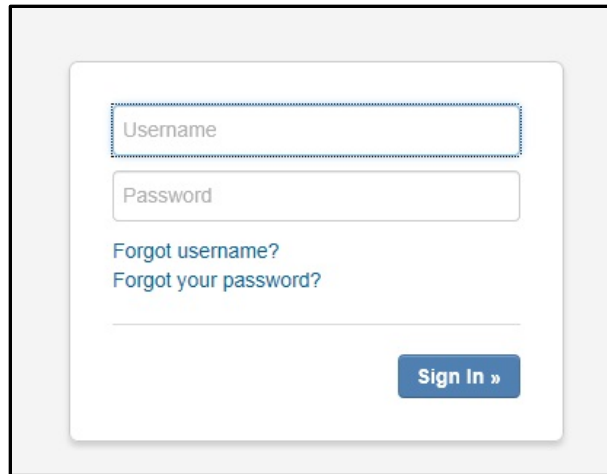


[2017 Subject Matter Expert \(SME\) Review](#) Step by Step How- To Guide

1. You will receive an e-mail from info@neogov.com informing you that there are applications awaiting your SME review. Click the link in the e-mail.
***These will only be sent once a day, to avoid overloading your inbox.**
2. The email link will take you to <https://secure.neogov.com>. Log-in. Your username is your full e-mail address. **If you have forgotten your password please call Katie at X6350 to have it reset.**



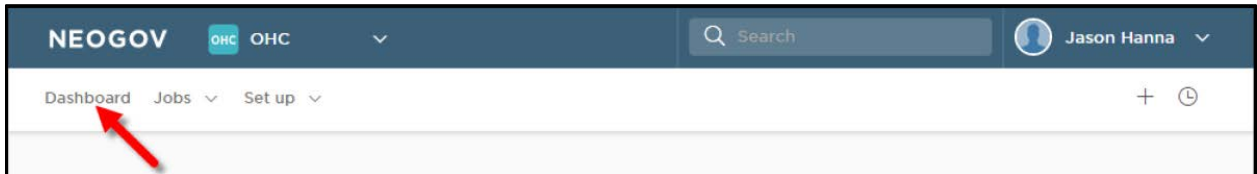
Username

Password

[Forgot username?](#)
[Forgot your password?](#)

Sign In »

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



4. From the **“My Tasks”** section, click the SME review pending your review.

My Tasks [VIEW ALL >](#)

2 Total 2 SME Review

Type	Related To	Date Assigned	Department	Division
SME Review (1)	Job Police Officer	07/07/2011	Police	Patrol
SME Review (7)	Job Maintenance Worker II- Streets (2...	05/05/2017	Public Works	Street Maintenance

NOTE: the number in parentheses next to “SME Review” indicates the number of applications for review.

5. Click the name of the first candidate to be reviewed

SME Review
Sales Associate (Job Number : 00005)

Exam Plan: Sales Associate | At Step: SME Review
Exam Plan Number: 00005 | Evaluate On: Pass / Fail

CURRENT STATUS
Review In Progress

RELATED ITEMS
Job Posting

Candidates

9 Total | 9 Unreviewed | 0 Reviewed

Person ID	Candidate Name	Assigned By
19431282	Angelo Rodriguez	Jason Hanna
19431278	Bettina Newman	Jason Hanna
19431283	Blake Valle	Jason Hanna

6. 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.

Bruce Wayne | Person ID: 5336159 | NA

Next → | ☆ Rate

Application | **Questions** | E-References

QUICK JUMP... <<

General Information

Wayne Manor | Gotham, VA 22180 | bwayne@gmail.com

7. Once you’re ready to rate the candidate, click **“Rate”**

Bruce Wayne | Person ID: 5336159 | NA

Next → | ☆ Rate

Application | Questions | E-References

8. **A.** Enter the candidate's rating (either score or pass/fail status) in the box to the right of your name.

Katie Smith

YOUR SCORE



Scoring Scale:

0 = No Interview

50 = Pending

70 - 100 = Recommend for Interview

Possible Scores are:
0
50
70-100

Use the number range from 70-100 to score and rank the applicants that you would recommend for an interview.

