

## NeoGov - User Guide - Rate & Comment on Candidates - Subject Matter Expert (SME) Review

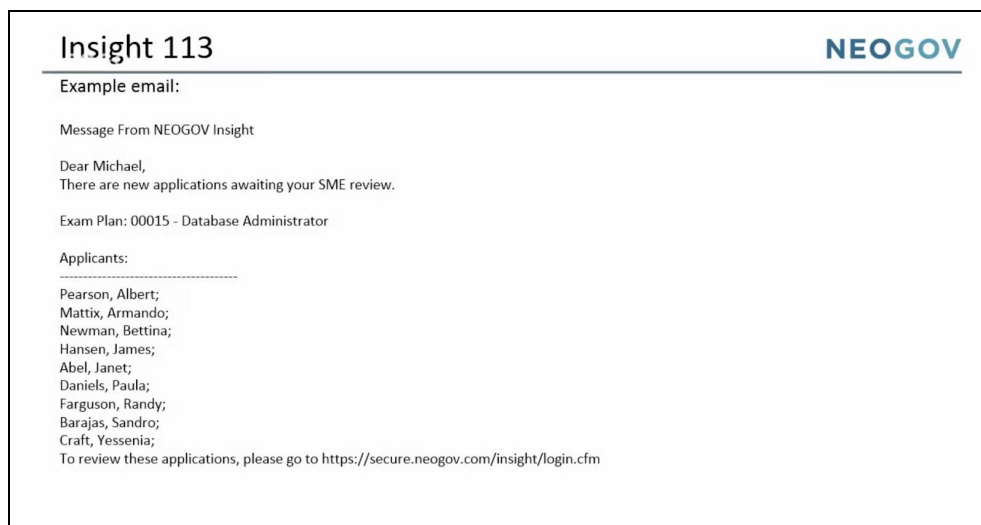
At several points in the search processes, members of the Search Committee will be asked to sign into the OHC and give their SME Review. These reviews will need to be done by the Search Chair, the Hiring Manager, the Search Advisor, and Search Committee members.

The SME Review allows you to rate & comment on candidates throughout the search & selection process.

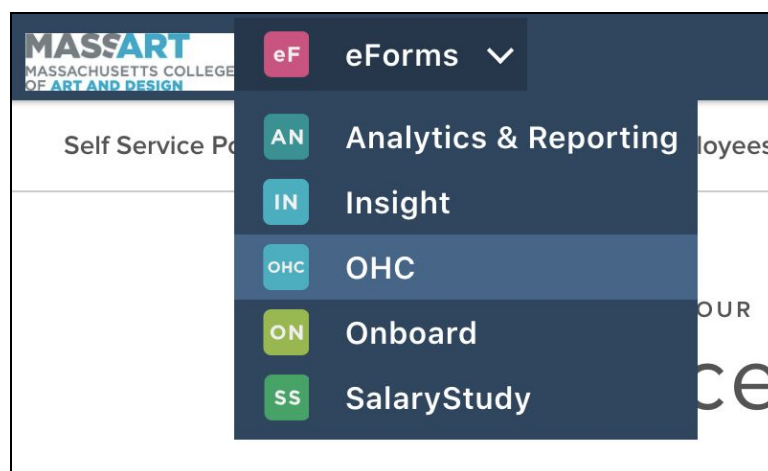
**HR will need to assign you SME user rights in order to complete these tasks.**

