

Rate Candidates in the OHC

This guide goes over how to rate candidates in the Online Hiring Center at various stages of the Hiring Workflow, such as after interviews have been completed.

If you are looking for more information on what happens before these steps, check out our guides on navigating the OHC and scheduling interviews.

9 Steps [View most recent version](#) 

Created by	Creation Date	Last Updated
HR Law	Nov 18, 2025	Nov 19, 2025

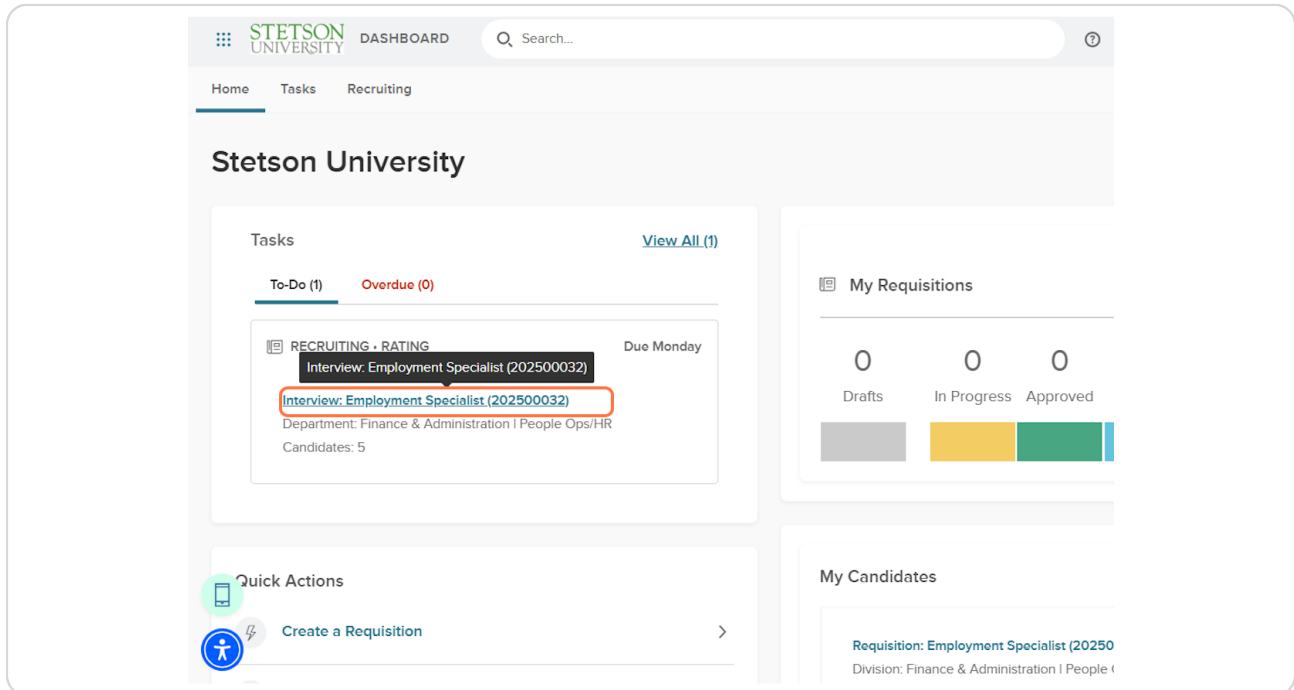
NeoEd Dashboard

9 Steps 

Access the NeoEd Dashboard at unified.neoed.com

STEP 1

Start on the NeoEd Dashboard Home page. In the Tasks section, you should have items listed under your To-Dos prompting you to complete your Ratings for your open position. Click on the name of the task.



STEP 2

This opens the candidate overview, which categorizes the candidates under Total, Unreviewed, and Reviewed sections. These candidates still need to be reviewed. Start by selecting one of the candidates.

STETSON UNIVERSITY DASHBOARD

Home Tasks Recruiting

Candidates

5 Total 5 Unreviewed 0 Reviewed

Person ID	Candidate Name	Last Reviewer	Last Reviewed	Interview Date
65138516	Test, Monday			11/18/2025 10:00 AM - 11:00 AM
65114928	Test, Monday			11/17/2025 10:00 AM - 11:00 AM
65138512	Test, Thursday			11/17/2025 12:30 PM - 1:30 PM
65138496	Test, Tuesday			11/17/2025 11:15 AM - 12:15 PM
65138503	Test, Wednesday			11/17/2025 1:45 PM - 2:45 PM

STEP 3

This will bring you to the candidate's profile, which shows all the information from their application as well as the Rating section on the right side.

