

SAMPLE SCREENING CHECKLIST

Screening Checklist – Put a check next to each qualification met by the candidate

Candidate's Name:

Required Qualifications:

- Bachelor's degree in Human Resources or related field
- At least 3 years professional experience in human resources with a talent recruitment focus required, preferably at an institution of higher education
- Experience working with online application systems
- Demonstrated skill of leading by developing others, valuing diversity and differences, and building and maintaining relationships
- Demonstrated experience in developing and writing job descriptions for a wide variety of salaried and hourly positions.
- Demonstrated ability to handle multiple priorities
- Experience working with employees at all levels of an organization
- Working knowledge of Banner or similar HRIS system
- Experience managing projects and vendor relationships
- Demonstrated superior communication skills, both oral and written
- Demonstrated skill and experience in establishing and maintaining effective work relationships with faculty, staff, and administrators throughout the university
- Strong computer skills and proficiency in Micro Soft Office (Word and Excel)
- Evidence of strong initiative and follow through
- Demonstrated skill and experience to balance priorities in multiple areas
- Demonstrated skill to work independently

_____ Demonstrated skills to analyze situations, define problems and/or objectives, identify relevant factors, formulate logical conclusions and suggest alternate solutions

_____ Demonstrated skill and experience to actively listen

_____ Demonstrated strong organizational and teamwork skills

_____ Demonstrated knowledge, experience, and ability to interpret and apply staff policies, union agreements and practices

Preferred Qualifications and Education:

_____ Master's degree

_____ Expert knowledge of Banner

_____ Experience managing and supervising staff

_____ Knowledge of Michigan and federal employment law

_____ Knowledge of current and emerging practices and issues related to: onboarding and inclusion strategies