Selection Criteria

Introduction

During a search committee review, applicants are rated according to selection criteria. The selection criteria can be added to the job card by the HR/Faculty Affairs Representative or Hiring Manager, but the search committee must review and agree upon the selection criteria before the reviews begin.

Process diagram

- Search committee reviews the selection criteria for the job.
- Search committee determines if new selection criteria are needed.
  - If yes, then check that the criteria are in the competency library.
  - If no, then Search Committee can review applications upon release.
- If the criteria are in the competency library, committee members can add them.
- If the criteria are not in the competency library, committee members can create them.

What you will do

- Review selection criteria
- Add selection criteria to a job
- Create ad-hoc selection criteria for a job
## Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>competency library</td>
<td>Data that exists in the CHRS Recruiting system that users can access while performing tasks. Selection criteria and job competencies are defined by campuses, but stored in a competency library that allows for system-wide visibility and access.</td>
</tr>
</tbody>
</table>
| job competencies   | Job competencies are used by search committees to assess applicants during the selection process. On the Requisition Information form, job competencies are shown as Groups of selection criteria. Job competencies must be pre-configured to be selected from the competency library.  
Example of a job competency: *Builds effective teams* |
| panel              | Panel is the term for Search Committee that is used in PageUp documentation.                                                                                                                                 |
| search committee chair | A user who is able to read other committee members’ responses and rank applicants during the search committee review.                                                                                     |
| search committee member | A user who is assigned to review or rate applicants during a search committee review. Search committee members compare applicants against a set of selection criteria or job competencies, then decide whether the candidate meets or exceeds the requirements. Committee members can add comments. Decisions and comments made by committee members are visible only to the search committee chair. |
| selection criteria | Criteria that are used to assess applicants during the selection process. Search committees use them during the selection process to assess applicants.  
Example of a search criterion: *Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals.*  
Selection criteria belong to a job competency group and can either be selected from a list or written in. |
Review selection criteria

Before any job applicants are released for search committee review, the search committee must ensure that the selection criteria are appropriate for the position. The search committee members review the selection criteria and decide if any criteria need to be added, revised or removed.

Search committee permissions

In order to view selection criteria, you must be able to view the job. If you want to add or remove selection criteria, you must be able to edit the job.

Depending on your role (search committee member or chair) you have different permissions to view or edit the job requisition.

Example permissions (may not reflect your campus settings):

<table>
<thead>
<tr>
<th>Role</th>
<th>View applicants</th>
<th>View job</th>
<th>Edit job</th>
<th>View responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search Committee Chair</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Search committee members</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

When to review selection criteria

Review selection criteria before candidates are moved into the search committee review status

Prerequisites and assumptions

- Search committee has been added to the job requisition.
- You have permission to view a job requisition.
- The recruiting process includes a search committee review stage.

How to review selection criteria

1. Open the job requisition.
   a. If you are a search committee member, click My Search Committee jobs from the side menu.
   b. If you are an HR/Faculty Affairs Representative, click Manage Jobs or My Jobs from the side menu.
2. On the job requisition, scroll down to the Search Details section.
3. Review the information in the Selection Criteria box.

4. Verify that the selection criteria are adequate.
What happens next

- You can add or remove search criteria, if you are permitted to do so.
- When an applicant is being reviewed by the search committee, the committee members use these selection criteria to evaluate the applicants.

Related documents

Panel/Search Committee
Add selection criteria to a job

The search committee uses the selection criteria to review the applicants against the qualifications for the job. These selection criteria must be added to the job before they can be considered by the search committee.

Job competencies and selection criteria

Job competencies are general categories of behaviors that committee members expect qualified applicants to exhibit. Job competencies are displayed as Groups on the Requisition Information form.

Selection criteria are more specific statements that provide more context around job competencies. You can choose the selection criteria from the competency library.

If you have sufficient permissions, you can:

- Write new (ad-hoc) selection criteria to add to the requisition.
- Add job competencies as criteria without writing specific details.

Pre-population

For some positions, selection criteria have already been specified as part of the position information. When you open the job card, these selection criteria are displayed in the Selection Criteria box. You can add more selection criteria, but you cannot remove selection criteria that are pre-populated from the position.

When to add selection criteria to a job

- The job requires a search committee for applicant selection.
- The selection criteria box does not include all of the selection criteria that the committee needs for the review.

Prerequisites and assumptions

- The job requires a search committee for applicant selection.
- You are on the Position Info tab of the job requisition.
- You have permission to edit the job.

How to add selection criteria to a job

There are two ways to add selection criteria to a job:

- Add pre-defined criteria from the competency library
- Create ad-hoc selection criteria

<table>
<thead>
<tr>
<th>SELECTION CRITERIA</th>
<th>Add</th>
<th>Add pre-defined selection criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>SL - Decision quality</td>
<td>Add</td>
<td>Plays one or more musical instruments and, under general supervision, provides musical accompaniment from musical scores.</td>
</tr>
<tr>
<td>New</td>
<td>Write a new selection criterion or add a competency</td>
<td></td>
</tr>
</tbody>
</table>
Use this procedure to add pre-defined selection criteria.

1. On the Requisition Information form, scroll own until you see the Search Details area.
2. Click Add. The Selection Criteria search window opens.

3. Use the Selection Criteria search window to search for applicable selection criteria.

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection criteria</td>
<td>Search for words that are within the search criteria text. For example: %team% returns selection criteria that involve teamwork and team-building.</td>
</tr>
<tr>
<td>Level</td>
<td>Level filters the criteria to an organizational level. For example, management or individual contributor.</td>
</tr>
<tr>
<td>Group</td>
<td>The group field is the job competency. A single competency might have multiple selection criteria beneath it. For example, Communication might have verbal and written criteria.</td>
</tr>
</tbody>
</table>

4. Click Add.
5. Click Done. The selection criteria are added to the job.
Create ad-hoc selection criteria

If you cannot find the specific selection criteria in the competency library, and if you have permission, you can write in new criteria. When you add the criteria, you also specify a job competency to which the criteria belong.

When to create ad-hoc selection criteria

- You are reviewing the selection criteria for a job.
- The selection criteria that apply to the job are not in the competency library.

Prerequisites and assumptions

- The job requires a search committee for applicant selection.
- You are on the Position Info tab of the job requisition.
- You have permission to edit the job.

How to create ad-hoc selection criteria

1. In the Selection Criteria box of the Search Details area, click New.

2. Select a job competency (group).

3. Type in the desired criterion, for example: “Able to communicate easily with a diverse audience.”

4. Click Add.

5. Click Done.

Selection criteria guidelines

- When selection criteria are populated by the job role, they cannot be removed.
- Ad-hoc selection criteria are not added to the competency library.
- When you write in new criteria, be sure to select the applicable job competency.
- Selection criteria and job competencies are defined by campus, but stored in a competency library that allows for system-wide visibility and access.
- Selection criteria are grouped under the job competencies.
What happens next

Search committee members can view these criteria and rate how each applicant compares against them.

Related documents

Panel/Search Committee