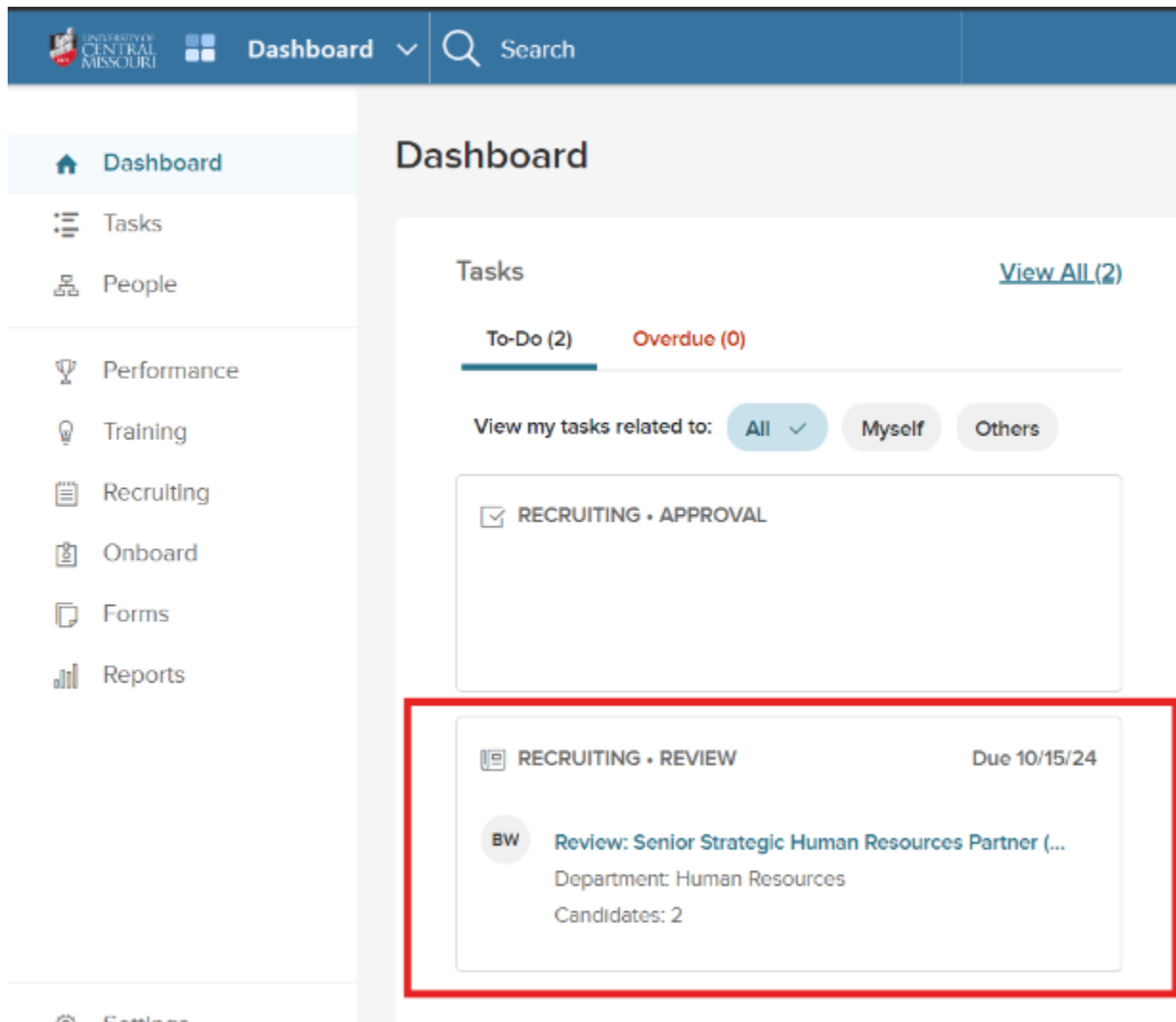


## How to use NEOED as a Search Committee Chair Interview & Hire

When applicants are under your review, you can see the action that needs to be taken on your “Tasks” dashboard under the title “Recruiting Review”



The screenshot displays the NEOED Dashboard. The top navigation bar includes the University of Central Missouri logo, a 'Dashboard' dropdown menu, and a search bar. The left sidebar contains links to Dashboard, Tasks, People, Performance, Training, Recruiting, Onboard, Forms, and Reports. The main content area is titled 'Dashboard' and features a 'Tasks' section. This section shows 'To-Do (2)' and 'Overdue (0)' tasks. A filter for 'View my tasks related to:' is set to 'All'. The task list includes 'RECRUITING • APPROVAL' and 'RECRUITING • REVIEW'. The 'RECRUITING • REVIEW' task is highlighted with a red box and shows a due date of 10/15/24. Below the task title, it indicates 'BW' (Business Week) and provides details: 'Review: Senior Strategic Human Resources Partner (...)', 'Department: Human Resources', and 'Candidates: 2'.

When you click on the task, it will take you to an overview of the requisition, the candidates, and the rating system.

You can see that the candidates must have 3 stars to pass the initial screening.



## Search Committee Review

Senior Strategic Human Resources Partner (Requisition Number : 202400056)

Requisition  
Senior Strategic Human Resources Partner

Requisition Number  
202400056

At Step  
Search Committee Review

Evaluate Using  
Star Rating

Scale  
5 stars

Passing Score  
★★★★☆ 3 stars

### Candidates

Print



2 Total		2 Unreviewed		0 Reviewed		
<input type="checkbox"/>		Person ID	Candidate Name	Last Reviewer	Last Reviewed	My Score
<input type="checkbox"/>		59909964	Mule, Mo			--
<input type="checkbox"/>		59909976	Mule, Tammy			--

To view a candidate's application, click on their name.

### Candidates

2 Total					
<input type="checkbox"/>		Person ID	Candidate Name		
<input type="checkbox"/>		59909964	Mule, Mo		
<input type="checkbox"/>		59909976	Mule, Tammy		

You can now review and rate the candidate based on their work experience, education, and attachments.

After reviewing their application & attachments, you will rank the applicants based on a 5-star rating system. You can rate the candidates with full or half stars and comment on the applicants as appropriate. Please ensure your comments are ethical.

This initial rating will, in theory, help you create your shortlist.

Mule, Mo

Person ID: 59909964

Application

Questions

E-References

General Information

Contact Information

123 Mule Nation Ln

Warrensburg, MO 65301

US

weiker@ucmo.edu

Preferences

What shifts are you available to work?

\* required fields are marked with asterisk

Bailey Weiker

3.5 ⭐⭐⭐⭐☆

Select your rating \*

Candidate has a great education, but lacking a bit of work experience I would like to see for this position.

3

Submit

After choosing “submit” the system will automatically take you to the next candidate to review and rate.

After ranking, you can view how many applicants you have in total, how many you have reviewed, and how many you have unreviewed.

Candidates

Print

2 Total		0 Unreviewed		2 Reviewed		
		Person ID	Candidate Name	Last Reviewer	Last Reviewed	My Score
<input type="checkbox"/>		59909964	Mule, Mo	Bailey Weiker	10/10/2024	★☆☆☆☆ 1.50
<input type="checkbox"/>		59909976	Mule, Tammy	Bailey Weiker	10/10/2024	★★★★☆ 3.50

This initial rating is based on their application information, materials, and attachments. If you have determined to continue with the applicant and you want to interview them, you will need to continue to move them within the workflow.

To move your applicants through the workflow, click back to your initial dashboard page.

You will need to click the “Recruiting” tab on the left tool bar. Then, click the search title within the “My Candidates” box from which you are rejecting candidates.

*It is important that you click within that box of the recruiting tab to move your applicants. If you click on the search in another box, it will not give you the opportunity to move the candidates within the workflow accordingly.*

The screenshot shows a web application interface for a recruiting system. On the left is a vertical sidebar with navigation links: Dashboard, Tasks (with a red circle containing the number 4), People, Performance, Training, Recruiting (highlighted with a red rectangle), Onboard, Forms, and Reports. The main content area is titled "Recruiting" and has a sub-header with tabs: Overview (selected), My Requisitions (21), My Candidates (1), My Job Postings (55), Hires, Class Spec, and Print Applications. A "View Settings" button is in the top right corner. The "Overview" tab contains three main sections: "My Tasks" with two items (one due 10/15/24, one due 6 days ago), "My Requisitions" with a progress bar showing 3 Drafts, 0 In Progress, 1 Approved, and 17 Open, and "Open Job Postings" with one listing for "#997526 Custodian/ Setups, Union ...". On the right side, there is a "My Candidates" section, which is highlighted with a red rectangle. It contains a single entry: "Requisition: Test 6 Do NOT Apply (202400093)" with details "Division: Human Resources" and "Candidates: 2".

When clicking on the title, it will take you to your list of candidates that you will have the opportunity to take action on. You can move the candidates you choose to interview or reject.

For this example, we are going to move them to interview.

Click the name of the candidate that you want to interview.

Candidates

2

TOTAL

Search Committee Review : 2

Search Com... ▾

Actions ▾

More ▾

☰

🔍

	🔒	Name ▾	Employee ID ▾	Action Date ▾	Notices	Current Employee	Phone	E-References	Status	Rating
<input type="checkbox"/>		Mule, Tammy		10/28/2024	✉	No		0 of 1	<div>Search Com...</div>	<div>Pass</div> ★★★★★ 4.50
<input type="checkbox"/>		Mule, Mo		10/28/2024	--	No		N/A	<div>Search Com...</div>	<div>Fail</div> ★★☆☆☆ 2.00

First

Previous

1

Next

Last

10 ▾

Items per page

Showing 1-2 of 2 Items

Select “Actions” then “Move to Interview”

Mule, Tammy

Person ID: 59909976 

Search Committee Review

Application

Questions

E-References

Notices

History

Notes

General Information

Contact Information

UCM Farm

Warrenburg, MO 64093

US

mtaylor@ucmo.edu

Preferences

What shifts are you available to work?

Day

→ Next

Actions ▾

🖨 Pr

Reject

Move to Referred

Move to Interview

Move to Second Interview (As Needed)

Move to Reference Check

Move to Conditional Offer

Move to Background Check

Move to Offered

Move to Preboarding

Move to Hire

Send Notices

Send Text Message

It will ask for a confirmation if you want to move them to “Interview”. Select “OK” in the popup.

You can now see that the candidate status has been updated to “Interview”

Mule, Tammy
Person ID: 59909976

Interview

→ Next

⚙ Actions ▾

🖨 Print

Cancel

Application
Questions
E-References
Notices
History
Notes

>

General Information

Contact Information

UCM Farm
Warrenburg, MO 64093
US

✉ mtaylor@ucmo.edu

Preferences

On the initial search page, you can see the candidate is “unscheduled” in the interview status.

There are two options you can use to schedule candidates within the system. Both instructions are below.

1. Reach out to the candidate via email or phone and schedule an interview time, then send them interview reminders through the system
2. Set your schedule in the system and let the candidate pick their interview date and time through a link that will be emailed to them.

### First Option

Click on the “Unscheduled” blue link.

