



How to complete a Hiring Matrix

Hiring Matrix is located on the HR website under the HR Forms Page.

<http://www.tamhsc.edu/departments/finance-admin/payroll-hr/hr-forms.html>

Step 1: Complete box in upper left corner of the Matrix indicating the **NOV#, Position Title, and Evaluator** sections.

Step 2: Along the top of the Matrix are column headings labeled **Required Qualifications** and **Preferred Qualifications**. A description of each section is listed below.

Required Qualifications – Does the applicant meet the minimum education and experience qualifications of the position based on the position description/job posting?

NOTE: If it's not posted, we can't disqualify.

(Do NOT change the "5" in the "Assigned weight" column. This will allow the scores to be multiplied by 5).

Preferred Qualifications – Does the applicant have work experience or skills in these areas? In this section, you must enter preferred qualifications you are seeking from your applicants.

NOTE: In order to rate applicants on preferred qualifications, they MUST be listed in the job posting.

(The assigned weight in this section should be ranked 1 – 4 in order of importance.)

Step 3: As you begin to receive applications², enter names of applicants under the "Applicant Names" section. Score their education, experience and skills based on your review of their application. The form will automatically calculate the "Application Score" based on your entries. The score will also appear in the "Total Score" box.

SCORING:

Score the applicant based on the information provided in their application as it relates to the position's responsibilities. Scoring is weighed on a 1-5 scale. A score of 1 means that the applicant met the minimum qualification and had no additional education or experience., and 5 means that applicant qualification was far above the minimum qualification listed.

*If an applicant does **NOT** meet the qualifications place an "X" in the score box. Then you have completed the scoring of that application, and do **NOT** need to go on further scoring.

NOTE: The Matrix must include ALL applicants who applied, not just those who are interviewed.

*(A hiring matrix is not required when there is only **ONE** candidate.)*

Step 4: Next, you will determine who will receive an interview. The applicant with the highest "Application Score," should be interviewed first. In a case where the top application scores are close, interview both applicants. In most cases multiple candidates will be interviewed.

Step 5: After Interviewing, enter the "Interview Average". The interview average is determined by scoring each interview question, then taking the average of that score. The average will be entered and will multiplied by 5.

Example: You ask 4 questions in the interview. When you score and add the questions up you get a total of 16. You then divide 16 by 4 and get an average score of "4". Enter the 4, and it will be multiplied by 5, giving your applicant an interview score of 20. It will then be added to the Application score, and you will be given a "Total Score." Interview scores should range from 1-5.

NOTE: The highest overall "Total Score" indicates the best qualified applicant for the position.

Step 6: If the highest scored applicant is **NOT** selected, a reason(s) why should be noted at the bottom of the form.

For questions and assistance, please contact HR at 458-7268 or employment@tamhsc.edu