NEOED/NEOGOV
Online Hiring Center
(OHC) User Guide
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Introduction
The Online Hiring Center (OHC) allows hiring managers and approval groups to electronically participate in the hiring process from requisition to hire. The OHC enables managers to create requisitions to fill vacant positions online, electronically route the requisitions for approval, review applications and recommend a candidate for hire. In addition, Search Committee members can access the OHC to review and rate candidates.

If you need assistance with the OHC or have questions, please contact the Human Resources Office at hr@lee.edu or (281) 425-6875.

Important Websites
Job seekers can view and apply for employment opportunities with Lee College online at https://www.schooljobs.com/careers/lee.

Hiring managers and Search Committee members can access NEOED’s Online Hiring Center (OHC) at https://login.neoed.com/.

Login to the Online Hiring Center (OHC)
Go to https://login.neoed.com/ to login to your OHC account. Enter your username and password. Click Forgot your username or password and follow the instructions to retrieve your information and access the system.

Can’t login?
- **Do you have an account set up?**
  Human Resources is the system administrator who grants permission to gain access to the OHC. If you do not have access to OHC, contact Human Resources. After they add you as a department user, you will receive confirmation emails to establish your username and create a password.

- **Do you have an account with a username and password, but still can’t log in?**
  Contact Human Resources for assistance at hr@lee.edu or (281) 425-6875.
Dashboard (Unified Self-Service)

After signing into the system, the Dashboard module will display. This is a centralized area for items that require your attention (i.e., your assigned tasks, associated requisitions, referred candidates, and more). Whenever you need to return to the Dashboard, select Dashboard from the drop-down menu in the upper left corner of the website.

Tip: The Dashboard is a feature of NEOED’s Unified Self-Service platform which acts as an information hub, centralizing tasks and actions for managers and employees into one easy to find location.

Navigation Links on Dashboard

- **Dashboard Home Page**: Clicking this icon displays the Dashboard home page shown above.

- **My Tasks**: Stay on top of your to-do list by selecting the Task icon. View actions you need to take (e.g., reviewing or approving a requisition, rating candidates), as well as those you completed. The default view shows all tasks pending your review. Click on a colored bar to view tasks according to their deadlines (i.e., Overdue, Due This Week, Due Later). Use the filter and search fields to quickly locate specific tasks. Once a task is finished, it is moved to the Completed tab.

Tip: You will receive system generated emails when your approval is needed and/or you have candidates to review or rate in the OHC.
**Recruiting**: Clicking this icon provides a quick glance at your requisitions, job postings, candidates and hires.

### Access Library of Job Descriptions

Follow these steps to view the library of job descriptions:

1. Select the OHC module from the drop-down menu in the upper left corner.

2. Click the Jobs menu and select Job Descriptions from the drop-down menu.

There are several ways to sort and search job descriptions. Use the Filter field to search for active and inactive descriptions. Use the Job Description Code or Job Description Title search fields to quickly identify positions.
To open/view a job description, click the link for the appropriate Job Description Code or Title.

**IMPORTANT:** At this time, only Human Resources can create and edit job descriptions. To request a new description or update an existing one, contact Human Resources at hr@lee.edu or (281) 425-6875.

### Manage Requisitions (Position Requests)

#### Create a Requisition

The requisition is replacing the Position Request Form. When a hiring manager needs to fill a vacancy or create a new position, create/submit an electronic requisition in the OHC to request to fill the position.

There are three ways to initiate the process of creating a requisition:

1. On the Dashboard, under Quick Actions, click Create a Requisition.
2. On the OHC home page, click the [+] menu and select Requisition.

3. On the OHC home page, select the Jobs menu, click Requisition and [+ Add].

After you open an online requisition form using one of the three methods provided above, you will see that the form has three tabs (i.e., 1. Create, 2. Approvals and 3. Attachments). Follow the steps below to complete and submit your requisition.

1. On the Create tab, use the information below to fill in applicable fields. Fields marked with an asterisk (*) are required. After you fill in the appropriate information, select Save & Continue to Next Step in the top right corner to move to the Approvals tab.
IMPORTANT: To properly complete the fields on the Requisition form, follow the instructions below.

- **Requisition #**: This # is automatically assigned by the system after the requisition is submitted.
- **Division/Department**: Select the department this position will be assigned to.
- **Job Description**: Select the position’s job description. If the description is not available, please contact Human Resources to see if a new description needs to be created. Only Human Resources can add job descriptions at this time.
- **Working Title**: Enter the position’s job title.
- **Desired Start Date**: Enter the desired start date (optional).
- **Hiring Manager**: Add the name of the person who will supervise this position, as well as the names of the supervisors in the chain of command who need access to view the activity of this position. For example, a request to hire a faculty member should include the names of the Division Chair, Associate VP of Academic Affairs and Provost. A request to hire an Academic Advisor would include the names of the Director of Advising & Counseling, Executive Director of College & School Partnerships, Associate VP of Student Affairs and Provost.
- **Chair, Search Committee**: If known, enter the name of the employee who will chair the Search Committee for this position. (This information can be added later.)
- **Search Committee Members**: If known, enter the names of the employees who will serve on the Search Committee for this position. (This information can be added later.) **TIP: Employees added here can view applicants if you later allow it in the hiring workflow for this position (i.e., Review and/or Interview steps).**
- **Job Type**: Select full-time or part-time.
- **List Type**: Always select Regular.
- **# of Vacancies Trying to Fill**: Enter the # of vacancies you are requesting to fill with this request.
- **EEO/Census Data Template**: Skip this field. Do NOT enter information here.
- **Action Requested**: Select Create a New Position or Filling a Vacant Position.
- **Incumbent’s Name (If Filling Vacancy)**: If applicable, enter the incumbent’s name.
- **Position Type**: Select Faculty (Exempt), Faculty – Dual Credit ISD/HS, Administrative (Exempt), Classified Staff (Non-Exempt) or FWS/Student Assistant (Non-Exempt).
- **Employment Status**: Select Contract, At-Will or Letter of Appointment (Temporary Assignment Only).
- **Location**: Select Main Campus, McNair Center, Liberty Center, Huntsville Center or School District(s) in Service Area.
- **Salary Scale**: Select Faculty 9 Month, Faculty 12 Month, Administrative, Classified Staff, IT, Skilled Trades/Craftsman or Part-Time.
- **Classification (Non-Faculty Positions)**: For non-faculty positions, enter the classification/band for the position. For faculty positions, leave this field blank.
- **Estimated Annual Salary**: Enter the estimated salary.
- **Incumbent Salary**: Enter the incumbent’s salary. You can obtain this information from Human Resources.
- **Estimated Budget Impact**: Select Increase to Budget, Decrease to Budget or No Change to Budget.
- **Estimated Amount of Change to Budget**: Enter the estimated amount of increase or decrease to the budget.
- **Funding Options**: Select Funds Already Budgeted, Reallocating Department Funds or Requesting New Funds.
- **Funding Source**: Select Lee College – Institutional Funds, Grant Funds or Other (e.g., salary split between Lee College and ISD). Add a brief description of “Other” in the Rationale for Requesting Position field.
- **Budget #**: Enter the budget # that will pay for this position.
- **Grant Title**: Enter the grant name.
- **Anticipated End Date for Grant**: Enter the grant’s end date.
• **Rationale for Requesting Position**: Explain why you are requesting this position. Add any other information you feel is necessary for the Cabinet to review this request.

• **Applicant Type**: Select if the posting will be advertised to Internal Applicants Only or Internal and External Applicants.

• **Position Details – New Position, Comments**: Skip these fields. Do NOT enter information here.

2. On the Approvals tab, select the appropriate supervisors in the chain of command who must review and approve this requisition (i.e., request to create a new position or fill a vacancy).