### Locate your Assigned SME Review

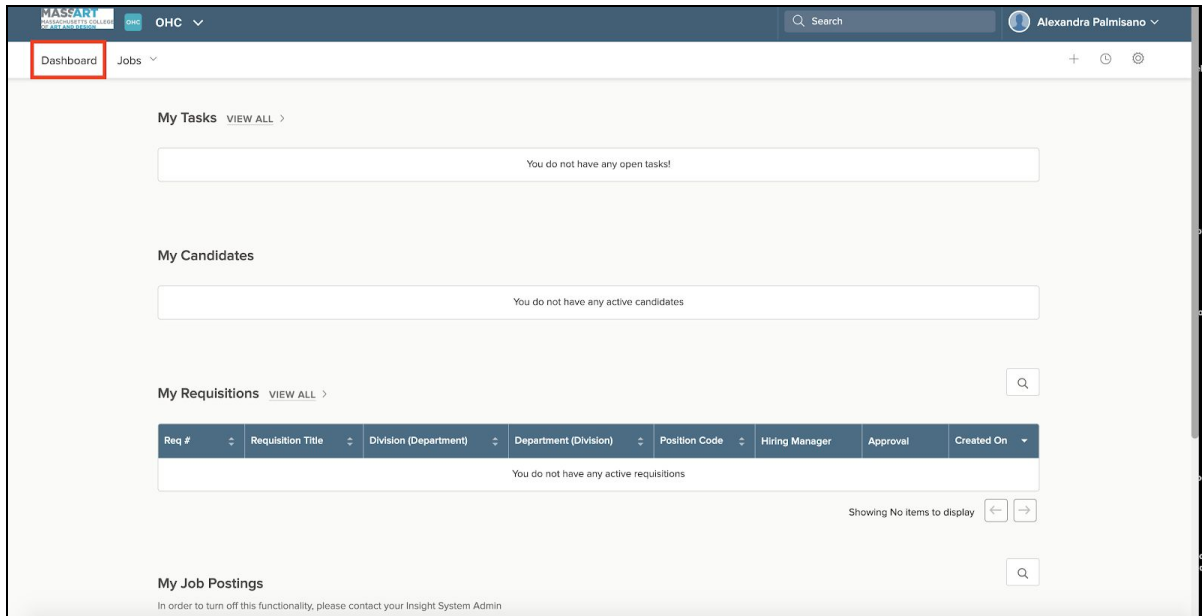
- When HR sends you candidates for SME review, you will receive an email similar to the below:



- Log-in to NeoGov.
- At the top left corner, select the **OHC** module.

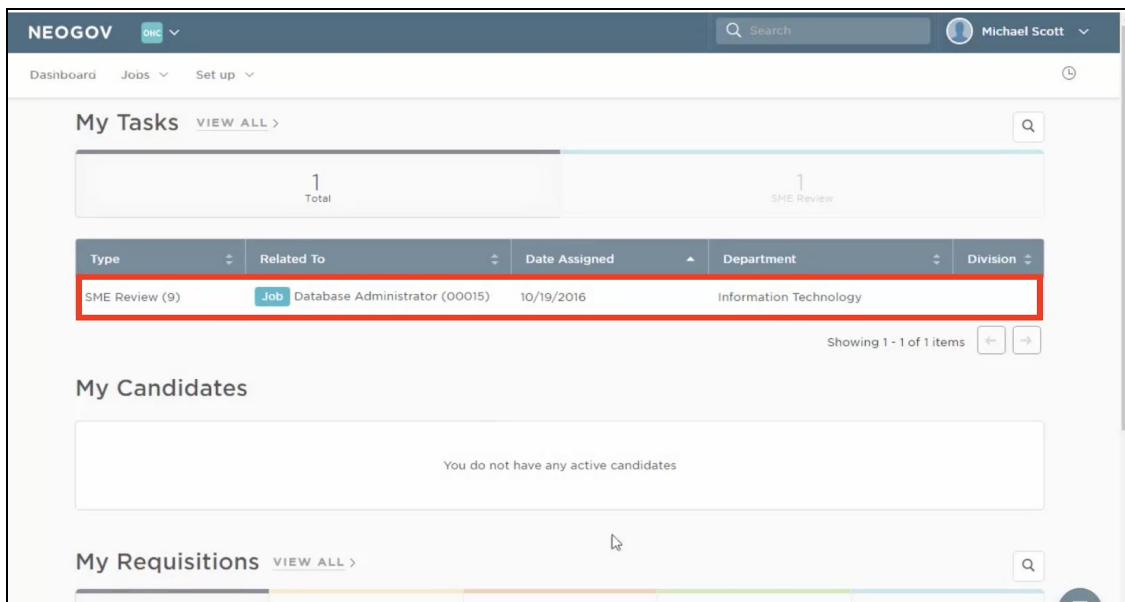


- This will bring you to the main OHC Dashboard.
  - If you need to ever return back to the OHC Dashboard page, click Dashboard in the upper lefthand corner.

