View Candidates in CO-Jobs As a Hiring Manager

(a.k.a. Subject Matter Expert)

Thank you for choosing to post your Non-Classified position online. You will be accessing a new account through our new online application system, CO-Jobs as a Hiring Manager. The type of access you are granted is as a Subject Matter Expert (SME) within the CO-Jobs system. For questions regarding account access and scoring, you may contact the agency HR Analyst who is assigned to the position.

CO-Jobs can be accessed at: https://secure.neogov.com/insight/login.cfm

First-Time Account Access

1. The HR Analyst will set your account up within the CO-Jobs system. You will receive an email instructing you to set up access:

From: info@neogov.com [mailto:info@neogov.com]
Sent: Tuesday, April 26, 2011 12:00 PM
To: jane.doe@state.co.us
Subject: Message from NEOGOV Insight: Your New User Account

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PLEASE DO NOT REPLY TO THIS EMAIL
If you reply to this email, your reply will *NOT* be read.
------*---*---*---*---*---*---*---*---*---*---*---*---*---*---*---*---*

Dear Jane,

A new user account has been created for you in NEOGOV Insight. Your account information is:

Name: Jane Doe
Username: Jane.Doe@state.co.us

You will be receiving a separate email with a link to set your password. The link in the email will expire after 24 hours, so please make sure you set your password in a timely manner.

Once you set your password you can log on to Insight at https://secure.neogov.com/insight/login.cfm

If you have any questions, please contact your agency's administrator:

John Doe 303-555-5555

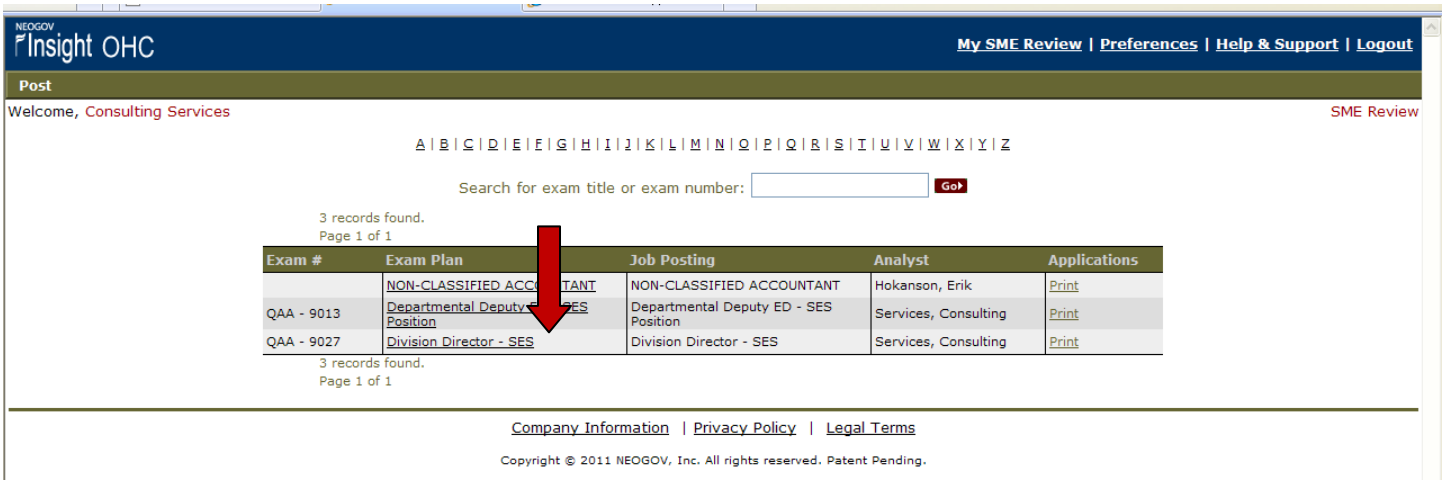
john.doe@state.co.us

2. Follow the instructions on the email regarding account access and setting up a password. Your username will be your email address. Be sure to keep a record of the password you selected.

