Pre-Interview Screening Criteria Guidance

Pre-interview screening criteria must be developed and submitted with your requisition for posting a vacancy announcement on Workplace Alaska.

The minimum qualifications for a job classification establish the required experience, skills and/or abilities for the position. Pre-interview screening criteria are used to evaluate applicants for desired experience, skills and/or abilities to determine which applicants will advance to the next phase in the recruitment process. This evaluation step allows a hiring manager to apply the same criteria to all applicants and select the most qualified applicants for further consideration based on an assessment of the applicant's experience, skills and/or abilities in relation to the duties of the position.

Pre-interview screening criteria must be based on the position description/duties of the position. The criteria must be job-related, measurable and/or demonstrable. Criteria will vary based on the type of position, location and expected size of applicant pool. For a large applicant pool it is best to have scored criteria and a plan to interview the top six, or top eight, depending on your preferred number of interviews. Hiring managers can also use tiered criteria. The 1st tier might be applicants who meet all of your desired criteria. The 2nd tier could be applicants who meet 4 of the 5 criteria. Set the parameters for expanding to the next level tiers. For example if fewer than 3 applicants meet the 1st tier, the selection will be expanded to the 2nd tier.

**Example Scored Pre-Interview Screening Criteria**

A. Written Communication Skills

5 = filled out application completely and properly, minimal typographical errors, proper grammar and complete description of duties
3 = filled out application, some typographical errors, proper grammar and description of duties
1 = poor grammar, several errors, minimal description of duties
0 = very poor application, unable to determine applicant’s experience, skills and/or abilities
B. General Office Work

5 = extensive (3+ yrs) experience working in an office setting providing basic clerical functions including filing; experience using basic office equipment, scanner, copier, phones, etc.
3 = moderate (2-3 yrs) exp. working in an office setting providing basic clerical functions above
1 = limited (1-2 yrs) exp. working in an office setting providing basic clerical functions above
0 = little (less than 1 yr) exp. working in an office setting providing basic clerical functions above

C. Customer Service Experience

5 = extensive experience (3+ yrs) working with the general public, in person and by phone in an office setting
3 = moderate experience (2-3 yrs) working with the general public as stated above
1 = limited experience (1-2 yrs) working with the general public as stated above
0 = little experience (less than 1 yr) working with the general public as stated above

D. Experience using PC/Business Applications

5 = extensive experience (3+ yrs) using MS Office (Word, Excel, PP, Outlook); database entry; in an office setting
3 = moderate experience (2-3 yrs) using applications above in an office setting
1 = limited experience (1-2 yrs) using applications above in an office setting
0 = little experience (less than 1 yr) using applications above in an office setting

E. Organizational Skills

5 = extensive experience (3+ yrs) multitasking, working under pressure and with multiple deadlines
3 = moderate experience (2-3 yrs) multitasking, working under pressure and with multiple deadlines
1 = limited experience (1-2 yrs) multitasking, working under pressure and with multiple deadlines
0 = little experience (less than 1 yr) multitasking, working under pressure and with multiple deadlines

NOTE: For additional examples of Pre-Interview Screening criteria contact your agency Human Resource recruitment staff.