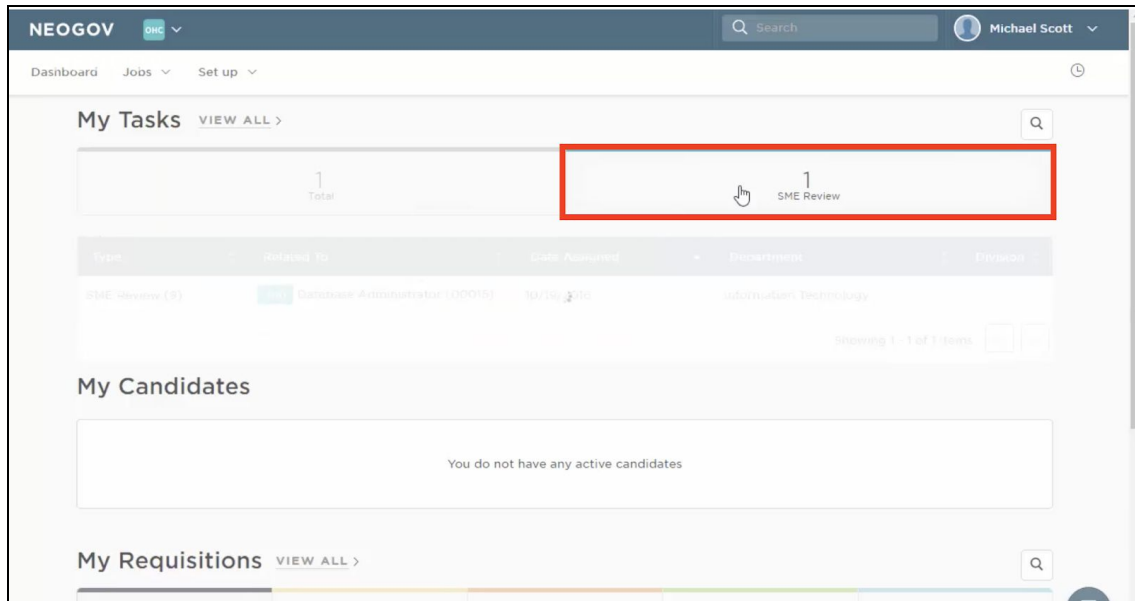


### **Review Candidates Sent to You**

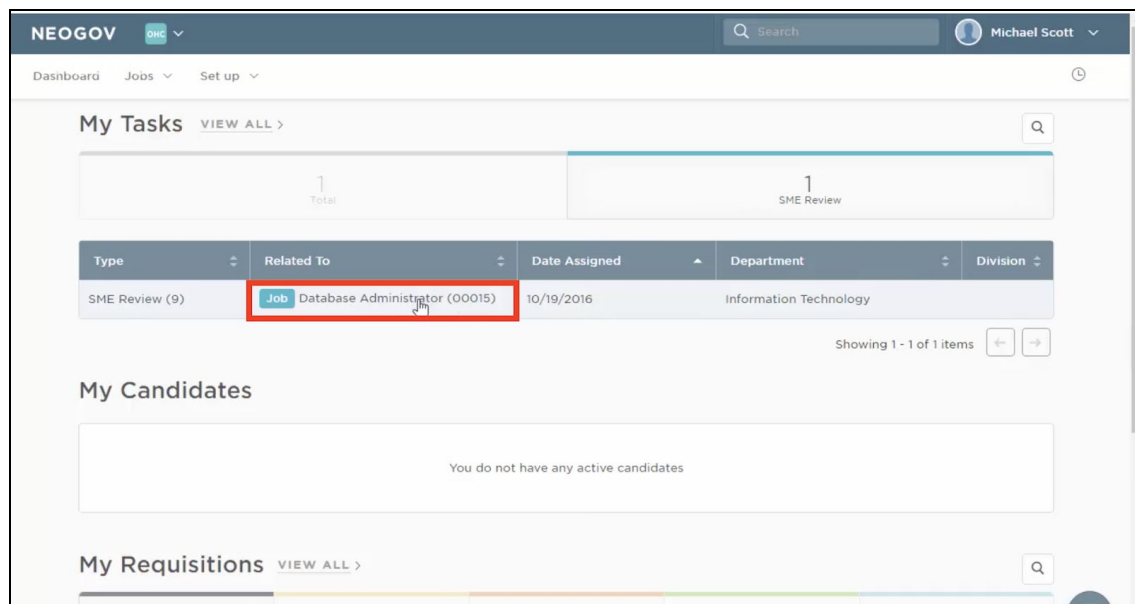
- SME Reviews sent to you by HR will display under the **My Tasks** section of the OHC Dashboard.