   **IMPORTANT**: If you do **NOT** need approval for your requisition (e.g., creating adjunct pools or student worker applications), skip this step by clicking Save & Continue to Next Step.

There are two ways to create an approval workflow:

**A.) Edit the Template/Draft Approval Workflow**

In most instances, a template/draft approval workflow will populate based on the department assigned to the requisition. The screenshot below provides an example of an approval workflow for Finance & Administration.

Edit the workflow to ensure you forward the request to the appropriate supervisors for their review and approval.

- Select and drag to reorder the steps of the workflow.
- Select to delete an approval step.
- Select to make changes to the Approval Group and Approver.
- Select + Add Approval Group to add a new approval step.
- Select Next to save and move to the last step in the Create Requisition process (i.e., 3. Attachments).
- Select Previous to return to the previous page (i.e., 1. Create).
- Select Save & Exit to save your work and come back later to finish it.

**B.) Create Your Own Approval Workflow**

1. Click + Add Approval Group.

2. In the Approval Group field, select the first supervisor you want to forward the request to from the drop options.
3. Optional - Enter a deadline for the supervisor to review the request in the Due Date field.
4. In the Approver’s field, select the name of the supervisor. Please note that supervisor names are currently tied to options in each Approval Group. If you need assistance finding a supervisor name, contact Human Resources at hr@lee.edu or (281) 425-6875.
5. Click Add Approval Step.

6. If you need to forward the requisition to multiple supervisors in your chain of command for approval, select the green Add Approval Step button. Repeat the steps above to enter the next supervisor approval(s) you need to collect.

After the first supervisor reviews and approves the requisition, the system will automatically forward the request to the second person listed in your approval workflow. All parties will receive an automatic email from the system letting them know they need to complete a task. See the example below.
7. Once you finish entering your approval workflow, select the Attachment tab or Next.

3. On the Attachments tab, upload position-related documents you would like to submit with this requisition. This step is optional. Select the Save & Exit box in the upper right corner to save the information you entered so far and come back later. Click Previous to go back to the Approval tab or select Submit to electronically forward your completed requisition (i.e., request to fill a vacancy or create a new position).

**View/Locate Requisitions**

*Important: Only employees/supervisors identified in the Hiring Manager field on the Requisition can search and view requisitions. If you cannot see a requisition, you may not have been assigned as a hiring manager (or supervisor in the chain of command). Contact Human Resources for assistance (hr@lee.edu or (281) 425-6875).

There are two ways to find/view requisitions and their respective statuses:

A.) **Access Requisitions from the Dashboard** - Select the Dashboard module in the upper left corner. Then, click Recruiting and select View All in the My Requisitions box.
B.) **Access Requisitions from the OHC home page** - Select the OHC module in the upper left corner to open the OHC home page. Then, scroll down to the My Requisitions section and click View All.

![OHC Home Page Screenshot]

When viewing your list of requisitions:

- The Approval column on the right indicates which step the requisition is in within the process (i.e., draft, # of approvals obtained/still needed or completed). Click this link to open the requisition to view specific details, such as who was assigned in the approval workflow.

- The status of the request (i.e., Draft, In Progress, Approved, Open, Filled and Cancelled) is displayed in the colored boxes in the Requisition Title column.

![Requisition List Screenshot]

Requisition statuses are described below.

- **Draft** – Manager started/created a requisition but has not submitted it yet.
- **In Progress** – Requisition was submitted and is in the process of obtaining electronic approvals.
- **Approved** – Requisition was submitted, and all approvals were obtained. Human Resources moves Approved requisitions to Open status and creates a job posting.
• **Open** – Requisitions are engaged in the hiring process (i.e., job posted, applications accepted, committee reviewing applicants, etc.). Human Resources and the hiring manager/Search Committee are working together to fill the position.

• **Filled** – A candidate was selected and hired for this position. The request for the position was filled and closed.

• **Cancelled** – Request to fill this position was cancelled.