Interview

⚙ Actions

More

		Name	Employee ID	Action Date	Notices	Current Employee	Phone	E-References	Status	Rating
<input type="checkbox"/>		Mule, Mo		10/08/2024	--	No		N/A	<div>Interview</div> <div>Unscheduled</div>	No Rating

First

Previous

1

Next

Last

10



Items per page

Showing 1-1 of 1 items

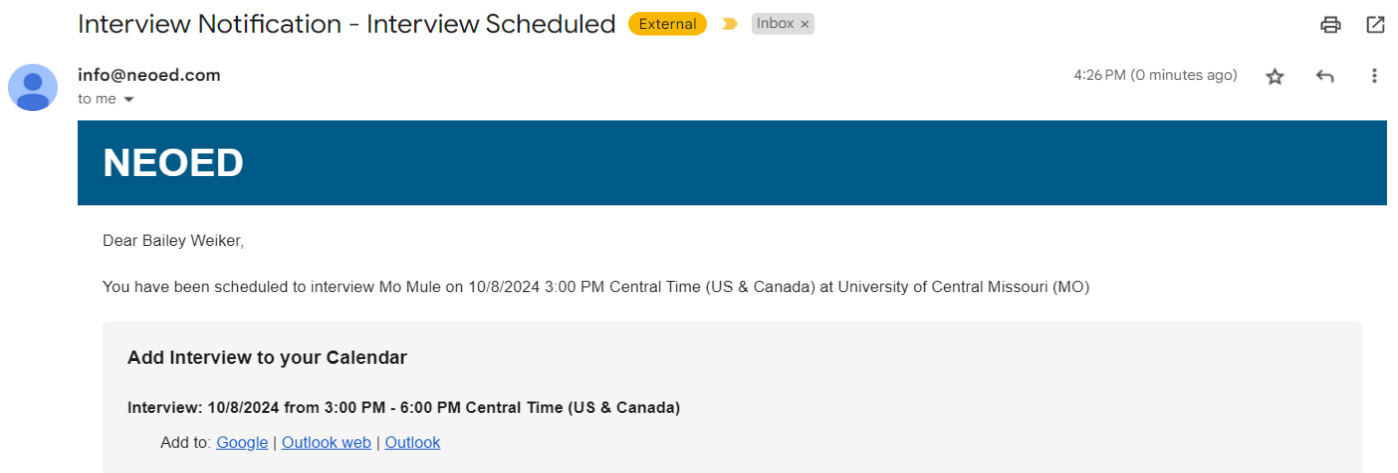
When you schedule the interview for the applicants within the system by choosing the interview date, location, start time, end time, and add the search committee members in the interviewer box.

### Interview Details

\* required fields are marked with asterisk

<b>Interview Date</b>		<b>Location</b>	
<input type="text" value="10/28/2024"/>		<input type="text" value="Admissions"/>	
<b>Start time</b>		<b>Interviewer</b>	
<input type="text" value="01:00 PM"/>	to	<input type="text" value="03:00 PM"/>	<input type="text" value="Bailey Welker"/>
<b>Central Time (US &amp; Canada)</b>		<input type="text" value="Michelle Taylor"/>	
		<input type="text" value="Cory Wicker"/>	
		<input type="text" value="Search Interviewer(s)"/>	

Upon hitting submit, the interviewers will receive a confirmation email that will allow them to add the interview to their Google Calendar.



While the search committee received the email, you will still have to manually send the candidate their reminder email. To do so, click back on the candidate's name.

Requisition Detail

Test 6 Do NOT Apply (202400093) Open

Copy

Print

Requisition Information

Approvals

Hire Workflow

Candidates

History

Candidates

Interview : 1

2  
TOTAL

Search Committee Review : 1

Search Com...

Actions

More

		Name	Employee ID	Action Date	Notices	Current Employee	Phone	E-References	Status	Rating
<input type="checkbox"/>	<input type="lock"/>	Mule, Tammy		10/28/2024		No		0 of 1	<span>Interview</span> Scheduled for 10/28/2024, 4:0...	No Rating

First

Previous

1

Next

Last

10

Items per page

Showing 1-1 of 1 items

Select “Actions” and “Send Notices”

Mule, Tammy

Person ID: 59909976 Interview

Application

Questions

E-References

Notices

History

Notes

>

General Information

Contact Information

UCM Farm

Warrenburg, MO 64093

US

mtaylor@ucmo.edu

Preferences

What shifts are you available to work?

Day

Work Experience

Actions

Print

Cancel

Reject

Move to Referred

Move to Search Committee Review

Move to Second Interview (As Needed)

Move to Reference Check

Move to Conditional Offer

Move to Background Check

Move to Offered

Move to Preboarding

Move to Hire

Send Notices

Send Text Message

Click the magnifying glass next to “Find a Notice Template” field.



## Send Notice

Mule, Tammy (Person ID : 59909976)

Cancel

Send

### Notice Details

\* Required fields are marked with asterisk

#### \* Notice

Find a Notice Template



Select "Interview Confirmation Notice"

Name		Description
Q Search		Q Search
Generic Rejection Letter		Generic Rejection Letter
Interview Confirmation Notice		Interview Confirmation Notice
Invite to Self-Schedule for Interview		Invite to Self-Schedule for Interview
UCM Conditional Offer		Hiring Manager notifies HR of the conditio.
UCM Official Offer Letter - Action Required		Official Offer Letter

First

Previous

1

Next

Last

10

Items per page

Showing 1-5 of 5 Items

"Send"

## Send Notice

Mule, Tammy (Person ID : 59909976)

Cancel

Send

### Notice Details

\* Required fields are marked with asterisk

#### \* Notice

Interview Confirmation Notice



#### Notice Preview

Override

Template

Sample Candidate

<Today>

<Applicant\_FirstName> <Applicant\_LastName>

<Applicant\_Address1> <Applicant\_Address2>

<Applicant\_City>, <Applicant\_State> <Applicant\_ZipCode>

Re: <Position\_Title>

Dear <Applicant\_FirstName>,

This message is to confirm your interview for the <Position\_Title> position at <Agency\_Name>. Your interview is scheduled to begin at on . Interviews are being held at:

## Second Option

You can allow the candidate to self-schedule an interview time within the system by sending them a link to pick availability.

