



Guide for Qualifying Candidates

Candidates are qualified to ensure that candidates have the necessary knowledge, skills, and abilities to perform the job effectively and to help ensure that the hiring process is fair and consistent. This document is to assist a Hiring Manager and/or Department to determine if a candidate is qualified for a position.

How to Qualify a Candidate

1. Evaluate the applicant’s qualifications in relation to the posted minimum qualifications and preferred qualifications.
2. Evaluate dates of employment using Month and Year information.
3. When dates of employment overlap, only give one (1) year credit per overlapping year for full time employment.
4. When the candidate holds more than one degree at the same level, no additional credit is given per additional degree at the same level.
5. For a candidate to be qualified, their **Education Experience** and **Work Experience** must meet or exceed the **Required Experience** and **Required Education**.
6. If a position description has a *specific* degree field(s) identified to meet the education requirement, then the degree(s) that the candidate has earned must meet the education requirement.
7. If the below conditions are met, a degree may be substituted for years of experience if the degree is in a discipline that, while not directly related (unless degree field(s) and/or experience requirements are specified), enhances the employee’s ability to perform their work:

Education	Education in Lieu of Experience Equivalency
High School Diploma/GED	None
Associate’s Degree	May substitute for 24 months of experience if the minimum education requirement is a High School diploma or GED certificate.
Bachelor’s Degree	May substitute for 48 months of experience if the minimum education requirement is for a High School diploma or GED certificate or 24 months if the minimum education requirement is an Associate’s Degree
Master’s Degree	May substitute for 24 months of experience if the minimum education requirement is a Bachelor’s degree or 48 months if the minimum education requirement is an Associate’s Degree, or 72 months if the minimum education requirement is a High School diploma or GED certificate.
Doctorate Degree, including a JD, or an Ed.D.	May substitute for 24 months of experience if the minimum education requirement is a Master’s Degree, or 48 months of experience if the minimum education requirement is a Bachelor’s degree or 72 months if the minimum education requirement is an Associate’s Degree, or 96 if the minimum education requirement is a High School diploma or GED certificate



8. The experience in lieu of education equivalency is **only** authorized if it is in the position description developed by Human Resources Compensation. In these few cases an **Equivalency/Substitution** statement will allow the candidate to be qualified with less education and more experience.
 - a. In these cases, if a position description has *specific* experience requirements identified, then the candidate's experience must demonstrate directly related experience to meet that requirement.
 - b. Experience may be substituted for education if the experience is directly related to the job area or field of discipline (unless experience requirements are specified). The intent is that the experience demonstrates a level of expertise in the field:
9. The breakdown of the equivalency includes the combination of experience/education equivalency:

Example	Experience in Lieu of Education Equivalency
<p>A requisition requires a candidate to have a bachelor's degree and 48 months of related experience. The position description Equivalency/Substitution statement says it will accept 48 months of experience in lieu of a Bachelor's degree for a total of 96 months of experience.</p>	<p>Therefore, a candidate would be qualified if they have at least:</p> <ul style="list-style-type: none"> • A high school diploma/GED and 96 months of related experience. • A field related associate's degree and 72 months of related experience. • A field related master's degree and 24 months of related experience. • A field related doctorate degree.
<p>A requisition requires a candidate to have a master's degree <i>and</i> 36 months of related experience. The Equivalency/Substitution says it will accept 72 months of experience in lieu of a master's degree for a total of 108 months of experience.</p>	<p>Therefore, a candidate would be qualified if they have at least:</p> <ul style="list-style-type: none"> • A high school diploma/GED and 108 months of related experience. • A field related associate degree and 84 months of related experience. • A field related bachelor's degree and 60 months of related experience. • A field related doctorate degree and 12 months of related experience.

Other Qualifying Notes

1. Volunteering is unstructured experience and does not count toward experience requirements.
2. Unpaid internships which are structured and field specific will count toward experience requirements for halftime, unless they can demonstrate that they worked full-time during their unpaid internship.
3. If the candidate has a paid **intern/internship** or **student job** listed as experience, these months of experience will count only for **half**, unless they can prove they worked full-time during their internship.

Example:

A candidate has 12 months of experience as an **intern** for 12 months and 12 months of experience at a full-time position, the candidate would only have 18 months of experience for qualification purposes.

Common Terms

Related experience – Experience that is related to the job area or field of the current job. Specific experience requirements listed in the job description cannot be substituted.

Related degree – an academic qualification in a field of study that provides the foundational knowledge, skills, and competencies relevant to the duties and responsibilities of that particular job. The degree program typically includes coursework and training directly applicable to the tasks the job entails, ensuring that the degree holder has the necessary background to perform effectively in the role.

Program/Project Management – Experience where the candidate has direct influence over procedures, processes, or policies that improve a business's performance.

Manager/Supervisor/Leadership Role – Experience where the candidate has direct influence and authority over other people within a business.

Contact

If you have any questions, please contact the Talent Acquisition team at HRTalent@ou.edu.