

NEOGOV Workbook

Application Review



HF1



Reviewing Applications and Score Applicants

NeoGov Course
October 2014

Notes



**Module 3 // Review Applications
& Screen Applicants**

Objectives

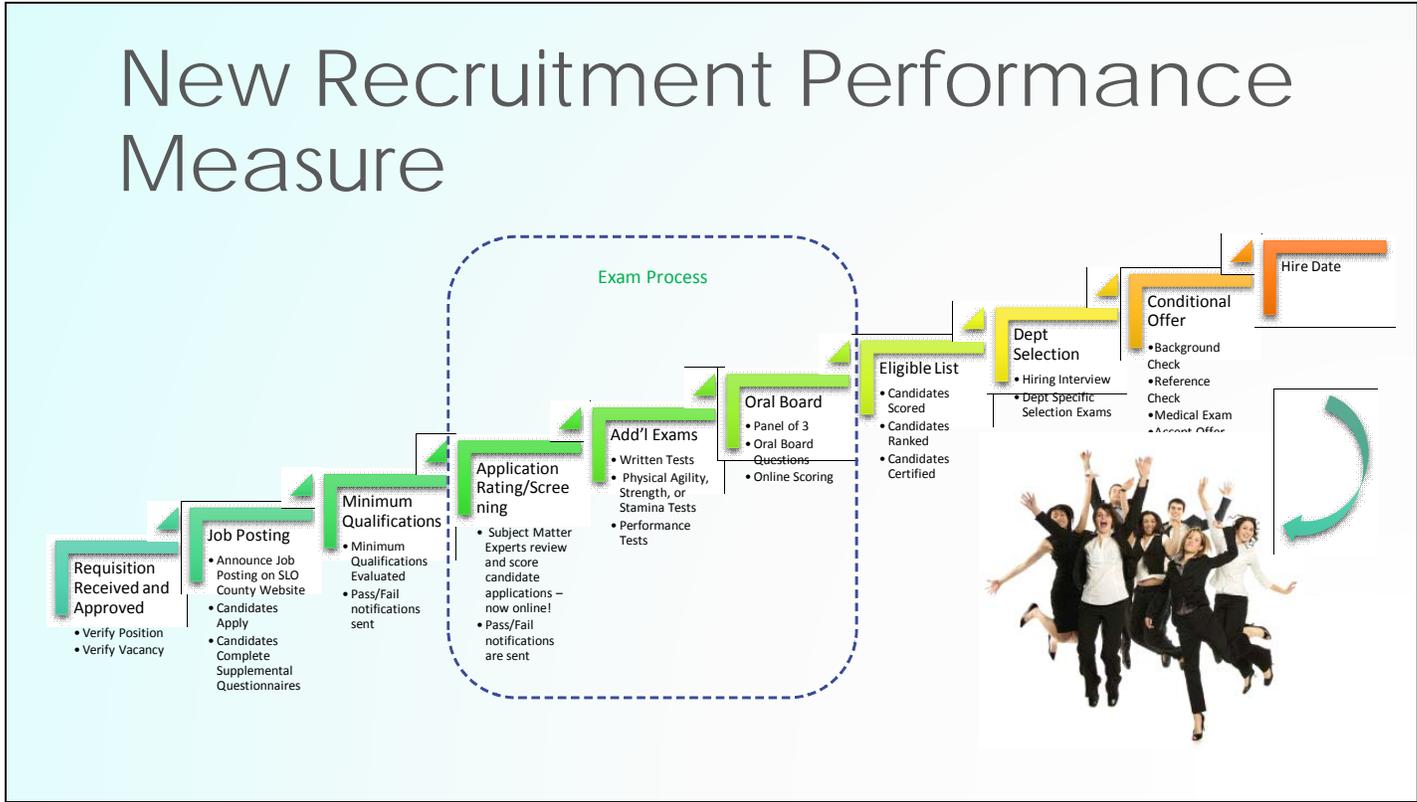
- Discover where to find your “My Application Review” applicants
- Effectively review applications and help SMEs to do the same
- The three occasions in the recruitment process in which you will review applications