To do this, you must re-customize the candidate workflow within the requisition.

In your recruiting tab, find your search under the “My Candidates” box & click on the title.

Once in the search, click “Hire Workflow” at the top of the toolbar.

DashboardJobs

+🕒⚙️

📄

Requisition Detail

Test 1 Do NOT Apply (202400087)

Open

📄 Copy

🖨️ Print

🚫 Cancel Req

✎️ Edit

Requisition Information

Approvals

Hire Workflow

Candidates

History

Requisition Information

Requisition Number 202400087	Department N/A	Division Human Resources
Working Title Test 1 Do NOT Apply	Job Type N/A	Class Spec Senior Strategic Human Resources Partner (999666)

Then “Customize Workflow”

Requisition Detail

Test 1 Do NOT Apply (202400087)

Open

📄 Copy

🚫 Cancel Req

✎️ Edit

Requisition Information

Approvals

Hire Workflow

Candidates

History

Hire Workflow

✎️ Customize Workflow

1

Referred

0  
Total

2

Search Committee Review

1  
Total

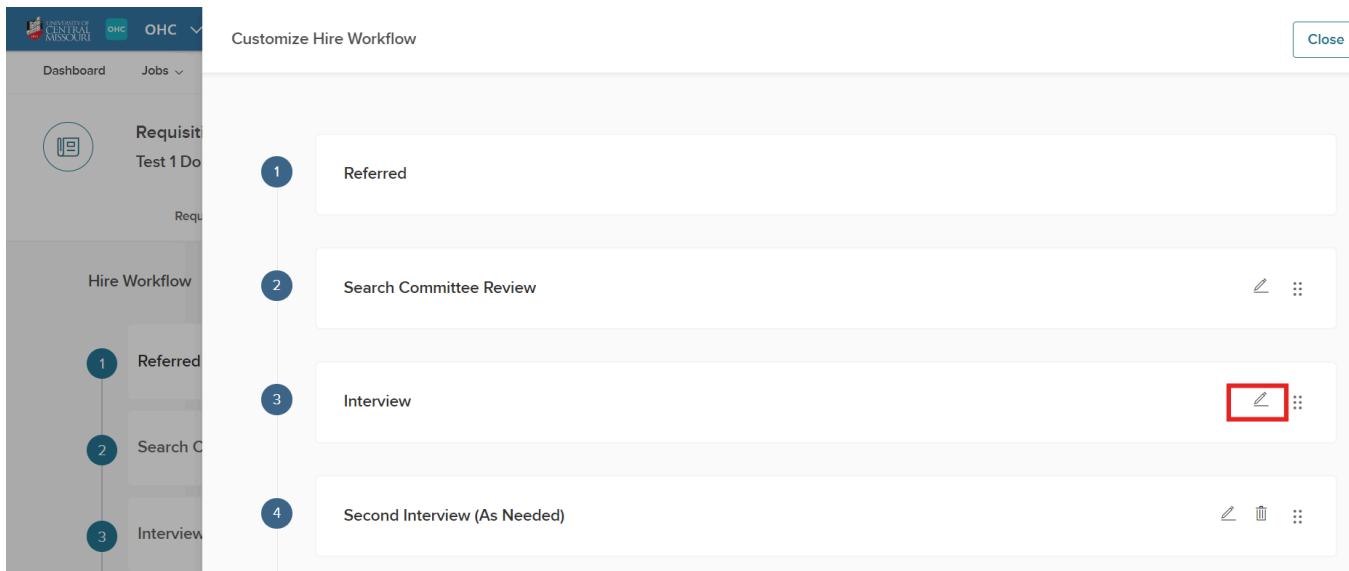
3

Interview

1  
Scheduled

1  
Total

Navigate to the “Interview” step and click the pencil button to edit that step.



In the first screen, add the search committee members again to the “raters” section.

A screenshot of the 'Interview' step details screen. The top navigation bar shows '1. STEP DETAILS' as the active tab and '2. SCHEDULING' as the next step. The 'Step Details' section includes a 'Name' field with 'Interview' entered, a 'Display Status to Candidate As' field, and a 'Raters' section. The 'Raters' section is highlighted with a red box and shows two selected raters: 'Bailey Welker' and 'Michelle Taylor'. Below the raters is a search bar with the text 'Start typing to find a rater'. On the right side, the 'Evaluate Using' section has 'Star Rating' selected, and the 'Scale' section has '5 Stars' selected. The 'Pass Point' section shows a star rating of 3 out of 5.

Click “Save and Continue”

The next step will look like the below:

The screenshot shows the 'Interview' configuration page in the OHC system. The left sidebar contains navigation links: Dashboard, Jobs, Requisition, Training, and Hire Workflow. The main content area is titled 'Interview' and has a 'Cancel' button and a 'Save & Close' button. The interface is divided into two steps: '1. STEP DETAILS' (marked with a checkmark) and '2. SCHEDULING' (also marked with a checkmark). Under 'Appointment Scheduling', there is a toggle for 'Pre-Configure Interview Slots' which is currently set to 'OFF'. Below this, there is a section for 'Email Confirmation' with a 'Send Email Confirmation' toggle set to 'ON'. There are also fields for 'Raters' and 'Subject'.

You MUST then toggle the “Pre-Configure Interview Slots” to “ON”, like the screenshot below.

