

Viewing Applicants in the OHC and Moving them to the Next Stage

This guide goes over how to navigate to the applicants for your position in the OHC (Online Hiring Center), how to review their applications, and how to move them to the next stage.

20 Steps [View most recent version](#) 

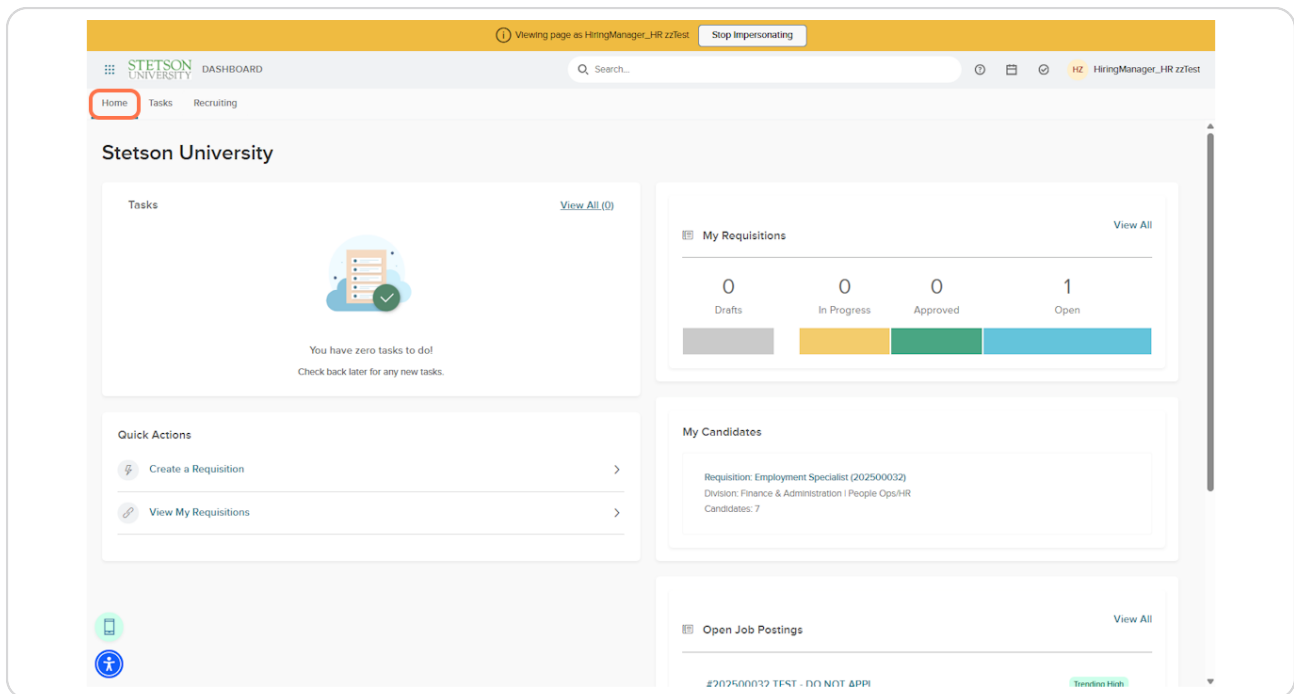
Created by	Creation Date	Last Updated
HR Law	Nov 17, 2025	Nov 19, 2025

Access the NeoEd Dashboard at unified.neoed.com

STEP 1

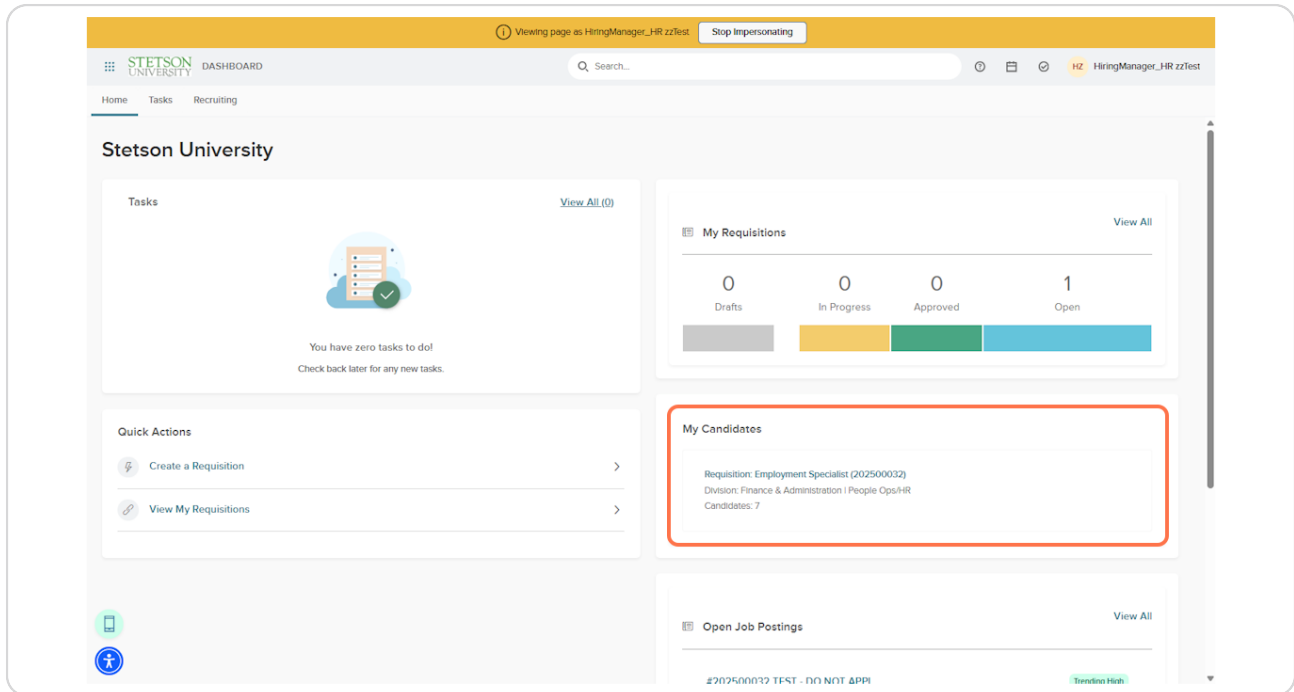
Start on the NeoEd Dashboard Home page. From here, there a couple different ways you can access the applicants for your positions.

Typically, you will be prompted to review candidates after receiving an email notification that a new application has been received. You can shortcut to NeoEd by clicking the link in the email.



STEP 2

On the Home page, you will see a My Candidates section. Within this section, select the name of the position you would like to view the applicant pool for.



STEP 3

This will bring you to the Requisition Detail page for the position. From there, you can go to the Candidates tab to view all the applicants who have applied to the position so far.

If you have started moving some candidates to further stages, this page will also show a breakdown of where each candidate is in the selection process.

The screenshot displays the Stetson University HiringManager HR system interface. The top navigation bar includes the Stetson University logo, a search bar, and a user profile dropdown. The main content area shows the 'Requisition Detail' page for 'Employment Specialist (202500032)'. The 'Candidates' tab is selected, showing a donut chart with 7 total candidates and a table with 2 candidates.

Requisition Detail
Employment Specialist (202500032) [Open](#)

Requisition Information Approvals Hire Workflow **Candidates** History

Candidates

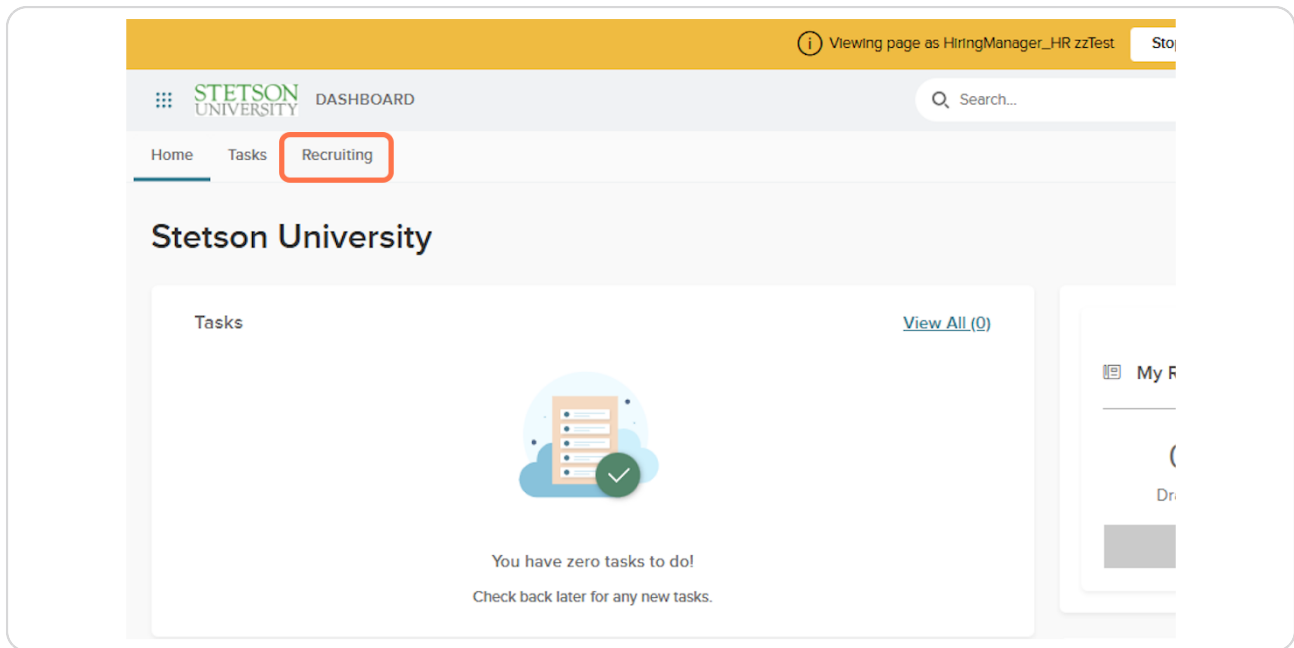
7 TOTAL
Referred : 7

Referred Actions More

	Name	Employee ...	Action Date	Notices	Current Employee	Phone	E-References	Status
☐	Test, Monday		11/17/2025	--	No	386-822-8759	N/A	Referred Active
☐	Test, Tuesday		11/17/2025	--			N/A	Referred Active

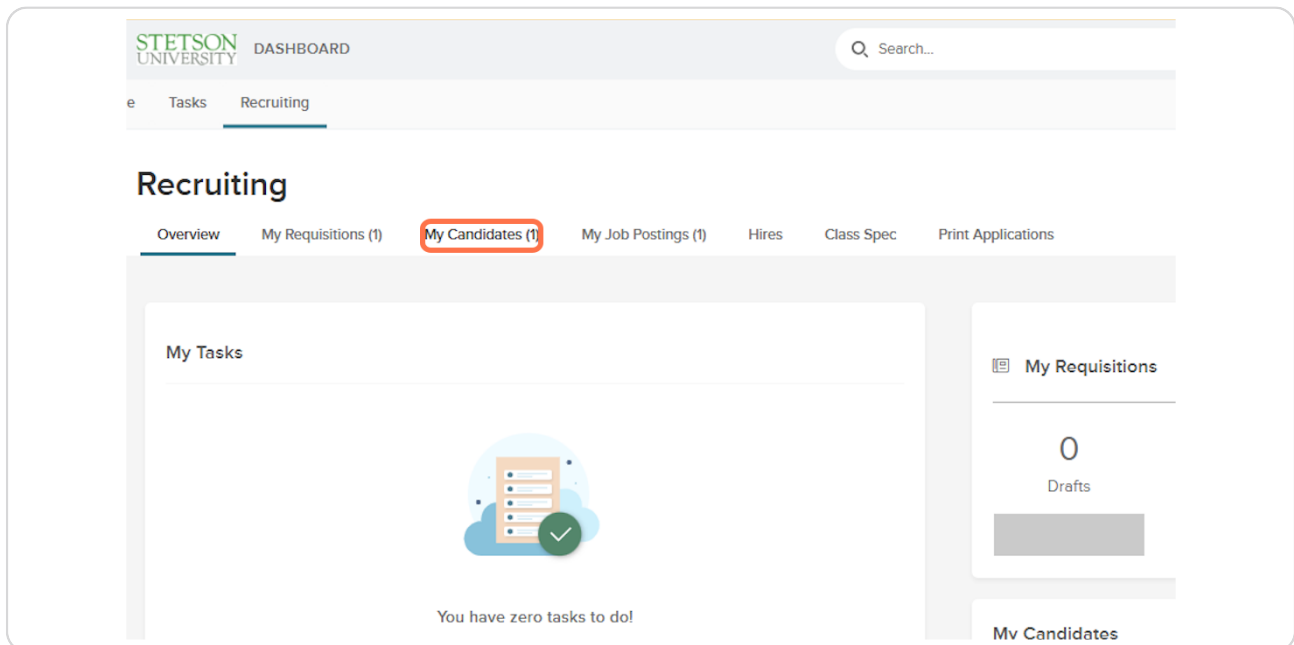
STEP 4

Another way you can access the candidate pool is from the Home Dashboard, then clicking on the Recruiting tab in the top left.



STEP 5

Next, you will click the My Candidates tab.



STEP 6

Click on the position you would like to view candidates for.

The screenshot shows the 'Recruiting' dashboard with the 'My Candidates (1)' tab selected. A table lists requisitions, with the first row highlighted. A tooltip appears over the 'Employment Specialist' link in the 'Requisition Title' column.

Req #	Requisition Title	Candidates	Division	Dep
202500032	Employment Specialist	7	Finance & Administration I P...	Hun

Navigation: First Previous 1 Next Last 10 Items per page

STEP 7

This will take you to the candidates snapshot as well. From here, you can start viewing applications by clicking an applicant's name.

The screenshot shows the 'Candidates' snapshot page. A circular chart indicates 7 total candidates, with 7 referred. Below the chart is a table of candidate details.

Name	Employee	Action Date	Notices	Current Employee	Phone	E-References	Status
Est. Monday		11/17/2025	--	No	386-822-8759	N/A	Referred Active
Test_Tuesday		11/17/2025	--			N/A	Referred Active
Test_Wednesday		11/17/2025	--			N/A	Referred Active
Test_Thursday		11/17/2025	--			N/A	Referred Active
Test_Friday		11/17/2025	--			N/A	Referred Active
Test_Saturday		11/17/2025	--			N/A	Referred Active
Test_Sunday		11/17/2025	--			N/A	Referred Active

STEP 8

This will take you to the candidate's application and profile. The first tab shows all the information collected on the Application, including any Attachments (resume, cover letter, etc.) they submitted at the bottom.

The screenshot displays the 'Test, Monday' application profile for Person ID: 65114928, marked as 'Referred'. The 'Application' tab is selected and highlighted with a red box. The profile is organized into sections: General Information (Contact Information: 123 Main Street, DeLand, FL 32723, US; candidate@lvestetson.onmicrosoft.com; 386-822-8759 primary), Personal Information (Highest level of education: Bachelor's Degree), Work Experience (MT Verified No Work Experience), Education (MT Verified No Education History), and References (test test, test1 test1, test2 test2). A vertical scrollbar is visible on the right side of the profile content.

STEP 9

You can click the carrot button on the left side to jump to the different sections.

This screenshot shows the same application profile as in Step 8, but with the 'QUICK JUMP...' menu open on the left side, highlighted with a red box. The menu lists the following sections: General Information, Work Experience, Education, References, and Attachments. The 'Application' tab remains selected at the top of the profile.

STEP 10

The second tab shows their answers to the Agency-wide and Supplemental Questions on the application.

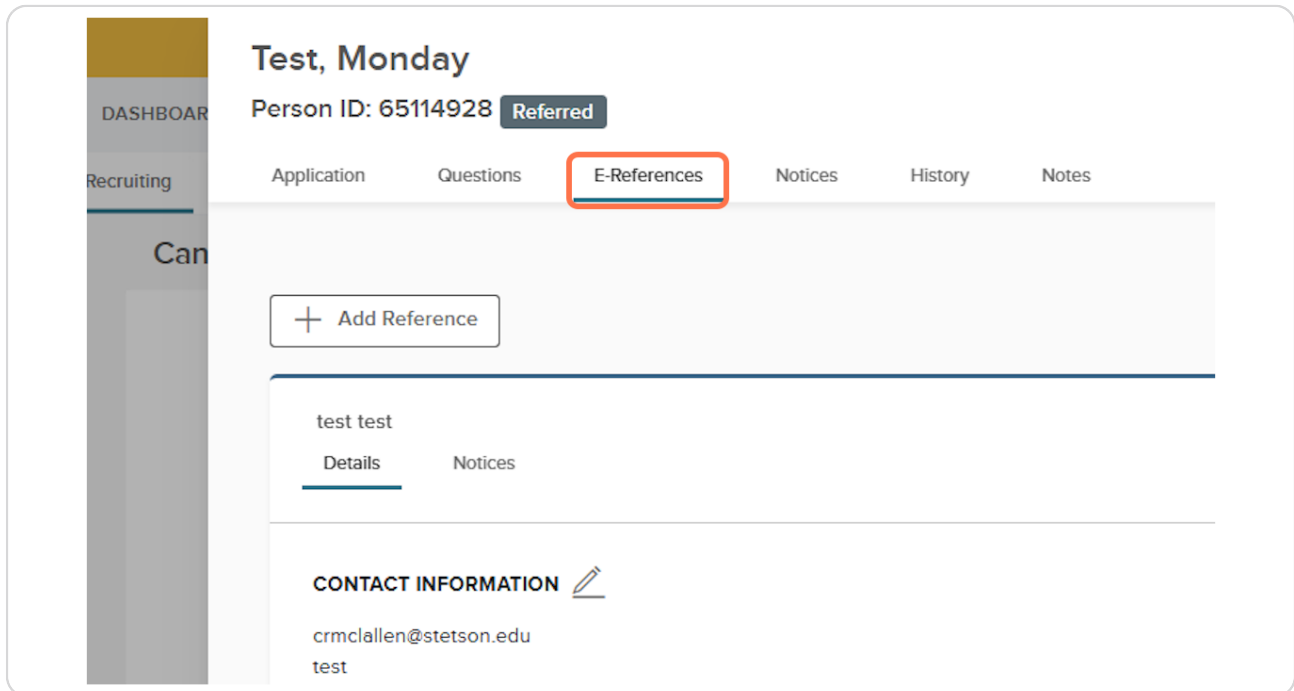
The screenshot displays the Stetson University application portal. The top navigation bar includes 'Home', 'Tasks', 'Recruiting', and 'Can'. The main header shows 'Test, Monday' and 'Person ID: 65114928' with a 'Referred' status. A secondary navigation bar contains 'Application', 'Questions' (highlighted with a red box), 'E-References', 'Notices', 'History', and 'Notes'. On the right, there are buttons for '→ Next', '⚙ Actions', '🖨 Print', and 'Cancel'. The 'Questions' section lists 12 items:

1. Prefix
2. Are you a current employee?
No
3. Do you have any relatives working at Stetson University?
No
4. Where did you first hear about this opportunity?
Stetson Website
5. If you selected "Employee Referral" or "Other Source" above, please include details regarding the employee's name and/or source from which you heard about this opportunity.
6. Are you at least 18 years old?
Yes
7. Are you legally authorized to work in the United States?
Yes
8. Will you now or in the future require visa sponsorship?
No
9. If yes, will you now or in the future require a NEW H-1B visa sponsorship?
N/A – I do not require any visa sponsorship now or in the future.
10. Have you previously worked, volunteered, or been a student at Stetson University?
Yes
11. If yes, in what capacity? (Please select all that apply.)
Staff
Student
12. Languages Spoken

STEP 11

Under the E-References tab, you will see the Contact Information and details for each of the references listed on the application.

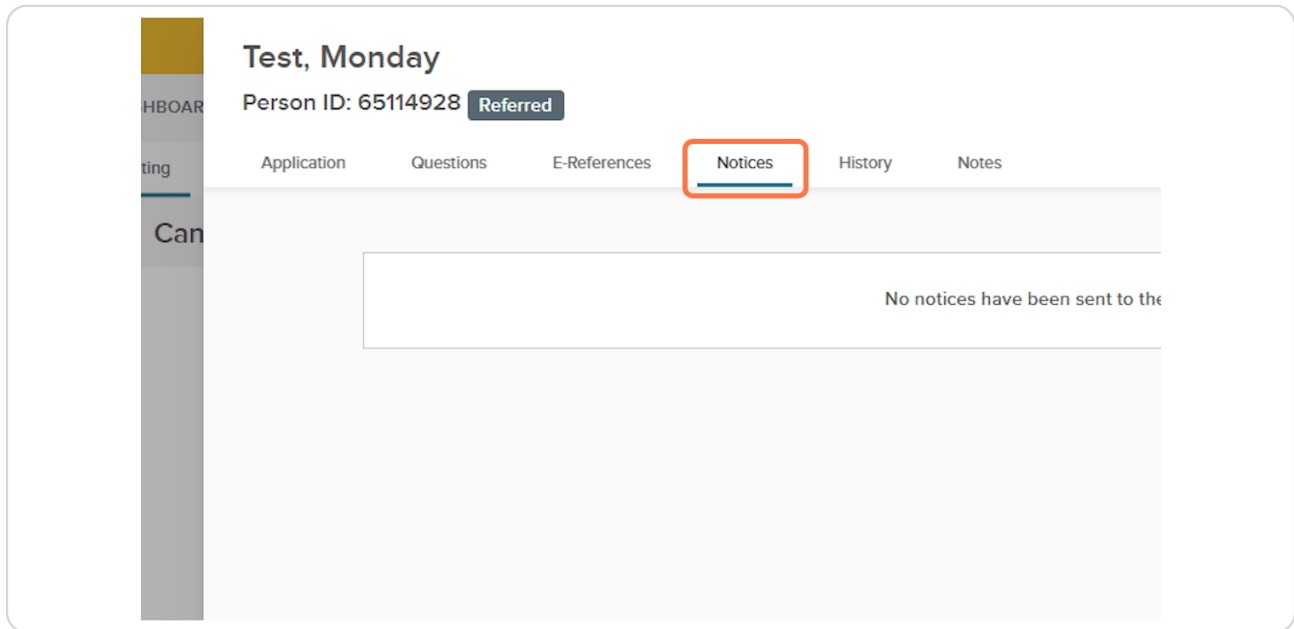
Please review the separate guide on E-References for more information.



The screenshot shows a user interface for a recruitment system. On the left is a vertical sidebar with a gold header and a grey body containing the text "DASHBOARD", "Recruiting", and "Can". The main content area has a header for "Test, Monday" with "Person ID: 65114928" and a "Referred" status badge. Below this is a horizontal tab bar with "Application", "Questions", "E-References" (highlighted with an orange border), "Notices", "History", and "Notes". The "E-References" tab shows a "+ Add Reference" button and a section for "test test" with sub-tabs "Details" (active) and "Notices". Below this is a "CONTACT INFORMATION" section with an edit icon, displaying the email "crmclallen@stetson.edu" and the name "test".

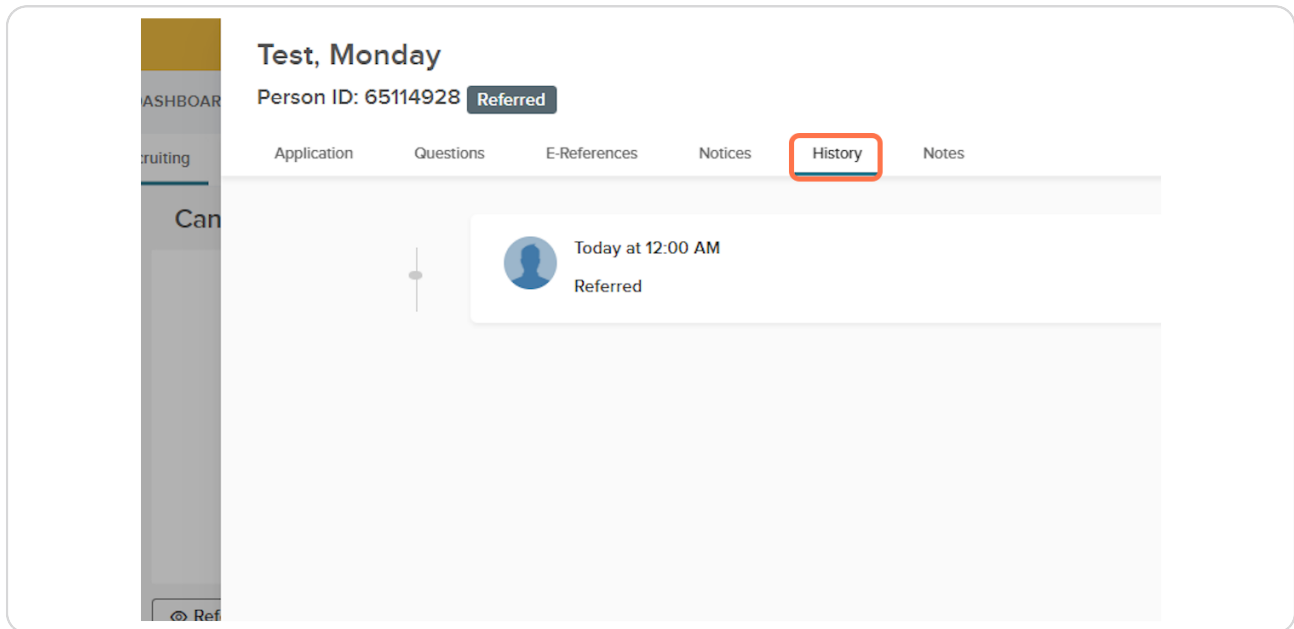
STEP 12

The Notices tab shows any emails, communications, offer letters, etc. that may have been sent out to the candidate.



STEP 13

The History tab tracks any changes made to the candidate as they move through the various stages.



STEP 14

Lastly, the Notes tab allows you to enter any additional information you would like to make note of. However, we do caution you on the information you enter here as this becomes part of the candidate's hiring record, which is able to be subpoenaed.

Test, Monday

Person ID: 65114928 Referred

→ Next

⚙ Actions ▾

🖨 Print

Cancel

Application

Questions

E-References

Notices

History

Notes

Candidate Notes

No notes found for this candidate

+ NEW NOTE

B *i* U   -  <> |≡ · |≡ ·  ·  |≡

Press Alt + F10 to move to the toolbar

Characters : 0

Save Note

Cancel

STEP 15

You can scroll through to the different candidates using the Previous and Next buttons.

Test, Tuesday

Person ID: 65138496 Referred

← Prev

→ Next

⚙ Actions ▾

🖨 Print

Cancel

Application

Questions

E-References

Notices

History

Notes

>

👤

General Information

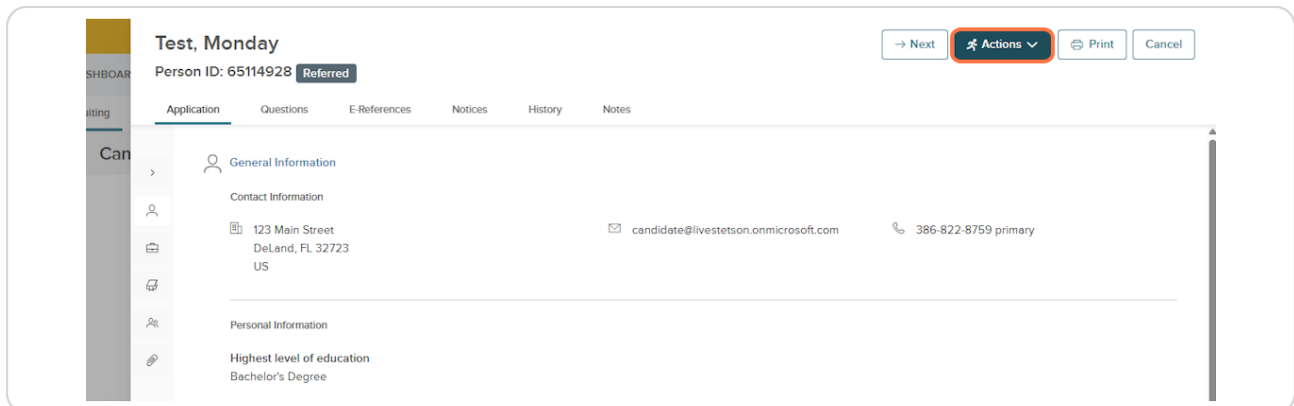
Contact Information

📄

421 N Woodland Blvd
DeLand, FL 32723
US

STEP 16

When you are ready to move a candidate to the next stage, you will click the Actions button.

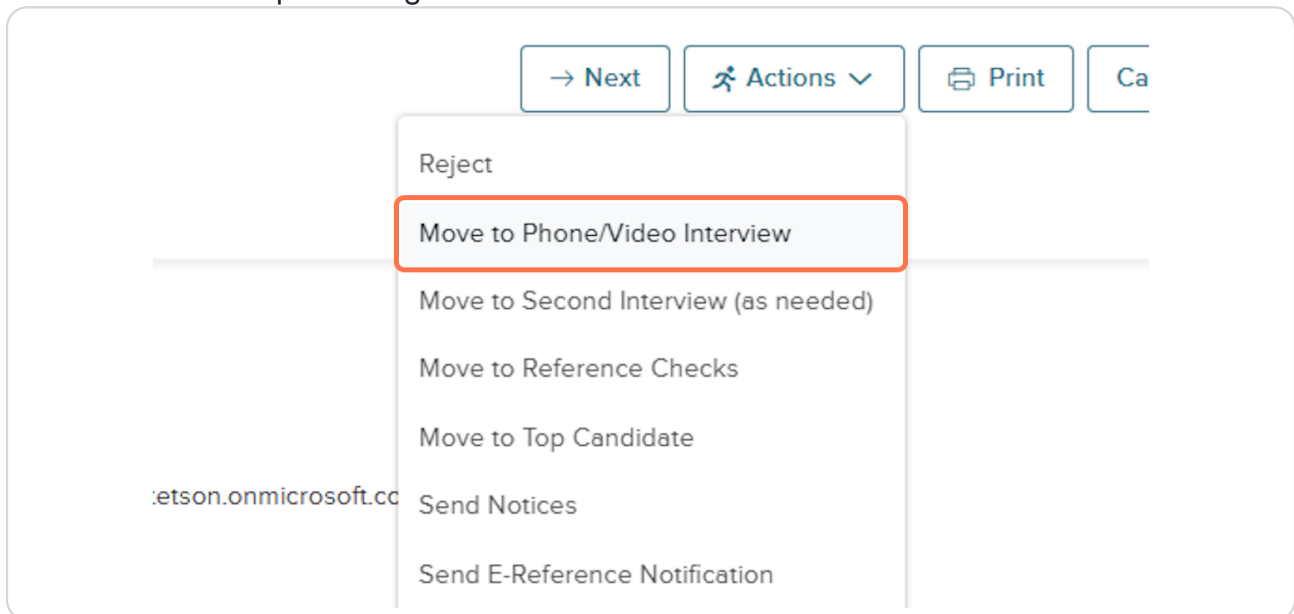


The screenshot shows a candidate profile for 'Test, Monday' with Person ID: 65114928, marked as 'Referred'. The top navigation bar includes buttons for '→ Next', 'Actions' (highlighted with a red box), 'Print', and 'Cancel'. Below the navigation bar, there are tabs for 'Application', 'Questions', 'E-References', 'Notices', 'History', and 'Notes'. The main content area displays the candidate's contact information: '123 Main Street, DeLand, FL 32723, US', email 'candidate@livesetson.onmicrosoft.com', and phone '386-822-8759 primary'. It also shows personal information: 'Highest level of education: Bachelor's Degree'.

STEP 17

Select Move to Phone/Video Interview. Please note that the next stage is not required to be a Phone or Video interview – it could be an in person interview – this is just what is typically completed next, so that is how it is titled.

