Quick Guide: NeoGov Ranking

Log into NeoGov: https://login.neogov.com/authentication/saml/login/Concordia

Username: Your CSP Username

Password: Your CSP Password

Step 1: Click “View All” from your Dashboard

Step 2: Click the position title you would like to rank.
Step 3: Click on the candidate number you would like to rank.

![Candidate list](image1)

Step 4: Read through the candidate’s application, assign the appropriate ranking and click “Submit”.

Note: If marked as failing you MUST also provide comments on why the candidate was given a failed ranking.

Note: In this phase you may not be able to see personally identifiable information which includes name, resume and other attachments.

Note: Depending on the phase in the process you may have an option for a pass/fail (thumbs up/thumbs down), or the star ranking as provided in the screenshot below.

![Application](image2)