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 or experience working with any database program.
10 pts. = Shows little knowledge/experience working with 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.