BEST PRACTICES: MINIMUM AND PREFERRED QUALIFICATIONS

Two of the most important components of a successful job posting are the minimum and preferred qualifications. Crafting clear and measurable qualifications allows the hiring committee to identify qualified candidates who will have a higher likelihood of success.

Minimum vs. Preferred -- What Is the Difference?

Minimum qualifications are those an applicant *must* possess to be considered a candidate for the position.

Preferred qualifications are *not required* for an applicant to be considered a candidate for the position. They are *desired* qualifications above and beyond the minimums that demonstrate additional experience, education, or credentials.

University Staff Minimum Qualifications

Minimum qualifications are auto-assigned to all University Staff requisition templates.

Modifying minimum qualifications

Some minimum qualifications are general, and the hiring department may slightly modify these auto-assigned minimums to meet business needs. Departments can work with the Division of Human Resources to specify what can be modified.

For example, minimum qualifications for the type of degree or experience can be modified:

Original assigned language:	*Modified* assigned language (specified by department):
• Bachelor's degree in a field appropriate to the area of assignment; OR,	• Bachelor's degree *in Journalism*; OR,
• Four years of progressively responsible instructional or subject work experience; OR,	• Four years of progressively responsible instructional or *journalistic work* experience; OR,
• Any equivalent combination of experience, training, and/or education.	• Any equivalent combination of experience, training, and/or education.

Departments' modified minimum qualifications should not exceed the assigned minimum requirements. For example, a department may not require a master's degree if the assigned minimum requirement only asks for a bachelor's degree.

Departments' modified minimum qualifications should also not diminish assigned requirements. For example, a department's minimum qualification may not be two years of experience if the assigned requirement is four years.

Non-University Staff Minimum Qualifications

Minimum qualifications are not auto-assigned for non-University Staff requisition templates. Hiring departments must create their own.

The most effective minimum qualifications are measurable and objective. Effective minimum qualifications list type of degree, years and type of experience required, or combinations of these elements. For example:

- o Bachelor's degree and a minimum of three years of demonstrated academic affairs experience; OR, Any equivalent combination of education and experience.

- o M.S. or Ph.D. with training conducive to transmitting environmental sciences, environmental engineering, and environmental toxicology information to legislators, regulators, government agencies, and communities.

Preferred Qualifications

Preferred qualifications help the hiring committee narrow the applicant pool by identifying which applicants are amongst the top candidates. Hiring committees should use the preferred qualifications to develop evaluation criteria.

Preferred qualifications should list education, experience, and credentials beyond the minimum qualifications. Some example are:

- o Experience working in a higher education institution.

- o Bilingual in English and Spanish (For departments with a large client base of Spanish-speaking individuals but do not have a business necessity to support this as a minimum qualification).

- o Master's degree (For departments that prefer a master's degree but only require a bachelor's degree).

Knowledge, Skills, and Abilities (KSAs)

KSAs are qualities that make candidates more likely to be successful within the listed position. Although important to the incumbent's long-term success, they are not easily gleaned during the applicant-screening process.

Departments should list KSAs within position highlights or description, not in the minimum or preferred qualifications. Examples of KSAs include:

- o Ability to communicate effectively with different groups/individuals.

- o Ability to handle confidential and sensitive information.

- o Knowledge of OSHA regulations.

- o Knowledge of recent advancements in cybersecurity.

- o Skill in public speaking and presenting information to large groups.

Disqualifying Questions

Human Resources will add one general disqualifying question to each requisition to determine whether an applicant is eligible for consideration.

Departments can use requisition-specific questions to further screen candidates and may select from a pre-defined list of University-wide questions when creating a job requisition.