

NEOGOV Insight

Online Hiring Center

Complete an SME Review

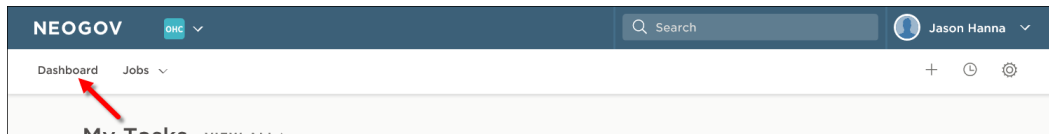
SME reviews are used when HR enlists the expertise of their organization’s subject matter experts (SMEs) to assist with the candidate selection process. The application of an SME review ranges from a simple pass/fail rating with a single reviewer, to a scored assessment with a panel of multiple reviewers.

The OHC has an extra layer of user security in the context of scored performance and oral exam evaluation steps. To complete an SME review for either a scored performance or oral exam evaluation step, an OHC user must be given the SME role and a rater record (Insight navigation: Tests > Raters and Proctors) with an email address matching the user profile email address. This added security offers a well-defined scoring area when multiple reviewers are used.

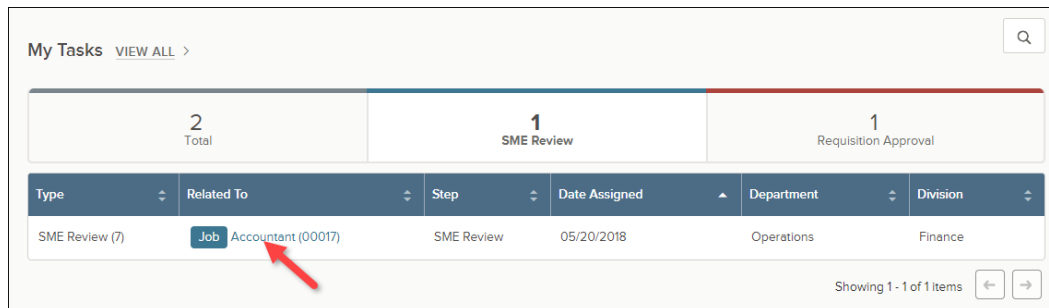
Required OHC role: With the OHC role of SME, you can complete an SME review.

Steps to Complete an SME Review

1. If you’re not already viewing your dashboard page, click Dashboard from the upper left.



2. From the My Tasks section, click the SME review pending your review.



3. Click the name of the first candidate to be reviewed.

Candidates						
7 Total		7 Unreviewed		0 Reviewed		
<input type="checkbox"/>	Person ID	Candidate Name	Assigned By	Last Reviewer	Last Reviewed	
<input type="checkbox"/>	18840196	Avila, Elizabeth	Jason Hanna			
<input type="checkbox"/>	21099742	Barajas, Sandra	Jason Hanna			
<input type="checkbox"/>	19795990	Daniels, Paula	Jason Hanna			
<input type="checkbox"/>	18331752	James, Edward E.	Jason Hanna			

4. The application will display including contact information, work experience, education and other information. Click the Questions tab to review the candidate's answers to agency-wide and job-specific supplemental questions. Similarly, click the E-References tab to review feedback provided by reference contacts. You have three ratings in a pass/fail setting: Pass, Fail and Other. Click one of these ratings. Also, enter any general comments in the Overall Comments field.

Avila, Elizabeth
Person ID: 18840196 NA

Application Questions E-References

General Information

Contact Information

123 First Street
Springfield, IL 62702
US

(888)555-5555 primary
(888)555-5555 alternate

Personal Information

Date of Birth

Your score * Pass Fail Other

Overall Comments

Excellent candidate. Lots of recent experience in the field.

In a scored setting, enter your score and any rating-specific comments in the field below the score. Also, enter any general comments in the Overall Comments. While rating a candidate, you may notice a Disposition Comments section. These are the comments left by HR.

Avila, Elizabeth
Person ID: 18840196 NA

Application Questions E-References

General Information

Contact Information
123 First Street
Springfield, IL 62702
US
(888)555-5555 primary
(888)555-5555 alternate

Personal Information
Date of Birth
01/01
Notification Preference
Email
Have proof of your legal right to work in the US?
Yes
SSN
xxx-xx-1111
Driver's License
Yes A****3
CA, Class C

* required fields are marked with asterisk

Brenda's Rating * 95.00

Experience score: 50 out of 50
Education score: 45 out of 50

Simon's Rating SCORE --
This section has not been rated yet

Reject Reason
- Make a selection -

Disposition Comments
Elizabeth appears to meet the experience requirements. Sending to our subject matter experts to confirm.

