

	<b>Location:</b>	Division Number and Title (i.e. 4127 – Veterans Affairs)
	<b>Job Title:</b>	Job Title and Grade (i.e. Processing Assistant IV- Winston Salem, grade 59) <b>Working Title:</b> If any
	<b>Position Number:</b>	Last 5 digits of position number being posted (i.e. – 17806)
	<b>Post Of: Re-Post Of:</b>	Date of Posting (i.e. 12/27/06-01/10/07) Date of any Re-Postings:
	<b>Minimum Requirements</b>	Type in the OSP mandated Training & Experience (T&E). All applicants must meet the minimal requirements of the Training & Experience in order to be considered.
	<b>Required Competencies</b>	List any Required Competencies needed to be minimally qualified for this position (usually listed with career-banded positions postings)
<b>1</b>	<b>Name</b>	List the names of all applicants for the position in this column -Alphabetically, Last name first (i.e. Johnson, Robert)
	<b>SELECTIVE CRITERIA</b>	The Hiring Manager may identify any Selective Criteria as deemed appropriate for a particular location and/or position. This is done first on the posting and then by renaming, deleting or adding columns as necessary on this form. These can be listed on the Screening Summary form as “Documented KSA’s” (this replaces the old term of “Preferences”).
<b>2</b>	<b>Race / Sex</b>	Entered for EEO purposes
<b>3 &amp; 4</b>	<b>Months related education above minimum Months related experience above minimum</b>	Indicate the total number of months of directly related education and experience (combination of both) above the minimum requirements you have awarded this applications (applicant). Notes may be made by the screener(s) on notebook paper, sticky note, etc. to document how they arrived at this figure – if needed.
<b>5</b>	<b>Total combination Months of education and experience above minimum</b>	Total of education and experience months above minimum figures.
<b>6-14</b>	<b>Documented KSA’s (Knowledge, Skills &amp; Abilities)</b>	These KSA’s must be directly related to the position, and should have been referenced in the posting. These KSA’s can be used, in conjunction with combination of months of education and experience above minimum – to help identify your Most Qualified candidates from the applicant pool. The Screener and Hiring Manager can use any or all of the KSA’s listed in order to determine a “Most/Highly Qualified” applicant pool (interview pool). If applicant references/documents one of these KSA’s on their State Application Form (resume cannot be used)- place a check (☐) mark in that column.
	(could actually be more/less than 6-14 if needed!)	
<b>15</b>	<b>Total Number of Documented KSA’s</b>	Indicate the total number of KSA’s documented on the applicant’s PD-107/PD-107A form(s). (i.e. the total of columns 3-10)
<b>16</b>	<b>Priority Re-employment</b>	Check this box if the applicant is eligible for any of the priority employment considerations, such as RIF (RIF), Veteran’s Preference (VP) or Promotional Priority current State employee (ST). See Employment/Re-Employment Priority Guide)
<b>17</b>	<b>Most Qualified</b>	Check this block if the applicant meets all criteria set for “most/highly qualified”
<b>18</b>	<b>Comments Section:</b>	Record any comments as necessary for each applicant. This is mostly used to record type of degrees, if current agency employee or if working in same type position as the one being screened for (same position with state agency).
	<b>Criteria Used for Most Qualified</b>	Indicate the number (combination) of months of education and experience above the minimum AND the number of KSA’s documented on the application. This Criterion is used to determine the Most Qualified pool from this posting. Only these applications should be forwarded to the Interview Team (and offered interview).
	<b>Screener</b>	The Screener should sign his/her name on bottom of each Screening Summary Sheet and indicate the date that the screening was completed. Any Subject Experts (or 2 <sup>nd</sup> screeners) should also sign and date. It is preferred that the screener also prints his/her name below their signature.