

SME System

The announcement has closed, it is past the grace period (24 hours after the closing to allow applicants to complete their application), and you need to assign the completed applications to a subject-matter-expert (SME).

Do you have applications that need to be scored? Here is one way to check by using the SME System.

- Sign on to ATS
- From the **Tasks** screen you will click on the **SME** link at the top menu.

Idaho Division of Human Resources
Applicant Tracking System

Tasks
ATS Administration

[Tasks](#) [Applicants](#) [Agencies](#) [Announcements](#) [Classifications](#) [Exams](#) [SME](#) [Sign Out](#)

New Announcement Requests							
Announcement Title	Agency	City	Created Date				
Letters to Print and Email							
Hiring List Requests							
HL No. <small>(Click to View)</small>	Agency	City	Class	Announcement	Status Date	Agency Req. No.	
Hiring List Completed							
HL No. <small>(Click to View)</small>	Agency	City	Class	Announcement	Status Date	Expires	Agency Req. No.

You will see the list of finished assignments and the list of assignments not completed. This will list only those announcements that are for your agency.

Guides for choosing who will be an appropriate SME are as follows:

- Must be in the same paygrade or above
- Knowledgeable about the position, field of work, technical aspects of the job
- Not be involved in the selection process if at all possible
- You want someone who can assess the qualifications of the applicants based on the overall requirements for the classification and rank them accordingly.

Now that you have identified who will be the SME, you need to see if they are setup on the system.

- To do this will click on **Create/Edit SME**

[Main](#)
 [View Assignments](#)
 [Assign SME](#)
 [Create/Edit SME](#)
 [SME Report](#)
 [Help](#)

Then you will see the following selections on the page.

- Create a new SME – This will take you through the process of setting up a new SME
- Edit/View Active SMEs – This will take you to the list of Active SMEs on the system
- Edit/View Inactive SMEs – This will take you to the list of Inactive SMEs on the system

[Main](#) [View Assignments](#) [Assign SME](#) [Create/Edit SME](#) [SME Report](#) [Help](#)

Create a new SME	<input type="button" value="GO"/>
Edit/View Active SMEs	<input type="button" value="GO"/>
Edit/View Inactive SMEs	<input type="button" value="GO"/>

Setup new SME

- Click on Create a new SME

[Main](#) [View Assignments](#) [Assign SME](#) [Create/Edit SME](#) [SME Report](#) [Help](#)

[<< Back](#) * = Required Field

Add/Update SME

*First Name	<input type="text"/>
*Last Name	<input type="text"/>
*Phone	<input type="text"/>
Phone Ext	<input type="text"/>
*Email	<input type="text"/>
Job Title	<input type="text"/>
Agency	<input type="text"/>
*Status	<input type="text" value="Active"/>

Complete this information with the information to be sure that correspondence is sent to the correct email and if telephone is needed to make it easier to make that contact. Be sure to provide their Job Title to be sure that when they are assigned to be a SME they meet the guides (paygrade, knowledge base, etc.)

[<< Back](#) * = Required Field

Add/Update SME

*First Name	<input type="text" value="Mel"/>
*Last Name	<input type="text" value="Rose"/>
*Phone	<input type="text" value="332-3570"/>
Phone Ext	<input type="text" value="3858"/>
*Email	<input type="text" value="mrose@cl.idaho.gov"/>
Job Title	<input type="text" value="HR Specialist, Sr"/>
Agency	<input type="text" value="Division of Human Resources"/>
*Status	<input type="text" value="Active"/>

- When complete Click on **Add SME** button.

Mel Rose has been successfully added as a SME.

[<< Back](#) * = Required Field

Add/Update SME

*First Name	<input type="text" value="Mel"/>
*Last Name	<input type="text" value="Rose"/>
*Phone	<input type="text" value="332-3570"/>
Phone Ext	<input type="text" value="3858"/>
*Email	<input type="text" value="mrose@cl.idaho.gov"/>
Job Title	<input type="text" value="HR Specialist, Sr"/>
Agency	<input type="text" value="Division of Human Resources"/>
*Status	<input type="text" value="Active"/>

 [View/Add Notes](#)

Then your page will look like this showing that adding the SME was successful.

