Hiring Matrix

Tutorial
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</table>
What is a Hiring Matrix?

- A Hiring Matrix is a tool used to compare an applicant’s qualifications to a job vacancy. With this tool, you can **objectively** and more **accurately** assess applicants against the required and preferred qualifications.

- The matrix also documents the hiring process and helps justify a hiring decision.
Why use a Hiring Matrix?

- This required selection tool helps to ensure that hiring selection decisions are made only on lawful job-related and non-discriminatory criteria, thus providing Equal Employment Opportunity to all applicants.
Do I have to use a Hiring Matrix?

- No, it is not necessary to use this matrix option but is preferred.

- Other matrix tools/formats which accomplish the same end result are acceptable to the Office of Equity and Access and must be provided to them at the completion of the selection process by attaching it electronically to the job posting.
Screening Process

- **1st Screening:**
  - “Yes/No” for required KSA’s
  - Applicants may be contacted with questions regarding KSAs, but all applicants must be contacted if there are similar questions on their application

- **2nd Screening:**
  - Experience
  - At this point the hiring manager can often determine who to interview. Your matrix score will support your selection.
Screening Process cont...

- **3rd Screening:**
  - Score the preferred qualifications by scoring each with “Y” for yes and “N” for no or by setting weights and scoring as done previously on the required qualifications.
  - The hiring manager should attempt to narrow the interview pool to 5–10 applicants based on assessment scores and the quality of the applicant pool.
  - You must receive prior approval from Equity & Access if you want to interview less than 3.
  - At least one applicant that qualifies for Veteran Preference that also meets required qualifications, **must be interviewed**.
Important Tips and Steps

- Clicking on “hiring matrix” on the right side of page under Useful Links. This opens the matrix allowing the manager to download and save it to your desktop.

- Once it is completed, the matrix must be electronically attached to the requisition. Once you have moved your applicant to Rec for Hires you will attach your matrix and any additional support documents you have.
Step 1

Job Title: Administrative Assistant III

| Job Number: | 2016254 |
|-------------------------------|

<table>
<thead>
<tr>
<th>APPLICANTS</th>
<th>Does Not Meet Minimum Requirements</th>
<th>Did not meet</th>
<th>Did not meet</th>
<th>Did not meet</th>
<th>Did not meet</th>
<th>Did not meet</th>
<th>Did not meet</th>
<th>Total Score</th>
</tr>
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<tbody>
<tr>
<td>Assigned weight</td>
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<td>10</td>
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<td>Samantha</td>
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<td>5</td>
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</tr>
<tr>
<td>Mary</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

a. Enter all the applicant names and rate their KSA’s on a scale from 1 to 5 against the job posting requirements. Repeat these same steps for the preferred qualifications if there are any on the job posting. Each requirement must be listed on the matrix if it is not listed on the job posting it cannot go on the matrix.

b. The Hiring Matrix will calculate the weighted score from each criterion and calculate the total. The total will appear below the “Application Score” box against each applicant. Same for the “Preferred Score”.

c. Remember to document your evaluation thoroughly.

d. If you place an “X” in Does Not Meet Minimum Requirements because they do not meet them, also place a “0” under the specific first requirement they actually do not meet. You are not required to continue scoring them further.

e. Place a check mark in the applicant receiving Veteran Preference Interview.
### Step 2

**Job Title:** Administrative Assistant III  
**Job Number:** (This is posting number not position number)  
**Job Number:** 2016254  

<table>
<thead>
<tr>
<th>APPLICANTS</th>
<th>Assigned weight</th>
<th>VETERAN PREFERENCE</th>
<th>INTERVIEW</th>
<th>REFERENCE</th>
<th>TOTAL SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kellie</td>
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<td>400</td>
<td></td>
</tr>
<tr>
<td>Janice</td>
<td>5 4 3 2 5</td>
<td></td>
<td>4 4</td>
<td>460</td>
<td></td>
</tr>
<tr>
<td>Samantha</td>
<td>3 1 3 4 5</td>
<td>✓</td>
<td>5 2</td>
<td>435</td>
<td></td>
</tr>
<tr>
<td>Mary</td>
<td>X</td>
<td></td>
<td>0 0 0</td>
<td>0 0 0</td>
<td></td>
</tr>
<tr>
<td>Jane</td>
<td>X</td>
<td></td>
<td>0 0 0</td>
<td>0 0 0</td>
<td></td>
</tr>
</tbody>
</table>

---

a. At some point you must decide whom to interview. It is at this point the “Hiring Matrix” comes to your aid. Highlight from applicant names through “Total Score”. Select Data sort by descending. Interview someone with Veteran Preference.  

b. This will place “Total Score” in descending order with the highest ranked applicants at the top.  

c. This will show whom to call for interviews as there is normally a break in scores.
## Step 3

<table>
<thead>
<tr>
<th>APPLICANTS</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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<tbody>
<tr>
<td></td>
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<td>Time/Key/Touch</td>
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<tr>
<td>Janice</td>
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<td>2</td>
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<tr>
<td>Samantha</td>
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<td>290</td>
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<tr>
<td>Mary</td>
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<td>0</td>
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<tr>
<td>Jane</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### a. In this case the hiring supervisor might interview only the top two applicants since their scores are close and there is a definite difference in the score of the next closest applicant.

