

Rating Applications in NEOED

Logging In

You can access your account three different ways.

1. Notification Email
 - a. Click the link found in your notification email from NEOED



Message From NEOED Insight

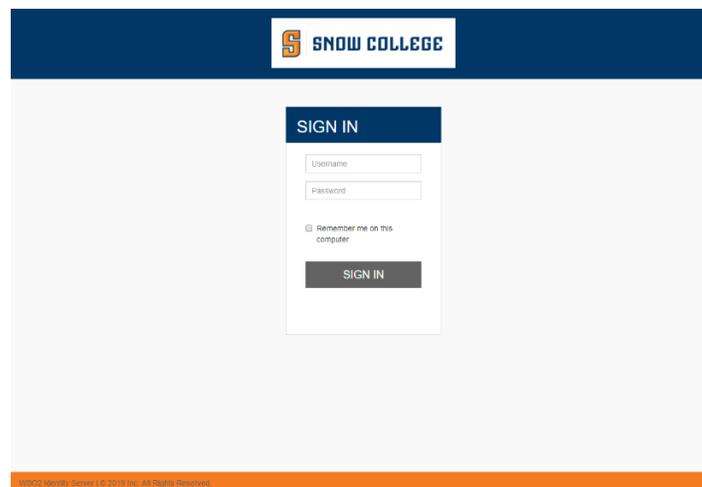
Dear [Redacted]

There are new applications awaiting your SME review.

Exam Plan: 00322 - General Maintenance Worker

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

2. Neoed.snow.edu
 - a. Type neoed.snow.edu into your browser
 - b. This will take you directly to the single sign on page (same login as Badger Web)

