

Introductory Note: Although rating guides are not required, they are a valuable tool for simplifying and documenting the screening process. The following rating guide is only a **sample** for classified and unclassified positions. When completing the form, use the required and preferred qualifications actually listed in the position description. Contact your HR Generalist or the EOO for assistance.

CLASSIFIED OR UNCLASSIFIED POSITION TITLE
 University of Kansas Medical Center
RATING GUIDE

Applicant Name: _____ **Rater:** _____

Application materials reviewed: _____ letter of introduction
 _____ resume/application
 _____ other: _____

QUALIFICATIONS (As listed on the position description)	RATING	COMMENTS
	<ul style="list-style-type: none"> • Yes - evident that applicant meets criterion • No - evident that applicant does <u>not</u> meet criterion • ? - unable to determine from materials submitted 	
REQUIRED OR MINIMUM QUALIFICATIONS		
Education (Specify degree and fields)		
Experience (Specify amount and type)		
Communication and organizational skills		
Licenses, certifications		
Management, leadership or supervisory skills		
Technical Knowledge		
PREFERRED OR DESIRABLE QUALIFICATIONS		
Education (Specify degrees and field)		
Experience (Specify amount and type)		
Progressive level of decision making and responsibilities		

APPLICANT DISPOSITION (Based on evaluation of materials submitted)

- Applicant fails to meet minimum qualifications and will not be evaluated further
- Applicant meets minimum qualifications
- Materials submitted are inadequate to determine if applicant meets qualifications. Additional information needed for further evaluation.
- Very strong - advance applicant to next level of screening
- Average - hold applicant in reserve
- Weak - applicant is not suitable for the position for the following reasons:

