

How To Write Effective Evaluations

By: Human Resources-
Employment



Screening Criteria



- ◉ Screening criteria must be contained within the advertisement.
- ◉ Screening matrices can be a helpful internal tool.
- ◉ Choose criteria that is essential to perform the duties of the position.

Evaluating Materials



- ◉ Can evaluate on level/years of experience.
- ◉ Can screen on written communication skills. Verbal and interpersonal communication skills can only be evaluated through the interview process.
- ◉ Highest degree of education can be used if it is listed as a desired qualification.
- ◉ Candidates must show where they have obtained the experience/ability/education
- ◉ Candidates selected for interview must possess all of the criteria used to screen other applicants out.
- ◉ Criteria must be identified within the application material/on-line application in order to give credit.

Writing Your Evaluations



- Evaluations should contain the screening criteria from your advertisement.
- Evaluations should be a few sentences and relate directly to the advertisement. Please refrain from mentioning any protected status.
- All screening evaluations should begin with “Application materials revealed...” and then detail what they have or don’t have.

Examples Of Screening Evaluations



- Application materials revealed applicant lacks experience with cash handling and filing and records maintenance.
- Application materials revealed applicant has less experience with cash handling and filing and records maintenance than our top candidates.
- Application materials revealed applicant has experience with cash handling and filing and records maintenance.
- After review of employee personnel file, candidate will not be considered for interview.

Interview Evaluations



- ◉ Very similar process to writing screening evaluations.
- ◉ Use criteria contained within the advertisement.
- ◉ Will be comparing applicants to determine the best candidate for the position and your department.
- ◉ Evaluations should begin with, “Interview revealed...”

Examples of Interview Evaluations



- ◉ Interview revealed candidate has excellent experience working with first generation college students and excellent verbal communication skills. Desired candidate.
- ◉ Interview revealed candidate has poor verbal communication skills, could not answer questions and used poor grammar.
- ◉ Interview revealed candidate has less experience working with first generation college students than desired candidate.

Question & Answers!

