

# NEOED – INSIGHTS RECRUITMENT

NEOED

Hiring Committee  
Forum – 2024

Visit Our Website  
**HR – Employee Resources**



# What is it?

Insight – is the recruiting platform within NeoEd that will improve our ability to attract, hire talented employees.

The next (and last phase) of our implementation will be On-boarding our employees!



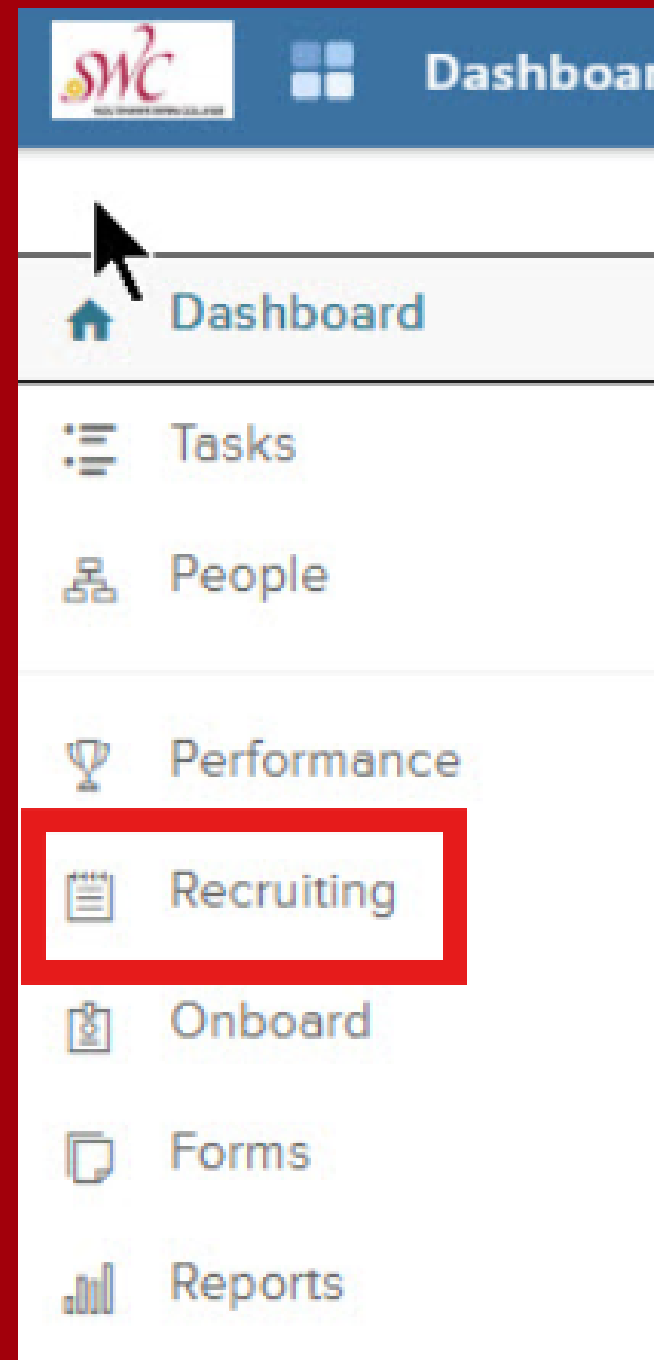
# What's Different...

NEOED

NEOED

## Signing on

- No longer a different website with a unique username and password
- Now we go to the MySWC portal and click on the NEOED card to sign on using our single sign-on feature
  - less to remember
  - more secure!



