Step 1: Complete box in upper left corner of Matrix indicating the NOV#, Position Title, Prepared By, and “Signature” of Hiring Supervisor sections.

Note: Hiring Supervisor’s SIGNATURE is required on each page certifying and approving the information on the Matrix.

Step 2: Along the top of the Matrix there are column headings labeled Required Qualifications, Relevant Qualifications, and Preferred Qualifications. Columns heading under these sections should reflect those qualifications specific to your job posting. Change column headings accordingly. Description of each section is listed below:

- **Required Qualifications** – Does the applicant meet the minimum education and experience qualifications of the position based on the position description?
- **Relevant Qualifications** – What is the potential immediate impact this applicant may possess? Does the applicant possess those qualifications to perform this particular job now?
- **Preferred Qualifications** – Does the applicant have work experience or skills in these areas?

In this section, you must enter preferred qualifications you are seeking from your applicants.

Note: Preferred qualifications MUST be specified in the position description and job posting, in order to rate the applicants on those qualifications.

**SCORING:**

Score the applicant based on the information provided on their application as it relates to the position’s responsibilities. Scoring is weighted on a 1-5 scale; 1 being applicant’s qualifications least match that of the position and 5 being applicant’s qualifications best match the position responsibilities. If an applicant does not meet the qualifications or the qualification does not apply to the position, place a “0” in the score box.

Note: The Matrix must include ALL applicants who apply, not just those who are interviewed. (A hiring matrix is not required when there is only ONE candidate.)

Step 3: Applications should be reviewed as they are received, then names entered under the “All Applicant Names” section of the matrix. Place a “V” (Veteran) or “F” (Foster Child) in the designated box next to the applicant’s name, if applicable. (This information can be obtained from the Foster Child and Military Service sections of the application.) Education, experience, and skills are scored based on your review of the applications. The “Application Score” will calculate automatically based on your entries and will give the “Total Score”. Veterans and Foster children are given preference, if their scores are equal to the highest ranked applicant. Effective 9/1/15, Veteran’s Preference affects the interview process. If 6 or fewer applicants are chosen for an interview, a qualified Veteran’s preference applicant from the pool must be interviewed. If more than 6 are interviewed, 20% of the number interviewed that are qualified Veteran’s preference applicants must be interviewed.

Step 4: Next, determine who will be interviewed. Go to the “application score” column. Applicants with the highest scores should be interviewed. In a case where the top two applicant scores are very close, interview both candidates. In some cases you will want to interview multiple candidates.

Note: Applicants who score the same or higher, than an applicant who is interviewing, they too should be interviewed.

Step 5: **After interviewing an applicant**, enter an ‘interview score’. This score is weighted more and will automatically double when entered on matrix. Example, if you enter 2, 4 will be calculated into the total score box. You will still use the 0-5 scoring scale.

Note: The applicant scoring the highest ‘Total Score’ indicates the applicant who best meets the requirements of that particular position and should be the selected candidate.

Step 6: If a high scored applicant is not interviewed or selected, a reason/explanation should be noted at the bottom of the hiring matrix form and their applicant status of the employment system should reflect the same reason/s.

Step 7: The Hiring Matrix along with all other required documents should be attached to the Hiring Proposal when requesting the Hiring Certificate.

For questions and assistance, please contact Ann Perez at 458-7692 or arperez@tamu.edu

TPS Matrix steps 07/2016