

SAMPLE APT SCREENING/EVALUATION SHEET

Applicant: \_\_\_\_\_ Position No. \_\_\_\_\_ Position Title: \_\_\_\_\_

Closing Date: \_\_\_\_\_ Application Requirements: Complete ± Not Complete ±

APT Priority Applicant? \_\_\_No or \_\_\_Yes If yes, indicate if Priority 1 \_\_\_\_\_ Priority 2 \_\_\_\_\_ or Priority 3 \_\_\_\_\_

MINIMUM QUALIFICATIONS	DOES NOT MEET	MEETS	MORE THAN ADEQUATE	COMMENTS
1. Graduation from an accredited four-year college or university with major coursework in personnel or public administration, business administration, education or related field.				
2. Six (6) years progressively responsible professional personnel administration experience of which four years must have involved progressively responsible experience in workers= compensation, employee career development and training, and public sector fringe benefits program.				
3. Knowledge of workers= compensation laws, rules and regulations.				
4. Knowledge of staff development programs as well as employee training activities.				
5. Knowledge of law, rules and regulations governing public personnel administration.				
6. Knowledge of principles, practices and techniques of personnel administration and management.				
7. Knowledge of theories, principles and practices of organization and management.				
8. Knowledge of various kinds of disability and loss of bodily functions incurred as a result of disease or injury.				
9. Knowledge of basic principles and practices relating to vocational rehabilitation.				
10. Knowledge of fringe benefits program as applied to public sector employees.				
11. Ability to interpret and apply workers= compensation claims examination policies, precedents and guidelines.				
12. Ability to review, analyze and evaluate facts.				
13. Ability to research data and prepare analytical and comprehensive reports.				
14. Ability to communicate effectively.				
15. Or, any equivalent combination of education and/or experience.				

DESIRABLE QUALIFICATIONS	DOES NOT MEET	MEETS	MORE THAN ADEQUATE	COMMENTS
1. Knowledge of and work experience in a postsecondary institution.				
2. Knowledge of University organization, programs and functions.				
3. Knowledge of State of Hawai'i programs, offices and procedures as it relates to workers= compensation, health benefits and vacation and sick leave administration.				
4. Knowledge of public sector collective bargaining contracts and their relationship to the benefits program.				
5. Knowledge of University=s computerized human resources system.				

Interview Candidate?  Yes  No

\_\_\_\_\_  
Print Evaluator ' s Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator ' s Signature