

NeoGov Subject Matter Expert (SME) Review Process

Login to NeoGov Online Hiring Center (OHC), and once logged in, you will be taken to the home page, "My Requisitions Page".

NEOGOV - #1 HR Application Provider to Governments Nationwide - Windows Internet Explorer

https://secure.neogov.com/insight/login.cfm

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Home » Secure Login

NEOGOV Insight Please enter your Username and Password below to access your secure Insight account.

Username: kbuche

Password: ●●●●●●

Insight - Human Resources

Online Hiring Center - Departments

Login

Quick Help

- Bookmark this page
- Don't have an account
- Forgot your password
- Login Help

VeriSign Secured VERIFY

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NOTE: Be sure to choose the Online Hiring Center – Departments option.

Start | Inbox - Microsoft Outlook | U:\Projects\NEOGOV\Tra... | NeoGov OHC SME Revie... | NEOGOV - #1 HR Appli... | 12:03 PM

Once, you are on the "My Requisitions" page, click on "My SME Review".

The screenshot shows the 'My Requisitions' page in Internet Explorer. The browser address bar shows the URL: <https://secure.neogov.com/OHC/myreq.cfm>. The page title is 'NEOGOV Insight OHC - My Requisitions'. The navigation bar includes links for 'My Requisitions', 'My SME Review', 'My List', 'Preferences', 'Help & Support', and 'Logout'. The main content area displays a welcome message for Karen Buche and a search bar for requisitions. Below the search bar, there are two tables: 'Draft Requisitions' and 'Open Requisitions'.

Draft Requisitions
1 record found.
Page 1 of 1

Req. #	Req. Title	Department	Division	Created	Action
06862	CAD Detailer	Commissioners Office		05/05/10	Edit Copy Req Cancel Reassign History

Page 1 of 1

Open Requisitions
11 records found.
Page 1 of 1

Req. #	Req. Title	Department	Division	Created	Action
06795	Communications Dispatcher	911 Communications		09/14/09	Edit Copy Req Cancel Reassign History
06800	Communications Dispatcher	911 Communications		09/23/09	Edit Copy Req Cancel Reassign History
06837	Corrections Officer II	Corrections		02/11/10	Edit Copy Req Cancel Reassign History
06818	Equipment Mechanic III	Purchasing		11/19/09	Edit Copy Req Cancel Reassign History
06789	Licensed Practical Nurse	Health Center	Nursing	09/11/09	Edit Copy Req Cancel Reassign History
06790	Nursing Assistant	Health Center	Nursing	09/11/09	Edit Copy Req Cancel Reassign History
06791	Nursing Assistant - PT	Health Center	Nursing	09/11/09	Edit Copy Req Cancel Reassign History
06798	Peer Support Specialist	Community Mental Health C...		09/18/09	Edit Copy Req Cancel Reassign History
06794	Psychiatric Registered Nurse	Community Mental Health C...		09/14/09	Edit Copy Req Cancel Reassign History
06792	Registered Nurse	Health Center	Nursing	09/11/09	Edit Copy Req Cancel Reassign History
06793	Registered Nurse - PT	Health Center	Nursing	09/11/09	Edit Copy Req Cancel Reassign History

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Trusted sites | 100% | 12:36 PM

Now that you're on the SME Review page, select the applicable job title in the Exam Plan column.

7 records found.
Page 1 of 1

Exam #	Exam Plan	Job Posting	Analyst	Applications
911 Op. -06846	911 Operator	911 Operator	Greunke, Denis...	Print
CST-06835	Customer Service Technician	Customer Service Technician		
JCC-06833	Juvenile Court Clerk	Juvenile Court Clerk		
RN - 6792	Registered Nurse - FT	Registered Nurse - FT		
ROM-06817	Records Office Manager	Records Office Manager		
SSTI - 06853	Social Services Technician I	Social Services Technician I	Greunke, Denis...	Print
TDEC-10-06830	Temporary Data Entry Clerk	Temporary Data Entry Clerk	Greunke, Denis...	Print

7 records found.
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A new screen, Candidate Application, appears.

