

### Subject Matter Expert (SME) Selection Guide

**Purpose:** This guide will help you select SMEs for the workshop to make sure that you have the right combination and experience level to complete the job analysis.

- SMEs are individuals who have on-the-job experience working in or with the job being analyzed.
- What other people might have a good view of the job?
  - Workers in other areas
  - Supervisors
  - Manufacturer’s reps (if equipment is involved on the job)
  - Union reps (if workers are unionized)
- SMEs who have different views of the job should be involved. List some of these people and their role in your organization.

	Name		Role
1.			
2.			
3.			
4.			
5.			
6.			