Dear Search Committee Member,

Thank you for agreeing to serve on the assigned search committee.

Note the committee is tasked with narrowing the pool to the Most Qualified applicants, performing interviews, then selecting the top 2-3 candidates to refer to the hiring manager.

Please find the following documents within this assignment:

- Important Notes
- Veterans’ Preference Brief
- Rating Report Training sample
- Non-selection Reasons-Rating Report Instructions
- Guide to Completing the Applicant Rating Report

Two additional documents are available to you and are located within the Internal Posting Documents section of the posting in PeopleAdmin

- Rating Report
- Recruitment & Selection Guidelines

Members are strongly encouraged to use the Guide to Completing the Applicant Rating Report when filling out the Rating Report. This reduces documentation errors which can delay the hiring process.

The Rating Report is available to you in Excel form for recording applicant ratings. Please do not otherwise alter.

**TIP:** Bring partially complete Rating report to interviews. Complete Committee Interview column and remaining Non-Selection Reason fields immediately after interviews and submit to chairperson with interview notes. —Your mission is complete.

It is not necessary to print the Recruitment & Selection Guidelines. Though all members are encouraged to review the guidelines which provides an overview of the recruitment process.

Please do not hesitate to contact me for guidance during this process.

*Nancy McPherson*  
HR Recruitment  
252.335.3786 | njmcpherson@ecsu.edu

If you have been listed as a reference, have a personal relationship, or are kin in any way to an applicant for this search it is required that you contact Human Resources to disclose the nature of the relationship. A determination will then be made as to whether or not the integrity of the search is affected.
Please Note

The committee should select candidates for interview from the **Most Qualified** pool of applicants.

Candidates for the position must meet **BOTH** the **Minimum Training and Experience** and the **Competencies/Knowledge, Skills, and Abilities** as listed in the posting.

**Veterans' Preference:** If an applicant claims veterans' preference by answering yes to the question asked in the Military Service section of the application, mark Q on the rating report.

If an eligible veteran has substantially equal qualifications to a nonveteran, the veteran shall be selected for the position. (If the nonveteran is a state employee, please contact HR to determine if the state employee has priority.) For greater detail, please refer to the Veterans' Preference policy.

Veterans' Preference brief


If an applicant identifies as eligible for Veterans' Preference per the question on the application, “Do you wish to declare eligibility for Veterans' Preference?” or has included a copy of the DD-214 place a “Q” in the rating field.

Minimum Qualifications

In order to claim veterans’ preference, eligible veterans must meet the minimum training and experience requirements for the position and must be capable of performing the duties assigned to the position.

In evaluating qualifications, credit shall be given on a year for year, and month for month, basis, for all military service training and experience which bears a reasonable functional relationship to the knowledge, skills, and abilities required in the position applied for.

Advisory Note: In determining minimum education and experience, related civilian experience should be used prior to using related military experience, in order to give the veteran, the maximum credit for unrelated military service.

Applying Preference

The eligible veteran shall be hired when overall qualifications are substantially equal to the nonveterans in the most qualified applicant pool. An exception would occur if there is an equally qualified “priority” State employee in the most qualified pool.

Please contact HR Recruitment for guidance as needed.
### Rating Report - Applicant Screening/Selection: EHRA

**Position Title:**

**Working Title:**

<table>
<thead>
<tr>
<th>#</th>
<th>Applicant Name</th>
<th>Veteran</th>
<th>Education</th>
<th>Training &amp; Experience</th>
<th>Certifications/Registrations</th>
<th>Selection Criteria</th>
<th>Selection Criteria</th>
<th>Rating = X, Q, MQ</th>
<th>Committee Interview</th>
<th>Final Interview (BQ)</th>
<th>Non-Selection Reason(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Applicant, Ian</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>~</td>
<td>~</td>
<td>~</td>
<td>~</td>
<td>~</td>
<td>~</td>
<td>Experience 1</td>
</tr>
<tr>
<td>2</td>
<td>Testerson, Ali</td>
<td>Q</td>
<td>Q</td>
<td>Q</td>
<td>X</td>
<td>Q</td>
<td>Q</td>
<td>Q</td>
<td>~</td>
<td>~</td>
<td>Experience 2</td>
</tr>
<tr>
<td>3</td>
<td>Trainer, Derek</td>
<td>X</td>
<td>Q</td>
<td>Q</td>
<td>Q</td>
<td>Q</td>
<td>MQ</td>
<td>MQ</td>
<td>~</td>
<td>~</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Search, Elizabeth</td>
<td>X</td>
<td>Q</td>
<td>Q</td>
<td>Q</td>
<td>Q</td>
<td>Q</td>
<td>MQ</td>
<td>MQ</td>
<td>~</td>
<td>Interview 5</td>
</tr>
<tr>
<td>5</td>
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</tr>
</tbody>
</table>