The SME will receive an email that will give them the website and their temporary password. They will be required to setup their permanent password by following the instructions in the email.

Once you have added them to the system you can now assign them as the SME for the recruitment that you need applications reviewed.

Assigning a SME

Once you have identified the SME(s) and know they are setup in the system you can now assign them to the applications that they need to review.

- From the menu click on Assign SME

Main View Assignments **Assign SME** Create/Edit SME SME Report Help

- Step #1** - Find the announcement from either the ***Closed Announcements*** or ***Published Announcements***.

Step #1 of 4, Select an Announcement

Note: Announcements are sorted alphabetically by title. If the announcement is over 14 days old the row will be light yellow.

* Closed Announcements *

	Announcement Title	Close Date	Announcement No.
<input type="button" value="Select"/>	Engineer, Associate	1/1/2008 12:01:05 AM	03702032157
<input type="button" value="Select"/>	Engineer-In-Training	1/1/2008 12:01:05 AM	03700073271
<input type="button" value="Select"/>	Engineering Assistant, Transportation Staff	10/25/2007 12:01:04 AM	03012034856
<input type="button" value="Select"/>	Institution Administrator, Assistant	1/15/2008 12:01:04 AM	07918040506
<input type="button" value="Select"/>	ISP Trooper	12/15/2005 12:01:04 AM	08016060605
<input type="button" value="Select"/>	ISP Trooper	2/17/2005 12:57:34 PM	08016019782
<input type="button" value="Select"/>	Painter	1/12/2008 12:01:04 AM	06556098761

* Published Announcements *

	Announcement Title	Announcement No.
<input type="button" value="Select"/>	Agriculture Program Manager	00180036579
<input type="button" value="Select"/>	Analyst 3	07044042299
<input type="button" value="Select"/>	Architect, Project	06500069719

- Click the **Select** button next to the **Announcement Title** that you need to assign to a SME.

<input type="button" value="Select"/>	ISP Trooper	12/15/2005 12:01:04 AM	08016060605
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Step #2 – This will show the Exam Title, Exam No. and Exams Needing Assignment – number of applications needing reviewed.

- Click the **Select** button next to the **Exam Title** if this is the correct one.

Step #2 of 4, Select an exam for announcement: ISP Trooper

<< [Back to Step #1](#)

	Exam Title	Exam No.	Exams Needing Assignment
<input type="button" value="Select"/>	ISP Trooper - PS.com	1298	81

NOTE: If you need to return to the previous step Click on the link <<Back to Step #?

Step #3 – This will list all of the SMEs that are setup and active in the system. Notice that it tells us we are at Step #2 of 4.

Step #3 of 4, Select the SME(s) for announcement: ISP Trooper. Exam Title: ISP Trooper - PS.com.

Note: SMEs are in order by last name.

Move to next step

<< Back to Step #2

Select SME	Last	First	View Notes	History
<input type="checkbox"/> Top of Page			View Notes	View
<input type="checkbox"/> Top of Page			View Notes	View
<input type="checkbox"/> Top of Page			View Notes	View
<input type="checkbox"/> Top of Page			View Notes	View
<input type="checkbox"/> Top of Page			View Notes	View
<input type="checkbox"/> Top of Page			View Notes	View

- Find the SME that you are going to select to review your applications.
- When you find the SME then Click on the box next to their name.
- If you are choosing more than one SME, select all the names at this time.

<input checked="" type="checkbox"/> Top of Page			View Notes	View
<input checked="" type="checkbox"/> Top of Page			View Notes	View

- Once you have selected the SME(s) then click on Top of Page link next to the checkbox. That will take you to the top of the page to go to the next step.

Step #3 of 4, Select the SME(s) for announcement: ISP Trooper. Exam Title: ISP Trooper - PS.com.

Note: SMEs are in order by last name.

Move to next step

<< Back to Step #2

Select SME	Last	First	View Notes	History
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- Now click on **Move to next step** button.

