

## USING SCREENING IN ERECRUIT USER GUIDELINES

**Background:** The Screening function in eRecruit provides one option for narrowing applicant pools during a selection process. Because of the power of the tool, users must ensure their use of screening is in compliance with the requirements established by the U.S. Department of Labor, Office of Federal Contract Compliance Programs (OFCCP), as well as the State of Michigan, Equal Employment Opportunity Commission (EEOC).

The screening questions available for use were developed by a team of HR professionals from across the University.

### Screening Guidelines:

- Ensure job postings are written clearly and accurately and that they include complete descriptions of job responsibilities and required and desired qualifications. Well-written postings are more likely to attract applicants who meet your stated qualifications.
- Before the job opening is posted, have the Unit HR Officer review and approve the selected screening questions and assigned point values.
- Use only questions that are related to specific qualifications listed in the job posting.
- Do not use screening for positions posted with the 'underfill' designation.
- Do not add or delete screening questions once the job opening is posted.
- Do not apply screening results until the job opening is no longer posted and the applicant pool is complete.
- Assign point values to correct answers to reflect the relative importance of different correct answers. For example, the correct answers and point values for a question about required work experience might be:  
a. < 1 year experience = 0 points, b. 1-5 years experience = 10 points, c. >5 years experience= 20 points.
- Use different point values to show relative importance among questions related to qualifications. For example, if your selection criteria indicate the required Education is more important than the required experience, assign higher point values for questions related to Education.
- Use the "Required" checkbox cautiously, since applicants who do not provide the correct response will automatically fail screening, regardless of their other qualifications.
- Use screening results as a preliminary method for assessing qualifications of your applicants. Review of resumes and cover letters, work samples, interview results, job-related tests, etc. are still critical to your obligation to review the applicant pool and hire the most qualified candidate.
- Consider that screening results are based on applicants' willingness to respond truthfully to screening questions.
- Consider spot checking applicant responses to screening questions and compare them to qualifications listed on the applicant's resume and application. Make note of discrepancies for possible adjustments to screening for similar positions in the future.
- Have Unit HR Officer review screening results against the diversity of the applicant pool to make sure the selection process complies with UM Affirmative Action Program and does not have any adverse impact on protected groups.
- Consider setting up standard screening questions for job classifications filled frequently by your department.
- Contact University Human Resources for guidance on using eRecruit Screening and interpreting results.