

Screening Action Form Instructions

Complete the screening action sheet using the *advertised* minimum and preferred qualifications:

- X Total points must equal 100 points
- X Determine number of points for each *advertised* qualification (minimum and preferred qualifications equal 90 points). Document reasons for any variances in point values on back of Screening Action Form (For example, a degree in a specific discipline or a related field: having the particular degree could be worth more points than having a related degree, document that point difference. (Same procedure should be used for all minimum and preferred qualifications.)
 - + 5 points for a qualified North Dakota Veteran
 - + 5 points for a qualified Disabled North Dakota veteransHuman Resources will notify you of qualified North Dakota Veterans and qualified North Dakota Disabled Veterans.
- X Screen and Rank candidates
 - highest total point = most qualified candidate = #1

Qualified North Dakota Veterans (who meet the minimums) are ranked as the #1 candidate no matter their score. Call Colette Erickson at 231-8788 to discuss the next step prior to contacting candidates for an interview. See the [Legal Watch](#) article (September 1995) on the North Dakota Veteran's Preference law prepared by Rick Johnson, University General Counsel.

- X Only applicants meeting the established minimum qualifications may be considered.
- X For applicants NOT being interviewed, indicate specific reasons (based on the **advertised minimum and preferred qualifications**) on the green Recruitment/Employment Checklist. Send the non-selected applicant files to Human Resources for notification of non-selection for an interview.
- X Invite top ranked applicants to interview for the position (this will automatically include any disabled North Dakota veteran who meets the minimum qualifications.
- X When setting up the interview, Ask each candidate: ADo you need any assistance or accommodation during the interview?≡ If candidate says Ayes≡, notify Human Resources.
- X Develop standard set of interview questions based on minimum and preferred qualifications.
- X Complete the Interview Report after interviewing each candidate.
- X Contact and meet with Human Resources Representative prior making an offer.