



## DOP&LR Recruitment Services Guidance

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### 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 1<sup>st</sup> tier might be applicants who meet all of your desired criteria. The 2<sup>nd</sup> 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 1<sup>st</sup> tier, the selection will be expanded to the 2<sup>nd</sup> 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.***