ONE EPA SKILLS MARKETPLACE

Guidelines for Application Review and Employee Selection

Project supervisors have the flexibility to design efficient selection processes using their informed judgement and keeping equity and fairness for all applicants in mind. This document includes some suggested guidelines to help project supervisors in the review of applications and selection of qualified candidates. The guidelines are presented in two sections: Tips and considerations for determining the selection process and application review and evaluation tools.

TIPS AND CONSIDERATIONS FOR DETERMINING THE SELECTION PROCESS

- Project supervisors are encouraged to keep the process as simple as possible based on the urgency and complexity of the project and the number of applicants.
- Project supervisors should identify the key skills and competencies that would be necessary or useful for the project and make sure those are sufficiently described in the project announcement. Project supervisor should also determine what application materials should be requested (e.g. resume, expression of interest, writing sample, etc) and how these will be used in the selection process.
- Project supervisors are encouraged to document the application review and selection process and use that information to provide feedback to unselected candidates, if requested.
- When there are a limited number of applicants (<5 for example), applicants who meet the basic eligibility requirements may be selected without being formally rated. However, the project supervisor should document how the candidates were differentiated in order to provide feedback to applicants.
- When project applicant pool is ≥10, the project supervisor should score the applicants to determine if there is a stand out applicant or a logical break that reduces the pool for interviews. Highly qualified candidates will normally be determined based on the most logical break in scores as determined by the evaluation. When there is no logical break, the project supervisor may decide to interview all or some of the best qualified group. The project supervisor should document the basis for who is interviewed.
- If there are no qualified applicants, the project supervisor should determine if the applicant pool can be expanded or if no selection will be made.
- Interviews (of some or all applicants) may be conducted at the discretion of the project supervisor.
- If interviews are conducted the same interview questions should be ask of all applicants to ensure fair and equitable treatment.

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EXAMPLE APPLICANT EVALUATION FORM:

Project Name: _____

Project Supervisor: _____

Candidate Name: _____

Date: _____

Suggested/Possible Competencies Scoring Worksheet (recommend 3-5 per category):

General			
General Competencies	**Required Skill Level (weight 1-5)**	**Assessed Skill Level (1-5)**	**Score (Required Skill Level x Assessed Skill) Level)**
(e.g. team work)	*3*	*5*	*15*
General Score			
Technical			
Technical Competencies	**Required Skill Level (1-5)**	**Assessed Skill Level (1-5)**	**Score (Required Skill Level x Assessed Skill Level)**
(e.g. landfill cap design)	*5*	*2*	*10*
Technical Score			
Project Specific			
Project Competencies	**Required Skill Level (1-5)**	**Assessed Skill Level (1-5)**	**Score (Required Skill Level x Assessed Skill Level)**
(e.g. Material Stress Measurement)	*5*	*5*	*25*

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Project Score	
Total Score	**50**

Total Points Available: _____ ***Ranking:*** _____

Additional Comments:

_____

_____

Evaluator Signature:_____ Date:_____

Suggested Scoring Guidelines:

Proficiency Level	General Competencies	Technical Competencies
Level 5 (Expert)	• Applies the competency in exceptionally difficult situations. Serves as a key resource and advises others.	• Applies the competency in exceptionally difficult situations. Serves as a key resource and advises others. Demonstrates comprehensive, expert understanding of concepts and processes.
Level 4 (Advanced)	• Applies the competency in considerably difficult situations. Requires no guidance.	• Applies the competency in considerably difficult situations. • Requires no guidance. Demonstrates broad understanding of concepts and processes.
Level 3 (Intermediate)	• Applies the competency in difficult situations. Requires occasional guidance.	• Applies the competency in difficult situations. • Requires occasional guidance. Demonstrates understanding of concepts and processes.
Level 2 (Basic)	• Applies the competency in somewhat difficult situations. Requires frequent guidance.	• Applies the competency in somewhat difficult situations. • Requires frequent guidance. Demonstrates familiarity with concepts and processes.
Level 1 (Awareness)	• Applies the competency in the simplest situations. Requires close and extensive guidance.	• Applies the competency in the simplest situations. • Requires close and extensive guidance. Demonstrates awareness of concepts and processes.

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EXAMPLE REFERENCE CHECK FORM

Project Name: _____

Project Supervisor: _____

Candidate Name: _____

Reference Name: _____

Relation to Candidate: _____

Contact Method: ☐ Phone ☐ Email ☐ In person

Reference checked by: _____

Date: _____

1. How long have you know the candidate? _____

   In what capacity? __Supervisor __Co-Worker __Friend __Other (Specify_____)

2. What duties did candidate perform?

3. Would you hire this person again for similar job? If no, explain:

4. What do you think of the candidate':
   a. Quality of work?

   b. Ability to work with and for others?

   c. Dependability in carrying out assignments?

   d. Dependability in attendance?

5. (Briefly describe position to reference). Would you recommend candidate for this position?
6. How would you rate the person as candidate for the position described?
   ___Outstanding ___Excellent ___Fair ___Poor Why?

7. What are the candidate's
   a. Strengths?
   b. Weaknesses?

8. Other relevant comments:

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EXAMPLE RESUME SCREENING TEMPLATE

Project:
Project Supervisor/ Resume Reviewer:

Candidate Name	1-Does applicant have skills/experience necessary to perform work needed? Y/N (QUALIFIED)	1a-Does the applicant have additional experience beneficial to this project? Rate 1-5 (BEST QUALIFIED)	2-Is the applicant available for up to 20% time commitment needed to complete the project? Y/N	4-Does the applicant have the written/verbal communication experience necessary for the project? Rate 1-5	5-Applicant's level of interest in this project? Rate 1-5	Comments	Total All Interview Questions (Max=20)

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