To evaluate applications for a budgeted position, hiring supervisors will use the application evaluation matrix. This matrix is designed to identify the most qualified applicants for interviews, based upon the application information. To properly use the matrix, please use the following steps:

1. **Identify the individual job essential categories.** These are generally taken directly from the Position Description and include categories such as education, experience, certifications and knowledge. This may include required and preferred elements.
2. **Assign a weighting score to each of the individual job essential categories.** A scale of 1-10 is recommended with 10 being the most important element from the job description.
3. **Develop a separate rating scale for each element listed on the matrix.** For example, if the job essential element is education, a rating scale of 1-10 might be used to score the applicant’s education level. If the minimum requirement is a BS degree and the applicant has a BS degree then he might receive a 5; if the applicant has a MS degree he might receive a 7. *[Note: Applicants may be screened by the GreatJobs system through on-line questions to eliminate anyone who doesn’t meet the minimum requirements of the position.]*
4. **Enter the categories and weighting scores into the matrix; review this information and the rating scale with Employee Development (ED) prior to rating the applications.** This review is intended to help the hiring supervisor ensure that the categories, weighting scores and rating scales will identify the best qualified applicants for interviews.
5. **Rate each application and enter the applicants and their ratings for each element into the matrix.** This screening may be done by the hiring supervisor or collectively by members of the panel. If more than one interview panel member needs access to the job posting, please contact ED for access. The ratings should be based upon their application information and the rating scale developed in step 3.
6. **Enter appropriate answer (“Y” or “N”) in the column indicating all minimum requirements of position have been met by each applicant.** A candidate that does not meet all of the minimum requirements for the position is not eligible for consideration, and therefore will receive a “0” for their application score.
7. **Enter appropriate answer (“Y” or “N”) in the two columns indicating veteran’s preference or former foster child preference. [Texas Government Code, section 657.002]** These columns have no point value for the application score – only a yes or no per the application. These columns will be carried forward to the interview matrix if candidate is selected for interview
8. **Click the sort button in the matrix to rank the applicants’ total scores from high to low.** *[Note: Excel has a security feature that disables macros. Just above the spreadsheet you will notice a shield followed by “Security Warning Some active content has been disabled.” Click the options button next to it, then select “Enable this content” and click ok.]*
9. **Select applicants for interviews.**  After evaluating the applications, the next step is to select the candidates to be interviewed. A review of the rank order listing of applicants will generally show a gap in scores between the top candidates and those who scored lower. This leads to the selection of the candidates who scored higher on the matrix to be the ones chosen for interviews. Hiring supervisors should determine the number they wish to interview and draw a cutoff line to accommodate. *[Note: All candidates above the cutoff line must be given the opportunity to interview.]* To help ensure that the interview pool meets the state’s requirement for veteran’s employment preference, the following steps must be followed:
   1. Enter the number of applicants to be interviewed into the first box in top right corner of the Application Evaluation Matrix. The minimum number of veteran’s preference applicants to interview will automatically appear in the second box.
   2. If the minimum number (or more) of qualified applicants claiming a veteran’s employment preference are already included in the pool, proceed with normal procedures.
   3. If the minimum number (or more) of applicants claiming a veteran’s employment preference are not included in the pool and there are more qualified applicant’s claiming a veteran’s preference, enter a P in the veteran’s preference column for the required minimum number with the highest ratings among applicants claiming a veteran’s preference. Re-sort the list. This will result in those with the employment preference “P” at the top of the applicant pool followed by the remaining candidates ranked from high to low.
   4. Use the same cutoff point for applicant’s to be interviewed. This may result in a higher number being interviewed because of the employment preference “P” candidates. If so, enter new total number of applicants to be interviewed into the same field as step 1. Verify the number of veteran’s employment preference candidates included in the interview pool meet the minimum number required.
10. **An optional sort button** above the applicant name is available to assist the hiring supervisor in cross checking the names on the application matrix with GreatJobs to ensure no one is inadvertently left off the matrix.

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