

# Creating an Inclusive Applicant Selection Process

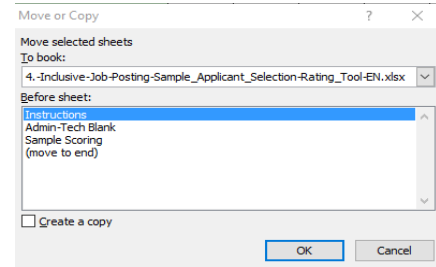
(This Tool can be used by an Internal or 3rd Party Reviewer)

## Sample Applicant Scoring Tool

Using insights from the preliminary list of core activities, tasks and competencies required for the success of your candidate success, you can develop a customized application selection tool. Persons reviewing the applications can use this tool to select the most appropriate candidates for the role based upon established criteria to progress to the interview stage of the recruitment process.

Sample applicant selection tool criteria related to the same "Sample Admin-Tech-Specialist Role" used across the Hiring Solutions Steps, has been created for your convenience.

If you want to create your own tool you can use this as a guide to create a fresh excel file. You can use this as a test file and make additional copies if the working tabs by **"Right Clicking"** on the tab you want to duplicate by and selecting **"Move and Copy"**, then select the **"Move to the end"** option and finally clicking the **"Create a Copy"** check box. Rename your new tab - by **"Right Clicking"** on your duplicated tab and selecting **"rename"**, the tab will be highlighted for your to enter a short-form name for the role. **Note:** you have limited characters so keep it short 10-12 characters.



## Assessment Categories

It is recommended that the list of assessment criteria be kept short i.e. 8-10 categories. If education and experience are listed as two separate categories consider adding an additional 5-6 categories and provide educational equivalencies' and be sure to give credit to both paid and non-paid experience.

The sample in this tool has nine categories for assessment with each being awarded the same 5 point value. You may choose to add in a weighting factor, (give more points to some categories), however, if you have given careful consideration to the **"must have"** competencies for success in this role and have incorporated a consideration for broad learning and experience, adding weighting to the process is not likely necessary. Keeping it simple has its' benefits.

## Customize Your Categories

Although, you can use the preliminary list of activities and core tasks to draft your assessment categories, you will want to use the more detailed job description and posting to be sure that they reflect the core responsibilities outlined in both of these detailed documents. You can combine similar items, however, the key will be to ensure the reviewer can consistently award their points i.e. in a category such as "Project Managmnt and Event Planning Support/Registration/Pre-Post Evaluation/Surveys " the reviewer may award 4 out of the potential total 5 points if there is limited or no reference to event pre/post evaluation but clear evidence of all other items.

## Setting Minimum Scoring: 5=Qualified    3=Marginally Qualified    0=Not Qualified

The example in the tool sets a 75% minimum total score to advance to the interview stage. With nine assessment categories and an awarded maximum five points per category a maximum total score of 45 points, candidates achieving 34 points - 75% or better would be offered an interview. The minimum required score can be adjusted should for example there be too many candidates meeting the minimum rating i.e., raising the minimum score to 80% or better could help to keep the number of interviews to a manageable number. Depending on the type of role you are filling and resources available, three to five interviews could be considered a reasonable number of interviews to schedule. If on the other had you wish to increase the number of candidates who qualify for the interview you could choose to adjust the minimum required score to 70% for example.