Overall Comments
Excellent candidate. Lots of recent experience in the field.

Note: If a candidate has a failing score, you can select the applicable reason from the Reject Reason pulldown.

5. Once you're done, click Submit. The next candidate pending your review will display.

Barajas, Sandra
Person ID: 21099742 NA

Application Questions E-References

General Information

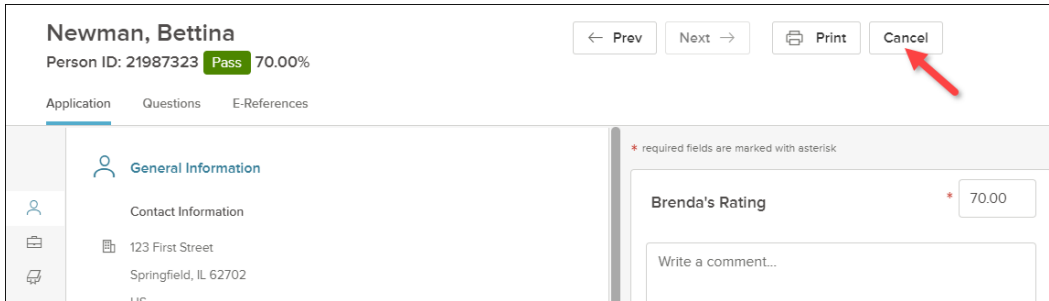
Contact Information
123 First Street
Springfield, IL 62702
US
(888)555-5555 primary

* required fields are marked with asterisk

Brenda's Rating * Score

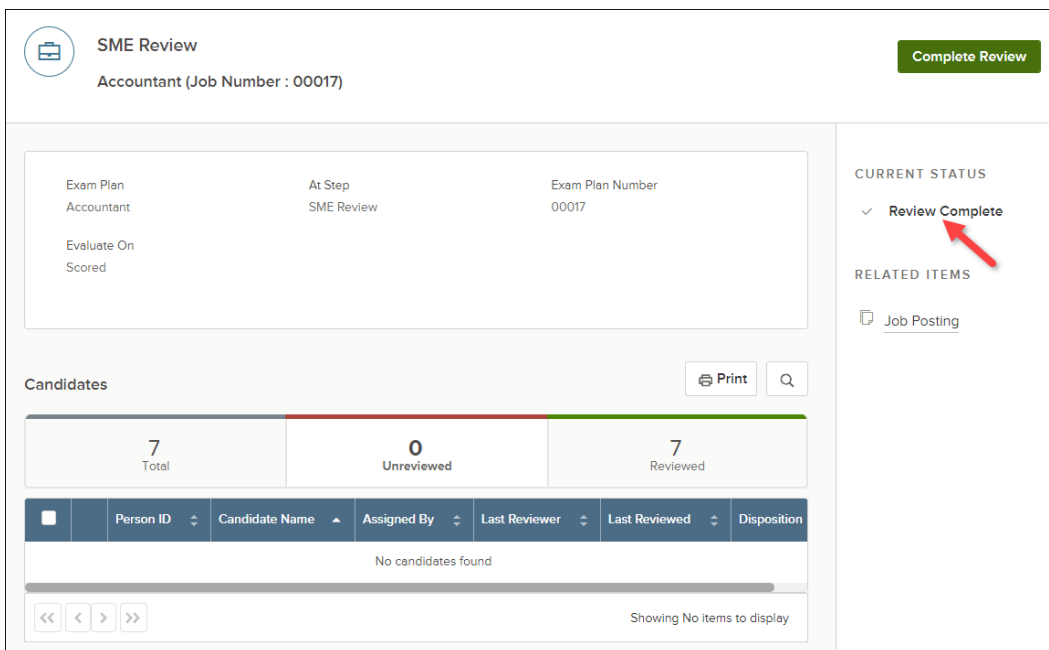
Write a comment...

- Repeat these rating steps for all remaining candidates. Click Cancel or click anywhere to the left of the last candidate's application review page.



