

Scoring Questionnaires Quick-Sheet

This Quick-Sheet contains Best Practice Recommendations regarding the effective scoring of a prescreening questionnaire, including optimal ACE Alert settings.

Requirements, Assets and Weights...

You score a prescreening questionnaire by identifying answers to each question as required or asset, and (optionally) assigning weights to certain answers. Use the following definitions to score your answers:

Required: This answer absolutely has to be selected for the Candidate to be considered for the job.

Goals: Select "Required" criteria first. Try to have about 1:1 ratio of requirements to questions. All hires have all Required answers selected.

Asset: Any answer that doesn't absolutely, positively have to be selected for the Candidate to be considered for the job, but would distinguish this candidate compared to others.

Goal: Identify enough Assets to separate "minimally qualified" Candidates from "ideal" Candidates (ACE Candidates)

Weight: A numerical value added to a Required or Asset answer to give it more consideration in prescreening Candidate.

Goal: Keep it simple! If first starting out recommend using "Requirements" & "Assets" only and NOT "Weighting" (percentage), except for special exceptions or for high volume. Remember you can adjust settings after candidates apply if necessary!

Top Don'ts:

1. Not marking all "Minimum or Greater" Requirements on Single Answer (see examples below)
2. Too Few Requirements
3. Too Many Requirements

A few words about weighting:

- **Weight totals 100%** regardless of how many Required/Assets are weighted.
- **Weighting only one or two Required/Assets** allows you to identify highly desirable qualifications from "Candidate List View".
- **Assigning variable Weights to different Assets** rather than the same Weight to each allows you to spot top candidates from "Candidate List View".

"Minimum and Greater" Example

1 Please indicate your highest level of education that you have attained: <small>* Global * Code: 8792 * Type: Single Answer</small>		High School Diploma	Not Applicak	0	(0%)
		Technical/Vocational Certificate	Not Applicak	0	(0%)
		Associates Degree	Not Applicak	0	(0%)
		Bachelor's Degree	Required	0	(0%)
		Masters Degree	Required	0	(0%)
		Doctorate Degree	Required	0	(0%)
		None of the above	Not Applicak	0	(0%)

- This is a single answer question, the candidate will only check one answer
- If Bachelor's Degree is required, we MUST mark that answer and all answers "greater" than that answer as "Required"
- If we DO NOT do this: A candidate that answers "Master's degree" will not be recorded by the system as having met the requirement, even though candidates with a Master's degree DO meet the minimum

Alert Settings and Sorting Candidates

Identify ACE candidates according to the following criteria:

- A candidate meeting all the required criteria achieves a result of at least (0/0) .
- A candidate meeting all the required criteria has at least assets out of .

Identify a candidate as an ACE when **either** condition is met.

Identify a candidate as an ACE when **both** conditions are met.

The ACE Alert sets the recruiter's individual threshold for "Ideal" candidates or "ACE" candidates.

The ACE threshold can be determined based on:

1. Taking a look at the required and assets assigned to answers, and validating which level of Assets and/or Weight score should identify ACE candidates.
2. Using previous prescreening results to predict the desired threshold.

Top ACE Alert Don'ts:

1. Not turning ACE Alert ON (A star icon beside the Requisition Name = ACE Alert is ON!)
2. Using "Weighting" when no weights are assigned in the questionnaire

Based on the answers the candidate provides, you can then think of the candidates as being sorted into YES, MAYBE and NO piles, as demonstrated in the chart below, and action them accordingly.

	Candidate Sorting		
	YES (✓)	MAYBE (?)	NO (X)
Definition	All requirements met AND have most assets	All requirements met	Did not meet All requirements
Identification	ACE Icon	No ACE icon, but ALL requirements met	No ACE icon, and ALL requirements NOT met
Action	Apply additional sort if necessary and move to next Step	Hold until ACE Candidates are processed, then proceed	Mass reject from position

Example of sorting candidates into "Yes", "Maybe" and "No" from Candidate List View at-a glance

Candidate	Step	Selection Status	Requirements	Assets	Result
Barillari, Janie (63893) ★	New	To be evaluate	1 / 1	3 / 3	100 %
Turner, Mia (39063) ★	New	To be evaluate	1 / 1	3 / 3	94 %
Bruce, Johnson (40189) ★	New	Has Declined	1 / 1	3 / 3	94 %
Bella, Blume (52593)	New	To be evaluate	1 / 1	1 / 3	31 %
FLOWERS, JOHNATHAN E. L..	New	To be evaluate	0 / 1	0 / 3	
Collin, Jonas (40712)	New	To be evaluate	0 / 1	0 / 3	

YES (Candidates with 1/1 requirements and 3/3 assets)

MAYBE (Candidate with 1/1 requirements and 1/3 assets)

NO (Candidates with 0/1 requirements and 0/3 assets)