

Complete an SME Review - Link to training video here.

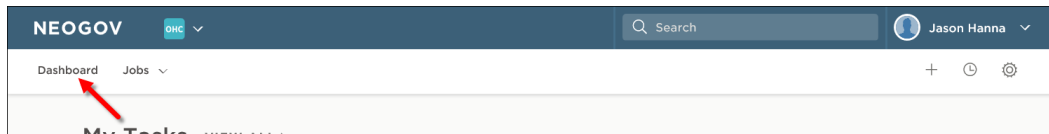
SME reviews are used when HR enlists the expertise of their organization’s subject matter experts (SMEs) to assist with the candidate selection process. The application of an SME review ranges from a simple pass/fail rating with a single reviewer, to a scored assessment with a panel of multiple reviewers.

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.

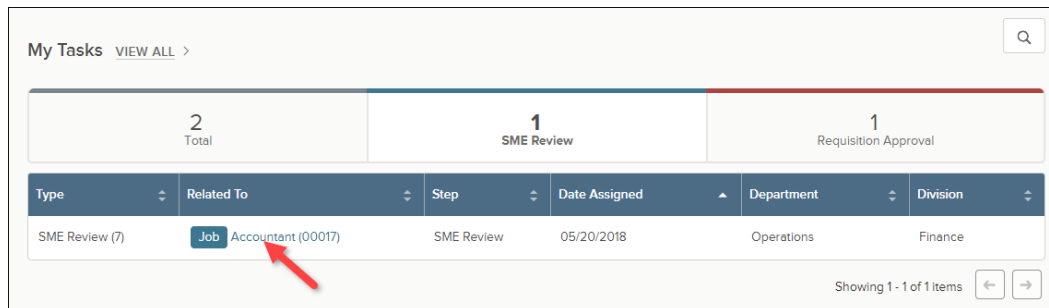
Required OHC role: With the OHC role of SME, you can complete an SME review.

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.

	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.

Submit

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

← Prev Next → Print Cancel

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

← Prev Next → Print Cancel

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...

Overall Comments

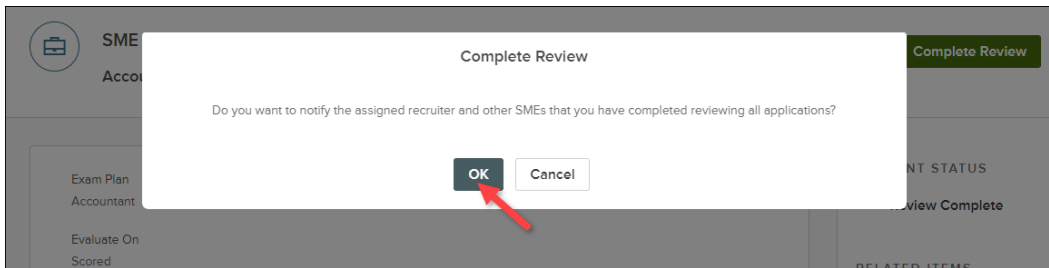
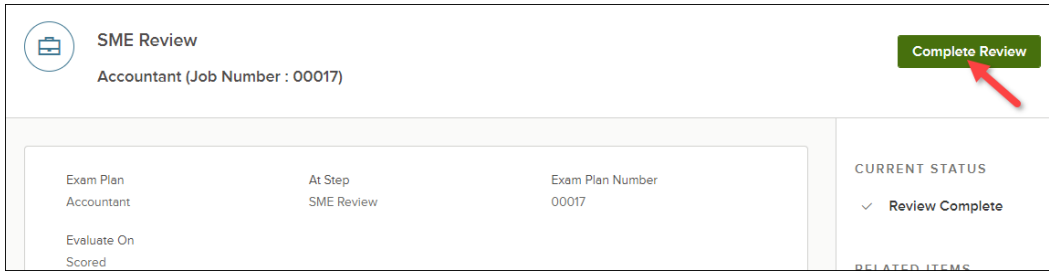
- Repeat these rating steps for all remaining candidates. Click Cancel or click anywhere to the left of the last candidate's application review page.

The screenshot shows the review page for Bettina Newman. At the top, it displays 'Newman, Bettina', 'Person ID: 21987323', and a 'Pass' status with a '70.00%' rating. 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 'Application' tab is active, showing 'General Information' on the left and a 'Brenda's Rating' section on the right. The rating is '70.00' and there is a text box for 'Write a comment...'. A note at the top right says '* required fields are marked with asterisk'.

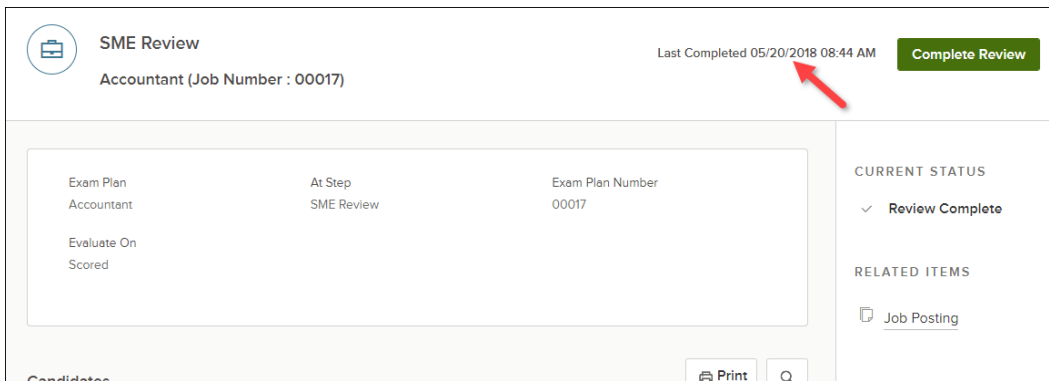
- Notice you have no unreviewed candidates and your SME review status is complete.

The screenshot shows the 'SME Review' dashboard for an Accountant (Job Number: 00017). A green 'Complete Review' button is in the top right. The main area displays details for the Exam Plan: 'Accountant' at 'SME Review' step, 'Exam Plan Number 00017', and 'Evaluate On Scored'. Below this is a 'Candidates' section with a 'Print' button and a search icon. A summary bar shows 7 Total candidates, 0 Unreviewed, and 7 Reviewed. Below the bar is a table with columns: Person ID, Candidate Name, Assigned By, Last Reviewer, Last Reviewed, and Disposition. The table is empty with the message 'No candidates found'. At the bottom, it says 'Showing No items to display'. On the right side, there is a 'CURRENT STATUS' section with a dropdown menu showing 'Review Complete' (indicated by a red arrow) and a 'RELATED ITEMS' section with a 'Job Posting' link.

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.