**Directions:** Insert the name of each applicant in the left hand column. List all of the required qualifications in the area indicated. The required qualifications come directly from the job posting. Assign a weight to each required qualification in the “weight” row. The weights must total 100. Each applicant should be ranked 1 to 5 (with 5 being the highest) based on your assessment of their ability to meet the required qualifications. This information comes from the review of the job application. Information reviewed in the cover letter and resume can only be used if the documents are required attachments to the job posting. The macros will calculate each applicant’s score based on your assessment of each requirement. Preferred qualifications are listed outside the application score. They are scored with a “Y” or “N” (yes or no) or you can give bonus points. The applicants with the highest scores may be interviewed. Next determine the weight of the interview. Enter the score for each applicant interviewed in the appropriate place on the matrix using the same scale of 1 to 5. Next determine the weight of the reference check. Finally, obtain the reference check information on your final applicant(s) and assign a score based on the quality of the references. Some verify references only on the selected applicant or all applicants interviewed to help make a decision. If the references warrant disqualification based on information received, insert an “X” and the system will drop their score to zero “0”. Place a “0” in the required KSA that they actually did not meet. Make your selection for hire. Please refer to the Hiring Matrix tutorial for additional information.

Once this process is completed, the matrix must be electronically attached to the requisition by selecting the Hiring Matrix option on the DOCUMENT tab on the requisition. Always remember to SAVE.

For additional information concerning the screening and interviewing process, please contact Human Resources at 245-2557. For additional information concerning the final selection process or the use of the hiring matrix, please contact the Office of Equity and Access at 245-2539.

See UPPS 04.04.03 Staff Employment, for additional process information.