Creating Screening Grids

- Using PeopleAdmin, create your screening grid
    1. Login to PeopleAdmin, Applicant Tracking (blue side) as a Hiring Official
    2. Locate the posting by searching for the position number, or pulling up the posting on your watch list.
    3. Click on applicants tab at the top.
    4. Hover over *Action*
    5. Click export results (see image #1)
    6. Open the file, it will load at the bottom of the browser screen (image #2)
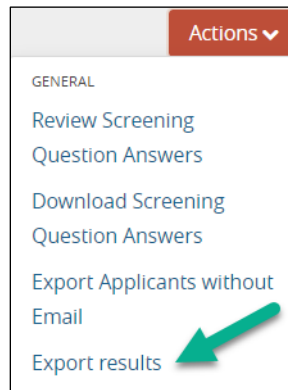

Image #1

Image #2

7. Insert a row above the row in gray to include your scale. Additional information on using a weighted scale is below.
8. Add required and preferred qualifications to the top row and score applicants accordingly

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Scale		0-2	0-2		0-1	0-2		0-2					
2	Full Name	Degree Received:	Required Qualifications 1	Required Qualifications 2	Required Qualifications Score	Preferred Qualifications 1	Preffered Qualifications 2	Preferred Qualifications Score	Supplemental Question 1	Supplementa l question Score	Veteran Question (VQ1):	Veteran Question (VQ2):	Veteran Question (VQ4):	Veteran Question (VQ5):
3			2	2	4	1	2	3	2	2	Yes	No	No	No
4			0	1	1					2	No	No	No	No
5			2	1	3	1	2	3	1	1	No	No	No	No

- **Applicants:** The first column should contain all <u>active</u> applicants
  - All applicants must be included on the screening grid unless they were eliminated by disqualifying questions.
  - An applicant's preferred qualifications only need to be considered **IF** they have **<u>all</u>** required qualifications.
- **Scale:** The scale located in the first row is determined by the department and/or search committee. We prefer a simple scale from 0-1. If qualifications are more complex (beginner, intermediate, expert can be scaled 0-3: no experience=0, beginner=1, intermediate=2, expert=3.
  - Please be sure to include a legend for your scale on your screening grid.
  - Scale numbers cannot be combined when comparing grids. For example, when two committee members complete two screening grids and assign a score of 2 in the first required qualification box, the recorded score would be 2 not 2+2=4 as the scale max is set at 2. You can simply add a TOTAL Score Column to capture the total of all committee member's scores on one screening grid.
- **Required Qualifications: rank applicants based on these qualifications. Note:** applicants must meet **<u>all</u>** required qualifications to receive a score for preferred qualifications and/or veteran status.
- **Preferred Qualifications:** can only be scored if applicants meet **<u>all</u>** required qualifications.
- **Supplemental Question Total Score:** If questions were assigned a value in PeopleAdmin, they will populate in this section.
- **Veteran Status:** Information shared by the applicant will automatically pull from the system. Veterans must meet **<u>all</u>** required qualifications to receive this score. For scoring your Veteran applicants, please use the Box hyperlink https://wm1693.app.box.com/folder/138071261430 to find these documents.

Departments with HR Business Partners can approve their own screening grids.

Departments without HR Business Partners, please forward screening grid to your Employment Specialist for review and approval.

For additional assistance with creating a screening grid, email AskHR@wm.edu and include the position number with your email.