Hiring Enhancement Program:
Application Review Checklist

There are several sections on the application that should be reviewed when going through the hiring and selection process. Outlined below are two steps that will help you identify and select the most qualified applicants, as well as assist you in preparing for the interviews.

STEP 1 – Applicant Assessment

Purpose: To determine if referred applicants have the education and experience required for the position, as well as the skills and abilities to be successful if hired. The below checklist will provide a framework of what to review, consider, and evaluate in order to classify each applicant into one of three categories listed below. This classification process will assist you in determining which applicants should move to the next phase.

Strong Applicant: ***More than Acceptable…...Materials provided indicates ability to exceed in job functions***
Good Applicant: ***Acceptable….....Materials provided indicates ability to meet job functions***
Weak Applicant: ***Less than Acceptable……Materials provided indicates ability does not meet job functions***

☐ **1. Are you legally able to work in the United States?**
- If no, determine if the department is willing to do a labor certification/employee sponsorship.

☐ **2. Professional Licenses/Certifications**
- Review if the applicant has the required active licenses and/or certifications for the position.

☐ **3. Highest Grade Completed 1-12 (or GED) & Advanced Education**
- Review the listed education to determine if the applicant meets the requirements for the position. (NOTE: "Minimum Requirements" are based on the combination of education and related experience.)

☐ **4. Work Experience**
- Review the listed experience to determine if the applicant meets the requirements for the position. (NOTE: "Minimum Requirements" are based on the combination of education and related experience.)
- Review the following sections: *Employer Name, Dates Employed, Job Title, Reason for Leaving,* and *Job Duties*. Determine if the applicant has the required experience and skill set. (CAUTION: Don't assume that an applicant won't be interested in a position based on their salary history. UK has an impressive total compensation package.)
- Evaluate the information to determine the applicant's skill level related to the competencies/major job responsibilities of the position. (NOTE: Volunteer experience should be considered and added to an applicant's skill set; however, volunteer experience is not included when calculating related work experience for salary purposes.)
- Determine if any "must have" skills are missing. If so, consider if applicant can be trained.

☐ **5. Posting Specific Questions**
- Review the applicant's answers and evaluate his/her skill level related to the competencies/major job responsibilities of the position.

☐ **6. Criminal History**
- If yes, determine if conviction is job-related and if applicant is an appropriate fit for the position. (NOTE: Consider recency, severity, and job relatedness. If you have questions regarding appropriate job fit, contact a member of your Employment team.)

☐ **7. Additional Application Material**
- Review any attached documents, which could include: resume, cover letter, and/or other materials.
- Evaluate the additional documents to determine the applicant's skill level related to the competencies/major job responsibilities of the position.

☐ **8. Other criteria to consider**
- Review application materials for: grammar, typos, attention to detail, effective communication, ability to follow directions, etc.
- Document dispositions/turndown reasons as you go through the process for applicants not selected for an interview.

STEP 2 – Interview Preparation

Purpose: To conduct a more detailed review after identifying top applicants from Step 1. This step will assist you in noting information to discuss and/or clarify during the interview.

☐ **1. Are you currently employed at the University of Kentucky and were you previously employed by the University of Kentucky?**
- Confirm/Discuss information. (NOTE: Personnel files are available for review to gain additional information on the applicant, including: performance evaluations, performance improvement plans, commendations, etc.)
- If the applicant is a current/previous STEPS temporary employee contact STEPS Temporary Employment for similar information as mentioned above.

☐ **2. Are you legally able to work in the United States?**
- Confirm response.

☐ **3. Do you have any relative(s) currently employed by the University of Kentucky?**
- Confirm/Discuss information. If yes, determine whether there are relatives within the same work area and/or with a supervisory line of authority. (NOTE: For additional details refer to Human Resources Policy and Procedure Number 19.0: Nepotism.)

☐ **4. Professional Licenses/Certifications**
- Confirm/Discuss information.

☐ **5. Highest Grade Completed 1-12 (or GED) & Advanced Education**
- Confirm/Discuss information. (NOTE: Be sure to follow-up on any missing details.)

☐ **6. Work Experience**
- Confirm/Discuss information. (NOTE: Be sure to follow-up on any missing details.)
- Review the following sections: *Employer Names, Dates Employed, Job Titles, Reasons for Leaving,* and *Job Duties.* Also consider: gaps in employment and stability in work history.

☐ **7. Current Reference/Supervisor & Professional References**
- Confirm/Discuss information. (NOTE: Be sure to follow-up on any missing details.)
- Discuss type of relationship (supervisor, co-worker, etc.) for each reference to ensure all are professional. It is also important to request permission to contact each reference.

☐ **8. Posting Specific Questions**
- Confirm/Discuss information. (NOTE: Be sure to follow-up on any missing details.)

☐ **9. Additional Application Material**
- Confirm/Discuss information.
- Consider: inconsistencies between documents and employers, gaps in employment, stability in work history, job titles, reasons for leaving, and job duties.

☐ **10. Application Agreement**
- Ensure in-person interviewee signs their application confirming all application material is up-to-date and accurate. If changes are needed, have the applicant update their application on-line and sign at a later date.

☐ **11. Criminal History**
- Confirm/discuss information. (NOTE: Be sure to follow up on any missing details. If you have questions regarding what you can legally ask, please contact a member of your Employment Team prior to the interview.)
- If conviction is listed, determine if it is job-related. (NOTE: Once the hiring proposal is complete and candidate has accepted offer, the HR Pre-Employment Screening office conducts a thorough investigation to help ensure that the new hire is an appropriate fit for the position.)

For additional assistance, please contact a member of your HR Employment Team:

http://www.uky.edu/hr/employment/hiring-officials/hiring-enhancement-program