Selection Criteria

The Human Resource Department requires selecting officials prepare a summary of the selection criteria used to evaluate job applicants in order to defend employment selection decisions that are subject to being challenged through the courts, University’s grievance process or outside government agencies (EEOD, UADD, OFCCP, etc). Selecting officials must retain selection criteria with hiring materials in department files.

Selection criteria must be job relevant and is developed from the knowledge, skills and abilities required or desired to do the job. Selection criteria is more than the minimum education and experience required for the position.

-EXEMPLARY ONE-

Selection criteria for the Position of Mental Health Nurse Supervisor

1. Knowledge of the organization and administration of a psychiatric program, especially of the nursing component of a program.
2. Knowledge of the principles and practices of professional psychiatric nursing.
3. Knowledge of behavioral and psycho-social problems and their treatment, and medications used in the area of work.
4. Knowledge of current social and economic problems and their relationship to mental health.
5. Knowledge of available resources and organizations.
6. Knowledge of and ability to apply educational methods and training techniques related to psychiatric nursing.
7. Ability to plan, organize and coordinate the assigned program, to supervise staff engaged in nursing activities, and to provide administrative supervision to staff in other disciplines.
8. Ability to deal tactfully with others and exercise good judgment in appraising situations and making decisions.
9. Ability to ascertain the client’s emotional status and needs and to plan an appropriate treatment plan.
10. Ability to record accurately services rendered and to interpret and explain records, reports and medical instructions.
-EXAMPLE TWO-

Selection Criteria for the Position of Accountant

3. Ability to interpret and apply Federal and State fiscal regulations.
4. Ability to analyze and correct financial problems and bookkeeping errors.
5. Ability to establish effective working relationships with the public or departmental program personnel.
6. Ability to prepare interpretive or analytical accounting or financial statements and reports.

-EXAMPLE THREE-

Selection Criteria for the Position of Administrative Assistant

1. Knowledge of office management techniques.
2. Ability to practice effective communication techniques both orally and in writing including ability to coordinate a variety of resources in gathering information and independently answering inquiries.
3. Knowledge of effective supervisory practices and ability to plan and supervise the work of others, if applicable.
4. Ability to analyze and interpret policy and procedural guidelines and to resolve problems and questions, independently.
5. Ability to establish and maintain effective working relationships with associates, officials, the press and the general public.
6. Skill in organizing work flow and coordinating activities.