NOTE: Reflects which application is being viewed out of the entire group.

Move from application to application using the toggle option. You can go forward and backward.

NOTE: The Candidate's application shows their master profile information including education, work experience. It also shows his/her answers to the agency-wide and supplemental questions.

Attachments associated with the application can also be viewed.

Click on "Show Candidate Disposition" to begin reviewing each application.

Application 1 of 109 Previous Applicant | Next Applicant >> [Show Candidate Disposition](#) Print View

6857 - Juvenile Detention Technician

Contact Information -- Person ID: 6337255

Name: Nicole Albers Address: 14707 Berry Cir,
Email:
Home Phone:
Person ID:
Month and Day of Birth:

Personal Information

Driver's License: Yes, Nebraska , H12271309 , Class O
Can you, after employment, submit proof of your legal right to work in the United States? Yes
What is your highest level of education? Some College

Preferences

Preferred Salary: \$10.00 per hour
Are you willing to relocate? Maybe
Spouse is military
Types of positions you will accept: Regular , Temporary , Seasonal
Types of work you will accept: Full Time , Part Time
Types of shifts you will accept: Day , Evening , Night

Objective

Education

College
University of Maryland University College
8/2006 - Present
Adelphi, Maryland
Did you graduate: No
College Major/Minor: Legal Studies
Units Completed: 72 Semester
Degree Received: No Degree

College
Bellevue University
8/2009 - Present
Bellevue, Nebraska
Did you graduate: No
College Major/Minor: Legal Studies
Units Completed: 12 Quarter
Degree Received: No Degree

Once the Show Candidate Disposition Box is open, the SME will specify if the candidate passed or failed the review.

NOTE: You can stop the SME Review at anytime and start again at your convenience.

1. For each applicant, check whether the individual passed or failed.
2. If you choose "failed", you need to enter a "reject reason" from the drop down box.
3. Entering comments will help if you need to look over the candidate group again.
4. Once the above steps are completed, just click one of the "save" options.

Whenever you stop reviewing applicants regardless if you finished the review or not, you need to Logout of NeoGov.

NEOGOV Insight OHC - Candidate Application - Windows Internet Explorer

https://secure.neogov.com/OHC/view_resume.cfm

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NEOGOV Insight OHC

My Requisitions | My SME Review | My List | Preferences | Help & Support | **Logout**

Post Approvals Admin

Welcome, Karen Buche Candidate Application

Hide Candidate Disposition

Exam Plan **JDT-06857 - Juvenile Detention Technician**
Evaluation Step **Qualifications Review**

* Required

Applicant: Name Person ID
Albers, Nicole 6337255

* Pass/Fail Step: Passed Failed Other

Reject Reason: == Select ==

Comments:

Save Save & View Next App >

Application 1 of 109 << Previous Applicant | [Next Applicant](#) >> Print View

6857 - Juvenile Detention Technician

Contact Information -- Person ID: 6337255

Name: Nicole Albers Address: 14707 Berrv Cir

Email: Notification Preference: Alternate Phone: Former Last Name:

Home Phone: Person ID: Month and Day of Birth:

Personal Information

Driver's License: Yes, Nebraska , H12271309 , Class O

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? Some College

Preferences

Start Calendar - Microsoft Outl... NEOGOV Insight OHC - ... U:\Projects\NEOGOV\Tra... NeoGov OHC SME Revie... Trusted sites 100% 10:43 AM

Additional Instructions:

1. Once you have reviewed all the candidates' applications, contact the Hiring Manager and HR with the candidate's ID's to be placed on the Referred List.
2. The Hiring Manager, or designee, will need to inform HR when they want notices sent to all those who will not be considered further. Once notified, HR will send out candidate notices informing them they are no longer under consideration.
3. HR will complete a cursory review (as we've always done) of the candidates selected to be placed on the Referred List.
4. HR will create the Referred List and the Hiring Manager will be notified by a NeoGov generated email that the Referred List is created, so interviews can be scheduled for all on the list.