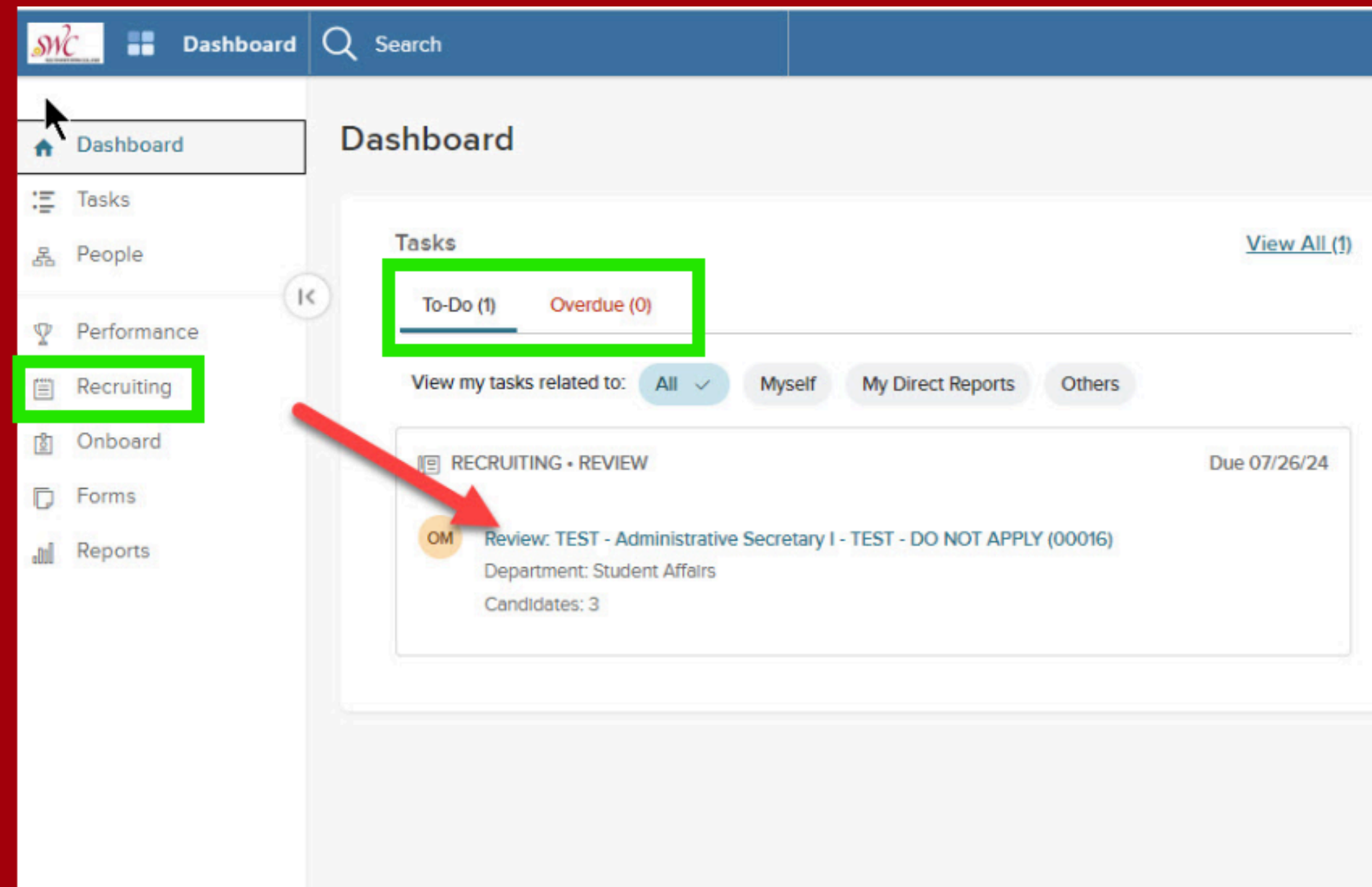
## Look and Experience

- As part of the larger NeoEd suite, the Insight module is tucked into the DASHBOARD
  - NOTE: Perform (evaluations) and e-Forms are already live!
- Download the NeoEd App for mobile use [will need to sign on using your SWC username & password]
- Even if you have filters activated for your Inbox, NeoEd has a Notification Center that shows all your messages in one spot.



# What's Different...

NEOED



## Look and Experience

- Once you log in, you will see your active ("To-Do") recruitments on that landing page.
  - Rarely (if ever) will you have anything in the "Overdue" Tab – it's just part of the system's features
- Just click on the active recruitment and get going!





