

Screening Criteria Worksheet

This worksheet is used to document the criteria used to select applicants for consideration. If all applicants to a requisition will be interviewed, this worksheet is not necessary. If all applicants will not be interviewed, follow the instructions outlined below to determine who to interview.

Instructions

Step 1. Establish Screening Criteria

- a) Complete the top section of the worksheet, to include the job classification, position number, and minimum requirements for the position.
- b) Using the minimum requirements listed on the job advertisement and position description for the position, list each job task required of the position.
- c) For each job task listed, outline the knowledge, skills, and abilities required to complete each job task successfully. (Example: If the position is responsible for generating reports, the knowledge, skills, and abilities needed for that job task may include proficiency with Microsoft Excel or some other reporting software.)

Step 2. Screen Applicants

- a) Using the screening criteria outlined below, conduct a preliminary review of each candidate. NOTE: This worksheet does not take the place of the minimum qualifications process conducted by the Personnel Cabinet. It is merely a tool to assist you when considering applicants for a potential interview.
- b) If a candidate appears to possess one or more of the knowledge, skills, and abilities outlined below, add them to the worksheet unless he/she has been dispositioned with a cautionary flag that reflects Applicant_Considered (04_DCO Personnel Cabinet Closed).
- c) If a candidate does not possess any of the knowledge, skills, and abilities outlined below do not add them to the worksheet unless he/she has Interview Preference (a double blue flag).
- d) Once completed, use this worksheet to identify the candidates to be interviewed. NOTE: You must offer applicants who have Interview Preference (a double blue flag or a double light blue flag) an interview. Please refer to KRS 18A.150 and 101 KAR 2:086 for details regarding Interview Preference.

Screening Criteria Worksheet

Job Classification:		Position Number:	
Minimum Requirements (per job classification specification):			
Education:			
Experience, Training, and Skills:			
Substitution (if applicable):			
Special Requirements (if applicable)			

ADDITIONAL SCREENING CRITERIA		APPLICANTS <small>(Use Additional Worksheets as Necessary)</small>					
Job Task	Knowledge, Skills, and Abilities Required to Perform Job Task Successfully						
Other	Veteran or Intern - Interview Preference						

Form Prepared By: _____ Date: _____