Department Screening Checklist

- HR will route all applications 2-3 times a week prior to, on and after the Initial Screening Date
- Department Screener/Recruiter will run PDF report of all applications
- Categorize applications: 1) To be considered and 2) Not to be considered
- Rank those to be considered
- Select top candidates to be considered for an interview
- Screen top candidates for minimum qualifications
- Change status ONLY to those who meet minimum quals to Interview
- Schedule interviews
- Determine final candidate
- Submit job offer
- Job offer will be made
- HR will conduct background check if needed

**NOTE:** At any point after the Initial Screening Date the Department Screener can inform HR if they would like to hold applications or if they would like to continue to receive applications on a bi-weekly basis. If department chooses to continue to receive applications, the HR Recruiter will route applications to the department on a bi-weekly basis until notified otherwise. The Department Screener will follow the exact steps above for each new batch of applications.

**HR TOOLS**
Recruitment Toolkit: [www.csun.edu/hr/hr-toolkit](http://www.csun.edu/hr/hr-toolkit)

**HR CONTACTS**
Director, Rec Svcs & Comp: Mika Williamson: mika.williamson@csun.edu, x3817
HR Analyst/Recruiter: Luis Chavez: luis.chavez@csun.edu, x2063
HR Analyst/Recruiter: Adrienne Napier: adrienne.napier@csun.edu, x3815
Department Screening Process

Upon the initial screening date the HR Recruiter will route all applications to the designated Department Screener for the hiring department. The incumbent checked as the Primary Recruiter in Recruiting Solutions will be the Designated Screener for the job.

1. The Department Screener will retrieve all routed applications via the Human Resources/Manager pagelet, Manage Recruitment link and conduct initial screening (See guide for Viewing Applications)

2. The Department Screener will print the entire list of applicants prior to screening (this can be used as the Screening Sheet).

3. The Department Screener or Committee will put candidates into two categories: 1) To be considered and 2) Not to be considered.
4. Those To be considered will move on to the next phase of the review process to be ranked to determine whom to consider for an interview. (See Applicant Screening/Ranking Record)

**NOTE:** The person ranking the applicants can be the same as the Department Screener, or another member(s) of the search committee.

5. Once the committee decides whom they would like to consider for an interview, the Department Screener will screen those applications, noting applicants who meet the minimum qualifications and those who do not on the Screening Sheet. (See page 4 for Screening Applications)

**NOTE:** Only the applicants who pass the minimum qualifications screening can be considered for an interview and changed to Interview in the system.

6. After determining the applicants who meet the minimum qualifications the Department Screener will change their statuses to Interview (See guide for Managing Interviews), and contact candidates for interviews.

7. Once interviews have been conducted and final candidate determined, a job offer can be entered in the system.

8. Upon submitting a job offer for the final candidate (See guide for Initiating a Job Offer), the Department Screener will scan all of the Screening Sheets and attach them to the job opening to maintain on file with the other search documents. *Please note: This step is optional/not required.*

**NOTE:** At any point after the Initial Screening Date the Department Screener can inform HR if they would like to hold applications or if they would like to continue to receive applications on a weekly basis. If department chooses to continue to receive applications, the HR Recruiter will route applications to the department on a weekly basis until notified otherwise. The Department Screener will follow the exact steps above for each new batch of applications.
Search Application Screening

This guide provides best practices for screening applications against the stated minimum qualifications to ensure consistency, fairness and effective selection through the hiring process. Minimum qualifications (MQs) state basic employment standards necessary for satisfactorily performing the duties and assuming the responsibilities of a position. These qualifications include the knowledge, skill and abilities required to perform successfully at the level described in the class standard, and the basic education and experience typically utilized to acquire such knowledge, skills and abilities.

Preferred qualifications are qualification, in addition to the minimum qualifications, which describe the ideal applicant. Job seekers who possess the minimum AND the preferred qualifications may be given first consideration in screening and hiring for a particular position.

The initial screening is only on the listed quantifiable qualifications such as education, experience, typing, license, etc.

- **Education:**
  - Full-time academic year in a postsecondary college/university and satisfactory completion of the course work.
  - If the education is listed as “equivalent to”, then look for indication that the candidate completed 120 units making them eligible for a Bachelor’s degree.
  - However, if the education is listed as “Graduation from ….”, then the applicant must indicate completion of a degree.

- **Experience:**
  - Based on full-time work (40 hour work week)
  - Hours of less than 40 hours/week will be prorated
  - Example: 20 hours/week for 12 months is equivalent to 6 months of FT experience (12 mos x .5 (20 hrs/wk))
  - Volunteer experience doesn’t count unless it is listed as if it is a FT job

- **Substitutions:** Allowed if clearly stated in the job announcement.
  - Education for experience or experience for education
  - Up to a certain limit (ie, two years of req’d education or two years of req’d experience)
  - Year for year substitution
  - The combination of education and experience should total the same number of years as the qualifications state. For example, if substitution is allowed for both the education and experience for up to a specified amount, the following combination may be acceptable:
    - Equivalent to 4 year degree and 2 years experience = 6 years total (original MQs)
    - OR 2 year education and 4 years experience = 6 years total
    - OR 5 years education and 1 year experience = 6 years total

- **Close Relative**
  - Close Relative policy: Based on direct reporting line and/or part of hiring committee

- **Indicate status on the applicant list, for example:**
  - ✓ (Check mark) : meets MQs
  - “X”: doesn’t meet minimum qualifications

Other marks could include:
- NEI – not enough information
- Ed – Education
- Exp – experience
- Supv – supervision