

## Janeal Blue

---

**From:** Stephanie Federico  
**Sent:** Monday, January 9, 2017 12:42 PM  
**To:** Deborah Wulff; ASCC President; Debra Stakes; Lara Baxley; Bryan Millard; Melissa Richerson; Dan Troy; Catherine Riedstra; Kristin Pimentel; Kayli Chapman; Steve Leone; Thea Labrenz; Jason Curtis; Anthony Gutierrez; Joan Duffy; Monica Mercer  
**Cc:** Stephanie Federico  
**Subject:** New Screening Process - Assistant Superintendent/Vice President of Student Services and College Centers  
**Attachments:** Document1.docx  
**Importance:** High

Hello All,

I know NEOGOV is very different from what you are used to so I thought this email may help you a bit. If you don't receive any emails from NEOGOV please check your Clutter folder.

1. You will soon be receiving an email from NEOGOV that asks you to create a login. Please do that so you can look at the applications. If you are a chair of another committee or have been on a hiring committee recently you may have already done this.
2. You will soon be receiving an email letting you know that there are applications are ready for you to review. What you will want to do is login in to NEOGOV and click on the area where your name is listed in the top right hand corner. Click on the option My Hiring Committee Review, once you click that you should see the area for you to click on the Assistant Superintendent/Vice President of Student Services and College Centers, once you click on that you should see the applicants for you to review.

One of the main changes is there is **no excel screening sheet** (more instructions below). You will only score each candidate out of 20 points and log that score in the system. It is very important that you have logged all scores into the system prior to the meeting to select. The instructions below will give you more detail on what to do.

Once you click on the first applicant you will want to click on Show Candidate Disposition (screen shot #1) in the top right hand corner before the application begins. This is where you score each of the applicants (see scoring below). **Please DO NOT use the comments/notes portion or the reject reason, only input your score for each applicant in the box by your name.** You are more than welcome and are encouraged to take notes on each candidate and bring those notes to the selection meeting and we will put them in your recruitment folder. You can scroll through the application and click on their attachments, etc. When you are discussing each candidate at the meeting to select you will want your notes to refer to.

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:

20 points total:

1. Education: 5 points
2. Experience: 5 points
3. Knowledge/ Skills/ Abilities: 5 points
4. Attachments: 5 points

Once you have completed reviewing and scoring each applicant you will click on Save & View Next App (screen shot #2). **If you do not click the save button your scores will not be saved.** You will know when you have reached the last application because you will only be able to click save. You will know when your scores have been saved and submitted because will see a statement that says Disposition Updated Successfully (screen shot #3).

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 new process.

Thank you,

***Stephanie Federico***

Human Resources Analyst

805-546-3127/ 805-546-3906 (FAX)

P.O. Box 8106

San Luis Obispo, CA 93403-8106

[stephanie\\_federico@cuesta.edu](mailto:stephanie_federico@cuesta.edu)

NEOGOV +

Tests Post Approvals Admin

neogov.com is now fullscreen.  
Press ESC at any time to exit.

Jean Tordella

Candidate Application

Application 1 of 4 [Previous Applicant](#) | [Next Applicant](#) [Print View](#)

[Show Candidate Disposition](#)

**2013-00001 - 2013-00001 Account Clerk III - JFT T&E Class**

**Contact Information -- Person ID: 5315830**

Name: Anan Barnett Address: 123 Avenue ABC  
Redondo Beach, California 90909 US

Home Phone: Alternate Phone:

Email: ananbarnett@NGfake.com

**Personal Information**

Driver's License: Yes, California

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? Master's Degree

**Education**

**College**

University of San Diego  
[Unspecified Start] - [Unspecified End]  
San Diego, California

Did you graduate: Yes  
College Major/Minor: Accounting  
Units Completed: 126 Semester  
Degree Received: Bachelor's

**College**

UCSD  
[Unspecified Start] - [Unspecified End]  
San Diego, California

Did you graduate: Yes  
College Major/Minor: MBA Finance  
Degree Received: Other

**Work Experience**

**Chief Operating Officer**

1/2011 - Present

Hours worked per week: 70  
Monthly Salary: \$0.00  
Name of Supervisor: Friend - Owner  
May we contact this employer? Yes

Start-up  
Huntington Beach, California 54321

NEOGOV +

Tests Post Approvals Admin

Jean Tordella

Candidate Application

Application 1 of 4 [Previous Applicant](#) | [Next Applicant](#) [Print View](#)

[Show Candidate Disposition](#)

**Exam Plan: 2013-00001 E&E - 2013-00001 Account Clerk III - JFT E&E**

**Evaluation Step: Screening Committee/SME Review/E&E Rating** Required

Applicant	Name	Person ID	Raw Score	SME Reviewer 01	SME Reviewer 02	HR Analyst
	Barnett, Anan	5315830				

Score Calculation: Average

Reject Reason: -- Select --

Comments:

[Save](#) [Save & View Next App >](#)

**2013-00001 - 2013-00001 Account Clerk III - JFT T&E Class**

**Contact Information -- Person ID: 5315830**

Name: Anan Barnett Address: 123 Avenue ABC  
Redondo Beach, California 90909 US

Home Phone: Alternate Phone:

Email: ananbarnett@NGfake.com

**Personal Information**

Driver's License: Yes, California