



## Candidate Qualification Worksheet

Position: _____	-- <input type="checkbox"/> N	Position #: _____	Status: <input type="checkbox"/> FTE-P <input type="checkbox"/> FTE-T
	<input type="checkbox"/> R		<input type="checkbox"/> PTE-P <input type="checkbox"/> PTE-T
Grade: _____	Salary: _____	Run Dates: _____	
Candidate: _____			

### Documentation Submitted

Did candidate submit:

- PD107 --  Is it complete?  Is it signed?
- Cover Letter
- Resume
- Transcript --  Official OR  Unofficial (*if unofficial, must obtain official upon hire --  complete*)
- Attach copy of class specification & any additional information used in determination

---

### Education

Does candidate meet minimum education requirements?

- Did they graduate? --  Yes  No --  # Credit Hours: \_\_\_\_\_
- Degree received: \_\_\_\_\_
- Major: \_\_\_\_\_ --  Human Services?
- Accredited college/university? --  Yes  No
- If child welfare position, do they have NC CW Collaborative Training? --  Yes  No

How many years credit does education provide toward education/experience in class spec? _____
--------------------------------------------------------------------------------------------------------------

Experience

Does candidate meet minimum experience requirements?

- # of years of relevant experience: \_\_\_\_\_
- # of years of relevant experience (AFTER degree): \_\_\_\_\_
- Any additional experience credits to consider? --  Yes  No

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many years credit does experience provide toward experience in class spec?  
\_\_\_\_\_  
\_\_\_\_\_

---

Qualification

- Fully qualified       Not qualified       Undetermined -- submit to OSHR --  Yes  No
- Work Against or Trainee Program -- Available  Yes  No --  Recommended (explain)

Explain: \_\_\_\_\_  
\_\_\_\_\_

---

Exception Requests (must submit to OSHR)

- Yes  No

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

Complete – Close Out

*To be completed for each applicant; form to be filed in hiring folder and/or employment folder*