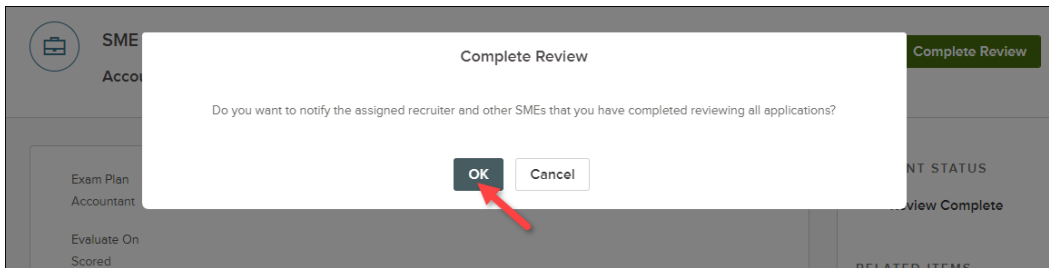
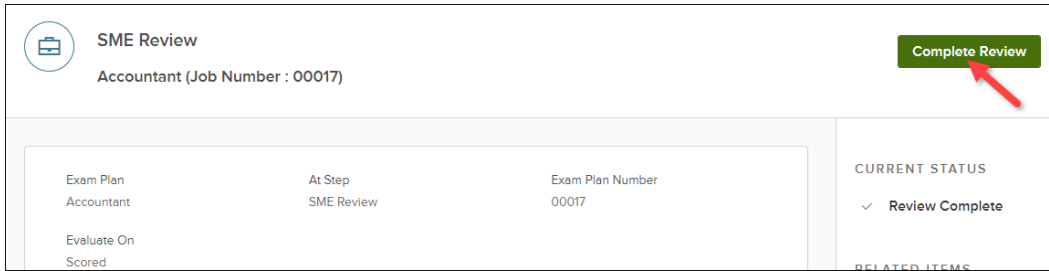
The screenshot shows the application review page for Bettina Newman. At the top, it displays "Newman, Bettina" and "Person ID: 21987323" with a green "Pass" badge and "70.00%". Navigation buttons include "Prev", "Next", "Print", and "Cancel". A red arrow points to the "Cancel" button. Below the navigation are tabs for "Application", "Questions", and "E-References". The left sidebar shows "General Information" and "Contact Information" with address details: "123 First Street, Springfield, IL 62702". The main content area shows "Brenda's Rating" with a score of "70.00" and a text input field for "Write a comment...". A note at the top right states "required fields are marked with asterisk".

- Notice you have no unreviewed candidates and your SME review status is complete.

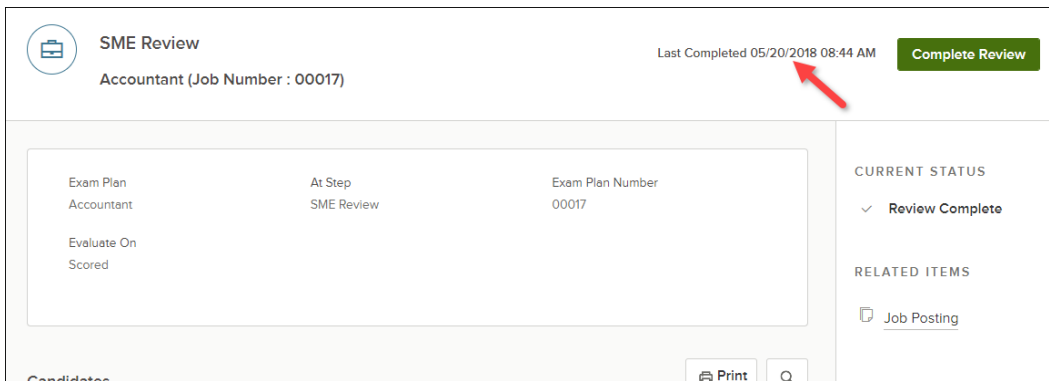


The screenshot shows the SME Review dashboard. At the top left is a "SME Review" header with a briefcase icon and "Accountant (Job Number : 00017)". A green "Complete Review" button is in the top right. The main area contains a table with columns: "Exam Plan", "At Step", and "Exam Plan Number". The row shows "Accountant", "SME Review", and "00017". Below this is a "Candidates" section with a "Print" button and a search icon. A summary bar shows "7 Total", "0 Unreviewed", and "7 Reviewed". Below the summary is a table with columns: "Person ID", "Candidate Name", "Assigned By", "Last Reviewer", "Last Reviewed", and "Disposition". The table is empty, displaying "No candidates found". At the bottom, it says "Showing No items to display". On the right sidebar, under "CURRENT STATUS", there is a checkmark next to "Review Complete", with a red arrow pointing to it. Below that, under "RELATED ITEMS", there is a link for "Job Posting".

8. Click Complete Review and then click OK to notify, via email, the assigned recruiter and other subject matter experts that you have completed your review.



The date and time of your last completed review notification will display.



9. If additional candidates are sent to you in the future, complete the review, and then click Complete Review, to once again notify the assigned recruiter and other subject matter experts of your completed review.