

Mt. San Antonio College Human Resources
Subject Matter Expert (SME) on Screening and Selection Committees

SUBJECT MATTER EXPERT (SME)

Description: A Subject Matter Expert (SME) is an expert in a particular area or topic who is placed on a screening and selection committee to be a resource to the other committee members who may have questions regarding how to measure candidates in the areas of the SME's area of expertise. A SME is a non-voting member of the screening and selection committee who assists in the development of screening criteria and assessment. The appointment of a SME is recommended by the hiring manager and is approved by the Vice President of the area in which the position that is being filled is assigned.

Subject Matter Experts:

- Provide input, in the development of job related criteria for the screening process and the associated tools/rubrics used to capture the assessment data.
- Provide input, in the development of tests, written examinations and/or demonstrations and associated assessment tools/rubrics used to capture the assessment data.
- Provide input, in the development of interview questions and associated assessment tools/rubrics to capture the assessment data.
- Answer technical questions related to the job-related skills, abilities, and/or specialized training or education necessary to perform the work of the position.
- Attend interviews and comment regarding the accuracy of technical information related to the subject matter expert's area of expertise.
- Do not "rate" or "score" applicants.

Frequently Asked Questions & Answers:

1. Can the SME *participate* in interviews?

They cannot participate on the interview panel, however; they can attend interviews and later advise the committee regarding accuracy of information provided by applicants in the SME's area of expertise. They can answer questions from committee members regarding an applicant's knowledge, skills, and abilities related to the area of subject matter expert's area of expertise. They are not be present when the committee begins its rating/scoring process. If questions arise from the committee during this process, the SME may be called back to answer specific questions in the areas of the SME's area of expertise.

2. Can the SME develop screening and selection criteria?

They cannot create the criteria, however; they can provide input to hiring committee as to how to best "test" or measure applicant's knowledge, skills, and abilities related to the SME's area of expertise.

3. Can the SME screen the applications?

They cannot screen the applications, but they can answer specific questions that HR may have when reviewing minimum qualifications or a committee member might have regarding an applicant's knowledge, skills, and abilities related to the SME's area of expertise.