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.

	You do not have any open tasks!					
ly Candida	tes					
Req # 🗘	Requisition Tit" Deven Test 11	\$	Candidates	Div	÷	Department/Office
Req # 💠	Regulsition Tit <sup>*</sup> Devin Test 11 Devin Test 11	÷	Candidates	Div Human Resources	÷	Department/Office
Req #         \$           202300128         202300079	Requisition Tit Devin Test 11 Devin's Test	÷	Candidates 1 1	Div Human Resources Human Resources	•	Department/Office

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.



1

#### 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.

EOED Age	rey Logo 🚾 OHC 🗸	Q Search	🚺 🕺 Devin Robinson 🗸
ashboard	Jobs v		+
	Requisition Detail Coordinator 2, Employment & Compensation (202500003)		Copy 🛞 Cancel Req 🖉 Edit
	Requisition Information Approvals Hire Workflow Candidates History		
Hir	e Workflow		P Customize Workflow
0	Referred	4 Active	4 Total
2	Screening Criteria		O Total

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

Customize	Hire Workflow	Close
0	Referred	
2	Screening Criteria	

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

	1. STEP DETAILS 🗸	
1	Step Details	
	* required fields are marked with asterisk	
	* Name	Evaluate Using
	Screening Criteria	O Pass/Fail
		Star Rating
	Display Status to Candidate As	O Percentage
		Scale
	Bators	5 Stars
		O 10 Stars
1	Leven readersion of start typing to find a rater	Pass Point

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

RNEOEO Agency Logo 💿	Review			Cancel	Save & Close
Deshboard Jobs -	1. STEP DE	TAILS V			
Requisiti Coordina		1			
Regu	Comment				
Hire Workflo.					
Referre					
1 Referre	Rating Criteria	0 0FF 💽 ON			
1 Referre 2 Screeni	Rating Criteria	077 🕐 ON	v		
<ul><li>Referre</li><li>Screeni</li></ul>	Rating Criteria	• OFF ON	X		
<ol> <li>Referre</li> <li>Screeni</li> <li>Intervie</li> </ol>	Rating Criteria	<ul> <li>OFF ON</li> <li>* Rating Citleria Name</li> <li>Test</li> </ul>	X Required		
Referre     Screeni     Intervie	Rating Criteria	* Rating Criteria Name Test Description	X Required		
<ul> <li>Referre</li> <li>Screeni</li> <li>Intervie</li> <li>Offered</li> </ul>	Rating Criteria	* Rating Citeria Name  * Bating Citeria Name  Test  Description  Testing	X		

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.

В	arela,	Cindy		$\rightarrow$ Next Actions $\checkmark$	6
Pe	erson ID:	5410362 Interview Questions Notices History Notes		Reject Move to Referred	
>	2	General Information		Move to Exam Move to Offered	
2		Contact Information		Move to Hire	
		123 Redhot Street     Layton, UT 84040     US	Cindy.Barela@slcc.	Send Notices Schedulernterview	irimary
Ø				Rate	
0		Personal Information			

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



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

ating		× Cancel
arela, Cindy (Person ID:5410362)		
Step 2: Interview		Average Score 🚖 🚖 👘 3.50 Pass
resperted menos and management assertant	Data Community	
Devin Robinson Score: * ⊘ ★★★1 → 3.50	Write a comment	
Four Stars		Carcel 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).

V lected.	<b>☆</b> Actions ∨					
Name	Move to Interview		Email Notify	Action Date	Print PA	Notices
Barela,	Move to Offered	-0892	Yes	01/15/2025		
M, Elsa	Move to Hire	1	Yes	01/15/2025		

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



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

Dashboard	J005 V		+ 0
	Requisition Detail Coordinator 2, Employment & Compen	sation (Decomonal Open	Copy 🕞 Print 💿 Cancel Req
	Requisition Information Apprivate	Hire Workflow Candidates History	

17. Then click customize workflow.

RECOED Agency Logo 🧧 OHC 🗸	Q Search Devin Robinson ~
Dashboard Jobs ~	+ 0 0
Requisition Detail Coordinator 2, Employment & Compensation (202500003) Open	Copy Cancel Req
Requisition Information Approvals Hire Workflow Candidates History	
Hire Workflow	Customize Workflow
1 Referred	4 4 Active Total

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

Customize H	lire Workflow					Clos	•
0	Referred					_	
2	Screening Criteria			$\langle$	۷	A 8	)
3	Interview				۷	Û ::	
		A	Add Step				

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

erview		Cancel	Save & Close	Save & Continu
1. STEP DETAILS V 2. SCHEDULING V				
Step Details				
<ul> <li>required fields are marked with asterisk</li> </ul>				
* Name	Evaluate Using			
Interview	O Pess/Fail			
	Star Rating			
Display Status to Candidate As	O Percentage			
	Scale			
Raters	5 Stars			
Start twoing to find a rater	O 10 Stars			
	Darse Dalast			

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."



