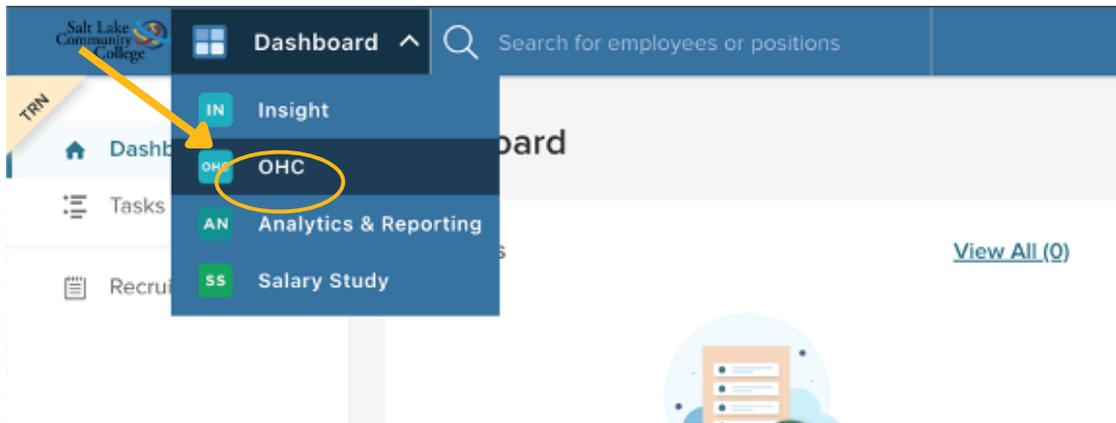
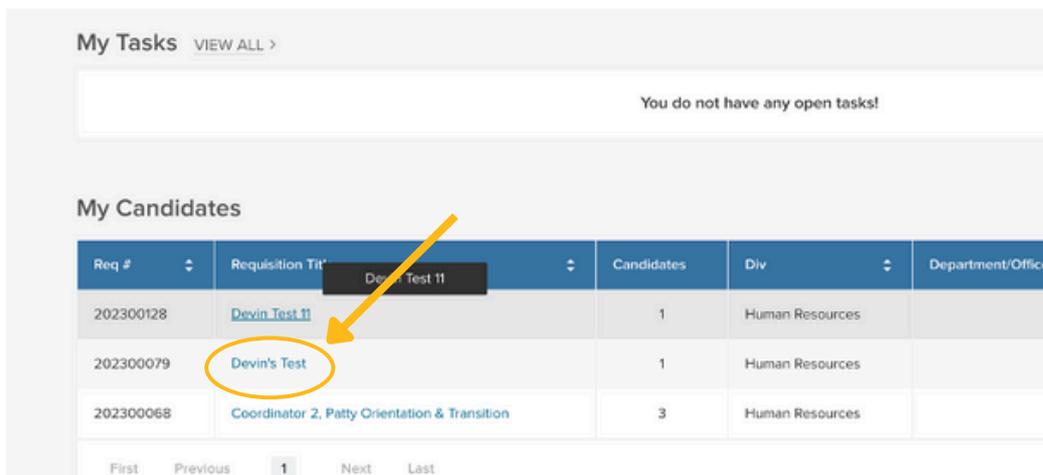


PROCESSING CANDIDATES (OHC)

1. After signing into the system, the Dashboard module will display. Hover over the drop-down on the blue banner in the top left, then click OHC.

