

ASSESSING EDUCATION AND EXPERIENCE TO DETERMINE IF A JOB SEEKER MEETS THE ENTRY-LEVEL (MINIMUM) QUALIFICATIONS OF A POSITION

Below are sample education and experience scenarios of job seekers with an explanation of how it was determined if they met the entry-level (minimum) qualifications of the example classification.

EXAMPLE CLASSIFICATION

Executive Coordinator (in an administrative department of the University)

ENTRY-LEVEL (MINIMUM) QUALIFICATIONS AS IDENTIFIED ON THE UNIVERSITY CLASSIFICATION DESCRIPTION OF THE EXAMPLE CLASSIFICATION

A Bachelor's Degree in an appropriate field, or an equivalent combination of training and experience, is necessary.

A minimum of three years of responsible business administration experience directly applicable to supervisor's functional area is necessary.

EXAMPLE OF EDUCATION AND EXPERIENCE SCENARIOS OF JOB SEEKERS AND DETERMINATION OF WHETHER THE ENTRY-LEVEL (MINIMUM) QUALIFICATIONS WERE MET

Job Seeker "A"

Job Seeker "A" has a Bachelor's Degree in Accounting and two years of experience as an administrative coordinator.

Job Seeker "A" **does not meet** the entry-level (minimum) qualifications of the Executive Coordinator classification, as Job Seeker "A" does not have the required quantitative (i.e. three years) relevant experience.

Job Seeker "B"

Job Seeker "B" has a high school diploma and three years of office management experience.

Job Seeker "B" **does not meet** the entry-level (minimum) qualifications of the Executive Coordinator classification. Job Seeker "B" **does** have the required three years of relevant experience, but **does not** meet the educational requirements. While the educational requirements allow for an equivalent combination of training and experience in lieu of a bachelors' degree, which typically equates to two years of relevant work experience, this

experience must be in addition to the minimum quantitative requirements - it cannot be counted for both the quantitative requirements and the educational requirements. Therefore, this job seeker would need at least five years of relevant work experience to meet both the educational and quantitative requirements.

Job Seeker "C"

Job Seeker "C" has a Bachelor's Degree in Accounting and three years of financial analysis experience, which was all part-time.

Job Seeker "C" **does not meet** the entry-level (minimum) qualifications of the Executive Coordinator classification, as full credit cannot be given to part-time work experience. The number of years in a part-time position is typically prorated at 50%. Therefore, the experience of Job Seeker "C" equates to 1.5 years full-time and **does not meet** the quantitative requirements, which is three years of relevant experience.

Job Seeker "D"

Job Seeker "D" has a Bachelor's Degree in Economics. Job Seeker "D" went to school part-time while working full-time for 10 years as a nursing assistant.

Job Seeker "D" **does not meet** the entry-level (minimum) qualifications of the Executive Coordinator classification. While Job Seeker "D" has the required education, their quantitative experience cannot be categorized as responsible business administration experience as, typically, 10 years of nursing assistant experience does not entail responsible business administration duties.

Job Seeker "E"

Job Seeker "E" has a Bachelor's Degree in Marketing and three years of program management experience.

Job Seeker "E" **does meet** the entry-level (minimum) qualifications of the Executive Coordinator classification.

Job Seeker "F"

Job Seeker "F" has a high school diploma and five years of experience as an executive assistant.

Job Seeker "F" **does meet** the entry-level (minimum) qualifications of the Executive Coordinator classification. Job Seeker "F" does not have a bachelor's degree but qualifies under the equivalent combination of training and experience criteria of the educational requirements. Typically, two years of relevant work experience can substitute for a bachelor's degree. However, this experience must be in addition to the minimum

quantitative requirements - it cannot be counted for both the educational requirements and the quantitative requirements.

Job Seeker "G"

Job Seeker "G" has a Bachelor's Degree in Business Administration, a Master's Degree in Business Administration, and two years of office management experience.

Job Seeker "G" **does meet** the entry-level (minimum) qualifications of the Executive Coordinator classification. Job Seeker "G" does not have the minimum quantitative experience required, but does have a relevant master's degree that can be equated to one year of relevant experience. Therefore, Job Seeker "G's" two years of relevant experience and the relevant Master's degree equate to the required three years of relevant experience. (Note: If a University classification description requires a master's degree, it **cannot** be counted as one year of experience as well.)