

Candidate Evaluation

The process for candidate evaluation varies by the type of position.

Civil Services, Administrative, and Professional Positions

1. Civil Service Positions – Process
 - a. Once the position deadline is reached and the post closes:
 - b. Applicants are reviewed for:
2. Completed Civil Service Application
3. Required Materials Submitted (i.e. Transcripts, Resume, Licensure, etc.)
4. Applicants who have met the submission requirement will then be reviewed by the Civil Service department in order to qualify for testing based on if the applicant has sufficiently met the MAQ's (Minimum Acceptable Qualifications) as outlined by SUCCS.
5. Applicants that meet MAQs will be scheduled for the Credential's Assessment to be placed on the register.
6. Register is certified, and the top 3 scores will be sent to the department manager to begin the interview process.

Administrative / Professional Positions

Process with their search committees.

Civil Service Extra Help

Applicants are reviewed for MAQs and hired based on the department's preference. There is no test for Extra Help.

Other Positions Not Covered by A/P or Civil Service

For other positions including faculty, deans and higher-level administrative positions not covered by A/P or Civil Service, the evaluation process should use approaches typically found in University policy and / or unit-level operating papers and practice.