

NEOGOV Online Hiring Center

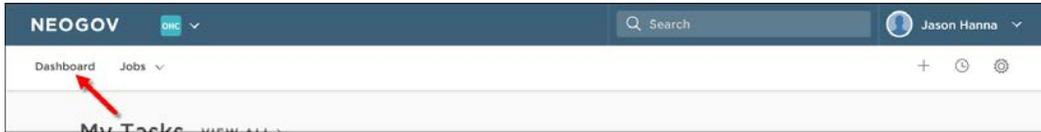
Subject Matter Expert Review

*Modified to meet The State of Idaho's Needs

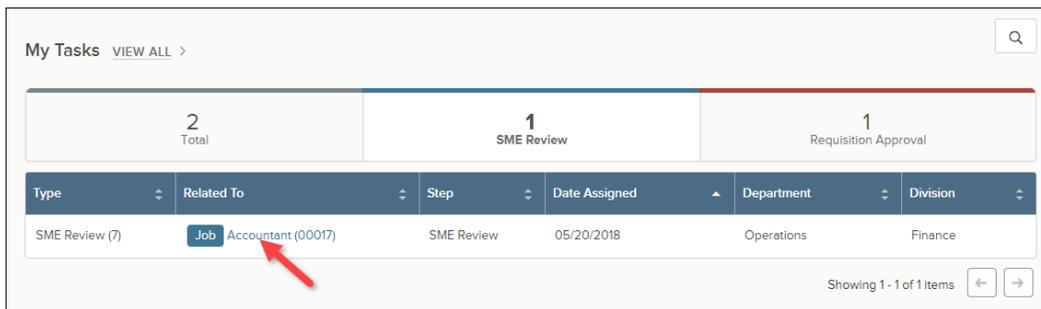
Complete a SME Review

Steps to Complete an SME Review

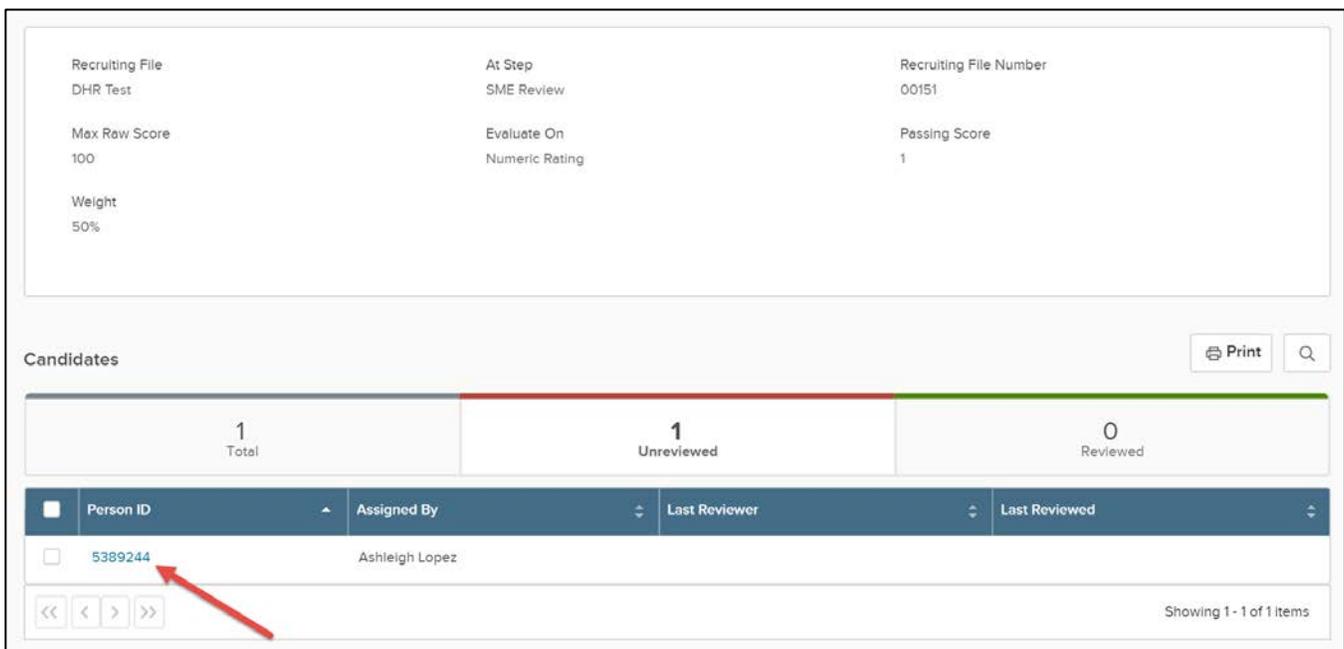
1. If you're not already viewing your dashboard page, click Dashboard from the upper left.



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



3. Click the person ID of the first candidate to be reviewed.



- The application will display including work experience, education and other information. Click the Questions tab to review the candidate's answers to agency-wide and job-specific supplemental questions. Review and score each of the supplemental questions identified for your evaluation in the right-hand column.

Person ID: 5389244 NA

Application Questions

General Information

Preferences

What type of job are you looking for?

What type of work will you accept?

What shifts are you available to work?

