DEVELOPING SELECTION CRITERIA

Tools for Determining the Best Qualified Candidates

In order to find the best qualified candidate and to fill an open university position, applicants must be measured by using clearly defined standards or criteria which reflect the specific needs of the department. Two sets of standards are used in screening applicants. These are:

1. Minimum Qualifications
2. Selection Criteria

Minimum Qualifications

Minimum qualifications are used to screen applicants by comparing their qualifications to those minimally necessary to do the job. Minimum qualifications for non-instructional positions are found in TEAMS under Position Descriptions.

Selection Criteria

Selection criteria are used to determine the best-qualified candidate from among all of the applicants who have met the minimum qualifications and were selected for an interview for the particular position. Selection criteria go beyond minimum qualifications and look at quantity, quality, and relevancy of education, experience, knowledge and other skills that each applicant possesses. Selection criteria also include qualifications that may be unique to the particular job and the particular department rather than the more general minimum qualifications. When applicants are compared to each other and selection criteria are applied, the best-qualified candidate can be selected.

The TEAMS system has five pre-determined selection criteria and the option of adding two additional criteria designed specifically for the position.

Selection Criteria 1: Education: Level completed, relevancy and quality.

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.

Selection Criteria 3: Communication: Written, oral and interpersonal.

Selection Criteria 4: Technology (if applicable): Amount, relevancy and quality of information technology training and/or experience.

Selection Criteria 5: Licenses and Certifications (if applicable): Possesses or can timely obtain necessary licenses and certifications.

Selection Criteria 6 & 7: Open fields to be determined by the hiring supervisor for criteria specific to the position.

All criteria are measured by applying the following tools:

- Application, cover Letter, Resume
- References
- Interview
- Work Sample
- Writing Sample

Each criterion is assigned a weight to signify the level of importance in the overall selection. The choices are 5%, 10%, 15%, 20%, or 25%. If the criterion is not used, select No Response. The total percentage should equal 100%. The TEAMS system does not calculate the total percentage selected.

Rating Candidates

Rate Code:

- Ratings will be assigned as a 1-5 scale:
  - 1 – Does not meet this qualification
  - 2 – Demonstrates less than average qualification
  - 3 – Demonstrates average level of qualification
  - 4 – Demonstrates above average level of qualification
  - 5 – Exceeds the level of qualification required
- The total rating for each criterion will be the percentage of weight X the score (1-5).

For instructions on completing the Evaluative Selection Criteria, please locate the document: TEAMS – Completing the Evaluative Selection Criteria under the Hiring tab of the Manager's Toolkit.