Screening of Office Professional and Program Assistant Applicants Prior to Interview

K-State Research and Extension

The purpose of the screening process described below is to refine the applicant pool to include only the best qualified candidates in terms of job-related requirements. The screening is primarily accomplished by reviewing the candidate's application forms.

Step 1. Review the Position Description for the position to be filled.

Step 2. Determine the job qualifications for the position and list them across the top of the "Initial Screening of Candidates Prior to Interview"

NOTE: "Education" and "work experience" should not be listed as job qualifications. Rather, using the position description as a guide, list the five most important specific job-related skills, abilities, and knowledge that are acquired through education and experience. Examples of job qualifications might include skills in word processing, database entry, web site maintenance, etc.

Step 3. On the "Initial Screening" form, enter the candidates' names on the left side of the page.

Step 4. Enter the weight for each job qualification across the top of the page. The simplest weighting scheme will have a total of 100 points possible, with each weight being a multiple of five (5, 10, 15, etc.). Greater weights should be assigned to those qualifications that are judged to be more important to the overall performance of the job and/or those that consume a larger percentage of the employee's work time.

Step 5. Rate each candidate on each job qualification. Multiply the rating by the weight. Finally, add the subtotal scores for the job qualifications to arrive at a "grand total" for all candidates.

Step 6. Interview those candidates who received top scores on the "Initial Screening" form. Interview all candidates who received higher scores than the lowest-scoring candidate interviewed. When making the final selection, also consider information obtained from the interview and references.

RATING SCALE:
3=Above Average
2=Average
1=Below Average
0=None

INITIAL SCREENING OF CANDIDATES PRIOR TO INTERVIEW

NECESSARY and PREFERRED knowledge, skills, and abilities.

Date of Screening: _____
County/District: _____
Position to be filled: _____

Job related knowledge, skills and abilities						Total
WEIGHT (5-100)						

CANDIDATES	Rating 0-3	Weight 5-100	Sub Total	Rating 0-3	Weight 5-100	Sub-Total	Rating 0-3	Weight 5-100	Sub-Total	Rating 0-3	Weight 5-100	Sub-Total	Rating 0-3	Weight 5-100	Sub-Total	

RATING SCALE:
3=Above Average
2=Average
1=Below Average
0=None

INITIAL SCREENING OF CANDIDATES PRIOR TO INTERVIEW

Sample

NECESSARY and PREFERRED knowledge, skills, and abilities.

Date of Screening: _____
County/District: _____
Position to be filled: _____

Job related knowledge, skills and abilities	Skills in Word Processing			Ability to Maintain Website			Experience in Customer Service			Experience in Basic Accounting			Evidence of Teamwork			Total	
WEIGHT (5-100)	30			10			25			15			20				
CANDIDATES	Rating 0-3	Weight 5-100	Sub Total	Rating 0-3	Weight 5-100	Sub-Total	Rating 0-3	Weight 5-100	Sub-Total	Rating 0-3	Weight 5-100	Sub-Total	Rating 0-3	Weight 5-100	Sub-Total		
Ann	1	30	30	1	10	10	3	25	75	3	15	45	3	20	60	220	Alternate
Bob	3	30	90	3	10	30	0	25	0	0	15	0	3	20	60	180	
Chris	3	30	90	3	10	30	3	25	75	2	15	30	2	20	40	265	Interview
Darla	3	30	90	0	10	0	3	25	75	3	15	45	3	20	60	270	Interview
Erin	0	30	0	0	10	0	2	25	50	0	15	0	1	20	20	70	
Frank	2	30	60	2	10	20	3	25	75	2	15	30	3	20	60	245	Interview