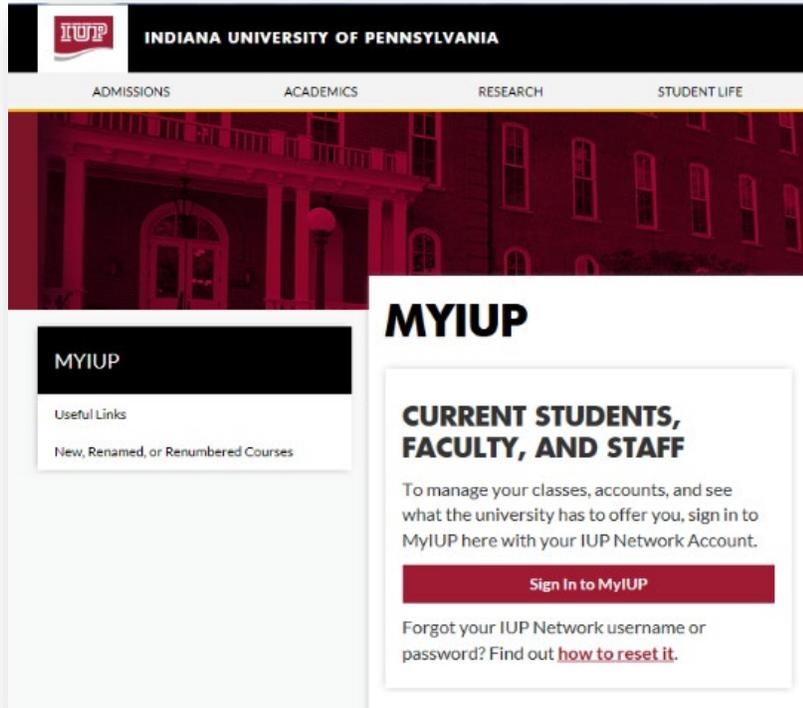


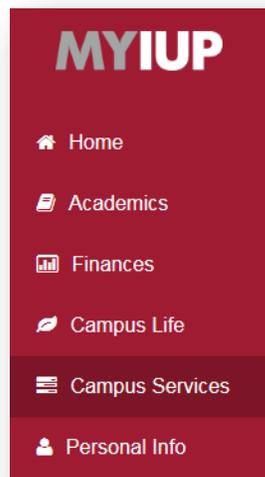
How to View Candidates in NEOGOV

Logging In

1. Navigate to the MYIUP logon page, <http://www.iup.edu/myiup/>, where you will login with your IUPMSD/network username and password, the same information used for the IUP Computer System. Reminder....do not use the @iup.edu extension for your username.



2. Click on **Campus Services**



How to View Candidates in NEOGOV

3. Under JOBS AND CAREERS, click on **NeoGov applicant tracking system** link.



Faculty Search Committees are assigned access to view candidates with the Dean's approval.

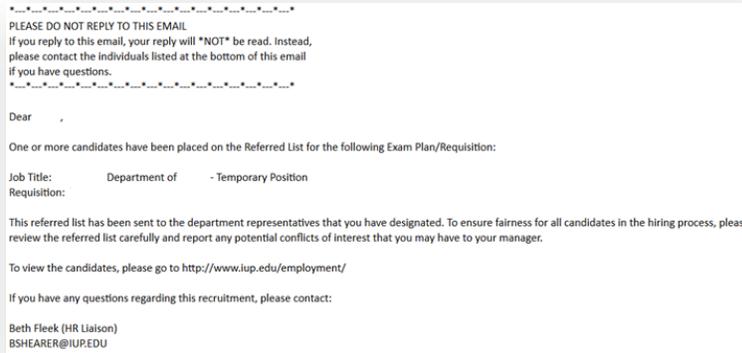
For all other searches, Hiring Managers' access to candidates is assigned as positions are posted.

If you are a Search Committee member or Hiring Manager who is unable to view applicants for your search after the following instructions listed below, please contact the HRIS Administrator at 724-357-4872.

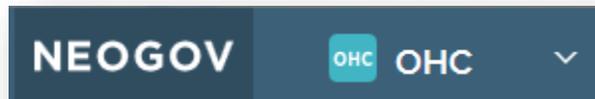
How to View Candidates in NEOGOV

Candidate Review for Search Committee Members/Hiring Managers

1. As a hiring manager, you will receive an email from info@neogov.com when candidates are ready for your review.



2. Upon receipt of email notification, login to the NEOGOV. In the upper left corner of your screen, you should see the icon for the OHC (Online Hiring Center).