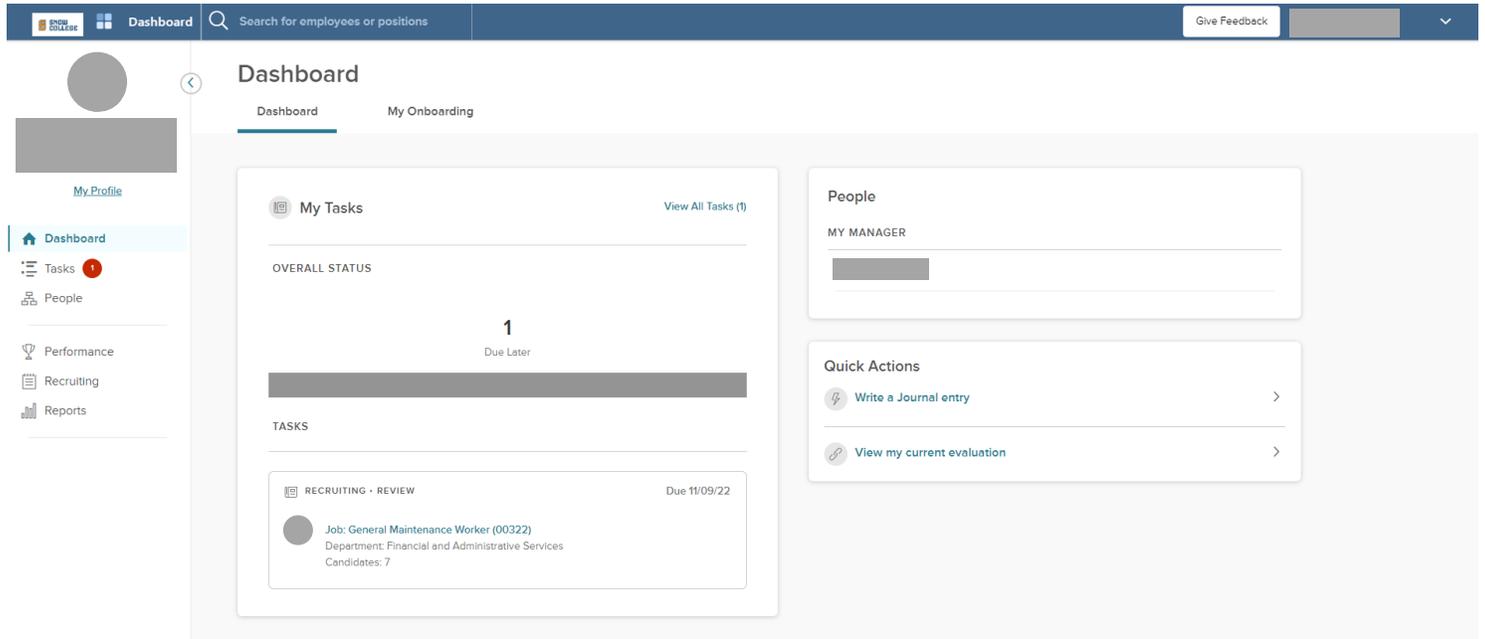


The screenshot shows the NEOED single sign-on page. At the top, there is a dark blue header with the Snow College logo and name. Below the header, the page is white with a central sign-in box. The sign-in box has a dark blue header with the text "SIGN IN". Inside the box, there are two input fields: "Username" and "Password". Below these fields is a checkbox labeled "Remember me on this computer". At the bottom of the sign-in box is a dark grey button with the text "SIGN IN". At the very bottom of the page, there is a small orange footer with the text "©2022 Identity Services | © 2019 Inc. All Rights Reserved."

3. Neoed.com
 - a. Type neoed.com into your browser
 - b. This bypasses the single sign on and may require a password reset (Please contact HR)

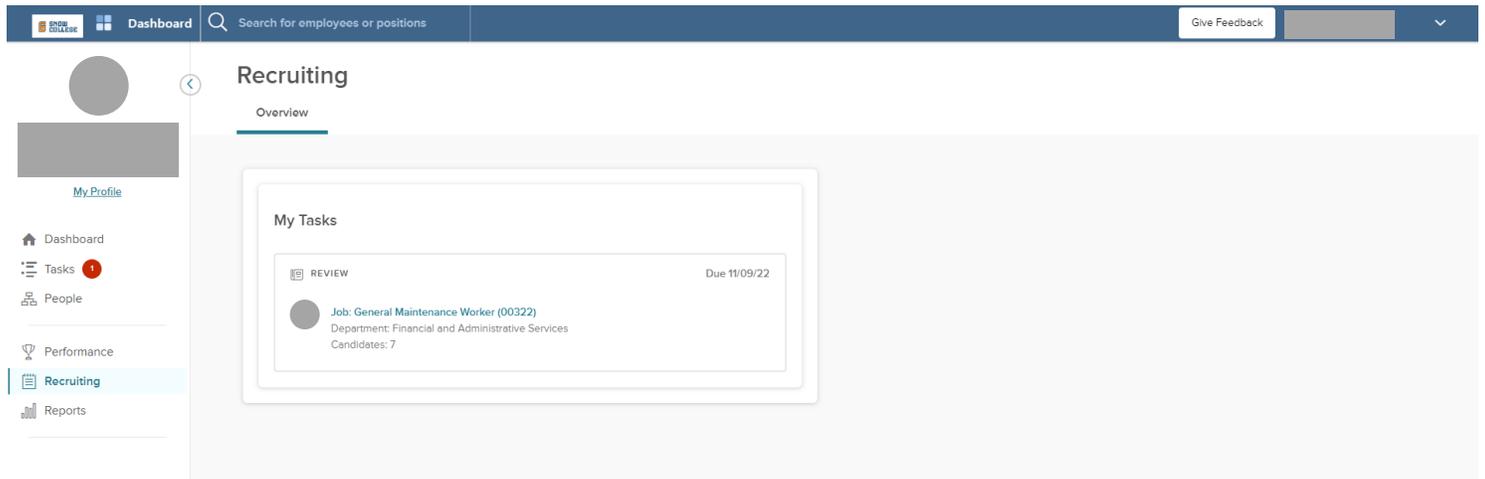
NeoEd Dashboard

This is what your dashboard will look like when you first sign in.