****You can also input any comments you have regarding the applicant in the available box.***

B. Click the **'Save'** icon in the top right of the screen.

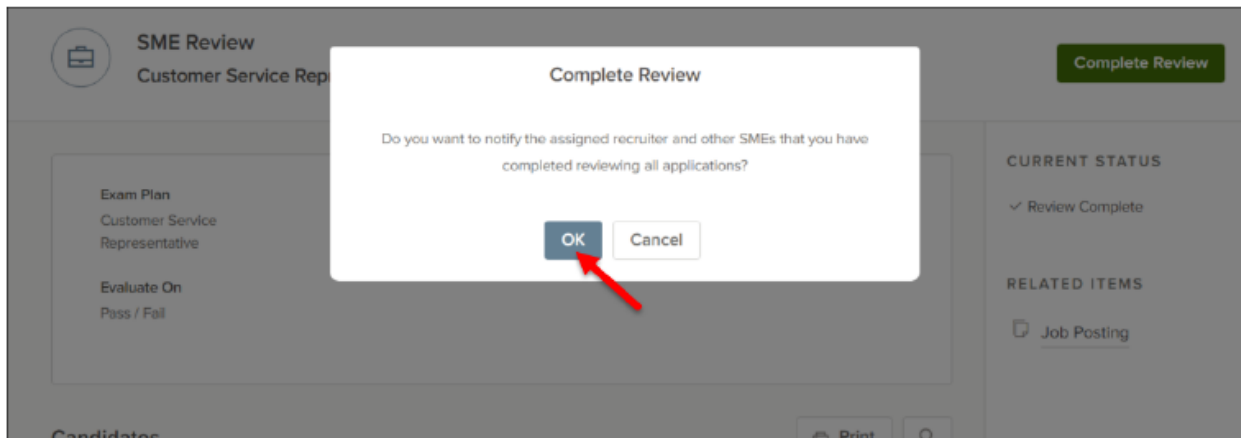
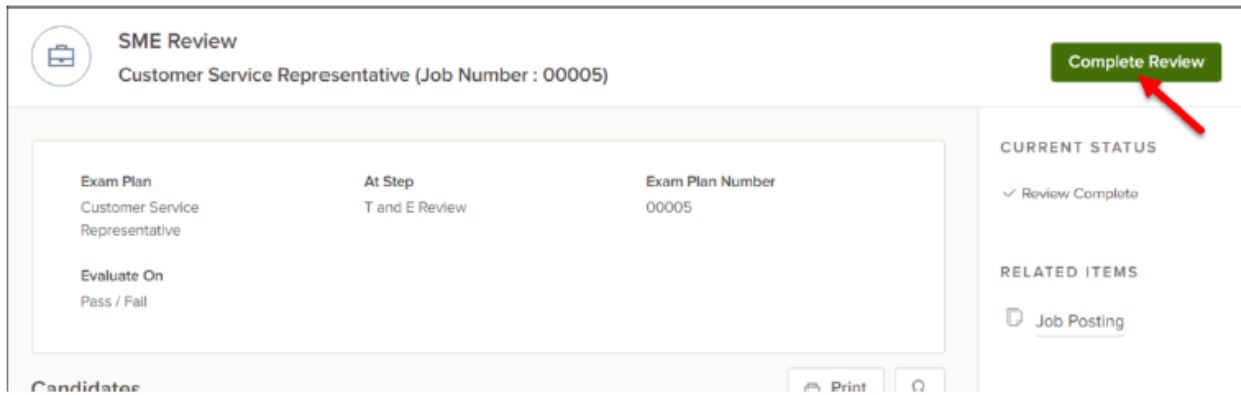
C. You will be returned to that candidates general information screen. Click **"Next"** at the top right to continue to the next application.

9. Repeat these rating steps until **"Next"** no longer displays. Click cancel or click anywhere to the left of the last candidate's application review page.

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

A screenshot of the SME Review interface. At the top, it says 'SME Review Sales Associate (Job Number : 00005)'. Below this is a summary box with fields: 'Exam Plan: Sales Associate', 'At Step: SME Review', 'Exam Plan Number: 00005', and 'Evaluate On: Pass / Fail'. To the right, under 'CURRENT STATUS', there is a green button with a checkmark and the text 'Review Complete', with a red arrow pointing to it. Below that, under 'RELATED ITEMS', there is a 'Job Posting' link. The main section is titled 'Candidates' and has a search icon. It shows three status boxes: '9 Total', '0 Unreviewed' (with a red arrow pointing to it), and '9 Reviewed'. Below these is a table with columns: 'Person ID', 'Candidate Name', 'Assigned By', 'Last Reviewer', and 'Last Reviewed'. The table is currently empty, with the text 'No Results Found' at the bottom.

11. Click "Complete Review" and then click "OK" to notify, via email, HR and other SME's that you have completed your review.



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

