

• **Relevant** • **Non-Comparative** • **Objective** • **Demonstrable**

- Qualification based **Only**
- Reference qualifications listed in the job posting.
- Detailed, specific, and concrete without general or broad statements.
- Reference UConn Health experience only if posted qualification or for internal postings.

Note: Qualifications cannot be changed or refined based on the applicant pool.

UNQUALIFIED

- INDICATE WHICH MINIMUM QUALIFICATIONS, GENERAL EXPERIENCE, AND/OR SPECIAL REQUIREMENTS **NOT MET**
- NOTE INCOMPLETE APPLICATION

QUALIFIED/ NOT INTERVIEWED

- MET **ALL** MINIMUM QUALIFICATIONS
- POSSIBLY **SOME** PREFERRED
- **CLEARLY** DISTINGUISH FROM INTERVIEW APPLICANTS BY STATING WHICH PREFERRED QUALIFICATIONS ARE MISSING

QUALIFIED/ INTERVIEWED

- **CLEARLY AND OBJECTIVELY** EXPLAIN WHY EACH CANDIDATE WAS NOT SELECTED AT THIS TIME
- **BASED** ON POSTED QUALIFICATIONS AND THE CANDIDATE'S INTERVIEW
- **2-3** DETAILED SENTENCES

EX. DID NOT HAVE EXPERIENCE IN PROJECT MANAGEMENT OR MANAGEMENT EXPERIENCE AS THEIR BACKGROUND WAS FOCUSED ON PATIENT SAFETY. DID NOT HAVE 2 YEARS OF EXPERIENCE IN NEUROLOGY AND SPINAL OUTPATIENT CARE.

SELECTED FOR HIRE

- **CLEARLY AND OBJECTIVELY** EXPLAIN WHY THE CANDIDATE WAS SELECTED
- **BASED** ON QUALIFICATIONS LISTED IN THE JOB POSTINGS AND THE CANDIDATE'S INTERVIEW
- **4-5** DETAILED SENTENCES

EX. HAD EXPERIENCE IN HEALTHCARE MANAGEMENT AS THEY HAD MANAGED FORTY-EIGHT EMPLOYEES LOCATED IN NINE DIFFERENT SITES THROUGHOUT THE STATE. THEY PROVIDED EXAMPLES OF THEIR LEADERSHIP SKILLS AND ABILITY TO SOLVE PROBLEMS WITH THEIR NURSING STAFF. HAD 5 YEARS EXPERIENCE IN NEUROLOGY AND SPINAL OUTPATIENT CARE.