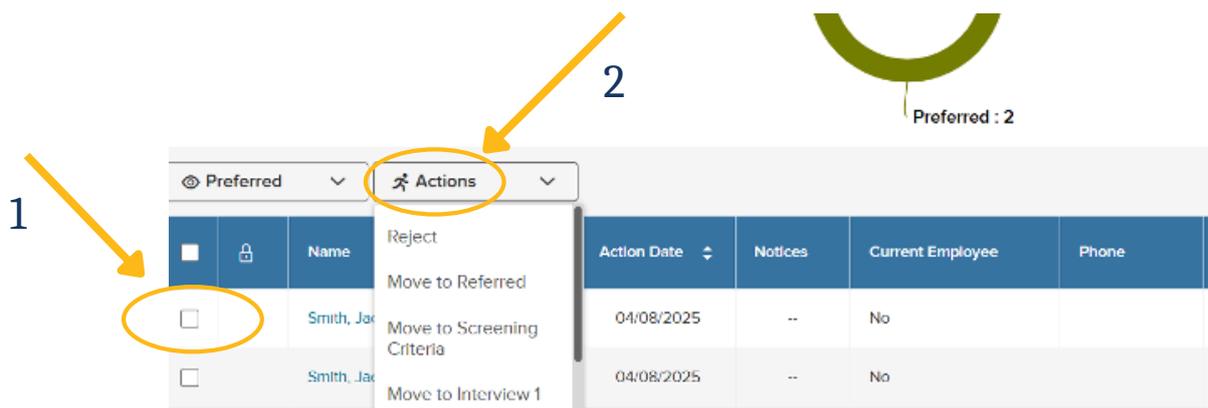


2. Click the name of the position/requisition you are trying to view.



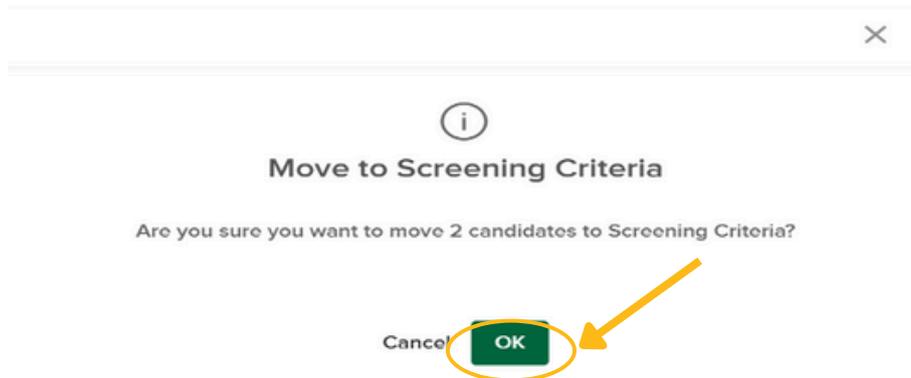
3. From the Candidate List under the Candidate tab, select the checkbox next to one or more candidates. Then click **Actions** and choose **Move to Screening Criteria** (or the appropriate step).

Note: Screening Criteria must be approved by HR before use.

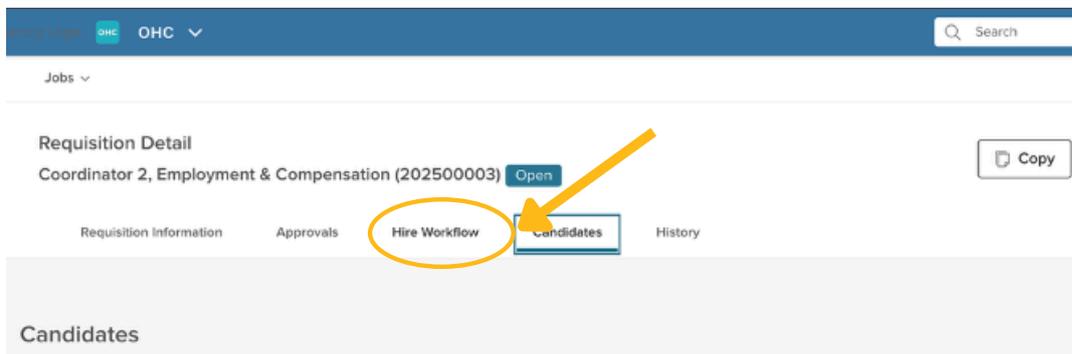


PROCESSING CANDIDATES (OHC)

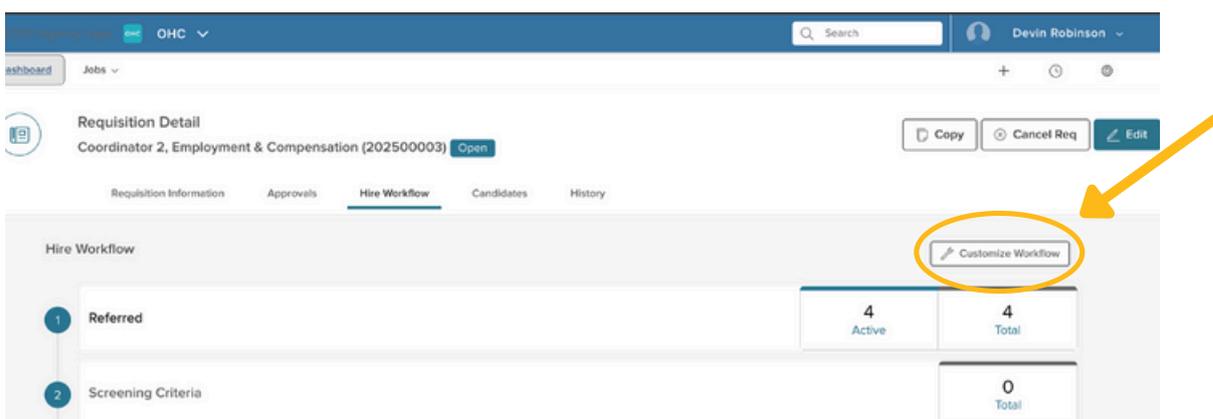
4. The system will ask if you are sure you want to move candidates. Click OK.



5. To setup the screening criteria, select the Hire Workflow tab.



6. Then click customize workflow.

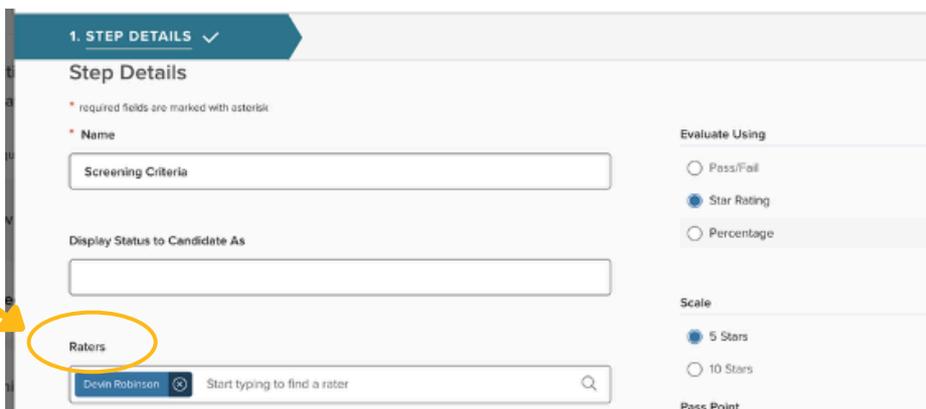


PROCESSING CANDIDATES (OHC)

