UNIVERSITY *of* NORTH ALABAMA
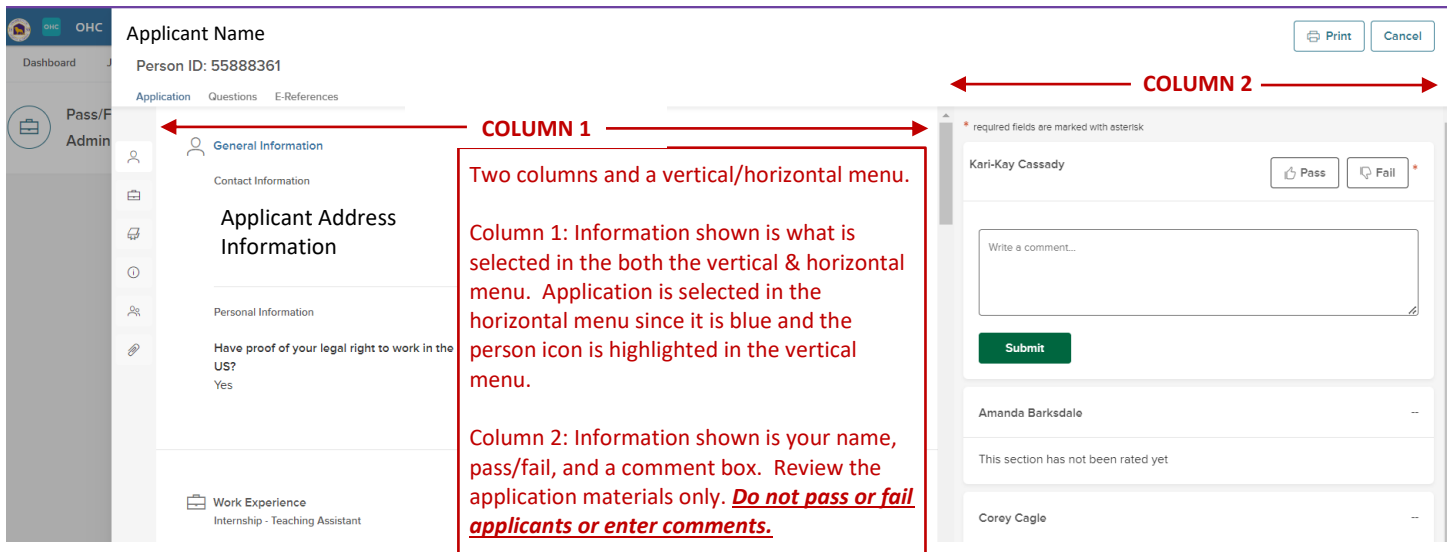## Subject Matter Expert (SME) Reviews (Search Committee Access)

🐾 Have all committee members sign the **Confidentiality Agreement for Recruiting**. *Only required if a committee is being used.*

🐾 When received by HR and placed on the eligible list, applications are sent to the Online Hiring Center (OHC). Once HR places the candidates at the Pass/Fail step in the hire workflow, each committee member will receive an email notification with the subject line: Notice for Review.

🐾 Each committee member assigned as an SME must login to the Online Hiring Center (OHC) using the link in the email and follow the instructions for SME review. The link to the single-sign-on for this system is - https://login.neoed.com/authentication/saml/login/una and you must enter your UNAPortal username and your UNAPortal password for the password. Chrome is the recommended browser from the vendor.

🐾 After logging in to the OHC, you will see a box at the top labeled "My Tasks". If you are serving on more than one search committee, you will see each one listed and the number of SME reviews that you have to complete for each posting. Click on the posting title to open the applicant review section.

🐾 Click on the posting title to open the candidate review section and scroll to the bottom to see the candidate list. Click on each candidate's name to review their application materials.

❖ Once in an application, you will see two columns and a vertical and horizontal menu as below. A matrix or rubric may still be used, but is not required. If the committee uses a matrix/rubric to evaluate candidates, please do so outside of the system. ***PLEASE DO NOT PASS OR FAIL APPLICANTS AND DO NOT ADD COMMENTS.***

COLUMN 1

COLUMN 2

Two columns and a vertical/horizontal menu.

Column 1: Information shown is what is selected in the both the vertical & horizontal menu. Application is selected in the horizontal menu since it is blue and the person icon is highlighted in the vertical menu.

Column 2: Information shown is your name, pass/fail, and a comment box. Review the application materials only. ***Do not pass or fail applicants or enter comments.***

Select candidates for initial interviews (telephone/Skype/Zoom).
- **DO NOT FAIL ANY APPLICANTS** as you will be asked to select inactivation reasons and these reasons are tied to automated emails.
- It is not required to Pass applicants, however once the committee has decided whom to interview, the search committee chair may pass those that have been selected.
- **DO NOT SELECT PASS ON APPLICANTS** until all committee members have had a chance to review them. **Once Pass or Fail has been selected by anyone, no one else will be able to review the applicants.**

❖ Once the committee has made the selection of candidates for first interviews, the search committee chair should then email employment@una.edu to request interview permission. There are two options for interview contact in this system and ***Option 2 is the preferred method***.

1) The hiring manager, search chair, and/or designated employee can contact each person selected for interview by phone or email to schedule interviews.

2) This system can be set to email applicants selected for interview, allow them to login to their application, and self-schedule interviews at dates/times selected by the search committee.

If you select option 1, you will wait for interview approval after emailing employment@una.edu. To utilize option 2, please provide the following information in the email to employment@una.edu indicating that candidates have been selected:
- Names of applicants you wish to interview.
- A list of dates/times for interviews and what type. Ex. Monday, August 21 from noon-4:00 pm we wish to conduct 30-minute interviews online via Microsoft Teams. Or Monday, August 21 from noon – 4:00 pm we wish to conduct 30-minute on-campus interviews in Harrison Hall, 2nd Floor, Room 200.

HR will input the information sent into the new system and the system will allow the applicants to self-schedule their interview slot based on the information provided. Once they have scheduled an interview, each committee member will be notified of the scheduled interview per applicant.

If you select to conduct the first round of interviews online via Zoom or Teams, the search committee chair/hiring manager/designated employee of the department will be responsible for a follow-up email to all committee members and the applicant with a link for the online interview. In this system, the term "hiring manager" also includes the administrative assistant for the department.

<mark>Please note that with either option above, interview permission is still required.</mark> Applicants cannot be contacted until they have been approved for interview, and the dates/times of any interviews scheduled must be provided to HR – BEFORE the interviews have been conducted, if option 1 is selected.

🐾 For staff positions, select final candidate (preferably via an interview rubric) and send email to employment@una.edu to begin the hiring proposal and employment letter process. Please include a desired start date for candidate. *Please note that HR is responsible for setting the starting salary for staff positions based on the education and experience of the selected candidate relevant to the position and the salary grade assigned.*

For faculty, please have the hiring manager (department chair or departmental admin) complete the Faculty Request to Hire form. This form is what prompts HR to begin the hiring proposal process in the system and provides the information to Academic Affairs to initiate the employment letter.

We are still in the process of learning the quirks and details of the new system, so please email employment@una.edu with any questions that you may have. *Please do not attempt to change statuses or send notices in the new system without asking as there are associated emails and notifications of which you may not be aware.*