

Office of Human Resources

Candidate Screening Matrix

**Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Search Committee Member:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

A screening matrix provides an objective method of comparing candidates both against a standard and to other candidates. This relative evaluation can simplify the process of selecting which candidates to consider further. It also provides a convenient means of spotting trends among applicants, such as the average number of years’ experience among applicants. Having a spreadsheet that allows committee members to enter comments of an appropriate length, or using legal-size paper for the same purpose allows matrices to strike a balance between brevity and completeness with just enough information to discern better-qualified candidates. Again, the best matrices include criteria garnered from the position description, advertisement, committee charge, and organization analysis, as appropriate.

The following advertisement and matrix demonstrates the use of selection criteria for a career center director: Master’s degree in related field required, doctoral degree preferred. Minimum five years’ experience in career development and employer relations required. Budget and staff management experience as well as a command of business and industry employment trends are also required. Past success cultivating relationships, with a diverse mix of student employers is also desirable.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Candidate’s Name** | **Degree** | **Applicable Experience in Field** | **Budget & Supervision Management Experience** | **Industry, Connections, & Placement Experience** | **Engagement in Profession** | **Comments** | **Advance Candidate to Next Round of Screening** |
|  | **Type & Field** | **Number of Years** | **Yes/No** | **Yes/No** | **Describe** |  | **Yes/No/Maybe** |
| Person’s name | MBA | 2 | Yes | Some | No |  | No |
| Person’s name | PHD Psychology | 4 | None indicated | Yes | Student club advisor | Rising star, limited experience | Maybe |
| Person’s name | MA Counseling | 16 | Yes | Yes | Yes, writes articles | Former journal editor |  |
| Person’s name | MA Student Personnel | 12 | Yes | Yes | Various memberships |  | Yes |