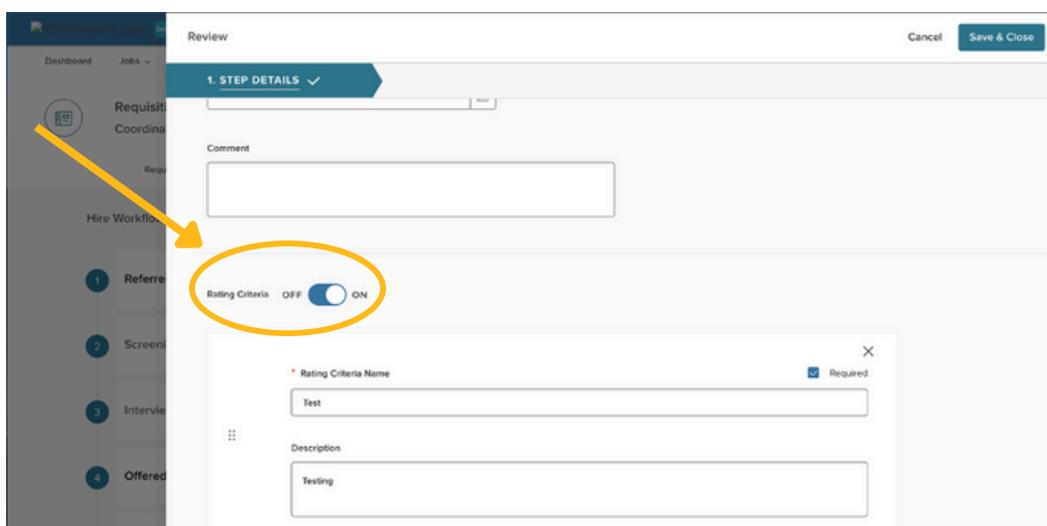
7. After select the “pencil” icon to the right of the Screening Criteria to begin editing that step.



8. Next add the committee members as “Raters,” optionally add a due date, adjust the evaluation scale, or change the pass points.

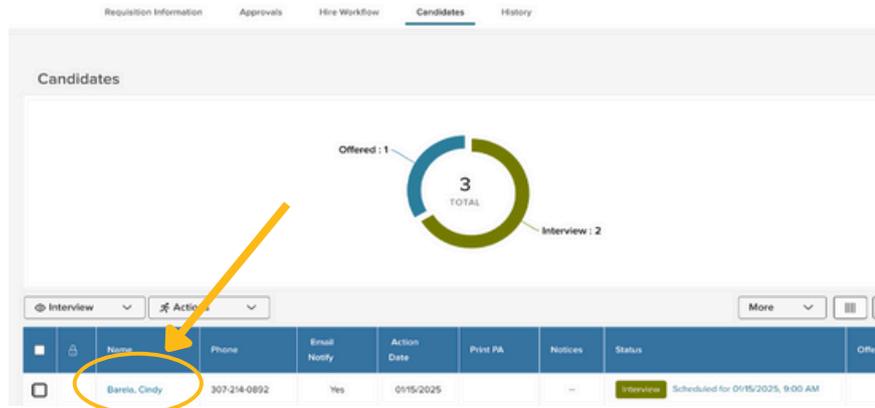


9. Scroll to the bottom of the page and toggle ON Rating Criteria. Click “Add rating criteria” to include more, then click Save & Close.

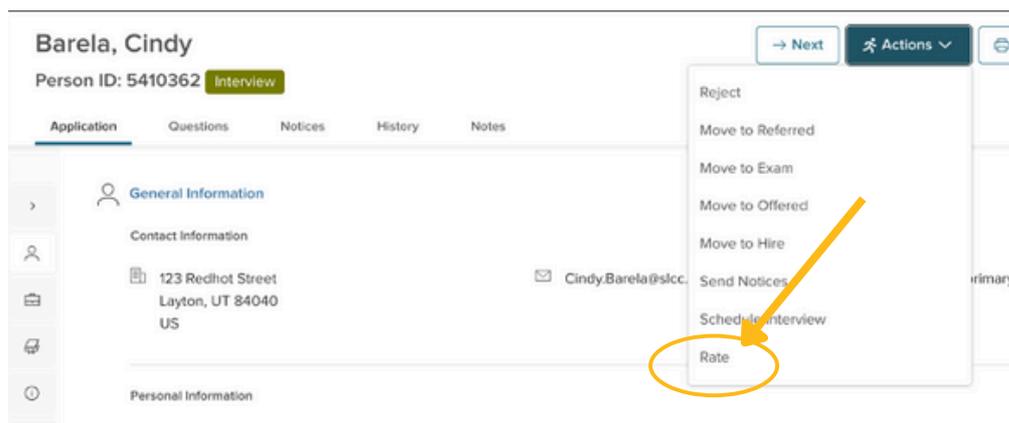


PROCESSING CANDIDATES (OHC)

10. To rate a candidate after Screening Criteria, go to the Candidate tab. Open the Screening Criteria List, then click the candidate's name to begin rating.



11. This opens the candidate's application. Select Actions and choose Rate.



12. Click the pencil icon to the right of your name to enter your ratings.



PROCESSING CANDIDATES (OHC)

13. Enter your comments and star ratings. Click Save.

Rating
Barela, Cindy (Person ID:5410362)

Step 2: Interview
Average Score ★★★★★ 3.50 Pass

required fields are marked with asterisk

Devin Robinson
Score: ★★★★★ 3.50
Four Stars

Rater Comments
Write a comment...

Cancel Save

14. In the Candidate tab, check the box next to one or more candidates. Click Actions, then select Move to Interview (or the appropriate step).

Name	Email Notify	Action Date	Print PA	Notices
Barela, Cindy	Yes	01/15/2025		--
M. Elsa	Yes	01/15/2025		--

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

Move to Interview

Are you sure you want to move 2 candidates to Interview?

Cancel OK

16. To setup the Interview Questions, select the Hire Workflow tab.

OHC

Requisition Detail
Coordinator 2, Employment & Compensation

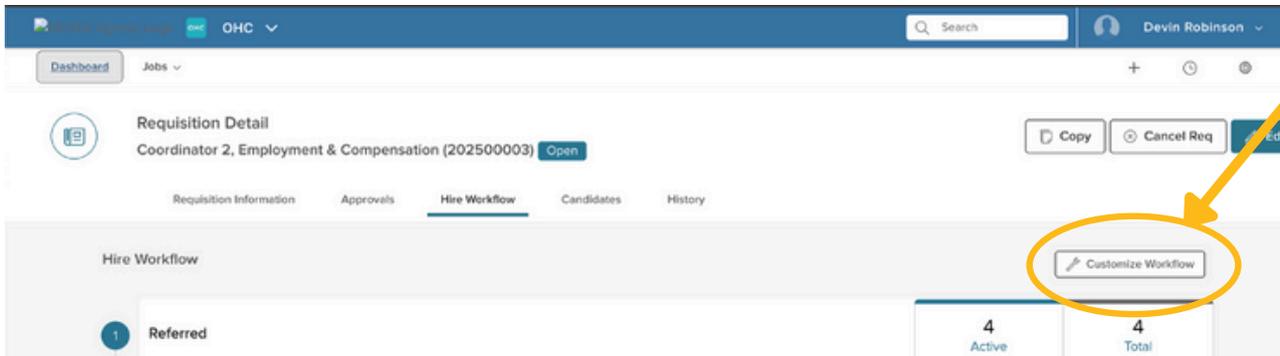
Copy Print Cancel Req Edit

Requisition Information Approvals Hire Workflow Candidates History

Candidates

PROCESSING CANDIDATES (OHC)

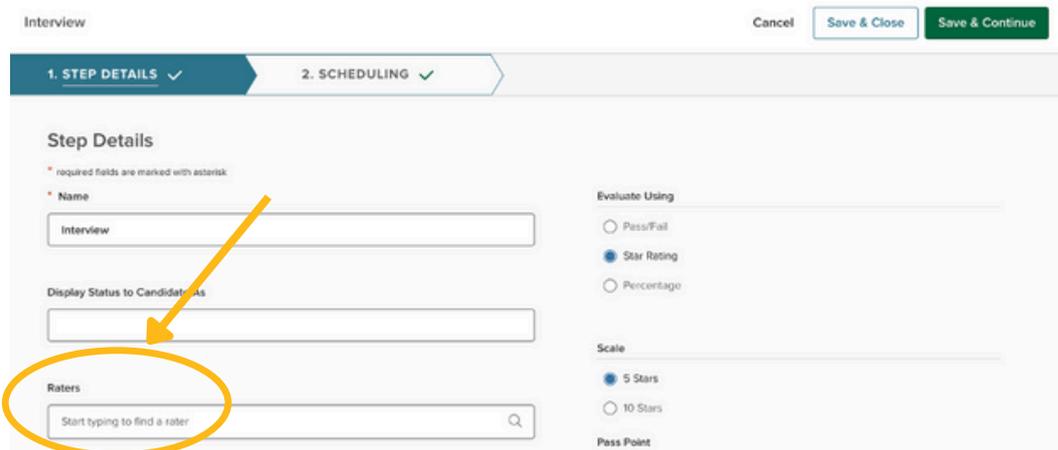
17. Then click customize workflow.



18. After select the “pencil” icon to the right of the Interview to begin editing that step.

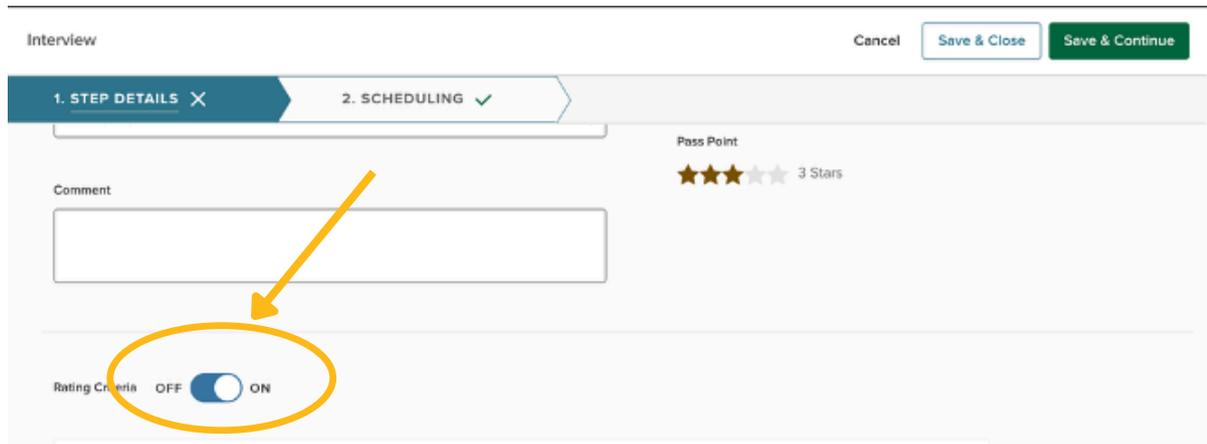


19. Next add the committee members as “Raters”, and optional add a due date, adjust the evaluation scale, or change the pass points.



PROCESSING CANDIDATES (OHC)

20. Then at the bottom of the page toggle ON the Rating Criteria. This allows the hiring manager to add rating criteria and to add additional click the “Add rating criteria” button, then click “Save & Close.”



The screenshot shows the 'Interview' page in the '2. SCHEDULING' step. At the bottom, the 'Rating Criteria' toggle is set to 'ON', highlighted with a yellow circle and an arrow. Other elements include a 'Comment' field, a 'Pass Point' section with a 3-star rating, and buttons for 'Cancel', 'Save & Close', and 'Save & Continue'.

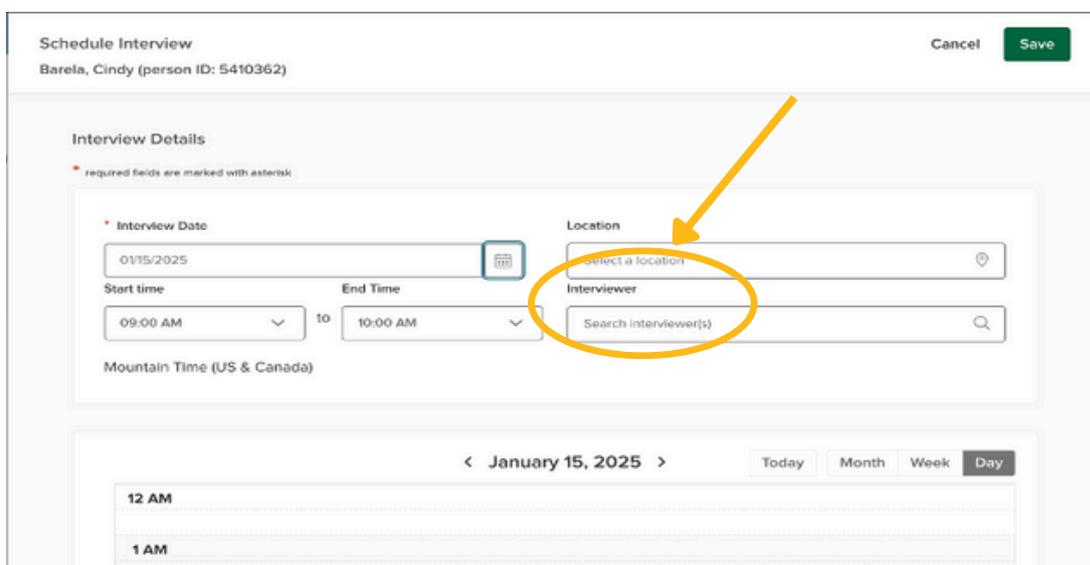
21. Next you can schedule an interview with the candidates through NeoEd, by clicking “unscheduled” in the status column, under the candidate section.



	Name	Phone	Email Notify	Action Date	Print PA	Notices	Status	Offer
<input type="checkbox"/>	Barela, Cindy	307-214-0892	Yes	01/15/2025		-	Interview Unscheduled	
<input type="checkbox"/>	M, Elsa		Yes	01/15/2025		-	Interview Unscheduled	

The screenshot shows a table of candidates. The 'Status' column for both candidates is 'Interview Unscheduled', with the text 'unscheduled' circled in yellow and an arrow pointing to it.

22. On the Interview Details page, enter the date, time, location, and names of the Search Committee members in the Interviewer field. Click Save when you are finished.



The screenshot shows the 'Schedule Interview' page for candidate 'Barela, Cindy'. The 'Interview Details' section includes fields for 'Interview Date' (01/15/2025), 'Start time' (09:00 AM), 'End Time' (10:00 AM), 'Location' (select a location), and 'Interviewer' (Search interviewer(s)). The 'Interviewer' field is circled in yellow with an arrow pointing to it. A calendar icon is visible next to the date field.

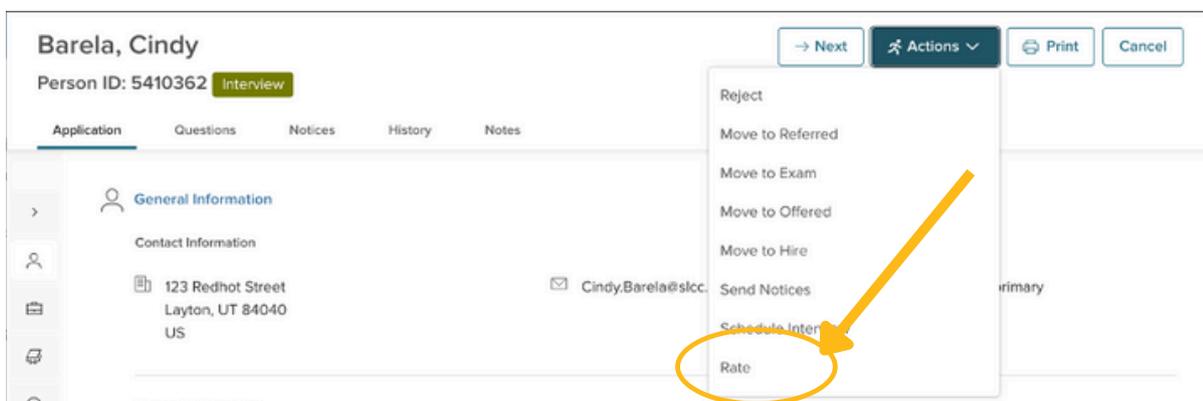
PROCESSING CANDIDATES (OHC)

23. To rate a candidate after an interview, go to the Candidate tab, find them via the Interview List or the donut chart's Interview section, and select their name.



	Name	Phone	Email Notify	Action Date	Print PA	Notices	Status	Offer
<input type="checkbox"/>	Barela, Cindy	307-214-0892	Yes	01/15/2025		--	Interview Scheduled for 01/15/2025, 9:00 AM	
<input type="checkbox"/>	M, Elsa		Yes	01/15/2025		--	Interview Scheduled for 01/15/2025, 10:55 AM	

24. This opens the candidate's application. Select Actions and choose Rate.



Barela, Cindy
Person ID: 5410362 Interview

Application Questions Notices History Notes

General Information
Contact Information
123 Redhot Street
Layton, UT 84040
US

Cindy.Barela@slcc

Actions menu:
Reject
Move to Referred
Move to Exam
Move to Offered
Move to Hire
Send Notices
Schedule Interview
Rate

25. Click the pencil icon to the right of your name to enter your ratings.



Rating
Barela, Cindy (Person ID:5410362)

Step 2: Interview Average Score --

required fields are marked with asterisk

Devin Robinson

Pencil icon

26. Enter your comments and star ratings. Click Save.



Rating
Barela, Cindy (Person ID:5410362)

Step 2: Interview Average Score ★★★★★ 3.50 Pass

required fields are marked with asterisk

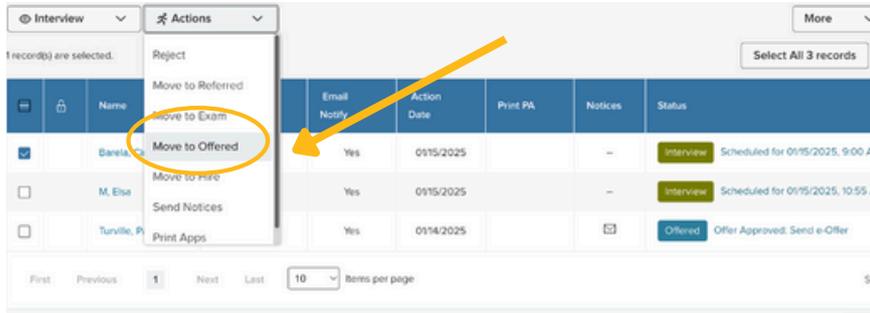
Devin Robinson
Score: ★★★★★ 3.50 Four Stars

Rater Comments
Write a comment...

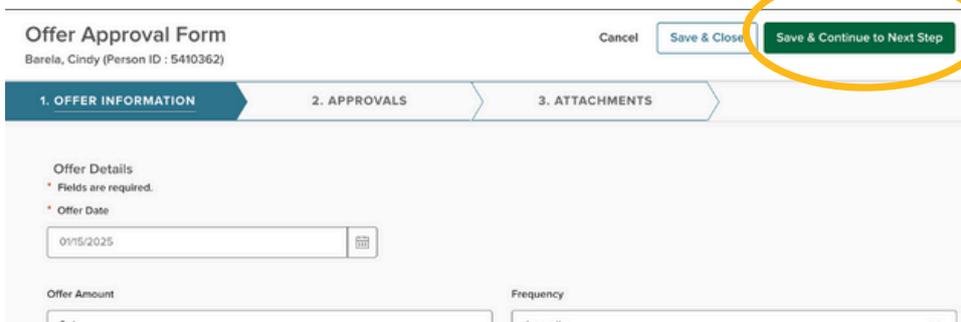
Cancel Save

PROCESSING CANDIDATES (OHC)

27. To make an offer, go to the Candidate tab, check the box next to the candidate, click Actions, and select Move to Offered