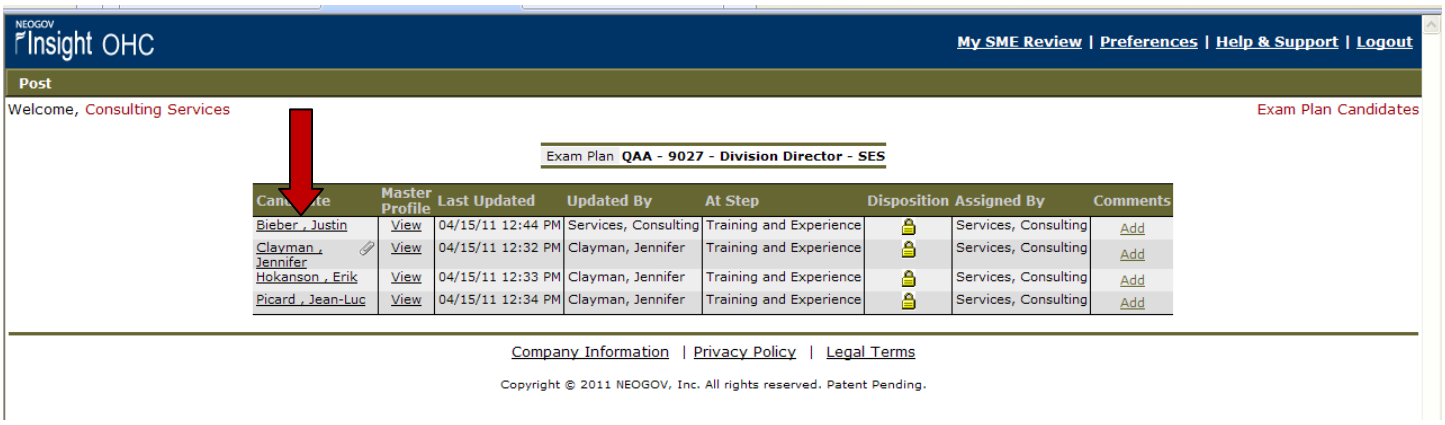
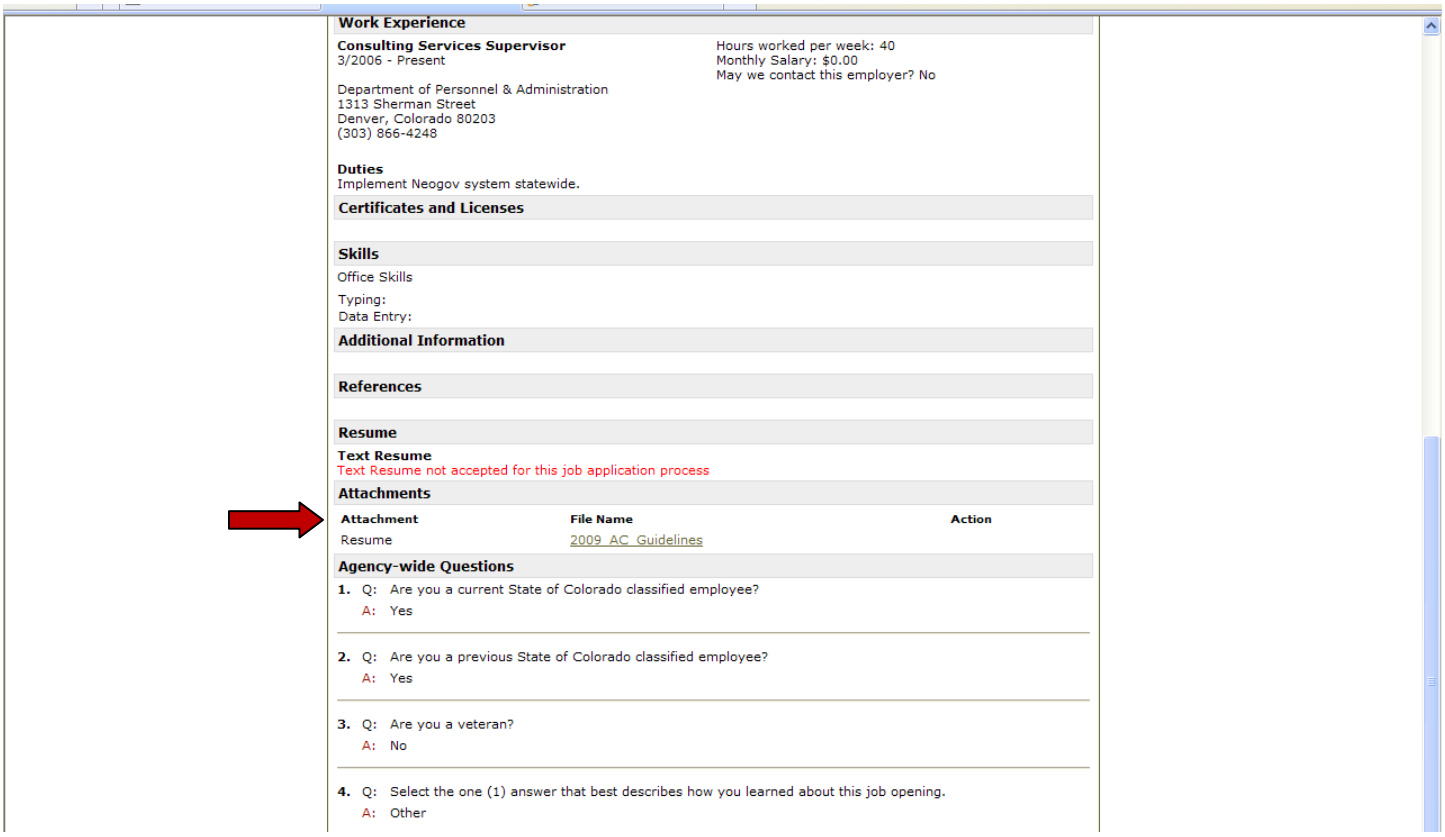
Logging on as an SME/ Hiring Manager

3. Go to the CO-Jobs log-in page at https://secure.neogov.com/insight/login.cfm
4. Log-in to the Online Hiring Center (OHC) using your email address as your username and the new password you created. ***NOTE: Be sure to select the radio button for the Online Hiring Center***, highlighted below. Click 'Login.'

5. Click on the position name that has been assigned to you.



6. The candidates will all appear by name for you to begin reviewing. You may start by clicking on the first candidate's name:



7. This will allow you to review the application. Should you wish to view any resumes or additional attachments that the candidate has submitted, you will be able to do so within this application under the 'Attachments' section: