Applicant Tracking System

NeoED

Search Committee Training Manual

April 2023

**Website:**

<https://login.neoed.com/authentication/saml/login/ramapo>

**Step 1: Log On:**



Enter your RCNJ sign on credentials

**Step 2:**

Your Dashboard will appear



Applicants

Navigation Buttons

Here you can see the applicants as well as navigation buttons. You can perform all your actions from this page and move applicants along in the search process. As Search chair, you are the initiator of moving applicants through the search process.

**Step 3:**

Using the Navigation Buttons



Click on Action you want

**Requisition Information View**



**Candidates View**

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Click to change status and move applicants

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Click and select change status of applicant