This screenshot shows the same 'Interview' configuration page, but with the 'Pre-Configure Interview Slots' toggle now set to 'ON'. The '2. SCHEDULING' step is still marked with a checkmark. Below the toggle, there is a section for 'Allow Candidate Self-Scheduling' which is currently set to 'OFF'. A note indicates that required fields are marked with an asterisk. Below this, there is a section for '1 Select Location(s) \*' with a text input field that says 'Start typing to find a location...' and a location pin icon.

Then, toggle the “Allow Candidate Self-Scheduling” to “ON”

OHC

OHC

Dashboard

Jobs

Requisition

Training

Requisition

Hire Workflow

1 Referred

Interview

1. STEP DETAILS

2. SCHEDULING

Appointment Scheduling

OFF

ON

Pre-Configure Interview Slots

OFF

ON

Allow Candidate Self-Scheduling

\*

required fields are marked with asterisk

Choose the location of the interview. Ensure this is accurate as the candidate will receive reminders and set an initial confirmation email based on that location. If the location is not listed, please reach out to HR so we can get it added.

Select the dates in which interviews can be scheduled.

OHC

OHC

Dashboard

Jobs

Requisition

Training

Requisition

Hire Workflow

1 Referred

2 Search C

3 Interview

4 Second I

Interview

1. STEP DETAILS

2. SCHEDULING

1 Select Location(s) \*

University of Central Missouri (M...

Start typing to find a location...

2 Select Available Dates \*

<

Oct

>

2024

Su

Mo

Tu

We

Th

Fr

Sa

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

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21

22

23

24

25

26

27

28

29

30

31

October 17, 2024

October 18, 2024

Select the start & end time for each interview, the duration of the interview, & how much “break” time in which you want between interviews. In this example, there are 15-minute breaks between each time slot.

3 Select Times \*

Start time

End Time

Duration

Time Between Slots

10:00 AM

02:00 PM

01:00

00:15

Central Time (US & Canada)

Determine the deadline the candidates can self schedule. You can also add break times. For example, another meeting is held from 11:00am - 12:00pm, you can schedule that break so self-schedulers cannot schedule during that time.

4 Self Schedule Deadline

10/17/2024

5 Add Breaks

Starts

Ends

Select break start time

Select break end time

10 AM	10:00 AM - 11:00 AM Slot 1
11 AM	11:15 AM - 12:15 PM Slot 2
12 PM	12:30 PM - 1:30 PM Slot 3
1 PM	

Leave the “Rates” email confirmation toggled on.

**6 Email Confirmation**

**Raters**

OFF ☒ ON Send Email Confirmation

**Subject**

Interview Notification - Interview Scheduled

**Body**

Dear [Rater], You have been scheduled to interview <Candidate Name> on <Date><Time> at <Location>

Save & Close. Your candidates can now self-schedule once you activate the self-scheduling link.

In order to send your candidate the self-scheduling link, you will need to select “Actions” and “Send Notices”

The screenshot shows the UCMO HR system interface. At the top, the candidate's name "Mule, Tammy" is displayed along with their "Person ID: 59909976" and a "Search Committee Review" button. Below this, there are tabs for "Application", "Questions", "E-References", "Notices", "History", and "Notes". The "Application" tab is selected, showing "General Information" and "Contact Information". The "Contact Information" section includes "UCM Farm", "Warrenburg, MO 64093", "US", and an email address "mtaylor@ucmo.edu". The "Preferences" section asks "What shifts are you available to work?" with a "Day" option. The "Work Experience" section is partially visible at the bottom. On the right side, there is a red box around the "Actions" dropdown menu, which is open, showing a list of actions: "Reject", "Move to Referred", "Move to Interview", "Move to Second Interview (As Needed)", "Move to Reference Check", "Move to Conditional Offer", "Move to Background Check", "Move to Offered", "Move to Preboarding", "Move to Hire", "Send Notices", and "Send Text Message". The "Send Notices" option is highlighted with a red box. To the right of the "Actions" dropdown are "Print" and "Cancel" buttons.

In the notice template, select “Invite to Self Schedule for Interview”.



Send Notice

Mule, Tammy (Person ID : 59909976)

CancelSend

Notice Details

\* Required fields are marked with asterisk

\* Notice

Invite to Self-Schedule for Interv...

✕

Q

Notice Preview

Override

Template

Sample Candidate

<Today>

<Applicant\_FirstName> <Applicant\_LastName>

<Applicant\_Address1> <Applicant\_Address2>

<Applicant\_City>, <Applicant\_State> <Applicant\_ZipCode>

Select “Send”

Your candidate has now received the self-scheduling instructions & has the ability to self-schedule.

Once scheduled, their scheduled date and time will show under their “status”.

Requisition Detail

Test 6 Do NOT Apply (202400093) Open

Copy

Print

Requisition Information

Approvals

Hire Workflow

Candidates

History

Candidates

Interview : 1

2 TOTAL

Search Committee Review : 1

Search Com...

Actions

More

Q

	Name	Employee ID	Action Date	Notices	Current Employee	Phone	E-References	Status	Rating
<input type="checkbox"/>	Mule, Tammy		10/28/2024		No		0 of 1	<div>Interview</div> <div>Scheduled for 10/28/2024, 4.0...</div>	No Rating

First

Previous

1

Next

Last

10

Items per page

Showing 1-1 of 1 items

Now that you have interviewed your candidate, you will need to rate them based on their interview.

In your recruiting tab, you can now see a task titled “Rating” with the search name. Click that task to be completed.

The screenshot shows a web application interface for a recruiting system. The top navigation bar includes a logo, a 'Dashboard' dropdown, and a search bar. The left sidebar contains a list of navigation items: Dashboard, Tasks (with a red circle containing the number 4), People, Performance, Training, Recruiting (highlighted with a red box), Onboard, Forms, and Reports. The main content area is titled 'Recruiting' and has several tabs: Overview (selected), My Requisitions, My Candidates, My Job Postings (55), Hires, Class Spec, and Print Applications. Under the 'Overview' tab, there is a section titled 'My Tasks' which lists three tasks. The first task is 'REVIEW' with a due date of 'Due 10/15/24'. The second task is 'APPROVAL' with a due date of 'Due 6 Days Ago'. The third task is 'RATING' with a due date of 'Due 11/04/24'. This 'RATING' task is highlighted with a red box. Each task entry includes a 'BW' icon, a title, a department, and the number of candidates.

Task Type	Task Title	Department	Candidates	Due Date
REVIEW	Review: Senior Strategic Human Resources Partner (202400056)	Human Resources	1	Due 10/15/24
APPROVAL	Requisition: Certified Flight Instructor (202400096)	Flight Operations		Due 6 Days Ago
RATING	Interview: Test 6 Do NOT Apply (202400093)	Human Resources	1	Due 11/04/24

Click on the candidate's name that you have interviewed.

Dashboard

Tasks 4

People

Performance

Training

Recruiting

Onboard

Forms

Reports

Back

Interview

Test 6 Do NOT Apply (Requisition Number : 202400093)

Requisition

Test 6 Do NOT Apply

Requisition Number

202400093

At Step

Interview

Evaluate Using

Star Rating

Scale

5 stars

Passing Score

★★★★★ 3 stars

CURRENT STATUS

Review In Progress

RELATED ITEMS

Requisition

Candidates

Print

Q

1

Total

1

Unreviewed

0

Reviewed

Person ID

Candidate Name

Last Reviewer

Last Reviewed

Interview Date

My Score

59909976

Mule, Tammy

10/28/2024 4:00 PM - 5:00 PM

--

Now, rate the candidate again, but this time based on their interview.

Once again, rate the candidate based on 5 stars, make a comment as necessary, and submit. As ar reminder, your star rating can be full or half stars.

Mule, Tammy

Person ID: 59909976

Print

Cancel

Application

Questions

E-References

General Information

Contact Information

UCM Farm

Warrenburg, MO 64093

US

mtaylor@ucmo.edu

Preferences

What shifts are you available to work?

Day

required fields are marked with asterisk

Bailey Weiker

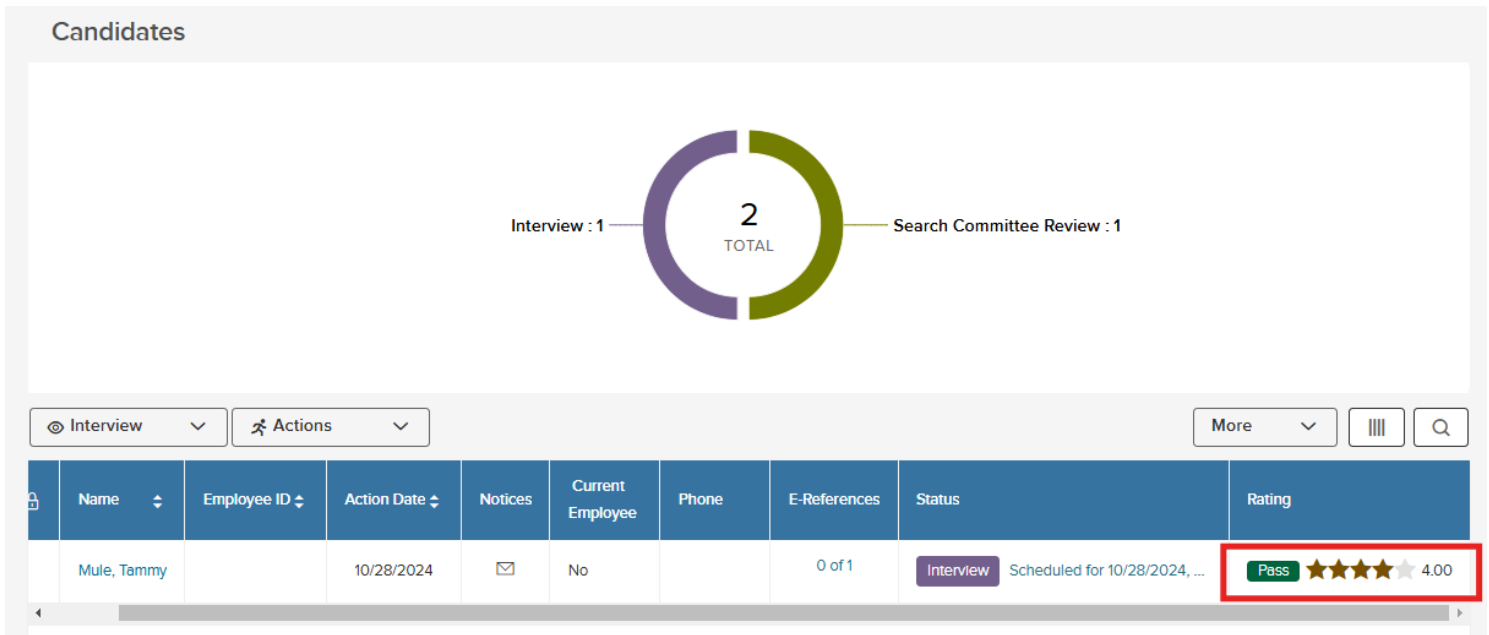
4 ⚪★★★★★

Select your rating \*

Kept great eye contact and a bubbly personality. Very Intelligent over topics relevant to our office needs.

Submit

You can then view each candidate's average ratings from each of the search committee members.



