

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.