Notes

**Module 3 // Review Applications
 & Screen Applicants**

New Recruitment Performance Measure



Notes



Terminology

- **Screeners:** Those who will be rating applications
- **Subject Matter Experts:** People with specialized knowledge who rate applications based solely on experience



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**Module 3 // Review Applications
& Screen Applicants**

Who Will Review Applications

- Payroll Coordinators
- Hiring Managers
- Screeners
- Subject Matter Experts



Notes



**Module 3 // Review Applications
& Screen Applicants**

When Applications Will Be Reviewed

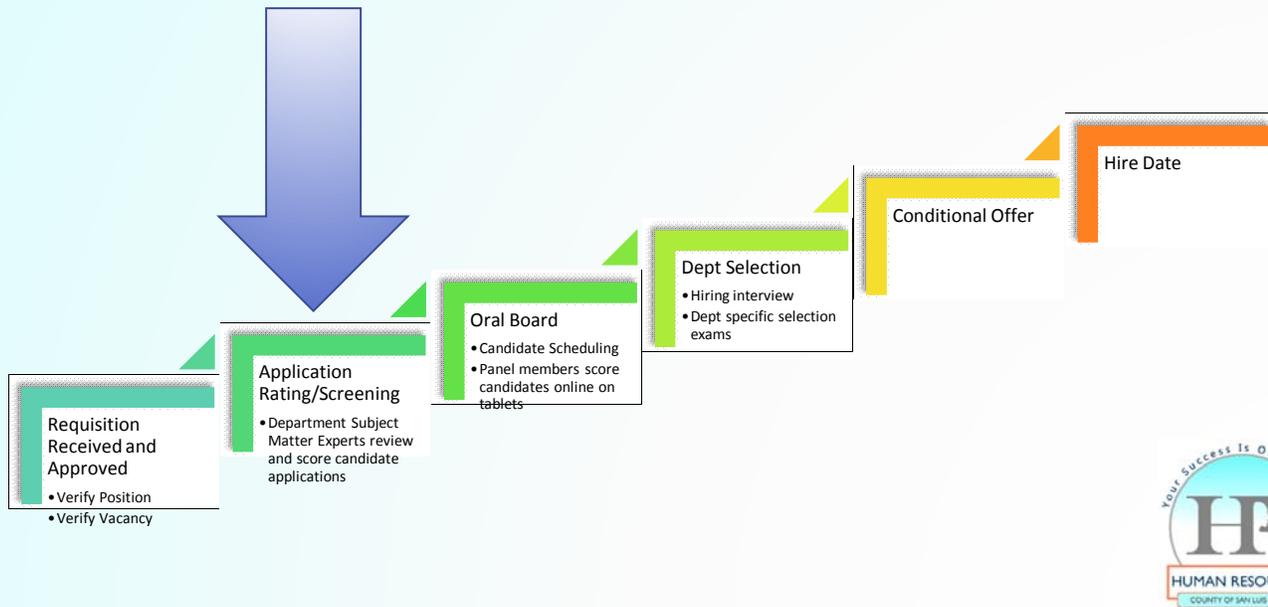
- Reviewing for minimum qualifications
- Scoring competitive applications (SMEs)
- Previewing applications in advance of Oral Boards



Notes

Module 3 // Review Applications & Screen Applicants

Process Flow



Notes



Module 3 // Review Applications
& Screen Applicants

Video Demonstration

Slide 1

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Danielle Wood

My Requisitions
My Application Review
My List
Preferences
Help & Training
Sign Out

Post Approvals Admin

[Open New Requisition](#) | [Show All Reqs. in My Dept.](#) | [Show Approval Detail](#) | [View Department Users](#) | [Show Filled Reqs.](#) | [Show Cancelled](#)

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Search for req. #, req. title or position #: **Go**

In this video demonstration you will learn how to review an application. Begin by clicking on the drop down menu

Text Captions

In this video demonstration you will learn how to review an application. Begin by clicking on the drop down menu

