Screening guidelines for Faculty, P&A, Civil Service and Labor Represented jobs

There are two phases to applicant screening. In the initial screening, applicants are evaluated against the minimum requirements per the job description, not against each other. After eliminating applicants who do not meet minimum qualifications, applicants who do meet minimum qualifications are evaluated in comparison with the remaining applicant pool using selection criteria or preferred qualifications.

Screening for minimum requirements:
• Evidence of meeting the required qualifications must be documented in the applicant’s materials (this includes the employment application and/or resume or and/or additional documents.) Do not assume an applicant has a particular skill unless it is documented in the materials. NOTE: In the case of Civil Service or Labor Represented jobs if a Priority Hire is identified that meets all of the required qualifications, the remaining applicant pool is held until resolution of the Priority Hire referral. Priority Hire referrals are handled in the following order:
  • Individuals on the Priority Hire List within their notice period
  • Individuals on the Priority Hire List for a specific job code within seniority order
  • Individuals on the Job Transfer List
  • Current University employees given promotional priority consideration. Promotional Priority is the first seven (7) calendar days of the posting when current employees within the bargaining unit in which the requisition is posted can apply and be considered by the hiring department.
• Volunteer experience can be included in determining whether an applicant meets the required qualifications.
• Applicants are given 50% credit in determining years of experience if an applicant indicates previous position(s) as part-time. If part-time is not indicated and the determination cannot be made in other ways (i.e. applicant indicated it was student position), consider the position full-time.
• When applicants apply for positions transitioning from bargaining unit to civil service (i.e. Accountant I), partial credit may be given for professional work experience if a portion of the job responsibilities of the bargaining unit position is professional work.

**NOTE:** Work considered professional, in general, can be thought of as:
- Work predominantly intellectual and varied in character as opposed to routine mental, manual, mechanical, or physical work;
- Involving the consistent exercise of discretion and judgment in its performance;
- Of such a character that the output produced or the result accomplished cannot be standardized in relation to a given period of time;
- Requiring knowledge of an advanced type in a field of science or learning; customarily acquired by a prolonged course of specialized intellectual instruction and study in an institution of higher learning or a hospital, as distinguished from a general academic education or from an apprenticeship or from training in the performance of routine mental, manual, or physical processes.

**When an applicant does not meet required qualifications:**
Reasons should be noted in the applicant’s file. The reasons for elimination must be specific and directly related to the qualifications required for the position. The applicant must be dispositioned in the employment system as not meeting required qualifications.
- For P&A jobs, the search committee or unit Recruiter will do the initial applicant screening for minimum requirements and dispositioning in the employment system.
- For Civil Service and Labor Represented jobs, the OHR Job Center will do the initial applicant screening for minimum requirements and dispositioning in the employment system.

**Screening by selection criteria or preferred qualifications.**
Search committee members or appropriate hiring authority should evaluate the materials of the remaining minimally qualified candidates and complete an evaluation utilizing the applicant comparison tool. A discussion amongst the search committee may be useful in calibrating the evaluation across all applicants. Based on an objective analysis of specific selection criteria, the top 3-5 applicants should be considered for additional evaluation.