

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

The screenshot shows the NeoGov dashboard. At the top, there is a navigation bar with 'NEOGOV' and 'OHC' dropdown menus, and a search bar. Below the navigation bar, there are tabs for 'Dashboard' and 'Jobs'. The main content area is titled 'My Tasks' and features a 'VIEW ALL' link circled in red. Below this, there is a summary bar showing '2 Total' and '2 SME Review'. A table lists tasks with columns for Type, Related To, Date Assigned, Due Date, Department, and Division. The table shows two rows of 'SME Review' tasks, both with a 'Job' icon and 'Undergraduate Admissions Coun...' as the related to field, and '04/15/2019' as the date assigned. The department is 'Undergraduate Admissions- Traditional'. At the bottom right, it says 'Showing 1 - 2 of 2 items' with navigation arrows.

Step 2: Click the position title you would like to rank.

The screenshot shows the 'Tasks' page in NeoGov. At the top, there is a filter dropdown set to 'All Tasks' and a search icon. Below this, there is a summary bar showing '7 Total' and '7 SME Review'. A table lists tasks with columns for Type, Related To, Status, Date Assigned, Due Date, Department, and Division. The table shows seven rows of 'SME Review' tasks. The first six rows have a 'Job' icon and 'Completed' status. The seventh row has a 'Job' icon, 'Open' status, and 'Undergraduate Admissions Co...' as the related to field, which is circled in red. The date assigned is '04/15/2019' and the department is 'Undergraduate Admissions- Traditional'. At the bottom right, it says 'Showing 1 - 7 of 7 items' with navigation arrows.

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

Person ID	Assigned By	Last Reviewer	Last Reviewed	Disposition
9473848	Bethany Chan			NA
37298227	Bethany Chan			NA
39591876	Bethany Chan			NA
39857099	Bethany Chan			NA
39914271	Bethany Chan			NA
40002450	Bethany Chan			NA

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.

Person ID: 9473848 NA

Application Questions E-References

General Information

Preferences

What type of job are you looking for?
Regular

What type of work will you accept?
Full Time

What shifts are you available to work?
Day, Evening, Night, Weekends

Work Experience

Operations Assistant	Monthly Salary
September 2014 - Present	\$3,500.00
Arch Insurance	Employees Supervised
St. Paul, MN	Supervisor
US	Reason for Leaving
	Still employed
	May we contact this employer?

Phone Screen * 

Write a comment...

Overall Comments

Submit