This will allow you to select a due date, as well as being able to make sure that this is the correct Announcement, Exam and SMEs. If you need to go back to make changes use the <<Back to Step #? link.

Step #4 of 4, Choose a due date, then assign & notify.

<< Back to Step #3

Today's Date is: 12/7/2007
Due Date:

< December 2007 >						
Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Announcement Title: *ISP Trooper*
 Announcement No: 08016060605
 Exam Title: *ISP Trooper - PS.com*
 Exam No: 1298
 Number of Exams to Grade: 81
 SME(s):

- Patty Hodges
- Melody Rose

Assign & Notify

- Choose the Due Date from the calendar.
- Then click on the **Assign & Notify** button.

Today's Date is: 12/7/2007
Due Date:

< December 2007 >						
Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	1	2
3	4	5	6	7	8	9
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Announcement Title: *ISP Trooper*
 Announcement No: 08016060605
 Exam Title: *ISP Trooper - PS.com*
 Exam No: 1298
 Number of Exams to Grade: 81
 SME(s):

- Patty Hodges
- Melody Rose

Assign & Notify

- The SME will receive the following email as well as CC you.



Subject: You have been assigned exams to grade from the State of Idaho Human Resources

Thank you for taking the time to assist us in scoring the exams for the position of "ISP Trooper - PS.com". Please go to our online SME rating system at [redacted] to view the instructions for getting started. When signing into the SME rating system, please use the following user name: melody.rose@labor.idaho.gov

Please feel free to respond to this email if you have questions or comments.

- You will be able to see under the **Assignments Waiting Completion** that you have completed the assigning of the SME(s).

Assignments Waiting Completion

Assignment	Exam	SME	#Graded/#Exams	Date Assigned	Last Login	Due Date
ISP Trooper (08016060605) (Assigned by Rose, Melody)	ISP Trooper - PS.com		0/41	12/7/2007 8:46:25 AM	12/6/2007 7:09:58 AM	12/15/2007
ISP Trooper (08016060605) (Assigned by Rose, Melody)	ISP Trooper - PS.com		0/40	12/7/2007 8:46:27 AM	11/29/2007 2:27:10 PM	12/15/2007

Information:

- Assignment – Position title, announcement number, who assigned the application.
- Exam – Name of the exam used and that the SME will be evaluating.
- SME – Name of the SME(s) and a Link to be able to reassign the application assigned to the SME.
- #Graded/#Exams – Shows the number of applications scored by the SME and number of applications assigned to the SME.
- Date Assigned – This is the date that the applications were assigned to the SME.
- Last Login – Shows the last time that the SME logged in.
- Due Date – This is the date that was chosen as a suggested completion date for the SME.

If the applications have not been completed and returned the background on the screen for these will change to yellow to emphasize the fact that they have not been completed. At this time you may need to extend the date, or check with the SME(s) to see if they are not able to complete the review, they may need to be reassign to another SME so they can get completed.

Need to reassign the applications – If you need to reassign the applications to another SME you will first click on the (Reassign) link below the name of the SME.

Reassign SME

Note: To Reassign the assignment back to DHR select "Return Assignment to DHR" from the drop down box. Check the "Reassign All Exams" check box to reassign all the exams in the assignment (this includes the exams that the SME has rated). Do not check the "Reassign All Exams" check box if you do not want to reassign the exams that have already been rated by the SME.

SME: Rose, Melody
 Assignment: ISP Trooper
 Exam: ISP Trooper - PS.com
 Exams Graded: 0
 Total Exams: 40