**TIP:** Clicking a requisition in the Open or Filled status opens the requisition and allows you to view the original requisition and access the Candidates and Hiring Workflow tabs. This is helpful later when you want to view candidates for a position and move them through the search/hiring steps.

• Lastly, click on any of the requisition status options at the top of the section to quickly view/identify requisitions in each step of the approval process. For instance, selecting Total will display all requisitions. However, clicking Draft, In Progress, Approved or Open will only display requisitions currently within those steps.

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**Approve a Requisition**

If you are assigned an Approver role in the system, you can view requisitions sent to you for approval in the My Tasks section of the Dashboard or OHC home page.

A.) **Access My Tasks from the Dashboard** - Select the Dashboard module in the upper left corner and click Tasks. Select the requisition/position you need to approve.
B.) **Access My Tasks from the OHC home page** - Select the OHC module in the upper left corner. Scroll down to find the My Tasks section.

1. In the Related To column, click the job title of the requisition/position you need to review/approve. You can also click the Requisition Approval box at the top of this section to directly access any requisitions needing your approval.

2. On the Requisition Approval page, review the information submitted in the Requisition Details section. If you have access, you can click the Edit button in the top right corner of the page to make changes to the form. After you review the request, take one of three actions: Approve, Deny or Hold the Request.

**Approving a Requisition**

Select the Approve box, enter comments about this request if you like (optional), and click Submit to forward the electronic requisition to the next approver or step in the process.

An automatic email will be sent to the next approver in the process (or Human Resources if no further approvals are required).

On your Dashboard, the requisition will show as “In Progress” unless you are the final approver. The status will change to Approved after the final approval is obtained.
Denying a Requisition
If you do not approve a requisition or want the manager to make changes, click the Deny box, select who to send the requisition back to, enter a comment about why you are taking this action (optional), and click Submit.

An automatic email will be sent to the appropriate user.

Putting a Requisition on Hold
To pause the approval process, select Hold, enter a comment explaining why you took this action (optional), and click Submit.

An email will automatically be sent to the creator of the requisition. The creator will see the requisition on his/her dashboard under “On Hold Requisitions.”

IMPORTANT: Approval Groups with Multiple Approvers Assigned (e.g., Cabinet)
Only one person per Approval Group can approve a requisition. This is important because some Approval Groups have multiple employees assigned to them (e.g., Cabinet). If you are assigned to an Approval Group that has multiple people, please note that approval is on a first come basis. Since only one person in the group can approve it (and everyone assigned to the group is notified of the task), the first person in that group to process the request finishes the task. For example, if multiple HR members are assigned to the HR Approval Group, the first person to approve the requisition completes the task and moves it to the next step.

We do NOT want this to happen in the Cabinet Approval Group. If you are assigned to the Cabinet Approval Group, no one should process the request (click approve, deny or pause) except the representative from the President’s Office. Although you are not taking an action when serving on this Approval Group, you can review the request and submit notes for the other members to review. If approved, the President’s representative will enter the action and finalize the request.

View the Approval Workflow and History of Approvals
To see where the requisition is in the approval workflow, go to the Dashboard, scroll to the My Requisition section, select the requisition, and click the Approvals tab.
In the example above, you see the first step in the approval workflow was to obtain the Provost’s approval. The due date for this approval was 4/15/2022. The Provost approved the requisition on 4/16/2022, but you are still waiting on approval from the Cabinet (i.e., the second step in the approval workflow).

To view the history of approvals/actions taken on requisitions, go to the Dashboard, scroll to the My Requisition section, select the requisition, and click the History tab.

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View Job Postings

After a requisition is approved by the Cabinet, Human Resources will create a job posting.

**Important:** Only employees/supervisors identified in the Hiring Manager field of the Requisition can search and view postings. If you cannot see a posting, you may not have been assigned as a hiring manager (or supervisor in the chain of command). Contact Human Resources for assistance at hr@lee.edu or (281) 425-6875.

