Screening Action Form Instructions

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

- Total points must equal 100 points
- 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 Veteran

Human Resources will notify you of qualified North Dakota Veterans and qualified North Dakota Disabled Veterans.

- 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.

- Only applicants meeting the established minimum qualifications may be considered.
- 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.

- Invite top ranked applicants to interview for the position (this will automatically include any disabled North Dakota veteran who meets the minimum qualifications.
- 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.
- Develop standard set of interview questions based on minimum and preferred qualifications.
- Complete the Interview Report after interviewing each candidate.
- Contact and meet with Human Resources Representative prior making an offer.