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.

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.
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.

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.
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.

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