Test, Monday

Person ID: 65114928

←Prev →Next Print Cancel

Application Questions E-References

General Information

Contact Information

123 Main Street
DeLand, FL 32723
US

candidate@lvestetson.onmicr
osoft.com

386-822-8759 primary

Personal Information

Highest level of education
Bachelor's Degree

Work Experience
MT Verified No Work Experience

HiringManager_HR zzTest 0 ★★★★★
Select your rating *

Write a comment...

Submit

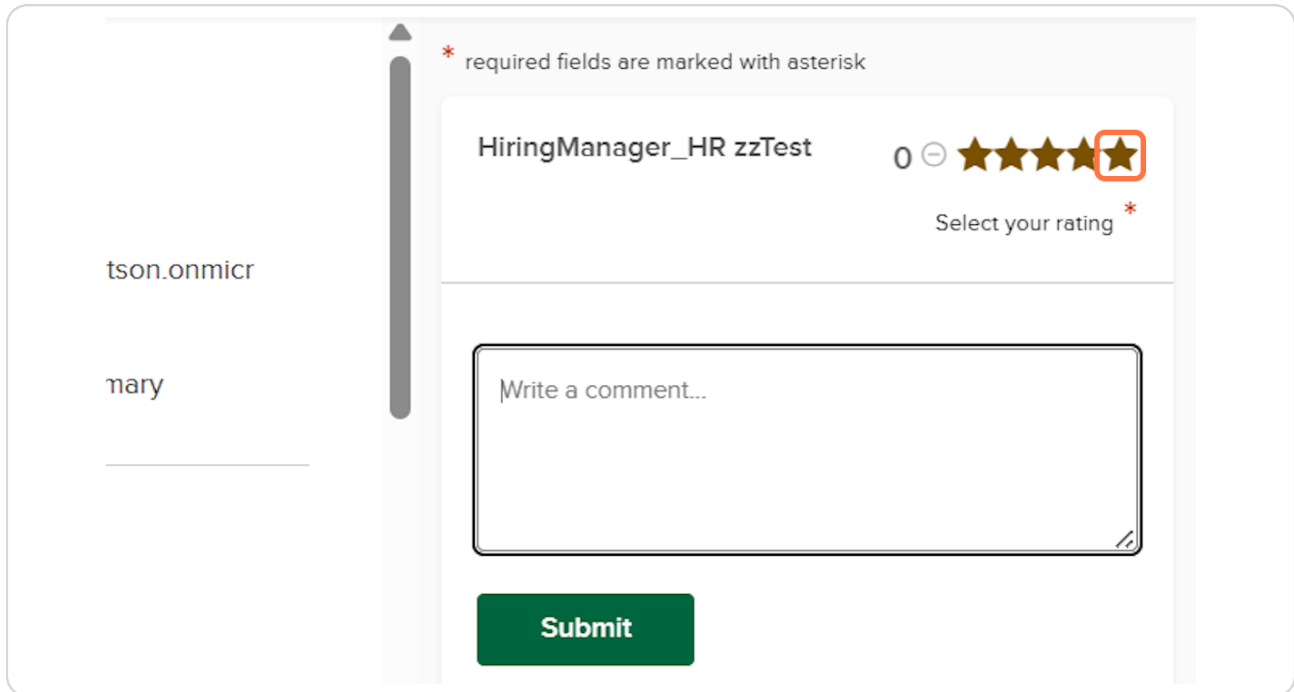
Rater_ALL zzTest --

This section has not been rated yet

STEP 4

Enter your rating for the applicant.

This example is set up with a Star Rating system. However, this can also be set up to be rated as a Percentage or as a Pass/Fail option. Check out the Setting Up Interviews guides for how to customize these options.