If the committee wants to conduct a second interview, you can again take action and “move to second interview (as needed)”

Dashboard

Mule, Mo
Person ID: 59909964 Interview

Application Questions E-References Notices History Notes

General Information

Contact Information

123 Mule Nation Ln  
Warrensburg, MO 65301  
US

✉ weiker@ucmo.edu

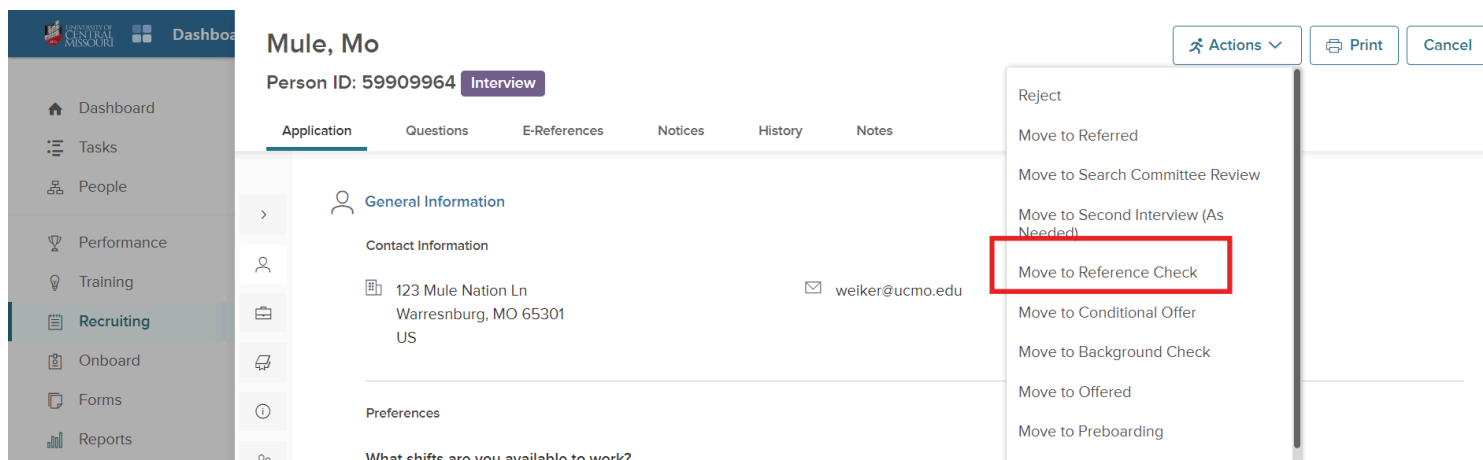
Preferences

What shifts are you available to work?

Actions
Print
Cancel

Reject
Move to Referred
Move to Search Committee Review
Move to Second Interview (As Needed)
Move to Reference Check
Move to Conditional Offer
Move to Background Check
Move to Offered
Move to Preboarding
Move to Hire
Send Notices

If you are only conducting one interview & all of your search committee members have ranked and a hiring decision has been made, take action on your candidate and “move to reference check”

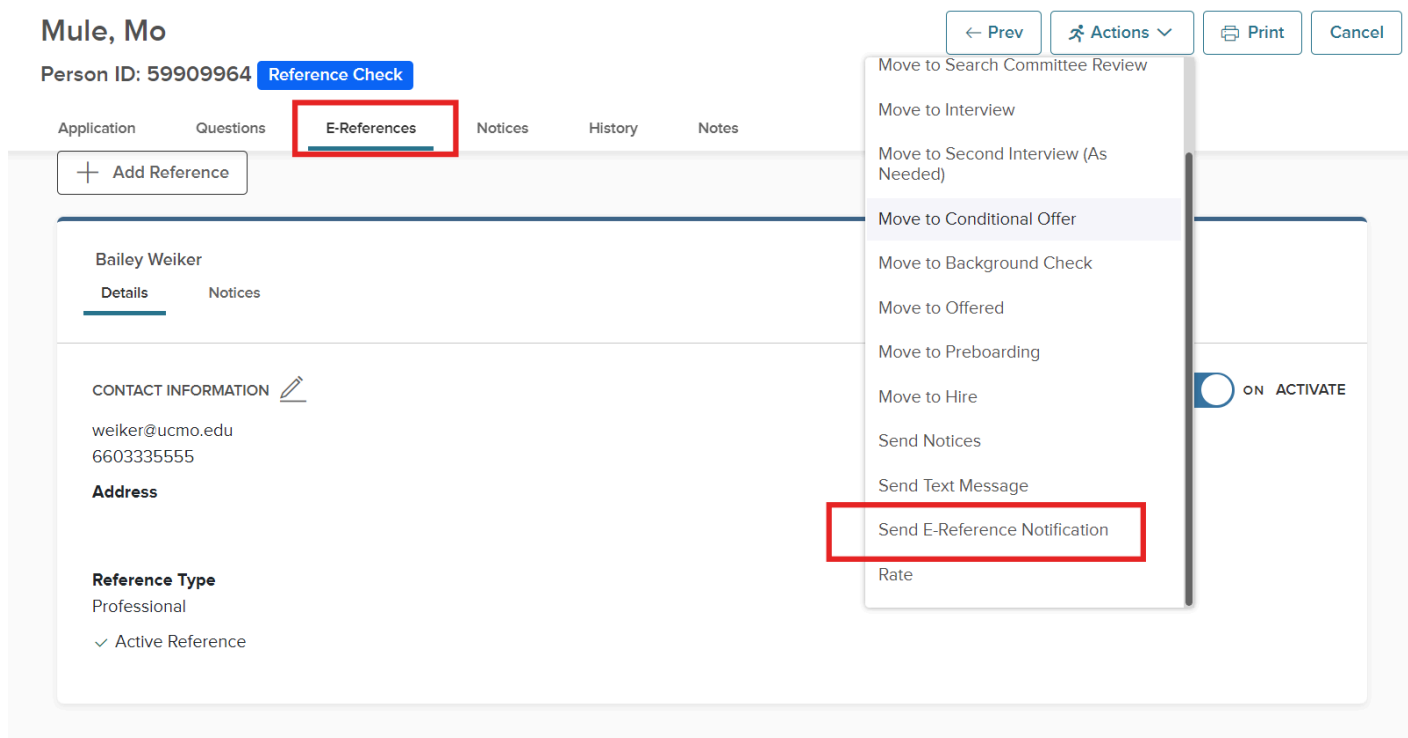


It will ask if you want to confirm moving the candidate to “Reference Check”. Select “OK”.

You can choose to call the candidate's references as you have in the past or conduct an e-reference.

On their application, click on “e-references” in your top toolbar. You can manually send e-references to references they listed on their application, or manually add additional references as needed.

Select “Actions” and “Send E-Reference Notification”



The next screen will allow you to check and uncheck the emails addresses of who will receive the reference check. You can start by selecting just one reference or you can select all three with hopes that one responds. That is up to you and your committee.

## Send E-References

[Cancel](#)[Next](#)

### 1. SELECT REFERENCE

### 2. PREVIEW QUESTIONNAIRE

### 3. EMAIL NOTIFICATION

#### Select Reference

Candidate	Reference Already Submitted	✓ Reference Email Will Be Sent To
Mo Mule	N/A	<input checked="" type="checkbox"/> welker@ucmo.edu
First	Previous	1
Next	Last	

Showing 1-1 of 1 items

Check and uncheck as appropriate and then click “next”.

The next step will allow you to review the basic reference questionnaire within the system. As the title indicates, it is a very basic questionnaire that is applicant specific, but not job specific. If you want to conduct a reference check that is more job specific, that will need to be conducted outside the system.

## Send E-References

[Cancel](#)[< Previous](#)[Next](#)

### 1. SELECT REFERENCE ✓

### 2. PREVIEW QUESTIONNAIRE

### 3. EMAIL NOTIFICATION

#### Basic Reference Questionnaire

Candidates  
Mo Mule

Preview Only ^

#### REFERENCE QUESTIONNAIRE

## Basic Reference Questionnaire

Click “next” if you wish to use the reference questions that the system shows.

The next screen will show you what the email for the e-reference looks like. Click “Send e-reference”

1. SELECT REFERENCE ✓

2. PREVIEW QUESTIONNAIRE ✓

3. EMAIL NOTIFICATION

## Email Notification Preview

Template

Sample Reference

Override

Dear &lt;EReference\_FName&gt; &lt;EReference\_LName&gt;:

Your contact information has been provided to us as an employment reference for &lt;Applicant\_FirstName&gt; &lt;Applicant\_LastName&gt; who has applied for the position of &lt;Position\_Title&gt; at &lt;Agency\_Name&gt;.

We would greatly appreciate your feedback on this candidate within the next 7 days.

Please click on the following link to access the online e-Reference form: &lt;EReference\_URL&gt;

Thank you very much for your assistance.

Sincerely,

&lt;User\_FirstName&gt; &lt;User\_LastName&gt;

&lt;Agency\_Name&gt;

&lt;User\_Phone&gt;

Once the e-reference has completed their reference, you can view their responses under the “e-references” section.

Mule, Mo

← Prev

Actions

Print

Cancel

Person ID: 59909964

Search Committee Review

Application

Questions

E-References

Notices

History

Notes

+ Add Reference

Bailey Weiker

VIEW MORE

Details

Notices

## CONTACT INFORMATION

weiker@ucmo.edu

6603335555

## Address

## Reference Type

Professional

✓ Submitted 10/10/2024

✓ Active Reference

## REFERENCE QUESTIONNAIRE

1. Name of person completing this form  
Bailey Weiker
2. How do you know this person?  
Personal
3. Are they related to the applicant?  
No
4. How long have you known the applicant?  
4 Months

OFF ☒ ON ACTIVATE

Once you have a reference back that you are comfortable with and ready to accept, you can move your candidate to the “Conditional Offer” step.

The screenshot shows a web application interface for managing a candidate named 'Mule, Mo'. The candidate's Person ID is 59909964, and there is a 'Search Committee Review' button. The interface has tabs for 'Application', 'Questions', 'E-References', 'Notices', 'History', and 'Notes'. The 'Application' tab is active, showing 'General Information' with contact details (123 Mule Nation Ln, Warresburg, MO 65301, US) and email (weiker@ucmo.edu). A 'Preferences' section asks 'What shifts are you available to work?'. An 'Actions' dropdown menu is open, listing various options: Reject, Move to Referred, Move to Interview, Move to Second Interview (As Needed), Move to Reference Check, Move to Conditional Offer (highlighted with a red box), Move to Background Check, Move to Offered, Move to Preboarding, Move to Hire, Send Notices, and Send Text Message. Navigation buttons at the top include 'Prev', 'Actions', 'Print', and 'Cancel'.

From here, HR will take over the process & make the conditional offer, send the background check, move the candidate to hire, & close out the search.

It is important to note that your HR Partner does not receive an email when you have moved your candidate to “Conditional Offer” so it is recommended that when you have done so to send your HR Partner an email letting them know you are ready for the next steps of the process. Otherwise, will notice that you have moved a candidate to “Conditional Offer” when we check our postings on Tuesday & Thursday mornings before noon.

As soon as you move your candidate to “conditional offer”, it is important to also submit the first half of the EPAF. Both parts of the process will need to be completed in tandem to ensure your employee is onboarded correctly.