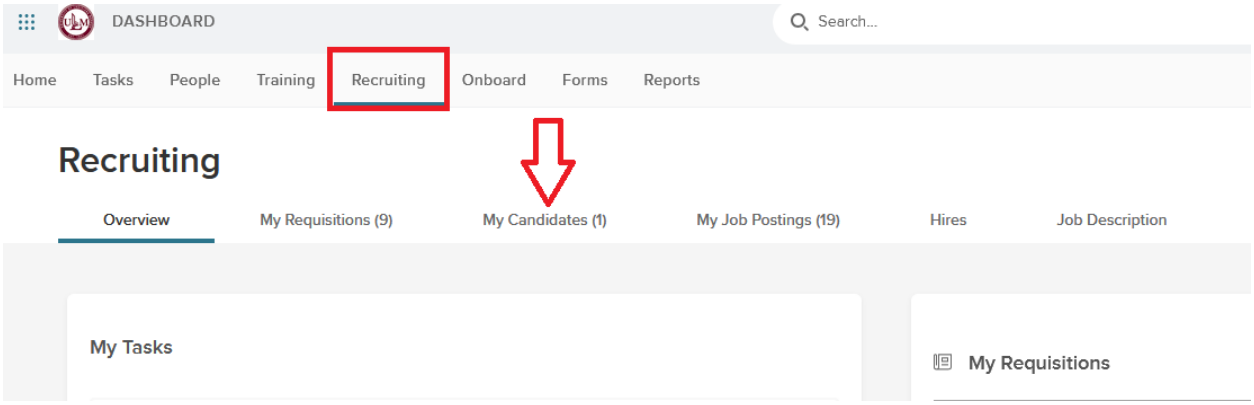
NEOED ONLINE HIRING CENTER (OHC) GUIDE

REVIEWING CANDIDATE APPLICATIONS

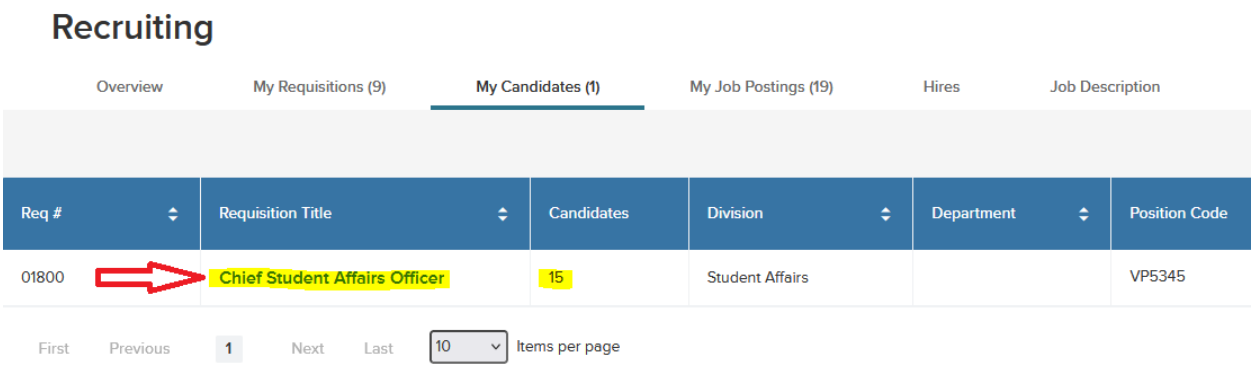
OHC Dashboard

After signing into the OHC, your dashboard displays. This is a centralized place of items that require your attention. In the OHC world, these are your assigned tasks, referred candidates, and associated requisitions. Whenever you need to return to the dashboard, click "Home" from the upper left. The **Recruiting** section is where all information for the hiring process takes place.

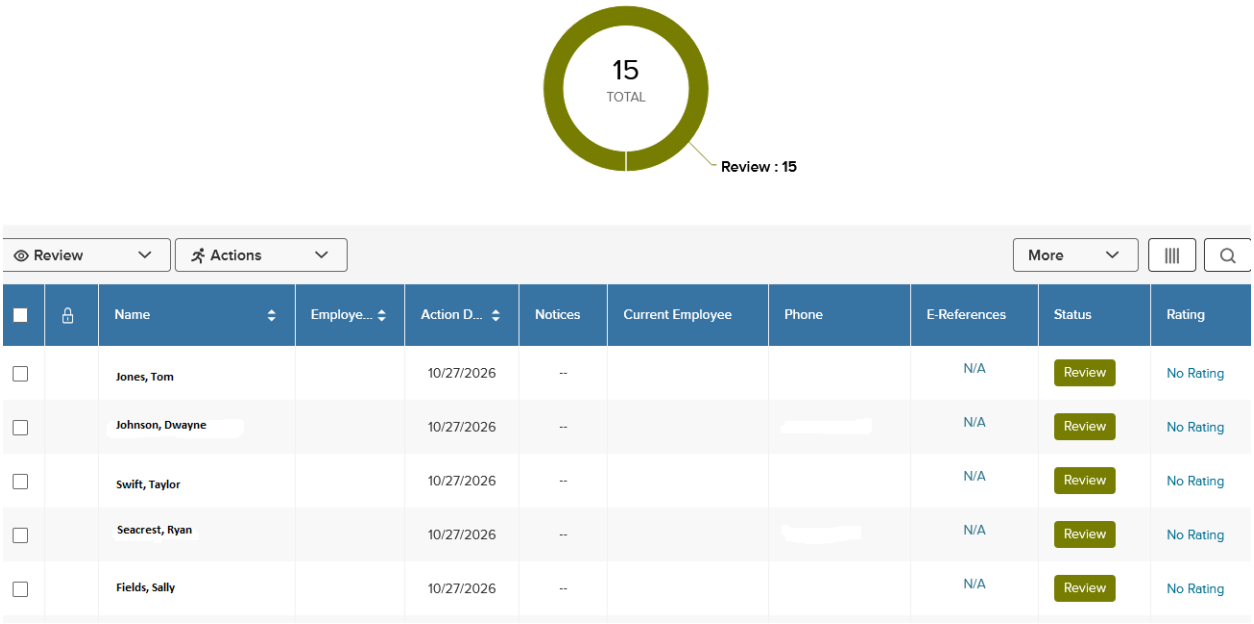
From Dashboard, go to the Recruiting Tab and then My Candidates:



You will be able to see the job titles you have access to review applications for. Click on the Job Title of applications you want to review:



You will then be able to see a list of all of the applicants who meet the minimum qualifications of the position. Click on each name to review the application. You can hit the "Next" button at the top right to move on to the next candidate:



<u>Search Committees:</u>

If you are part of a search committee, you will be able to rate each applicant. The Hiring Manager will have access to see the average rating of each candidate.