Notes



Module 3 // Review Applications & Screen Applicants

Slide 2

Text Captions

To see applications awaiting your review,
select **My Application Review**

Notes



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Slide 3

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Application Review

Search for exam title or exam number: Go

1 record found.
Page 1 of 1

Exam #	Exam Plan	Job Posting	Analyst	Applications
201410PM-2202-01	ADMINISTRATIVE ASST II	ADMINISTRATIVE ASST II	Carlson, Deborah	Print

1 record found.
Page 1 of 1

To view applications that have been referred to you, find the **Job Title link** located under **Exam Plan**

Text Captions

To view applications that have been referred to you, find the **Job Title link** located under **Exam Plan**

Notes



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Exam Plan Candidates

Exam Plan 201410PM-2202-01 - ADMINISTRATIVE ASST II

Candidate	Master Profile	Last Updated	Updated By	At Step	Disposition	Assigned By	Comments
Kane, Erica	View	10/24/14 5:42 PM	Carlson, Deborah	Training and Experience	N/A	Carlson, Deborah	Add
Lopez, Jennifer	View	10/28/14 9:34 AM	Carlson, Deborah	Training and Experience	N/A	Carlson, Deborah	Add
Selleck, Tom	View	10/28/14 9:43 AM	Wood, Danielle	Training and Experience	N/A	Carlson, Deborah	Add

Select the name of the candidate whose application you would like to review

Note: Please note the **At Step** description for the type of review you are conducting.

Text Captions

Select the name of the candidate whose application you would like to review

Note: Please note the **At Step** description for the type of review you are conducting.

Notes



Module 3 // Review Applications & Screen Applicants

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Post Approvals Admin

Candidate Application

[Return to Candidate List](#) [Show Candidate Disposition](#)

Application 1 of 3 « Previous Applicant | [Next Applicant](#) » [Print View](#)

201410PM-2202-01 - ADMINISTRATIVE ASST II

Contact Information -- Person ID: 5347327

Name:	Erica Kane	Address:	435 Highland Drive San Luis Obispo, California 93405 US
Home Phone:	(760) 567-3609	Alternate Phone:	
Email:	ilevy03@calpoly.edu	Notification Preference:	Email
Former Last Name:		Month and Day of Birth:	

Personal Information

Driver's License:
Can you, after employment, submit proof of right to work in the United States?
What is your highest level of education?

Preferences

Preferred Salary:
Types of positions you will accept: Regular , Temporary , Seasonal , Internship
Types of work you will accept: Full Time , Part Time , Per Diem
Types of shifts you will accept: Day , On Call (as needed)

Education

Work Experience

Certificates and Licenses

Note: Attachments such as cover letters, resumes appear as a link under attachments

Review the application by scrolling.

Text Captions

Review the application by scrolling.

Note: Attachments such as cover letters, resumes appear as a link under attachments

Notes



Module 3 // Review Applications & Screen Applicants

Slide 6

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Candidate Application

[Return to Candidate List](#)

Application 1 of 3 « Previous Applicant | [Next Applicant](#) »

[Show Candidate Disposition](#) [Print View](#)

201410PM-2202-01 - ADMINISTRATIVE ASST II

Contact Information Person ID: 5347327

Name: Erica Kane Address: 435 Highland Drive
San Luis Obispo, California 93405 US

Home Phone: (760) 567-3609 Alternate Phone:

Email: ilevy03@calpoly.edu Notification Preference: Email

Former Last Name: Month and Day of Birth:

Personal Information

Driver's License: Yes, California , Class C

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education?

Preferences

Preferred Salary:

Types of positions you will accept:

Types of work you will accept:

Types of shifts you will accept:

Education

Work Experience

Certificates and Licenses

Select **Show Candidate Disposition** to display the scoring window

Text Captions

Select **Show Candidate Disposition** to display the scoring window

Notes



Module 3 // Review Applications & Screen Applicants

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Candidate Application

[Return to Candidate List](#) [Hide Candidate Disposition](#)

Exam Plan **201410PM-2202-01 - ADMINISTRATIVE ASST II**
Evaluation Step **Application Screening**

Applicant:	Name	Person ID	Raw Score	General	Work Experience	Strong Communication Skills	Technical Skill
	Kane, Erica	5347327		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Score Calculation: Sum

Reject Reason: == Select == ▾

Comments:

Refer to your email for the scoring criteria you are to use when scoring. You will enter a score for each category.

