

## Manager's Guide to Qualifying Applicants

### Qualifying an applicant:

1. Evaluate the applicant's qualifications in relation to the posted minimum qualifications, preferred education and experience.
2. Evaluate dates of employment using Month and Year information.
3. When dates of employment overlap, only give one (1) year credit per overlapping year.
4. When the candidate holds more than one degree at the same level, use the degree date of the degree that is directly related to the minimum educational requirement. No additional credit is given per additional degree at the same level
5. If the following conditions are met, a degree may be substituted for years of experience if the degree is in a discipline that is closely related to the field of work and the degree is in a discipline that, while not directly related, enhances the employee's ability to perform their work.
  - a) An Associate's degree may substitute for two (2) years of experience if the minimum education requirement is a High School diploma or GED certificate.
  - b) A Bachelor's degree may substitute for four (4) years of experience if the position requirements are for a High School diploma or GED certificate.
  - c) A Master's degree may substitute for two (2) years of experience if the minimum education requirement is a Bachelor's degree in a related field.
  - d) A Doctorate degree may substitute for and two (2) years of experience if the minimum education requirement is a Bachelor's degree or Master's degree in a related field.

### Posted Qualification Requirements:

1. Use the established minimum educational and experience requirements - The minimum qualifications are those listed on the posting announcement and reflect the minimum requirements established for the position.
2. Preferred Qualifications – if you elected to use preferred qualifications, you must evaluate based on any of these qualifications that exceed the established minimums.

### Posted Degree Requirements:

1. **Specified Degree Fields/Disciplines** - states the field/discipline for the required degree (i.e. Computer Science or Engineering Technology), you can only qualify candidates who hold a degree in those specific fields/disciplines.
2. **Specified Degree Fields/Disciplines or Related** - states "or related field", the degree must be in a related field/discipline (i.e. Computer Science, Engineering Technology or related field).
3. **Preferred Degree** – if an advanced degree is preferred, those candidates who meet the preference must be considered first. If a candidate without the preferred degree is selected, the hiring manager must be able to justify the selection.

## Posted Experience Requirements:

Evaluating experience goes beyond the job title and relates to the duties performed. The following is a guide hiring managers can use to evaluate a candidates level of experience as it relates to the posted position:

1. **Student Employment Experience** – Effective July 1, 2020, directly related student employment experience may be counted toward regular employment as appropriate. Credit for student work experience is determined by demonstrated work experience being directly related in the level of scope, skillset and competency as required to perform the position. Departments are encouraged to provide students tangible work experiences that align with student interests and future career goals.is not counted.
2. **Volunteer Experience** – is not counted.
3. **Graduate Assistantships** – experience will be counted based on FTE; only if the experience specifically relates to the position.
4. **Internships** - experience will be counted based on FTE; only if the experience specifically relates to the position.
5. **Professional Experience** – if the posting announcement states a specified number of years “professional” experience, the experience will only be counted if it is gained while working in the field or occupation in which the position has responsibility. By having this experience it will mean the applicant has a solid understanding and performance base in the area in which they will be working.
6. **Directly Related to the Duties as Outlined** –Directly related to the duties as outlined, does not mean that the candidate had to perform the same position in the past. It means that the applicant should have performed duties that were equivalent in scope and responsibility to the duties in the description.
7. **Related to the Duties as Outlined** – Related to the duties as outlined means that the applicant should have performed related duties as outlined in the job description.