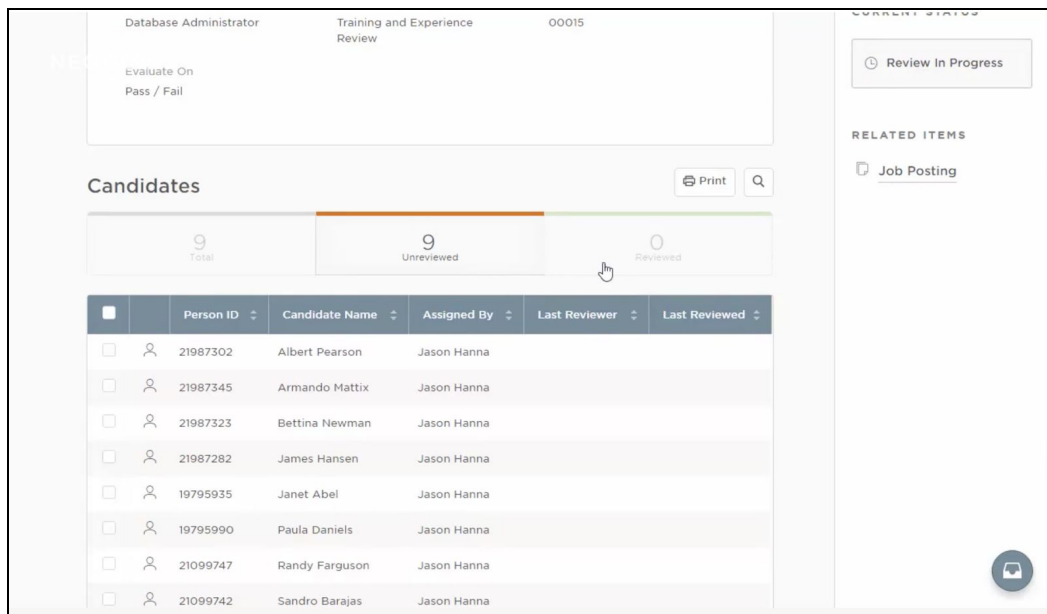
- If you have a large number of tasks waiting for your review, click the SME review tab to help limit your view to the SME reviews only.



- Click on the Job Title to open the SME Review.

