

# COMMITTEE REVIEW RATING APPLICANTS

User Guide

2025

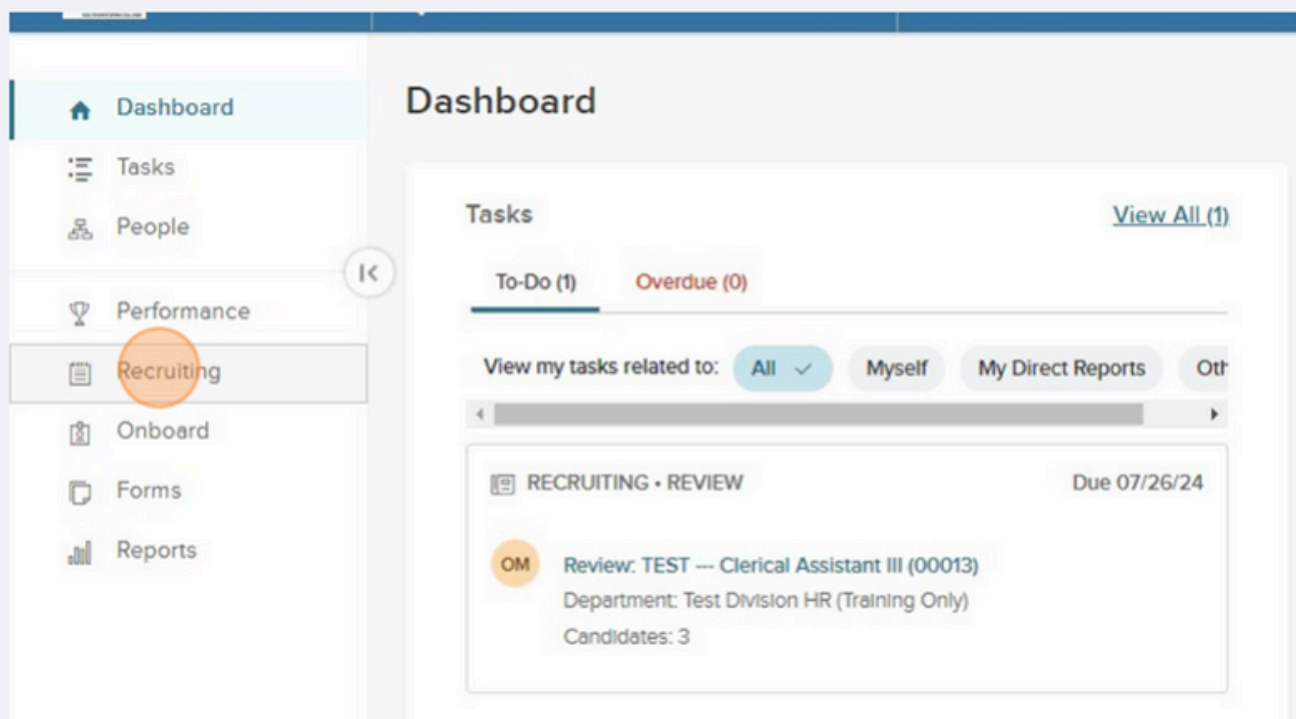


# NeoEd Insight - Committee Review and Rate Applicants



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

- 2 Click "Recruiting"



For questions or assistance please email  
[employment@swccd.edu](mailto:employment@swccd.edu)

# NeoEd Insight - Committee Review and Rate Applicants



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Click on the Task to review the set of candidates referred to you by Human Resources.

Overview my requisitions (1) my Candidates (1) my Job Postings (1) Hire

People

Performance

Recruiting

Onboard

Forms

Reports

My Tasks

REVIEW Due Friday

Review: HR Business Systems Analyst (00027)

Review: HR Business Systems Analyst (00027)

Department: Human Resources

Candidates: 2

Open Job Postings View All

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Click on the name of the applicant you want to review.

Candidates

2 Total 2 Unreviewed

		Person ID	Candidate Name	Last Reviewer
<input type="checkbox"/>		58262268	Applicant, First Test	
<input type="checkbox"/>		58888923	Applicant, Segundo Test	

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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.

Person ID: 58637615

Application Questions

General Information

Contact Information

900 Otay Lakes Road  
Chula Vista, CA 91910  
US

swchrtest-app2@gmail.com  
(619) 421-6700 ext. ext. 5813  
primary

Personal Information

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

Highest level of education  
Bachelor's Degree

Preferences

What type of job are you looking for?  
Regular

What type of work will you accept?  
Full Time

Demonstrated Clerical Score Weight 33.3%

Demonstrated experiential clerical support including:

- a. Process and disseminate information.
- b. Compile and tabulate data.
- c. Prepare appropriate reports and reports.
- d. Establish and maintain manual filing systems.
- e. Registering participants.

Write a comment...

OTHER RATERS

Customer Service: Score Weight 33.3%

6

To view the attachments click on the links.

References

Click to download the attachment Cover Letter App1.docx

[Cover Letter App1.docx](#)

[Resume 1.docx](#)

[Transcript App1.docx](#)

# NeoEd Insight - Committee Review and Rate Applicants



7

Click on the "Questions" tab to review the answers to the supplemental questionnaire.

8

Once you have reviewed the application you can rate the applicant by clicking on the stars in each of the criteria questions.

## 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.

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Once you have completed the rating click "Submit".

10

Click "Next" to review and rate the next application.

# NeoEd Insight - Committee Review and Rate Applicants



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Once you have rated the last application in the set the "Next" and "Prev" buttons go away and can exit by clicking "Cancel".

Print

Cancel

swchrtest+app1@gmail.com

(619) 421-6700 ext. ext. 5813  
primary

to work in

Highest level of education  
Bachelor's Degree

king for?

cept?

\* required fields are marked with asterisk

Your Average Score: 100.00

**Demonstrated Clerical Experience**  
Score Weight 33.3%

5

Score out of 5

Demonstrated experience providing clerical support including:

- 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.
- e. Registering participants for programs.

Write a comment...

OTHER RATERS



**Customer Service:**  
Score Weight 33.3%

2