

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

1. When a search advisory committee has been formed for a position, a representative of HR/AA should be invited to the first meeting to discuss the process and responsibilities of the members.
2. After the position closes in NeoGov, human resources will send the members of the Search Advisory Committee (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 give these documents to the chair of the SAC.
3. 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.
4. 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; 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.**
5. 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.
6. 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).
7. **Do not make entries in Show Candidate Disposition on the online system.** The Search Advisory Committee Chair will make entries in this record after the Search Advisory Committee reaches a consensus on whom they will interview.
8. **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.