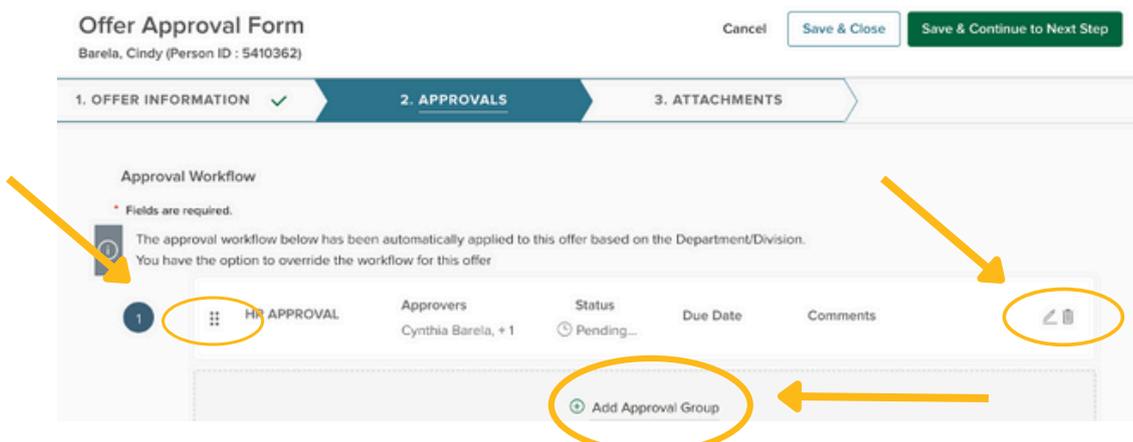


28. Complete the Offer Approval Form, filling all required (*) fields, then click Save & Continue to Next Step.



29. On the Approvals tab, confirm or update the Approval Group(s) based on the requisition's department, adjust the workflow as needed, then click Save & Continue to Next Step:

- Drag (:::) to reorder steps
- Click the  to remove a step
- Click the  to edit group, names, or deadlines
- Click + Add Approval Group to add a step
- Click Previous to go back
- Click Save & Close to save and finish later



PROCESSING CANDIDATES (OHC)

30. On the Attachments tab, you can optionally upload documents by clicking the blue “click here to upload” link or dragging files into that area. Then click the green Save & Submit button at the top right.

Offer Approval Form
Barela, Cindy (Person ID : 5410362)

Cancel Save & Close **Save & Submit**

1. OFFER INFORMATION ✓ 2. APPROVALS ✓ 3. ATTACHMENTS

Add Attachments

Drag and drop file here, or [click here to upload](#)

Supported file types are doc, docx, gif, jpe, jpeg, jpg, pdf, png, ppt, pptx, rtf, txt.

31. After the Offer Approval Form has been approved you can send an e-Offer Letter to the candidate by clicking “offer approved: send e-offer” in the status column, under the candidate section.

Name	Phone	Email Notify	Action Date	Print PA	Notices	Status	Offer
Barela, Cindy	307-214-0892	Yes	01/15/2025		--	Offered: Offer Approved: Send e-Offer	e-Offer
M, Elsa		Yes	01/15/2025		--	Interview	
Turville, Patty M	801-999-9999	Yes	01/14/2025		✉	Offered: Offer Approved: Send e-Offer	e-Offer

32. From the offer details page select Send e-Offer.

Offer Details
Cindy Barela (Person ID : 5410362)

Offer Information Approvals History

Offer Information

Offer Date Offer Response Date Expected Start Date

Send e-Offer Edit Cancel

33. Next fill out the required fields on the Send e-offer page, fields marked with an asterisk (*) are required. After you fill in the appropriate information, click Next.

PROCESSING CANDIDATES (OHC)

Sub Lakeland Community College OHC

REQUISITION POSITION: Devin Test 11 (202300128) CANDIDATE: Barela, Cindy

1. OFFER DETAIL 2. OFFER LETTER 3. EMAIL NOTICE

Offer Detail

Offer Date: 01/15/2025 Due Date: 01/20/2025

Offer Amount: \$ 1 Frequency: Annually Bonus Amount: \$

Cancel Next

34. Then you will be prompted to select the appropriate offer letter template.

Sub Lakeland Community College OHC

REQUISITION POSITION: Devin Test 11 (202300128) CANDIDATE: Barela, Cindy

1. OFFER DETAIL 2. OFFER LETTER 3. EMAIL NOTICE

Select Offer Letter Template*

Template Sample Candidate Override

<Applicant_FirstName> <Applicant_LastName>

<Agency_Logo>

<ReferredOffered_ExpectedStartDate> <ReferredOffered_OfferDate> <ReferredOffered_Status>

Attachments

Cancel Previous Next

35. Next select the appropriate email notice template.

Sub Lakeland Community College OHC

REQUISITION POSITION: Devin Test 11 (202300128) CANDIDATE: Barela, Cindy

1. OFFER DETAIL 2. OFFER LETTER 3. EMAIL NOTICE

Select Email Notice Template*

Generic Rejection Letter

Invite to Self-Schedule for Interview

Oral Interview Confirmation Notice

Preview Mode

<Today>

<Applicant_FirstName> <Applicant_LastName>

<Applicant_Address1> <Applicant_Address2>

<Applicant_City> <Applicant_State> <Applicant_ZipCode>

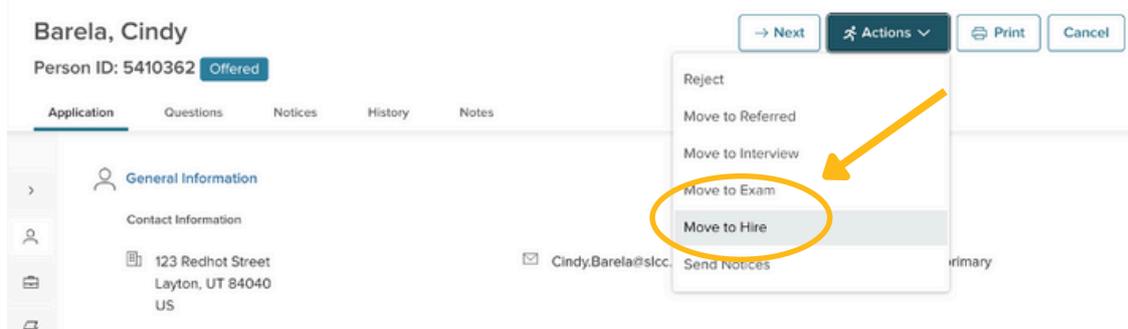
Cancel Previous Send e-offer

36. After the candidate has accepted the position, Click the Candidate tab. Then select the name of the candidate you want to Hire.

