

Instructions for Completing Application Rating Form (ARF)

RATING THE CANDIDATE'S APPLICATION

This phase of the recruitment process is the paper screening of the candidate's required qualifications. A list of candidates meeting the required qualifications will be selected for interview. You will be given a separate ARF sheet for each candidate. You should rate each candidate for each selection factor on the ARF rating sheet using the following guide.

DOES NOT MEET - Candidate's experience on the selection factor is below the level required - **THIS IS A FAILING RATING FOR THE FACTOR**

MARGINAL – Unable to clearly evaluate candidate's experience. - **THIS RATING FOR THE FACTOR IS NEITHER SATISFACTORY NOR UNSATISFACTORY**

MEETS - Candidate's experience on the factor is at a satisfactory level - **THIS IS A PASSING RATING FOR THE FACTOR**

EXCEEDS - Candidate's experience on the factor is at a superior level, of extremely high quality - **THIS IS THE HIGHEST PASSING RATING FOR THE FACTOR**

AS YOU ARE RATING THE CANDIDATES, REMEMBER THESE IMPORTANT THINGS:

1. Candidates should be rated only on the designated factors. Do not allow non-job related factors (e.g., *age, sex, ethnic group, physical characteristics*), influence your rating.
2. It is not unusual for candidates to do well on one factor and poorly on another. You must be careful not to rate a candidate higher or lower on a specific factor based on your impression of his/her overall qualifications. Rate each factor independently of how the candidate performs on the other factors.
3. In rating each applicant make descriptive comments giving the reasons for your rating on each factor in the "COMMENTS" section and making descriptive comments in the "REASON FOR RECOMMENDATION/RATIONAL" section.
4. Make sure all sections of the ARF are completed (e.g. *rater, title, date, recommend interview*).
5. When screening applications for positions that fall under the bargaining agreement with the California State Employees Association (CSEA), there is a provision in the contract (Article 9 Employee Status - 9.2) that states the following:

An employee (**applicants in CSEA Units 2, 5, 7 and 9**) who believes he/she is qualified for a vacant position at a CSU campus or the Chancellor's Office may apply for such position within the specified application period. Applications shall be submitted to the appropriate Human Resources Office. An employee may submit, along with an application, a statement regarding his/her experience and service within the CSU. Such a statement shall be a part of the employee's application. CSU documents regarding any meritorious service by the employee at the CSU may also be submitted by the employee with an application.

It shall be the policy of the CSU in filling vacant bargaining unit positions to fill such vacancies from among qualified individuals currently employed at a campus. The President may appoint outside applicants when he/she determines such action is necessary to: (1) to achieve workforce diversity; (2) meet the best interest of the campus by obtaining specialized skills and abilities not available from current employees.