Work Experience

* required fields are marked with asterisk

#3- Mq Experience * Score

Score Weight 100%

0 70 85 100

Score out of 100

Write a comment...

Overall Comments

Write a comment...

Submit

***Failing an Applicant:** If a question is marked as a minimum qualification (MQ) and the applicant earns a zero, enter a score of zero on all questions to fail the applicant. Applicants must meet ALL MQs to be eligible for hire. Comments are **required** explaining the fail. Your review may/may not include the evaluation of extra credit questions which do not fall under the same requirements as MQs.

Person ID: 5389244 NA

Application Questions

Supplemental Questions

1. Do you have at least one year experience in administrative duties?
No

2. How many years experience do you have in reception duties?
1 year to less than 2 years

3. Please describe your experience in customer service.
Test

4. Do you have experience with social media?
Yes

* required fields are marked with asterisk

Your Average Score: 0 Fail

#3- Mq Experience *

Score Weight 100%

0 70 85 100

Score out of 100

Write a comment...

Overall Comments

Applicant does not provide evidence to meet the minimum experience required!

Submit

NEOGOV

- Once you're done scoring the application, click Submit. The next candidate pending your review will display.

Person ID: 21099742 NA

Application Questions E-References

General Information

Contact Information

123 First Street
Springfield, IL 62702
US

Brenda's Rating *

Write a comment...

← Prev Next → Print Cancel

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

Person ID: 21987323 Pass 70.00%

Application Questions E-References

General Information

Contact Information

123 First Street
Springfield, IL 62702
US

Brenda's Rating *

Write a comment...

← Prev Next → Print **Cancel**

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

SME Review Complete Review

Accountant (Job Number : 00017)

Exam Plan: Accountant, At Step: SME Review, Exam Plan Number: 00017

Evaluate On: Scored

CURRENT STATUS

✓ **Review Complete**

RELATED ITEMS

Job Posting

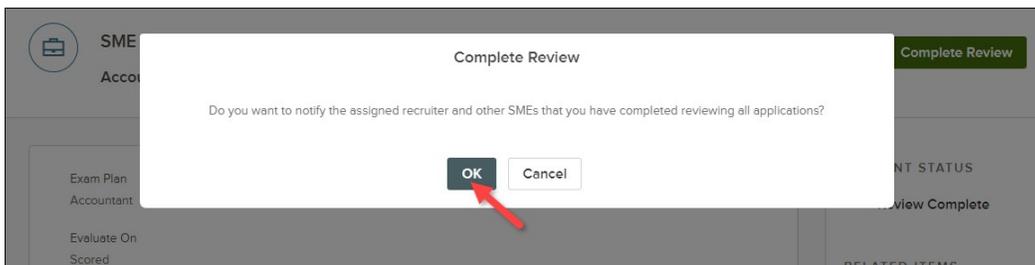
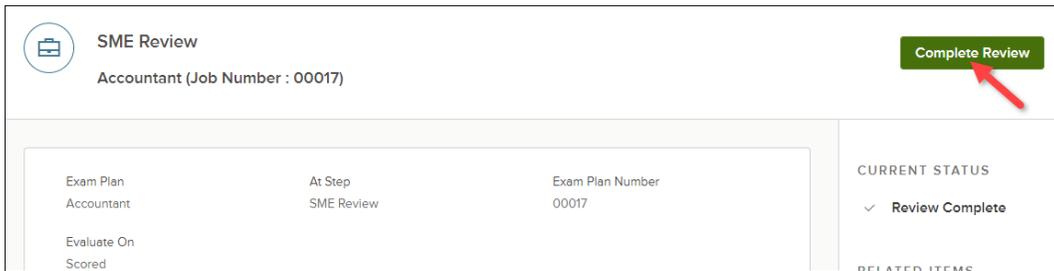
Candidates Print Q

7 Total, 0 Unreviewed, 7 Reviewed

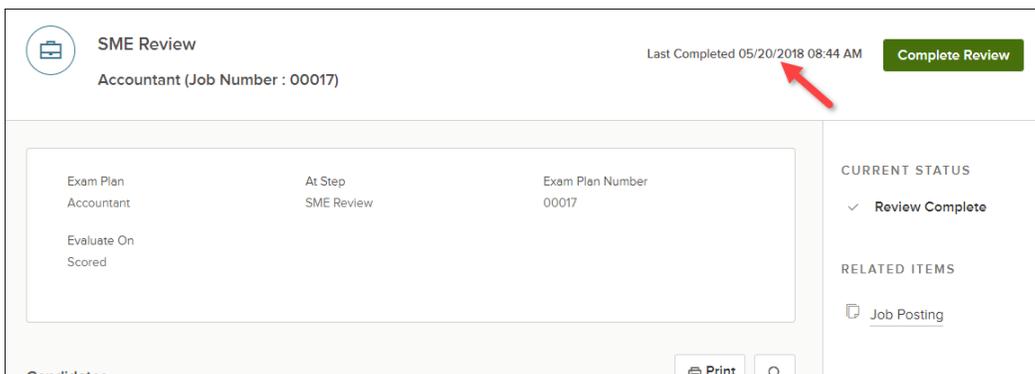
Person ID	Candidate Name	Assigned By	Last Reviewer	Last Reviewed	Disposition
No candidates found					

Showing No items to display

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.