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 Microsoft 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