

**Chair Instructions**  
**SEARCH ADVISORY COMMITTEE**  
**Subject Matter Experts (SME)**  
**Instructions for Viewing and Screening Applications**

1. A list of members of the Search Advisory Committee needs to be sent to Linda Gilsrud, Human Resources/Affirmative Action for approval.
2. When a Search Advisory Committee (SAC) has formed for a position, a Representative of Human Resources/Affirmative Action should be invited to the first meeting to discuss the process and responsibilities of the SAC members.
3. After the position closes in NeoGov, human resources will send the members of the SAC an email with attachments of these instructions and an electronic spreadsheet. Use this spreadsheet, or another evaluation tool, to indicate acceptable/unacceptable with comments on the strengths and weaknesses of each of the candidates. Upon completion SAC members give these documents to the chair of the SAC.
4. Human Resources will assign access to each of SAC members in NeoGov to start the process of viewing applicants. You have 24 hours to sign in after receiving the email or you will have to call human resources to reset your password.
5. Go to <http://neogov.com/> Click on the blue Login button in the upper right hand corner. Enter the Username and Password that you set up at [info@neogov.com](mailto:info@neogov.com); click on the radio button by Online Hiring Center-Departments; click Login. **The radio button defaults to Insight so you will need to change it.**
6. Click on My SME Review. A list of job postings to which you have been assigned as an SME will appear. Click on the job posting under the Exam Plan column for the applicants that you want to view.
7. To view the application submitted by an applicant, click on their name in the Candidate Column. Note: To view the resume and transcripts they attached, scroll down to the Attachments section of the application, and click on the File Names. The attachments will open in the software in which it was stored (such as Word or Adobe).
8. Click on the Show Candidate Disposition link in the upper-right corner to open a disposition entry box above the candidate's application. The Search Advisory Committee Chair will make entries in this record after the Search Advisory Committee reaches a consensus on whom they will interview. The remainder of the search advisory committee will put their comments on the electronic spread sheet that is provided by Human Resources. The Chair will transfer all the comments on the electronic spread sheet received from the committee and submit to Human Resources.

9. Enter the candidate's disposition information (either score or pass/fail status). For pass/fail steps, if 'fail' is selected, a 'Reject Reason' is required.
10. Click on 'Save & View Next App' icon to screen the next application.
11. When finished, click the 'Save' icon.
12. Be sure to click on Logout in the upper right hand corner when you walk away from your computer or stop your work in NeoGov for the day to protect candidate confidentiality. NeoGov will time out after 15 minutes of inactivity, requiring a login to resume.
13. Forward all the information from your pre-screening process, acceptable and unacceptable applicants, and unranked interviewees to your Dean/Vice President first. The Dean/Vice President will review the documentation and either agree or disagree with the interviewees and forwards all of the materials to HR/AA for review.
14. HR/AA will review for AA compliance and forward to the appropriate Vice President.
15. Once all the approvals have been received interviews may be scheduled.
16. When an offer has been made and accepted, HR will send a notice to applicants who were not interviewed.
17. The Chair of the SAC contacts the candidates that interviewed, but were not chosen.