



Creating the Evaluative Selection Criteria for Rating Candidates

The process so far....

- By this time you should have interviewed all of your candidates.
- The requisition must have been approved by the Office of Inclusion and Intercultural Initiatives to access the Evaluative Selection Criteria.
- You will need to enter ratings under the Evaluative Selection Criteria to measure the candidates and determine the best qualified candidate.

Requisition: Office Assistant II (Staff) [Edit](#)

Current Status: OI Interview Pool Approved (Posted)

Position Type: Staff
Department: 2637 - University
Human Resources Dept

Created by: Gail Ryckman
Owner: Hiring Supervisor

Summary | [History](#) | [Settings](#) | [Applicants](#) | [Reports](#) | [Associated Position Description](#)

Posting Details [Edit](#)

Posting Details

Position Title	Office Assistant II
Position Number	990087

Note that the position status is at OI Interview Pool Approved (Posted)

Selection Criteria [Edit](#)

Selection Criteria

Selection Criteria 1	Education: Level completed, relevancy and quality.
Measured By	20
Selection Criteria 2	Previous Work Experience: Amount, relevancy and quality; organizational skills including the ability to work in a diverse environment, multitask and work under pressure; reliability including good attendance and punctuality.
Measured By	25
Selection Criteria 3	Communication: Written, oral and interpersonal.
Measured By	20
Selection Criteria 4	Technology (if applicable): Amount, relevancy and quality of information technology training and/or experience.
Measured By	25
Selection Criteria 5	Licenses and Certifications (if applicable): Possesses or can timely obtain necessary licenses and certifications.
Measured By	No Response
Selection Criteria 6	Knowledge of HR practices.
Measured By	10
Selection Criteria 7	
Measured By	

Evaluative Selection Criteria [Edit](#)

Evaluative Selection Criteria

Open the requisition to the Summary Page. Scroll down until you see Selection Criteria and Evaluative Selection Criteria. Click on the word [Edit](#) next to Evaluative Selection Criteria.

Click on this gray
box.

Evaluative Selection Criteria

* Required Information

Evaluative Selection Criteria

[Add Evaluative Selection Criteria Entry](#)

Evaluative Selection Criteria

 [Check spelling](#)

* Required Information

Evaluative Selection Criteria

* Candidate

* Present Employer/Position

Present Supervisor for Reference Check

Others Contacted for References

Criteria 1 Rate 1 2 3 4 5 No Response

Total Criteria 1 Rate
(Weight x Rate)

Criteria 2 Rate 1 2 3 4 5 No Response

Total Criteria 2 Rate
(Weight x Rate)

* Total Rate
(Total of all criteria)

* Submitted By

* Phone

* Date

Remove Entry?

[Add Evaluative Selection Criteria Entry](#)

Enter the Candidate Name, Present Employer/Position, Present Supervisor for Reference Check and/or others contacted.

Selection Criteria [Edit](#)

Selection Criteria	
Selection Criteria 1	Education: Level completed, relevancy and quality.
Measured By	20
Selection Criteria 2	Previous Work Experience: Amount, relevancy and quality; organizational skills including the ability to work in a diverse environment, multitask and work under pressure; reliability including good attendance and punctuality.
Measured By	25
Selection Criteria 3	Communication: Written, oral and interpersonal.
Measured By	20

Rate Code:

- Ratings will be assigned as a 1-5 scale:
 - o 1 - Does not meet this criteria
 - o 2 - Demonstrates less than average criteria
 - o 3 - Demonstrates average level of criteria
 - o 4 - Demonstrates above average level of criteria
 - o 5 - Exceeds the level of criteria required

The total rating for each criterion will be the percentage of weight x the score (1-5)

Take the **weight** assigned to each criterion and multiply by the **rating** assigned for that criterion. Enter into blank space **below**. Repeat for each criterion used. Then total all criteria and add name/phone/date.

Criteria 1 Rate 1 2 3 4 5 No Response

Total Criteria 1 Rate
(Weight x Rate)

Criteria 2 Rate 1 2 3 4 5 No Response

Total Criteria 2 Rate
(Weight x Rate)

Criteria 3 Rate 1 2 3 4 5 No Response

* Total Rate
(Total of all criteria)

* Submitted By

* Phone

* Date

Remove Entry?

[Add Evaluative Selection Criteria Entry](#)

Repeat for each candidate interviewed.