



Screening Applications Based on Job-Related Criteria

Example of poor documentation when reviewing applicants

Criteria: Applicant must have job related experience and education

Rating:

Applicant #1: No experience

Applicant #2: Experience is not related to job

Applicant #3: Yes

Applicant #4: OK

Example of good documentation when reviewing applicants

Criteria 1: Applicant must have at least 2 years of experience in activities such as operating heavy equipment, construction, or water works

Criteria 2: Applicant must have a high school diploma

Rating:

-1 Does not have required experience/education

0 Cannot tell if applicant has required experience/education

1 Has required experience/education

| Applicant | Rating for Criteria #1 | Rating for Criteria #2 | Total |
|--------------|------------------------|------------------------|-------|
| Applicant #1 | -1 | 1 | 0 |
| Applicant #2 | -1 | 0 | -1 |
| Applicant #3 | 1 | 1 | 2 |
| Applicant #4 | 1 | 0 | 1 |



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Criteria 1: _____

Criteria 2: _____

Criteria 3: _____

Criteria 4: _____

Rating:

- 1 Does not have required experience/education
- 0 Cannot tell if applicant has required experience/education
- 1 Has required experience/education

| Applicant | Rating for Criteria #1 | Rating for Criteria #2 | Total |
|--------------|------------------------|------------------------|-------|
| Applicant #1 | | | |
| Applicant #2 | | | |
| Applicant #3 | | | |
| Applicant #4 | | | |