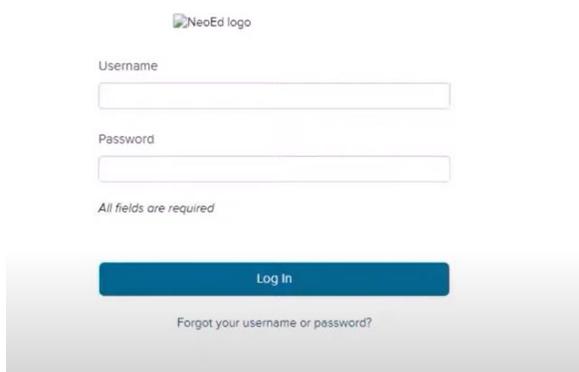


Rating Template:

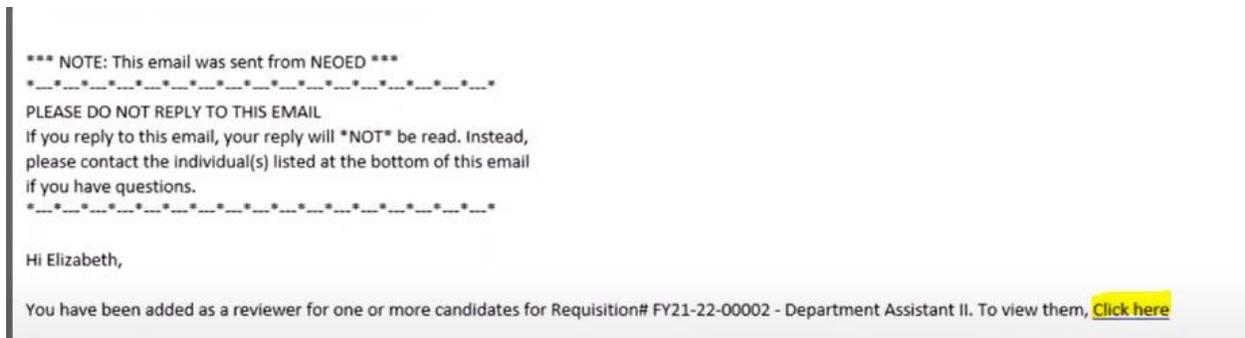
Select the link on how to Rate Candidates: [Committee Rating in NEOED](#)

Log in to your NeoEd Dashboard:



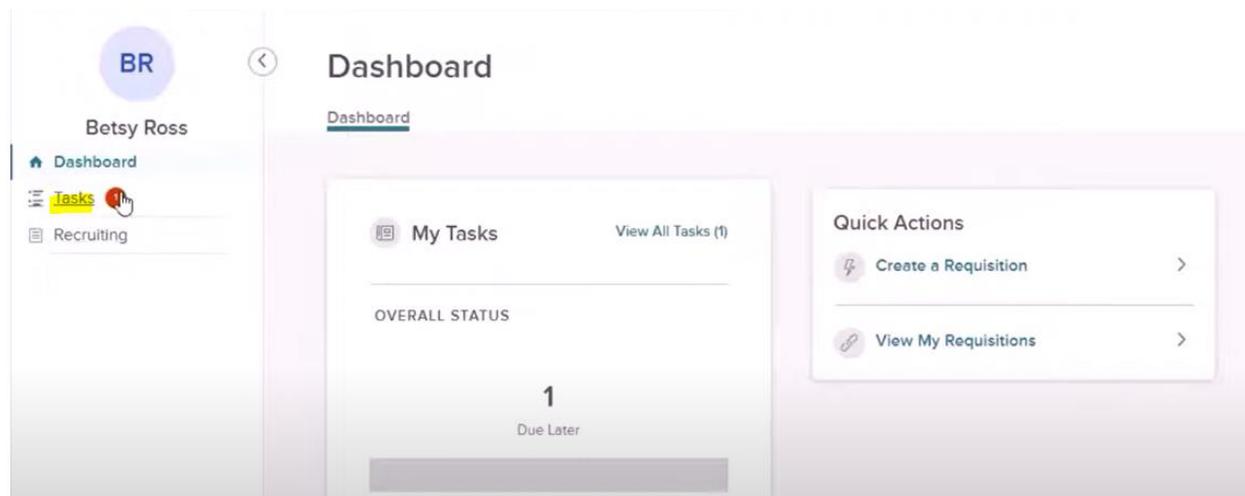
The image shows the NeoEd login page. At the top left is the NeoEd logo. Below it are two input fields: 'Username' and 'Password'. A note below the fields states 'All fields are required'. At the bottom is a blue 'Log In' button and a link for 'Forgot your username or password?'.

