

**Minimum Qualifications Checklist****Position Description (PD)**

Goal: Ensure minimum qualifications are accurate, justified and aligned with K-State standards.

- ☐ Use only the minimum qualifications listed in the Staff Job Architecture.
- ☐ If a degree is required, no changes are made to designate specific degrees without approval from HR Compensation. Include justification in the notes section of the PD in PageUp.
- ☐ Ensure any required years of experience match the job architecture exactly. Years of relevant experience may not be added or reduced.
- ☐ If relevant experience is part of the established minimum qualifications, consider whether to identify and add 2-4 specific areas of experience related to the **core duties of the position**. Keep the wording broad to provide flexibility. Use phrases like: “experience in one or more of the following” or “experience in a combination of areas such as...” Confirm the requirements are objective, measurable, and defensible.

**Job Advertisement**

Goal: Accurately communicate what’s required while inviting a broad, qualified pool of applicants.

- ☐ Use the minimum qualifications from the staff Job Architecture, which have been approved through a PD review by HR Compensation. No additions should be made.
- ☐ Other qualifications, knowledge, skills and abilities should be listed as preferred qualifications.
- ☐ Make sure the ad explains requirements clearly so candidates understand what is needed.

**Screening Candidates**

Goal: Apply minimum qualifications fairly, consistently and objectively.

- ☐ Establish shared understanding during the search committee kickoff meeting:
  - What counts as relevant experience and what evaluation criteria will be used
  - How minimum qualifications will be applied
- ☐ Screen against the minimum qualifications and identified preferred qualifications.
- ☐ Apply education/experience equivalencies consistently with K-State’s standards.
- ☐ Evaluate candidates based on education, experience and transferrable skills.
  - Use transferable skills (e.g., analytical thinking, problem solving) to evaluate whether past experience is relevant, not to replace required qualifications.
  - Count internships, volunteer roles, or other nontraditional experience that may have developed the required skills.
- ☐ Avoid subjective judgments like “good fit,” “overqualified,” “team player,” or “seems strong.”
- ☐ Do not eliminate candidates who meet minimum qualifications just because they lack some preferred qualifications.
- ☐ Do not screen candidates out of the pool before the application deadline; applicants may update materials or request interview preferences anytime during the application window.
- ☐ Use PageUp tools for documentation, scoring, and consistent review.
- ☐ Retain search process documentation for purposes of demonstrating a compliant search process. This may include PageUp ratings and outcomes reports, other scoring rubrics, candidate feedback survey results/summaries, and references for selected candidates.

**Know when to ask for help**

- ☐ Contact your HR liaison, HR Manager, Talent Acquisition Partner or the Compensation team for any questions.