

Stephanie Federico

From: Stephanie Federico
Sent: Thursday, January 24, 2019 4:30 PM
To: Glenda Moscoso; Ruth Cook; Thea Labrenz
Cc: Stephanie Federico
Subject: Screening for Counselor Part Time Pool
Attachments: Neogov template for committees.docx

Importance: High

Hello All,

Please have all of your scores entered no later than Wednesday, January 30th at 10am. You have 22 candidates to screen. Please remember that per the new AP7120 you are screening for minimum qualifications. If you see someone that doesn't meet qualifications I need to know ASAP. If you have someone that needs equivalency- I need to know ASAP to send it to the committee to see if they pass.

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=2290722>

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 My Hiring Committee Review, once you click that you should see the option for you to click on the **Counselor Part Time Pool**, 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 25 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 25 points is allowed for each applicant. You can apply any number toward the following categories with a maximum total of 25:

- *Education*
- *Experience*
- *Knowledge/abilities*
- *Diversity Statement*
- *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 new process.

Thank you,

Stephanie Federico

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