

## Using the Hiring Matrix

The purpose of the Hiring Matrix is to identify those applicants who best meet the minimum and preferred requirements of the position and to support the selection, interview and hiring process. It is the responsibility of the hiring supervisor, department and/or search committee chair to review employment applications, and consider, interview and select only qualified applicants. Qualified applicants are those who meet all minimum requirements as advertised, and who have completed the employment application with all the required documents as requested.

The hiring matrix is a tool to help you make your hiring decision more efficient. You can use this tool to rank and score your applicants based on their experience against the required and preferred qualifications of the posting. The hiring matrix also documents the hiring process and helps justify a hiring decision.

It is not required to use the hiring matrix, but if a hiring matrix is not used, a hiring memo will be required.

## Important Tips and Steps in Using the Hiring Matrix

HR Employment Services will pre-populate the Hiring Matrix based upon the job posting information received from the department. The Hiring Matrix will correspond to the job description, duties, knowledge, skills and abilities needed to successfully perform the job as presented in the posting information. The Hiring Matrix will be sent to the department/search committee chair prior to the posting of the position to ensure that the required and preferred qualifications are clear, up-to-date and appropriate to the essential functions of the position.

### Step 1 - Completing the Hiring Matrix

- Enter names of applicants in the "Applicants" section.
- Rate each applicant on each minimum requirements using the Yes or No or ? drop down lists.  
NOTE: If you select No for any Minimum Requirements, you do not have to rate the applicant any further - This applicant IS NOT a QUALIFIED applicant. Any "?" for Minimum Requirements need to be verified prior to moving the applicant forward.
- Assign a weight (1=low to 5=high) from the drop-down list for each preferred selection criteria based on overall importance to the department and the position. This is section is highlighted Orange. (Select 1 if weights are not being used.)
- Rate each applicant on each preferred requirements using the 0 to 3 scale dropdown lists as defined below.

Rating Evaluation Descriptions		
Rating		Description
3	Highly Above Expectations	Significantly exceeds the qualification that is required/preferred for successful job performance.
2	Above Expectations	Generally exceeds the qualification that is required/preferred for successful job performance.
1	Meets Expectations	Meets the qualification that is required/preferred for successful job performance.
0	Below Expectations	Generally does not meet the qualification that is required/preferred for successful job performance.

- The selection criteria score will be calculated automatically for you (Weighted Value times Rating).
- The applicant's total score will be calculated automatically for you (totals all criteria scores together).

### **Step 2 - Using the Hiring Matrix**

- At some point you must decide whom to interview. It is at this point the "Hiring Matrix" comes to your aid.
- In viewing the total score for an applicant, you can at this point assign an applicant resolution using the drop down list in column AE.
- This review of applicants will assist you in your decision of whom to request for approval to interview.

### **Step 3 – Approval to Interview**

- If a Hiring Matrix is used, the matrix and all ad copy must be emailed to [TTUemployment@tntech.edu](mailto:TTUemployment@tntech.edu) to be electronically uploaded to the posting.
- Within PeopleAdmin, the **Applicant Reviewer** will change the applicant's status to "Selected for Interview". Please change all applicants selected for interview at the same time. The PeopleAdmin approval workflow is Dean/Admin Officer to Affirmative Action.
- At this time, you will also change the status and reason codes for those applicants you do not wish to interview. If you used the hiring matrix, you can use the resolution column in making the necessary status/reason changes in PeopleAdmin.
- Approval to begin interviews will be sent via email to the Applicant Reviewer. If phone or Skype interviews are to be used, they may not be conducted until after the department has received approval to interview.
- The department will notify, schedule, and perform interviews. References should only be contacted after receiving approval to interview.

You can access an example of the hiring matrix [here](#) .

**For questions regarding the use and functionality of the hiring matrix, email [TTUemployment@tntech.edu](mailto:TTUemployment@tntech.edu)**