Select New SME	Pick a Due Date																																																								
<input style="width: 100%;" type="text"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="7" style="text-align: center;">< December 2007 ></td> </tr> <tr> <td style="text-align: center;">Mo</td> <td style="text-align: center;">Tu</td> <td style="text-align: center;">We</td> <td style="text-align: center;">Th</td> <td style="text-align: center;">Fr</td> <td style="text-align: center;">Sa</td> <td style="text-align: center;">Su</td> </tr> <tr> <td style="text-align: center;">26</td> <td style="text-align: center;">27</td> <td style="text-align: center;">28</td> <td style="text-align: center;">29</td> <td style="text-align: center;">30</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">6</td> <td style="text-align: center;">7</td> <td style="text-align: center;">8</td> <td style="text-align: center;">9</td> </tr> <tr> <td style="text-align: center;">10</td> <td style="text-align: center;">11</td> <td style="text-align: center;">12</td> <td style="text-align: center;">13</td> <td style="text-align: center;">14</td> <td style="text-align: center;">15</td> <td style="text-align: center;">16</td> </tr> <tr> <td style="text-align: center;">17</td> <td style="text-align: center;">18</td> <td style="text-align: center;">19</td> <td style="text-align: center;">20</td> <td style="text-align: center;">21</td> <td style="text-align: center;">22</td> <td style="text-align: center;">23</td> </tr> <tr> <td style="text-align: center;">24</td> <td style="text-align: center;">25</td> <td style="text-align: center;">26</td> <td style="text-align: center;">27</td> <td style="text-align: center;">28</td> <td style="text-align: center;">29</td> <td style="text-align: center;">30</td> </tr> <tr> <td style="text-align: center;">31</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">6</td> </tr> </table>	< December 2007 >							Mo	Tu	We	Th	Fr	Sa	Su	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6
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- This opens in a separate window from your initial window. Here you will reassign the applications that were assigned to the SME listed above to someone else.
- From the drop list below Select New SME you will choose your new SME.

Reassign SME

Note: To Reassign the assignment back to DHR select "Return Assignment to DHR" from the drop down box. Check the "Reassign All Exams" check box to reassign all the exams in the assignment (this includes the exams that the SME has rated). Do not check the "Reassign All Exams" check box if you do not want to reassign the exams that have already been rated by the SME.

SME: Rose, Melody
 Assignment: ISP Trooper
 Exam: ISP Trooper - PS.com
 Exams Graded: 0
 Total Exams: 40

Select New SME	Pick a Due Date																																																								
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- Select the SME from the list, click the box next to **Reassign All Exams**, choose a **Due Date** from the calendar and then click the **Reassign Assignment** button

Reassign SME

Note: To Reassign the assignment back to DHR select "Return Assignment to DHR" from the drop down box. Check the "Reassign All Exams" check box to reassign all the exams in the assignment (this includes the exams that the SME has rated). **Do not check** the "Reassign All Exams" check box if you do not want to reassign the exams that have already been rated by the SME.

SME: Rose, Melody
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Select New SME	Pick a Due Date																																																	
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<input checked="" type="checkbox"/> Reassign All Exams	<div style="border: 1px solid gray; padding: 5px; display: inline-block;">Reassign Assignment</div>																																																	

- The SME whose applications are being reassigned will receive an email as well as the SME that was originally assigned the applications.

Human Resources has reassigned all your exams titled, "ISP Trooper - PS.com" to another Subject Matter Expert. Thank you for your subject matter expertise.

Please feel free to respond to this email if you have questions or comments.

- If your initial SME has scored some of the applications and you reassign all of the exams to a new SME, all scores will be removed. If you want to only reassign the applications that the SME has not scored, **DO NOT** put a checkmark by the **Reassign All Exams**.

Assigning SME – when you have identified who the SME(s) will be, be sure to make contact with them first. If they are a first time SME you will want to talk with them about reviewing the applications. Emphasize reading the information about being a SME and the confidentiality of being a SME. You also may want to go through an application review with them, explain the rating guidelines, scoring, application summary and impartial review and then final submission back when completed. You may want to do this with SME(s) that may not have reviewed for awhile just as a refresher.

Quality Control (QC) applications -

- When the SME has finished scoring and returned the application you will see that assignment listed in the **Finished Assignments** screen.