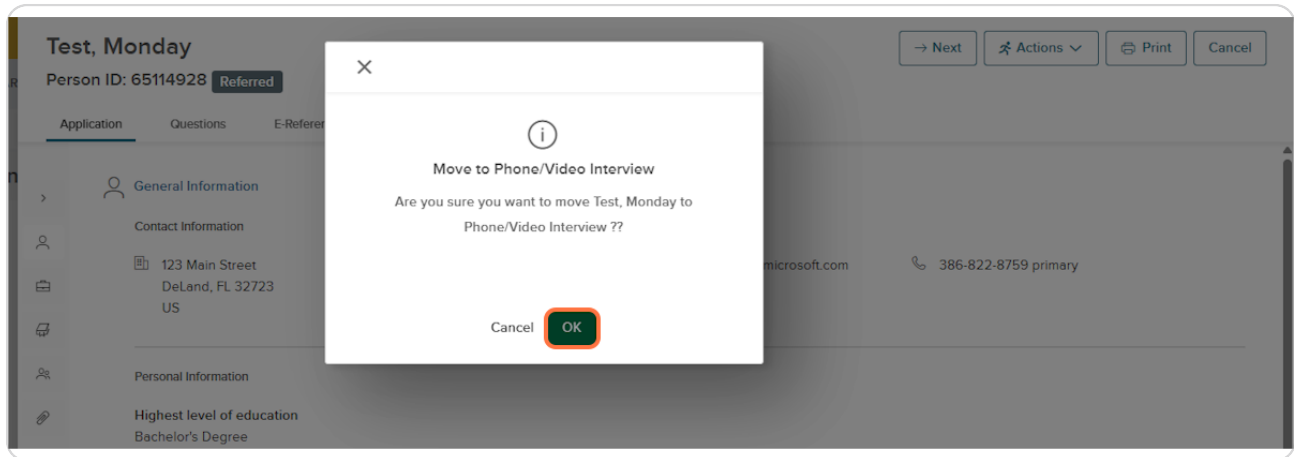
As you review and select applicants for first-round interviews, we encourage you to use our SparkHire one-way video interview platform which can create efficiency in your search. SparkHire is a web-based video interview portal that allows you to complete first-round interviews without the need to coordinate schedules with the candidate or search committee. Please review our SparkHire guide for more information.



The screenshot shows the 'Actions' dropdown menu open. The options listed are: 'Reject', 'Move to Phone/Video Interview' (highlighted with a red box), 'Move to Second Interview (as needed)', 'Move to Reference Checks', 'Move to Top Candidate', 'Send Notices', and 'Send E-Reference Notification'. The background shows the same candidate profile as in Step 16, with the 'Actions' button visible at the top.

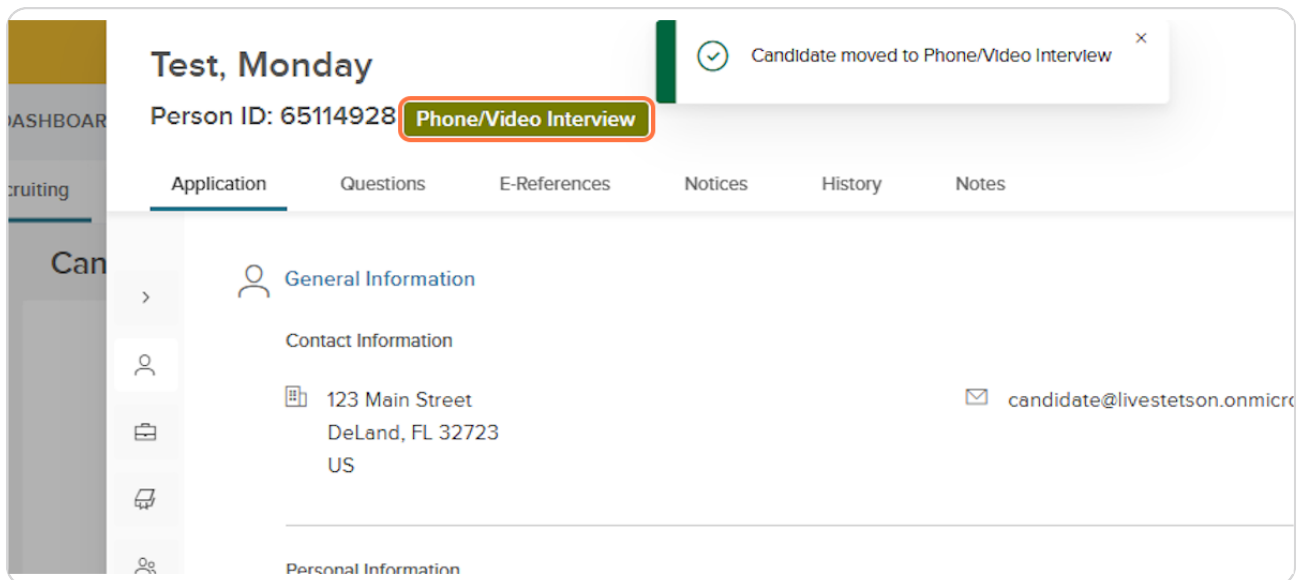
STEP 18

Once you select the stage, the below pop-up will appear asking you to confirm. Click Ok.



STEP 19

You will now see that the candidate's status has been updated to the new stage.



STEP 20

This will also update the breakdown on the candidates snapshot.

