkbox"/>	41135568				

<< < > >>

Showing 1 - 7 of 7 items

Applicants are assigned a number

Click on the first number to access the first application

Initial review will be listed as SME Review

# Viewing an Application

- General Information

- Work Experience

- Education

- Additional Information

- References

Person ID: 6 NA

← Prev Next → Print Cancel

Application Questions E-References

**General Information**

**Work Experience**

Desktop Support Technician

May 2018 - October 2019

Company Name

Address

Reason for Leaving

Current Employer

Most recent job description

Job

Duties Summary

Level 2 Desktop Support - Work with various Dell, HP and Lenovo Desktop and Laptop, Desktop Peripherals, Hardware, Imaging, Troubleshooting, Migrating Data, Create User accounts, Managing Tech Network, Windows, Print Management, Software Installation

\* required fields are marked with asterisk

**To Interview 5-star Rating** \* ⚙️ ★★★★★

1 = No  
2 = No  
3 = Neutral  
4 = Yes  
5 = Yes

Write a comment...

OTHER RATERS

**Overall Comments**

Submit

# Rating an Application

Person ID: 556 NA

← Prev Next → Print Cancel

Application Questions E-References

**General Information**

**Work Experience**

Desktop Support Technician

May 2019 - October 2020

Company Name

Address

Reason for Leaving

Current Employer

May we contact this employer?

Yes

Duties Summary

Level 2 Desktop Support, troubleshoot and resolve  
Mail, IM, and Lync issues, and hardware  
troubleshooting, Microsoft  
Exchange, Proxmox, VMware, Citrix, Dell  
Care, Power Management, Windows, Tech  
Network, Software, Data Management  
Software Installation

\* required fields are marked with asterisk

**To Interview 5-star Rating** \* ⚙️ ★★★★★

1 = No  
2 = No  
3 = Neutral  
4 = Yes  
5 = Yes

Write a comment...

OTHER RATERS

**Overall Comments**

Submit

- Give each applicant a star rating

- Leave comments for your rating

- Click 'Submit'



# Interview Stage

- After initial review, committee members will be granted access to interviewees' complete application

*(Tip: faculty positions will have a 2<sup>nd</sup> round of reviews before moving to the interview stage)*

My Tasks [VIEW ALL](#) >

2  
Total

2  
Interview Rating

Type	Related To	Date Assigned	Due Date	Division	Department
Interview (9)	Human Resources Generalist (...)	05/13/2019		Financial and Administrative Services	Human Resources

Showing 1 - 2 of 2 items

# Interview Stage



## Optional Feature

As you review each application, you'll see an option to 'Pass' or 'Fail' for each interviewee.

This is **not required**.

The successful interviewee will be chosen as a committee on paper or by email.

\* required fields are marked with asterisk

\*  Pass  Fail

Write a comment...

Submit

# Troubleshooting

- Recommended web browsers for NEOED products are:
  - Microsoft Internet Explorer 11
  - Microsoft Edge, version 20 and higher
  - Google Chrome, version 72 and higher
- Call the Human Resources office at x7044, email [abby.lyman@snow.edu](mailto:abby.lyman@snow.edu) or [hr@snow.edu](mailto:hr@snow.edu)
- Visit [info.neoed.com/contact-us](http://info.neoed.com/contact-us)
- Call NEOED at 833-903-2915