

Glenn County Paper Screening Criteria

Position: _____

Applicant's Name: _____ Date: _____

SCORING CRITERIA:	Superior	=	30	points
	Well Qualified	=	20	points
	Qualified	=	10	points
	Unacceptable	=	0	points

EDUCATIONAL TRAINING AND BACKGROUND (30 points possible):

POINT VALUE: _____

EXPERIENCE – PAID AND UNPAID (30 points possible)

POINT VALUE: _____

INDICATION OF JOB RELATED SKILLS, ABILITIES, AND ATTITUDE (30 points possible)

POINT VALUE: _____

ADDITIONAL SCREENING CRITERIA – if applicable (30 points possible)

POINT VALUE: _____

VETERANS SERVICE POINTS (10 points possible)

POINT VALUE : _____

Rater's Signature: _____ TOTAL POINTS (130 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.

VETERANS PREFERENCE POINTS– if applicable

Veterans Preference Points - Applicants for open, non-promotional examinations who have served in the United States’ Armed Forces as defined in Government Code Section 18540 and who qualify as veterans shall be eligible for five (5) veterans’ preference points to be added to their score, provided that they achieve a passing score in the overall examination. Qualified veterans with a service-connected disability of 30% or more shall be eligible for an additional five points to be added to a passing score of an open, non-promotional examination. To receive the additional five (5) veterans’ preference points, a copy of an official statement, dated within the last twelve (12) months, from either the Department of Veterans Affairs, or a branch of the Armed Forces indicating that applicant’s disability is 30% or more must be attached to each specific Application for Examination.

Veterans' Preference for the County of Glenn Applicants

1. An applicant who has received a passing score on all components of an examination (up to and including oral examinations) and who is a veteran shall receive credit for an additional five points to be added to the final examination score.

2. For the purposes of this section, a veteran has the same meaning as in Government Code § 18973, as now enacted and as may hereafter be amended. As currently written, Government Code § 18973 defines a "veteran" as any person who has served full time for 30 days or more in the armed forces in time of war or in time of peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States, or during the period September 16, 1940 to January 31, 1955, or who has served at least 181 consecutive days since January 31, 1955, and who has been discharged or released under conditions other than dishonorable, but does not include any person who served only in auxiliary or reserve components of the armed forces whose service therein did not exempt him or her from the operation of the Selective Training and Service Act of 1940.

3. (a) An applicant who wishes to be considered for veterans' preference credit must submit a copy of his or her discharge document (DD-214 or equivalent) and information as to the type of discharge (honorable, dishonorable, etc.) with the application on or before the final filing date for the recruitment and;
(b) Failure to submit the required credentials on or before the final filing date of the recruitment shall be deemed a waiver of the veterans' preference.

4. Veterans' preference shall apply to application screening and examination scores used to create eligible lists from Open Recruitments and shall not affect recall lists, eligible lists created from County or Departmental Promotional Recruitments or by any other means, or any other employment decision. Should an applicant claiming a veterans' preference be hired to a regular County employment position, his or her veteran's preference shall not be applied to any subsequent County recruitment, reclassification, transfer or other employment decision during the time he or she remains employed in a regular County employment position.

5. Veterans' preference shall apply only to the examination scores for non-Merit employment positions with Glenn County.

6. Veterans' preference shall not apply to Glenn County employment positions covered by the State Interagency Merit System, which are governed by the provisions of the Local Agency Personnel Standards (LAPS) as set forth in Title 2, California Code of Regulations, sections 17010, et seq.