### b. If less than three applicants to interview you must get PRIOR approval in writing from Equity & Access for exception to policy. Copy HR on your request.

### c. If you are interviewing between 1-6 applicants, you must interview at least one applicant who qualifies for Veteran Preference who also meets required qualifications.
Step 4

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Administrative Assistant III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Number:</td>
<td>2016254 (This is posting number, not position number)</td>
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</tbody>
</table>

**APPLICANTS**

<table>
<thead>
<tr>
<th>Assigned weight</th>
<th>Social/Net Mkt.</th>
<th>MS Office Product</th>
<th>Ten-Key/Touch</th>
<th>Bookkeeping</th>
<th>Spelling</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>25</td>
<td>25</td>
<td>15</td>
<td>15</td>
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</tr>
</tbody>
</table>

**APPLICATION SCORE**

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Social/Net Mkt.</th>
<th>MS Office Product</th>
<th>Ten-Key/Touch</th>
<th>Bookkeeping</th>
<th>Spelling</th>
<th>Total Score</th>
</tr>
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<tbody>
<tr>
<td>Kellie</td>
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<td>325</td>
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<tr>
<td>Mary</td>
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<td></td>
<td>0</td>
</tr>
<tr>
<td>Jane</td>
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</tbody>
</table>

**INTERVIEW SCORE**

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<th>Total Score</th>
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</thead>
<tbody>
<tr>
<td>Kellie</td>
<td>1</td>
<td>400</td>
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<td>Janice</td>
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<tr>
<td>Samantha</td>
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<tr>
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**REFERENCE SCORE**

<table>
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<tr>
<th>Applicant</th>
<th>Reference Score</th>
<th>Total Score</th>
</tr>
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<td>400</td>
</tr>
<tr>
<td>Janice</td>
<td>4</td>
<td>460</td>
</tr>
<tr>
<td>Samantha</td>
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<td>435</td>
</tr>
<tr>
<td>Mary</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Jane</td>
<td>0</td>
<td>0</td>
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</tbody>
</table>

**TOTAL SCORE**

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Total Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kellie</td>
<td>400</td>
</tr>
<tr>
<td>Janice</td>
<td>460</td>
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<tr>
<td>Samantha</td>
<td>435</td>
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<tr>
<td>Mary</td>
<td>0</td>
</tr>
<tr>
<td>Jane</td>
<td>0</td>
</tr>
</tbody>
</table>

**APPLICANTS Does Not Meet Min Requirements**

- Clerical
- MS Office Product
- Ten-Key/Touch
- Bookkeeping
- Spelling

**APPLICATION SCORE**

- Assigned weight
- Social/Net Mkt.: 25
- MS Office Product: 25
- Ten-Key/Touch: 15
- Bookkeeping: 15
- Spelling: 10

**INTERVIEW SCORE**

- Assigned weight
- Interview: 25
- Reference: 10

**VETERAN PREFERENCE INTERVIEW**

- Assigned weight
- Veteran: 5

**REFERENCE SCORE**

- Assigned weight
- Reference: 2

**TOTAL SCORE**

- Assigned weight
- Total: 25

**Step “a”**

a. Assign weights to “Interview Score” and “Reference Score” – Use a scale of 1 to 10 (with 10 being the highest). The weights should be in-line with the scores for the rest of the criteria.
**Step 5**

<table>
<thead>
<tr>
<th>APPLICANTS</th>
<th>VETERAN PREFERENCE</th>
<th>INTERVIEW SCORE</th>
<th>REFERENCE SCORE</th>
<th>TOTAL SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kellie</td>
<td></td>
<td>1</td>
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<td>400</td>
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<td>Janice</td>
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<tr>
<td>Samantha</td>
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<tr>
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<tr>
<td>Jane</td>
<td></td>
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</tbody>
</table>

**Step 5 a.** Enter the “Interview Score” and “Reference Score” for the interviewed candidates on a scale of 1 to 5.

**Step 5 b.** The “Hiring Matrix” will automatically calculate the “Total Score” for you.
### Step 6

#### Job Title:
Administrative Assistant III

#### Job Number:
2016254 (This is posting number, not position number)

#### APPLICANTS

<table>
<thead>
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<th>Spelling</th>
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<th>Veteran Preference</th>
<th>Interview Score</th>
<th>Reference Score</th>
<th>Total Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kellie</td>
<td>4</td>
<td>4</td>
<td>5</td>
<td>3</td>
<td>4</td>
<td>325</td>
<td>✓</td>
<td>25</td>
<td>10</td>
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<tr>
<td>Janice</td>
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<tr>
<td>Samantha</td>
<td>X</td>
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<tr>
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</tbody>
</table>

#### Step “a”

a. If a reference check is so negative that it warrants not hiring an applicant, place an “X” in the score box below “Reference Score” against the applicant name. This will change their “Total Score” to “0”. Remember to document the reference check thoroughly.
Contacts

You can access the hiring matrix [here].

Questions regarding the use of the hiring matrix:
Equity and Access Office at 512.245.2539.

Questions about functionality and scoring:
HR at 512.245.2557.