3. Under the header, **My Candidates**, your Requisition should be displayed in the list. You can search for a specific one by first clicking the magnifying glass icon on the right then typing the number into the first column, **Req#**

Req #	Requisition Title	Candidates	Division	Department	Hiring Manager	Create
00313	Student Employee Office A...	2	Administration and Finance	Human Resources_AHRD_...	Lorie Albright +3	08/18/2016
00714	Student Worker Testing	2	Administration and Finance	Human Resources_AHRD_...	Lorie Albright +5	07/10/2017
00716	Student Worker Testing	2	Administration and Finance	Human Resources_AHRD_...	Lorie Albright +5	07/10/2017

Showing 1 - 3 of 3 items

4. In the Candidates column, click on the number, reflective to the number of candidates in need of your review.

How to View Candidates in NEOGOV

5. Begin your review by clicking on the name of the first applicant. A new window will open from the right.

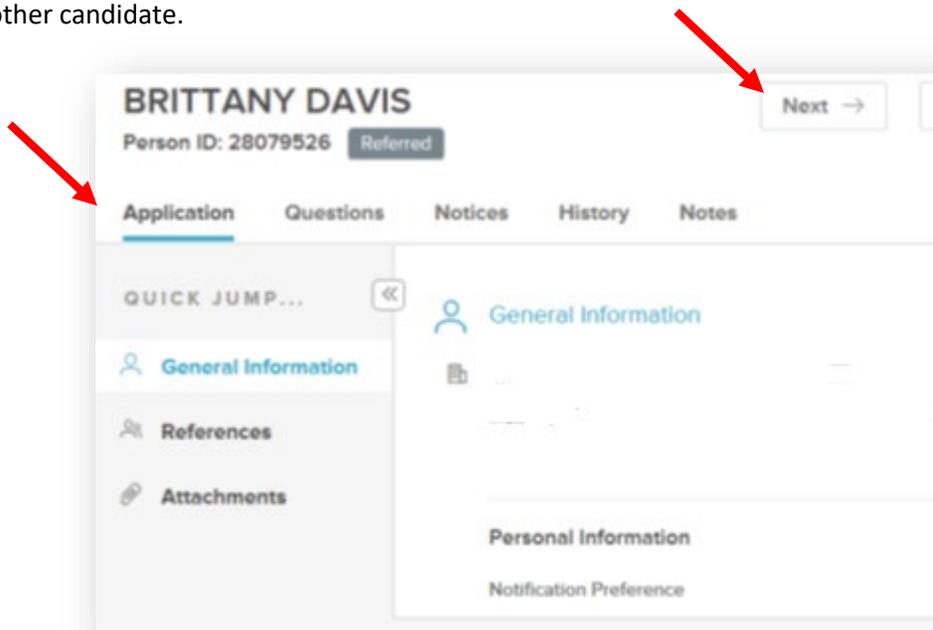
The screenshot displays the 'Candidates' interface. At the top, a donut chart shows '7 TOTAL' with a callout indicating 'Referred : 7'. Below the chart are two filter buttons: 'Referred' (with an eye icon) and 'Actions' (with a person icon). A table below these buttons has the following structure:

	Name	Action Date	Notices	Master Profile
<input type="checkbox"/>	Click Here	07/26/2017	--	

A red arrow points to the 'Click Here' link in the first row of the table.

How to View Candidates in NEOGOV

- Click on each of the headers under the applicant's name to view their information. To view the next applicant, click on the **Next** button or click the **Cancel** button (or click anywhere outside of the side window) and select another candidate.



Next Steps:

Faculty Searches: No other steps are required in NEOGOV. After reviewing your candidates, names of candidates selected for on-campus interviews should be emailed by the Search Chair to the Dean for approval, cc HR Specialist. HR reviews EEO data and seeks Provost's approval for a minimum of three candidates for an on-campus interview.

All other Searches: No other steps are required in NEOGOV. After reviewing your candidates, names of candidates selected for on-campus interviews should be emailed to the Employment Manager for review and approval. HR reviews EEO data for a minimum of three candidates for an on-campus interview. After candidates are approved, HR notifies Hiring Manager of any Veterans in the finalist pool. Hiring Manager Chair provides HR with interview schedule via email once finalized.