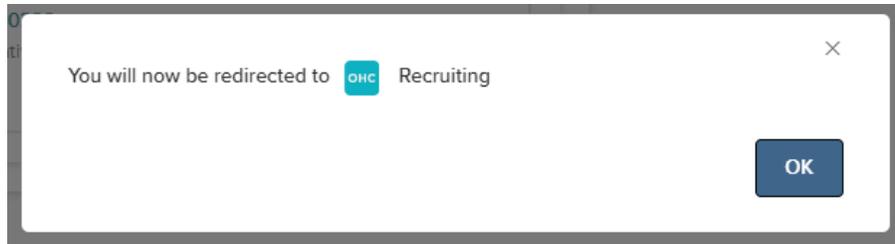
The screenshot shows the NeoEd Dashboard interface. At the top, there is a navigation bar with the Snow College logo, a search bar for employees or positions, and a 'Give Feedback' button. The main content area is titled 'Dashboard' and includes a 'My Onboarding' tab. On the left, a sidebar menu lists 'My Profile', 'Dashboard', 'Tasks' (with a red notification badge), 'People', 'Performance', 'Recruiting', and 'Reports'. The main dashboard area features a 'My Tasks' section with an 'OVERALL STATUS' of 1 'Due Later' task. Below this, a task card for 'RECRUITING - REVIEW' is due on 11/09/22, with details for 'Job: General Maintenance Worker (00322)', 'Department: Financial and Administrative Services', and 'Candidates: 7'. To the right, there are sections for 'People' (MY MANAGER) and 'Quick Actions' (Write a Journal entry, View my current evaluation).

1. To view applications, click 'Recruiting' on the left-hand side.



The screenshot shows the NeoEd Recruiting page. The navigation bar is the same as in the dashboard view. The sidebar menu is the same, but the 'Recruiting' option is highlighted. The main content area is titled 'Recruiting' and includes an 'Overview' tab. A 'My Tasks' section is visible, showing a 'REVIEW' task due on 11/09/22, with details for 'Job: General Maintenance Worker (00322)', 'Department: Financial and Administrative Services', and 'Candidates: 7'.

2. Click on your task. This pop up will appear and redirect you to OHC.





SME Review
General Maintenance Worker (Job Number : 00322)

Last Completed 10/14/2022 10:36 AM Complete Review

Exam Plan General Maintenance Worker	At Step Blind Review	Exam Plan Number 00322
Max Raw Score 5	Evaluate On Star Rating	Passing Score 60
Weight 100%		

Candidates Print

7 Total	7 Unreviewed	0 Reviewed
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☐	Person ID	Application Received	Assigned By	Last Reviewer	Last Reviewed
<input type="checkbox"/>	29814521	08/30/2022			10/17/2022
<input type="checkbox"/>	33627513	09/24/2022			10/17/2022
<input type="checkbox"/>	42013568	08/31/2022			10/17/2022

CURRENT STATUS
🕒 **Review In Progress**

RELATED ITEMS
📄 [Job Posting](#)

3. To start rating applications, click on the applicant IDs to view each application.

4. Navigating and rating the application
 - a. Give each applicant a star rating
 - b. Leave any comments for your rating
 - c. Click 'Submit'

Person ID: [] NA

← Prev Next → Print Cancel

Application Questions E-References

General Information

Work Experience

To Interview 5-star Rating ⊖ ★★★★★

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

Write a comment...

OTHER RATERS ⌵

Overall Comments

Submit

Questions

E-References

General Information

Work Experience

Education

Additional Information

References

5. After the initial review and candidates are chosen to interview, members will be granted access to the complete applications.
 - a. There is an optional feature where you can 'Pass' or 'Fail' each interviewee.



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 kate.mudrow@snow.edu, or jobs@snow.edu

Visit info.neoed.com/contact-us

Call NEOED at 833-903-2915