Application 1 of 3 « Previous Applicant | Next Applicant » [Print View](#)

201410PM-2202-01 - ADMINISTRATIVE ASST II

Contact Information -- Person ID: 5347327

Name:	Erica Kane	Address:	435 Highland Drive San Luis Obispo, California 93405 US
Home Phone:	(760) 567-2600	Alternate Phone:	

Text Captions

Refer to your email for the scoring criteria you are to use when scoring. You will enter a score for each category.

Notes



Module 3 // Review Applications & Screen Applicants

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[Return to Candidate List](#) [Hide Candidate Disposition](#) Candidate Application

Exam Plan **201410PM-2202-01 - ADMINISTRATIVE ASST II**
Evaluation Step **Application Screening**

Applicant:

Name	Person ID	Raw Score	General	Work Experience	Strong Communication Skills	Technical Skill
Kane, Erica	5347327	5	5	10	5	

Score Calculation: Sum

Reject Reason:

Comments:

Application 1 of 3

201410PM-2202-01 - ADMINISTRATIVE ASST II

Contact Information -- Person ID: 5347327

Name: Erica Kane Address: 435 Highland Drive
San Luis Obispo, California 93405 US

Home Phone: (760) 567-2600 Alternate Phone:

If the candidate has failed, select a rejection reason from the drop down menu

Text Captions

If the candidate has failed, select a rejection reason from the drop down menu

Notes



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Candidate Application

[Return to Candidate List](#) [Hide Candidate Disposition](#)

Exam Plan **201410PM-2202-01 - ADMINISTRATIVE ASST II**
Evaluation Step **Application Screening**

Required

Applicant:	Name	Person ID	Raw Score	General	Work Experience	Strong Communication Skills	Technical Skill
	Kane, Erica	5347327		5	5	10	5

Score Calculation: Sum

Reject Reason: == Select ==

- Cancelled Recruitment
- Did Not Pass Medical
- Does Not Meet Minimum Requirements
- Expired EC Application
- Failed Agility Exam
- Failed Oral
- Failed Performance Exam
- Failed to Appear for Agility Exam
- Failed to Appear for Performance Exam
- Failed to Appear for Written Exam
- Failed to Appear Oral
- Failed to Respond
- Failed written exam
- Free Name - If you need a new reason see Deborah or Katie
- Met Minimum Qualifications
- No Longer Available
- Not Best Qualified**
- Screened Out
- Strike-Out
- Submitted

Application 1 of 3

Print View

ASST II

Highland Drive
San Luis Obispo, California 93405 US

Text Captions

Notes



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Candidate Application

[Return to Candidate List](#) [Hide Candidate Disposition](#)

Exam Plan **201410PM-2202-01 - ADMINISTRATIVE ASST II**
Evaluation Step **Application Screening** Required

Applicant:	Name	Person ID	Raw Score	General	Work Experience	Strong Communication Skills	Technical Skill
	Kane, Erica	5347327		5	5	10	5

Score Calculation: Sum

Reject Reason: Not Best Qualified

Comments:

Application 1 of 3 « Previous

201410PM-2202-01 - ADMINISTRATIVE ASST II

Contact Information -- Person ID: 5347327

Name: Erica Kane Address: 435 Highland Drive
San Luis Obispo, California 93405 US

Home Phone: (760) 567-2600 Alternate Phone:

If necessary, include a comment

Text Captions

If necessary, include a comment

Notes

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Candidate Application

[Return to Candidate List](#) [Hide Candidate Disposition](#)

Exam Plan **201410PM-2202-01 - ADMINISTRATIVE ASST II**
 Evaluation Step **Application Screening**

Applicant: Name Kane, Erica

Score Calculation: Sum

Reject Reason: Not Best Qualified

Comments: Did not have the right kind of experience.