You will receive a notice from NeoEd letting you know you have candidates to rate:



Click on the hyperlink to take you to the ratings area:

Once on the Dashboard: Click Tasks:



To Do:

Click on the recruiting review:

Review – Job Title hyperlink:

Tasks

To Do (1) Completed (0)

Due Date ▾ Product ▾ Task Type ▾ For Whom ▾ Search

Due later (1)

RECRUITING · REVIEW Due 10/18/21

Review Department Assistant II (FY21-22-00002)
Department: District Office
Candidates: 3

Under Screening Committee Review:

- Verify the requisition name
- KCCD uses the Star rating (1-5 whole stars, no ¼, ½, or ¾ stars) ratings will be returned if not rated in whole stars
- Select each applicants name to begin the rating process

Under Department/Committee Review
Department Assistant II (Requisition Number : FY21-22-00002)

Requisition Department Assistant II	Requisition Number FY21-22-00002	At Step Under Department/Committee Review
Evaluate Using Star Rating	Scale 5 stars	Passing Score 0 stars

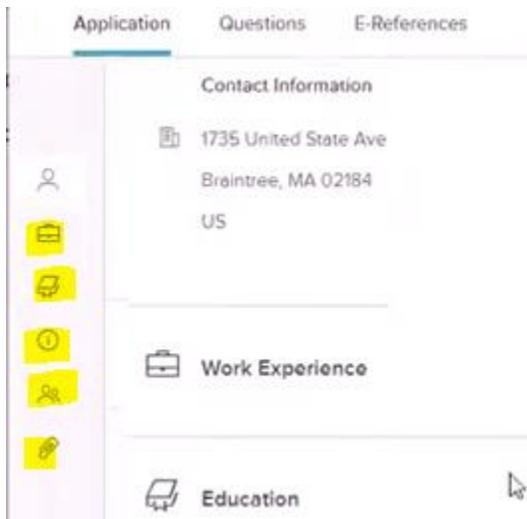
Candidates Print Search

	3 Total	3 Unreviewed	0 Reviewed	
Person ID	Candidate Name	Last Reviewer	Last Reviewed	My Score
48253091	Adams, John			
48253788	Jefferson, Thomas			
48253212	Washington, George			

Showing 1 - 3 of 3 items

HR

On the right-hand margin click on the tabs to cycle through the candidate's application, job experience, education, references, and attachments



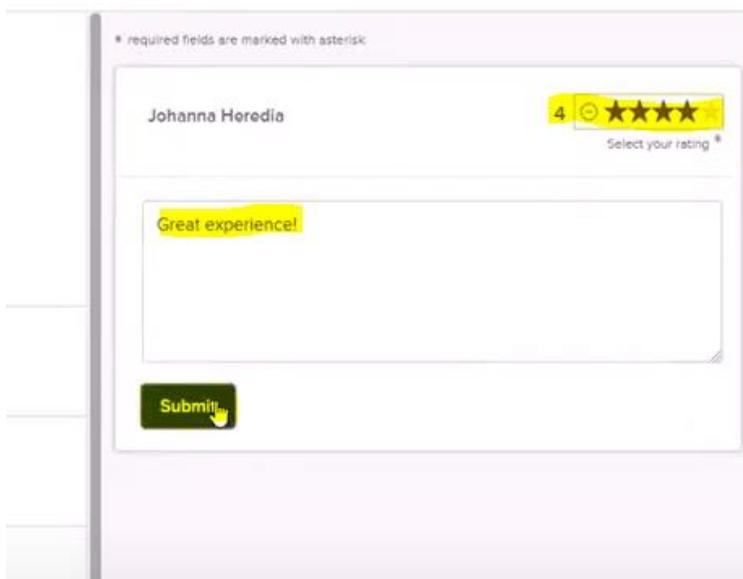
Provide feedback for the second committee meeting on information on each candidate

- Example: Great Experience

Rate candidate

Submit

Continue through all candidates (select Next)



After completing all ratings

Requisition Department Assistant II	Requisition Number FY21-22-00002	At Step Under Department/Committee Review
Evaluate Using Star Rating	Scale 5 stars	Passing Score 0 stars

Candidates

Print

3 Total	0 Unreviewed	3 Reviewed
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<input type="checkbox"/>	Person ID	Candidate Name	Last Reviewer	Last Reviewed	My Score
<input type="checkbox"/>	48253091	Adams, John	Johanna Heredia	10/11/2021	★★★★☆ 4.00
<input type="checkbox"/>	48253188	Jefferson, Thomas	Johanna Heredia	10/11/2021	★★★★☆ 3.00
<input type="checkbox"/>	48253212	Washington, George	Johanna Heredia	10/11/2021	★★★★★ 5.00

Showing 1 - 3 of 3 items

CURRENT STATUS

✓ Review Complete

RELATED ITEMS

[Requisition](#)