

## Janeal Blue

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**From:** Janeal Blue  
**Sent:** Monday, January 7, 2019 11:13 AM  
**To:** Robert Mariucci; Allison Merzon; Brittany Bauer; Colin Campbell; Julie Salgado; Brian Locher  
**Subject:** Screening Instructions - Kinesiology/Athletic Equipment Technician I  
**Attachments:** Neogov template for committees.docx  
  
**Importance:** High

Hello,

**Please have all of your scores entered no later than 10:00 a.m. on Wednesday, January 9, 2019.**

If you would like to review the job posting while you screen, here is the link to it: <https://agency.governmentjobs.com/cuesta/default.cfm?action=jobbulletin&JobID=2284660>

Click the attachment above to use as a guide when reading the instructions below to see the screen shots of what NEOGOV should look like and what to do regarding steps 1, 2, and 3.

If you are new to NEOGOV then you should be receiving two emails from them. If you don't receive any emails from NEOGOV in your inbox, please check your junk/clutter folder. Once you find the NEOGOV email that reads (Important Security Notice From NEOGOV!) click that one and it will ask you to click the link "Click to reset password". Once you have done that it will prompt you to sign in. Your username is your Cuesta email address. If you have screened on NEOGOV before, you will login with your username and password. After you sign in follow these steps:

1. Once logged in you will see front and center "My Tasks" and you should see a list of recruitment's you have been on or the recruitment you are on if you are brand new.
2. Click on the option SME Review, once you click that you should see the option for you to click on the Kinesiology/Athletic Equipment Technician I once you click on that you will see the applicants for you to review.
3. When you review the applicants you will only score each candidate out of **20 points** and log that score in the system using the rate icon at the top right. Once you have viewed all the applicants' materials and have decided upon a score you will log that in the "Your Score" section under the rate tab. **DO NOT LEAVE COMMENTS!** Then you will click the save button and click next to move onto the next candidate. It is very important that you have logged all scores into the system prior to the deadline listed above.

When scoring each applicant please use the scoring below, put your total points out of 20 in the box under your name for each candidate:

*A max of 20 points is allowed for each applicant. You can apply any number toward the following categories with a maximum total of 20:*

- Education
- Experience

- *Knowledge/abilities*
- *Overall packet*

Once you have completed reviewing and scoring each applicant you will click "Save" (Screen shot 4) then click Next (screen shot #5). **If you do not click the save button your scores will not be saved.**

You may also receive emails when other committee members finish screening applications, you will not receive an application when you have finished your own screening so don't be alarmed if you don't receive an email for yourself. Please remember to have reviewed and scored all applicants by the selection meeting.

I would be happy to meet with anyone who has questions regarding this process.

Thank you,

Janeal Blue  
Human Resources Specialist  
Main Line – (805)546-3129  
Direct Line – (805)546-3100 ext. 2203  
Fax – (805)546-3906

(Screen shot # 1)

NEOGOV OHC Search

Dashboard Jobs

### My Tasks [VIEW ALL](#)

1 Total      1 Hiring Committee Review

Type	Related To	Date Assigned	Due Date	Division	Department
Hiring Committee Review (1)	<a href="#">Job Non Credit Workforc...</a>	10/18/2017		Workforce, Economic Devel...	Workforce and Economic Developm...

Showing 1 - 1 of 1 items

(Screen shot # 2)

Dashboard Jobs

### Hiring Committee Review

Non Credit Workforce Preparation Part Time Pool (Job Number : FY1718 -0016)

<b>Recruitment</b> Non Credit Workforce Preparation Part Time Pool	<b>At Step</b> Under Review by Hiring Committee	<b>Recruitment Number</b> FY1718 -0016
<b>Max Raw Score</b> 40	<b>Evaluate On</b> Scored	<b>Passing Score</b> 70
<b>Weight</b> 100%		

### Candidates

1 Total      1 Unreviewed      0 Reviewed

Person ID	Candidate Name	Assigned By	Last Reviewer	Last Reviewed
32487271	CHRISTOPHER ROSS BLICHA	Tim Bowler	Carol Lopes	09/18/2017

Showing 1 - 1 of 1 items

(Screen shot # 3)

## CHRISTOPHER BlichA

Person ID: 32487271 NA

 Rate

 Print

 Cancel

Application Questions

QUICK JUMP...

 General Information

 Work Experience

 Education

 Additional Information

 References

 Attachments

### General Information

#### Contact Information

 1903 Bella Vista Court  
Paso Robles, CA 93446

 chris.blichA@gmail.com

 (805) 674-4275  primary

#### Personal Information

Date of Birth

05/18

Driver's License

0\*\*\*\*\*4

CA Class C

Highest level of education

Bachelor's Degree

Notification Preference

Have proof of your legal right to work in the US?

Yes

#### Preferences

Are you willing to relocate?

Yes

Objective

To become a Non-Credit Workforce Preparation Instructor for the Workforce, Economic Development and Community Programs Department at Cuesta College.

### Work Experience

Advocacy Intern

Monthly Salary

(Screen shot # 4)

Overall Comments

<b>Matthew Green</b>	SCORE --
This section has not been rated yet	
<b>Carol Lopes</b>	SCORE --
This section has not been rated yet	
<b>Test Subject</b>	YOUR SCORE <input type="text"/>
Write a comment...	


(Screen shot # 5)

 **General Information**

**Contact Information**

 205 Grace Ln  
Arroyo Grande, CA 93420

 Fireparamedic1@live.com

 (805) 459-6097  primary  
(805) 550-2605  alternate

**Personal Information**

Date of Birth  
12/23

Former Last Name  
McEthenie

Driver's License  
B\*\*\*\*\*G  
CA, Class B

**Notification Preference**

Have proof of your legal right to work in the US?  
Yes

Highest level of education  
Master's Degree