

# Selection Criteria Sample #1

## Sample #1 Job Description Required and Desirable Qualifications

### EDUCATION and/or EXPERIENCE:

#### **REQUIRED:**

High school diploma, or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

Five years progressively responsible secretarial/clerical experience.

Three years experience using personal computers and basic software packages.

Experience using advanced features of word processing applications such as utilizing columns or tables, sorting, mail merge, or creating macros.

Experience using advanced features of spreadsheet/database applications such as creating macros, using cell range names, or using the file extract/combine feature.

#### **DESIRABLE:**

Post-high school training in advanced secretarial practice.

Office management experience.

Experience with desktop publishing software (e.g. Framemaker).

BANNER experience and training; email and web experience.

Experience working in an academic department.

### OTHER SKILLS AND ABILITIES:

#### **REQUIRED:**

Excellent interpersonal, customer service, and oral/written communication skills.

Excellent organizational and prioritization skills.

Demonstrated excellent decision making capabilities.

Demonstrated ability to expeditiously handle simultaneous requests with accuracy and attention to detail.

Demonstrated ability to use good judgment in determining matters of importance.

Demonstrated ability to take the initiative and solve problems.

Demonstrated knowledge of proper grammar, spelling, and punctuation.

**SAMPLE #1****● = meets criteria****◎ = needs discussion****○ = does not meet criteria**

	Candidate #1	Candidate #2	Candidate #3	Candidate #4
<b>REQUIRED:</b>				
High school diploma, or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired. (HR screen)	●	●	●	●
Five years progressively responsible secretarial/clerical experience. (HR screen)	●	●	●	●
Three years experience using personal computers and basic software packages. (HR screen)	●	●	●	●
Experience using advanced features of word processing applications such as utilizing columns or tables, sorting, mail merge, or creating macros.	●	◎	●	●
Experience using advanced features of spreadsheet/database applications such as creating macros, using cell range names, or using the file extract/combine feature.	●	●	●	○
<b>DESIRABLE:</b>				
Post-high school training in advanced secretarial practice.	●	○	●	○
Office management experience.	◎	●	●	◎
Experience with desktop publishing software (e.g. Framemaker).	●	◎	◎	●
BANNER experience and training; email and web experience.	◎	○	●	●
Experience working in an academic department.	●	○	●	○
<b>OTHER SKILLS AND ABILITIES:</b>				
<b>REQUIRED:</b>				
Excellent interpersonal, customer service, and oral/written communication skills.	●	◎	●	●
Excellent organizational and prioritization skills.	●	●	●	○
Demonstrated excellent decision making capabilities.	●	●	●	◎
Demonstrated ability to expeditiously handle simultaneous requests with accuracy and attention to detail.	●	◎	●	◎
Demonstrated ability to use good judgment in determining matters of importance.	●	●	●	●
Demonstrated ability to take the initiative and solve problems.	●	●	●	●
Demonstrated knowledge of proper grammar, spelling, and punctuation.	●	◎	●	○

If a skill is required and the candidate lacks that skill, they must be disqualified from the process. Based on this information, Candidate #1 and #3 would be considered for an interview. Both candidates have all of the required skills – the only differences are in the desirable categories. Candidates #2 shows as needing discussion to determine if they meet the requirements. Candidate #4 does not meet the job requirements so can not be selected for an interview.