<p><b>Name/Number of Applicant:</b>                  This tool will help eliminate bias in selecting the applicants to move on to the interview process. The internal or 3rd Party reviewer conducting the 1st review of the applications can confidently assign consistent rating numbers to clearly defined criteria. Using the agreed assessment criteria based on the role requirements and competencies outlined in the job posting, detailed job description this file is completed and forwarded to the interview team along with the resumes and cover letters. This second review by the interview team will confirm the applicants to be provided interviews.</p>	Applicant Name # 01	Applicant Name # 02	Applicant Name # 03	Applicant Name # 04	Applicant Name # 05	Applicant Name # 06	Applicant Name # 07	Applicant Name # 08	Applicant Name # 09	Applicant Name # 10	Applicant Name # 11	Applicant Name # 12	Applicant Name # 13	Applicant Name # 14	Applicant Name # 15
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<b>Assessment Category</b>															
<b>Experience/Education</b> (Volunteer & Paid Experience and Formal & Informal Educational Equivalency) Professional/Executive Office Administration & Technical Office Information System Solutions and Administration															
<b>General Office Administration &amp; Management</b>															
<b>Applied Knowledge of General Office Administration &amp; Management</b>															
<b>Filing, Records Management &amp; Information/Database Systems</b>															
<b>Website Management &amp; Social Media Posting Interface with Internal Software Platforms</b> (Advanced Computer Skills MS Office Suite)															
<b>Database Analysis &amp; Technology-based Solutions and Operational Improvements</b>															
<b>Project Management and Event Planning Support</b> (Registration/Pre-Post Evaluation/Surveys...)															
<b>Meeting Management</b> (Agendas, Minutes & Action Planning/follow-up)															
<b>Highly developed Communication abilities</b> (written, oral, digital to promote inclusion, access and understanding)															
<b>TOTAL SCORE</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**Evidence-Based Category Scoring: 5 = Qualified    3 = Marginally Qualified    0 = Not Qualified**

A score of 34 points or higher will qualify for an interview (75% or >)

**Note:** Scores of 29-33 points may be considered it required.

**Position:Admin/Tech Specialist Example**

**Competition #**

**2023-ADTECH-01**

<p><b>Name/Number of Applicant:</b>                  This tool will help eliminate bias in selecting the applicants to move on to the interview process. The internal or 3rd Party reviewer conducting the 1st review of the applications can confidently assign consistent rating numbers to clearly defined criteria. Using the agreed assessment criteria based on the role requirements and competencies outlined in the job posting, detailed job description this file is completed and forwarded to the interview team along with the resumes and cover letters. This second review by the interview team will confirm the applicants to be provided interviews.</p>	Applicant Name # 01	Applicant Name # 02	Applicant Name # 03	Applicant Name # 04	Applicant Name # 05	Applicant Name # 06	Applicant Name # 07	Applicant Name# 08	Applicant Name # 09	Applicant Name# 10	Applicant Name # 11	Applicant Name # 12	Applicant Name # 13	Applicant Name # 14	Applicant Name # 15
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**Assessment Category**

<p><b>Experience/Education</b> (Volunteer &amp; Paid Experience and Formal &amp; Informal Educational Equivalency)                  Professional/Executive Office Administration &amp; Technical Office Information System Solutions and Administration</p>	3	5	3	3	3										
<p><b>General Office Administration &amp; Management</b></p>	5	5	5	5	5										
<p><b>Applied Knowledge of General Office Administration &amp; Management</b></p>	3	3	3	3	5										
<p><b>Filing, Records Management &amp; Information/Database Systems</b></p>	5	5	5	3	5										
<p><b>Website Management &amp; Social Media Posting Interface with Internal Software Platforms</b> (Advanced Computer Skills MS Office Suite)</p>	3	5	5	3	5										
<p><b>Database Analysis &amp; Technology-based Solutions and Operational Improvements</b></p>	3	3	3	3	5										
<p><b>Project Management and Event Planning Support</b> (Registration/Pre-Post Evaluation/Surveys...)</p>	3	3	5	3	3										
<p><b>Meeting Management</b> (Agendas, Minutes &amp; Action Planning/follow-up)</p>	0	3	5	0	0										
<p><b>Highly developed Communication abilities</b> (written, oral, digital to promote inclusion, access and understanding)</p>	3	5	3	0	3										
<p><b>TOTAL SCORE</b></p>	28	37	37	23	34	0	0	0	0	0	0	0	0	0	0

**Evidence-Based Category Scoring: 5 = Qualified    3 = Marginally Qualified    0 = Not Qualified**

A score of 34 points or higher will qualify for an interview (75% or >)

**Note:** Scores of 29-33 points may be considered it required.