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

@ In	⊕ Interview ~									
•	۵	Name	Phone	Email Notify	Action Date	Print PA	Notices	Star	Offer	
		Barela, Cindy	307-214-0892	Yes	01/15/2025		-	Interview Unscheduled		
		M, Elsa		Yes	01/15/2025		-	Interview Unscheduled		

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.

		,					
Interv	view Details						
• requi	red fields are marked with	asterisk					
	Inter for Data				1		
	Interview Date			_	Location		
	01/15/2025				elect a location	0	
S	tart time		End Time		Interviewer		
ſ	09:00 AM	√ to	10:00 AM	~	Search interviewer(s)	Q	
							5
N	Iountain Time (US 8	Canada)					
				< Januai	ry 15, 2025 >	Today Month Week Da	У

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.

@ Interv	© Interview ∨ ★ Actions ✓ More ∨ IIII Q									
• 8	Name	Phone	Email Notify	Action Date	Print PA	Notices	Status	Offer		
	Barela, Cindy	307-214-0892	Yes	01/15/2025			Interview Scheduled for 01/15/2025, 9:00 AM			
	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.

Bal	son ID: 5410362 Intentiew		→ Next Actio	Cancel
			Reject	
App	Oplication Questions Notices History	Notes	Move to Referred	
			Move to Exam	
	General Information		Move to Offered	
	Contact Information		Move to Hire	
	123 Redhot Street	Cindy.Barelas	isicc. Send Notices	rimary
	Layton, UT 84040		Schedule Inter	
	vo		Pate	
			Rate	

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



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

Rating		× Cancel
Barela, Cindy (Person ID:5410362)		
Step 2: Interview * required fields are marked with asterisk		Average Score ★ ★ 🛨 👷 3.50 Paiss
Devin Robinson Score: * ⊘ ★★★1 (m) 3.50	Rater Comments	
Score: C R R 3.50		Cancel Save

8

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

ecord(s) are	e selected.	Reject					Select All 3 records
	Name	Move to Referred	Email Notify	Action Date	Print PA	Notices	Status
	Barela, C	Move to Offered	Yes	0115/2025		-	Interview Scheduled for 01/15/2025, 9:00 A
	M, Elsa	Move to Hare Send Notices	Yes	0115/2025		-	Interview Scheduled for 01/15/2025, 10:55 /
	Turville, P	Print Apps	Yes	0114/2025			Offered Offer Approved: Send e-Offer

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

ffer Approval Form rela, Cindy (Person ID : 5410362)			Cancel	Save & Close	Save & Continue to Next Step	
1. OFFER INFORMATION	2. APPROVALS	$\rangle$	3. ATTACHMENTS			
Offer Details						
Fields are required.     Offer Date						
01/15/2025						
Offer Amount			Frequency			
		1	( Americanity			

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  $\overline{\mathbb{W}}$  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

c.			
		•	
flow below has been automatically applied to override the workflow for this offer	o this offer based on the Depar	rtment/Division.	
APPROVAL Approvers Cynthia Barela, + 1	Status Due ③ Pending_	Date Comments	21
RA	PPROVAL Approvers Cynthia Barela, +1	PPROVAL Approvers Status Due Cynthia Barela, +1 ③ Pending	PPROVAL Approvers Status Due Date Comments Cynthia Barela, + 1 ③ Pending_

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.

ptx, rtf, txt
1.80

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.



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.

end e-Offer						<b>_</b>
UISITION POSITION	CANDIDATE				Cancel Next	
vin Test 11 (202300128)	Barela, Cindy					
1. OFFER DETAIL		2. OFFER LETTER	3. EMAIL NOTICE	>		
				/		
				/		
				/		
	Offer Detail		/	/		
	Offer Detail		* Due Date	/		
	Offer Detail  Offer Date  Ovi5/2025	8	* Due Date 01/20/2025			
	Offer Detail  * Offer Date  0/15/2025	50	* Due Date 01/20/2025			
	Offer Detail  Offer Date  Offer Date  Offer Amount	50	* Due Date 01/20/2025 Frequency	Bonus Amount		