## What's different....

- NeoEd [aka: NeoGov in non-educational public sector organizations] is the most used recruitment software out there, and it has a very useful feature for our applicants: there is one account from each email!
  - So, if candidates already have an established NeoEd/Gov account from a specific email address, they don't have to start from scratch to apply to our jobs – their profile is already loaded, which cuts out a lot of work for our candidates!



# What's Different...

- Candidates will receive real time emails from Human Resources informing them of their status
  - This will allow for applicants who believe they were disqualified in error to appeal via emailing the [employment@swccd.edu](mailto:employment@swccd.edu) account







# What's the same....

**01**

**Implicit Bias Trainings**

**02**

**Postings – from Classifications**

**03**

**Screening for MQs**

**04**

**Advertising**

**05**

**Hiring Committees**



# What's the same – Phase I



## Wait – this feels familiar....

- You may notice that while Insight doesn't look like People Admin (when you go in and start screening candidates), it does FEEL very similar
- That is by design – we are phasing in our NeoEd platform for the District. We have launched Phase 1 which is really as close to the People Admin experience as you can get...



## Phase 2 is coming!

- In a few months, Phase 2 will have hiring committee members working more independently in the Insight module. Examples:
  - we will be ranking the candidates for interview in the system [right now HR does that from the paperwork you provide after the committee meetings]
  - candidates de/selected for interview will be ranked (and notified) by the committee in real time [remember a previous slide re: APPEAL!]





## Phase 2

Once we get our legs under us with this new applicant tracking module, we will enter Phase 2 - and that starts with departments entering their own requisitions into the module.

In other words, once the HRT is approved, departments will be empowered to start the recruitment posting on their own!





# EMPLOYMENT OPPORTUNITIES



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The Southwestern Community College District is one of 73 community college districts in the California Community College system. It is a single campus District with locations in Chula Vista, National City, San Ysidro, Coronado, and Otay Mesa. The District is the only public institution of higher education in South San Diego County and serves a multicultural region that extends all the way to the U.S.-Mexico border. Currently, the District employs about 1,500 faculty and staff and serves a multi-ethnic student population of more than 25,000 students.

SHOW MORE

4 jobs found

Sort ▾

Filter ▾

## Director of Payroll Services New

Chula Vista Campus - Chula Vista, CA  
Classified Administrator - \$9,889.42 - \$14,061.42 Monthly  
Category: Human Resources / Management / Education / Executive Management / Payroll/Benefits Administration  
Division: Human Resources

Summary Description Under the administrative leadership and general direction of the assigned Assistant Superintendent/Vice President, the Payroll Director is responsible





# External Site

NEOED

Once a candidate clicks on the job announcement, they experience the NeoEd feature that sets them apart:

- the announcement opens up in half the screen
- there are tabs that divide the posting up into there sections:
  - the main description [comes from HR-Recruitment working with the hiring manger]
  - benefits
  - supplemental questions [all designed to address the MQs]



< >

APPLY

## Director of Payroll Services

Salary	\$9,889.42 - \$14,061.42 Monthly	Location ⓘ	Chula Vista Campus - Chula Vista, CA
Job Type	Classified Administrator	Job Number	00022
Division	Human Resources	Department	Payroll Services
Opening Date	07/15/2024	FLSA	Exempt
Funding Type	District	Initial Screening Deadline	08/09/2024
Work Schedule (Approx.)	Monday-Friday: 8:00 a.m.-5:00 p.m.	Start Date	As soon as the successful candidate is identified and following the subsequent governing board approval.

