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NEOED

COMMITTEE REVIEW RATING APPLICANTS

User Guide



MySWC Portal <u>HR Employee Resources</u>

Last Updated 2.06.2025



1 Log into MySWC and click on the NeoEd tile to access the Dashboard

A Dashboard	Dashboard
Tasks	
器 People	Tasks View All (1)
Performance	I To-Do (1) Overdue (0)
Recruiting	View my tasks related to: All View Myself My Direct Reports Oth
Onboard	•
Forms	RECRUITING • REVIEW Due 07/26/24
n Reports	OM Review: TEST Clerical Assistant III (00013)
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For questions or assitance please email employment@swccd.edu



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To review the application you can scroll up and down or click on left side menu to
jump to the section of the application.

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Demonstrated Clo			8	P	~
Score Weight 33.3%		Contact Information	Ĥ	P	2
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a. Process and disse	% (619) 421-6700 ext. ext. 5813	Chula Vista, CA 91910	_ ⊕	C	1
and mail.	o (019) 421-0700 ext. ext. 5815	US			
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Write a comment					
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OTHER RATERS					
		What type of job are you looking for?			
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Customer Service:		What type of work will you accept?			
Cus					

6 To viev	v the attachments click on the links.
	<u>○</u> References
	Click to download the attachment Cover Letter App1.docx <u>Cover Letter App1.docx</u>
	Resume 1.docx Transcript App1.docx



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				reviewed the application you can rate the applicant by clicking
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required fields are marked with asterisk	
HRIS Systems Analysis RATINGS:	· • ★★★★1
*1 = Below Average 2 = Some	
3 = Average	
4 = Strong/Advanced	
5 = Expert/Excellent	
*If you have given a score of 0-1, note sp	ecific
reason(s) why in the comments field	
-	

Please Note:

Once you begin rating an applicant, you must complete your rating and notes and click "Submit" to save your work. If you do not complete and submit, any work done on that applicant will not be saved, and you will need to start over.



Contact Information	S swchrtest+app2@gmail.com	explaining policies, procedures, rules and activities to customers.
Chula Vista, CA 91910 US	 G(19) 421-6700 ext. ext. 5813 primary 	
Personal Information		
Have proof of your legal right to work in the US? Yes Preferences	Highest level of education Bachelor's Degree	Desired MS Office Experience: Score Weight 33.4% Demonstrated experience in MS Office Including: a. Word b. Outlook
What type of job are you looking for? Regular What type of work will you accept? Full Time		c. Excel d. Publisher e. PowerPoint f. Access
What shifts are you available to work? Day, Evening, Night		Write a comment
Work Experience		Overall Comments
Verified No Work Experience		Write a comment
		t application.

	 required fields are marked with asterisk 	Your Average Score: 87.7
	Demonstrated Clerical Experience Score Weight 33.3%	4
	Demonstrated experience providing clerical support including:	Score out of 5
	 a. Process and disseminate documents and mail. 	
	 b. Compile and tabulate statistical data. c. Prepare appropriate forms, schedules, 	
	and reports.	
	d. Establish and maintain (electronic and manual) filing systems.	



11	Once you have rated the last application go away and can exit by clicking "Cano	plication in the set the "Next" and "Prev" buttons g "Cancel".		
		required fields are marked with asterisk Your Average Score	ancel	
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