

GUIDELINES AND BEST PRACTICES FOR POSITION DESCRIPTIONS/ANNOUNCEMENTS AND DEFINING BASIC QUALIFICATIONS – UCSF CAMPUS

For many campuses, the implementation of AP Recruit offers an opportunity to examine their current business practices and consider opportunities to improve those practices. This document highlights two areas that are of particular importance when drafting position descriptions and/or advertisements.

Distinguishing “Basic Qualifications” From “Additional Qualifications”¹

The term “basic qualifications” (sometimes referred to as minimum qualifications) as it is used in AP Recruit might be a new concept for some campuses and/or might require additional clarification so that the term can be used consistently throughout the UC system.

As a federal contractor, the University of California must solicit and retain demographic information for individuals who apply for employment, and for applicants *who meet the basic qualifications* for the position(s) to which they applied. Thus, establishing basic qualifications helps determine the appropriate statuses for applicants in AP Recruit.

Basic qualifications are determined before you begin to recruit for a position, and must be included in job advertisements. These qualifications are:

- **Non-Comparative** (e.g., three years’ experience in a particular position, rather than a comparative requirement such as “must have the most years’ experience, among candidates”)
- **Objective** (e.g., a Bachelor’s degree in Accounting, but not “a technical degree from a good school”);
- **Relevant** to the performance of the particular position

When posting a position in AP Recruit, certain job qualifications should be listed as “basic qualifications” and others as “additional qualifications.” Note that there is no harm in listing something as an “additional qualification” if it is not a basic qualification; the “additional qualification” designation does not limit your ability to use that qualification as a basis for selection among applicants for the position.

Please note that *a job qualification may still be a required qualification even if it does not meet all the criteria for a “basic qualification”*. For example, “excellent interpersonal skills” may be critical to the ability to perform a particular job. However, because this characteristic is subjective (i.e., not objective, as required to be deemed a “basic qualification”) and not demonstrable in the applicant’s “expression of interest,” this qualification cannot be listed as a basic qualification. Instead, it would be listed under “additional requirements” but would still be paramount in evaluating candidates throughout the selection process. Here are some other qualifications that might be absolute requirements but would not be considered “basic qualifications:”

- . excellent organizational skills, excellent communication skills, strong leadership skills,
- . strong analytical abilities, problem-solving abilities, and detail oriented

¹ From Harvard’s FAS Staff Hiring Toolkit

In some cases, a required qualification can be re-framed so that you may use it as a “basic qualification.” For example, if the position requires a “Bachelor’s degree from a good school,” that description falls short of the “objective” requirement for basic qualifications, as “good school” is a subjective judgment. However, you might consider instead the more objective “*Bachelor’s degree required,*” “*B.S. in Accounting or Finance required,*” or “*four year degree required.*” List a degree requirement as a basic requirement only if you are sure that you will not want to consider **anyone** who does not possess it, regardless of their overall qualifications.

Sample Text to Include in Position Announcements²

In ADDITION to the required statement,
“... is an Equal Opportunity /Affirmative Action Employer.”

You are encouraged to include a more substantive statement of the department’s interest in diversity-related research, teaching or service in the body of the advertisement.

For example:

- We welcome candidates whose experience in teaching, research, or community service has prepared them to contribute to our commitment to diversity and excellence.
- Individuals with a history of and commitment to mentoring students from underrepresented minorities are encouraged to apply.
- The department is seeking outstanding candidates with the potential for exceptional research, and excellence in teaching, and also a clear commitment to enhancing the diversity of the faculty, graduate student population, and of the majors in <field>.
- The Department has a strong commitment to the achievement of excellence and diversity among its faculty and staff.
- The Department is particularly interested in candidates who have experience working with students from a diverse background and a demonstrated commitment to improving access to higher education for disadvantaged students.
- The Department is particularly interested in individuals with a history of promoting diversity.
- Experience in mentoring women and minorities in STEM fields is desired.
- A demonstrated commitment to improving access to higher education for disadvantaged students through teaching or mentoring activities is desired.
- The University of California seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the people of California, to maintain the excellence of the University, and to offer our students richly varied disciplines, perspectives and ways of knowing and learning.

² From UCLA’s guidelines