# 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.**



**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)** 👍 Pass 👎 Fail **, or the star ranking as provided in the screenshot below.**