**Use non-selection reason for all applicants EXCEPT the top 2-3 referred to hiring manager (non-selection reasons are located on the Rating Report Instructions sheet).**

**Use application, résumé, transcripts, etc. to rate these criteria. Place overall rating in “Rating” column.**

**Rating for candidates if committee holds 2nd interview.**

**Rating for candidate’s 1st (or only) interview.**

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**Chair/Committee Member Signature:** ____________________________  Date: ____________

**Ratings:**
- X = Not Qualified (Experience does not reflect the required competency level)
- Q = Qualified (Experience reflects the required competency level)
- MQ = More Qualified (Experience reflects a higher competency level than required)
- BQ = Best Qualified

**Instruction sheet included**
Step 1: Review the first applicant's application along with any supplemental application tools used.

Step 2: Highlight or underline information on the application/supplemental application tools that relate to each competency.

Step 3: Determine from the information on the application/supplemental application tools how you would rate the applicant on each competency:

- X = Not Qualified: Experience does not reflect the required competency level
- Q = Qualified: Experience reflects the required competency level
- MQ = More Qualified: Experience reflects a higher competency level than required

Note the rating for the applicant in the box corresponding to the applicant and the competency.

Step 4: Repeat steps 1-3 for each competency.

Step 5: Determine the overall rating for the applicant and note in the Rating column.

Step 6: Repeat steps 1-5 for each applicant until all applicants have been rated.

Step 7: Note the Reason for non-selection using the following options:

**Example:** Education – Lacks directly related education/training should be coded as ‘Education2’ in the Non-selection Reason box

<table>
<thead>
<tr>
<th>Availability</th>
<th>1) Unable to contact</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2) Contacted/ declined interview</td>
</tr>
<tr>
<td></td>
<td>3) Withdrew from applicant pool</td>
</tr>
<tr>
<td></td>
<td>4) Offer made by university/ accepted another position</td>
</tr>
<tr>
<td></td>
<td>5) Interview scheduled/No show</td>
</tr>
</tbody>
</table>

| Experience    | 1) Application review shows unacceptable work history |
|               | 2) Application shows lack of directly related experience |
|               | 3) Sufficient experience but less than the selected candidate |

| Education     | 1) Sufficient education/training but less than selected candidate |
|               | 2) Lacks directly related education/training |
|               | 3) Could perform duties only after extensive training |

| Interview     | 1) Interview showed inconsistency with application information |
|               | 2) Interview showed unacceptable communication skills |
|               | 3) Interview showed lack of sufficient, directly related knowledge |
|               | 4) Interview showed lack of understanding of the scope of the position's duties |
|               | 5) Interview showed strong candidate, but not as strong as selected candidate |

| Other         | (Be specific) |

A non-selection reason should be noted for ALL applicants not hired.

Step 8: The BQ = Best Qualified rating is reserved for the candidate recommended for hire and should be noted in the Final Interview column.

For assistance, contact the Recruitment & Selection Administrator at ext. 3786
Guide to Completing the Applicant Rating Report

Complete the following fields if currently blank:
- Date
- Position #
- Position Class title/Competency level
- Fill in the applicant names in the applicant name column

Applicant Review:

Priority Consideration column (SHRA only):

- Does the applicant qualify for priority consideration? (See application –In the Personal Information section of the application)
  - Did the applicant say ‘yes’ to the question “Are you a layoff candidate with the State of N.C. eligible for RIF priority reemployment consideration as described by GS 126:” If so, place a ‘Q’ in the box aligned with applicant name. If not, place an ‘X’.
  - Did the applicant say ‘yes’ to the question “Do you now work for the State of NC?” If so, the applicant may be eligible for promotional priority consideration. If the applicant has substantially equal qualifications to other qualified applicants, please consult with Human Resources.

