

Janeal Blue

From: Janeal Blue
Sent: Monday, January 7, 2019 11:13 AM
To: Robert Mariucci; Allison Merzon; Brittany Bauer; Colin Campbell; Julie Salgado; Brian Locher
Subject: Screening Instructions - Kinesiology/Athletic Equipment Technician I
Attachments: Neogov template for committees.docx

Importance: High

Hello,

Please have all of your scores entered no later than 10:00 a.m. on Wednesday, January 9, 2019.

If you would like to review the job posting while you screen, here is the link to it: <https://agency.governmentjobs.com/cuesta/default.cfm?action=jobbulletin&JobID=2284660>

Click the attachment above to use as a guide when reading the instructions below to see the screen shots of what NEOGOV should look like and what to do regarding steps 1, 2, and 3.

If you are new to NEOGOV then you should be receiving two emails from them. If you don't receive any emails from NEOGOV in your inbox, please check your junk/clutter folder. Once you find the NEOGOV email that reads (Important Security Notice From NEOGOV!) click that one and it will ask you to click the link "Click to reset password". Once you have done that it will prompt you to sign in. Your username is your Cuesta email address. If you have screened on NEOGOV before, you will login with your username and password. After you sign in follow these steps:

1. Once logged in you will see front and center "My Tasks" and you should see a list of recruitment's you have been on or the recruitment you are on if you are brand new.
2. Click on the option SME Review, once you click that you should see the option for you to click on the Kinesiology/Athletic Equipment Technician I once you click on that you will see the applicants for you to review.
3. When you review the applicants you will only score each candidate out of **20 points** and log that score in the system using the rate icon at the top right. Once you have viewed all the applicants' materials and have decided upon a score you will log that in the "Your Score" section under the rate tab. **DO NOT LEAVE COMMENTS!** Then you will click the save button and click next to move onto the next candidate. It is very important that you have logged all scores into the system prior to the deadline listed above.

When scoring each applicant please use the scoring below, put your total points out of 20 in the box under your name for each candidate:

A max of 20 points is allowed for each applicant. You can apply any number toward the following categories with a maximum total of 20:

- Education
- Experience

- *Knowledge/abilities*
- *Overall packet*

Once you have completed reviewing and scoring each applicant you will click "Save" (Screen shot 4) then click Next (screen shot #5). **If you do not click the save button your scores will not be saved.**

You may also receive emails when other committee members finish screening applications, you will not receive an application when you have finished your own screening so don't be alarmed if you don't receive an email for yourself. Please remember to have reviewed and scored all applicants by the selection meeting.

I would be happy to meet with anyone who has questions regarding this process.

Thank you,

Janeal Blue
Human Resources Specialist
Main Line – (805)546-3129
Direct Line – (805)546-3100 ext. 2203
Fax – (805)546-3906

(Screen shot # 1)

NEOGOV OHC Search

Dashboard Jobs

My Tasks [VIEW ALL](#)

1 Total 1 Hiring Committee Review

Type	Related To	Date Assigned	Due Date	Division	Department
Hiring Committee Review (1)	Job Non Credit Workforc...	10/18/2017		Workforce, Economic Devel...	Workforce and Economic Developm...

Showing 1 - 1 of 1 items

(Screen shot # 2)

Dashboard Jobs

Hiring Committee Review

Non Credit Workforce Preparation Part Time Pool (Job Number : FY1718 -0016)

Recruitment Non Credit Workforce Preparation Part Time Pool	At Step Under Review by Hiring Committee	Recruitment Number FY1718 -0016
Max Raw Score 40	Evaluate On Scored	Passing Score 70
Weight 100%		

Candidates

1 Total 1 Unreviewed 0 Reviewed

Person ID	Candidate Name	Assigned By	Last Reviewer	Last Reviewed
32487271	CHRISTOPHER ROSS BLUCHA	Tim Bowker	Carol Lopes	09/11/2017

Items per page 20 Showing 1 - 1 of 1 items

(Screen shot # 3)

CHRISTOPHER BLICHA

Person ID: 32487271 NA

[Rate](#) [Print](#) [Cancel](#)

[Application](#) [Questions](#)

QUICK JUMP...

[General Information](#)

[Work Experience](#)

[Education](#)

[Additional Information](#)

[References](#)

[Attachments](#)

General Information

Contact Information

1903 Bella Vista Court
Paso Robles, CA 93446

chris.blicha@gmail.com

(805) 674-4275 primary

Personal Information

Date of Birth

05/18

Driver's License

D*****4

CA Class C

Highest level of education

Bachelor's Degree

Notification Preference

Have proof of your legal right to work in the US?

Yes

Preferences

Are you willing to relocate?

Yes

Objective

To become a Non-Credit Workforce Preparation Instructor for the Workforce, Economic Development and Community Programs Department at Cuesta College.

Work Experience

Advocacy Intern

Monthly Salary

(Screen shot # 4)

Overall Comments

Matthew Green	SCORE --
This section has not been rated yet	
Carol Lopes	SCORE --
This section has not been rated yet	
Test Subject	YOUR SCORE <input type="text"/>
Write a comment	

(Screen shot # 5)

 General Information

Contact Information

205 Grace Ln
Arroyo Grande, CA 93420

Fireparamedic1@live.com

(805) 459-6097 primary
(805) 550-2605 alternate

Personal Information

Date of Birth
12/23

Former Last Name
McEltherie

Driver's License
B*****G
CA, Class B

Notification Preference

Have proof of your legal right to work in the US?
Yes

Highest level of education
Master's Degree