HOW TO REVIEW APPLICATIONS
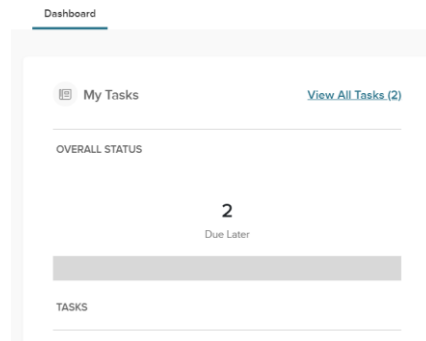
1. **Log in** at this **LINK TO NEOGOV** using your @wcupa.edu name and password.

2. VIEW **"MY TASKS"**
   - Click VIEW ALL TASKS
   - Click the search title, highlighted in blue, that you would like to review

3. Go to CANDIDATES

   - The TOTAL number of candidates will appear in the top left corner

   - Click that number on the left (Do not use the middle or right)

   - Click on the name highlighted in blue to see the APPLICATION

   - **DO NOT RATE OR SCORE IN NEOGOV.** Our search committee process requires that all applicants be scored on an excel applicant screening matrix. Please ask your Search Committee Chair for this important document.

   - Too view documents (Ex. CV, cover letter, transcripts) scroll to ATTACHMENTS on the lower left

Attachments

cover letter test

cv test

- CLICK on name of document
- Download to view

4. To see the answers to online application questions, click QUESTIONS tab.

Application	Questions

Questions

This includes:

- Visa sponsorship needs
- Advertising source
- Supplemental questions when applicable

OTHER HELPFUL TOOLS

← Prev   Next →   🖶 Print   Cancel

PREV: allows you to move to previous applicant
NEXT: Allows you to move to next applicant
PRINT: Allows you to print materials
CANCEL: Allows you to exit

52 Total	52 Unreviewed	0 Reviewed

	Person ID	Candidate Name	Application Received	Assigned By	Last Reviewer	Last Reviewed

SORTING is available based on:

- PERSON ID
- CANDIDATE NAME
- APPLICATION RECIEVED

FAQS

Can I rate in NEOED?

Please do not rate or PASS /FAIL in NEOGOV. Our search committee process requires that all applicants be scored on an applicant screening matrix. Please ask your Search Committee Chair for this important document.

What if an applicant is missing documents?

Please reach out to HR Employment and we can help you to collect these documents and upload to NEOED.

When will applicants be released?

Applicants will be released weekly. If you do not receive new applicants, then please reach out to HR Employment.

How do I share documents outside of the Search committee?

Many of our search committees are using secure OneDrive, SharePoint or TEAMS files to share search materials with their departments.

Please use the following language as you share access: During the search process, WCU participants may have access to confidential information, including, but not limited to, personal information, education history, and employment history of applicants. This information and all discussions must remain confidential both during the search and after the completion of the search process. Information only may be discussed with other members of the process, the hiring supervisor, the dean/director and HR/ODEI. No unauthorized person should have access to documents/information that contain applicant or search information.

We would recommend redacting any personal information including address, email, etc.