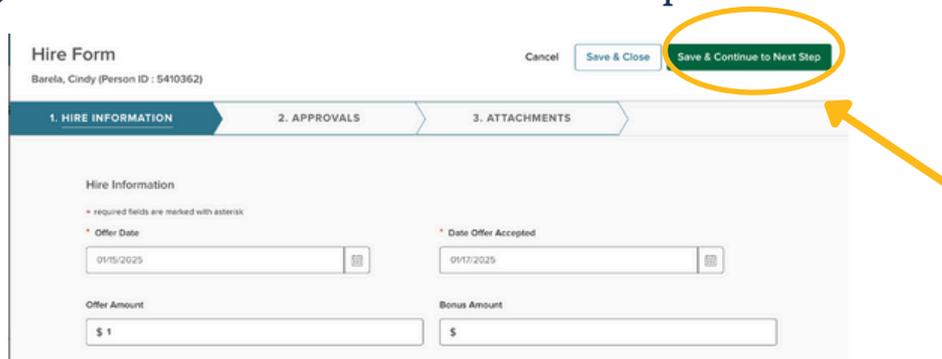
Name	Phone	Email Notify	Action Date	Print PA	Notices	Status	Offer
Barela, Cindy	307-214-0892	Yes	01/15/2025			Offered Answer Pending	e-Offer
M, Elsa		Yes	01/15/2025			Interview Scheduled for 01/15/2025, 10:55 AM	
Turvillo, Patty M	801-999-9999	Yes	01/14/2025			Offered Offer Approved: Send e-Offer	e-Offer

PROCESSING CANDIDATES (OHC)

37. This opens the candidate's application. Select Actions and choose Move to Hire.



38. Next on the Hire Form fill out the required fields in the Hire Information Section, then click save & continue to next step.

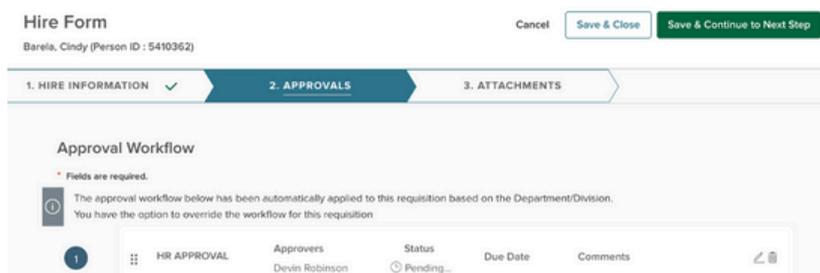


39. On the Approvals tab, select the correct Approval Group(s). These are based on the department linked to the requisition.

If correct, click the green "Save & Continue to Next Step" button.

You can edit the workflow as needed:

- Drag (:::) to reorder steps
- Click the 🗑️ to remove a step
- Click the ✏️ to edit group, names, or deadlines
- Click + Add Approval Group to add a step
- Click Previous to go back
- Click Save & Close to save and finish later



PROCESSING CANDIDATES (OHC)

40. On the Attachments tab, optionally upload documents by clicking the blue “click here to upload” link or dragging files into the upload area. Then click the green “Save & Submit” button at the top right.

The screenshot shows the 'Hire Form' for 'Barela, Cindy (Person ID : 5410362)'. The '3. ATTACHMENTS' tab is active. At the top right, there are three buttons: 'Cancel', 'Save & Close', and 'Save & Submit'. The 'Save & Submit' button is highlighted with a green circle and a yellow arrow. Below the tabs is an 'Add Attachments' section with a dashed box and an upload icon. Text below the box says: 'Drag and drop file here, or [click here to upload](#)'. Below that, it lists supported file types: 'Supported file types are doc, docx, gif, jpe, jpeg, jpg, pdf, png, ppt, pptx, rtf, txt'. At the bottom, it states: 'The maximum allowed file size is 10MB.'

41. Awaiting Authorization: HR approves Hire and sent them to Onboarding.

The screenshot shows the 'Candidates' page in the OHC system. At the top, there's a navigation bar with 'Ash Lake Community College', 'OHC', a search bar, and the user 'Devin Robinson'. Below that are tabs for 'Dashboard', 'Jobs', 'Requisition Information', 'Approvals', 'Hire Workflow', 'Candidates', and 'History'. The 'Candidates' tab is selected. A donut chart shows the status of 3 total candidates: 1 Hired, 1 Interview, and 1 Offered. Below the chart are filters for 'All Candidates' and 'Actions'. A table lists the candidates:

Name	Phone	Email Notify	Action Date	Print PA	Notices	Status	Offer
Barela, Cindy	307-214-0892	Yes	01/15/2025		✉	Hired - Awaiting Authorization	e-Offer
M, Elsa		Yes	01/15/2025		--	Interview	
Turville, Patty M	801-999-9999	Yes	01/14/2025		✉	Offered	Offer Approved: Send e-Offer

At the bottom, there's a pagination bar showing '1' of 3 items, '10' items per page, and 'Showing 1-3 of 3 items'.