The screenshot shows a web interface for rating an applicant. On the left, there is a vertical sidebar with a scroll bar. The main content area has a header with the text "HiringManager_HR zzTest" and a rating system consisting of five gold stars. The fifth star is selected and highlighted with a red square. Below the stars, the text "Select your rating" is followed by a red asterisk. A text input field with the placeholder "Write a comment..." is located below the rating system. At the bottom of the form is a green "Submit" button. A legend at the top left of the form indicates that required fields are marked with an asterisk.

* required fields are marked with asterisk

HiringManager_HR zzTest 0 0 ★ ★ ★ ★ ★

Select your rating *

Write a comment...

Submit

STEP 5

You can also enter any comments, thoughts, or notes on the candidate or their interview.

We do caution you on what information you enter here as this becomes part of the candidate's record, which is able to be subpoenaed, so please ensure you are being professional and mindful of what notes you include, if any.

The screenshot shows a web form for evaluating a candidate. On the left, there is a vertical sidebar with a scroll bar and some partially visible text: "n.onmicr" and "ry". The main form area has a header with the candidate name "HiringManager_HR zzTest" and a rating of 5 stars, with a minus icon next to the number 5. Below the rating is the text "Select your rating" followed by a red asterisk. A large text input box is highlighted with a red border and contains the text "Comment, thoughts, this candidate was great!". Below the input box is a green "Submit" button. At the top of the form, a note states "* required fields are marked with asterisk".

STEP 6

Once you are done, click **Submit**.

A screenshot of a web form for reviewing a candidate. The form is titled "HiringManager_HR zzTest". It features a star rating system with 5 stars, the first of which is selected. Below the rating is a text box for a comment, containing the text "Comment, thoughts, this candidate was great!". A green "Submit" button is located below the comment box. The form is part of a larger interface, with a sidebar on the left and a bottom section labeled "Rater_ALL zzTest". A vertical scrollbar is visible on the left side of the form.

STEP 7

This will automatically take you to the next candidate that needs to be reviewed.

A screenshot of a web application showing a candidate profile. The profile is titled "Test, Thursday" and has a "Person ID: 65138512". The profile is divided into sections: "General Information" and "Work Experience". The "General Information" section includes "Contact Information" with the address "421 N Woodland Blvd, DeLand, FL 32723, US". The "Work Experience" section is currently empty. The profile is part of a larger interface, with a sidebar on the left and a top navigation bar. A vertical scrollbar is visible on the right side of the profile.

STEP 8

Repeat these steps and enter the ratings for the rest of the unreviewed candidates. When you reach the last candidate, it will no longer automatically switch to the next candidate, and you can return to the Candidates page.

The screenshot displays the 'E-References' form. On the left, there is a vertical list of candidate names, with 'HiringManager_HR' currently selected. The right side of the form is a detailed view for this candidate. It includes a rating section with a star icon and a dropdown menu showing '2'. Below the rating is a text area for 'Comments' and a green 'Submit' button. A red rectangular box highlights the rating and comments section. At the bottom, there is a section for 'Rater_ALL' and a note stating 'This section has not been rated yet'.

E-References

ation

ion

dland Blvd

. 32723

Comments

Submit

HiringManager_HR zzTest 2 ⚙️ ★ ★ ★ ★ ★

Select your rating *

Rater_ALL zzTest --

This section has not been rated yet

STEP 9

The Candidates page now has columns to show your Score for each candidate. There is also a column for Average Score amongst all the raters, but this is only visible to the Hiring Manager/Hiring Team Lead.

Candidates					 Print	
5 Total		0 Unreviewed		5 Reviewed		
Last Reviewer ▾	Last Reviewed ▾	Interview Date ▾	My Score ▾	Average Score ▾		
HiringManager...	11/18/2025	11/18/2025 10:00 AM - 11:00 AM	★☆☆☆☆ 1.00	Fail	1.00%	
HiringManager...	11/18/2025	11/17/2025 10:00 AM - 11:00 AM	★★★★★ 5.00	Pass	5.00%	
HiringManager...	11/18/2025	11/17/2025 12:30 PM - 1:30 PM	★★☆☆☆ 2.00	Fail	2.00%	
HiringManager...	11/18/2025	11/17/2025 11:15 AM - 12:15 PM	★★★★☆ 4.00	Pass	4.00%	
HiringManager...	11/18/2025	11/17/2025 1:45 PM - 2:45 PM	★★★☆☆ 3.00	Pass	3.00%	