

NEOGOV Online Hiring Center

Subject Matter Expert Review

*Modified to meet The State of Idaho's Needs

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Revised 12/16/18

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.

NEOGOV 🚾 🗸	Q. Search	Jason Hanna 🗸
Dashboard Jobs 🗸		+ © Ø

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

My Tasks VIEW ALL >								Q			
		2 _{Total}		SN	1 1E Re	view		Re	1 quisition App	roval	
Туре	¢	Related To	÷	Step	¢	Date Assigned	•	Department	¢	Division	¢
SME Review (7)		Job Accountant (00017)		SME Review		05/20/2018		Operations		Finance	
									Showing 1 - 1	of 1 items	\leftarrow \rightarrow

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

Person ID							
		Assigned By	\$	Last Reviewer	:	Last Reviewed	
Ţ	1 ^{Total}		Un	1 reviewed		0 Reviewed	
didates							🖨 Print
50%							
Weight							
100			Numeric Rating		1		
Max Raw Score			Evaluate On		Passing Score	2	
			SME Review		00151		
DHR Test			W. oreb		Recruiting File	e Number	

4. 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.

Applica	ation	Questions	
	2	Seneral Information	* required fields are marked with asterisk
2	Ρ	references	#3- Mq Experience * Score
3	V	Vhat type of job are you looking for?	0 Score out a 100
7			70 85
D	V	Vhat type of work will you accept?	100
4	v	Vhat shifts are you available to work?	Write a comment
			Overall Comments
	🖨 v	Vork Experience	Write a comment

*<u>Failing an Applicant</u>: 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.

Application Questions	Print Cancel
Supplemental Questions	* required fields are marked with asterisk Your Average Score: 0
 Do you have at least one year experience in administrative duties? No How many years experience do you have in reception duties? 1 year to less than 2 years 	#3- Mq Experience Score Weight 100% 0 70 85 100 Write a comment
Please describe your experience in customer service. Test Do you have experience with social media? Yes	Overall Comments Applicant does not provide evidence to meet the minimum experience required.

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

Pe	rson ID: 21099742 NA	$\leftarrow \operatorname{Prev} \qquad \operatorname{Next} \rightarrow \qquad \textcircled{Print} \qquad \operatorname{Cancel}$
	O General Information	required fields are marked with asterisk
2	Contact Information	Brenda's Rating
Ē	🗈 123 First Street	
\square	Springfield, IL 62702	Write a comment
(i)	US	
	(RRR)EEE EEEE primery	

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

Per	rson ID: 21987323 Pass 70.00% dication Questions E-References	$\leftarrow \operatorname{Prev} \qquad \operatorname{Next} \rightarrow \qquad \textcircled{Print} \qquad \operatorname{Cancel}$
	O General Information	required fields are marked with asterisk
2	Contact Information	Brenda's Rating * 70.00
Ē	🗈 123 First Street	
÷	Springfield, IL 62702	write a comment

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

SME Review Accountant (Job Number	: 00017)		Complete Review
Exam Plan Accountant Evaluate On Scored Candidates	At Step SME Review	Exam Plan Number 00017	CURRENT STATUS Review Complete Related ITEMS Job Posting
7 Total	O Unreviewed	7 Reviewed	
Person ID	Name 🔺 Assigned By 💠 Last Rev	iewer	
	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.

SME Review Accountant (Job	o Number : 00017)		Complete Review
Exam Plan Accountant Evaluate On Scored	At Step SME Review	Exam Plan Number 00017	CURRENT STATUS
SME Accol		Complete Review	Complete Review
Exam Plan	Do you want to notify the assigned recruiter a	nd other SMEs that you have completed reviewing all	applications?
Evaluate On Scored			RELATED ITEMS

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

SME Review Accountant (Job	Number : 00017)	Last Completed 0	5/20/2018 08:44 AM Complete Review
Exam Plan Accountant Evaluato On	At Step SME Review	Exam Plan Number 00017	CURRENT STATUS
Scored			RELATED ITEMS
Candidataa		🖨 Print	0

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.