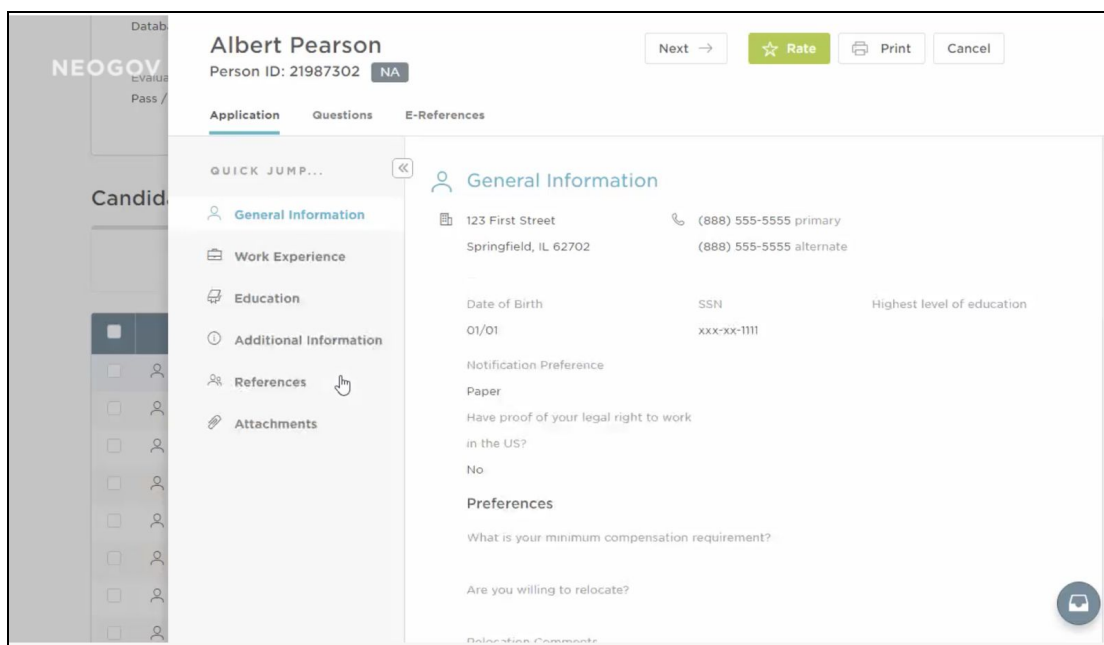


- Within the review, you will have an organized list of candidates - there are tabs at the of the list that can help you isolate **Total**, **Unreviewed**, and **Reviewed**.  
- To view a specific candidate's application and rate, click on their name.



- A flyout will appear with a left hand pane that allows you to review sections of the candidate's application, including: **General Information, Work Experience, Education, Additional Information, References, and Attachments** (such as their resume and cover letter).

- You can also scroll down in the main section of the window to get to the info in the left hand pane.

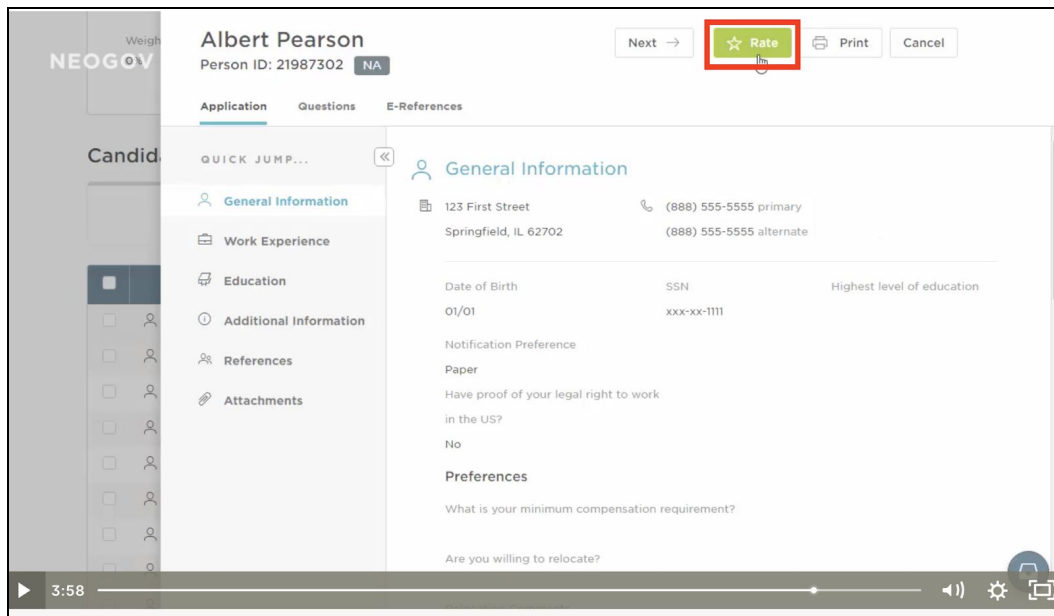


- The **Questions** tab will allow you to review candidate answers to the questions from the **Minimum Qualifications Review** in the application.

## Enter Your Ratings & Comments

**At MassArt, our Search processes only include star ratings. Ratings are based on 5 stars and 3 or more stars is a passing rating. Please keep this in mind when you are rating candidates.**

