

## Glenn County Paper Screening Criteria

Position: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

<b>SCORING CRITERIA:</b>	<b>Superior</b>	<b>=</b>	<b>17-20</b>	<b>points</b>
	<b>Well Qualified</b>	<b>=</b>	<b>9-16</b>	<b>points</b>
	<b>Qualified</b>	<b>=</b>	<b>1-8</b>	<b>points</b>
	<b>Unacceptable</b>	<b>=</b>	<b>0</b>	<b>points</b>

**EDUCATIONAL TRAINING AND BACKGROUND** (20 points possible):

POINT VALUE: \_\_\_\_\_

**EXPERIENCE – PAID AND UNPAID** (20 points possible)

POINT VALUE: \_\_\_\_\_

**INDICATION OF JOB RELATED SKILLS, ABILITIES, AND ATTITUDE** (20 points possible)

POINT VALUE: \_\_\_\_\_

**ADDITIONAL SCREENING CRITERIA – if applicable** (20 points possible)

POINT VALUE: \_\_\_\_\_

Rater's Signature: \_\_\_\_\_ TOTAL POINTS (80 possible): \_\_\_\_\_

## **Paper Screening Criteria Key**

It is important to have the panel members agree to the screening criteria and to evaluate information consistently. The Appointing Authority will further provide information as to what key is needed in each particular recruitment.

Each panel is responsible for determining what criteria are appropriate for each of the following broad guidelines and for defining what constitutes a “superior”, “well qualified”, “qualified” or “unacceptable” score of each guideline.

In ranking candidates, specific evidence of future potential should be considered along with actual experience. Superb training and skill are usually preferable to mediocre experience.

### **EDUCATIONAL TRAINING AND BACKGROUND**

(degrees, course work, workshops, memberships)

In evaluating candidates’ training and education, a panel may want to look at level of degree, relatedness of major and/or additional course work, recency of training, and grades earned in relevant course.

Evidence of education (through workshops, seminars and conferences, industry-sponsored training, apprenticeships, etc.) related to techniques or recent developments, specific to the position, should also be considered.

### **EXPERIENCE – PAID AND UNPAID**

(internships, work experience, additional experience of any kind likely to have prepared a candidate for the position)

In evaluating a candidates’ experience, length, and quality of experience should both be considered. The quality of experience, and particularly the variety and level of responsibility may be more important than the length of experience.

### **INDICATION OF JOB RELATED SKILLS, ABILITIES, AND ATTITUDE**

(initiative, creativity, organization, accuracy, cooperative relationships, attitudes towards the public, etc.)

In determining whether or not the candidate possesses the required job-related skills, abilities and attitudes, scrutinize their application materials in an attempt to ascertain their basic values and general abilities and interests as related to the position in a local government setting. In considering this criterion, try to look beyond the factors considered in evaluating the first two criteria.

### **ADDITIONAL SCREENING CRITERIA – if applicable**

The Panel may want to identify and define additional screening criterion. If an additional criterion is used it should be specific, measurable, and related to successful performance in the position.