There are three ways to access/view your job posting:

A.) **From the Dashboard** – Select the Dashboard module in the upper left corner. Click the Recruiting link on the left. Select the My Job Postings link at the top of the page or View All in the Open Job Postings box.
B.) From the OHC home page – Select the OHC module in the upper left corner. Scroll down to the My Job Postings section and select the title of the posting you want to view.

C.) From the OHC module – Select the OHC module in the upper left corner. Click the Jobs menu and select Job Postings from the drop-down menu.

From the Job List page, you can:
- Filter to view postings by status (i.e., All, Current, Archived, Pending or Expired).
- Click the to open search options for applicable columns.
- Click to sort data alphabetically or chronologically.
- Select the Job Title for the posting you want to view.

Process Applicants/Candidates
Review Job Applicants/Candidates
To view applicants who applied to your positions:

1. Select the Online Hiring Center (OHC) module in the upper left corner and scroll down to My Candidates. Click the title of the appropriate position to view applicants.
2. The Requisition Detail page will appear. Make sure you are on the Candidates tab and the Referred List option is selected. Click on each candidate’s name to open/view the applications.

*Tip: To view candidates who were moved to other statuses in the hiring process (e.g., Review, Interview, Offered, Hired), select the appropriate option from the Referred field drop-down list or click the status on the donut chart.*

3. When the application opens, click the options under Quick Jump to view the different sections of the candidate’s application. Select << to the right of Quick Jump to minimize the navigation bar and increase the viewing size of the application.

4. Click on the Questions tab to review the candidate’s responses to the agency wide and supplemental questions. Select Prev to go back to the previous candidate’s application or Next to proceed to the next candidate’s application.
Confirm Applicant’s Veterans Preference
When reviewing candidate lists, as described above, an applicant’s veteran status and veteran’s preference can be quickly identified in the Veteran and Claim Vet column on each applicant list.

Move Applicants Through the Hiring Workflow
The following steps/statuses are established to move applicants through the recruiting/hiring process:

<table>
<thead>
<tr>
<th>Step #</th>
<th>Hiring Workflow Status</th>
<th>Task Owner</th>
<th>Description</th>
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</table>
| 1.     | Referred               | Hiring Manager | All applications for a position initially populate in the Referred step. Only employees assigned to the Hiring Manager field on the requisition form can view the applications.  
Actions Needed:  
A.) If the Search Committee needs access to view applications, Hiring Manager will select all applicants, click Actions and Move to Review.  
B.) If no one else is reviewing applications for this position, the Hiring Manager will select the applicants to forward to the interview step, click Actions and Move to Interview. |
| 2.     | Review                 | Hiring Manager & Search Committee (If Applicable) | With proper permissions set up, Hiring Manager and Search Committee members can view and rate applications.  
Actions Needed:  
A.) Hiring Manager assigns access to Search Committee members allowing them to view applications (if needed).  
   • Manager has the option to set up rating criterion everyone can use to rate candidates/help decide who to extend an interview to.  
B.) Hiring Manager and Search Committee members review applicants and determine who to interview. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Status</th>
<th>Roles</th>
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<tr>
<td>3.</td>
<td>Interview</td>
<td>Hiring Manager &amp; Search Committee (If Applicable)</td>
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<td></td>
<td></td>
<td>With proper permissions set up, Hiring Manager and Search Committee members can view and rate candidates who interviewed.</td>
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<td></td>
<td></td>
<td><strong>Actions Needed:</strong></td>
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<td></td>
<td></td>
<td>A.) Hiring Manager assigns access to Search Committee members allowing them to view and rate interviewees at this step (if needed).</td>
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<td></td>
<td></td>
<td>B.) Hiring Manager contacts candidates to schedule interviews.</td>
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<td></td>
<td></td>
<td>C.) Hiring Manager and Search Committee members interview candidates.</td>
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<tr>
<td></td>
<td></td>
<td>• Manager has the option to set up rating criterion everyone can use to rate candidates after the interviews.</td>
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<td></td>
<td></td>
<td>D.) Hiring Manager or designated committee member will check references for top candidate(s).</td>
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<td>4.</td>
<td>Offered</td>
<td>Hiring Manager &amp; HR</td>
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<td>At this step, Hiring Manager recommends candidate for hire, obtains appropriate approvals from supervisors in the chain of command (if needed) and HR extends the offer.</td>
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<td></td>
<td></td>
<td><strong>Actions Needed:</strong></td>
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<tr>
<td></td>
<td></td>
<td>A.) Hiring Manager will select candidate recommended for hire, click Actions and Move to Offer.</td>
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<tr>
<td></td>
<td></td>
<td>• On the Offer form, Hiring Manager on entering the date of the recommendation and updates the Offer Approval Workflow to electronically get support for the recommendation.</td>
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<td></td>
<td></td>
<td>B.) After appropriate approvals are obtained, HR completes the electronic Offer form and extends an employment offer to the candidate.</td>
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<tr>
<td>5.</td>
<td>Hired</td>
<td>HR</td>
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<td></td>
<td></td>
<td><strong>Actions Needed:</strong></td>
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<td></td>
<td></td>
<td>A.) HR moves the candidate who accepts our employment offer into the Hired status.</td>
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<td></td>
<td></td>
<td>• Candidates who decline our offer will be processed appropriately.</td>
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<td></td>
<td>B.) HR closes the posting and marks the requisition as filled.</td>
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<td>6.</td>
<td>Rejected</td>
<td>HR</td>
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<td></td>
<td></td>
<td><strong>Actions Needed:</strong></td>
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<td></td>
<td></td>
<td>A.) HR sends email to candidates not selected for the position.</td>
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**Moving Applicants Through the Hiring Workflow**