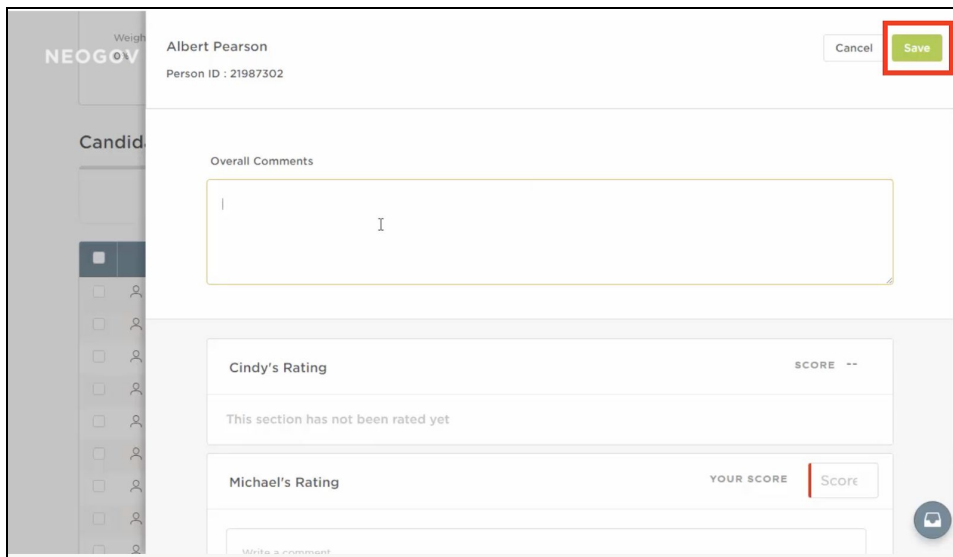
- Click on the green **Rate** button at the top of the screen when you are ready to rate a candidate.



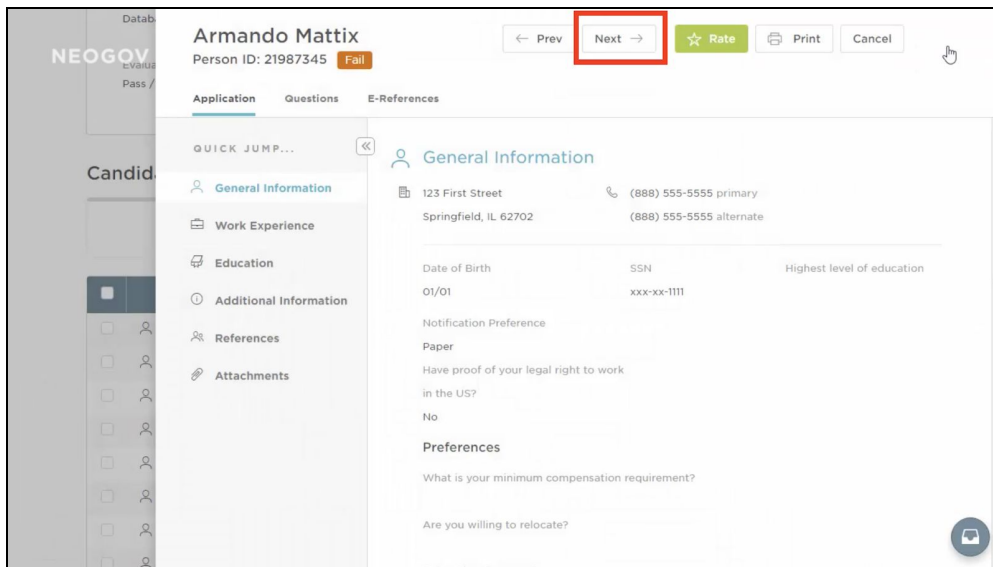
- From the next page, you may enter your star rating and your comments.

*Your OHC access is set-up so that you can only see your own ratings, and not the other ratings of SME reviewers on the same Search Committee. This is so that you are not influenced by the ratings of others.*

- Click **Save** when you are ready to submit your rating.



