

Office of Human Resources

Interview: Candidate Quantitative Screening Device

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

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

For those who are more comfortable using numbers to assess different phenomena, the quantitative screen method is a suitable tool. An advantage of this approach is that it provides an intuitive method of describing the relative degree to which a candidate measures up against agreed-upon criteria. Each committee member will have a slightly different definition of what is “average”, “good”, or “great”, so each one’s assessment of candidates will vary-despite the use of the same numerical scale. Nonetheless, a quantitative screening instrument can speed up deliberations by using a common framework and vocabulary to compare candidates.

If and how selections criteria will be weighed and tabulated should be determined when the screening instrument is designed. Having a doctoral degree is not necessarily worth twice the “points” as a master’s degree in a numbering scheme, having six years’ experience is not necessarily twice as good as having three years of experience, and there is no way of objectively valuing the difference in having served in four different position compared to having served in two positions for longer periods. Agreement on descriptions and weightings is essential. As long a quantitative devices are used as a general guide and not a definitive assessment, they can be very effective selection techniques.

The following is a sample quantitative screening device for a director of financial aid position.

Scoring: Rating Scale: 0 = None; 1 = Low; 2 = Average; 3 = High

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**1. Managerial Skills & Experience** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Written Communication

Organizational Skills

Planning Experience

Budgeting Experience

Supervisory Experience

Conflict Management Experience

**2. Financial Aid Knowledge & Experience** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Knowledge of Federal Financial Aid Rules

Loan Experience

Scholarships

Fellowships

Endowment/Foundation Experience

State Financial Programs

**3. Professional Activities** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professional Development Activities

Membership/Leadership in Professional Associations

Publications/Presentations/Research

Knowledge of Industry Trends

Awards or Honors

**4. Evidence of Ability to Work With Others** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work with Students & Families

Work with Faculty

Work with Staff/Administrators

Multicultural Student Experience

Cultural Competence

**TOTAL SCORE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_