Veteran column:

- Does the applicant qualify for veteran’s preference? (see Military Service section of application –If the applicant answers yes to “Do you wish to declare eligibility for Veterans Preference?” consider the applicant a qualifying veteran –HR will verify. If a form DD214 has been uploaded by the applicant in PeopleAdmin, consider the applicant a qualifying veteran.) If the applicant is a qualifying veteran, place a ‘Q’ in the box aligned with the applicant name. If not, place an ‘X’.

Education column:

- Does the applicant meet the minimum education requirement as defined by the job posting? (see job posting –Note the education requirement as shown in the Minimum Training and Experience: section and the Minimum Competencies/Knowledge, Skills, Abilities and Behaviors section.) If the applicant meets the minimum education requirement, place a ‘Q’ in the box aligned with the applicant name. If not, place an ‘X’.

Training and Experience column:

- Does the applicant meet the minimum training and experience as defined by the job posting? (see job posting –Note the education requirement as shown in the Minimum Training and Experience: section and the Minimum Competencies/Knowledge, Skills, Abilities and Behaviors section.) If the applicant meets the minimum education requirement, place a ‘Q’ in the box aligned with the applicant name. If not, place an ‘X’.
Training and Experience: section and the Minimum Competencies/Knowledge, Skills, Abilities and Behaviors section.) If the applicant meets the minimum training and experience requirement, place a ‘Q’ in the box aligned with the applicant name. If not, place an ‘X’.

Note the Following:

- If the applicant has an ‘X’ in BOTH the Education column and the Training and Experience column place dashes in the remaining criteria and proceed to the Rating column. The initial rating for this applicant will be an ‘X’.
- If the applicant has an ‘X’ in the Education column and the posting has a specific Education requirement but does not allow for an equivalent combination of training and experience, place dashes in the remaining criteria and proceed to the Rating column. The initial rating for this applicant will be an ‘X’.
- If the applicant has an ‘X’ in the Training and Experience column and the posting has a specific amount of experience required, place dashes in the remaining criteria and proceed to the Rating column. The initial rating for this applicant will be an ‘X’.

Completing the remaining criteria

- Does the application and supporting documentation provide sufficient evidence the applicant is skilled in the specified competency/criteria? If so, place a ‘Q’ in the box aligned with the applicant name. If not, place an ‘X’.
  
  - Example: Criteria listed is Technical Knowledge- Does the applicant possess the technical knowledge required for this position? If so, mark ‘Q’.

Rating column

- All applicants should have an initial rating in the Rating column upon completion of the application and supporting documentation review.
- This rating should be either X, Q, or MQ.
- MQ candidates are those designated by the committee member as Most Qualified and therefore, worthy of an interview. (This does not mean the candidate will be selected for an interview. That will depend on the committee discussion and overall committee decision.)
Committee Interview column

- Only the applicants extended the invite to interview should be rated in this column.
- If the applicant declines the interview, is a no show to the interview, is unable to contact, etc., place an ‘X’ in the box aligned with the applicant name and place the corresponding non-selection reason in the remaining box. (Use the ‘Availability’ reasons as listed on the Screening/Selection Rating Sheet Instructions.)
- Interviewed applicants may receive an X, Q, MQ, or BQ.
- Only one applicant should be designated as BQ per position for hire. (This is the applicant you want to hire.)

Final Interview column

- Use this column if an applicant receives a second interview with the committee.
- If there is no second round of interviews, you may designate the BQ candidate in this column.

Non-Selection Reason column

- Use the reasons specified on the Non-Selection Reasons-Rating Report Instructions
- A non-selection reason must be provided for every applicant except the BQ.
- Any applicant that receives an interview should have a non-selection reason selected from the ‘Interview’ category.
- Do not write out the reason – simply write the category and corresponding #.

  Example: Write the reason noted below as ‘Education 2’

<table>
<thead>
<tr>
<th>Education</th>
<th>1) Sufficient education/training but less than selected candidate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2) Lacks directly related education/training</td>
</tr>
<tr>
<td></td>
<td>3) Could perform duties only after extensive training</td>
</tr>
</tbody>
</table>

Finalizing

- **SIGN** and **Date** the form
- Review your rating sheet to ensure it has been completed properly. (Think from an auditor’s point of view.)
- Submit Rating sheet and interview notes to Chairperson