



## Screening Forms 101

### Which qualifications to include and not include on a screening form

Applicant screening forms are tools used by a search committee to evaluate applicants based on job-related criteria. These forms should be used to narrow the total pool of applicants to a smaller pool of candidates the search committee wishes to pursue. In some cases, some qualifications, either required or preferred, will not be ‘screenable’ based on submitted written application materials (resume/CV & cover letter). For these qualifications, the committee will assess these later in the search process either through the use of interview questions or during reference checks. The CSU search process currently utilizes two forms, the minimum qualifications screening form and the applicant rating sheet, also known as the applicant screening form. This guide demonstrates which qualifications to include and not include on your forms.

Include	Don't Include
<p><b>Years of Experience</b></p> <ul style="list-style-type: none"> <li>Does an applicant meet the base year requirements for the position?</li> </ul> <p><b>Degree(s) Earned</b></p> <ul style="list-style-type: none"> <li>Does an applicant have the required or preferred degree(s) for this position?</li> </ul> <p><b>General Experience</b></p> <ul style="list-style-type: none"> <li>Does an applicant have general experience with a required or preferred job qualification?</li> </ul> <p><b>General Knowledge/Skill</b></p> <ul style="list-style-type: none"> <li>Does the applicant have knowledge of a product or procedure related to the position?</li> <li>Does the applicant list a skill related to the position such as proficiency with Microsoft Office products?</li> </ul> <p><b>Licenses/Certifications</b></p> <ul style="list-style-type: none"> <li>Does the applicant possess a required or preferred license/certification relevant to the position?</li> </ul>	<p><b>Someone's Ability to Perform a Skill</b></p> <ul style="list-style-type: none"> <li>A search committee will not be able to determine an applicant's ability to perform a specific skill from submitted written materials. i.e. <b>ability</b> to work well with others, <b>ability</b> to lift up to 50lbs, <b>ability</b> to give presentations etc.</li> </ul> <p><b>Verbal Communication Skills</b></p> <ul style="list-style-type: none"> <li>A search committee will not be able to determine an applicant's <i>verbal</i> communication skills from submitted written materials. i.e. excellent verbal communication skills, presentation skills or ability to speak a specific language.</li> </ul> <p><b>Do you have a driver's license?</b></p> <ul style="list-style-type: none"> <li>Most applicants will not include on their resume that they have a current driver's license. If your position requires a driver's license, this may be asked as a supplemental question but should never appear on a screening form.</li> </ul>

## Can Sometimes be Included

### Demonstrated Commitment to Diversity and Inclusion

- This qualification is utilized on positions across the university either as a required qualification (only when the position duties directly relate to diversity and inclusion) or as a preferred qualification and can be difficult to assess based on submitted written materials. The only time it should be included on a screening form is if 1) the qualification speaks to specific examples of how an applicant could demonstrate their commitment to diversity and inclusion (i.e. “Personal or professional commitment to diversity and inclusion as demonstrated by persistent effort, active planning, allocation of resources, research and/or accountability for diversity outcomes.”) 2) The search committee has clearly defined the specifics of this qualification and how it is to be assessed in order to remove ambiguity when determining if an applicant meets this qualification, or if points are assigned.

### *Demonstrated Ability*

- The use of the word ‘demonstrated’ ties the applicant’s ability to past experiences. Since an experience is something that is tangible and scoreable i.e. demonstrated ability to give presentations to large groups, demonstrated ability to operate machinery etc., it can be assessed through submitted written materials if an applicant lists their experiences in their materials. Please note that the use of the phrase ‘demonstrated ability’ on a screening form is evaluated by OEO on a case by case basis.

## Use of Supplemental Questions to Evaluate Qualifications

The Supplemental Questions feature in the TMS may be utilized to evaluate required qualifications which would not appear on a screening form. Examples included “Do you have the ability to speak Spanish?”, “Do you have a valid driver’s license or the ability to obtain a driver’s license or access to a licensed driver by the employment start date?” and “Do you have the ability to work occasional nights and weekends?” may be included as supplemental questions as it’s the applicant determining the answer and not the committee. Please note, only the required job qualifications of the position may be added as supplemental questions.

## Final Recommendations

- 1) Prior to finalizing the position description, think about the qualifications and screening mechanisms for the position. What are the knowledge, skills and abilities an individual must possess or the department would like for them to possess upon their start date?
- 2) Tell applicants to specifically address what you are looking for. For example, in the Special Instructions Summary of a job posting, give the instruction for applicants to specifically address and detail how they meet the required and preferred job qualifications of a position in their cover letter or resume. This will make easy work for the committee to evaluate whether or not an applicant meets certain qualifications.
- 3) Lastly, if there is ever a doubt that one of the qualifications of a position may be difficult to determine from submitted written materials, wait to evaluate it during an interview. You may do so by creating an interview question that specifically addresses the qualification i.e. “Can you please describe your personal commitment to diversity and inclusion?”