

## Evaluative Criteria (The Rubric/ Initial Screening)

Evaluative Criteria are configured in the OES and used as a means of evaluating the applicants. The evaluative criteria should be established by the Hiring Manager in consultation with Human Resources. The evaluative criteria should be established prior to posting and as part of the posting approval process.

Evaluative criteria are established based on the job qualifications. The evaluative criteria should not include items that were not listed in the posting.

Evaluative Criteria should be set up for three stages of the candidate review process: Initial Screening, Initial (telephone) Interview, and Campus Interview.

**Initial Screening (rubric):** To set up your initial screening rubric, prepare items, usually in the form of a rating scale item (multiple choice), corresponding to each required and each preferred qualification.

Examples:

Candidate has required degree

- 0 = No (Disqualifying)
- 1 = Yes, meets degree qualification
- 2 = Yes, exceeds degree qualifications

Candidate has required experience

- 0 = No (Disqualifying)
- 1 = satisfactorily meets the minimum required experience
- 2 = Exceed the minimum required experience

Candidate has required supervisory experience

- 0 = None (Disqualifying)
- 1 = Minimal (supervised interns only)
- 2 = Some (supervised one or more subordinates)
- 3 = Extensive (supervised a large unit or department)

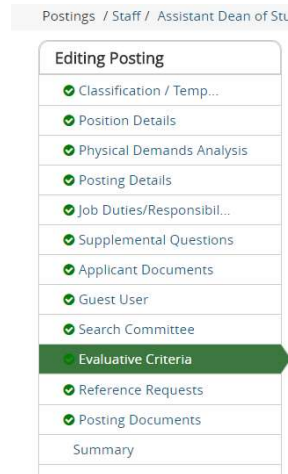
The system is designed to calculate a summary score scaled to 100 for each applicant based on ratings. In other words, an applicant who is assigned the highest score on each item, will have a scaled summary score of 100. Items can be differentially weighted; the total value of the weights must sum to 100. Each "answer" must have a point value associated with it. You can use 1,2,3 points or a 5,10,15 point scale, for example. The applicants with the higher score are in theory the most well qualified.

Comments on the applicant can be included in the rubric. A comment box is provided for each applicant being evaluated. All information recorded as a comment becomes a permanent part of the search record and should be related only to the qualifications.

The search committee chair will be able to see the summary score of each applicant based on the ratings of the committee members. The chair will also be able to drill down into the ratings on each

applicant to see the ratings of individual committee members on each item in the rubric. They will also see all comments. Individual search committee members only see their own ratings and comments. All committee members must complete the evaluative criteria prior to requesting initial interviews.

To create the Evaluative Criteria: view the posting as Hiring Manager, select Edit. Then select Evaluative Criteria.



Then select Add a Criterion



Search for evaluative criteria key word.

### Available Evaluative Criteria

Category:  Keyword:

| Add                      | Category      | Description  |
|--------------------------|---------------|--|
| <input type="checkbox"/> | Uncategorized | How many years of experience do you have supervising professional staff?     |
| <input type="checkbox"/> | Uncategorized | Candidate has a master's degree in a field related to Admissions field/work  |
| <input type="checkbox"/> | Uncategorized | Describe the candidate's level of experience in leading a team or organizati |

Review the criteria returned by the search. You will see both the criterion and possible answers.

### Available Evaluative Criteria

Category:  Keyword:

| Add                      | Category      | Description  |
|--------------------------|---------------|--|
| <input type="checkbox"/> | Uncategorized | <p>Evaluate the applicant's education (Associate's degree required, Bachelor's degree preferred)</p> <p>Possible Answers:</p> <ol style="list-style-type: none"><li>1. Does not meet minimum required qualification</li><li>2. Minimally meets required qualification</li><li>3. Meets required qualification</li><li>4. Exceeds required qualification</li></ol> <p>Applicant workflow state <input type="text" value="Under Review by Dept. / Cmte."/></p> |
| <input type="checkbox"/> | Uncategorized | <p>Rate the applicant's education relative to the required qualification. (Bachelor's degree required)</p> <p>Possible Answers:</p> <ol style="list-style-type: none"><li>1. Does not meet minimum required education</li><li>2. Meets required education</li><li>3. Exceeds the required education</li></ol> <p>Applicant workflow state <input type="text" value="Under Review by Dept. / Cmte."/></p>   |
| <input type="checkbox"/> | Uncategorized | <p>Rate the applicant's education; Bachelor's degree is required, Master's degree is preferred.</p>  |
| <input type="checkbox"/> | Uncategorized | <p>Rate the applicant's education (Bachelor's degree is preferred, substitute master's degree)</p>   |

Check the box next to the evaluative criteria you want to select.

Then select Submit- located at the bottom right



If you are not able to find a suitable criterion, you may add a new one. Select, [Add a new one](#). There are many evaluative criteria already established in the bank. Please check key words before creating a new one.

### Available Evaluative Criteria

Category:  Keyword:

No available, unused evaluative criteria matching the filter

Can't find the one you want? [Add a new one](#)

Fill in each field.

Name \*

Product development

Label \*

Product development

Status \*

pending ▾

Category

Please select a category ▾

Description \*

Does the applicant display successful experience in product development?

### Possible Answers

- Open Ended Answers
- Predefined Answers

Then select Open Ended Answer or Predefined Answer.

Open ended answers are a fillable text box. We do not typically use these.

Predefined Answers need to have possible answers populated.

## Possible Answers

- Open Ended Answers
- Predefined Answers

Empty answers will be excluded.  
Click and drag possible answers to reorder them.

Possible Answer 1 :  ✕

Possible Answer 2 :  ✕

Possible Answer 3 :  ✕

Possible Answer 4 :  ✕

Then Submit

The criterion will show as Draft and Pending until approved by Human Resources. You should determine how much weight to give to the criterion and how many points to assign to the answers. You will need to click on the criteria in blue to expand the selection.

### Evaluative Criteria

[Save](#) [<< Prev](#) [Next >>](#)

#### Included Evaluative Criteria

[Add a Criterion](#)

| Category      | Description  | Weight | Workflow State                | Status                |
|---------------|--|--------|-------------------------------|-----------------------|
| Uncategorized | Does the candidate have a bachelor's degree?                       |        | Under Review by Dept. / Cmte. | active <span>✕</span> |
| Uncategorized | Rate the candidate's distinguished record of academic achievement  |        | Under Review by Dept. / Cmte. | active <span>✕</span> |
| Uncategorized | Rate the candidate's demonstrated potential for managerial success |        | Under Review by Dept. / Cmte. | active <span>✕</span> |

Uncategorized      Does the applicant display successful experience in product development?      Draft      pending

**Name**      Product development

**Label**      Product development

**Workflow State**      Draft

**Weight**     

| Possible Rankings | Points               |
|-------------------|----------------------|
| Unable to tell    | <input type="text"/> |
| Yes               | <input type="text"/> |
| No                | <input type="text"/> |

Does the applicant display successful experience in product development?

**Name**      Product development

**Label**      Product development

**Workflow State**      Draft

**Weight**      10

| Possible Rankings | Points |
|-------------------|--------|
| Unable to tell    | 0      |
| Yes               | 5      |
| No                | 0      |



Then Save if you are finished.

If you need assistance developing the Evaluative Criteria or using the system please contact Christa Aldrich in Human Resources at (585) 245-5627.