Sample Application Screening Process for SSA

Step	Action
1	Using the following documents highlight the **minimum** qualifications (click here for examples): • the classification specification for the SSA http://www.dpa.ca.gov/textdocs/specs/s5/s5157.txt • the approved duty statement • and the approved JOB
2	Write out or type the 3-5 **broad** screening criteria based on the highlighted sections of the documents listed in Step 1; such as: • 1 year experience as an SSA, Personnel Technician, Budget Technician, Management Services Technician, Range B, Occupational Technician (General), Range B, Business Service Assistant (Specialist), Range B, or Program Technician II, Office Services Supervisor I, or Office Technician and 12 semester units of college courses in Public or Business Administration, Accounting, Economics, Political or Social Science, English, Speech, Statistics, Law. • At least 6 months in the use of Microsoft applications such as Microsoft Word, Excel and Access. • 1 year experience developing and evaluating alternatives of governmental and/or managerial issues or problems.
3	After removing the ethnic data from all applications received, the Personnel Liaison (PL) highlights each application for the minimum qualifications with one color of highlight and a different color of highlight is used for those applicants possessing qualifications above the minimum required. By highlighting the qualifications, the PL will be able to easily separate the applications into three stacks, “not qualified,” “qualified,” and “well qualified.” **NOTE**: If the information on the application/resume is inconsistent, such as dates of employment, salary vs. duties, etc., the PL may contact the applicant for verification.
4	The PL contacts the C&P Analyst for eligibility verification of **all** qualified and well qualified applicants.
5	Following eligibility verification, the PL schedules applicant interviews.