



## Subject Matter Expert (SME) Minimum Qualifications Review

The hiring manager can request to have a SME evaluation for their recruitment. The SME can be the hiring manager and/or other individuals working on the team in that classification. Evaluators can be in the same class or in a higher class.

Please consider the following if you choose SME Review:

- Schedule time on your calendar before the recruitment opens to allow time for SME evaluation. Best practice is to complete the evaluation with 5 business days after the recruitment closes.
- If your workload allows, start conducting evaluations while the recruitment is still open. The Recruiter can push you new applications for evaluation every couple of days. If evaluation is being done while the recruitment is open it's possible you can have your eligible list the same week the recruitment closes.
- You may want more than one SME evaluator, but we recommend having no more than three evaluators.
  - If you have more than one evaluator, the recruiter will work with you on setting a passing score for the minimum qualification evaluation.
- Evaluation will be based on the minimum qualifications listed on the job announcement. SME evaluators will rate how applicants meet the minimum qualifications based on what is provided in their application materials ONLY (resume, cover letter and/or answers to supplemental questions).
  - Evaluation is based on the application materials requested for in the announcement. Any additional materials cannot be used during minimum qualification evaluation.
  - If you see a veteran document, please notify the recruiter. Veteran documents are confidential and hiring managers should not have access to them.