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

сала салара 🖂 онс 🗸	Q. Seecon	🚺 🛛 Devin Robinson 🗸
Send e-Offer REQUISITION POSITION CANDIDATE Devin Test 11 (202300128) Barela, Cindy		Cancel Previous Ne
1. OFFER DETAIL	2. OFFER LETTER 3. EMAIL NOTICE	
* required field are marked with asterisk Select Offer Letter Template*	Template Sample Candidate	Cverrid
	<applcant_firstname> <applcant_lastname></applcant_lastname></applcant_firstname>	Attachments
	<agency_logo> <referredoffered_expectedstartdate> <referredoffered_offerdate> <referredoffered_status></referredoffered_status></referredoffered_offerdate></referredoffered_expectedstartdate></agency_logo>	

#### 35. Next select the appropriate email notice template.

Callege 🐱 🔤 OHC 🗸			Q Sea	arch	Devir	n Robinson 🗸
Send e-Offer REQUISITION POSITION CANDIDATE Devin Test 11 (202300128) Barela, Cinc	ty			Cancel	Previous	Send e-offer
1. OFFER DETAIL	2. OFFER LETTER	3. EMAIL NOTICE				
required fields are marked with asterisk Select Email Notice Template			Preview Mode			
Search Q	<today></today>					
Generic Rejection Letter Invite to Self-Schedule for Interview	<a>Applicant_FirstName&gt; <appli< a=""></appli<></a>	cant_LastName>				
Oral Interview Confirmation Notice	<applicant_address1> <applic< td=""><td>ant_Address2&gt;</td><td></td><td></td><td></td><td></td></applic<></applicant_address1>	ant_Address2>				
	charling the charling					

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	
		Turville, Patty M	801-999-9999	Yes	01/14/2025			Offered Offer Approved: Send e-Offer	e-Offer

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

Ba	rela,	Cindy					-	→ Next	オ Actions 〜	🖨 Print	Cancel
Per	son ID:	5410362 Offered	1				Reject				
Ap	plication	Questions	Notices	History	Notes		Move to Ref	ferred			
	0						Move to Inte	erview			
>	Š	General Information					Move to Exa	am			
0		Contact Information				(	Move to Hin	e			
		123 Redhot Stree	ət			Cindy.Barela@slcc.	Send Notice	es		rimary	
		Layton, UT 8404 US	0								
4											

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

1. HIRE INFORMATION	2. APPROVALS	$\rightarrow$	3. ATTACHMENTS	$\rightarrow$	
100 to					
Hire Information					
<ul> <li>Hire Information</li> <li>required fields are marked</li> </ul>	vith asterisk				
Hire Information  • required fields are marked  • Offer Date	with automisk	• •	Date Offer Accepted		

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 W 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



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.

IITE FOITH Irela, Cindy (Person ID : 5410362	)			Cancel	Save & Close Save & Submit
HIRE INFORMATION 🗸	2.	APPROVALS 🗸	3. ATTACHMENTS		
Add Attachments					
		(.			
		(			
		Drag and drop file her	e, or <u>click here to upload</u>		
	Supp	Drag and drop file her	a, or <u>click here to upload</u> . jpe, jpeg, jpg, pdf, png, ppt, pptx, rt	f, ba	

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

snooard	Jobs V									+ 0
	Requ	isition Informati	ion Approvals	Hire Workfl	ow Candidat	tes History	6			
Ca	indidates									
				Hire	rd:1		Interview : 1			
						3				
						3 TOTAL				
						3 TOTAL				
						3 TOTAL Offered :1				
© Al	JI Candidates	× Acti	ions V			3 OTAL Offered : 1			More	· III Q
© Al	Il Candidates	∽¢ Acti	ions V Phone	Email Notity	Action Date	3 OTAL Offered : 1	Notices	Status	More ~	r III Q Offer
© Al	Il Candidates	<ul> <li>ب Action</li> <li>he</li> <li>ha, Cindy</li> </ul>	Ions V Phone 307-214-0892	Email Notity Yes	Action Date 01/15/2025	Offered : 1	Notices	Status Hired - Avealing Author Hired - <mark>Avealing Author</mark>	More ~	<ul> <li>Offer</li> <li>Offer</li> </ul>
• AI	di Candidates Anna Barr M. E	✓ يې Acti ۲۹ ۱۹, Cindy	Phone 307-214-0892	Email Notify Yes Yes	Action Date 01/15/2025 01/15/2025	3 Offered : 1	Notices	Status Hired - Aveniing Author Hired - Anoning Author Hired - Click e Riderview S Click	More ~	r III Q Offer o-Offer for Barelo, ating