Save Save & View Next App »

Application 1 of 3 « Previous Applicant | [Next Applicant](#) » [Print View](#)

201410PM-2202-01 - ADMINISTRATIVE ASST II

Contact Information -- Person ID: 5347327

Name:	Erica Kane	Address:	435 Highland Drive San Luis Obispo, California 93405 US
Home Phone:	(760) 567-3600	Alternate Phone:	

Text Captions

To continue to the next applicant's application, select **Save & View Next App**

Notes



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Candidate Application

[Return to Candidate List](#) [Hide Candidate Disposition](#)

Exam Plan **201410PM-2202-01 - ADMINISTRATIVE ASST II**
Evaluation Step **Application Screening**

Required

Applicant:	Name	Person ID	Raw Score	General	Work Experience	Strong Communication Skills	Technical Skill
	Lopez, Jennifer	5347328		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Score Calculation: Sum

Reject Reason: == Select ==

Comments:

« Save & View Prev. App Save Save & View Next App »

Application 2 of 3 « Previous Applicant | Next Applicant » [Print View](#)

201410PM-2202-01 - ADMINISTRATIVE ASST II

Contact Information -- Person ID: 5347328

Name: Jennifer Lopez Address: 124 Mission Way
San Luis Obispo, California 93401 US

Text Captions

Review the application and enter your scores

Notes

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Candidate Application

Return to Candidate List Hide Candidate Disposition

Exam Plan 201410PM-2202-01 - ADMINISTRATIVE ASST II
Evaluation Step Application Screening

Applicant:	Name	Person ID	Raw Score	General	Work Experience	Strong Communication Skills	Technical Skill
	Lopez, Jennifer	5347328		20	20	25	20

Score Calculation: Sum

Reject Reason: == Select ==

Comments:

« Save & View Prev. App Save Save & View Next App »

Application 2 of 3

2014

Contact Information -- Person

Name: Jennifer Lopez Address: 124 Mission Way San Luis Obispo, California 93401 US

Home Phone: (714) 656-0607 Alternate Phone:

Because this candidate received a passing score, you do not need a rejection reason

Text Captions

Because this candidate received a passing score, you do not need a rejection reason

Notes



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Candidate Application

[Return to Candidate List](#) [Hide Candidate Disposition](#)

Exam Plan **201410PM-2202-01 - ADMINISTRATIVE ASST II**
Evaluation Step **Application Screening**

* Required

Applicant:	Name	Person ID	Raw Score	General	Work Experience	Strong Communication Skills	Technical Skill
	Lopez, Jennifer	5347328		20	20	25	20

Score Calculation: Sum

Reject Reason: == Select ==

Comments: Resume formatting demonstrated attention to detail.

[« Save & View Pr](#)

Application 2 of 3 [« Prev](#)

Enter a comment if desired

201410PM-2202-01 - ADMINISTRATIVE ASST II

Contact Information -- Person ID: 5347328

Name: Jennifer Lopez Address: 124 Mission Way
San Luis Obispo, California 93401 US

Text Captions

Enter a comment if desired

Notes



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Text Captions

Select **Save & View Next App**

Notes



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Candidate Application

[Return to Candidate List](#) [Hide Candidate Disposition](#)

Exam Plan **201410PM-2202-01 - ADMINISTRATIVE ASST II**
Evaluation Step **Application Screening**

Required

Applicant:	Name	Person ID	Raw Score	General	Work Experience	Strong Communication Skills	Technical Skill
	Selleck, Tom	5347330		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Score Calculation: Sum

Reject Reason: == Select ==

Comments:

« Save & View Prev. App Save

Application 3 of 3 [« Previous Applicant](#)

Enter your scores

201410PM-2202-01 - ADM

Contact Information -- Person ID: 5347330

Name: Tom Selleck Address: 1452 Suffolk Drive
San Jose, California 95127 US

Text Captions

Enter your scores

Notes



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Candidate Application

[Return to Candidate List](#) [Hide Candidate Disposition](#)

Exam Plan **201410PM-2202-01 - ADMINISTRATIVE ASST II**
Evaluation Step **Application Screening**

Applicant:

Name	Person ID	Raw Score	General	Work Experience	Strong Communication Skills	Technical Skill
Selleck, Tom	5347330		15	10	25	25

Score Calculation: Sum

Reject Reason: == Select ==

Comments:

Application 3 of 3 [Print View](#)

