

Minimum Qualifications

As a federal contractor subject to the regulations and guidelines of the Office of Federal Contract Compliance Programs (OFCCP), the University of Texas at Dallas is required to follow the Definition of an Internet Applicant and all rules pertaining to the definition. In particular, the final hire for a job must meet the criteria of an applicant for the particular job to which they are hired. An applicant:

- must submit an expression of interest (resume, application, CV, etc.) for a particular job using an electronic method. UTD requires that all applicants apply via jobs.utdallas.edu.
- must be considered for the *particular job* to which they are hired. Simply looking at an expression of interest (resume, application, CV, etc.) does not satisfy the consideration criteria until the applicant's qualifications are compared with the requirements of the job.
- must submit an expression of interest (resume, application, CV, etc.) that indicates that they possess the minimum qualifications for the job. It is imperative that the applicant's resume or application is current and includes all relevant education, skills and experience in order for the Employment Specialist to determine their qualifications.
- must not indicate during the selection process (prior to receiving an offer of employment) that they no longer want to be considered or otherwise indicate that they are no longer interested in the job. The job seeker may provide a statement of disinterest (decline interview or ask to be removed from consideration) or the hiring manager may presume disinterest based on a review of the job seeker's expression of interest (application indicates job, location or salary expectations different than what job offers provided that all other applications expressing the same expectation are also presumed disinterested).

For more information regarding the definition, please visit:

<http://www.dol.gov/ofccp/regs/compliance/faqs/iappfaqs.htm#Q1BQ>.

Qualifications

Minimum qualifications are the basic work experience, education, training and/or licenses necessary to be considered for a job. It is an indication of what is minimally required to be successful in a job. For example, if the minimum qualifications call for a Bachelor's degree and the job seeker only has one year of college, they do not meet the minimum requirement for the job and will not be considered for employment in that specific job.

Preferred qualifications are qualifications, in addition to the minimum qualifications, which describe the ideal applicant. Job seekers who possess the minimum AND the preferred qualifications may be given first consideration in screening and hiring for a particular position.

The qualifications must be established prior to considering any job seeker as an applicant. The minimum qualifications must also be noncomparative (2-3 years of Excel experience vs. "Proficient" in Excel - proficient may have different meanings to different reviewers), objective and relevant. A current UT Dallas job must be reclassified to change the minimum qualifications.

Equivalency

An equivalency allows the job seeker to submit various combinations of education, experience or other training/licenses to satisfy the qualifications of the job. In order to consider applicants with equivalent education or experience, the equivalency statement must be included in the job posting. When the applicant applies with an equivalency, the equivalency must equal the number of the years required in the minimum qualifications.

Requirement	Experience Equivalency
Associate's Degree	2 years of experience
Bachelor's Degree	4 years of experience
Master's Degree	6 years of experience
PT experience	½ FT experience – for example, 1 year PT experience will be counted as 6 months FT experience (for internal candidates, FTE may determine the equivalence, i.e. 75% FTE equates to 9 months experience)
Student work experience	½ FT experience – for example, 1 year PT experience will be counted as 6 months FT experience

Example

A job posting requires a Bachelor's degree plus 5 year of experience in a particular function or an equivalent combination of education and experience. Job Seeker A submits a resume indicating that they possess an Associate's degree and seven (7) years of experience, Job Seeker B submits a resume indicating a Master's degree and two (2) year of experience, which job seeker meets the minimum qualifications of the job and may be hired?

Answer: The job seeker with the Associate's degree and seven (7) years of experience

Step 1: Because the requirements include an equivalency statement, determine the number of years required.

Bachelor's (4 years) + 5 years of experience = a total of 9 years required to meet the minimum requirements

Step 2: Determine the years of experience of each job seeker

Job seeker A: Associate's (2 years) + 7 years of experience = a total of 9 years of experience

Job seeker B: Master's (6 years) + 2 years of experience = a total of 8 years of experience

In this case Job seeker B is short one (1) year of experience and does not meet the minimum qualifications of the job. Job seeker B should not be considered further in the hiring process.

Screening

The minimum qualifications may be used to screen out job seekers not meeting minimum qualifications; however, this is not automatic. In order to use the minimum qualifications as a screen, the Employment Specialist will need to add the minimum qualifications as supplemental questions to the job posting. If the position includes an equivalency, the supplemental question must be designed so that applicants meeting the equivalency are not disqualified. Disqualified candidates will not be visible to the hiring manager.

Certifications

Because certifications vary in requirements, counting an applicant's certifications as an equivalency will be reviewed on a case by case basis. The decision to use certifications as an equivalency should be made by the hiring manager and communicated to the Employment Specialist prior to posting a position.

Hiring

Applicants may not be hired into jobs of which they are not minimally qualified.