



SAMPLE **BASIC SCREENING SCORE SHEET**

Listed below are basis scores for screening basic qualifications such as, desired knowledge and various skills and abilities:

Education –

- 70 pts. = Has completed a Ph.D. or related degree.
- 60 pts.= Has completed a Master's Degree.
- 50 pts.= Has completed a Bachelor's Degree.
- 40 pts.= Has completed an Associate's Degree.
- 30 pts.= Has completed college level certificate program or has a diploma from a technical or Business school.
- 20 pts.= Has completed college hours in a related field.
- 10 pts.= Has a high school diploma or equivalent education (GED).

Secretarial/Clerical Experience –

- 50 pts.= Has five or more year's secretarial/clerical experience.
- 40 pts.= Has four years secretarial/clerical experience.
- 30 pts.= Has three years secretarial/clerical experience.
- 20 pts.= Has two years secretarial/clerical experience.
- 10 pts.= Has one year or less secretarial/clerical experience.

Secretarial/Clerical Experience in Customer Service –

- 40 pts. = Has experience as a full-time secretary or administrative assistant in a public office which provided customer service
- 30 pts. = Has experience as a secretary or administrative assistant in a public office where limited customer service was provided.
- 20 pts. = Has experience as a part-time or relief secretary or administrative assistant in a public office which provided customer service.
- 10 pts. = Has experience as a part-time or relief secretary or administrative assistant in a public office with little or no interaction customer service provided.

Knowledge/Experience with Microcomputers

- 50 pts. = Shows experience and knowledge with microcomputers
- 40 pts. = Shows experience with microcomputers.
- 30 pts. = Shows knowledge of microcomputers.
- 20 pts. = Shows little experience and/or knowledge of microcomputers.
- 10 pts. = Shows very little experience and/or /knowledge of microcomputers.

Knowledge/Experience with current University approved Operating System, i.e. Windows 98, XP, ME, or Vista

- 30 pts. = Has experience and knowledge with all Windows operating systems and has worked as a clerk, secretary, or administrative assistant.
- 20 pts. = Has little experience with Windows operating systems and has worked as clerk, secretary or administrative assistant.
- 10 pts. = Has little experience and/or knowledge of Windows operating systems.

Knowledge/Experience with Microsoft Word or related program (Windows 98, XP, ME, or Vista)

- 50 pts. = Shows experience and knowledge of Microsoft Word (Any Version) and with multiple word processing programs.
- 40 pts. = Shows experience with Microsoft Word and shows experience with multiple word processing programs.
- 30 pts. = Shows knowledge and/or experience of Microsoft Word.
- 20 pts. = Shows knowledge and/or experience with any word processing program.
- 10 pts. = Shows very little knowledge/experience of any word processing programs.

Knowledge/Experience with Microsoft Excel Software

- 40 pts. = Shows experience with Excel (any version) and shows experience with multiple spreadsheet programs.
- 30 pts. = Shows knowledge or experience of working with Excel.
- 20 pts. = Shows knowledge of use of any spreadsheet program.
- 10 pts. = Shows little knowledge/experience with a spreadsheet program.

Knowledge/Experience with Microsoft Access Software

- 40 pts. = Has experience with Access (any version) and shows experience with multiple database programs.
- 30 pts. = Shows knowledge/experience of working with Access
- 20 pts. = Shows knowledge/experience working with any database program.
- 10 pts. = Shows little knowledge/experience with using database programs.

Knowledge/Experience with Microsoft Power Point Software

- 40 pts. = Shows experience and/or knowledge with Power Point and shows knowledge and/or experience with other multiple graphics programs.
- 30 pts. = Shows knowledge or experience working with Power Point.
- 20 pts. = Shows knowledge or experience working with any graphics program.
- 10 pts. = Shows little knowledge and/or experience with any graphics program.

Data Entry Experience

- 50 pts. = Has five or more year's data entry experience.
- 40 pts. = Has four year's data entry experience.
- 30 pts. = Has three year's data entry experience.
- 20 pts. = Has two year's data entry experience.
- 10 pts. = Has one year data entry experience.

Ability to Interact with the Public

- 50 pts. = Has work experience and was successful in positions that required continual contact with the public to properly perform the job.
- 40 pts. = Has work experience in position's that required occasional contact with the public.
- 30 pts. = Has work experience in position's that had limited contact with the public.
- 20 pts. = Has work experience in position's that had little contact with the public.
- 10 pts. = Shows very little or no likelihood of having worked with the public

Attention to Detail in Application Materials

- 50 pts. = Individual properly completes all applicable areas of the Application, accompanying resume, application letter, and resume agrees with application.
- 40 pts. = Individual completes Application and resume with 1 or 2 omissions or mistakes.
- 30 pts. = Individual completes Application and resume with 3 or more omissions and mistakes.
- 20 pts. = Individual completes Application with 4 or more omissions and mistakes.
- 10 pts. = Individual completes Application with inconsistencies in information and several mistakes.

Lamar/Higher Education Experience

- 40 pts. = 20+ years experience
- 30 pts. = 15+ years experience
- 20 pts. = 6 - 14 years experience
- 10 pts. = 1 - 5 years experience

Supervisory Skills

- 40 pts. = Has served as an Assistant Manager, Manager/Assistant Director, or Director and has supervised an entire department consisting of 8 or more individuals.
- 30 pts. = Has supervised 7 or more individuals.
- 20 pts. = Has supervised 4 to 6 individuals.
- 10 pts. = Has supervised 1 to 3 individuals.