As noted above, Hiring Managers or Search Committee Chairs will move applicants through the following hiring workflow steps: Referred, Review, Interview and Offered.

There are two ways to move candidates through the various steps of the hiring workflow:

A.) Individually - When viewing individual applications, select Actions and Move to ___ (pick the appropriate step).
B.) Under the Candidate tab, click the boxes next to the candidates you want to move. Click Actions and Move to ___ (pick the appropriate step).

The system will ask if you are sure you want to move candidates. Click OK.

A green bar will appear at the top of the screen stating you successfully moved the candidate(s). Hit X to close this announcement.
You can view an updated list of candidates assigned to the different steps of the hiring workflow, in two ways:

1. Select the Referred drop-down link and change it to the appropriate list you want to view (e.g., Referred, Review, Interview, Offered or Hired) or

2. Click the appropriate section of the donut chart to open the list of candidates assigned to this area.

Optional Interview-Related Functions

Log Candidate Interview Dates

At this time, Committee Chairs/Hiring Managers will continue to schedule interviews with candidates as they have in the past. They communicate with the Search Committee to determine their availability to conduct interviews. Once a date and time is agreed upon, the Chair or Hiring Manager will contact the candidate directly (via phone and/or email) to schedule an interview.

You have the option to log the interview meeting date and time in the OHC. This allows you to send email reminders to everyone about the interview(s). Follow the steps below to log a candidate’s interview details.

1. When the candidate confirms his or her attendance, you have the option to return to your list of Interview candidates in the OHC to record the meeting date and time.

   There are two ways to do this:

   A.) From the Interview List, click Unscheduled for the appropriate candidate or
B.) From an individual’s application, select Actions and Schedule Interview.

2. On the Interview Details page, enter the date, time, location, and names of the Search Committee members in the Interviewer field. Adding the names of the committee members is optional. This allows members of the group to receive a copy of the email you send to the candidate(s). Click Save when you are finished.

Send Email to Remind Candidates of Their Interviews

Because you logged the interview details, you can send an email reminding each candidate (and Search Committee members) of the date and time of their scheduled interview through OHC.

1. Return to the Interview List. From the OHC home page, in the My Candidates section, select the appropriate job/Requisition Title.
2. The screen will open on the Candidate tab. Open the Interview List. There are two ways to select candidates to send a reminder:

   A.) Individually – Check the box next to the candidate(s) you want to send a notification or
   B.) In bulk – Check the box to send a notification to all candidates.

3. Select the candidate you want to send a reminder to. Then click Actions and Send Notices.

4. Click the magnifying glass to search notification templates. Select the Interview Confirmation template.
5. A preview of the notice will appear. To edit this message prior to sending, click Override. (Changes made here will not affect the original template.) To preview your message, click Sample Candidate. When you are ready to send the message, click Send.

Set Up Interview Ratings
Before scheduling interviews, the Search Committee should have determined the interview questions to ask the candidates. The interview questions were devised to see if candidates possess the desired knowledge, skills, abilities and experience to successfully perform the job. The questions can be condensed into categories, and those categories can be used as the interview rating scale criteria.

You have the option to set up a rating system for interviews. The interview rating is based on a 5-star rating scale, with 5 being the best.

To set up the interview criteria:

1. On the OHC home page, click the position that you are interviewing for in the My Candidates section.
2. Select the Hire Workflow tab and click Customize Workflow.

3. In the Interview step, click the pencil to edit the rating scale.
4. On the Step Details tab, enter the Pass Point minimum and turn the Rating Criteria on. Pass Point refers to the minimum number of stars the interviewing candidate must receive to move to the second round of interviews or to be recommended for hire (e.g., 4 out of 5 stars).

5. When the Rating Criteria is on, enter a Rating Criteria Name (e.g., a specific skill or qualification that you are looking for) and Description. For instance, a rating criterion could be “Supervision” and the description, “Does the candidate have experience supervising others?” Check the Required box to require a response to this criterion. Select Add Rating Criteria to add more.

6. To enable Search Committee members to also submit ratings for the candidates, add them as raters in the Raters section. Click the Populate Search Committee link or search for members by clicking the magnifying glass or typing the names in. Contact the Human Resources Office at hr@lee.edu or (281) 425-6875 if you cannot find a member’s name. Select Save and Continue.

TIP: Clicking Populate Search Committee will NOT automatically fill in the members unless their names were listed on the requisition for this position. Committee members are typically determined AFTER a position has been approved to be filled. HR enters committee members on the Requisition form when we receive approval of the members.
7. On the Scheduling tab, ensure the Rater button is turned on. This will send a notification to the Raters letting them know they have a task to complete. Click Save & Close.

**TIP:** Hiring managers can follow this same process in the Review step in the hiring workflow to create rating criterion for members to consider when they initially review applications.

**Rate a Candidate After the Interview**

To rate a candidate after the interview, return to the Interview List.

1. From your OHC home page, go to My Candidates. Select the appropriate Requisition/Job Title.
2. The Candidate tab will open. Locate candidates in the Interview List by selecting the Interview List option or clicking the Interview section of the donut chart. Then select the name of the candidate you want to rate.

3. This opens the candidate’s application. Select Actions and choose Rate.

4. Click Edit to enter your rating for each criterion.
5. Enter your comments and star ratings. Click Save.

6. A summary of your ratings will appear. If you do not want to display the comments, select Hide Comments. Click Back to Requisition Detail to return to the Interview List.
7. On the Interview List, the overall ratings will now populate in the Rating column for each candidate that was rated.

Search Committees
Identifying Search Committee Members
Hiring managers and Committee Chairs will continue to email their list of recommended committee members to the appropriate supervisors in the chain of command. Once the members of the committee are approved and completed the required online training, HR will enter their names in the OHC’s electronic requisition form.

Providing Committee Members Access to Applicants
To allow Search Committee members to view and/or rate applications for a position, managers must move all candidates from Referred to Review status and assign the members access in the Review and Interview hiring steps (see Set Up Interview Rating section). If a member of your committee is not able to view the applications, please contact Human Resources at hr@lee.edu or (281) 425-6875.

Questions/Assistance
If you have questions or need assistance, contact the Human Resources Office at hr@lee.edu or (281) 425-6875.