

Selection Process Planning Worksheet

Step 1: Define the job	
<i>Essential Functions</i>	
• Job Duties	What are the job duties?
• Physical Demands	What are the physical demands?
• Primary Competencies	What are the most important competencies for success in this job?
<i>Minimum/Preferred Qualifications</i>	
• Education	What is the minimum education required? Is more or something specific preferred?
• Experience	What is the minimum experience required? Is more or something specific preferred?
• Credentials	Are there required credentials or certifications? If not, is something preferred?
<i>General Information</i>	
• Supervision Received	Who is the supervisor?
• Peers and Customers	Does the job work closely with peers? Who are the customers?
• Performance Expectations	What does it mean to be successful in this job?
• Work Environment	What is the work environment like?
• Schedule	What is the schedule?
• Anticipated Pay	What pay range was posted?
Step 2: Create your interview plan	
• Number of Interviews	<input type="checkbox"/> Preliminary Interview (if applicable) <input type="checkbox"/> Interview <input type="checkbox"/> Finalist Round (if applicable) <input type="checkbox"/> Reference Checks
• Interview Participants	Who will be involved in each stage of selection?
• Interview Location	Where will the interviews take place?
<input type="checkbox"/> Obtain copies of job description and organizational chart	
Step 3: Structure the interview	
1. Build a rapport, set the agenda, describe job and university	
2. Ask warm-up questions	
3. Choose experience, situational, and behaviorally based questions (Job Subfunction) or (Common Competencies)	
4. Wrap-up, next steps	
Step 4: Prepare applicant evaluation	
<input type="checkbox"/> Select initial screening criteria using the information outlined in Step 1	
<input type="checkbox"/> Select Interview Questions (if applicable, for both phone and in person interview); add to interview evaluation form(s)	
<input type="checkbox"/> Are all planned questions job-related?	
<input type="checkbox"/> Are you planning on asking the same questions of all applicants?	
<input type="checkbox"/> Are you planning on evaluating all applicants consistently?	
Step 5: Select applicants to interview	
<input type="checkbox"/> Screen based on your plan!	