201410PM-2202-01 - ADMINISTRATIVE ASST II

Contact Information -- Person ID: 5347330

Name:	Tom Selleck	Address:	1452 Suffolk Drive San Jose, California 95127 US
Home Phone:		Alternate Phone:	

Text Captions

Enter a comment if desired

Notes



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Candidate Application

[Return to Candidate List](#) [Hide Candidate Disposition](#)

Exam Plan: 201410PM-2202-01 - ADMINISTRATIVE ASST II
Evaluation Step: Application Screening

Required

Applicant:	Name	Person ID	Raw Score	General	Work Experience	Strong Communication Skills	Technical Skill
	Selleck, Tom	5347330		15	10	25	25

Score Calculation: Sum

Reject Reason: == Select ==

Comments:

Click **Save** once you have finished scoring all candidates

« Save & View Prev. App » **Save**

Application 3 of 3 « Previous Applicant | Next Applicant » [Print View](#)

201410PM-2202-01 - ADMINISTRATIVE ASST II

Contact Information -- Person ID: 5347330

Name: Tom Selleck Address: 1452 Suffolk Drive
San Jose, California 95127 US

Home Phone: Alternate Phone:

Text Captions

Click **Save** once you have finished scoring all candidates

Notes

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[Return to Candidate List](#) [Hide Candidate Disposition](#) **Candidate Application**

Exam Plan: **201410PM-2202-01 - ADMINISTRATIVE ASST II**
 Evaluation Step: **Application Screening**

Disposition Updated Successfully Required

Applicant	Name	Person ID	Raw Score	General	Work Experience	Strong Communication Skills	Technical Skill
	Selleck, Tom	5347330	75.0000	15	10	25	25

Score Calculation: Sum

Reject Reason: == Select ==

Comments:

Click Return to Candidate List

« Save & View Prev. App Save

Application 3 of 3 « Previous Applicant | Next Applicant » [Print View](#)

201410PM-2202-01 - ADMINISTRATIVE ASST II

Contact Information -- Person ID: 5347330

Name: Tom Selleck Address: 1452 Suffolk Drive
 San Jose, California 95127 US

Alternate Phone:

Text Captions

Click Return to Candidate List

Notes

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Exam Plan Candidates

Exam Plan 201410PM-2202-01 - ADMINISTRATIVE ASST II

Candidate	Master Profile	Last Updated	Updated By	At Step	Disposition	Assigned By	Comments
Kane, Erica	View	10/28/14 9:47 AM	Wood, Danielle	Training and Experience	Fail - Not Best Qualified	Carlson, Deborah	Add
Lopez, Jennifer	View	10/28/14 9:48 AM	Wood, Danielle	Training and Experience	Pass - 85.00%	Carlson, Deborah	Add
Selleck, Tom	View	10/28/14 9:49 AM	Wood, Danielle	Training and Experience	Pass - 100.00%	Carlson, Deborah	Add

SME Review Complete Cancel

Note: You can see each candidate, their scores and whether they have passed or failed. You can click on an applicant if you need to change a score.

you are done

Text Captions

When you are done, select **SME Review Complete** and a notification will be sent to indicate you are done

Note: You can see each candidate, their scores and whether they have passed or failed. You can click on an applicant if you need to change a score.

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Exam Plan Candidates

Exam Plan **201410PM-2202-01 - ADMINISTRATIVE ASST II**

Candidate	Master Profile	Last Updated	Updated By	At Step	Disposition	Assigned By	Comments
Kane, Erica	View	10/28/14 9:47 AM	Wood, Danielle	Training and Experience	Fail - Not Best Qualified	Carlson, Deborah	Add
Lopez, Jennifer	View	10/28/14 9:48 AM	Wood, Danielle	Training and Experience	Pass - 85.00%	Carlson, Deborah	Add
Selleck, Tom	View	10/28/14 9:49 AM	Wood, Danielle	Training and Experience	Pass - 100.00%	Carlson, Deborah	Add

SME Review Complete Cancel

- Congratulations! -

You have completed the video tutorial on Reviewing Applications. Now try the video simulation.

Text Captions

- Congratulations! -

You have completed the video tutorial on Reviewing Applications. Now try the video simulation.

Notes