Finished Assignments				
Assignment	Exam Title	SME	Total Exams	Submitted Date
Transportation Technician Principal, Maintenance	Transportation Technician Principal, Maintenance		4	12/6/2007 10:44:32 AM
Clinical Supervisor	Clinical Supervisor-Correction		2	12/6/2007 12:34:27 PM
Project Manager	Natural Resource Project Manager (10/07)		1	12/10/2007 5:31:42 PM
Analyst 3	ANALYST 3 - DEQ (Revised 2/06)		3	12/11/2007 10:41:52 AM
Engineer-In-Training	ENGINEER-IN-TRAINING - DEQ		1	12/11/2007 1:01:18 PM

- In order to do your QC, you will need to go in and view the scored applications.
- To view the scored application you will Click on the title of the position listed under the **Assignment** column.
- This will show you
 - Assignment - which is the position title.
 - Exam Title - which is the title of the exam attached to the announcement.
 - SME - that reviewed these applications.
 - Submitted Date – date SME submitted the assign back.
 - Total Exams – number of applicants.
 - Announcement No: - announcement number for the recruitment.
 - Who assigned the SME – the person that made the assignment.
 - Apply All Exams button – used to apply the scores to the applicant files.
 - Return Exams to SME button – used to return the assignment to the SME.

<< Back

Assignment: Transportation Technician Principal, Maintenance
 Exam Title: Transportation Technician Principal, Maintenance
 SME: Hoff, Doral
 Submitted Date: 12/6/2007 10:44:32 AM
 Total Exams: 4
 Announcement No: 03642004537
[View Notes](#)
 Assigned By: Egan, Chana

Note: If the applicant was auto failed by the SME, the row will be Light Yellow. If the applicant has a previous score, click on their name to view their previous applications.

Applicant	Score	Apply Score	View Exam	Previous Score	Rule 936
	Failed	Apply Score	View Exam		
	Failed	Apply Score	View Exam		
	70	Apply Score	View Exam		Rule 936
	75	Apply Score	View Exam	94 94	Rule 936

- Applicant – name of applicant who applied for the position.
- Score – the score that the SME gave the applicant.
- Apply Score – allows you to apply the score for that individual.
- View Exam – allows you to view the application/exam for that applicant.
- Previous Score – shows any previous scores the applicant reviewed for this exam.
- Rule 936 – allows you to apply the rule 936 that waives the exam and does not post the score given by the SME.

To QC:

- Review all applicants that have a **Failed** in the **Score** column.
 You want to review the notes from your SME to be sure you have sufficient documentation showing why the applicant does not qualify to be able to provide feedback to the applicant as well as for an appeal of the decision.
- Review applicants that have a different score than previously given.
 If there is a discrepancy such as in the example above, you want to evaluate why there is a change in the score. If an applicant provides the same information as previous applications and there has not been any changes in the grading criteria there should not be any difference because this is the same exam. Talk with the SME regarding the discrepancy before changing their score. If you do not make the change be sure you have documentation to support the current score in case it is challenged or appealed.

If you need to have the SME to take a look at all of the applications Click on **Return Exams to SME** button and they will be returned to the SME (they will NOT receive another email, you will need to let them know that the applications have been returned to them). Then you will start the process over again once they return the applications after the second review. This will not erase the scores.

If you are ready for the scores to be applied so you can create your hiring list then Click on **Apply All Exams** button. Now you can create the hiring list and assign to the hiring manager(s).

New SME password setup -

- When you create a new SME they will receive an email.

From: Melody Rose [mailto:mrose@dhr.idaho.gov]
Sent: Wednesday, December 12, 2007 7:45 AM
To: Melody Rose

Cc: mrose@dhr.idaho.gov

Subject: You have been added as a Subject Matter Expert for your agency

You have been added as a Subject Matter Expert (SME) in the DHR ATS system. Your account has been issued a temporary password, and you will not be able to log into the SME system until you create a new, permanent password. The link below will take you to a page where you can create a permanent password. Please do this as soon as possible.

Change password with this

- To create their permanent password they need to click on the link above that will take them to this page.

Idaho Division of Human Resources
Subject Matter Expert System

12/12/2007
 Welcome to the Subject Matter Expert System
 Please Login

You were selected as a Subject Matter Expert based on your knowledge and professionalism. Your work will be important in providing quality job candidates to state agencies. Confidentiality is critical in maintaining the integrity of the merit system.

- By scrolling to the bottom of the page they will have the following information. By clicking on the link it has populated the SME email address and the temporary password. The SME must now set their permanent password.

Set New Password	
Email Address:	<input type="text" value="mrose@cl.idaho.gov"/>
Temporary Password	<input type="password" value="....."/>
New Password: (Min. 7 characters)	<input type="password"/>
Confirm New Password:	<input type="password"/>
	<input type="button" value="Set"/>

Note: This system uses cookies and JavaScript. It will not function if they are disabled.

- [Help!](#)
- [I forgot my password](#)
 - [I only have a temporary password](#)
 - [Contact DHR](#)

- They will type in the new password and then type it in again.

Set New Password	
Email Address:	<input type="text" value="mrose@cl.idaho.gov"/>
Temporary Password	<input type="text" value="....."/>
New Password: (Min. 7 characters)	<input type="text" value="....."/>
Confirm New Password:	<input type="text" value="....."/>
	<input type="button" value="Set"/>

Note: This system uses cookies and JavaScript. It will not function if they are disabled.

Help!
I forgot my password
I only have a temporary password
Contact DHR

- Then they will Click the Set button.
- It then returns them to the SME login screen to login with their email and their new password that they just set.

By logging, into the system, I hereby declare that I have read and understand the confidentiality and instructions as outlined above.

Password has been reset for mrose@cl.idaho.gov. Please log in.

User Sign In	
Email Address:	<input type="text"/>
Password:	<input type="text"/>
	<input type="button" value="Login"/>

Note: This system uses cookies and JavaScript. It will not function if they are disabled.

Help!
I forgot my password
I only have a temporary password
Contact DHR

SME forgot their password.

If the SME forgot their password they can Click on **I forgot my password** and the system will send them an email with the website and temporary password. By following the instructions in the email, the SME will be able to set a new permanent password.

User Sign In	
Email Address:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	

Note: This system uses cookies and JavaScript. It will not function if they are disabled.

[Help!](#)

[I forgot my password](#)
[I only have a temporary password](#)
[Contact DHR](#)

Request New Password	
Email Address:	<input type="text"/>
<input type="button" value="Request"/>	

Note: This system uses cookies and JavaScript. It will not function if they are disabled.

[Help!](#)

[I forgot my password](#)
[I only have a temporary password](#)
[Contact DHR](#)

They will type in their email address and Click on the **Request** button to the right.

The page will refresh showing that the temporary password has been sent.

Temporary password has been sent to: mrose@cl.idaho.gov

Request New Password	
Email Address:	<input type="text" value="mrose@cl.idaho.gov"/>
<input type="button" value="Request"/>	

Note: This system uses cookies and JavaScript. It will not function if they are disabled.

[Help!](#)

[I forgot my password](#)
[I only have a temporary password](#)
[Contact DHR](#)

The SME will receive an email that states.

From: ATSDDevelopers@labor.idaho.gov [mailto:ATSDDevelopers@labor.idaho.gov]
Sent: Wednesday, December 12, 2007 7:58 AM

To: Melody Rose
Subject: Temporary Password

You have been setup as a new user on the division of Human Resources **Subject Matter Expert (SME)** system. You will need to establish your permanent password.

The TEMPORARY password is: [REDACTED]

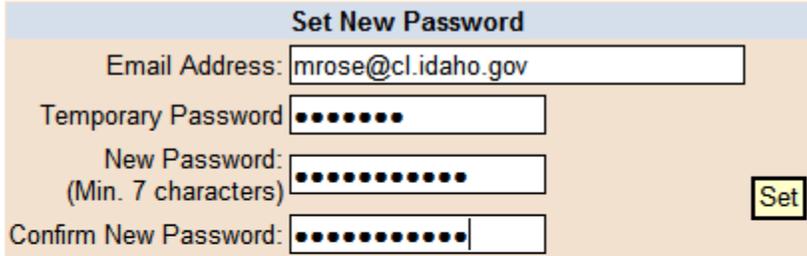
To establish your permanent password go the following web page:



If the above link is not clickable then please copy and paste it into your browser.

There are several methods they can use to set their new password.

1. To click on the link in the email and follow through the steps as explained before.
2. As the email states, copy and paste the link into the address of their browser and again follow the steps as explained before.
3. Click on the link on the webpage I only have a temporary password and follow these steps.
 - a. Type in their email address in the field.
 - b. Copy the TEMPORARY password in the email and paste it in the temporary password field.
 - c. Type their new password and type it again to confirm it.
 - d. Click on the Set button.

A screenshot of a web form titled "Set New Password". The form has a light blue header and a light orange background. It contains four input fields: "Email Address" with the value "mrose@cl.idaho.gov", "Temporary Password" with masked characters, "New Password (Min. 7 characters)" with masked characters, and "Confirm New Password" with masked characters. A yellow "Set" button is located to the right of the password fields.

Note: This system uses cookies and JavaScript. It will not function if they are disabled.

[Help!](#)
[I forgot my password](#)
[I only have a temporary password](#)
[Contact DHR](#)

The screen refreshes to the login page and now they can login to the SME system.

Password has been reset for mrose@cl.idaho.gov. Please log in.

User Sign In	
Email Address:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	

Note: This system uses cookies and JavaScript. It will not function if they are disabled.

[Help!](#)

[I forgot my password](#)
[I only have a temporary password](#)
[Contact DHR](#)

NOTE: If you have users that are both setup on ATS and SME, they need to know that their login may be exactly the same however the login page will be different depending on whether they logging into ATS or SME. They are able to request a temporary password and then set their new password. When working with staff be sure you know whether they are trying to login to ATS or login to the SME system.

Reports

If you want to see what SMEs have reviewed applications for a particular position you would Click on SME Report from the menu.

[Main](#) [View Assignments](#) [Assign SME](#) [Create/Edit SME](#) [SME Report](#) [Help](#)

Then you will search for the position either by title or class code.

Note: You must click the "find" button to have it search.

<input type="text" value="04245"/>	<input type="button" value="Find"/>
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Note: You must click the "find" button to have it search.

<input type="text" value="Financial Specialist, Senior"/>	<input type="button" value="Find"/>
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Click on the **Find** button and it will take you to the classification title of the position. From there you will Click on **View History**.

04245	Financial Specialist, Senior	View History	Top of Page
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In a separate window you will see the list of all SMEs who have been assigned to this position.

Close

Name	Email	Phone	Announcement No.	Agency (if any)	Assignment Date
			04245011397	Department of Correction	10/22/2007 3:39:31 PM
			04245099626	Health and Welfare	10/19/2007 8:37:11 AM
			04245085144	Department of Water Resources	9/17/2007 8:58:18 AM

This lists the name of the SME, their email, phone number, the announcement number, and the agency that the announcement was posted for, and when they were assigned to review the applications.

From this list you can Click on the **Name** and it will open the SME's user file.

<< Back * = Required Field

Add/Update SME

*First Name

*Last Name

*Phone

Phone Ext

*Email

Job Title

Agency

*Status

Update SME Delete SME  View/Add Notes

To return back to the list of SME for that position Click on the link <<**Back**.

If you want to see the announcement for the position that they reviewed the applications for you can Click on the **Announcement No** (number) and a separate window will open with the announcement information.

This document can only be edited using Internet Explorer version 5.5 or higher

Opening(s)				
Agency Name *	Location *	PCN *	Status	Command
Department of Fish and Game	Boise	1025	Approved	Update
Department of Fish and Game	Boise	1065	Approved	Update
		9999	Requested	Add

Announcement Details			
Class Title Financial Specialist, Senior  Notes	Class Code 04245	Pay Grade: 39 \$16.58 - \$27.63 per hour	Publish Status <input type="button" value="Publish"/> <input type="button" value="UnPublish"/> Last Published 10/1/2007
Working Title <input type="text"/>	Full or Part Time* Full Time	Shifts/Period <input type="text"/>	Perm/Temp Permanent
Duration of Announcement 2 weeks - Karena	Proposed Opening Date* October 01 2007	Proposed Closing Date October 20 2007	<input type="checkbox"/> Do Not Merge Applicants <input type="checkbox"/> Allow Periodic