

## How to Find a Subject Matter Expert (SME):

DHR recommends selecting a subject matter expert early in the recruitment process. Our requirements for SMEs are as follows:

- Must be at the same pay grade or higher
- Must not be on the interview panel, the hiring manager, or have decision-making authority over the hire
- Must have reasonable knowledge of the Minimum Qualifications (held the class previously, supervising the position, holding a similar position, or supervising a similar position, etc.)
- Preferably from a different agency

If you do not have a Subject Matter Expert in mind for your recruitment, you can reach out to HR contacts at other state agencies to see if they can assist with securing one from their agency.

Alternatively, you can contact individuals directly to request they act as a SME for your recruitment by following these steps:

1. Pull the "All Employee Longevity Report" from the SCO Applications Menu
  - a. Log into the SCO Applications Menu
  - b. Select "IBIS"
  - c. In the Search for Reports section, search for the word "longevity"
  - d. Select the "Report View of All Employees Longevity" link
  - e. Beneath the Agency Code menu, select "Select All"
  - f. At the bottom of the page, select "Finish"
  - g. When the report pops up, select the View in HTML Format (HTML document) icon in the top, right side of your screen
  - h. Hover over "View in Excel Options"
  - i. Select "View in Excel 2007 Data"
  - j. Report will download in new browser window
2. Filter the report by the class code of the position you are recruiting for to see a list of employees in that classification
  - a. Or, if the position is in a job family with higher classifications, you can also search for a higher class (Example: A Financial Specialist, Senior would be fine to score exams for a Financial Specialist).
  - b. You can use the Statewide Employee Search on the DHR website here to get state employees' email addresses: <https://dhr.idaho.gov/information-for-state-employees/>
3. Cold call your potential SME. Here is a generic email template that can be used:

As you are a [classification title], I am reaching out to you as I am looking for someone to grade some exams for applicants that have applied under [that same class / a similar classification].

Per the classified system, we must score applicants based on answers they provide in their application. Subject Matter Experts (SME) are the people who grade them.

I have a set of [number of exams] exams with [number] questions each that will need to be graded for a [classification title] position at the [agency name].

Would you be interested in grading these exams? We would expect the exams to be graded within a couple of days if possible.

I would be able to set you up in the system and guide you through the process. If you are interested, the attached SME Review guide will walk you through how to navigate and grade the exams in NEOGOV and the Subject Matter Expectations document shares some additional information about the SME role and best practices for grading.

This is a confidential process, so please do not share any information regarding the position, the applicants or questions to others outside the process.

Please let me know, as this process is time sensitive.