DESCRIPTION

BENEFITS

QUESTIONS

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

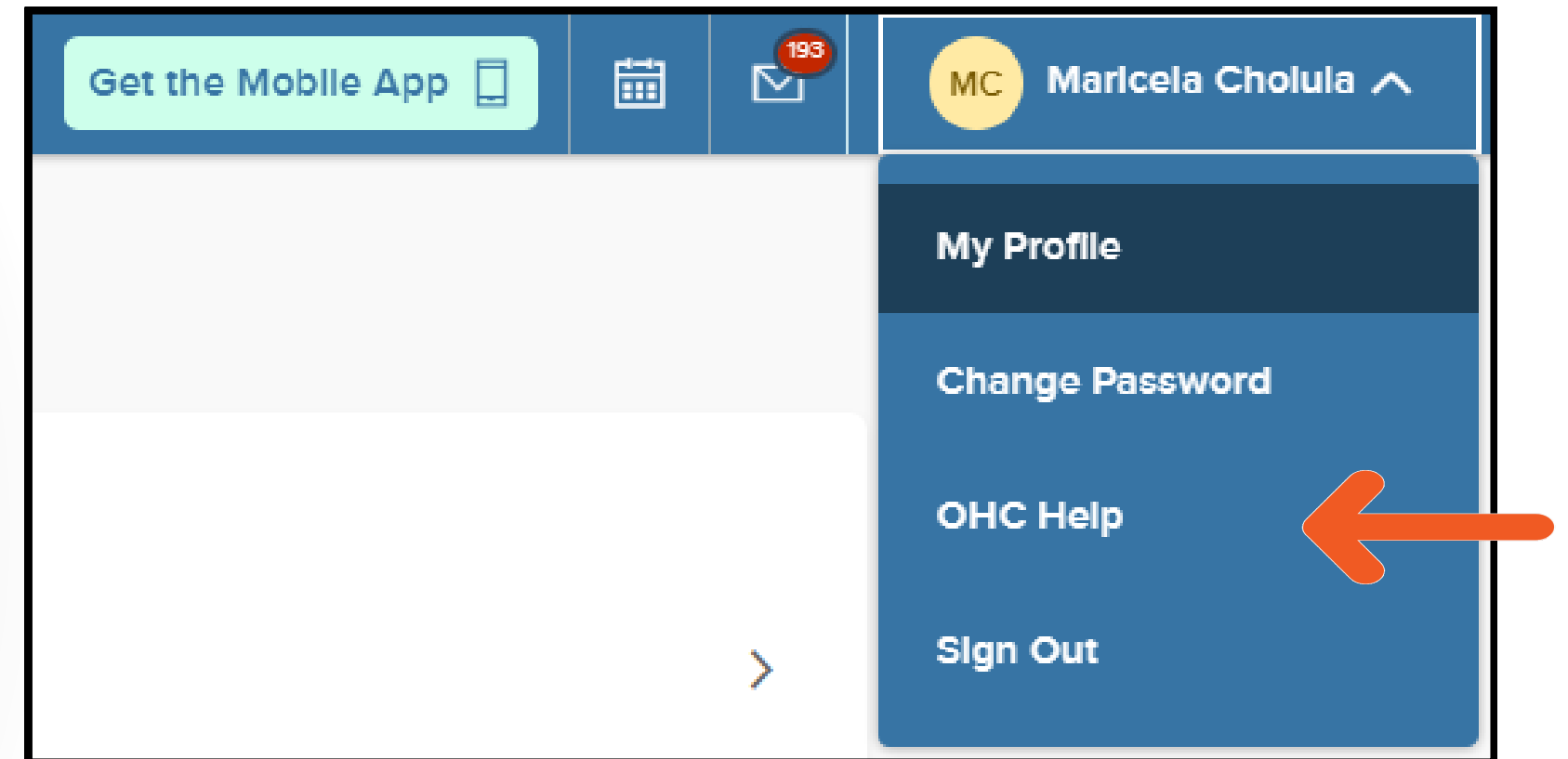
Description

# Technical Trouble

# HELP!

**NOTE: any technical glitches can be reported directly to the NeoEd Help**

- Located in the drop down menu directly under your name
- on the upper right hand corner of the screen





# Demonstration Time



**BIG Picture!**

**NEOED**

**E-FORMS**  
(Documents)

**PERFORM**  
(Evaluations)

**RECRUITMENT**  
(Applicant Tracking)

**ON-BOARDING**  
(Applicant Tracking)







# THANK YOU!

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