Basic Guidelines for Screening Applicants

Applicants are screened automatically and sent to the hiring department based on their answers to supplemental questions on the job posting. Because of the self-qualifying process, the hiring manager or HR Contact must carefully review applications to ensure candidates who are selected to be interviewed meet the minimum requirements and that their noted experience is relevant for the job.

Key Considerations for Screening

Screening should be done in the most efficient, job related, fair, reasonable and consistent manner possible.

1. Use only stated selection criteria from the job posting, new criteria cannot be introduced when screening the applications.

2. All qualifying information provided by the applicant must be submitted on the USC application for consideration. The resume, cover letter and other supplemental documents are used as additional information. If the applicant needs to update their USC application, have the applicant contact the Office of Recruitment and Employment at 803-777-3821 for assistance.

3. If a position has a built-in equivalency, then equivalencies or equivalent combinations of education and experience must be applied consistently for all applicants.

4. Look for information which gives evidence of the presence of required education and experience (both quantity and quality).

5. Do not try to eliminate applicants by guesswork.

6. Valid reasons why/why not each applicant was selected for an interview should be documented to confirm that the same criteria were applied to all applicants.

7. South Carolina state law prohibits employment by any state agency of any person who has willfully defaulted on any of the student loans listed on the application. Such person may be considered for employment only after all overdue payments have been made or a voluntary agreement has been entered into with the lender after the default providing for terms of repayment of the debt. If an applicant selects that they have a loan in default, the hiring manager must contact the Office of Recruitment and Employment to verify that the proper paperwork has been documented. Applicants must not be interviewed if they have selected that they have a loan in default and you have not verified with the Office of Recruitment and Employment that proper documents are on file.

Education and Experience Equivalencies

When considering an applicant's qualifications and whether they meet those specified in a job requisition, the following education and experience equivalencies will apply.

Part-Time Work Experience:

Relevant part-time work experience is calculated as half-time for the University of South Carolina. Example: 1 year of relevant part-time experience equals 6 months of qualifying work experience.

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Full-Time Work Experience:

Relevant full-time work experience is calculated as 32 to 40 hours a week for the University of South Carolina. Ensure the employment dates for both the beginning and ending period have the month and the year.

If an Equivalency is Listed in the Minimum Requirements:

One year of **relevant work experience** may be substituted for one year of required education. "Relevant experience" means, if the position requires a specific bachelor's degree, the substituted work experience must be related. Example: If the position requires a bachelor's degree in finance, the work experience must be finance-related, such as research and analysis of financial data, performing financial projections, etc.

Example of Administrative Coordinator Equivalencies:

1) Master's degree and 1 year of relevant experience in business, public administration or administrative services, or a bachelor's degree and 3 years of relevant experience in business, public administration or administrative services

2) Associate's degree and 5 years of relevant experience in business, public administration or administrative services, or a high school diploma and 7 years of relevant experience in business, public administration or administrative services.

Other Acceptable Substitutions:

Minimum Qualifications: Master's degree in social work
Substitution: Bachelor's degree in social work and two years of work experience in the field

Minimum Qualifications: Bachelor's degree in information technology plus two years of experience
Substitution: High school diploma and six years of work experience in information technology

Minimum Qualifications: Master's degree in planning plus four years of experience
Substitution: High school diploma and ten years of work experience in planning

Relevant Education Experience:

In evaluating education for experience, a year for year substitution may be used for a degree in a relevant discipline. For example, a bachelor's degree and two years of accounting experience is equal to 6 years of combined education and experience.

Examples of Education Year Substitutions:

High school and 2 years of work experience = an associate's degree

High school and 4 years of work experience = a bachelor's degree

Associate's degree and 2 years of relevant work experience = a bachelor's degree

Bachelor's degree and 2 year of relevant work experience = a master's degree

Volunteer and Internship Experience:

Credit for pertinent volunteer experience with civic, welfare or service organizations, with or without compensation, may be granted. The application must clearly describe the actual amount of time spent in such work. Applicants must provide complete work history information, including dates and duties, just as they would for a paid position.