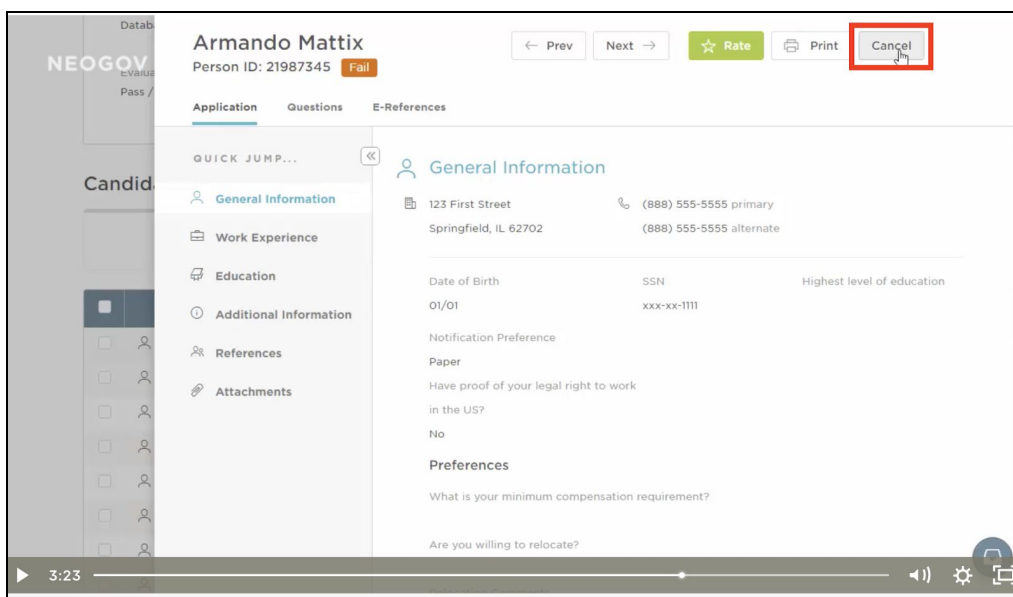
- Click the **Next** button at the top of the screen to rate remaining candidates.



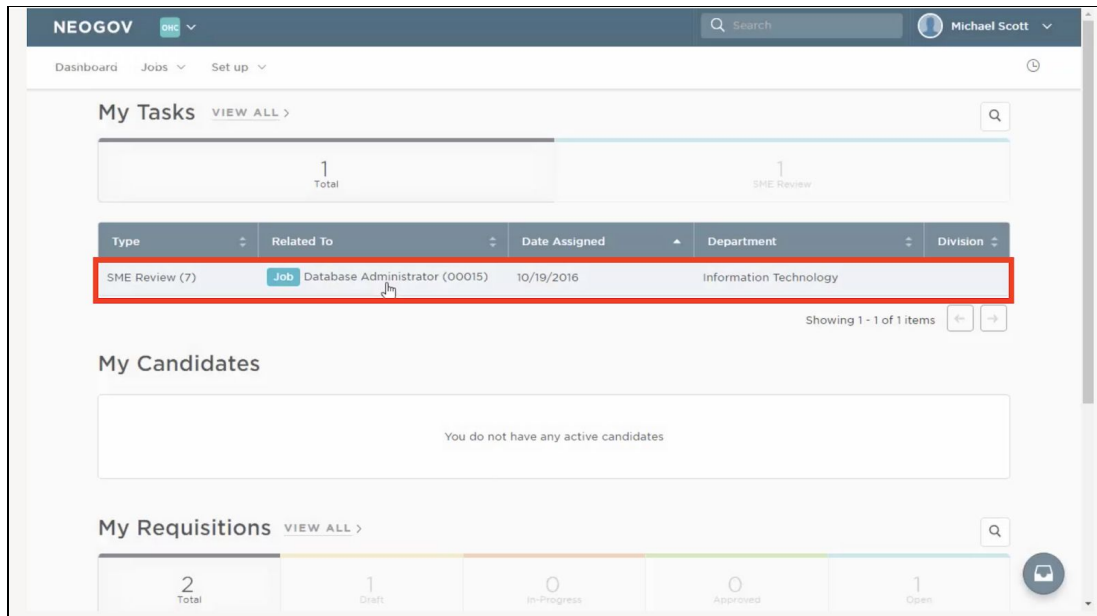
*\* Please note, once you submit a review, it cannot be edited or changed.*

### To Take a Break Between Candidates in the SME Review Process

- Click the **Cancel** button in the top right of the screen before moving on to reviewing the next candidate, or click anywhere to the left of the application you just rated to close the flyout.



- Upon your return, go back to the SME Review under your **My Tasks** section in the OHC.
  - Select the last candidate you had not rated yet.



For more information, please reference this short video regarding the [Subject Matter Expert \(SME\) Review](#), and if you have any questions, please contact HR at [hr@massart.edu](mailto:hr@massart.edu) .